

West Lafayette Public Library Board of Trustees

Meeting Minutes

Monday, June 21, 2023

1. Quorum:

The meeting was called to order at 6:29 pm with the following in attendance

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Shelley Lowenberg De-Boer, Member

Jim Knapp, Member

Ashley Meyer, West Lafayette Public Library

Scott Tracey, West Lafayette Public Library

2. Board Minutes:

The minutes for 05.10.2023 were approved with a motion by Martha Altschaeffl, Secretary, and seconded by Jim Knapp, Member.

Aye votes: All

The minutes for 06.12.2023 were approved with a motion by Mark Pugh, Treasurer, and seconded by Jim Knapp, Member.

Aye votes: All

3. Treasurer's Report and Claims:

Mark Pugh, Treasurer notes he received word the Library's levy for the first half of 2023 should be paid by June, 23.

4. President's Report: N/A

5. Library Report: (see attached)

6. Old Business

a. Report From the Veridus Group

- i. Garage Repairs and lighting: Scott Tracey, West Lafayette Public Library reported on a prior update from the Veridus Group stating the garage repairs, by Western Specialty Contractors are so far under budget and Houston Electric is nearing completion of their lighting project, in the garage.
- ii. Additional construction work and sunset of bond: Scott Tracey, West Lafayette Public Library reported on a prior update from the Veridus Group that the bond issue currently has \$166,627 remaining.

b. Caretaker's Cottage Lease: The Board requested Scott Tracey, West Lafayette Public Library contact the City of West Lafayette to inquire about utility costs and follow-up with Brian Karle of Ball Eggleston (Library counsel) for his opinions on the latest proposal by the City.

7. New Business:

Scott Tracey, West Lafayette Public Library noted the State Board of Accounts would be conducting an audit of the Library in August or September of 2023. In addition, Scott reported on the status of changing names on Library Accounts due to a change of leadership as of July 31, 2023. Finally, Scott

noted he would be working with the Library's healthcare broker for a more competitive Health, Dental, Vision, and disability package to start in January 2024.

8. Topics for future action and discussion:

Martha Altschaeffl, Secretary asked the Board to look into acknowledging donors to the Library during the August 2023 Board meeting.

9. Comments from the Public: N/A

10. Adjourn:

The meeting was adjourned at 6:58 with a motion by Mark Pugh, Treasurer, and seconded by Jim Knapp, Member.

Aye votes: All

A handwritten signature in blue ink that reads "Martha Altschaeffl". The signature is written in a cursive style with a large initial 'M' and 'A'.

Register Of Claims
West Lafayette Public Library
Report Date: From 06/15/23 To 06/21/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10200	393	Amazon Capital Services Inc	Operating	Office Supplies/Program Supplie	\$77.46	06/21/23	
			Operating	Office Supplies/Program Supplie	\$73.78		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$39.95		
				Total this claim	\$191.19		
0	391	Automated Payroll Service	Operating	Other Professional Services/Ban	\$101.30	06/16/23	for payroll of 5/29/23-6/11/23
				Total this claim	\$101.30		
10201	394	CenterPoint Energy	Operating	Gas service	\$56.46	06/21/23	for 5/4/23-6/6/23
				Total this claim	\$56.46		
10202	395	Cincinnati Insurance Co	Operating	Other Insurance: Property and L	\$1,992.00	06/21/23	Automatic voucher--Automobile and Umbrella policies
				Total this claim	\$1,992.00		
10203	397	Duke Energy	Operating	Electricity	\$7,891.55	06/21/23	for 5/3/23-6/2/23 and for 6/3/23-6/8/23
				Total this claim	\$7,891.55		
10204	398	FineTuning	Gift & Memorial Fund	Piano Expenses	\$135.00	06/21/23	Piano Tuning
				Total this claim	\$135.00		
10205	399	Ike's Sewer Service	Operating	Repair & Maintenance Building	\$670.00	06/21/23	Clear back-up in women's restroom
				Total this claim	\$670.00		
10206	400	KONE Inc	Operating	Repair & Maintenance Building	\$922.90	06/21/23	Maintenance coverage for dumbwaiter to 11/30/23
				Total this claim	\$922.90		
10207	401	Metronet	Operating	Telephone and Internet	\$625.41	06/21/23	for 6/8/23-7/7/23
				Total this claim	\$625.41		
0	392	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,308.53	06/16/23	for payroll of 5/29/23-6/11/23
			PERF	Salary and Wages	\$350.50		
				Total this claim	\$1,659.03		
10208	396	The Cookie Cart	Operating	Program Costs	\$600.00	06/21/23	Adult Summer Reading Program on 7/20/23
				Total this claim	\$600.00		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10209	402	Tracey Jen	Operating	Program Costs Grants	\$200.00	06/21/23	CLAW program on June 25th
					Total this claim		
10210	403	Veridus Group Inc	2020 Construction Fund	Other Professional Services/Ban	\$3,398.25	06/21/23	Garage Maintenance Management
					Total this claim		
10211	404	Verizon Wireless	Operating	Telephone and Internet	\$40.03	06/21/23	for 6/2/23-7/1/23
					Total this claim		
10212	389	West Lafayette Public Library Fo	Gift & Memorial Fund	Other	\$609.35	06/21/23	Book Cellar Proceeds for May 2023 minus expenses
					Total this claim		

Total Amount of Claims \$19,092.47

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, June 21, 2023




Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 21st day of June, 2023.





SIGNATURES OF GOVERNING BOARD

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

Bank Balances

West Lafayette Public Library

Report as of: 05/31/23

Bank

1	First Merchants/Lafayette B & T (7920/7939)	\$203,942.86
2	Chase Bank	\$13,553.69
3	Bank of NY Mellon (OR)/2020 OR 550512	\$65,444.89
4	Bank of NY Mellon (SF)/2020 SF 550511	\$352.02
5	Community Foundation	\$15,057.05
6	Petty Cash (in the Library)	\$75.00
7	Chase Bank Savings Account	\$7,285.37
8	First Merchants Construction Account	\$623,072.06
9	Bank of NY Mellon 2019 Paying Agency/342634	\$0.00
10	Bank of NY Mellon 2020 Good Faith/476341	\$0.00
11	Bank of NY Mellon 2020 Construct Fund/476345	\$242,275.80
12	Bank of NY Mellon 2020 Bond Issue Expenses/476355	\$0.53

Total all banks = \$1,171,059.27

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

June activity in First Merchants Bank:

- Starting balance: \$203,942.86
- Deposits so far: \$1,055.98
- Appropriations for June so far: \$136,023.99
- Current balance approximately: \$ 68,974.85



June 21, 2023 LIBRARY REPORT

ADULTS:

Summer Reading Update

256 total adults enrolled, 192 being part of family accounts.

So far, 21 have "finished" the program at 20 hours read.

339 prizes earned, 99 redeemed so far.

Lots of vocal interest and enthusiasm from Purdue students / younger adults, especially from some who have recently moved to the area and hear about SRP at card registration.

NEW for 2023 is an internal staff summer reading program. All staff are invited with 17 participating so far.

Adult Programs

So far this summer, we've had a jigsaw puzzle competition (15 attendees), 2 sessions of string art in the Creativity Lab (22), one WALLA film (26), and Diamond Painting (35). Up next month will be more WALLA films, the Books into Film club, watercolor crafts, and special events such as chocolate bingo, a writer's workshop with author Bryan Furuness (Indiana Humanities grant-funded) and cookie-decorating.

The Creativity Lab will see some redesign in its programming and supply offerings in the next few months after Ashley F. and I evaluated the first year in operation. A notable change so far is the "Sit and Stitch" corner near the front, already seeing decent use from patrons.

Two new staff members are now working on the public desks: Anushka and Lily.

I submitted a grant application to the Community Foundation a few weeks ago asking for \$2,000 to fund the purchase of proper free menstrual product machines (currently we are using plastic containers). I received word yesterday that the grant has been approved. Those machines have been ordered and will hopefully be

installed within the next month. This will make it easier for staff to stock those supplies and will reduce the occasional mess made with the products.

The Book Cellar has its next Super Saturday scheduled for this Saturday, June 24th. We've received MANY large donations these past few weeks, but Megan has been diligently working through it all. The volunteer situation is improving.

CHILDREN'S:

Children's Program (K- 5 or 6 grade)
360 registered
over 3000 log in entries
1066 hours logged.

Early Literacy (0 - 4)
110 registered
900 log in entries
190 hours logged.

We will easily hit 500+ enrollment this year. Current goal is to improve completion rate.

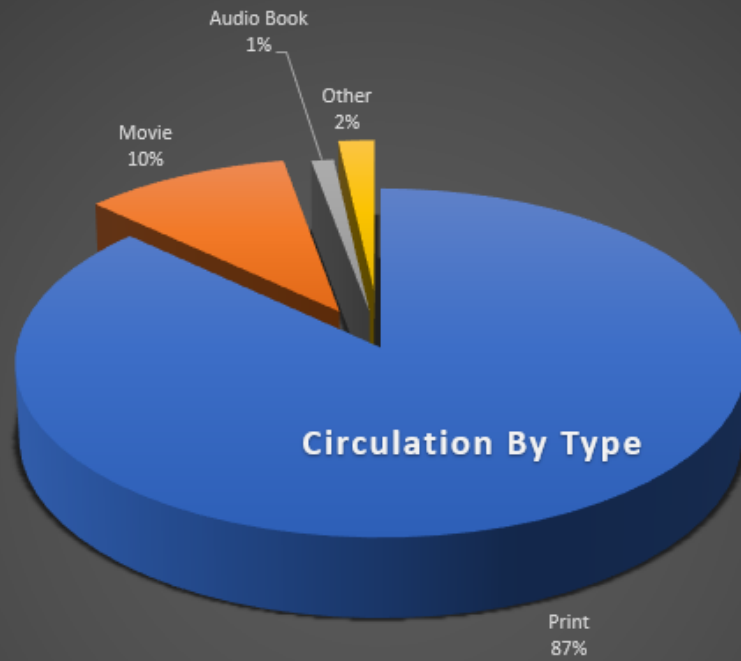
Our Bird Show hosted 137 attendees. Sing Along, Readers' Theatre, Craft programs and regular morning programs have good attendance too.

Thursday Roz Puppets perform The Frog Prince and Thursday, June 29, two shows with LSO percussionist Brandon Lee.

Two new hires for desk service in Children's are working out very well. Collection work steadily continues.

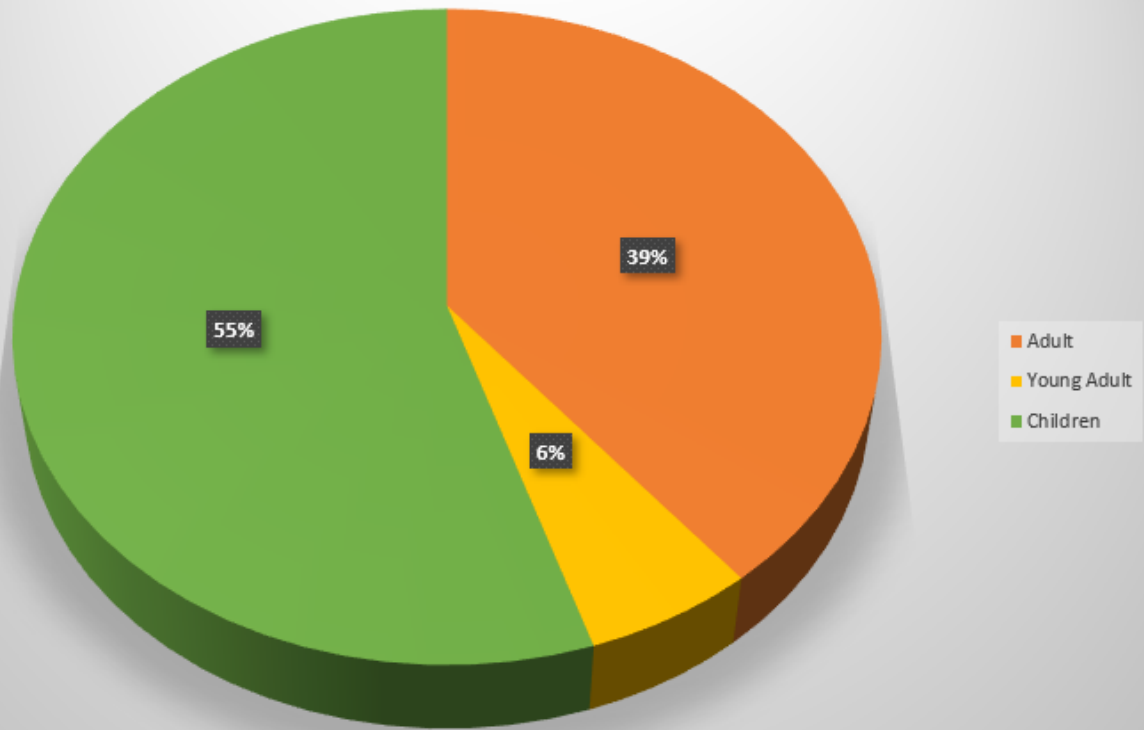
TEENS:

Sum of Count	Column Labels						
	2023-01	2023-02	2023-03	2023-04	2023-05	2023-06	Grand Total
Main Floor - YA/Teen Audiobooks				2			2
Main Floor - YA/Teen Classics	14	8	17	13	14	19	85
Main Floor - YA/Teen Fiction	407	373	544	414	421	329	2488
Main Floor - YA/Teen Graphic Novels	116	116	119	96	123	109	679
Main Floor - YA/Teen Manga	178	215	244	162	121	110	1030
Main Floor - YA/Teen New Arrivals	121	120	180	139	134	107	801
Main Floor - YA/Teen Non-Fiction	29	23	21	17	26	30	146
Main Floor - YA/Teen World Languages						1	1
Grand Total	865	855	1129	848	841	712	5250

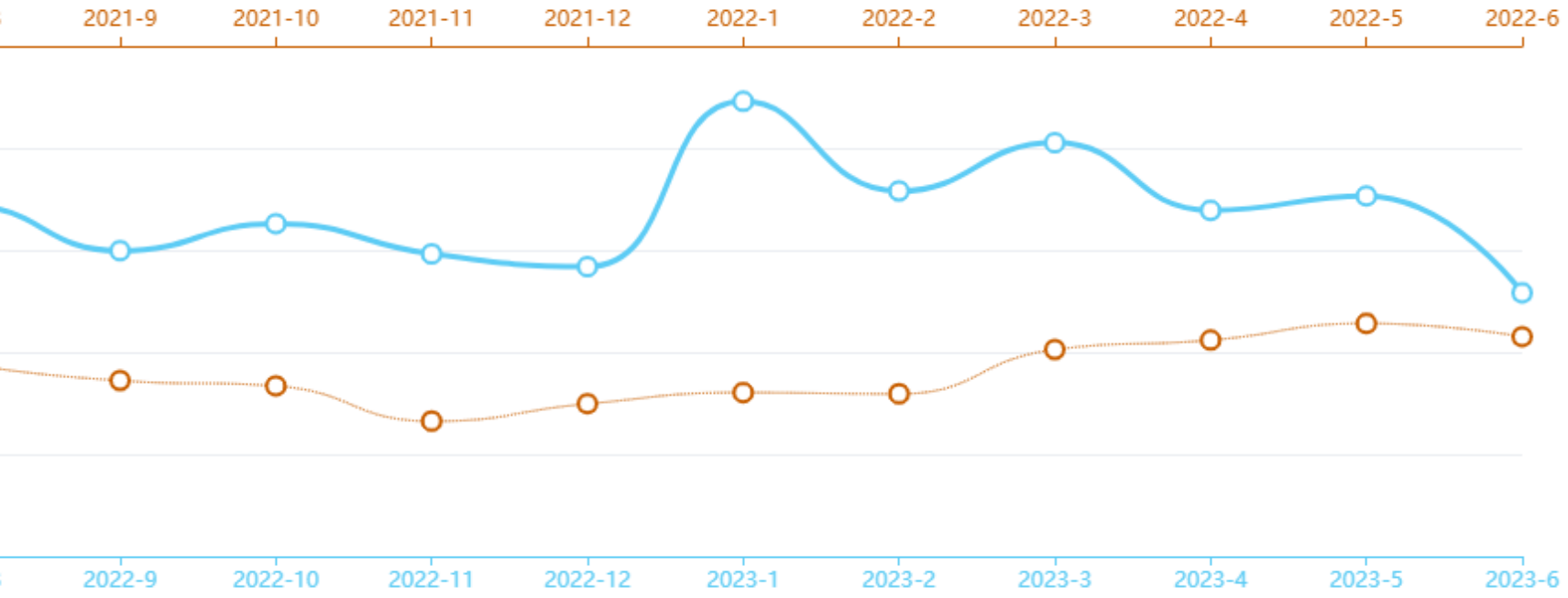


■ Print ■ Movie ■ Audio Book ■ Other

Circulation by Department



—○— Current Year Circulation -○- Last Year Circulation



Circulation From Location Trends

Previous Year

Current Year

