

West Lafayette Public Library Board of Trustees
Meeting Minutes
Wednesday, April 13, 2022

1. Quorum

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

In attendance in person (unless otherwise noted)

for the Board:

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

Others in attendance:

Nick Schenkel, West Lafayette Public Library
Mike Montgomery, krM Architecture+
Scott Senefeld, The Veridus Group (virtual)
Jean Sullivan, West Lafayette Public Library Foundation Board member
Margaret Christopherson J&C (virtual)

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

Nick Schenkel, West Lafayette Public Library referenced his monthly Librarian's Report and noted that the Library will host the BIG READ celebration/announcement with the Purdue English Department and other local co-sponsors next Tuesday. He also noted the Library has added Monday open hours from 12 noon to 8 pm and noted the Library staff and volunteers continue to move book and AV collections to their new shelving locations as areas of the Library are opened for public use.

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

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: Plans are being made to open the basement sale area in May (updated timeframe from March 2022 report). Talks continue with the WLPL Friends group about ways they can support the Library are moving forward.
- b. Continuation of Service Agreement with Veridus Group: Nick presented an Agreement between the Library and Veridus Group to continue Veridus' work with the Library during the continuing construction project. The Agreement will continue through September 2022. After discussion, John Meyer moved approval of the Agreement and Pat Garrott seconded; the agreement was approved as presented with all library board members voting aye.
- c. Nick presented a Camera Policy for review and approval by the Library Board. The Library Board will consider approval of the Policy at their May meeting.

6. Topics for future action and discussion:

Request was made to ask appropriate professionals to offer confrontation de-escalation training to library staff.

7. Comments from the public:

N/A

8. Adjourn:

The meeting was adjourned at 7:22 pm

Martha Altschaeffl

**Financial Report
West Lafayette Public Library**

Report Dates = 3/1/22 to 3/31/22

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 Operating	\$512,353.69	\$105,714.54	\$302,416.61	\$22,902.51	\$84,094.07	\$294,031.15
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	\$0.00	\$450,302.82	\$0.00	\$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	\$1,023.38	\$3,010.07	\$1,023.38	\$3,010.07	\$0.00
809 FSA Health	(\$232.79)	\$961.56	\$1,066.36	\$0.00	\$461.56	(\$837.59)
810 United Healthcare	\$0.00	\$738.70	\$2,216.10	\$738.70	\$2,216.10	\$0.00
Subtotal	\$516,932.61	\$108,438.18	\$759,011.96	\$24,664.59	\$540,084.62	\$298,005.27
2. Special Revenue						
200 Gift & Memorial Fund	\$92,530.92	\$1,452.50	\$3,770.19	\$5,484.91	\$6,966.01	\$95,726.74
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
Subtotal	\$431,774.54	\$1,452.50	\$3,770.19	\$5,484.91	\$6,966.01	\$434,970.36
3. Debt Service						
302 BONY Operating and Reserve AKA Debt Service Fund	\$111,778.30	\$0.00	\$0.00	\$0.00	\$66.59	\$111,844.89
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
Subtotal	\$766,178.45	\$0.00	\$443,228.13	\$0.00	\$66.59	\$323,016.91
4. Capital Projects						
401 2019 Construction Fund	\$1,439,374.28	\$123,969.54	\$241,386.13	\$0.00	\$0.00	\$1,197,988.15
402 2020 Construction Fund	\$2,717,036.51	\$2,870.00	\$608,691.21	\$0.00	\$0.00	\$2,108,345.30
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
Subtotal	\$4,318,768.79	\$126,839.54	\$850,077.34	\$0.00	\$0.00	\$3,468,691.45
5. Clearing						
800 PLAC	\$867.19	\$0.00	\$0.00	\$0.00	\$0.00	\$867.19
Subtotal	\$867.19	\$0.00	\$0.00	\$0.00	\$0.00	\$867.19
Grand Total	\$6,034,521.58	\$236,730.22	\$2,056,087.62	\$30,149.50	\$547,117.22	\$4,525,551.18

Total all banks = \$4,525,551.18

Register Of Claims
West Lafayette Public Library

Report Date: From 3/10/22 To 4/13/22

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
9452	159	Ace Fire Protection	Operating	Repair & Maintenance Building	\$779.14	3/24/22	Backflow repair and retest, annual inspection of fire extinguishers
				Total this claim	\$779.14		
9469	203	Ace Fire Protection	Operating	Repair & Maintenance Building	\$1,126.00	4/13/22	Five year internal inspection and repair of sprinkler system
				Total this claim	\$1,126.00		
9470	176	Amazon Capital Services Inc	Operating	Cleaning & Sanitation Supplies	\$18.98	4/13/22	
			Operating	Office Supplies	\$332.77		
			Operating	Copier/Rental Equipment	\$205.24		
			Operating	DVD	\$34.37		
			Operating	Audiobooks	\$88.99		
			Operating	Books	\$32.16		
			Gift & Memorial Fund	Office Supplies	(\$209.36)		
			Gift & Memorial Fund	Craft supplies purchased by staff	\$65.37		
				Total this claim	\$568.52		
9453	160	Amazon Capital Services Inc	Operating	Computers	\$39.39	3/24/22	
			Operating	DVD	\$29.95		
			Operating	Audiobooks	\$119.40		
			Gift & Memorial Fund	Craft supplies purchased by staff	\$7.99		
			Gift & Memorial Fund	Office Supplies	\$28.98		
			Gift & Memorial Fund	Office Supplies	\$45.48		
			Gift & Memorial Fund	Books	\$55.74		
				Total this claim	\$326.93		
0	161	Automated Payroll Service	Operating	Other Professional Services/Ban	\$91.45	3/25/22	for payroll of 3/7/22-3/20/22
				Total this claim	\$91.45		
0	157	Automated Payroll Service	Operating	Other Professional Services/Ban	\$227.30	3/11/22	for payroll of 2/21/22-3/6/22
				Total this claim	\$227.30		
0	204	Automated Payroll Service	Operating	Other Professional Services/Ban	\$243.40	4/8/22	for payroll of 3/21/22-4/3/22
				Total this claim	\$243.40		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
9454	162	Baker Tilly Municipal Advisors LL	2019 Construction Fund	Other Professional Services/Ban	\$600.00	3/25/22	For Professional services for Continuing Disclosure Services per letter of 12/31/19
				Total this claim	\$600.00		
9455	163	Best Life	Operating	Employer's Contribution-Gp. Ins	\$311.57	3/25/22	Dental insurance for April 2022
				Total this claim	\$311.57		
9471	177	Blackstone Publishing	Operating	Audiobooks	\$355.02	4/13/22	Audiobooks
				Total this claim	\$355.02		
9472	219	Bound to Stay Bound	Operating	Books	\$47.56	4/13/22	Children's books
				Total this claim	\$47.56		
9473	178	Center Point Large Print	Gift & Memorial Fund	Books	\$206.13	4/13/22	Large Print books
				Total this claim	\$206.13		
9456	164	CenterPoint Energy	Operating	Gas service	\$695.33	3/25/22	Gas service for 2/7/22-3/4/22
				Total this claim	\$695.33		
9468	175	Chase Cardmember Service	Operating	Postage	\$251.99	3/25/22	For 2/17/22-3/16/22
				Office Supplies	\$85.12		
				Databases	\$52.08		
				Professional Meetings	\$15.00		
				Periodicals and Newspapers	\$80.00		
				Gift & Memorial Fund	\$52.20		
				Gift & Memorial Fund	\$87.43		
				Gift & Memorial Fund	\$462.62		
				2019 Construction Fund	\$8,610.47		
				2020 Construction Fund	\$795.00		
				Total this claim	\$10,491.91		
9474	179	Cintas	Operating	Repair & Maintenance Building	\$630.69	4/13/22	clean mats
				Total this claim	\$630.69		
9475	180	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$210.42	4/13/22	Defibrillator and first aid supplies
				Total this claim	\$210.42		
9500	181	DEMCO Inc	Operating	Office Supplies	\$355.03	4/13/22	
				Total this claim	\$355.03		
9501	220	Duke Energy	Operating	Electricity	\$16,290.88	4/13/22	
				Total this claim	\$16,290.88		

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9457	165	EnvisionWare Inc	2019 Construction Fund	Other Professional Services/Ban	\$2,725.00	3/25/22	Labor and support for installation of kiosks
				Total this claim	\$2,725.00		
9502	198	Evergreen Indiana Payment	Operating	Other Professional Services/Ban	\$143.75	4/13/22	4th Quarter 2021 and 1st Quarter 2022
				Total this claim	\$143.75		
0	209	First Merchants Bank (Lafayette	Operating	Other Professional Services/Ban	\$24.28	3/31/22	Account Analysis Settlement Charge
				Total this claim	\$24.28		
0	215	Fullstream	Operating	Other Professional Services/Ban	\$56.69	3/15/22	Charges for credit card use in garage
				Total this claim	\$56.69		
9503	196	Gran-IT Consulting	Operating	Telephone and Internet	\$322.50	4/13/22	Maintenance on server
				Total this claim	\$322.50		
9504	182	hibu Inc--West	Operating	Advertising & Public Notices	\$20.00	4/13/22	Payment 2 of 12
				Total this claim	\$20.00		
9505	208	Hogan Transfer and Storage	2019 Construction Fund	Repair & Maintenance Building	\$9,459.00	4/13/22	Moving services for March 26 2022 and March 28 2022
				Total this claim	\$9,459.00		
9482	199	hoopla	Operating	Databases	\$900.43	4/13/22	Digital resources for March 2022
				Total this claim	\$900.43		
9483	222	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$243.22	4/13/22	for 3/2/22-4/1/22
				Total this claim	\$243.22		
9484	195	Ingram Library Services	Operating	Books	\$3,442.60	4/13/22	
				Total this claim	\$3,442.60		
9485	183	IronGate Creative	Operating	Databases	\$400.00	4/13/22	Web work for Newsletter Addition
				Total this claim	\$400.00		
9486	184	KONE Inc	Operating	Repair & Maintenance Building	\$940.59	4/13/22	Maintenance Coverage for Elevator to 5/31/22
				Total this claim	\$940.59		
9487	185	KRM Architecture	2019 Construction Fund	Other Professional Services/Ban	\$10,367.47	4/13/22	Architectural Services
				Total this claim	\$10,367.47		
9488	186	Light & Breuning Inc	Operating	Repair & Maintenance Garage	\$1,581.59	4/13/22	Supplies for ticket kiosk
				Total this claim	\$1,581.59		

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9458	166	Marquis Handyman Service	2020 Construction Fund	Repair & Maintenance Garage	\$2,075.00	3/25/22	Repair and paint castle
				Total this claim	\$2,075.00		
0	221	Merchant Services	Operating	Other Professional Services/Ban	\$104.64	4/1/22	credit card fees 3/1/22-3/31/22
				Total this claim	\$104.64		
9459	167	Metronet	Operating	Telephone and Internet	\$583.18	3/25/22	for 3/8/22-4/7/22
				Total this claim	\$583.18		
9460	168	Midwest Tape	Operating	DVD	\$594.37	3/25/22	
			Operating	Audiobooks	\$49.99		
				Total this claim	\$644.36		
9489	200	Midwest Tape	Operating	DVD	\$191.14	4/13/22	
				Total this claim	\$191.14		
9490	187	MJV Group Inc	Operating	Cleaning & Sanitation Supplies	\$322.91	4/13/22	Janitor service for April 2022 and supplies
			Operating	Repair & Maintenance Building	\$1,655.00		
				Total this claim	\$1,977.91		
9461	169	netPark Software LLC	Operating	Repair & Maintenance Garage	\$295.00	3/25/22	Monthly usage fee for parking garage system for March 2022
				Total this claim	\$295.00		
9491	201	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$287.70	4/13/22	Call Center support for Garage Parking System
				Total this claim	\$287.70		
0	170	Payroll	Operating	Library Director	\$3,488.27	3/23/22	for payroll of 3/7/22-3/20/22
			Operating	Full-time Employees	\$13,568.26		
			Operating	Part-time Employees	\$6,078.50		
			Operating	Employer's Share-FICA & Medic	\$1,741.61		
			Operating	Unemployment Compensation	\$44.86		
				Total this claim	\$24,921.50		
0	205	Payroll	Operating	Library Director	\$3,488.27	4/6/22	for payroll of 3/21/22-4/3/22
			Operating	Full-time Employees	\$13,568.26		
			Operating	Part-time Employees	\$8,116.46		
			Operating	Employer's Share-FICA & Medic	\$1,897.45		
			Operating	Unemployment Compensation	\$47.49		
				Total this claim	\$27,117.93		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	216	Principal Financial Group	Operating	Employer's Contribution Short-te	\$201.65	3/29/22	Short-term disability for full-time employees
				Total this claim	\$201.65		
0	206	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$1,910.34 \$511.69	4/8/22	for payroll of 3/21/22-4/3/22
				Total this claim	\$2,422.03		
0	155	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$1,910.34 \$511.69	3/11/22	for payroll of 2/21/22-3/6/22
				Total this claim	\$2,422.03		
0	171	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$1,910.34 \$511.69	3/25/22	for payroll of 3/7/22-3/20/22
				Total this claim	\$2,422.03		
9492	202	Quill Corp	Operating	Office Supplies	\$739.48	4/13/22	
				Total this claim	\$739.48		
9493	188	Ricoh USA	Operating	Copier/Rental Equipment	\$194.52	4/13/22	for 4/9/22-5/8/22
				Total this claim	\$194.52		
9494	223	Ricoh USA (subscription)	Operating	Copier/Rental Equipment	\$187.30	4/13/22	Billing for copy allowance overages
				Total this claim	\$187.30		
9462	172	Scott Tracey	Operating	Traveling Expense	\$121.10	3/25/22	Mileage to EIEC PCPLS migration & training 3/21 and 3/22/22
				Total this claim	\$121.10		
9495	197	Second Flight Books	Operating	Books	\$150.36	4/13/22	
				Total this claim	\$150.36		
9496	207	SenSource	2019 Construction Fund	Repair & Maintenance Building	\$2,961.75	4/13/22	Automated Counting System
				Total this claim	\$2,961.75		
9497	189	Showcases	Operating	Office Supplies	\$165.89	4/13/22	Audiobook cases
				Total this claim	\$165.89		
9498	224	Unique Management	Operating	Other Professional Services/Ban	\$103.79	4/13/22	Placements and notices for March 2022
				Total this claim	\$103.79		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
9499	191	Veridus Group Inc	2019 Construction Fund	Other Professional Services/Ban	\$4,171.99	4/13/22	Design Development and Construction Documents
				Total this claim	<u>\$4,171.99</u>		
9463	173	Verizon Wireless	Operating	Telephone and Internet	\$40.01	3/25/22	for 3/2/22-4/1/22
				Total this claim	<u>\$40.01</u>		
9500	192	WebClarity Software Inc	Operating	Databases	\$781.00	4/13/22	BookWhere Suite Maintenance Program through 3/31/23
				Total this claim	<u>\$781.00</u>		
9501	225	West Lafayette Public Library Fo	Gift & Memorial Fund	Other	\$522.18	4/13/22	March 2022 Book Fair proceeds
				Total this claim	<u>\$522.18</u>		
9464	174	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	\$397.76	3/25/22	for 2/1/22-3/1/22
				Total this claim	<u>\$397.76</u>		
9502	193	Wintek Corp	Operating	Telephone and Internet	\$1,118.25	4/13/22	Addition of 2 ports to new server and equipment rental for May/ 2022
				Total this claim	<u>\$1,118.25</u>		
9503	194	Wireless Networking Solutions In	2019 Construction Fund	Security System/Other	\$37,530.00	4/13/22	Installation of cameras in Library
				Total this claim	<u>\$37,530.00</u>		

Warrant Number Claim Number Name of Claimant Fund Account Amount Date Explanation

Total Amount of Claims \$179,035.88

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.

Monday, April 11, 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 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

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.