



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, January 10, 2024 - 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
4. Treasurer's report and claims
5. President's report
6. Old business
 - a. SBoA Audit Statement
7. New business
 - a. Capital Assets Policy
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

West Lafayette Public Library Board of Trustees
Meeting Minutes
January 10, 2024

1. Quorum

The meeting was called to order at 6:37 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

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

Shelley Lowenberg De-Boer, Member

3. Library Report (see attached)

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

The Claims for 12.14-12.31 were accepted with a motion by Jim Knapp, Member, and seconded by John Meyers, Member

Aye votes:

Anastasia Krutulis, 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 John Meyers, Member

Aye votes:

Anastasia Krutulis, President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

Shelley Lowenberg De-Boer, Member

5. President's report

N/A

6. Old business

a. SBoA Audit Statement

It was noted the charge for the audit should be paid from the June levy

7. New business

a. Capital Assets Policy

The Capital Assets Policy was accepted with a motion by Jim Knapp, Member, and seconded by John Meyers, Member

Aye votes:

Anastasia Krutulis, President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

Shelley Lowenberg De-Boer, Member

8. Topics for future action and discussion

N/A

9. Comments from the public

N/A

10. Adjourn The meeting was adjourned at 7:21 pm

A handwritten signature in cursive script, reading "Martha Altschaeffl". The signature is written in black ink and is positioned at the bottom of the page.

Register Of Claims
West Lafayette Public Library
Report Date: From 12/14/23 To 12/31/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10536	914	Amazon Capital Services Inc	Operating	Books	\$19.76	12/31/23	
				Total this claim	<u>\$19.76</u>		
10512	868	Amazon Capital Services Inc	Gift & Memorial Fund	Office Supplies/Program Supplie	\$101.92	12/28/23	
			Gift & Memorial Fund	Books	\$462.96		
			Gift & Memorial Fund	DVD	\$12.98		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$543.34		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$28.19		
				Total this claim	<u>\$1,149.39</u>		
0	890	Automated Payroll Service	Operating	Other Professional Services/Ban	\$88.60	12/29/23	for payroll of 12/11/23-12/24/23
				Total this claim	<u>\$88.60</u>		
0	867	Automated Payroll Service	Operating	Other Professional Services/Ban	\$90.65	12/15/23	for payroll of 11/27/23-12/10/23
				Total this claim	<u>\$90.65</u>		
10513	869	Blackstone Publishing	Gift & Memorial Fund	Audiobooks	\$42.95	12/28/23	Audiobooks
				Total this claim	<u>\$42.95</u>		
10537	912	Center Point Large Print	Gift & Memorial Fund	Books	\$140.00	12/29/23	Large Print Books
				Total this claim	<u>\$140.00</u>		
10514	870	CenterPoint Energy	Operating	Gas service	\$125.60	12/28/23	for 11/3/23-12/5/23
				Total this claim	<u>\$125.60</u>		
0	909	Chase Bank	Operating	Other Professional Services/Ban	\$30.59	12/15/23	Account Analysis Settlement Charge
				Total this claim	<u>\$30.59</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>
10515	891	Chase Cardmember Service	Operating	Professional	\$46.00	12/28/23	for 11/17/23-12/16/23
			Operating	Databases	\$47.08		
			Gift & Memorial Fund	Periodicals and Newspapers	\$80.00		
			Operating	Postage	\$54.99		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$32.80		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$271.75		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$80.17		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$67.78		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$71.37		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$828.23		
			Operating	Other Professional Services/Ban	\$11.50		
			Gift & Memorial Fund	Traveling Expense	\$10.00		
				Total this claim	<u>\$1,601.67</u>		
10516	871	Cintas	Operating	Repair & Maintenance Building	\$110.77	12/28/23	clean mats
				Total this claim	<u>\$110.77</u>		
0	907	Deluxe	Operating	Office Supplies/Program Supplie	\$582.93	12/20/23	Automatic voucher for blank checks
				Total this claim	<u>\$582.93</u>		
10517	872	Duke Energy	Operating	Electricity	\$41.56	12/28/23	for 11/3/23-12/2/23 Outdoor lighting
				Total this claim	<u>\$41.56</u>		
0	919	Evergreen Indiana Payment	Operating	Other Professional Services/Ban	(\$11.37)	12/31/23	Check #10274 was stolen from a blue USPS mailbox and is presumed lost. This was reported to First Merchants Bank.
				Total this claim	<u>(\$11.37)</u>		
0	896	First Merchants Bank (Lafayette)	Transfer Fund	Interbank Transfers	\$232,237.50	12/28/23	Transfer to Bank NY Mellon for bond payment for WESTLAFLIB19
				Total this claim	<u>\$232,237.50</u>		
0	898	First Merchants Bank (Lafayette)	Operating Transfer Fund	Other Professional Services/Ban Interbank Transfers	\$0.00 \$51,031.57	12/28/23	Transfer of monies for Construction expenses paid out of 9000147939
				Total this claim	<u>\$51,031.57</u>		
0	897	First Merchants Bank (Lafayette)	Transfer Fund	Interbank Transfers	\$210,000.00	12/28/23	Transfer to Bank NY Mellon for bond payment LSWLAFPBL20
				Total this claim	<u>\$210,000.00</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	920	Gran-IT Consulting	Operating	Telephone and Internet	<u>(\$909.50)</u>	12/31/23	Check #10275 was stolen from a blue USPS mailbox and is presumed lost. This was reported to First Merchants Bank.
				Total this claim	<u>(\$909.50)</u>		
10518	893	hibu Inc--West	Operating	Advertising & Public Notices	<u>\$22.00</u>	12/28/23	Payment 9 of 12
				Total this claim	<u>\$22.00</u>		
10519	873	Huston Electric Inc	Operating	Repair & Maintenance Garage	<u>\$4,153.30</u>	12/28/23	Installed stabilizing transformer and surge arrestor in garage
				Total this claim	<u>\$4,153.30</u>		
0	923	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	<u>\$0.00</u>	12/31/23	VOID
				Total this claim	<u>\$0.00</u>		
10520	874	Indiana Library Federation	Gift & Memorial Fund	Professional	<u>\$225.00</u>	12/28/23	Membership renewal for Marra Honeywell and Scott Tracey. Statehouse Day for Marra Honeywell.
				Total this claim	<u>\$225.00</u>		
10521	875	Ingram Library Services	Gift & Memorial Fund	Books	\$248.18	12/28/23	
			Gift & Memorial Fund	Books	\$727.84		
			Gift & Memorial Fund	Books	<u>\$522.16</u>		
				Total this claim	<u>\$1,498.18</u>		
10538	913	Kanopy Inc	Operating	Databases	<u>\$132.05</u>	12/31/23	Digital resources for December 2023
				Total this claim	<u>\$132.05</u>		
10522	876	Kanopy Inc	Operating	Databases	<u>\$395.20</u>	12/28/23	Digital resources for September 2023 and November 2023
				Total this claim	<u>\$395.20</u>		
10539	915	KONE Inc	Operating	Repair & Maintenance Building	<u>\$922.90</u>	12/31/23	Maintenance coverage for dumbwaiter to 5/31/24
				Total this claim	<u>\$922.90</u>		
10523	877	KONE Inc	Operating	Repair & Maintenance Building	<u>\$1,019.52</u>	12/28/23	Maintenance Coverage to 2/29/24
				Total this claim	<u>\$1,019.52</u>		
10524	878	Light & Breuning Inc	Operating	Repair & Maintenance Garage	\$1,800.00	12/28/23	Gate arm and Quarterly Service Agreement Fee for Jan-March 2024
			2019 Construction Fund	Repair & Maintenance Garage	<u>\$925.00</u>		
				Total this claim	<u>\$2,725.00</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>
10525	880	Mersive Technologies Inc	2019 Construction Fund	Equipment	\$2,800.00	12/28/23	AV Units
				Total this claim	\$2,800.00		
10526	881	Metronet	Operating	Telephone and Internet	\$633.43	12/28/23	for 12/8-1/7/24
				Total this claim	\$633.43		
10527	882	Midwest Tape LLC	Gift & Memorial Fund	DVD	\$275.37	12/28/23	
				Total this claim	\$275.37		
10540	916	Midwest Tape LLC	Operating	DVD	\$79.97	12/31/23	DVDs
				Total this claim	\$79.97		
10528	883	netPark Software LLC	Operating	Repair & Maintenance Garage	\$324.50	12/28/23	Monthly useage fee for parking garage system for December 2023
				Total this claim	\$324.50		
10529	884	Northside Music Company	Gift & Memorial Fund	Piano Expenses	\$220.00	12/28/23	Piano Tuning
				Total this claim	\$220.00		
0	865	Payroll	Operating	Library Director	\$3,538.46	12/14/23	for 11/27/23-12/10/23
			Operating	Full-time Employees	\$11,964.94		
			Operating	Part-time Employees	\$9,628.39		
			Operating	Employer's Share-FICA & Medic	\$1,887.46		
			Operating	Unemployment Compensation	\$15.15		
				Total this claim	\$27,034.40		
0	894	Payroll	Operating	Library Director	\$3,538.46	12/27/23	for payroll of 12/11/23-12/24/23
			Operating	Full-time Employees	\$11,964.94		
			Operating	Part-time Employees	\$9,133.18		
			Operating	Employer's Share-FICA & Medic	\$1,849.65		
			Operating	Unemployment Compensation	\$12.21		
				Total this claim	\$26,498.44		
0	908	Principal Financial Group	Operating	Employer's Contribution Short-te	\$219.27	12/29/23	Short-term disability for full-time employees
				Total this claim	\$219.27		
0	866	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF	\$1,736.38	12/15/23	for 11/27/23-12/10/23
				Salary and Wages	\$465.10		
				Total this claim	\$2,201.48		

<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	895	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$1,736.38 \$465.10	12/29/23	for payroll of 12/11/23-12/24/23
				Total this claim	<u>\$2,201.48</u>		
10530	885	Quality Plumbing and Heating In	Operating	Repair & Maintenance Building	\$995.70	12/28/23	Clean-out of main line. Repair of HVAC system
				Total this claim	<u>\$995.70</u>		
10541	917	Quality Plumbing and Heating In	Operating	Repair & Maintenance Building	\$5,652.10	12/31/23	Repair of HVAC system and urinals on 1st and 2nd floors
				Total this claim	<u>\$5,652.10</u>		
10531	886	Quill Corp	Gift & Memorial Fund	Office Supplies/Program Supplie	\$610.00	12/28/23	
				Total this claim	<u>\$610.00</u>		
10532	892	Ricoh USA	Operating	Copier/Rental Equipment	\$194.52	12/28/23	for 1/9/24-2/8/24
				Total this claim	<u>\$194.52</u>		
0	921	Ricoh USA	Operating	Copier/Rental Equipment	(\$194.52)	12/31/23	Check #10291 was stolen from a blue USPS mailbox and is presumed lost. This was reported to First Merchants Bank.
				Total this claim	<u>(\$194.52)</u>		
0	922	T-Mobile	Operating	Telephone and Internet	(\$238.00)	12/31/23	Check #10294 was stolen from a blue USPS mailbox and is presumed lost. This was reported to First Merchants Bank.
				Total this claim	<u>(\$238.00)</u>		
10533	887	Tsai Fong Books Inc	Gift & Memorial Fund	Books	\$506.53	12/28/23	YA Foreign Language books
				Total this claim	<u>\$506.53</u>		
10542	918	Tsai Fong Books Inc	Operating	Books	\$117.74	12/31/23	YA Foreign Language books
				Total this claim	<u>\$117.74</u>		
10534	888	Veridus Group Inc	2019 Construction Fund	Other Professional Services/Ban	\$85.81	12/28/23	Garage Maintenance Management
				Total this claim	<u>\$85.81</u>		
10535	889	Verizon Wireless	Operating	Telephone and Internet	\$40.01	12/28/23	for 11/2/23-12/1/23
				Total this claim	<u>\$40.01</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$577,724.05

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, January 4, 2024



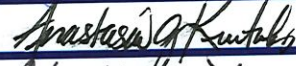
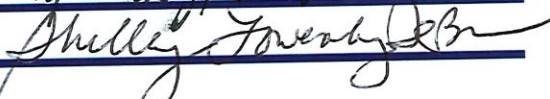

Fiscal Officer

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 10th day of JANUARY, 2024.

SIGNATURES OF GOVERNING BOARD

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

Register Of Claims

Report Date: From 01/01/24 To 01/10/24

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10543	1	AVC Technology	Operating	Other Professional Services/Ban	\$2,340.00	01/10/24	Accounting System and Support and Cloud Back-up
				Total this claim	\$2,340.00		
10549	7	Driessen Water Inc	Operating	Repair & Maintenance Building	\$155.50	01/10/24	Culligan Ultrapure
				Total this claim	\$155.50		
10550	8	Gran-IT Consulting	Operating	Telephone and Internet	\$387.00	01/10/24	Maintenance on server
				Total this claim	\$387.00		
10544	2	Greater Lafayette Commerce	Operating	Dues and Membership	\$250.00	01/10/24	One year membership
				Total this claim	\$250.00		
10545	3	hoopla	Operating	Databases	\$2,707.84	01/10/24	Digital resources for November and December 2023
				Total this claim	\$2,707.84		
10546	4	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$62.34	01/10/24	for 12/2/23-12/27/23
				Total this claim	\$62.34		
10547	5	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$321.95	01/10/24	Call Center support for Garage Parking System
				Total this claim	\$321.95		
10548	6	Wintek Corp	Operating	Telephone and Internet	\$778.80	01/10/24	Equipment rental for February 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 \$7,003.43

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, January 4, 2024

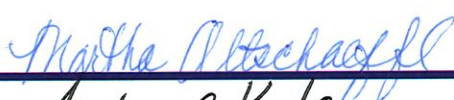


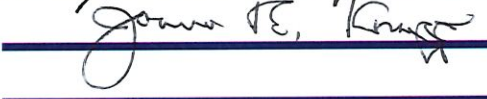
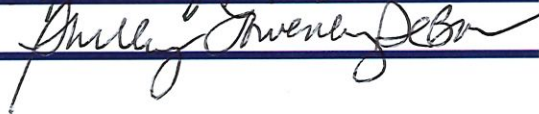

Fiscal Officer

ALLOWANCE OF VOUCHERS

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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 10th day of JANUARY, 2024.

		_____
		_____
		_____

SIGNATURES OF GOVERNING BOARD

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

Financial Report
West Lafayette Public Library

Report Dates = 1/1/2024 to 1/5/2024

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 Operating	\$139,455.30	\$0.00	\$0.00	\$62.30	\$62.30	\$139,517.60
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	\$0.00	\$0.00	\$0.00	(\$211,500.00)
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
809 FSA Health	(\$315.48)	\$0.00	\$0.00	\$0.00	\$0.00	(\$315.48)
810 Healthcare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	(\$67,548.47)	\$0.00	\$0.00	\$62.30	\$62.30	(\$67,486.17)
2. Special Revenue						
200 Gift & Memorial Fund	\$163,996.39	\$0.00	\$0.00	\$85.75	\$85.75	\$164,082.14
202 Rainy Day	\$137,060.25	\$0.00	\$0.00	\$0.00	\$0.00	\$137,060.25
203 Levy Excess	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 Community Foundation	\$24,843.19	\$0.00	\$0.00	\$0.00	\$0.00	\$24,843.19
227 Anna Akley Gift Fund	\$99,480.15	\$0.00	\$0.00	\$0.00	\$0.00	\$99,480.15
Subtotal	\$425,379.98	\$0.00	\$0.00	\$85.75	\$85.75	\$425,465.73
3. Debt Service						
302 BONY Operating and Reserve AKA Debt Service Fund	\$119,413.66	\$0.00	\$0.00	\$0.00	\$0.00	\$119,413.66
303 Debt Service Fund (formerly Bond Fund)	\$570,892.30	\$0.00	\$0.00	\$0.00	\$0.00	\$570,892.30
305 2020 Audit Overage Amount Account	\$79,910.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,910.00
Subtotal	\$770,215.96	\$0.00	\$0.00	\$0.00	\$0.00	\$770,215.96
4. Capital Projects						
401 2019 Construction Fund	\$743,671.53	\$0.00	\$0.00	\$0.00	\$0.00	\$743,671.53
402 2020 Construction Fund	\$82,832.75	\$0.00	\$0.00	\$0.00	\$0.00	\$82,832.75
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	\$0.00	\$0.00	\$0.00	\$0.00	\$988,862.28
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	\$0.00	\$0.00	\$148.05	\$148.05	\$2,117,924.99

Total all banks = \$2,117,924.99

Bank Balances

Date Printed: 1/4/2024

West Lafayette Public Library

Report Dates = 1/1/2024 to 1/5/2024

<i>Bank</i>	<i>Start of Year</i>	<i>Start of Month</i>	<i>Receipts this Month</i>	<i>Vouchers thisMonth</i>	<i>EOM Balance</i>
1 First Merchants/Lafayette B & T (7920/7939)	\$297,529.36	\$297,529.36	\$63.30	\$0.00	\$297,592.66
2 Chase Bank	\$137,137.18	\$137,137.18	\$84.75	\$0.00	\$137,221.93
3 Bank of NY Mellon (OR)/2020 OR 550512	\$60,782.94	\$60,782.94	\$0.00	\$0.00	\$60,782.94
4 Bank of NY Mellon (SF)/2020 SF 550511	\$123.33	\$123.33	\$0.00	\$0.00	\$123.33
5 Community Foundation	\$15,159.19	\$15,159.19	\$0.00	\$0.00	\$15,159.19
6 Petty Cash (in the Library)	\$75.00	\$75.00	\$0.00	\$0.00	\$75.00
7 Chase Bank Savings Account	\$164,671.08	\$164,671.08	\$0.00	\$0.00	\$164,671.08
8 First Merchants Construction Account	\$773,072.06	\$773,072.06	\$0.00	\$0.00	\$773,072.06
9 Bank of NY Mellon 2019 Paying Agency/342634	\$232,300.00	\$232,300.00	\$0.00	\$0.00	\$232,300.00
10 Bank of NY Mellon 2020 Good Faith/476341	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11 Bank of NY Mellon 2020 Construct Fund/476345	\$436,926.27	\$436,926.27	\$0.00	\$0.00	\$436,926.27
12 Bank of NY Mellon 2020 Bond Issue Expenses/476355	\$0.53	\$0.53	\$0.00	\$0.00	\$0.53
Total all banks =	\$2,117,776.94	\$2,117,776.94	\$148.05	\$0.00	\$2,117,924.99

Approved by the State Board Of Accounts for West Lafayette Public Library on 1/1/1998.

Parking Garage Proceeds 2023 Audit Report

SOY Balance

\$0.00

Report Date: From 12/01/23 *To* 12/31/23

Receipt #	Date	Description	Explanation	Amount	Memo
703		Parking Receipt	100/318-	\$177.86	
704		Parking Receipt	100/318-	\$232.57	
704		Parking Receipt	100/318-	\$214.90	
704		Parking Receipt	100/318-	\$203.44	
705		Parking Receipt	100/318-	\$208.64	
707		Parking Receipt	100/318-	\$190.19	
708		Parking Receipt	100/318-	\$203.63	
709		Parking Receipt	100/318-	\$222.70	
709		Parking Receipt	100/318-	\$169.11	
709		Parking Receipt	100/318-	\$153.81	
711		Parking Receipt	100/318-	\$240.28	
712		Parking Receipt	100/318-	\$199.13	
713		Parking Receipt	100/318-	\$158.52	
714		Parking Receipt	100/318-	\$363.52	
714		Parking Receipt	100/318-	\$224.68	
714		Parking Receipt	100/318-	\$145.22	
715		Parking Receipt	100/318-	\$130.25	
717		Parking Receipt	100/318-	\$142.13	
718		Parking Receipt	100/318-	\$129.59	
720		Parking Receipt	100/318-	\$186.75	
720		Parking Receipt	100/318-	\$73.37	
720		Parking Receipt	100/318-	\$7.97	
722		Parking Receipt	100/318-	\$59.26	
723		Parking Receipt	100/318-	\$51.40	

Total For 100/318

\$4,088.92

Total Receipts :

\$4,088.92

Parking Garage Proceeds 2023 Audit Report

SOY Balance

\$0.00

Report Date: From 12/01/23 *To* 12/31/23

Voucher #	Date	Vendor	Explanation	Amount	Memo
847	12/13/23	Light & Breuning Inc	202/3.63-Repair of exit gate and installation of new arm	\$925.00	
				Total For 202/3.63	\$925.00
883	12/28/23	netPark Software LLC	100/3.63-Monthly useage fee for parking garage system for December 2023	\$324.50	
878	12/28/23	Light & Breuning Inc	100/3.63-Gate arm and Quarterly Service Agreement Fee for Jan-March 2024	\$1,800.00	
873	12/28/23	Huston Electric Inc	100/3.63-Installed stabilizing transformer and surge arrestor in garage	\$4,153.30	
				Total For 100/3.63	\$6,277.80

Total Expenses to Date: \$7,202.80

Gain/Loss This Project YTD: \$21,897.95

Duke Energy	1/11/2023	1/5/2023	910121012649	\$51.53			
	1/30/2023	1/6/2023	910122474392	\$16,728.34			
	2/8/2023	2/6/2023	910121012649	\$51.53			
	2/8/2023	2/6/2023	910122474392	\$11,989.09			
	3/8/2023	3/7/2023	910121012649	\$0.00			
	3/8/2023	3/7/2023	910122474392	\$11,171.53			
	3/27/2023	3/6/2023	910121012649	\$52.04			
	4/12/2023	4/4/2023	910121012649	\$42.79			
	4/12/2023	4/5/2023	910122474392	\$9,776.46			
	5/10/2023	5/4/2023	910122474392	\$8,031.05			
	5/10/2023	5/3/2023	910121012649	\$42.79			
	6/12/2023	6/5/2023	910121012649	\$41.95			
	6/21/2023	6/12/2023	910122474392	\$424.74			
	6/21/2023	6/6/2023	910122474392	\$7,466.81			
	7/12/2023	7/5/2023	910121012649	\$40.43			
	7/12/2023	7/6/2023	910146393794	\$4,988.10			
	8/9/2023	8/4/2023	910146393794	\$8,184.69			
	8/31/2023	8/3/2023	910121012649	\$40.43			
	9/13/2023	9/3/2023	910121012649	\$52.04			
	9/13/2023	9/3/2023	910146393794	\$8,677.25			
	10/30/2023	10/9/2023	910146393794	\$8,314.06			
	10/30/2023	10/6/2023	910121012649	\$28.86			
	11/27/2023	11/6/2023	910146393794	\$9,736.44			
	11/27/2023	11/3/2023	910121012649	\$41.56			
	12/13/2023	12/5/2023	910146393794	\$9,229.08			
	12/28/2023	12/4/2023	910121012649	\$41.56			
					Sq Ft	\$/sq ft	Monthly Avg
				\$115,245.15	80000	\$1.44	\$9,603.76
					Jay Cty	\$2.34	

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	TOTALS		
OPERATING FUND															
Receipts:												Beginning 2023	\$139,455.30		
Property Tax						\$407,022.83						\$318,189.47	725212.3		
Circuit Breaker TC													0		
Property Tax Shortfall													0		
Auto Excise, CVET, FIT					\$113.19	\$15,201.27						\$16,200.73	31515.19		
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	\$18,887.62	\$226,651.00		
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	\$5,816.72	\$164,516.12		
					\$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	\$359,094.54	\$1,179,097.61		-\$660,743.24
		Comm Found	Found 2022		Addtl LIT										
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	\$65,042.96	\$859,416.78		
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	\$582.93	\$24,037.28		
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	\$851.70	-\$11.65	\$25,394.31	\$293,575.43		
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	\$217.47	\$52,186.18		
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	\$68,853.95	\$89,854.50	\$91,237.67	\$1,229,215.67		
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	-\$43,614.70	-\$65,543.94	\$267,856.87			
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	-\$112,975.69	-\$178,519.63			
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	-\$112,975.69	-\$178,519.63	\$89,337.24			
												Beginning Balance 2024	\$89,337.24		
Cash Reserve Percentage (15% is good, 50% is best)															
*Misc Revenues															
Fines	\$581.01	\$545.15	\$168.00	\$160.93	\$440.82	\$583.49	\$165.59	\$355.80	\$317.50	\$788.50	\$341.99	\$582.80			
Copies	\$288.07	\$202.73	\$298.30	\$333.45	\$199.94	\$344.40	\$353.50	\$519.80	\$394.41	\$296.75	\$274.74	\$248.05			
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	\$12.39			
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	\$4,088.92			
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/Voided Checks	\$390.77	\$195.00		\$644.15		\$8,480.93	\$2,163.62					\$850.36			
Miscellaneous	\$71.00		\$10.00	\$107.00	\$55.00	\$2.00	\$73.46	\$363.00	\$30,002.00	\$12.00	\$122.08	\$10.00			
Donations		\$0.38	\$21.00	\$20.05	\$22.15	\$341.00	\$31.72	\$4.17	\$8.55	\$8.72	\$2.85	\$24.20			
	\$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	\$5,816.72			
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	TOTALS		
RAINY DAY															
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	\$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	\$36,496.59	\$18,129.00	\$86,800.00		
End-of-Month Total	\$137,060.25	\$137,060.25	\$137,060.25	\$137,060.25	\$137,060.25	\$137,060.25	\$137,060.25	\$137,060.25	\$127,385.37	\$104,885.84	\$68,389.25	\$50,260.25	\$50,260.25		
GIFT AND MEMORIAL															
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	\$605.29	\$51,615.94	\$63,422.22		
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	\$7,759.33	\$19,133.60	\$61,755.48		
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	\$133,180.79	\$165,663.13	\$165,663.13		



West Lafayette Public Library

Subject: Capital Assets Policy

Effective Date:

Authorized By: West Lafayette Public Library Board of Trustees

Review:

Procedure/Policy

New

Revised

Capital Asset Policy

I. Purpose

- A.** This policy establishes the minimum cost (capitalization amount) that should be used to determine the capital assets that are to be recorded in the West Lafayette Public Library's financial statements.

II. Capital Asset Definition, Thresholds, and Depreciation

- A.** A "Capital Asset" is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; and (2) was acquired or produced for a cost of \$5,000.00 or more. Capital Assets must be capitalized and depreciated for financial statement (or bookkeeping) purposes.



III. Categories

Asset Classification	Useful Life
Buildings	15
Building Improvements	15
Furniture	7
Vehicles	5
Equipment	5

IV. Capitalization Method and Procedure

- A. Tangible assets costing below the aforementioned threshold amount are recorded as an expense for West Lafayette Public Library's annual financial statements. Alternatively, assets with an economically useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the acquisition or production cost.
- B. Land is recorded at historical cost and is not depreciated.
- C. Artwork is recorded at historical costs and is not depreciated.
- D. Expenditures classified as construction in progress will be recorded at historical cost, and will not begin to be depreciated until the construction is complete and the expenditure is reclassified to another capital asset classification.
- E. The Library is to maintain an inventory of all capital assets.



V. Selling or Disposing of Assets

- A.** Property should not be transferred, auctioned, or discarded without prior approval of the Library Board. Removal of assets for any reason should be reported on the capital assets ledger. Transfer is defined as any movement of an asset by a change in location or account. If an asset is stolen, the Library Director or their designee should ensure that a police report is promptly filed based on the asset's value.

VI. Periodic Inventories

- A.** A physical inventory of capital assets will be conducted by the Library Director or their designee biennially. If the condition of an asset has deteriorated to the point that its use is impaired, that fact will be noted. Adjustments to the capital assets ledger based on additions and removals will be made.

NOTES: