

**West Lafayette Public Library Board of Trustees**  
**Meeting Minutes**  
**Wednesday, March 8, 2023**

1. Quorum:

The meeting was called to order at 6:31 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 (attending remotely)

John Meyers, Member

Others in attendance:

Nick Schenkel, West Lafayette Public Library

Scott Tracey, West Lafayette Public Library

Devon Roddel, West Lafayette Public Library

Jean Sullivan, Library Foundation, Friends of the Library

Scott Senefeld, Veridus Group (attending remotely)

2. Board Minutes: (see attached)

The minutes from the 02.08.2023 Board of Trustees meeting were approved with a motion by Patricia Garrott, Vice President, 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  
John Meyers, Member

3. Treasurer's Report and Claims: (see attached)

The claims were 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  
John Meyers, Member

a. 2023 Budget Updates: (see attached)

4. President's Report:

Anastasia Krutulis, President reported there were two applicants for the new director position.

5. Librarian's Report: (See attached)

6. Old Business:

a. Report from The Veridus Group:

Scott Senefeld, Veridus Group reported FA Wilhelm had provided a completion of conditioning notice and it was recommended that pay application #17 be paid (see attached). This was approved subject to the architect's (krMontgomery) signature by a motion by Patricia Garrott, Vice President, and seconded by John Meyers, Member.

Aye votes:

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

Additionally, it was reported that the punch list walk-through would be scheduled later in March.

- b. Additional construction-related work that needs approval: N/A
- c. Caretaker's Cottage MOU w/City of West Lafayette:
- d. Devon Roddel, West Lafayette Public Library presented a slide deck regarding the work that has been done, and plans for the usage of the Cottage (see attached).

## 7. New Business:

- a. Parking Garage proposal from Veridus Group:

Scott Senefeld, Veridus Group reported that he, along with Nick Schenkel, West Lafayette Public Library, and Scott Tracey, West Lafayette Public Library had met with the contractor, Western Specialty Contractor on-site to examine the state of the garage and discuss specifics for work and schedule. It was noted work is hoped to begin in May. Houston Electric will also schedule their lighting work to not conflict with structural work.

Also presented was a charge for owner's representative work from Veridus Group to extend through the completion of garage work. (see attached)

b. Update to Personnel Policy:

Nick Schenkel, West Lafayette Public Library requested part-time holiday compensation be raised from 4 to 6 hours per day. This was approved with a motion from Martha Altschaeffl, Secretary, and seconded by Patricia Garrott, Vice President.

c. Record Store Day celebration April 21:

Devon Roddel, West Lafayette Public Library reported there will be a concert held on the Chauncey Plaza between 1:00 pm - 6:00 pm.

d. Review Board-approval policies: N/A

8. Topics for future action and discussion:

Anastasia Krutulis, President requested opening hours be extended during Purdue University's finals week.

Nick Schenkel, West Lafayette Public Library requested the Board approve a request to move insurance carriers to Cincinnati Insurance. The request was approved with a motion from Mark Pugh, Treasurer, 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

John Meyers, Member

It was noted Nick Schenkel, West Lafayette Public Library will not be transitioning to half-time employment.

9. Comments from the public: N/A

10. Adjourn:

The meeting was adjourned at 8:31 pm with a motion from Mark Pugh, Treasurer, 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

John Meyers, Member

*Martha Altschaeffl*



West Lafayette Public Library Board of Trustees  
Meeting Agenda for Wednesday, March 8, 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 and claims
  - a. 2023 Budget updates
4. President's Report
5. Librarian's Report
6. Old Business
  - a. Report from The Veridus Group
  - b. Additional construction-related work that needs approval
  - c. Caretaker's Cottage MOU w/City of West Lafayette
7. New Business
  - a. Parking Garage proposal from Veridus Group
  - b. Update to Personnel Policy
  - c. Record Store Day celebration April 21
  - d. Review Board-approval policies
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

Next Board meeting: 014/12/2023 - 6:30 pm

**Receipt Summaries for**

**100**

**Operating**

**West Lafayette Public Library**

**Report Dates = 01/01/23 to 02/28/23**

<i>Account</i>	<i>This Month</i>	<i>YTD</i>	<i>Last Year This Month</i>	<i>Last Year YTD</i>
305 FINES	\$1,126.16	\$1,126.16	\$382.10	\$382.10
308 COMMUNITY FOUNDATION INCOME	\$10,847.00	\$10,847.00	\$10,168.00	\$10,168.00
310 COPIES/PRINTING	\$490.80	\$490.80	\$100.25	\$100.25
314 INTEREST	\$21.37	\$21.37	\$38.01	\$38.01
316 PROCTORING	\$105.47	\$105.47	\$50.00	\$50.00
318 PARKING	\$7,841.01	\$7,841.01	\$6,555.30	\$6,555.30
320 BAGS	\$66.00	\$66.00	\$6.00	\$6.00
328 STATE GRANTS	\$2,459.13	\$2,459.13	\$2,002.26	\$2,002.26
333 LIT	\$37,775.16	\$37,775.16	\$38,102.66	\$38,102.66
370 REFUNDS	\$585.77	\$585.77	\$3,631.00	\$3,631.00
380 MISCELLANEOUS	\$71.00	\$71.00	\$155.98	\$155.98
560 DONATIONS	\$0.38	\$0.38		
	<u>\$61,389.25</u>	<u>\$61,389.25</u>	<u>\$61,191.56</u>	<u>\$61,191.56</u>

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

**Receipt Summaries for 200 Gift & Memorial Fun**

**West Lafayette Public Library**

**Report Dates = 01/01/23 to 02/28/23**

<i>Account</i>	<i>This Month</i>	<i>YTD</i>	<i>Last Year This Month</i>	<i>Last Year YTD</i>
341 2023 BOOK CELLAR INCOME	\$1,073.85	\$1,073.85	\$481.10	\$481.10
560 DONATIONS				
	<u>\$1,073.85</u>	<u>\$1,073.85</u>	<u>\$481.10</u>	<u>\$481.10</u>

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



# Financial Report

Report Dates = 02/01/23 to 02/28/23

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
<b>1. General</b>						
100 Operating	\$139,455.30	\$115,982.53	\$233,902.89	\$37,280.89	\$61,389.25	(\$33,058.34)
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	(\$211,500.00)	\$0.00	\$3,495.93	\$0.00	\$214,995.93	\$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	\$1,197.92	\$2,367.30	\$1,197.92	\$2,367.30	\$0.00
809 FSA Health	(\$315.48)	\$0.00	\$0.00	\$0.00	\$0.00	(\$315.48)
810 United Healthcare	\$0.00	\$1,044.22	\$2,088.44	\$1,044.22	\$2,088.44	\$0.00
<b>Subtotal</b>	<b>(\$67,548.47)</b>	<b>\$118,224.67</b>	<b>\$241,854.56</b>	<b>\$39,523.03</b>	<b>\$280,840.92</b>	<b>(\$28,562.11)</b>
<b>2. Special Revenue</b>						
200 Gift & Memorial Fund	\$163,996.39	\$1,978.78	\$3,131.02	\$564.10	\$1,073.85	\$161,939.22
202 Rainy Day	\$137,060.25	\$0.00	\$0.00	\$0.00	\$0.00	\$137,060.25
203 Levy Excess	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 Community Foundation	\$24,843.19	\$0.00	\$0.00	\$0.00	\$0.00	\$24,843.19
227 Anna Akley Gift Fund	\$99,480.15	\$0.00	\$0.00	\$0.00	\$0.00	\$99,480.15
<b>Subtotal</b>	<b>\$425,379.98</b>	<b>\$1,978.78</b>	<b>\$3,131.02</b>	<b>\$564.10</b>	<b>\$1,073.85</b>	<b>\$423,322.81</b>
<b>3. Debt Service</b>						
302 BONY Operating and Reserve AKA Debt Service Fund	\$119,413.66	\$0.00	\$0.26	\$0.00	\$1,749.30	\$121,162.70
303 Debt Service Fund (formerly Bond Fund)	\$570,892.30	\$3,500.00	\$443,928.13	\$0.00	\$0.00	\$126,964.17
305 2020 Audit Overage Amount Account	\$79,910.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,910.00
<b>Subtotal</b>	<b>\$770,215.96</b>	<b>\$3,500.00</b>	<b>\$443,928.39</b>	<b>\$0.00</b>	<b>\$1,749.30</b>	<b>\$328,036.87</b>
<b>4. Capital Projects</b>						
401 2019 Construction Fund	\$743,671.53	\$20,214.09	\$21,815.25	\$0.00	\$0.00	\$721,856.28
402 2020 Construction Fund	\$82,832.75	\$0.00	\$356.31	\$0.00	\$0.00	\$82,476.44
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>\$988,862.28</b>	<b>\$20,214.09</b>	<b>\$22,171.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$966,690.72</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>\$2,117,776.94</b>	<b>\$143,917.54</b>	<b>\$711,085.53</b>	<b>\$40,087.13</b>	<b>\$283,664.07</b>	<b>\$1,690,355.48</b>

**Total all banks = \$1,690,355.48**

Approved by the State Board Of Accounts for on 12:00:00 AM.

# Appropriation Report for 100 Operating West Lafayette Public Library

Report Date: From 01/01/23 To 02/28/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<b>I. Personal Services</b>							
1.11 Library Director	\$95,235.00	\$0.00	\$95,235.00	\$14,476.34	\$14,476.34	\$80,758.66	84.8
1.12 Full-time Employees	\$418,450.00	\$0.00	\$418,450.00	\$64,432.86	\$64,432.86	\$354,017.14	84.6
1.16 Part-time Employees	\$255,000.00	\$0.00	\$255,000.00	\$42,144.57	\$42,144.57	\$212,855.43	83.5
1.2 Employer's Contribution Short-term Disability	\$1,134.00	\$0.00	\$1,134.00	\$198.03	\$198.03	\$935.97	82.5
1.21 Employer's Share-FICA & Medicare	\$45,000.00	\$0.00	\$45,000.00	\$9,100.85	\$9,100.85	\$35,899.15	79.8
1.22 Unemployment Compensation	\$1,000.00	\$0.00	\$1,000.00	\$570.02	\$570.02	\$429.98	43.0
1.23 Employers Contribution-PERF	\$38,000.00	\$0.00	\$38,000.00	\$8,837.84	\$8,837.84	\$29,162.16	76.7
1.24 Employer's Contribution-Gp. Insurance	\$42,000.00	\$0.00	\$42,000.00	\$13,744.99	\$13,744.99	\$28,255.01	67.3
<b>Subtotal</b>	<b>\$895,819.00</b>		<b>\$895,819.00</b>	<b>\$153,505.50</b>	<b>\$153,505.50</b>	<b>\$742,313.50</b>	<b>82.9</b>
<b>2. Supplies</b>							
2.1 Office Supplies/Program Supplies	\$10,000.00	\$0.00	\$10,000.00	\$2,854.75	\$2,854.75	\$7,145.25	71.5
2.21 Cleaning & Sanitation Supplies	\$6,000.00	\$0.00	\$6,000.00	\$924.20	\$924.20	\$5,075.80	84.6
2.23 Other Operating Supplies (Vending)	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.25 Archival	\$1,200.00	\$0.00	\$1,200.00	\$138.36	\$138.36	\$1,061.64	88.5
<b>Subtotal</b>	<b>\$17,300.00</b>		<b>\$17,300.00</b>	<b>\$3,917.31</b>	<b>\$3,917.31</b>	<b>\$13,382.69</b>	<b>77.4</b>
<b>3. Other Services and Charge</b>							
3.13 Legal Services	\$500.00	\$0.00	\$500.00	\$175.00	\$175.00	\$325.00	65.0
3.14 Other Professional Services/Bank Fees	\$15,000.00	\$0.00	\$15,000.00	\$4,567.37	\$4,567.37	\$10,432.63	69.6
3.145 Databases	\$24,500.00	\$0.00	\$24,500.00	\$4,613.74	\$4,613.74	\$19,886.26	81.2
3.146 eBooks	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.21 Telephone and Internet	\$30,000.00	\$0.00	\$30,000.00	\$6,456.11	\$6,456.11	\$23,543.89	78.5

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.22	Postage	\$1,200.00	\$0.00	\$1,200.00	\$158.08	\$158.08	\$1,041.92	86.8
3.23	Traveling Expense	\$1,000.00	\$0.00	\$1,000.00	\$91.11	\$91.11	\$908.89	90.9
3.24	Professional Meetings	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.25	Professional	\$5,000.00	\$0.00	\$5,000.00	\$145.00	\$145.00	\$4,855.00	97.1
3.26	Program Costs	\$10,000.00	\$0.00	\$10,000.00	\$563.14	\$563.14	\$9,436.86	94.4
3.27	Program Costs Grants	\$5,000.00	\$0.00	\$5,000.00	\$745.27	\$745.27	\$4,254.73	85.1
3.31	Advertising & Public Notices	\$1,000.00	\$0.00	\$1,000.00	\$60.90	\$60.90	\$939.10	93.9
3.41	Insurance: Official Bonds	\$125.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	100.0
3.42	Other Insurance: Property and Liability	\$38,000.00	\$0.00	\$38,000.00	\$4,264.21	\$4,264.21	\$33,735.79	88.8
3.51	Gas service	\$5,000.00	\$0.00	\$5,000.00	\$1,876.47	\$1,876.47	\$3,123.53	62.5
3.52	Electricity	\$192,000.00	\$0.00	\$192,000.00	\$28,820.49	\$28,820.49	\$163,179.51	85.0
3.54	Water and Waste Disposal Services	\$8,000.00	\$0.00	\$8,000.00	\$1,394.32	\$1,394.32	\$6,605.68	82.6
3.61	Repair & Maintenance Building	\$65,000.00	\$0.00	\$65,000.00	\$10,706.62	\$10,706.62	\$54,293.38	83.5
3.62	Security System/Other	\$1,790.00	\$0.00	\$1,790.00	\$660.00	\$660.00	\$1,130.00	63.1
3.63	Repair & Maintenance Garage	\$25,000.00	\$0.00	\$25,000.00	\$960.07	\$960.07	\$24,039.93	96.2
3.72	Copier/Rental Equipment	\$3,500.00	\$0.00	\$3,500.00	\$609.82	\$609.82	\$2,890.18	82.6
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	\$1,034.00	\$1,034.00	\$26,966.00	96.3
	<b>Subtotal</b>	<b>\$463,715.00</b>		<b>\$463,715.00</b>	<b>\$67,901.72</b>	<b>\$67,901.72</b>	<b>\$395,813.28</b>	<b>85.4</b>
<b>4. Capital Outlays</b>								
4.3	Equipment	\$16,000.00	\$0.00	\$16,000.00	\$178.36	\$178.36	\$15,821.64	98.9
4.4	Computers	\$500.00	\$0.00	\$500.00	\$621.96	\$621.96	(\$121.96)	-24.4
4.5	Books	\$65,000.00	\$0.00	\$65,000.00	\$6,350.94	\$6,350.94	\$58,649.06	90.2
4.6	Periodicals and Newspapers	\$5,000.00	\$0.00	\$5,000.00	\$213.28	\$213.28	\$4,786.72	95.7
4.74	DVD	\$9,800.00	\$0.00	\$9,800.00	\$813.05	\$813.05	\$8,986.95	91.7
4.75	Audiobooks	\$5,200.00	\$0.00	\$5,200.00	\$328.36	\$328.36	\$4,871.64	93.7

*Handwritten:* \$57,369

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
4.76 Grant Expenses	\$0.00	\$0.00	\$0.00	\$72.41	\$72.41	(\$72.41)	#DIV/0!
<b>Subtotal</b>	\$101,500.00		\$101,500.00	\$8,578.36	\$8,578.36	\$92,921.64	91.5
<b>Grand Total</b>	\$1,478,334.00	\$0.00	\$1,478,334.00	\$233,902.89	\$233,902.89	\$1,244,431.11	84.2

#213,219

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

## **March 8, 2023 Treasurer's Report / Librarian's Notes**

Expense reduction efforts have begun at the Library.

We are reducing these line items in the budget:

- Part time payroll expenses
- Full time payroll expenses
- Full time health insurance premium expenses (staff co-pay of premiums will be increased)
- Electricity expenses when possible, this is partly weather dependent
- Expected maintenance/repair costs will be budgeted with the Operating Fund in 2023; unexpected expenses will be paid from the Rainy Day Fund in 2023

Income increase efforts have begun at the Library.

We are working to increase these line item income streams in the budget:

- Book Cellar income
- Library Foundation reimbursements
- Some book and material expenses will be paid from the Gift and Memorial Fund in 2023 so the Library can maintain the minimum 8% required by Public Library Standards



# Register Of Claims

## West Lafayette Public Library

Report Date: From 02/09/23 To 03/08/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10011	163	Ace Fire Protection	Operating	Repair & Maintenance Building	\$93.00	03/08/23	Annual inspection of fire extinguishers
				<b>Total this claim</b>	<u>\$93.00</u>		
10012	128	Alexandra Anderson	Operating	Program Costs Grants	\$75.00	03/08/23	Workshops on graphic novels done in February 2023
				<b>Total this claim</b>	<u>\$75.00</u>		
10013	129	Amazon Capital Services Inc	Operating	Office Supplies/Program Supplie	\$18.98	03/08/23	
			Operating	Office Supplies/Program Supplie	\$95.14		
			Operating	DVD	\$26.28		
			Operating	Audiobooks	\$153.42		
			Operating	Books	\$144.00		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$17.95		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$206.00		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$71.45		
				<b>Total this claim</b>	<u>\$733.22</u>		
9998	111	Amazon Capital Services Inc	Operating	Cleaning & Sanitation Supplies	\$14.48	02/22/23	
			Operating	Office Supplies/Program Supplie	\$116.72		
			Operating	Office Supplies/Program Supplie	\$141.93		
				<b>Total this claim</b>	<u>\$273.13</u>		
0	124	Automated Payroll Service	Operating	Other Professional Services/Ban	\$97.95	02/24/23	for payroll of 2/6/23-2/19/23
				<b>Total this claim</b>	<u>\$97.95</u>		
0	104	Automated Payroll Service	Operating	Other Professional Services/Ban	\$284.00	02/10/23	for payroll of 1/23/23-2/5/23
				<b>Total this claim</b>	<u>\$284.00</u>		
10014	130	Blackstone Publishing	Operating	Audiobooks	\$7.95	03/08/23	
				<b>Total this claim</b>	<u>\$7.95</u>		
9999	122	Blick Art Materials	Operating	Grant Expenses	\$72.41	02/22/23	IAC Grant 2022-23 program supplies
				<b>Total this claim</b>	<u>\$72.41</u>		

<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>
10015	131	Blick Art Materials	Operating	Program Costs Grants	\$308.22	03/08/23	
			Operating	Office Supplies/Program Supplie	\$8.91		
			Operating	Office Supplies/Program Supplie	\$52.24		
				<b>Total this claim</b>	<b>\$369.37</b>		
10016	132	Carriage Paper Products	Operating	Office Supplies/Program Supplie	\$176.70	03/08/23	Paper for receipt printers
				<b>Total this claim</b>	<b>\$176.70</b>		
10000	112	CenterPoint Energy	Operating	Gas service	\$845.91	02/22/23	for 1/5/23-2/6/23
				<b>Total this claim</b>	<b>\$845.91</b>		
0	154	Chase Bank	Operating	Other Professional Services/Ban	\$33.36	02/15/23	Account Analysis Settlement Charge
				<b>Total this claim</b>	<b>\$33.36</b>		
10001	121	Chase Cardmember Service	Operating	Dues and Membership	\$125.00	02/22/23	for 1/17/23-2/16/23
			Operating	Traveling Expense	\$79.35		
			Operating	Other Professional Services/Ban	\$13.00		
			Operating	Cleaning & Sanitation Supplies	\$8.50		
			Operating	Databases	\$47.08		
			Operating	Periodicals and Newspapers	\$106.64		
			Operating	Postage	\$140.09		
			Operating	Professional	\$95.00		
			Operating	Traveling Expense	\$11.76		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$251.94		
			Gift & Memorial Fund	Program Costs	\$684.50		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$282.42		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$207.49		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$84.18		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$64.20		
				<b>Total this claim</b>	<b>\$2,201.15</b>		
10017	105	Cintas	Operating	Repair & Maintenance Building	\$1,001.15	03/08/23	clean mats
				<b>Total this claim</b>	<b>\$1,001.15</b>		
10018	152	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$383.30	03/08/23	Defibrillator and first aid supplies
				<b>Total this claim</b>	<b>\$383.30</b>		
0	133	DEMCO Inc	2019 Construction Fund	Office Supplies/Program Supplie	(\$9.37)	03/08/23	
				<b>Total this claim</b>	<b>(\$9.37)</b>		
10019	171	Duke Energy	Operating	Electricity	\$11,171.53	03/08/23	for 2/3/23-3/3/23
				<b>Total this claim</b>	<b>\$11,171.53</b>		



<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>
10020	134	EnvisionWare Inc	Operating	Repair & Maintenance Building <b>Total this claim</b>	\$2,070.16 \$2,070.16	03/08/23	1 year maintenance for readers and desk pads
10021	135	FineTuning	Gift & Memorial Fund	Piano Expenses <b>Total this claim</b>	\$135.00 \$135.00	03/08/23	Piano Tuning
10022	136	Gale/CENGAGE Learning	Gift & Memorial Fund	Books <b>Total this claim</b>	\$150.00 \$150.00	03/08/23	Large Print books
10023	164	Gran-IT Consulting	Operating 2019 Construction Fund	Telephone and Internet Equipment <b>Total this claim</b>	\$838.50 \$3,977.00 \$4,815.50	03/08/23	Maintenance on server, and new server installation. Malwarebytes subscription.
10024	137	hoopla	Operating	Databases <b>Total this claim</b>	\$1,004.34 \$1,004.34	03/08/23	Digital resources for February 2023
10025	165	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi <b>Total this claim</b>	\$294.19 \$294.19	03/08/23	for 2/2/23-3/1/23
10026	127	Ingram Library Services	Operating Operating Operating Operating Gift & Memorial Fund	Books Books Books Office Supplies/Program Supplie Books <b>Total this claim</b>	\$3,601.72 \$246.05 \$42.84 \$10.77 \$79.17 \$3,980.55	03/08/23	
10002	113	Interstate Automotive Service (s	Operating	Repair & Maintenance Building <b>Total this claim</b>	\$475.00 \$475.00	02/22/23	Snow and ice removal on 1/22, 1/25, 1/26/23
10027	138	J.R. Kelly Company INC	2019 Construction Fund	Repair & Maintenance Building <b>Total this claim</b>	\$4,996.00 \$4,996.00	03/08/23	Labor and material for biowall
10028	166	Journal and Courier	Operating	Advertising & Public Notices <b>Total this claim</b>	\$61.92 \$61.92	03/08/23	"Cash & Investments Combined Statement 2022" ad
10029	142	Kanopy Inc	Operating	Databases <b>Total this claim</b>	\$30.00 \$30.00	03/08/23	Digital resources for February 2023

<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>
10030	139	Maggie Myers	Operating	Program Costs Grants <b>Total this claim</b>	<u>\$75.00</u> <u>\$75.00</u>	03/08/23	Workshops on graphic novels done in February 2023
10003	114	Marquis Handyman Service	2019 Construction Fund	Repair & Maintenance Building <b>Total this claim</b>	<u>\$307.00</u> <u>\$307.00</u>	02/22/23	Assemble whiteboard, repair latch, misc.
10031	140	Matthew Morganstern	Operating	Program Costs Grants <b>Total this claim</b>	<u>\$75.00</u> <u>\$75.00</u>	03/08/23	Workshops on graphic novels done in February 2023
0	167	Merchant Services	Operating	Other Professional Services/Ban <b>Total this claim</b>	<u>\$124.30</u> <u>\$124.30</u>	03/08/23	credit card fees 2/1/23-2/28/23
10004	115	Metronet	Operating	Telephone and Internet <b>Total this claim</b>	<u>\$612.95</u> <u>\$612.95</u>	02/22/23	for 2/8/23-3/7/23
10005	116	Michael Ivankovich	Operating	Program Costs <b>Total this claim</b>	<u>\$195.00</u> <u>\$195.00</u>	02/22/23	For Zoom program "What It's Worth Appraisals" on March 29 2023
10032	141	Midwest Tape	Operating Operating	DVD Audiobooks <b>Total this claim</b>	<u>\$899.34</u> <u>\$44.99</u> <u>\$944.33</u>	03/08/23	
10033	143	MJV Group Inc	Operating Operating	Repair & Maintenance Building Cleaning & Sanitation Supplies <b>Total this claim</b>	<u>\$1,737.75</u> <u>\$2,027.92</u> <u>\$3,765.67</u>	03/08/23	Janitor service for March 2023 and supplies
10006	117	Mulhaupt's Inc	Operating	Repair & Maintenance Building <b>Total this claim</b>	<u>\$703.00</u> <u>\$703.00</u>	02/22/23	Install cylinders and closers on storage doors, basement door, and Book Cellar door
10007	123	Neal Baker	Gift & Memorial Fund	Professional <b>Total this claim</b>	<u>\$50.00</u> <u>\$50.00</u>	02/22/23	Librarian certification fee
10008	118	netPark Software LLC	Operating	Repair & Maintenance Garage <b>Total this claim</b>	<u>\$324.50</u> <u>\$324.50</u>	02/22/23	Monthly usage fee for parking garage system for February 2023
10034	144	Parker Technology LLC	Operating	Repair & Maintenance Garage <b>Total this claim</b>	<u>\$311.07</u> <u>\$311.07</u>	03/08/23	Call Center support for Garage Parking System

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	170	Payroll	Operating	Library Director	\$3,662.69	03/08/23	for payroll of 2/20/23-3/5/23
			Operating	Full-time Employees	\$16,302.30		
			Operating	Part-time Employees	\$9,533.70		
			Operating	Employer's Share-FICA & Medic	\$2,216.75		
			Operating	Unemployment Compensation	\$103.97		
				<b>Total this claim</b>	<b>\$31,819.41</b>		
0	125	Payroll	Operating	Library Director	\$3,662.69	02/22/23	for payroll of 2/6/23-2/19/23
			Operating	Full-time Employees	\$16,302.30		
			Operating	Part-time Employees	\$9,728.65		
			Operating	Employer's Share-FICA & Medic	\$2,231.59		
			Operating	Unemployment Compensation	\$127.57		
				<b>Total this claim</b>	<b>\$32,052.80</b>		
0	103	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$2,236.08	02/10/23	for payroll of 1/23/23-2/5/23
			PERF	Salary and Wages	\$598.96		
				<b>Total this claim</b>	<b>\$2,835.04</b>		
0	126	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$2,236.08	02/24/23	for payroll of 2/6/23-2/19/23
			PERF	Salary and Wages	\$598.96		
				<b>Total this claim</b>	<b>\$2,835.04</b>		
10036	145	Quality Plumbing and Heating of	Operating	Repair & Maintenance Building	\$542.33	03/08/23	REPLACEMENT for check #9835 dated 11/9/22. According to Quality Plumbing, they never received that check.
				<b>Total this claim</b>	<b>\$542.33</b>		
10035	153	Quality Plumbing and Heating of	2019 Construction Fund	Repair & Maintenance Building	\$8,291.00	03/08/23	Install two drinking fountains and install new kitchen sink
				<b>Total this claim</b>	<b>\$8,291.00</b>		
10037	146	Quill Corp	Operating	Office Supplies/Program Supplie	\$220.78	03/08/23	
				<b>Total this claim</b>	<b>\$220.78</b>		
10038	147	Ricoh USA	Operating	Copier/Rental Equipment	\$194.52	03/08/23	for 3/9/23-4/8/23
				<b>Total this claim</b>	<b>\$194.52</b>		
10039	168	Scott Tracey	Operating	Traveling Expense	\$142.79	03/08/23	Travel to Assistant Directors Roundtable 218 miles @.655/mile
				<b>Total this claim</b>	<b>\$142.79</b>		
10040	148	Sloan Marshall	Operating	Program Costs Grants	\$200.00	03/08/23	CLAW workshops on 3/19 and 3/26/23
				<b>Total this claim</b>	<b>\$200.00</b>		

<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>
10041	149	T-Mobile	Operating	Telephone and Internet	\$624.75	03/08/23	Hotspots for for 1/21/23-2/20/23
				<b>Total this claim</b>	<b>\$624.75</b>		
10042	172	Unique Management	Operating	Other Professional Services/Ban	\$166.62	03/08/23	Notices for February 2023
				<b>Total this claim</b>	<b>\$166.62</b>		
10009	119	Verizon Wireless	Operating	Telephone and Internet	\$40.09	02/22/23	for 1/2/23-2/1/23
				<b>Total this claim</b>	<b>\$40.09</b>		
0	162	Vision Service Plan	Operating	Employer's Contribution-Gp. Ins	\$146.47	02/24/23	Automatic voucher
				<b>Total this claim</b>	<b>\$146.47</b>		
10043	150	WebClarity Software Inc	Operating	Databases	\$781.00	03/08/23	BookWhere Suite Maintenance Program through 3/31/24
				<b>Total this claim</b>	<b>\$781.00</b>		
10044	169	West Lafayette Public Library Fo	Gift & Memorial Fund	Other	\$132.55	03/08/23	Book Cellar Proceeds for February 2023
				<b>Total this claim</b>	<b>\$132.55</b>		
10010	120	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	\$400.96	02/22/23	for 11/30/22-1/3/23
				<b>Total this claim</b>	<b>\$400.96</b>		
10045	151	Wintek Corp	Operating	Telephone and Internet	\$915.69	03/08/23	Equipment rental for April 2023 and monthly Fiber Agreement
				<b>Total this claim</b>	<b>\$915.69</b>		

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

Total Amount of Claims \$125,652.08

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 8, 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 \$125,652.08

Date this 8<sup>th</sup> day of March, 2023.




SIGNATURES OF GOVERNING BOARD

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



## **LIBRARY BOARD report from Nick Schenkel, March 8, 2023**

I am writing to announce I intend to retire as Library Director on May 31, 2023.

I leave with the knowledge that the Library has a rare opportunity to significantly redefine the Library's services and collections over the next few years. I'm excited to watch as these changes come into being!

The May 31 retirement date will allow the Library Board and staff begin to adjust to changes in library administration, changes certain to be brought by the new library director.

I plan to focus my work for the next few weeks preparing a calendar of duties/responsibilities/actions I take annually to keep the Library moving forward from June 1 to the end of the year; this calendar can be shared with the (proposed) interim administrative team and the new library director at your discretion.

I will also be focused on implementing reductions to the Library's operating budget (and increase in the Library's income) while working to continue strengthening the Library's involvement in the community.

I will have additional recommendations for the management of the Library after May 31 for you at the April Library Board meeting.

My thanks for your support and your understanding,

Nick



March 8, 2023

West Lafayette Public Library  
208 Columbia St.  
West Lafayette, IN 47906  
Attn: Mr. Nick Schenkel

Re: West Lafayette Public Library  
FAW Pay Application #17  
Date: February 7, 2023

Dear Mr. Schenkel

We have received FA Wilhelm's Pay Application No. 17 for release of the balance of retainage. As of this date we have received notice of completion of the Commissioning Item Log and received all closeout documents from the contractor. Finding FA Wilhelm to have completed all requirements of the Contract Agreement we submit this application with recommendation herein for issuance of final payment.

This recommendation and payment of the balance of retainage do not release the contractor from requirements of the one-year Warranty period as stipulated by the Substantial Completion Certificate.

***Recommendations:***

1. We recommend approval / payment of Pay Application #17 for retainage in the amount of **\$200,000.00**
2. All appropriate lien waivers and associated AIA applications and schedules of values have been attached.
3. Payment of this application satisfies all requirements of the Agreement and find the work to be complete.

If there is additional information you need or if you have any questions or comments, please let me know. For your review and approval, the Pay Application has been attached with this recommendation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott G. Senefeld', written in a cursive style.

Scott G. Senefeld  
Veridus Group  
C: 317-695-2394



6280 N. SHADELAND AVENUE, SUITE A  
INDIANAPOLIS, IN 46220  
WWW.THEVERIDUSGROUP.COM

February 23, 2022

West Lafayette Public Library  
Mr. Nick Schenkel – Director  
208 W Columbia Street  
West Lafayette, IN 47906  
*(delivered via email)*

Re: Proposal for Owner's Representative Services for the Garage Maintenance Project  
Including Western Specialty Contractors and Huston Electric

Dear Mr. Schenkel,

The Veridus Group, Inc., is pleased to provide the following proposal for Owner's Representative Services for the Parking Garage Maintenance and Lighting Replacement Project to be performed by Western Specialty Contractors and Huston Electric at the West Lafayette Public Library in West Lafayette, Indiana. We have prepared a scope of services based on the contractor's anticipated schedule for completion of the Garage Maintenance and Lighting. This proposal has been developed from our understanding of the Contractor's proposed scope of work through completion, and our experience with similar projects. As this Proposal has been developed for an additional scope of services, the fees associated shall be in addition to that which is currently in place for the West Lafayette Public Library.

Veridus will provide the services necessary to administer guidance of the Library Staff and Board of Directors through the Garage Maintenance and Electrical Lighting projects. Veridus will also provide guidance through construction implementation of the projects identified for completion as a part of Bond funding.

## PROJECT DESCRIPTION

The West Lafayette Public Library and Board are embarking on completion of the Garage Maintenance and Garage Lighting scopes as was developed by Veridus and the Board via the Request for Proposals received. It is anticipated that this work shall be initiated in the spring / summer of 2023 and be completed by September 30, 2023.



## PROJECT SCOPE OF SERVICES

Below is a list of the services we recommend through completion of the projects. The proposed scope of work includes, but is not limited to the following:

- Project Budget Management
  - Provide overall project Budget management to coordinate the Owner's funding through
    - Hard Costs associated with the project
      - Contractor Construction costs
    - Changes in the Work
      - Review of any Changes either existing condition, contractor, or Owner proposed
    - Loose equipment or owner furnished items
- Contract and scope coordination
  - Coordination of two independent scopes of work to deliver a seamless and successful project.
  - Promote accountability within the contractor teams in the fulfillment of all contractual duties.
- Project Schedule
  - Review the Contractor's overall project schedule and offer suggestions and/or recommendations in regard to critical path management.
  - Monitoring of schedule and construction progress.
- Site Observation
  - Visit the site in accordance with project schedule and critical path to represent the Owner at any meetings, prepare / coordinate complete accurate minutes for such meetings and distribute to stakeholders.
  - Provide updates to the Owner on pending action items.
- Pay Applications / Invoicing
  - Review all pay applications to ensure the percentage of the work being billed is in alignment with the level of completion of the project.
  - Provide the Owner with progress contract invoice reconciliation reports tracking the contracts through level of completion, percentage invoiced, retainage, and balance to completion.
  - Confirm that all pay applications include the appropriate lien waiver documentation to ensure that subcontractors are being paid and that the project is not subject to lien.
- Change Orders
  - Review all change orders issued by constructor regarding the Project and render advice to the Owner about the form and content of such change orders in relation to the scope of work and the contract documents.
  - Monitor the schedule and budget with relation to requested change orders and prepare schedule and/or cost recovery plans to keep the project on budget and on schedule.

As a part of project completion and closeout we would anticipate coordinating with the Owner, and the Contractor to perform substantial completion punch list and final inspection of the work with the Owner.



6280 N. SHADELAND AVENUE, SUITE A  
 INDIANAPOLIS, IN 46220  
 WWW.THEVERIDUSGROUP.COM

**COMPENSATION**

We are excited to help the West Lafayette Public Library in the achievement of its goals and look forward to continue to be an extension of your staff.

We would recommend compensation for services rendered be billed as a lump sum and invoiced monthly (in arrears). Full payment of invoices is due within 30 days from invoice date. Below, is the fixed fee with an estimated breakdown of how we anticipate the fee schedule to be distributed over the life of the project. The actual schedule and breakdown of the fee is subject to change as the project scope, schedule, and level of effort is more clearly defined.

Construction Phase: Lump Sum.....\$21,375.00

2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
											\$1,875	\$1,875
2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				\$3,300	\$3,150	\$3,150	\$3,150	\$3,000	\$1,875			

**REIMBURSABLE EXPENSES**

The following expenses will be considered reimbursable and will be invoiced at their direct cost on the monthly invoices. Expenses.

- A. Reproduction services for plans and specifications
- B. Overnight postage, certified mail, and delivery services
- C. Project-related mileage at the current federal rate

If payment is not made within 30 days of the date when the payment is due, we may, at our option, and effective upon the delivery of written notice of our intention to do so, terminate the contract or suspend further performance of our services under the contract, and we shall have no liability for delay or damage that results from the termination of the contract or suspension of services.

Mr. Schenkel, we thank you for this opportunity and look forward to working with you on this project. The fees for services contained in this proposal are valid for one year from the date of this letter. If the terms of this proposal are agreeable, we can begin the work immediately.

If you have any questions, please feel free to contact our office at (317) 598-6647.

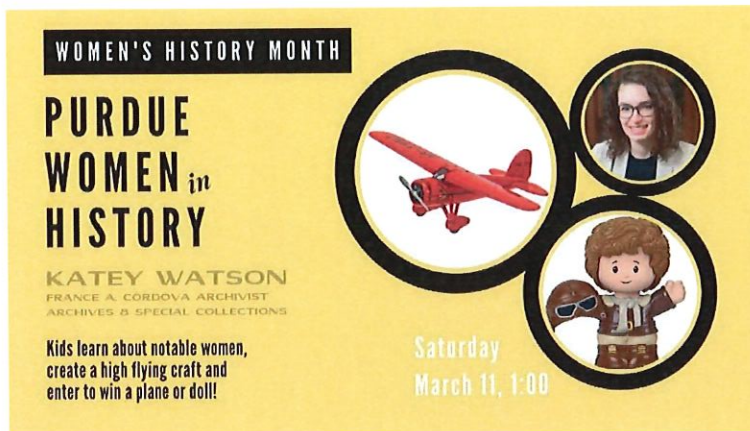
Sincerely,

Scott G. Senefeld, RLA, PM  
 The Veridus Group

## Librarian's Report for March 8, 2023

### 1. A busy Spring is coming for the Library and our community!

- a. **Purdue Women in History**, a program for children, co-sponsored by the Library and Purdue Archives is scheduled for this Saturday at the Library



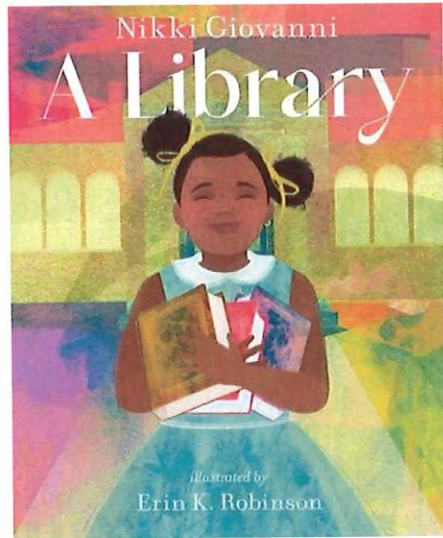
- b. **The 2023 Record Store Day** is planned for Saturday, April 16 in Chauncey Plaza!\*
- c. **The BIG READ** kick-off program is scheduled for Wednesday afternoon, April 26\*
- d. And looking ahead – the **Library's Summer Reading programs** for kids, teens, and adults will begin in late May/early June!
2. **With 33% more floor space to offer our community, the Library continues to be BUSY** February saw 14,240 folks visit with us; January saw 12,694 people visit our Library. We are seeing 500+ visitors most days as we move into March.
3. **Circulation of books and other library materials** continues to increase too and the number of people taking part in **library sponsored programs** is rewarding for the efforts our staff puts in.
4. **The Creative Lab now has use of the flexible wall that can open into the new Lounge area.** We've moved 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 in a combined Creative lab/Lounge seating area.

5. **The Book Cellar** is popular with book buyers - we are now open for part of the day on four days a week with special sales on the second Saturday of each month – **this Saturday!** The total income for February was \$1,295; January was \$1,268; and in December the Book Cellar sold \$1,298.



6. **100 years!** I've set up a task force of staff and Library Foundation members to plan for the Library's 100<sup>th</sup> year of service to the Community. More information as we move ahead.
7. **The staff committee I've set up to write a new Long Range Plan** will have an update at the Library Board meeting on Wednesday.
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:**
- "A Good Country: My Life in 12 towns and the Devastating Battle for a White America"
  - "10 Tomatoes That Changed the World"
  - "The Forger's Spell: A True Story of Vermeer, Nazis and the Greatest Art Hoax of the Twentieth Century" / Nick led this year's "Books and Bagels" with the Art League
  - "A Library" by Nikki Giovanni with illustrated by Erin K Robinson

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



\*Record Store Day is co-sponsored by the Library, the City of West Lafayette and Purdue Convocations with support as well from a number of other local businesses

\*The BIG READ kick off event is co-sponsored by the Library and the Purdue English Department

# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE OF

PAGES

**OWNER:**  
West Lafayette Public Library  
08 W. Columbia Street  
West Lafayette, IN 47906

**PROJECT:** 10495 - West Lafayette  
Public Library

**APPLICATION NO:** 17  
**PERIOD TO:** 1/31/2023

**Distribution to:**  
 OWNER  
 ARCHITECT  
 CONTRACTOR

**FROM CONTRACTOR:** VIA ARCHITECT: KRM Architecture

Invoice #: 10495-17

A. Wilhelm Construction Co., Inc.  
914 Prospect St.  
Indianapolis, IN 46203

**CONTRACT FOR:**

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract continuation Sheet, AIA Document G703, is attached.

ORIGINAL CONTRACT SUM	7,974,381.00
Net change by Change Orders	177,108.00
CONTRACT SUM TO DATE (Line 1 + 2)	8,151,489.00
TOTAL COMPLETED & STORED TO DATE (Column G on G703)	8,151,489.00
RETAINAGE:	
a. % of Total Contract (Column D + E on G703)	0.00
b. % of Stored Material (Column F on G703)	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	0.00
TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	8,151,489.00
LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	7,951,489.00
CURRENT PAYMENT DUE	200,000.00
BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	465,443.00	(288,335.00)
Total approved this Month	0.00	0.00
<b>TOTALS</b>	465,443.00	(288,335.00)
NET CHANGES by Change Order	177,108.00	Veridus

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** F.A. Wilhelm Construction Co., Inc.

By: *Joseph P. Roman* Date: 02-07-2023

State Of INDIANA  
County Of Marion  
Subscribed and sworn to before me this 7 day of FEB, 2023

Notary Public:  
My Commission expires: JANUARY 11, 2020  
MARY KATHRYN SMYDER  
Notary Public, State of Indiana  
Tipton County

**ARCHITECT'S CERTIFICATE FOR PAYMENT**  
In accordance with the Contract Documents, based on on-site observations by the Architect, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 3200,000.00 Veridus

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)  
ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
OWNERS REP:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

Application No.:

Application Date: 2/7/2023

To: 1/31/2023

Architect's Project No.:

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Invoice #: 10495-17 Contract: 10495- West Lafayette Public Library

A Item No.	B Description of Work	C Scheduled Value	D		E Work Completed This Period In Place	F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)	Work Completed This Period In Place					
1	West Lafayette Public Library								
12	General Conditions	663,708.00	663,708.00				663,708.00	100.00%	
14	CM Contingency	266,557.00	266,557.00				266,557.00	100.00%	
16	General Liability Insurance	33,322.00	33,322.00				33,322.00	100.00%	
18	Performance & Payment Bond	49,985.00	49,985.00				49,985.00	100.00%	
20	Permit Allowance	50,000.00	50,000.00				50,000.00	100.00%	
22	CM Site Services	339,558.00	339,558.00				339,558.00	100.00%	
24	Life Safety Modifications Allowance	5,000.00	5,000.00				5,000.00	100.00%	
26	Temp Heating & Cooling Allowance	40,000.00	40,000.00				40,000.00	100.00%	
28	HVAC Cooling Allowance	50,000.00	50,000.00				50,000.00	100.00%	
30	Blower Door Test/Infrared Scan Allowance	7,700.00	7,700.00				7,700.00	100.00%	
32	BP #1 - Sitework, Concrete, Masonry & Utilities	1,124,016.00	1,124,016.00				1,124,016.00	100.00%	
34	BP #2 - Structural & Misc Steel	347,285.00	347,285.00				347,285.00	100.00%	
36	BP #3 - Roofing	259,970.00	259,970.00				259,970.00	100.00%	
38	BP #4 - Glazing	438,300.00	438,300.00				438,300.00	100.00%	
40	BP #5 - Drywall, Framing & Ceilings	573,663.00	573,663.00				573,663.00	100.00%	
42	BP #6 - Flooring & Wall Tile	281,030.00	281,030.00				281,030.00	100.00%	
44	BP #7 - General Trades	954,687.00	954,687.00				954,687.00	100.00%	
46	BP #8 - Library Shelves	111,970.00	111,970.00				111,970.00	100.00%	
48	BP #9 - Fire Protection	89,515.00	89,515.00				89,515.00	100.00%	
50	BP #10 - Mechanical, Plumbing, HVAC & Temp Controls	1,020,000.00	1,020,000.00				1,020,000.00	100.00%	
52	BP #11 - Electrical	724,285.00	724,285.00				724,285.00	100.00%	
54	BP #12 - Site Finishing Package	309,845.00	309,845.00				309,845.00	100.00%	
56	CM Fee	233,985.00	233,985.00				233,985.00	100.00%	
70	CHANGE ORDERS								
72	Change Order 1	193,782.00	193,782.00				193,782.00	100.00%	
73	Change Order 2	180,660.00	180,660.00				180,660.00	100.00%	
74	Change Order 3	12,029.00	12,029.00				12,029.00	100.00%	
75	Change Order 4	-110,826.00	-110,826.00				-110,826.00	100.00%	
76	Change Order 5	78,972.00	78,972.00				78,972.00	100.00%	
77	Change Order 6	-177,509.00	-177,509.00				-177,509.00	100.00%	

Anastasia G. Kuntubos  
Shelley Fowand Johnson  
Patricia S. Garrott  
Nancy Aeschkeff  
Mark P. R  
John W. Ruyser

Grand Totals	8,151,489.00	8,151,489.00	0.00	0.00	100.00%	✓ Veridus	0.00
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