

**West Lafayette Public Library Board of Trustees**  
**Meeting Minutes**  
**Wednesday, March 9, 2022**

1. Quorum

The meeting was called to order at 6:31 pm.

In attendance, for the Board:

Anastasia Krutulis, President  
Patricia Garrott, Vice President  
Martha Altschaeffl, Secretary  
Mark Pugh, Treasurer  
Shelley Lowenberg De-Boer, Member

Others in attendance:

Nick Schenkel, West Lafayette Public Library  
Scott Tracey, West Lafayette Public Library  
Matt Mueller, FA Wilhelm  
Scott Senefeld, The Veridus Group  
Jean Sullivan, West Lafayette Public Library Foundation Board member

2. Consent Agenda: Library Board Minutes, Claims, President's Report,  
Librarian's Report

Nick Schenkel, West Lafayette Public Library: "We will be open Mondays 12:00 pm - 6:00 pm beginning 3/21. At some point, we will add Sunday and morning hours." The building inspection process with WL City was discussed.

The approval of the rest of the consent agenda was moved by Shelley Lowenberg De-Boer, Member, and seconded by Martha Altschaeffl, Secretary

3. Treasurer's Report and review of 2021

(see attached claims forms)

(3. cont.)

Mark Pugh, Treasurer asked Nick Schenkel to ensure staff raises were retroactive to January 1, 2022

4. Old Business

- a. Report from The Veridus Group, krM Architects, and Wilhelm Construction

Scott Senefeld, The Veridus Group: Additional projects have been identified and priced, they are listed on "Change Order #5" (attached). Scott Senefeld also noted there will be a need for another/more change order(s) and recommended setting aside funds for this. Specific amount(s) were not discussed.

Matt Mueller, FA Wilhelm: FAW has ~65 items on their punch list and hopes to finish by the end of this week. Noted some items needed for the new staircase were incorrectly fabricated and will need to be refabricated/reshipped for installation. Also noted FAW has set aside funds for additional work, should WL City inspectors require changes to meet code requirements. Estimated WL City will begin inspection of new areas week of 3/21.

Motion to approve "Change Order #5" was made by Patricia Garrott, Vice President, and seconded by Mark Pugh, Treasurer

- i. Budget review (see attached "Budget Contingency Balance Sheet")

- b. Additional construction-related work that needs approval:

N/A

- c. Change order #5:

(see attached "Change Order #5")

(4. cont.)

d. Declaration of surplus items:

N/A

5. New Business

- a. Review of book sale procedures, meeting rooms scheduling plans  
Book Sale: Nick Schenkel, West Lafayette Public Library: Plan on opening the basement sale area in April; talks with WLPL Friends group about ways they can support the Library are moving forward. Mark Pugh, Treasurer requested a plan be made to discard items not sold in a timely manner. Martha Altschaeffl, Secretary requested book sales through Amazon return and volunteered her assistance in that process.

b. Annual Report update:

Nick Schenkel, West Lafayette Public Library: Noted changes in 2020 vs. 2021 numbers and the negative impacts of COVID over those years, "although circulation numbers remain strong."

6. Topics for future action and discussion:

Shelley Lowenberg De-Boer, Member: Requested the Library ask WL City for temporary parking in front of Columbia St. doors.

Nick Schenkel, West Lafayette Public Library: Requested the Board motion to approve the "Request for Proposals/Qualifications" (attached) be released for bids. The motion was made by Patricia Garrott, Vice President, and seconded by Mark Pugh, Treasurer. Nick also noted, "we have budgeted ~\$200,000" for the project outlined in the document.

7. Comments from the public:

N/A

8. Adjourn: The meeting was adjourned at 7:20 pm

# Register Of Claims

West Lafayette Public Library

Report Date: From 2/10/22 To 3/9/22

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
9406	93	Amazon Capital Services Inc	Operating	Office Supplies	\$61.22	2/23/22	
			Operating	Computers	\$27.97		
			Operating	DVD	\$83.67		
			Gift & Memorial Fund	Craft supplies purchased by staff	\$571.42		
			Gift & Memorial Fund	Craft supplies purchased by staff	\$34.99		
			Gift & Memorial Fund	Grant Expenses	\$416.91		
				<b>Total this claim</b>	<b>\$1,196.18</b>		
9419	120	Amazon Capital Services Inc	Operating	Office Supplies	\$127.24	3/9/22	
			Operating	Books	\$217.10		
			Operating	DVD	\$62.78		
			Operating	Audiobooks	\$59.95		
			Operating	Cleaning & Sanitation Supplies	\$19.97		
			Operating	Computers	\$66.94		
			Gift & Memorial Fund	Craft supplies purchased by staff	\$107.91		
			Gift & Memorial Fund	Craft supplies purchased by staff	\$148.55		
				<b>Total this claim</b>	<b>\$810.44</b>		
0	114	Automated Payroll Service	Operating	Other Professional Services/Ban	\$89.50	2/25/22	for 2/7/22-2/20/22
				<b>Total this claim</b>	<b>\$89.50</b>		
0	113	Automated Payroll Service	Operating	Other Professional Services/Ban	\$0.00	2/11/22	for 1/24/22-2/6/22
			Operating	Other Professional Services/Ban	\$253.40		
				<b>Total this claim</b>	<b>\$253.40</b>		
9407	94	Best Life	Operating	Employer's Contribution-Gp. Ins	\$302.49	2/23/22	Dental insurance for March 2022
				<b>Total this claim</b>	<b>\$302.49</b>		
9420	121	Blackstone Publishing	Operating	Audiobooks	\$724.98	3/9/22	Audiobooks
				<b>Total this claim</b>	<b>\$724.98</b>		
9421	142	Bound to Stay Bound	Operating	Books	\$298.86	3/9/22	Children's books
				<b>Total this claim</b>	<b>\$298.86</b>		
9408	95	CenterPoint Energy	Operating	Gas service	\$1,561.28	2/23/22	Gas service for 1/6/22-2/7/22
				<b>Total this claim</b>	<b>\$1,561.28</b>		

<b>Warrant Number</b>	<b>Claim Number</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Account</b>	<b>Amount</b>	<b>Date</b>	<b>Explanation</b>
9409	96	Chad Young	Gift & Memorial Fund	Craft supplies purchased by staff	\$50.00	2/23/22	Culinary Arts YA Program
				<b>Total this claim</b>	<b>\$50.00</b>		
	146	Chase Bank	Operating	Other Professional Services/Bar	\$31.43	2/15/22	Account Analysis Settlement Charge
				<b>Total this claim</b>	<b>\$31.43</b>		
9410	97	Chase Cardmember Service	Operating	Traveling Expense	\$79.91	2/23/22	For 1/17/22-2/16/22
			Operating	Postage	\$35.39		
			Operating	Other Professional Services/Bar	\$79.90		
			Operating	Databases	\$47.08		
			Operating	Periodicals and Newspapers	\$80.00		
			Operating	Cleaning & Sanitation Supplies	\$23.95		
			Gift & Memorial Fund	Craft supplies purchased by staff	\$228.10		
			Gift & Memorial Fund	Craft supplies purchased by staff	\$52.85		
				<b>Total this claim</b>	<b>\$627.18</b>		
9422	122	Cintas	Operating	Repair & Maintenance Building	\$840.92	3/9/22	clean mats
				<b>Total this claim</b>	<b>\$840.92</b>		
9423	123	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$208.59	3/9/22	Defibrillator and first aid supplies
				<b>Total this claim</b>	<b>\$208.59</b>		
9424	128	Community Yoga	Gift & Memorial Fund	Craft supplies purchased by staff	\$75.00	3/9/22	Teen program
				<b>Total this claim</b>	<b>\$75.00</b>		
9425	143	Creative Solutions	Operating	Office Supplies	\$1,050.00	3/9/22	
				<b>Total this claim</b>	<b>\$1,050.00</b>		
9426	144	Dell	Operating	2021 Encumbered Computer Fu	\$5,465.00	3/9/22	From funds encumbered in 2021
				<b>Total this claim</b>	<b>\$5,465.00</b>		
9427	154	DEMCO Inc	Operating	Office Supplies	\$301.39	3/9/22	
			Gift & Memorial Fund	Grant Expenses	\$184.60		
				<b>Total this claim</b>	<b>\$485.99</b>		
9428	149	Duke Energy	Operating	Electricity	\$15,264.56	3/9/22	
				<b>Total this claim</b>	<b>\$15,264.56</b>		
0	109	First Merchants Bank (Lafayette	Transfer Fund	Interbank Transfers	\$125,139.14	2/11/22	Transfer to cover 2019 Construction Account, Veridus 2021 charges
				<b>Total this claim</b>	<b>\$125,139.14</b>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	110	First Merchants Bank (Lafayette)	Transfer Fund	Interbank Transfers	\$126,106.91	2/11/22	Transfer to cover 2019 Construction Account, KRM 2021 charges
				<b>Total this claim</b>	<b>\$126,106.91</b>		
0	111	First Merchants Bank (Lafayette)	Transfer Fund	Interbank Transfers	\$82,351.00	2/11/22	Transfer to cover 2019 Construction Account, Hogan Moving 2021 charges
				<b>Total this claim</b>	<b>\$82,351.00</b>		
0	119	Fullstream	Operating	Other Professional Services/Ban	\$53.63	2/15/22	Charges for credit card use in garage
				<b>Total this claim</b>	<b>\$53.63</b>		
9429	139	Gale Charlotte	FSA Health	Salary and Wages	\$338.48	3/9/22	Reimburse TASC deductions already made for 2022—we will not be using TASC this year per Nick.
				<b>Total this claim</b>	<b>\$338.48</b>		
9411	98	Gale/CENGAGE Learning	Gift & Memorial Fund	Books	\$33.99	2/23/22	LP Book
				<b>Total this claim</b>	<b>\$33.99</b>		
9412	99	Gaylord Bros Inc	Operating	Office Supplies	\$116.85	2/23/22	Archive Materials
				<b>Total this claim</b>	<b>\$116.85</b>		
9430	153	GLGraphix	Operating	Office Supplies	\$108.00	3/9/22	2 "Updated Hours" Decals
				<b>Total this claim</b>	<b>\$108.00</b>		
9431	124	Gran-IT Consulting	Operating	Telephone and Internet	\$2,145.79	3/9/22	Maintenance on server and Malwarebytes
				<b>Total this claim</b>	<b>\$2,145.79</b>		
9432	125	hibu Inc--West	Operating	Advertising & Public Notices	\$20.00	3/9/22	Payment 1 of 12
				<b>Total this claim</b>	<b>\$20.00</b>		
9433	126	hoopla	Operating	Databases	\$754.77	3/9/22	Digital resources for February 2022
				<b>Total this claim</b>	<b>\$754.77</b>		
9434	150	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$233.13	3/9/22	for 2/2/22-3/1/22
				<b>Total this claim</b>	<b>\$233.13</b>		
9435	127	Ingram Library Services	Operating	Books	\$4,200.14	3/9/22	
				<b>Total this claim</b>	<b>\$4,200.14</b>		

<b>Warrant Number</b>	<b>Claim Number</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Account</b>	<b>Amount</b>	<b>Date</b>	<b>Explanation</b>
9436	151	Interstate Automotive Service (s)	Operating	Repair & Maintenance Building	\$836.00	3/9/22	Snow removal 2/2, 2/3, 2/4, 2/12, 2/18, and 2/25/22. Ice melt on 2/4, 2/12, and 2/18/22
				<b>Total this claim</b>	<b>\$836.00</b>		
9413	100	Interstate Automotive Service (s)	Operating	Repair & Maintenance Building	\$294.00	2/23/22	Snow removal 1/23, 1/24, 1/28/22. Ice melt 1/24, 1/28/22
				<b>Total this claim</b>	<b>\$294.00</b>		
9414	101	JanWay Co USA Inc	Operating	Cleaning & Sanitation Supplies	\$156.25	2/23/22	
				<b>Total this claim</b>	<b>\$156.25</b>		
9415	102	Metronet	Operating	Telephone and Internet	\$583.18	2/23/22	for 2/8/22-3/7/22
				<b>Total this claim</b>	<b>\$583.18</b>		
9437	129	Midwest Tape	Operating	DVD	\$371.08	3/9/22	
				<b>Total this claim</b>	<b>\$371.08</b>		
9438	130	MJV Group Inc	Operating	Cleaning & Sanitation Supplies	\$168.36	3/9/22	Janitor service for March 2022 and supplies
			Operating	Repair & Maintenance Building	\$1,655.00		
				<b>Total this claim</b>	<b>\$1,823.36</b>		
9439	131	netPark Software LLC	Operating	Repair & Maintenance Garage	\$295.00	3/9/22	Monthly usage fee for parking garage system for February 2022
				<b>Total this claim</b>	<b>\$295.00</b>		
9440	140	Nick Schenkel	FSA Health	Salary and Wages	\$46.16	3/9/22	Reimburse TASC deductions already made for 2022—we will not be using TASC this year per Nick.
				<b>Total this claim</b>	<b>\$46.16</b>		
9441	132	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$287.70	3/9/22	Call Center support for Garage Parking System
				<b>Total this claim</b>	<b>\$287.70</b>		
0	106	Payroll	Operating	Library Director	\$3,488.27	2/23/22	for payroll of 2/17/22-2/20/22
			Operating	Full-time Employees	\$13,568.26		
			Operating	Part-time Employees	\$7,469.57		
			Operating	Employer's Share-FICA & Medic	\$1,839.13		
			Operating	Unemployment Compensation	\$102.84		
				<b>Total this claim</b>	<b>\$26,468.07</b>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	105	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages <b>Total this claim</b>	\$1,910.34 \$511.69 \$2,422.03	2/25/22	for payroll of 2/17/22-2/20/22
0	88	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages <b>Total this claim</b>	\$1,878.33 \$503.11 \$2,381.44	2/11/22	for payroll of 1/24/22-2/6/22
9442	133	Quill Corp	Operating Operating	Office Supplies Cleaning & Sanitation Supplies <b>Total this claim</b>	\$139.39 \$134.90 \$274.29	3/9/22	
9443	134	Ricoh USA	Operating	Copier/Rental Equipment <b>Total this claim</b>	\$194.52 \$194.52	3/9/22	for 3/9/22-4/8/22
9444	141	Ruth Cushman	FSA Health	Salary and Wages <b>Total this claim</b>	\$576.92 \$576.92	3/9/22	Reimburse TASC deductions already made for 2022—we will not be using TASC this year per Nick. Also reimburse for deductions made in 2021—TASC had no record of the \$500 Ruth contributed.
9445	135	Second Flight Books	Operating	Books <b>Total this claim</b>	\$147.92 \$147.92	3/9/22	
9446	145	The Library Store, Inc	Operating	Office Supplies <b>Total this claim</b>	\$156.18 \$156.18	3/9/22	Office supplies
9447	136	TurnKey	2019 Construction Fund	Equipment <b>Total this claim</b>	\$112,034.07 \$112,034.07	3/9/22	Furniture
9448	152	Unique Management	Operating	Other Professional Services/Ban <b>Total this claim</b>	\$99.47 \$99.47	3/9/22	Placements and notices for February 2022
0	118	United HealthCare	Operating United Healthcare	Employer's Contribution-Gp. Ins Salary and Wages <b>Total this claim</b>	\$3,574.46 \$738.70 \$4,313.16	2/10/22	Employee healthcare for 2/2022
9416	103	Veridus Group Inc	2019 Construction Fund	Other Professional Services/Ban <b>Total this claim</b>	\$13,424.13 \$13,424.13	2/23/22	Design Development and Construction Documents



Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
9417	104	Verizon Wireless	Operating	Telephone and Internet	\$39.95	2/23/22	for 1/2/22-2/1/22
				<b>Total this claim</b>	<b>\$39.95</b>		
9449	148	West Lafayette Public Library Fo	Gift & Memorial Fund	Other	\$196.00	3/9/22	February 2022 Book Fair proceeds
				<b>Total this claim</b>	<b>\$196.00</b>		
9450	137	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	\$397.76	3/9/22	for 1/4/21-2/1/22
				<b>Total this claim</b>	<b>\$397.76</b>		
9451	138	Wintek Corp	Operating	Repair & Maintenance Building	\$1,043.25	3/9/22	Equipment rental for April 2022
				<b>Total this claim</b>	<b>\$1,043.25</b>		
				<b>Total Amount of Claims</b>	<b>\$539,799.52</b>		

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, March 9, 2022

Fiscal Officer

**ALLOWANCE OF VOUCHERS**

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 6 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$539,799.52

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_






**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for West Lafayette Public Library on 1/1/98.

**March 9 2022 claims**

**Gift and Memorial**

Amazon	\$1,023.32
Amazon	\$256.46
Chad Young	\$50.00
Chase	\$280.95
Community Yoga	\$75.00
Gale/Cengage	\$33.99
WL PL Foundation/Book sales	<u>\$196.00</u>
	<b>\$1,915.72</b>

**Construction Fund**

Turnkey / Furniture	\$112,034.07
Veridus Group	<u>\$13,424.13</u>
	<b>\$125,458.20</b>

**Transfers between Funds**

First Merchant Bank	<b>\$333,597.05</b>
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**OPERATING FUND**

**\$78,828.55**

# Financial Report

Report Dates = **2/1/22 to 2/28/22**

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
<b>1. General</b>						
100 Operating	\$512,353.69	\$97,121.84	\$196,702.07	\$37,094.95	\$61,191.56	\$376,843.18
105 LIRF	\$4,736.71	\$0.00	\$0.00	\$0.00	\$0.00	\$4,736.71
130 Petty Cash	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
190 Transfer Fund	\$0.00	\$333,597.05	\$450,302.82	\$333,597.05	\$450,302.82	\$0.00
803 Federal Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
804 FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
805 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
806 State Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807 County Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
808 PERF	\$0.00	\$1,014.80	\$1,986.69	\$1,014.80	\$1,986.69	\$0.00
809 FSA Health	(\$232.79)	\$0.00	\$104.80	\$230.78	\$461.56	\$123.97
810 United Healthcare	\$0.00	\$738.70	\$1,477.40	\$738.70	\$1,477.40	\$0.00
<b>Subtotal</b>	<b>\$516,932.61</b>	<b>\$432,472.39</b>	<b>\$650,573.78</b>	<b>\$372,676.28</b>	<b>\$515,420.03</b>	<b>\$381,778.86</b>
<b>2. Special Revenue</b>						
200 Gift & Memorial Fund	\$92,530.92	\$1,894.94	\$2,317.69	\$221.00	\$1,481.10	\$91,694.33
202 Rainy Day	\$211,737.83	\$0.00	\$0.00	\$0.00	\$0.00	\$211,737.83
203 Levy Excess	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
204 Community Foundation	\$28,025.64	\$0.00	\$0.00	\$0.00	\$0.00	\$28,025.64
205 Anna Akley Gift Fund	\$99,480.15	\$0.00	\$0.00	\$0.00	\$0.00	\$99,480.15
<b>Subtotal</b>	<b>\$431,774.54</b>	<b>\$1,894.94</b>	<b>\$2,317.69</b>	<b>\$221.00</b>	<b>\$1,481.10</b>	<b>\$430,937.95</b>
<b>3. Debt Service</b>						
302 BONY Operating and Reserve AKA Debt Service Fund	\$111,778.30	\$0.00	\$0.00	\$0.00	\$34.29	\$111,812.59
303 Debt Service Fund (formerly Bond Fund)	\$574,490.15	\$0.00	\$443,228.13	\$0.00	\$0.00	\$131,262.02
305 2020 Audit Overage Amount Account	\$79,910.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,910.00
<b>Subtotal</b>	<b>\$766,178.45</b>	<b>\$0.00</b>	<b>\$443,228.13</b>	<b>\$0.00</b>	<b>\$34.29</b>	<b>\$322,984.61</b>
<b>4. Capital Projects</b>						
401 2019 Construction Fund	\$1,439,374.28	\$89,098.09	\$117,416.59	\$0.00	\$0.00	\$1,321,957.69
402 2020 Construction Fund	\$2,717,036.51	\$0.00	\$600.00	\$0.00	\$0.00	\$2,716,436.51
403 BONY Sinking Fund	\$63.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.00
404 BONY 2020 Bond Issue Expense Fund	\$160,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160,000.00
422 State Technology Grant Fund	\$2,295.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,295.00
<b>Subtotal</b>	<b>\$4,318,768.79</b>	<b>\$89,098.09</b>	<b>\$118,016.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,200,752.20</b>
<b>5. Clearing</b>						
800 PLAC	\$867.19	\$0.00	\$0.00	\$0.00	\$0.00	\$867.19
<b>Subtotal</b>	<b>\$867.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$867.19</b>
<b>Grand Total</b>	<b>\$6,034,521.58</b>	<b>\$523,465.42</b>	<b>\$1,214,136.19</b>	<b>\$372,897.28</b>	<b>\$516,935.42</b>	<b>\$5,337,320.81</b>

**Total all banks = \$5,337,320.81**

## Librarian's Report March 2022

1. **The Library Foundation has reached a major milestone in the Library's History, reaching \$1,000,000 in funds.**
2. **Changes are coming quickly now as the Library is transitioning to opening new spaces for the public. We will be adding Monday open hours mid-month and then begin to add morning hours as the construction project wraps up and the entire library building becomes available for public and staff.**
3. **Planning for the Library's Grand Opening is proceeding apace. Led by the Library Foundation Board the planning group includes current and former library board members, the Library Director and library staff members.**
4. **The Children's Department is both preparing for moving into their new Library area and continuing collection access and programming for our community. Music and Movement for pre-K will continue at Margerum City Hall while our weekly Lego Challenge presented in cooperation with students from the Purdue Education Department will move to the Library's Elm room.**
5. **Adult programming and collection building continues this month too. We look forward to fully moving all adult fiction to the collection's new home on the first floor (scheduled for April) and you can keep up with the programming on the Library's Facebook page.**

6. Teen volunteers and staff continue to work in-person each week with our Teen Services Librarian, Ashley Fletcher, to make the new Teen Room more appealing to our teenage patrons.
  
7. **We will be hiring a Local History/Reference Librarian to begin work with us this Spring.**
  
8. Over the next few weeks **I will be working with library staff on several projects that look towards the opening of the Library in the Spring:**
  - a. Developing a work plan for setting up and **re-launching our book/media sales in the new Library Sales area** in the lower level of the building. The program will be led and managed by library staff; our intention is to involve as many volunteers in the ongoing collection, sorting and sales program as is practical. The Friends of the Library are asked to join as volunteers.
  
  - b. Developing a revamped scheduling program for the **expanded number of meeting/program rooms** that will be available in the Library for both library programming and for public use
  
  - c. Developing plans for both active and passive library programming using the new **Creative Space** on the Library's first floor.
  
9. **The Library's new newsletter is published!**

- 10. Our Library's online e-Book and e-Audio consortium has doubled in size** thanks to a State Library led initiative.
  
- 11. Construction updates:** now that physical spaces are becoming available for library staff to review in person small changes continue to be made per staff requests.
  
- 12. Please check out the Library's FACEBOOK PAGE** for ongoing programming and initiatives resulting from and looking beyond COVID 19. You can listen to Nick's book reviews by clicking on WBAA's [Nick Schenkel book review page](#).



## West Lafayette Public Library

### Budget Contingency Balance Report

March 9, 2022

Below is an initial summary outline of the Budgets and Contingencies identified as a part of the Project. As the project continues toward closure and several items remain which may affect allocations, this information is Pending and subject to change.

	<u>Owner Contingency</u>	<u>Relocation Funds</u>	<u>FFE Budget</u>	<u>Additional Owner Items</u>
Remaining Balance	\$ 45,000.00	\$ 65,000.00	\$ 9,800.00	\$ 2,900.00

Note, these contingency and budgets identified do not include the Contractor's Contingency as a part of the Agreement and are being finalized by FA Wilhelm within the projects completion. We anticipate final clarification of these funds which have been preliminarily reviewed within the coming weeks.

#### Recommendation:

It is our recommendation that as the Library fully occupies the building upon construction closeout, that a portion of the available funding be identified for follow up projects. Several items have been identified and were tabled to be evaluated after move-in.

Scott G. Senefeld  
Veridus Group





# AIA® Document G701™ – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> West Lafayette Public Library - Addition & Renovation 204 West Columbia Street, W. Lafayette, IN 47906	<b>CONTRACT INFORMATION:</b> Contract For: Construction Manager  Date: November 23, 2020	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 05  Date: February 28, 2022
<b>OWNER:</b> <i>(Name and address)</i> West Lafayette Public Library 208 West Columbia Street, W. Lafayette, IN 47906	<b>ARCHITECT:</b> <i>(Name and address)</i> krM Architecture 1020 Jackson St. Anderson, IN 46016	<b>CONTRACTOR:</b> <i>(Name and address)</i> F.A. Wilhelm Construction Co., Inc. 3914 Prospect Street, Indianapolis, IN 46203

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

PCO #011 - RFP-003-2A Exterior Limestone Cleaning (\$853 funded from Construction Contingency).....Add: \$	0.00
PCO #022R1 - RFP #007-3R Tree Replacement Columbia Street (funded from Owner Contingency).....Add: \$	3,036.00
PCO #035bR1 - Children's Door Hardware Add Operator (funded from Owner Contingency).....Add: \$	4,177.00
PCO #056 - Temporary Roof Drains (\$3,422 funded from Construction Contingency).....Add: \$	0.00
PCO #057 - Laminate Walls Rms 130, 136, 137(\$2,996 funded from Const. Contingency).....Add: \$	0.00
PCO #058 - Drill and Install dowels at Existing Bldg Slab (\$707.00 funded from Const. Contingency).....Add: \$	0.00
PCO #060 - New Basement Shelving Deleted (Credit to Owner Contingency).....Deduct: \$	9,845.00
PCO #067 - RFP #034 Storefront Room 128 & 105 (\$435 funded from Construction Contingency).....Add: \$	0.00
PCO #068 - RFP #035 Staff Workspace 226 (funded from Owner Contingency).....Add: \$	545.00
PCO #069 - RFP #036 Additional Exit Signage (\$2,362 funded from Construction Contingency).....Add: \$	0.00
PCO #071 - Wilhelm provide Assistance to Library (funded from Owner Contingency).....Add: \$	2,263.00
PCO #074 - Fab & Install new Book Drop (\$4,761 funded from Construction Contingency).....Add: \$	0.00
PCO #078 - 2 <sup>nd</sup> Floor Meeting Room Ceiling (\$5,176 funded from Construction Contingency).....Add: \$	0.00
PCO #079 - Chase Infills per Fire Marshall (\$3,277 funded from Construction Contingency).....Add: \$	0.00
PCO #086 - Additional Horn Strobe per Fire Marshall (\$1,931 funded from Construction Contingency).....Add: \$	0.00
PCO #087 - RFP #038 Operable Partition Termination Plate - Plate Not Needed.....Add: \$	0.00
PCO #088 - RFP #039 Countertop Modifications (funded from Owner Contingency).....Add: \$	2,113.00
PCO #089 - Additional Access Panels Required (\$1,776 funded from Construction Contingency).....Add: \$	0.00
PCO #090 - RFP #041 Existing Women's RR Door Hardware (funded from Owner Contingency).....Add: \$	1,594.00
PCO #091 - RFI #112 Additional Solid Surface Top & Sill (\$1,117 funded from Const. Contingency).....Add: \$	0.00
PCO #092 - ASI-021 Wood Panel Corner Trim (\$2,869 funded from Construction Contingency).....Add: \$	0.00

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User Notes: (3B9ADA61)



PCO #093 - Extend Drywall to Deck Rm 228 (\$2,595 funded from Construction Contingency).....	Add: \$ 0.00
PCO #094 - Stainless Steel Plates Under Toilets in 1C (\$201 funded from Construction Contingency).....	Add: \$ 0.00
PCO #095 - RFI #115 Add Wood Base (\$664 funded from Construction Contingency).....	Add: \$ 0.00
PCO #096 - Additional Hardware added during Submittal process (\$1,223 funded from Const. Contingency).....	Add: \$ 0.00
PCO #097 - RFP #043 - Existing Vestibule Doors & Hardware (funded from Owner Contingency).....	Add: \$37,607.00
PCO #098 - Flashing at top of curtain walls (\$1,637 funded from Construction Contingency).....	Add: \$ 0.00
PCO #099 - Wall Patches (\$6,835 funded from Construction Contingency).....	Add: \$ 0.00
PCO #100 - ASI-019 Added Chases in Mtg Room 213 (\$1,355 funded from Construction Contingency).....	Add: \$ 0.00
PCO #101 - Install drywall at Axiom Openings in Rm 228 (\$523 funded from Construction Contingency).....	Add: \$ 0.00
PCO #102 - Additional Blocking for AHU's (\$1,317 funded from Construction Contingency).....	Add: \$ 0.00
PCO #103 - ASI-020 Additional Trench Drain at Bottom of Ramp (\$1,855 funded from Const. Contingency)...	Add: \$ 0.00
PCO #104 - Lighting Conduit Replacement Columbia St. (\$5,531 funded from Construction Contingency).....	Add: \$ 0.00
PCO #105 - Wood Corner Guards (\$2,647 funded from Construction Contingency).....	Add: \$ 0.00
PCO #106 - RFP #042 2 <sup>nd</sup> Floor Roller Shades (funded from Owner Contingency).....	Add: \$ 2,355.00
PCO #107 - Replace Existing Flush Valves 1 <sup>st</sup> & 2 <sup>nd</sup> Floor (funded from Owner Contingency).....	Add: \$ 2,854.00
PCO #109 - Finish unfinished ends of existing casework (\$4,620 funded from Construction Contingency).....	Add: \$ 0.00
PCO #110 - Additional RR Leak Investigation, Gasket Replacement (funded from Owner Contingency).....	Add: \$ 3,333.00
PCO #111 - RFP #045 Additional Lighting in Existing Building (funded from Owner Contingency).....	Add: \$6,595.00
PCO #113 - RFP #046 Add Power & Data to North Wall of Rm 145 (funded from Owner Contingency).....	Add: \$1,755.00
PCO #114 - RFP #044 Computer Bar in lieu of Study Booths 2 <sup>nd</sup> Floor (\$6,259 credit to Const. Contingency)....	Add: \$ 0.00
PCO #116 - Extended General Conditions (\$19,506 funded from Construction Contingency).....	Add: \$ 0.00
PCO #117 - SS Mop sink surround (\$429 funded from Construction Contingency).....	Add: \$ 0.00
PCO #118 - RFI #123 Add Cabinet in Rm 123 (\$438 funded from Construction Contingency).....	Add: \$ 0.00
PCO #119 - Cleaning of existing Lights T&M NTE (funded from Owner Contingency).....	Add: \$ 2,825.00
PCO #122 - RFP #048 Children's Area Supplemental Lighting (funded from Owner Contingency).....	Add: \$ 1,279.00
PCO #123 - Slatwall in Teen Area (funded from Owner Contingency).....	Add: \$ 2,797.00
PCO #124 - Add Drawers at Children's Reference Desk (funded from Owner Contingency).....	Add: \$ 2,503.00
PCO #125 - Modify existing cabinets for Children's Workroom (funded from Owner Contingency).....	Add: \$ 1,495.00
PCO #126 - Install Wireless Access Points (funded from Owner Contingency).....	Add: \$ 954.00
PCO #128 - Corner Guards in Children's Area (funded from Owner Contingency).....	Add: \$ 8,737.00
PCO #129 - Window Sill & Skirt in Room 123 (\$573 funded from Construction Contingency).....	Add: \$ 0.00
PCO #130 - Backsplash in Room 123 (\$386 funded from Construction Contingency).....	Add: \$ 0.00

PCO #131 - Additional Tread at top of New Stairs (\$375 funded from Construction Contingency).....Add: \$ 0.00  
PCO #132 - Quarter Round at Study Booths (\$652 funded from Construction Contingency).....Add: \$ 0.00

The original Contract Sum was \$ 7,974,381.00  
The net change by previously authorized Change Orders \$ 275,645.00  
The Contract Sum prior to this Change Order was \$ 8,250,026.00  
The Contract Sum will be increased by this Change Order in the amount of \$ 78,972.00  
The new Contract Sum including this Change Order will be \$ 8,328,998.00

The Contract Time will be unchanged by zero (0) days.  
The new date of Substantial Completion will be March 24, 2022

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

krM Architecture <b>ARCHITECT</b> <i>(Firm name)</i>	F.A. Wilhelm Construction Co. <b>CONTRACTOR</b> <i>(Firm name)</i>	West Lafayette Public Library <b>OWNER</b> <i>(Firm name)</i>
<i>Stuart Godfrey</i> <b>SIGNATURE</b>	<i>Tom Kerker</i> <b>SIGNATURE</b>	 <b>SIGNATURE</b>
Stewart Godfrey Architect/Partner	Tom Kerker; VP-Operations Manager	Anastasia Krutulis
<b>PRINTED NAME AND TITLE</b>	<b>PRINTED NAME AND TITLE</b>	<b>PRINTED NAME AND TITLE</b>
4/6/2022   9:13 AM EDT <b>DATE</b>	4/5/2022   9:09 PM EDT <b>DATE</b>	 <b>DATE</b>

**Certificate Of Completion**

Envelope Id: CEFE705750C3440B899C89B52E48B8FB  
 Subject: Please DocuSign: 10495 OCO5 - WLPL.pdf  
 Source Envelope:  
 Document Pages: 3  
 Certificate Pages: 5  
 AutoNav: Enabled  
 EnvelopeId Stamping: Enabled  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Sent

Envelope Originator:  
 Alyson Candler  
 3914 Prospect Street  
 Indianapolis, IN 46203-2344  
 alysoncandler@fawilhelm.com  
 IP Address: 165.225.57.254

**Record Tracking**

Status: Original  
 4/5/2022 | 11:52 AM

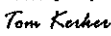
Holder: Alyson Candler  
 alysoncandler@fawilhelm.com

Location: DocuSign

**Signer Events**

Tom Kerker  
 tomkerker@fawilhelm.com  
 V.P. Operations Manager  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 E42E53E2EC4848D...

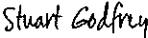
**Timestamp**

Sent: 4/5/2022 | 11:52 AM  
 Viewed: 4/5/2022 | 09:09 PM  
 Signed: 4/5/2022 | 09:09 PM

Signature Adoption: Pre-selected Style  
 Signed by link sent to tomkerker@fawilhelm.com  
 Using IP Address: 174.202.46.66  
 Signed using mobile

**Electronic Record and Signature Disclosure:**  
 Accepted: 9/2/2021 | 03:39 PM  
 ID: 1347cdac-c68b-4fc1-b51b-bd020df0b948

Stuart Godfrey  
 sgodfrey@krmarchitecture.com  
 Architect/Partner  
 krM Architecture  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 B4AF98E2153648A...

Sent: 4/5/2022 | 09:09 PM  
 Viewed: 4/6/2022 | 09:13 AM  
 Signed: 4/6/2022 | 09:13 AM

Signature Adoption: Pre-selected Style  
 Signed by link sent to  
 sgodfrey@krmarchitecture.com  
 Using IP Address: 73.103.141.123

**Electronic Record and Signature Disclosure:**  
 Accepted: 9/20/2021 | 10:04 AM  
 ID: 9fd5be85-4026-4838-8f4f-fdbaab694420

Anastasia Krutulis  
 anastasia@purdue.edu  
 Board President  
 Security Level: Email, Account Authentication (None)

Sent: 4/6/2022 | 09:13 AM  
 Viewed: 4/6/2022 | 10:16 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 9/23/2021 | 03:15 PM  
 ID: 274526d1-44d6-4def-8526-4d639de70325

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Katie Snyder  
katiesnyder@fawilhelm.com  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Matt Mueller  
mattmueller@fawilhelm.com  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 11/15/2021 | 03:03 PM  
ID: 3e54a297-0822-4b87-a3f6-09c9f2c1c686

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	4/6/2022   10:16 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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# REQUEST FOR PROPOSALS/QUALIFICATIONS

West Lafayette Public Library

208 W. Columbia St., West Lafayette, IN 47906

## I. PROJECT INTRODUCTION:

The West Lafayette Public Library, located in West Lafayette, Indiana, invites all qualified contractors to submit their company's Proposal and Qualifications for Parking Garage Maintenance Repairs of the facility located at 117 N Chauncey Avenue, West Lafayette.

## PROJECT SCOPE:

- Traffic Membrane
  - Removal and resurfacing of the roof, or top deck, including approximately 19,920 square foot using a BASF Membrane System.
- Top deck Striping
  - Layout and striping of the roof or top deck.
- Top Wall Coating
  - Removal and resurfacing of approximately 730 sq. ft. of top wall coating at the roof or top deck.
- Deck Joint Repairs
  - Repair of (7) joints throughout the garage including approximately 425 ln ft.
- Traffic Membrane Joint Repair
  - Removal and resurfacing of the of the membrane where joints have been repaired including approximately 425 ln. ft. using a BASF Membrane System.
- Perimeter Caulk
  - Removal and replacement of approximately 705 ln ft of top deck perimeter caulk.
- Column Caulk Repair
  - Removal and replacement of approximately 150 ln ft of column caulk at the roof or top deck.
- Surface Repairs
  - Surface repairs of the roof or top deck including approximately 1,000 sq. ft. of total surface.
- Surface Spall Repair & Membrane Patch
  - Surface spall repair throughout
- Stairwell Rehabilitation
  - Total rehabilitation of two (2) stairwells
- Stairwell Annual Cleaning and Decontamination
  - Annual Cleaning and Decontamination of two (2) stairwells

## II. NOTES & CLARIFICATION

## III. PROPOSALS



Please respond to the following requests:

- Each respondent is to visit the site and quantify all scope items to concur with the RFP. Any additional scope identified or recommended is to be clearly stated and priced separately as an Alternate to the Proposal.
- Proposals should provide unit pricing in order to evaluate the extent of the repairs.
- A proposed schedule for the project.
  - Schedule to include full duration of the project including, approvals & permitting through substantial completion / occupancy
- Provide proposed draw schedule for the project.
- Please provide documentation of proof of insurance and bonding

#### **IV. General Conditions**

It should be understood that:

- The West Lafayette Public Library reserves the right to reject any and all Proposals/Statements of Qualifications at its sole discretion.
- Proposing companies shall not contact the West Lafayette Public Library or anyone involved with that organization. All correspondence and questions for this RFPQ are to be directed to West Lafayette Public Library Owner's Rep for this RFPQ is:

Scott Senefeld, Veridus Group / 317.695.2394 / [ssenefeld@theveridusgroup.com](mailto:ssenefeld@theveridusgroup.com)

- Submittal: An electronic PDF of the Proposal / Statement of Qualifications should be emailed to:
  - Scott Senefeld, Veridus Group / 317.695.2394 / [ssenefeld@theveridusgroup.com](mailto:ssenefeld@theveridusgroup.com)

**Proposals must be received by 12:00 pm EST on ---, 2022**