



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, October 11, 2023 - 6:30 PM

208 West Columbia Street, West Lafayette, IN 47906 - Staff Meeting Room 225

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

Phone: (309) 205-3325 - Meeting ID: 817 7130 0774

1. Quorum
2. Board minutes
3. Treasurer's report and claims
  - a. 2024 Budget
    - i. Approve 2024 Budget
  - b. 2023 Budget
4. President's report
5. Library report
6. Old business
  - a. Garage repairs
  - b. Additional construction work and sunset of construction bond
  - c. Caretaker's Cottage lease/MOU with the WLPLF
  - d. Resolution to reduce 2023 budget
  - e. Investment Policy
7. New business
  - a. Collection Development Policy
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

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

1. Quorum

The meeting was called to order at 6:30 pm with the following in attendance

Anastasia Krutulis, President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

Shelley Lowenberg De-Boer, Member (attending remotely)

Jean Sullivan, West Lafayette Public Library Foundation Board

Marra Honeywell, West Lafayette Public Library

Scott Tracey, West Lafayette Public Library

2. Board minutes (see attached)

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

Aye votes:

Anastasia Krutulis, President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

3. Treasurer's report and claims (see attached)

The Claims were accepted with a motion by Martha Altschaeffl, Secretary, and seconded by Jim Knapp, Member

Aye votes:

Anastasia Krutulis, President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

a. 2024 Budget (see attached)

i. Approve 2024 Budget

The 2024 Budget was accepted with a motion by John Meyers, Member, and seconded by Jim Knapp, Member

Aye votes:

Anastasia Krutulis, President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

b. Resolution to reduce 2023 budget (moved from Agenda item 6d, see attached)

The Resolution to Reduce the 2023 budget in the amount of \$180,000 was approved with a motion from Mark Pugh, Treasurer, and seconded by John Meyers, Member

Aye votes:

Anastasia Krutulis, President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

c. Investment Policy (moved from Agenda item 6e, see attached)

The Investment Policy was approved with a motion by John Meyers, Member, and seconded by Mark Pugh, Treasurer

Aye votes:

Anastasia Krutulis, President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

4. President's report

N/A

5. Library report (see attached)

6. Old business

a. Garage repairs

Scott Tracey, West Lafayette Public Library reported repairs are scheduled to be completed by the end of October

b. Additional construction work and sunset of construction bond

Marra Honeywell, West Lafayette Public Library reported the Library is working with bond counsel Ice Miller, advisors Baker Tilly, and Bank of New York Mellon to complete bond expenditures by the end of 2024

c. Caretaker's Cottage lease/MOU with the WLPLF (see attached)

d. Resolution to reduce 2023 budget (moved to 3b)

e. Investment Policy (moved to 3c)

7. New business

a. Collection Development Policy (see attached)

The Collection Development Policy was approved with a motion by John Meyers, Member, and seconded by Mark Pugh, Treasurer

8. Topics for future action and discussion

a. The Library has located a Rembrandt etching. We are confirming if this is legal Library property.

b. The Library will be adding "Positive Pay" to the First Merchants bill-paying bank account in response to a check-washing incident that occurred in September. This will add an additional layer of security to all checks issued; an issued check will have to be confirmed twice

before it is allowed to be deposited by a vendor.

9. Comments from the public

N/A

10. Adjourn

The meeting was adjourned at 7:47 pm

*Martha Altschaffl*

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

Report Date: From 09/14/23 To 09/30/23

<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>
10343	598	Amazon Capital Services Inc	2019 Construction Fund	Equipment	\$1,229.82	09/21/23	
			Operating	Cleaning & Sanitation Supplies	\$48.45		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$154.98		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$224.80		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$218.85		
			Gift & Memorial Fund	Books	\$148.59		
				<b>Total this claim</b>	<u>\$2,025.49</u>		
0	599	Automated Payroll Service	Operating	Other Professional Services/Ban	\$92.95	09/22/23	for payroll of 9/4/23-9/17/23
				<b>Total this claim</b>	<u>\$92.95</u>		
10344	600	CenterPoint Energy	Rainy Day	Gas service	\$53.85	09/21/23	for 8/4/23-9/7/23
				<b>Total this claim</b>	<u>\$53.85</u>		
10345	601	Chase Cardmember Service	Gift & Memorial Fund	Office Supplies/Program Supplie	\$101.76	09/21/23	for 8/17/23-9/16/23
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$158.36		
			Operating	Archival	\$41.90		
			Rainy Day	Databases	\$47.08		
			Rainy Day	Postage	\$154.29		
			Rainy Day	Traveling Expense	\$150.37		
			2019 Construction Fund	Computers	\$133.74		
			Operating	Periodicals and Newspapers	\$109.42		
			Operating	Other Professional Services/Ban	\$98.00		
			Operating	Books	\$158.81		
				<b>Total this claim</b>	<u>\$1,153.73</u>		
10346	602	Cincinnati Insurance Co	Rainy Day	Other Insurance: Property and L	\$1,992.00	09/21/23	Automobile and Umbrella policies
				<b>Total this claim</b>	<u>\$1,992.00</u>		
10347	604	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$372.39	09/21/23	A number of checks, mailed in early August, were stolen from a blue USPS mailbox by a criminal. Cintas reports they did not receive Check #10269, so this transaction will replace that check.
				<b>Total this claim</b>	<u>\$372.39</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>
0	603	Cintas # 366	Operating	Cleaning & Sanitation Supplies	<u>(\$372.39)</u>	09/21/23	A number of checks, mailed in early August, were stolen from a blue USPS mailbox by a criminal. Cintas reports they did not receive Check #10269, so this transaction will replace that check.
				<b>Total this claim</b>	<u>(\$372.39)</u>		
10349	607	DEMCO Inc	Gift & Memorial Fund	Office Supplies/Program Supplie	\$93.62	09/21/23	Office supplies
			2019 Construction Fund	Office Supplies/Program Supplie	<u>\$475.88</u>		
				<b>Total this claim</b>	<u>\$569.50</u>		
0	605	DEMCO Inc	Operating	Office Supplies/Program Supplie	<u>(\$338.03)</u>	09/21/23	A number of checks, mailed in early August, were stolen from a blue USPS mailbox by a criminal. DEMCO reports they did not receive Check #10271, so this transaction will replace that check.
				<b>Total this claim</b>	<u>(\$338.03)</u>		
10348	606	DEMCO Inc	Operating	Office Supplies/Program Supplie	<u>\$338.03</u>	09/21/23	A number of checks, mailed in early August, were stolen from a blue USPS mailbox by a criminal. DEMCO reports they did not receive Check #10271,
				<b>Total this claim</b>	<u>\$338.03</u>		
0	608	Driessen Water Inc	Operating	Repair & Maintenance Building	<u>(\$163.28)</u>	09/21/23	A number of checks, mailed in early August, were stolen from a blue USPS mailbox by a criminal. Driessen reports they did not receive Check #10272, so this transaction will replace that check.
				<b>Total this claim</b>	<u>(\$163.28)</u>		
10350	609	Driessen Water Inc	Operating	Repair & Maintenance Building	<u>\$171.44</u>	09/21/23	A number of checks, mailed in early August, were stolen from a blue USPS mailbox by a criminal. Driessen reports they did not receive Check #10272, so this transaction will replace that check.
				<b>Total this claim</b>	<u>\$171.44</u>		
10351	610	FineTuning	Gift & Memorial Fund	Piano Expenses	<u>\$135.00</u>	09/21/23	Piano Tuning
				<b>Total this claim</b>	<u>\$135.00</u>		
0	630	First Merchants Bank (Lafayette	Transfer Fund	Interbank Transfers	<u>\$177,383.09</u>	09/15/23	Transfer of monies for Construction expenses paid out of 9000147939
				<b>Total this claim</b>	<u>\$177,383.09</u>		
10352	611	Huston Electric Inc	2019 Construction Fund	Repair & Maintenance Garage	<u>\$63,050.00</u>	09/21/23	Garage Lighting LED Retrofit
				<b>Total this claim</b>	<u>\$63,050.00</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>
10353	612	Ike's Sewer Service	Rainy Day	Repair & Maintenance Building	\$325.00	09/21/23	Toilets backed up in 1st floor women's restroom
				<b>Total this claim</b>	<u>\$325.00</u>		
0	614	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$314.12	09/21/23	A number of checks, mailed in early August, were stolen from a blue USPS mailbox by a criminal. IN AM Water reports they did not receive Check #10280, so this transaction will replace that check. Paid by phone on 9/19/23
				<b>Total this claim</b>	<u>\$314.12</u>		
10354	615	Indiana American Water Co Inc	Rainy Day	Water and Waste Disposal Servi	\$322.48	09/21/23	for 8/2/23-8/31/23
				<b>Total this claim</b>	<u>\$322.48</u>		
0	613	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	(\$310.22)	09/21/23	A number of checks, mailed in early August, were stolen from a blue USPS mailbox by a criminal. IN AM Water reports they did not receive Check #10280, so this transaction will replace that check.
				<b>Total this claim</b>	<u>(\$310.22)</u>		
10355	616	Indiana Library Federation	Rainy Day	Professional Meetings	\$300.00	09/21/23	Annual Conference for Scott Tracey
				<b>Total this claim</b>	<u>\$300.00</u>		
10356	617	KONE Inc	Rainy Day	Repair & Maintenance Building	\$1,019.52	09/21/23	Elevator Maintenance Coverage to 9/1/23-11/30/23
				<b>Total this claim</b>	<u>\$1,019.52</u>		
10357	618	Metronet	Rainy Day	Telephone and Internet	\$644.58	09/21/23	for 9/8/23-10/7/23
				<b>Total this claim</b>	<u>\$644.58</u>		
10358	619	MJV Group Inc	Rainy Day	Repair & Maintenance Building	\$1,737.75	09/21/23	Janitor service for September 2023
				<b>Total this claim</b>	<u>\$1,737.75</u>		
10359	620	Mulhaupt's Inc	2019 Construction Fund	Repair & Maintenance Building	\$1,072.00	09/21/23	Replaced door locks--Construction job
				<b>Total this claim</b>	<u>\$1,072.00</u>		
10360	621	netPark Software LLC	Rainy Day	Repair & Maintenance Garage	\$324.50	09/21/23	onthly useage fee for parking garage system for September 2023
				<b>Total this claim</b>	<u>\$324.50</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>
0	596	Payroll	Operating	Library Director	\$3,538.46	09/20/23	for payroll of 9/4/23-9/17/23
			Operating	Full-time Employees	\$11,964.94		
			Operating	Part-time Employees	\$10,081.79		
			Operating	Employer's Share-FICA & Medic	\$1,922.16		
			Operating	Unemployment Compensation	\$36.24		
				<b>Total this claim</b>	<b>\$27,543.59</b>		
0	597	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,736.38	09/22/23	for payroll of 9/4/23-9/17/23
			PERF	Salary and Wages	\$465.10		
				<b>Total this claim</b>	<b>\$2,201.48</b>		
0	622	Showcases	Operating	Office Supplies/Program Supplie	(\$195.48)	09/21/23	A number of checks, mailed in early August, were stolen from a blue USPS mailbox by a criminal. Showcases reports they did not receive Check #10292, so this transaction will replace that check.
				<b>Total this claim</b>	<b>(\$195.48)</b>		
10361	623	Showcases	Operating	Office Supplies/Program Supplie	\$195.48	09/21/23	A number of checks, mailed in early August, were stolen from a blue USPS mailbox by a criminal. Showcases reports they did not receive Check #10292, so this transaction will replace that check.
				<b>Total this claim</b>	<b>\$195.48</b>		
10362	624	Unique Management	Rainy Day	Other Professional Services/Ban	\$223.70	09/21/23	Placements and Notices for August 2023
				<b>Total this claim</b>	<b>\$223.70</b>		
10363	627	Veridus Group Inc	2019 Construction Fund	Other Professional Services/Ban	\$3,150.00	09/21/23	Garage Maintenance Management
				<b>Total this claim</b>	<b>\$3,150.00</b>		
10364	628	Verizon Wireless	Rainy Day	Telephone and Internet	\$40.01	09/21/23	for 8/2/23-9/1/23
				<b>Total this claim</b>	<b>\$40.01</b>		
10365	625	West Lafayette Wastewater Trea	Rainy Day	Water and Waste Disposal Servi	\$1,529.12	09/21/23	for 6/28/23-7/3/23
				<b>Total this claim</b>	<b>\$1,529.12</b>		
10366	626	Western Specialty Contractors	2019 Construction Fund	Repair & Maintenance Garage	\$122,032.80	09/21/23	Garage repair
				<b>Total this claim</b>	<b>\$122,032.80</b>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10367	629	WT.COX Information Services	Gift & Memorial Fund	Periodicals and Newspapers	\$4,835.27	09/21/23	Magazines and newspaper subscriptions for one year
<b>Total this claim</b>					<b>\$4,835.27</b>		

**Total Amount of Claims \$413,769.47**

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.

Thursday, October 5, 2023

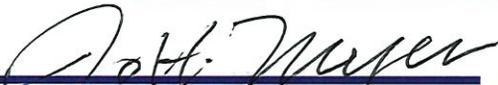
  
Fiscal Officer

**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 5 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$413,769.47

Date this 11 day of 10, 2023.

**SIGNATURES OF GOVERNING BOARD**

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

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

Report Date: From 10/01/23 To 10/11/23

<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>
10386	670	Access Display Group Inc	2019 Construction Fund	Equipment	\$507.15	10/11/23	Floor Display Signs
				<b>Total this claim</b>	<u>\$507.15</u>		
0	641	Amazon Capital Services Inc	Gift & Memorial Fund	Office Supplies/Program Supplie	(\$5.89)	10/02/23	Check #10318 in the amount of \$115.75 was returned unbeknownst to us by our bank. We are reissuing this check.
			Operating	Books	(\$18.99)		
			Operating	Books	(\$14.98)		
			Operating	Books	(\$17.95)		
			Operating	DVD	(\$57.94)		
				<b>Total this claim</b>	<u>(\$115.75)</u>		
10373	642	Amazon Capital Services Inc	Gift & Memorial Fund	Office Supplies/Program Supplie	\$5.89	10/02/23	Check #10318 in the amount of \$115.75 was returned unbeknownst to us by our bank. We are reissuing this check.
			Operating	Books	\$18.99		
			Operating	Books	\$14.98		
			Operating	Books	\$17.95		
			Operating	DVD	\$57.94		
				<b>Total this claim</b>	<u>\$115.75</u>		
10387	671	Amazon Capital Services Inc	Gift & Memorial Fund	Office Supplies/Program Supplie	\$30.97	10/11/23	
			2019 Construction Fund	Computers	\$58.12		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$26.97		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$50.42		
				<b>Total this claim</b>	<u>\$166.48</u>		
0	672	Automated Payroll Service	Operating	Other Professional Services/Ban	\$259.58	10/06/23	for payroll of 9/18/23-10/1/23
				<b>Total this claim</b>	<u>\$259.58</u>		
10388	673	Blackstone Publishing	Gift & Memorial Fund	Audiobooks	\$228.34	10/11/23	Audiobooks
				<b>Total this claim</b>	<u>\$228.34</u>		
0	643	Blackstone Publishing	Operating	Audiobooks	(\$189.35)	10/02/23	Check #10398 in the amount of \$189.35 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	<u>(\$189.35)</u>		
10374	644	Blackstone Publishing	Operating	Audiobooks	\$189.35	10/02/23	Check #10398 in the amount of \$189.35 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	<u>\$189.35</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>
10389	674	BookPage	Gift & Memorial Fund	Periodicals and Newspapers	\$720.00	10/11/23	12 issues 11/2023-10/2024
				<b>Total this claim</b>	\$720.00		
10375	646	Bradford Systems Corp	2019 Construction Fund	Equipment	\$6,410.00	10/02/23	Check #10265 in the amount of \$6410.00 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	\$6,410.00		
0	645	Bradford Systems Corp	2019 Construction Fund	Equipment	(\$6,410.00)	10/02/23	Check #10265 in the amount of \$6410.00 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	(\$6,410.00)		
0	647	Cintas	Operating	Repair & Maintenance Building	(\$536.56)	10/02/23	Check #10321 in the amount of \$536.56 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	(\$536.56)		
10376	648	Cintas	Operating	Repair & Maintenance Building	\$536.56	10/02/23	Check #10321 in the amount of \$536.56 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	\$536.56		
0	649	Cintas # 366	Operating	Cleaning & Sanitation Supplies	(\$90.40)	10/02/23	Check #10322 in the amount of \$90.40 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	(\$90.40)		
10377	650	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$90.40	10/02/23	Check #10322 in the amount of \$90.40 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	\$90.40		
10390	676	Cintas # 366	Gift & Memorial Fund	Cleaning & Sanitation Supplies	\$116.09	10/11/23	Defibrillator and first aid supplies
				<b>Total this claim</b>	\$116.09		
10391	686	Driessen Water Inc	Rainy Day	Repair & Maintenance Building	\$144.75	10/11/23	Culligan Ultrapure
				<b>Total this claim</b>	\$144.75		
10392	683	Elizabeth Mitchell	Gift & Memorial Fund	Program Costs	\$33.71	10/11/23	Travel Expense for Archives Lecture
				<b>Total this claim</b>	\$33.71		

<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>
10393	684	Evergreen Indiana Payment	Rainy Day	Other Professional Services/Ban	\$40.00	10/11/23	3rd quarter 2023 payments to other Evergreen libraries
				<b>Total this claim</b>	<u>\$40.00</u>		
10394	675	Gale/CENGAGE Learning	Rainy Day	eBooks	\$50.00	10/11/23	Gale Ebook Hosting fee
				<b>Total this claim</b>	<u>\$50.00</u>		
10395	679	Haywood Printing Co Inc	Operating	Office Supplies/Program Supplie	\$246.00	10/11/23	A number of checks, mailed in early August, were stolen from a blue USPS mailbox by a criminal. Haywood reports they did not receive Check #10276, so this transaction will replace that check.
				<b>Total this claim</b>	<u>\$246.00</u>		
0	678	Haywood Printing Co Inc	Operating	Office Supplies/Program Supplie	(\$246.00)	10/11/23	A number of checks, mailed in early August, were stolen from a blue USPS mailbox by a criminal. Haywood reports they did not receive Check #10276, so this transaction will replace that check.
				<b>Total this claim</b>	<u>(\$246.00)</u>		
10396	680	hibu Inc--West	Rainy Day	Advertising & Public Notices	\$20.00	10/11/23	Payment 6 of 12
				<b>Total this claim</b>	<u>\$20.00</u>		
10397	681	hoopla	Rainy Day	Databases	\$1,378.75	10/11/23	Digital resources for September 2023
				<b>Total this claim</b>	<u>\$1,378.75</u>		
10378	652	hoopla	Operating	Databases	\$1,254.23	10/02/23	Check #10325 in the amount of \$1254.23 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	<u>\$1,254.23</u>		
0	651	hoopla	Operating	Databases	(\$1,254.23)	10/02/23	Check #10325 in the amount of \$1254.23 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	<u>(\$1,254.23)</u>		
10398	682	Ike's Sewer Service	Rainy Day	Repair & Maintenance Building	\$690.00	10/11/23	Repaired backup in first floor women's restroom twice
				<b>Total this claim</b>	<u>\$690.00</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>
0	631	Ingram Library Services	Gift & Memorial Fund	Books	(\$33.47)	10/02/23	Check #10326 in the amount of \$7869.57 was returned unbeknownst to us by our bank. We are reissuing this check at the request of the vendor.
			Operating	Books	(\$2,675.28)		
			Operating	Books	(\$1,073.53)		
			Operating	Books	(\$4,087.29)		
				<b>Total this claim</b>	<u>(\$7,869.57)</u>		
10399	685	Ingram Library Services	Gift & Memorial Fund	Books	\$1,367.08	10/11/23	
			Gift & Memorial Fund	Books	\$148.91		
			Gift & Memorial Fund	Books	\$2,457.61		
				<b>Total this claim</b>	<u>\$3,973.60</u>		
10368	632	Ingram Library Services	Gift & Memorial Fund	Books	\$33.47	10/02/23	Check #10326 in the amount of \$7869.57 was returned unbeknownst to us by our bank. We are reissuing this check at the request of the vendor.
			Operating	Books	\$2,675.28		
			Operating	Books	\$1,073.53		
			Operating	Books	\$4,087.29		
				<b>Total this claim</b>	<u>\$7,869.57</u>		
0	653	Kanopy Inc	Operating	Databases	(\$201.00)	10/02/23	Check #10328 in the amount of \$201.00 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	<u>(\$201.00)</u>		
10379	654	Kanopy Inc	Operating	Databases	\$201.00	10/02/23	Check #10328 in the amount of \$201.00 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	<u>\$201.00</u>		
10400	687	Mary Sego	Gift & Memorial Fund	Office Supplies/Program Supplie	\$7.46	10/11/23	Display supplies for October
				<b>Total this claim</b>	<u>\$7.46</u>		
0	677	Merchant Services	Operating	Other Professional Services/Ban	\$0.00	10/11/23	VOID
				<b>Total this claim</b>	<u>\$0.00</u>		
10401	688	Midwest Tape LLC	Gift & Memorial Fund	DVD	\$713.95	10/11/23	
			Gift & Memorial Fund	Audiobooks	\$12.99		
				<b>Total this claim</b>	<u>\$726.94</u>		
10369	634	Midwest Tape LLC	Operating	DVD	\$312.09	10/02/23	Check #10330 in the amount of \$312.09 was returned unbeknownst to us by our bank. We are reissuing this check at the request of the vendor.
				<b>Total this claim</b>	<u>\$312.09</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>
0	633	Midwest Tape LLC	Operating	DVD	(\$312.09)	10/02/23	Check #10330 in the amount of \$312.09 was returned unbeknownst to us by our bank. We are reissuing this check at the request of the vendor.
				<b>Total this claim</b>	(\$312.09)		
10402	689	MJV Group Inc	Rainy Day Gift & Memorial Fund	Repair & Maintenance Building Cleaning & Sanitation Supplies	\$1,737.75 \$465.70	10/11/23	Janitor service for October 2023 and janitor supplies
				<b>Total this claim</b>	\$2,203.45		
10370	636	Mulhaupt's Inc	Operating Operating	Repair & Maintenance Building Other Professional Services/Ban	\$132.50 \$12.00	10/02/23	Check #10331 in the amount of \$132.50 was returned unbeknownst to us by our bank. We are reissuing this check at the request of the vendor, plus of \$12 bank fee.
				<b>Total this claim</b>	\$144.50		
0	635	Mulhaupt's Inc	Operating	Repair & Maintenance Building	(\$132.50)	10/02/23	Check #10331 in the amount of \$132.50 was returned unbeknownst to us by our bank. We are reissuing this check at the request of the vendor.
				<b>Total this claim</b>	(\$132.50)		
10403	690	Parker Technology LLC	Rainy Day	Repair & Maintenance Garage	\$311.07	10/11/23	Call Center support for Garage Parking System
				<b>Total this claim</b>	\$311.07		
10380	656	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$311.07	10/02/23	Check #10332 in the amount of \$311.07 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	\$311.07		
0	655	Parker Technology LLC	Operating	Repair & Maintenance Garage	(\$311.07)	10/02/23	Check #10332 in the amount of \$311.07 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	(\$311.07)		
0	667	Payroll	Operating Operating Operating Operating Operating	Library Director Full-time Employees Part-time Employees Employer's Share-FICA & Medic Unemployment Compensation	\$3,538.46 \$11,964.94 \$9,626.88 \$1,887.35 \$29.73	10/04/23	for payroll of 9/18/23-10/1/23
				<b>Total this claim</b>	\$27,047.36		

<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>
0	669	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$3,472.76 \$930.20 <u>\$4,402.96</u>	10/06/23	for payroll of 9/4/23-9/17/23 AND 9/18/23-10/1/23
				<b>Total this claim</b>			
0	668	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	(\$1,736.38) (\$465.10) <u>(\$2,201.48)</u>	10/06/23	We received notice from PERF that our payment for for payroll of 9/4/23-9/17/23 was returned unpaid due to "Frozen" bank account. We made the correction payment on 10/6/23 with payroll of 9/18/23-10/1/23
				<b>Total this claim</b>			
10404	691	Quill Corp	Gift & Memorial Fund Gift & Memorial Fund Gift & Memorial Fund	Office Supplies/Program Supplie Cleaning & Sanitation Supplies Cleaning & Sanitation Supplies	\$179.53 \$55.89 \$52.98 <u>\$288.40</u>	10/11/23	
				<b>Total this claim</b>			
10405	692	Ricoh USA	Rainy Day	Copier/Rental Equipment	\$194.52 <u>\$194.52</u>	10/11/23	for 10/9/23-11/8/23
				<b>Total this claim</b>			
0	657	Scholastic Library Publishing	Gift & Memorial Fund	Books	(\$311.25) <u>(\$311.25)</u>	10/02/23	Check #10335 in the amount of \$311.25 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>			
10381	658	Scholastic Library Publishing	Gift & Memorial Fund	Books	\$311.25 <u>\$311.25</u>	10/02/23	Check #10335 in the amount of \$311.25 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>			
0	659	T-Mobile	Operating	Telephone and Internet	(\$232.05) <u>(\$232.05)</u>	10/02/23	Check #10336 in the amount of \$232.05 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>			
10382	660	T-Mobile	Operating	Telephone and Internet	\$232.05 <u>\$232.05</u>	10/02/23	Check #10336 in the amount of \$232.05 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>			
10406	693	T-Mobile	Rainy Day	Telephone and Internet	\$208.25 <u>\$208.25</u>	10/11/23	Hotspots for for 8/21/23-9/20/23
				<b>Total this claim</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>
0	637	ULINE	Operating	Office Supplies/Program Supplie	(\$153.77)	10/02/23	Check #10337 in the amount of \$153.77 was returned unbeknownst to us by our bank. We are reissuing this check at the request of the vendor.
				<b>Total this claim</b>	(\$153.77)		
10371	638	ULINE	Operating	Office Supplies/Program Supplie	\$153.77	10/02/23	Check #10337 in the amount of \$153.77 was returned unbeknownst to us by our bank. We are reissuing this check at the request of the vendor.
				<b>Total this claim</b>	\$153.77		
10407	694	Veridus Group Inc	2019 Construction Fund	Other Professional Services/Ban	\$3,150.00	10/11/23	Garage Maintenance Management
				<b>Total this claim</b>	\$3,150.00		
10383	664	West Lafayette Public Library Fo	Gift & Memorial Fund	Other	\$726.11	10/02/23	Check #10339 in the amount of \$726.11 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	\$726.11		
0	661	West Lafayette Public Library Fo	Gift & Memorial Fund	Other	(\$747.29)	10/02/23	Check #10297 in the amount of \$747.29 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	(\$747.29)		
0	663	West Lafayette Public Library Fo	Gift & Memorial Fund	Other	(\$726.11)	10/02/23	Check #10339 in the amount of \$726.11 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	(\$726.11)		
10384	662	West Lafayette Public Library Fo	Gift & Memorial Fund	Other	\$747.29	10/02/23	Check #10297 in the amount of \$747.29 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	\$747.29		
0	639	Western Specialty Contractors	2019 Construction Fund	Repair & Maintenance Garage	(\$41,974.20)	10/02/23	Check #10340 in the amount of \$41974.20 was returned unbeknownst to us by our bank. We are reissuing this check at the request of the vendor.
				<b>Total this claim</b>	(\$41,974.20)		
10372	640	Western Specialty Contractors	2019 Construction Fund	Repair & Maintenance Garage	\$41,974.20	10/02/23	Check #10340 in the amount of \$41974.20 was returned unbeknownst to us by our bank. We are reissuing this check at the request of the vendor.
				<b>Total this claim</b>	\$41,974.20		

<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>
0	665	Wintek Corp	Operating	Telephone and Internet	<u>(\$778.80)</u>	10/02/23	Check #10341 in the amount of \$778.80 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	<u>(\$778.80)</u>		
10385	666	Wintek Corp	Operating	Telephone and Internet	<u>\$778.80</u>	10/02/23	Check #10341 in the amount of \$778.80 was returned unbeknownst to us by our bank. We are reissuing this check.
				<b>Total this claim</b>	<u>\$778.80</u>		
10408	695	Wintek Corp	Rainy Day	Telephone and Internet	<u>\$778.80</u>	10/11/23	Equipment rental for November 2023 and monthly Fiber Agreement.
				<b>Total this claim</b>	<u>\$778.80</u>		
10409	696	Zandra Dhue	Operating	Books	<u>\$21.00</u>	10/11/23	Returned lost book previously paid for-- on her daughters (Eliana) account.
				<b>Total this claim</b>	<u>\$21.00</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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**Total Amount of Claims \$45,479.18**

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.

Thursday, October 5, 2023

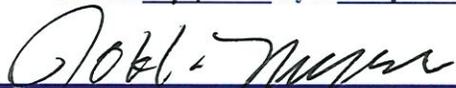
  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this 11 day of 10, 2023.

		_____
		_____
_____	_____	_____

**SIGNATURES OF GOVERNING BOARD**

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

# Financial Report

## West Lafayette Public Library

Report Dates = **09/01/23 to 09/30/23**

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
<b>1. General</b>						
100 Operating	\$139,455.30	\$84,376.43	\$979,470.55	\$67,550.33	\$770,453.22	(\$69,562.03)
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)	\$177,383.09	\$1,748,310.43	\$177,383.09	\$1,959,810.43	\$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	\$884.05	\$9,273.60	\$884.05	\$9,273.60	\$0.00
809 FSA Health	(\$315.48)	\$0.00	\$0.00	\$0.00	\$0.00	(\$315.48)
810 United Healthcare	\$0.00	\$917.64	\$10,567.61	\$917.64	\$10,567.61	\$0.00
<b>Subtotal</b>	(\$67,548.47)	\$263,561.21	\$2,747,622.19	\$246,735.11	\$2,750,104.86	(\$65,065.80)
<b>2. Special Revenue</b>						
200 Gift & Memorial Fund	\$163,996.39	\$7,322.95	\$25,953.43	\$1,680.39	\$10,596.20	\$148,639.16
202 Rainy Day	\$137,060.25	\$9,114.79	\$9,114.79	\$0.00	\$0.00	\$127,945.46
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	\$386.50	\$25,229.69
227 Anna Akley Gift Fund	\$99,480.15	\$0.00	\$45,208.13	\$0.00	\$15,500.00	\$69,772.02
<b>Subtotal</b>	\$425,379.98	\$16,437.74	\$80,276.35	\$1,680.39	\$26,482.70	\$371,586.33
<b>3. Debt Service</b>						
302 BONY Operating and Reserve AKA Debt Service Fund	\$119,413.66	\$0.00	\$0.26	\$0.00	\$11,979.74	\$131,393.14
303 Debt Service Fund (formerly Bond Fund)	\$570,892.30	\$0.00	\$886,281.26	\$0.00	\$562,793.53	\$247,404.57
305 2020 Audit Overage Amount Account	\$79,910.00	\$0.00	\$79,910.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	\$770,215.96	\$0.00	\$966,191.52	\$0.00	\$574,773.27	\$378,797.71
<b>4. Capital Projects</b>						
401 2019 Construction Fund	\$743,671.53	\$236,268.44	\$511,422.12	\$0.00	\$22,087.00	\$254,336.41
402 2020 Construction Fund	\$82,832.75	\$0.00	\$204,728.94	\$0.00	\$121,896.19	\$0.00
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>	\$988,862.28	\$236,268.44	\$716,151.06	\$0.00	\$143,983.19	\$416,694.41
<b>5. Clearing</b>						
800 PLAC	\$867.19	\$0.00	\$0.00	\$0.00	\$0.00	\$867.19
<b>Subtotal</b>	\$867.19	\$0.00	\$0.00	\$0.00	\$0.00	\$867.19
<b>Grand Total</b>	\$2,117,776.94	\$516,267.39	\$4,510,241.12	\$248,415.50	\$3,495,344.02	\$1,102,879.84

**Total all banks = \$1,102,879.84**

Monthly balanced cash flow OPERATING

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	TOTALS
<b>Receipts:</b>													
Property Tax						\$407,022.83							
Circuit Breaker TC													
Property Tax Shortfall													
Auto Excise, CVET, FIT						\$15,201.27							
LIT	\$18,887.58	\$18,887.58	\$18,887.58	\$18,887.58	\$18,887.58	\$18,887.58	\$18,887.58	\$18,887.58	\$18,887.58	\$18,887.58			
Other Misc Revenues	\$5,220.78	\$18,393.31	\$38,315.63	\$3,830.88	\$12,027.04	\$12,035.84	\$4,474.31	\$4,077.36	\$48,662.75				
					\$31,203.00								
<b>Total Receipts</b>	<b>\$24,108.36</b>	<b>\$37,280.89</b>	<b>\$57,203.21</b>	<b>\$22,718.46</b>	<b>\$62,117.62</b>	<b>\$453,147.52</b>	<b>\$23,361.89</b>	<b>\$22,964.94</b>	<b>\$67,550.33</b>				
	Comm Found	Found 2022		Adttl LIT				Foun \$30000					
<b>Disbursements:</b>													
Personnel Services	\$76,576.00	\$76,929.50	\$75,332.07	\$69,046.56	\$100,820.01	\$59,346.15	\$57,274.59	\$59,562.57	\$61,638.97				
Supplies	\$1,751.97	\$2,760.34	\$3,371.87	\$3,082.27	\$1,212.17	\$2,396.74	\$4,782.72	\$2,975.53	\$1,120.74				
Other Services and Charges	\$38,264.32	\$28,139.13	\$30,330.77	\$28,765.77	\$47,196.13	\$32,381.67	\$24,910.61	\$24,675.58	\$12,878.09				
Capital Outlays	\$1,069.76	\$6,841.19	\$5,340.36	\$8,957.27	\$4,182.70	\$6,760.27	\$5,430.66	\$4,626.87	\$8,738.63				
FUND TRANSFERS													
<b>Total Disbursements</b>	<b>\$117,662.05</b>	<b>\$114,670.16</b>	<b>\$114,375.07</b>	<b>\$109,851.87</b>	<b>\$153,411.01</b>	<b>\$100,884.83</b>	<b>\$92,398.58</b>	<b>\$91,840.55</b>	<b>\$84,376.43</b>				
Net Cash Flow	-\$93,553.69	-\$77,389.27	-\$57,171.86	-\$87,133.41	-\$91,293.39	\$352,262.69	-\$69,036.69	-\$68,875.61	-\$16,826.10				
Beginning Cash	\$139,455.30	\$45,901.61	-\$31,487.66	-\$88,659.52	-\$175,792.93	-\$267,086.32	\$85,176.37	\$16,139.68	-\$52,735.93				
Estimated Ending Cash	<b>\$45,901.61</b>	<b>-\$31,487.66</b>	<b>-\$88,659.52</b>	<b>-\$175,792.93</b>	<b>-\$267,086.32</b>	<b>\$85,176.37</b>	<b>\$16,139.68</b>	<b>-\$52,735.93</b>	<b>-\$69,562.03</b>				
Cash Reserve Percentage (15% is good, 50% is best)													Beginning Balance 2024

# Parking Garage Proceeds 2023 Audit Report

SOY Balance

\$0.00
--------

*Report Date: From* 09/01/23 *To* 09/30/23

Receipt #	Date	Description	Explanation	Amount	Memo
520		Parking Receipt	100/318-	\$8.35	
521		Parking Receipt	100/318-	\$231.63	
521		Parking Receipt	100/318-	\$219.75	
521		Parking Receipt	100/318-	\$153.02	
522		Parking Receipt	100/318-	\$210.89	
523		Parking Receipt	100/318-	\$169.28	
524		Parking Receipt	100/318-	\$145.12	
525		Parking Receipt	100/318-	\$249.33	
525		Parking Receipt	100/318-	\$133.56	
525		Parking Receipt	100/318-	\$10.95	
526		Parking Receipt	100/318-	\$96.95	
527		Parking Receipt	100/318-	\$176.87	
528		Parking Receipt	100/318-	\$290.48	
529		Parking Receipt	100/318-	\$242.92	
529		Parking Receipt	100/318-	\$219.17	
529		Parking Receipt	100/318-	\$187.49	
530		Parking Receipt	100/318-	\$107.33	
531		Parking Receipt	100/318-	\$213.70	
532		Parking Receipt	100/318-	\$277.20	
532		Parking Receipt	100/318-	\$153.92	
532		Parking Receipt	100/318-	\$119.50	
533		Parking Receipt	100/318-	\$242.05	
534		Parking Receipt	100/318-	\$155.61	
535		Parking Receipt	100/318-	\$153.20	

<b>Total For 100/318</b>	<b>\$4,168.27</b>
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**Total Receipts : \$4,168.27**

# Parking Garage Proceeds 2023 Audit Report

SOY Balance

\$0.00

*Report Date: From* 09/01/23 *To* 09/30/23

Voucher #	Date	Vendor	Explanation	Amount	Memo
584	09/13/23	Parker Technology LLC	100/3.63-Call Center support for Garage Parking System	\$311.07	
				<b>Total For 100/3.63</b>	<b>\$311.07</b>
621	09/21/23	netPark Software LLC	202/3.63-onthly useage fee for parking garage system for September 2023	\$324.50	
				<b>Total For 202/3.63</b>	<b>\$324.50</b>

Total Expenses to Date: \$635.57

Gain/Loss This Project YTD: \$18,031.54

# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
 Approved by the State Board of Accounts, 2015  
 Prescribed by the Department of Local Government Finance

Budget Form No. 4  
 Generated 10/10/2023 3:59:49 PM

Ordinance / Resolution Number:

Be it ordained/resolved by the **West Lafayette Public Library Board fo Trustees** that for the expenses of **WEST LAFAYETTE PUBLIC LIBRARY** for the year ending December 31, **2024** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **WEST LAFAYETTE PUBLIC LIBRARY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **West Lafayette Public Library Board fo Trustees**.

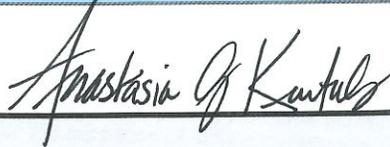
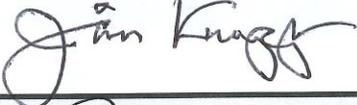
Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
West Lafayette Public Library Board fo Trustees	Library Board	10/11/2023

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$50,260	\$0	0.0000
0101	GENERAL	\$1,491,999	\$966,144	0.1124
0180	DEBT SERVICE	\$890,125	\$618,873	0.0720
		<b>\$2,432,384</b>	<b>\$1,585,017</b>	<b>0.1844</b>

# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
 Approved by the State Board of Accounts, 2015  
 Prescribed by the Department of Local Government Finance

Budget Form No. 4  
 Generated 10/10/2023 3:59:49 PM

Name		Signature
Anastasia Krutulis	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Patricia Garrott	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input checked="" type="checkbox"/>	
Martha Altschaeffl	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Shelley Lowenberg De-Boer	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input checked="" type="checkbox"/>	
Jim Knapp	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
John Meyers	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

ATTEST		
Name	Title	Signature
Mark Pugh	Board Treasurer	

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1      Yes  No

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31      Yes  No

**Note: This resolution is only to be used when appropriations are being reduced and you are showing an amount on line D of the Certified Copy.**

**APPROPRIATION REDUCTION RESOLUTION/ORDINANCE**

Whereas, it has been shown that certain existing appropriations now have unobligated balances that will not be needed for the purposes for which appropriated; now, therefore:

Sec. 1. Be it ordained (resolved) by the Board of Trustees  
 \_\_\_\_\_  
 (Fiscal Body)  
 of West Lafayette Public Library, Tippecanoe County County, that the following  
 (Taxing Unit)  
 existing appropriations be reduced in the following amounts:

Fund Name: <u>General</u>	AMOUNT OF REDUCTION REQUESTED	AMOUNT OF REDUCTION APPROVED BY FISCAL BODY
Major Budget Classification:		
Personnel Services	\$ <u>55,000</u>	\$ <u>55,000</u>
Supplies	\$ _____	\$ _____
Other Services & Charges	\$ <u>110,000</u>	\$ <u>110,000</u>
Township Assistance	\$ _____	\$ _____
Debt Service	\$ _____	\$ _____
Capital Outlays	\$ <u>15,000</u>	\$ <u>15,000</u>
<b>TOTAL for <u>General</u> Fund:</b>	<b>\$ <u>180,000</u></b>	<b>\$ <u>180,000</u></b>

(Repeat for any other funds.)

\*\*\*\*\*  
 Adopted this 11 day of October, 2023.

AYE _____ _____ _____ _____	NAY _____ _____ _____ _____
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ATTEST:  
  
 \_\_\_\_\_  
 Secretary of Fiscal Body



## West Lafayette Public Library

**Subject:** Investments

**Effective Date:** Oct 11, 2023

**Authorized By:** West Lafayette Public Library Board of Trustees

**Review:** 2025

### Procedure/Policy

- New*
- Revised*

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It is the policy of the West Lafayette Public Library ("the Library") to invest its funds in a manner that will provide the maximum security with the highest investment return, while meeting the daily cash flow needs of the Library and complying with Indiana Code (IC) 5-13-9.

### INVESTMENT OBJECTIVES

The primary objectives of the Library's investment activities shall be:

- Safety
  - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- Liquidity
  - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- Return
  - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.



### **AUTHORIZED INVESTMENT INSTRUMENTS**

Library funds shall be invested only in the manner permitted under IC 5-13-9 and shall be made through depositories designated by the State Board of Finance as depositories for state deposits under IC 5-13-9.5.

### **DEPOSIT OF FUNDS**

All public funds of the West Lafayette Public Library shall be deposited in the designated depositories located in the territorial limits of the Library District. (IC 5-13-8-9). The fiscal officer of the Library shall maintain deposits that are invested or reinvested in at least two (2) of the Library's designated depositories. (IC 5-13-9-4)

Funds received by the Library shall be deposited in one or more designated depositories not later than the business day following receipt. Fees or expenses collected through the course of regular business totalling less than \$500 may be deposited two business days following receipt. (IC 5-13-6-1)

### **Electronic Transfer**

The following type of transactions may be conducted by electronic transfer between financial institutions in order to expedite the transfer of funds as well as maximize interest earnings:

1. Transfer to cover expenditures for payroll for library employees.
2. Transfer to pay debt service payments.
3. Other transfers with the approval of the library director.

The Library will maintain appropriate documentation of the transactions so these may be audited as required by statute.

### **INTEREST EARNINGS**

All interest derived from an investment by the Library's fiscal officer shall be receipted to the fund of which they are a part.

### **INVESTMENT ACTIVITY REPORT**

The Library Director shall provide a written report to the Board of Finance concerning the investment of West Lafayette Public Library funds annually at a meeting held on or before the last day of January.



## Adult Collection Analysis

compiled by Ashley Meyer, Adult Department Head

**14%**  
Dead on Arrival

**35%**  
0 circulation  
since 2018

**16 yrs**  
median age of  
adult books

**299**  
Materials Requests  
filled in 2023

- **Review of copies in well-loved condition**
  - Items that have been worn, damaged, or stained will be considered for replacement or retirement
- **Revised ordering process for new materials**
  - Beginning in 2024, MLS-degreed staff will be assigned fiction genres and nonfiction categories to give specialized individual attention to each section; this will also make selecting materials less time-consuming compared to our current practice.
- **Expanded marketing**
  - Feature more dynamic shelving arrangements, signage, themed displays, and front facing materials to draw attention and interest the collection. Utilize social media to promote new and seasonal reads.
- **Increased promotion of Materials Request form**
  - We want to add the materials that our patrons want to read! By encouraging the use of our request form, we will have more direct feedback for titles of interest.
- **Careful deselection of items that are no longer popular**
  - Staff will consider the removal of items that haven't been checked out in a significant amount of time. This will free up shelf space for the newer items that our patrons really want.
- **Alternative shelving for materials supporting Evergreen Indiana**
  - Our collection contains many items that are no longer of interest to our community BUT are still enjoyed by readers around the state through the Evergreen system. These items will find a home in our storage - so they are still available to be transited but free up room on the main floors for our own patron's interests.

### MONTHLY STATISTICS

**15,390**  
Visits

**18,892**  
Circulation

**81%**  
Requested  
material  
type - Book

**857**  
Program  
Attendance

**330**  
New Card  
Registration



## **Caretaker's Cottage at Grand View Cemetery**

***September 2023***

The West Lafayette Public Library Foundation will work with the West Lafayette Public Library to share management responsibilities as delineated in this document for the initial year of Caretaker's Cottage at Grand View Cemetery ("the Cottage") operations in 2024.

### **Timeline**

October 2023 – Library Board signs the lease

November 2023 – Library Board of Trustees and Foundation craft MOU

December 2023 –

    Redevelopment Commission makes final approval

    Furniture/fixtures etc ordered and tagged

January/February 2024 – Items installed at the Cottage

March 2024 – soft opening

April 2024 – opening celebration

October 2024 – consideration for Lease Renewal by WLPL Board

### **Agreed upon parameters for Cottage Management**

This is a cooperative program between the Library Local History and Archives Department and a task driven volunteer led committee established by the Library Foundation. The Caretaker's Cottage will operate as a pilot program for 2024.

**The Library Foundation** will recruit, train and manage volunteers and generate marketing and publicity for the Cottage. Volunteers will open the space, welcome visitors and provide information as needed. Day to day operations will be managed by the Library Foundation.

**The Library** will curate materials for display, work with community partners, and develop programs utilizing the Cottage space as well as connecting to Cottage exhibits at the WLPL. Library will carry general liability insurance for the site. The Library will maintain a dropbox at that location for library at the Cottage.

As the lease holder, the library will be responsible for all expenses, utilizing funds from existing sources. Library staff will record hours spent on Cottage projects. Any additional expenses incurred will be paid for by the Library, with reimbursement from the Library Foundation upon request.



## West Lafayette Public Library

**Subject:** Collection Development Policy

**Effective Date:**

**Authorized By:**

**Review:**

### Procedure/Policy

- New*
- Revised*

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#### Purpose of Policy

The Collection Development Policy serves as a guide to the methods and rationale used by staff when making collection development decisions for the Library. It is centered on professional best practices, including the American Library Association's Library Bill of Rights and Freedom to Read statements.

#### Responsible Parties

The Library Board of Trustees will adopt and regularly review a Collection Development Policy. The Library Director will be responsible for interpreting and enforcing the Policy and allocating financial resources for the acquisition of materials. The Director will assign collection development tasks, including selecting and deselecting, to Library staff with appropriate training and areas of expertise.

#### Scope of Collection

West Lafayette Public Library is a popular materials library and collects materials to serve the informational and recreational interests of residents of West Lafayette and Tippecanoe County. Materials will represent the diversity of residents and provide access to a variety of views and topics, even if the content may be controversial or unacceptable to others. West Lafayette Public Library is a member of the Evergreen Indiana Consortium which grants patrons access to a wider selection of materials than found within the building.

Materials are purchased in a variety of formats to meet the various goals of the Library and needs of the community. Decisions are made based on availability, cost, increased patron accessibility, durability, and popular demand.



## **Special Collections**

### *Local History*

The focus of the Library's Local History Collection is the city of West Lafayette. The Archivist will actively seek out and accept donations that further cultivate the Local History collection. Items added to the local history collection include documents, photos, audio materials, digital video, film reels, scrap books, and diaries.

## **Selection Criteria**

General selection criteria for all areas will include the following:

- Quality of writing and illustration (where relevant)
- Accuracy and authoritativeness of material
- Date of publication and currency of information
- Physical quality of the material
- Popular interest on a local, national, or global scale
- Cost to acquire and maintain the item
- Contribution to the breadth and depth of the collection
- Availability through alternative lenders or digital resources
- Library's capacity in regards to maintenance, safety, or space

## **Selection Tools**

Selection of materials is guided by a variety of resources including professional review journals, popular media, industry awards and recognitions, and retail trends.

## **Patron Requests**

West Lafayette Public Library welcomes patron requests for materials and strives to satisfy these requests. Materials requested by patrons will be considered for purchase with attention given to the criteria listed above. The Library reserves the right to not purchase any item for any reason. Interlibrary Loan is considered an extension of the Library's collection and will be considered for materials that will not have continued local demand or do not meet the selection criteria.

## **Gifts & In Memoriam Items**

Items donated may be added to the collection, sold in the library book sale, or offered to organizations for charitable use or resale. Gift materials added to the collection will be subject to the same selection and deselection terms as other materials.



### **Deselection Criteria**

All selection and deselection of materials for West Lafayette Public Library is done with the library's mission and the needs of our users in mind. Materials are continually evaluated to determine that the collection is serving the community. When done with care and intention, collection management improves the utility, attractiveness, and vitality of the public library.

An item is considered for withdrawal when it is:

- Inaccurate or outdated
- Worn beyond repair
- Superseded by a newer edition or different work
- No longer circulating and determined to not meet community needs
- A duplicate copy of a low-demand title

Items that meet criteria for withdrawal are reviewed carefully by qualified library staff before being removed from the collection.

Deselected materials will be recycled. Items in acceptable condition may be offered to community members, organizations for charitable use or resale.

### **Requests For Reconsideration**

Refer to the Request for Reconsideration Procedure