



# Library Board Meeting Agenda

## Indianapolis-Marion County Public Library

Notice Of The Regular Meeting  
October 24, 2022

Library Board Members Are Hereby Notified That The Regular Meeting  
Of The Board Will Be Held At The

Library Services Center  
2450 North Meridian Street, Room 226  
At 6:30 P.M.

For The Purpose of Considering The Following Agenda Items  
Dated This 20th Day Of October, 2022

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 as follows:

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

Public comment can be made in-person at the Library Services Center.

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

The Public has been invited to the Board Meeting.

At every Library Board meeting we open with a time for public comment. We welcome feedback from the public about our Indianapolis Libraries, and this is a time when the public may address the Library Board. If there are several of you representing the same group, please select a spokesperson. Please do not repeat the same comments someone else has offered. Please note also that this public comment time is not the appropriate forum for commenting on matters related to alleged employee misconduct. Any such matters should be brought promptly to the attention of the Library's Interim CEO or the Human Resources Department where matters can be properly addressed in compliance with established Library policies and procedures. **A FIVE-MINUTE LIMIT WILL BE ALLOWED FOR EACH SPEAKER. EACH SPEAKER SHOULD GIVE THEIR NAME AND THEIR ADDRESS.**

#### b. Dear CEO Letters and Responses (at meeting)

#### c. Correspondence for the Board's general information. (at meeting)

### 4. Approval of Minutes

#### a. Regular Meeting, September 26, 2022 (enclosed)

### COMMITTEE REPORTS

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

#### a. Report of the Treasurer – September 2022 (enclosed)

#### b. Resolution 57 – 2022 (Approval of Investment Policy) (enclosed)

#### c. Overview of the Investment Policy and the Operating Fund Balance Policy (enclosed)

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

- a. **Resolution 58 – 2022** (Approval of Resolution 58 – 2022 – Enact Policy 202, Harassment) (enclosed)
- b. **Resolution 59 – 2022** (Approval of Resolution 59 – 2022 – Enact Policy 206, Bullying) (enclosed)

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

- a. **Resolution 60 – 2022** (Approval to Award a Construction Services Contract for the Central Library Auditorium Video Upgrade Project) (enclosed)
- b. **Resolution 61 – 2022** (Approval to Award Fixtures, Furniture, and Equipment Contracts for the Glendale Branch Replacement Project) (enclosed)
- c. **Resolution 62 – 2022** (Approval to Award a Planning, Programming, and Design Services Contract for the Nora Branch Renovation Project) (enclosed)
- d. **Resolution 63 – 2022** (Approval to Award a Planning, Programming, and Design Services Contract for the Pike Branch Renovation Project) (enclosed)

**8. Library Foundation Update (Dr. TD Robinson, Library Board Representative)**

**9. Report of the Interim Chief Executive Officer**

a. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (64 – 2022)**

Enclosed.

- b. **Interim CEO October 2022 Update** (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:

**November 2022 –**

## INFORMATION

**13. Materials**

**14. Board Meeting Schedule for 2022 (Notice of Date and Place of Meeting) and Upcoming Events**

- a. **Board Meeting Schedule for 2022** will be updated as necessary throughout the year.
- b. **Library Programs/Free Upcoming Events** may be found at [attend.indypl.org](http://attend.indypl.org).

**15. Notice of Special Meetings**

**16. Notice of Next Regular Meeting**

Monday, November 28, 2022, at the Library Services Center, 2450 North Meridian Street,  
at 6:30 p.m.

**17. Other Business**

**18. Adjournment**



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
SEPTEMBER 26, 2022

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The Indianapolis-Marion County Public Library Board met in person at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana on Monday, September 26, 2022 at 6:30 p.m. pursuant to notice given in accordance with the rules of the Board.

1. **Call To Order**

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

2. **Roll Call**

Members present in person: Mr. Biederman, Mr. Bigsbee, Dr. Murtadha, Ms. Payne, Dr. Robinson, Judge Salinas and Ms. Tribble.

Members absent: None.

a. **Public Comment**

The Public was invited to the Board Meeting.

Judge Salinas shared that at every Library Board meeting we open with a time for public comment. We welcome feedback from the public about our Indianapolis Libraries, and this is a time when the public may address the Library Board. If there are several of you representing the same group, please select a spokesperson. Please do not repeat the same comments someone else has offered. Please note also that this public comment time is not the appropriate forum for commenting on matters related to alleged employee misconduct. Any such matters should be brought promptly to the attention of the Library’s Interim CEO or the Human Resources Department where matters can be properly addressed in compliance with established Library policies and procedures. **A FIVE-MINUTE LIMIT WILL BE ALLOWED FOR EACH SPEAKER. EACH SPEAKER SHOULD GIVE THEIR NAME AND THEIR ADDRESS.**

Michael Torres, staff member of the Indianapolis Public Library and President of AFSCME Local 3395 representing library workers, addressed the Board and provided the following statement:

I would like the board to consider changing the monthly meetings to a day when we close at six so others, including staff could have the opportunity to attend these meetings. As well as going back to having the monthly board meetings at different

branches. It used to be that saying the way things were done before was frowned upon but if it worked, it worked.

My role as president gave me an opportunity earlier this month to participate in a national panel discussion on organizing library and cultural institutions workers that continues to make headlines. Whether it's Amazon or Starbucks the movement continues to grow. Since I last mentioned the Chicago Art Institute's campaign a few months ago several Libraries and Cultural institutions have joined the ranks of the Organized Labor: libraries such as Daniel Boone Regional Public Library in Missouri and Philadelphia Museum of Art, Niles Maine District Library, and campaigns to organize workers at Baltimore Enoch Pratt Free Library or the Newberry Public Library.

What this panel reminded me was we are all Laborers/Workers and often because of the profession and, commitment we pledge to our community often add duties we did not expect to be performing as frontline or support library staff creep into our tasks.

From the article, Vocational Awe and Librarianship Fobazi Ettarh opens with Chera Kowalski and other librarians administering Naloxone, better known as Narcan, to patrons in and around McPherson Square branch in Philadelphia. Since the article was shared sixteen thousand times Kowalski has saved dozens more lives administering Naloxone. More libraries have followed this lead, including IndyPL where many of our frontline staff have been trained on how to administer Narcan. These and other expectations that become part of our everyday library work.

Another example is Security. In the beginning it may have been seen predominately as a means to preserve and protect property but now it encompasses the safety and security of staff and patrons, just read the incident reports and you'll get a feel for what staff have encountered.

Ettarh writes "Vocational awe" refers to the set of ideas, values, and assumptions librarians have about themselves and the profession that result in beliefs that libraries as institutions are inherently good and sacred, and therefore beyond critique. He breaks it up in three parts: The Mythos of Libraries and Librarianship; Locating the Library in Institutional Oppression and The Martyrdom is not a long-lasting career.

At Wednesday's Municipal Corporations committee meeting, CEO Nichelle Hayes presented our 2023 Proposed Budget, where Councilman Frank Mascari asked about our hours and service particularly Sundays. It seemed like Councilman Mascari was discovering what our work plate holds working in our public libraries. I took his question about Sundays as an avenue to begin that discussion on a way to give staff some relief, some time to regroup, or just mental health day. In speaking with our members they are certainly be in favor of discussing Sunday hours. One said "I hope to hear of the reduction of Sundays soon! We just need more time for our mental health" In Part Three of the article it reads "tasked with the responsibility of sustaining democracy and intellectual freedom, taking a mental

health day feels shameful. Awe is easily weaponized against the worker, allowing anyone to deploy a vocational purity test in which the worker can be accused of not being devout or passionate enough to serve without complaint.

Our union is always interested in having a discussion on how we can improve our staff's mental health, our Sunday hours seems like a good start. After all when we're in a good place we are better in serving our community fully and completely.

Michael Torres, President  
AFSCME Local 3395-Indy Library Workers

Following a question from a Board member, Mr. Torres confirmed that he was asking the Board to consider changing the day of the week that the Board holds their meetings to a day when the branches close at a time that would allow more staff to attend the meetings. Also, he is requesting to move the meetings back into the branches as was done previously.

Judge Salinas noted that he is in favor of returning to the branches for the meetings but there are some logistical problems and issues that we're working on, and we hope to have those issues resolved in the near future.

Dr. Murtadha commented that she wished to thank Mr. Torres for always bringing up the fact that the Library is doing so much. The whole idea of the safety issues and looking out for the safety issues, security, of both the staff and the patrons. The idea that there are even more issues, like administering or at least knowing how to administer Narcan. There are so many issues that the Library staff is facing, so thank you for always reminding us of those issues. They are important ones, and they're ones that we as a Board need to be mindful of.

- b. **Dear CEO Letters and Responses** were distributed for the Board's information.
- c. **Correspondence** for the Board's general information was distributed.

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

##### a. **Special Meeting, August 9, 2022**

The minutes from the Special Meeting held August 9, 2022 had been distributed to the Board.

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

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



**b. Regular Meeting, August 22, 2022**

The minutes from the Regular Meeting held August 22, 2022 had been distributed to the Board.

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

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

## **COMMITTEE REPORTS**

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

**a. Report of the Treasurer – July 2022**

At this time, Lolita Campbell, the Library’s Chief Financial Officer, reviewed the Report of the Treasurer that had been distributed to the Board.

She discussed the Library’s Operating Fund. For our Revenue, we’re at 57% of our Budget, which is a total of \$27,143,222. This is an increase from last year, but not much. And for the Expenditures, we’re at 53% this year, and 52% was last year. And the total amount was \$28,796,022. Last year, it was \$26.9 million. She pointed out that the charts contained on Page 25 reflect that comparison from last year. She then pointed out the detailed Income Statement contained on Pages 26 through 28

On Page 29 it shows the cashflow on our Operating Fund. This information is reviewed on a weekly basis to ensure that we're sustaining our Operating cash fund. Last year at this time it was \$30.8 million, and this year we're at \$34 million.

There was a question about the difference in the amount from last year to this year.

Ms. Campbell explained that it’s variety of things, including earning more interest, etc.

At the conclusion of her presentation, Ms. Campbell assured the Board members that everything is in line.

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

Ms. Payne shared that she was at the recent Municipal Corporations Committee Meeting and said how proud she was of Nichelle M. Hayes, the Library’s Interim CEO and Ms. Campbell for their report to the Committee. They answered every question that was asked by the Committee and did a good job representing the Library.

A copy of that presentation was provided to the each Board member for their review.

b. **Report on Audit of 2021 Annual Comprehensive Financial Report (ACFR)**  
(ACFR) [ACFR Link](#)

Ms. Campbell discussed the Report on the Audit of 2021 which was provided at the meeting.

She pointed out that the Library had received a clean audit, which was excellent news.

She then reviewed some of the financial highlights contained in the document. For 2021, the Library’s total assets were \$316 million. All our funds total \$174 million. Our net position increased to \$17.5 million from 2020 to 2021.

Dr. Murtadha mentioned that she had asked at a previous meeting if the Board members could have some time to go through some training with Ms. Campbell so that they could better understand the fiscal affairs of the Library. They want to make sure they are in step with Ms. Campbell and be able to actually deliberate, because the Board should be doing an involved deliberation, and not just giving a stamp of approval. She asked Ms. Campbell if she could please make some time for the Board to go through some of that kind of professional development.

Ms. Campbell responded that she would make those arrangements.

c. **Resolution 50 – 2022** (Approval of Communico LLC’s Communico Core, Attend and Reserve Software License Renewal)

Ms. Campbell reviewed Resolution 50 – 2022. She commented that this is for the approval of Resolution 50 - 2022. It's the approval of the Communico Core, a TNA reserve software license renewal. The background of this resolution is that the Library uses this software, provided by Communico, for their public-facing website calendar, as managed by the Library Communications Department, and for the patrons' access to reserve programs, attendance and library study room reservation. This software license renewal calls for the Communico content management system and module. The annual cost \$40,250. The three-year contract totals \$120,750. This is funded by the Operating Fund.

After full discussion and careful consideration of Resolution 50 – 2022, the resolution was adopted on the motion of Mr. Biederman and seconded by Ms. Payne, to approve Resolution 50 – 2022, Approval of Communico LLC’s Communico Core, Attend and Reserve Software License Renewal.

Resolution 50 – 2022 was approved on the following roll call vote:

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

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

- d. **Resolution 51 – 2022** (Approval of Second Amendment to Mary Rankin, CPA, Accounting Consulting Services Agreement)

Resolution 51 – 2022 was then discussed by Ms. Campbell. She advised that she is asking for the Board to approve the resolution. It's a second addendum for Mary Rankin. She is the Library’s CPA consultant who's been working with us since last year. Ms. Campbell asked for approval to extend her contract to the end December of 2022. Right now, Ms. Rankin is assisting while Carolyn Adams transitions from the CFO role to the Controller's role. And she also helped ensure that the Library was in compliance for our audit.

After full discussion and careful consideration of Resolution 51 – 2022, the resolution was adopted on the motion of Ms. Payne and seconded by Mr. Bigsbee, to approve Resolution 51 – 2022, the Approval of Second Amendment to Mary Rankin, CPA, Accounting Consulting Services Agreement.

Resolution 51 – 2022 was approved on the following roll call vote:

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

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

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

Ms. Tribble shared some information from Tisha Galarce, the Interim Human Resources Director. The updated harassment policy and new bullying policy will be available for review at the October Committee Meeting and the Board Meeting for approval. They will also be providing flow charts to employees and the Executive Committee so that they understand how incidents will be tallied when they are reported through the new tool that is being implemented. Administrators for the tool have been trained and had time to review it, and it will actually be launched on October 1, 2022 for all employees. They'll do

communication about the launch of the tool by email and fliers to the branches, as well as in the payroll system and Intranet. Keesha Hughes, the Diversity, Equity and Inclusion Officer and Ms. Galarce will be visiting all Library departments and branches to talk about the Climate Improvement Plan and the reporting tool.

With regard to the CEO Search, the extended announcement closed on Sunday. As of last Friday, there were 23 applicants. The Search Committee will receive access to those applicants and that information later this week, and will meet to select semi-finalists on October 5, 2022. We've rescheduled the semi-final interviews with the Search Committee for October 24th and 25th. And then final interviews will occur on November 30th and December 1st with the candidates. There will also be community presentations. Then, the interviews with the Board will take place

Ms. Tribble advised that she does not have exact times yet for the above-mentioned dates. Ms. Galarce will be in contact with the Board about that. Final interviews will be in person. The candidates will travel here to make presentations to the community, to meet with the Executive Committee and employees, as well as to interview with the Board.

There was a question about how well-informed staff are about the process.

Mr. Torres who had addressed the Board earlier, commented that staff hope that dates/times are given in advance so that people can plan when to come to the public meetings.

At this time, Ms. Tribble thanked the Library staff that have been working with Bradbury Miller on this process. She mentioned that the Library had to do quite a pivot when we didn't get the number of applicants that we wanted originally. So, the Interim HR Director, the Communications Department, as well as the Diversity, Equity and Inclusion Officer have been meeting with Bradbury Miller weekly to make sure that going forward we have a seamless process to kind of roll over some of those bumps that we've had in this transition.

Judge Salinas commented that he's confident that Ms. Tribble and the Committee will get all the pertinent dates out to the entire staff and the public.

**7. Facilities Committee (Curtis W. Bigsbee, Chair; Dr. Khaula Murtadha, Dr. TD Robinson)**

Mr. Bigsbee explained that the Committee had been working on a few things at their most recent meeting. They have three resolutions to present and an additional one dealing with the replacement of the rooftop unit at the East 38<sup>th</sup> Street Branch.

Adam Parsons, Facilities Director, also noted that Gwen Simmons, the Library's Manager of Purchasing, had helped us to reach out to other vendors that might not have been on our list to make sure that our information reached a wider audience.

**a. Resolution 52 – 2022 (Approval to Award a Construction Services Contract for the Central Library Atrium Lighting Upgrade Project)**

Mr. Parsons explained that Resolution 52 – 2022 is requesting that the Board approve a construction services contract for the Central Library Atrium Lighting Upgrade Project. Currently, it's the original lighting that's in the Atrium and it needs to be upgraded.

It is being recommended that the Board approve awarding the contract to Richard Lopez Electrical, Indianapolis, Indiana, for a total cost of \$172,980.

After full discussion and careful consideration of Resolution 52 – 2022, the resolution was adopted on the motion of Mr. Bigsbee and seconded by Ms. Payne, to approve Resolution 52 – 2022 for the Approval to Award a Construction Services Contract for the Central Library Atrium Lighting Upgrade Project.

Resolution 52 – 2022 was approved on the following roll call vote:

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

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

b. **Resolution 53 – 2022** (Approval of Fifth Amendment to Indenture of Lease and Lease Agreement for the Glendale Branch)

Mr. Parsons noted that the Committee is requesting approval of the Fifth Amendment to Indenture of Lease and Lease Agreement for the Glendale Branch.

The Lease Agreement for the current Glendale Branch, as previously extended, expires on October 31, 2022. This will be the final lease extension for the current facility, since the new building to house the Glendale Branch is currently under construction, with occupancy targeted for Fall 2023. The Library wishes to extend the term of the Lease for a period of 14 months ending December 31, 2023 at the current monthly rental of \$18,750.

After full discussion and careful consideration of Resolution 53 – 2022, the resolution was adopted on the motion of Dr. Murtadha and seconded by Mr. Biederman, to approve Resolution 53 – 2022 for the Approval of Fifth Amendment to Indenture of Lease and Lease Agreement for the Glendale Branch.

Resolution 53 – 2022 was approved on the following roll call vote:

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

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

c. **Resolution 54 – 2022** (Approval of License to Utilize Decatur Branch Grounds by Metropolitan School District of Decatur Township)

Mr. Parsons advised that the Facilities Committee is recommending approval of the License to Utilize Decatur Branch Grounds by Metropolitan School District of Decatur Township. There is no cost or consideration from either party for this license

agreement.

In the Summer of 2022, Facilities was contacted by the coach of the Decatur Cross County Team to inquire if their runners could be allowed to traverse the grassy areas of the Decatur Branch Library for training. After consulting with legal counsel it was determined that a license agreement for the use of IndyPL property would be the best legal pathway to use.

The initial license agreement is for two years, ending May 31, 2024, with two additional one-year amendments upon agreement by both parties. It is cancelable with thirty (30) days advance notice by either party. As a license agreement, it is not a transferable interest in property.

After full discussion and careful consideration of Resolution 54 – 2022, the resolution was adopted on the motion of Dr. Murtadha and seconded by Mr. Biederman, to approve Resolution 54 – 2022 for the Approval of License to Utilize Decatur Branch Grounds by Metropolitan School District of Decatur Township.

Resolution 54 – 2022 was approved on the following roll call vote:

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

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

- d. **Resolution 55 – 2022** (Approval to Award Quote for Purchase and Installation of Replacement Rooftop Unit for the East 38<sup>th</sup> Street Branch)

The resolution was reviewed by Mr. Parsons and he mentioned that the Committee is requesting approval to award a purchase order contract for the replacement of a rooftop mechanical unit at the East 38<sup>th</sup> Street Branch to Ellis Mechanical, Inc., Indianapolis, Indiana, for the total cost of \$88,795.

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

After full discussion and careful consideration of Resolution 55 – 2022, the resolution was adopted on the motion of Mr. Biederman and seconded by Dr. Robinson, to approve Resolution 54 – 2022 for the Approval to Award Quote for Purchase and Installation of Replacement Rooftop Unit for the East 38<sup>th</sup> Street Branch.

Resolution 55 – 2022 was approved on the following roll call vote:

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

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

There was then a brief discussion about the upcoming work scheduled for the Learning Curve at Central Library. When will an update be expected?

Mr. Parsons advised that he would get back to the Board after he speaks to Mike Coghlan, Manager, Facilities Projects, about the progress on the project.

## 8. **Library Foundation Update**

Dr. Robinson reviewed the information contained in the September 2022 Update.

### **News**

We welcomed new Development Officer Brionna Cole last month. She will manage the staff campaign, Friends of the Library and a portfolio of Foundation, corporate and individual donors. With her impressive credentials and commitment to our mission, she is an incredible asset to the team.

In September, our Board met at the Martindale-Brightwood Branch Library. Before the meeting, several Board and staff members took a walking tour of the Martindale neighborhood with Through2Eyes. During the meeting, Martin University's National Center for Racial Equity & Inclusion conducted a training on asset-based philanthropy. The Board and staff reflected on how the concept of asset-based philanthropy can help us work more effectively with donors and create a more welcoming environment for our increasingly diverse Board and staff. We thank Branch Manager Jena Mattix for her presentation and branch tour, and the entire staff for their hospitality.

### **Donors**

The Foundation thanks 143 donors who made gifts last month. The following are our top corporate and Foundation donors:

- AARP – Indiana
- AT&T Foundation
- Indiana Farm Bureau Insurance
- MacAllister Machinery Co., Inc.
- The Kroger Co.

### **Program Support**

This month, the Library Foundation is proud to provide more than \$56,000 to the Library. Examples of major initiatives supported include A Place to Call Home Podcast, Early Literacy Specialist, International Festivals and Celebrations, On the Road to Reading and Preschool Packaged Programs.

At this time, Ms. Payne commended the Foundation for taking the tour of the Martindale neighborhood.

## 9. Report of the Interim Chief Executive Officer

### a. Confirming Resolutions

#### 1) Resolution Regarding Finances, Personnel and Travel (56 – 2022)

Ms. Hayes made a recommendation to approve Resolution 56 - 2022 Regarding Finances, Personnel and Travel. This is a procedural action. It approves new hires, compensation changes, resignations, travel and financial-related claims and warrants.

Dr. Robinson made the motion, which was seconded by Ms. Payne, to approve Resolution 56 – 2022, the Resolution Regarding Finances, Personnel and Travel.

Resolution 56 – 2022 was approved on the following roll call vote:

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

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

### b. Interim CEO September 2022 Update

Ms. Hayes shared the following letter with the Board at the Meeting:

September 26, 2022

Good evening,

The Staff of the Indianapolis Public Library continue to focus on "our values of Racial Equity, Adaptability, Diversity & Inclusiveness."

#### **System Wide Communication**

We continue to hold meetings with staff at branch locations as well as departments. We have a town hall scheduled for tomorrow morning to introduce the new CFO, Lolita Campbell. Additionally, we have revived and adjusted the monthly internal staff newsletter based on staff input.

#### **Accounting**

The Budget for 2023 was presented to the Municipal Committee on September 22, 2022, by the CEO and CFO. It was well received, and we will continue to request additional funds to meet our priority areas.



**Safety**

Unfortunately, in the last month, the Pike Branch Library experienced an active shooter event. We are very thankful that no one was injured. Immediately following the incident, Pike School Police were on the scene and then officers from IMPD (Indianapolis Metropolitan Police Department). The area was secured, and the branch was closed to the public. Library staff and administration coordinated with IMPD to share information. Also, two suspects were detained.

It is important to recognize **Deb Ehret, Erin Fleming, and Liz Schoettle** for their leadership during a very scary incident. Deb, Erin & Liz and the rest of the staff that were on duty **handled the situation exceptionally well**. Immediately after the incident, I went to the branch to assist in coordinating with staff and authorities and offer support. CPSO Gregory Hill was in close contact via phone immediately following the incident and many days after.

IndyPL security officer Dana Imel, along with Gregory Hill, debriefed with branch staff two days after the incident to understand concerns and the timeline of events.

EAP (Employee Assistance Program) was notified immediately and asked to lend support to the Pike Staff.

It now appears there was nothing that IndyPL could have done policy-wise to prevent the incident. Indiana law allows for the ability to carry firearms with very little limitation. That said, we are continuing to work to understand what the library's options are to move forward as safely as possible, and what we can learn from this to adjust operations or procedures. We will continue to provide Active Shooter training and practice situational awareness.

**Programming of Note**

The Marian McFadden Memorial Lecture, an annual feature program presented free to the public with our partners at The Indianapolis Public Library Foundation, will take place on Thursday, September 29 at the Madam Walker Legacy Center. This year's lecture will be given by author and artist Kadir Nelson, who was originally scheduled to visit in 2020 but delayed due to Covid-19. Nelson has received multiple Caldecott Medals for his work as a painter, illustrator, and author, and is well known for his striking covers for The New Yorker magazine and works that have been adapted for postage stamps. He has authored and/or illustrated over 30 books for children, and in 2020 received the Caldecott Medal for children's book illustration for his artwork in *The Undefeated*, written by Kwame Alexander. His contributions to the book also earned him the 2020 Coretta Scott King Illustrator Award and the book was named a 2020 Newbery Honor Book for children's literature.

Additional programming this fall includes our Circulating Sound Concert Series at Central Library, as well as several programs for teens, school-age kids, and early learners at all IndyPL locations. Additionally, as we are in the midst of Hispanic Heritage Month, we are excited to partner with the local Mexican Consulate to offer

the Contemporary Mexican Film Festival on several dates, along with our robust collection of book, e-book, and movie titles available in Spanish.

Sincerely,

Nichelle M. Hayes, MPA, MLS  
Interim CEO Indianapolis Public Library

## **UNFINISHED BUSINESS**

- 10.** None.

## **NEW BUSINESS**

### **11. Election of Board Treasurer**

Judge Salinas noted that for the past year Carolyn Adams has held the role of Interim Chief Financial Officer and Treasurer for the Library. On behalf of the Board, the Judge commented that Ms. Adams had fulfilled that role very well and thanked her for her efforts.

He reminded everyone that last month, the Library hired a new Chief Financial Officer, Lolita Campbell. As such, Carolyn Adams has re-assumed her position as Controller. Ms. Adams is also tendering her resignation as Treasurer effective October 1, 2022. As a result, there is a vacancy in the office of Treasurer that needs to be filled for the remainder of the current term of the office of Treasurer beginning October 1, 2022 and ending December 31, 2022. Pursuant to the Library's By-Laws, Election of Officers is to be accomplished by nomination and roll call. We would like to proceed with filling that vacancy.

The Judge then advised that nominations were open for the office of Treasurer.

Dr. Robinson offered the motion which was seconded by Ms. Payne as follows:

Mr. President I would like to nominate Lolita Campbell to the position of Treasurer to fill the vacancy in the Treasurer position effective October 1, 2022 and ending December 31, 2022.

Judge Salinas noted that Lolita Campbell, the Library's Chief Financial Officer, had been nominated to fill the position of Treasurer commencing October 1, 2022. He asked if there were any further nominations. There were no other nominations and the nominations were closed.

Judge Salinas then asked for a roll call vote to elect Lolita Campbell as Treasurer to fill the vacancy for the office of Treasurer from October 1, 2022 and ending December 31, 2022.

The roll call was held to elect Lolita Campbell as Treasurer as follows:

Mr. Biederman – Aye  
Mr. Bigsbee – Aye  
Dr. Murtadha – Aye  
Ms. Payne – Aye

Dr. Robinson – Aye  
Judge Salinas – Aye  
Ms. Tribble – Aye

Based on the roll call vote, Lolita Campbell was elected Treasurer for the period October 1, 2022 and ending December 31, 2022.

## **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:

**October 2022** - None

## **INFORMATION**

- 13. Materials**

a. **Notes of September 13, 2022 Facilities Committee Meeting**

- 14. Board Meeting Schedule for 2022 (Notice and Place of Meeting) and Upcoming Events/Information**

a. **Board Meetings for 2022 Schedule** will be updated throughout the year as necessary.

b. **Library Programs/Free Upcoming Events** may be found at [attend.indypl.org](http://attend.indypl.org).

- 15. Notice of Special Meetings**

None.

- 16. Notice of Next Regular Meeting**

Monday, October 24, 2022, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.

- 17. Other Business**

None.

**18. Adjournment**

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

The Chairman then declared the meeting adjourned at 7:40 p.m.

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Raymond Biederman, Secretary to the Board



**Indianapolis-Marion County Public Library  
Report of the Treasurer for September 2022  
Prepared by Accounting for the October 24, 2022 Board Meeting**

**5a**

**Table of Contents**

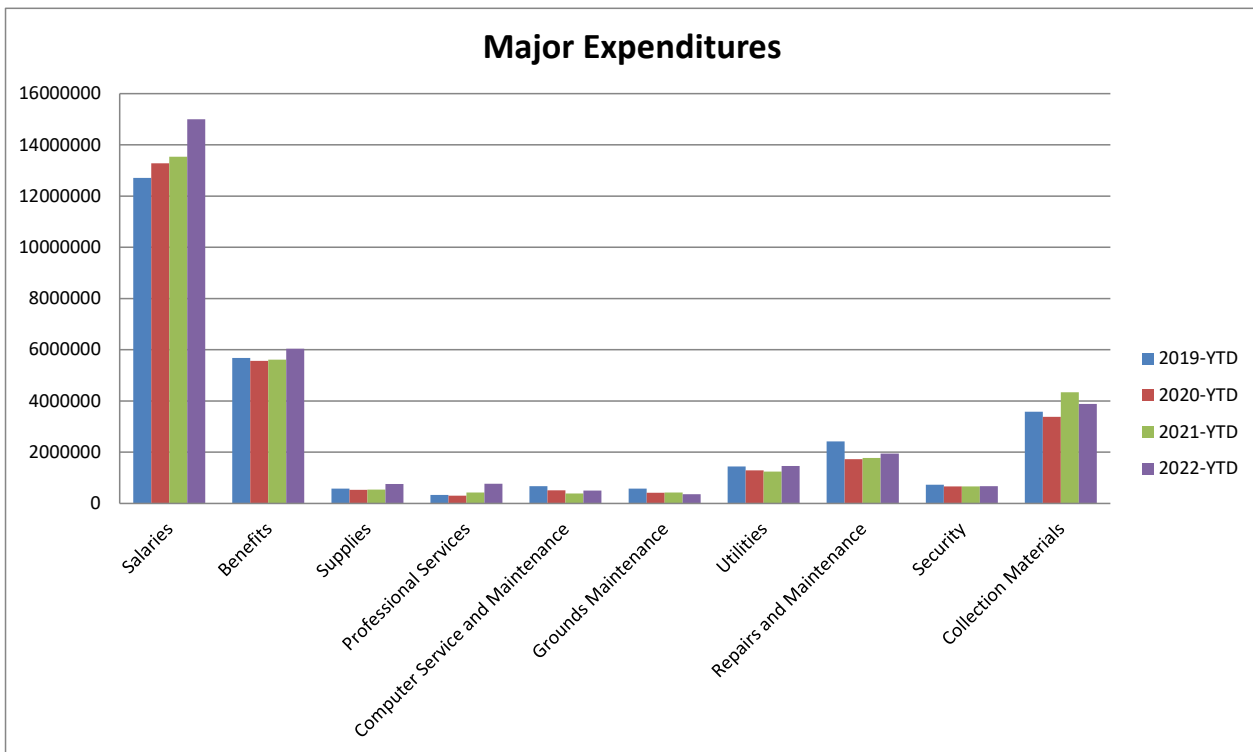
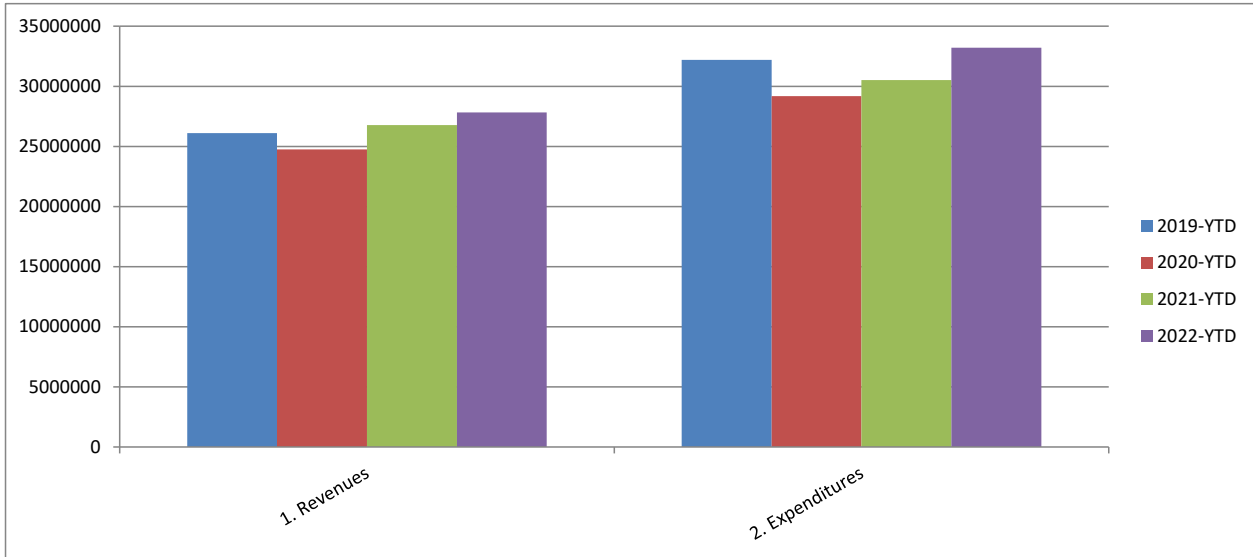
Operating Fund Revenues and Expenditures	1
Operating Fund – Charts	2
Operating Fund – Detailed Income Statement	3
Operating Fund – Cashflow Projections	6
Status of the Treasury – Cash Balances	7
Status of the Treasury – Investment Report	8
Bond and Interest Funds – Detailed Income Statement	9
Rainy Day Fund – Detailed Income Statement	10
Library Improvement Reserve Fund – Detailed Income Statement	11
Parking Garage – Detailed Income Statement	12
Shared System - Detailed Income Statement	13
Gift & Grant Fund - Detailed Income Statement	14
Summary of Construction Fund Cash Balances	19

**Indianapolis-Marion County Public Library  
Operating Fund Revenues and Expenditures  
Month Ended September 30, 2022**

<b>Revenue</b>		<b>Annual</b>			<b>% Budget Received</b>
		<b>2022 Revised Budget</b>	<b>Actual MTD 9/30/2022</b>	<b>Actual YTD 9/30/2022</b>	
Property Taxes	31	38,379,667	-	20,994,446	55%
Intergovernmental	33	8,217,875	362,623	5,361,584	65%
Fines & Fees	35	131,001	8,242	91,621	70%
Charges for Services	34	582,908	97,205	461,982	79%
Miscellaneous	36	704,520	219,345	921,001	131%
<b>Total</b>		<b>48,015,971</b>	<b>687,414</b>	<b>27,830,634</b>	<b>58%</b>

<b>Expenditures</b>		<b>Annual</b>			<b>% Budget Spent</b>
		<b>2022 Revised Budget</b>	<b>Actual MTD 9/30/2022</b>	<b>Actual YTD 9/30/2022</b>	
Personal Services & Benefits	41	31,547,993	2,847,430	21,039,850	67%
Supplies	42	1,352,593	124,754	764,136	56%
Other Services and Charges	43	17,682,202	1,073,214	9,421,252	53%
Capital Outlay	44	3,289,833	364,102	1,981,284	60%
<b>Total</b>		<b>53,872,621</b>	<b>4,409,500</b>	<b>33,206,522</b>	<b>62%</b>

**Indianapolis-Marion County Public Library  
Chart Overview  
Month Ended September 30, 2022**



**Indianapolis-Marion County Public Library**  
**Fund 101- Operating Fund - Detailed Income Statement**  
**Month Ended September 30, 2022**

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>TAXES</b>						
311000 PROPERTY TAX	47,890,298	47,890,298	-	20,994,446	-	26,895,852
311300 PROPERTY TAX CAPS	(8,530,254)	(9,510,631)	-	-	-	(9,510,631)
<b>TAXES Total</b>	<b>39,360,044</b>	<b>38,379,667</b>	<b>-</b>	<b>20,994,446</b>	<b>-</b>	<b>17,385,221</b>
<b>INTERGOVERNMENTAL</b>						
332200 E-RATE REVENUE	240,000	240,000	-	126,267	-	113,733
335100 FINANCIAL INSTITUTION TAX REV	319,007	319,007	-	287,124	-	31,883
335200 LICENSE EXCISE TAX REVENUE	2,989,778	2,989,778	-	1,492,104	-	1,497,674
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	321,215	2,890,938	-	963,646
335500 COUNTY OPTION INCOME TAX	498,398	498,398	41,407	407,497	-	90,901
335700 COMMERCIAL VEHICLE TAX REVENUE	294,870	294,870	-	148,891	-	145,979
339000 IN LIEU OF PROP. TAX	21,238	21,238	-	8,762	-	12,476
<b>INTERGOVERNMENTAL Total</b>	<b>8,217,875</b>	<b>8,217,875</b>	<b>362,623</b>	<b>5,361,584</b>	<b>-</b>	<b>2,856,291</b>
<b>CHARGES FOR SERVICES</b>						
347601 PUBLIC PRINTING REVENUE	280,000	280,000	27,093	229,533	-	50,467
347602 FAX TRANSMISSION REVENUE	74,468	74,468	8,765	74,638	-	(170)
347603 PROCTORING EXAMS	4,130	4,130	160	682	-	3,448
347604 PLAC CARD DISTRIBUTION REVENUE	55,000	55,000	42,255	42,255	-	12,745
347605 USAGE FEE REVENUE	2,500	2,500	2,202	18,381	-	(15,881)
347606 SET-UP & SERVICE - TAXABLE	21,295	21,295	2,910	17,190	-	4,105
347607 SET-UP & SERVICE - NON-TAXABLE	17,167	17,167	4,245	21,766	-	(4,599)
347608 SECURITY SERVICES REVENUE	33,183	33,183	3,720	14,760	-	18,423
347609 EVENT SECURITY	-	-	1,068	6,699	-	(6,699)
347620 CAFE REVENUE	16,325	16,325	-	1,710	-	14,615
347621 CATERING REVENUE	78,840	78,840	4,787	34,368	-	44,472
<b>CHARGES FOR SERVICES Total</b>	<b>582,908</b>	<b>582,908</b>	<b>97,205</b>	<b>461,982</b>	<b>-</b>	<b>120,926</b>
<b>FINES</b>						
351200 FINES	115,622	115,622	7,326	83,460	-	32,162
351201 OTHER CARD REVENUE	1,385	1,385	260	1,950	-	(565)
351202 HEADSET REVENUE	6,795	6,795	307	2,458	-	4,337
351203 USB REVENUE	5,332	5,332	262	2,666	-	2,666
351204 LIBRARY TOTES	1,867	1,867	88	1,087	-	780
<b>FINES Total</b>	<b>131,001</b>	<b>131,001</b>	<b>8,242</b>	<b>91,621</b>	<b>-</b>	<b>39,380</b>
<b>MISCELLANEOUS</b>						
360000 MISCELLANEOUS REVENUE	5,434	5,434	321	2,328	-	3,106
360001 REVENUE ADJUSTMENT	-	-	2,080	2,081	-	(2,081)
361000 INTEREST INCOME	69,610	69,610	34,806	120,951	-	(51,341)
362000 FACILITY RTL REV - TAXABLE	152,884	152,884	25,750	103,022	-	49,862
362001 FACILITY RENTAL REV - NONTAX	43,499	43,499	2,468	16,106	-	27,393
362002 EQUIPMENT RENTAL REV - TAXABLE	21,505	21,505	2,820	13,780	-	7,725
362003 EQUIPMENT RENTAL REV - NONTAX	2,801	2,801	300	1,200	-	1,601
367004 OTHER GRANTS	225,000	225,000	-	225,000	-	-
<b>MISCELLANEOUS Total</b>	<b>520,733</b>	<b>520,733</b>	<b>68,545</b>	<b>484,467</b>	<b>-</b>	<b>36,266</b>
<b>OTHER FINANCING SRCS</b>						
392100 SALE OF SURPLUS PROPERTY	3,787	3,787	14,000	26,111	-	(22,324)



	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
396000 REFUNDS	5,000	5,000	63,194	304,190	-	(299,190)
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	73,605	106,057	-	68,943
399001 INSURANCE REIMBURSEMENTS	-	-	-	175	-	(175)
<b>OTHER FINANCING SRCS Total</b>	<b>183,787</b>	<b>183,787</b>	<b>150,800</b>	<b>436,533</b>	<b>-</b>	<b>(252,746)</b>

<b>REVENUE Total</b>	<b>48,996,348</b>	<b>48,015,971</b>	<b>687,414</b>	<b>27,830,634</b>	<b>-</b>	<b>20,185,338</b>
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#### EXPENSE

##### PERSONAL SERVICES

411000 SALARIES APPOINTED STAFF	19,496,401	19,907,619	2,077,015	14,121,607	-	5,786,012
412000 SALARIES HOURLY STAFF	1,789,546	1,599,046	124,901	878,768	-	720,278
413000 WELLNESS	46,125	46,125	1,166	29,260	647	16,218
413001 LONG TERM DISABILITY INSURANCE	46,081	46,081	3,843	32,329	-	13,752
413002 EMPLOYEE ASSISTANCE PROGRAM	24,569	26,169	1,600	16,000	4,800	5,369
413003 TUITION ASSISTANCE	30,750	30,750	3,051	13,753	-	16,997
413004 SALARY ADJUSTMENT	203,287	203,287	-	-	-	203,287
413100 FICA AND MEDICARE	1,643,926	1,675,145	162,251	1,097,781	-	577,364
413300 PERF/INPRS	2,797,356	2,845,876	195,464	1,873,398	-	972,478
413400 UNEMPLOYMENT COMPENSATION	20,500	22,804	-	-	2,304	20,500
413500 MEDICAL & DENTAL INSURANCE	5,068,936	5,104,368	276,081	2,955,990	12,500	2,135,878
413600 GROUP LIFE INSURANCE	40,723	40,723	2,058	20,962	-	19,761
<b>PERSONAL SERVICES Total</b>	<b>31,208,200</b>	<b>31,547,993</b>	<b>2,847,430</b>	<b>21,039,850</b>	<b>20,251</b>	<b>10,487,893</b>

##### SUPPLIES

421500 OFFICE SUPPLIES - FAC/PURCH	537,048	557,262	79,721	334,948	87,866	134,448
421600 LIBRARY SUPPLIES	100,000	137,544	5,423	108,200	8,675	20,670
421700 DEPARTMENT OFFICE SUPPLIES	337,120	368,851	29,288	227,636	4,786	136,429
422210 GASOLINE	44,880	42,556	1,653	16,469	8,370	17,717
422250 UNIFORMS	16,320	18,249	-	3,204	1,560	13,484
422310 CLEANING & SANITATION	169,950	174,771	8,669	73,679	7,198	93,894
429001 NON CAPITAL FURNITURE & EQUIP	53,360	53,360	-	-	34,446	18,914
<b>SUPPLIES Total</b>	<b>1,258,678</b>	<b>1,352,593</b>	<b>124,754</b>	<b>764,136</b>	<b>152,901</b>	<b>435,555</b>

##### OTHER SERVICES AND CHARGES

431100 LEGAL SERVICES	219,000	341,500	40,938	234,981	31,203	75,316
431500 CONSULTING SERVICES	327,900	1,034,325	43,759	538,672	179,018	316,634
432100 FREIGHT & EXPRESS	12,070	12,070	-	8,382	1,979	1,709
432200 POSTAGE	65,265	65,265	-	2,638	-	62,627
432300 TRAVEL	34,380	34,380	584	3,202	-	31,178
432400 DATA COMMUNICATIONS	280,400	291,777	5,837	182,698	-	109,079
432401 CELLULAR PHONE	11,602	11,602	695	6,894	-	4,708
432500 CONFERENCES	94,000	69,000	7,367	46,756	3,050	19,194
432501 IN HOUSE CONFERENCE	124,560	142,219	1,544	105,775	26,460	9,984
433100 OUTSIDE PRINTING	103,000	74,483	12,728	52,190	815	21,478
433200 PUBLICATION OF LEGAL NOTICES	1,810	7,810	805	1,741	-	6,069
434100 WORKER'S COMPENSATION	176,927	86,927	22,927	63,185	22,182	1,560
434200 PACKAGE	275,575	223,575	60,686	140,369	43,883	39,323
434201 EXCESS LIABILITY	11,802	22,052	5,966	15,976	5,966	110
434202 AUTOMOBILE	22,342	23,592	6,383	17,131	6,383	78
434500 OFFICIAL BONDS	1,140	1,140	-	975	-	165
434501 PUBLIC OFFICIALS & EE LIAB	18,243	18,243	14,425	14,425	-	3,818
434502 BROKERAGE FEE	20,500	31,500	5,750	25,750	5,750	-
435100 ELECTRICITY	1,300,000	1,217,228	80,531	706,366	385,676	125,187
435200 NATURAL GAS	190,000	201,640	2,672	81,823	39,815	80,002
435300 HEAT/STEAM	408,194	431,974	16,268	186,354	187,425	58,194
435400 WATER	87,574	90,200	5,755	39,375	43,490	7,335
435401 COOLING/CHILLED WATER	564,737	586,064	63,660	363,488	187,839	34,737

	<b>Original Budget</b>	<b>Revised Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>P.O.</b>	<b>Available Budget</b>
435500 STORMWATER	28,512	28,512	56	12,286	11,949	4,277
435900 SEWAGE	100,725	102,747	10,288	46,437	51,987	4,323
436100 REP & MAINT-STRUCTURE	748,606	926,990	47,832	626,356	201,700	98,934
436101 ELECTRICAL	487,437	509,422	35,822	235,708	133,448	140,267
436102 PLUMBING	102,000	104,263	5,149	50,242	29,876	24,145
436103 PEST SERVICES	35,700	40,760	2,728	15,118	14,007	11,635
436104 ELEVATOR SERVICES	165,000	194,720	18,037	118,861	78,578	(2,719)
436110 CLEANING SERVICES	1,370,000	1,336,974	75,935	659,702	362,280	314,992
436200 REP & MAINT-EQUIPMENT	221,340	234,492	11,491	40,062	153,342	41,089
436201 REP & MAINT-HEATING & AIR	523,974	606,571	22,113	178,125	44,725	383,720
436202 REP & MAINT -AUTO	64,260	71,988	2,599	18,427	9,045	44,516
436203 REP & MAINT-COMPUTERS	401,420	521,420	-	250,197	138,626	132,597
437200 EQUIPMENT RENTAL	87,869	87,869	4,305	41,267	7,940	38,662
437300 REAL ESTATE RENTAL	343,575	343,575	33,273	240,706	-	102,869
439100 CLAIMS, AWARDS, INDEMNITIES	25,750	25,750	-	-	-	25,750
439600 TRASH REMOVAL	80,000	84,793	-	51,689	17,604	15,500
439601 SNOW REMOVAL	419,910	419,910	-	156,250	95,250	168,410
439602 LAWN & LANDSCAPING	343,082	355,162	23,495	156,260	95,476	103,426
439800 DUES & MEMBERSHIPS	58,880	60,195	389	24,370	-	35,825
439901 COMPUTER SERVICES	566,634	458,696	3,224	167,208	10,937	280,551
439902 PAYROLL SERVICES	145,000	145,000	8,826	87,146	-	57,854
439903 SECURITY SERVICES	1,255,543	916,808	125,934	677,840	31,171	207,797
439904 BANK FEES/CREDIT CARD FEES	68,289	68,289	5,580	47,832	-	20,457
439905 OTHER CONTRACTUAL SERVICES	687,476	1,040,570	31,852	502,032	319,732	218,806
439906 RECRUITMENT EXPENSES	44,000	44,000	-	11,082	21,000	11,918
439907 EVENTS & PR	77,200	107,515	(76)	62,051	3,250	42,214
439910 PROGRAMMING	77,950	77,950	786	23,632	9,600	44,719
439911 PROGRAMMING-JUV.	150,750	153,800	3,559	47,932	27,678	78,191
439912 PROGRAMMING ADULT - CENTRAL	25,000	25,000	2,000	2,000	7,300	15,700
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,000	250	925	-	4,075
439930 MATERIALS CONTRACTUAL	3,260,296	3,284,896	198,486	2,018,230	-	1,266,666
451100 AUDIT FEES	15,000	30,000	-	12,136	15,000	2,864
452002 TRANSFERS IN/OUT	250,000	250,000	-	-	-	250,000
<b>OTHER SERVICES AND CHARGES TOTAL</b>	<b>16,587,199</b>	<b>17,682,202</b>	<b>1,073,214</b>	<b>9,421,252</b>	<b>3,062,434</b>	<b>5,198,516</b>
<b>CAPITAL</b>						
445100 CAPITAL - FURNITURE	50,000	55,797	-	28,963	6,967	19,867
445301 COMPUTER EQUIPMENT	-	5,965	-	-	-	5,965
445301 COMPUTER EQUIPMENT	200,000	200,000	-	84,006	-	115,994
449000 BOOKS & MATERIALS	3,002,000	3,008,571	364,102	1,868,315	-	1,140,256
449200 ART & EXHIBITS	-	19,500	-	-	19,500	-
<b>CAPITAL Total</b>	<b>3,252,000</b>	<b>3,289,833</b>	<b>364,102</b>	<b>1,981,284</b>	<b>26,467</b>	<b>1,282,083</b>
<b>EXPENSE Total</b>	<b>52,306,077</b>	<b>53,872,621</b>	<b>4,409,500</b>	<b>33,206,522</b>	<b>3,262,052</b>	<b>17,404,047</b>



**Indianapolis-Marion County Public Library**  
**Receipts & Disbursements**  
**Month Ended September 30, 2022**

<b>FUND</b>	<b>CASH AND INVESTMENTS 8/31/2022</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>CASH AND INVESTMENTS 9/30/2022</b>
101 Total Operating	34,663,149	687,414	4,670,626	30,679,936
104 Total Fines	(62)	49,349	49,372	(84)
226 Total Parking Garage	669,736	4,502	11,593	662,646
230 Total Grant	539,486	(33,510)	83,995	421,982
245 Total Rainy Day	7,719,032	4,626	-	7,723,658
270 Total Shared System	242,662	2,989	83,780	161,871
276 Total Cares Grant Fund	-	-	-	-
277 Total ARP Grant	(0)	-	-	(0)
301 Total BIRF 1	(139,205)	1,254	-	(137,950)
321 Total BIRF 2	1,806,549	-	-	1,806,549
471 Total Library Improvement Reserve Fund	2,441,560	2,518	-	2,444,079
472 Total Construction	-	-	-	-
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	932,156	-	-	932,156
480 Total 2018 BBond - West Perry Branch	-	-	-	-
481 Total 2019 Bond - LAW WAY Renovation	(0)	-	-	(0)
482 Total 2020 Bond - Fac Renov Equip Acq	3,382,474	-	13,464	3,369,010
483 Total 2021A Bond Glendale BR	12,258,630	11,321	668,675	11,601,276
484 Total 2021B Bond FT Harrison BR	9,843,434	9,264	(61,095)	9,913,794
485 Total 2021C Bond Energy Cons	5,324,283	-	35,765	5,288,518
486 Total 202c Bond Energy Cons LT MT	55,700	5,517,757	2,110	5,571,347
701 Total Self-Insurance Fund	0	315,700	315,700	0
800 Total Gift	3,094,778	146,415	648,224	2,592,970
806 Total Payroll Liabilities	49,875	150,336	99,339	100,872
812 Total Foundation Agency Fund	2,437	395	-	2,831
813 Total Staff Association Agency Fund	31	-	-	31
814 Total Sales Tax Agency Fund	1,518	2,493	1,585	2,425
815 Total PLAC Card Revenue Agency Fund	14,854	4,615	-	19,469
<b>Grand Total</b>	<b>82,903,078</b>	<b>6,877,438</b>	<b>6,623,131</b>	<b>83,157,385</b>

**Indianapolis Marion County Public Library  
Status of the Treasury  
Investment Report  
Month Ended September 30, 2022**

**Chase Savings Account**

	Balance September 30, 2022	Interest Earned September 30, 2022
Operating Fund	\$ 7,022,658	\$ 7,220
Grant Fund	\$ 193,395	\$ -
Parking Garage	\$ 410,417	\$ 421
Bond & Interest Redemption Fd	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 13,386	\$ -
Rainy Day Fund	\$ 405,922	\$ 417
Gift Fund	\$ 631	\$ 199
2021A Bond (Glendale)	\$ 11,032,264	\$ 11,321
2021B Bond (Fort Harrison)	\$ 9,028,097	\$ 9,264
<b>Total Chase Savings Account</b>	<b>\$ 28,106,770</b>	<b>\$ 28,842</b>

The average savings account rate for September was 1.25%

**Previous Month's Chase Savings Account Activity**

	Balance August 31, 2022	Interest Earned August 31, 2022
Operating Fund	\$ 7,015,438	\$ 7,453
Grant Fund	\$ 193,395	\$ -
Parking Garage	\$ 409,996	\$ 435
Bond & Interest Redemption Fd	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 13,386	\$ -
Rainy Day Fund	\$ 405,506	\$ 430
Gift Fund	\$ 432	\$ 206
2021A Bond (Glendale)	\$ 11,020,944	\$ 12,301
2021B Bond (Fort Harrison)	\$ 9,018,833	\$ 10,794
<b>Total Chase Savings Account</b>	<b>\$ 28,077,928</b>	<b>\$ 31,618</b>

The average savings account rate for August was 1.25%

**Fifth Third Bank Investment Account**

	Balance September 30, 2022	Interest Earned September 30, 2022
Library Improvement Reserve Fd	\$ 2,242,654	\$ 2,518
Rainy Day Fund	\$ 3,480,192	\$ 3,908
<b>Total Fifth Third Bank</b>	<b>\$ 5,722,845</b>	<b>\$ 6,427</b>

The average investment account rate for September was 1.35%

**Previous Month's Fifth Third Bank Investment Account**

	Balance August 31, 2022	Interest Earned August 31, 2022
Library Improvement Reserve Fd	\$ 2,240,135	\$ 2,117
Rainy Day Fund	\$ 3,476,283	\$ 3,286
<b>Total Fifth Third Bank</b>	<b>\$ 5,716,419</b>	<b>\$ 5,403</b>

The average investment account rate for August was 1.13%

**Hoosier Fund Account Income**

	Balance September 30, 2022	Interest Earned September 30, 2022
Operating Fund	\$ 8,908,322	\$ 14,892
Rainy Day Fund	\$ 181,117	\$ 302
2017A Brightwood Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ -	\$ -
2018A Multi-Project Fund	\$ 751,796	\$ -
Bond & Interest Redemption Fd	\$ 33,153	\$ 1,254
2019 Lawrence/Wayne Project Fund	\$ -	\$ -
<b>Total Hoosier Fund Account</b>	<b>\$ 9,874,387</b>	<b>\$ 16,448</b>

The average Hoosier Fund account rate for September was 2.03%

**Previous Month's Hoosier Fund Account Income**

	Balance August 31, 2022	Interest Earned August 31, 2022
Operating Fund	\$ 8,893,430	\$ 14,305
Rainy Day Fund	\$ 180,815	\$ 290
2017A Brightwood Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ -	\$ -
2018A Multi-Project Fund	\$ 751,796	\$ -
Bond & Interest Redemption Fd	\$ 31,898	\$ 1,207
2019 Lawrence/Wayne Project Fund	\$ -	\$ -
<b>Total Hoosier Fund Account</b>	<b>\$ 9,857,939</b>	<b>\$ 15,801</b>

The average Hoosier Fund account rate for August was 1.90%

**TrustIndiana**

	Balance September 30, 2022	Interest Earned September 30, 2022
Operating Fund	\$ 6,842,918	\$ 12,690
2015 RFID Project Fund	\$ -	\$ -
2017A Brightwood Project Fund	\$ -	\$ -
2017B Eagle Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -
Bond & Interest Redemption Fd	\$ 450,251	\$ -
<b>Total TrustIndiana Account</b>	<b>\$ 7,384,066</b>	<b>\$ 12,690</b>

The average TrustIndiana account rate for September was 2.09%

**Previous Month's TrustIndiana**

	Balance August 31, 2022	Interest Earned August 31, 2022
Operating Fund	\$ 6,830,228	\$ 11,129
2015 RFID Project Fund	\$ -	\$ -
2017A Brightwood Project Fund	\$ -	\$ -
2017B Eagle Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -
Bond & Interest Redemption Fd	\$ 450,251	\$ -
<b>Total TrustIndiana Account</b>	<b>\$ 7,371,377</b>	<b>\$ 11,129</b>

The average TrustIndiana account rate for August was 1.78%

**U. S. Bank**

	Balance September 30, 2022	Interest Earned September 30, 2022
Operating Fund	\$ 5,053,409	\$ 5
<b>Total U. S. Bank</b>	<b>\$ 5,053,409</b>	<b>\$ 5</b>

The average U. S. Bank account rate for September was 0.005%

**Previous Month's U.S. Bank**

	Balance August 31, 2022	Interest Earned August 31, 2022
Operating Fund	\$ 1,053,404	\$ 5
<b>Total U. S. Bank</b>	<b>\$ 1,053,404</b>	<b>\$ 5</b>

The average U. S. Bank account rate for August was 0.005%

**Indianapolis-Marion County Public Library**  
**Fund 301 and 321 - Bond and Interest Funds - Detailed Income Statement**  
**Month Ended September 30, 2022**

	<b>ORIGINAL BUDGET</b>	<b>REVISED BUDG.</b>	<b>MTD</b>	<b>YTD</b>	<b>P.O.</b>	<b>AVAILABLE BUDG.</b>
<b>REVENUES</b>						
<b>Property Taxes</b>						
311000 PROPERTY TAX	14,757,882	14,757,882	-	8,116,058	-	6,641,824
<b>Property Taxes Total</b>	<b>14,757,882</b>	<b>14,757,882</b>	<b>-</b>	<b>8,116,058</b>	<b>-</b>	<b>6,641,824</b>
<b>Intergovernmental</b>						
335100 FINANCIAL INSTITUTION T	92,051	92,051	-	83,156	-	8,895
335200 LICENSE EXCISE TAX REVE	891,429	891,429	-	430,508	-	460,921
335700 COMMERCIAL VEHICLE TAX	85,087	85,087	-	43,122	-	41,965
339000 IN LIEU OF PROP. TAX	7,594	7,594	-	2,745	-	4,849
<b>Intergovernmental Total</b>	<b>1,076,161</b>	<b>1,076,161</b>	<b>-</b>	<b>559,531</b>	<b>-</b>	<b>516,630</b>
<b>Miscellaneous</b>						
361000 INTEREST INCOME	-	-	1,254	4,853	-	(4,853)
<b>Miscellaneous Total</b>	<b>-</b>	<b>-</b>	<b>1,254</b>	<b>4,853</b>	<b>-</b>	<b>(4,853)</b>
<b>REVENUES Total</b>	<b>15,834,043</b>	<b>15,834,043</b>	<b>1,254</b>	<b>8,680,441</b>	<b>-</b>	<b>7,153,602</b>
<b>EXPENSES</b>						
<b>Other Services and Charges</b>						
439904 BANK FEES/CREDIT CARD F	14,750	14,750	-	1,500	-	13,250
438100 PRINCIPAL	14,480,000	14,480,000	-	8,940,000	-	5,540,000
438200 INTEREST	2,037,991	2,037,991	-	1,117,915	-	920,076
452002 TRANSFERS IN/OUT	-	-	-	(10,909)	-	10,909
<b>Other Services and Charges Total</b>	<b>16,532,741</b>	<b>16,532,741</b>	<b>-</b>	<b>10,048,506</b>	<b>-</b>	<b>6,484,234</b>
<b>EXPENSES Total</b>	<b>16,532,741</b>	<b>16,532,741</b>	<b>-</b>	<b>10,048,506</b>	<b>-</b>	<b>6,484,234</b>

**Indianapolis-Marion County Public Library**  
**Fund 245 - Rainy Day Fund - Detailed Income Statement**  
**Month Ended September 30, 2022**

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>MISCELLANEOUS</b>						
361000 INTEREST INCOME	-	-	4,626	20,666	-	(20,666)
<b>MISCELLANEOUS Total</b>	-	-	<b>4,626</b>	<b>20,666</b>	-	<b>(20,666)</b>
<b>OTHER FINANCING SRCS</b>						
399000 REIMBURSEMENT FOR SERVICES	-	-	-	2,395,917	-	(2,395,917)
<b>OTHER FINANCING SRCS Total</b>	-	-	-	<b>2,395,917</b>	-	<b>(2,395,917)</b>
<b>REVENUE Total</b>	-	-	<b>4,626</b>	<b>2,416,583</b>	-	<b>(2,416,583)</b>
<b>EXPENSE</b>						
<b>OTHER SERVICES AND CHARGES</b>						
431100 LEGAL SERVICES	100,000	100,000	-	-	-	100,000
431200 ENGINEERING & ARCHITECTURAL	400,000	441,568	-	-	41,568	399,775
431500 CONSULTING SERVICES	-	23,276	-	-	21,160	2,116
438400 ISSUANCE COSTS	-	225	-	225	-	-
<b>OTHER SERVICES AND CHARGES TOTAL</b>	<b>500,000</b>	<b>564,844</b>	-	<b>225</b>	<b>62,728</b>	<b>501,891</b>
<b>CAPITAL</b>						
441000 LAND	1,000,000	1,000,000	-	-	-	1,000,000
443500 BUILDING	1,500,000	1,500,000	-	-	-	1,500,000
<b>CAPITAL Total</b>	<b>2,500,000</b>	<b>2,500,000</b>	-	-	-	<b>2,500,000</b>
<b>EXPENSE Total</b>	<b>3,000,000</b>	<b>3,064,844</b>	-	<b>225</b>	<b>62,728</b>	<b>3,001,891</b>

**Indianapolis-Marion County Public Library**  
**Fund 471 - Library Improvement Reserve Fund - Detailed Income Statement**  
**Month Ended September 30, 2022**

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>MISCELLANEOUS</b>						
361000 INTEREST INCOME	-	-	2,518	11,835	-	(11,835)
<b>MISCELLANEOUS Total</b>	-	-	<b>2,518</b>	<b>11,835</b>	-	<b>(11,835)</b>
<b>REVENUE Total</b>	-	-	<b>2,518</b>	<b>11,835</b>	-	<b>(11,835)</b>
<b>EXPENSE</b>						
<b>CAPITAL</b>						
444501 COMPUTER SOFTWARE	250,000	250,000	-	-	-	250,000
<b>CAPITAL Total</b>	<b>250,000</b>	<b>250,000</b>	-	-	-	<b>250,000</b>
<b>EXPENSE Total</b>	<b>250,000</b>	<b>250,000</b>	-	-	-	<b>250,000</b>



**Indianapolis-Marion County Public Library**  
**Fund 226 - Parking Garage - Detailed Income Statement**  
**Month Ended September 30, 2022**

	Original Budget	Revised Budget	MTD	YTD	P. O.	Available Budget
<b>REVENUE</b>						
<b>CHARGES FOR SERVICES</b>						
347610 PARKING REVENUE	120,000	120,000	2,518	72,900	-	47,100
347611 EVENTS PARKING	8,000	8,000	1,510	9,110	-	(1,110)
<b>CHARGES FOR SERVICES Total</b>	<b>128,000</b>	<b>128,000</b>	<b>4,028</b>	<b>82,010</b>	<b>-</b>	<b>45,990</b>
<b>MISCELLANEOUS</b>						
360001 REVENUE ADJUSTMENT	-	-	53	237	-	(237)
361000 INTEREST INCOME	100	100	421	1,148	-	(1,048)
<b>MISCELLANEOUS Total</b>	<b>100</b>	<b>100</b>	<b>474</b>	<b>1,385</b>	<b>-</b>	<b>(1,285)</b>
<b>REVENUE Total</b>	<b>128,100</b>	<b>128,100</b>	<b>4,502</b>	<b>83,395</b>	<b>-</b>	<b>44,705</b>
<b>EXPENSE</b>						
<b>SUPPLIES</b>						
421200 PRINTER SUPPLIES	3,500	3,500	-	1,731	-	1,769
421500 OFFICE SUPPLIES - FAC/PURCH	3,000	3,000	140	1,440	-	1,560
422310 CLEANING & SANITATION	100	100	-	-	-	100
<b>SUPPLIES Total</b>	<b>6,600</b>	<b>6,600</b>	<b>140</b>	<b>3,172</b>	<b>-</b>	<b>3,428</b>
<b>OTHER SERVICES AND CHARGES</b>						
431100 LEGAL SERVICES	2,500	2,500	-	-	-	2,500
431500 CONSULTING SERVICES	5,000	7,915	-	-	2,915	5,000
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	1,000	9,000	-	3,000
432200 POSTAGE	100	100	-	-	-	100
432400 DATA COMMUNICATIONS	5,000	5,000	99	944	-	4,056
434201 EXCESS LIABILITY	5,000	5,000	398	4,959	-	41
436100 REP & MAINT-STRUCTURE	457,500	388,235	-	-	-	388,235
436110 CLEANING SERVICES	5,000	15,000	-	8,117	-	6,883
436200 REP & MAINT-EQUIPMENT	4,000	4,000	-	-	-	4,000
436201 REP & MAINT-HEATING & AIR	12,500	12,500	-	-	-	12,500
439904 BANK FEES/CREDIT CARD FEES	3,500	3,500	245	3,735	-	(235)
439905 OTHER CONTRACTUAL SERVICES	10,000	69,265	3,202	38,084	-	31,181
<b>OTHER SERVICES AND CHARGES TOTAL</b>	<b>522,100</b>	<b>525,015</b>	<b>4,943</b>	<b>64,839</b>	<b>2,915</b>	<b>457,261</b>
<b>CAPITAL</b>						
445300 CAPITAL - EQUIPMENT	10,000	10,000	-	-	-	10,000
<b>CAPITAL Total</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
<b>EXPENSE Total</b>	<b>538,700</b>	<b>541,615</b>	<b>5,083</b>	<b>68,010</b>	<b>2,915</b>	<b>470,690</b>

**Indianapolis-Marion County Public Library**  
**Fund 270 - Shared System - Detailed Income Statement**  
**Month Ended September 30, 2022**

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>CHARGES FOR SERVICES</b>						
347640 SHARED SYSTEM REVENUE	-	-	2,989	100,222	-	(100,222)
<b>CHARGES FOR SERVICES Total</b>	-	-	<b>2,989</b>	<b>100,222</b>	-	<b>(100,222)</b>
<b>REVENUE Total</b>	-	-	<b>2,989</b>	<b>100,222</b>	-	<b>(100,222)</b>
<b>EXPENSE</b>						
<b>PERSONAL SERVICES</b>						
411000 SALARIES APPOINTED STAFF	64,200	64,200	7,655	50,090	-	14,110
413100 FICA AND MEDICARE	4,911	4,911	349	3,319	-	1,592
413300 PERF/INPRS	9,116	9,116	708	6,734	-	2,382
<b>PERSONAL SERVICES Total</b>	<b>78,228</b>	<b>78,228</b>	<b>8,712</b>	<b>60,143</b>	-	<b>18,085</b>
<b>SUPPLIES</b>						
421600 LIBRARY SUPPLIES	5,000	5,000	-	865	2,774	1,361
<b>SUPPLIES Total</b>	<b>5,000</b>	<b>5,000</b>	-	<b>865</b>	<b>2,774</b>	<b>1,361</b>
<b>OTHER SERVICES AND CHARGES</b>						
431500 CONSULTING SERVICES	5,000	5,000	-	225	-	4,775
432300 TRAVEL	1,500	1,500	-	-	-	1,500
432501 IN HOUSE CONFERENCE	250	250	-	-	-	250
439901 COMPUTER SERVICES	916	916	-	-	-	916
439907 EVENTS & PR	500	500	-	-	-	500
439909 REIMBURSEMENT FOR SERVI	75,000	75,000	73,068	73,068	-	1,932
439930 MATERIALS CONTRACTUAL	14,000	14,000	-	3,544	-	10,456
<b>OTHER SERVICES AND CHARGES TOTAL</b>	<b>97,166</b>	<b>97,166</b>	<b>73,068</b>	<b>76,837</b>	-	<b>20,329</b>
<b>EXPENSE Total</b>	<b>180,394</b>	<b>180,394</b>	<b>81,780</b>	<b>137,845</b>	<b>2,774</b>	<b>39,775</b>

**Indianapolis-Marion County Public Library**  
**Fund 800 & 230 - Gift and Grant - Detailed Income Statement**  
**Month Ended September 30, 2022**

	MTD	YTD
<b>REVENUE</b>		
<b>MISCELLANEOUS</b>		
332205 EMERGENCY CONNECTIVITY FUND		59,929
334700 GRANTS - LSTA		7,442
334720 GRANTS - STATE	18,500	27,355
334752 GRANTS - IMLS FEDERAL FUNDED		20,000
360000 MISCELLANEOUS REVENUE		-
360001 REVENUE ADJUSTMENT		-
361000 INTEREST INCOME	199	543
367000 FOUNDATION CONTRIBUTION	146,415	1,870,041
367002 FOUNDATIONS - DESIGNATED GIFTS		-
367004 OTHER GRANTS	(33,709)	147,545
396000 REFUNDS		-
399000 REIMBURSEMENT FOR SERVICES		-
<b>MISCELLANEOUS Total</b>	<b>131,405</b>	<b>2,132,855</b>

<b>REVENUE Total</b>	<b>131,405</b>	<b>2,132,855</b>
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**EXPENSE**

00005011 - PROGRAM FOOD PDSA		36
00005012 - AQUARIUM MAINTENANCE MULTI-BRANCH	386	5,403
00015001 - CENTRAL UNRESTRICTED GIFT		70
00015007 - CBLC CENTER FOR BLACK LIT & CULTURE	45,228	159,464
00025001 - COLLEGE UNRESTRICTED GIFT	480	3,375
00035001 - GLENDALE UNRESTRICTED GIFT		963
00045001 - IRVINGTON UNRESTRICTED GIFT		1,997
00055001 - BRIGHTWOOD UNRESTRICTED GIFT		563
00065001 - DECATUR UNRESTRICTED GIFT		558
00075001 - EAGLE UNRESTRICTED GIFT		216
00085001 - E. 38TH STREET UNRESTRICTED GIFT		766
00095001 - E. WASHINGTON UNRESTRICTED GIFT		1,671
00125001 - HAUGHVILLE UNRESTRICTED GIFT	39	1,876
00135001 - LAWRENCE UNRESTRICTED GIFTS		761
00145001 - NORA UNRESTRICTED GIFTS		1,010
00155001 - PIKE UNRESTRICTED GIFTS		150
00165001 - GARFIELD PARK UNRESTRICTED GIFTS	89	233
00185001 - SPADES PRK UNRESTRICTED GIFTS		160
00195001 - WAYNE UNRESTRICTED GIFTS		373
00205001 - W. INDIANAPOLIS UNRESTRICTED GIFTS		50

**Indianapolis-Marion County Public Library**  
**Fund 800 & 230 - Gift and Grant - Detailed Income Statement**  
**Month Ended September 30, 2022**

	MTD	YTD
00215001 - FRANKLIN RD UNRESTRICTED GIFTS		75
00225001 - WARREN UNRESTRICTED GIFTS		13
00255001 - OUTREACH UNRESTRICTED GIFT FUND		65
00275001 - MICHIGAN RD UNRESTRICTED GIFTS		46
00285001 - BEECH GROVE UNRESTRICTED GIFTS		3,949
00295001 - W. PERRY UNRESTRICTED GIFTS		14
00405001 - CEO UNRESTRICTED GIFTS	(15,750)	(3,429)
00405010 - DIGITAL ENCYCLOPEDIA OF INDPLS DEOI		112,807
00425002 - LIBRARY MATERIALS MEMORIAL FUND	349	1,632
00425010 - LILLY CITY DIGITIZATION	17,573	137,386
18055010 - GROW WITH GOOGLE	1,637	63,686
20005030 - VOX BOOKS		40
19425022 - SIMON LOVE OF READING		11,921
20125011 - HVL DEVICE LENDING EXPANSION		2,127
20245014 - ASPIRE FELLOWSHIP INFOZONE		709
20415014 - MCFADDEN LECTURE PUBLIC SERVICES	12,000	12,000
20425012 - CATALOGING & PROCESSING EITELJORG		2,495
20425015 - ANTI-RACISM BOOKS		9,590
20425017 - AXIS 360 HIGH SCHOOL EBOOKS		7,981
20425018 - AXIS 360 COVID EXPANSION EBOOKS		22,330
20455022 - SALUTE TO BLACK MEN IN WHITE COATS	1,313	1,313
21002041 - TEEN ADVISORY GROUP		23
21005016 - ADULT SUMMER READING PROGRAM	181	181
21005026 - TEEN ZONE WRN IRV PIK		1,579
21005029 - INDYPL SEED LIBRARY		621
21005031 - INDIANA YOUTH GROUP RAINBOW READERS	1,117	1,117
21005034 - LGBTQ+ COMPETENCY TRAINING WITH IND		900
21005036 - PRESCHOOL PACKAGED PROGRAMS		505
21005037 - CONCERT SERIES		300
21005038 - MONUMENT CIRCLE BOOK STATION TO CEN		20,750
21005039 - ON THE ROAD TO READING R2R		6,962
21005040 - HOMESCHOOL CAP 2021 BIPOC COLLECTIO		423
21005041 - INCENTIVES FOR STAFF PARTICIPATION		2,494
21015015 - CURVESIDE RIDE CEN CURVE 2021	775	775
21015016 - SIMPLE AND AFFORDABLE PLANT BASED C		243
21015038 - POP UP COMPUTER LAB CEN/E38		3,617
21015039 - CODING AND TECHNOLOGY FOR ADULTS CE		2,633
21045041 - CENTRAL AUTHOR ENGRAVINGS		9,319
21085022 - GRAB AND GO CRAFTS E38		174

**Indianapolis-Marion County Public Library**  
**Fund 800 & 230 - Gift and Grant - Detailed Income Statement**  
**Month Ended September 30, 2022**

	MTD	YTD
21085023 - ROBLOX CODING AT E38		2,400
21085024 - E38TH STREET YOUTH ART SERIES	325	325
21135010 - ADULT BOOK DISCUSSIONS - LAW		457
21135011 - CULTURE HISTORY AND SOCIETY LAW		3
21225010 - SNACKS AND STORIES		959
21225013 - EXPRESS YOURSELF	565	565
21225014 - TEEN TECH DAY	1,100	1,100
21225015 - TEEN GAMING AND ART	1,302	1,302
21225016 - FANDOM AT THE LIBRARY	884	884
21245011 - GROWING GLOBAL CITIZENS	72	72
21245013 - POCKET PARK STORYWALK TCM		1,098
21305010 - IPS AND CHARTER SCHOOL LIBRARY CARD	31	14,789
21415014 - MCFADDEN	5,000	5,000
21425011 - INDYPL HISTORIC DOCUMENT DIGITIZATI		350
21425012 - MARION COUNTY INTERNET LIBRARY MCIL	58,650	58,650
21425014 - GENERAL DIGITIZATION 2021		2,158
21425020 - BOOKS ABOUT ARAB AMERICANS & ARABS	166	635
21425021 - BRANCHES MAGAZINE DIGITIZATION PROJ		900
21425022 - LSTA HERRON MORTON NEIGHBORH'D ASOC		318
21425023 - MINDTRUST HIGH SCHOOL EBOOKS		5,817
21445011 - EMERGENCY CONNECTIVITY FUNDING -ECF	3,672	67,736
21455012 - WORLD LANGUAGE COMPUTER CLASS 2021		7,650
21455014 - CAREER CENTER		5,518
21455018 - FIT LIT BOOK DISCUSSION AND LECTURE		387
21455028 - TEEN COMMUNITY BOOK CLUBS		3,052
21455033 - ADULTING 101		3,350
21455034 - INTERNATIONAL FESTIVALS AND CELEBRA		7,751
21455039 - SUMMER WORKSHOPS		(205)
21455040 - AUTHOR VISITS FOR FAMILIES PDA		4,650
21455041 - A PLACE TO CALL HOME PODCAST		1,500
21455042 - CONVERSATION CIRCLES		1,100
21455043 - 1000 BOOKS BY KINDERGARTEN R2R		1,122
21455044 - LSTA POP UP TECH LABS		6,123
22005011 - LITTLE LIBRARIES		27
22005013 - SUMMER READING PROGRAM	14,249	182,233
22005015 - FALL FEST SLAMMIN RHYMES CHALLENGE	5,505	5,505
22005029 - INDYPL SEED LIBRARY 2022		2,610
22005034 - LGBTQ+ COMPETENCY TRAINING W IYG		300
22005036 - PRESCHOOL PACKAGED PROGRAMS R2R	1,170	13,908

**Indianapolis-Marion County Public Library**  
**Fund 800 & 230 - Gift and Grant - Detailed Income Statement**  
**Month Ended September 30, 2022**

	MTD	YTD
22005037 - CONCERT SERIES		10,237
22005039 - ON THE ROAD TO READING R2R	301	3,930
22235010 - HOMESCHOOL COMMITTEE 2022	495	495
22015011 - NONPROFIT WORKSHOPS		1,530
22015016 - SIMPLE AND AFFORDABLE PLANT-BASED C		1,000
22015039 - CODING AND TECHNOLOGY FOR ADULTS		136
22045010 - TEEN ZONE IRVINGTON		157
22085011 - GARDENING WITHOUT A GARDEN		297
22135011 - CULTURE HISTORY & SOCIETY		340
22155010 - TEEN ZONE AT PIKE		254
22165011 - CONNECTING TO PERSONAL HEALTH & WEL		948
22165013 - DISCOVERY ARTS SERIES GPK		500
22165014 - BASIC CAREER AND WORKPLACE RESOURCE		598
22225017 - INDIANA YOUTH GROUP RAINBOW READER		891
22225018 - TEEN AFTERNOONS AT WRN		49
22235010 - HOMESCHOOL COMMITTEE 2022		9,016
22295010 - TEEN TUESDAYS AT WEST PERRY		19
22295011 - HEALTH AND WELLNESS AT WPR	100	950
22295012 - ESCAPE THE LIBRARY	440	440
22415014 - MCFADDEN LECTURE 2022	3,505	5,790
22425012 - MARION COUNTY INTERNET LIBRARY 2023	536,479	536,479
22425014 - 2022 GENERAL DIGITIZATION	526	3,602
22455010 - MEET THE ARTIST XXXIV #BLKLIVESMATT		36,547
22455028 - TEEN COMMUNITY BOOK CLUBS		2,736
22455035 - YA AUTHOR VISITS PUB		4,526
22455036 - WORLD LANGUAGE BOOK GIVEAWAYS		176
22455038 - ANIMAL PROGRAMS		24,114
22455042 - CONVERSATION CIRCLES 2022	575	2,075
22455043 - 1000 BOOKS BEFORE KINDERGARTEN		1,576
22455045 - PATHWAYS TO LITERACY	1,120	3,360
22455046 - SPANISH BOOK CLUB		600
22455047 - INTERNATIONAL FESTIVALS & CELEBRATI		6,775
22455048 - READING READY TIME	225	4,490
22455051 - HOTSPOT FILTERING SOFTWARE		5,458
22455052 - ADULT SUMMER READING PROGRAM	926	10,650
22455053 - EARLY CHILDHOOD EDUCATORS WORKSHOP		6,974
22455055 - REACH OUT AND READ - ROAR		13,295
22455056 - BILINGUAL STORYTIME PDA	960	3,460
22455057 - SUMMER READING KICK OFF		563

**Indianapolis-Marion County Public Library**  
**Fund 800 & 230 - Gift and Grant - Detailed Income Statement**  
**Month Ended September 30, 2022**

	<b>MTD</b>	<b>YTD</b>
22455058 - ADDRESSING THE DIGITAL DIVIDE CHROM	33	33
22455061 - WORLD LANGUAGE COMPUTER CLASS 2022	350	350
<b>EXPENSE Total</b>	<b>704,142</b>	<b>1,736,572</b>

**Indianapolis-Marion County Public Library**  
**Summary of Construction Fund Cash Balances**  
**Month Ended September 30, 2022**

**Construction Fund Cash Balances - Does Not Include Retainage Withheld**

Fund 479 - Restricted - Multiple Projects	932,156.48
Fund 480 - Restricted - West Perry Project	0.00
Fund 481 - Restricted - Lawrence/ Wayne Projects	0.00
Fund 482 - Restricted - Multiple Projects 2	3,369,010.26
Fund 483 - Restricted - Glendale Project	11,376,691.13
Fund 484 - Restricted - Fort Harrison Project	9,538,622.15
Fund 485 - Restricted - Multiple Projects 3	5,288,518.18
** Fund 486 - Restricted - Multiple Projects 4	5,571,346.60
<b>Total Construction Fund Cash Balances</b>	<b><u>36,076,344.80</u></b>

**Construction Fund Classification Breakdown**

Fund 479 - Restricted - Multiple Projects	932,156.48
Fund 480 - Restricted - West Perry Project	0.00
Fund 481 - Restricted - Lawrence/ Wayne Projects	0.00
Fund 482 - Restricted - Multiple Projects 2	3,369,010.26
Fund 483 - Restricted - Glendale Project	11,376,691.13
Fund 484 - Restricted - Fort Harrison Project	9,538,622.15
Fund 485 - Restricted - Multiple Projects 3	5,288,518.18
** Fund 486 - Restricted - Multiple Projects 4	5,571,346.60
<b>Total Construction Fund Breakdown</b>	<b><u>36,076,344.80</u></b>

**Summary of Classifications**

Total Restricted	36,076,344.80
Total Assigned	0.00
<b>Total of All Classifications</b>	<b><u>36,076,344.80</u></b>

**Summary of Project Activity**

<b>PROJECT</b>	<b>* ADJUSTED ORIGINAL BUDGET</b>	<b>CURRENT MONTH</b>	<b>CURRENT YEAR</b>	<b>PROJECT TO DATE</b>	<b>OPEN P.O.</b>	<b>UNEXPENDED</b>
* Fund 479 - Restricted - Multiple Projects	5,000,000.00	0.00	209,022.39	4,067,843.52	3,000.00	929,156.48
* Fund 480 - Restricted - West Perry Project	9,600,000.00	0.00	311,748.47	9,600,000.00	0.00	0.00
* Fund 481 - Restricted - Lawrence/ Wayne Projects	3,183,628.84	0.00	11,456.96	3,183,628.84	0.00	0.00
* Fund 482 - Restricted - Multiple Projects II	5,349,512.62	13,463.78	(2,226.69)	1,980,502.36	263,477.52	3,105,532.74
Fund 483 - Restricted - Glendale Project	15,557,542.03	741,036.67	4,031,942.03	4,153,115.18	9,684,761.19	1,719,665.66
Fund 484 - Restricted - Fort Harrison Project	14,357,506.70	10,906.75	4,566,412.35	4,786,981.45	8,563,178.94	1,007,346.31
Fund 485 - Restricted - Multiple Projects 3	5,574,116.45	35,765.00	229,728.50	285,598.27	2,175.00	5,286,343.18
Fund 486 - Restricted - Multiple Projects 4	5,573,456.60	2,110.00	2,110.00	2,110.00	0.00	5,571,346.60
<b>Total Expenditures</b>	<b><u>64,195,763.24</u></b>	<b><u>803,282.20</u></b>	<b><u>9,360,194.01</u></b>	<b><u>28,059,779.62</u></b>	<b><u>18,516,592.65</u></b>	<b><u>17,619,390.97</u></b>

	<b>ADJUSTED ORIGINAL BUDGET</b>	<b>CURRENT MONTH</b>	<b>CURRENT YEAR</b>	<b>PROJECT TO DATE</b>	<b>BUDGET BALANCE</b>
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
Appropriated Interest Earnings - Fund 483	60,000.00	11,320.71	32,252.94	32,264.28	27,735.72
Appropriated Interest Earnings - Fund 484	60,000.00	9,264.14	28,086.37	28,096.90	31,903.10

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





## Board Action Request

5b

**To:** IMCPL Board

**Meeting Date:** October 24, 2022

**From:** Finance Committee

**Approved by the  
Library Board:**

**Effective Date:** October 24, 2022

**Subject:** Investment Policy Amendment and Reauthorization (Policies 121.2 - 121.15)  
Resolution 57-2022

**Recommendation:** Authorize the approval of Investment Policy Amendment and Reauthorization (Policies 121.2 – 121.15) of Resolution 57-2022

**Background:** The Library is required to have an approved investment policy that outlines the investment practices of the Library and follows the requirements of Indiana Code 5-13-9. The Library updated and reauthorized its Investment Policies in 2018 (Resolution 56-2018), and the policies were made effective for the period of four (4) years from the date of approval. The Investment Policies are now due for review and reauthorization.. The attached Investment Policies reflect limited modifications to clarify certain provisions and to reflect recent changes in the Indiana Code. The Library staff recommends the proposed amendments to and reauthorization of the Investment Policies as reflected in the attached.

**Strategic/Fiscal Impact:** No impact.



## Board Resolution

5b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
RESOLUTION 57-2022  
INVESTMENT POLICY AMENDMENT AND REAUTHORIZATION  
(POLICIES 121.2 – 121.15)  
OCTOBER 24, 2022**

**WHEREAS**, the Indianapolis-Marion County Public Library current Investment Policies were originally adopted by the Board of Trustees in 2007 (Resolution 57-2007), and subsequently amended by the Board of Trustees in 2008 (Resolution 36-2008), 2012 (Resolution 48-2012), 2014 (Resolution 46-2014) and 2018 (Resolution 56-2018) and by their terms made effective for a period of four (4) years from the date of approval, and the policies are due for review and reauthorization; and

**WHEREAS**, the Board of Trustees has been presented and reviewed proposed updates and modifications to the Investment Policies; and

**WHEREAS**, it is the desire of the Library to implement investment policies consistent with and as authorized by Indiana Code 5-13-9;

**THEREFORE, BE IT RESOLVED** that the Board of Trustees does hereby approve and adopt the amended Investment Policies appended hereto and directs that the amended Investment Policies be added to and made a part of the Finance Policy 121.2 through 121.15.

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

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ATTEST: \_\_\_\_\_  
Secretary of the Board

## **121.2 Investments**

The Board authorizes the Treasurer to invest funds according to the guidelines set forth in Section 121.2 through 121.15 which were originally established by the Board in Resolution 57-2007 approved April 19, 2007 and subsequently amended by Resolution 36-2008 on April 17, 2008, Resolution 48-2012 on December 17, 2012, Resolution 46-2014 on August 25, 2014, and Resolution 56-2018 on December 17, 2018. The investment policies adopted by the Board shall comply with IC 5-13-9 et.seq. Unless renewed and adopted sooner, this policy shall expire October 24, 2026.

## **121.3 Investment Policy Statement and Scope**

This document will govern the investment activities of the Indianapolis-Marion County Public Library. It is the policy of the Library to invest public funds in a manner that will provide the highest return with the maximum security while meeting cash-flow demands. All investments will conform to applicable laws and regulations governing the investment of public funds in accordance with Indiana Code 5-13-9.

## **121.4 Investment Objectives**

The primary objectives of the Library's financial investments, in priority order, are:

- Legality – All investments shall conform to applicable federal, state, and other legal requirements.
- Safety of Principal – All investments shall be undertaken in a manner that seeks to preserve capital. The objective will be to mitigate credit risk and interest-rate risk.
- Liquidity – The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements that might be reasonably anticipated.
- Return on Investments (Yield) – The Library's investments will generate the highest available return without sacrificing the first three objectives outlined above.
- Credit Risk – The Library will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer by:
  - Limiting investments to the types of securities listed in Section 121.10 of this Investment Policy;

- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the Library will do business in accordance with Section 121.9; and
- Diversifying the investment portfolio in accordance with Section 121.6.
- Interest Risk – The Library will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:
  - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and
  - Investing operating funds primarily in shorter-term securities, or money market mutual funds and limiting the average maturity of the portfolio in accordance with this policy (see Section 121.10).

#### **121.5 Delegation of Authority**

Management responsibility for the Library's investment program is hereby delegated to the Treasurer, who is the Library's Chief Financial Officer. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer.

#### **121.6 Diversification of Investments**

The Library shall diversify its investments to the best of its ability based on the type of funds invested and the cash-flow needs of those funds. Diversification can be achieved by the type of investment, number of institutions, and length of maturity.

#### **121.7 Internal Control Structure**

The Treasurer is responsible for establishing and maintaining an internal control structure to ensure that the assets of the Library are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met.

#### **121.8 Reporting**

The Treasurer shall provide monthly investment reports to the Library Board that clearly provides the following information regarding the investment portfolio: the invested fund, depository institutions, principal balances, and rates of return. The Treasurer shall provide to the Board for its review and

consideration an annual investment report that meets the requirements of the Marion County Board of Finance.

**121.9 Designation of Depositories**

All public funds of the Library Board shall be deposited in the designated depositories located in the territorial limits of the Library District. (IC 5-13-8-9)

**121.10 Permitted investments**

The Treasurer is authorized to invest Library funds in the following in accordance with IC 5-13-9:

1. Securities backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by any of the following:
  1. The United States Treasury;
  2. A federal agency;
  3. A federal instrumentality; or
  4. A federal government-sponsored enterprise.
  
2. Securities fully guaranteed and issued by any of the following:
  1. A federal agency;
  2. A federal instrumentality; or
  3. A federal government-sponsored enterprise.
  
3. Repurchase Agreements (including standing repurchase agreements, commonly known as sweep accounts) as authorized by IC 5-13-9-3(b):
  1. With Depositories designated by the State Board of Finance as depositories for state investments under IC 5-13-9.5; and Involving the Library's 's purchase and guaranteed resale of any interest-bearing obligations issued; or fully insured or guaranteed by the United States, a United States government agency, an instrumentality of the United States, or a federal government-sponsored enterprise.

The depository shall determine daily the amount of money in this type of agreement that must be fully collateralized by interest-bearing obligations as determined by their current market value. The collateral is not subject to the two (2) year maturity limitation included in Section 121.11 hereof.

Repurchase agreements may be entered into for a fixed term or arranged on an open or continuing basis as a continuing contract that:

1. Operates like a series of overnight repurchase agreements (may be referred to as overnight sweep products);
  2. Is renewed each day with the repurchase rate and the amount of funds invested determined daily; and
  3. For this purpose, is considered to have a final maturity of one day.
4. Municipal securities issued by an Indiana local governmental entity, a quasi-governmental entity related to the state, or a unit of government, municipal corporation, or special taxing district in Indiana, if the issuer has not defaulted on any of the issuer's obligations within the twenty (20) years preceding the date of purchase (IC 5-13-9-2(a)(3)).
5. Money market mutual funds that are in the form of securities of or interests in an open-end, no-load, management-type investment company or investment trust registered under the provisions of the federal Investment Company Act of 1940, as amended (15 U.S.C. 80a et.seq). The investments shall be made through depositories designated by the State Board of Finance as depositories for state deposits under IC 5-13-9.5. The portfolio of an investment company or investment trust must be limited to the following (IC 5-13-9-2.5):
1. Direct obligations of the United States;
  2. Obligations issued by any of the following:
    - A federal agency;
    - A federal instrumentality; or
    - A federal government-sponsored enterprise; or
  3. Repurchase agreements fully collateralized by obligations described in both 1 and 2 above.

The money market mutual fund must be rated as one of the following (IC 5-13-9-2.5(d)):

1. AAAM, or its equivalent, by Standard and Poor's Corporation or its successor.
2. Aaa, or its equivalent by Moody's Investors Service Inc. or its successor.

The investment is considered to have a stated final maturity of one day.

6. Local Government Investment Pool – TrustIndiana. The purpose of TrustIndiana is to allow local units of government to invest in a common pool of investment assets that preserve the principal of the

public's funds, remains highly liquid, and maximizes the return on the investment. TrustIndiana was authorized by the Indiana General Assembly passage of IC 5-13-9-11 during the 2007 Session and amended during the 2018 and 2019 Sessions. The Indiana State Treasurer has been designated by statute as the administrator of TrustIndiana. TrustIndiana only invests in securities and investments that are legally permitted pursuant to Indiana law and in the manner further defined by the TrustIndiana investment policy.

7. HoosierFund. The HoosierFund is an interlocal cooperation agreement as approved by the Library Board of Trustees per Resolution 74-2008. The HoosierFund is a statewide investment pool, managed and administered by CRF Financial Group, Inc. designed to help Indiana governmental entities increase interest earning on their short term cash balances. Interlocal government cooperatives, such as the HoosierFund, are allowed by Indiana Statute IC 36-1-7 and all investments are made in accordance with IC 5-13.
8. Deposit, investment, or reinvestment of funds in transaction accounts, certificates of deposit, and deposit accounts. The Treasurer may deposit, invest, or reinvest any funds that are held by the Treasurer and available for investment in transaction accounts (deposit accounts other than certificates of deposit) issued or offered by a designated depository of a political subdivision for the rates and terms agreed upon periodically by the Treasurer and the designated depository.

Subject to the following requirements, the Treasurer may deposit, invest or reinvest funds held by the Treasurer and available for investment in certificates of deposit offered by a designated depository of the political subdivision. If making a deposit in a certificate of deposit offered by a designated depository of the political subdivision, the Treasurer shall obtain quotes of the specific rates of interest for the term of that certificate of deposit that each designated depository will pay on the certificate of deposit. Quotes may be solicited and taken by telephone. A memorandum of all quotes solicited and taken shall be retained by the investing officer as public record of the Library under IC 5-14-3. If the deposit is not placed in the designated depository quoting the highest rate of interest, the Treasurer shall place the deposit in the depository quoting the second or third highest rate of interest and note the reason for placing the deposit on the memorandum of quotes (IC 5-13-9-4).

9. Interest Bearing Deposit Accounts (IC 5-13-9-5.3). In addition to the authority to invest in transaction accounts and certificates of deposit offered by designated depositories of the political subdivision, the Library Board of Trustees, by resolution, may authorize the Treasurer to



invest public funds in interest bearing deposit accounts in accordance with IC 5-13-9-5.3 subject to the following conditions:

1. The funds are initially invested through a depository that is selected by the investing officer;
2. The selected depository arranges for the deposit of the funds in interest bearing deposit accounts in one or more federally insured banks or savings and loan associations, wherever located, for the account of the Library;
3. The full amount of the principal and any accrued interest of each deposit are covered by insurance of any federal deposit insurance agency;
4. The selected depository acts as a custodian for the Library with respect to the deposits; and
5. On the same date that the Library's funds are deposited, the selected depository receives an amount of deposits covered by insurance of any federal deposit insurance agency from customers of other institutions, wherever located, as least equal to the amount of the funds invested by the Library through the selected depository.

#### **121.11 Final Maturity; Long-Term Investments**

Except as otherwise provided in this Section 121.11, permitted investments of Library funds must have a stated final maturity of not more than two (2) years after the date of purchase or entry into a repurchase agreement. Subject to the limitations herein provided, the Treasurer is authorized to invest Library funds in authorized investments for more than two (2) years and not more than five (5) years in accordance with IC 5-13-9-5.7 ("Long Term Investments"). The total of all Long Term Investments shall not be greater than twenty-five percent (25%) of the total portfolio of public funds invested by the Library, including balances in transaction accounts. However, a Long Term Investment that complies with IC 5-13-9-5.7 when the investment is made remains legal even if: (i) the investment policy has expired; or (ii) a subsequent decrease in the total portfolio of public funds invested by the Library, including balances in transaction accounts, causes the percentage of Long Term Investments outstanding to exceed twenty-five percent (25%) of the total portfolio of public funds invested by the Library.

The Treasurer may contract with a federally regulated investment advisor or other institutional money manager to make long term investments as authorized by this policy and IC 5-13-9-5.7.

#### **121.12 Service Charge to Depository**

If the Library is subject to payment of a service charge to a depository for deposits in any deposit or other account, and if the depository requires all customers to pay the charge for providing that service, the Treasurer is authorized to pay the charge; provided, however, the service charge

imposed must be considered in the computation of the interest rate for determining which depositories are entitled to investments. If the total service charge cannot be computed before the investment, the Treasurer shall estimate the service charge and adjust the interest rate based on this estimate. The service charge may be paid: (i) by direct charge to the deposit or other account; or (ii) in a manner that subtracts the service charge from interest earned on the funds in the deposit or other account (IC 5-13-9-8). If the manner described in (ii) is used to pay the service charge, the Library shall report the net interest deposited in the Library's financial records, and the Library is not required to report the amount of the service charged subtracted in the Library's financial records.

### **121.13 Interest Earnings**

All interest derived from an investment by the Library's fiscal officer shall be receipted in accordance with IC 5-13-9-6.

### **121.14 Prohibited Investments**

The Library fiscal officer may not purchase securities on margin or open a securities margin account for the investment of Library funds (IC 5-13-9-9).

The Library fiscal officer may not purchase foreign investments.

### **121.15 Conclusion**

This policy has been promulgated by the Indianapolis-Marion County Public Library to formalize prudent investment policies and procedures that will meet the investment objectives of the Library. Unless earlier amended or terminated, this policy is effective for four (4) years from the date of approval.

This policy is to be reviewed by the Treasurer as new investment legislation becomes law, as staff expertise changes, and/or as necessitated by other external and internal factors.

DATE OF APPROVAL: October 24, 2022

Revised October 2022.

# FINANCE PRESENTATION

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Presented by: Lolita Campbell; CFO

# Board Meeting - Finance

## **Investment Policy -**

The investment policy (IPS) communicates the Library's investment goals and the strategies that will serve as guideposts for managing the funds.



## **General Operating Cash Fund Balance-**

The balance reflects agency's financial health and readiness to pay and support expenses that are not funded otherwise.



# Investment objectives:

- The primary objectives of the Library's financial investments, in priority order, are:
- Legality – All investments shall conform to applicable federal, state, and other legal requirements.
- Safety of Principal – All investments shall be undertaken in a manner that seeks to preserve capital. The objective will be to mitigate credit risk and interest-rate risk.
- Liquidity – The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements that might be reasonably anticipated.
- Return on Investments (Yield) – The Library's investments will generate the highest available return without sacrificing the first three objectives outlined above.

# Investment objectives:

- Credit Risk – The Library will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer by:
  - Limiting investments to the types of securities listed in Section 121.10 of this Investment Policy;
  - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the Library will do business in accordance with Section 121.9; and
  - Diversifying the investment portfolio in accordance with Section 121.6.
- Interest Risk – The Library will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:
  - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and
  - Investing operating funds primarily in shorter-term securities, or money market mutual funds and limiting the average maturity of the portfolio in accordance with this policy (see Section 121.10).

# Operating Fund Balance Policy

The purpose of this policy is to establish a key element of the financial stability of the Indianapolis-Marion County Public Library (IMCPL) by setting guidelines for the General Fund balance. Unrestricted fund balance is an important measure of economic stability. It is essential that IMCPL maintain adequate levels of unrestricted fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and to ensure stable tax rates. The fund balance also provides cash flow liquidity for IMCPL's general operations and is crucial in long-term financial planning.

# Operating Fund Balance

Background - IMCPL's Fund Balance policy was originally adopted in April of 2010- Resolution 19-2010. At the time Board established a minimum fund balance of 10% of the revenue collected during the budget year/ Due to the recent Circuit Breaker legislation and its impact of the Library's revenue, the Board found it necessary to revise the policy to ensure that sufficient funds are available to cover day to day operations of the Library.



# Operating Fund Balance - Goal

IMCPL will establish an unrestricted minimum fund balance in the general operating fund equivalent to the amount necessary to avoid the need for tax anticipation warrants during the budget year, thereby eliminating any need to borrow to fund operations.

# Long Range Plan

General Fund	2022 Budget	2023 Proposed Budget	2024 Projection	2025 Projection	2026 Projection	2027 Projection
<b>Beginning Fund Balance</b>	<b>\$ 36,055,821</b>	<b>\$ 35,361,396</b>	<b>\$ 28,491,605</b>	<b>\$ 20,779,549</b>	<b>\$ 14,064,601</b>	<b>\$ 8,043,694</b>
<b>Revenues</b>						
Property Taxes (less Property Tax Caps)	39,360,044	36,922,533	38,927,347	41,079,278	43,270,560	45,580,170
Intergovernmental	8,217,875	8,511,317	8,657,462	8,807,766	8,956,818	9,111,181
Other Revenue	1,418,429	1,420,741	1,423,100	1,425,506	1,427,960	1,430,463
<b>Total Revenues</b>	<b>48,996,348</b>	<b>46,854,591</b>	<b>49,007,909</b>	<b>51,312,550</b>	<b>53,655,338</b>	<b>56,121,814</b>
<b>Expenditures</b>						
Personal Services	31,208,200	36,466,598	39,395,706	39,864,178	41,643,158	43,506,409
Supplies	1,258,678	1,272,430	1,297,879	1,323,836	1,350,313	1,377,319
Other Charges & Services	16,587,199	14,624,933	14,728,586	15,551,809	15,415,467	15,644,797
Capital	3,252,000	3,022,000	3,052,020	3,082,340	3,112,964	3,143,893
<b>Total Expenditures</b>	<b>52,306,077</b>	<b>55,385,961</b>	<b>58,474,191</b>	<b>59,822,163</b>	<b>61,521,902</b>	<b>63,672,418</b>
Projected Unspent Appropriations (5% in 2022, 3% in 2023-2027)	2,615,304	1,661,579	1,754,226	1,794,665	1,845,657	1,910,173
Remaining Surplus/(Deficit)	(694,425)	(6,869,791)	(7,712,056)	(6,714,948)	(6,020,907)	(5,640,431)
<b>Ending Fund Balance</b>	<b>\$ 35,361,396</b>	<b>\$ 28,491,605</b>	<b>\$ 20,779,549</b>	<b>\$ 14,064,601</b>	<b>\$ 8,043,694</b>	<b>\$ 2,403,263</b>

\*Assumes "healthy" cash balance of 50% of following year's budget.

# Proposed 2023 Budget

<b>Library Funds</b>	<b>2023</b>	<b>2022</b>	<b>\$ Change</b>	<b>% Change</b>
Operating	\$55,385,961	\$52,306,077	\$3,079,884	5.9%
Debt Service	19,278,281	16,532,741	2,745,540	16.6%
Rainy Day	1,000,000	3,000,000	(2,000,000)	(66.7)%
Library Improvement Reserve Fund (LIRF)	250,000	250,000	-	0.0%
<b>Total</b>	<b>\$75,914,242</b>	<b>\$72,088,818</b>	<b>\$3,825,424</b>	<b>5.3%</b>

<b>DLGF Reviewed Funds</b>			
<b>Fund Code</b>	<b>Fund Name</b>	<b>Adopted Tax Levy</b>	<b>Adopted Tax Rate</b>
0061	Rainy Day	-	-
0101	General	53,000,000	0.0905
0182	Bond # 2	19,000,000	0.0318
2011	LIRF	-	-
<b>Total</b>		<b>\$72,000,000</b>	<b>\$0.1223</b>



# Board Action Request

6a

**To:** IMCPL Board **Meeting Date:** October 24, 2022

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

**Effective Date:** October 24, 2022

**Subject:** Resolution – 58-2022

**Recommendation:** Approval of Resolution 58-2022 – Amendments to Policy 202, Harassment

**Background:**

The purpose of Policy 202, Harassment, is to protect Library employees from unlawful harassment related to an employee’s race, color, sex, religion, national origin, age (40 or older), disability, sexual orientation or gender identity by an employee, patron, or vendor of the Library. Additionally, Policy 202, Harassment, provides reporting and disciplinary procedures if a Library employee believes that he/she/they are the subject of unlawful harassment.

The amendments to Policy 202, Harassment, expand the description of the specific types of conduct that may result in unlawful harassment and clarifies and expands the circumstances, requirements, and responsibilities for reporting unlawful harassment related to the workplace.

Policy followed recommendations from the Climate Improvement Report.

**Strategic/Fiscal Impact:** No financial impact.



## Board Resolution

6a

**INDIANAPOLIS MARION COUNTY PUBLIC LIBRARY  
RESOLUTION 58-2022**

**AMENDMENT TO POLICY 202, HARASSMENT**

**October 24, 2022**

**WHEREAS**, Policy 202, Harassment, is intended to protect Library employees from unlawful harassment related to an employee's race, color, sex, religion, national origin, age (40 or older), disability, sexual orientation or gender identity by an employee, patron, or vendor of the Library. Additionally, Policy 202, Harassment, provides reporting and disciplinary procedures if a Library employee believes that he/she/they are the subject of unlawful harassment;

**WHEREAS**, the proposed amendments to Policy 202, Harassment, expand the description of the specific types of conduct that may result in unlawful harassment and clarifies the circumstances, requirements, and responsibilities for reporting unlawful harassment related to the workplace;

**WHEREAS**, the Diversity, Policy and Human Resource Committee recommends approval of the proposed amendments to Policy 202, Harassment; and

**WHEREAS**, the Board has reviewed the proposed amendments to Policy 202, Harassment, as recommended and deems it appropriate and consistent with the mission and operations of the Library as a taxpayer supported public entity.

**THEREFORE, BE IT RESOLVED** that the Board does hereby approve and adopt the proposed amendments to Policy 202, Harassment, in the form attached to this Resolution.

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

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ATTEST: \_\_\_\_\_  
Secretary of the Board

## **CURRENT 202 HARASSMENT POLICY**

### **202 HARASSMENT**

Harassment occurs when a supervisor treats an applicant or employee differently in regard to hiring, firing, promotion or any terms or conditions of employment because of the applicant's or employee's race, color, sex, religion, national origin, age (40 or older) disability, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), veteran status, uniformed service member status and genetic information (including testing and characteristics). Harassment exists when submission to such conduct is made explicitly or implicitly a term or condition of the applicant's or employee's employment with the Library or submission to or rejection of such conduct is used as a basis for employment decisions affecting the applicant or employee.

Harassment also occurs when an applicant or employee is subjected to unwelcome or offensive physical or verbal conduct because of the applicant's or employee's race, color, sex, religion, national origin, age (40 or older), disability, sexual orientation or gender identity by an employee, patron or vendor of the Library. Harassment exists when such conduct has the purpose or effect of substantially interfering with the individual's work performance or creates an intimidating, hostile, or offensive work environment.

Harassment is an invasion of an employee's individual rights, is against the law and is not tolerated by the Library.

*Approved October 23, 2017*

#### **202.1 Reporting Harassment**

The Library has a "zero tolerance" policy against harassment. An employee who believes he/she has been subjected to harassment, sexual or otherwise, should first discuss the situation with their manager, or if impractical or impossible in the circumstances, the Area Resources Manager, Services Area Director, or Director, Human Resources. However, the Director, Human Resources, must be notified of any and all complaints and is charged to conduct any required investigation.

*Approved August 25, 2014*

#### **202.2 Retaliation**

No hardship, no loss of benefit, and no penalty may be imposed on an employee in response to or as punishment for:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator.

Retaliation or attempted retaliation is a violation of the Library's EEO Policy and anyone who does so will be subject to severe sanctions up to and including termination.

*Approved August 25, 2014*

## PROPOSED REVISIONS TO POLICY 202 HARASSMENT

### 202 HARASSMENT

Harassment occurs when a supervisor treats an applicant or employee differently in regard to hiring, firing, promotion or any terms or conditions of employment because of the applicant's or employee's race, color, sex, religion, national origin, age (40 or older) disability, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), veteran status, uniformed service member status and genetic information (including testing and characteristics). Harassment exists when submission to such conduct is made explicitly or implicitly a term or condition of the applicant's or employee's employment with the Library or submission to or rejection of such conduct is used as a basis for employment decisions affecting the applicant or employee.

Harassment also occurs when an applicant or employee is subjected to unwelcome or offensive physical or verbal conduct related to the applicant's or employee's race, color, sex, religion, national origin, age (40 or older), disability, sexual orientation or gender identity by an employee, patron, or vendor of the Library. Harassment exists when such conduct has the purpose or effect of substantially interfering with the individual's work performance or creates an intimidating, hostile, or offensive work environment.

Such conduct may include without limitation:

- Offensive jokes, slurs, name-calling, physical threats, intimidation, ridicule, insults, and offensive pictures and comments that relate to race, color, sex, religion, national origin, age (40 or older), disability, sexual orientation, or gender identity.
- Communications by means of the phone, by email, in person, text messages, social media posts, or any other electronic means.

Harassment is an invasion of an employee's individual rights, is against the law and is not tolerated by the Library.

#### 202.1 Reporting Harassment

The Library has a "zero tolerance" policy against harassment. An employee who believes he/she/ they have been subjected to harassment, sexual or otherwise, should first discuss the situation with their manager, or if impractical or impossible in the circumstances, the Area Resources Manager, Services Area Director, or Director, Human Resources. Additionally:

- In all cases where an employee believes any employee of the Library (including themselves) has been or is being subjected to unlawful harassment, the Director, Human Resources, must be notified immediately by that employee so any required investigation may be conducted.
- Managers, supervisors, Areas Resource Managers, and Service Area Directors are required to report all issues of unlawful harassment that are reported to them by any employee they supervise to the Director, Human Resources, or the CEO, as appropriate, and failure to do so may result in severe discipline up to and including termination.



## 202.2 Retaliation

No hardship, no loss of benefit, and no penalty may be imposed on an employee in response to or as punishment for:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator.

Retaliation or attempted retaliation is a violation of the Library's EEO Policy and anyone who does so will be subject to severe sanctions up to and including termination.



# Board Action Request

6b

**To:** IMCPL Board **Meeting Date:** October 24, 2022

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

**Effective Date:** October 24, 2022

**Subject:** Resolution – 59-2022

**Recommendation:** Approval of Resolution 59-2022 – Enact Policy 206, Bullying

**Background:**

The purpose of Policy 202, Bullying, is to protect Library employees from bullying in the workplace. Bullying is not the same as unlawful harassment. Unlawful harassment often does not involve any type of bullying behavior and bullying behavior no matter how extreme often does not amount to unlawful harassment.

Bullying is defined as a pattern of abusive verbal or non-verbal behavior toward another employee that: (1) a reasonable person would determine has as its natural consequence the humiliation, denigration, or intimidation of that individual; and (2) interferes with an employee’s ability to perform his/her/their job duties.

Policy followed recommendations from the Climate Improvement Report.

**Strategic/Fiscal Impact:** No financial impact.



## Board Resolution

6b

**INDIANAPOLIS MARION COUNTY PUBLIC LIBRARY  
RESOLUTION 59-2022**

**ENACTMENT OF POLICY 206, BULLYING**

**October 24, 2022**

**WHEREAS**, Policy 206, Bullying, is designed to protect Library employees from bullying in the workplace. Bullying is not the same as unlawful harassment. Unlawful harassment often does not involve any type of bullying behavior and bullying behavior no matter how extreme often does not amount to unlawful harassment.

**WHEREAS** Policy 206, Bullying, defines bullying as a pattern of abusive verbal or non-verbal behavior toward another employee that: (1) a reasonable person would determine has as its natural consequence the humiliation, denigration, or intimidation of that individual; and (2) interferes with an employee's ability to perform his/her/their job duties;

**WHEREAS**, the Diversity, Policy and Human Resource Committee recommends approval of Policy 206, Bullying; and

**WHEREAS**, the Board has reviewed the proposed Policy 206, Bullying, as recommended and deems it appropriate and consistent with the mission and operations of the Library as a taxpayer supported public entity.

**THEREFORE, BE IT RESOLVED** that the Board does hereby approve and adopt Policy 206, Bullying, in the form attached to this Resolution.

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

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ATTEST: \_\_\_\_\_  
Secretary of the Board

## 206 BULLYING

Bullying is a pattern of abusive verbal or non-verbal behavior toward another employee that: (1) that a reasonable person would determine has as its natural consequence the humiliation, denigration, or intimidation of that individual; and (2) interferes with an employee's ability to perform his/her/their job duties.

Bullying can take place by different methods of verbal or non-verbal communication, which may include face-to-face interactions, emails, text messages, communications platforms (Teams, Zoom and others) and social media platforms (Facebook, Instagram, SnapChat and others). This Policy applies to behavior by any method of communication that occurs:

- While working as an employee of the Library both on and off Library property.
- While interacting about work-related matters within the scope of employment with other employees, or with vendors or contractors of the Library.
- At work-related events and functions of the Library.
- On social media platforms involving interaction between or among employees of the Library about work-related matters within the scope of employment.

The Library does not tolerate bullying related to the workplace by employees, Library vendors and contractors, or patrons. Any employee who believes he/she/they have been subjected to bullying that violates this Policy by another employee, including the employee's manager or supervisor, by a vendor and/ or contractor of the Library, should report such by one of the following means:

- Use of the reporting hotline pursuant to Policy 205.
- Directly to their manager/supervisor – managers/supervisors must subsequently report any incidents of bullying to Human Resources or the DEI Officer.
- Directly to Human Resources.
- Directly to the DEI Officer.

A Staff Association Compensation Committee representative may act as an advisor for any employee in a management, confidential, hourly position, or any other non-union eligible position making a report of bullying pursuant to this Policy. A union representative may act as an advisor for any employee in a union eligible position making a report of bullying pursuant to this Policy. Any employee violating this Policy or retaliating in any way against an employee reporting bullying pursuant to this Policy will be subject to progressive discipline up to and including termination.

Patrons related incidents, should be report to the manager or person in charge and be enter in the Incident Tracker.



# Board Action Request

7a

**To:** IndyPL Board

**Meeting Date:** October 24, 2022

**From:** Facilities Committee

**Approved by**  
**The Library Board:**  
**Effective Date:**

**Subject:** **Resolution 60-2022**  
**Approval to Award a Construction Services Contract for the Central Library Auditorium Video Upgrade Project**

**Recommendation:**

IndyPL Facilities staff recommends Board approval for the attached action (Resolution 60-2022) to award a construction services contract for the Central Library Auditorium Video Upgrade Project to **Shoemaker Motion Picture Company, LLC, Indianapolis, Indiana**, for the total cost of \$143,280.00.

**Background:**

The projector and video control system at the Central Library Clowes Auditorium is from the original installation and has reached the end of its service life. The upgraded video system will use the same cable routes, projector lift, and screen mounting hardware. The work will be scheduled to not impact events and patron services.

The Project was estimated to be less than \$150,000 and was quoted using the requirements of the Public Works Statute IC § 36-1-12-4.7. The Project seeks the Minority/Women/Veteran/Disability Owned Business Enterprise Utilization Goals established as Policy by the Board in Resolution 28-2020. The Documents were issued to invited vendors and business development contracts on September 16, 2022. Notice of the Project was also posted on the IndyPL website.

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

The Project requires compliance with Requirements for Contactors on Public Works Projects including liability insurance, qualification, E-Verify, employee training, and records retention.

**Board Action Request**

RE: Facilities Committee, Item 7a

Resolution 60-2022 Approval to Award a Construction Services Contract for the Central Library Auditorium Video Upgrade Project

Date: October 24, 2022

Below is a list of vendors and business development entities that were sent the Invitation to Quote via e-mail:

City Certifications	Vendor
	Advanced Audio and Lighting
	Advanced Systems Group
	Bowen Technovation
	ESCO Communication
	Fairchild Communications
	Force Technology
	Mid-America Sound
DOBE	Seven Points Technology Group
	Shoemaker Motion Picture Co.
	The Blue Book
	Construct Connect
	Indy Black Chamber of Commerce
	Office of Minority and Women Business Development
	Indy Hispanic Chamber of Commerce
	State Minority and Women Business Enterprises
	Great Lakes Women’s Business Council
	Indy Chamber of Commerce
	National Association of Women’s Business Owner
	Mid-States Minority Suppliers
	Construction Journal

A Pre-quote Conference and Site Tour was held on September 22, 2022. One (1) vendor attended the Conference: Shoemaker.

IndyPL shall award the Project to the lowest, responsible, and responsive vendor pursuant to IC § 36-1-12-4.7.

The preliminary Project schedule targets starting on the first quarter of 2023. The equipment is known to be on back-order with significant delivery lead times.

**Board Action Request**

RE: Facilities Committee, Item 7a

Resolution 60-2022 Approval to Award a Construction Services Contract for the Central Library Auditorium Video Upgrade Project

Date: October 24, 2022

One (1) quote was received at the Library Services Center by the deadline of 11:00 am local time on October 5, 2022. A tabulation of the quote is included below:

Vendor	Shoemaker Motion Picture Company, LLC
Lump Sum Quote	\$ 143,280.00
Non-Collusion Affidavit	Yes
E-Verify Affidavit	Yes
Acknowledge Addendum 1	Yes
Detailed Equipment List	Yes
Vendor XBE Status	None
XBE Goals Plan Submitted	Yes
Proposed MBE Utilization %	0%
Proposed WBE Utilization %	0%
Proposed VBE Utilization %	0%
Proposed DOBE Utilization % Seven Points Technology Group	10%

**Shoemaker Motion Picture Company, LLC** will use **Seven Points Technology Group**, a certified DOBE, for installation services. The utilization of MBE/WBE/VBE/DOBE vendors will be tracked during the term of the contract to ensure continuation of the good faith effort to meet IndyPL utilization goals.

**Shoemaker Motion Picture Company, LLC** is an Indiana company with the knowledge, experience, and resources to satisfactorily complete the work as described in the quoting documents.

**Strategic/Fiscal Impact:**

This work is within the total Project budget of \$150,000. The Project will be funded by the Facilities Improvements Bond Fund (Fund 482.)





## Board Resolution

7a

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 60-2022

#### APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE CENTRAL LIBRARY AUDITORIUM VIDEO UPGRADE PROJECT

OCTOBER 24, 2022

**WHEREAS**, the Indianapolis-Marion County Public Library (“IndyPL”) Central Library Auditorium video system has reached the end of the service life; and

**WHEREAS**, IndyPL staff prepared documents to solicit open, competitive, and sealed quotes for the Central Library Auditorium Video Upgrade Project. Lump-sum quotes were solicited by direct email beginning on September 16, 2022, from nine (9) vendors; and

**WHEREAS**, IndyPL received sealed quotes from one (1) vendor by the October 5, 2022, deadline; and

**WHEREAS**, based on the review of the quote IndyPL has determined **Shoemaker Motion Picture Company, LLC, Indianapolis, Indiana** to be the lowest, responsive, and responsible quoter and recommends award of the contract to **Shoemaker Motion Picture Company, LLC**.

**IT IS THEREFORE RESOLVED** the Central Library Auditorium Video Upgrade Project contract, as quoted, describing the scope of work and compensation, is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **Shoemaker Motion Picture Company, LLC**. The agreement will be based upon such terms described in the Draft Standard Agreement included in the Invitation to Quote Documents dated September 16, 2022, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Shoemaker Motion Picture Company, LLC** will be for the total cost of One Hundred Forty Three Thousand Two Hundred Eighty Dollars (\$143,280.00) and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.

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

**RESOLUTION 60-2022  
(Continued)**

**APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE  
CENTRAL LIBRARY AUDITORIUM  
VIDEO UPGRADE PROJECT**

**OCTOBER 24, 2022**

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Adopted this 24<sup>th</sup> day of October 2022.

ATTEST: \_\_\_\_\_  
Secretary of the Board



# Board Action Request

7b

**To:** IndyPL Board **Meeting Date:** October 24, 2022

**From:** Facilities Committee **Approved by**  
**The Library Board:**  
**Effective Date:**

**Subject:** **Resolution 61-2022**  
**Approval to Award Fixtures, Furniture, and Equipment Contracts for the**  
**Glendale Branch Replacement Project**

**Recommendation:**

The IndyPL facilities staff recommends Board approval of the attached action (Resolution 61–2022) approval to award Fixtures, Furniture, and Equipment contracts for the Glendale Branch Replacement Project to two (2) vendors, **Business Furniture**, Indianapolis, Indiana for \$468,731.51 and **Officeworks Services LLC**, Fishers, Indiana for \$79,392.02.

**Background:**

The bidding documents were prepared by IndyPL and krM Architecture+ to procure, provide and install the fixtures, furniture, and library equipment (“FF&E”) for the new replacement Branch facility. The bidding documents were structured to allow for a detailed line-item evaluation of the bid to award contracts to achieve the best value for IndyPL.

The Project was bid and will be completed using the requirements of the Public Works Statute IC §36-1-12. The Project seeks the Minority/Women/Veteran/ Disability Owned Business Enterprise Utilization Goals established as Policy by the Board in Resolution 28-2020.

The bidding documents were issued to bidders on September 13, 2022.

IndyPL staff and the architect solicited open, competitive, and sealed public bids for the Fixtures, Furniture, and Equipment for the Glendale Branch Replacement Project. Public Notice to prospective bidders was advertised per the Public Notice Statute IC §5-3 on September 16 and 23, 2022. Notice of the Project was also posted on the IndyPL website.

IndyPL staff used the Indianapolis Office of Minority & Women Business Development website to identify vendors in the fixtures, furniture, and equipment industry.

**Board Action Request**

RE: Facilities Committee, Item 7b

Resolution 61-2022 Approval to Award Fixtures, Furniture, and Equipment Contracts for the Glendale Branch Replacement Project

Date: October 24, 2022

The Notice to Bidders was emailed directly to these vendors and business development contacts:

Certification	Vendor
	Agati
	Business Furniture
WBE	Binford Group KI
	Krueger International
	Bradford Systems Spacesaver
	Circle Office Supplies
WBE	Commercial Office Environments
	DECO Associates - Estey/Tennsco
	Educational Furniture
WBE	Fineline Furniture
	Fleming Furniture Group
	Fluid Libraries - Palmieri Products
	Indoff
	Kentwood Office Furniture
	KMA
	KPC Architectural Products - Estey/Tennsco
	Library Bureau
	Office 360
MBE	Office Works
	PC & A Business Environments
	RDS Office Furniture
	RH Contract
	RJE
WBE	Solutions + Design
	Office of Minority and Women Business Development
	Indy Black Chamber of Commerce
	State Minority and Women Business Enterprises
	Great Lakes Women's Business Council
	Indy Chamber of Commerce
	National Association of Women Business Owners
	Mid-States Minority Suppliers
	Construct Connect
	Dodge Data and Analytics

**Board Action Request**

RE: Facilities Committee, Item 7b

Resolution 61-2022 Approval to Award Fixtures, Furniture, and Equipment Contracts for the Glendale Branch Replacement Project

Date: October 24, 2022

Three (3) sealed bids were received at the Library Services Center by the deadline of 11:30 am EDT on October 4, 2022. Per Statute, the bids were opened and read aloud publicly. A tabulation of the bids is included below.

<b>Vendor</b>	<b>Business Furniture</b>	<b>Commercial Office Environments</b>	<b>Officeworks Services LLC</b>
Lump Sum Quote	\$ 515,884.18 (1)	\$ 506,063.58 (1)	\$ 535,431.45 (1)
Itemized Quote	Y	Y	Y
Addenda 1 and 2	Y	Y	Y
Exceptions	Y	Y	Y
Utilization Goals Plan	Y	Y	N
Legal Violations	N	N	N
Staffing Capabilities	Y	Y	Y
Tax Deficiencies	N	N	N
Drug Testing Program	Y	Y	Y
Non-Collusion Affidavit	Y	Y	Y
E-Verify Affidavit	Y	Y	Y
State Forms 102 and 96	Y	Y	Y
Oath and Attestation	Y	Y	Y
Vendor XBE Status	WBE	WBE	MBE
Self-Perform	100%	94%	100%
Proposed MBE Utilization %	0%	6% (2)	100%
Proposed WBE Utilization %	100%	94%	0%
Proposed VBE Utilization %	0%	0%	0%
Proposed DOBE Utilization %	0%	0%	0%

(1) Not all line items were included in the Bid.

(2) Propose to subcontract installation services in response to utilization goals.

## **Board Action Request**

RE: Facilities Committee, Item 7b

Resolution 61-2022 Approval to Award Fixtures, Furniture, and Equipment Contracts for the Glendale Branch Replacement Project

Date: October 24, 2022

IndyPL and krM Architecture+ completed a detailed review of the FF&E bids and requested the 72-hour post-bid information, including the Application for MBE/WBE/VBE/DOBE Program Waiver, from all three (3) bidders. As anticipated no bidder submitted a bid with all the items. The detailed review of the FF&E bids included consideration of approved product substitutions, manufacturer discounts, and governmental quantity purchasing agreements.

**Business Furniture** is an Indiana company with the knowledge, experience, and resources to satisfactorily complete the work as described in the bidding documents. They have recently provided items for the Eagle Branch project. **Business Furniture** is a Certified WBE. Manufacturers of the FF&E to be provided by **Business Furniture** include Arcadia, Enwork, Forms+Surfaces, Gressco, Hale, KI, OFS, and Steelcase. The contract to **Business Furniture** will be for \$468,731.51.

**Officeworks Services LLC** is an Indiana company with the knowledge, experience, and resources to satisfactorily complete the work as described in the bidding documents. They have recently provided items for the Wayne, Lawrence, and Martindale-Brightwood Branch projects. **Officeworks Services LLC** is a Certified MBE. Manufacturers of the FF&E to be provided by **Officeworks Services LLC** include Herman Miller, Knoll, and Peter Pepper Products. The contract to **Officeworks Services LLC** will be for \$79,392.02.

The Project requires compliance with Requirements for Contactors on Public Works Projects IC §5-16-13 including contractor self-performance of work, liability insurance, qualification, E-Verify, employee training, and records retention.

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

The successful bidder will be required to furnish Performance and Labor & Material Bonds for 100% of their contract amount before execution of the contract. The Bonds are required for contracts greater than \$200,000. The bonds shall be maintained in accordance with IC §36-1-12-12 and IC §36-1-12-14.

### **Fiscal Impact:**

This work is within the total Project budget of \$650,000. The work will be funded by the Project Bond Fund (Fund 484).



## Board Resolution

7b

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

#### RESOLUTION 61-2022

#### APPROVAL TO AWARD FIXTURES, FURNITURE, AND EQUIPMENT CONTRACTS FOR THE GLENDALE BRANCH REPLACEMENT PROJECT

OCTOBER 24, 2022

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

**WHEREAS**, IndyPL and the architect, krM Architecture+, have prepared specifications for the fixtures, furniture and equipment required for the Glendale Branch Replacement Project; and

**WHEREAS**, IndyPL and the architect, have solicited open, public, and competitive bids for the fixtures, furniture, and equipment required for the Glendale Branch Replacement Project; and

**WHEREAS**, IndyPL received responsible and responsive bids pursuant to IC §36-1-12 from three (3) Vendors; and

**WHEREAS**, based on the review of the bids, IndyPL and the architect have determined a combination of bids results in the most advantageous pricing for IndyPL, and recommends awarding contracts to the following vendors; and

**WHEREAS**, based on the review of the quotes, IndyPL and the architect have determined **Business Furniture**, Indianapolis, Indiana is the lowest, responsible, and responsive bidder for Arcadia, Enwork, Forms+Surfaces, Gressco, Hale, KI, OFS, and Steelcase manufactured items and recommends IndyPL award the contract to **Business Furniture** for a total cost of Four Hundred Sixty-eight Thousand Seven Hundred Thirty-one Dollars and Fifty-one Cents (\$468,731.51); and

**RESOLUTION 61-2022**  
(Continued)

**APPROVAL TO AWARD FIXTURES, FURNITURE, AND EQUIPMENT  
CONTRACTS FOR THE  
GLENDALE BRANCH REPLACEMENT PROJECT**

**OCTOBER 24, 2022**

**WHEREAS**, based on the review of the quotes, IndyPL and the architect have determined **Officeworks Services LLC**, Fishers, Indiana is the lowest, responsible, and responsive bidder for Herman Miller, Knoll, and Peter Pepper Products manufactured items and recommends IndyPL award the contract to **Officeworks Services LLC** for a total cost of Seventy-nine Thousand Three Hundred Ninety-two Dollars and Two Cents (\$79,392.02).

**IT IS THEREFORE RESOLVED** the Glendale Branch Replacement Project Fixtures, Furniture and Equipment Project, as bid, is approved and authorizes the Chief Executive Officer (“CEO”) to execute contracts with the selected Vendors and to acquire the specified fixtures, furniture, and equipment. The contract amount with **Business Furniture** will be for a total cost of Four Hundred Sixty-eight Thousand Seven Hundred Thirty-one Dollars and Fifty-one Cents (\$468,731.51)The contract amount with **Officeworks Services LLC** will be for a total cost of Seventy-nine Thousand Three Hundred Ninety-two Dollars and Two Cents (\$79,392.02). The contracts will be based upon such terms described in Bidding Documents dated September 13, 2022, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel, and such contracts execution and delivery effected be, and hereby is, confirmed and approved.



**RESOLUTION 61-2022**  
(Continued)

**APPROVAL TO AWARD FIXTURES, FURNITURE, AND EQUIPMENT  
CONTRACTS FOR THE  
GLENDALE BRANCH REPLACEMENT PROJECT**

**OCTOBER 24, 2022**

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Adopted this 24th day of October 2022.

ATTEST: \_\_\_\_\_  
Secretary of the Board



# Board Action Request

7c

**To:** IndyPL Board **Meeting Date:** October 24, 2022

**From:** Facilities Committee **Approved by**  
**The Library Board:**  
**Effective Date:**

**Subject:** **Resolution 62-2022**  
**Approval to Award a Planning, Programming, and Design Services Contract**  
**for the Nora Branch Renovation Project**

**Recommendation:**

The IndyPL Statement of Qualifications Evaluation Committee recommends Board approval of the attached action (Resolution 62–2022) Approval to Award a Planning, Programming, and Design Services Contract for the Nora Branch Renovation Project to **Luminaut | Rowland**, Indianapolis, Indiana.

**Background:**

The services required for the Project include planning, programming, architectural, mechanical, plumbing, electrical, technology, fixtures, furniture, and equipment planning, selection, bidding, and construction observation.

The schedule for the Project is to complete the design and bidding work in the 3rd Quarter 2023, start construction in the 4<sup>th</sup> Quarter 2023, and complete the work in the 2<sup>nd</sup> Quarter 2024.

Architectural Design Services are required by IndyPL for the capital projects outlined in the Strategic Plan. Indy PL has sought Vendors whose combination of experience, processes, and personnel will provide timely, cost-effective, and exemplary professional services to IndyPL for the Project. The Vendor shall have the following qualifications:

- Proven capabilities in the design of public library or similar facilities.
- Demonstrated track record in overall client satisfaction.
- Demonstrated track record working with community and neighborhood associations.
- Demonstrated track record in completing projects on time and on budget.
- Appropriate resources to satisfy the requirements of the Project.
- Licensed as an architect by the State of Indiana.
- Registered with the Indiana Secretary of State to do business in Indiana.

## **Board Action Request**

RE: Facilities Committee, Item 7c  
Resolution 62-2022 Approval to Award a Planning, Programming, and Design Services  
Contract for the Nora Branch Renovation Project

Date: October 24, 2022

In accordance with Section 123.3 of the IndyPL Policy Manual, selection of a Vendor will be on the basis of provisions of the required services, experience, cost, and any other factors deemed appropriate to the services being secured.

IndyPL staff used the Request for Qualifications (“RFQ”) process pursuant to IC § 5-16-11.1 to solicit Statements of Qualifications (“SOQ”) from vendors for the Services.

Included in the RFQ were the IndyPL Utilization Goals for Goods and Services adopted as Policy by the IndyPL Board with Resolution 28-2020.

Per the Board Bylaws, Article IX Expenditures, all service agreements over \$50,000 in value are to be approved by the Board.

To secure the needed services, a RFQ was prepared and issued on August 19, 2022. IndyPL staff utilized the City’s Department of Minority & Women Business Development website to identify certified vendors capable of providing the Services.

Sixty-nine (69) known vendors were directly contacted, twelve (12) business development organizations were contacted, public notices were placed in the newspapers on August 23 and 30, 2022, and the RFQ was posted to the IndyPL website. A virtual Pre-SOQ conference was held for all prospective vendors on August 25, 2022, with ten (10) vendors in attendance.

The IndyPL SOQ Evaluation Committee consisted of these persons:

- Branch Manager – Nora – Carri Genovese
- Area Resource Manager – West Region – Elizabeth Schoettle
- Area Resource Manager – North Region – Peggy Wehr
- Manager – Purchasing and Supplier Diversity – Gwen Simmons
- Director – Facilities – Adam Parsons

Facilitating the evaluation was Mike Coghlan, Capital Project Manager – Facilities. Informing the discussion as a non-voting participant was Marianne Kruppa, former Branch Manager – Nora and current Area Resource Manager – South Region.

**Board Action Request**

RE: Facilities Committee, Item 7c

Resolution 62-2022 Approval to Award a Planning, Programming, and Design Services Contract for the Nora Branch Renovation Project

Date: October 24, 2022

The Library received SOQs from six (6) vendors by the deadline of September 12, 2022. A tabulation sheet of the received SOQs is included below.

Vendor	Introduction and Cover Letter	Vendor Qualification Sheet	Receive Addenda 1	E-Verify Affidavit	Company Profile	Vendor Experiences	Company References	Conflicts of Interest and Claims	Financial Documentation	Basis for the Range of Fees	Attachment E Utilization Goals Plan	15%	8%	3%	1%
												Proposed MBE Utilization	Proposed WBE Utilization	Proposed VBE Utilization	Proposed DOBE Utilization
HBM with Loftus and, JQOL, and V&J	X	X	X	X	X	X	X	X	X	X	X	1-2%	12-20%	2-3%	0.0%
LANCER + BEEBE with JQOL, Loftus, and Design 27	X	X	X	X	X	X	X	X	X	X	-	?	?	0.0%	0.0%
Lohr Design with Design Aire and Design 27	X	X	X	X	X	X	X	X	X	X	X	0.0%	20.0%	50.0%	30.0%
Luminaut   Rowland with CES, Four Point, Seven Points, Guidon, and RLR	X	X	X	X	X	X	X	X	X	X	X	15.0%	8.0%	3.0%	1.0%
METICULOUS with Guidon, KBSO, Shrewsbury, and Engaging Solutions	X	X	X	X	X	X	X	X	X	X	X	6-12%	2-8%	2-4%	0.0%
Synthesis with Loftus, JPS, Herd Strategies, Veteran Strategies, and Seven Points	X	X	X	X	X	X	X	X	X	X	X	20.5%	66.5%	7.5%	5.5%

## **Board Action Request**

RE: Facilities Committee, Item 7c

Resolution 62-2022 Approval to Award a Planning, Programming, and Design Services Contract for the Nora Branch Renovation Project

Date: October 24, 2022

The IndyPL SOQ Evaluation Committee reviewed all the SOQs received and requested additional information from two (2) vendors.

The selection of the Vendor was based upon the criteria established in the RFQ. The criteria include:

- Attainment of the stated IndyPL Utilization Goals.
- Expertise in the design of public libraries or similar facilities.
- Satisfaction level of current and former customers of Vendor.
- Basis for determining the range of fees.
- Other criteria deemed relevant by IndyPL.

After completing their review, the SOQ Evaluation Committee recommends **Luminaut | Rowland** be awarded the contract as the Vendor that best meets the criteria as defined in the Request for Qualifications.

The team proposed by **Luminaut | Rowland** includes:

- Creative Engineering Solutions (MBE) for electrical engineering services.
- Four Point Design (WBE) interior design/wellbeing consulting services.
- Seven Points Technology Group (DOBE) for technology integration services.
- RLR Associates (MBE) for experiential graphic design services.
- Guidon (VBE) for sustainability consulting services.

### **Fiscal Impact:**

The Project budget is \$2,250,00 with \$200,000 allocated for these services.

**Luminaut | Rowland** will complete these Services on a negotiated lump-sum basis for a fee consistent with the terms and conditions described in the draft agreement included in the RFQ and the SOQ. The expense for the Services will be charged to the Series 2021C Bond Fund (Fund 485).



## Board Resolution

7c

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 62-2022

#### APPROVAL TO AWARD A APPROVAL TO AWARD A PLANNING, PROGRAMMING, AND DESIGN SERVICES CONTRACT FOR THE NORA BRANCH RENOVATION PROJECT

OCTOBER 24, 2022

**WHEREAS**, in support of the Strategic Plan, planning, programming and design Services are required by the Indianapolis-Marion County Public Library (“IndyPL”) during the planning, design, and construction stages of the improvements and capital projects outlined in the Strategic Plan; and

**WHEREAS**, IndyPL issued a Request for Qualifications (“RFQ”) on August 19, 2022, seeking vendors whose combination of experience, processes, and personnel will provide timely, cost-effective, and exemplary professional Services for the Nora Branch Renovation Project; and

**WHEREAS**, IndyPL received six (6) Statements of Qualifications (“SOQ”) to the RFQ by the submission deadline of September 12, 2022, from qualified vendors; and

**WHEREAS**, the IndyPL Statement of Qualifications Evaluation Committee has reviewed the responses and requested additional information from two (2) selected Vendors; and

**WHEREAS**, the IndyPL Statement of Qualifications Evaluation Committee has determined that **Luminaut | Rowland**, Indianapolis, Indiana is the vendor that best meets the criteria as outlined in the RFQ and recommends IndyPL award the contract to **Luminaut | Rowland**.

**IT IS THEREFORE RESOLVED** that the Board of Trustees authorizes the Chief Executive Officer to negotiate and sign a contract with **Luminaut | Rowland** for Planning, Programming and Design Services for the Nora Branch Renovation Project, substantially in the form of the terms and conditions included in the RFQ and the SOQ and as the Chief Executive Officer deems necessary or advisable based on the recommendations of IndyPL’s legal counsel.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
INDIANAPOLIS, INDIANA

RESOLUTION 62-2022  
(Continued)

APPROVAL TO AWARD A  
PLANNING, PROGRAMMING, AND DESIGN SERVICES CONTRACT FOR THE  
NORA BRANCH RENOVATION PROJECT

OCTOBER 24, 2022

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Adopted this 24th day of October 2022.

ATTEST: \_\_\_\_\_  
Secretary of the Board



# Board Action Request

7d

**To:** IndyPL Board

**Meeting Date:** October 24, 2022

**From:** Facilities Committee

**Approved by**  
**The Library Board:**  
**Effective Date:**

**Subject:** **Resolution 63-2022**  
**Approval to Award a Planning, Programming, and Design Services Contract**  
**for the Pike Branch Renovation Project**

**Recommendation:**

The IndyPL Statement of Qualifications Evaluation Committee recommends Board approval of the attached action (Resolution 63–2022) Approval to Award a Planning, Programming, and Design Services Contract for the Pike Branch Renovation Project to **Luminaut | Rowland**, Indianapolis, Indiana.

**Background:**

The services required for the Project include planning, programming, architectural, mechanical, plumbing, electrical, technology, fixtures, furniture, and equipment planning, selection, bidding, and construction observation.

The schedule for the Project is to complete the design work in the 3rd Quarter 2023, start construction in the 4<sup>th</sup> Quarter 2023, and complete the work in the 2<sup>nd</sup> Quarter 2024.

Architectural Design Services are required by IndyPL for the capital projects outlined in the Strategic Plan. Indy PL has sought Vendors whose combination of experience, processes, and personnel will provide timely, cost-effective, and exemplary professional services to IndyPL for the Project. The Vendor shall have the following qualifications:

- Proven capabilities in the design of public library or similar facilities.
- Demonstrated track record in overall client satisfaction.
- Demonstrated track record working with community and neighborhood associations.
- Demonstrated track record in completing projects on time and on budget.
- Appropriate resources to satisfy the requirements of the Project.
- Licensed as an architect by the State of Indiana.
- Registered with the Indiana Secretary of State to do business in Indiana.



## **Board Action Request**

RE: Facilities Committee, Item 7d

Resolution 63 - 2022 Approval to Award a Planning, Programming, and Design Services Contract for the Pike Branch Renovation Project

Date: October 24, 2022

In accordance with Section 123.3 of the IndyPL Policy Manual, selection of a Vendor will be on the basis of provisions of the required services, experience, cost, and any other factors deemed appropriate to the services being secured.

IndyPL staff used the Request for Qualifications (“RFQ”) process pursuant to IC § 5-16-11.1 to solicit Statements of Qualifications (“SOQ”) from Vendors for the Services.

Included in the RFQ were the IndyPL Utilization Goals for Goods and Services adopted as Policy by the IndyPL Board with Resolution 28-2020.

Per the Board Bylaws, Article IX Expenditures, all service agreements over \$50,000 in value are to be approved by the Board.

To secure the needed services, a RFQ was prepared and issued on August 19, 2022. IndyPL staff utilized the City’s Department of Minority & Women Business Development website to identify certified Vendors capable of providing the Services.

Sixty-nine (69) known vendors were directly contacted, twelve (12) business development organizations were contacted, public notices were placed in the newspapers on August 23 and 30, 2022, and the RFQ was posted to the IndyPL website. A virtual Pre-SOQ conference was held for all prospective vendors on August 25, 2022, with ten (10) vendors in attendance.

The IndyPL SOQ Evaluation Committee consisted of these persons:

- Branch Manager – Nora – Carri Genovese
- Area Resource Manager – West Region – Elizabeth Schoettle
- Area Resource Manager – North Region – Peggy Wehr
- Manager – Purchasing and Supplier Diversity – Gwen Simmons
- Director – Facilities – Adam Parsons

Facilitating the evaluation was Mike Coghlan, Capital Project Manager – Facilities. Informing the discussion as a non-voting participant was Marianne Kruppa, former Branch Manager – Nora and current Area Resource Manager – South Region.

**Board Action Request**

RE: Facilities Committee, Item 7d

Resolution 63 - 2022 Approval to Award a Planning, Programming, and Design Services Contract for the Pike Branch Renovation Project

Date: October 24, 2022

The Library received SOQs from Six (6) Vendors by the deadline of September 12, 2022. A tabulation sheet of the received SOQs is included below.

Vendor	Introduction and Cover Letter	Vendor Qualification Sheet	Receive Addenda 1	E-Verify Affidavit	Company Profile	Vendor Experiences	Company References	Conflicts of Interest and Claims	Financial Documentation	Basis for the Range of Fees	Attachment E Utilization Goals Plan	15%	8%	3%	1%
												Proposed MBE Utilization	Proposed WBE Utilization	Proposed VBE Utilization	Proposed DOBE Utilization
HBM with Loftus and, JQOL, and V&J	X	X	X	X	X	X	X	X	X	X	X	1-2%	12-20%	2-3%	0.0%
LANCER + BEEBE with JQOL, Loftus, and Design 27	X	X	X	X	X	X	X	X	X	X	-	?	?	0.0%	0.0%
Lohr Design with Design Aire and Design 27	X	X	X	X	X	X	X	X	X	X	X	0.0%	20.0%	50.0%	30.0%
Luminaut   Rowland with CES, Four Point, Seven Points, Guidon, and RLR	X	X	X	X	X	X	X	X	X	X	X	15.0%	8.0%	3.0%	1.0%
METICULOUS with Guidon, KBSO, Shrewsbury, and Engaging Solutions	X	X	X	X	X	X	X	X	X	X	X	6-12%	2-8%	2-4%	0.0%
Synthesis with Loftus, JPS, Herd Strategies, Veteran Strategies, and Seven Points	X	X	X	X	X	X	X	X	X	X	X	20.5%	66.5%	7.5%	5.5%

## **Board Action Request**

RE: Facilities Committee, Item 7d

Resolution 63 - 2022 Approval to Award a Planning, Programming, and Design Services Contract for the Pike Branch Renovation Project

Date: October 24, 2022

The IndyPL SOQ Evaluation Committee reviewed all the SOQs received and requested additional information from two (2) vendors.

The selection of the Vendor was based upon the criteria established in the RFQ. The criteria include:

- Attainment of the stated IndyPL Utilization Goals.
- Expertise in the design of public libraries or similar facilities.
- Satisfaction level of current and former customers of Vendor.
- Basis for determining the range of fees.
- Other criteria deemed relevant by IndyPL.

After completing their review, the SOQ Evaluation Committee recommends **Luminaut | Rowland** be awarded the contract as the Vendor that best meets the criteria as defined in the Request for Qualifications.

The team proposed by **Luminaut | Rowland** include:

- Creative Engineering Solutions (MBE) for electrical engineering services.
- Four Point Design (WBE) interior design/wellbeing consulting services.
- Seven Points Technology Group (DOBE) for technology integration services.
- RLR Associates (MBE) for experiential graphic design services.
- Guidon (VBE) for sustainability consulting services.

### **Fiscal Impact:**

The budget for the entire Project is \$2,250,000, with \$200,000 allocated for these services.

**Luminaut | Rowland** will complete these Services on a negotiated lump-sum basis for a fee consistent with the terms and conditions described in the draft agreement included in the RFQ and the SOQ. The expense for the Services will be charged to the Series 2021C Bond Fund (Fund 485).



## Board Resolution

7d

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 63-2022

#### APPROVAL TO AWARD A PLANNING, PROGRAMMING, AND DESIGN SERVICES CONTRACT FOR THE PIKE BRANCH RENOVATION PROJECT

OCTOBER 24, 2022

**WHEREAS**, in support of the Strategic Plan, planning, programming and design Services are required by the Indianapolis-Marion County Public Library (“IndyPL”) during the planning, design, and construction stages of the improvements and capital projects outlined in the Strategic Plan; and

**WHEREAS**, IndyPL issued a Request for Qualifications (“RFQ”) on August 19, 2022, seeking vendors whose combination of experience, processes, and personnel will provide timely, cost-effective, and exemplary professional Services for the Pike Branch Renovation Project; and

**WHEREAS**, IndyPL received six (6) Statements of Qualifications (“SOQ”) to the RFQ by the submission deadline of September 12, 2022, from qualified vendors; and

**WHEREAS**, the IndyPL Statement of Qualifications Evaluation Committee has reviewed the responses and requested additional information from two (2) selected Vendors; and

**WHEREAS**, the IndyPL Statement of Qualifications Evaluation Committee has determined **Luminaut | Rowland**, Indianapolis, Indiana is the vendor that best meets the criteria as outlined in the RFQ and recommends IndyPL award the contract to **Luminaut | Rowland**.

**IT IS THEREFORE RESOLVED** the Board of Trustees authorizes the Chief Executive Officer to negotiate and sign a contract with **Luminaut | Rowland** for Planning, Programming and Design Services for the Pike Branch Renovation Project, substantially in the form of the terms and conditions included in the RFQ and the SOQ and as the Chief Executive Officer deems necessary or advisable based on the recommendations of IndyPL’s legal counsel.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
INDIANAPOLIS, INDIANA

RESOLUTION 63-2022  
(Continued)

APPROVAL TO AWARD A  
PLANNING, PROGRAMMING, AND DESIGN SERVICES CONTRACT FOR THE  
PIKE BRANCH RENOVATION PROJECT

OCTOBER 24, 2022

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Adopted this 24th day of October 2022.

ATTEST: \_\_\_\_\_  
Secretary of the Board

**To:** IndyPL Board **Meeting Date:** 10/24/2022

**From:** The Indianapolis Public Library Foundation

**Subject:** October 2022 Update

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

News

- Many thanks to the Communications Department for preparing the Library and Library Foundation’s joint [2021 Annual Report](#). Here are some highlights:
  - We provided \$2.86 million to the Library, 77% of all spending.
  - Total revenue was \$6.97 million, driven by unusually high investment income and more modest growth in contributions and Indy Library Store proceeds.
  - We took several steps toward developing a culture that promotes personal growth, effectiveness and fulfillment for board members, volunteers and staff. This includes our DEI efforts; more information is enclosed.
  
- We congratulate all staff involved in presenting recent major Foundation-funded programs.
  - **Salute to our Black American Medical Heroes Reception and Award Ceremony** was presented by Eskenazi Health, with additional support from sponsors Indiana University School of Medicine - Faculty Affairs, Professional Development, Diversity and IUPUI Division of Diversity, Equity & Inclusion, and supporting sponsors Community Health Network, HPC International, Indiana University Health, Marian University College of Osteopathic Medicine and OPYS Physician Services.
  - The **Marian McFadden Memorial Lecture** featuring Kadir Nelson (pictured below) was established with an estate gift from former Library Director Marian McFadden.



**Donors**

We thank the 214 donors who made gifts last month. The following are our top corporate and foundation donors: AARP-Indiana, Comcast, Indiana Farm Bureau Insurance, Old National Bank Foundation and Woodley Farra Manion Portfolio Management. If you should have an opportunity to thank these donors, we would be grateful.

**Program Support**

This month, we are proud to provide more than \$79,000 to the Library. Examples of major initiatives supported include Teen Community Book Clubs, LGBTQ+ competency trainings and Early Childhood Educators' Workshops.



# 2021-2023 Strategic Plan Update on DEI Commitment

The Library Foundation’s commitment to diversity, equity and inclusion (DEI) is reflected throughout our 2021-2023 strategic plan – from our mission, to our values, to our goals and objectives. We act on this commitment through our operations and Library support.

## OPERATIONS

- Racial and ethnic diversity has increased among board members and officers.

Board Members				Board Officers			
Race Ethnicity	Aug-20	Oct-22	Change	Race Ethnicity	Aug-20	Oct-22	Change
African-American	8%	17%	↗	African-American	0%	20%	↗
Asian	8%	4%	↘	Asian	0%	0%	—
White	84%	78%	↘	White	100%	80%	↘
Latina	4%	4%	—	Latina	0%	20%	↗
<i>n=</i>	25	23	↘	<i>n=</i>	5	5	—

- The staff’s racial diversity has increased through expanded recruitment efforts (paid and networking).
- Recent organization-wide trainings to promote a culture of DEI include:
  - Philanthropy in the Black community: Lecture and discussion with Dr. Tyrone Freeman, author of “Madam CJ Walker’s Gospel of Giving: Black Women’s Philanthropy During Jim Crow.”
  - Board diversity: “The Truth About Board Diversity” webinar featuring the research of Dr. Una Osili and her team from Lilly Family School of Philanthropy presented by Central Indiana Community Foundation. Followed by small group discussions within our board and staff.
  - Exploration of Martindale-Brightwood: Martindale Walk & Talk presented by Through 2 Eyes and training on asset-based philanthropy by the National Center for Racial Equity and Inclusion at Martin University.
  - Racial equity: All staff members have attended the Racial Equity Institute. Several board officers and committee chairs have taken Groundwater through Central Indiana Community Foundation. Those who didn’t sign up for Groundwater had recently taken similar training elsewhere.
  - Bystander Intervention (staff managers only).





- Besides continuing recruitment and training, we plan to hire a consultant to audit our operations from a DEI perspective. Their recommendations will feed into our next strategic plan.

## LIBRARY SUPPORT

- All Library initiatives we fund are developed using IndyPL's Racial Equity Toolkit.
- Many initiatives specifically celebrate and serve diverse groups. Examples are:
  - Center for Black Literature & Culture
  - Meet the Artists
  - Fall Fest
  - International festivals and celebrations
  - Bilingual financial literacy workshops, storytimes and book clubs
  - World language book giveaways
  - Conversation circles for English language learners
  - Indiana Youth Group's Rainbow Readers
  - Staff training (racial equity, LGBTQ+ competency)





## Board Action Request

9a1

**To:** IMCPL Board **Meeting Date:** October 24, 2022

**From:** Nichelle M. Hayes, Interim CEO **Approved by the Library Board:**

**Effective Date:** October 24, 2022

**Subject:** Finances, Personnel and Travel Resolution 64-2022

**Recommendation:** Approve Finances, Personnel and Travel Resolution 64-2022

**Background:** The Finances, Personnel and Travel Resolution 64-2022 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

**Strategic/Fiscal Impact:** The financial impact has already been accounted for in the budget for 2022.

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

**RESOLUTION 64 - 2022**

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 September 2022 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           **76430** through **76496** and  
                                                          **79677** through **79756** for a total of

**\$1,024,458.10** were issued from the operating bank accounts.

EFT numbers               **1682** through **1692** and  
                                                          **306026** through **306060** and  
                                                          **306063** through **306099** and  
                                                          **306102** through **306128**  
                                                          **306131** through **306168** for a total of

**\$2,321,174.59** were issued from the operating bank accounts.

Warrant numbers           **944** through **966** for a total of

**\$777.40** was issued from the fines bank account.

Warrant numbers           **8546** through **8589** for a total of

**\$623,062.68** were issued from the gift bank account.

EFT numbers               **306024** through **306025** and  
                                                          **306061** through **306062** and  
                                                          **306100** through **306101** and  
                                                          **306129** through **306130** and  
                                                          **306169** for a total of

**\$25,188.09** were issued from the gift bank account.

Warrant numbers           **269482** through **269522** for a total of

**\$7,615.28** were issued for employee payroll

Direct deposits numbers   **350001** through **350539** and  
                                                          **370001** through **370533** and  
                                                          **390001** through **390535** for a total of

**\$1,653,670.37** were issued for employee payroll

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

**\$618,248.21** 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

\_\_\_\_\_  
Dr. TD 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

\_\_\_\_\_  
Lolita Campbell  
Treasurer of the Library Board

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**BANK REGISTER**  
**OPERATING ACCOUNTS**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
1682	EFT	09/01/2022	AMERICAN UNITED LIFE INSURANCE CO	2,280.69
1683	EFT	09/07/2022	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	112,240.82
1684	EFT	09/15/2022	FIDELITY INVESTMENTS	4,660.25
1685	EFT	09/15/2022	AMERICAN UNITED LIFE INSURANCE CO	2,280.69
1686	EFT	09/15/2022	INDIANA DEPARTMENT OF REVENUE	1,506.94
1687	EFT	09/15/2022	TYLER DELANE	1,026.00
1688	EFT	09/16/2022	ADP, INC.	5,858.41
1689	EFT	09/16/2022	ADP, INC.	2,095.56
1690	EFT	09/16/2022	ADP, INC.	872.48
1691	EFT	09/19/2022	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	111,925.88
1692	EFT	09/29/2022	AMERICAN UNITED LIFE INSURANCE CO	2,280.69
76430	CHECK	09/22/2022	ARAB TERMITE AND PEST CONTROL INC	1,262.00
76431	CHECK	09/22/2022	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	116,137.00
76432	CHECK	09/22/2022	ASI SIGNAGE INNOVATIONS	556.00
76433	CHECK	09/22/2022	AT&T MOBILITY	1,437.00
76434	CHECK	09/22/2022	AT&T MOBILITY	3,672.47
76435	CHECK	09/22/2022	BLACKMORE & BUCKNER ROOFING	1,574.25
76436	CHECK	09/22/2022	CARDINAL WIRELESS	831.00
76437	CHECK	09/22/2022	CITIZENS ENERGY GROUP	1,136.62
76438	CHECK	09/22/2022	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	1,398.94
76439	CHECK	09/22/2022	DRIESSEN WATER INC	34.25
76440	CHECK	09/22/2022	DACO GLASS & GLAZING INC	187.50
76441	CHECK	09/22/2022	DELL MARKETING L.P.	24,775.00
76442	CHECK	09/22/2022	DELL MARKETING L.P.	44,440.00
76443	CHECK	09/22/2022	DYNAMARK GRAPHICS GROUP	7,758.92
76444	CHECK	09/22/2022	ELLIS MECHANICAL & ELECTRICAL	4,185.26
76445	CHECK	09/22/2022	FLASHBAY, INC.	4,919.00
76446	CHECK	09/22/2022	GAYLORD ARCHIVAL	194.60
76447	CHECK	09/22/2022	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	598.43
76448	CHECK	09/22/2022	INDIANAPOLIS RECORDER	2,000.00
76449	CHECK	09/22/2022	ITSAVVY LLC	508.60
76450	CHECK	09/22/2022	ITSAVVY LLC	610.32
76451	CHECK	09/22/2022	LUNA LANGUAGE SERVICES	444.36
76452	CHECK	09/22/2022	WFYI TV FYI PRODUCTIONS	500.00
76453	CHECK	09/22/2022	MIDWEST PARENTING PUBLICATIONS, LLC	1,625.00
76454	CHECK	09/22/2022	NORA (PETTY CASH)	50.70
76455	CHECK	09/22/2022	PHOENIX PRESS	140.00
76456	CHECK	09/22/2022	PITNEY BOWES, INC.	334.92
76457	CHECK	09/22/2022	PRIORITY PRESS INC	1,497.00
76458	CHECK	09/22/2022	QUARTER MASTER FACILITIES SUPPLIES LLC	726.25
76459	CHECK	09/22/2022	RAHMBERG, STOVER & ASSOCIATES, LLC	1,065.00
76460	CHECK	09/22/2022	RFS GROUP LLC	911.83
76461	CHECK	09/22/2022	THE CHILDREN'S MUSEUM OF INDIANAPOLIS	8,750.00
76462	CHECK	09/22/2022	THE HARMON HOUSE L.L.C.	3,750.00
76463	CHECK	09/22/2022	TRANSACTION NETWORK SERVICES INC.	181.10
76464	CHECK	09/29/2022	AMBIUS	1,497.76
76465	CHECK	09/29/2022	ANTHEM INSURANCE COMPANIES, INC	315,700.00
76466	CHECK	09/29/2022	ANTHONY RADFORD	250.00
76467	CHECK	09/29/2022	BEECH GROVE SEWAGE WORKS	194.04
76468	CHECK	09/29/2022	BRIGHT IDEAS IN BROAD RIPPLE	802.18
76469	CHECK	09/29/2022	CITIZENS ENERGY GROUP	2,847.03
76470	CHECK	09/29/2022	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	19,242.50
76471	CHECK	09/29/2022	CONNOR FINE PAINTING	3,370.00
76472	CHECK	09/29/2022	CROSSROADS DOCUMENT SERVICES	3,325.30
76473	CHECK	09/29/2022	DACO GLASS & GLAZING INC	202.50
76474	CHECK	09/29/2022	DYNAMARK GRAPHICS GROUP	781.66
76475	CHECK	09/29/2022	ELLIS MECHANICAL & ELECTRICAL	13,521.49
76476	CHECK	09/29/2022	GALE GROUP THE	718.54
76477	CHECK	09/29/2022	GAYLORD ARCHIVAL	78.50
76478	CHECK	09/29/2022	GENUINE PARTS COMPANY-INDIANAPOLIS	29.94

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
76479	CHECK	09/29/2022	IBJ MEDIA	411.71
76480	CHECK	09/29/2022	INDIANAPOLIS FLEET SERVICES	1,653.02
76481	CHECK	09/29/2022	INDY CURB APPEAL ASPHALT, INC	9,600.00
76482	CHECK	09/29/2022	JACKSON SYSTEMS, LLC	313.00
76483	CHECK	09/29/2022	KENDRIA SMITH	150.00
76484	CHECK	09/29/2022	KI	1,303.45
76485	CHECK	09/29/2022	KOORSEN FIRE & SECURITY	5,394.96
76486	CHECK	09/29/2022	MACALLISTER MACHINERY CO., INC	4,125.00
76487	CHECK	09/29/2022	MANON BULLOCK	300.00
76488	CHECK	09/29/2022	NEW AQUA, LLC	2,800.00
76489	CHECK	09/29/2022	ORBIS	5,158.00
76490	CHECK	09/29/2022	PHILHARMONIC ORCHESTRA OF INDIANAPOLIS	2,000.00
76491	CHECK	09/29/2022	PROVIDENCE OUTDOOR	6,575.00
76492	CHECK	09/29/2022	SONDHI SOLUTIONS	775.40
76493	CHECK	09/29/2022	SYNTHESIS INCORPORATED	1,946.00
76494	CHECK	09/29/2022	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	33,709.00
76495	CHECK	09/29/2022	WEDDINGDAY MAGAZINE	2,400.00
76496	CHECK	09/29/2022	YOUR AUTOMATIC DOOR COMPANY	190.00
76497 to 79676	CHECK	09/15/2022	NOT USED	
79677	CHECK	09/01/2022	ADAM PARSONS	141.91
79678	CHECK	09/01/2022	ANTHONY RADFORD	150.00
79679	CHECK	09/01/2022	BEECH GROVE SEWAGE WORKS	194.04
79680	CHECK	09/01/2022	BRADFORD SYSTEMS	4,509.41
79681	CHECK	09/01/2022	BREON JOHNSON	300.00
79682	CHECK	09/01/2022	CITIZENS ENERGY GROUP	1,780.57
79683	CHECK	09/01/2022	COMPSULTING LLC	1,599.00
79684	CHECK	09/01/2022	CROSSROADS DOCUMENT SERVICES	5,801.25
79685	CHECK	09/01/2022	DYNAMARK GRAPHICS GROUP	621.18
79686	CHECK	09/01/2022	FEDEX	384.87
79687	CHECK	09/01/2022	GALE GROUP THE	13,413.67
79688	CHECK	09/01/2022	INDIANA NEWSPAPERS, INC.	2,600.37
79689	CHECK	09/01/2022	GREATER INDIANAPOLIS PROGRESS COMMITTEE	1,000.00
79690	CHECK	09/01/2022	INNOVATIVE INTERFACES INCORPORATED	2,000.00
79691	CHECK	09/01/2022	KEVIN SUMMERS	80.93
79692	CHECK	09/01/2022	LYNGSOE SYSTEMS INC.	27,898.00
79693	CHECK	09/01/2022	MATTHEW BENDER & CO.	2,841.69
79694	CHECK	09/01/2022	MEDIA ARCHIVING	4,113.00
79695	CHECK	09/01/2022	WFYI TV FYI PRODUCTIONS	500.00
79696	CHECK	09/01/2022	MIDWEST PARENTING PUBLICATIONS, LLC	1,625.00
79697	CHECK	09/01/2022	PLUNKETT RESEARCH, LTD	332.49
79698	CHECK	09/01/2022	RAHMBERG, STOVER & ASSOCIATES, LLC	4,160.00
79699	CHECK	09/01/2022	REPUBLIC WASTE SERVICES	6,052.80
79700	CHECK	09/01/2022	RHONDA OLIVER	46.58
79701	CHECK	09/01/2022	RIVERS RESOURCES	439.80
79702	CHECK	09/01/2022	SECURITAS ELECTRONIC SECURITY, INC.	185.00
79703	CHECK	09/01/2022	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,247.23
79704	CHECK	09/01/2022	UNITED NATIONS PUBLICATIONS	188.24
79705	CHECK	09/01/2022	VQ VOLUNTEER STRATEGIES LLC	500.00
79706	CHECK	09/08/2022	AFSCME COUNCIL IKOC 962	2,453.85
79707	CHECK	09/08/2022	AMBIUS	548.64
79708	CHECK	09/08/2022	AT&T	1,787.69
79709	CHECK	09/08/2022	AT&T	13.21
79710	CHECK	09/08/2022	AT&T	406.56
79711	CHECK	09/08/2022	AT&T	127.43
79712	CHECK	09/08/2022	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	28,327.50
79713	CHECK	09/08/2022	DYNAMARK GRAPHICS GROUP	332.96
79714	CHECK	09/08/2022	ESSENTIAL ARCHITECTURAL SIGNS, INC	175.00
79715	CHECK	09/08/2022	FINDAWAY WORLD, LLC	359.92
79716	CHECK	09/08/2022	INDIANAPOLIS STAR	195.60
79717	CHECK	09/08/2022	MARSHALL & SWIFT/BOECKH, LLC	379.95
79718	CHECK	09/08/2022	SHOWCASES	362.88
79719	CHECK	09/08/2022	THE HARMON HOUSE L.L.C.	500.00
79720	CHECK	09/08/2022	TOTAL SHRED SOLUTIONS LLC	800.00
79721	CHECK	09/08/2022	TRUCK SERVICE, INC	340.21

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
79722	CHECK	09/09/2022	AMERICAN UNITED LIFE INSURANCE CO	1,172.84
79723	CHECK	09/09/2022	ATC GROUP SERVICES, LLC DEPOSITORY	3,388.32
79724	CHECK	09/09/2022	CITIZENS ENERGY GROUP	12,269.55
79725	CHECK	09/09/2022	GOVERNMENT FINANCE OFFICERS ASSOCIATION	460.00
79726	CHECK	09/09/2022	INDIANAPOLIS POWER & LIGHT COMPANY	80,530.88
79727	CHECK	09/09/2022	LEGALSHIELD	236.15
79728	CHECK	09/09/2022	IMCPL - POWERS & SONS - RETAINAGE - GLD	72,362.13
79729	CHECK	09/15/2022	ADAM PARSONS	174.00
79730	CHECK	09/15/2022	ALLEN IRRIGATION COMPANY, INC.	216.00
79731	CHECK	09/15/2022	AMBIUS	342.00
79732	CHECK	09/15/2022	AMERICAN UNITED LIFE INSURANCE CO	2,211.63
79733	CHECK	09/15/2022	ARAB TERMITE AND PEST CONTROL INC	1,466.00
79734	CHECK	09/15/2022	BETHANY ALLISON	100.00
79735	CHECK	09/15/2022	CITIZENS ENERGY GROUP	925.79
79736	CHECK	09/15/2022	COMPLETE WELLNESS SOLUTIONS LLC	936.00
79737	CHECK	09/15/2022	DACO GLASS & GLAZING INC	1,348.40
79738	CHECK	09/15/2022	ELLIS MECHANICAL & ELECTRICAL	3,369.00
79739	CHECK	09/15/2022	ESSENTIAL ARCHITECTURAL SIGNS, INC	113.00
79740	CHECK	09/15/2022	GEYER FIRE PROTECTION, LLC	765.00
79741	CHECK	09/15/2022	GUARDIAN	16,205.23
79742	CHECK	09/15/2022	IBJ MEDIA	77.71
79743	CHECK	09/15/2022	IMAGE 360 INDIANAPOLIS NORTHWEST	220.00
79744	CHECK	09/15/2022	INDIANAPOLIS STAR	119.88
79745	CHECK	09/15/2022	INTERACTIVE SCIENCES, INC	1,891.68
79746	CHECK	09/15/2022	LIBRARY WORKS, INC.	250.00
79747	CHECK	09/15/2022	MATTHEW BENDER & CO.	3,111.04
79748	CHECK	09/15/2022	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
79749	CHECK	09/15/2022	OFFICEWORKS	445.84
79750	CHECK	09/15/2022	PAYPAL	162.30
79751	CHECK	09/15/2022	PROVIDENCE OUTDOOR	2,274.00
79752	CHECK	09/15/2022	SONDHI SOLUTIONS	11,615.00
79753	CHECK	09/15/2022	BHE DESIGN LLC	130.00
79754	CHECK	09/15/2022	THE DAVEY TREE EXPERT COMPANY	525.00
79755	CHECK	09/15/2022	THE HARMON HOUSE L.L.C.	2,550.00
79756	CHECK	09/15/2022	YOUR AUTOMATIC DOOR COMPANY	416.00
306026	EFT	09/01/2022	ACORN DISTRIBUTORS, INC	4,504.72
306027	EFT	09/01/2022	BAKER & TAYLOR	7,993.13
306028	EFT	09/01/2022	BAKER & TAYLOR	14,900.45
306029	EFT	09/01/2022	BLACKSTONE AUDIO INC	462.01
306030	EFT	09/01/2022	BRODART COMPANY CONTINUATIONS	1,094.63
306031	EFT	09/01/2022	DEMCO, INC.	4,695.32
306032	EFT	09/01/2022	DENISON PARKING	6,509.25
306033	EFT	09/01/2022	FINELINE PRINTING GROUP	357.00
306034	EFT	09/01/2022	GLENDALE MALL	23,585.42
306035	EFT	09/01/2022	INDPLS-MARION COUNTY PUBLIC LIBRARY	13,777.35
306036	EFT	09/01/2022	IRVINGTON PRESBYTERIAN CHURCH	937.50
306037	EFT	09/01/2022	MARKET STREET GROUP, INC	4,000.00
306038	EFT	09/01/2022	OVERDRIVE INC	105,007.71
306039	EFT	09/01/2022	RICHARD LOPEZ ELECTRICAL, LLC	32,990.00
306040	EFT	09/01/2022	STAPLES	11,719.79
306041	EFT	09/01/2022	ULINE	764.67
306042	EFT	09/01/2022	UNIVERSAL PROTECTION SERVICE, LP	2,219.80
306043	EFT	09/01/2022	VACO, LLC	10,112.00
306044	EFT	09/08/2022	AUSTIN BOOK SALES	28,181.03
306045	EFT	09/08/2022	BAKER & TAYLOR	829.34
306046	EFT	09/08/2022	BAKER & TAYLOR	0.85
306047	EFT	09/08/2022	BAKER & TAYLOR	27,444.74
306048	EFT	09/08/2022	BAKER & TAYLOR	31,711.80
306049	EFT	09/08/2022	BAKER & TAYLOR AXIS 360 E-BOOKS	1,415.63
306050	EFT	09/08/2022	BAKER TILLY VIRCHOW KRAUSE, LLP	7,661.25
306051	EFT	09/08/2022	BLACKSTONE AUDIO INC	507.07
306052	EFT	09/08/2022	INDIANA PLUMBING AND DRAIN LLC	817.00
306053	EFT	09/08/2022	INGRAM LIBRARY SERVICES	1,287.44
306054	EFT	09/08/2022	MIDWEST TAPE - PROCESSED DVDS	1,576.68

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
306055	EFT	09/08/2022	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	17,482.91
306056	EFT	09/08/2022	MIDWEST TAPE NON PROCESSED	327.46
306057	EFT	09/08/2022	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	5,941.78
306058	EFT	09/08/2022	MIDWEST TAPE, LLC	16,659.90
306059	EFT	09/08/2022	ROBERT HALF INTERNATIONAL, INC	4,063.00
306060	EFT	09/08/2022	UNIVERSAL PROTECTION SERVICE, LP	25,921.73
306063	EFT	09/15/2022	ALSCO	398.28
306064	EFT	09/15/2022	BAKER & TAYLOR	1,451.74
306065	EFT	09/15/2022	BAKER & TAYLOR	8.94
306066	EFT	09/15/2022	BAKER & TAYLOR	20,293.03
306067	EFT	09/15/2022	BAKER & TAYLOR	10,863.04
306068	EFT	09/15/2022	BAKER & TAYLOR AXIS 360 E-BOOKS	184.03
306069	EFT	09/15/2022	BLACKSTONE AUDIO INC	204.84
306070	EFT	09/15/2022	BRODART COMPANY CONTINUATIONS	630.69
306071	EFT	09/15/2022	CENTRAL SECURITY & COMMUNICATIONS	200.00
306072	EFT	09/15/2022	COMMUNITY HEALTH NETWORK	1,600.00
306073	EFT	09/15/2022	DEMCO, INC.	466.05
306074	EFT	09/15/2022	INDIANA PLUMBING AND DRAIN LLC	3,724.00
306075	EFT	09/15/2022	INDIANAPOLIS ARMORED CAR, INC	4,767.78
306076	EFT	09/15/2022	INGRAM LIBRARY SERVICES	581.56
306077	EFT	09/15/2022	IRVINGTON PRESBYTERIAN CHURCH	937.50
306078	EFT	09/15/2022	J&G CARPET PLUS	945.00
306079	EFT	09/15/2022	JEREMY NORRIS	360.00
306080	EFT	09/15/2022	KLINES QUALITY WATER, INC	81.20
306081	EFT	09/15/2022	MIDWEST TAPE - PROCESSED DVDS	5,482.04
306082	EFT	09/15/2022	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	8,985.12
306083	EFT	09/15/2022	MIDWEST TAPE NON PROCESSED	318.21
306084	EFT	09/15/2022	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	11,236.43
306085	EFT	09/15/2022	MIDWEST TAPE, LLC	604.38
306086	EFT	09/15/2022	MOORE INFORMATION SERVICES, INC	2,007.37
306087	EFT	09/15/2022	ORACLE ELEVATOR HOLDCO, INC.	787.50
306088	EFT	09/15/2022	OVERDRIVE INC	90,091.57
306089	EFT	09/15/2022	POWERS & SONS CONSTRUCTION	651,259.19
306090	EFT	09/15/2022	RATIO ARCHITECTS, LLC	8,724.25
306091	EFT	09/15/2022	REGIONS BANK PURCHASING CARD	20,978.08
306092	EFT	09/15/2022	RICHARD LOPEZ ELECTRICAL, LLC	350.52
306093	EFT	09/15/2022	RICHARD LOPEZ ELECTRICAL, LLC	15,111.18
306094	EFT	09/15/2022	ROBERT HALF INTERNATIONAL, INC	1,360.00
306095	EFT	09/15/2022	STAPLES	1,953.00
306096	EFT	09/15/2022	STENZ MANAGEMENT COMPANY, INC	6,574.23
306097	EFT	09/15/2022	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	80.00
306098	EFT	09/15/2022	TITAN ASSOCIATES	2,726.68
306099	EFT	09/15/2022	UNIVERSAL PROTECTION SERVICE, LP	395.59
306102	EFT	09/22/2022	ACORN DISTRIBUTORS, INC	6,446.86
306103	EFT	09/22/2022	BAKER & TAYLOR	18,152.60
306104	EFT	09/22/2022	BAKER & TAYLOR	6,143.39
306105	EFT	09/22/2022	BRODART COMPANY CONTINUATIONS	2,020.72
306106	EFT	09/22/2022	CDW GOVERNMENT, INC.	138.76
306107	EFT	09/22/2022	CENTRAL SECURITY & COMMUNICATIONS	264.00
306108	EFT	09/22/2022	CITIZENS THERMAL ENRGY.	16,268.18
306109	EFT	09/22/2022	DELTA DENTAL	50.26
306110	EFT	09/22/2022	DELTA DENTAL	235.01
306111	EFT	09/22/2022	DEMCO, INC.	3,828.10
306112	EFT	09/22/2022	FINELINE PRINTING GROUP	1,748.16
306113	EFT	09/22/2022	INDIANA PLUMBING AND DRAIN LLC	186.50
306114	EFT	09/22/2022	INDIANAPOLIS BLACK ALUMNI COUNCIL, INC	1,000.00
306115	EFT	09/22/2022	INDPLS-MARION COUNTY PUBLIC LIBRARY	14,140.05
306116	EFT	09/22/2022	KLINES QUALITY WATER, INC	67.00
306117	EFT	09/22/2022	KRM ARCHITECTURE+ INC	2,783.13
306118	EFT	09/22/2022	LEVEL (3) COMMUNICATIONS, LLC	3,013.23
306119	EFT	09/22/2022	MARKET STREET GROUP, INC	4,000.00
306120	EFT	09/22/2022	MIDWEST TAPE - PROCESSED DVDS	942.48
306121	EFT	09/22/2022	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	1,243.14
306122	EFT	09/22/2022	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	7,335.73

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
306123	EFT	09/22/2022	ORACLE ELEVATOR HOLDCO, INC.	755.75
306124	EFT	09/22/2022	RICHARD LOPEZ ELECTRICAL, LLC	7,359.32
306125	EFT	09/22/2022	STENZ MANAGEMENT COMPANY, INC	1,845.50
306126	EFT	09/22/2022	ULINE	134.43
306127	EFT	09/22/2022	UNIVERSAL PROTECTION SERVICE, LP	28,488.36
306128	EFT	09/22/2022	VACO, LLC	7,600.00
306131	EFT	09/29/2022	BAKER & TAYLOR	112,600.00
306132	EFT	09/29/2022	BLACKSTONE AUDIO INC	6,371.88
306133	EFT	09/29/2022	BRODART COMPANY CONTINUATIONS	1,147.50
306134	EFT	09/29/2022	CDW GOVERNMENT, INC.	107.46
306135	EFT	09/29/2022	CENTRAL SECURITY & COMMUNICATIONS	4,102.00
306136	EFT	09/29/2022	CROSSROADS REHABILITATION CENTER	2,775.00
306137	EFT	09/29/2022	DANCORP INC. DBA DANCO	620.00
306138	EFT	09/29/2022	DELTA DENTAL	11,249.00
306139	EFT	09/29/2022	DEMCO, INC.	4,677.62
306140	EFT	09/29/2022	DENISON PARKING	4,818.15
306141	EFT	09/29/2022	FINELINE PRINTING GROUP	253.00
306142	EFT	09/29/2022	FLEET CARE, INC.	1,759.10
306143	EFT	09/29/2022	GLENDALE MALL	23,585.42
306144	EFT	09/29/2022	GRAINGER	85.43
306145	EFT	09/29/2022	INDIANA PLUMBING AND DRAIN LLC	421.00
306146	EFT	09/29/2022	INDPLS-MARION COUNTY PUBLIC LIBRARY	92,723.49
306147	EFT	09/29/2022	INGRAM LIBRARY SERVICES	6,809.64
306148	EFT	09/29/2022	JEREMY NORRIS	13,761.00
306149	EFT	09/29/2022	KRM ARCHITECTURE+ INC	11,687.03
306150	EFT	09/29/2022	MARY RANKIN	9,922.50
306151	EFT	09/29/2022	MIDWEST TAPE - AUDIOBOOKS ONLY	2,070.45
306152	EFT	09/29/2022	MIDWEST TAPE - PROCESSED DVDS	2,404.75
306153	EFT	09/29/2022	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	4,241.59
306154	EFT	09/29/2022	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	5,659.71
306155	EFT	09/29/2022	ORACLE ELEVATOR HOLDCO, INC.	16,493.86
306156	EFT	09/29/2022	OVERDRIVE INC	89,416.14
306157	EFT	09/29/2022	PROQUEST INFORMATION AND LEARNING	7,407.75
306158	EFT	09/29/2022	RICHARD LOPEZ ELECTRICAL, LLC	13,001.16
306159	EFT	09/29/2022	RICOH USA, INC. - 12882	3,970.00
306160	EFT	09/29/2022	RICOH USA, INC. - 12882	11,071.44
306161	EFT	09/29/2022	STAPLES	13,033.79
306162	EFT	09/29/2022	STENZ MANAGEMENT COMPANY, INC	13,758.87
306163	EFT	09/29/2022	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	1,957.00
306164	EFT	09/29/2022	THOMSON REUTERS-WEST PUBLISHING CORPORATION	5,947.24
306165	EFT	09/29/2022	TITAN ASSOCIATES	72,733.68
306166	EFT	09/29/2022	UNIVERSAL PROTECTION SERVICE, LP	67,168.49
306167	EFT	09/29/2022	UNIVERSAL PROTECTION SERVICE, LP	1,980.00
306168	EFT	09/29/2022	UNIVERSAL PROTECTION SERVICE, LP	1,980.00
				<b>\$ 3,345,632.69</b>

**Summary by Transaction Type:**

<b>Computer Check</b>	\$ 1,024,458.10
<b>EFT Check</b>	\$ 2,321,174.59
<b>Total Payments</b>	\$ 3,345,632.69
<b>Total Voided Items</b>	\$ -



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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
944	CHECK	9/1/2022	MARION PUBLIC LIBRARY	12.95
945	CHECK	9/1/2022	VIGO COUNTY PUBLIC LIBRARY	9.85
946	CHECK	9/15/2022	MORGAN E. SMITH	29.99
947	CHECK	9/15/2022	SARAH KRAMER	33.94
948	CHECK	9/22/2022	ALLISON NOELLE SINKS	11.20
949	CHECK	9/22/2022	AMY BETH MAYS	56.88
950	CHECK	9/22/2022	BRANDY MILLER	14.95
951	CHECK	9/22/2022	CHARITY CARES EARLY ACADEMY	130.79
952	CHECK	9/22/2022	CHEYENNE DAVIS	16.99
953	CHECK	9/22/2022	DEBORAH K CHAMBERS	44.99
954	CHECK	9/22/2022	KATHLEEN GORMAL	5.00
955	CHECK	9/22/2022	KIMBERLY K WOODS	72.54
956	CHECK	9/22/2022	MERIDIAN STREET UNITED METHODIST	61.95
957	CHECK	9/22/2022	MONICA FROST	51.76
958	CHECK	9/22/2022	MYRA SELBY	30.01
959	CHECK	9/22/2022	RISING STAR CHILDCARE ACADEMY	13.95
960	CHECK	9/22/2022	ROXANA MARIA BLANDFORD	49.94
961	CHECK	9/22/2022	SHERYL BLUME	8.99
962	CHECK	9/22/2022	SPRING WILDER	39.99
963	CHECK	9/22/2022	STEVEN HOLZER	40.00
964	CHECK	9/29/2022	MARGARET ANN MILLER	10.00
965	CHECK	9/29/2022	PENELOPE LITZ	14.74
966	CHECK	9/29/2022	TINLEY PARK PUBLIC LIBRARY	16.00
<b>Total</b>				<b>\$ 777.40</b>

**Summary by Transaction Type:**

<b>Computer Check</b>	<b>\$ 777.40</b>
<b>EFT Check</b>	<b>\$ -</b>
<b>Total Payments</b>	<b>\$ 777.40</b>
<b>Total Voided Items</b>	<b>\$ -</b>

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
8546	CHECK	09/01/2022	CHIA-YI BUSH	100.00
8547	CHECK	09/01/2022	DYNAMARK GRAPHICS GROUP	664.62
8548	CHECK	09/01/2022	ERIN MURPHY	79.06
8549	CHECK	09/01/2022	FUN EXPRESS, LLC	2,159.52
8550	CHECK	09/01/2022	LOGIKA INNOVATION, INC.	250.00
8551	CHECK	09/01/2022	MEDIA ARCHIVING	1,307.00
8552	CHECK	09/01/2022	SOLEDAD DOMINIC ZEPEDA ARECHEGA	150.00
8553	CHECK	09/01/2022	TAMARA BUCHANAN	38.84
8554	CHECK	09/01/2022	THE HARMON HOUSE L.L.C.	1,350.00
8555	CHECK	09/08/2022	CREATIVE AQUATIC SOLUTIONS, LLC	865.85
8556	CHECK	09/08/2022	LORALYNN E EADES	560.00
8557	CHECK	09/15/2022	ADAM TODD	110.78
8558	CHECK	09/15/2022	CAMPGIRL LLC	65.00
8559	CHECK	09/15/2022	CHIA-YI BUSH	50.00
8560	CHECK	09/15/2022	LAURA ESTALA LOZA MARTINEZ	500.00
8561	CHECK	09/15/2022	MARY JO WYSS TREADWELL	152.00
8562	CHECK	09/15/2022	THE INTERNATIONAL CENTER OF INDIANAPOLIS	600.00
8563	CHECK	09/22/2022	AMAZON CAPITAL SERVICES, INC	38.99
8564	CHECK	09/22/2022	AMERICAN PROGRAM BUREAU, INC.	4,600.00
8565	CHECK	09/22/2022	AT&T MOBILITY	32.67
8566	CHECK	09/22/2022	BRIGHT IDEAS IN BROAD RIPPLE	494.77
8567	CHECK	09/22/2022	CAMPGIRL LLC	325.00
8568	CHECK	09/22/2022	CHIA-YI BUSH	50.00
8569	CHECK	09/22/2022	DEBORAH KANE	75.00
8570	CHECK	09/22/2022	DYNAMARK GRAPHICS GROUP	278.16
8571	CHECK	09/22/2022	JEREMY SOUTH	400.00
8572	CHECK	09/22/2022	LORALYNN E EADES	560.00
8573	CHECK	09/22/2022	MARY JO WYSS TREADWELL	228.00
8574	CHECK	09/22/2022	THE HARMON HOUSE L.L.C.	980.00
8575	CHECK	09/22/2022	VICTORIA ELLEN GRISWOLD	225.00
8576	CHECK	09/22/2022	WILLIAM J. PRIDE	500.00
8577	CHECK	09/29/2022	3'D TROPHY ENGRAVING CO., INC.	812.50
8578	CHECK	09/29/2022	CROSSROADS DOCUMENT SERVICES	526.18
8579	CHECK	09/29/2022	FLANNER HOUSE OF INDIANAPOLIS, INC	650.00
8580	CHECK	09/29/2022	GALE GROUP THE	405,453.00
8581	CHECK	09/29/2022	JULIA LOHLA	75.00
8582	CHECK	09/29/2022	LAURA ESTALA LOZA MARTINEZ	400.00
8583	CHECK	09/29/2022	LORALYNN E EADES	75.00
8584	CHECK	09/29/2022	LUNA LANGUAGE SERVICES	60.00
8585	CHECK	09/29/2022	MIDWEST COLLABORATIVE FOR LIBRARY DATABASE (EMCLS)	125,581.21
8586	CHECK	09/29/2022	PHOENIX PRESS	505.00
8587	CHECK	09/29/2022	THE HARMON HOUSE L.L.C.	350.00
8588	CHECK	09/29/2022	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	6,690.12
8589	CHECK	09/29/2022	WORLD BOOK, INC.	64,094.41
306024	EFT	09/01/2022	BAKER & TAYLOR	91.96
306025	EFT	09/01/2022	INDPLS-MARION COUNTY PUBLIC LIBRARY	6,000.00
306061	EFT	09/08/2022	BAKER & TAYLOR	39.81
306062	EFT	09/08/2022	BAKER & TAYLOR	166.10
306100	EFT	09/15/2022	BAKER & TAYLOR	279.83
306101	EFT	09/15/2022	INGRAM LIBRARY SERVICES	17,161.53
306129	EFT	09/22/2022	BAKER & TAYLOR	29.67
306130	EFT	09/22/2022	INDPLS-MARION COUNTY PUBLIC LIBRARY	1,086.98
306169	EFT	09/29/2022	STAPLES	332.21

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
			Total	\$ 648,250.77

Summary by Transaction Type:

Computer Check	\$ 623,062.68
EFT Check	\$ 25,188.09
Total Payments	\$ 648,250.77
Total Voided Items	\$ -

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**OCTOBER 24, 2022**  
**PERSONNEL ACTIONS**  
**RESOLUTION 64-2022**

**NEW HIRES:**

- Ixhel Negrete, Hourly Library Assistant II, East Washington Branch, \$15.17 per hour, Effective: October 5, 2022
- Kara Harkness, Page, Michigan Road Branch, \$12.50 per hour, Effective: October 5, 2022
- William Cole, Library Security Assistant, Central Library, \$15.17 per hour, Effective: October 5, 2022
- Colleen Williamson, Hourly Public Services Associate I, Learning Curve, \$16.31 per hour, Effective: October 5, 2022
- Cole Weldenbach, Page, Irvington Branch, \$12.50 per hour, Effective: October 20, 2022
- Blaine Crabtree, Library Assistant II, Glendale Branch, \$15.17 per hour, Effective: October 20, 2022
- Erica Irish, Administrative Assistant I, Program Development Area, \$17.53 per hour, Effective: October 20, 2022

**INTERNAL CHANGES:**

- Gregory Bolden from PC /LAN Specialist, Information Technology to Technical Training Specialist, Human Resources Services Area, No Change in Pay, Effective: September 25, 2022
- Nick Terrio from Public Services Associate II-Floater, Haughville to Public Services Associate II-Floater, Pike Branch, No Change in Pay, Effective: August 28, 2022
- Lindsay Haddix from Interim Manager Community Branch, West Perry Branch, \$27.06 per hour to Manager Community Branch, West Perry Branch, \$28.50 per hour, Effective: October 9, 2022
- Rhonda Oliver from Manager, Regional Branch, Lawrence Branch, \$32.10 per hour to Interim Area Resource Manager, Central Library, \$38.50 per hour, Effective:
- LaShelle Bilal from Processing Assistant I, Processing Service Section, \$15.81 per hour to Interim Circulation Supervisor I, Martindale Brightwood Branch, \$20.26 per hour, Effective: October 9, 2022
- Kimberly Cage, Library Assistant III, Lawrence Branch, \$16.31 per hour to Public Service Librarian, Lawrence Branch, \$21.78 per hour, Effective: October 23, 2022
- Anika Williams, Public Services Librarian, Pike Branch, \$22.65 per hour to Supervisor Librarian Adult, Pike Branch, \$23.42 per hour, Effective: October 9, 2022
- Stephanie Armour, Circulation Supervisor II, Lawrence Branch, \$21.78 per hour to Interim Manager, Regional Branch, Lawrence Branch, \$29.09 per hour, Effective: October 9, 2022

**RE-HIRES: (None Reported)**

**SEPARATIONS:**

- William Nash, Hourly Public Services Associate I, Glendale Branch, 3 months, Effective: October 11, 2022
- Kiersten Drosos, Computer Assistant II, Pike Branch, 1 year and 6 months, Effective: October 1, 2022
- Sally Tial Chin Sung, Hourly Library Assistant II, West Perry Branch, 1 year, Effective: September 11, 2022
- Rachel Ratajski, Public Services Associate II-Floater, Nora Branch, 10 months, Effective: October 4, 2022
- Abigail Hingle, Computer Assistant II, Decatur Branch, 3 days, Effective: September 25, 2022
- Jeshawn Paris, Page, Learning Curve, 1 year and 3 months, Effective: September 17, 2022
- Zoe Reuter, Page, Warren Branch, 8 months, Effective: September 26, 2022
- Leticia Solis-Foley, Hourly Public Services Associate I, Learning Curve, 13 years and 1 month, Effective: October 1, 2022
- Daniela Paulino de la Cruz, Computer Assistant II, Eagle Branch, 4 month, Effective: October 17, 2022

**INACTIVE:**

- Thelma Hunt, Hourly Library Assistant II, Infozone, Inactive: September 12, 2022

**RE-ACTIVATE: (None Reported)****PAY ADJUSTMENT: (None Reported)****RECLASSIFICATION:**

- Mary Gilbert from Executive Assistant, Chief Executive Officer, \$33.75 per hour to Executive Assistant, Chief Executive Officer, \$37.12 per hour, Effective: June 6, 2022

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**TRAVEL AND TRAINING ACTION**  
**RESOLUTION 64--2022**

**WHEREAS it is the opinion of the Board that it is necessary for the following individuals:**

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

Name	Dept	C/C	City/State	Conference Name	Fund	Registration	Travel/Mileage	Lodging	Per Diem	Total
Robin Wood-Gebhart	CFO	1301	Virtual	REI Training	800	\$ 350.00				\$ 350.00
Dianne Corbin	OUT	1506	Virtual	REI Training	800	\$ 350.00				\$ 350.00
Jeremy Stanish	PDA	1501	Virtual	Racial Equity Training	800	\$ 350.00				\$ 350.00
Ian Cunningham	PDA	1501	Virtual	Racial Equity Training	800	\$ 350.00				\$ 350.00
Zachary Dunham	FRA	2021	Virtual	Racial Equity Training	800	\$ 350.00				\$ 350.00
Mary Brocklehurst	PIK	2015	Virtual	Racial Equity Training	800	\$ 350.00				\$ 350.00
Carolyn Adams	CFO	1301	Indianapolis, IN	Assoc. of Gov't Accountants Conf.	101	\$ 150.00				\$ 150.00
Kirsten Weaver	PDA	1501	Indianapolis, IN	Gen Con	101	\$ 237.00	\$ 72.00			\$ 309.00
Kimberly Brown-Harden	HR	1701	Virtual	UNCC Org. Learning and Development	101	\$2,338.00				\$ 2,338.00
Sarah Woodruff	EAG	2007	Indianapolis, IN	Kids Count Conference	101	\$ 260.00	\$ 40.00			\$ 300.00
Jennifer Hendzlik	CMSA	1200	Virtual	Project Management Fundamentals for	101	\$ 258.24				\$ 258.24
Kellie Terry	COMM	1600	Indianapolis, IN	Library Marketing and Communication	101	\$ 475.00	\$ 47.00			\$ 522.00
Carrie Waterson	COMM	1600	Indianapolis, IN	Library Marketing and Communication	101	\$ 475.00				\$ 475.00
Kelly Donoho	COMM	1600	Indianapolis, IN	Library Marketing and Communication	101	\$ 475.00				\$ 475.00
Katie Bulloff	COMM	1600	Indianapolis, IN	Library Marketing and Communication	101	\$ 475.00				\$ 475.00
Joe Backe	COMM	1600	Indianapolis, IN	Library Marketing and Communication	101	\$ 475.00	\$ 24.00			\$ 499.00
Tammie Buchanan	EAG	2007	Indianapolis, IN	Indiana Library Federation Annual Conf	101	\$ 198.00				\$ 189.00
Melinda Mullican	WAY	2019	Indianapolis, IN	Indiana Library Federation Annual Conf	101	\$ 198.00				\$ 198.00
Katie Watson-Juarez	OUT	2025	Indianapolis, IN	Indiana Library Federation Annual Conf	101	\$ 280.00	\$ 18.00			\$ 298.00
Kathryn Farmer	CMSA	1200	Indianapolis, IN	Indiana Library Federation Annual Conf	101	\$ 280.00				\$ 280.00
Mary Alice Durchholz	CMSA	1200	Indianapolis, IN	Indiana Library Federation Annual Conf	101	\$ 240.00				\$ 240.00
Natasha Hollenbach	CMSA	1200	Indianapolis, IN	Indiana Library Federation Annual Conf	101	\$ 240.00				\$ 240.00
Ruth Rankin	CMSA	1200	Indianapolis, IN	Indiana Library Federation Annual Conf	101	\$ 240.00	\$ 27.84			\$ 267.84
Keith Dinnage	HVL	2012	Indianapolis, IN	Indiana Library Federation Annual Conf	101	\$ 240.00				\$ 240.00
Elizabeth J. Van Allen	CMSA	1200	Indianapolis, IN	Indiana Library Federation Annual Conf	101	\$ 240.00				\$ 240.00

Lolita Campbell	FIN	1300	Indianapolis, IN	Indiana Library Federation Annual Cor	101	\$ 240.00				\$ 240.00
Pam Swaidner	CMSA	1200	Indianapolis, IN	Indiana Library Federation Annual Cor	101	\$ 240.00				\$ 240.00
Anna Koriath	CEN	1401	Virtual	REI Training	800	\$ 350.00				\$ 350.00
Kimberly Brown-Harden	HR	1701	Indianapolis, IN	Indiana Library Federation Annual Cor	101	\$ 350.00				

\$ 10,924.08

Dear Library Board Members,

October 18, 2022

Staff day (Training through programs and Play) was held on October 10, 2022. It was an amazing day to reconnect and learn new things. Work Anniversaries were recognized as opportunities to focus on wellness ie flu shots & chair massages. It was amazing to gather in person with all of my colleagues for the first time in so many years.

On October 11, 2022 Sen. Todd Young's interns and a staffer were taken on a tour of Central Library including the Center for Black Literature & Culture by CEO Hayes. The group was very impressed by Central and CBLC. One library card sign up was obtained.

On October 14, 2022 welcomed the statewide organization NICCL (Northern Indiana Computer Consortium for Libraries) is an organization composed of member libraries that meet quarterly for training (LEU/TLEUs) and for networking between member libraries about anything technology based. This meeting was convened by our IT Director Shanika Heyward.

Later that evening attended the AAHC Committee - Salute to Black Medical Heroes. A wonderful event focused on medical professionals who work day in and day out to support the health of our community. Also that evening Flanner House held an event where they spotlighted the incredible work they are doing in the community. Board Member Pat Payne also serves on the Flanner House board.

October 17, 2022 a presentation was made to 100 Black Men, youth mentoring organization, to spotlight programs, exhibits and collections.

October 5, 2022 we appeared before the Municipal Committee to make the final request for our 2023 Budget. Our budget passed through committee and went to the full City County Council and was approved last night by the full City County Council.

We are still advocating for additional COIT (Community Option Income Tax), which is a long term strategy.

We are currently working on the plan for how to distribute raises (FY 2023). The Staff Association Compensation Committee, Union, HR and Accounting will work together to determine the correct formula. We will be taking into account staff who have more than 20 years and other staff who are compressed at the bottom of their pay grade as well as other factors.



- Progress on the Climate Improvement Plan (CIP) (which can be accessed from the recently-updated [webpage](#)) plus future plans related to the CIP recommendations

<https://www.indypl.org/about-the-library/climate-improvement-process>

I am pleased with our current progress yet working hard to continue needed improvements.

The **Reporting Hotline** Tool is up and running. Reports can be submitted via phone or internet. Keesha Hughes and Tisha Galarce are doing tours around the branches to talk about the tool. During orientation, information will be provided to Staff. There will also be a Townhall (recorded) to assist in the dissemination of information. This information can be accessed in the ADP Homepage, Intranet/ HR and Policy Manual. **indypl.IntegraReport.com 833.414.2475**

- CEO Search update: The committee met last week to review qualified applicants, and will conduct the first round of interviews with their top 7 later in October in closed-to-the-public meetings (to protect candidate privacy). After that, the committee will recommend their top 3 choices to the full board for final interviews, community presentations, and a visit to Indy - and the board will select from those finalists to make an offer and we would expect a permanent CEO to be in place around New Year. This information is updated on our website. For full transparency I have applied for this position.
- Digital Inclusion Week is Oct 3-7, thank you to everyone who routinely assists the public with their technology. This is a key way that we can provide "access to information" for patrons, and it takes efforts across departments (public service, CMSA, IT, Comms, finance, the Foundation, facilities) to make this happen.
- We finally hosted Kadir Nelson for the McFadden Memorial Lecture, an agreement that dated back to 2020 but was delayed due to Covid-19. The event at the Madam Walker Legacy Center was very well-received by attendees, and Nelson detailed his career path, inspirations, and artwork for the audience. There was an incredibly long line of guests getting books signed afterward. He also visited an IPS school and spoke to students, and additionally had lunch with several staff members in the ISCR. Our next McFadden Lecture will be March 16, featuring Silvia Moreno-Garcia, author of *Mexican Gothic* and other novels.
- Update on Glendale, Fort Ben, and Curve Remodel. Glendale has steel up. Fort Ben is progressing nicely. Both will be open in 2023. We are also working on a Learning Curve remodel. The architect is conducting interviews to see what is needed from staff and the community.

## **My vision**

My Vision for IndyPI is for our organization to be an employer of choice. A place where people want to work and enjoy the work they are doing.

For that to become a reality we are going to have to reevaluate many of our current practices and remove the ones that no longer serve us. We need to look for Best Practices across the nation and move in a positive direction. Working Smarter not Harder is key. All of our departments will need to be reassessed.

Scheduling is one area that we can refine. Placing people in shifts that suit their needs is important. Looking at different shifts, for example weekends, sundays, morning, evenings, etc. Having a work life balance with the opportunity to spend time with our families and friends for small and large occasions is important.

Many staff members have shared with me Some are working 7 days or more straight. I am patron focused while still realizing that in order to support patrons we must support staff members. I am still working on what option would be most beneficial for all involved.

I would also like to evaluate the possibility of giving Public Services staff the opportunity for additional PTO in lieu of their inability to work hybrid. We are continually seeking to find ways to improve working conditions for closed and public facing departments throughout our organization.

## **Staff Kudos**

Mike Perkins - for his excellent service. I made a research request on-line and he responded quickly with all the information I had requested and more. As a retired librarian who managed reference services, I am very cognizant of quality service and he provided it. Thanks to him and the library's leadership for providing this service.

Rhonda Oliver She told me Rhonda helped her and gave her the best customer service she's ever had. She was looking for a list of BBC television shows but didn't have internet or cable. I happen to know she sent the patron a list of BBC television shows by mail. I told the patron I'd let her boss know.

Jared in the Curve gave excellent customer service to a patron looking for a Kadir Nelson, looking several places and bringing the item to the patron.

From a patron. "I just wanted to send a quick note to say that I truly loved and appreciated the Pride month book display that I saw at the Glendale library the last time I visited. Queer books are under attack right now, and it's so important not just to make them available for kids and

adults but to showcase and celebrate them. The display had a great sampling of queer books for all ages and genres and was front and center where everyone could see it. I always appreciate the themed displays when I visit, and I think this one is especially important right now and always. Please give my thanks to the librarians for their hard work creating the Pride display and for everything they do to serve our community. It means a lot.”

These are just a few of the examples of the amazing customer service that our colleagues give each and every day.

***The state of the Library is steadily improving. We have a bright future ahead, as we all work together with a common goal to support Life Long Learning to the City of Indianapolis.***

Sincerely,

***Nichelle M. Hayes***

Nichelle M. Hayes MPA, MLS