



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

Notice Of The Regular Meeting
September 27, 2021

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 22nd Day Of September, 2021

The public is invited to attend the Regular Meeting in-person or they may view/listen
to the Regular Meeting via a YouTube
live stream link which will be
available on the Library's website prior to the start of the Meeting.

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

JUDGE JOSE D. SALINAS
President of the Library Board

-- Regular Meeting Agenda --

1. Call to Order
2. Roll Call

3. Public Comment and Communications

a. Public Comment

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 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. Executive Session, August 12, 2021 (enclosed)

b. Special Meeting, August 20, 2021 (enclosed)

c. Regular Meeting, August 23, 2021 (enclosed)

COMMITTEE REPORTS

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

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

b. **Resolution 46 – 2021** (Transfers Between Accounts and Classifications) (enclosed)

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

a. **Resolution 47 – 2021** (Approval to Award a Service Contract for a Climate Assessment and Improvement Process for Indianapolis-Marion County Public Library) (enclosed)

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

President Salinas will Convene a Public Hearing

- 1) To consider the disposal of Real Estate located at 3325 Lowry Road, Indianapolis, IN
- 2) Invite Public Comment from the Audience

President Salinas will Consider a Motion to Close the Public Hearing

a. **Resolution 48 – 2021** (Authorization to Sell Real Estate Located at 3325 Lowry Road, Indianapolis, IN) (enclosed)

b. **Resolution 49 – 2021** (Approval to Award a Services Contract for System-Wide Mechanical Maintenance Services) (enclosed)

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

9. Report of the Interim Chief Executive Officer

a. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (50 – 2021)**

Enclosed.

b. **Monthly CEO Report** (enclosed)

UNFINISHED BUSINESS

10.

NEW BUSINESS

11.

DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

October 2021 –

INFORMATION

13. Materials

- a. **September 1, 2021 Diversity, Policy and Human Resources Committee Meeting Notes** (enclosed)
- b. **September 13, 2021 Diversity, Policy and Human Resources Committee Meeting Notes** (enclosed)
- c. **September 15, 2021 Facilities Committee Meeting Notes** (enclosed)
- d. **September 21, 2021 Diversity, Policy and Human Resources Committee Meeting Notes** (enclosed)

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

- a. **Board Meetings for 2021** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*

- b. **Library Programs/Free Upcoming Events** may be found at attend.indypl.org.

15. Notice of Special Meetings

16. Notice of Next Regular Meeting

Monday, October 25, 2021, 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 EXECUTIVE SESSION
AUGUST 12, 2021

The Indianapolis-Marion County Public Library Board met in Executive Session at the Library Services Center, 2450 North Meridian Street, Indianapolis, IN on Thursday, August 12, 2021 at 5:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

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

2. Roll Call

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

Members absent: None.

The Chairman announced that a quorum was present and that the meeting was duly constituted.

3. Discussion

a. Pursuant to IC 5-14-1.5-6.1(b)(6) to receive information concerning an individual’s alleged misconduct, and to discuss, before a determination, the individual’s status as an employee.

b. Pursuant to IC 5-14-1.5-6.1(b)(9) to discuss a job performance evaluation of individual employees.

4. Adjournment

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

The Chairman declared the Executive Session adjourned at 6:30 p.m.

Raymond Biederman, Secretary of the Board

CERTIFICATION

I, Raymond Biederman, Secretary of the Board of the Indianapolis-Marion County Public Library, hereby certify that the foregoing minutes are true and correct.

Raymond Biederman, Secretary of the Board



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE SPECIAL MEETING
AUGUST 20, 2021

The Indianapolis-Marion County Public Library Board met in person at the Library Services Center, 2450 North Meridian Street on Friday, August 20, 2021 at 5:00 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

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

2. Roll Call

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

3. Resolution 44 – 2021 (Recognition of Service of M. Jacqueline Nytes and Approval of Employment Separation)

After full discussion and careful consideration of Resolution 44 – 2021, the resolution was adopted on the motion of Ms. Payne, and seconded by Rev. Robinson, to approve Resolution 44 – 2021 for the Recognition of Service of M. Jacqueline Nytes and Approval of Employment Separation.

Resolution 44 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. 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.

4. Adjournment

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

The Chairman then declared the meeting adjourned at 5:10 p.m.

Raymond Biederman, Secretary to the Board

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**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
AUGUST 23, 2021**

* * * * *

The Indianapolis-Marion County Public Library Board met in person at the Library Services Center, 2450 North Meridian Street, and electronically via Zoom on Monday, August 23, 2021 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

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

2. Roll Call

Members present in person and electronically: Mr. Biederman, Mr. Bigsbee, Dr. Murtadha, Ms. Payne, Rev. Robinson (Virtual), Judge Salinas and Ms. Tribble.

Members absent: None.

3. Public Comment and Communications

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 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.**

At this time, Jayne Walters, the West Indianapolis Branch Manager, addressed the Board. Ms. Walters noted that she had worked for the Library for seven years. During that time, she has witnessed hard-working employees driven away, overlooked, and pushed to the side. She commented that those individuals

continue to work for the Library to fight for change, to protect trans and gender diverse staff, and to support other marginalized groups that are overlooked. They noted that Board Members and the CEO should be held to a high standard. Ms. Walters requested that the Board listen to the voices of the public and take action.

Sandra Mitchell, a patron of IndyPL and a local author who has donated materials to the Library, spoke. She recalled a time when she noticed an African-American homeless man being mistreated at Central Library. She wrote a letter to the Library about the incident and never received a response. Ms. Mitchell would like to see leadership take the concerns of the public seriously.

Next to address the Board was Library staff member, Mollie Beaumont. Ms. Beaumont shared proposed changes to IndyPL's HR policy that she feels will help staff feel confident coming forward and reporting harassment to the Library's Human Resources Department ("HR"). She said that these changes will support our interview process for new candidates and our DEI initiatives. Documentation and Performance Improvement Plans are sometimes not put into place after an employee reports an incident to HR. HR policies could benefit from specific language to support BIPOC and LGBTQ+ staff. Ms. Beaumont said that they appreciate the work that has been done thus far and there is still work to be done.

Andrea Copeland, from IUPUI, spoke in support of Board Member Dr. Khaula Muradha's goals for the Climate Improvement Process which would give Library staff and the community members the ability to play a role in the process. She feels that a shared leadership approach would increase the chance that there would be someone on the Committee that staff members feel comfortable openly speaking with.

Marianne Kruppa, the Manager at the Nora Branch, invited the Library Board to attend the Nora Library 50th Anniversary Celebration which will take place on Saturday, September 4, 2021 from 10:00 a.m. to 5:00 p.m. Additional information is available on the Library's website.

Michael Torres, IndyPL staff member and President of the Library's Union, AFSCME Local 3395, shared his talking points. They were as follows:

He spoke about the proposed \$15.00 per hour minimum wage increase that excludes IndyPL Pages. He noted that the perception is that Pages are mostly students and retirees is not accurate and that they should be included as we work toward a fair wage. Mr. Torres suggested that we conduct a survey to see the demographics of our IndyPL Pages.

He also mentioned that some of our contracted Library cleaning staff make \$8.00 per hour. He noted that we cannot dictate how much a contractor pays, but said that we can be mindful about who we choose as a contractor. Mr. Torres noted that the contract ends at the end of year and hopes that the Board will keep that information in mind when looking at vendors in the future.

Stephen Lane, a Special Collections Librarian at Central Library, read a poem by patron T. A. Shula entitled “Grace under Fire,” which had been written in support of Library workers.

Dr. Murtadha thanked each speaker for their willingness to share their thoughts.

b. **Dear CEO Letters and Responses**

Judge Salinas then asked for any comments received from patrons via the Library’s website to be read at tonight’s meeting.

There were no comments from the website.

c. **Correspondence** for the Board’s general information was distributed.

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

a. **Executive Session, July 26, 2021**

The minutes from the Executive Session held July 26, 2021 had been distributed to the Board.

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

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

b. **Regular Meeting, July 26, 2021**

The minutes from the Regular Meeting held July 26, 2021 had been distributed to the Board.

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

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

After obtaining voice consent of the full Board, Judge Salinas noted that Item 11 - New Business would be moved up on the Agenda as follows:

NEW BUSINESS

At this time, Judge Salinas announced that at a Special Meeting held last Friday, August 20,

2021, the Library Board approved Resolution 44 – 2021 (Recognition of Services of M. Jacqueline Nytes and Approval of Employment Separation).

He noted that the Library Board is united and devoted to moving the Indianapolis Public Library forward in a way that benefits our staff and community. We fully commit to working toward a bright future for this important public institution. This future will be marked by a system-wide focus on racial equality, diversity and inclusion throughout the Library.

At this time, Judge Salinas asked the Board to consider Item 11.

11. Resolution 45 – 2021 (Appointment of Interim Director and Chief Executive Officer)

It was proposed that John Helling, the Library’s Chief Public Services Officer, serve as Interim CEO effective September 1, 2021.

After full discussion and careful consideration of Resolution 45 – 2021, Dr. Murtadha made the motion, which was seconded by Ms. Payne, to approve Resolution 45 – 2021, Appointment of Interim Director and Chief Executive Officer.

Resolution 45 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. 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.

Mr. Helling thanked the Board for the trust that they’re showing him. He takes that responsibility very seriously. He stated that his primary goal is to facilitate a smooth transition for the next CEO. He plans to spend his time as Interim building and rebuilding relationships, opening lines of communication and creating trust to the extent that he can. The work that the Library does is incredibly important. The many ways in which we can serve the community will continue. He hopes to help create an environment where all staff of the Library feel engaged and empowered. Structural racism is very real and the Library is no exception to that. We have a lot of work to do to improve and the first step is to spend time listening to staff and centering the voices of those who have been affected.

COMMITTEE REPORTS

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

a. Report of the Treasurer – July 2021

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

She mentioned that as of July 31, 2021, the Library's year-to-date revenue is at \$25.6 million and our year-to-date expenditures are \$23.5 million.

Ms. Dike-Young noted that the year-to-date expenditures are similar to spending pre-Covid. We have spent 46% of our Budget.

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

b. President Salinas will Convene a Public Hearing

Judge Salinas announced that he was adjourning the Regular Meeting and convening a Public Hearing to consider the preliminary determination and additional appropriation of the Glendale Project and the Fort Ben Project.

- 1) Second consolidated public hearing on the amended and restated preliminary determination and additional appropriation of the Glendale Project and the Fort Ben Project.

Ms. Dike-Young shared that the Library needs to adopt amended and restated resolutions related to the Glendale Project and the Fort Ben Project. Due to the delays and a rapid and unanticipated rise in the cost of materials and labor, due in large part to the pandemic, the costs have exceeded the original approved amounts and thus re-authorization is necessary. The new approval amounts are as follows: Glendale Project - \$14.8 million and \$13.6 million for the Fort Ben Project. These bond issues are incorporated into our long-term debt plan which keeps the debt tax at or below \$0.0318.

Belvia Gray, from Bakertilly Municipal Advisors, shared a presentation with the Board outlining the Total Outstanding Annual Debt Service Payments as well as the Existing and Proposed Annual Debt Service Payments related to both the Glendale and Fort Ben projects. debt service payments

- 2) Invite Public Comment from the Audience

President Salinas invited public comment at this time.

There were no comments.

President Salinas Will Consider a Motion to Close the Public Hearing

Ms. Tribble made a motion to close the Public Hearing. Ms. Payne seconded the motion.

Motion carried.

The Public Hearing was closed at this time and the Regular Meeting was reconvened.

- c. **Resolution 31 – 2021** (Amended and Restated Preliminary Determination/Reimbursement and Bond Resolution (Glendale Project))

At this time, Jeff Qualkinbush, from Barnes & Thornburg, provided information to the Board about Resolution 31 – 2021 though Resolution 34 – 2021.

After full discussion and careful consideration of Resolution 31– 2021, the resolution was adopted on the motion of Ms. Tribble and seconded by Mr. Bigsbee, to approve Resolution 31 – 2021, the Amended and Restated Preliminary Determination/Reimbursement and Bond Resolution (Glendale Project).

Resolution 31 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. 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 32 – 2021** (Amended and Restated Preliminary Determination/Reimbursement and Bond Resolution (Fort Ben Project))

After full discussion and careful consideration of Resolution 32– 2021, the resolution was adopted on the motion of Ms. Tribble and seconded by Ms. Payne, to approve Resolution 32 – 2021, the Amended and Restated Preliminary Determination/Reimbursement and Bond Resolution (Fort BenProject).

Resolution 32 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. 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.

- e. **Resolution 33 – 2021** (Amended and Restated Additional Appropriation Resolution (Glendale Project))

After full discussion and careful consideration of Resolution 33– 2021, the resolution was adopted on the motion of Ms. Tribble and seconded by Mr. Bigsbee, to approve Resolution 33 – 2021, the Amended and Restated Additional Appropriation Resolution (Glendale Project).

Resolution 33 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. 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.

f. **Resolution 34 – 2021** (Amended and Restated Additional Appropriation Resolution (Fort Ben Project))

After full discussion and careful consideration of Resolution 34– 2021, the resolution was adopted on the motion of Mr. Bigsbee and seconded by Ms. Payne, to approve Resolution 34 – 2021, the Amended and Restated Additional Appropriation Resolution (Fort Ben Project).

Resolution 34 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. 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.

g. **President Salinas will Convene a Public Hearing**

Judge Salinas announced that he was adjourning the Regular Meeting and convening a Public Hearing to consider additional appropriations of the 2021 – 2022 Energy Conversation and District-Wide Long-Term Capital Maintenance Equipping Project and the 2022 – 2023 Energy Conservation and District-Wide Long-Term Capital Maintenance Equipping Project.

- 1) The consolidated public hearing is to consider additional appropriations of the 2021 – 2022 Energy Conversation and District-Wide Long-Term Capital Maintenance Equipping Project and the 2022 – 2023 Energy Conservation and District-Wide Long-Term Capital Maintenance Equipping Project.

It was noted that the Library is requesting approval for the issuance of two series of small bonds in the estimated amount of \$5.6 million each.

The Series 1 – 2021C bond will finance the following projects: Opening Day Collection for the Fort Ben Branch, Bilingual Children’s Computers

for Branches, Upgrade Projects for Pike and Nora, and Facilities Improvement Projects.

The Series 2 – 2022 bond will potentially finance the following projects: Solar Panels, Garfield Park Meeting Room, Generator for LSC Server Room, Learning Curve Refresh, Door Counter System and Cost of Issuance.

Ms. Gray, from Bakertilly Municipal Advisors, shared another presentation with the Board that provided information on the Total Outstanding Annual Debt Service Payments and the Existing and Proposed Annual Debt Service Payments and Tax Rate.

2) Invite Public Comment from the Audience

President Salinas invited public comment at this time.

There were no comments.

President Salinas Will Consider a Motion to Close the Public Hearing

Ms. Payne made a motion to close the Public Hearing. Ms. Tribble seconded the motion.

Motion carried.

The Public Hearing was closed at this time and the Regular Meeting was reconvened.

h. **Resolution 35 – 2021** (Preliminary Bond/Reimbursement Resolution (2021 – 2022 Energy Conservation and District-Wide Long -Term Capital Maintenance and Equipping Project)

Mr. Qualkinbush discussed Resolution 35 – 2021 through Resolution 38 – 2021. He mentioned that there would be no 30-day waiting period.

After full discussion and careful consideration of Resolution 35– 2021, the resolution was adopted on the motion of Ms. Payne and seconded by Ms. Tribble, to approve Resolution 35 – 2021, the Preliminary Bond/Reimbursement Resolution (2021 – 2022 Energy Conservation and District-Wide Long-Term Capital Maintenance and Equipping Project).

Resolution 35 – 2021 was approved on the following roll call vote:

- | | |
|---------------------|---------------------|
| Mr. Biederman – Aye | Rev. 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.

- i. **Resolution 36 – 2021** (Preliminary Bond/Reimbursement Resolution (2022 – 2023 Energy Conservation and District-Wide Long Term Capital Maintenance and Equipping Project))

After full discussion and careful consideration of Resolution 36– 2021, the resolution was adopted on the motion of Dr. Murtadha and seconded by Mr. Bigsbee, to approve Resolution 36 – 2021, the Preliminary Bond/Reimbursement Resolution (2022 – 2023 Energy Conservation and District-Wide Long-Term Capital Maintenance and Equipping Project).

Resolution 36 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. 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.

- j. **Resolution 37 – 2021** (Additional Appropriation Resolution (2021 – 2022 Energy Conservation and District-Wide Long Term Capital Maintenance and Equipping Project))

After full discussion and careful consideration of Resolution 37– 2021, the resolution was adopted on the motion of Dr. Murtadha and seconded by Mr. Bigsbee, to approve Resolution 37 – 2021, the Additional Appropriation Resolution (2021 – 2022 Energy Conservation and District-Wide Long-Term Capital Maintenance and Equipping Project).

Resolution 37 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. 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.

- k. **Resolution 38 – 2021** (Additional Appropriation Resolution (2022 – 2023 Energy Conservation and District-Wide Long Term Capital Maintenance and Equipping Project))

After full discussion and careful consideration of Resolution 38– 2021, the resolution was adopted on the motion of Mr. Bigsbee and seconded by Mr. Biederman, to approve Resolution 38 – 2021, the Additional Appropriation Resolution (2022 – 2023 Energy Conservation and District-Wide Long-Term Capital Maintenance and Equipping Project).

Resolution 38 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. 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.

l. **Resolution 39 – 2021** (Resolution for Appropriation and Tax Rates – 2022 Budget)

It was noted that this item includes the Budget for the Library’s Operating Fund, Debt Service Fund, Bond #2 Fund, Rainy Day Fund, and the Library Improvement Reserve Fund effective January 1, 2022 – December 31, 2022.

After full discussion and careful consideration of Resolution 39 – 2021, the resolution was adopted on the motion of Dr. Murtadha and seconded by Mr. Biederman, to approve Resolution 39 – 2021, the Resolution for Additional Appropriation and Tax Rates.

Resolution 39 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. 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.

m. **Resolution 40 – 2021** (Resolution to Set Maximum Tax Rate for Combined Debt Service Funds for 2022 Budget Year)

It was noted that the Library wishes to set the tax rate for the calendar year 2022 at \$0.0318 per \$100 of Assessed Value.

After full discussion and careful consideration of Resolution 40 – 2021, the resolution was adopted on the motion of Dr. Murtadha and seconded by Mr. Bigsbee, to approve Resolution 40 – 2021, the Resolution to Set Maximum Tax Rate for Combined Debt Service Fund for 2022 Budget Year.

Resolution 40 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. 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.

n. **Resolution 41 – 2021 (Transfers Between Accounts and Classifications)**

Ms. Dike-Young advised that the transfer in the Operating Fund is to cover the upgrade to Microsoft 365 on all Library staff computers and other items.

After full discussion and careful consideration of Resolution 41 – 2021, the resolution was adopted on the motion of Ms. Payne and seconded by Ms. Tribble, to approve Resolution 41 – 2021, the Transfers Between Accounts and Classifications.

Resolution 41 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. 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 noted that the Diversity, Policy and Human Resources Committee had met recently and discussed the Climate Improvement Process. She noted that during the meeting, legal counsel had expressed concerns about the possibility of a Board member conducting the study. It was noted that it would be considered a conflict of interest and that the Board should look into an external party to conduct the study. Counsel would be discussing the matter with Board member Dr. Murtadha in further detail. The Board has an obligation to make sure the Climate Improvement Process is done with the best interest of the Library in mind. We understand the urgency and we will hold further discussions on the Climate Improvement Process at a Diversity, Policy and Human Resources Committee meeting next week to make certain that we have all parameters in place to begin receiving proposals.

There is also an urgency to name a new Library CEO. This search also falls under the purview of this Committee. Her plan is to start that search process soon.

Ms. Murtadha advised that she had met with members of the Board, IndyPL staff and the community to gain insight and that she has looked at ways to manage risks associated with the Climate Improvement Process. She asked that the processes she submitted regarding risk management issues be considered.

Judge Salinas mentioned that we have two questions to consider: How we approach the Climate Improvement Process and who should do it. He asked that the Committee members collect as much information as possible and submit it to the Board.

a. **Resolution 42 – 2021** (Amendment to Policy 238 - Personal Leave of Absence)

Tisha Galarce, Interim HR Director, discussed Resolution 42 – 2021. She commented that the recent increase in Covid 19 cases may result in benefit-eligible, full-time employees being unable to work at the worksite or remotely because of childcare needs. Benefit-eligible staff members may be eligible for a personal leave of absence without pay up to a maximum of 90 days. Personal leave may be requested by completing and submitting to Human Resources a “Personal Leave of Absence Request Form” at least 30 days in advance, unless necessitated by an emergency, in which case oral notification should be followed by a prompt written application for leave.

After full discussion and careful consideration of Resolution 42 – 2021, the resolution was adopted on the motion of Mr. Bigsbee and seconded by Mr. Biederman, to approve Resolution 42 – 2021, 238 Personal Leave of Absence.

Resolution 42 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. 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.

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

Mr. Bigsbee advised that the Committee had nothing to report this month.

8. **Library Foundation Update**

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

News

The Library Foundation appreciates the Library’s openness about the need to assess and improve its internal culture. Thanks to our generous donors, we have begun investing in equity training for Library staff. We will continue to partner with the Library on this work for the benefit of all employees and patrons. We are committed to the Library’s success.

Registration is now open for Dr. Tyrone McKinley Freeman’s lecture on his recent book, *Madam C. J. Walker’s Gospel of Giving: Black Women’s Philosophy during Jim Crow*. We hope you can join us on Tuesday, September 14, 2021 at 6 p.m. for this free virtual event presented with the Center for Black Literature & Culture. For more information and to register, visit: <https://attend.indy.org/event/5433560>. We encourage you to share this program with your network.

Donors

The Foundation thanks 117 donors who made gifts last month. The following are our top corporate and foundation contributors:

Arthur Jordan Foundation
The Indianapolis Foundation Library Fund (received before the funding pause)
RJE Business Interiors

Program Support

This month, the Library Foundation is proud to provide more than \$170,000 for Library programs and initiatives. Examples of major initiatives supported include:

Salute to Black American Medical Heroes
Chromebook and Hotspot Lending – Haughville
Center for Black Literature & Culture
IndyPL Historic Document Digitization

9. Report of the Interim Chief Executive Officer

a. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (43 – 2021)

Mr. Helling advised that there are several subs on the list who have not logged hours since the pandemic started and that the Library is revamping the concept of subs to “regional floaters” in hopes that it will be more effective.

Mr. Bigsbee made the motion, which was seconded by Rev. Robinson, to approve Resolution 43– 2021, the Resolution Regarding Finances, Personnel and Travel.

Resolution 43 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. 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.

Ms. Payne commented that the Board members should get the same racial equity training as staff, and she then invited the Board to the racial equity training that will take place in September. She will provide the dates for the training.

UNFINISHED BUSINESS

10. None.

AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

August, 2021 - None

INFORMATION

13. **Materials**

- a. **Finance Committee Notes** – July 12, 2021 were distributed to the Board for their information.

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

- b. **Board Meetings for 2021**– *Current calendar will be updated, as necessary, and additional information highlighted.*

- b. **Library Programs/Free Upcoming Events** may be found at attend.indypl.org.

15. **Notice of Special Meetings**

None.

16. **Notice of Next Regular Meeting**

Monday, September 27, 2021, 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 8:10 p.m.

Raymond Biederman, Secretary to the Board



Indianapolis-Marion County Public Library
Report of the Treasurer for August 2021
Prepared by Accounting for the September 27, 2021 Board Meeting

5a

Table of Contents

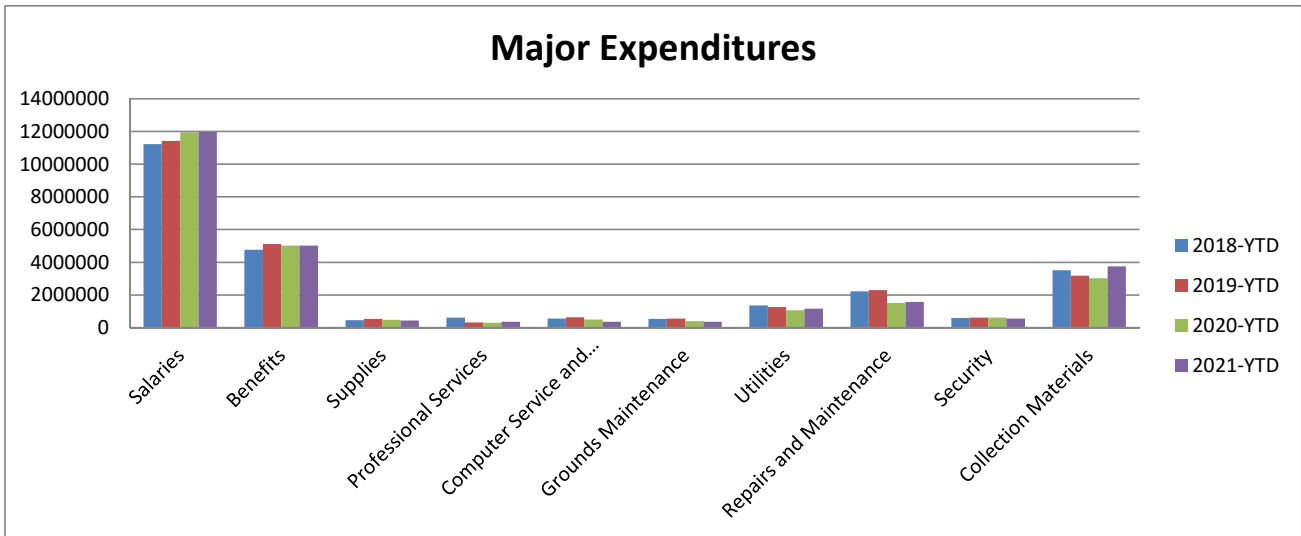
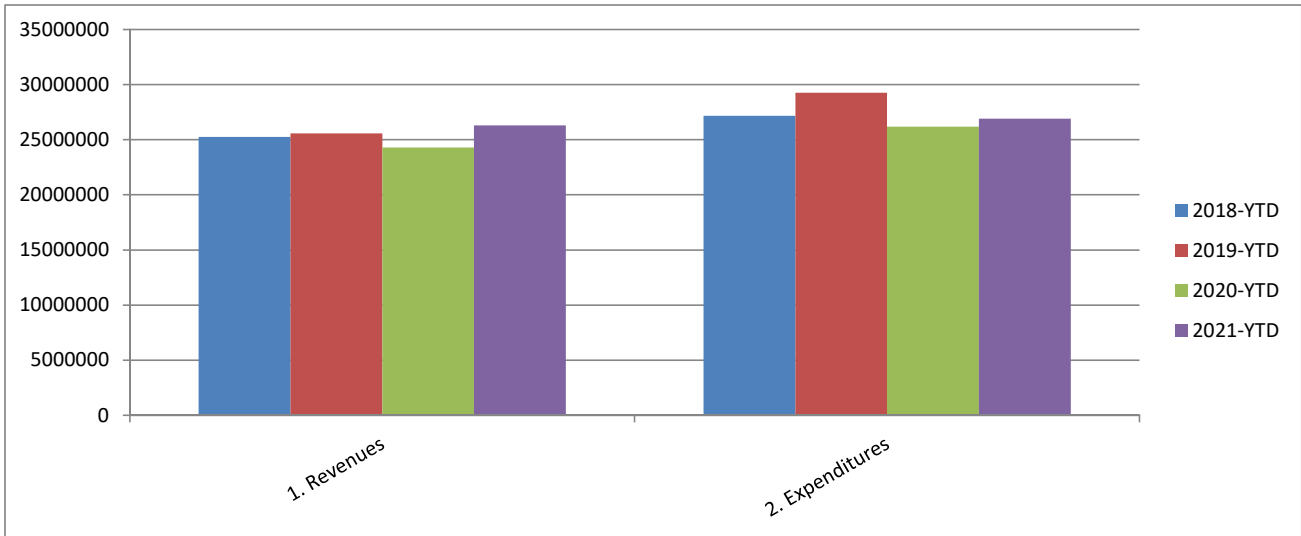
Operating Fund Revenues and Expenditures	1
Operating Fund – Charts	2
Operating Fund – Detailed Income Statement	3
Operating Fund – Cashflow Projections	6
Status of the Treasury – Cash Balances	7
Status of the Treasury – Investment Report	8
Bond and Interest Funds – Detailed Income Statement	9
Rainy Day 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	17

**Indianapolis-Marion County Public Library
Operating Fund Revenues and Expenditures
Month Ended August 31, 2021**

Revenue		Annual		Actual YTD 8/31/2021	% Budget Received
		2021 Revised Budget	Actual MTD 8/31/2021		
Property Taxes	31	37,083,732	-	20,509,048	55%
Intergovernmental	33	7,436,719	399,556	4,960,904	67%
Fines & Fees	35	165,918	12,210	79,835	48%
Charges for Services	34	555,491	40,325	303,835	55%
Miscellaneous	36	882,878	249,789	462,275	52%
Total		46,124,738	701,880	26,315,897	57%

Expenditures		Annual		Actual YTD 8/31/2021	% Budget Spent
		2021 Revised Budget	Actual MTD 8/31/2021		
Personal Services & Benefits	41	29,499,876	2,033,152	16,998,910	58%
Supplies	42	1,533,026	46,764	438,811	29%
Other Services and Charges	43	17,061,815	815,335	7,726,599	45%
Capital Outlay	44	3,593,122	447,936	1,734,603	48%
Total		51,687,839	3,343,187	26,898,923	52%

**Indianapolis-Marion County Public Library
Chart Overview
Month Ended August 31, 2021**



Indianapolis-Marion County Public Library
Fund 101- Operating Fund - Detailed Income Statement
Month Ended August 31, 2021

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	45,409,231	45,409,231	-	20,509,048	-	24,900,183
311300 PROPERTY TAX CAPS	(9,161,750)	(8,325,499)	-	-	-	(8,325,499)
TAXES Total	36,247,481	37,083,732	-	20,509,048	-	16,574,684
INTERGOVERNMENTAL						
332200 E-RATE REVENUE	395,000	395,000	35,945	194,058	-	200,942
335100 FINANCIAL INSTITUTION TAX REV	298,260	298,260	-	160,880	-	137,380
335200 LICENSE EXCISE TAX REVENUE	2,585,701	2,585,701	-	1,523,346	-	1,062,355
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	321,215	2,569,723	-	1,284,861
335500 COUNTY OPTION INCOME TAX	-	-	42,395	358,124	-	(358,124)
335700 COMMERCIAL VEHICLE TAX REVENUE	273,734	273,734	-	144,155	-	129,579
339000 IN LIEU OF PROP. TAX	29,440	29,440	-	10,619	-	18,821
INTERGOVERNMENTAL Total	7,436,719	7,436,719	399,556	4,960,904	-	2,475,815
CHARGES FOR SERVICES						
347601 PUBLIC PRINTING REVENUE	303,631	303,631	26,436	191,659	-	111,972
347602 FAX TRANSMISSION REVENUE	62,553	62,553	11,236	75,969	-	(13,416)
347603 PROCTORING EXAMS	3,469	3,469	15	378	-	3,091
347604 PLAC CARD DISTRIBUTION REVENUE	55,000	55,000	-	20,257	-	34,743
347605 USAGE FEE REVENUE	2,520	2,520	-	260	-	2,260
347606 SET-UP & SERVICE - TAXABLE	17,888	17,888	250	4,080	-	13,808
347607 SET-UP & SERVICE - NON-TAXABLE	14,420	14,420	250	1,650	-	12,770
347608 SECURITY SERVICES REVENUE	19,784	19,784	480	2,530	-	17,254
347609 EVENT SECURITY	-	-	-	1,080	-	(1,080)
347620 CAFE REVENUE	10,000	10,000	554	2,243	-	7,757
347621 CATERING REVENUE	66,226	66,226	1,105	3,730	-	62,496
CHARGES FOR SERVICES Total	555,491	555,491	40,325	303,835	-	251,656
FINES						
351200 FINES	153,000	153,000	10,934	73,734	-	79,266
351201 OTHER CARD REVENUE	1,163	1,163	585	1,820	-	(657)
351202 HEADSET REVENUE	5,708	5,708	238	1,468	-	4,240
351203 USB REVENUE	4,479	4,479	372	2,182	-	2,297
351204 LIBRARY TOTES	1,568	1,568	81	632	-	936
FINES Total	165,918	165,918	12,210	79,835	-	86,083
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	2,500	2,500	12,558	18,545	-	(16,045)
361000 INTEREST INCOME	90,000	90,000	2,702	25,799	-	64,201
362000 FACILITY RTL REV - TAXABLE	128,422	128,422	8,954	53,895	-	74,527
362001 FACILITY RENTAL REV - NONTAX	36,539	36,539	575	(2,925)	-	39,464
362002 EQUIPMENT RENTAL REV - TAXABLE	18,064	18,064	-	2,270	-	15,794
362003 EQUIPMENT RENTAL REV - NONTAX	2,353	2,353	-	-	-	2,353
367004 OTHER GRANTS	225,000	225,000	225,000	225,000	-	-
MISCELLANEOUS Total	502,878	502,878	249,789	322,584	-	180,294
OTHER FINANCING SRCS						
392100 SALE OF SURPLUS PROPERTY	-	-	-	6,004	-	(6,004)
396000 REFUNDS	5,000	5,000	-	46,064	-	(41,064)
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	-	87,623	-	87,377
399001 INSURANCE REIMBURSEMENTS	200,000	200,000	-	-	-	200,000

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
OTHER FINANCING SRCS Total	380,000	380,000	-	139,691	-	240,309
REVENUE Total	45,288,487	46,124,738	701,880	26,315,897	-	19,808,840
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	18,522,517	18,581,795	1,356,790	11,338,549	-	7,243,246
412000 SALARIES HOURLY STAFF	1,805,589	1,784,497	79,871	635,699	-	1,148,798
413000 WELLNESS	45,000	45,000	2,104	13,915	1,752	29,334
413001 LONG TERM DISABILITY INSURANCE	44,957	44,957	4,362	35,092	-	9,865
413002 EMPLOYEE ASSISTANCE PROGRAM	23,970	23,970	3,200	12,800	6,400	4,770
413003 TUITION ASSISTANCE	30,000	30,000	-	8,449	-	21,551
413100 FICA AND MEDICARE	1,555,100	1,558,021	104,759	874,154	-	683,867
413300 PERF/INPRS	2,630,197	2,630,197	189,612	1,586,302	-	1,043,895
413400 UNEMPLOYMENT COMPENSATION	20,000	23,463	1,551	16,477	3,385	3,601
413500 MEDICAL & DENTAL INSURANCE	4,737,323	4,738,247	288,069	2,456,003	12,504	2,269,740
413600 GROUP LIFE INSURANCE	39,729	39,729	2,835	21,471	-	18,258
PERSONAL SERVICES Total	29,454,382	29,499,876	2,033,152	16,998,910	24,040	12,476,925
SUPPLIES						
421500 OFFICE SUPPLIES - FAC/PURCH	710,120	615,626	13,973	158,366	159,365	297,895
421600 LIBRARY SUPPLIES	106,000	111,364	7,828	16,682	39,082	55,599
421700 DEPARTMENT OFFICE SUPPLIES	320,020	327,761	11,227	186,308	13,456	127,997
422210 GASOLINE	44,880	46,197	1,709	8,615	16,627	20,956
422250 UNIFORMS	8,160	12,360	-	1,683	5,012	5,665
422310 CLEANING & SANITATION	169,950	179,358	1,339	45,930	16,022	117,406
429001 NON CAPITAL FURNITURE & EQUIP	240,360	240,360	10,688	21,227	186,995	32,138
SUPPLIES Total	1,599,490	1,533,026	46,764	438,811	436,559	657,656
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	219,000	279,000	17,231	132,454	10,840	135,706
431500 CONSULTING SERVICES	278,320	621,212	39,779	228,611	134,824	257,777
432100 FREIGHT & EXPRESS	7,070	7,674	228	4,056	1,958	1,660
432200 POSTAGE	65,265	73,448	-	35,712	1,925	35,811
432300 TRAVEL	33,280	33,280	250	1,547	-	31,733
432400 DATA COMMUNICATIONS	278,400	278,400	24,596	186,096	-	92,304
432401 CELLULAR PHONE	10,890	10,890	878	6,648	-	4,242
432500 CONFERENCES	132,000	135,900	535	2,461	2,500	130,939
432501 IN HOUSE CONFERENCE	78,000	78,000	4,413	66,299	3,570	8,131
433100 OUTSIDE PRINTING	154,000	133,698	2,667	56,314	11,875	65,509
433200 PUBLICATION OF LEGAL NOTICES	1,810	1,810	108	992	-	818
434100 WORKER'S COMPENSATION	172,612	142,612	-	43,819	-	98,793
434200 PACKAGE	268,854	268,854	-	79,699	-	189,156
434201 EXCESS LIABILITY	11,514	11,514	-	8,039	-	3,476
434202 AUTOMOBILE	21,797	21,797	-	10,769	-	11,029
434500 OFFICIAL BONDS	1,112	1,112	-	-	-	1,112
434501 PUBLIC OFFICIALS & EE LIAB	17,798	17,798	-	9,008	-	8,790
434502 BROKERAGE FEE	20,000	20,000	-	10,000	-	10,000
435100 ELECTRICITY	1,236,709	1,359,751	75,970	532,603	685,252	141,896
435200 NATURAL GAS	167,793	189,305	5,391	88,829	42,670	57,805
435300 HEAT/STEAM	408,194	434,418	13,129	161,632	214,592	58,194
435400 WATER	87,574	94,034	4,370	30,243	56,216	7,574
435401 COOLING/CHILLED WATER	564,737	587,190	63,708	291,992	260,461	34,737
435500 STORMWATER	28,512	28,512	56	11,869	11,854	4,790
435900 SEWAGE	100,725	106,497	4,463	27,842	74,110	4,545
436100 REP & MAINT-STRUCTURE	746,361	735,691	26,567	291,817	294,872	149,002
436101 ELECTRICAL	487,437	550,371	11,866	167,676	189,846	192,849
436102 PLUMBING	102,000	103,025	2,650	31,205	16,359	55,461
436103 PEST SERVICES	35,700	38,646	-	9,957	16,989	11,700
436104 ELEVATOR SERVICES	139,740	165,931	-	134,570	28,210	3,151

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
436110 CLEANING SERVICES	1,176,936	1,256,067	91,267	633,841	427,599	194,628
436200 REP & MAINT-EQUIPMENT	221,340	227,326	2,472	104,165	28,700	94,461
436201 REP & MAINT-HEATING & AIR	476,340	518,452	14,924	171,057	149,803	197,592
436202 REP & MAINT -AUTO	64,260	67,431	5,889	24,388	8,047	34,996
436203 REP & MAINT-COMPUTERS	355,100	355,100	15,132	148,297	119,214	87,589
437200 EQUIPMENT RENTAL	86,908	86,908	4,699	44,902	14,098	27,908
437300 REAL ESTATE RENTAL	343,575	343,575	24,523	217,121	8,750	117,704
439100 CLAIMS, AWARDS, INDEMNITIES	25,750	25,750	-	-	-	25,750
439600 TRASH REMOVAL	71,404	74,293	4,725	58,058	16,069	166
439601 SNOW REMOVAL	419,910	443,284	-	235,600	46,509	161,175
439602 LAWN & LANDSCAPING	343,082	343,082	22,873	61,762	107,987	173,334
439800 DUES & MEMBERSHIPS	58,230	58,820	735	43,644	-	15,176
439901 COMPUTER SERVICES	366,100	440,600	2,649	143,550	58,054	238,996
439902 PAYROLL SERVICES	140,000	140,000	-	66,035	-	73,965
439903 SECURITY SERVICES	1,255,543	1,329,581	34,623	548,322	177,932	603,327
439904 BANK FEES/CREDIT CARD FEES	66,950	66,950	5,972	44,377	-	22,573
439905 OTHER CONTRACTUAL SERVICES	679,376	741,856	32,944	281,278	225,166	235,413
439906 RECRUITMENT EXPENSES	29,000	29,000	441	20,653	-	8,347
439907 EVENTS & PR	54,200	99,180	587	50,623	3,575	44,982
439910 PROGRAMMING	77,500	79,447	-	9,712	4,330	65,404
439911 PROGRAMMING-JUV.	150,000	151,963	330	17,170	1,657	133,137
439912 PROGRAMMING ADULT - CENTRAL	25,000	25,000	-	-	-	25,000
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,000	-	-	-	5,000
439930 MATERIALS CONTRACTUAL	3,100,000	3,592,780	251,693	2,139,285	492,780	960,715
451100 AUDIT FEES	15,000	30,000	-	-	15,000	15,000
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES TOTAL	15,483,708	17,061,815	815,335	7,726,599	3,964,192	5,371,024
CAPITAL						
443500 BUILDING	-	9,481	-	3,049	-	6,432
445100 CAPITAL - FURNITURE	-	30,200	-	8,113	11,762	10,325
445200 VEHICLES	-	42,257	42,257	42,257	-	-
445301 COMPUTER EQUIPMENT	270,500	262,300	66,475	66,475	163,938	31,888
449000 BOOKS & MATERIALS	3,160,296	3,228,883	339,204	1,614,709	68,587	1,545,587
449001 PERIODICALS & NEWSPAPERS	-	-	-	-	-	-
449200 ART & EXHIBITS	-	20,000	-	-	19,500	500
CAPITAL Total	3,430,796	3,593,122	447,936	1,734,603	263,787	1,594,731
EXPENSE Total	49,968,376	51,687,839	3,343,187	26,898,923	4,688,578	20,100,337

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

	Actual January	Actual February	Actual March	Actual April	Actual May	Actual June	Actual July	Actual August	Projected September	Projected October	Projected November	Projected December	Projected Y-T-D	Revised Budget	Variance
Beginning Balance	\$ 31,372,728	\$ 28,770,156	\$ 26,116,172	\$ 23,403,072	\$ 20,269,203	\$ 20,417,636	\$ 36,363,428	\$ 33,434,513	\$ 30,785,937	\$ 27,109,474	\$ 23,802,879	\$ 23,152,745	\$ 31,372,728	\$ 31,372,728	
Receipts:															
PROPERTY TAX	311000	-	-	1,011,209	2,765,965	16,731,874	-	-	-	928,523	3,181,295	12,942,028	37,560,895	36,247,481	1,313,414
PROPERTY TAX CAPS	311300	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E-RATE REVENUE	332200	16,128	14,414	14,414	14,414	24,139	60,188	14,414	35,945	14,642	14,642	14,842	166,430	327,310	298,260
FINANCIAL INSTITUTION TAX REV	335100	-	-	-	-	-	160,880	-	-	-	-	-	1,347,376	2,870,722	2,585,701
LICENSE EXCISE TAX REVENUE	335200	-	-	-	-	-	1,523,346	-	-	-	-	-	-	-	285,021
LOCAL OPTION INCOME TAX	335400	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	3,854,584	3,854,584	-
COUNTY OPTION INCOME TAX	335500	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	527,705
COMMERCIAL VEHICLE TAX REVENUE	335700	-	-	-	-	-	144,155	-	-	-	-	-	144,824	288,979	273,734
IN LIEU OF PROP. TAX	339000	-	-	-	-	-	10,619	-	-	-	-	-	13,768	24,386	29,440
COPY MACHINE REVENUE	347600	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC PRINTING REVENUE	347601	17,650	19,041	26,898	26,710	24,956	23,862	26,107	26,436	32,000	32,000	32,000	22,981	310,640	303,631
FAX TRANSMISSION REVENUE	347602	6,914	7,884	10,922	9,575	8,580	10,594	10,263	11,236	5,000	5,000	5,000	5,639	96,608	62,553
PROCTORING EXAMS	347603	-	25	4	131	26	77	100	15	400	400	400	669	2,247	3,469
PLAC. CARD DISTRIBUTION REVENUE	347604	-	-	-	-	20,257	-	-	-	-	-	-	20,257	55,000	(34,743)
USAGE FEE REVENUE	347605	40	-	20	20	20	120	40	-	500	500	500	520	2,280	2,520
SET-UP & SERVICE - TAXABLE	347606	-	-	-	200	-	980	2,650	250	1,750	1,650	1,750	1,750	10,980	17,888
SET-UP & SERVICE - NON-TAXABLE	347607	-	-	-	300	-	350	750	250	600	250	-	2,500	14,420	(11,920)
SECURITY SERVICES REVENUE	347608	-	(200)	-	120	-	600	1,530	480	1,110	660	270	120	4,690	19,784
EVENT SECURITY	347609	-	-	-	-	240	-	840	-	-	-	-	-	1,080	1,080
PARKING REVENUE	347610	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CAFE REVENUE	347620	235	154	153	273	239	230	404	554	1,109	231	283	201	4,067	10,000
CATERING REVENUE	347621	-	-	-	-	199	-	2,426	1,105	4,039	3,638	-	4,630	16,037	66,226
FINES	351200	5,300	5,657	10,485	9,943	9,376	12,000	10,038	10,934	10,000	10,000	10,000	113,734	153,000	(39,266)
OTHER CARD REVENUE	351201	65	-	65	455	130	260	260	585	195	195	-	-	2,210	1,163
HEADSET REVENUE	351202	99	107	141	144	174	258	308	238	300	230	230	2,458	5,708	(3,250)
USB REVENUE	351203	229	187	336	322	243	248	246	372	300	300	300	300	3,382	4,479
LIBRARY TOTIES	351204	2	21	69	73	105	200	82	81	70	70	70	70	912	(656)
MISCELLANEOUS REVENUE	360000	20	59	123	44	5,659	23	59	12,558	200	200	200	200	19,345	16,845
REVENUE ADJUSTMENT	360001	-	-	-	-	-	-	-	-	-	-	-	-	-	-
INTEREST INCOME	361000	3,797	3,235	3,412	3,320	3,402	3,224	2,707	2,702	3,000	3,000	3,000	3,000	37,799	90,000
FACILITY RTL REV - TAXABLE	362000	1,119	7,510	4,395	9,017	2,903	5,743	14,254	8,954	12,000	14,000	9,500	5,800	95,195	128,422
FACILITY RENTAL REV - NONTAX	362001	-	(1,575)	(1,925)	-	-	-	-	575	2,510	2,725	5,510	2,055	9,875	36,539
EQUIPMENT RENTAL REV - TAXABLE	362002	200	-	-	-	-	570	1,500	-	2,150	3,185	1,900	1,110	10,615	18,064
EQUIPMENT RENTAL REV - NONTAX	362003	-	-	-	-	-	-	-	450	500	-	-	300	1,250	2,353
FOUNDATION CONTRIBUTION	367000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER GRANTS	367004	-	-	-	-	-	-	-	225,000	-	-	-	-	225,000	225,000
TRANSFER IN	391000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SALE OF SURPLUS PROPERTY	392100	-	-	-	-	6,004	-	-	-	-	2,075	3,850	-	11,929	11,929
REFUNDS	396000	-	-	-	-	27,390	18,675	-	-	420	420	800	800	48,124	5,000
REIMBURSEMENT FOR SERVICES	399000	71,621	4,890	185	-	10,927	-	-	-	15,000	71,000	2,000	2,000	177,623	175,000
INSURANCE REIMBURSEMENTS	399001	-	-	-	-	-	-	-	-	-	-	-	-	200,000	(200,000)
Total Receipts	487,030	425,019	433,308	1,449,882	3,293,067	19,073,125	452,588	701,880	470,756	1,459,356	3,637,181	15,055,054	46,938,244	45,288,487	1,649,757
Expenditures:															
PERSONAL SERVICES & BENEFITS	41	2,010,731	2,240,418	1,985,043	2,824,513	1,967,224	1,940,637	1,997,192	2,033,152	2,220,735	3,088,800	2,220,735	2,223,235	26,752,414	29,499,876
SUPPLIES	42	45,318	48,724	51,912	38,991	52,233	87,684	67,185	46,764	181,858	181,858	188,268	188,268	1,172,653	1,687,573
OTHER SERVICES AND CHARGES	43	958,955	792,243	1,071,506	1,351,239	814,447	833,782	1,089,092	815,335	1,157,731	1,325,836	1,392,031	2,359,961	13,962,159	16,931,335
LIBRARY MATERIALS CAPITAL OUTLAY	44	74,598	1,325	105,787	301,013	311,900	264,682	227,362	447,936	586,894	169,457	492,691	567,476	3,551,122	3,551,122
Total Expenditures	3,089,602	3,082,709	3,214,249	4,515,757	3,145,804	3,126,785	3,380,830	3,343,187	4,147,219	4,765,951	4,287,315	5,338,940	45,438,348	51,669,906	6,231,559
Change in Payables/Petty Cash/Correction* Transfer Out	-	3,707	67,842	(67,994)	1,170	(548)	(672)	(7,270)	-	-	2,075	800	(3,765)	-	-
Ending Balance	\$ 28,770,156	\$ 26,116,172	\$ 23,403,072	\$ 20,269,203	\$ 20,417,636	\$ 36,363,428	\$ 33,434,513	\$ 30,785,937	\$ 27,109,474	\$ 23,802,879	\$ 23,152,745	\$ 32,868,858	\$ 32,868,858	\$ 24,991,310	

**Indianapolis-Marion County Public Library
Receipts & Disbursements
Month Ended August 31, 2021**

FUND	CASH AND	RECEIPTS	DISBURSEMENTS	CASH AND
	INVESTMENTS			INVESTMENTS
	7/31/2021			7/31/2021
101 Total Operating	33,434,514	701,880	3,350,456	30,785,937.49
104 Total Fines	(80)	55,533	55,533	(80.07)
226 Total Parking Garage	627,649	10,114	1,185	636,578.72
230 Total Grant	603,770	12,682	14,941	601,511.05
245 Total Rainy Day	4,569,222	190	190,168	4,379,244.09
270 Total Shared System	234,454	4,250	7,441	231,262.68
276 Total Cares Grant Fund	29,686	-	-	29,686.47
301 Total BIRF 1	720,544	192	(750)	721,485.98
321 Total BIRF 2	752,957	-	-	752,956.71
471 Total Library Improvement Reserve Fund	2,431,353	91	-	2,431,444.28
472 Total Construction	-	-	-	-
474 Total 2014 Multi-Branch Fac Improv	-	-	-	-
475 Total 2015 Bond RFID Books & Materials	155	-	-	155.33
476 Total 2016 Bond - Michigan Rd	3,986	-	-	3,986.47
477 Total 2017A Bond - Brightwood	18,719	-	-	18,718.68
478 Total 2017B Bond - Eagle	504,875	-	-	504,875.05
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	1,325,218	-	175,681	1,149,537.11
480 Total 2018 BBond - West Perry Branch	1,739,750	-	493,096	1,246,654.81
481 Total 2019 Bond - LAW WAY Renovation	11,457	-	-	11,456.96
482 Total 2020 Bond - Fac Renov Equip Acq	3,878,582	-	134,133	3,744,448.28
800 Total Gift	2,651,356	33,450	53,719	2,631,086.75
806 Total Payroll Liabilities	65,458	100,707	106,627	59,538.02
812 Total Foundation Agency Fund	705	693	-	1,398.53
813 Total Staff Association Agency Fund	31	-	-	31.00
814 Total Sales Tax Agency Fund	1,461	274	1,508	226.48
815 Total PLAC Card Revenue Agency Fund	20,902	4,745	-	25,646.80
Grand Total	53,626,724	924,801	4,583,737	49,967,788

Indianapolis Marion County Public Library
Status of the Treasury
Investment Report
Month Ended August 31, 2021

<u>Chase Savings Account</u>			<u>Previous Month's Chase Savings Account Activity</u>		
	Balance August 31, 2021	Interest Earned August 31, 2021		Balance July 31, 2021	Interest Earned July 31, 2021
Operating Fund	\$ 2,002,906	\$ 17	Operating Fund	\$ 2,002,889	\$ 17
Grant Fund	\$ 193,395	\$ -	Grant Fund	\$ 193,395	\$ -
Parking Garage	\$ 409,255	\$ 3	Parking Garage	\$ 409,252	\$ 3
Bond & Interest Redemption Fd	\$ -	\$ -	Bond & Interest Redemption Fd	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 13,386	\$ -	Bond & Interest Redemption Fd 2	\$ 13,386	\$ -
Rainy Day Fund	\$ 404,774	\$ 3	Rainy Day Fund	\$ 404,770	\$ 3
Gift Fund	\$ 82	\$ 2	Gift Fund	\$ 80	\$ 2
Total Chase Savings Account	\$ 3,023,797	\$ 25	Total Chase Savings Account	\$ 3,023,771	\$ 25

The average savings account rate for August was 0.01%

The average savings account rate for July was 0.01%

<u>Fifth Third Bank Investment Account</u>			<u>Previous Month's Fifth Third Bank Investment Account</u>		
	Balance August 31, 2021	Interest Earned August 31, 2021		Balance July 31, 2021	Interest Earned July 31, 2021
Library Improvement Reserve Fd	\$ 2,230,019	\$ 91	Library Improvement Reserve Fd	\$ 2,229,928	\$ 72
Rainy Day Fund	\$ 3,460,585	\$ 141	Rainy Day Fund	\$ 3,460,444	\$ 140
Total Fifth Third Bank	\$ 5,690,605	\$ 232	Total Fifth Third Bank	\$ 5,690,373	\$ 212

The average investment account rate for August was 0.05%

The average investment account rate for July was 0.04%

<u>Hoosier Fund Account Income</u>			<u>Previous Month's Hoosier Fund Account Income</u>		
	Balance August 31, 2021	Interest Earned August 31, 2021		Balance July 31, 2021	Interest Earned July 31, 2021
Operating Fund	\$ 8,678,850	\$ 2,361	Operating Fund	\$ 8,676,489	\$ 2,360
Rainy Day Fund	\$ 179,772	\$ 46	Rainy Day Fund	\$ 179,726	\$ 46
2017A Brightwood Project Fund	\$ -	\$ -	2017A Brightwood Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ 562,846	\$ -	2018B West Perry Project Fund	\$ 562,846	\$ -
2018A Multi-Project Fund	\$ 751,796	\$ -	2018A Multi-Project Fund	\$ 751,796	\$ -
Bond & Interest Redemption Fd	\$ 27,546	\$ 192	Bond & Interest Redemption Fd	\$ 27,355	\$ 192
2019 Lawrence/Wayne Project Fund	\$ -	\$ -	2019 Lawrence/Wayne Project Fund	\$ -	\$ -
Total Hoosier Fund Account	\$ 10,200,810	\$ 2,598	Total Hoosier Fund Account	\$ 10,198,212	\$ 2,598

The average Hoosier Fund account rate for August was 0.30%

The average Hoosier Fund account rate for July was 0.30%

<u>TrustIndiana</u>			<u>Previous Month's TrustIndiana</u>		
	Balance August 31, 2021	Interest Earned August 31, 2021		Balance July 31, 2021	Interest Earned July 31, 2021
Operating Fund	\$ 6,427,486	\$ 320	Operating Fund	\$ 6,427,166	\$ 325
2015 RFID Project Fund	\$ -	\$ -	2015 RFID Project Fund	\$ -	\$ -
2017A Brightwood Project Fund	\$ -	\$ -	2017A Brightwood Project Fund	\$ -	\$ -
2017B Eagle Project Fund	\$ 370,223	\$ -	2017B Eagle Project Fund	\$ 370,223	\$ -
2018B West Perry Project Fund	\$ -	\$ -	2018B West Perry Project Fund	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -	Bond & Interest Redemption Fd 2	\$ 90,897	\$ -
Bond & Interest Redemption Fd	\$ 450,251	\$ -	Bond & Interest Redemption Fd	\$ 450,251	\$ -
Total TrustIndiana Account	\$ 7,338,857	\$ 320	Total TrustIndiana Account	\$ 7,338,538	\$ 325

The average TrustIndiana account rate for August was 0.05%

The average TrustIndiana account rate for July was 0.05%

<u>U. S. Bank</u>			<u>Previous Month's U.S. Bank</u>		
	Balance August 31, 2021	Interest Earned August 31, 2021		Balance July 31, 2021	Interest Earned July 31, 2021
Operating Fund	\$ 1,053,351	\$ 5	Operating Fund	\$ 1,053,346	\$ 4
Total U. S. Bank	\$ 1,053,351	\$ 5	Total U. S. Bank	\$ 1,053,346	\$ 4

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

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

Indianapolis-Marion County Public Library
Fund 301 and 321 - Bond and Interest Funds - Detailed Income Statement
Month Ended August 31, 2021

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	14,136,876	14,136,876	-	7,761,507	-	6,375,369
Property Taxes Total	14,136,876	14,136,876	-	7,761,507	-	6,375,369
Intergovernmental						
335100 FINANCIAL INSTITUTION T	97,302	97,302	-	46,425	-	50,877
335200 LICENSE EXCISE TAX REVE	810,160	810,160	-	437,751	-	372,409
335700 COMMERCIAL VEHICLE TAX	89,302	89,302	-	41,598	-	47,704
339000 IN LIEU OF PROP. TAX	8,521	8,521	-	3,798	-	4,723
Intergovernmental Total	1,005,285	1,005,285	-	529,572	-	475,713
Miscellaneous						
361000 INTEREST INCOME	-	-	192	2,233	-	(2,233)
Miscellaneous Total	-	-	192	2,233	-	(2,233)
REVENUES Total	15,142,161	15,142,161	192	8,293,312	-	6,848,849
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	14,750	14,750	(750)	2,250	-	12,500
438100 PRINCIPAL	15,385,000	15,385,000	-	10,250,000	-	5,135,000
438200 INTEREST	1,467,665	1,467,665	-	889,806	-	577,859
Other Services and Charges Total	16,867,415	16,867,415	(750)	11,142,056	-	5,725,359
EXPENSES Total	16,867,415	16,867,415	(750)	11,142,056	-	5,725,359

Indianapolis-Marion County Public Library
Fund 245 - Rainy Day Fund - Detailed Income Statement
Month Ended August 31, 2021

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	30,000	30,000	190	2,704	-	27,296
MISCELLANEOUS Total	30,000	30,000	190	2,704	-	27,296
REVENUE Total	30,000	30,000	190	2,704	-	27,296
EXPENSE						
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	100,000	35,361	7,001	46,677	-	(11,316)
431200 ENGINEERING & ARCHITECTURAL	400,000	1,670,295	178,936	1,087,568	583,377	(650)
431500 CONSULTING SERVICES	-	94,560	4,232	56,052	38,508	-
433200 PUBLICATION OF LEGAL NOTICES	-	220	-	370	-	(150)
438400 ISSUANCE COSTS	-	-	-	113	-	(113)
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES TOTAL	500,000	1,800,436	190,168	1,190,779	621,885	(12,228)
CAPITAL						
441000 LAND	1,000,000	1,000,000	-	934,968	-	65,032
443500 BUILDING	1,500,000	212,164	-	-	-	212,164
CAPITAL Total	2,500,000	1,212,164	-	934,968	-	277,196
EXPENSE Total	3,000,000	3,012,600	190,168	2,125,747	621,885	264,968

Indianapolis-Marion County Public Library
Fund 471 - Library Improvement Reserve Fund - Detailed Income Statement
Month Ended August 31, 2021

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	20,000	20,000	91	1,175	-	18,825
MISCELLANEOUS Total	20,000	20,000	91	1,175	-	18,825
REVENUE Total	20,000	20,000	91	1,175	-	18,825
EXPENSE						
OTHER SERVICES AND CHARGES						
436100 REP & MAINT-STRUCTURE	-	28,441	-	28,441	-	-
OTHER SERVICES AND CHARGES TOTAL	-	28,441	-	28,441	-	-
CAPITAL						
444501 COMPUTER SOFTWARE	-	133,362	-	2,550	130,812	-
CAPITAL Total	-	133,362	-	2,550	130,812	-
EXPENSE Total	-	161,803	-	30,991	130,812	-

Indianapolis-Marion County Public Library
Fund 226 - Parking Garage - Detailed Income Statement
Month Ended August 31, 2021

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	120,000	120,000	10,057	61,770	-	58,230
347611 EVENTS PARKING	8,000	8,000	-	2,090	-	5,910
CHARGES FOR SERVICES Total	128,000	128,000	10,057	63,860	-	64,140
MISCELLANEOUS						
360001 REVENUE ADJUSTMENT	-	-	54	46	-	(46)
361000 INTEREST INCOME	1,000	1,000	3	40	-	960
MISCELLANEOUS Total	1,000	1,000	57	86	-	914
REVENUE Total	129,000	129,000	10,114	63,946	-	65,054
EXPENSE						
SUPPLIES						
421200 PRINTER SUPPLIES	2,000	2,000	-	199	-	1,801
421500 OFFICE SUPPLIES - FAC/PURCH	6,000	6,000	-	751	-	5,249
422310 CLEANING & SANITATION	100	100	-	-	-	100
SUPPLIES Total	8,100	8,100	-	951	-	7,149
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	5,000	5,000	-	4,033	-	968
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	-	7,000	-	5,000
432200 POSTAGE	100	100	-	-	-	100
432400 DATA COMMUNICATIONS	6,000	6,000	20	2,842	-	3,158
434201 EXCESS LIABILITY	7,000	7,000	-	2,738	-	4,262
436100 REP & MAINT-STRUCTURE	15,000	15,000	-	3,600	-	11,400
436110 CLEANING SERVICES	8,000	8,000	-	-	-	8,000
436200 REP & MAINT-EQUIPMENT	8,000	8,000	-	49	-	7,951
436201 REP & MAINT-HEATING & AIR	123,062	146,124	-	-	23,062	123,062
439904 BANK FEES/CREDIT CARD FEES	7,000	7,000	265	1,132	-	5,868
439905 OTHER CONTRACTUAL SERVICES	52,000	52,000	900	24,434	-	27,566
OTHER SERVICES AND CHARGES TOTAL	243,162	266,224	1,185	45,826	23,062	197,336
CAPITAL						
445300 CAPITAL - EQUIPMENT	184,446	322,781	-	128,746	13,049	180,985
CAPITAL Total	184,446	322,781	-	128,746	13,049	180,985
EXPENSE Total	435,708	597,105	1,185	175,523	36,111	385,470

Indianapolis-Marion County Public Library
Fund 270 - Shared System - Detailed Income Statement
Month Ended August 31, 2021

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347640 SHARED SYSTEM REVENUE	-	-	4,250	95,014	-	(95,014)
CHARGES FOR SERVICES Total	-	-	4,250	95,014	-	(95,014)
REVENUE Total	-	-	4,250	95,014	-	(95,014)
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	62,942	62,942	4,842	41,154	-	21,788
413100 FICA AND MEDICARE	4,815	4,815	339	2,876	-	1,939
413300 PERF/INPRS	8,938	8,938	-	5,156	-	3,782
PERSONAL SERVICES Total	76,695	76,695	5,181	49,186	-	27,509
SUPPLIES						
421600 LIBRARY SUPPLIES	5,000	4,641	1,573	1,883	1,366	1,393
SUPPLIES Total	5,000	4,641	1,573	1,883	1,366	1,393
OTHER SERVICES AND CHARGES						
431500 CONSULTING SERVICES	5,000	5,000	-	-	-	5,000
432300 TRAVEL	1,500	1,500	-	-	-	1,500
432501 IN HOUSE CONFERENCE	250	250	-	-	-	250
439901 COMPUTER SERVICES	916	1,916	-	120	1,250	546
439907 EVENTS & PR	500	500	-	-	-	500
439909 REIMBURSEMENT FOR SERVICES EXP	75,000	75,000	-	-	-	75,000
439930 MATERIALS CONTRACTUAL	14,000	14,000	-	9,488	-	4,512
OTHER SERVICES AND CHARGES TOTAL	97,166	98,166	-	9,608	1,250	87,308
EXPENSE Total	178,861	179,502	6,754	60,677	2,616	116,210

Indianapolis-Marion County Public Library
Fund 800 & 230 - Gift and Grant - Detailed Income Statement
Month Ended August 31, 2021

	MTD	YTD
REVENUE		
MISCELLANEOUS		
334700 GRANTS - LSTA	12,680	12,680
334720 GRANTS - STATE	-	2,288
360000 MISCELLANEOUS REVENUE	-	179
360001 REVENUE ADJUSTMENT	-	-
361000 INTEREST INCOME	2	19
367000 FOUNDATION CONTRIBUTION	33,450	1,985,140
367002 FOUNDATIONS - DESIGNATED GIFTS	-	-
367004 OTHER GRANTS	-	289,338
396000 REFUNDS	-	-
399000 REIMBURSEMENT FOR SERVICES	-	(4,795)
MISCELLANEOUS Total	46,132	2,284,849

REVENUE Total	46,132	2,284,849
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EXPENSE		
00005012 - AQUARIUM MAINTENANCE MULTI-BRANCH	962	3,631
00015001 - CENTRAL UNRESTRICTED GIFT	-	-
00015007 - CBLC CENTER FOR BLACK LIT & CULTURE	14,390	73,511
00045001 - IRVINGTON UNRESTRICTED GIFT	-	295
00055001 - BRIGHTWOOD UNRESTRICTED GIFT	-	34
00065001 - DECATUR UNRESTRICTED GIFT	-	54
00075001 - EAGLE UNRESTRICTED GIFT	-	61
00095001 - E. WASHINGTON UNRESTRICTED GIFT	-	164
00125001 - HAUGHVILLE UNRESTRICTED GIFT	36	36
00135001 - LAWRENCE UNRESTRICTED GIFTS	-	773
00145001 - NORA UNRESTRICTED GIFTS	1,402	1,569
00155001 - PIKE UNRESTRICTED GIFTS	-	-
00155005 - PIKE AQUARIUM	-	930
00165001 - GARFIELD PARK UNRESTRICTED GIFTS	-	251
00185001 - SPADES PRK UNRESTRICTED GIFTS	-	592
00195001 - WAYNE UNRESTRICTED GIFTS	88	125
00215001 - FRANKLIN RD UNRESTRICTED GIFTS	-	961
00285001 - BEECH GROVE UNRESTRICTED GIFTS	-	34
00405001 - CEO UNRESTRICTED GIFTS	-	5,327
00405010 - DIGITAL ENCYCLOPEDIA OF INDPLS DEOI	-	355,730
00425002 - LIBRARY MATERIALS MEMORIAL FUND	-	(1,443)
00425003 - LIBRARY MATERIALS ESTATE GIFTS	-	26,664
00425010 - LILLY CITY DIGITIZATION	-	61,935
00425015 - LSTA DIGITIZING LA VOZ DE INDIANA	-	10,680
18015015 - CURVESIDE RIDE - LEARNING CURVE	-	-
18015018 - #CODECAFE AT CENTRAL MAKERSPACE	-	-
18055010 - GROW WITH GOOGLE	-	23,132
18085010 - NE CORRIDOR COMMUNITY READERS E38	-	-
18245013 - POCKET PARK STORYWALK TCM	-	-
18465011 - SCHOOL LIBRARY CARDS	-	10,901

Indianapolis-Marion County Public Library
Fund 800 & 230 - Gift and Grant - Detailed Income Statement
Month Ended August 31, 2021

	MTD	YTD
19155001 - LAUNDROMAT PROGRAMMING PIKE	-	169
19420515 - COMMUNITY CORE COLLECTION CMSA	-	1,434
19425022 - SIMON LOVE OF READING	-	180
20005010 - TEEN ADVISORY GRP MULTI-BRANCH	-	327
20005012 - READY TO READ 2020	-	5
20005013 - SUMMER READING PROGRAM 2020	-	2,300
20005014 - CAREER CENTER 2020	-	185
20005026 - TEEN SPACES MULTI-BRANCH	-	1,102
20005027 - ADULT BOOK DISCUSSIONS MULTI-BRANCH	-	130
20005028 - CODING & TECH FOR ADULTS MULTI BRAN	-	2,185
20015016 - SIMPLE AFFORDABLE PLANT BASED COOKI	-	182
20015032 - CONSERVATION PRESERVATION CENTRAL	-	500
20015033 - ISCR LECTURE SERIES CENTRAL	-	500
20015035 - LGBTQ+ ORAL HISTORY PROJECT	-	6,000
20065010 - ART FOR FAMILIES DECATUR	-	332
20065011 - STEAM PRESCHOOL STORYTIME DECATUR	-	56
20125011 - HVL DEVICE LENDING EXPANSION	13,807	39,365
20225010 - SNACKS & STORIES WARREN	-	324
20275010 - MICHIGAN ROAD BRANCH ART	-	3,000
20425010 - GENERAL DIGITIZATION 2020	-	7,764
20425011 - MARION CTY INTERNET LIBRARY 20-21	-	500
20425015 - ANTI-RACISM BOOKS	1,624	14,016
20425017 - AXIS 360 HIGH SCHOOL EBOOKS	1,634	51,361
20425018 - AXIS 360 COVID EXPANSION EBOOKS	14,203	38,702
20455011 - LUNCH AND LEARN PDA	-	1,000
20455023 - 100 BOOKS BEFORE GRADUATION	-	2,542
20455024 - CIVIC SWITCHBOARD	-	8,450
20455028 - TEEN COMMUNITY BOOK CLUBS	-	2,650
20455030 - FOLKLORIC DANCE DEMOS	-	1,000
20465011 - BRANDED GIVEAWAYS	-	6,076
21005010 - FREE COMIC BOOK DAY 2021	200	200
21005013 - SUMMER READING PROGRAM 2021	9,273	145,110
21005016 - ADULT SUMMER READING PROGRAM	472	9,539
21005026 - TEEN ZONE WRN IRV PIK	-	28
21005029 - INDYPL SEED LIBRARY	1,345	2,528
21005033 - MENTAL HEALTH AND WELL BEING	-	683
21005036 - PRESCHOOL PACKAGED PROGRAMS	100	3,834
21005037 - CONCERT SERIES	-	10,450
21005038 - MONUMENT CIRCLE BOOK STATION TO CEN	-	20,000
21005039 - ON THE ROAD TO READING R2R	4,672	4,672
21015011 - NONPROFIT WORKSHOPS AT CENTRAL	-	1,500
21015016 - SIMPLE AND AFFORDABLE PLANT BASED C	-	364
21015037 - CENTRAL LIBRARY BOOK CLUB	-	(91)
21015038 - POP UP COMPUTER LAB CEN/E38	1,470	(2,147)
21085018 - ZINE COLLECTION	-	1,240

Indianapolis-Marion County Public Library
Fund 800 & 230 - Gift and Grant - Detailed Income Statement
Month Ended August 31, 2021

	MTD	YTD
21085022 - GRAB AND GO CRAFTS E38	35	420
21135010 - ADULT BOOK DISCUSSIONS - LAW	-	242
21135011 - CULTURE HISTORY AND SOCIETY LAW	-	575
21225010 - SNACKS AND STORIES	27	27
21225013 - EXPRESS YOURSELF	10	10
21225015 - TEEN GAMING AND ART	-	61
21225016 - FANDOM AT THE LIBRARY	-	37
21295010 - WEST PERRY GRAND OPENING	64	963
21415015 - THE PUBLIC COLLECTION ART STRATEGIE	-	1,909
21425011 - INDYPL HISTORIC DOCUMENT DIGITIZATI	629	629
21425014 - GENERAL DIGITIZATION 2021	-	3,283
21425021 - BRANCHES MAGAZINE DIGITIZATION PROJ	-	-
21455010 - MEET THE ARTIST XXXIII 2021 ALL STA	-	15,480
21455014 - CAREER CENTER	400	2,283
21455018 - FIT LIT BOOK DISCUSSION AND LECTURE	-	613
21455028 - TEEN COMMUNITY BOOK CLUBS	-	22
21455032 - DUNGEONS AND DRAGONS CLUB	-	-
21455034 - INTERNATIONAL FESTIVALS AND CELEBRA	-	974
21455035 - YA AUTHOR VISITS	-	1,500
21455038 - ANIMAL PROGRAMS	-	-
21455039 - SUMMER WORKSHOPS	2,668	10,933
EXPENSE Total	69,511	1,006,150

**Indianapolis-Marion County Public Library
Summary of Construction Fund Cash Balances
Month Ended August 31, 2021**

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 475 - Restricted - RFID Project	155.33
Fund 476 - Restricted - Michigan Road Project	3,986.47
Fund 477 - Restricted - Brightwood Project	18,718.68
Fund 478 - Restricted - Eagle Project	504,875.05
Fund 479 - Restricted - Multiple Projects	1,144,226.99
Fund 480 - Restricted - West Perry Project	487,526.57
Fund 481 - Restricted - Lawrence/ Wayne Projects	11,456.96
Fund 482 - Restricted - Multiple Projects II	3,744,448.28
Total Construction Fund Cash Balances	<u>5,915,394.33</u>

Construction Fund Classification Breakdown

Fund 475 - Restricted - RFID Project	155.33
Fund 476 - Restricted - Michigan Road Project	3,986.47
Fund 477 - Restricted - Brightwood Project	18,718.68
Fund 478 - Restricted - Eagle Project	504,875.05
Fund 479 - Restricted - Multiple Projects	1,144,226.99
Fund 480 - Restricted - West Perry Project	487,526.57
Fund 481 - Restricted - Lawrence/ Wayne Projects	11,456.96
Fund 482 - Restricted - Multiple Projects II	3,744,448.28
Total Construction Fund Breakdown	<u>5,915,394.33</u>

Summary of Classifications

Total Restricted	5,915,394.33
Total Assigned	0.00
Total of All Classifications	<u>5,915,394.33</u>

Summary of Project Activity

PROJECT	* ADJUSTED ORIGINAL BUDGET	CURRENT MONTH	CURRENT YEAR	PROJECT TO DATE	OPEN P.O.	UNEXPENDED
* Fund 475 - Restricted - RFID Project	2,000,000.00	0.00	0.00	1,999,844.67	155.33	0.00
* Fund 476 - Restricted - Michigan Road Project	7,719,554.17	0.00	2,834.50	7,715,567.70	0.00	3,986.47
* Fund 477 - Restricted - Brightwood Project	6,100,000.00	0.00	19,053.75	6,081,281.32	3,393.08	15,325.60
* Fund 478 - Restricted - Eagle Project	7,800,000.00	0.00	18,825.18	7,295,124.95	28,503.00	476,372.05
* Fund 479 - Restricted - Multiple Projects	5,000,000.00	175,784.31	483,517.31	3,855,773.01	17,218.22	1,127,008.77
* Fund 480 - Restricted - West Perry Project	9,600,000.00	507,898.36	4,288,945.43	9,112,473.43	355,823.17	131,703.40
* Fund 481 - Restricted - Lawrence/ Wayne Projects	3,183,628.84	0.00	41,498.94	3,172,171.88	1,083.20	10,373.76
* Fund 482 - Restricted - Multiple Projects II	5,349,512.62	134,133.27	1,496,006.29	1,605,064.34	293,338.92	3,451,109.36
Total Expenditures	<u>46,752,695.63</u>	<u>817,815.94</u>	<u>6,350,681.40</u>	<u>40,837,301.30</u>	<u>699,514.92</u>	<u>5,215,879.41</u>

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

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



Board Action Request

5b

To: IMCPL Board

Meeting Date: September 27, 2021

From: Finance Committee

**Approved by the
Library Board:** September 27, 2021

Effective Date: September 27, 2021

Subject: Resolution 46-2021 – Transfer Between Classifications and Accounts

Recommendation: Library staff recommends Board approval of the transfer.

Background: The transfer in the Operating fund is to shift funds from e-books to print books for adult non-fiction titles, assisting a need for more copies of print books than e-books in this area. Purchases from these funds will focus on additional purchases of diversity titles.

Strategic/Fiscal Impact: This change has no impact on the total budget for 2021 as the funds are moving from one account to another.



Board Resolution

5b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 46-2021
TRANSFER BETWEEN CLASSIFICATIONS AND ACCOUNTS
September 27, 2021**

WHEREAS, certain conditions have developed since the Adoption of the 2021 Annual Budget,

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

BE IT RESOLVED that the following transfer and re-appropriation be made via:

OPERATING FUND

Decrease

FROM:

3. OTHER SERVICES & CHARGES 10126120-439930 MATERIALS CONTRACTUAL \$ (95,000.00)

Increase

TO:

4. CAPITAL OUTLAY 10126120-449000 BOOKS & MATERIALS \$ 95,000.00



Board Action Request

6a

To: IMCPL Board **Meeting Date:** September 27, 2021

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

Effective Date: September 27, 2021

Subject: Resolution 47-2021
Approval to award the service contract for Climate Assessment and Improvement Process

Background:

The IndyPL Board Diversity, Policy and Human Resources Committee was tasked with identifying service providers with capacity and qualifications for conducting an organizational climate assessment and improvement process analysis for the Library. The Committee identified experienced practitioners and sought proposals from those practitioners identified. The Committee sought proposals from practitioners whose combination of experience, processes, and personnel will provide a comprehensive process that incorporates nearly 600 employees as well as all stakeholders, including the Board, administration, employee union and association, patrons and any other stakeholders appropriate to the process. The goal of the project is to assess, analyze and inform the Board on improving climate and effecting change in furtherance of a more welcoming and supportive place for patrons and staff, and with the additional objective of informing the impending CEO search and providing insight for Board governance opportunities.

The Committee received proposals from five (5) service providers including:

1. Black Women Wise Women, LLC
2. Ice Miller LLP
3. Whatever It Takes Consulting, Inc.
4. Performance 3, LLC
5. Great Lakes Equity Center – Indiana University School of Education-IUPUI.

Following receipt of the proposals from the identified service providers, the Committee heard presentations from all the providers over the course of two (2) Committee meetings, and the Committee also provided follow-up questions to the providers for which responses were received and considered. A tabulation sheet of the Proposals is attached to this document.

The Committee considered the following criteria for the selection process:

1. Demonstrated track record in preparing, planning, coordination and support for similar assessment and improvement identification services sought;
2. Proven capabilities in performing and delivering the services for similarly sized organizations;
3. Appropriate resources to satisfy the requirements for the services sought;
4. Comprehensive process approach;
5. Processes for confidentiality of information gathered;
6. Demonstrated track record in overall client satisfaction;
7. Proposed overall cost;
8. Diversity of the proposed project team; and
9. Any other criteria considered relevant by the Committee.

Recommendation:

Based on a review and consideration of all Proposals, responses to questions, and presentations by all responding providers, the IndyPL Board Diversity, Policy and Human Resources Committee recommends Board approval for the attached action (Resolution 47-2021) to award a contract for a climate assessment and improvement process analysis to **Ice Miller LLP**.

Strategic/Fiscal Impact: The Services cost of \$100,000 will be funded from the Operating Fund.



Matrix for Comparison and Evaluation of Climate Improvement Process (CIP) Vendors (v9.26.2021)

	Black Women Wise Women (BW3)	Ice Miller	Whatever It Takes (WIT)*	Performance 3	Great Lakes^^
Diversity Within Vendor Team	No	Yes	?	?	Yes
Estimated Cost	\$22,000	\$100,000	\$20,000	\$27,000	\$12,936
Implementation Included	No	No	Yes, limited	No	No
Additional Cost of Implementation If Not Included	Unknown	Unknown	Unknown for more extensive implementation assistance	Unknown	Unknown
Estimated Timeline (Days)	60-70	90-120	60-70	90-120	30-60(?)
Areas of Analysis and Deliverables Included:					
Recruitment		X			
Compensation Structure		X			
Performance Evaluation		X			
Retention/Development		X			
Personnel Policies	X	X			
Vendor and Consultant Recruitment		X			
Workplace Culture		X			
Employee Demographics		X			
Staff Survey	X	X	X	X	X
External Stakeholders Survey/Focus Groups	X	X	X		X
Staff Focus Groups	X	X	X	X	X
Board Focus Groups	X	X	X	X	X
Current Training	X	X			
Consideration of Current Strategic Plan in Designing CIP Goals	X	X		X	
Comprehensive Report Provided	X	X	X	X	X(?)
Identification of Group/Committee Responsible for Executing Process		X	X^	X**	
Programs	X				
Communications	X				
Includes Training				X	

*WIT's proposal seems like more of a general proposal for strategic planning and does not address many of the items needed for the CIP.

^Since WIT's proposal is directed more toward strategic planning, this is referred to as a "Planning Team." An assumption there would be an analogous body for a CIP is being made here.

**Group/Committee, or collection of "champions," is identified by P3 once the new strategies are selected and additional cost is determined.

^^Great Lakes proposal contains the least amount of details compared with the other four (4) possible vendors. Therefore, the full extent of their execution and deliverables is unclear.

Vendor Responses to Follow-up Questions

	Follow Up Question	Black Women Wise Women (BW3)	Ice Miller	Whatever It Takes (WIT)	P3	Great Lakes
1	Please describe your project team and the diversity of the team, commenting on the ability to include multiple perspectives in the communication and collection of information during the process.	Two PhDs (seemingly) homogenous in both race and gender, data collection to include diverse perspectives of IndyPL's climate	Diverse in subject matter expertise and BIPOC and LGBTQ+ representation	Diverse group of consultants in gender, age, ethnicity, religion, sexual orientation, and experience Utilizes consensus model	Contractors with 60 years combined experience, diverse in race, age, skill, knowledge base, and diversity of thought	No specifics about team for this engagement; Ensures diversity of project staff, multiple perspectives in communication and collection of information, and the design of recommendations and activities with and for partners.
2	How will you create the survey(s) used in the engagement to ensure that the questions align with IPL operations and organization-specific consideration?	Meetings with various staff, committees, and Board members	Use previous IndyPL surveys, review industry publications, utilize Racial Equity Climate Study Action Team	Answer not provided	Collaborative and iterative with Board input only	Initial focus group with Board, and IPL DPHR Committee and surveys will be informed by the IPL's most recent strategic plan, emphasize IPL's Values and Strategic Priorities of Racial Equity, Adaptability, Partnerships, Communication, Diversity, and Inclusiveness
3	What is the approach that you would take with respect to confidentiality aspects of undertaking any survey? How do you propose to do a survey that will ensure anonymity?	Survey administration, scrubbing of PII, erasure of any PII after report completion, aggregate to ensure anonymity	Survey administration options, review impact of collecting potentially identifying info, transparent communication to IndyPL staff regarding survey	Environmental analysis, Stakeholder Input Analysis, culture(?) analysis, will work with HR Committee, appropriate disaggregation to limit identifiers	Discussion with Board, communication with staff, use only themes from data	Recorded sessions will be secured by password protection and dual authentication Pseudonyms for focus group participants; unique identifiers for online survey recipients.
4	What indemnification (i.e., insurance) policy do you have that would apply to this engagement with The Library?	Policy in place (not sure if previously provided via email)	Previously provided via email	Previously provided via email	Previously provided via email	IU's liability insurance applies to faculty and staff engaged in university- and job-related duties.
5	Does your plan include the provision of training as part of the engagement? If so, what specific training will be offered and does your firm have certification for the training?	No, training is not included, no certifications	No, but would work with IndyPL to fulfill needs by collaborating with training partners	Training is an option but would need to be determined after initial analysis and would be additional(?). Certification not specified	Yes, Executive Coaching, Intercultural Development Inventory Assessment, Diversity Training, Focus Groups, Lean Six Sigma Certified in all trainings	Our original plan does not include training. Training, is a possibility as part of a separate or revised agreement between the parties.

	Follow Up Question	Black Women Wise Women (BW3)	Ice Miller	Whatever It Takes (WIT)	P3	Great Lakes
6	Can you give us an breakdown of estimates cost for your proposed services, to show specific estimated costs for:	Review process - \$5,500 Data collection - \$11,000 Co-led implementation meetings - \$4,125	Survey/interviews/focus groups - \$35,000 Analysis and Reporting - \$30,000 Implementation activities - \$25,000 Other proposed services - \$10,000 Total estimated project cost - \$100,000	IndyPL-specific estimated costs not provided	Launch - \$900 Survey admin - \$6,000 Readiness assess - \$700 Communications - \$300 Interviews - \$2,500 Focus groups - \$4,250 Data analysis - \$2,500 IDI - \$2,500 Training - \$5,250 Eval and Sustain - \$2,400	Dr. Thorius 10 days FTE; fringe - \$6,316 Dr. Skelton 5 days FTE; fringe - \$2,868 Doctoral research assistant 10 days FTE - \$1,000 Ms. Richardson (Office Mgr) 1 day FTE - fringe: \$252 IRDS deliverable based services: \$2500 TOTAL: \$12,936
7	What percentage of your project would you say is virtual and what would be in person application/interaction with participants?	95+% virtual	40% in-person 60% virtual	Yet to be determined	40% in-person 60% virtual	100% virtual for data collection activities Potential for reporting to board to be in-person with proper protocol (masks/distancing)
8	Please describe the expected timeline of your proposed engagement, assuming that the Library Board will make a decision at its meeting on September 27, and including time for execution of the contract and preliminary engagement activities.	Material and Report Review – Oct 15-29 HR Committee Meeting – Oct 18th and 25 th Develop and admin. Survey – Nov 1 – Jan 15 Final report – Jan 9 (week of)	Planning and Preparation – 4-6 weeks Research and Information Gathering – 8 weeks Research Findings and Report – 4 weeks Completion – Jan 2022	Start – Oct 4 Environmental Analysis – Oct 11 Survey complete – Nov 1 Focus groups – Dec 3 Report – Dec 13 Action planning and implementation – begin Jan 1 with implementation support for 1 year	Survey administration by late Jan/early Feb Post assessment implementation would require additional timeline	Sept 27-Oct 4, contract execution; Design and facilitate 2 focus groups-Oct 5-Oct 18 - Refine and disseminate online survey Oct 19-Nov 5 -Data analysis, key themes, and recommendations Nov 8-Dec 6 – Report to board
9	Please provide a copy of your standard engagement agreement. The Library will be guided by the advice of counsel on the format of the agreement. Although the library may not commit to use your standard agreement, it may be helpful to the process.	Previously provided via email	Previously provided via email	Previously provided via email	Previously provided via email	Previously provided via email
10	If you have worked with the Library before, please describe the nature and dates of the work.	No	No	No	Yes, implicit bias training, survey, facilitation of executive retreat	No



Board Resolution

6a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 47 – 2021

APPROVAL TO AWARD A SERVICE CONTRACT FOR A CLIMATE ASSESSMENT AND IMPROVEMENT PROCESS FOR INDIANAPOLIS MARION COUNTY PUBLIC LIBRARY

WHEREAS, it is the desire of the Indianapolis-Marion County Public Library (“Library”) to conduct an organizational climate assessment and improvement process analysis with a goal of improving the climate and effecting change in furtherance of a more welcoming and supportive place for patrons and staff; and

WHEREAS, the Library Diversity, Policy and Human Resources Committee (“HR Committee”) was charged with identifying qualified service providers for performing the assessment and improvement analysis process, and requested proposals and quotes from five identified providers engaged in performing the services with a goal of seeking qualifications for vendors whose combination of experience, processes and personnel will perform an impartial and comprehensive climate assessment and improvement study and process for the Library; and

WHEREAS, the Library received five (5) proposals from qualified vendors, and the HR Committee reviewed the responses, considered references, held discussions with the vendors, and met to determine a recommended vendor; and

WHEREAS, the Library HR Committee has determined that Ice Miller LLP is the vendor that best meets the criteria identified and determined by the Committee, and recommends the Library award the contract to Ice Miller LLP; and

WHEREAS, the HR Committee also recommends that the consultants who were not selected be considered for continued or new engagement in the implementation and training phase of the climate improvement process depending on and subject to the recommendations for improvement and training that may result from the climate assessment and improvement process analysis project; and

WHEREAS, the Board of Trustees has reviewed and considered the vendor selection recommendation of the HR Committee and deems it in the interest of the Library to approve the award the services contract to Ice Miller LLP.

IT IS THEREFORE RESOLVED that the Board of Trustees approves the selection of Ice Miller LLP to perform the climate assessment and improvement process analysis and provide the scope of services as outlined in the Proposal of Ice Miller LLP received August 31, 2021, as supplemented by its written response to questions received September 17, 2021, and authorizes the Interim Chief Executive Officer to negotiate and enter into a contract with Ice Miller LLP upon the terms and conditions the Interim Chief Executive Officer deems necessary or advisable based on the recommendations of Library legal counsel.

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

AYE

NAY

ATTEST: _____
Secretary of the Board



Board Action Request

7a

To: IndyPL Board

Meeting Date: September 27 2021

From: Facilities Committee

Approved by
The Library Board:

Effective Date:

Subject: Resolution 48-2021
Authorization to Sell Real Estate Located at 3325 Lowry Road
Indianapolis, Indiana

Recommendation:

The IndyPL Board Facilities Committee recommends Board approval for the attached action (Resolution 48-2021) to Sell Real Estate Located at 3325 Lowry Road to **James D. Dixon III dba Dixon Memorial Chapel and Cremation Services (“James D. Dixon III”)**, Indianapolis, Indiana consistent with the terms and conditions of the attached real estate purchase agreement.

Background:

At the direction of the Library Board under Resolution 35-2020, the CEO has negotiated and executed a purchase agreement for the sale of the old Eagle Branch Library property. A previous offer had been approved by the Library Board under Resolution 11-2021, however at the completion of the due diligence period, the previous proposed sale was terminated. The property was then remarketed and IndyPL received an offer for the property of \$200,000.00. A duly noticed Public Hearing to consider the sale of the Property will be held on September 27, 2021 during the Regular Library Board Meeting as advertised. Following the Public Hearing, the Board will consider the action to authorize the sale of the Property.

Strategic/Fiscal Impact:

By selling the property to James D. Dixon III, IndyPL divests itself of a non-library asset and receives the market value for the property. In addition, IndyPL will no longer need to provide utilities, monitoring services, maintenance services, or insurance on the property, thereby eliminating these expenses. The sale will also return the parcel to the property tax roll.



Board Resolution

7a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 48-2021

AUTHORIZATION TO SELL REAL ESTATE LOCATED AT 3325 LOWRY ROAD, INDIANANPOLIS, INDIANA

SEPTEMBER 27, 2021

WHEREAS, pursuant to Indiana Code 36-1-11 et seq., the Indianapolis-Marion County Public Library Board of Trustees per Resolution 35-2020 authorized the Chief Executive Officer of the Library (“CEO”), to solicit competitive public bids for the property located at 3325 Lowry Road, Indianapolis, Indiana (“Property”) and to negotiate and execute the resulting purchase agreement from the public bidding process; and

WHEREAS, following a notice and request for bids after a period of at least sixty (60) days, no bids were received; and

WHEREAS, in accordance with the advertised notice and the provisions of Indiana Code 36-1-11-4(g), the CEO has entered into a brokerage agreement with a licensed broker; and

WHEREAS, a previous offer on the Property obtained by the broker had been reviewed and approved by the Library Board, but such transaction was not able to be completed; and

WHEREAS, after remarketing the Property for sale following the termination of the previous transaction, the CEO has received an offer for the Property of two-hundred thousand dollars (\$200,000.00); and

WHEREAS, the CEO negotiated and executed a purchase agreement for the sale of the property to James D. Dixon III dba Dixon Memorial Chapel and Cremation Services (“James D. Dixon III”), which agreement is attached hereto as Exhibit A, and which agreement is recommended by the CEO and the Library Board Facilities Committee for approval by the Board; and

WHEREAS, the Library Board of Trustees held a duly noticed public hearing to consider the sale of the Property to James D. Dixon III pursuant to the terms of the real estate purchase agreement executed by the CEO.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 48-2021

AUTHORIZATION TO SELL REAL ESTATE
LOCATED AT 3325 LOWRY ROAD,
INDIANANPOLIS, INDIANA

IT IS THEREFORE RESOLVED that based on a review of the agreement and the information from and recommendation of the CEO and the Library Board Facilities Committee, the Library Board of Trustees deems it in the best interest of the Library to authorize, and does hereby authorize, the CEO to proceed with the sale of the Property at 3325 Lowry Road, Indianapolis, Indiana to James D. Dixon III consistent with the terms and conditions of the real estate purchase agreement attached hereto as Exhibit A; and

IT IS FURTHER RESOLVED that the Library Board authorizes the CEO to have prepared and to execute all documents necessary for the sale and transfer of the Property to James D. Dixon III, with the form of which and such modifications thereto as the CEO may approve, such approval to be conclusively evidenced by the CEO's execution thereof.

Adopted this 27th day of September, 2021.

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

AYE

NAY

ATTEST:

Secretary of the Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 48-2021

**AUTHORIZATION TO SELL REAL ESTATE
LOCATED AT 3325 LOWRY ROAD,
INDIANANPOLIS, INDIANA**

**EXHIBIT A
PURCHASE AGREEMENT FOR THE
3325 LOWRY ROAD PROPERTY**

Listing Broker (Co.) Carpenter, REALTORS® (MBRCARP30) By Jackie Deppe (MBR35234)
office code individual code
Selling Broker (Co.) FRONT PORCH REAL ESTATE (FTRE05) By Nicole Lloyd (20833)
office code individual code



PURCHASE AGREEMENT
COMMERCIAL-INDUSTRIAL REAL ESTATE

For use only by members of the Indiana Association of REALTORS®

DATE: August 23, 2021

- 1 **A. PARTIES:** Marion County Public Library
2 _____ ("Seller")
3 agrees to sell and convey to James D. Dixon III dba Dixon Memorial Chapel and Cremation Services
4 _____ ("Buyer")
5 and Buyer agrees to buy from Seller the following property for the consideration and subject to the following:
- 6 **B. PROPERTY:** The property is commonly known as _____
7 3325 Lowry Rd, Indianapolis, IN 46222-1240
8 in Wayne Township, Marion County, Indianapolis Indiana, 46222-1240
9 including all buildings and permanent improvements and fixtures attached owned by Seller; all privileges, easements and
10 appurtenances pertaining thereto including any right, title and interest of Seller in and to adjacent streets, alleys, rights-of-way,
11 leases, rents, security deposits, licenses and permits with respect to the property, trade name, and warranties or guaranties
12 relating to the property being sold, and any personal property specified herein; all of the above referred to as the "Property," the
13 legal description of which is (attached as Exhibit "A") (described as follows): Lafayette Highlands Lot 11
14 _____
15 _____; subject to exact determination by survey pursuant to Paragraph J.
16 **The following items of personal property are INCLUDED in the sale:** all desk, chairs, tables, and kitchen equipment
17 _____
18 **All other personal property and the following additional items are EXCLUDED from the sale:** _____
19 _____
- 20 **C. PRICE:** The purchase price shall be Two Hundred Thousand Dollars
21 (\$ 200,000.00) U.S. Dollars, payable (in cash at closing) (in accordance with the terms and conditions in this
22 Agreement).
- 23 **D. EARNEST MONEY:** Buyer submits \$ 2,000.00 U.S. Dollars as Earnest Money to be held by listing agent
24 _____ as Escrow Agent within 2 days of execution and
25 receipt of this Agreement by both parties. If Buyer fails for any reason to timely submit Earnest Money, Seller may
26 terminate this Agreement upon notice to Buyer prior to Escrow Agent's receipt of the Earnest Money. The Earnest Money
27 shall be applied to the purchase price at closing unless returned to Buyer, released to Seller, or otherwise disbursed in
28 accordance with this Agreement. The Escrow Agent is not a party to this Agreement and does not assume or have any liability for
29 performance or non-performance of any party. Before the Escrow Agent has any obligation to disburse the Earnest Money in the
30 event of dispute, Escrow Agent has the right to require from all parties a written release of liability of the Escrow Agent,
31 termination of the Agreement and authorization or court order to disburse the Earnest Money. If the Escrow Agent is the Listing
32 Broker ("Broker") described above, Broker shall be absolved from any responsibility to make payment to the Seller or Buyer
33 unless the parties enter into a Mutual Release or a Court issues an Order for payment, except as permitted in 876 IAC 8-2-2
34 (release of earnest money). Upon notification that Buyer or Seller intends not to perform, Broker holding the earnest money may
35 release the Earnest Money as provided in this Agreement. If no provision is made in this Agreement, Broker may send to Buyer
36 and Seller notice of the disbursement by certified mail of the intended payee of the Earnest Money. If neither Buyer nor Seller
37 enters into a mutual release or initiates litigation within sixty (60) days of the mailing date of the certified letter, Broker may
38 release the Earnest Money to the party identified in the certified letter. Buyer and Seller agree to hold the Broker harmless from
39 any liability, including attorney's fees and costs, for good faith disbursement of Earnest Money in accordance with this Agreement
40 and licensing regulations.
- 41 **E. ADDITIONAL PROVISIONS:** Included in this Agreement are the following addenda: (Place an "X" on the appropriate line or
42 lines)
43 _____ Financing Addendum _____ Feasibility Study Addendum
44 _____ Leased Property Addendum _____ Exchange Addendum
45 Zoning/Governmental Approval Addendum _____ Representations & Warranties of Seller Addendum
46 _____ Alternative Dispute Resolution Addendum _____ Lead-Based Paint Disclosure Addendum
47 Addendum to Purchase Agreement
- 48 **F. CLOSING:** The closing of the sale shall take place at (the Title Company) (Dixon Memorial Chapel
49 _____) on or before November 30, 2021 or within n/a days after
50 the end of both the Inspection Period and any of the periods described in any of the above referenced Addenda which are part of
51 this Agreement, whichever is later, (the "Closing Date") or this Agreement shall terminate unless the Closing Date is changed in
52 writing by Seller and Buyer, or otherwise extended pursuant to this Agreement.
- 53 **G. POSSESSION:** The possession of the Property shall be delivered to Buyer, subject to the rights of tenants in possession, if any, in
54 its present condition, ordinary wear and tear excepted, on the Closing Date. Seller shall maintain the Property, including
_____ (office use only)

55 fixtures, equipment and any included personal property in its present condition until possession is delivered to Buyer.

56 H. REAL ESTATE TAXES: (Check paragraph 1, 2, or 3 below)

- 57 1. **Current Year (Lien Basis in Arrears) Indiana Customary Proration:** The taxes assessed for the current year, due and
- 58 payable in the year following closing, shall be prorated between Seller and Buyer on a calendar year basis as of the day
- 59 immediately prior to the Closing Date. All taxes assessed for any prior calendar year and remaining unpaid shall also be paid
- 60 by Seller.
- 61 2. **Prior Year (Cash Basis) Proration When Taxes Are Paid:** The taxes assessed for the year prior to closing, due and
- 62 payable during the year of closing, shall be prorated between Seller and Buyer on a calendar year basis as of the day
- 63 immediately prior to the Closing Date. Buyer shall be responsible for all taxes assessed for the current year due and payable
- 64 in the year following closing.
- 65 3. **Installment Basis:** Buyer will assume and pay all taxes on the Property beginning with the tax installment due and
- 66 payable on _____, _____, and all taxes due thereafter. Seller shall pay all taxes for the Property
- 67 due and payable before such tax installment not assumed by Buyer.

68 For Purposes of 1, 2, and 3 above:

- 69 (A) If the tax rate or assessment for taxes assessed or payable in the year of closing has not been determined as of the
- 70 Closing date, the assessment or rate shall be assumed to be the same as the most recent assessment or rate.
- 71 (B) Taxes which are Seller's responsibility and not yet due as of the Closing Date, shall be credited against the purchase
- 72 price or cash portion thereof payable by Buyer at closing, and Seller shall have no further liability for such taxes.
- 73 (C) All taxes due and payable on or prior to the Closing Date and shall be paid at or before closing and charged at closing to
- 74 the responsible party.
- 75 (D) Buyer shall have the right to assume control and responsibility of all real estate tax appeals, and any rebates, refunds or
- 76 credits shall be prorated between Seller and Buyer as of the Closing Date.
- 77 (NOTE: The succeeding year's tax bill for recently constructed buildings or following reassessment periods may
- 78 greatly exceed the last tax bill available to the closing agent.)

79 I. **INSURANCE AND RISK OF LOSS:** Seller shall maintain replacement cost (if available) or actual cash value "all risk"

80 insurance on the Property through the Closing Date. Seller's insurance shall be canceled as of the Closing Date and Buyer

81 shall provide its own insurance thereafter. Risk of loss by damage or destruction to the Property prior to the closing shall be

82 borne by Seller. In the event any damage or destruction is not fully repaired prior to closing, Buyer, at its option, may either

83 terminate this Agreement or elect to close the transaction, in which event Seller's right to all insurance proceeds not yet

84 applied to repair of the damage or destruction shall be assigned in writing by Seller to Buyer at closing. Seller shall reimburse

85 Buyer at closing for any insurance deductible.

86 J. **CONDITIONS TO CLOSING:** Buyer's obligations under this Agreement are conditioned upon satisfaction of each of the

87 following items which are for the Buyer's benefit and may be waived by Buyer at Buyer's sole discretion within _____ days from

88 the last date between Seller and Buyer of this Agreement or any counter-offers (the "Inspection Period").

89 1. **Title Commitment:** A commitment for title insurance (the "Commitment") issued by a reputable title insurance company

90 selected or approved by Buyer (the "Title Company") showing marketable title in Seller's name shall be ordered by

91 (Seller) (Buyer) promptly upon acceptance of this Agreement and shall be delivered to Buyer within 14 days

92 after mortgage approval. At Buyer's request, legible copies of all recorded instruments

93 affecting the Property or recited as exceptions in the Commitment shall also be delivered.

94 2. **Survey:** A survey shall be ordered promptly upon acceptance of this Agreement and shall be furnished at (Seller's)

95 (Buyer's) expense within 10 days after mortgage approval. It shall be prepared by a

96 licensed Indiana surveyor selected or approved by Buyer, shall comply with requirements for ALTA Surveys, including

97 optional requirements from Table A, shall reflect whether the Property is located in a designated flood zone area and shall be

98 certified to Buyer, the Title Company and Buyer's lender.

99 3. **Title and Survey Approval:** If Buyer has an objection to items disclosed in the Commitment or the survey, Buyer shall

100 make written objections to Seller within 14 days after receipt of both the Commitment and survey. Upon the

101 expiration of such period, any item not objected to by Buyer or subsequently approved by Buyer in writing shall be

102 deemed a permitted exception ("Permitted Exception"). If Buyer makes objections, Seller shall have thirty (30) days from

103 the date the objections are made to cure the same, and the Closing Date shall be extended, if necessary. Seller agrees

104 to utilize its best efforts and reasonable diligence to cure any objections, but only to the extent necessary to convey

105 marketable title. If the objections are not satisfied within the time period, Buyer may either terminate this Agreement and

106 receive a refund of the Earnest Money or waive the unsatisfied objections and close the transaction.

107 4. **Inspections: (Check paragraph (A) and/or (B) or paragraph (C) below)** Unless Buyer waives inspections under

108 paragraph (C), Buyer shall have determined that the Property has no unacceptable, adverse environmental or physical

109 condition as provided below.

110 (A) **Environmental Assessment:** A Phase I environmental site assessment ("Phase I") on the Property shall be ordered

111 by (Seller) (Buyer) promptly upon acceptance of this Agreement at (Seller's) (Buyer's) expense from a

112 reputable, qualified engineer, acceptable to Buyer. The Phase I shall be conducted in accordance with current ASTM

113 standards unless otherwise agreed and may also include at Buyer's option the following matters:

- 114 (1) an investigation for the presence of asbestos, radon, lead or polychlorinated biphenyls (PCBs) on the Property;
- 115 and/or
- 116 (2) an investigation to determine if the Property is located in any regulated or protected area under the jurisdiction of
- 117 the U.S. Army Corps of Engineers, the U.S. Environmental Protection Agency, the Indiana Department of
- 118 Environmental Management, the Indiana Department of Natural Resources, the U.S. Fish and Wildlife Service or
- 119 any other federal, state or local agency.

120 If Buyer does not make a written objection to any problem(s) revealed in the report within _____ days of

_____ (office use only)

121 _____, the Property shall be deemed to be acceptable. If Buyer determines that the
 122 environmental condition is unsatisfactory, Seller shall have a reasonable period of time, not to exceed _____
 123 days, to remediate the condition to Buyer's satisfaction and the Closing Date shall be extended, if necessary. If
 124 Seller fails or refuses to remediate, Buyer may either terminate this Agreement and receive a refund of the Earnest
 125 Money or waive its objection and close the transaction.

126 (B) **Physical Inspections:** Promptly upon acceptance of this Agreement, all physical inspections shall be ordered at
 127 (Seller's) (Buyer's) expense. Inspections shall be made by qualified inspectors or contractors, selected or
 128 approved by Buyer, with written reports delivered to Seller and Buyer. Inspections may include but are not limited to
 129 the following: heating, cooling, electrical, plumbing, roof, walls, ceilings, floors, foundation, basement, crawl space,
 130 mold, water, storm and waste sewer, well/septic, geotechnical, other: _____. If Buyer,
 131 in its reasonable discretion, believes that an inspection report reveals a major defect in or with the Property, Buyer
 132 shall report such defect in writing to Seller within _____ days of _____. If Buyer does not
 133 make a written objection to any problem(s) revealed in the report(s) within such time period, the Property shall be
 134 deemed acceptable to Buyer. Seller shall have a reasonable period of time, not to exceed _____ days, to repair
 135 any such major defect to Buyer's reasonable satisfaction and the Closing Date shall be extended, if necessary. If
 136 Seller fails or refuses to repair, Buyer may either terminate this Agreement and receive a refund of the Earnest Money
 137 or waive its objection and close the transaction.

138 (C) **Waiver of Inspections:** BUYER HAS BEEN MADE AWARE THAT INDEPENDENT INSPECTION DISCLOSING THE CONDITION OF THE
 139 PROPERTY ARE AVAILABLE, AND BUYER HAS BEEN AFFORDED THE OPPORTUNITY TO REQUIRE SUCH INSPECTIONS AS A CONDITION
 140 OF THIS AGREEMENT. HOWEVER, BUYER WAIVES THE RIGHT TO OBTAIN INSPECTIONS AND RELIES UPON THE CONDION OF THE
 141 PROPERTY BASED UPON BUYER'S OWN EXAMINATION AND RELEASES SELLER AND LISTING AND SELLING BROKER(S) FROM ANY
 142 AND ALL LIABILITY RELATING TO ANY PROBLEM, DEFECT OR DEFICIENCY AFFECTING THE PROPERTY, WHICH RELEASE SHALL
 143 SURVIVE THE CLOSING.

144 Buyer and its agents shall have the right to enter upon the Property upon reasonable advance notice and make all inspections
 145 provided for herein. Buyer shall restore any damage to the Property resulting from the entry of Buyer or its agents and shall
 146 indemnify, defend and hold harmless Seller as to any injury to persons or damage to their property resulting from the
 147 negligence of Buyer or its agents in conducting their activities on the Property.

148 **K. PRORATIONS AND SPECIAL ASSESSMENTS:** Interest on any debt assumed or taken subject to, any rents, all other
 149 income and ordinary operating expenses of the Property, including but not limited to, public utility charges, shall be prorated as
 150 of the day prior to the Closing Date. Any special assessments applicable to the Property for municipal improvements made to
 151 benefit the Property prior to the date of acceptance of this Agreement shall be paid by Seller at or before closing. At closing,
 152 Buyer will assume and agree to pay all special assessments for municipal improvements which are completed after
 153 acceptance of this Agreement.

154 **L. SALES EXPENSES:** All sales expenses are to be paid in cash prior to or at the closing as follows in addition to the other items
 155 described in this Agreement.

ITEM	(Check the applicable party who pays)	
	Seller	Buyer
158 1. Release of existing loans and recording releases	X	_____
159 2. Closing Fee	X	_____
160 3. Preparation of Deed and Vendor's Affidavit	X	_____
161 4. New or assumed loan fees	_____	X
162 5. Title search fee	X	_____
163 6. Title Policy Premium-Owner	X	_____
164 7. Title Policy Premium-Lender	_____	X
165 8. Other Title Company Costs	X	_____

167 **M. DEFAULT:** If Buyer breaches this Agreement, Seller may seek any remedy provided by law or equity, or terminate this
 168 Agreement and receive the Earnest Money as liquidated damages. If Seller breaches this Agreement, Buyer may terminate
 169 this Agreement and receive a refund of the Earnest Money, or Buyer may seek specific performance or any other remedy
 170 provided by law or equity. In the event of Seller default, Seller shall immediately be obligated to pay all brokerage
 171 commissions that would have been paid had this transaction closed. In the event of Buyer default, commissions may also be
 172 due and payable pursuant to the terms of the applicable brokerage agreements.

173 **N. DUTIES OF BUYER AND SELLER AT CLOSING:**

174 1. At the closing, Seller shall deliver to Buyer, at Seller's sole cost and expense, except as otherwise provided in this
 175 Agreement, the following:

176 (A) A duly executed and acknowledged _____ **warranty** _____ Deed conveying marketable title in fee simple to all of
 177 the Property, free and clear of any and all liens, encumbrances, conditions, easements, assessments, reservations and
 178 restrictions, except Permitted Exception(s);

179 (B) A pro-forma Owner's Policy of Title Insurance or marked up title commitment (the "Title Policy") issued by the Title
 180 Company in the amount of the purchase price, dated as of closing, insuring Buyer's fee simple title to the Property to be
 181 marketable subject only to the Permitted Exception(s), and deleting the standard printed exceptions contained in the usual
 182 form of the Title Policy;

183 (C) An executed Vendor's Affidavit in form acceptable to the Title Company;

184 (D) A Bill of Sale, duly executed by Seller, containing warranties of title, conveying title, free and clear of all liens, to any
 185 personal property specified in Paragraph B;

186 (E) An assignment, duly executed by Seller, of leases, prepaid rents, security deposits, and trade name, and to the extent
 _____ (office use only)

- 187 assignable, licenses and permits, warranties or guarantees, and to the extent agreed to be assumed by Buyer, all service,
- 188 maintenance, management or other contracts relating to the ownership or operation of the Property. Such assignment
- 189 shall include an indemnity from Seller in favor of Buyer with respect to all claims and obligations arising under such leases
- 190 and contracts prior to the Closing Date. If Buyer does not agree to assume any such contract, then Seller shall deliver
- 191 evidence of termination of such contract at closing and shall indemnify Buyer as to all claims and obligations thereunder;
- 192 (F) A current rent roll duly certified by Seller and any security or tenant deposits, if applicable;
- 193 (G) Evidence of its capacity and authority for the closing of this transaction;
- 194 (H) Certification establishing that no federal income tax is required to be withheld under the Foreign Investment and Real
- 195 Property Tax Act, or consent to withhold tax from the proceeds of sale as required, unless it is established that the
- 196 transaction is exempt;
- 197 (I) All other executed documents necessary to close this transaction.
- 198 **2. At the closing, Buyer shall perform, at Buyer's sole cost and expense, except as otherwise provided in this**
- 199 **Agreement, the following:**
- 200 (A) Pay the cash portion of the purchase price in the form of a cashier's check (if the Purchase Price is under \$10,000) or other immediately
- 201 available funds. If purchase price is \$10,000 or more, the funds shall be wired unconditionally to closing agent's escrow account;
- 202 (B) Execute any note(s) and mortgage(s) and cause the funds to be made available to the closing agent for disbursement;
- 203 (C) Provide evidence of its capacity and authority for the closing of this transaction;
- 204 (D) Provide to Buyer's lender any title policy as required by the holder(s) of the mortgage(s);
- 205 (E) An assumption agreement by Buyer (which may be included in Seller's assignment pursuant to Paragraph N.1(E) above) with respect to
- 206 leases assigned to Buyer and contracts, if any, which Buyer has agreed to assume. Such assumption agreement shall include an indemnity from
- 207 Buyer in favor of Seller as to claims and obligations arising under such leases and contracts assumed by Buyer from and after the Closing
- 208 Date;
- 209 (F) Execute all other documents necessary to close this transaction.
- 210 **O. CONDEMNATION:** Seller shall promptly notify Buyer in writing of the commencement of any condemnation proceedings against any portion of
- 211 the Property. If such condemnation proceedings are commenced, Buyer, at its option, may (1) terminate this Agreement by written notice to Seller within
- 212 seven (7) days after Buyer is advised of the commencement of condemnation proceedings, or (2) appear and defend in any condemnation
- 213 proceedings, and any award shall, at Buyer's election, (a) become the property of Seller and reduce the purchase price by the same amount or (b) shall
- 214 become the property of Buyer and the purchase price shall not be reduced.
- 215 **P. MISCELLANEOUS:**
- 216 **1.** Any notice required or permitted to be delivered shall be deemed received when personally delivered or when confirmed as received by
- 217 facsimile (with a copy sent by United States mail), express courier or United States mail (postage prepaid, certified and return receipt requested)
- 218 addressed to Seller or Buyer or their designee at the address set forth below the signature of each party.
- 219 **2.** This Agreement shall be construed in accordance with the laws of the State of Indiana.
- 220 **3.** Time is of the essence. Time periods specified in this Agreement and any addenda are calendar days and shall expire at 11:59 p.m. of the
- 221 date stated unless the parties agree otherwise in writing.
- 222 **4.** This Agreement is binding upon and for the benefit of the parties' respective heirs, administrators, executors, legal representatives,
- 223 successors, and assigns. No assignment of this Agreement shall release a party from liability for its obligations hereunder.
- 224 **5.** If any provision contained in this Agreement is held invalid, illegal, or unenforceable in any respect, the invalidity, illegality,
- 225 or unenforceability shall not affect any other provision.
- 226 **6.** This Agreement constitutes the entire agreement of the parties and cannot be changed except by their written consent.
- 227 **7.** By signing below, the parties to this transaction acknowledge receipt of a copy of this Agreement and give their permission
- 228 to a Multiple Listing Service or other advertising media, if any, to publish information regarding this transaction.
- 229 **8.** Broker(s) may refer Buyer or Seller to other professionals, service providers or product vendors, including lenders, loan
- 230 brokers, title insurers, escrow companies, inspectors, surveyors, engineers, consultants, environmental inspectors and
- 231 contractors. Broker(s) has no responsibility for the performance of any service provider and/or inspector. Buyer and
- 232 Seller are free to select providers/inspectors other than those referred or recommended to them by Broker(s).
- 233 **9.** Buyer discloses to Seller that Buyer is licensed and holds License # _____ . Seller discloses to
- 234 Buyer that Seller is licensed and holds License # _____ .
- 235 **10.** Where the word "Broker" appears, it shall mean "Licensee" as provided in I.C. 25-34.1-10-6.8.
- 236 **11.** Any party who is the prevailing party against any other party in any legal or equitable proceeding relating to
- 237 this Agreement shall be entitled to recover court costs and reasonable attorney fees from the non-prevailing party.
- 238 **12.** The parties agree that this Agreement may be transmitted between them electronically or digitally. The parties intend that
- 239 electronically or digitally transmitted signatures constitute original signatures and are binding on the parties. The original
- 240 document shall be promptly executed and/or delivered. This Agreement may be executed simultaneously or in two or
- 241 more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same
- 242 instrument.
- 243 **13.** Each person executing this Agreement on behalf of a party represents and warrants that he or she has been authorized by all
- 244 necessary action to execute and deliver this Agreement on behalf of such party.

(office use only)

245 Q. FURTHER CONDITIONS (List any additional provisions): closing on the property is contingent on the approval by the
 246 Marion County Public Library Board of Trustees.
 247 _____
 248 _____
 249 _____
 250 _____
 251 _____
 252 _____
 253 _____
 254 _____
 255 _____
 256 _____
 257 _____
 258 _____
 259 _____
 260 _____
 261 _____
 262 _____
 263 _____
 264 _____

265 R. CONSULT YOUR ADVISORS: Buyer and Seller acknowledge they have been advised that, prior to signing this document,
 266 they should seek the advice of an attorney for the legal or tax consequences of this document and the transaction to which it
 267 relates. In any real estate transaction, it is recommended that you consult with a professional, such as a civil engineer,
 268 environmental engineer, or other person, with experience in evaluating the condition of the property, including the possible
 269 presence of asbestos, hazardous and/or toxic materials and underground storage tanks.

270 S. CONFIRMATION OF AGENCY RELATIONSHIPS: Buyer and Seller acknowledge that each has received agency office policy
 271 disclosures, had agency explained and now confirm their agency relationships. Buyer and Seller further acknowledge that
 272 they understand and accept agency relationships involved in this transaction.

273 T. TERMINATION OF OFFER: Unless accepted by Seller and delivered to Buyer by _____ 12:00 _____ (A.M.) (P.M.)
 274 (Noon), the _____ 3rd _____ day of _____ September _____, 2021, this Purchase Agreement
 275 will be null and void and all parties shall be released of any and all liability or obligations.

276 _____
 277 James D. Dixon III dba Dixon Memorial Chapel and Cremation 09/01/2021
 278 BUYER'S SIGNATURE _____ DATE _____ BUYER'S SIGNATURE _____ DATE _____
 279 James D. Dixon III dba Dixon Memorial Chapel and Cremation Service LLC
 280 PRINTED _____ PRINTED _____
 281 _____
 282 (AREA CODE) TELEPHONE NUMBER/FAX NUMBER _____ (AREA CODE) TELEPHONE NUMBER/FAX NUMBER _____
 283 _____
 284 BUYER'S ADDRESS FOR NOTICE PURPOSES _____

ACCEPTANCE OF PURCHASE AGREEMENT

287 SELLER'S RESPONSE: (Check appropriate paragraph number):

288 On September 1, 2021, at 2:00 A.M. P.M. Noon EST
 289

290 1. The above offer is Accepted.
 291

292 2. The above offer is Rejected.
 293

294 3. The above offer is Countered. See Counter Offer. Seller should sign both the Purchase Agreement and the Counter Offer.
 295

296 _____ 9/1/21 _____
 297 SELLER'S SIGNATURE _____ DATE _____ SELLER'S SIGNATURE _____ DATE _____
 298 John Helling
 299 PRINTED _____ PRINTED _____
 300 317-275-4001
 301 (AREA CODE) TELEPHONE NUMBER/FAX NUMBER _____ (AREA CODE) TELEPHONE NUMBER/FAX NUMBER _____
 302 2450 N. Meridian St, Indianapolis, IN 46208
 303 SELLER'S ADDRESS FOR NOTICE PURPOSES _____



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ZONING/GOVERNMENTAL APPROVAL ADDENDUM
COMMERCIAL - INDUSTRIAL REAL ESTATE

For use only by members of the Indiana Association of REALTORS®

1 Date: August 27, 2021

3 This Addendum is attached to and made a part of the Purchase Agreement dated August 23, 2021, on the
4 Property commonly known as 3325 Lowry Rd in
5 Marion County, Indianapolis, Indiana 46222-1240.

7 Buyer's performance under the Purchase Agreement is conditioned upon the following which are for the Buyer's benefit and may
8 be waived by the Buyer, at Buyer's sole discretion: (Check the applicable paragraph letter below)

10 [] A. ZONING: Buyer shall have _____ days from the date of acceptance of the Purchase Agreement to determine
11 whether the Property is finally and unconditionally zoned for Buyer's intended uses and purposes as _____

12 with all necessary classifications, variances, permissions and exceptions required for such use. If the Property or any part
13 thereof is not suitably zoned, or if variances from the existing zoning classifications are required by Buyer, and Buyer
14 determines that such rezoning or variance(s) is feasible, Buyer shall have the right to have the zoning classification or
15 requirements changed at Buyer's expense and to take such action, including the filing of petitions for rezoning or for
16 variance of zoning requirements, as Buyer deems necessary. Buyer shall have _____ days from the
17 date of _____ to obtain such changes, and Buyer shall proceed diligently.

19 [] B. PERMITS: Buyer shall have _____ days from the date of acceptance of the Purchase Agreement to determine:

- (1) whether all permits, consents, permissions, and other approvals (including, without limitation, curb cuts and access
permits, environmental and ecological approvals and permits from the Environmental Protection Agency and any similar
state agency, subdivision plat approvals, site plan approvals and permits to connect all utilities which Buyer desires or
requires to service the Property) required or desired by Buyer to be obtained from all federal, state or local governmental,
municipal, public or other officials, authorities, bodies and agencies have been obtained; or
(2) to Buyer's reasonable satisfaction that the same are readily obtainable, in order to permit Buyer's intended use and
development of the Property.

29 Seller shall cooperate with Buyer, and upon Buyer's request, shall furnish to Buyer all available information relevant to the above
30 matters, shall execute whatever applications, petitions, plats, instruments or other documents that are necessary, and take
31 whatever action is necessary, to assist Buyer in obtaining the rezoning, variances, permits, consents and approvals, all at no
32 expense to Seller. If the conditions set forth above are not satisfied or waived in writing within the applicable time frame, or any
33 written extension thereof, Buyer may either terminate the Purchase Agreement and a receive refund of the Earnest Money or waive
34 the unsatisfied condition(s) and close the transaction.

36 C. ADDITIONAL PROVISIONS: called and spoke with Genisis with the zoning department of Marion county and was
37 informed the location is zoned a C1 which is the appropriate code for a funeral home, no zoning change required

41 Authentication 08/31/2021
42 James D. Dixon III dba Dixon Memorial Chapel and Cremation
43 BUYER'S SIGNATURE DATE

44 [Signature] 9/1/21
45 SELLER'S SIGNATURE DATE

46 James D. Dixon III dba Dixon Memorial Chapel and Cremation
47 PRINTED

48 [Signature]
49 PRINTED

50 BUYER'S SIGNATURE DATE

51 SELLER'S SIGNATURE DATE

52 PRINTED

53 PRINTED



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Form #F10. Copyright IAR 2021





FINANCING ADDENDUM
COMMERCIAL - INDUSTRIAL REAL ESTATE

For use only by members of the Indiana Association of REALTORS®

1 Date: August 23, 2021

2 This Addendum is attached to and made a part of the Purchase Agreement dated August 23, 2021, on the
3 Property commonly known as 3325 Lowry Rd in
4 Marion County, Indianapolis, Indiana 46222-1240
5

6 Buyer's performance under the Purchase Agreement is conditioned upon Buyer's ability to obtain financing as described below:
7 (Check the applicable paragraph(s) below)
8
9

10 A. THIRD PARTY FINANCING: Buyer shall obtain a written loan commitment from a third party in an amount not less than
11 \$ 200,000.00 U.S. Dollars payable over a term not less than 30 years with an interest rate not to exceed
12 () () % per annum (X) (current market rate). Provided that Buyer makes every reasonable effort to obtain a loan
13 commitment, if a loan commitment has not been obtained within 60 days from the date of acceptance, the
14 Purchase Agreement shall terminate. In the event a loan commitment is obtained but not funded without fault of Buyer, the
15 Purchase Agreement shall be null and void and all deposits returned to Buyer less the expenses of title work, survey and
16 attorney fees, all not to exceed \$ n/a U.S. Dollars, incurred by Seller to the date of cancellation of this transaction.

17 B. SELLER FINANCING:

18 1. Principal Amount: Seller shall provide financing in the principal sum of \$ U.S. Dollars.

19 2. Type of Financing: The form of the transaction shall be: (Check the applicable paragraph letter below)

20 () (a) Installment Sale Contract: The parties shall execute an installment sale contract at closing. Forfeiture provisions
21 are to be released by Seller when Buyer has paid more than \$ U.S. Dollars or
22 % of the purchase price. The installment sale contract shall not be recorded. At closing, the parties
23 shall sign a suitable
24 memorandum of the installment sale contract in recordable form.

25 () (b) Note and Mortgage: At closing, Buyer shall execute a promissory note to Seller secured by a mortgage of the
26 Property.

27 3. Interest Rate: _____

28 4. Payment Schedule: [Check Paragraph Letter (a), (b) or (c)]

29 () (a) In full on the _____ day of _____, with accrued interest being due and payable

30
31 () (b) In () (monthly) () (annual) () (other: _____) installments of \$ _____
32 U.S. Dollars () (including interest) () (plus interest) each, beginning on _____ the day of _____
33 _____, and continuing regularly until the _____ day of _____,
34 when the entire amount of principal and interest remaining unpaid shall be due and payable.

35 () (c) Interest only in () (monthly) () (annual) () (other: _____) installments of \$ _____
36 U.S. Dollars each, beginning on the _____ day of _____, and continuing
37 regularly until the _____ day of _____, and thereafter in () (monthly)
38 () (annual) () (other: _____) installments of \$ _____ U.S. Dollars, () (including
39 interest) () (plus interest) beginning on the _____ day of _____,
40 and continuing until the _____ day of _____, when the entire amount of
41 principal and interest remaining unpaid shall be due and payable.

42 5. Final Maturity Date: _____

43 6. Personal Liability: [Check paragraph letter (a) or (b)]

44 () (a) The note or contract shall provide for no personal liability in the event of a default. The Seller may look only to the
45 security provided by the mortgage or contract to enforce the payment of the indebtedness. The only exceptions shall be
46 for non-payment of real estate taxes, assessments or insurance, misapplication of rents, environmental liabilities caused
47 by Buyer, Buyer's fraud, and waste of the Property.

48 () (b) The note or contract shall provide for personal liability in the event of a default, and a separate personal guaranty of
49 payment and performance shall be given at closing by: _____

50 7. Due on Sale: The mortgage or contract shall provide that if all or any part of the Property or an interest therein is sold or
51 transferred by Buyer without Seller's prior written consent, the Seller may, at its option, declare all the sums secured by
52 the mortgage or contract to be immediately due and payable.

53 8. Property Taxes and Insurance: Buyer shall pay the Property taxes and insurance in addition to principal and interest

54 9. Prepayment Premium: [Check paragraph letter (a) or (b)]

55 () (a) Prepayment premium as follows: _____

(office use only)

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- (b) The note or contract may be prepaid in whole or in part at any time without premium. Any prepayments are to be applied toward the payment of the installments of principal last maturing, but interest shall immediately cease upon amount of principal prepaid.
- 10. **Subordination:** The lien securing payment of the note or contract will be inferior to any lien securing any loan assumed, taken subject to or given in connection with third party financing.
- 11. **Credit Approval:** Within _____ days of acceptance of the Purchase Agreement, Buyer shall furnish to Seller financial information in detail reasonably satisfactory to Seller. Buyer authorizes Seller to engage the services of a reputable credit reporting agency for this purpose at Buyer's expense, and Seller shall notify the Buyer within _____ days of receipt of the financial information and the credit report of the approval or disapproval of Buyer's credit.
- 12. **Documents:** All documents evidencing the Seller financing shall be prepared in commercially reasonable and customary forms by (Seller's) (Buyer's) attorney at (Seller's) (Buyer's) expense. This Addendum is not intended to include all terms and conditions that should be included in the form(s) of installment sale contract, promissory note, mortgage, personal guaranty or other financing documents to be executed at closing.

C. OTHER FINANCING TERMS:

Authentisign
09/01/2021
James D. Dixon III dba Dixon Memorial Chapel and Cremation Service
BUYER'S SIGNATURE _____ DATE

[Signature]
SELLER'S SIGNATURE _____ DATE 9/1/21

James D. Dixon III dba Dixon Memorial Chapel and Cremation Service
PRINTED

[Signature]
PRINTED

BUYER'S SIGNATURE _____ DATE

SELLER'S SIGNATURE _____ DATE

PRINTED _____

PRINTED _____



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Board Action Request

7b

To: IMCPL Board

Meeting Date: September 27, 2021

From: Facilities Committee

Approved by
The Library Board:

Effective Date:

Subject: Resolution 49-2021
Approval to Award a Services Contract for System-Wide Mechanical Maintenance Services

Recommendation:

The IndyPL Board Facilities Committee recommends Board approval for the attached action (Resolution 49-2021) to award an Agreement to provide Mechanical Services for IndyPL Facilities to **Ellis Mechanical, Inc., Indianapolis, Indiana.**

Background:

IndyPL staff used the Request for Proposals (“RFP”) process pursuant to IC § 5-32 to solicit Proposals from Offerors for the Services. Per the Board Bylaws, Article IX Expenditures, all service agreements over \$50,000 in value are to be approved by the IndyPL Board of Trustees.

Indy PL sought Offerors whose combination of experience, processes, and personnel will provide timely, cost-effective services to IndyPL for the Mechanical Services. The selected Offeror shall have the following qualifications:

- A sound business reputation and registered as a business in the State of Indiana;
- All required licenses with the City of Indianapolis necessary to provide the Services;
- Proven capabilities in delivering Services on time and on budget;
- Appropriate resources to satisfy the requirements for the Services requested by the RFP;
- Demonstrated track record in planning, coordination, implementation, and support for similar service relationships; and
- Demonstrated track record in overall client satisfaction.

In accordance with Section 123.3 of the IndyPL Policy Manual, selection of an Offeror will be on the basis of provisions include in the RFP, including:

Board Action Request

RE: Resolution 49-2021

Approval to Award a Services Contract for System-Wide Mechanical Maintenance Services

Date: September 27, 2021

1. Provisions of the contract;
2. Cost;
3. Experience of the Offeror; and
4. Any other factor deemed appropriate to the services being secured.

To secure the Services, an RFP was prepared and issued on July 12, 2021. IndyPL staff utilized the City's Department of Minority & Women Business Development website to identify certified Offerors capable of providing the Services. The RFP was sent directly to these vendors:

XBE Status	Vendor
VBE	Air Distribution Systems, Inc.
WBE	All Pro Heating & Air
WBE	B&W Plumbing & Heating Company, Inc.
MBE	Comfort Pro Heating and Cooling, LLC
VBE	Design-Aire Engineering (DAE)
VBE	HMH Contractors, Inc.
VBE	Eagle Mechanical, Inc.
MBE	Marathon Services, LLC
WBE	McNeely Owned, Inc.
MBE, VBE	Mitchell & Sons HVAC, Inc.
MBE	Odyssey Air LLC
MBE	Rogers Mechanical, Inc.
WBE	Samsun Mechanical, Inc.
MBE	Sexson Mechanical Corporation
WBE	United Air Works, Inc.
MBE, WBE	Watt Mechanical, LLC
	Ellis Mechanical
	Indy Comfort Pro
	Irish Mechanical
	Lehman's Mechanical Services
	North Mechanical
	Perfection Services
	TP Mechanical

Business development organizations were contacted, public notices were placed in newspapers on July 30 and August 6, 2021, and the RFP was posted to the IndyPL website. A virtual pre-proposal conference was held for all prospective Offerors on July 20, 2021, with two (2) Offerors in attendance.

The Library received Proposals from four (4) Offerors by the deadline of August 17, 2021. The tabulation sheet of the Proposals received is below.

Board Action Request

RE: Resolution 49-2021

Approval to Award a Services Contract for System-Wide Mechanical Maintenance Services

Date: September 27, 2021

Vendor	Total Annual Cost	Regular Hourly Rate	Overtime Hourly Rate	Trip Charge	Vendor XBE Status
Perfection Group	\$89,988	\$85	\$128	\$50	None
TP Mechanical	\$73,508	\$70	\$85	\$45	None
Ellis Mechanical	\$53,000	\$75	\$110	\$50	None
North Mechanical	\$142,709	\$105	\$136	\$48	None

The IndyPL Evaluation Committee, consisting of Manager of Purchasing and Supplier Diversity, Supervisor Building Systems, Staff Accountant, the Manager of Facilities Projects, and the Manager of Buildings and Grounds, reviewed all Proposals received.

The evaluation of the Offerors was based upon the criteria established in the RFP and consistent with IndyPL Policy 123.3. The criteria include:

1. The satisfaction level of current and former clients of the Offeror under contracts similar to the requirements of IndyPL;
2. Proposed overall cost;
3. Effectiveness of the Work Plan;
4. XBE Participation; and
5. Any other criteria deemed relevant by IndyPL.

After contacting references provided, Offerors were found to have provided satisfactory service to existing and former clients.

The proposed costs are in the table above.

The submitted work plans were all determined to be sufficient.

All of the Offerors submitted an Application for MBE/WBE/VBE/DOBE Program Waiver. The IndyPL Manager of Purchasing and Supplier Diversity reviewed the supporting documentation for the Waiver provided by **Ellis Mechanical, Inc.** and approved their good faith effort to achieve the IndyPL participation goals.

Ellis Mechanical, Inc. proposes to 100% self-perform the required services. **Ellis Mechanical, Inc.** has committed to obtaining the required filters and equipment from certified MBE firms and pipe from a certified WBE firm. The utilization of XBE participation will be tracked during the term of the contract to ensure continuation of the good faith effort to meet IndyPL XBE goals.

Board Action Request

RE: Resolution 49-2021

Approval to Award a Services Contract for System-Wide Mechanical Maintenance Services

Date: September 27, 2021

Based on the recommendation of the Evaluation Committee, the Facilities Committee reviewed the above information and concurred with the recommendations of the Evaluation Committee. The Facilities Committee recommends the Board of Trustees award a contract to provide System-Wide Mechanical Maintenance Services for IndyPL Facilities to **Ellis Mechanical, Inc., Indianapolis, Indiana.**

Fiscal Impact:

The RFP includes provisions for a three-year contract with the option for three (3) additional one-year renewals (3+1+1+1.) The cost of these Services will be funded from the Operating Fund (Fund 101) during the contract terms.



Board Resolution

7b

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 49-2021

APPROVAL TO AWARD A SERVICES CONTRACT FOR SYSTEM-WIDE MECHANICAL MAINTENANCE SERVICES

SEPTEMBER 27, 2021

WHEREAS, Mechanical Maintenance Services (“Services”) for the Indianapolis Public Library (“IndyPL”) are required to provide safe, comfortable, and conditioned facilities for use by IndyPL patrons and staff; and

WHEREAS, IndyPL issued a Request for Proposals (“RFP”) on July 12, 2021 to provide the Services for IndyPL facilities with the exception of the Glendale and InfoZone Branches (all together “Facilities”); and

WHEREAS, IndyPL received four (4) responses to the RFP by the submission deadline of August 17, 2021 from qualified Offerors, and has reviewed the responses, investigated references, and reviewed the proposed work plans from the submitting Offerors; and

WHEREAS, IndyPL review the supporting documentation submitted by **Ellis Mechanical, Inc.** for their Application for MBE/WBE/VBE/DOBE Program Waiver, and determined **Ellis Mechanical, Inc.** made a “good faith effort” to achieve the IndyPL MBE/WBE/VBE/DOBE goals for participation; and

WHEREAS, IndyPL Board Facilities Committee has determined that **Ellis Mechanical, Inc., Indianapolis, Indiana** is the Offeror that best meets the criteria as outlined in the RFP, and recommends IndyPL award the contract to **Ellis Mechanical, Inc.**

RESOLUTION 49-2021
(CONTINUED)

APPROVAL TO AWARD A SERVICES CONTRACT FOR
SYSTEM-WIDE MECHANICAL MAINTENANCE SERVICES

SEPTEMBER 27, 2021

IT IS THEREFORE RESOLVED that the Board of Trustees authorizes the Chief Executive Officer (“CEO”) to negotiate and sign a three-year services contract with **Ellis Mechanical, Inc.** for System-Wide Mechanical Maintenance Services with options for three (3) additional one-year renewals, substantially in the form of the contract and conditions included in the RFP and the received Proposal, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel.

Adopted this 27th day of September, 2021.

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

AYE

NAY

ATTEST:

Secretary of the Board



Board Briefing Report

8

To: IndyPL Board **Meeting Date:** 9/27/2021
From: The Indianapolis Public Library Foundation
Subject: September 2021 Update

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

News

We received a grant from the Mind Trust as part of the elearning funding established in the community during COVID. The extended school closures highlighted where resource gaps existed for schools. Instead of all schools having to purchase their own ebook collections, the Axis360 school share program allows schools to collaborate to build one collection of ebooks that multiple locations can access. Through the grant, high schools will buy ebooks to add to the school-share layer of the Axis360 ebook platform. There are currently 166 sites set up with Axis 360, up from 82 sites last summer. Many thanks to all Library staff who are working to increase high school students' access to the collection.

We were honored to partner with the CBLC to host Dr. Tyrone McKinley Freeman and Ms. A'Lelia Bundles for a lecture on Dr. Freeman's book "Madam C.J. Walker's Gospel of Giving." Nearly 90 participants joined the virtual lecture. We would like to say a special thank you to staff from the CBLC, Programming Department and Communications for their partnership on this event. Dr. Freeman will meet with the Foundation's board and staff to have more conversation about how his research could help us improve our work with Black donors.

Donors

The Foundation thanks 196 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank these donors, we would be grateful.

- Corteva
- Eli Lilly and Company Foundation, Inc.
- University of Indianapolis

Program Support

This month, the Library Foundation is proud to provide more than \$241,000 for Library programs and initiatives. Examples of major initiatives supported include:

- McFadden Lecture
- Early Literacy Specialist
- On the Road to Reading
- High School e-Books
- Digitization



Board Action Request

9a1

To: IMCPL Board **Meeting Date:** September 27, 2021

From: John Helling, Interim CEO **Approved by the Library Board:**

Effective Date: September 27, 2021

Subject: Finances, Personnel and Travel Resolution 50-2021

Recommendation: Approve Finances, Personnel and Travel Resolution 50-2021

Background: The Finances, Personnel and Travel Resolution 50-2021 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

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

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

RESOLUTION 50 - 2021

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

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

Warrant numbers **74814** through **74944** for a total of
\$977,748.77 were issued from the operating bank accounts.

EFT numbers **1516** through **1524** and
304503 through **304529** and
304536 through **304571** and
304576 through **304616** for a total of

\$1,940,022.62 were issued from the operating bank accounts.

Warrant numbers **8009** through **8033** for a total of

\$26,033.80 were issued from the gift bank account.

EFT numbers **304530** through **304535** and
304572 through **304575** and
304617 for a total of

\$27,684.95 were issued from the gift bank account.

Warrant numbers **269180** through **269195** and
1387 for a total of

\$9,321.68 were issued for employee payroll

Direct deposits numbers **310001** through **310540** and
330001 through **330543** for a total of

\$1,048,159.76 were issued for employee payroll

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

\$398,063.27 were issued for employee payroll

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

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

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

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

Raymond J. Biederman

Rev. T.D. Robinson

Curtis W. Bigsbee

Hope C. Tribble

Dr. Khaula Murtadha

Judge Jose D. Salinas

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

Patricia A. Payne

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
1516	EFT	08/05/2021	AMERICAN UNITED LIFE INSURANCE CO	3,190.69
1517	EFT	08/09/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	107,441.54
1518	EFT	08/13/2021	ADP, INC.	5,749.57
1519	EFT	08/13/2021	ADP, INC.	891.00
1520	EFT	08/19/2021	FIDELITY INVESTMENTS	4,535.13
1521	EFT	08/19/2021	AMERICAN UNITED LIFE INSURANCE CO	3,310.69
1522	EFT	08/23/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	108,494.07
1523	EFT	08/20/2021	INDIANA DEPARTMENT OF REVENUE	1,491.13
1524	EFT	08/05/2021	FIDELITY INVESTMENTS	4,535.13
74814	CHECK	08/05/2021	AIR WORX	362.50
74815	CHECK	08/05/2021	AMBIUS	548.64
74816	CHECK	08/05/2021	AMERICAN UNITED LIFE INSURANCE CO	1,441.44
74817	CHECK	08/05/2021	AT&T	190.38
74818	CHECK	08/05/2021	B&H FOTO & ELECTRONICS CORP	240.86
74819	CHECK	08/05/2021	BACKSTAGE LIBRARY WORKS	2,393.27
74820	CHECK	08/05/2021	BEECH GROVE SEWAGE WORKS	194.04
74821	CHECK	08/05/2021	CDW GOVERNMENT, INC.	1,647.50
74822	CHECK	08/05/2021	CHAIN STORE GUIDES, LLC	386.00
74823	CHECK	08/05/2021	CITIZENS ENERGY GROUP	1,053.68
74824	CHECK	08/05/2021	CLAUDINE POLLEY	64.19
74825	CHECK	08/05/2021	COMPLETE WELLNESS SOLUTIONS LLC	897.00
74826	CHECK	08/05/2021	CXTEC	3,650.00
74827	CHECK	08/05/2021	DACO GLASS & GLAZING INC	180.00
74828	CHECK	08/05/2021	DEBBIE SOUCIE	85.60
74829	CHECK	08/05/2021	EZRA TOMPKINS	1,433.75
74830	CHECK	08/05/2021	FACILITY COMMISSIONING GROUP, INC	9,300.00
74831	CHECK	08/05/2021	FORCE TECHNOLOGY SOLUTIONS, LLC	145.00
74832	CHECK	08/05/2021	FULLER ENGINEERING CO., LLC	98.89
74833	CHECK	08/05/2021	GOVERNMENT FINANCE OFFICERS ASSOCIATION	460.00
74834	CHECK	08/05/2021	GUIDON DESIGN, INC.	5,256.64
74835	CHECK	08/05/2021	GREY HOUSE PUBLISHING	368.20
74836	CHECK	08/05/2021	ILEA INDIANA	450.00
74837	CHECK	08/05/2021	INDIANA WINDOW COVERINGS, LLC.	4,255.00
74838	CHECK	08/05/2021	INDIANAPOLIS FLEET SERVICES	1,708.57
74839	CHECK	08/05/2021	INDY SHADES, INC.	325.00
74840	VOID	08/05/2021	JACKSON OIL & SOLVENTS, INC.	424.15
74841	CHECK	08/05/2021	JEREMY NORRIS	3,114.00
74842	CHECK	08/05/2021	KENTWOOD OFFICE FURNITURE, INC.	27,024.75
74843	CHECK	08/05/2021	LIGHT & BREUNING, INC	900.00
74844	CHECK	08/05/2021	MACALLISTER MACHINERY CO., INC	1,251.00
74845	CHECK	08/05/2021	MARSHALL & SWIFT/BOECKH, LLC	656.20
74846	CHECK	08/05/2021	MICRO AIR INC.	9,070.00
74847	CHECK	08/05/2021	NETWORK SOLUTIONS, INC.	42,809.40
74848	CHECK	08/05/2021	NETWORK SOLUTIONS, INC.	20,932.86
74849	CHECK	08/05/2021	NORA (PETTY CASH)	300.00
74850	CHECK	08/05/2021	OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST, P.A.	72.50
74851	CHECK	08/05/2021	OFFICEWORKS	23,024.30
74852	CHECK	08/05/2021	PAM TINA	550.00
74853	CHECK	08/05/2021	BUTTON UP GRAPHIC DESIGNS, INC.	451.00
74854	CHECK	08/05/2021	PROVIDENCE OUTDOOR	5,950.00
74855	CHECK	08/05/2021	REPROGRAPHIX, INC	42.00
74856	CHECK	08/05/2021	SAFELITE FULFILLMENT INC	723.85
74857	CHECK	08/05/2021	SMITH SECKMAN REID, INC	2,645.00
74858	CHECK	08/05/2021	THE DAVEY TREE EXPERT COMPANY	3,565.00
74859	CHECK	08/05/2021	TOM WOOD FORD, INC	42,257.15
74860	CHECK	08/05/2021	UNITED PARCEL SERVICE	227.63
74861	CHECK	08/05/2021	WILLIAMS DISTRIBUTION, LLC.	345.00
74862	CHECK	08/05/2021	YOUR AUTOMATIC DOOR COMPANY	585.00
74863	CHECK	08/12/2021	ADTEC	3,250.00
74864	CHECK	08/12/2021	AMERICAN UNITED LIFE INSURANCE CO	2,994.38

No.	Type	Date	Reference	Amount
74865	CHECK	08/12/2021	ANTHEM INSURANCE COMPANIES, INC	310,500.00
74866	CHECK	08/12/2021	AT&T	1,501.73
74867	CHECK	08/12/2021	AT&T MOBILITY	774.45
74868	CHECK	08/12/2021	CHRISTOPHER B. BURKE ENGINEERING, LLC	281.25
74869	CHECK	08/12/2021	CITIZENS ENERGY GROUP	4,554.20
74870	CHECK	08/12/2021	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,600.00
74871	CHECK	08/12/2021	DRIESSEN WATER INC	102.98
74872	CHECK	08/12/2021	DACO GLASS & GLAZING INC	528.00
74873	CHECK	08/12/2021	DYNAMARK GRAPHICS GROUP	137.86
74874	CHECK	08/12/2021	FULLER ENGINEERING CO., LLC	3,680.00
74875	CHECK	08/12/2021	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	1,175.08
74876	CHECK	08/12/2021	GUARDIAN	17,115.19
74877	CHECK	08/12/2021	GREY HOUSE PUBLISHING	378.00
74878	CHECK	08/12/2021	HAUGHVILLE (PETTY CASH)	18.18
74879	CHECK	08/12/2021	INDIANA DEPT OF WORKFORCE DEVELOP.	1,550.86
74880	CHECK	08/12/2021	INDIANA NEWSPAPERS, INC.	4,489.80
74881	CHECK	08/12/2021	INFORMATION TODAY, INC.	319.73
74882	CHECK	08/12/2021	KNOX ASSOCIATES	1,718.00
74883	CHECK	08/12/2021	LEHMAN'S INC. OF ANDERSON	269.00
74884	CHECK	08/12/2021	LUNA LANGUAGE SERVICES	5,671.51
74885	CHECK	08/12/2021	MARGARET WARD	49.37
74886	CHECK	08/12/2021	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
74887	CHECK	08/12/2021	OCLC INC	10,145.92
74888	CHECK	08/12/2021	IMCPL - POWERS & SONS - RETAINAGE - WPR	14,906.25
74889	CHECK	08/12/2021	RAHMBERG, STOVER & ASSOCIATES, LLC	885.00
74890	CHECK	08/12/2021	SONDHI SOLUTIONS	746.76
74891	CHECK	08/12/2021	STERLING INFOSYSTEMS INC	102.00
74892	CHECK	08/12/2021	THE HARMON HOUSE L.L.C.	560.00
74893	CHECK	08/12/2021	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,411.01
74894	CHECK	08/12/2021	TIPTON SOUND & LIGHTING	125.00
74895	CHECK	08/12/2021	TONY JEAN DICKERSON	2,000.00
74896	CHECK	08/12/2021	VISIT INDY	625.00
74897	CHECK	08/12/2021	YOUR AUTOMATIC DOOR COMPANY	1,120.00
74898	CHECK	08/19/2021	AMERICAN UNITED LIFE INSURANCE CO	1,441.44
74899	CHECK	08/19/2021	ANDREW S. BOWMAN	1,000.00
74900	CHECK	08/19/2021	AT&T	1,694.84
74901	CHECK	08/19/2021	CITIZENS ENERGY GROUP	314.49
74902	CHECK	08/19/2021	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	7,000.52
74903	CHECK	08/19/2021	COLE INFORMATION SERVICES	504.95
74904	CHECK	08/19/2021	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,600.00
74905	CHECK	08/19/2021	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	3,890.14
74906	CHECK	08/19/2021	DYNAMARK GRAPHICS GROUP	792.71
74907	CHECK	08/19/2021	INDIANA CHAMBER OF COMMERCE	56.95
74908	CHECK	08/19/2021	INDIANAPOLIS POWER & LIGHT COMPANY	75,969.79
74909	CHECK	08/19/2021	INFORMATION TODAY, INC.	407.53
74910	CHECK	08/19/2021	LIBRARY IDEAS	44.95
74911	CHECK	08/19/2021	LYNGSOE SYSTEMS INC.	168,460.00
74912	CHECK	08/19/2021	MELINDA MULLICAN	42.77
74913	CHECK	08/19/2021	ONE DIVERSIFIED, LLC	22,354.59
74914	CHECK	08/19/2021	RED OXYGEN INC	16.24
74915	CHECK	08/19/2021	ROBIN YOUNGWORTH	9.63
74916	CHECK	08/19/2021	THE HARMON HOUSE L.L.C.	3,570.00
74917	CHECK	08/26/2021	AFSCME COUNCIL IKOC 962	2,170.09
74918	CHECK	08/26/2021	APEX BENEFITS GROUP	12,500.00
74919	CHECK	08/26/2021	AT&T	420.14
74920	CHECK	08/26/2021	AT&T	836.45
74921	CHECK	08/26/2021	BLACKMORE & BUCKNER ROOFING	2,315.96
74922	CHECK	08/26/2021	CHRISTOPHER B. BURKE ENGINEERING, LLC	356.25
74923	CHECK	08/26/2021	CITIZENS ENERGY GROUP	4,273.94
74924	CHECK	08/26/2021	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	17,231.25
74925	CHECK	08/26/2021	COMPLETE WELLNESS SOLUTIONS LLC	906.75
74926	CHECK	08/26/2021	CORY O'DELL	126.40
74927	CHECK	08/26/2021	DRIESSEN WATER INC	57.48
74928	CHECK	08/26/2021	DELL MARKETING L.P.	435.25

No.	Type	Date	Reference	Amount
74929	CHECK	08/26/2021	GALE/CENGAGE LEARNING	2,777.80
74930	CHECK	08/26/2021	GANNETT SATELLITE INFORMATION NETWORK, LLC	108.23
74931	CHECK	08/26/2021	GEYER FIRE PROTECTION, LLC	535.00
74932	CHECK	08/26/2021	INTERACTIVE SCIENCES, INC	1,886.36
74933	CHECK	08/26/2021	JEREMY NORRIS	2,471.00
74934	CHECK	08/26/2021	LEGALSHIELD	287.55
74935	CHECK	08/26/2021	MELINDA MULLICAN	48.66
74936	CHECK	08/26/2021	NETWORK SOLUTIONS, INC.	2,732.44
74937	CHECK	08/26/2021	PROVIDENCE OUTDOOR	2,080.00
74938	CHECK	08/26/2021	REPROGRAPHIX, INC	36.00
74939	CHECK	08/26/2021	REPUBLIC WASTE SERVICES	4,725.06
74940	CHECK	08/26/2021	SHARON BERNHARDT	180.70
74941	CHECK	08/26/2021	SMITH SECKMAN REID, INC	1,587.00
74942	CHECK	08/26/2021	SOLAR CONCEPTS INC	1,630.00
74943	CHECK	08/26/2021	THE DAVEY TREE EXPERT COMPANY	5,693.00
74944	CHECK	08/26/2021	VANCO	549.17
304503	EFT	08/05/2021	ALSCO	1,463.81
304504	EFT	08/05/2021	BAKER & TAYLOR	81.66
304505	EFT	08/05/2021	BAKER & TAYLOR	2,427.69
304506	EFT	08/05/2021	BAKER & TAYLOR	55,895.69
304507	EFT	08/05/2021	BAKER & TAYLOR	12,216.32
304508	EFT	08/05/2021	BAKER & TAYLOR	14,615.15
304509	EFT	08/05/2021	BAKER & TAYLOR AXIS 360 E-BOOKS	12,522.24
304510	EFT	08/05/2021	CENTRAL SECURITY & COMMUNICATIONS	28,043.07
304511	EFT	08/05/2021	DEMCO, INC.	5,886.20
304512	EFT	08/05/2021	FLEET CARE, INC.	3,104.75
304513	EFT	08/05/2021	G4S SECURE SOLUTIONS (USA) INC.	731.94
304514	EFT	08/05/2021	INDIANA PLUMBING AND DRAIN LLC	1,964.00
304515	EFT	08/05/2021	INGRAM LIBRARY SERVICES	1,249.37
304516	EFT	08/05/2021	J&G CARPET PLUS	1,000.00
304517	EFT	08/05/2021	KRM ARCHITECTURE+ INC	34,562.29
304518	EFT	08/05/2021	MIDWEST TAPE - PROCESSED DVDS	4,538.83
304519	EFT	08/05/2021	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	15,352.77
304520	EFT	08/05/2021	MIDWEST TAPE NON PROCESSED	588.32
304521	EFT	08/05/2021	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	9,300.29
304522	EFT	08/05/2021	MIDWEST TAPE, LLC	397.64
304523	EFT	08/05/2021	OVERDRIVE INC	130,341.71
304524	EFT	08/05/2021	POWERS & SONS CONSTRUCTION	323,632.28
304525	EFT	08/05/2021	RYAN FIRE PROTECTION, INC	1,510.00
304526	EFT	08/05/2021	STENZ MANAGEMENT COMPANY, INC	2,873.70
304527	EFT	08/05/2021	TSAI FONG BOOKS INC	315.62
304528	EFT	08/05/2021	ULINE	159.64
304529	EFT	08/05/2021	VALUE LINE PUBLISHING INC.	470.00
304536	EFT	08/12/2021	BAKER & TAYLOR	118.93
304537	EFT	08/12/2021	BAKER & TAYLOR	5,975.70
304538	EFT	08/12/2021	BAKER & TAYLOR	24,484.77
304539	EFT	08/12/2021	BAKER & TAYLOR	46,834.35
304540	EFT	08/12/2021	BAKER & TAYLOR	30,360.61
304541	EFT	08/12/2021	BAKER & TAYLOR AXIS 360 E-BOOKS	12,133.19
304542	EFT	08/12/2021	BLACKSTONE AUDIO INC	6,371.48
304543	EFT	08/12/2021	BRODART COMPANY CONTINUATIONS	2,928.94
304544	EFT	08/12/2021	CDW GOVERNMENT, INC.	2,258.03
304545	EFT	08/12/2021	CENTRAL SECURITY & COMMUNICATIONS	164.00
304546	EFT	08/12/2021	CITIZENS THERMAL ENERGY	13,129.13
304547	EFT	08/12/2021	DANCORP INC. DBA DANCO	500.00
304548	EFT	08/12/2021	DEMCO, INC.	607.62
304549	EFT	08/12/2021	FINELINE PRINTING GROUP	789.00
304550	EFT	08/12/2021	INDIANAPOLIS ARMORED CAR, INC	3,055.80
304551	EFT	08/12/2021	KLINES QUALITY WATER, INC	88.35
304552	EFT	08/12/2021	LEVEL (3) COMMUNICATIONS, LLC	3,437.23
304553	EFT	08/12/2021	MIDWEST TAPE - AUDIOBOOKS ONLY	4,917.00
304554	EFT	08/12/2021	MIDWEST TAPE - PROCESSED DVDS	6,919.70
304555	EFT	08/12/2021	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	17,153.85
304556	EFT	08/12/2021	MIDWEST TAPE NON PROCESSED	83.96

No.	Type	Date	Reference	Amount
304557	EFT	08/12/2021	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	21,079.19
304558	EFT	08/12/2021	MIDWEST TAPE, LLC	1,343.45
304559	EFT	08/12/2021	MIDWEST TAPE, LLC	18,235.89
304560	EFT	08/12/2021	MOORE INFORMATION SERVICES, INC	956.20
304561	EFT	08/12/2021	OVERDRIVE INC	35,379.79
304562	EFT	08/12/2021	PERFECTION GROUP, INC.	3,785.47
304563	EFT	08/12/2021	POWERS & SONS CONSTRUCTION	134,156.28
304564	EFT	08/12/2021	RECORD AUTOMATIC DOORS, INC	215.00
304565	EFT	08/12/2021	RICOH USA, INC. - 12882	15,448.53
304566	EFT	08/12/2021	RLR ASSOCIATES, INC	3,637.50
304567	EFT	08/12/2021	STENZ MANAGEMENT COMPANY, INC	9,389.12
304568	EFT	08/12/2021	TECH-LOGIC CORPORATION	10,688.00
304569	EFT	08/12/2021	THOMSON REUTERS-WEST PUBLISHING CORPORATION	5,558.17
304570	EFT	08/12/2021	TITAN ASSOCIATES	86,642.38
304571	EFT	08/12/2021	VOCERA COMMUNICATIONS, INC.	15,132.00
304576	EFT	08/19/2021	BAKER & TAYLOR	2,570.61
304577	EFT	08/19/2021	BAKER & TAYLOR	13,091.89
304578	EFT	08/19/2021	BAKER & TAYLOR	43,405.27
304579	EFT	08/19/2021	BAKER & TAYLOR	2,558.55
304580	EFT	08/19/2021	BAKER TILLY VIRCHOW KRAUSE, LLP	21,601.25
304581	EFT	08/19/2021	BLACKSTONE AUDIO INC	1,054.37
304582	EFT	08/19/2021	BRODART COMPANY CONTINUATIONS	1,536.91
304583	EFT	08/19/2021	CDW GOVERNMENT, INC.	1,797.71
304584	EFT	08/19/2021	CITIZENS THERMAL ENERGY	63,708.35
304585	EFT	08/19/2021	DEMCO, INC.	128.04
304586	EFT	08/19/2021	FINELINE PRINTING GROUP	1,459.00
304587	EFT	08/19/2021	G4S SECURE SOLUTIONS (USA) INC.	35,234.87
304588	EFT	08/19/2021	INGRAM LIBRARY SERVICES	1,884.88
304589	EFT	08/19/2021	INSIGHT PUBLIC SECTOR, INC	38.60
304590	EFT	08/19/2021	MICHAEL R. TWYMAN	3,000.00
304591	EFT	08/19/2021	MIDWEST TAPE - AUDIOBOOKS ONLY	1,437.53
304592	EFT	08/19/2021	MIDWEST TAPE - PROCESSED DVDS	2,134.48
304593	EFT	08/19/2021	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	6,265.35
304594	EFT	08/19/2021	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	8,436.48
304595	EFT	08/19/2021	MIDWEST TAPE, LLC	1,290.15
304596	EFT	08/19/2021	OVERDRIVE INC	42,644.03
304597	EFT	08/19/2021	REGIONS BANK PURCHASING CARD	21,651.14
304598	EFT	08/19/2021	THOMSON REUTERS-WEST PUBLISHING CORPORATION	5,558.17
304599	EFT	08/26/2021	CDW GOVERNMENT, INC.	3,318.90
304600	EFT	08/26/2021	CENTRAL SECURITY & COMMUNICATIONS	502.64
304601	EFT	08/26/2021	DELTA DENTAL	11,375.39
304602	EFT	08/26/2021	DEMCO, INC.	78.93
304603	EFT	08/26/2021	FLEET CARE, INC.	301.26
304604	EFT	08/26/2021	GLENDALE MALL	23,585.42
304605	EFT	08/26/2021	GRAINGER	54.10
304606	EFT	08/26/2021	INDIANA PLUMBING AND DRAIN LLC	686.00
304607	EFT	08/26/2021	IRVINGTON PRESBYTERIAN CHURCH	937.50
304608	EFT	08/26/2021	J&G CARPET PLUS	3,950.00
304609	EFT	08/26/2021	KRM ARCHITECTURE+ INC	31,233.95
304610	EFT	08/26/2021	PERFECTION GROUP, INC.	6,590.46
304611	EFT	08/26/2021	RATIO ARCHITECTS, LLC	110,264.42
304612	EFT	08/26/2021	RICHARD LOPEZ ELECTRICAL, LLC	11,866.00
304613	EFT	08/26/2021	RLR ASSOCIATES, INC	810.00
304614	EFT	08/26/2021	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	1,829.50
304615	EFT	08/26/2021	ULINE	103.30
304616	EFT	08/26/2021	VOCERA COMMUNICATIONS, INC.	1,204.68
			Total	\$ 2,918,195.54

Summary by Transaction Type:

Computer Check	\$ 977,748.77
EFT Check	\$ 1,940,022.62
Total Payments	\$ 2,917,771.39
Total Voided Items	\$ 424.15

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
8009	CHECK	08/05/2021	COMPUTYPE INC.	1,345.00
8010	CHECK	08/05/2021	CREATIVE AQUATIC SOLUTIONS, LLC	303.90
8011	CHECK	08/05/2021	PEAK TECHNOLOGIES, INC	13,807.19
8012	CHECK	08/05/2021	PEGGY WEHR	63.98
8013	CHECK	08/05/2021	RACHEL PRIESMAN MARGUEZ	57.57
8014	CHECK	08/05/2021	RENATO SOFTWARE LTD.	1,470.00
8015	CHECK	08/05/2021	WAYNE (PETTY CASH)	29.97
8016	CHECK	08/12/2021	JEREMY SOUTH	600.00
8017	CHECK	08/12/2021	JHENY NIETO	472.20
8018	CHECK	08/12/2021	MARION COUNTY PUBLIC HEALTH DEPARTMENT	1,200.00
8019	CHECK	08/12/2021	MONICA TABOADA	35.72
8020	CHECK	08/12/2021	RADIO ONE OF INDIANA, L.P.	450.00
8021	CHECK	08/12/2021	RAYMOND GEDDES & COMPANY, INC.	927.36
8022	CHECK	08/12/2021	ROBIN HANKS	34.84
8023	CHECK	08/12/2021	SCHOLASTIC	771.32
8024	CHECK	08/19/2021	BAMBI PEA	36.90
8025	CHECK	08/19/2021	OTC DIRECT INC	1,972.50
8026	CHECK	08/26/2021	COMIC BOOK UNIVERSITY	200.00
8027	CHECK	08/26/2021	CREATIVE AQUATIC SOLUTIONS, LLC	657.94
8028	CHECK	08/26/2021	CROSSROADS DOCUMENT SERVICES	629.23
8029	CHECK	08/26/2021	JEREMY SOUTH	400.00
8030	CHECK	08/26/2021	NINJA ZONE GEIST ACADEMY	100.00
8031	CHECK	08/26/2021	RADIO ONE OF INDIANA, L.P.	250.00
8032	CHECK	08/26/2021	SHAEL WEIDENBACH	18.18
8033	CHECK	08/26/2021	THE HEALTH & HOSPITAL CORPORATION OF MARION COUNTY	200.00
304530	VOID	08/05/2021	BAKER & TAYLOR	0.00
304531	VOID	08/05/2021	BAKER & TAYLOR AXIS 360 E-BOOKS	0.00
304532	VOID	08/05/2021	OVERDRIVE INC	0.00
304533	EFT	08/05/2021	BAKER & TAYLOR	768.30
304534	EFT	08/05/2021	BAKER & TAYLOR AXIS 360 E-BOOKS	15,837.35
304535	EFT	08/05/2021	OVERDRIVE INC	306.00
304572	EFT	08/12/2021	BAKER & TAYLOR	177.87
304573	EFT	08/12/2021	INDPLS-MARION COUNTY PUBLIC LIBRARY	400.00
304574	EFT	08/12/2021	INGRAM LIBRARY SERVICES	9,458.99
304575	EFT	08/12/2021	OVERDRIVE INC	371.50
304617	EFT	08/26/2021	INGRAM LIBRARY SERVICES	364.94
Total				\$ 53,718.75

Summary by Transaction Type:

Computer Check	\$ 26,033.80
EFT Check	\$ 27,684.95
Total Payments	\$ 53,718.75
Total Voided Items	-

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

September 27, 2021

PERSONNEL ACTIONS

RESOLUTION 50-2021

NEW HIRES:

- Kali Cravens, Page, Central, \$10.00 per hour, Effective: August 25, 2021
- Christian Maggos, Page, Central, \$10.00 per hour, Effective: August 25, 2021
- Madeline Klein, Hourly Library Assistant II, Nora, \$13.97 per hour, Effective: August 25, 2021
- Natasha Hollenbach, Manager, Digital Projects, Collection Management, \$30.76 per hour, Effective: August 24, 2021
- Lily Powell, Page, Wayne, \$10.00 per hour, Effective: August 24, 2021
- Briean Durham, Page, Glendale, \$10.00 per hour, Effective: August 25, 2021
- Lai Rin, Computer Assistant II, West Perry, \$15.02 per hour, Effective: September 13, 2021
- Jaclyn Roush, Library Assistant II, Southport, \$13.97 per hour, Effective: September 13, 2021
- Barbara Luebke, Page, Lawrence, \$10.00 per hour, Effective: September 7, 2021
- Evelyn Pender, Page, Lawrence, \$10.00 per hour, Effective: September 10, 2021
- Sally Tial Chin Sung, Hourly Library Assistant II, West Perry, \$13.97 per hour, Effective: September 10, 2021
- Shakila Shrestha, Computer Assistant II, Part-Time, Garfield Park, \$15.02 per hour, Effective: September 7, 2021
- Daniel Chapman, Computer Assistant II, Part-Time, West Indianapolis, \$15.02 per hour, Effective: August 30, 2021
- Morgan Coder, Library Security Assistant, West Indianapolis, \$15.02 per hour, Effective: August 30, 2021
- Laila Arnold, Page, Wayne, \$10.00 per hour, Effective: September 8, 2021
- Holly Fitzpatrick, Hourly Special Collections Intern, Central, \$15.00 per hour, Effective: September 8, 2021
- Cordero Hinojosa, Technology Learning Specialist, Public Services, \$17.36 per hour, Effective: June 21, 2021
- Kimberli Chmeliwskyj, Library Assistant II, Part-Time, Nora, \$13.97 per hour, Effective: September 20, 2021
- Hannah Stumpf, Page, Garfield Park, \$10.00 per hour, Effective: September 27, 2021
- Joshua Rojas, Library Assistant II, Garfield Park, \$15.30 per hour, Effective: September 27, 2021

INTERNAL CHANGES:

- Naomi Allensworth from Interim Manager, East 38th Street, \$25.50 per hour to Manager, East 38th Street, \$26.79 per hour, Effective: August 15, 2021
- Zoe Battaglia from Hourly Library Assistant II, East 38th Street, \$13.97 per hour to Public Services Associate II, Part-Time, \$17.36 per hour, Effective: August 15, 2021

- Brad Johnson from Supervisor, Shipping & Receiving, Facilities to Supervisor, Shipping & Receiving, Collection Management, No Change in Pay, Effective: September 1, 2021
- Katie Farmer from Interim Manager, Digital Projects, Collection Management, \$26.79 per hour to Digital Projects Coordinator, Collection Management, \$25.42 per hour, Effective: August 23, 2021
- Dianne Corbin from Library Assistant II – Outreach, Outreach Services & Volunteer Resources, \$15.12 per hour to Interim Bookmobile Driver/Clerk, Outreach Services & Volunteer Resources, \$16.63 per hour, Effective: August 29, 2021
- Jay Albertson from Bookmobile Driver/Clerk, Outreach Services & Volunteer Resources, \$15.32 per hour to Interim Public Services Librarian, Glendale, \$21.56 per hour, Effective: August 29, 2021
- Denyce Malone from Interim Area Resource Manager, Branches, \$31.29 per hour to Manager, Michigan Road Branch, \$28.99 per hour, Effective: August 15, 2021
- Walter Bagg from Computer Assistant II, Martindale Brightwood, \$15.32 per hour to Youth Multimedia Learning Specialist, Public Services, \$17.36 per hour, Effective: September 12, 2021
- Greg Hill from Area Resource Manager, Branches, Public Services, \$32.69 per hour to Interim Chief Public Services Officer, Chief Executive Office, \$37.50 per hour, Effective: August 29, 2021
- Peggy Wehr from Manager, West Perry Branch, \$28.31 per hour to Interim Area Resource Manager, Branches, \$31.15 per hour, Effective: August 29, 2021
- William Gossett from Team Member, Shipping & Receiving, Facilities to Team Member, Shipping & Receiving, Collection Management, No Change in Pay, Effective: September 1, 2021
- Colin Turley from Team Member, Shipping & Receiving, Facilities to Team Member, Shipping & Receiving, Collection Management, No Change In Pay, Effective: September 1, 2021
- Holley Huber-Hopkins from Team Member, Shipping & Receiving, Facilities to Team Member, Shipping & Receiving, Collection Management, No Change in Pay, Effective: September 1, 2021
- Miah McLaurin from Team Member, Shipping & Receiving, Facilities to Team Member, Shipping & Receiving, Collection Management, No Change in Pay, Effective: September 1, 2021
- JaChaun Parker from Team Member, Shipping & Receiving, Facilities to Team Member, Shipping & Receiving, Collection Management, No Change in Pay, Effective: September 1, 2021
- Brian McWilliams from Team Member, Shipping & Receiving, Facilities to Team Member, Shipping & Receiving, Collection Management, No Change in Pay, Effective: September 1, 2021
- Ian Cunningham from Computer Assistant II, East 38th Street, \$13.97 per hour to Technology Learning Specialist, Public Services, \$17.36 per hour, Effective: September 12, 2021
- Ashley Luna from Computer Assistant II, East Washington, \$15.32 per hour to Circulation Supervisor I, Decatur, \$20.06 per hour, Effective: September 12, 2021

- Orsolya Munkacsi from Library Assistant II, Nora, \$14.25 per hour to Interim Circulation Supervisor I, East Washington, \$20.06 per hour, Effective: August 29, 2021
- Sylvia Robertson from Public Services Associate II, Part-Time, Michigan Road to Technology Learning Specialist, Full-Time, Public Services, No Change in Pay, Effective: September 26, 2021
- Mary Luzader from Public Services Librarian, College, \$22.65 per hour to Program Billing & Budget Specialist, Public Services, \$21.05 per hour, Effective: September 26, 2021
- Genira Newell from Diversity Fellow – Human Resources, \$24.50 per hour to Interim Human Resources Generalist, Human Resources, \$25.73 per hour, Effective: August 29, 2021
- Felecia Tate from Processing Assistant I, Collection Management, \$15.32 per hour to Serials Specialist, Collection Management, \$17.36 per hour, Effective: September 12, 2021
- Rosa Mosely from Processing Assistant I, Collection Management, \$15.32 per hour to Interim Administrative Assistant II, Part-Time, Human Resources, \$16.85 per hour, Effective: September 12, 2021
- Melissa Ressino from Administrative Assistant II, Full-Time, Human Resources to Interim Hourly Administrative Assistant II, Human Resources, No Change in Pay, Effective: September 26, 2021
- Reginald Laratte from Circulation Supervisor II, Central, \$22.51 per hour to Circulation Supervisor I, Haughville, \$20.46 per hour, Effective: September 14, 2021
- Cassandra Borley from Page, College, \$10.20 per hour to Library Assistant II, College, \$13.97 per hour, Effective: September 26, 2021
- Rebecca Blandford from Library Assistant III, Central, \$17.47 per hour to Circulation Supervisor II, Central, \$21.57 per hour, Effective: September 14, 2021

RE-HIRES:

- La'Tia Smith, Hourly Library Assistant II, Michigan Road, \$13.97 per hour, Effective: August 24, 2021
- Deborah Manley, Public Services Librarian, Warren, \$21.56 per hour, Effective: August 30, 2021

SEPARATIONS:

- Carissa Burgmeier, Library Assistant II, Central Library, 1 year and 10 months, Effective: August 13, 2021
- N. Joy Tolliver, Library Assistant II, Warren, 2 years and 6 months, Effective: July 29, 2021
- Sharon Pillow, Page, Lawrence, 9 months, Effective: August 9, 2021
- Donald Piper, Library Security Assistant, Martindale Brightwood, 2 years and 6 months, Effective: August 13, 2021
- Daniel Cheap, Processing Assistant I, Collection Management, 13 years and 8 months, Effective: September 3, 2021
- Madison Fleetwood, Page, Central, 1 year and 6 months, Effective: July 10, 2021
- Jerome Bingham, Page, Central, 3 years, Effective: August 14, 2021

- Makaylia Muhammad, Page, Michigan Road, 2 years and 3 months, Effective: September 18, 2021
- Colin Turley, Team Member, Shipping & Receiving, Collection Management, 3 years and 1 month, Effective: August 18, 2021
- Richard Swan, Indy Library Store Assistant Coordinator, Outreach Services & Volunteer Resources, 8 years and 5 months, Effective: August 31, 2021
- Jeremy Sexton, Circulation Supervisor I, East Washington, 13 years, Effective: September 2, 2021

INACTIVE:

- Kimberly Willis, Page, Southport, Inactive: August 21, 2021
- Saul Davison, Page, Garfield Park, Inactive: August 1, 2021

RE-ACTIVATE: (None Reported)

RECLASSIFICATION: (None Reported)

PAY ADJUSTMENT:

- Callie Fillenwarth, Human Resources Generalist, Human Resources from \$26.18 per hour to \$27.49 per hour, Effective: August 29, 2021
- Stephanie Armour, Interim Circulation Supervisor II, Lawrence from \$17.76 per hour to \$21.56 per hour, Effective: September 12, 2021
- Alexandria Moore, Interim Manager, Martindale Brightwood from \$22.06 per hour to \$26.79 per hour, Effective: September 12, 2021
- Brandi Winston, Interim Manager, Glendale from \$24.19 per hour to \$28.80 per hour, Effective: September 12, 2021
- Tisha Galarce, Interim Director, Human Resources from \$30.50 per hour to \$45.93 per hour, Effective: September 12, 2021
- Gregory Hill, Interim Chief Public Services Officer from \$37.50 per hour to \$49.37 per hour, Effective: September 12, 2021
- John Helling, Interim Chief Executive Officer from \$54.31 per hour to \$59.25 per hour, Effective: September 12, 2021



Board Briefing Report

9b

To: IMCPL Board

Meeting Date: September 27, 2021

From: John Helling, CEO (interim)

Subject: Monthly CEO Report

In the several weeks since I have been acting as interim CEO of the Library, I have been pursuing several strategies to answer questions, gather feedback, and communicate out. My goal has been to serve as a resource both to staff, patrons, stakeholders, and to the Library Board as we seek to make the transition to a permanent CEO. This report summarizes those efforts.

Branch visits – Before her departure Jackie scheduled herself to attend staff meetings across the system, which she did annually, and I have picked up that schedule. I’ve also been scheduling “office hours” around the system where I spend a morning or afternoon working out of a location, with the intent of making myself available for staff members who want to approach me informally. I’ve had many good conversations over the last few weeks. Speaking broadly, the topics staff seem most interested in are the Climate Improvement Process, the timeline for the CEO search, and COVID.

Town hall meeting – We had an all-staff town hall meeting via Zoom, where staff could ask any question they wanted. They could do this “in person” during the meeting or anonymously beforehand. The meeting was recorded for those who could not attend. The feedback on this event was largely positive and staff have expressed an interest in more events like this in the future, possibly including other administrators as well.

Stakeholder meetings – I have met with many specific stakeholders who have been affected by the events of the last few months. These stakeholders include groups like the Union leadership, individual staff members who have articulated concerns, current and former Library Board members, the city’s Government Alliance on Racial Equity working group, and others. I am still working down this long list and so I would not presume to suggest that everyone who needs attention has received it yet.

Results – I have several more weeks of branch visits to conduct, and several important stakeholders yet to touch base with, but my goal is to come to the October meeting of the Library Board with a list of action steps that I will propose to take in my time as interim CEO, however long that might last. These steps could include things like internal process adjustments that we could implement immediately, and they could also include longer term adjustments that might need to wait for a permanent CEO.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE
DIVERSITY, POLICY AND HUMAN RESOURCES COMMITTEE MEETING
SEPTEMBER 1, 2021

The Indianapolis-Marion County Public Library Board Diversity, Policy and Human Resources Committee met electronically and at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Wednesday, September 1, 2021 at 10:30 a.m., pursuant to notice given.

Committee Members Present: Mr. Biederman (via Zoom), Judge Salinas (via Zoom), Ms. Payne, Ms. Tribble and Mr. Bigsbee (via Zoom), and Interim Director, Human Resources, Tisha Galarce.

Also present: Robert Scott, Esq., Melissa Ressino, Administrative Assistant II, Human Resources, Angie Gilbert, Executive Assistant, Garrett Mason, Strategic Planning & Assessment Officer, Katie Bulloff, Digital Marketing Specialist, Joe Backe, Director, Communications and Deb Lambert, Director, Collection Management.

The meeting was recorded and will be available for viewing for any board member or employee who was not able to be present in person or via Zoom.

COMMITTEE REPORT

1. Climate Improvement Process

Ms. Tribble convenes the meeting. She informs the committee that she has had a conversation with Dr. Murtadha who has provided perspective & guidance with regards to the Climate Improvement Process, but will be stepping away from the process at this time and the board is pursuing a third-party vendor for the process.

Ms. Payne wants it to be made a part of the minutes that she is still greatly disturbed that Dr. Murtadha put a lot of work into her Climate Improvement Process proposal and then was notified that there was a problem with her involvement in the process. She does not feel that was fair to Dr. Murtadha.

Ms. Tribble explains that each of the three DEI/organizational development practitioners will give a ten-minute presentation of their proposal with ten minutes of questions to follow. The ten minutes will focus on Firm Overview, Description of project approach, Viewpoint on independence of the engaged practitioner, and Timeframe for completion and their availability to start.

Ms. Tribble explains that she wants to hear the proposals today and is to make a recommendation for selecting a vendor to the full board at the September 27th board meeting. The three vendors presenting are Whatever It Takes Consulting, Black Women Wise Women, LLC and Ice Miller Racial Equity Solution Services.

Dr. Jamyce Banks, from Whatever It Takes Consulting appears via Zoom and gives her presentation. She believes that an "External Eye" lends credibility to the process. She stresses it is important for employees to feel they can be authentic and transparent. She believes the process could be completed in a 30-60 day timeline.

Questions were presented after presentation as follows:

- Question by Ms. Payne: Does the 30-60 day timeframe include all Employees

in the organization?

Answer by Dr. Banks: That would be determined by looking at “What is appropriate from focus group standpoint?” and “What is the best data gathering”?

- Question by Ms. Payne: Have you ever been employed by the Indianapolis Public Library?

Answer by Dr. Banks: No, ma’am.

- Question by Mr. Bigsbee: Have you done another organization this size and scope and how long was the process?

Answer by Dr. Banks: We did organization that was 800 employees and process took about 65 days, we also did organization that was about 500 and that process took 35-40 days. Timing will be determined by the library and what the organization needs. These timelines are for the Climate Improvement Process, implementation of results would add an additional 60 days to the timeline. She has a team of four that is waiting and ready to start the process if they are chosen.

- Question by Ms. Payne: When you refer to “training” what does that mean?

Answer by Dr. Banks: It will depend on the “needs” of the organization but would definitely include Cultural Intelligence Training. Reports will generate specifics of what is needed.

Garrett Mason, Strategic Planning and Assessment Officer advises that he reserves and will email his questions.

Dr. Cheryl Hall-Russell from Black Women Wise Women appears via Zoom and gives her presentation. She advises that her team consists of herself, a Sociologist, an HR person, and an Education person that is also an attorney. She believes it is important for the organization to find out “who they are”. She advises that every survey is customized according to the client. She feels the Library has a good strategic plan and that the Library needs to find out how it is panning out in day to day lives of employees.

Questions were presented after presentation as follows:

- Question by Ms. Payne: With an organization of about 650 employees, how long does process take?

Answer by Dr. Hall-Russell: She refers to the timeline in her presentation.

- Question by Ms. Payne: You are located in Pittsburgh; would this require travel?

Answer by Dr. Hall-Russell: There would be very little travel required as most of the process is online. She advises she is still leery of COVID, but with safety protocols in place, she is not opposed to scheduling an in-person meeting.

- Question by Ms. Payne: Have you ever worked for the Indianapolis Public Library?

Answer by Dr. Hall-Russell: No

- Question by Mr. Bigsbee: Have you worked with other organizations at our level?

Answer by Dr. Hall-Russell: Yes, one organization of about 525 employees, which has been more complicated by the fact that some of the employees are located in Asia and Europe, so it has taken a little longer because it is crucial to not rush the process.

Garrett Mason, Strategic Planning and Assessment Officer advises he will reserve and email his questions.

Ms. Payne asks Ms. Tribble how the three DEI/organizational development practitioners were chosen. Ms. Tribble advises that she asks some people that she knew in Human Resources outside of the library and that Ice Miller had been in contact with Judge Salinas.

Myra C. Selby, Charles Ellis Bush II, Roya Porter, Kristen Matha and Gregory Stowers Jr. from Ice Miller Racial Equity Solution Services appear in person and give their presentation. They advise that their team is ready to begin immediately and would hope to complete process by the end of the year and have recommendation by the first of 2022. Mr. Bush advises that he would be speaking with employees to obtain climate feedback. He would be able to judge credibility, determine who to talk to next, and what documentation is needed. He believes it is important to bring in outside presence as a “Fact Finder” who is un-biased. He wants the process to feel useful to the Libray, not overwhelming. Ms. Matha informed everyone that their process flows from GARE Action Plan Model, that an Internal/External Communication Plan would be created for transparency, andthat a Climate Action Team would be formed and would help to finalize and development an action plan. She advises that gathering information is the bulk of the work. She says the process could include a review of HR processes and an audit of the policy handbook. Mr. Stowers says the process centers around employees, but is community focused. Ms. Porter talks about other clients and how their team brings diverse skills and capabilities. She advises they are up to date on current trends and best practices. Ms. Selby finishes the presentation with a cost estimate of \$90,000 to \$110,000. Questions were presented after presentation as follows:

- Question by Ms. Payne: Can you tell me the difference between a Climate Study and a Climate Improvement Plan?

Answer by Ms. Selby: I believe one leads the other. The Climate Study improves the Climate Improvement Process. She explains that her team would do prep, research and identify issues and provide recommendations to the Climate Study Action Team, who would take the information and move the library forward.

- Question by Mr. Bigsbee: Is there a way we can get additional documentation on phases and how they are laid out?

Answer by Ms. Selby: Yes, she is happy to provide additional documentation.

- Question by Ms. Payne: Do you develop the action plan?

Answer by Ms. Matha: We provide the information to the Climate Study Action Team and they at that time have the tools to handle implementation.

In conclusion, Ms. Tribble suggests that all follow up questions be compiled and sent together from the organization to each practitioner and that the committee look at re-convening within the next two to three weeks.

Ms. Payne asks if there has been money budgeted for this process and Ms. Tribble advises that she had a conversation with Ije Dike-Young, Chief Financial Officer and that she felt like funding would be available.

4. Adjournment

The meeting adjourned at 12:01 p.m.



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE
DIVERSITY, POLICY AND HUMAN RESOURCES COMMITTEE MEETING
SEPTEMBER 13, 2021

The Indianapolis-Marion County Public Library Board Diversity, Policy and Human Resources Committee met electronically and at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Wednesday, September 13, 2021 at 3:30 p.m., pursuant to notice given.

Committee Members Present: Judge Salinas (via Zoom), Ms. Payne, Ms. Bigsbee, Robert Scott, Board Attorney, Interim Chief Executive Officer John Helling, and Interim Director, Human Resources, Tisha Galarce.

Also present: Genira Newell, Diversity Fellow, Human Resources, Angie Gilbert, Executive Assistant, Katie Bulloff, Digital Marketing Specialist, Joe Backe, Director, Communications, Deb Lambert, Director, Collection Management, Michael Torres, President of Library Union, and Kimberly Winfrey, Union Member.

COMMITTEE REPORT

1. Climate Improvement Process

Ms. Tribble convenes the meeting. She explains to the committee that each of the two Organizational Development practitioners will give a ten minute presentation as to their proposal with ten minutes of questions to follow. The ten minutes will focus on Firm Overview, Description of project approach, Viewpoint on independence of the engaged practitioner, and Timeframe for completion and their availability to start.

Ms Tribble explains that any questions be sent to her by noon on Wednesday, September 14, 2021 so that responses can be back by next week. A mid-week meeting will be planned to evaluate vendors.

Ms. Tribble explains that she wanted to hear their proposals today and is wanting to make suggestion to the full board at the September 27th board meeting. The two vendors presenting are Performance 3, and Great Lakes Equity Center.

Ms. Payne wanted to give her appreciation to the two vendors presenting today because of the short turnaround on response and getting printed material to the board before the vendor meeting today.

Thresette Briggs, from Performance: 3 appears via Zoom and gives her presentation. She reviews her bio and qualifications. Company focuses on Climate Assessment and Improvement processes. She stresses it is important for everyone to be on board with change and wants to incorporate quarterly touchpoints. She emphasizes the importance of confidentiality guidelines and correspondence. The proposed timeline for completion of the process is January, 2022.

Questions were presented after presentation as follows:

- Question by Ms. Payne: What Capacity have you worked with the library in the past?

Answer by Ms. Briggs: learning series with managers and supervisors and the facilitation of the executive committee retreat from May- August of 2021.

- Question by Ms. Tribble: Budget and past work with the Library?

Answer by Ms. Briggs: The budget could change, depending on the tools needed to Complete the assessment.

- Question by Mr. Bigsbee: Have you done another organization this size and scope and how long was the process?

Answer by Ms. Briggs: Timing will be determined by the library and what the organization needs. Mid October the process can start. She included that she does have 2 “W-9” employees and can scale up or down the number of project team members if needed.

Dr. Kathleen King Thorius and Dr. Senna Skelton from Great Lakes Equity Center appear via Zoom and give a presentation. She advises that her team would consist of herself, Ms. Skelton, and IUPUI. Great Lakes Equity Center has a big focus on K-12 Schools, but has worked with community organizations. Great Lakes Equity Center’s ground assertions have a focus on impact with the understanding of system racial inequities and addressing systemic oppression. Dr. Thorius explains that the draft scope four-step timeline process would last from September/October through November, 2021. Dr. Thorius explains that the tools used are ongoing for focus groups and advisory meetings.

Questions were presented after presentation as follows:

- Question by Mr. Scott: What is the role or partnership with the University?

Answered by Dr. Thorius: The University will a partner to help with security at an institutional level.

Ms. Payne expresses appreciation to the two vendors presenting today because of the short turnaround on response and getting printed material to the board before the vendor meeting today.

Dr. Thorius and Dr. Skelton’s Zoom presentation ends.

Ms. Tribble explains next steps to committee members as stated in the beginning of the committee meeting.

Ms. Tribble announces that the next mid-week discussion about presented vendors will be Tuesday, September 21, 2021 at 9:30am.

Ms. Tribble explaina that the discussion will lead to a recommendation to the full board on Monday, September 27, 2021.

4. **Adjournment**

The meeting adjourned at 4:16 p.m.



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE
FACILITIES COMMITTEE MEETING
SEPTEMBER 15, 2021

The Indianapolis-Marion County Public Library Board Facilities Committee met electronically via Zoom on Wednesday, September 15, 2021 at 12:10 p.m. pursuant to notice given.

Committee Members Present: Mr. Bigsbee and Rev. Robinson
Other Attendees: Russell Brown, Gwendolyn Simmons, Joe Backe, and Mike Coghlan

COMMITTEE REPORT

1. Resolution – Authorization to Sell Real Estate Located at 3325 Lowry Road, Indianapolis, IN

Mike Coghlan, Director of Facilities (Interim) and Counsel Russell Brown discussed the proposed resolution. A previous offer of \$400,000 had been approved by the Board, however at the completion of the due diligence period the proposed sale was terminated. The property was then remarketed and IndyPL received an offer for the property of \$200,000.00. This lower offer reflects the amount of work required to bring the mechanical system up to a functioning level. IndyPL decided to not invest in new HVAC equipment as we were going to move to the new location on Moller Road. As a procedural issue, there will be a Public Hearing to consider the sale of the Property during the September 27, 2021 regular Board Meeting.

Following the discussion, Rev. Robinson made the motion, seconded by Chairman Bigsbee that the Resolution be sent to the full Board for approval with a Do Pass recommendation. The motion passed.

2. Resolution – Approval to Award a Services Contract for System-Wide Mechanical Maintenance Services

Gwendolyn Simmons, Manager, Purchasing and Supplier Diversity and Mr. Coghlan discussed the proposed resolution. IndyPL staff utilized the City’s Department of Minority & Women Business Development website to identify certified Offerors capable of providing the Services. The RFP was sent directly to those 16 vendors. Four proposals were received by the deadline of August 17, 2021. All of the Offerors submitted an Application for MBE/WBE/VBE/DOBE Program Waiver. Ms. Simmons reviewed the supporting documentation for the Waiver provided by Ellis Mechanical and approved their good faith effort to achieve the IndyPL Participation goals. Ellis Mechanical has committed to obtaining the required filters, equipment, and pipe from certified XBE firms.

Following the discussion, Rev. Robinson made the motion, seconded by Chairman Bigsbee that the Resolution be sent to the full Board for approval with a Do Pass recommendation. The motion passed.

3. IndyPL has received a request from the FHRA Board President for a meeting with an IndyPL Board Member and CEO for an update on the Ft. Ben Project. The meeting will be held at the FHRA offices. Chairman Bigsbee stated he will be available for a meeting and arrangements will be coordinated through Angie Gilbert, Executive Assistant to the CEO and the IndyPL Board. Rev. Robinson stated he would like to attend if available.

4. Adjournment

The meeting adjourned at 12:25 p.m.



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE
DIVERSITY, POLICY AND HUMAN RESOURCES COMMITTEE MEETING
SEPTEMBER 21, 2021

The Indianapolis-Marion County Public Library Board’s Diversity, Policy and Human Resources Committee met electronically and at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Tuesday, September 21, 2021 at 9:36 a.m., pursuant to notice given.

Committee Members Present: Mr. Bigsbee, Ms. Payne, and Ms. Tribble.

Also Present: John Helling, Interim Chief Executive Officer, Tisha Galarce, Interim Human Resources Director (Virtual), Joe Backe, Communications Director, Angie Gilbert, Executive Assistant, Katie Bulloff, Digital Marketing Specialist, Connie Scott, Central Library Area Resource Manager and Robert Scott, the Library’s attorney.

COMMITTEE REPORT

1. Climate Improvement Process

Ms. Tribble noted that the Board under took the task of having a Climate Improvement Process in June. After some deliberation and under advice of counsel we have invited five Diversity, Equity, and Inclusion and organizational development practitioners to submit proposals and to make 10-minute presentations that described their plans for conducting a Climate Assessment and Improvement Process to include:

- Firm overview
- Description of project approach
- Viewpoint on independence
- Timeframe for completion and availability to start

We further advised in our written invitations to them that we were looking to have “a comprehensive process that incorporates nearly 600 employees as well as all stakeholders, including union, administration, board, patrons, and any other parties it is appropriate to engage. We also expect that the recommendations and implementation plan from such a process to inform the impending CEO search and provide insight for board governance opportunities.”

We heard presentations from all five respondents over the course of two meetings. We also sent follow-up questions from the Committee, staff, and counsel, with a request for responses by last Friday. The responses have been provided to Committee members, Board members, staff and counsel.

Garrett Mason, the Library's Strategic Planning & Assessment Officer, has provided a summary chart, based on the proposals and presentations for purposes of a side-by-side comparison.

The proposals range in pricing from a minimum of \$12,936 to a maximum of \$100,000, with an average cost of \$34,387. However, if you eliminate the highest and lowest, the remaining three proposals lie in the range of about \$20,000.

The purpose of the meeting today is to review the proposals received. Ms. Tribble then asked for comments/rankings from the Committee members and Library staff. They were as follows:

Ms. Payne: She commented that the cost quoted by Ice Miller was exorbitant and the proposal did not contain a training component. She felt the Performance 3 or Whatever It Takes would be a better selection.

Mr. Bigsbee: He agreed somewhat with Ms. Payne but felt that Ice Miller, even though their cost was substantially higher, brings a lot to the table. Their presentation was very good. He thought that Performance 3 should be considered as well given their past work experience with the Library.

Ms. Tribble: She also agreed with Mr. Bigsbee. Ice Miller's proposal was comprehensive. Their team was good. Additional items on their proposal round out what we wanted, i.e., survey, focus groups. Their high cost is an outlier and we have to determine if their additional services are useful to us. Because of the timing of this Process, it's anticipated that some of the information obtained will also be used in the CEO search.

Mr. Helling: He would select Ice Miller. He agrees that the cost is high but they check most every box of what we were looking for. Cost shouldn't always be the determining factor. The Library chose the least expensive proposal for our book handling machine and we continue to have issues with it. That was a bad choice. We need to have confidence in the product we're purchasing.

Ms. Galarce: She likes what Ice Miller brings to the table. She also is familiar with Performance 3 since they have worked with the Library before.

Mr. Bisgbee wanted to know what the Library had paid to Performance 3 for the work they previously did.

Mr. Helling advised that he would research that and provide the information to Mr. Bigsbee. It was noted that Performance 3 had worked with the Library's Executive Committee and Management Team.

Ms. Tribble reminded everyone that Performance 3 and Whatever It Takes are both WBE vendors.

A lengthy discussion took place about the possibility of using more than one vendor for the Process. One thing to consider is would a vendor agree to only being part of the Process if not awarded the entire contract?

Mr. Scott commented that vendors will usually take a piece of a contract if offered.

Ms. Tribble mentioned that Ice Miller is familiar with GARE and they addressed continuing on that approach. The Library already participates in GARE and we would be well-served to obtain that additional information from them

The discussion continued about the possibility of subcontracting some components to other companies and how that might affect the total cost.

At this time, Mr. Bigsbee moved to consider the selection of Ice Miller to conduct the Climate Assessment and Improvement Process to the full Board for approval. Ms. Tribble seconded the motion. It was noted that Ms. Payne voted no on the motion.

Ms. Tribble thanked everyone for reviewing all the information received from the vendors on this matter.

2. Adjournment

The meeting adjourned at 10:36 a.m.

