



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, December 13, 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. Library Report
 - a. Grand View Cottage Update with Devon Roddel, Local History Librarian
4. Treasurer's report and claims
5. President's report
6. Old business
 - a. 2024 Salary Schedule
 - b. 2024 Cost of Living Adjustment
7. New business
 - a. Long Range Plan
 - b. Book Cellar - Used Book Vendor Update
 - c. Library staffing updates
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

West Lafayette Public Library Board of Trustees

Meeting Minutes

December 13, 2023

1. Quorum

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

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

Shelley Lowenberg De-Boer, Member

Jean Sullivan, West Lafayette Public Library Foundation Board

Marra Honeywell, West Lafayette Public Library

Scott Tracey, West Lafayette Public Library

Devon Roddel, West Lafayette Public Library

2. Board minutes (see attached)

The minutes were approved with a motion by Patricia Garrott, Vice President, and seconded by Mark Pugh, Treasurer

Aye votes:

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

Shelley Lowenberg De-Boer, Member

3. Library Report (see attached)

a. Grand View Cottage Update with Devon Roddel, Local History Librarian

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

The Claims for 11.09-11.27 were accepted with a motion by Jim Knapp, Member, and seconded by Patricia Garrott, Vice President

Aye votes:

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

Shelley Lowenberg De-Boer, Member

The Claims for 11.28-12.13 were accepted* with a motion by Jim Knapp, Member, and seconded by Patricia Garrott, Vice President

Aye votes:

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

Shelley Lowenberg De-Boer, Member

* The claim check for Western Specialty Contractors, in the amount of \$39,060.00, was withheld pending review and acceptance from Scott Senefeld, from the Veridus Group

5. President's report

N/A

6. Old business (see attached)

a. 2024 Salary Schedule

The 2024 Salary Schedule was accepted* with a motion by Mark Pugh, Treasurer, and seconded by John Meyers, Member

Aye votes:

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

Shelley Lowenberg De-Boer, Member

b. 2024 Cost of Living Adjustment

The 2024 Cost of Living Adjustment at the rate of 2% was accepted with a motion by Patricia Garrott, Vice President, and seconded by Mark Pugh, Treasurer

Aye votes:

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

Shelley Lowenberg De-Boer, Member

7. New business

a. Long Range Plan

The Long Range Plan was accepted with a motion by Mark Pugh, Treasurer, and seconded by Martha Altschaeffl, Secretary

Aye votes:

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

Shelley Lowenberg De-Boer, Member

- b. Book Cellar - Used Book Vendor Update
Marra Honeywell, West Lafayette Public Library reported that the Library had entered into an agreement with Thrift Books to help sell damaged and long-unsold books from the Book Cellar
 - c. Library staffing updates
N/A
8. Topics for future action and discussion
 9. Comments from the public
 10. Adjourn The meeting was adjourned at 8:07 pm

Martha Attchayff

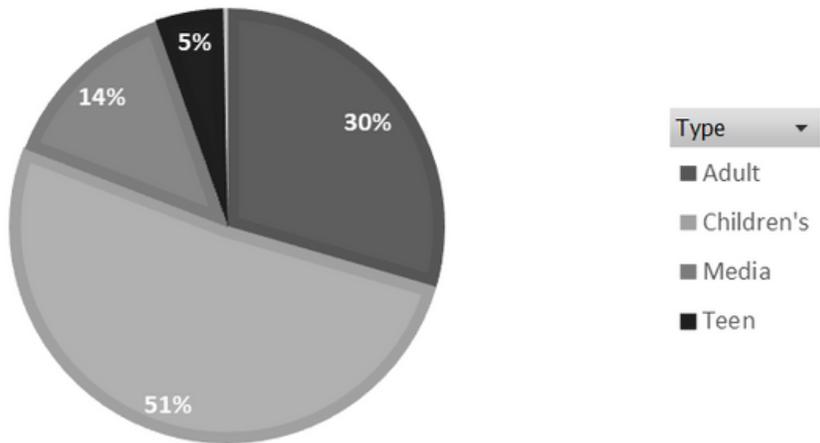
WLPL Team Maddie Bower



Maddie was hired as the Public Services Librarian in August 2023. She is the first face that many of our patrons see when they walk in the door or need help finding materials. Maddie is responsible for many of the day-to-day activities on our InfoDesk, including setting the schedule for our Library Assistants, creating book displays, and Interlibrary Loans .

Maddie is finishing her first semester of graduate work in her Master’s in Library Science at IUPUI. Her undergraduate degrees are in History and Art History, and she brings experience from other local and regional library systems. She is looking forward to a long career in library services.

Item Circulation by Age Group



MONTHLY STATISTICS

13,779
Visits

17,479
Circulation

27
Number of programs

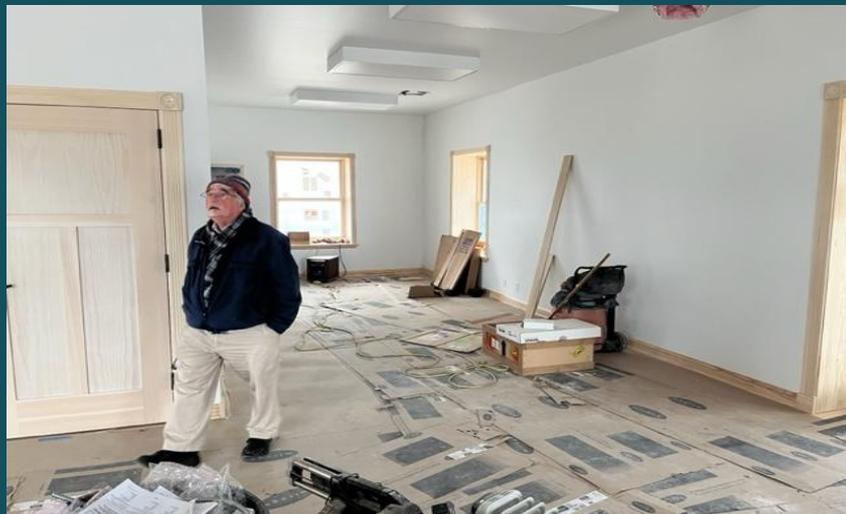
691
Program Attendance

280
Study Rooms Uses

West Lafayette Public Library at

Grand View Cottage

Sharing Local History with the Community





Vision

Looking Back

The cottage location at Grand View Cemetery is symbolic of what our goal is with opening and maintaining the center; namely connecting folks with the legacy of their community.

Moving Forward

The Cottage location speaks to the dedication that our community has for both Historic Preservation and Local History. Our original idea has blossomed: what we envision this space as exhibition, but also an exciting opportunity to deliver Library services to patrons in the heart of West Lafayette.

Visualizing This Space



78" x 48" x 18"



48" x 12" x 12"

**Example only. Select size before purchasing.*



Visualizing This Space



40" x 36" x 14"

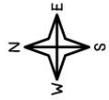


24" x 18" x 3"

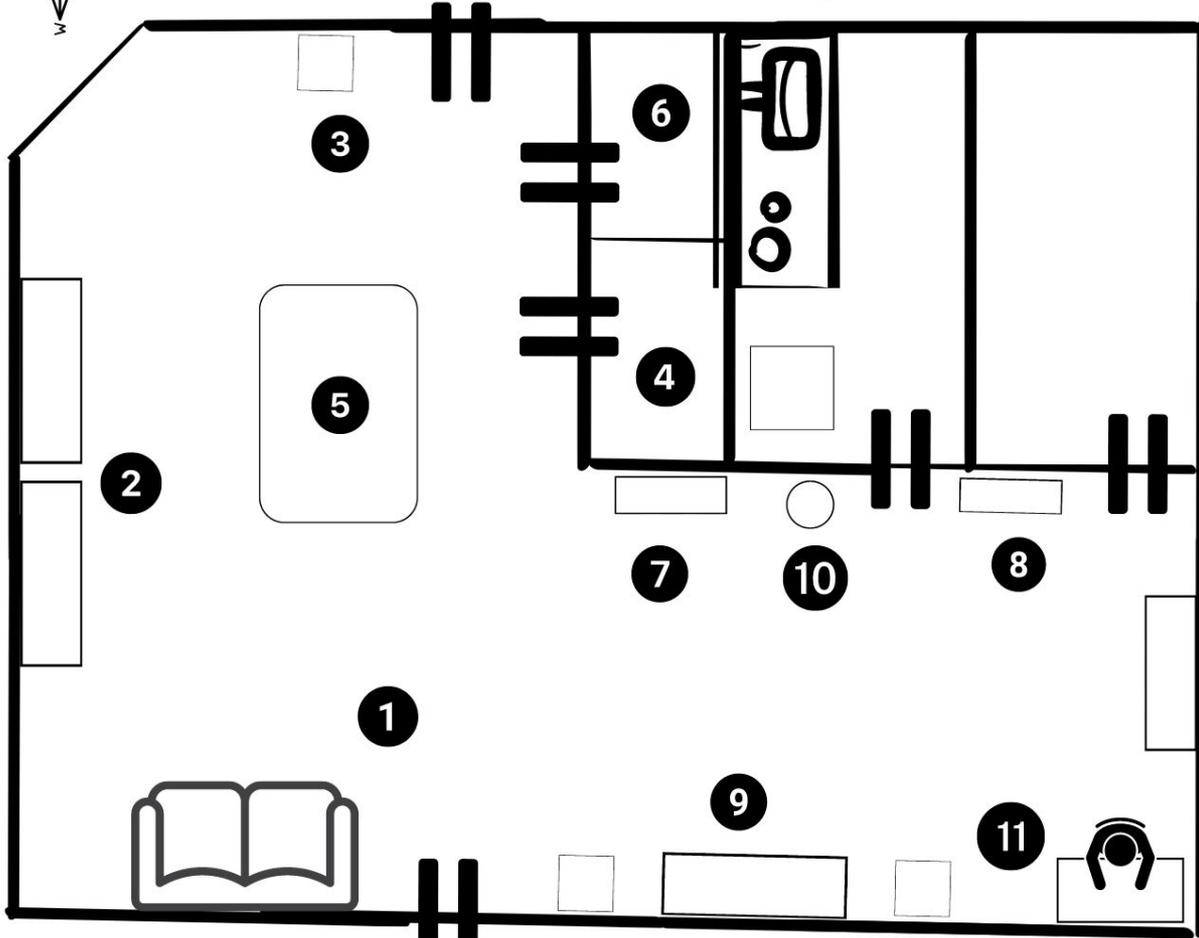


Visualizing This Space





Cottage Layout



- 1 **Sofa**
- 2 **Display Area 1**
- 3 **Display Area 2**
- 4 **Custodial Closet**
- 5 **Publicity/Welcome Table**
- 6 **Storage Closet**
- 7 **Display Area 3**
- 8 **Alt. Holds Bookshelf Optional**
- 9 **Display Area 4 (Main Display)**
- 10 **Watercooler and Mini Fridge**
- 11 **Staff/Volunteer Work Station**



A Hybrid Space

- Community Partnerships
- Volunteer Opportunities
- Museum-style Exhibitions
- Fundraising Opportunities
- Small Event Space

Proposed date for cottage event where community members can see Cottage and possibly donate

The Cottage opens for March - November 2023

The Cottage closes for the winter season.



Tentative date for a WLPL Board and Foundation grand tour of the finished Cottage

Tentative date for a special fundraising event at and for the Cottage

Register Of Claims
West Lafayette Public Library
Report Date: From 11/09/23 To 11/27/23

<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>
10466	799	Amazon Capital Services Inc	Gift & Memorial Fund	Books	\$99.98	11/27/23	
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$46.18		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$106.20		
			Gift & Memorial Fund	DVD	\$59.90		
			2019 Construction Fund	Equipment	\$113.48		
			Rainy Day	Postage	\$4.84		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$162.86		
				Total this claim	\$593.44		
0	800	Automated Payroll Service	Operating	Other Professional Services/Ban	\$92.95	11/17/23	for payroll of 10/30-11/12/23
				Total this claim	\$92.95		
10467	801	CenterPoint Energy	Rainy Day	Gas service	\$108.85	11/27/23	for 10/6/23-11/3/23
				Total this claim	\$108.85		
10468	802	ChamberCare Health Alliance	Operating	Employer's Contribution-Gp. Ins	\$360.00	11/27/23	Product dues for enrollment in healthcare system 10/1/23-9/30/24
				Total this claim	\$360.00		
0	833	Chase Bank	Rainy Day	Other Professional Services/Ban	\$30.73	11/15/23	Account Analysis Settlement Charge
				Total this claim	\$30.73		
10469	803	Chase Cardmember Service	Rainy Day	Other Professional Services/Ban	\$67.48	11/27/23	for 10/17/23-11/16/23
			Rainy Day	Professional Meetings	\$696.25		
			Rainy Day	Databases	\$47.08		
			Gift & Memorial Fund	Periodicals and Newspapers	\$80.00		
			Gift & Memorial Fund	DVD	\$23.99		
			Rainy Day	Postage	\$164.29		
			Rainy Day	Program Costs	\$10.00		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$226.94		
			Rainy Day	Traveling Expense	\$39.14		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$103.68		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$104.38		
			Operating	Traveling Expense	\$22.03		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$18.09		
				Total this claim	\$1,603.35		

<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>
10470	804	Cintas	Rainy Day	Repair & Maintenance Building	<u>\$250.78</u>	11/27/23	clean mats
				Total this claim	<u>\$250.78</u>		
10471	805	CNA Surety Direct Bill	Rainy Day	Insurance: Official Bonds	<u>\$100.00</u>	11/27/23	Bond insurance from 1/1/24-12/31/24
				Total this claim	<u>\$100.00</u>		
10472	806	Diane Walkup	Rainy Day	Traveling Expense	<u>\$18.34</u>	11/27/23	Travel to Brookston. 28 miles @.655/mile
				Total this claim	<u>\$18.34</u>		
10473	807	Duke Energy	Rainy Day	Electricity	<u>\$9,778.00</u>	11/27/23	for 10/4/23-11/2/23
				Total this claim	<u>\$9,778.00</u>		
10474	808	Ike's Sewer Service	Rainy Day	Repair & Maintenance Building	<u>\$345.00</u>	11/27/23	Toilets backed up in 1st floor women's restroom
				Total this claim	<u>\$345.00</u>		
10475	809	Indiana American Water Co Inc	Rainy Day	Water and Waste Disposal Servi	<u>\$337.98</u>	11/27/23	for 10/3/23-10/31/23
				Total this claim	<u>\$337.98</u>		
10476	810	Metronet	Rainy Day	Telephone and Internet	<u>\$633.43</u>	11/27/23	for 11/8-12/7/23
				Total this claim	<u>\$633.43</u>		
10477	811	netPark Software LLC	Rainy Day	Repair & Maintenance Garage	<u>\$324.50</u>	11/27/23	Monthly useage fee for parking garage system for November 2023
				Total this claim	<u>\$324.50</u>		
0	797	Payroll	Operating	Library Director	\$3,538.46	11/15/23	for 10/30/23-11/12/23
			Operating	Full-time Employees	\$11,964.94		
			Operating	Part-time Employees	\$10,399.21		
			Operating	Employer's Share-FICA & Medic	\$1,946.44		
			Operating	Unemployment Compensation	<u>\$24.92</u>		
				Total this claim	<u>\$27,873.97</u>		
0	798	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,736.38	11/17/23	for 10/30/23-11/12/23
			PERF	Salary and Wages	<u>\$465.10</u>		
				Total this claim	<u>\$2,201.48</u>		
10478	812	Quality Plumbing and Heating In	Rainy Day	Repair & Maintenance Building	<u>\$4,880.00</u>	11/27/23	Preventative Maintenance
				Total this claim	<u>\$4,880.00</u>		
10479	819	Ricoh USA	Rainy Day	Copier/Rental Equipment	<u>\$194.52</u>	11/27/23	for 12/9/23-1/8/24
				Total this claim	<u>\$194.52</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>
10480	813	Scott Tracey	Rainy Day	Traveling Expense	\$81.22	11/27/23	Travel to 2023 ILF Conference. 124 miles @.655/mi
				Total this claim	\$81.22		
10481	818	Troy Brooks	Rainy Day	Program Costs	\$75.00	11/27/23	Tarot Program on 12/2/23
				Total this claim	\$75.00		
0	814	Unique Management	Operating	Other Professional Services/Ban	(\$180.70)	11/27/23	Check #10295 in the amount of \$192.35 was stolen from a blue USPS mailbox. A replacement check is needed.
				Total this claim	(\$180.70)		
10482	815	Unique Management	Operating	Other Professional Services/Ban	\$180.70	11/27/23	Check #10295 in the amount of \$192.35 was stolen from a blue USPS mailbox. A replacement check is needed.
				Total this claim	\$180.70		
0	831	United HealthCare	Operating	Employer's Contribution-Gp. Ins	\$28.80	11/13/23	Employee insurance
				Total this claim	\$28.80		
10483	816	Veridus Group Inc	2019 Construction Fund	Other Professional Services/Ban	\$1,875.00	11/27/23	Garage Maintenance Management
				Total this claim	\$1,875.00		
10484	817	Verizon Wireless	Rainy Day	Telephone and Internet	\$40.01	11/27/23	for 10/2/23-11/1/23
				Total this claim	\$40.01		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$51,827.35

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, December 7, 2023


Fiscal Officer

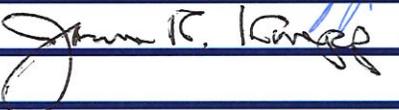
ALLOWANCE OF VOUCHERS

(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 13th day of December, 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 11/28/23 To 12/13/23

<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>
0	836	Amazon Capital Services Inc	Gift & Memorial Fund	Office Supplies/Program Supplie	\$59.75	12/13/23	
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$42.91		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$161.08		
				Total this claim	<u>\$263.74</u>		
0	837	Automated Payroll Service	Rainy Day	Other Professional Services/Ban	\$249.33	12/01/23	for payroll of 11/13/23-11/26/23
				Total this claim	<u>\$249.33</u>		
0	861	AWE Acquisition Inc	Gift & Memorial Fund	Computers	\$632.50	12/13/23	Early literacy unit damaged--repaired
				Total this claim	<u>\$632.50</u>		
0	838	Bank of New York Mellon (Admi	Debt Service Fund (form	Other Professional Services/Ban	\$750.00	12/13/23	Paying Agent Fee 11/26/23-11/25/24
				Total this claim	<u>\$750.00</u>		
0	839	Blackstone Publishing	Gift & Memorial Fund	Audiobooks	\$644.38	12/13/23	Audiobooks
				Total this claim	<u>\$644.38</u>		
0	840	Cintas	Rainy Day	Repair & Maintenance Building	\$175.09	12/13/23	clean mats
				Total this claim	<u>\$175.09</u>		
0	841	DEMCO Inc	Gift & Memorial Fund	Office Supplies/Program Supplie	\$1,461.14	12/13/23	
				Total this claim	<u>\$1,461.14</u>		
0	843	Duke Energy	Rainy Day	Electricity	\$9,229.08	12/13/23	for 11/3/23-12/2/23
				Total this claim	<u>\$9,229.08</u>		
0	842	EnvisionWare Inc	Rainy Day	Repair & Maintenance Building	\$6,576.73	12/13/23	EnvisionWare 1 Yr Maintenance fee
				Total this claim	<u>\$6,576.73</u>		
0	844	Gran-IT Consulting	Rainy Day	Telephone and Internet	\$967.50	12/13/23	Audit backups and install security and updates.
				Total this claim	<u>\$967.50</u>		
0	845	hibu Inc--West	Rainy Day	Advertising & Public Notices	\$22.00	12/13/23	Payment 8 of 12
				Total this claim	<u>\$22.00</u>		
0	846	Indiana American Water Co Inc	Rainy Day	Water and Waste Disposal Servi	\$332.83	12/13/23	for 11/1/23-11/30/23
				Total this claim	<u>\$332.83</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	862	Indiana Library Federation	Gift & Memorial Fund	Professional	\$225.00	12/13/23	Membership Renewal for Scott Tracey and Ashley Meyer. Statehouse Day for Scott Tracey
				Total this claim	\$225.00		
0	835	Ingram Library Services	Gift & Memorial Fund	Books	(\$72.00)	12/13/23	
			Gift & Memorial Fund	Books	\$2,339.90		
			Gift & Memorial Fund	Books	\$152.37		
			Gift & Memorial Fund	Books	\$3,503.03		
				Total this claim	\$5,923.30		
0	847	Light & Breuning Inc	Rainy Day	Repair & Maintenance Garage	\$925.00	12/13/23	Repair of exit gate and installation of new arm
				Total this claim	\$925.00		
0	848	Midwest Collaborative for Library	Rainy Day	Databases	\$2,176.72	12/13/23	Renewal of ProQuest for Library, and for Archives
			Gift & Memorial Fund	Databases	\$1,575.00		
				Total this claim	\$3,751.72		
0	850	Midwest Tape LLC	Gift & Memorial Fund	DVD	\$470.55	12/13/23	
				Total this claim	\$470.55		
0	849	MJV Group Inc	Rainy Day	Repair & Maintenance Building	\$1,737.75	12/13/23	Janitor service for December 2023 and supplies
			Gift & Memorial Fund	Cleaning & Sanitation Supplies	\$1,810.04		
				Total this claim	\$3,547.79		
0	851	Mulhaupt's Inc	Rainy Day	Repair & Maintenance Building	\$242.50	12/13/23	Repair of doors in library
				Total this claim	\$242.50		
0	853	Mulhaupts/Security Systems Inc	Rainy Day	Security System/Other	\$468.00	12/13/23	Commercial Monitoring fee
				Total this claim	\$468.00		
0	820	Payroll	Operating	Library Director	\$3,538.46	11/29/23	for 11/13/23-11/26/23 (childcare payment taken out on 12/1/23)
			Operating	Full-time Employees	\$11,716.94		
			Operating	Part-time Employees	\$10,288.74		
			Operating	Employer's Share-FICA & Medic	\$1,943.34		
			Operating	Unemployment Compensation	\$25.93		
				Total this claim	\$27,513.41		
0	823	Payroll	Operating	Full-time Employees	\$318.00	12/01/23	for 11/13/23-11/26/23 (childcare payment)
				Total this claim	\$318.00		

<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>
0	832	Principal Financial Group	Operating	Employer's Contribution Short-te	\$219.27	11/29/23	Short-term disability for full-time employees
				Total this claim	\$219.27		
0	821	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$1,744.22 \$467.20	12/01/23	for 11/13/23-11/26/23
				Total this claim	\$2,211.42		
0	852	Quill Corp	Gift & Memorial Fund	Office Supplies/Program Supplie	\$18.43	12/13/23	
				Total this claim	\$18.43		
0	854	SenSource	Rainy Day	Security System/Other	\$120.00	12/13/23	Automated Counting System renewal 1/15/23-1/15/24 and annual data hosting 1/15/24-1/15/25
				Total this claim	\$120.00		
0	860	TASC	FSA Health	Employer's Contribution-Gp. Ins	(\$315.48)	12/13/23	Transfer monies from United Healthcare account to clear negative balance that account. Done with approval and direction of auditors.
				Total this claim	(\$315.48)		
0	855	T-Mobile	Rainy Day	Telephone and Internet	\$343.28	12/13/23	Hotspots for for 10/21/23-11/20/23
				Total this claim	\$343.28		
0	856	ULINE	2019 Construction Fund	Office Supplies/Program Supplie	\$551.80	12/13/23	Floor mats
				Total this claim	\$551.80		
0	857	Unique Management	Rainy Day	Other Professional Services/Ban	\$574.28	12/13/23	Notices for October and November 2023
				Total this claim	\$574.28		
0	859	United HealthCare	Operating	Employer's Contribution-Gp. Ins	\$315.48	12/13/23	Transfer monies to TASC to clear negative balance that account. Done with approval and direction of auditors.
				Total this claim	\$315.48		
0	863	West Lafayette Wastewater Trea	Rainy Day	Water and Waste Disposal Servi	\$93.92	12/13/23	for 7/3/23-10/2/23
				Total this claim	\$93.92		
0	864	Western Specialty Contractors	2019 Construction Fund	Repair & Maintenance Garage	\$39,060.00	12/13/23	Garage repair
				Total this claim	\$39,060.00		
0	858	Wintek Corp	Rainy Day	Telephone and Internet	\$778.80	12/13/23	Equipment rental for January 2024 and monthly Fiber Agreement.
				Total this claim	\$778.80		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$108,660.79

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.

Monday, December 11, 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 13th day of December, 20 23.








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 **11/01/23** To **11/30/23**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.1 Salary and Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
1.11 Library Director	\$95,235.00	\$0.00	\$95,235.00	\$10,094.94	\$70,821.65	\$24,413.35	25.6
1.12 Full-time Employees	\$418,450.00	\$0.00	\$418,450.00	\$33,257.66	\$316,600.08	\$101,849.92	24.3
1.16 Part-time Employees	\$255,000.00	\$0.00	\$255,000.00	\$28,692.78	\$247,102.22	\$7,897.78	3.1
1.2 Employer's Contribution Short-term Disabili	\$1,134.00	\$0.00	\$1,134.00	\$219.27	\$2,336.58	(\$1,202.58)	-106.0
1.21 Employer's Share-FICA & Medicare	\$45,000.00	\$0.00	\$45,000.00	\$3,889.78	\$49,464.70	(\$4,464.70)	-9.9
1.22 Unemployment Compensation	\$1,000.00	\$0.00	\$1,000.00	\$50.85	\$1,412.33	(\$412.33)	-41.2
1.23 Employers Contribution-PERF	\$38,000.00	\$0.00	\$38,000.00	\$3,472.76	\$41,566.53	(\$3,566.53)	-9.4
1.24 Employer's Contribution-Gp. Insurance	\$42,000.00	\$0.00	\$42,000.00	\$10,188.11	\$65,069.73	(\$23,069.73)	-54.9
Subtotal	\$895,819.00		\$895,819.00	\$89,866.15	\$794,373.82	\$101,445.18	11.3
<i>2. Supplies</i>							
2.1 Office Supplies/Program Supplies	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$14,800.12	(\$4,800.12)	-48.0
2.21 Cleaning & Sanitation Supplies	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$8,348.21	(\$2,348.21)	-39.1
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	\$0.00	\$306.02	\$893.98	74.5
Subtotal	\$17,300.00		\$17,300.00	\$0.00	\$23,454.35	(\$6,154.35)	-35.6
<i>3. Other Services and Charge</i>							
3.13 Legal Services	\$500.00	\$0.00	\$500.00	\$0.00	\$175.00	\$325.00	65.0
3.14 Other Professional Services/Bank Fees	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$11,900.58	\$3,099.42	20.7
3.145 Databases	\$24,500.00	\$0.00	\$24,500.00	\$0.00	\$16,568.18	\$7,931.82	32.4
3.146 eBooks	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.21 Telephone and Internet	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$27,660.57	\$2,339.43	7.8
3.22 Postage	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$828.92	\$371.08	30.9
3.23 Traveling Expense	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,128.66	(\$128.66)	-12.9
3.24 Professional Meetings	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$390.00	\$610.00	61.0
3.25 Professional	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$95.00	\$4,905.00	98.1
3.26 Program Costs	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$6,990.35	\$3,009.65	30.1
3.27 Program Costs Grants	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$9,554.73	(\$4,554.73)	-91.1
3.31 Advertising & Public Notices	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$714.41	\$285.59	28.6
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	\$0.00	\$20,981.67	\$17,018.33	44.8
3.51 Gas service	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,341.77	\$2,658.23	53.2
3.52 Electricity	\$192,000.00	\$0.00	\$192,000.00	\$0.00	\$87,853.59	\$104,146.41	54.2
3.54 Water and Waste Disposal Services	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$5,583.42	\$2,416.58	30.2
3.61 Repair & Maintenance Building	\$65,000.00	\$0.00	\$65,000.00	\$0.00	\$50,877.75	\$14,122.25	21.7
3.62 Security System/Other	\$1,790.00	\$0.00	\$1,790.00	\$0.00	\$660.00	\$1,130.00	63.1
3.63 Repair & Maintenance Garage	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$10,478.83	\$14,521.17	58.1
3.72 Copier/Rental Equipment	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$3,291.09	\$208.91	6.0
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	\$0.00	\$6,917.25	\$21,082.75	75.3
Subtotal	\$463,715.00		\$463,715.00	\$0.00	\$267,991.77	\$195,723.23	42.2
4. Capital Outlays							
4.3 Equipment	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$218.35	\$15,781.65	98.6
4.4 Computers	\$500.00	\$0.00	\$500.00	\$0.00	\$59.05	\$440.95	88.2
4.5 Books	\$65,000.00	\$0.00	\$65,000.00	\$0.00	\$41,142.33	\$23,857.67	36.7
4.6 Periodicals and Newspapers	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,049.13	\$3,950.87	79.0
4.74 DVD	\$9,800.00	\$0.00	\$9,800.00	\$0.00	\$5,605.96	\$4,194.04	42.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
4.75 Audiobooks	\$5,200.00	\$0.00	\$5,200.00	\$0.00	\$3,768.89	\$1,431.11	27.5
4.76 Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	(\$125.00)	#Div/0!
Subtotal	\$101,500.00		\$101,500.00	\$0.00	\$51,968.71	\$49,531.29	48.8
Grand Total	\$1,478,334.00	\$0.00	\$1,478,334.00	\$89,866.15	\$1,137,788.65	\$340,545.35	23.0

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

Financial Report
West Lafayette Public Library

Report Dates = 11/01/23 to 11/30/23

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 Operating	\$139,455.30	\$89,866.15	\$1,137,788.65	\$24,310.56	\$820,003.07	(\$178,330.28)
105 LIRF	\$4,736.71	\$0.00	\$0.00	\$0.00	\$0.00	\$4,736.71
110 Petty Cash	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
190 Transfer Fund	(\$211,500.00)	\$0.00	\$1,934,465.23	\$0.00	\$2,145,965.23	\$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	\$930.20	\$11,134.00	\$1,397.40	\$11,601.20	\$467.20
809 FSA Health	(\$315.48)	\$0.00	\$0.00	\$0.00	\$0.00	(\$315.48)
810 United Healthcare	\$0.00	\$917.64	\$12,402.89	\$1,376.46	\$12,861.71	\$458.82
Subtotal	(\$67,548.47)	\$91,713.99	\$3,095,790.77	\$27,084.42	\$2,990,431.21	(\$172,908.03)
2. Special Revenue						
200 Gift & Memorial Fund	\$163,996.39	\$7,759.33	\$42,621.88	\$605.29	\$11,806.28	\$133,180.79
202 Rainy Day	\$137,060.25	\$36,496.59	\$68,671.00	\$0.00	\$0.00	\$68,389.25
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	(\$248.20)	\$24,594.99
227 Anna Akley Gift Fund	\$99,480.15	\$0.00	\$45,208.13	\$0.00	\$15,500.00	\$69,772.02
Subtotal	\$425,379.98	\$44,255.92	\$156,501.01	\$605.29	\$27,058.08	\$295,937.05
3. Debt Service						
302 BONY Operating and Reserve AKA Debt Service Fund	\$119,413.66	\$0.00	\$0.26	\$0.00	\$14,628.53	\$134,041.93
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
Subtotal	\$770,215.96	\$0.00	\$966,191.52	\$0.00	\$577,422.06	\$381,446.50
4. Capital Projects						
401 2019 Construction Fund	\$743,671.53	\$2,999.18	\$519,596.35	\$0.00	\$22,087.00	\$246,162.18
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
Subtotal	\$988,862.28	\$2,999.18	\$724,325.29	\$0.00	\$143,983.19	\$408,520.18
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	\$138,969.09	\$4,942,808.59	\$27,689.71	\$3,738,894.54	\$913,862.89

Total all banks = \$913,862.89

Monthly balanced cash flow OPERATING

OPERATING FUND	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	TOTALS
Receipts:													
Property Tax						\$407,022.83							
Circuit Breaker TC													
Property Tax Shortfall													
Auto Excise, CVET, FIT					\$113.19	\$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	\$18,887.58		
Other Misc Revenues*	\$5,220.78	\$18,393.31	\$38,315.63	\$3,830.88	\$11,913.85	\$12,035.84	\$4,474.31	\$4,077.36	\$48,662.79	\$6,351.67	\$5,422.98		
					\$31,203.00								
Total Receipts	\$24,108.36	\$37,280.89	\$57,203.21	\$22,718.46	\$62,117.62	\$453,147.52	\$23,361.89	\$22,964.94	\$67,550.37	\$25,239.25	\$24,310.56		
		Comm Found	Found 2022		Addtl LIT					Foun \$30000			
Disbursements:													
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	\$67,981.25	\$89,866.15		
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	\$0.00	\$0.00		
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	\$12,677.09	\$650.70	\$114.98		
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	\$21.00	\$0.00		
FUND TRANSFERS													
Total Disbursements	\$117,662.05	\$114,670.16	\$114,375.07	\$109,851.87	\$153,411.01	\$100,884.83	\$92,398.58	\$91,840.55	\$84,175.43	\$68,652.95	\$89,981.13		
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	-\$16,625.06	-\$43,413.70	-\$65,670.57		
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	-\$69,360.99	-\$112,774.69		
Estimated Ending Cash	\$45,901.61	-\$31,487.66	-\$88,659.52	-\$175,792.93	-\$267,086.32	\$85,176.37	\$16,139.68	-\$52,735.93	-\$69,360.99	-\$112,774.69	-\$178,445.26		

Beginning Balance 2024

Cash Reserve Percentage
(15% is good, 50% is best)

*Misc Revenues	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	TOTALS
Fines	\$581.01	\$545.15	\$168.00	\$160.93	\$440.82	\$583.49	\$165.59	\$355.80	\$317.50	\$788.50	\$341.99		
Copies	\$288.07	\$202.73	\$298.30	\$333.45	\$199.94	\$344.40	\$353.50	\$519.80	\$394.41	\$296.75	\$274.74		
Proctoring	\$75.00	\$30.47	\$100.00	\$50.00	\$225.00	\$75.00	\$40.00		\$25.00	\$25.00	\$25.00		
Sale of Library Bags	\$39.00	\$27.00	\$42.00	\$27.00	\$36.00	\$33.00	\$21.00	\$21.00	\$15.00	\$18.00	\$15.00		
Interest	\$13.16	\$8.21	\$13.48	\$12.77	\$6.90	\$15.58	\$16.69	\$9.94	\$8.06	\$8.38	\$7.41		
Parking	\$3,762.77	\$4,078.24	\$3,685.84	\$2,225.53	\$3,878.46	\$2,160.44	\$1,608.73	\$2,803.65	\$4,168.27	\$5,194.32	\$4,633.91		
State Grants		\$2,459.13											
Grants				\$250.00	\$7,034.58								
Record Store Day			\$1,000.00										
Book Cellar									\$13,724.00				
Artist Commissions					\$15.00								
Refunds to us	\$390.77	\$195.00		\$644.15		\$8,480.93	\$2,163.62						
Miscellaneous	\$71.00		\$10.00	\$107.00	\$55.00	\$2.00	\$73.46	\$363.00	\$30,002.00	\$12.00	\$122.08		
Donations		\$0.38	\$21.00	\$20.05	\$22.15	\$341.00	\$31.72	\$4.17	\$8.55	\$8.72	\$2.85		
	\$5,220.78	\$7,546.31	\$5,338.62	\$3,830.88	\$11,913.85	\$12,035.84	\$4,474.31	\$4,077.36	\$48,662.79	\$6,351.67	\$5,422.98		

RAINY DAY	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	TOTALS
Start of Year Balance	\$137,060.25												
Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Disbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,674.88	\$22,499.53			\$32,174.41
End-of-Month Total	\$137,060.25	\$127,385.37	\$104,885.84			\$104,885.84							

GIFT AND MEMORIAL	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	TOTALS
Start of Year Balance	\$163,996.39												
Receipts	\$509.75	\$564.10	\$1,778.60	\$828.00	\$959.85	\$917.10	\$2,504.31	\$854.10	\$1,680.39	\$604.79			\$11,200.99
Disbursements	\$1,410.55	\$2,588.15	\$1,890.91	\$3,346.36	\$3,532.11	\$2,303.73	\$2,616.42	\$942.25	\$7,322.95	\$8,909.12			\$34,862.55
End-of-Month Total	\$163,095.59	\$161,071.54	\$160,959.23	\$158,440.87	\$155,868.61	\$154,481.98	\$154,369.87	\$154,281.72	\$148,639.16	\$140,334.83			\$140,334.83

West Lafayette Public Library
Salary Schedule
2024

**2023 schedule included minimum 5% increase for all staff

Salaried Employees yearly wage

Full Time Positions	Education Required	Certification Level	# of staff	2023 Schedule		2%		3%		4%		5%		6%	
				Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Library Director	MLS		1	\$77,900.00	\$97,900.00	\$79,458.00	\$99,858.00	\$80,237.00	\$100,837.00	\$81,016.00	\$101,816.00	\$81,795.00	\$102,795.00	\$82,574.00	\$103,774.00
Deputy Director	MLS		1	\$45,000.00	\$72,000.00	\$45,900.00	\$73,440.00	\$46,350.00	\$74,160.00	\$46,800.00	\$74,880.00	\$47,250.00	\$75,600.00	\$47,700.00	\$76,320.00
Department Head	BA/MLS		3-5	\$38,150.00	\$67,480.00	\$38,913.00	\$68,829.60	\$39,294.50	\$69,504.40	\$39,676.00	\$70,179.20	\$40,057.50	\$70,854.00	\$40,439.00	\$71,528.80
Librarian	BA		2-4	\$34,680.00	\$54,540.00	\$35,373.60	\$55,630.80	\$35,720.40	\$56,176.20	\$36,067.20	\$56,721.60	\$36,414.00	\$57,267.00	\$36,760.80	\$57,812.40

****Hourly rate is based on 40 hour a week for all Full Time Staff**

Full Time Positions	Education Required	Certification Level	# of staff	2023 Schedule		2%		3%		4%		5%		6%	
				Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Library Director	MLS		1	\$37.45	\$47.07	\$38.20	\$48.01	\$38.58	\$48.48	\$38.95	\$48.95	\$39.32	\$49.42	\$39.70	\$49.89
Associate Director	MLS		1	\$21.63	\$34.62	\$22.07	\$35.31	\$22.28	\$35.65	\$22.50	\$36.00	\$22.72	\$36.35	\$22.93	\$36.69
Department Head	BA/MLS		3-5	\$18.34	\$32.44	\$18.71	\$33.09	\$18.89	\$33.42	\$19.08	\$33.74	\$19.26	\$34.06	\$19.44	\$34.39
Librarian	BA		2-4	\$16.67	\$26.22	\$17.01	\$26.75	\$17.17	\$27.01	\$17.34	\$27.27	\$17.51	\$27.53	\$17.67	\$27.79

Part-Time Staff

Part-Time Staff	Education Required	Certification Level	# of staff	2023 Schedule		2%		3%		4%		5%		6%	
				Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Library Specialist	BA		2-4	NA	NA	\$12.50	\$30.00	\$12.75	\$30.60	\$12.88	\$30.90	\$13.00	\$31.20	\$13.13	\$31.50
Library Assistant	BA		2-4	\$12.00	\$28.00	\$12.24	\$28.56	\$12.36	\$28.84	\$12.48	\$29.12	\$12.60	\$29.40	\$12.72	\$29.68
Library Clerk	some HS+		10-15	\$10.50	\$20.00	\$10.71	\$20.40	\$10.82	\$20.60	\$10.92	\$20.80	\$11.03	\$21.00	\$11.13	\$21.20
Library Shelver	some HS		3-5	N/A	N/A	\$9.75	\$15.00	\$9.85	\$15.15	\$9.95	\$15.30	\$10.04	\$15.45	\$10.14	\$15.60

Personnel Services									
Analysis of DLGF Budgeted Appropriation vs Estimated Actual Expenses									
	entered into DLGF		Disbursement Estimate by Cost of Living Increase Percentage						
	2023 Adopted Appropriation	2024 Adopted Appropriation	2023 Salaries	2%	3%	4%	5%	6%	
<i>1 staff member</i>	\$95,235.00	\$92,000.00	Salary of Librarian - Library Director	\$91,998.40	\$92,000.00	\$92,000.00	\$92,000.00	\$92,000.00	\$92,000.00
<i>6 staff members</i>	\$418,450.00	\$356,000.00	Salary of Assistants - Full-time Employees	\$311,064.00	\$317,285.28	\$320,395.92	\$323,506.56	\$326,617.20	\$329,727.84
<i>23 staff members</i>	\$255,000.00	\$281,000.00	Salary of Assistants - Part-time Employees	\$272,821.64	\$278,278.07	\$281,006.29	\$283,734.51	\$286,462.72	\$292,191.98
<i>Ancillary with Principal</i>	\$1,134.00	\$2,380.00	Unemployment Compensation - Short-term Disability**	\$1,407.72	\$1,407.72	\$1,407.72	\$1,407.72	\$1,407.72	\$1,407.72
<i>SUTA</i>	\$1,000.00	\$1,500.00	Unemployment Compensation - SUTA	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
<i>payroll x .0765</i>	\$45,000.00	\$56,000.00	Employer's Share-FICA & Medicare	\$51,705.13	\$52,598.60	\$53,045.27	\$53,491.94	\$53,938.61	\$54,614.87
<i>payroll x .112</i>	\$38,000.00	\$82,000.00	Employers Contribution-PERF	\$45,142.99	\$45,839.95	\$46,188.34	\$46,536.73	\$46,885.13	\$47,233.52
<i>Health and Ancillary with Anthem and Principal</i>	\$42,000.00	\$83,876.84	Employer's Contribution-Gp. Insurance**	\$72,378.69	\$72,378.69	\$72,378.69	\$72,378.69	\$72,378.69	\$72,378.69
	\$895,819.00	\$954,756.84	Total	\$848,018.57	\$861,288.31	\$867,922.23	\$874,556.15	\$881,190.07	\$891,054.61
			Difference between Staffing Adopted Appropriation vs Estimated Expenses	\$47,800.43	\$93,468.53	\$86,834.61	\$80,200.69	\$73,566.77	\$63,702.23

Long Range Plan



2024-2027



Approved by West Lafayette Public Library Board of Trustees on

Table of Contents

[Executive Summary](#)

[Introduction](#)

[Mission of the West Lafayette Public Library](#)

[Community Needs and Goals](#)

[Community Profile](#)

[Community Survey](#)

[Survey Feedback](#)

[How does the Library benefit you or the community?](#)

[Building](#)

[Collections](#)

[Technology](#)

[Services](#)

[For Everyone](#)

[Meeting Rooms and Study Rooms](#)

[For Adults](#)

[For Children](#)

[For Teens](#)

[Teen Survey Response and Findings](#)

[Other findings](#)

[Areas of focus](#)

[Conclusion](#)

Executive Summary

As an organization focused on serving the educational, informational, needs of our community, the West Lafayette Public Library is committed to:

- Continue to develop the West Lafayette Public Library as a center for discovery and learning for the community
- Enhance collection diversity, ensuring that it authentically reflects the varied interests, backgrounds, and perspectives of our community
- Provide well-trained, diverse, welcoming and helpful staff to meet the Library's goals
- Reach outward into the West Lafayette Community, developing strong community partnerships and presence
- Collaborate with other libraries in our county and in the larger region to develop better sharing of resources and programming
- Act as a good steward of the public's library building and funding, planning for sustained growth the Library building and services
- Expand funding initiatives for short and long term financial goals
- Raise awareness of Library services and values through effective marketing and publicity



2024-2027

Approved by the West Lafayette Public Library Board of Trustees on

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- Raising awareness of Library services and values through effective marketing and publicity

Introduction

The Library celebrated its 100th birthday in 2023. This impressive milestone is a chance for reflection on the legacy of this organization and consideration of what we will continue to build.

The last three years have marked tremendous growth and change for our library. The West Lafayette Public Library underwent an extensive renovation project to expand our space to better serve the community. This renovation included adding over 21,000 square feet of public space to grow our Children's, Teen, and archive rooms, expand seating and meeting room options, create a used bookstore, and add a maker space. While the renovation was in full swing, we navigated changing our service models to rethink how we serve patrons while keeping them safe and healthy throughout the Covid-19 pandemic. In 2023, our director retired after an incredible 42 years of service to the West Lafayette Community. The years covered by our previous Long Range Plan have been substantial. ge for our library. The West Lafayette Public Library underwent an extensive renovation project to expand our space to better serve the community. This renovation included adding over 21,000 square feet of public space in order to grow our Children's, Teen and archive rooms, expand seating and meeting room options, create a used bookstore, and add a maker space. While the renovation was in full swing, we navigated changing our services models to rethink how we serve patrons while keeping them safe and healthy throughout the Covid-19 pandemic. In 2023, our director retired after an incredible 42 years of service to the West Lafayette Community. The years covered by our previous Long Range Plan have been substantial.

Through all of this, the West Lafayette Public Library thrived. With almost 150,000 visits this year, we are a hub of activity. Our circulation numbers have increased 82% over the last year, with print book use increasing even more. Over 12,000 people in our community have enjoyed our robust and varied program offerings in 2023. Meeting room use is especially impressive as we are a public library uniquely situated near a major university. Students frequent our building, looking for a quiet place to study or collaborate. Many of these students report that they chose to spend their time at the public library because they appreciate the atmosphere that we have created here. Nearly 14,000 people have utilized our meeting room and study room spaces in 2023 alone.



Mission of the West Lafayette Public Library

The West Lafayette Public Library strives to be our community's center for lifelong learning, the collector of our community's written and audio-visual heritage, and the gateway to resources within and beyond the Library's walls.

Community Needs and Goals

The West Lafayette Public Library is valued by the community primarily as a resource of physical and online materials and as a place to gather for library-sponsored programs or community-led events. Our circulation of materials and daily visits continues to grow since the completion of our renovation.



The Library serves a place to gather and collaborate as well as a space to work independently. Meeting rooms of a variety of sizes serve for both private and group work. Larger meeting rooms host performances, discussions, and community meetings, recitals and more. Our smaller rooms and booths are popular study spaces for university students. These free resources support both the education and cultural activities that our community appreciates and needs.

As reported in the survey we conducted in 2023, education, cultural activities and outdoor recreation are valued by our patrons as an integral part of our long range plans. The Library has the potential to expand awareness of the natural outdoor resources of West Lafayette by hosting outreach events outside of the library building and by promoting these assets on our social media as well as highlighting collection tie-ins.

Community Profile

West Lafayette is a unique community within Tippecanoe County, strongly influenced by Purdue University. The West Lafayette Public Library serves our city, but closely shares many patrons with our neighboring public library systems. As detailed below, the West Lafayette Community represents a diverse, educated, and international population. Uniquely, the median age of the population within the city limits is 21.5 years old. We recognize that while this might be a fair generalization for the community, our library serves a variety of individuals beyond this median..

	Est. Population ¹	
Age²		
12 or under	7,181	9.6%
13-18	9,269	12.5%
19-24	27,496	36.9%
25-39	10,896	14.6%
40-64	12,974	17.4%
65 or older	6,610	8.9%

Educational Attainment		
Less than 9th Grade	359	1.2%
9th to 12th Grade, No Diploma	969	3.2%
High School Graduate or GED	4,738	15.5%
Some College	3,437	11.3%
Associate's Degree	1,929	6.3%
Bachelor's Degree	8,353	27.4%
Graduate or Professional Degree	10,695	35.1%

Preferred Language		
English	55,446	78.7%
Other	14,966	21.3%

Community Survey

A community survey was created with input from stakeholders at the Mayor's office, the City of West Lafayette, West Lafayette Community School Corporation, and International Center. Feedback from this survey was used to create a framework for this Long Range Plan.

Survey Feedback

Our community spoke clearly about what they valued about the Library. 147 community members responded to the survey.

How does the Library benefit you or the community?

The library offers unparalleled opportunities to discover books, movies and music as well as becoming an interactive center for activities for adults, students and children.

Provides free reading materials that I use every day. Helps those that need free resources and encourages kids to read.

Helps me learn about the world. A recent adult art class was greatly appreciated by my international women's group.

Libraries are one of the few spaces where folks in the community can go and be indoors without purchasing or eating anything. Additionally, they can help folks who may not be able to afford wi-fi to access resources through the Internet. We must preserve and protect it for the entire community.

I think getting kids excited about reading is one of the most important things, since they are our future. Growing up I was always very excited for summer reading at my hometown library, and I am happy my toddler and preschooler will also have that opportunity. Also I enjoy being able to save the money and shelf space to find books that interest me as well.

My family and I get to read tons of books for free and get to partake in wonderful programs occasionally.

It gives me a space to read and study that is within the community outside of Purdue University.

The community also shared areas for growth that they hoped to see from their library including:

- Increased program opportunities for elementary aged children
- Deeper collaboration with partner agencies including the City of West Lafayette and Purdue University
- Alignment with reading programming at local schools

Building

The building addition, like the original building, is a steel-framed structure clad in brick and limestone masonry, and the style is complementary to the existing building language. A portion of the addition rises higher than the original roofline to give the library a distinctive presence along Northwestern Ave. and to balance the relatively narrow footprint of the addition. For seamless and unified interior spaces, the addition matched the floor levels of the original building, and the renovation scope included the replacement of many finishes throughout the existing building. It was important to preserve the open, bright, and comfortable atmosphere of the Library, and the addition captures this through expansive view, abundant daylight, and consistent visual connection between spaces. With a grand re-opening in 2022, the West Lafayette Public Library boasts:



Building Size:	79,470 SF (total building)
Project Size:	10,406 SF (addition) + 21,172 SF (renovation area)
Building Type:	Structural steel frame
Exterior materials:	Brick and limestone masonry, Metal composite panels, High-performance glazing, Concrete
Sustainable Features:	LED lighting throughout the building, high-performance glazing with ceramic frit pattern to reduce heat gain and glare, new and more efficient mechanical units for the entire building, replaced the exterior doors to reduce air leakage, replaced the existing skylight panels with higher insulated value panels

Collections

With an exceptional collection of materials available not only to our local community but statewide through the Evergreen Indiana Library Consortium, our collection is a vital resource for information, education, and pleasure reading. In addition to the expected collection print books, DVDs, CDs and magazine patrons can borrow STEAM kits from our Library of Things, puzzles, and even board games. Library patrons can enjoy access to music, movies, audiobooks, and ebooks from the comfort of their own home.



In an effort to ensure that we are providing materials that our community wants, we seek out items that other public libraries might not collect. We have a large World Language collection of both books and movies, especially reflecting our community's large Asian population (21.8%).

We seek to curate a comprehensive range of materials, including books, multimedia, and digital resources, that resonate with the diverse identities and experiences of our users. By actively seeking out underrepresented voices, cultures, and narratives, we aspire to create a library collection that fosters inclusivity, enriches cultural awareness, and encourages a sense of belonging among our patrons. Regular assessments and feedback mechanisms will be implemented to gauge the effectiveness of our efforts, allowing for continuous refinement and expansion of the collection to remain responsive to the evolving needs and interests of our community.

Now that we are settled into our new building, we will look more closely at developing user patterns. In order to do so, we are revamping our new materials ordering process to make sure that we are purchasing for collection depth and breadth within our limited budget. We will conduct an extensive review of materials in well-loved condition. Items that have been worn, damaged, or stained will be considered for replacement or retirement. We will continue to market our materials by featuring more dynamic shelving arrangements, signage, themed displays, and front facing materials to draw attention and interest to the collection.

Patron Driven Acquisitions are an important tool collection development tool for us. In 2023 we received over 300 PDA requests, with over 86% of those being for print books. We will increase

promotion of the Materials Request form to make this service more widely known and readily available. 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.

As detailed in the 2022 Indiana State Library Report, our Library holding include:

- Print Materials - Books: 112,490
 - E-books: 481,780
 - Video Materials - Physical Units: 12,614
 - Audio Materials - Physical Units: 7,218
 - Audio Materials - Downloadable Titles: 180,487
 - Serials - Print and Electronic: 4,510
- In 2023 we are set to circulate more than:

In 2023, we expect our circulation numbers to surpass:

- 225,000 total items
 - 123,000 children's items
- 66,000 ebooks

Technology

Even in a community with high levels of technology access, we recognize that we continue to serve an important role in connectivity for many patrons. We offer a variety of technology services to the community including:

- 11 public computers with printing, internet connectivity, and Microsoft Office Standard.
- Black & white, and color printing, copying, scanning, and faxing
- Open Wi-Fi
- (3) Wireless projectors & (1) wireless monitor for public use (meeting rooms Elm, Maple, Walnut, 224)

- Microphone, and sound (with Assisted Listening System) capabilities (Elm, Maple, Walnut rooms)

Services

For Everyone

The public services department of the library provides accurate information and appropriate customer service to patrons of all ages. Desk staff are trained in the basics of circulation and reference, with a daily librarian always available to assist patrons with more specialized requests. Behind the scenes, materials handling staff check in, sort, and reshelve items in a timely manner. Between the public-facing staff and the behind-the-scenes staff, this team provides comprehensive, patron-oriented service that is most appreciated by our patrons and is the basis for our library's positive reputation within the community.



But that doesn't mean that there aren't any areas for improvement. Staff training on library resources and general research strategies should be offered routinely and include outside experts as appropriate. Customer service is currently based around the desk model but more "on the floor" service would be of benefit to the library, as well. And lastly, optimization of staff scheduling between the various public service tasks and locations can be improved.

Meeting Rooms and Study Rooms

The West Lafayette Public Library provides spaces for public meetings and gatherings. Meeting rooms are available to the public for the purpose of presenting programs of culture, education, entertainment, or information to the West Lafayette community. Study rooms are available for the purpose of quiet study, small group work, or virtual meeting participation. Library users may schedule meeting rooms and/or study rooms in accordance with the guidelines below.

For Adults

Adult services offered at the library address the multifaceted needs of mature patrons from the community. Material collections boast 83,000 print and audiovisual items, 70% of which have circulated within the past four years. The library's meeting rooms are utilized daily and have seen over 2,000 reservation requests in the first year since opening post-renovation. And adult programs are offered weekly, with participation numbers climbing over 100 attendees most months.

Opportunities for growth within adult services include further consideration of meeting room usage and how the library can most effectively schedule external room requests. More partnership between outside organizations such as Purdue University would also be beneficial in improving services to library patrons, many of whom are associated with the university. Finally, adult collections are always in need of timely updates in terms of both content and format of material.

For Children

With the renovation, our Children's Department has grown. Certainly our most recognizable feature is a castle that invites families to create puppet shows or to curl up with a book together. This castle has been a beloved fixture of our Children's Department and immediately sets the tone that there is wonder and adventure to be found in our Children's Department.

Our Children's Activity Room, with its crisp citrus colors, serves as a programming hub. Morning storytimes are extremely well attended, often with more than 50 children and their grown-ups.

Our dedicated and creative staff continually update the space, in-house activities and displays to prove that there is always something new to discover at the library.

The goals of the Children's Department include supporting school homework projects, having fun within the library, providing materials to loan and enjoy outside of the library. Creating and fostering a love of reading through discovery of new titles and authors is primary to our focus. We strive to provide resources for times when school is out of session, most importantly through our Summer Reading Program.



Services provided by the Children's Area include a welcoming environment for children and their caregivers, open play time, structured programs and AWE computers for educational screen time.

For Teens

The Teen Services Department provides collections, programs, and other library services to library patrons ages 12-18.

The Department is housed in a designated room specifically designed with a fresh aesthetic that sets the space apart from the rest of the library. The room is equipped with



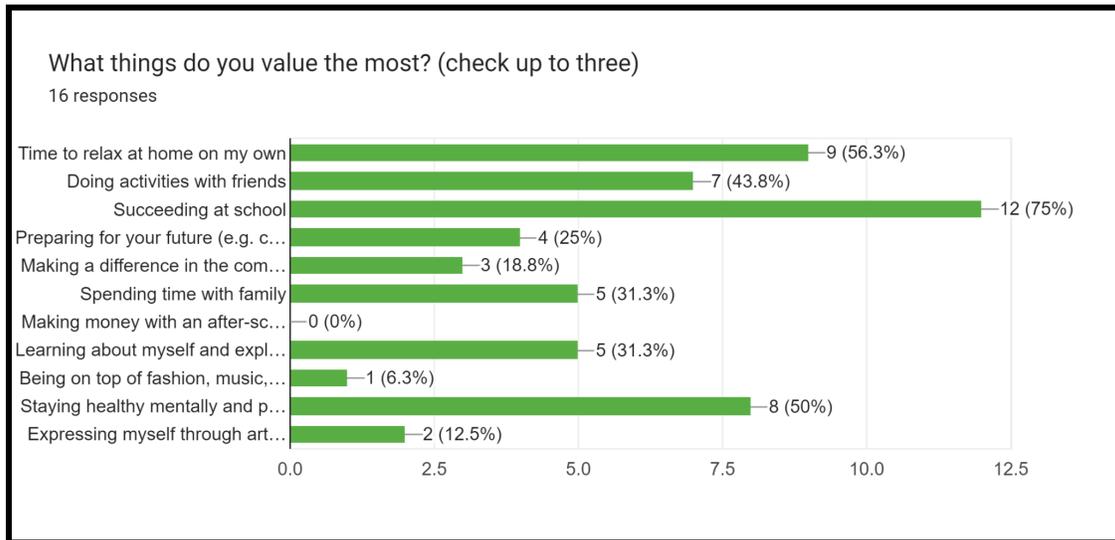
generous and unique seating. A monitor displays event information and interactive trivia slides. The room shares a retractable partition with the Creativity Lab and the rooms can be combined for programs and activities. The Teen Services Department is a place where teens can feel comfortable gathering in the library.

Collections consist of popular teen fiction and classic literature, graphic novels and manga, and non-fiction written for the teen audience. Award winners are broken out, and books are merchandised on rotating themed displays. We also offer tabletop games, video games, and a Library of Things, allowing teens and other library patrons a variety of tangible ways to engage in skill building, creations, social engagement, and recreation.

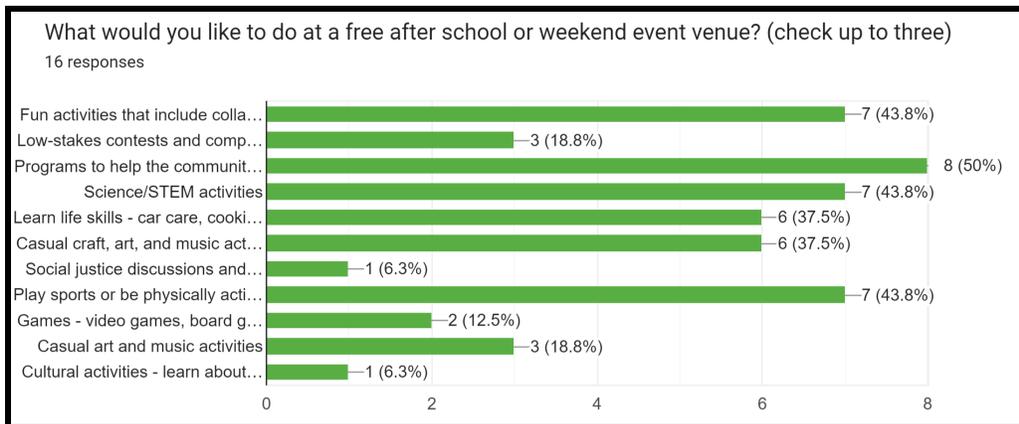
Our robust volunteer program is an opportunity for teens to get involved in their community library and gain valuable workplace and professional skills. Programs bring teens into the library to work with their peers and explore new ideas. Repeating programs are an unstructured way for participants to relax with friends and independently pursue their interests. Other programs present new activities and learning opportunities in the arts, health and well-being, STEAM, and pop culture.

Teen Survey Response and Findings

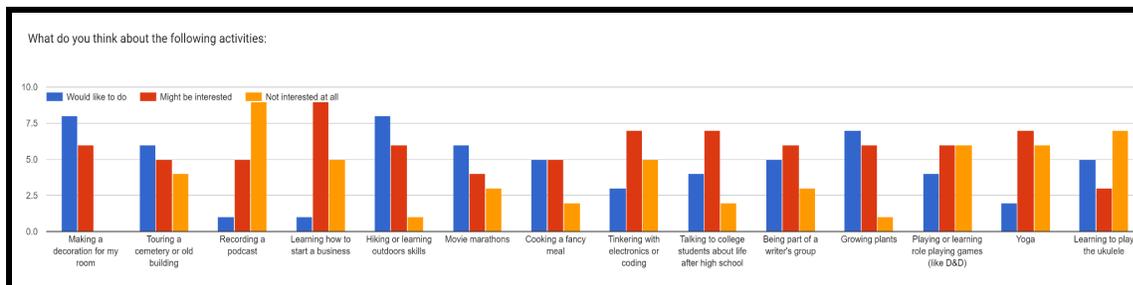
A survey specifically for teens collected responses between May and June 2023. We learned about the values and interests of this target audience as well as some of their personal experiences relating to the library.



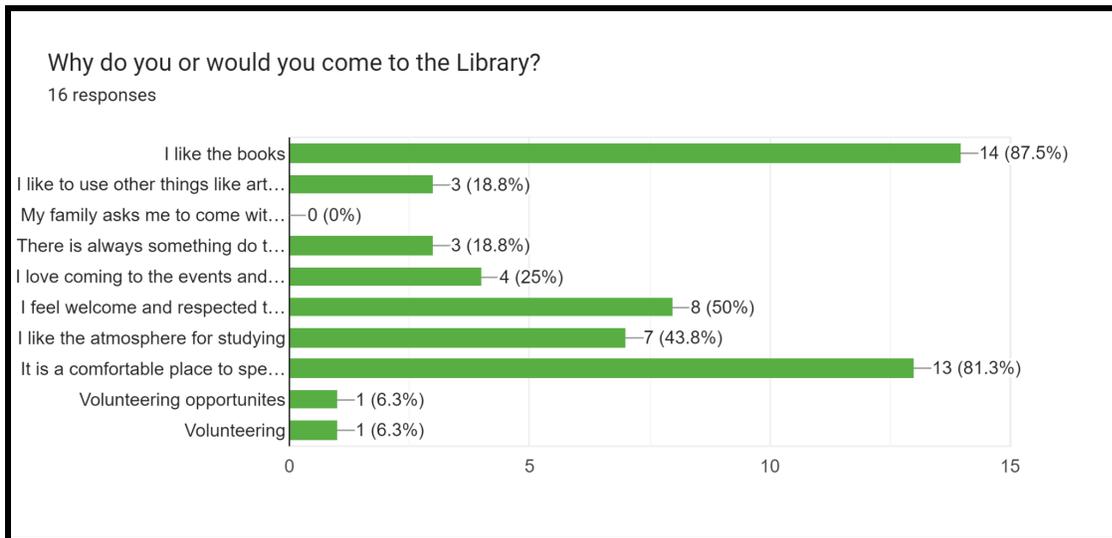
When presented with broad interest categories there are some clear winners and losers, and no category got more than 46% of votes.



However, when presented with more specific ideas, interests shifted a bit:



Public libraries identify as places where all are welcome to spend time without obligation. Answers from our community's teens support this and the answers hint that we have a reputation as a welcoming and comfortable place for teens.



Other findings

- Lack of time and lack of transportation are the two biggest barriers to teens who are not able to visit the library as often as they'd like. Happily, no respondents said that they feel unsafe or unwelcome in our space.
- The biggest motivator for attending events is that friends will be there, followed by how closely the event aligns with interests.
- Parents, friends, school, and social media are the biggest sources of information. Posters around town and website content are not effective ways to reach this group.

Areas of focus

1. Focus advertising on the most effective channels: parents, social media, and word of mouth
2. Maintain the current atmosphere - allow for the space to be teen-curated
3. Plan out-of-library activities to alleviate the transportation barrier
4. Adjust program topics to include high-interest activities as indicated
5. Continue to seek feedback from program attendees on what should come next

Conclusion

In conclusion, this comprehensive long-range plan serves as a blueprint for the sustained growth and relevance of our library in the years ahead. With a focus on innovative services, strategic partnerships, and community-driven initiatives, we aim to transform our library into a dynamic center for information, education, and cultural engagement. By leveraging emerging technologies and adapting to changing demographics, we are poised to meet the diverse needs of our patrons and ensure that the library remains a vital resource for the entire community.

As we look towards the future, this plan emphasizes the importance of adaptability and responsiveness. The evolving landscape of information and the ever-changing expectations of our community necessitate an agile and forward-thinking approach. By embracing flexibility and continuous assessment, we will not only meet current demands but also anticipate and address future challenges, ensuring that our library remains a cornerstone of intellectual exploration, community connection, and lifelong learning.