

**West Lafayette Public Library Board of Trustees  
Meeting Minutes  
Wednesday, January 11, 2023**

1. Quorum:

The meeting was called to order at 6:30 pm

In attendance in person (unless otherwise noted)

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

Others in attendance:

Nick Schenkel, West Lafayette Public Library  
Scott Tracey, West Lafayette Public Library  
Jean Sullivan, Library Foundation, Friends of the Library  
Scott Senefeld, Veridus Group (Remote)

2. Board Minutes: (see attached)

The minutes from the 12.14.2022 Board of Trustees meeting were approved with a motion by John Meyers, Member, and seconded by Martha Altschaeffl, Secretary.

Aye votes:

Anastasia Krutulis, President  
Patricia Garrott, Vice President  
Martha Altschaeffl, Secretary  
Mark Pugh, Treasurer

Shelley Lowenberg De-Boer, Member  
Jim Knapp, Member  
John Meyers, Member

3. Treasurer's Report: (see attached)

The December Treasurer's Report was approved with a motion by Patricia Garrott, Vice President, and seconded by John Meyers, Member.

The January Treasurer's Report was approved with a motion by Patricia Garrott, Vice President, and seconded by John Meyers, Member.

Aye votes:

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

Nick Schenkel, West Lafayette Public Library requested a reclassification of claims as presented, totaling \$99,347.44 to be paid from the Rainy Day Fund instead of the Operating Fund. The Board approved the reclassification with a motion from Patricia Garrott, Vice President, and seconded by Jim Knapp, Member.

Nick Schenkel, West Lafayette Public Library requested a transfer of \$99,347.44 from the Rainy Day Fund to the Operating Fund. The Board approved the transfer with a motion from Patricia Garrott, Vice President, and seconded by Jim Knapp, Member.

Aye votes:

Anastasia Krutulis, President  
Patricia Garrott, Vice President  
Martha Altschaeffl, Secretary

Mark Pugh, Treasurer  
Shelley Lowenberg De-Boer, Member  
Jim Knapp, Member  
John Meyers, Member

a. Claims: (see attached)

4. Annual meeting of the Library Board's Finance Committee:

Nominations were made for the members to keep the same positions as those held in 2022:

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

The nominations above were approved with a motion from John Meyers, Member, and seconded by Jim Knapp, Member.

Aye votes:

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

There was agreement, but no motion, to keep the Library's bank accounts with Chase and First Merchants banks.

The Board approved the "Payment of bills between Library Board meetings" and

“Resolution authorizing electronic funds transfer” (see attached) with a motion from Mark Pugh, Treasurer, and seconded by Patricia Garrott, Vice President.

Aye votes:

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

The Board approved the “Resolution authorizing electronic funds transfer” (see attached) with a motion from Mark Pugh, Treasurer, and seconded by Jim Knapp, Member.

Aye votes:

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

5. President’s Report:

Anastasia Krutulis, President, reported the new director search committee would be meeting with the search firm Bradbury Miller Associates on Tuesday, January 17th.

6. Librarian’s Report: (see attached)

7. Old Business

a. Report from The Veridus Group:

Scott Senefeld, Veridus Group, reported that HVAC commissioning was

ongoing and as-builts (finalized building plans) have been submitted to kRM Architecture for approval.

b. Garage: Scott Senefeld, Veridus Group, reported paperwork has been submitted to the contractor, Western Specialty Contractors, and is expecting a start date in February. Funds will come from the Construction Fund and the work is fully funded.

c. Additional construction-related work that needs approval: N/A

d. Caretaker's Cottage MOU w/City of West Lafayette:

Nick Schenkel, West Lafayette Public Library, noted a \$15,000 donation for the Cottage had been made and the Board approved naming the porch in recognition.

## 8. New Business

a. Non-resident card fee for 2023: (see attached)

Scott Tracey, West Lafayette Public Library, noted the 2023 fee would need to be at least \$33.15 to satisfy State requirements.

A motion to make the 2023 non-resident card fee \$34.00 was made by Patricia Garrott, Vice President, and seconded by Mark Pugh, Treasurer.

Aye votes:

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Shelley Lowenberg De-Boer, Member

Jim Knapp, Member

John Meyers, Member

b. Review of Rules of the Library: N/A

c. Salary schedule:

The Board approved a 5% raise for all full-time staff, passed by a motion from Mark Pugh, Treasurer, and seconded by Patricia Garrott, Vice President

Aye votes:

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Shelley Lowenberg De-Boer, Member

Jim Knapp, Member

John Meyers, Member

9. Topics for future action and discussion:

Nick Schenkel, West Lafayette Public Library, noted employee health insurance renewal would occur on 03.01.2023.

10. Comments from the public: N/A

11. Adjourn: The meeting was adjourned at 8:06 pm with a motion by Mark Pugh, Treasurer, and seconded by John Meyers, Member.





West Lafayette Public Library Board of Trustees  
Meeting Agenda for Wednesday, January 11, 2023

**6:30 PM - Staff Meeting Room 225**

Video conference link: <https://us02web.zoom.us/j/81771300774>

Phone: +13092053325 - Meeting ID: 817 7130 0774

1. Quorum
2. Board Minutes
3. Treasurer's Report
  - a. Claims
4. Annual Meeting of the Library Board's Finance Committee
5. President's Report
6. Librarian's Report
7. Old Business
  - a. Report from The Veridus Group, krM Architects, and Wilhelm Construction
  - b. Garage repairs review
  - c. Additional construction-related work that needs approval
  - d. Caretaker's Cottage MOU w/City of West Lafayette
8. New Business
  - a. Nonresident card fee for 2023
  - b. Review of Rules of the Library
  - c. Salary Schedule for 2023
9. Topics for future action and discussion
10. Comments from the public
11. Adjourn

Next Board meeting: 02/08/2023 - 6:30 pm

# Register Of Claims

## West Lafayette Public Library

Report Date: From 12/15/22 To 12/31/22

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
9901	818	ABDO	Operating	Books	\$376.20	12/28/22	Children's books
				<b>Total this claim</b>	<u>\$376.20</u>		
9902	819	Amazon Capital Services Inc	Operating	Archival	\$268.00	12/28/22	
			Operating	Books	\$288.20		
			Operating	DVD	\$14.43		
			Gift & Memorial Fund	Craft supplies purchased by staff	\$120.95		
			Gift & Memorial Fund	Cleaning & Sanitation Supplies	\$229.99		
			Operating	Audiobooks	\$253.36		
				<b>Total this claim</b>	<u>\$1,174.93</u>		
0	817	Automated Payroll Service	Operating	Other Professional Services/Ban	\$101.30	12/16/22	for payroll of 11/28/22-12/11/22
				<b>Total this claim</b>	<u>\$101.30</u>		
0	834	Automated Payroll Service	Operating	Other Professional Services/Ban	\$106.35	12/30/22	for payroll of 12/12/22-12/25/22
				<b>Total this claim</b>	<u>\$106.35</u>		
9903	820	Blackstone Publishing	Operating	Audiobooks	\$178.50	12/28/22	
				<b>Total this claim</b>	<u>\$178.50</u>		
9904	821	Bound to Stay Bound	Operating	Books	\$163.32	12/28/22	Children's books
				<b>Total this claim</b>	<u>\$163.32</u>		
0	822	Center Point Large Print	Gift & Memorial Fund	Books	\$0.00	12/28/22	VOID
				<b>Total this claim</b>	<u>\$0.00</u>		
0	849	Chase Bank	Operating	Other Professional Services/Ban	\$36.07	12/15/22	Account Analysis Settlement Charge
				<b>Total this claim</b>	<u>\$36.07</u>		



**Warrant**

<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>
9905	833	Chase Cardmember Service	Operating	Insurance: Official Bonds	\$100.00	12/28/22	for 11/17/22-12/16/22
			Operating	Office Supplies	\$28.58		
			Operating	Professional Meetings	\$368.21		
			Operating	Databases	\$47.08		
			Operating	Periodicals and Newspapers	\$96.06		
			Operating	Postage	\$17.99		
			Operating	DVD	\$127.46		
			Gift & Memorial Fund	Craft supplies purchased by staff	\$98.35		
			Gift & Memorial Fund	Craft supplies purchased by staff	\$171.97		
			Gift & Memorial Fund	Craft supplies purchased by staff	\$55.81		
			Operating	Office Supplies	\$29.43		
				<b>Total this claim</b>	<b>\$1,140.94</b>		
9906	823	DEMCO Inc	Operating	Office Supplies	\$230.73	12/28/22	
				<b>Total this claim</b>	<b>\$230.73</b>		
0	841	First Merchants Bank (Lafayette)	Transfer Fund	Interbank Transfers	\$211,500.00	12/27/22	Transfer to BNY Mellon
				<b>Total this claim</b>	<b>\$211,500.00</b>		
0	840	First Merchants Bank (Lafayette)	Transfer Fund	Interbank Transfers	\$232,300.00	12/27/22	Transfer to Bank NY Mellon
				<b>Total this claim</b>	<b>\$232,300.00</b>		
0	838	First Merchants Bank (Lafayette)	Transfer Fund	Interbank Transfers	\$100,000.00	12/15/22	Transfer to "7939"
				<b>Total this claim</b>	<b>\$100,000.00</b>		
9907	824	Indiana State Certification Progr	Gift & Memorial Fund	Dues and Membership	\$50.00	12/28/22	5 year certification for Neal Baker
				<b>Total this claim</b>	<b>\$50.00</b>		
9908	830	Ingram Library Services	Operating	Books	\$1,501.48	12/28/22	
			Gift & Memorial Fund	Books	\$206.77		
			Gift & Memorial Fund	Books	\$175.80		
				<b>Total this claim</b>	<b>\$1,884.05</b>		
9916	837	Ingram Library Services	Operating	Books	\$417.89	12/30/22	
			Gift & Memorial Fund	Books	\$9.27		
			Gift & Memorial Fund	Books	\$31.19		
				<b>Total this claim</b>	<b>\$458.35</b>		
9909	825	Metronet	Rainy Day	Telephone and Internet	\$606.78	12/28/22	for 12/8/22-1/7/23
				<b>Total this claim</b>	<b>\$606.78</b>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
9910	826	Midwest Tape	Operating	DVD	\$219.38	12/28/22	
				<b>Total this claim</b>	<u>\$219.38</u>		
9911	827	netPark Software LLC	Rainy Day	Repair & Maintenance Garage	\$324.50	12/28/22	Monthly usage fee for parking garage system for December 2022
				<b>Total this claim</b>	<u>\$324.50</u>		
0	835	Payroll	Operating	Library Director	\$3,488.27	12/28/22	for payroll of 12/12/22-12/25/22
			Operating	Full-time Employees	\$15,595.96		
			Operating	Part-time Employees	\$11,074.81		
			Operating	Employer's Share-FICA & Medic	\$2,267.16		
			Operating	Unemployment Compensation	\$19.48		
				<b>Total this claim</b>	<u>\$32,445.68</u>		
0	848	Principal Financial Group	Operating	Employer's Contribution Short-te	\$107.59	12/29/22	Short-term disability for full-time employees
				<b>Total this claim</b>	<u>\$107.59</u>		
0	836	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$2,137.44	12/30/22	for payroll of 12/12/22-12/25/22
					\$572.52		
				<b>Total this claim</b>	<u>\$2,709.96</u>		
0	816	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$2,082.21	12/16/22	for 11/28/22-12/11/22
					\$557.72		
				<b>Total this claim</b>	<u>\$2,639.93</u>		
9912	828	Quality Plumbing and Heating of 2019 Construction Fund	Rainy Day	Repair & Maintenance Building	\$2,272.16	12/28/22	
			2019 Construction Fund	Repair & Maintenance Building	\$5,002.81		
				<b>Total this claim</b>	<u>\$7,274.97</u>		
9913	829	Quill Corp	Operating	Office Supplies	\$166.17	12/28/22	
				<b>Total this claim</b>	<u>\$166.17</u>		
9914	831	Ricoh USA	Rainy Day	Copier/Rental Equipment	\$194.52	12/28/22	for 1/9/23-2/8/23
				<b>Total this claim</b>	<u>\$194.52</u>		
9915	832	Unique Management	Operating	Other Professional Services/Ban	\$11.65	12/28/22	Placements for November 2022
				<b>Total this claim</b>	<u>\$11.65</u>		

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

Total Amount of Claims \$596,401.87

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, January 11, 2023







  
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 \$596,401.87

Date this 11<sup>th</sup> day of January, 2023.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for West Lafayette Public Library on 01/01/98.

**Register Of Claims**  
**West Lafayette Public Library**

**Report Date: From 01/01/23 To 01/11/23**

<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>
9917	1	Amazon Capital Services Inc	Operating	Office Supplies/Program Supplie	\$69.98	01/11/23	
			Operating	Books	\$39.99		
			Operating	Archival	\$138.36		
			Operating	DVD	\$71.04		
			Operating	Office Supplies/Program Supplie	\$96.27		
			Operating	Office Supplies/Program Supplie	\$123.15		
			Operating	Office Supplies/Program Supplie	\$120.42		
			Operating	Books	(\$18.14)		
			Operating	Office Supplies/Program Supplie	\$19.69		
			Gift & Memorial Fund	Grant Expenses	\$221.87		
				<b>Total this claim</b>	<b>\$872.63</b>		
9918	2	AVC Technology	Operating	Other Professional Services/Ban	\$2,280.00	01/11/23	Accounting software and Cloud back-up
				<b>Total this claim</b>	<b>\$2,280.00</b>		
9919	3	Blackstone Publishing	Operating	Audiobooks	\$34.94	01/11/23	
				<b>Total this claim</b>	<b>\$34.94</b>		
9920	4	Center Point Large Print	Gift & Memorial Fund	Books	\$86.29	01/11/23	LP books
				<b>Total this claim</b>	<b>\$86.29</b>		
9921	5	Cintas	Operating	Repair & Maintenance Building	\$800.92	01/11/23	clean mats
				<b>Total this claim</b>	<b>\$800.92</b>		
9922	6	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$311.10	01/11/23	Defibrilator and first aid supplies
				<b>Total this claim</b>	<b>\$311.10</b>		
9923	7	Creative Solutions	Operating	Office Supplies/Program Supplie	\$389.00	01/11/23	Toner cartridges
				<b>Total this claim</b>	<b>\$389.00</b>		
9924	8	Driessen Water Inc	Operating	Repair & Maintenance Building	\$141.50	01/11/23	Culligan Ultrapure
				<b>Total this claim</b>	<b>\$141.50</b>		
9925	9	Duke Energy	Operating	Electricity	\$51.53	01/11/23	for 12/3/22-1/4/23
				<b>Total this claim</b>	<b>\$51.53</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>
9926	35	Evergreen Indiana Payment	Operating	Other Professional Services/Ban	\$41.93	01/11/23	4th Quarter 2022 payments to other Evergreen libraries
				<b>Total this claim</b>	<u>\$41.93</u>		
9927	10	Gran-IT Consulting	Operating	Telephone and Internet	\$838.50	01/11/23	Maintenance on server
				<b>Total this claim</b>	<u>\$838.50</u>		
9928	11	Greater Lafayette Commerce	Operating	Dues and Membership	\$250.00	01/11/23	One year membership
				<b>Total this claim</b>	<u>\$250.00</u>		
9929	12	hibu Inc--West	Operating	Advertising & Public Notices	\$20.30	01/11/23	Payment 11 of 12
				<b>Total this claim</b>	<u>\$20.30</u>		
9930	13	hoopla	Operating	Databases	\$807.36	01/11/23	Digital resources for December 2022
				<b>Total this claim</b>	<u>\$807.36</u>		
9931	14	Huston Electric Inc	2019 Construction Fund	Repair & Maintenance Building	\$1,549.16	01/11/23	Construction work; changed voltage of outdoor lights. Replaced fixtures. Troubleshoot data ports. Bypassed motion sensors.
				<b>Total this claim</b>	<u>\$1,549.16</u>		
9932	30	Ike's Sewer Service	Operating	Repair & Maintenance Building	\$444.00	01/11/23	Toilet repairs
				<b>Total this claim</b>	<u>\$444.00</u>		
9933	15	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$283.87	01/11/23	for 12/1/22 to 1/3/23
				<b>Total this claim</b>	<u>\$283.87</u>		
9934	16	Indiana Historical Society	Operating	Dues and Membership	\$100.00	01/11/23	One Year Membership: Local History Partner Library Plus
				<b>Total this claim</b>	<u>\$100.00</u>		
9935	17	Indiana Library Federation	Gift & Memorial Fund	Dues and Membership	\$100.00	01/11/23	2023 Membership Dues
				<b>Total this claim</b>	<u>\$100.00</u>		
9936	18	IronGate Creative	Operating	Telephone and Internet	\$650.00	01/11/23	Annual web hosting fee 1/1/23-1/1/24
				<b>Total this claim</b>	<u>\$650.00</u>		
9937	31	Kanopy Inc	Operating	Databases	\$28.00	01/11/23	Digital resources for December 2022
				<b>Total this claim</b>	<u>\$28.00</u>		
9938	19	Melissa Freed	2020 Construction Fund	Equipment	\$356.31	01/11/23	Purchase of block furniture for Children's area
				<b>Total this claim</b>	<u>\$356.31</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
9939	20	Midwest Tape	Operating	DVD	\$202.41	01/11/23	
				<b>Total this claim</b>	<u>\$202.41</u>		
9940	21	MJV Group Inc	Operating	Repair & Maintenance Building	\$1,737.75	01/11/23	Janitor service for January 2023 and supplies
			Operating	Cleaning & Sanitation Supplies	\$146.85		
				<b>Total this claim</b>	<u>\$1,884.60</u>		
0	33	Payroll	Operating	Library Director	\$3,488.27	01/11/23	for payroll of 12/26/22-1/8/23
			Operating	Full-time Employees	\$15,525.96		
			Operating	Part-time Employees	\$9,540.63		
			Operating	Employer's Share-FICA & Medic	\$2,144.47		
			Operating	Unemployment Compensation	\$140.17		
				<b>Total this claim</b>	<u>\$30,839.50</u>		
9941	22	Quill Corp	Operating	Cleaning & Sanitation Supplies	\$55.92	01/11/23	PPE--wipes
				<b>Total this claim</b>	<u>\$55.92</u>		
9942	23	REACH Media Network	Operating	Databases	\$2,100.00	01/11/23	Digital Signage Player License Renewal
				<b>Total this claim</b>	<u>\$2,100.00</u>		
9943	24	Ricoh USA (subscription)	Operating	Copier/Rental Equipment	\$415.30	01/11/23	Billing for copy allowance overages
				<b>Total this claim</b>	<u>\$415.30</u>		
9944	32	SenSource	Operating	Security System/Other	\$660.00	01/11/23	Automated Counting System renewal 1/15/23-1/15/24 and annual data hosting 3/31/23-3/31/24
				<b>Total this claim</b>	<u>\$660.00</u>		
9945	25	T-Mobile	Operating	Telephone and Internet	\$624.75	01/11/23	Hotspot service 11/21/22-12/20/22
				<b>Total this claim</b>	<u>\$624.75</u>		
9946	26	Tsai Fong Books Inc	Operating	Books	\$366.43	01/11/23	
				<b>Total this claim</b>	<u>\$366.43</u>		
9947	27	Unique Management	Operating	Other Professional Services/Ban	\$217.75	01/11/23	Placements and notices for December 2022
				<b>Total this claim</b>	<u>\$217.75</u>		
9948	28	Verizon Wireless	Operating	Telephone and Internet	\$40.03	01/11/23	for 12/2/22-1/1/23
				<b>Total this claim</b>	<u>\$40.03</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
9949	29	Wintek Corp	Operating	Repair & Maintenance Building	\$915.89	01/11/23	Equipment rental for February 2023 and monthly Fiber Agreement
				<b>Total this claim</b>	<b>\$915.89</b>		

**Total Amount of Claims \$48,759.72**

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, January 11, 2023

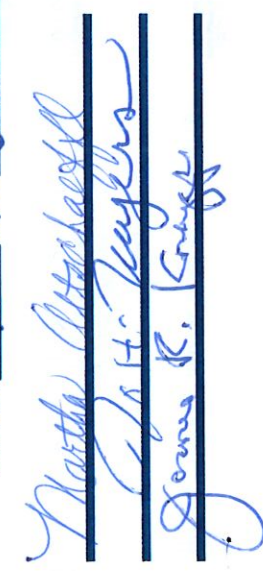
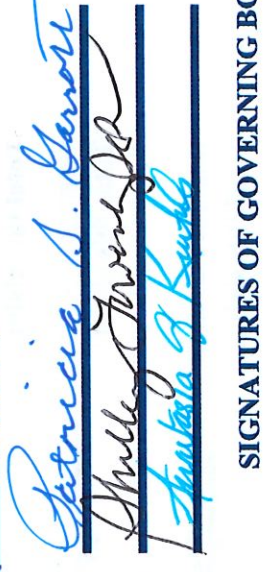
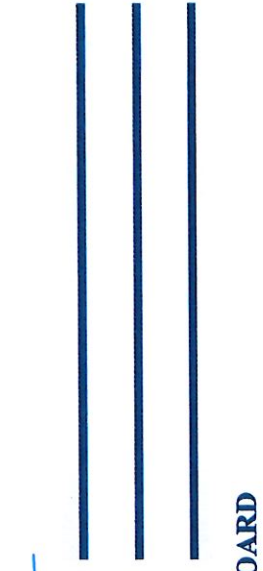
  
Fiscal Officer

**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 11<sup>th</sup> day of January, 2023.

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for West Lafayette Public Library on 01/01/98.

# Appropriation Report for 100 Operating

West Lafayette Public Library

Report Date: From 10/1/2022 To 12/31/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<b>1. Personal Services</b>							
1.11 Library Director	\$84,100.00	\$6,600.00	\$90,700.00	\$24,417.89	\$90,377.98	\$322.02	0.4
1.12 Full-time Employees	\$366,000.00	\$23,500.00	\$389,500.00	\$106,318.24	\$373,799.93	\$15,700.07	4.0
1.16 Part-time Employees	\$110,000.00	\$69,900.00	\$179,900.00	\$73,974.88	\$234,698.39	(\$54,798.39)	-30.5
1.2 Employer's Contribution Short-term Disability	\$1,134.00	\$0.00	\$1,134.00	\$573.65	\$2,495.94	(\$1,361.94)	-120.1
1.21 Employer's Share-FICA & Medicare	\$39,207.00	\$7,000.00	\$46,207.00	\$15,380.70	\$52,594.43	(\$6,387.43)	-13.8
1.22 Unemployment Compensation	\$1,000.00	\$0.00	\$1,000.00	\$174.59	\$1,367.47	(\$367.47)	-36.7
1.23 Employers Contribution-PERF	\$31,507.00	\$18,258.00	\$49,765.00	\$13,077.54	\$50,423.12	(\$658.12)	-1.3
1.24 Employer's Contribution-Gp. Insurance	\$42,000.00	\$7,915.00	\$49,915.00	\$19,890.55	\$67,216.63	(\$17,301.63)	-34.7
<b>Subtotal</b>	<b>\$674,948.00</b>	<b>\$133,173.00</b>	<b>\$808,121.00</b>	<b>\$253,808.04</b>	<b>\$872,973.89</b>	<b>(\$64,852.89)</b>	<b>-8.0</b>
<b>2. Supplies</b>							
2.1 Office Supplies	\$10,000.00	\$11,767.00	\$21,767.00	\$5,368.82	\$22,674.47	(\$907.47)	-4.2
2.21 Cleaning & Sanitation Supplies	\$5,000.00	\$0.00	\$5,000.00	\$2,334.29	\$7,795.00	(\$2,795.00)	-55.9
2.23 Other Operating Supplies (Vending)	\$1,000.00	(\$900.00)	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.24 Craft supplies purchased by staff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.25 Archival	\$0.00	\$900.00	\$900.00	\$612.65	\$612.65	\$287.35	31.9
<b>Subtotal</b>	<b>\$16,000.00</b>	<b>\$11,767.00</b>	<b>\$27,767.00</b>	<b>\$8,315.76</b>	<b>\$31,082.12</b>	<b>(\$3,315.12)</b>	<b>-11.9</b>
<b>3. Other Services and Charge</b>							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$116.25	\$116.25	\$883.75	88.4
3.14 Other Professional Services/Bank Fees	\$7,500.00	(\$5,000.00)	\$2,500.00	\$2,653.54	\$13,948.11	(\$11,448.11)	-457.9
3.145 Databases	\$26,000.00	\$0.00	\$26,000.00	\$5,588.97	\$17,811.54	\$8,188.46	31.5
3.146 eBooks	\$4,000.00	\$0.00	\$4,000.00	\$50.00	\$3,300.00	\$700.00	17.5



<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.21 Telephone and Internet	\$30,000.00	\$0.00	\$30,000.00	\$99.41	\$15,519.26	\$14,480.74	48.3
3.22 Postage	\$1,200.00	\$0.00	\$1,200.00	\$321.07	\$1,138.83	\$61.17	5.1
3.23 Traveling Expense	\$1,000.00	\$0.00	\$1,000.00	\$516.19	\$1,199.77	(\$199.77)	-20.0
3.24 Professional Meetings	\$1,000.00	\$0.00	\$1,000.00	\$838.36	\$1,237.05	(\$237.05)	-23.7
3.25 Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.31 Advertising & Public Notices	\$1,000.00	\$0.00	\$1,000.00	\$20.00	\$644.95	\$355.05	35.5
3.41 Insurance: Official Bonds	\$110.00	\$0.00	\$110.00	\$200.00	\$3,542.00	(\$3,432.00)	-3120.0
3.42 Other Insurance: Property and Liability	\$37,000.00	\$0.00	\$37,000.00	\$6,512.27	\$37,999.84	(\$999.84)	-2.7
3.51 Gas service	\$2,000.00	\$3,000.00	\$5,000.00	\$0.00	\$3,261.54	\$1,738.46	34.8
3.52 Electricity	\$100,000.00	\$102,200.00	\$202,200.00	\$0.00	\$162,010.53	\$40,189.47	19.9
3.54 Water and Waste Disposal Services	\$8,000.00	\$0.00	\$8,000.00	\$1,423.34	\$6,933.77	\$1,066.23	13.3
3.61 Repair & Maintenance Building	\$5,000.00	\$50,809.00	\$55,809.00	\$1,363.92	\$43,498.89	\$12,310.11	22.1
3.62 Security System/Other	\$1,790.00	(\$1,200.00)	\$590.00	\$0.00	\$0.00	\$590.00	100.0
3.63 Repair & Maintenance Garage	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$9,761.36	(\$4,761.36)	-95.2
3.72 Copier/Rental Equipment	\$3,500.00	\$0.00	\$3,500.00	\$633.93	\$3,348.38	\$151.62	4.3
3.9 Debt service/Leasing/Other	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.91 Dues and Membership	\$28,000.00	\$0.00	\$28,000.00	\$400.00	\$13,469.57	\$14,530.43	51.9
<b>Subtotal</b>	<b>\$263,200.00</b>	<b>\$149,809.00</b>	<b>\$413,009.00</b>	<b>\$20,737.25</b>	<b>\$338,741.64</b>	<b>\$74,267.36</b>	<b>18.0</b>
<b>4. Capital Outlays</b>							
4.3 Equipment	\$300,949.00	(\$294,749.00)	\$6,200.00	\$0.00	\$0.00	\$6,200.00	100.0
4.4 Computers	\$500.00	\$0.00	\$500.00	\$0.00	\$196.25	\$303.75	60.8
4.45 2021 Encumbered Computer Funds	\$7,635.23	\$0.00	\$7,635.23	\$0.00	\$7,635.23	\$0.00	0.0
4.5 Books	\$65,000.00	\$0.00	\$65,000.00	\$24,445.09	\$62,238.80	\$2,761.20	4.2
4.6 Periodicals and Newspapers	\$5,000.00	\$0.00	\$5,000.00	\$977.26	\$11,791.22	(\$6,791.22)	-135.8
4.74 DVD	\$10,000.00	\$0.00	\$10,000.00	\$2,782.27	\$9,045.77	\$954.23	9.5
4.75 Audiobooks	\$5,000.00	\$0.00	\$5,000.00	\$4,498.52	\$8,430.82	(\$3,430.82)	-68.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
4.76 Grant Expenses	\$0.00	\$0.00	\$0.00	\$5,993.42	\$5,993.42	(\$5,993.42)	#DIV/0!
<b>Subtotal</b>	\$394,084.23	(\$294,749.00)	\$99,335.23	\$38,696.56	\$105,331.51	(\$5,996.28)	-6.0
<b>Grand Total</b>	\$1,348,232.23	\$0.00	\$1,348,232.23	\$321,557.61	\$1,348,129.16	\$103.07	0.0

Approved by the State Board Of Accounts for West Lafayette Public Library on 1/1/1998.

# Appropriation Report for 100 Operating

West Lafayette Public Library

Report Date: From 10/1/2022 To 12/31/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<b>1. Personal Services</b>							
1.11 Library Director	\$84,100.00	\$6,600.00	\$90,700.00	\$24,417.89	\$90,377.98	\$322.02	0.4
1.12 Full-time Employees	\$366,000.00	\$23,500.00	\$389,500.00	\$106,318.24	\$373,799.93	\$15,700.07	4.0
1.16 Part-time Employees	\$110,000.00	\$69,900.00	\$179,900.00	\$73,974.88	\$234,698.39	(\$54,798.39)	-30.5
1.2 Employer's Contribution Short-term Disability	\$1,134.00	\$0.00	\$1,134.00	\$573.65	\$2,495.94	(\$1,361.94)	-120.1
1.21 Employer's Share-FICA & Medicare	\$39,207.00	\$7,000.00	\$46,207.00	\$15,380.70	\$52,594.43	(\$6,387.43)	-13.8
1.22 Unemployment Compensation	\$1,000.00	\$0.00	\$1,000.00	\$174.59	\$1,367.47	(\$367.47)	-36.7
1.23 Employers Contribution-PERF	\$31,507.00	\$18,258.00	\$49,765.00	\$13,077.54	\$50,423.12	(\$658.12)	-1.3
1.24 Employer's Contribution-Gp. Insurance	\$42,000.00	\$7,915.00	\$49,915.00	\$19,890.55	\$67,216.63	(\$17,301.63)	-34.7
<b>Subtotal</b>	<b>\$674,948.00</b>	<b>\$133,173.00</b>	<b>\$808,121.00</b>	<b>\$253,808.04</b>	<b>\$872,973.89</b>	<b>(\$64,852.89)</b>	<b>-8.0</b>
<b>2. Supplies</b>							
2.1 Office Supplies	\$10,000.00	\$11,767.00	\$21,767.00	\$5,368.82	\$22,674.47	(\$907.47)	-4.2
2.21 Cleaning & Sanitation Supplies	\$5,000.00	\$0.00	\$5,000.00	\$2,334.29	\$7,795.00	(\$2,795.00)	-55.9
2.23 Other Operating Supplies (Vending)	\$1,000.00	(\$900.00)	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.24 Craft supplies purchased by staff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.25 Archival	\$0.00	\$900.00	\$900.00	\$612.65	\$612.65	\$287.35	31.9
<b>Subtotal</b>	<b>\$16,000.00</b>	<b>\$11,767.00</b>	<b>\$27,767.00</b>	<b>\$8,315.76</b>	<b>\$31,082.12</b>	<b>(\$3,315.12)</b>	<b>-11.9</b>
<b>3. Other Services and Charge</b>							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$116.25	\$116.25	\$883.75	88.4
3.14 Other Professional Services/Bank Fees	\$7,500.00	(\$5,000.00)	\$2,500.00	\$2,854.62	\$14,149.19	(\$11,649.19)	-466.0
3.145 Databases	\$26,000.00	\$0.00	\$26,000.00	\$5,588.97	\$17,811.54	\$8,188.46	31.5
3.146 eBooks	\$4,000.00	\$0.00	\$4,000.00	\$50.00	\$3,300.00	\$700.00	17.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.21 Telephone and Internet	\$30,000.00	\$0.00	\$30,000.00	\$5,341.36	\$20,761.21	\$9,238.79	30.8
3.22 Postage	\$1,200.00	\$0.00	\$1,200.00	\$321.07	\$1,138.83	\$61.17	5.1
3.23 Traveling Expense	\$1,000.00	\$0.00	\$1,000.00	\$595.75	\$1,279.33	(\$279.33)	-27.9
3.24 Professional Meetings	\$1,000.00	\$0.00	\$1,000.00	\$838.36	\$1,237.05	(\$237.05)	-23.7
3.25 Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.31 Advertising & Public Notices	\$1,000.00	\$0.00	\$1,000.00	\$40.00	\$664.95	\$335.05	33.5
3.41 Insurance: Official Bonds	\$110.00	\$0.00	\$110.00	\$200.00	\$3,542.00	(\$3,432.00)	-3120.0
3.42 Other Insurance: Property and Liability	\$37,000.00	\$0.00	\$37,000.00	\$6,512.27	\$37,999.84	(\$999.84)	-2.7
3.51 Gas service	\$2,000.00	\$3,000.00	\$5,000.00	\$555.18	\$3,816.72	\$1,183.28	23.7
3.52 Electricity	\$100,000.00	\$102,200.00	\$202,200.00	\$46,123.68	\$208,134.21	(\$5,934.21)	-2.9
3.54 Water and Waste Disposal Services	\$8,000.00	\$0.00	\$8,000.00	\$2,107.83	\$7,618.26	\$381.74	4.8
3.61 Repair & Maintenance Building	\$5,000.00	\$50,809.00	\$55,809.00	\$23,306.83	\$65,441.80	(\$9,632.80)	-17.3
3.62 Security System/Other	\$1,790.00	(\$1,200.00)	\$590.00	\$0.00	\$0.00	\$590.00	100.0
3.63 Repair & Maintenance Garage	\$5,000.00	\$0.00	\$5,000.00	\$4,369.17	\$14,130.53	(\$9,130.53)	-182.6
3.72 Copier/Rental Equipment	\$3,500.00	\$0.00	\$3,500.00	\$1,217.49	\$3,931.94	(\$431.94)	-12.3
3.9 Debt service/Leasing/Other	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.91 Dues and Membership	\$28,000.00	\$0.00	\$28,000.00	\$7,858.00	\$20,927.57	\$7,072.43	25.3
<b>Subtotal</b>	<b>\$263,200.00</b>	<b>\$149,809.00</b>	<b>\$413,009.00</b>	<b>\$107,996.83</b>	<b>\$426,001.22</b>	<b>(\$12,992.22)</b>	<b>-3.1</b>
<b>4. Capital Outlays</b>							
4.3 Equipment	\$300,949.00	(\$294,749.00)	\$6,200.00	\$0.00	\$12,294.00	(\$6,094.00)	-98.3
4.4 Computers	\$500.00	\$0.00	\$500.00	\$0.00	\$196.25	\$303.75	60.8
4.45 2021 Encumbered Computer Funds	\$7,635.23	\$0.00	\$7,635.23	\$0.00	\$7,635.23	\$0.00	0.0
4.5 Books	\$65,000.00	\$0.00	\$65,000.00	\$24,445.09	\$62,238.80	\$2,761.20	4.2
4.6 Periodicals and Newspapers	\$5,000.00	\$0.00	\$5,000.00	\$977.26	\$11,791.22	(\$6,791.22)	-135.8
4.74 DVD	\$10,000.00	\$0.00	\$10,000.00	\$2,782.27	\$9,045.77	\$954.23	9.5
4.75 Audiobooks	\$5,000.00	\$0.00	\$5,000.00	\$4,498.52	\$8,430.82	(\$3,430.82)	-68.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
4.76 Grant Expenses	\$0.00	\$0.00	\$0.00	\$5,993.42	\$5,993.42	(\$5,993.42)	#Div/0!
<b>Subtotal</b>	\$394,084.23	(\$294,749.00)	\$99,335.23	\$38,696.56	\$117,625.51	(\$18,290.28)	-18.4
<b>Grand Total</b>	\$1,348,232.23	\$0.00	\$1,348,232.23	\$408,817.19	\$1,447,682.74	(\$99,450.51)	-7.4

Approved by the State Board Of Accounts for West Lafayette Public Library on 1/1/1998.

# END of YEAR 2022 BUDGET adjustments

October-November-December 2022

Move from Operating to Rainy Day Fund unless otherwise noted

BP Scanning/CF not OF \$12,294.00 Move to CONSTRUCTION FUND payment

NOTE: all of the following are December unless otherwise noted

Center Point Energy/December	\$426.58
Center Point Energy/November	\$74.75
Center Point Energy/October	\$53.85
Cintas	\$1,001.15
Cintas/November	\$800.92
Cintas/October	\$928.40
Duke Energy	\$16,524.00
Duke Energy/November	\$14,605.28
Duke Energy/October	\$14,994.40
Envisionware	\$3,439.80
Evergreen Indiana	\$7,458.00
Google	\$516.00
Google/November	\$504.38
Google/October	\$528.40
Gran-IT	\$580.50
Gran-IT	\$645.00
Hibu	\$20.00
Ike's Sewer Service	\$530.00
Ike's Sewer Service/November	\$645.00
Indiana American Water	\$286.73
Kone	\$1,850.79
Light & Breuning	\$252.50
Light & Breuning/November	\$1,970.32
Metronet	\$606.78
Metronet/November	\$589.11
Metronet/October	\$607.02
MJV	\$1,655.00
MJV/November	\$1,655.00
MJV/October	\$1,665.00
Mulhaupts	\$456.00
Mulhaupts/November	\$292.50
netPark	\$324.50
netPark/November	\$324.50
netPark/October	\$324.50
Parker Technology	\$293.45
Parker Technology/November	\$293.45
Parker Technology/October	\$293.45
Quality Plumbing & Heating	\$1,764.29
Quality Plumbing & Heating/November	\$542.33
Quality Plumbing & Heating/October??	\$2,272.16
Ricoh	\$194.52
Ricoh/November	\$194.52
Ricoh/October	\$194.52
Scott Tracey	\$79.56
T Mobile	\$624.75
Unique	\$201.08

Verizon	\$40.01
WL Wastewater	\$397.76
Wintek	\$915.69
Wintek/November	\$915.69
Wintek/October	\$915.69

**\$99,563.58**

\$99,451

\$112.58

38.9%

*Rainy Day Fund available*

\$224,320.00

*Mark Pugh*  
*Martha Aetschlagff*  
*Bob Meyer*  
*James Knapp*  
*Patricia S. Harrott*  
*Shelley Jansen-John*  
*Anastasia J. Kuntalo*

**Financial Report  
West Lafayette Public Library**

**Report Dates = 1/1/2022 to 12/31/2022**

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
<b>1. General</b>						
100 Operating	\$512,353.69	\$1,349,644.08	\$1,349,644.08	\$973,403.69	\$973,403.69	\$136,113.30
105 LIRF	\$4,736.71	\$0.00	\$0.00	\$0.00	\$0.00	\$4,736.71
110 Petty Cash	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
190 Transfer Fund	\$0.00	\$2,789,477.91	\$2,789,477.91	\$2,789,477.91	\$2,789,477.91	\$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	\$13,925.06	\$13,925.06	\$13,925.06	\$13,925.06	\$0.00
809 FSA Health	(\$232.79)	\$1,066.36	\$1,066.36	\$983.67	\$983.67	(\$315.48)
810 United Healthcare	\$0.00	\$9,769.99	\$9,769.99	\$9,769.99	\$9,769.99	\$0.00
<b>Subtotal</b>	<b>\$516,932.61</b>	<b>\$4,163,933.40</b>	<b>\$4,163,933.40</b>	<b>\$3,787,560.32</b>	<b>\$3,787,560.32</b>	<b>\$140,559.53</b>
<b>2. Special Revenue</b>						
200 Gift & Memorial Fund	\$92,530.92	\$40,781.69	\$40,781.69	\$112,247.16	\$112,247.16	\$163,996.39
202 Rainy Day	\$211,737.83	\$87,259.58	\$87,259.58	\$12,582.00	\$12,582.00	\$137,060.25
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	(\$4,478.96)	(\$4,478.96)	\$23,546.68
227 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>\$127,991.27</b>	<b>\$127,991.27</b>	<b>\$120,350.20</b>	<b>\$120,350.20</b>	<b>\$424,133.47</b>
<b>3. Debt Service</b>						
302 BONY Operating and Reserve AKA Debt Service Fund	\$111,778.30	\$0.00	\$0.00	\$5,967.44	\$5,967.44	\$117,745.74
303 Debt Service Fund (formerly Bond Fund)	\$574,490.15	\$889,031.26	\$889,031.26	\$888,775.41	\$888,775.41	\$574,234.30
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>\$889,031.26</b>	<b>\$889,031.26</b>	<b>\$894,742.85</b>	<b>\$894,742.85</b>	<b>\$771,890.04</b>
<b>4. Capital Projects</b>						
401 2019 Construction Fund	\$1,439,374.28	\$727,253.93	\$727,253.93	\$31,551.18	\$31,551.18	\$743,671.53
402 2020 Construction Fund	\$2,717,036.51	\$2,502,202.40	\$2,502,202.40	\$0.00	\$0.00	\$214,834.11
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>\$3,229,456.33</b>	<b>\$3,229,456.33</b>	<b>\$31,551.18</b>	<b>\$31,551.18</b>	<b>\$1,120,863.64</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>\$8,410,412.26</b>	<b>\$8,410,412.26</b>	<b>\$4,834,204.55</b>	<b>\$4,834,204.55</b>	<b>\$2,458,313.87</b>

**Total all banks = \$2,458,313.87**



# Appropriation Report for 202 Rainy Day West Lafayette Public Library

Report Date: From 10/1/2022 To 12/31/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<b>3. Other Services and Charge</b>							
3.14 Other Professional Services/Bank Fees	\$0.00	\$0.00	\$0.00	\$201.08	\$201.08	(\$201.08)	#Div/0!
3.21 Telephone and Internet	\$0.00	\$0.00	\$0.00	\$5,241.95	\$5,241.95	(\$5,241.95)	#Div/0!
3.23 Traveling Expense	\$0.00	\$0.00	\$0.00	\$79.56	\$79.56	(\$79.56)	#Div/0!
3.31 Advertising & Public Notices	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00	(\$20.00)	#Div/0!
3.51 Gas service	\$0.00	\$0.00	\$0.00	\$555.18	\$555.18	(\$555.18)	#Div/0!
3.52 Electricity	\$0.00	\$0.00	\$0.00	\$46,123.68	\$46,123.68	(\$46,123.68)	#Div/0!
3.54 Water and Waste Disposal Services	\$0.00	\$0.00	\$0.00	\$684.49	\$684.49	(\$684.49)	#Div/0!
3.61 Repair & Maintenance Building	\$106,500.00	\$0.00	\$106,500.00	\$21,942.91	\$21,942.91	\$84,557.09	79.4
3.63 Repair & Maintenance Garage	\$0.00	\$0.00	\$0.00	\$4,369.17	\$4,369.17	(\$4,369.17)	#Div/0!
3.72 Copier/Rental Equipment	\$0.00	\$0.00	\$0.00	\$583.56	\$583.56	(\$583.56)	#Div/0!
3.91 Dues and Membership	\$0.00	\$0.00	\$0.00	\$7,458.00	\$7,458.00	(\$7,458.00)	#Div/0!
<b>Subtotal</b>	<b>\$106,500.00</b>	<b>\$0.00</b>	<b>\$106,500.00</b>	<b>\$87,259.58</b>	<b>\$87,259.58</b>	<b>\$19,240.42</b>	<b>18.1</b>
<b>Grand Total</b>	<b>\$106,500.00</b>	<b>\$0.00</b>	<b>\$106,500.00</b>	<b>\$87,259.58</b>	<b>\$87,259.58</b>	<b>\$19,240.42</b>	<b>18.1</b>

Approved by the State Board Of Accounts for West Lafayette Public Library on 1/1/1998.

# Appropriation Report for 202 Rainy Day

## West Lafayette Public Library

Report Date: From 10/1/2022 To 12/31/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<b>3. Other Services and Charge</b>							
3.61 Repair & Maintenance Building	\$106,500.00	\$0.00	\$106,500.00	\$0.00	\$0.00	\$106,500.00	100.0
<b>Subtotal</b>	<b>\$106,500.00</b>		<b>\$106,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$106,500.00</b>	<b>100.0</b>
<b>Grand Total</b>	<b>\$106,500.00</b>	<b>\$0.00</b>	<b>\$106,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$106,500.00</b>	<b>100.0</b>

Approved by the State Board Of Accounts for West Lafayette Public Library on 1/1/1998.



**PAYMENT of BILLS BETWEEN LIBRARY BOARD MEETINGS**

The Library Director has the authority, **provided by IC 36-12-3-16(a)**, with this prior approval by the library board, to make payment in advance of library board allowance for any of the following listed below. All payments should be made after the receipt of the goods or services except for those items specifically exempted by law.

1. Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivisions (including US Postage).
2. Dues, subscriptions and publications.
3. License fees.
4. Insurance premiums.
5. Utility connection charges.
6. Utility use and service charges.
7. Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
8. Grants of state funds authorized by statute.
9. Maintenance and service agreements.
10. Legal retainer fees.
11. Conference fees.
12. Expenses related to the educational or professional development of an individual employed by the library board, including:
  13. in service training,
  14. attending seminars or other special courses of instruction; and
  15. tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
16. Leases or rental payments.
17. Bond or coupon payments.
18. Payroll costs
19. State, federal or county taxes.
20. Credit card expenses.
21. Expenses that must be paid because of emergency circumstances.
22. Expenses incurred to advertise and promote the programs and services of the library.
23. Other expenses described in a library board resolution.

Claims paid in advance of board allowance shall be reviewed and allowed at the library board's first regular or special meeting following payment of the claims.

Agreed to on this day the 11<sup>th</sup> of January, 2023

AYE

NAY

*Arastasia Z. Kuntalo*  
*Mulley*  
*Patricia S. Barnett*  
*Mark Pop*  
*Martha Altschegg*, *James Knapp*

**RESOLUTION AUTHORIZING ELECTRONIC FUNDS TRANSFER  
(Including Payroll and PERF)**

WHEREAS, the Board of the WEST LAFAYETTE Public Library has determined that it is beneficial to its financial operations to transact the financial affairs of the Library, including the payment of wages or compensation owed to the Library employees, through electronic funds transfers including direct deposit.

NOW THEREFORE BE IT RESOLVED, that pursuant to the provisions of I.C. 5-13-5-5, the Library will institute electronic fund transfers for the transaction of business with a financial institution or a retirement fund administered by the public employees' retirement fund, and

BE IT FURTHER RESOLVED, that pursuant to the provisions of IC 36-12-3-16.5, the Library will institute electronic fund transfers for the payment of claims, including the payment of wages to Library employees via direct deposit through the services provided by the Library's and each employee's financial institution, and

BE IT FURTHER RESOLVED, that the Treasurer is hereby authorized to take any and all actions necessary to implement electronic fund transfers, including direct deposit, for the Library, and that the Library Director and Treasurer are hereby instructed and are required to comply with all other requirements for the payment of claims by the library and must maintain adequate documentation of the transactions conducted under I.C. 5-13-5-5 so that said transactions may be audited as provided by law.

DULY ADOPTED by the Board of Trustees of the WEST LAFAYETTE Public Library at its regular meeting held on the 11<sup>TH</sup> day of JANUARY, 2023, at which meeting a quorum was present.

NAY

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ATTEST:

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Secretary

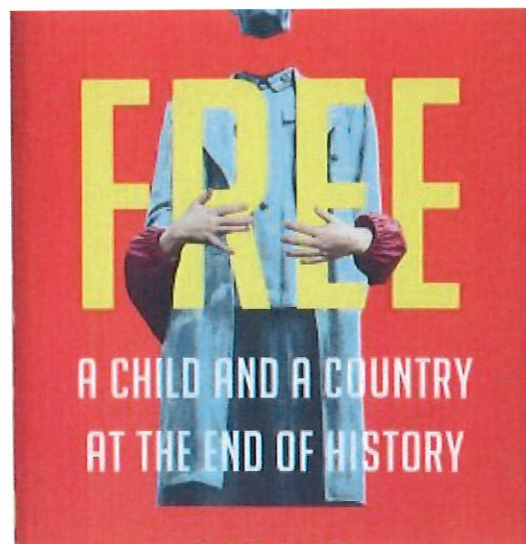


## Librarian's Report for January 11, 2023

1. **The Library's 100 Year Countdown begins!** The Library Board's Minutes tell us that the Library opened to the public on May 1, 1923 "...The Library was officially opened May 1, 1923. Miss Winifred [Wennerstrum] – member of the State Library Commission was present and assisted in the opening. Very stirring addresses were made by several members of the Board after which punch and wafers were served." *Excerpts from the January 2, 1923 Minutes are copied below\**
  
2. **The Library continues to be BUSY**  
New Year, new semester, and more folks are visiting the Library; we're on track to repeat (and perhaps exceed) our 400-500+ visitor days from November/early December.
  
3. **Circulation of books and other library materials** continues to increase significantly since 2019 and the number of folks taking part in **library sponsored programs** is also rewarding for the efforts our staff puts in.
  
4. We're beginning a **["Library by Mail"](#)** program for homebound patrons this winter. I'll have more information for you at the next library board meeting.
  
5. **The Book Cellar** is popular with book buyers - we are now open for part of the day on four days a week and special sales on the second Saturday of each month. The total income for December was \$1,298.

6. **Many library sponsored programs are scheduled for this Winter.** My thanks to Ashley Meyer, Ashley Fletcher, Melissa Freed, Devon Roddel and Gale Charlotte for developing all these exciting Library sponsored events.
  
7. **Construction updates: The in-house punch list** developed by Nick, Scott Tracey and Scott Senefeld continues to be addressed and added to as needs arise.
  
8. And remember, you can listen to **Nick's book reviews** by clicking on **WBAA's [Nick Schenkel book review page](#)**. Recent reviews include:
  - "Atlas of Interior Design"
  - "The Amazing Baby Name Book"
  - "Free: A Child and a Country at the End of History" by Lea Ypi

Please check out the Library's [FACEBOOK PAGE](#)





\*Meanwhile, at their January 2, 1923 meeting the Library Board took up these topics:

The Public Library Board met in the Town Hall with all members of the Board present. Meeting called to order by Pres. Mr. Vawter.

Mr. Cunningham read the report of Mr. [Chas. Misser] Treas. Library Board for receipts & disbursements for 1922 as follows:

Feb. 2 – J.B. Cunningham – 400.00

Mar. 22 – J.B. Cunningham – 400.00

July 13 – J.B. Cunningham – 400.00

Dec. 21 – J.B. Cunningham – 400.00

1600.00

Disbursement – 187.06

Balance in Treas. Jan 1st, 23 – 1412.94

It was moved & carried both reports be accepted & filed.

The Secy. read a letter from Miss Deeds from Oxford Ind. in regard to her previous library 4 [-----] & her willingness to meet the Library Board in regard to position as Librarian.

Personal recommendations in regard to Mrs. Babbs of Williamsport for Librarian were read.

After a lengthy discussion in regard to trained & untrained librarians – salary to be paid – hours to keep library open – possibility as to future collection toe Library fund & approximate cash of equipment & other [----] as to [---- light] janitor service – books – periodicals etc. it was moved & carried that the Library be kept open from one to six and seven to nine p.m. Daily except Sunday with it appeared advisable to change these hours.

The secy. was instructed to write Miss Deeds inviting her to meet with the Board at her earliest convenience & to advise her if none [secured] the board would be in a position to pay a Librarian about 75.00 per month.

It was moved & carried the constitution be waived & officers for 1923 be elected by [acclamation]. Mr. Vawter was unanimously re-elected President & Mr. Burtsfield elected Sec.

Mr. Cunningham was instructed to look after proper [----] apparatus for Library Room.



The attention of the Board was called to the fact that a plot of ground known as [Reserve] Square in West Lafayette was being offered for sale & its possibilities as a site for a future library building with attractive park surroundings were explained. It was unanimously agreed this matter should be investigated & presented to the Town Board in co-operation with the Village Union & see if the tract could be secured for W. Lafayette & made a beauty spot.

The Pres. Appointed Mr. Cunningham & Mr. Smith to confer with the Town Board in co-operation with the Village Union on this [proposition]

Meeting adjourned

E. B. Vawter – Pres.

Ethel B. McQueen – Sec. Pro. Temp.



Card fee based on operating budget divided by service population

2023 = \$1,478,334 (Form 4) / 44,595 (US Census 2020, West Lafayette) = \$33.15

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IC 36-12-2-25:

"...a library board must set and charge a fee for a local library card issued under subsection..."

(d) The minimum fee that the board may set under subsection (c) is the greater of the following:

(1) The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana state library's annual "Statistics of Indiana Libraries".

(2) Twenty-five dollars (\$25).