

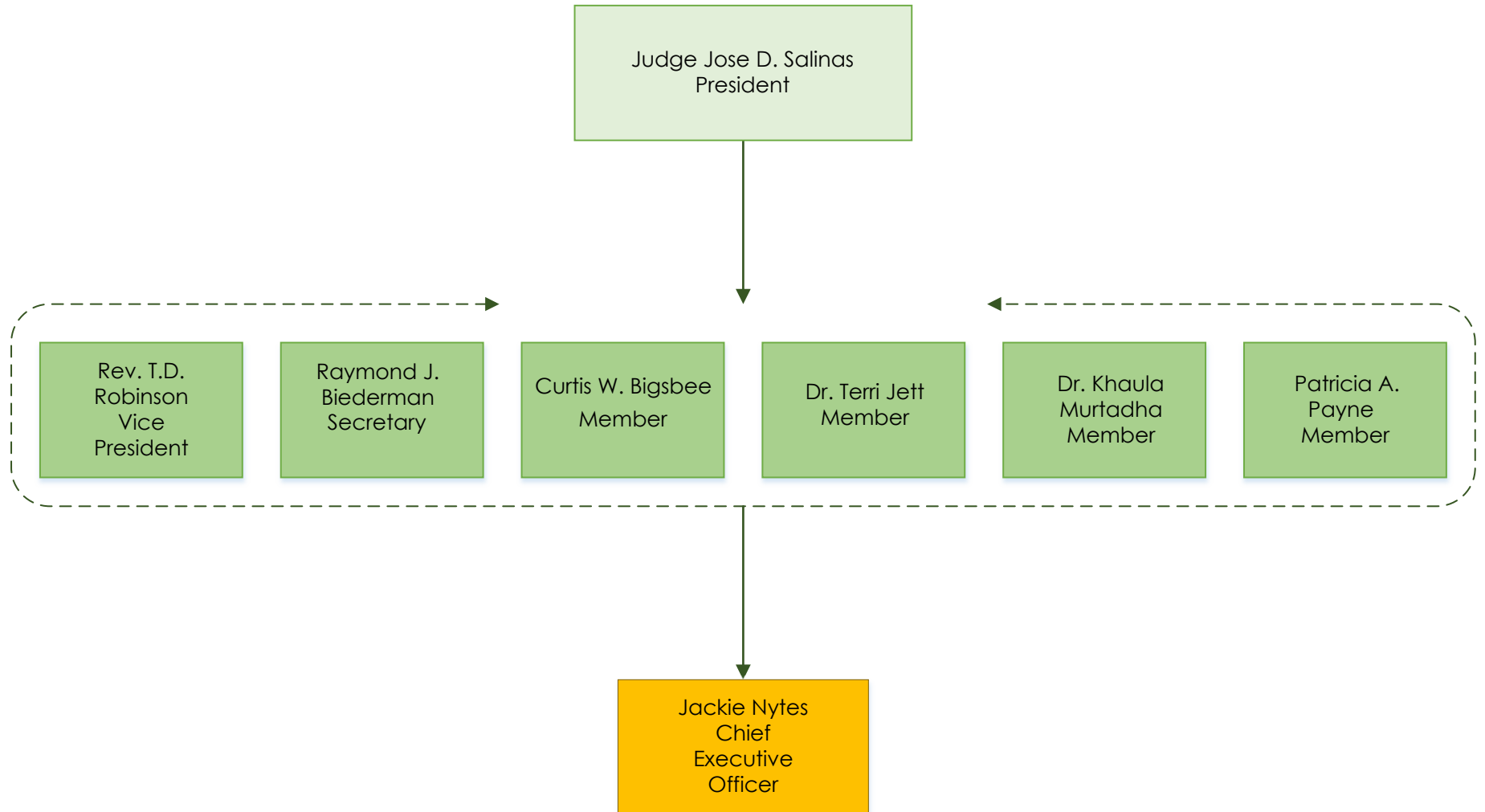
The Indianapolis Public Library 2021 Budget



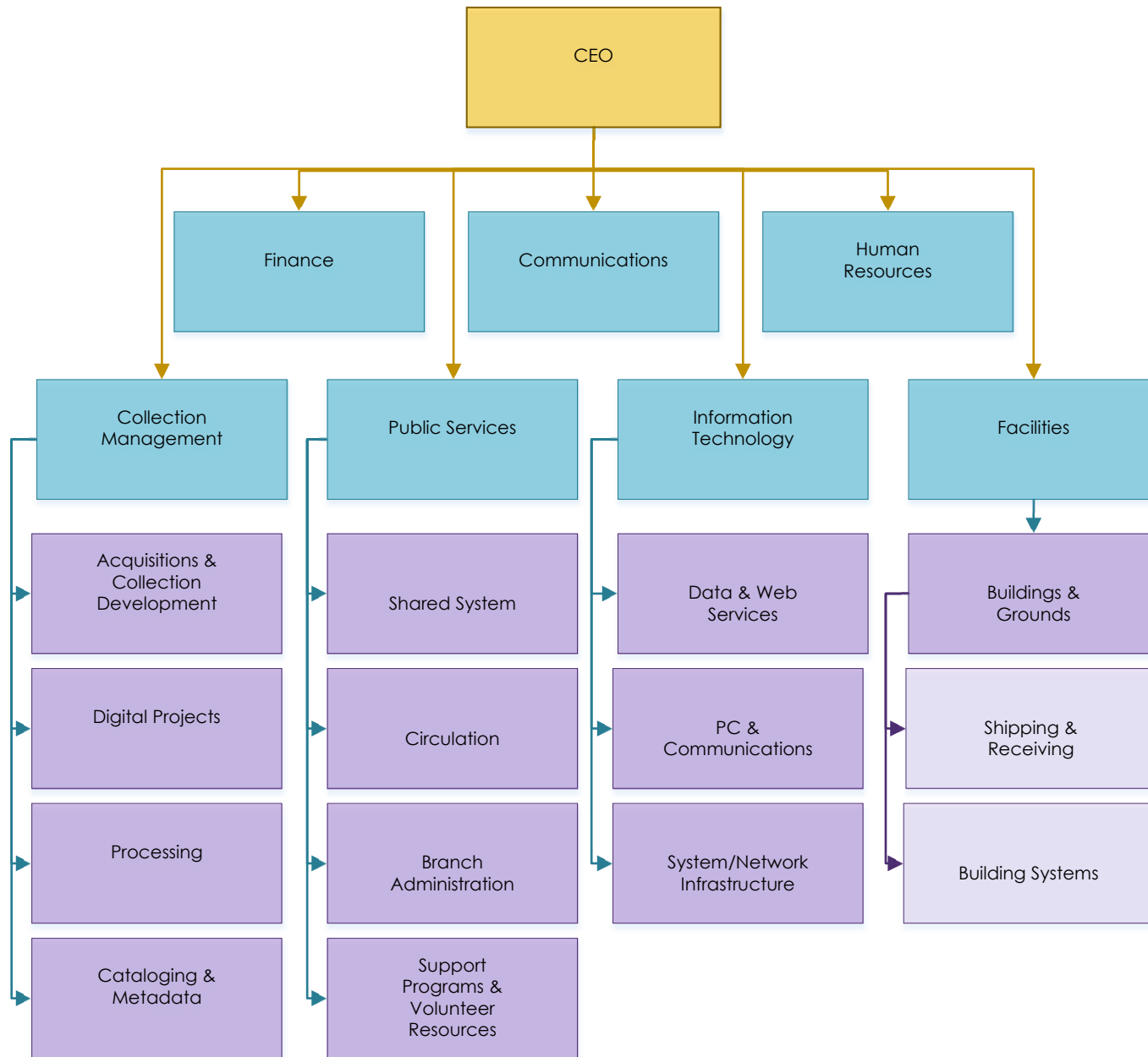
Table of Contents

Organization Chart – Library Board	2
Organization Chart – Indianapolis Public Library	3
Executive Summary & Calendar	
Executive Summary	5
Calendar and Approval Process for 2021 Budget	8
Operating Fund	
Revenue Sources	10
Volunteer Time	15
Summary of Significant Assumptions – Budget 2021	16
2021 Proposed Budget Detail	17
Bond & Interest Redemption Fund	
Bond & Interest Redemption Fund	40
Rainy Day	
Rainy Day Fund	43

Indianapolis-Marion County Public Library Library Board



Indianapolis-Marion County Public Library



INTRODUCTION

Executive Summary

August 11, 2020

TO: Citizens of the Indianapolis-Marion County Public Library District
Board Members of the Indianapolis-Marion County Public Library
And their appointing authorities:
The City-County Council
The County Commissioners
Board of School Commissioners of Indianapolis Public Schools.

We are pleased to present the proposed budget of the Indianapolis-Marion County Public Library (the "Library") for the fiscal year ending December 31, 2021.

The Library has begun efforts on a new 3-year Strategic Plan for 2021-2023 but has set priorities for the 2021 budget year. The total annually appropriated budget being presented for adoption by the Library Board and the Indianapolis-Marion County City-County Council and approved by the Department of Local Government Finance (DLGF) totals \$71,089,456 for the year ended December 31, 2021. This budget includes additional resources to support the opening of the new West Perry branch. As always, the challenge of meeting increased demand for library services as revenue sources decrease may result in the need to rely upon the Library's fund balance to fill the gap for 2021. This budget maintains a collections budget for physical materials of \$3.2 million and \$3.1 million for digital resources (together "Collection Materials"). Collection Materials make up 13% of the budget. The largest portion of the Library budget, 59%, is for salaries and benefits.

Comparison of the 2021 proposed budget with the 2020 adopted budget is as follows:

Library Funds	2021	2020	Variance
General Fund	\$ 49,968,376	\$ 48,658,498	\$ 1,309,878
Debt Service Fund	18,121,080	16,646,603	1,474,477
Rainy Day Fund	3,000,000	2,000,000	1,000,000
Library Improvement Reserve Fund	-	600,000	(600,000)
Total	\$ 71,089,456	\$ 67,905,101	\$ 3,184,355

2021 Priorities

The priorities and short term goals for 2021 are primarily in line with priorities in 2020. The Library's 2021 priorities include five major areas.

1. Removing barriers to and increasing racial equity in all aspects of Library Services
 - Recruit and retain a talented workforce representative of the community while addressing racial disparities in hiring, access to promotions, staff development, and retention creating an inclusive, equitable work environment.
 - Meet the diverse needs of community members by evaluating services to the public through collection development, outreach, programs, services, and literacy initiatives to promote a more equitable experience for all.
 - Strengthen relationships with local organizations, neighborhoods, and businesses prioritizing partnerships with BIPOC communities.
2. Retain and attract high quality and knowledgeable staff to serve patron needs
 - Increase in tuition reimbursement
 - Add a social worker to the Central Library team
 - Customer service training focus
3. Providing a welcoming, clean, safe and accessible branch locations for all patrons
 - Continue to create operational changes that maximize safety in a COVID-19 environment
 - Opening of new West Perry Branch
 - Sell bonds for construction of new Glendale branch
 - Design and approvals for new Fort Benjamin Harrison Branch
 - Evaluate our approach to security
4. Increasing collaboration with schools and support of e-learning
 - Maintain a robust collection of databases and e-resources with remote access to support remote learning
 - Addressing the digital divide
 - Increasing the number of students who have library cards
5. Adapting Library services and leveraging technology to meet patron needs in changing environment
 - Continue to build a comprehensive digital collection and meet demand for physical books and materials
 - Launch the Digital Encyclopedia of Indianapolis
 - Planning the re-design of Learning Curve technology at Central Library
 - Continue curbside service, if necessary
 - Launch CBLC Phase II multimedia/digital project
 - Offer robust online programming

2020 Challenges

Challenges for the Library's 2021 Budget include challenges in predictability of revenue due to the Covid-19 recession. In addition, the Library continues to have the challenge of limited growth due to the circuit breaker loss. Annual growth in the levy is limited by Indiana's statewide "circuit breaker" legislation that is intended to limit the tax liability for property owners. The circuit breaker loss has historically limited the long term growth in the revenues and the ability of revenue growth for the Library to keep with the

expenditure growth. The library system has limited legal ability to raise additional revenues to compensate for the stagnant growth in property taxes, which make up about 80% of the budgeted revenues. Any increases in local income tax allocations must be initiated through the Indianapolis-Marion County City-County Council.

The increase in cost of electronic resources, increases in personnel costs, as well as the need for increased security presented challenges in allocating costs for the 2021 budget.

The Library is addressing the challenge of the cost of library services growing at a pace faster than revenues by maintaining conservative budgeting practices as well as maintaining adequate reserves to allow for flexibility in timing of any necessary changes to expenditure levels. The Library continues to update and monitor its five year financial plan to ensure its sustainability and to live within its means.

Conclusion

The Library's stewardship of taxpayer dollars is exemplified by the Library's Aa1 rating from Moody's Investor's Service and the AA+ rating from Fitch.

This adopted 2021 Budget provides the Library the opportunity to keep tax rates low while continuing our mission of enriching the lives and building communities through lifelong learning. The Library not only serves as a bridge between individuals and information, but it successfully partners with many community organizations, acts as an economic stimulus in neighborhoods, and provides a welcoming place for newly-arrived immigrants. Its free and accessible spaces foster a learning community.

We wish to express our appreciation to the dedicated service of the entire Library staff.

Respectfully submitted,



M. Jacqueline Nytes
Chief Executive Officer



Ijeoma Dike Young, CPA
Treasurer, Chief Financial Officer

Calendar and Approval Process For the 2021 Budget

April 30	Pre-Budget submitted to DLGF
June 9	Review of high level budget at Board Committee Meeting
July 14	Draft review of budget at Board Committee meeting
July 31	Budgets are advertised for the first time. (Meets 6-1.1-17-3 (a) requirement for 10 day notice before public hearing.) NOTE: The advertising for the Council hearing is no longer required to be noticed in the paper. It is required to be posted on-line via Gateway.
Aug 7	Budgets are advertised for the second time.
Aug 11	Public Hearing on 2021 Budget at the August Committee Board meeting (as noticed on July 31 st and August 7 th public notices). In accordance with IC 6-1.1-17-5(a) (notice of meeting to be posted 48 hours prior)
Aug 24	Board adopts budget at the regular August Board meeting (as noticed on July 31 st and August 7 th public notices). In accordance with IC 6-1.1-17-5(a) (notice of meeting to be posted 48 hours prior)
Sept 2	Last day for Board to approve Budget (Per IC 36-3-6-9(b). Board must submit adopted budget and tax levies along with detailed accounts to council clerk before close of business. (Per IC 36-3-6-9(b))
Sept 14	Budget introduced at Council meeting (Per CCC schedule). Last day to submit notice of publication for 2021 budget and tax levies through Gateway.
Sept 18	The notice, publication, and submission to DLGF of the estimated budget and public hearing must occur before September 19 of the calendar year per IC 6-1.1-17-3(a).
Sept 24	Municipal Corporations Committee hearing on the 2021 budget (Per CCC schedule and in accordance with IC 6-1.1-17-5(a) (2)) 5:30 p.m. Room 260
Sept 28	Public hearing on the 2021 budget at City-Council meeting at 7:00 p.m.
Sept 30	Review and pass budget by the Municipal Corporation Committee 5:30 p.m. Room 260
Oct 12	City County Council adopts Budgets for 2021 (as required by IC 6-1.1-17-5(a) (2))
Oct 17	Library files approved budget via Gateway for the City Controller to submit.

Two (2) days after budget is signed by mayor or veto of budget is overridden, adopted budget Ordinances must be filed by City County Council Clerk with Board of Tax Adjustment. (Per IC 6-1.1-17-5(e).)

OPERATING FUND

THE OPERATING FUND

Assessed Valuation

The 2020 pay 2021 assessed valuation for the Library district is estimated at \$44,694,125,087 based on information provided by the County Auditor's office. Since the 2008 recession assessed values had been on a downward trend, but have been increasing since 2017.

Payment Year	Assessed Valuation of Library District	Growth of Assessed Value Over Time	
		Period	Percentage
2007	\$ 43,500,245,280	2006 to 2007	11%
2008	42,553,962,335	2007 to 2008	(2)%
2009	35,693,488,773	2008 to 2009	(16)%
2010	34,794,821,192	2009 to 2010	(2)%
2011	33,240,892,643	2010 to 2011	(4)%
2012	33,005,181,323	2011 to 2012	(1)%
2013	33,168,703,752	2012 to 2013	>1%
2014	33,109,498,271	2013 to 2014	>(1)%
2015	35,872,739,097	2014 to 2015	8%
2016	35,784,492,637	2015 to 2016	>(1)%
2017*	36,995,952,545	2016 to 2017	3%
2018	38,958,770,110	2017 to 2018	5%
2019	40,373,153,619	2018 to 2019	4%
2020	42,493,844,770	2019 to 2020	5%
2021**	44,694,125,087	2020 to 2021	5%

*Includes Beech Grove.

** Estimated as the amount has not been certified by the DLGF.

Revenues

1. Property Taxes

The Operating Fund is the general fund from which an annual appropriation is made for the day to day operations of the Library. This fund is used to pay staff and associated fringe benefits, supplies, utilities, maintenance, and collection materials. The 2020 pay 2021 anticipated Operating Fund tax rate is \$0.1017 based on the Certified Net Assessed Value of \$44,694,125,087 and the maximum permissible levy calculated by the DLGF.

The Library's earlier long range financial plans anticipated more significant growth in revenues would be necessary to operate the new and larger facilities coming online. However, due to property tax caps, property tax revenues have only increased, on average, 1.5% over the past 15 years. To address the reduction in growth due to property tax caps, the Library began evaluating operations to formulate a plan for streamlining operations. The Library continues to update and monitor the five year financial plan to ensure its sustainability and to live within its means.

Under the provisions of the Property Tax Control program, the current estimated maximum levy for the Operating Fund (2021) allowed by law for the Indianapolis-Marion County Public Library is \$45,436,527. This represents a 4.2% increase over last year's property tax levy based on the allowable growth rate per the Department of Local Government Finance. The estimated maximum levy for the Operating Fund for 2021 is \$45,436,527 less the estimated loss of \$8,178,575 due to Circuit Breaker resulting in net property taxes of \$37,257,952. The estimated loss calculated by the DLGF is much higher at an amount of \$9,161,750. Beginning in 2017, the Capital Project Fund was eliminated and the budget for items previously funded in the Capital Project Fund is included in the Operating Fund.

Property Tax Caps (aka Circuit Breaker)- the property tax cap, also known as "circuit breaker" was enacted by the Indiana General Assembly in 2008 and subsequently amended into the Indiana Constitution. The cap guarantees that property tax rates in overlapping districts cannot exceed a certain capped percent of the parcel's gross assessed value. The "circuit breaker" amount represents property tax liability waived because it is above the level allowed under the property tax caps. The property tax caps are as follows:

- 1% - for Homestead property
- 2% - for other residential property and agricultural land
- 3% - for commercial and industrial property

The chart below shows the property tax rates since 2016 including the 2021 anticipated tax rate.

Tax Rate History						
Fund	2016	2017	2018	2019	2020	2021
Operating	0.0987	0.1060	0.1047	0.1043	0.1026	0.1017
CPF	0.0038	-	-	-	-	-
Bond 1	0.0293	0.0296	0.0258	0.0265	0.0184	0.0173
Bond 2	-	0.0011	0.0056	0.0053	0.0134	0.0145
Total	0.1318	0.1367	0.1361	0.1361	0.1344	0.1335

2. Other Intergovernmental Revenue

Local Income Tax – LOIT Property Tax Relief

During the summer of 2007, the Governor requested local governments to increase the local income tax for property tax relief (known as LOIT). The City-County Council adopted an increase in August of 2007 which provided funding for public safety along with property tax relief. As a result of this action, the Library was required to keep their tax levy for years 2007 – 2010 at the rate approved for 2007. The difference between the levy adopted by the Library and the maximum allowed would be made up from the increase in the local

income tax as a Local Option Income Tax. For 2021 the amount anticipated to be received by the library is \$3,469,126. This Local Option Income Tax is not an additional source of revenue for the Library – **it is property tax replacement and is deducted from the Library's tax levy.**

Local Income Tax – LIT Certified Shares (COIT)

In 2011, legislation was changed allowing the Library's fiscal body (City/County Council) to distribute a share of COIT revenue to the Library. For 2021, the amount of revenue from COIT included in our projections is \$420,596 which is two tenths of one percent of the Marion County Certified Distributions.

Motor Vehicle Excise Tax

Motor Vehicle Excise Tax projected for 2021 is \$2,694,752 for the Library's Operating Fund. This tax is in lieu of a personal property tax on vehicles, and it is paid at the same time annual license plates are obtained. Yearly renewals of plates and payments of this excise tax are normally handled by mail. The rate of tax varies based on the initial "factory advertised delivered price" of the vehicle in the year which it was new. The tax is then computed lower per year of manufacture. Changes in legislation reduced the amount of tax collected through this mechanism. Replacement funds are provided from gambling proceeds and from the general fund, if necessary, to make up the difference for units of local government.

Commercial Vehicle Excise Tax (CVET) projected for 2021 is \$289,648 for the Library's Operating Fund.

Financial Institutions Tax

The library's share of tax monies received from banks and savings and loan associations is projected at \$332,860 in 2021 for the Library's Operating Fund.

3. Sources of Additional Revenue

Public Library Access Card

As a result of legislative action, a Statewide Library Card (PLAC) was made available beginning January 1, 1993. On a quarterly basis, the Library submits the revenue it generates for this program to the Indiana State Library to be placed in a designated fund account for the PLAC program (Indiana Code 4-23-7.1-5.2). After the calendar year, the revenue plus interest is distributed back to participating libraries on the basis of net loans. For 2021, PLAC revenue is projected at \$55,000.

Fines and Fees

Fines and fees projected in 2021 for lost and damaged materials are \$153,000. The growth of eBooks has reduced our fine revenue as e-resources do not have associated fines. Print and copy revenue is projected to generate \$303,631 in

revenue and fax usage is projected to bring in \$62,553. Due to the demand for meeting rooms and the popularity of using Central as a venue, the Library's meeting room income is projected at \$239,991 in 2021.

Interest

This represents the investment income earned on cash held by the Library during the year. Investments are limited by statute to government operating fund backed instruments such as CDs. For 2021, interest income is projected at \$90,000 for the Operating Fund.

Grants/Contributions

Annual support for the InfoZone Library Branch for 2020 is projected at \$225,000. The Library maintains Grant/Gift funds for all other grant/gifts in accordance to State Accounting Guidelines.

Operating Revenue - 2019 to 2021			
Cash Basis			
Source	2019 Actual	2020 Estimated	2021 Projected
Property Tax	\$ 42,109,199	\$ 43,605,112	\$ 45,436,527
Less Property Tax Caps	(7,579,000)	(7,848,241)	(8,178,575)*
Delinquencies/Uncollected	711,088	-	(454,365)
Total Property Tax	35,241,287	35,756,871	36,803,587
Excise Tax	2,740,197	2,774,272	2,694,752
In Lieu of Property Taxes	24,521	29,440	29,440
Local Option Income Tax	4,022,623	3,854,584	3,469,126
LIT Certified Shares (COIT)	233,093	467,329	420,596
CVET	298,245	302,664	289,648
Financial Institutions Tax	336,411	261,850	332,860
Total Intergovernmental Revenue	7,655,090	7,690,139	7,236,422
E-Rate	378,942	248,400	395,000
Facility Rental	304,377	224,500	239,991
Café	16,325	12,000	10,000
Catering Commission	78,840	60,000	66,226
Fines/Fees	634,780	650,000	153,000
Fax Usage	74,468	60,000	62,553
Printers/Photocopiers	363,723	351,300	303,631
PLAC Distribution	83,509	83,000	55,000
Headset/USB	12,127	13,000	10,187
Interest Income	386,888	170,000	90,000
Miscellaneous	16,604	10,800	8,700
Reimbursements	674,841	200,000	380,000
Grants/Contributions	225,000	225,000	225,000
Total Other Revenue	3,250,424	2,308,000	1,999,288
Total Revenue	\$ 46,146,800	\$ 45,755,010	\$ 46,039,296

*Estimated DLGF property tax cap loss is \$9,161,750.

Long Term Operating Fund Projections

The Library's projected revenue for 2021 is **\$46,039,296** and the projected budget is **\$49,968,376 resulting in a potential structural deficit of \$3,929,079**. This uses the Library's projection for the Circuit Breaker of \$8,178,575 which is significantly lower than the DLGF's projection of \$9,161,750. The Library plans to fund this deficit with fund balance. Looking ahead, the Library plans to continue to strategically draw down fund balance as we continue to control expenditures by holding some expenditures flat and/or reducing costs, evaluating each vacant position, and pursuing additional sources of revenues through grants, endowments, and Foundation support.

Due to shortfalls in collections and feedback from rating agencies and auditors regarding the Library's cash balances in previous years, the Board has a benchmark to aid in their long range planning for the Operating Fund. In 2012, the Board approved an Operating Fund Balance Policy that sets the balance at the amount necessary to avoid the issuance of Tax Anticipation Warrants as a minimum target for the Unrestricted Operating Fund balance. Unrestricted fund balance is an important measure of economic stability. It is essential that the Library maintain adequate levels of unrestricted fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and to ensure stable tax rates. The fund balance also provides cash flow liquidity for the Library's general operations and is crucial in long-term financial planning.

Volunteer Time

Another resource utilized by the Library, but which is not included in any of the expenditure figures in this report, are the volunteer hours donated by many dedicated patrons of the Library. Although volunteerism is not accounted, it should be acknowledged here nonetheless.

Volunteerism itself is an important component of our society, especially with not-for-profit organizations. Many people donate their time and energy to perform services. Listed below is a recap of the work done by volunteers in 2019.

- Assisting at the Indy Library Store – processed 13,406 boxes of materials in 2019 and generated \$205,407 from public sales, branch sales, and on-line sales.
- Library Express – the Library's service to patrons who are homebound. Served 53 patrons in 2019.

Volunteers by Activity

Branch Volunteers	745	13,627 hours
Indy Library Store	152	7,615 hours
Library Express	29	828 hours
Special Event/Outreach	98	490 hours
<u>Totals</u>	<u>1,024</u>	<u>22,560 hours</u>

Volunteerism is generally considered as an unaccountable resource in the organization. Man-hours are received gratis from the volunteers. Thus, volunteer time can be considered as gifts from the volunteers. IMCPL tracks the number of hours donated to each of its service areas throughout the year. In 2019, the total time received was 22,560 hours.

A monetary value for volunteer time has been determined by *The Independent Sector*, of Washington, D.C. from extensive research with many types of organizations throughout the U.S. that use volunteers. The value for one volunteer-hour, which they determined for 2019, is \$24.23. This value includes both wage per hour, based on the type of work performed, and benefits, and is an average of all types of volunteer positions.

At \$24.23, per hour, and with 22,560 hours donated to the Library last year, the Library received a total of **\$546,629** in value for 2019.

Summary of Significant Assumptions - Operating Fund Expenditures

Salaries and Benefits: Planned overall increase of approximately 2.5%.

Salaries:

1. 2% has been set aside for salary increases
2. Hiring freeze with exceptions approved by CEO
3. No use of subs

Health Care: Increase of 2.7% – based on current year projected cost and expected medical expenses for 2021.

FICA: The contribution set by the Federal Government is 7.65%.

PERF: Employer's share remains the same as 2020 – 11.2%. Employee share, which the Library pays, remains at 3% for a total of 14.2%.

Supplies: Increased \$310,000 due to the planned purchase of Staff and Public PCs that are due to be refreshed.

Utilities: Increase of \$93,046 based on expected rate increases from the various utility providers – 14% for gas, 4% for electricity, 4% for water, 14% for storm-water, and 4% for sewage. Included in the budget are expected increases due to the new branches – Brightwood, Eagle, and West Perry.

Repair & Maintenance: Increase of \$38,178 – includes maintenance of the Library's elevators/escalators, electrical services, general maintenance – carpet replacement, roof replacements, parking lot repairs, painting, lighting upgrades, vehicle maintenance, janitorial services for all locations, conveyor system support and mechanical maintenance.

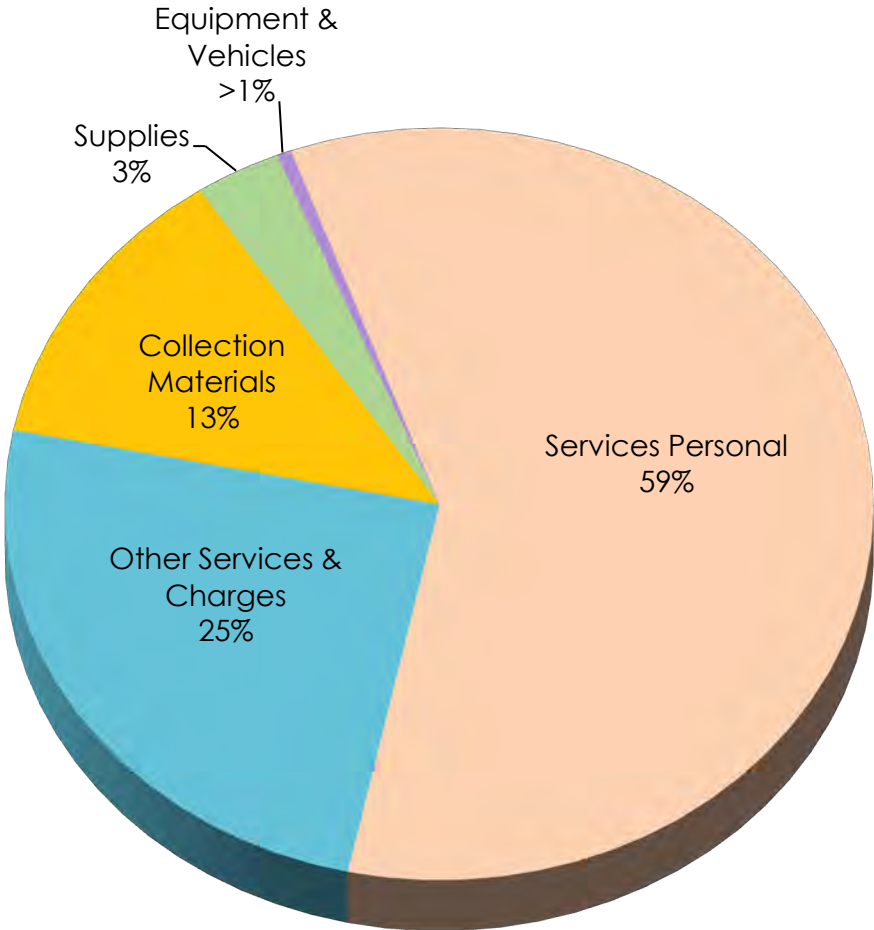
Rental: Decrease due to termination of lease at Brightwood branch.

Other services and charges: Increases due to Polaris (Integrated Library System), consulting services (Diversity & Inclusion consultant, Government Alliance on Race & Equality (GARE) membership), security services, snow removal, and lawn and landscaping.

Collection Materials: Increased 1.8% or \$109,251. In order to meet demand for e-resources, \$1,000,000 has been moved from the physical books and materials budget to the e-resources budget.

2021 Proposed Budget - Operating Fund

\$ 49,968,376



Operating Fund - Detailed Budget

Object Code Description	Detail Page #	2021 Requested Budget	2020 Original Budget	2019 Actuals
Expenditures				
411000 - SALARIES APPOINTED STAFF	20	\$ 18,251,455	\$ 18,070,748	\$ 15,519,814
412000 - SALARIES HOURLY STAFF	21	1,805,589	1,805,589	1,765,332
413000 - WELLNESS	22	45,000	35,000	28,144
413001 - LONG TERM DISABILITY INSURANCE	22	44,957	44,075	47,038
413002 - EMPLOYEE ASSISTANCE PROGRAM	22	23,970	23,500	19,200
413003 - TUITION ASSISTANCE	22	30,000	25,000	10,085
413004 - SALARY ADJUSTMENT		271,061	-	-
413100 - FICA AND MEDICARE	22	1,555,100	1,513,443	1,265,748
413300 - PERF/INPRS	22	2,630,197	2,546,358	2,212,257
413400 - UNEMPLOYMENT COMPENSATION	22	20,000	9,000	5,185
413500 - MEDICAL & DENTAL INSURANCE	22	4,737,323	4,614,321	3,914,771
413600 - GROUP LIFE INSURANCE	22	39,729	38,950	35,901
Salaries and Benefits		29,454,382	28,725,984	24,823,476
421500 - SMALL EQUIP, DEVICES and FACILITY PURCHASES	23	710,120	385,096	146,964
421600 - LIBRARY SUPPLIES	23	106,000	186,000	80,661
421700 - DEPARTMENT/BRANCH OFFICE SUPPLIES	23	320,020	373,800	485,549
422210 - GASOLINE	23	44,880	44,000	26,244
422250 - UNIFORMS	23	8,160	8,000	4,474
422310 - CLEANING & SANITATION	23	169,950	165,000	93,095
429001 - NON CAPITAL FURNITURE & EQUIP	23	240,360	128,000	60,513
Total Supplies		1,599,490	1,289,896	897,500
431100 - LEGAL SERVICES		219,000	219,000	165,396
431200 - ENGINEERING & ARCHITECTURAL		-	25,000	-
431500 - CONSULTING SERVICES	24	278,400	285,900	304,295
432100 - FREIGHT & EXPRESS		7,070	7,000	5,138
432200 - POSTAGE		65,265	64,650	19,229
432300 - TRAVEL		33,280	36,400	17,419
432400 - DATA COMMUNICATIONS		278,400	281,800	283,387
432401 - CELLULAR PHONE		10,890	10,080	11,145
432500 - CONFERENCES		132,000	143,100	63,410
432501 - IN HOUSE CONFERENCE		78,000	96,530	59,219
433100 - OUTSIDE PRINTING		154,000	177,116	170,493
433200 - PUBLICATION OF LEGAL NOTICES		1,810	1,800	1,255
434100 - WORKER'S COMPENSATION	25	172,612	172,612	81,569
434200 - PACKAGE	25	268,854	261,023	93,894
434201 - EXCESS LIABILITY	25	11,514	11,179	85,434
434202 - AUTOMOBILE	25	21,797	21,162	18,555
434500 - OFFICIAL BONDS	25	1,112	1,080	975
434501 - PUBLIC OFFICIALS & EE LIAB	25	17,798	17,280	15,259
434502 - BROKERAGE FEE	25	20,000	18,360	18,500
435100 - ELECTRICITY	26	1,236,709	1,194,813	885,733
435200 - NATURAL GAS	27	167,793	146,856	87,596
435300 - HEAT/STEAM		408,194	400,190	268,254
435400 - WATER	28	87,574	83,896	68,378
435401 - COOLING/CHILLED WATER		564,737	553,664	526,360
435500 - STORMWATER		28,512	24,990	20,776
435900 - SEWAGE	29	100,725	96,789	105,532

Operating Fund - Detailed Budget

Object Code Description	Detail Page #	2021 Requested Budget	2020 Original Budget	2019 Actuals
436100 - REP & MAINT-STRUCTURE	30	746,361	573,500	1,026,161
436101 - ELECTRICAL	30	487,437	672,000	526,566
436102 - PLUMBING	30	102,000	100,000	76,124
436103 - PEST SERVICES	30	35,700	35,000	24,957
436104 - ELEVATOR SERVICES	30	139,740	101,000	107,800
436110 - CLEANING SERVICES	31	1,176,936	1,125,311	888,544
436200 - REP & MAINT-EQUIPMENT	32	221,340	217,000	137,428
436201 - REP & MAINT-HEATING & AIR	32	476,340	467,000	281,413
436202 - REP & MAINT -AUTO	32	64,260	63,000	32,446
436203 - REP & MAINT-COMPUTERS	32	355,100	361,600	300,093
437200 - EQUIPMENT RENTAL		86,908	83,800	67,044
437300 - REAL ESTATE RENTAL	32	343,575	448,458	438,008
439100 - CLAIMS-AWARDS-INDEMNITIES	25	25,750	25,000	-
439600 - TRASH REMOVAL	33	71,404	68,563	97,155
439601 - SNOW REMOVAL	33	419,910	382,500	348,410
439602 - LAWN & LANDSCAPING		343,082	325,121	259,011
439800 - DUES & MEMBERSHIPS		58,230	55,390	56,314
439901 - COMPUTER SERVICES	34	366,100	297,500	333,844
439902 - PAYROLL SERVICES		140,000	140,000	129,579
439903 - SECURITY SERVICES	35	1,255,542	1,349,637	978,283
439904 - BANK FEES/CREDIT CARD FEES		66,950	65,000	47,966
439905 - OTHER CONTRACTUAL SERVICES	36	679,296	699,423	650,090
439906 - RECRUITMENT EXPENSES		29,000	24,300	12,866
439907 - EVENTS & PR		54,200	56,700	22,520
439910 - PROGRAMMING	38	77,500	77,500	75,124
439911 - PROGRAMMING-JUV.	38	150,000	150,000	123,263
439912 - PROGRAMMING ADULT - CENTRAL	38	25,000	25,000	23,297
439913 - PROGRAMMING EXHIBITS - CENTRAL	38	5,000	5,000	960
439920 - PROPERTY TAXES		-	-	-
439930 - MATERIALS CONTRACTUAL	37	3,100,000	2,129,795	2,149,955
459000 - REFUNDS		-	-	5,000
451100 - AUDIT FEES		15,000	15,000	23,715
Total Other Services & Charges		15,483,708	14,491,368	12,621,139
443500 - BUILDING		-	-	915,665
444490 - IMPROVEMTS OTH THAN BUILDING		-	-	-
445100 - CAPITAL - FURNITURE		-	-	8,658
445200 - VEHICLES		-	80,000	47,440
445300 - CAPITAL - EQUIPMENT		-	-	20,740
445301 - COMPUTER EQUIPMENT		270,500	50,000	292,618
449000 - BOOKS & MATERIALS	37	3,160,296	3,884,250	3,776,606
449100 - UNPROCESSED PAPERBACK BOOKS	37	-	137,000	46,034
449200 - ART & EXHIBITS		-	-	-
449300 - RARE BOOKS/SPECIAL COLLECTIONS		-	-	-
Total Other Capital Outlay		3,430,796	4,151,250	5,107,760
GRAND TOTAL EXPENDITURES		49,968,376	48,658,498	43,449,874

Operating Budget Detail

Salaries Appointed Staff - Object Code 411000

Dept.	Department Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
1000	CEO	436,370	432,050	348,428
1100	INFORMATION TECHNOLOGY	993,858	984,018	871,939
1200	COLLECTION MGMNT SUPPORT SERV	1,726,416	1,709,323	1,539,398
1300	CFO	548,359	542,930	476,331
1401	CENTRAL SUPPORT SERVICE SECTIO	340,414	337,044	290,799
1402	CENTRAL 4TH FLOOR REFERENCE	1,571,976	1,556,412	1,377,924
1403	THE LEARNING CURVE	651,637	645,185	565,843
1406	CENTRAL BORROWERS & RESHELVING	297,373	294,429	259,804
1412	AFRICAN AMERICAN CULTURE CNTR	-	-	-
1500	PROGRAM DEVELOPMENT	454,739	450,237	366,140
1600	COMMUNICATIONS	375,927	372,205	306,487
1700	HUMAN RESOURCES	578,051	572,328	497,387
1800	FACILITIES SUPPORT SERVICES	986,498	978,634	815,891
1900	STRATEGIC ASSESSMENT	-	-	(47,609)
2001	PUBLIC SERVICE AREA	429,312	425,061	215,486
2002	COLLEGE BRANCH	289,856	286,986	249,802
2003	GLENDALE BRANCH	455,456	450,947	467,260
2004	IRVINGTON BRANCH	395,167	391,255	360,639
2005	BRIGHTWOOD BRANCH	295,552	292,626	166,323
2006	DECATUR BRANCH	272,668	296,453	245,644
2007	EAGLE BRANCH	363,682	345,547	305,584
2008	E. 38TH ST. BRANCH	304,790	301,772	263,366
2009	E. WASHINGTON BRANCH	179,559	177,781	159,840
2012	HAUGHVILLE BRANCH	256,208	249,042	230,155
2013	LAWRENCE BRANCH	529,159	523,919	524,748
2014	NORA BRANCH	471,436	466,769	431,392
2015	PIKE BRANCH	459,951	455,397	473,853
2016	GARFIELD PARK BRANCH	320,253	340,627	253,973
2017	SOUTHPORT BRANCH	532,026	526,759	439,664
2018	SPADES PARK BRANCH	173,943	175,874	157,110
2019	WAYNE BRANCH	455,355	450,847	372,198
2020	W. INDIANAPOLIS BRANCH	192,245	190,342	139,257
2021	FRANKLIN ROAD BRANCH	405,694	416,221	375,162
2022	WARREN BRANCH	575,947	518,915	440,257
2024	INFOZONE BRANCH	210,021	207,942	189,757
2025	OUTREACH	419,534	415,380	334,185
2026	SUPPORT PRGM AND VOL RESOURCES	207,525	205,470	197,903
2027	MICHIGAN ROAD BRANCH	345,253	342,194	288,006
2028	BEECH GROVE BRANCH	236,050	233,713	217,910
2029	FOUNTAIN SQUARE/WEST PERRY BRANCH	354,751	351,239	158,040
2030	MEMBERSHIP ACCESS	-	-	40,200
2031	FORT BENJAMIN HARRISON BRANCH	-	-	-
3800	EVENTS	158,444	156,875	153,339
SALARIES APPOINTED STAFF TOTAL		18,251,456	18,070,748	15,519,815

Operating Budget Detail

Salaries Hourly Staff - Object Code 412000

Org. Code	Org. Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
10101150	PROGRAM DEVELOPMENT	\$ 20,500	\$ 20,500	\$ (3,603)
10101401	CENTRAL SUPPORT	15,500	15,500	14,965
10101402	CENTRAL REFERENCE	75,000	75,000	102,312
10101403	CENTRAL LEARNING CURVE	218,392	218,392	172,840
10101406	CENTRAL BORROWERS	35,000	35,000	42,410
10102001	PUBLIC SERVICES AREA	22,390	22,390	1,350
10102002	COLLEGE AVENUE	64,575	64,575	70,275
10102003	GLENDALE	97,375	97,375	106,149
10102004	IRVINGTON	70,725	70,725	66,416
10102005	BRIGHTWOOD	50,625	50,625	36,732
10102006	DECATUR	29,905	29,905	26,160
10102007	EAGLE	53,000	53,000	51,739
10102008	EAST 38TH	52,275	52,275	37,439
10102009	EAST WASHINGTON	27,675	27,675	23,990
10102011	FOUNTAIN SQUARE/WEST PERRY	28,188	28,188	25,614
10102012	HAUGHVILLE	23,000	23,000	20,762
10102013	LAWRENCE	102,500	102,500	99,093
10102014	NORA	111,180	111,180	126,660
10102015	PIKE	89,000	89,000	80,947
10102016	GARFIELD PARK	27,705	27,705	46,887
10102017	SOUTHPORT	102,500	102,500	132,805
10102018	SPADES PARK	18,963	18,963	21,886
10102019	WAYNE	107,625	107,625	106,810
10102020	WEST INDIANAPOLIS	9,145	9,145	27,514
10102021	FRANKLIN ROAD	88,150	88,150	92,286
10102022	WARREN	77,900	77,900	78,742
10102024	INFOZONE	33,825	33,825	18,194
10102025	OUTREACH	12,300	12,300	4,187
	SUPPORT PROGRAMS &			
10102026	VOLUNTEER RESOURCES	9,225	9,225	7,641
10102027	MICHIGAN ROAD	40,000	40,000	45,819
10102028	BEECH GROVE	20,000	20,000	26,549
10102030	MEMBERSHIP	15,375	15,375	2,291
10103800	CENTRAL EVENTS	15,375	15,375	24,855
10126120	COLLECTION MANAGEMENT	12,000	12,000	11,059
10126130	CFO	1,533	1,533	-
10126170	HUMAN RESOURCES	8,713	8,713	-
10126180	FACILITIES	18,450	18,450	15,556
SALARIES HOURLY STAFF TOTAL		\$ 1,805,589	\$ 1,805,589	\$ 1,765,332

Operating Budget Detail

Staff Benefits - Object Codes 413000-413600

Object Code	Object Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
413000	WELLNESS	\$ 45,000	\$ 35,000	\$ 28,144
413001	LONG TERM DISABILITY INSURANCE	44,957	44,075	47,038
413002	EMPLOYEE ASSISTANCE PROGRAM	23,970	23,500	19,200
413003	TUITION ASSISTANCE	30,000	25,000	10,085
413100	FICA AND MEDICARE	1,555,100	1,513,443	1,265,748
413300	PERF/INPRS	2,630,197	2,546,358	2,212,257
413400	UNEMPLOYMENT COMPENSATION	20,000	9,000	5,185
413500	MEDICAL & DENTAL INSURANCE	4,737,323	4,614,321	3,914,771
413600	GROUP LIFE INSURANCE	39,729	38,950	35,901
STAFF BENEFITS TOTAL		\$ 9,126,276	\$ 8,849,647	\$ 7,538,330

Line Item Detail

WELLNESS

The Library offers discounted Weight Watchers classes, enrichment classes, and reimbursement of registration fees for approved wellness opportunities.

LONG TERM DISABILITY INSURANCE

Long term disability is available to employees at no cost. The Library pays 100% of the premium. The plan pays benefits after 6 months of disability.

EMPLOYEE ASSISTANCE PROGRAM

The Library offers an Employee Assistance Program (EAP) free of charge for all employees and their household members. The program provides employees access to confidential, short-term counseling for a variety of issues such as grief and loss, alcohol and drug abuse, coping with change, and managing thoughts and feelings.

TUITION ASSISTANCE

The Library offers a tuition assistance program to employees who are pursuing an additional job related degree. The assistance is limited to an annual maximum of \$2,000 for course work completed at a grade level of 3.0 or above on a 4.0 scale by an employee.

FICA AND MEDICARE

7.65% of employee salaries.

PERF/INPRS

Employer's share of PERF for the Library remains at 11.2%. The employee share of 3% is also paid by the Library for a total of 14.2%.

UNEMPLOYMENT COMPENSATION

Paid to the Indiana Department of Workforce Development.

MEDICAL & DENTAL INSURANCE

The Library has a self-funded insurance program. The budget for 2021 includes a contribution to employees' Health Savings Accounts and access to 1-800MD (a 24 hour telemedicine service).

GROUP LIFE INSURANCE

Pays out one time a staff person's annual salary, rounded to the nearest \$1,000.

Operating Budget Detail

Supplies - Object Codes 421500-429001

Object Code	Object Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
421500	SMALL EQUIP, DEVICES & FACILITY PURCHASES	\$ 710,120	\$ 385,096	\$ 146,964
421600	LIBRARY SUPPLIES	106,000	186,000	80,661
421700	DEPARTMENT OFFICE SUPPLIES	320,020	373,800	485,549
422210	GASOLINE	44,880	44,000	26,244
422250	UNIFORMS	8,160	8,000	4,474
422310	CLEANING & SANITATION	169,950	165,000	93,095
429001	NON CAPITAL FURNITURE & EQUIPMENT	240,360	128,000	60,513
SUPPLIES TOTAL		\$ 1,599,490	\$ 1,289,896	\$ 897,500

Line Item Detail

SMALL EQUIP, DEVICES and FACILITY PURCHASES

Office chairs, shelving units, keys, fire extinguishers, door counters, labels for sorting machine, Narcan, nameplates, iPads.

LIBRARY SUPPLIES

Book jackets, book trucks, book labels, label protectors, RFID tags, barcodes for processed materials, security cases for CDs and DVDs.

DEPARTMENT OFFICE SUPPLIES

Office supplies (pens, staples, post-it notes, etc.), cables, keyboards, supplies for programs (storytelling, craft supplies).

CLEANING & SANITATION

Toilet paper, paper towels, floor cleaner, window cleaner, mops, hand sanitizer, soap.

NON CAPITAL FURNITURE & EQUIPMENT

Desks, filing cabinets, digital signage at branches, laptops, book returns.

Operating Budget Detail

Consulting Services - Object Code 431500

Org. Code	Org. Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
1010*	PUBLIC SERVICE	\$ 4,900	\$ 4,900	\$ -
10126100	CEO/STRATEGIC PLANNING	55,000	155,000	55,888
10126110	INFORMATION TECHNOLOGY	29,500	39,000	32,667
10126120	COLLECTION MANAGEMENT	-	-	3,934
10126130	CFO	30,000	30,000	39,968
10126160	COMMUNICATIONS	27,000	25,000	16,638
10126170	HR	82,000	82,000	134,493
10126180	LSC FACILITIES	50,000	50,000	20,708
CONSULTING SERVICES TOTAL		\$ 278,400	\$ 385,900	\$ 304,295

Line Item Detail

Department	Consulting Service	2021 Budget
Central	Other	\$ 4,900
CEO	DEI work	55,000
IT	Adtec (Erate Consultant)	14,000
	Sohndi and outside services requests	15,500
CFO	CAFR Services	15,000
	Budget Consulting	10,000
	Temp Services	5,000
Comm.	Trendy Minds	15,000
	Non-print design work (Harmon House LLC)	12,000
HR	Apex Consulting (Health Insurance)	50,000
	Moore Background Service Checks	12,000
	Performance Appraisal Redo	20,000
Facilities	Miscellaneous	50,000
		\$ 278,400

Operating Budget Detail

Insurance - Object Codes 434100-434502, 439100

Object Code	Object Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
434100	WORKER'S COMPENSATION	\$ 172,612	\$ 172,612	\$ 81,569
434200	PACKAGE	268,854	261,023	93,894
434201	EXCESS LIABILITY	11,514	11,179	85,434
434202	AUTOMOBILE	21,797	21,162	18,555
434500	OFFICIAL BONDS	1,112	1,080	975
434501	PUBLIC OFFICIALS & EE LIAB	17,798	17,280	15,259
434502	BROKERAGE FEE	20,000	18,360	18,500
439100	CLAIMS, AWARDS, INDEMNITIES	25,750	25,000	-
INSURANCE TOTAL		\$ 539,437	\$ 527,696	\$ 314,186

Line Item Detail

WORKER'S COMPENSATION

Worker's Compensation and occupational disease coverage is provided to meet the statutory requirements of these acts. The factor used in measuring and comparing the number and amount of worker's compensation claims, called mod, has increased slightly from 1.23 in 2019 to 1.43 in 2020.

PACKAGE

Includes coverage for all property and content, liability coverage, and fine arts - coverage provided by Travelers.

EXCESS LIABILITY

Additional general liability protection.

AUTOMOBILE

Travelers provides coverages for the Library's vehicles, including bookmobiles.

OFFICIAL BONDS

Bond for the Treasurer - \$300,000.

PUBLIC OFFICIALS & EE LIAB

Coverage for the Library Board of Trustees, directors, and employment practices.

BROKERAGE FEE

The Library's insurance broker is Arthur J. Gallagher.

CLAIMS, AWARDS, INDEMNITIES

To cover the Library's deductible.

Operating Budget Detail

Electricity - Object Code 435100

Org. Code	Org. Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
10101180	CENTRAL	\$ 440,584	\$ 431,455	\$ 319,844
10102180	COLLEGE AVENUE	30,322	29,295	21,716
10103180	GLENDALE	22,357	21,600	16,012
10104180	IRVINGTON	39,833	38,483	28,528
10105180	BRIGHTWOOD	18,631	18,000	13,344
10106180	DECATUR	17,106	16,526	12,251
10107180	EAGLE	18,631	18,000	13,344
10108180	EAST 38TH STREET	50,718	49,870	36,969
10109180	EAST WASHINGTON	8,416	8,131	6,028
10111180	FOUNTAIN SQUARE	-	7,600	5,634
10112180	HAUGHVILLE	25,503	24,639	18,266
10113180	LAWRENCE	39,157	37,831	28,045
10114180	NORA	37,662	36,386	26,973
10115180	PIKE	48,750	47,595	35,283
10116180	GARFIELD PARK	18,681	18,048	13,379
10117180	SOUTHPORT	44,331	42,830	31,750
10118180	SPADES PARK	9,791	9,460	7,013
10119180	WAYNE	37,296	36,612	27,141
10120180	WEST INDIANAPOLIS	9,905	9,570	7,094
10121180	FRANKLIN ROAD	37,769	36,490	27,050
10122180	WARREN	47,563	45,951	34,064
10126180	LSC	143,442	140,515	104,166
10127180	MICHIGAN ROAD	22,771	22,000	16,309
10128180	BEECH GROVE	49,489	47,927	35,529
10129180	WEST PERRY	18,000	-	-
ELECTRICITY TOTAL		\$ 1,236,709	\$ 1,194,813	\$ 885,733

Operating Budget Detail

Natural Gas - Object Code 435200

Org. Code	Org. Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
10101180	CENTRAL	\$ 1,082	\$ 947	\$ 565
10102180	COLLEGE AVENUE	6,400	6,000	3,579
10104180	IRVINGTON	6,400	6,000	3,579
10105180	BRIGHTWOOD	11,000	10,000	5,965
10106180	DECATUR	5,200	5,000	2,982
10107180	EAGLE	13,200	12,000	7,158
10108180	EAST 38TH STREET	5,500	5,200	3,102
10109180	EAST WASHINGTON	2,000	1,816	1,083
10112180	HAUGHVILLE	6,000	5,500	3,281
10113180	LAWRENCE	2,981	2,609	1,556
10114180	NORA	13,500	12,719	7,587
10115180	PIKE	13,200	12,000	7,158
10116180	GARFIELD PARK	4,150	3,578	2,134
10118180	SPADES PARK	3,808	3,332	1,987
10119180	WAYNE	2,285	2,000	1,193
10120180	WEST INDIANAPOLIS	1,853	1,622	967
10121180	FRANKLIN ROAD	5,584	4,887	2,915
10122180	WARREN	4,050	3,545	2,114
10126180	LSC	25,500	24,935	14,873
10127180	MICHIGAN ROAD	13,800	13,000	7,754
10128180	BEECH GROVE	11,300	10,167	6,064
10129180	WEST PERRY	9,000	-	-
NATURAL GAS TOTAL		\$ 167,793	\$ 146,856	\$ 87,596

Operating Budget Detail

Water - Object Code 435400

Org. Code	Org. Code Description	2020 Requested Budget	2019 Original Budget	2018 Actuals
10101180	CENTRAL	\$ 33,200	\$ 33,048	\$ 26,935
10102180	COLLEGE AVENUE	2,100	2,092	1,705
10103180	GLENDALE	5,150	5,000	4,075
10104180	IRVINGTON	3,200	3,100	2,526
10105180	BRIGHTWOOD	1,050	1,000	815
10106180	DECATUR	1,450	1,395	1,137
10107180	EAGLE	2,089	2,000	1,630
10108180	EAST 38TH STREET	3,750	3,651	2,976
10109180	EAST WASHINGTON	1,698	1,628	1,326
10111180	FOUNTAIN SQUARE	1,044	1,000	815
10112180	HAUGHVILLE	3,250	3,179	2,591
10113180	LAWRENCE	1,118	1,071	873
10114180	NORA	1,750	1,718	1,400
10115180	PIKE	2,450	2,372	1,933
10116180	GARFIELD PARK	1,403	1,344	1,096
10117180	SOUTHPORT	1,571	1,505	1,227
10118180	SPADES PARK	1,564	1,498	1,221
10119180	WAYNE	996	954	778
10120180	WEST INDIANAPOLIS	542	520	423
10121180	FRANKLIN ROAD	3,800	3,747	3,054
10122180	WARREN	1,650	1,592	1,297
10126180	LSC	6,600	6,509	5,305
10127180	MICHIGAN ROAD	2,088	2,000	1,630
10128180	BEECH GROVE	2,061	1,974	1,609
10129180	WEST PERRY	2,000	-	-
WATER TOTAL		\$ 87,574	\$ 83,896	\$ 68,378

Operating Budget Detail

Sewage - Object Code 435900

Org. Code	Org. Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
10101180	CENTRAL	\$ 53,000	\$ 52,558	\$ 57,306
10102180	COLLEGE AVENUE	885	850	927
10103180	GLENDALE	5,800	5,700	6,215
10104180	IRVINGTON	3,600	3,500	3,816
10105180	BRIGHTWOOD	1,541	1,500	1,635
10106180	DECATUR	579	556	607
10107180	EAGLE	2,081	2,000	2,181
10108180	EAST 38TH STREET	1,649	1,584	1,727
10109180	EAST WASHINGTON	572	550	600
10111180	FOUNTAIN SQUARE	728	700	763
10112180	HAUGHVILLE	1,769	1,700	1,854
10113180	LAWRENCE	1,244	1,195	1,303
10114180	NORA	1,405	1,350	1,472
10115180	PIKE	1,193	1,146	1,250
10116180	GARFIELD PARK	720	692	755
10117180	SOUTHPORT	884	850	926
10118180	SPADES PARK	657	631	688
10119180	WAYNE	890	856	933
10120180	WEST INDIANAPOLIS	659	633	691
10121180	FRANKLIN ROAD	5,300	5,199	5,669
10122180	WARREN	1,038	998	1,088
10126180	LSC	8,767	8,424	9,185
10127180	MICHIGAN ROAD	2,081	2,000	2,181
10128180	BEECH GROVE	1,682	1,616	1,762
10129180	WEST PERRY	2,000	-	-
SEWAGE TOTAL		\$ 100,725	\$ 96,789	\$ 105,532

Operating Budget Detail

Repairs and Maintenance - Object Codes 436100, 436200-436203

Object Code	Object Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
436100	REP & MAINT - STRUCTURE	\$ 746,361	\$ 573,500	\$ 1,026,161
436101	ELECTRICAL	487,437	672,000	526,566
436102	PLUMBING	102,000	100,000	76,124
436103	PEST	35,700	35,000	24,957
436104	ELEVATOR	139,740	101,000	107,800
436200	REP & MAINT - EQUIPMENT	221,340	217,000	137,428
436201	REP & MAINT - HEATING & AIR	476,340	467,000	281,413
436202	REP & MAINT - AUTO	64,260	63,000	32,446
436203	REP & MAINT - COMPUTERS	355,100	361,600	300,093
REPAIRS & MAINTENANCE TOTAL		\$ 2,628,278	\$ 2,590,100	\$ 2,512,989

Line Item Detail

REP & MAINT - STRUCTURE

Roof repair, plumbing repair, painting, pest control, carpet/flooring updates, concrete/asphalt work, door repair, asbestos remediation, elevator maintenance.

	Amount	Price per Square Foot
Electrical Services	\$ 487,437	\$ 0.75
Plumbing Services	102,000	0.16
Pest Control Services	35,700	0.06
Elevator Services	139,740	0.22
Misc. Repairs & Maintenance	746,361	1.15
	<u>\$ 1,511,238</u>	

REP & MAINT - EQUIPMENT

Alarm monitoring services, irrigation system repair, cooler repairs, fire extinguisher service, repairs to Central conveyor belt, water softener salt.

REP & MAINT - HEATING & AIR

HVAC repair and upgrades, control system service and upgrades, water testing.

REP & MAINT - AUTO

Regular maintenance on bookmobiles/other library vehicles, graphics for vehicle exteriors, fleet vehicle washing, repairs.

REP & MAINT - COMPUTERS

Regular maintenance on self-checkout units, papercut software maintenance (printer/copier tracking), firewall, backup tape drive maintenance, MUNIS (accounting software) license, Reserve annual maintenance, Presidio server maintenance.

Operating Budget Detail

Cleaning Services - Object Code 436110

Org. Code	Org. Code Description	Square Feet	2021 Requested Budget	2020 Original Budget	2019 Actuals
10101180	CENTRAL	262,430	\$ 642,558	632,557	\$ 499,710
10126180	LSC	70,890	55,568	53,131	41,972
10103180	GLENDALE	31,576	32,422	31,000	24,489
10121180	FRANKLIN ROAD	16,492	35,216	33,671	26,600
10115180	PIKE	18,576	30,397	29,064	22,960
10117180	SOUTHPORT	14,547	25,065	23,966	18,933
10114180	NORA	16,816	24,024	22,970	18,146
10104180	IRVINGTON	14,867	23,725	22,684	17,920
10122180	WARREN	14,451	23,661	22,624	17,872
10108180	EAST 38TH STREET	15,108	22,177	21,205	16,751
10119180	WAYNE	12,399	21,635	20,686	16,342
10113180	LAWRENCE	12,399	20,348	19,455	15,369
10128180	BEECH GROVE	25,848	19,976	19,100	15,089
10102180	COLLEGE AVENUE	14,399	19,866	18,994	15,005
10107180	EAGLE	18,676	12,551	12,000	9,480
10112180	HAUGHVILLE	10,893	17,449	16,684	13,180
10109180	EAST WASHINGTON	7,514	17,375	16,613	13,124
10118180	SPADES PARK	6,022	17,217	16,462	13,004
10106180	DECATUR	10,644	16,865	16,126	12,739
10103800	CENTRAL EVENTS		18,826	18,000	13,787
10116180	GARFIELD PARK	5,950	14,333	13,705	10,826
10111180	FOUNTAIN SQUARE	4,713	-	10,500	8,295
10120180	WEST INDIANAPOLIS	4,525	10,580	10,116	7,991
10105180	BRIGHTWOOD	13,548	12,551	12,000	9,480
10127180	MICHIGAN ROAD	19,305	12,551	12,000	9,480
10129180	WEST PERRY	21,000	30,000	-	-
CLEANING SERVICES TOTAL			\$ 1,176,936	\$ 1,125,311	\$ 888,544

Operating Budget Detail

Real Estate Rental - Object Code 437300

Org. Code	Org. Code Description	2021 Requested Budget	2020 Original Budget	2019 Acutals
10102003	Glendale	\$ 310,750	\$ 310,750	\$ 284,437
10102004	Irvington	12,100	12,100	11,250
10102005	Brightwood	-	44,343	48,225
10102010	Flanner House	-	-	13,583
10102011	Fountain Square	-	60,540	59,805
10102024	InfoZone	17,500	17,500	17,500
10107180	Eagle Facilities	2,500	2,500	2,500
10117180	Southport Facilities	725	725	707
REAL ESTATE RENTAL TOTAL		\$ 343,575	\$ 448,458	\$ 438,008

Line Item Detail

Glendale

Lease extended beginning November 1, 2019 to October 31, 2022.

Irvington

Irvington Presbyterian Church rents their parking lot to the Library. Lease is through September 2029.

Brightwood

Lease terminated 6/30/20. Annual rent in 2019 was \$40,152.00 and Common Area was a fixed rate of \$1.56 per square foot.

Fountain Square

Lease Terminated 5/31/20.

InfoZone

Contract extended until December 31, 2020. Rent is \$17,500 annually.

Eagle

Annual fee paid to Meijer to maintain easement.

Southport

Annual railroad easement lease.

Operating Budget Detail

Trash and Snow Removal - Object Codes 439600, 439601

Org. Code	Org. Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
10101180	CENTRAL	\$ 85,000	\$ 83,492	\$ 82,474
10102180	COLLEGE AVENUE	15,350	14,236	14,063
10104180	IRVINGTON	22,000	20,978	20,722
10105180	BRIGHTWOOD	25,500	24,500	24,201
10106180	DECATUR	16,300	15,612	15,421
10107180	EAGLE	21,500	20,800	20,546
10108180	EAST 38TH STREET	22,500	21,088	20,831
10109180	EAST WASHINGTON	6,124	5,601	5,533
10112180	HAUGHVILLE	13,207	12,125	11,977
10113180	LAWRENCE	18,500	17,322	17,111
10114180	NORA	19,500	18,965	18,734
10115180	PIKE	20,500	19,028	18,796
10116180	GARFIELD PARK	11,500	10,925	10,792
10117180	SOUTHPORT	9,500	8,965	8,856
10118180	SPADES PARK	7,083	6,502	6,423
10119180	WAYNE	19,250	18,206	17,984
10120180	WEST INDIANAPOLIS	12,000	11,603	11,461
10121180	FRANKLIN ROAD	17,000	16,081	15,885
10122180	WARREN	18,500	17,849	17,631
10126180	LSC	48,000	46,924	46,352
10127180	MICHIGAN ROAD	22,000	21,400	21,139
10128180	BEECH GROVE	19,500	18,860	18,630
10129180	WEST PERRY	21,000	-	-
TRASH & SNOW REMOVAL TOTAL		\$ 491,314	\$ 451,063	\$ 445,565

Line Item Detail

Trash Removal service provided by Republic. Snow Removal service provided by Eddie Hurm, Grant Key, and JCOS, Inc.

Operating Budget Detail

Computer Services - Object Code 439901

Org. Code	Org. Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
10126110	LSC INFO TECH	\$ 366,100	\$ 297,500	\$ 333,844
COMPUTER SERVICES TOTAL		\$ 366,100	\$ 297,500	\$ 333,844

Line Item Detail

Vendor	Service Provided	2021 Requested Budget	2020 Original Budget
Bibliocommons		\$ 97,500	\$ 92,600
Polaris year 2		156,400	152,000
InDiPres (IN State Library)	Digital library backup annual expense	1,950	1,950
PaloAlto Firewall Subscriptions	36mo term exp 10/27/2021; assume 1yr renewal + 5%	37,700	-
EUC ILS Virtualization for the Schools	36mo term exp 8/2021; assume 1yr renewal + 5%	5,800	-
Interactive Sciences	Wowbrary Sponsorship	1,950	1,950
Overdrive	Frontline Tech Support	15,000	15,000
Send This File		1,000	1,000
PCM-G	Adobe Creative Cloud; 10 Prezi Pro 8 Licenses	3,500	3,500
Sondhi Solutions	Cloud Services for On-Line Reg; Notice texting	6,200	4,800
Domain Renewals		-	1,300
Talkingtech iTiva	Texting notices for Polaris	7,500	7,500
Red Oxygen	Text a Librarian Credits	200	200
Outside Services (Activities database, etc.)		10,000	10,000
Contingency - 2%		5,800	5,700
		\$ 350,500	\$ 297,500

Operating Budget Detail

Security Services - Object Code 439903

Org. Code	Org. Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
10126180	LSC	\$ 51,623	\$ 55,559	\$ 23,253
10103800	CENTRAL EVENTS	20,000	20,000	13,957
10101150	PROGRAMMING	1,000	1,000	584
10102026	SUPPORT PROGRAMS & VOLUNTEER RESOURCES (SPVR)	300	300	-
10101180	CENTRAL	846,751	911,305	668,561
10102180	COLLEGE AVENUE	-	-	5,019
10104180	IRVINGTON	28,015	30,151	17,698
10105180	BRIGHTWOOD	32,737	35,233	24,950
10107180	EAGLE	33,366	35,910	18,487
10108180	EAST 38TH STREET	87,193	93,841	37,635
10109180	EAST WASHINGTON	-	-	-
10112180	HAUGHVILLE	24,553	26,424	14,363
10114180	NORA	-	-	687
10115180	PIKE	50,364	54,204	83,860
10116180	GARFIELD PARK	29,274	31,506	12,683
10118180	SPADES PARK	-	-	341
10120180	WEST INDIANAPOLIS	-	-	-
10122180	WARREN	50,364	54,204	55,996
10127180	MICHIGAN ROAD	-	-	128
10128180	BEECH GROVE	-	-	82
SECURITY SERVICES TOTAL		\$ 1,255,542	\$ 1,349,637	\$ 978,283

Line Item Detail

Brightwood, Central, Eagle, East 38th Street, Garfield Park, Haughville, Irvington, LSC, Pike, and Warren have regularly scheduled security. Security is also present at each Indy Library Store Book Sale and as requested for Library Events.

Branches/Departments with Scheduled Security	Security Weekly Scheduled Hours	Percent of System Total Hours	Security cost per branch/dept per year
Central Events	as needed for events	n/a	20,000
Programming	as needed	n/a	1,000
SPVR	booksale weekends only	n/a	300
CEN	672.50	68.60%	846,751
BTW	26.00	2.65%	32,737
EAG	26.50	2.70%	33,366
E38TH	69.25	7.06%	87,193
GPK	23.25	2.37%	29,274
HVL	19.50	1.99%	24,553
IRV	22.25	2.27%	28,015
LSC	41.00	4.18%	51,623
PIK	40.00	4.08%	50,364
WRN	40.00	4.08%	50,364
	980.25	100%	\$ 1,255,542

Operating Budget Detail

Other Contractual Services - Object Code 439905

Org. Code	Org. Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
10101150	PROGRAM DEVELOPMENT	5,000	5,000	1,998
10102001	PUBLIC SERVICES AREA	2,000	2,000	1,990
10102026	SUPPORT PROGRAMS & VOLUNTEER RESOURCES (SPVR)	3,300	2,300	2,506
10103800	CENTRAL EVENTS	4,000	4,000	3,701
10126110	IT	-	-	3,864
10126120	COLLECTION MGMT	156,896	176,950	160,158
10126130	CFO	299,500	295,000	255,020
10126160	COMMUNICATIONS	68,600	50,173	6,258
10126170	HR	5,000	29,000	5,829
10126180	LSC FACILITIES	135,000	135,000	208,766
OTHER CONTRACTUAL SERVICES TOTAL		\$ 679,296	\$ 699,423	650,090

Line Item Detail

Department	Contract	2021 Requested Budget	2020 Original Budget
PROGRAM DEVELOPMENT SPVR	Translation Services	\$ 5,000	\$ 5,000
	Volunteer Database	3,300	2,300
CMSA	OCLC	121,646	141,700
	MCLS Annual Membership Fee	250	250
	Content DM	35,000	35,000
CFO	FIS FEDFIS, LLC - FIS Bank Analyst	1,500	1,500
	GFOA - CAFR Fee	800	800
	Indianapolis Armored Car, Inc - Coinbox/Cash collection	50,000	50,000
	Ricoh USA, Inc.	154,500	150,000
	Unique Management Services, Inc.	90,000	90,000
	Other	2,700	2,700
Comm.	Algolia search function on website	5,200	5,173
	Communico services for website calendar and room	35,000	45,000
	E-mail Automation	25,000	-
	Other	3,400	-
HR	Providence Christo Rey student(s) \$6200 per student for 2019-2020 school year	-	12,400
	Other	5,000	16,600
Facilities	Dude Solutions, Inc.	10,000	10,000
	Book Delivery Services	10,000	10,000
	Moving and storage	50,000	50,000
	Other	65,000	65,000
OTHER	Miscellaneous	6,000	6,000
		\$ 679,296	\$ 699,423

Operating Budget Detail

Books and Materials - Object Codes 439930, 449000-449100

Object Code	Object Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
439930	MATERIALS CONTRACTUAL	\$ 3,100,000	\$ 2,129,795	\$ 2,149,955
449000	BOOKS & MATERIALS	3,160,296	3,884,250	3,776,606
449100	UNPROCESSED PAPERBACK BOOKS	-	137,000	46,034
BOOKS & MATERIALS TOTAL		\$ 6,260,296	\$ 6,151,045	\$ 5,972,595

Line Item Detail

Material Type	Percent of Total Expenditure	2021 Requested Budget
Books	38.53%	\$ 2,412,092
eBook	24.59%	1,539,407
DVDs	10.83%	677,990
Databases	11.28%	706,161
eAudio	8.78%	549,654
Music CDs	2.24%	140,231
Periodicals	1.99%	124,580
Books on CD	1.58%	98,913
Microfilm	0.18%	11,269
		\$ 6,260,296

Operating Budget Detail

Programming - Object Codes 4399101-439913

Object Code	Object Code Description	2021 Requested Budget	2020 Original Budget	2019 Actuals
439910	PROGRAMMING	\$ 77,500	\$ 77,500	\$ 75,124
439911	PROGRAMMING - JUV	150,000	150,000	123,263
439912	PROGRAMMING - ADULT	30,000	30,000	24,257
PROGRAMMING TOTAL		\$ 257,500	\$ 257,500	\$ 222,644

The majority of the Library's programs are funded by the Indianapolis Public Library Foundation. The Foundation supported the Library with \$2,299,284 in 2019. Programs offered in 2019 included the annual Summer Reading Program, Job Centers at various branches, storytimes, beginning computer classes, craft classes, classical concerts, and ebook Tinker Stations.

Staff write and submit Community Action Plans (CAPs) which outline the community need being met, the way in which staff will meet this need, and the level of funding necessary to provide this program/initiative. CAPs are divided into three groups, explained below.

Group 1 - Programs and/or initiatives that are implemented systemwide or considered core programs and/or initiatives provided by the Library.

Group 1 programs include Summer Reading Program, On the Road to Reading, Concert Series, McFadden lecture, Meet the Artists, Fall Fest, Story Programs, Digital Literacy Programs, Call-A-Story, and Naturalization Oath Ceremonies, etc.

Group 2 - Programs and/or initiatives that are implemented at multiple branches, but do not fall into Group 1.

Group 2 programs include Tinker Stations, Trunk or Treat, Paws to Read, Teen Advisory Group, Intermediate and Advanced Computer Classes, Free Comic Book Day, Genealogy Series, and Senior Outreach, etc.

Group 3 - Programs and/or initiatives that are implemented at a single branch and do not fall into Group 1.

Group 3 programs include the Business Resource Center, Book Bike, Curveside Ride, Digital Activities for School Age & Preschool Children, Irvington Halloween Festival, Marion County Internet Library, Digitization, CBLC Book Fest, Minecraft Club, Scare in the Square, and Summer Camp Digital Experience, etc.

**BOND AND INTEREST
REDEMPTION FUND**

BOND AND INTEREST REDEMPTION FUND

General Obligation Bonds

The Library issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities as well as major maintenance and the purchase of computer equipment. General obligation bonds are direct obligations and pledge the full faith and credit of the government.

Current Bond Ratings

The Library's general obligation bonds have always been rated very favorably, due in part to the low level of debt that the Library has carried.

In February 2017, Moody's Investors Service upgraded the Library's rating from Aa2 to Aa1. The new rating was applied to all outstanding debt. Moody's last rated the Library in June 2018.

In November 2019, Fitch rated the Library and stated the following:

The 'AA+' Issuer Default Rating (IDR) and GO bond ratings for the library system reflect the system's history of solid operating performance and broad spending flexibility, the latter of which, Fitch believes, will enable the system to successfully manage through periods of revenue stress with moderate impacts on service levels. The ratings also reflect a low long-term liability burden relative to economic resources, a solid financial cushion and good revenue growth prospects despite the system's limited independent ability to raise new recurring revenues.

Revenues for the Bond and Interest Redemption Fund

Property tax receipts for the Bond and Interest Redemption Fund is projected to be \$6,831,614 in 2021. Other sources of income include:

Commercial Vehicle Excise Tax	\$ 44,027
Excise Tax License	399,102
Financial Institutions Tax	38,090
In-lieu-of Property Taxes	<u>6,737</u>
	<u>\$ 487,956</u>

Revenues for the Bond and Interest Redemption Fund#2

Due to the merger of Beech Grove into the Indianapolis Public Library system only new debt issued after the effective date of the merger is passed on to the residents of the Beech Grove district. Therefore, the Library now has two debt service funds – one with the Assessed Value (AV) from the previous Library district and one with the combined AV due to the merger.

The Library is planning to issue the Multi-Facility Renovation and Equipment Acquisition Bonds in November 2020; therefore the budget requested includes an estimate for the new debt. Property taxes are estimated to be \$7,004,748 and other revenue is projected to be:

Commercial Vehicle Excise Tax	\$ 17,227
Excise Tax License	416,648
Financial Institutions Tax	39,450
In-lieu-of Property Taxes	<u>1,784</u>
	<u>\$ 475,109</u>

General obligation bonds currently outstanding along with the corresponding debt service due in 2021 are as follows:

(Outstanding balances are projected as of 12/31/20)

	Budget Year of Final Payment	Original Balance	Outstanding Balance	2021 Debt Service
2010 Central Library Project/ Refunding	2022	\$ 23,630,000	\$ 4,180,000	\$ 2,839,780
2011 Central Library Project/ Refunding	2022	8,310,000	4,530,000	2,589,525
2013 Central Library Project/ Refunding	2022	30,725,000	5,455,000	370,000
2014 Bonds - East Washington, Southport, and Warren Renovations	2022	4,755,000	3,370,000	3,317,025
2016 Bonds – Michigan Road Branch	2028	7,565,000	7,490,000	225,838
2017A Bonds – Brightwood Branch	2025	5,945,000	5,870,000	169,557
2017B Bonds – Eagle Branch	2029	7,660,000	5,905,000	140,831
2018A Bonds – ILS, new branch materials, and facility improvement	2021	5,000,000	1,425,000	1,454,960
2018B Bonds – West Perry Branch	2030	9,635,000	8,700,000	261,000
2019 Bonds – Lawrence & Wayne Renovations, estimated*	2021	3,040,000	1,380,000	1,432,000
2020 Bonds – West Perry collections/facility improvement	2022	5,350,000	5,350,000	5,305,814
Fees				14,750
Total			\$ 53,655,000	\$ 18,121,080

*This bond issue has not been sold. Anticipated sale date is in November 2020.

Legal Debt Limit:	
1/3 of 2% of 2021 Certified Net AV	\$ 268,164,750
Current outstanding balance	<u>48,305,000</u>
Available Debt Capacity	\$ 219,859,750

RAINY DAY FUND

Rainy Day Fund

For 2021 the Library will use the Rainy Day Fund to purchase land for the construction of new branches, consulting/legal expenses associated with the acquisition of the land, construction and road related expenses. This allows the Library to have funds in place to make the purchases in advance of selling the bonds.

The Rainy Day fund was established in accordance with State guidelines. The Library Board has authorized the Rainy Day Fund to be used to purchase one-time items rather than re-occurring on-going expenditures.

For 2021, the Library is planning the following expenditures from the Rainy Day Fund:

Construction	\$ 1,500,000
Land	1,000,000
Consulting Services/Engineering & Architectural	400,000
Legal Services	<u>100,000</u>
	\$ 3,000,000

Revenue Sources

Cash Balance 6/30/20	\$ 5,395,704
Projected Interest Earnings (7/1-12/13/20)	15,000
Projected Interest Earnings (2021)	<u>30,000</u>
Total funds available	\$ 5,440,704
Less: 2020 Expenditures	\$ 2,191,779
Less: 2021 Budget	<u>3,000,000</u>
Projected Cash Balance 12/31/21	\$ 248,925

Indianapolis-Marion County Public Libraries

Central Library

40 East St. Clair Street
Indianapolis, Indiana 46204
317-275-4100

Beech Grove Branch Library

1102 Main St
Beech Grove, IN 46107
317-275-4560

College Avenue Branch Library

4180 North College Avenue
Indianapolis, Indiana 46205
317-275-4320

Decatur Branch Library

5301 Kentucky Avenue
Indianapolis, Indiana 46221
317-275-4330

Eagle Branch Library

3905 Moller Road
Indianapolis, Indiana 46254
317-275-4340

East Thirty-Eighth Street Branch Library

5420 East 38th Street
Indianapolis, Indiana 46218
317-275-4350

East Washington Branch Library

2822 East Washington Street
Indianapolis, Indiana 46201
317-275-4360

Franklin Road Branch Library

5550 South Franklin Road
Indianapolis, Indiana 46239
317-275-4380

Garfield Park Branch Library

2502 Shelby Street
Indianapolis, Indiana 46203
317-275-4490

Glendale Branch Library

6101 North Keystone Avenue
Indianapolis, Indiana 46220
317-275-4410

Haughville Branch Library

2121 West Michigan Street
Indianapolis, Indiana 46222
317-275-4420

InfoZone Branch Library

at The Children's Museum
3000 North Meridian Street
Indianapolis, Indiana 46208
317-275-4430

Irvington Branch Library

5625 East Washington Street
Indianapolis, Indiana 46219
317-275-4450

Lawrence Branch Library

7898 North Hague Road
Indianapolis, Indiana 46256
317-275-4460

Martindale-Brightwood Branch Library

2434 North Sherman Drive
Indianapolis, Indiana 46218
317-275-4310

Michigan Road Branch Library

6201 Michigan Road
Indianapolis, IN 46268
317-275-4370

Nora Branch Library

8625 Guilford Avenue
Indianapolis, Indiana 46240
317-275-4470

Pike Branch Library

6525 Zionsville Road
Indianapolis, Indiana 46268
317-275-4480

Southport Branch Library

2630 East Stop 11 Road
Indianapolis, Indiana 46227
317-275-4510

Spades Park Branch Library

1801 Nowland Avenue
Indianapolis, Indiana 46201
317-275-4520

Warren Branch Library

9701 East 21st Street
Indianapolis, Indiana 46229
317-275-4550

Wayne Branch Library

198 South Girls School Road
Indianapolis, Indiana 46231
317-275-4530

West Indianapolis Branch Library

1216 South Kappes Street
Indianapolis, Indiana 46221
317-275-4540



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