

# WEST LAFAYETTE PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

Wednesday, February 8, 2023

The meeting was called to order by President Krutulis at 6:36, p.m.

Members Present: Anastasia Krutulis, Pat Garrott, Martha Altschaeffl, Mark Pugh, Shelly-Lowenberg--De-Boer, Jim Knapp.

Absent: John Meyers, Scott Tracey

Also Present remotely: Scott Senefeld, Veridus Group, and Jean Sullivan, WLPL Foundation Representative.

Minutes from the 1/11/23 Board Meeting were approved. Motion by Jim Knapp and Second by Pat Garrott.

President reported the Search Committee is meeting regularly and progress is being made.

Director explained changes made to the original draft of the 2023 Budget. A lengthy examination of line item revisions/ movements/classifications was given by Nick.

Members of the Board have requested a formal MOU concerning WLPL's financial commitment, staffing, upkeep, and utilities. A figure of \$14, 200 are listed in the 2023 Budget available for "Cottage" care, most covered by donations and grants. The Director will delve deeper into this at the next Board meeting.

Nick noted that long-time staff member, Ruth Cushman, will go part-time in April. ~~Nick, himself,~~ will do much the same.)

Veridus Group Report, Scott Senefeld:

He informed the Board that it is nearly time for Wilhelm to sign off on the project and receive the final payment for their work.

Other items discussed:

1. Garage lighting retrofit contract was approved by the Board after Jim Knapp looked at the proposal. (\$63,000)
2. Tile/Mosaic repair by Santarossa at the bottom of the staircase for \$29,000 was accepted and approved. Moved by Jim, Seconded by Mark Pugh.
3. Nick suggested that the Board NOT change insurance provider at this time. When the current policy expires, the Board might consider other options.

4. Nick acknowledged the substantial donations to the WLPL from Jean Sullivan and Martha Altschaeffl. Monies from such are being used to finance work in the Creativity Lab and the Book Cellar.

The meeting adjourned at 8:07 p.m.

Next Board Meeting: March 8, 2023, at 6:30.

*Martha Altschaeffl*

**BUDGETS for 2022 : Transfers between Funds to complete December 31 2022 Budgets**

**INCOME 2022**

**DLGF Approved BUDGET**

**Property Taxes 2022**

**\$883,444**

Expected Circuit Breaker	-\$270,000
Auto/Aircraft Excise Tax	\$25,831
Local Income Tax	\$228,616
CVET tax	\$207
Financial Taxes	\$6,125
Copies	\$1,000
Donations	\$5,000
Fines	\$2,500
Foundation income : dedicated fund interest distributions, AA interest	\$15,000
STEM funds	\$0
Community Foundation Income	\$10,000
Book Sale donated from Foundation income	\$30,000
Interest from bank accounts	\$500
Miscellaneous & voided checks	\$74,000
Parking	\$40,000
Proctoring	\$2,000
State income including grants	\$100
<u>Vending</u>	<u>\$0</u>

**OPERATING FUND INCOME**

**\$1,054,323**

**RAINY DAY FUND**

**\$5,000**

**BOND FUND INCOME**

Property Taxes	\$850,246
Auto/Aircraft Excise Taxes	\$24,860
Financial Taxes	\$5,895
CVET Tax	\$199
Interest	\$0
<u>Miscellaneous income</u>	<u>\$8,800</u>
<b>TOTALS</b>	<b><u>\$890,000</u></b>

**EXPENSES**

Transfers for December 31

Updated EXPENSES  
December 31 2022

Updated APPROPRIATION  
December 31 2022

**Approved by DLGF  
2022**

OPERATING FUND

<b>PAYROLL for the year</b>	<b><u>\$38,809</u></b>	<b><u>\$699,599</u></b>	<b><u>\$698,909</u></b>	<b><u>\$560,100</u></b>
Director	-\$300	\$90,400	\$90,400	\$84,100
Assistants	-\$15,690	\$374,500	\$373,810	\$366,000
Part time	\$54,799	\$234,699	\$234,699	\$110,000
<b>PERSONNEL/Employer costs</b>	<b><u>\$27,643</u></b>	<b><u>\$175,664</u></b>	<b><u>\$175,664</u></b>	<b><u>\$114,848</u></b>
Insurance : UHC& TASC (M)	\$17,302	\$67,217	\$67,217	\$42,000
FICA and Medicare (M)	\$6,388	\$52,595	\$52,595	\$39,207
Indiana Taxes and Short term Unemployment insurance	\$1,729	\$3,863	\$3,863	\$2,134
PERF (M)	\$2,224	\$51,989	\$51,989	\$31,507
<b>SUPPLIES</b>	<b><u>\$3,603</u></b>	<b><u>\$31,083</u></b>	<b><u>\$31,083</u></b>	<b><u>\$16,000</u></b>
Janitorial	\$2,795	\$7,795	\$7,795	\$5,000
Office	\$908	\$22,675	\$22,675	\$10,000
Vending	-\$100	\$0	\$0	\$1,000
Archival	-\$287	\$613	\$613	\$0
<b>OTHER OPERATING</b>	<b><u>-\$78,833</u></b>	<b><u>\$335,376</u></b>	<b><u>\$335,376</u></b>	<b><u>\$263,200</u></b>
Advertising	-\$355	\$645	\$645	\$1,000
Bank fees / Other	\$0	\$0	\$0	\$2,500
Computer costs includes databases and eBooks	-\$8,880	\$21,120	\$21,120	\$30,000
Debt service/leasing / Other	-\$100	\$0	\$0	\$100
Dues	-\$14,580	\$13,420	\$13,420	\$28,000
Insurance: Property and Liability	\$1,000	\$38,000	\$38,000	\$37,000
Insurance: Official bonds	\$90	\$200	\$200	\$110
Legal Costs / Other	-\$883	\$117	\$117	\$1,000
Photocopier rental / Equipment rental	-\$150	\$3,350	\$3,350	\$3,500
Postage	-\$61	\$1,139	\$1,139	\$1,200
Professional	\$11,449	\$13,949	\$13,949	\$5,000
Repairs/Maintenance	-\$12,310	\$43,499	\$43,499	\$5,000
Repairs for Garage	\$4,762	\$9,762	\$9,762	\$5,000
Repairs & Maintenance - equipment	-\$1,200	\$0	\$0	\$1,200
Security system / Other	-\$589	\$1	\$1	\$590
Telephone and internet	-\$14,480	\$15,520	\$15,520	\$30,000
Travel / Travel professional meetings	\$238	\$1,238	\$1,238	\$1,000
Travel expense	\$200	\$1,200	\$1,200	\$1,000
Utilities - gas	-\$1,738	\$3,262	\$3,262	\$2,000
Utilities - electricity	-\$40,180	\$162,020	\$162,020	\$100,000
Utilities - water and waste disposal	-\$1,066	\$6,934	\$6,934	\$8,000
<b>MATERIALS minimum 8.0% of Annual Operating Budget*</b>	<b><u>\$10</u></b>	<b><u>\$105,338</u></b>	<b><u>\$107,200</u></b>	<b><u>\$394,084</u></b>
Land, Buildings	\$0	\$0	\$0	\$0

<b>Equipment</b>	<b>-6,200</b>	<b>\$0</b>	<b>\$1,362</b>	<b>\$300,949</b>
Books : includes PDA	-\$2,760	\$62,240	\$62,240	\$65,000
Periodicals	\$6,792	\$11,792	\$11,792	\$5,000
Audio Visuals : see also Gift and Memorial Fund	\$2,481	\$17,481	\$17,481	\$15,000
Grant Expenses	\$0	\$5,993	\$5,993	\$0
Electronics : see "Computers" above	-\$303	\$197	\$697	\$500
<b>Computer funds encumbered from 2021</b>	<b>0</b>	<b>\$7,635</b>	<b>\$7,635</b>	<b>\$7,635</b>
<b>TOTAL OPERATING Expenses</b>	<b>-8,768</b>	<b>\$1,347,060</b>	<b>\$1,348,232</b>	<b>\$1,348,232</b>

**DEBT SERVICE FUND**

DEBT SERVICE 2019 and 2020 bond principal & interest due 7/1 & 12/31

New bond 2020 debt service principal and interest

DEBT SERVICE other services and charges

TOTAL DEBT SERVICE

Approved by DLGF

**2022**

\$630,000

\$254,581

\$5,419

\$890,000

**Rainy Day Fund**

**OTHER OPERATING**

Advertising	\$20
Dues	\$7,458
Photocopier rental / Equipment rental	\$584
Professional	\$202
Repairs/Maintenance	-\$87,260
Repairs for Garage	\$4,370
Telephone and internet	\$5,242
Travel / Travel professional meetings	\$80
Utilities - gas	\$556
Utilities - electricity	\$46,124
Utilities - water and waste disposal	\$685

**Transfers for December 31**

**-\$21,959**

**Updated EXPENSES**

**December 31 2022**

**\$87,260**

**Updated APPROPRIATION**

**December 31 2022**

**\$106,500**

Approved by DLGF

**2022**

**\$106,500**



## Librarian's Report for February 8, 2023

1. **With 33% more floor space to offer our community, the Library continues to be BUSY**

January saw 12,694 people visit our Library; up 10% from December. We continue to see 400-500+ visitor use days as we move into February.

2. **Circulation of books and other library materials** continues to increase and the number of folks taking part in **library sponsored programs** is also rewarding for the efforts our staff puts in: 1,025 participants through Sunday with 51 programs offered.

3. **The Creative Lab will soon be using the flexible wall that can open into the new Lounge area.** We'll be moving several book stacks and tables and chairs so that when creative programs require more space we'll be able to open the flexible wall and have participants join us from a newly developed Creative lab/Lounge seating area. This flexibility was built into this part of the remodeled first floor; I'm glad we'll soon be able to offer this perk to our community.

4. **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 – **this Saturday!** The total income for January was \$1,268; for December the Book Cellar sold \$1,298.

5. The Library's **search firm has asked me to send a link to a survey form** to the Library Board, the Library Foundation Board, the Library Leasing Corporation Board and the library staff. I'm doing so today and tomorrow.

6. **Many library sponsored programs are offered and scheduled this Winter.** My **thanks to** Ashley Meyer, Ashley Fletcher, Melissa Freed, and Devon Roddel for developing and offering these Library sponsored events.
  
7. **The staff committee I've set up to write a new Long Range Plan for the Library** is offering a community online survey to collect information. [You can find the survey here.](#) I'll update the board with the Plan in the weeks to come and look forward to presenting a copy for board review in late Spring.
  
8. **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.
  
9. And remember, you can listen to **Nick's book reviews by clicking on WBAA's [Nick Schenkel book review page.](#)** **Recent reviews include:**
  - "Carbon Neutral Indiana: A Practical Guide to Climate Optimism" by PU grad Daniel Poynter
  - "Your Table is Ready: Tales of a New York City Maître D"
  - "Hands Down" a mystery novel by Francis Felix
  - "The BBC: A Century on Air"

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

