

West Lafayette Public Library Board of Trustees
Meeting Minutes
Wednesday, April 12, 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

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 (attending remotely)

2. Board Minutes: (see attached)

The minutes 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
Jim Knapp, 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
Jim Knapp, Member
John Meyers, Member

The continuation of contract by the Veridus Group was approved with a motion by Jim Knapp, Member, 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

4. President's Report:

Anastasia Krutulis, President reported the Transition Committee has met to review the first round of Library Director candidates, and that the posting has officially closed.

5. Librarian's Report: (see attached)

6. Old Business:

a. Report from The Veridus Group: Scott Senefeld, the Veridus Group reported the following:

- i. FA Wilhelm, along with the Veridus Group and the Library staff and board members completed the 11-month warranty punch-list walk, and work has begun on the issues enumerated on the punch list.
- ii. Conserv (Conserv Building Automation Systems) & Quality Plumbing and Heating will also begin their work to move/add thermostats, as well as humidifier detectors within the next few weeks. Scott Senefeld is also requesting the design team (krM Architecture) contribute 50% of that cost.
- iii. FA Wilhelm has also notified the Veridus Group and the Library that there is an additional \$900 due, according to their audit.

This was authorized by the Board to pay, pending an audit by the Veridus Group and the Library. This was approved 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

- b. Additional construction-related work that needs approval: Scott Senefeld, the Veridus Group reported garage maintenance work to be performed by Western Specialty Contractors, and additional lighting to be performed by Huston Electric (see 03.08.2023 minutes attached documents) will begin on May 8.

- c. Caretaker's Cottage MOU w/City of West Lafayette:
 - i. Nick Schenkel, West Lafayette Public Library reported the following:
 1. West Lafayette Redevelopment Commission and the Board are currently negotiating, with the help of Library attorney Brian Karle.
 2. There is approximately \$24,000 in total from the City of West Lafayette and the Library Foundation that is earmarked for Cottage expenses.

- d. (Added to the agenda): Jean Sullivan, Library Foundation, Friends of the Library noted the Friends are currently inactive, pending discussions with the new Library Director.

- e. (Added to the agenda): Scott Tracey, West Lafayette Public Library reported the following:
 - i. The Library is working with our healthcare broker, EPIC Insurance, to price new employee healthcare plans that offer better coverage and are less expensive than the Library's current provider.
 - ii. The committee is currently drafting the Library's upcoming 5-year Long-Range Plan (Ashley Fletcher, Teen Services Department Head; Ashley Meyer, Adult Services Department Head; Melissa Freed, Children's Services Department Head; Neal Baker, Public Services Manager; and Scott Tracey, Deputy Director) have completed a community survey and are currently working on a draft of the plan to be delivered to the Board at

their June 14 meeting. The plan is due to the Indiana State Library by January 2024.

7. New Business:

- a. Library management June 1 forward: Nick Schenkel, West Lafayette Public Library delivered an interim management team proposal (see attached) to consist of Anastasia Krutulis, Library Board President; Scott Tracey, Deputy Director; and Ashley Meyer, Adult Services Department Head.
- b. Review Board-approval policies: N/A
- c. Mural on Parking Garage: Tetia Lee of TAF requested a mural on 2 panels of the Parking Garage. This was approved with a motion by John Meyers, Member, and seconded by Patricia Garrott, Vice President.

Aye Votes:

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

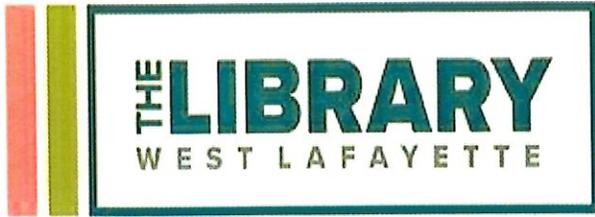
Nay Votes:

Mark Pugh, Treasurer

8. Topics for future action and discussion: N/A

9. Comments from the public: N/A

10. Adjourn: The meeting adjourned at 7:50 pm



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, April 12, 2023

6:30 PM – Board & 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. Library management June 1 forward
 - b. Review Board-approval policies
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

Next Board meeting: 05/10/2023 - 6:30 pm

Financial Report

West Lafayette Public Library

Report Dates = 01/01/23 to 03/31/23

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 Operating	\$139,455.30	\$349,592.07	\$349,592.07	\$118,592.46	\$118,592.46	(\$91,544.31)
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)	\$253,495.93	\$253,495.93	\$464,995.93	\$464,995.93	\$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	\$3,565.22	\$3,565.22	\$3,565.22	\$3,565.22	\$0.00
809 FSA Health	(\$315.48)	\$0.00	\$0.00	\$0.00	\$0.00	(\$315.48)
810 United Healthcare	\$0.00	\$3,132.66	\$3,132.66	\$3,132.66	\$3,132.66	\$0.00
Subtotal	(\$67,548.47)	\$609,785.88	\$609,785.88	\$590,286.27	\$590,286.27	(\$87,048.08)
2. Special Revenue						
200 Gift & Memorial Fund	\$163,996.39	\$4,338.71	\$4,338.71	\$2,852.45	\$2,852.45	\$162,510.13
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
Subtotal	\$425,379.98	\$4,338.71	\$4,338.71	\$2,852.45	\$2,852.45	\$423,893.72
3. Debt Service						
302 BONY Operating and Reserve AKA Debt Service Fund	\$119,413.66	\$0.26	\$0.26	\$3,750.17	\$3,750.17	\$123,163.57
303 Debt Service Fund (formerly Bond Fund)	\$570,892.30	\$443,928.13	\$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
Subtotal	\$770,215.96	\$443,928.39	\$443,928.39	\$3,750.17	\$3,750.17	\$330,037.74
4. Capital Projects						
401 2019 Construction Fund	\$743,671.53	\$43,360.38	\$43,360.38	\$0.00	\$0.00	\$700,311.15
402 2020 Construction Fund	\$82,832.75	\$356.31	\$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
Subtotal	\$988,862.28	\$43,716.69	\$43,716.69	\$0.00	\$0.00	\$945,145.59
5. Clearing						
800 PLAC	\$867.19	\$0.00	\$0.00	\$0.00	\$0.00	\$867.19
Subtotal	\$867.19	\$0.00	\$0.00	\$0.00	\$0.00	\$867.19
Grand Total	\$2,117,776.94	\$1,101,769.67	\$1,101,769.67	\$596,888.89	\$596,888.89	\$1,612,896.16

Total all banks = \$1,612,896.16

Receipt Summaries for **100** **Operating**

West Lafayette Public Library

Report Dates = 01/01/23 to 03/31/23

<i>Account</i>	<i>This Month</i>	<i>YTD</i>	<i>Last Year This Month</i>	<i>Last Year YTD</i>
305 FINES	\$1,294.16	\$1,294.16	\$448.10	\$448.10
308 COMMUNITY FOUNDATION INCOME	\$10,847.00	\$10,847.00	\$10,168.00	\$10,168.00
310 COPIES/PRINTING	\$789.10	\$789.10	\$167.75	\$167.75
314 INTEREST	\$34.85	\$34.85	\$56.42	\$56.42
316 PROCTORING	\$205.47	\$205.47	\$155.00	\$155.00
318 PARKING	\$11,526.85	\$11,526.85	\$10,133.07	\$10,133.07
320 BAGS	\$108.00	\$108.00	\$12.00	\$12.00
328 STATE GRANTS	\$2,459.13	\$2,459.13	\$2,002.26	\$2,002.26
333 LIT	\$56,662.74	\$56,662.74	\$57,153.99	\$57,153.99
342 LIBRARY FOUNDATION INCOME	\$32,977.00	\$32,977.00		
370 REFUNDS	\$585.77	\$585.77	\$3,631.00	\$3,631.00
380 MISCELLANEOUS	\$81.00	\$81.00	\$157.98	\$157.98
550 RECORD STORE DONATIONS	\$1,000.00	\$1,000.00		
560 DONATIONS	\$21.38	\$21.38	\$8.50	\$8.50
580 GRANTS	\$0.01	\$0.01		
	<u>\$118,592.46</u>	<u>\$118,592.46</u>	<u>\$84,094.07</u>	<u>\$84,094.07</u>

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 03/09/23 To 04/12/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10058	205	Ahmed Idrissi Alami	Operating	Grant Expenses	\$125.00	04/12/23	For program sponsored by Indiana Humanities
Total this claim					\$125.00		
10059	206	Amazon Capital Services Inc	Operating	Office Supplies/Program Supplie	\$308.11	04/12/23	
			Operating	DVD	\$27.70		
			Operating	Office Supplies/Program Supplie	\$74.58		
			Operating	Books	\$26.53		
			Operating	Office Supplies/Program Supplie	\$56.77		
Total this claim					\$493.69		
10046	178	Amazon Capital Services Inc	Operating	Office Supplies/Program Supplie	\$35.98	03/27/23	
			Operating	Office Supplies/Program Supplie	\$91.16		
			Operating	Equipment	\$39.99		
			Operating	Office Supplies/Program Supplie	\$74.97		
			Operating	Audiobooks	\$27.14		
			Operating	Office Supplies/Program Supplie	\$39.70		
Total this claim					\$308.94		
0	173	Automated Payroll Service	Operating	Other Professional Services/Ban	\$96.00	03/24/23	for payroll of 3/6-3/19/23
Total this claim					\$96.00		
0	176	Automated Payroll Service	Operating	Other Professional Services/Ban	\$241.10	03/10/23	for payroll of 2/20/23-3/5/23
Total this claim					\$241.10		
0	202	Automated Payroll Service	Operating	Other Professional Services/Ban	\$250.85	04/07/23	for payroll of 3/20/23-4/2/23
Total this claim					\$250.85		
10060	237	Ben Flora	Operating	Program Costs	\$200.00	04/12/23	for Record Store Day performance: Free Hat
Total this claim					\$200.00		
10061	207	Blackstone Publishing	Operating	Audiobooks	\$795.11	04/12/23	
Total this claim					\$795.11		
10047	179	Business Furniture	2019 Construction Fund	Equipment	\$1,243.70	03/27/23	Steelcase Furniture
Total this claim					\$1,243.70		

<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>
10048	180	CenterPoint Energy	Operating	Gas service	\$147.96	03/27/23	for 2/6/23-3/6/23
				Total this claim	\$147.96		
0	191	Chase Bank	Operating	Other Professional Services/Ban	\$33.61	03/15/23	Account Analysis Settlement Charge
				Total this claim	\$33.61		
10049	189	Chase Cardmember Service	Operating	Office Supplies/Program Supplie	\$135.32	03/27/23	for 2/17/23-3/16/23
			Operating	Databases	\$432.15		
			Operating	Postage	\$209.19		
			Operating	Program Costs	\$455.59		
			Operating	Program Costs Grants	\$2,217.62		
			Operating	Dues and Membership	\$57.00		
			Operating	Periodicals and Newspapers	\$106.64		
			Gift & Memorial Fund	Books	\$295.59		
				Total this claim	\$3,909.10		
10062	208	Cintas	Operating	Repair & Maintenance Building	\$800.92	04/12/23	clean mats
				Total this claim	\$800.92		
10063	209	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$366.31	04/12/23	Defibrilator and first aid supplies
				Total this claim	\$366.31		
10064	238	Cochran Custom Woodworking	2019 Construction Fund	Repair & Maintenance Building	\$5,810.00	04/12/23	Construction of "Donation box"
				Total this claim	\$5,810.00		
10065	239	Connor Gockel	Operating	Program Costs	\$200.00	04/12/23	for Record Store Day performance: "The Lunar Diamonds"
				Total this claim	\$200.00		
10066	210	Creative Solutions	Operating	Office Supplies/Program Supplie	\$200.00	04/12/23	Pickup rollers and fuser for HP M601
				Total this claim	\$200.00		
10067	133	DEMCO Inc	2019 Construction Fund	Office Supplies/Program Supplie	(\$9.37)	04/12/23	
			Operating	Office Supplies/Program Supplie	\$630.89		
				Total this claim	\$621.52		
10068	231	Driessen Water Inc	Operating	Repair & Maintenance Building	\$155.50	04/12/23	Culligan Ultrapure
				Total this claim	\$155.50		
10069	211	Duke Energy	Operating	Electricity	\$9,819.25	04/12/23	for 3/4/23-4/3/23
				Total this claim	\$9,819.25		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10050	181	Duke Energy	Operating	Electricity	\$52.04	03/27/23	for 2/3/23-3/3/23 Outdoor Lighting
				Total this claim	\$52.04		
10070	212	EnvisionWare Inc	Operating	Repair & Maintenance Building	\$2,146.37	04/12/23	Renewal Invoice
				Total this claim	\$2,146.37		
10071	232	Evergreen Indiana Payment	Operating	Other Professional Services/Ban	\$30.00	04/12/23	1st quarter 2023 payments to other Evergreen libraries
				Total this claim	\$30.00		
0	193	First Merchants Bank (Lafayette)	Transfer Fund	Interbank Transfers	\$100,000.00	03/10/23	"Temporary Transfer"
				Total this claim	\$100,000.00		
10051	182	Frances Goode	Gift & Memorial Fund	Professional	\$50.00	03/27/23	Indiana Librarian Certification
				Total this claim	\$50.00		
10072	213	Gran-IT Consulting	Operating	Telephone and Internet	\$838.50	04/12/23	Installation and testing of new server
				Total this claim	\$838.50		
10073	214	hibu Inc--West	Operating	Advertising & Public Notices	\$15.70	04/12/23	payment 1 of 12
				Total this claim	\$15.70		
10074	215	hoopla	Operating	Databases	\$1,059.62	04/12/23	Digital resources for March 2023
				Total this claim	\$1,059.62		
10075	233	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$303.25	04/12/23	for 3/1/23-3/31/23
				Total this claim	\$303.25		
10076	216	Ingram Library Services	Operating	Books	\$4,162.84	04/12/23	
				Books	\$560.20		
				Books	\$1,435.24		
				Total this claim	\$6,158.28		
10077	217	IronGate Creative	Operating	Databases	\$1,100.00	04/12/23	Revisions to website
				Total this claim	\$1,100.00		
10078	218	Kanopy Inc	Operating	Databases	\$74.00	04/12/23	Digital resources for March 2023
				Total this claim	\$74.00		
10095	241	Kenneth Max	Operating	Program Costs	\$1,400.00	04/12/23	For providing sound for Record Day
				Total this claim	\$1,400.00		

<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>
10079	219	KONE Inc	Operating	Repair & Maintenance Building Total this claim	\$971.43 \$971.43	04/12/23	Maintenance Coverage to 5/31/23 for Elevator
10052	183	Mary Sego	Gift & Memorial Fund	Office Supplies/Program Supplie Total this claim	\$19.98 \$19.98	03/27/23	Display supplies for Women's History Month
10080	240	Matthew Ostrowski	Operating	Program Costs Total this claim	\$200.00 \$200.00	04/12/23	for Record Store Day performance: "The Lawn Darts"
0	234	Merchant Services	Operating	Other Professional Services/Ban Total this claim	\$130.69 \$130.69	04/12/23	credit card fees 3/1/23-3/31/23
10053	184	Metronet	Operating	Telephone and Internet Total this claim	\$658.77 \$658.77	03/27/23	for 3/8/23-4/7/23
10081	220	Midwest Tape	Operating	DVD Total this claim	\$708.42 \$708.42	04/12/23	
10082	235	MJV Group Inc	Operating	Repair & Maintenance Building Total this claim	\$1,737.75 \$1,737.75	04/12/23	Janitor service for April 2023
10083	221	netPark Software LLC	Operating	Repair & Maintenance Garage Total this claim	\$649.00 \$649.00	04/12/23	Monthly usage fee for parking garage system for March and April 2023
10084	222	Parker Technology LLC	Operating	Repair & Maintenance Garage Total this claim	\$311.07 \$311.07	04/12/23	Call Center support for Garage Parking System
0	203	Payroll	Operating	Library Director Full-time Employees Part-time Employees Employer's Share-FICA & Medic Unemployment Compensation Total this claim	\$3,662.69 \$16,302.30 \$8,434.84 \$2,104.81 \$42.19 \$30,546.83	04/05/23	for payroll of 3/20/23-4/2/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	174	Payroll	Operating	Library Director	\$3,662.69	03/22/23	for payroll of 3/6/23-3/19/23
			Operating	Full-time Employees	\$16,302.30		
			Operating	Part-time Employees	\$8,597.52		
			Operating	Employer's Share-FICA & Medic	\$2,145.09		
			Operating	Unemployment Compensation	\$55.01		
				Total this claim	\$30,762.61		
0	195	Principal Financial Group	Operating	Employer's Contribution Short-ter	\$198.03	03/29/23	Short-term disability for full-time employees
				Total this claim	\$198.03		
0	177	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$2,236.08	03/10/23	for payroll of 2/20/23-3/5/23
			PERF	Salary and Wages	\$598.96		
				Total this claim	\$2,835.04		
0	175	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$2,236.08	03/24/23	for payroll of 3/6/23-3/19/23
			PERF	Salary and Wages	\$598.96		
				Total this claim	\$2,835.04		
10085	204	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$2,236.08	04/07/23	for payroll of 3/20/23-4/2/23
			PERF	Salary and Wages	\$598.96		
				Total this claim	\$2,835.04		
10086	223	Quality Plumbing and Heating of	2019 Construction Fund	Repair & Maintenance Building	\$3,108.57	04/12/23	Replacement of fan motors and capacitors on VAV
				Total this claim	\$3,108.57		
10087	224	Quill Corp	Operating	Office Supplies/Program Supplie	\$721.07	04/12/23	
			Operating	Cleaning & Sanitation Supplies	\$252.00		
				Total this claim	\$973.07		
10054	185	Ricoh USA	Operating	Copier/Rental Equipment	\$194.52	03/27/23	for 4/9/23-5/8/23
				Total this claim	\$194.52		
10088	225	Ricoh USA (subscription)	Operating	Copier/Rental Equipment	\$502.39	04/12/23	Billing for copy allowance overages
				Total this claim	\$502.39		
10089	226	T-Mobile	Operating	Telephone and Internet	\$647.50	04/12/23	Hotspots for for 2/21/23-3/20/23
				Total this claim	\$647.50		
10090	227	Tsai Fong Books Inc	Operating	Books	\$357.11	04/12/23	
			Operating	Books	\$292.05		
				Total this claim	\$649.16		

<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>
10055	186	TurnKey	2019 Construction Fund	Equipment	\$3,046.80	03/27/23	Furniture--Display Unit
				Total this claim	\$3,046.80		
10091	228	Unique Management	Operating	Other Professional Services/Ban	\$178.28	04/12/23	Placements and notices for March 2023
				Total this claim	\$178.28		
0	200	United HealthCare	Operating	Employer's Contribution-Gp. Ins	\$7,492.64	03/10/23	Employee healthcare for March 2023
			United Healthcare	Salary and Wages	\$1,044.22		
				Total this claim	\$8,536.86		
10056	187	Verizon Wireless	Operating	Telephone and Internet	\$40.01	03/27/23	for 2/2/23-3/1/23
				Total this claim	\$40.01		
10092	236	Verizon Wireless	Operating	Telephone and Internet	\$40.01	04/12/23	for 4/2/23-5/1/23
				Total this claim	\$40.01		
10093	229	West Lafayette Public Library Fo	Gift & Memorial Fund	Other	\$1,342.45	04/12/23	Book Cellar Proceeds for March 2023
				Total this claim	\$1,342.45		
10057	188	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	\$405.76	03/27/23	for 1/3/23-1/31/23
				Total this claim	\$405.76		
10094	230	Wintek Corp	Operating	Telephone and Internet	\$915.69	04/12/23	Equipment rental for May 2023 and monthly Fiber Agreement
				Total this claim	\$915.69		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$235,027.09

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, April 12, 2023

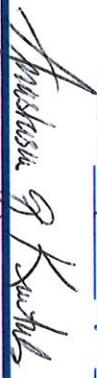
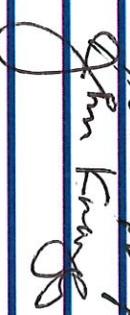

Fiscal Officer

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

Date this 12th day of April, 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 01/01/23 To 03/31/23

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services								
1.11	Library Director	\$95,235.00	\$0.00	\$95,235.00	\$21,801.72	\$21,801.72	\$73,433.28	77.1
1.12	Full-time Employees	\$418,450.00	\$0.00	\$418,450.00	\$97,037.46	\$97,037.46	\$321,412.54	76.8
1.16	Part-time Employees	\$255,000.00	\$0.00	\$255,000.00	\$60,275.79	\$60,275.79	\$194,724.21	76.4
1.2	Employer's Contribution Short-term Disability	\$1,134.00	\$0.00	\$1,134.00	\$594.09	\$594.09	\$539.91	47.6
1.21	Employer's Share-FICA & Medicare	\$45,000.00	\$0.00	\$45,000.00	\$13,462.69	\$13,462.69	\$31,537.31	70.1
1.22	Unemployment Compensation	\$1,000.00	\$0.00	\$1,000.00	\$729.00	\$729.00	\$271.00	27.1
1.23	Employers Contribution-PERF	\$38,000.00	\$0.00	\$38,000.00	\$13,310.00	\$13,310.00	\$24,690.00	65.0
1.24	Employer's Contribution-Gp. Insurance	\$42,000.00	\$0.00	\$42,000.00	\$21,626.82	\$21,626.82	\$20,373.18	48.5
	Subtotal	\$895,819.00		\$895,819.00	\$228,837.57	\$228,837.57	\$666,981.43	74.5
2. Supplies								
2.1	Office Supplies/Program Supplies	\$10,000.00	\$0.00	\$10,000.00	\$5,041.29	\$5,041.29	\$4,958.71	49.6
2.21	Cleaning & Sanitation Supplies	\$6,000.00	\$0.00	\$6,000.00	\$3,335.42	\$3,335.42	\$2,664.58	44.4
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
	Subtotal	\$17,300.00		\$17,300.00	\$8,515.07	\$8,515.07	\$8,784.93	50.8
3. Other Services and Charge								
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	\$5,420.38	\$5,420.38	\$9,579.62	63.9
3.145	Databases	\$24,500.00	\$0.00	\$24,500.00	\$6,861.23	\$6,861.23	\$17,638.77	72.0
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	\$10,013.83	\$10,013.83	\$19,986.17	66.6

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	\$367.27	\$367.27	\$832.73	69.4
3.23	Travelling Expense	\$1,000.00	\$0.00	\$1,000.00	\$233.90	\$233.90	\$766.10	76.6
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	\$95.00	\$95.00	\$4,905.00	98.1
3.26	Program Costs	\$10,000.00	\$0.00	\$10,000.00	\$1,018.73	\$1,018.73	\$8,981.27	89.8
3.27	Program Costs Grants	\$5,000.00	\$0.00	\$5,000.00	\$3,696.11	\$3,696.11	\$1,303.89	26.1
3.31	Advertising & Public Notices	\$1,000.00	\$0.00	\$1,000.00	\$122.82	\$122.82	\$877.18	87.7
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	\$6,576.67	\$6,576.67	\$31,423.33	82.7
3.51	Gas service	\$5,000.00	\$0.00	\$5,000.00	\$2,024.43	\$2,024.43	\$2,975.57	59.5
3.52	Electricity	\$192,000.00	\$0.00	\$192,000.00	\$40,044.06	\$40,044.06	\$151,955.94	79.1
3.54	Water and Waste Disposal Services	\$8,000.00	\$0.00	\$8,000.00	\$2,094.27	\$2,094.27	\$5,905.73	73.8
3.61	Repair & Maintenance Building	\$65,000.00	\$0.00	\$65,000.00	\$16,151.01	\$16,151.01	\$48,848.99	75.2
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	\$1,271.14	\$1,271.14	\$23,728.86	94.9
3.72	Copier/Rental Equipment	\$3,500.00	\$0.00	\$3,500.00	\$998.86	\$998.86	\$2,501.14	71.5
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	\$1,091.00	\$1,091.00	\$26,909.00	96.1
	Subtotal	\$463,715.00		\$463,715.00	\$98,915.71	\$98,915.71	\$364,799.29	78.7
4. Capital Outlays								
4.3	Equipment	\$16,000.00	\$0.00	\$16,000.00	\$218.35	\$218.35	\$15,781.65	98.6
4.4	Computers	\$500.00	\$0.00	\$500.00	\$26.96	\$26.96	\$473.04	94.6
4.5	Books	\$65,000.00	\$0.00	\$65,000.00	\$10,385.55	\$10,385.55	\$54,614.45	84.0
4.6	Periodicals and Newspapers	\$5,000.00	\$0.00	\$5,000.00	\$319.92	\$319.92	\$4,680.08	93.6
4.74	DVD	\$9,800.00	\$0.00	\$9,800.00	\$1,738.67	\$1,738.67	\$8,061.33	82.3
4.75	Audiobooks	\$5,200.00	\$0.00	\$5,200.00	\$561.86	\$561.86	\$4,638.14	89.2

#98,915.71

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!
	Subtotal	\$101,500.00		\$101,500.00	\$13,323.72	\$13,323.72	\$88,176.28	86.9
	Grand Total	\$1,478,334.00	\$0.00	\$1,478,334.00	\$349,592.07	\$349,592.07	\$1,128,741.93	76.4

1017,625

\$344,873

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



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.

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
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.

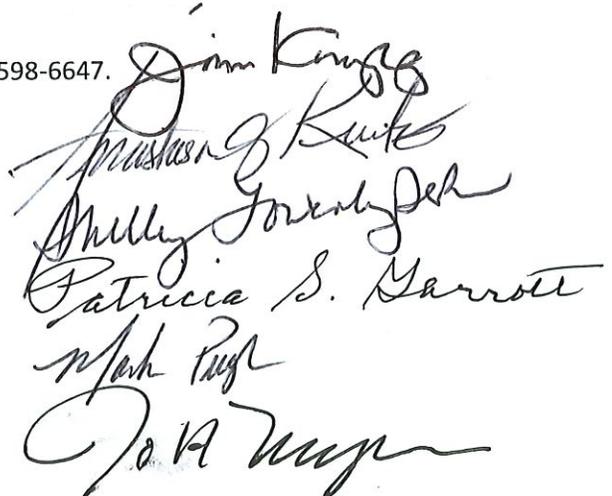
Mr. Schenkel, we thank you for this opportunity and look forward to working with you on this project. The fees for services contained in this proposal are valid for one year from the date of this letter. If the terms of this proposal are agreeable, we can begin the work immediately.

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 April, 2023

1. **100 years!** The library's task force composed of staff and Library Foundation members is planning a year-long celebration of the Library's 100th year of service to the Community.

Celebrations will begin on Monday, May 1 with a special birthday party for the Library in the Children's Room. Special treats for library visitors will be available at the public service desks on the first and second floors (and in the Book Cellar). Our thanks to Fresh Thyme for their coming donation of cookies for May 1! More celebrations will be announced in the weeks and months to come.

2. **It's a busy Spring for the Library and our community!**

- a. **The 2023 Record Store Day** is scheduled for Saturday, April 22 in Chauncey Plaza!*

- b. **The BIG READ** kick-off program is scheduled for Wednesday afternoon, April 26*

- c. And looking ahead – the **Library's Summer Reading programs** for kids, teens, and adults will begin in late May/early June!

3. **Longtime employee Ruth Cushman ended her full time work with the Library on Friday, April 7.** She will continue to work some part time hours each week into May. Ruth began her work at the Library as a volunteer in the early 1980's and since joining the full time staff has been responsible for significant changes to the Library's circulation services and more recently, the Library new Book Cellar.

4. **With 33% more floor space to offer our community, the Library continues to be BUSY** March saw **14,786** visits to our Library; February saw 14,240 visit us; January saw 12,694 people visit our Library. We continue to see 500+ visitor use days as we move into April.

5. **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. **We averaged over 17,700 physical items circulated** each month January, February and March!

6. And the **Library's Facebook page** continues to reach out; nearly **3,400** folks follow our page!
7. **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 once a month on a Saturday – this month Super Saturday will be part of Record Store Day. **The income for March was \$1,540**; February was \$1,295; January was \$1,268; and in December the Book Cellar sold \$1,298.

The Book Cellar
Super Saturday
Music Sale
Saturday, April 22nd
10am - 6pm
50% off Music CDs

Starting at 1pm on Chauncey Avenue Plaza, visit **Record Store Day @ the Library** and receive a Book Cellar coupon for a free LP record with any purchase of \$1 or more.*

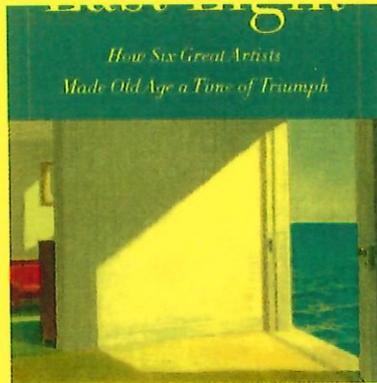
Limit 10 items per customer during Book Cellar Saturday events.

*Coupon valid for LP records priced \$2 or less.

8. **The staff committee I've set up to write a new Long Range Plan for the Library** will have an update for the board on April 12. We all look forward to presenting an updated Long Range Plan for board review in late Spring.
9. **Friends of the Library news:** The Friends Council has decided to declare the Friends of the Library “inactive” for now. With the arrival of the new library director the Friends Council will meet and discuss next steps with the new director.
10. **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.
11. And remember, you can listen to **Nick's book reviews** by clicking on **WBAA's [Nick Schenkel book review page](#)**. **Recent reviews include:**

- “Farmhouse: a picture book” by Sophie Blackall
- “Murder at the Serpentine Bridge” by Andrea Penrose
- “Last Light: How Six Great Artists made Old Age a Time of Triumph”
- “The Paris Bookseller” by Kerri Maher

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

INTERIM LIBRARY MANAGEMENT TEAM proposed by Nick

April 12, 2023

PURPOSE: to provide management of the Library after June 1 until the arrival of the new library director

MANAGEMENT TEAM: two full time library staff members recommended by Nick and ****approved by the library board*****

RESPONSIBILITIES of the MANAGEMENT TEAM: to provide day to day and month to month management of the Library after June 1 until the arrival of the new library director

- It is presumed that Department Heads will manage their library departments as they do now, with minimal management oversight and with active cooperation on cross-department and library-wide services, collections and programs
- In like manner the management team will work together on challenges and problems brought to their attention to arrive at a joint solution. If agreement is not easily found, then one of the management team will have the final say for:
- One of the management team will be responsible for concluding the construction project and for continuing relationships with the Library's banking, insurance and other professional services
- One of the management team will be responsible for personnel matters including library-wide scheduling of staff, programs, and services
- Everyday questions about policy will be jointly managed; if no clear consensus is found the management team will talk with the library board member assigned to work with the team
- **The Library Board will be responsible for**
 - working with appointing authorities for upcoming library board appointments/reappointments
 - ensuring the 2024 budget preparations follow the state mandated calendar
 - approving any one-time or serial expenditures equaling \$2,500 or more

LIBRARY BOARD and MANAGEMENT TEAM: Long term planning will be will be postponed when possible to allow the new library director to take the lead and provide direction