



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, February 14, 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. Biennial inventory
  - b. Capital Assets Policy
  - c. Art owned by the Library
  - d. Grand View Cottage Updates
  - e. Director Portraits and Building Naming
7. New business
  - a. Bylaws review by May
  - b. BNY Bond Incumbency Certificate update
  - c. Patron Type - Junior
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

**West Lafayette Public Library Board of Trustees**  
**Meeting Minutes**  
**February 14, 2024**

1. Quorum

The meeting was called to order at 6:31 pm with the following in attendance:

Patricia Garrott, Vice President (acting as Chair)

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 Shelley Lowenberg De-Boer, Member, and seconded by Martha Altschaeffl, Secretary.

Aye votes:

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)

4. Treasurer's report and claims

The Claims for 01.01-01.31 were accepted with a motion by John Meyers, Member, and seconded by Jim Knapp, Member.

Aye votes:

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

Shelley Lowenberg De-Boer, Member

The Claims for 02.01-02.14 were accepted with a motion by John Meyers, Member, and seconded by Jim Knapp, Member.

Aye votes:

Patricia Garrott, Vice 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. Biennial inventory (see attached)

Quotes for fixed assets, insurance appraisal, and a combination of both were discussed. The Board requested Dan Buckland of Buckland

Associates attend the March Board meeting to answer questions.

b. Capital Assets Policy (see attached)

Language was added per the recommendation of Dan Buckland  
The change to the policy was approved with a motion by John Meyers,  
Member, and seconded by Mark Pugh, Treasurer.

Aye votes:

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

John Meyers, Member

Shelley Lowenberg De-Boer, Member

c. Art owned by the Library

The Board shall convene an art committee to develop a donations  
guideline and committee scope. The Art Committee will be chaired by  
Shelley Lowenberg De-Boer, Member.

d. Grand View Cottage Updates

Preparations continue for the March opening.

e. Director Portraits and Building Naming (see attached)

After discussing the options presented, the Board concluded they  
were not satisfied with either of the suggestions. The Board directed  
Marra Honeywell, West Lafayette Public Library, to request further  
options from ASI Signage.

7. New business

a. Bylaws review by May (see attached)

The Board will review and recommend any changes and sign-off at the

May 2024 meeting.

- b. BNY Bond Incumbency Certificate update

The contact form was updated and signed.

- c. Patron Type - Junior (see attached)

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

Aye votes:

Patricia Garrott, Vice 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 8:00 PM

A handwritten signature in black ink, reading "Martha Altschaeffl". The signature is written in a cursive, flowing style.

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

Report Date: From **01/11/24** To **01/31/24**

<b>Warrant Number</b>	<b>Claim Number</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Account</b>	<b>Amount</b>	<b>Date</b>	<b>Explanation</b>
10551	27	Abbey Mikesell	Operating	Books	\$17.00	01/25/24	Patron paid for "Worm Weather", and it was later found in library. This is a refund.
				<b>Total this claim</b>	<u>\$17.00</u>		
10552	15	Amazon Capital Services Inc	Operating	Program Supplies	\$93.95	01/25/24	
			Operating	Books	(\$23.15)		
			Operating	Program Supplies	\$94.73		
			Operating	DVD	\$46.18		
			Operating	Office Supplies	\$45.51		
			Operating	Office Supplies	\$35.03		
			Operating	Cleaning & Sanitation Supplies	\$75.29		
			Gift & Memorial Fund	Office Supplies	\$1,771.80		
			Gift & Memorial Fund	Office Supplies	\$426.98		
			2019 Construction Fund	Office Supplies	<u>\$280.33</u>		
				<b>Total this claim</b>	<u>\$2,846.65</u>		
0	11	Automated Payroll Service	Operating	Other Professional Services/Ban	\$517.12	01/12/24	Payroll of 12/25/23-1/7/24
				<b>Total this claim</b>	<u>\$517.12</u>		
0	12	Automated Payroll Service	Operating	Other Professional Services/Ban	\$94.92	01/26/24	Payroll of 1/8/24-1/21/24
				<b>Total this claim</b>	<u>\$94.92</u>		
10553	16	Blick Art Materials	Operating	Program Supplies	\$17.98	01/25/24	Program Supplies
			Operating	Program Supplies	\$39.74		
				<b>Total this claim</b>	<u>\$57.72</u>		
10554	17	CenterPoint Energy	Operating	Gas service	\$335.18	01/25/24	for 12/5/23-1/5/24
				<b>Total this claim</b>	<u>\$335.18</u>		
0	18	Chase Bank	Operating	Other Professional Services/Ban	\$30.90	01/16/24	Account Analysis Settlement Charge
				<b>Total this claim</b>	<u>\$30.90</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>
10555	19	Chase Cardmember Service	Operating	Databases	\$185.08	01/25/24	for 12/17/23-1/16/24
			Operating	Periodicals and Newspapers	\$80.00		
			Operating	Cleaning & Sanitation Supplies	\$21.50		
			Operating	Professional Meetings	\$300.00		
			Operating	Office Supplies	\$97.28		
			Operating	Postage	\$220.29		
			Operating	Books	\$19.25		
			Operating	Program Supplies	\$133.38		
			Operating	Program Supplies	\$38.55		
			Operating	Dues and Membership	\$20.00		
			Operating	Employer's Contribution-Gp. Ins	\$1,054.70		
			Gift & Memorial Fund	Office Supplies	\$2,864.12		
				<b>Total this claim</b>	<u>\$5,034.15</u>		
10556	20	Cintas	Operating	Repair & Maintenance Building	\$101.75	01/25/24	clean mats
				<b>Total this claim</b>	<u>\$101.75</u>		
10557	21	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$250.78	01/25/24	Defibrillator and first aid supplies
				<b>Total this claim</b>	<u>\$250.78</u>		
10558	22	Duke Energy	Operating	Electricity	\$9,712.44	01/25/24	for 12/3/23-1/3/24
				<b>Total this claim</b>	<u>\$9,712.44</u>		
10559	23	Evergreen Indiana Payment	Operating	Other Professional Services/Ban	\$54.49	01/25/24	4th quarter 2023 payments to other Evergreen libraries
				<b>Total this claim</b>	<u>\$54.49</u>		
10560	24	GLGraphix	Gift & Memorial Fund	Office Supplies	\$181.25	01/25/24	Signage for Cottage
				<b>Total this claim</b>	<u>\$181.25</u>		
10561	25	Ike's Sewer Service	Operating	Repair & Maintenance Building	\$380.00	01/25/24	Repairs to 1st and 2nd floor men's restrooms
				<b>Total this claim</b>	<u>\$380.00</u>		
10562	26	IronGate Creative	Operating	Telephone and Internet	\$650.00	01/25/24	Annual web hosting fee 1/1/24-1/1/25
				<b>Total this claim</b>	<u>\$650.00</u>		
10563	28	Lingdan Yang	Operating	Other Professional Services/Ban	\$70.00	01/25/24	Refund of room reservation
				<b>Total this claim</b>	<u>\$70.00</u>		
0	29	Merchant Services	Operating	Other Professional Services/Ban	\$57.43	01/25/24	credit card fees 12/1/23-12/31/23
				<b>Total this claim</b>	<u>\$57.43</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>
10564	30	Metronet	Operating	Telephone and Internet	\$652.60	01/25/24	for 1/8-2/7/24
				<b>Total this claim</b>	\$652.60		
10565	31	MJV Group Inc	Operating	Repair & Maintenance Building	\$1,737.75	01/25/24	Janitor service for January 2024
				<b>Total this claim</b>	\$1,737.75		
10566	32	Mulhaupt's Inc	Operating	Repair & Maintenance Building	\$1,822.60	01/25/24	Replaced levers on 2 restroom doors and deadlatch on storage room. Keys for doors.
			Operating	Cleaning & Sanitation Supplies	\$14.40		
				<b>Total this claim</b>	\$1,837.00		
10567	33	netPark Software LLC	Operating	Repair & Maintenance Garage	\$324.50	01/25/24	Monthly useage fee for parking garage system for January 2024
				<b>Total this claim</b>	\$324.50		
10568	34	Northside Music Company	Gift & Memorial Fund	Piano Expenses	\$185.00	01/25/24	Piano repair
				<b>Total this claim</b>	\$185.00		
0	13	Payroll	Operating	Library Director	\$3,538.46	01/24/24	Payroll of 1/8/24-1/21/24
			Operating	Full-time Employees	\$12,203.29		
			Operating	Part-time Employees	\$8,727.00		
			Operating	Employer's Share-FICA & Medic	\$1,836.79		
			Operating	Unemployment Compensation	\$120.04		
				<b>Total this claim</b>	\$26,425.58		
0	9	Payroll	Operating	Library Director	\$3,538.46	01/11/24	Payroll of 12/25/23-1/7/24
			Operating	Full-time Employees	\$12,203.29		
			Operating	Part-time Employees	\$11,089.11		
			Operating	Employer's Share-FICA & Medic	\$2,017.47		
			Operating	Unemployment Compensation	\$131.87		
				<b>Total this claim</b>	\$28,980.20		
0	52	Principal Financial Group	Operating	Employer's Contribution Short-te	\$1,019.13	01/30/24	Short-term disability for full-time employees
				<b>Total this claim</b>	\$1,019.13		
0	14	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,763.09	01/26/24	Payroll of 1/8/24-1/21/24
			PERF	Salary and Wages	\$472.25		
				<b>Total this claim</b>	\$2,235.34		
0	10	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,763.09	01/12/24	Payroll of 12/25/23-1/7/24
			PERF	Salary and Wages	\$472.25		
				<b>Total this claim</b>	\$2,235.34		



<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>
10569	35	REACH Media Network	Operating	Databases	\$2,100.00	01/25/24	Digital Signage Player License Renewal
				<b>Total this claim</b>	\$2,100.00		
10570	36	Ricoh USA (subscription)	Operating	Copier/Rental Equipment	\$331.30	01/25/24	Billing for copy allowance overages
				<b>Total this claim</b>	\$331.30		
10571	37	SenSource	Operating	Fire Alarm	\$594.00	01/25/24	annual data hosting 3/31/24-3/31/25
				<b>Total this claim</b>	\$594.00		
10572	38	Tippecanoe Arts Federation	Operating	Dues and Membership	\$150.00	01/25/24	One year membership
				<b>Total this claim</b>	\$150.00		
10573	39	T-Mobile	Operating	Telephone and Internet	\$119.00	01/25/24	Hotspots for for 11/21/23-12/20/23
				<b>Total this claim</b>	\$119.00		
10574	40	Unique Management	Operating	Other Professional Services/Ban	\$220.40	01/25/24	Notices for December 2023
				<b>Total this claim</b>	\$220.40		
10575	41	Verizon Wireless	Operating	Telephone and Internet	\$40.01	01/25/24	for 12/2/23-1/1/24
				<b>Total this claim</b>	\$40.01		
10576	42	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	\$405.76	01/25/24	for 10/2/23-10/31/23
				<b>Total this claim</b>	\$405.76		
10577	43	Wireless Networking Solutions I	Operating	Repair & Maintenance Building	\$110.00	01/25/24	Troubleshooting access to security cameras
				<b>Total this claim</b>	\$110.00		

<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>
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**Total Amount of Claims      \$90,094.69**

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, February 8, 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 5 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$90,094.69

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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\_\_\_\_\_  
\_\_\_\_\_

**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 **02/01/24** To **02/14/24**

<b>Warrant Number</b>	<b>Claim Number</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Account</b>	<b>Amount</b>	<b>Date</b>	<b>Explanation</b>
10578	58	Amazon Capital Services Inc	Operating	Program Supplies	\$80.24	02/14/24	
			Gift & Memorial Fund	Office Supplies	\$66.10		
			2019 Construction Fund	Office Supplies	\$41.98		
				<b>Total this claim</b>	<u>\$188.32</u>		
0	55	Automated Payroll Service	Operating	Other Professional Services/Ban	\$287.02	02/09/24	Payroll of 1/22/24-2/4/24
				<b>Total this claim</b>	<u>\$287.02</u>		
0	59	Blackstone Publishing	Operating	Audiobooks	(\$227.16)	02/14/24	Check #10447 in the amount of \$227.16 was never cashed. They are asking we reissue the check. We are reversing the amount, and including those invoices in the check of 2/14/24
				<b>Total this claim</b>	<u>(\$227.16)</u>		
10579	60	Blackstone Publishing	Operating	Audiobooks	\$760.68	02/14/24	Audiobooks
				<b>Total this claim</b>	<u>\$760.68</u>		
10580	61	Carriage Paper Products	Operating	Office Supplies	\$94.95	02/14/24	
				<b>Total this claim</b>	<u>\$94.95</u>		
10581	62	Conserv Inc	Operating	Repair & Maintenance Building	\$991.64	02/14/24	Reset/repair of VAV
				<b>Total this claim</b>	<u>\$991.64</u>		
10582	63	Creative Solutions	Operating	Office Supplies	\$1,556.00	02/14/24	Toner Cartridges
				<b>Total this claim</b>	<u>\$1,556.00</u>		
10583	64	DEMCO Inc	Operating	Office Supplies	\$136.78	02/14/24	
				<b>Total this claim</b>	<u>\$136.78</u>		
10584	65	Duke Energy	Operating	Electricity	\$10,018.09	02/14/24	for 11/15/23-1/3/24 Cottage and 1/4/24-
			Gift & Memorial Fund	Electricity	\$135.95		2/2/24 Building
				<b>Total this claim</b>	<u>\$10,154.04</u>		
10585	66	Gaylord Bros Inc	Gift & Memorial Fund	Office Supplies	\$4,888.00	02/14/24	Furniture for Cottage
				<b>Total this claim</b>	<u>\$4,888.00</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>
10586	67	Gran-IT Consulting	Operating	Telephone and Internet	\$387.00	02/14/24	Maintenance on server
				<b>Total this claim</b>	\$387.00		
10587	68	hibu Inc--West	Operating	Advertising & Public Notices	\$22.00	02/14/24	Payment 10 of 12
				<b>Total this claim</b>	\$22.00		
10588	69	hoopla	Operating	Databases	\$1,498.07	02/14/24	Digital resources for January 2024
				<b>Total this claim</b>	\$1,498.07		
10589	70	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$310.22	02/14/24	for 1/3/24-1/29/24 for Building and for 1/19-2/1/24 for Cottage
			Gift & Memorial Fund	Water and Waste Disposal Servi	\$12.16		
				<b>Total this claim</b>	\$322.38		
10590	71	Indiana Library Federation	Operating	Professional Meetings	\$170.00	02/14/24	2024 Youth Services Conference Registration for Melissa Freed
				<b>Total this claim</b>	\$170.00		
10591	57	Ingram Library Services	Gift & Memorial Fund	Books	\$573.39	02/14/24	
			Gift & Memorial Fund	Books	\$295.65		
			Gift & Memorial Fund	Books	\$62.07		
			Gift & Memorial Fund	Books	\$100.03		
				<b>Total this claim</b>	\$1,031.14		
10592	72	Interstate Automotive Service (s	Operating	Repair & Maintenance Building	\$445.00	02/14/24	Snow removal on 1/6/24, 1/14/24, 1/16/24, and 1/19/24. Ice melt on 1/6/24, 1/13/24, 1/16/24, and 1/19/24
				<b>Total this claim</b>	\$445.00		
10593	73	Kanopy Inc	Operating	Databases	\$154.85	02/14/24	Digital resources for January 2024
				<b>Total this claim</b>	\$154.85		
10594	74	Light & Breuning Inc	Operating	Repair & Maintenance Garage	\$843.91	02/14/24	1 carton parking tickets
				<b>Total this claim</b>	\$843.91		
10595	75	Midwest Tape LLC	Operating	DVD	\$275.36	02/14/24	
				<b>Total this claim</b>	\$275.36		
0	53	Payroll	Operating	Library Director	\$3,538.46	02/07/24	Payroll of 1/22/24-2/4/24
			Operating	Full-time Employees	\$12,203.29		
			Operating	Part-time Employees	\$9,804.53		
			Operating	Employer's Share-FICA & Medic	\$1,919.16		
			Operating	Unemployment Compensation	\$121.91		
				<b>Total this claim</b>	\$27,587.35		

<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>
0	54	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$1,763.09 <u>\$472.25</u>	02/09/24	Payroll of 1/22/24-2/4/24
				<b>Total this claim</b>	<u>\$2,235.34</u>		
10596	76	Quill Corp	Operating Operating	Office Supplies Cleaning & Sanitation Supplies	\$293.38 <u>\$29.58</u>	02/14/24	
				<b>Total this claim</b>	<u>\$322.96</u>		
10597	77	Ricoh USA	Operating	Copier/Rental Equipment	<u>\$194.52</u>	02/14/24	for 2/9/24-3/8/24
				<b>Total this claim</b>	<u>\$194.52</u>		
10598	78	T-Mobile	Operating	Telephone and Internet	<u>\$446.25</u>	02/14/24	Hotspots for for 12/21/23-1/20/24
				<b>Total this claim</b>	<u>\$446.25</u>		
10599	79	Tsai Fong Books Inc	Gift & Memorial Fund	Books	<u>\$22.26</u>	02/14/24	Foreign language book
				<b>Total this claim</b>	<u>\$22.26</u>		
10600	80	Unique Management	Operating	Other Professional Services/Ban	<u>\$214.32</u>	02/14/24	Notices for January 2024
				<b>Total this claim</b>	<u>\$214.32</u>		
10601	81	Wintek Corp	Operating	Telephone and Internet	<u>\$778.80</u>	02/14/24	Equipment rental for March 2024 and monthly Fiber Agreement.
				<b>Total this claim</b>	<u>\$778.80</u>		
10602	82	Zebra Landscape & Tree Care In	Operating	Repair & Maintenance Building	<u>\$520.00</u>	02/14/24	Final clean-up of lawn and landscape in 12/2023
				<b>Total this claim</b>	<u>\$520.00</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>
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**Total Amount of Claims      \$56,301.78**

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, February 8, 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 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$56,301.78

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES OF GOVERNING BOARD**

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

# Appropriation Report for 100 Operating West Lafayette Public Library

Report Date: From 01/01/24 To 01/31/24

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 Library Director	\$92,000.00	\$0.00	\$92,000.00	\$7,076.92	\$7,076.92	\$84,923.08	92.3
1.12 Full-time Employees	\$356,000.00	\$0.00	\$356,000.00	\$24,406.58	\$24,406.58	\$331,593.42	93.1
1.16 Part-time Employees	\$281,000.00	\$0.00	\$281,000.00	\$19,816.11	\$19,816.11	\$261,183.89	92.9
1.2 Employer's Contribution Short-term Disability	\$2,380.00	\$0.00	\$2,380.00	\$1,019.13	\$1,019.13	\$1,360.87	57.2
1.21 Employer's Share-FICA & Medicare	\$56,000.00	\$0.00	\$56,000.00	\$3,854.26	\$3,854.26	\$52,145.74	93.1
1.22 Unemployment Compensation	\$1,500.00	\$0.00	\$1,500.00	\$251.91	\$251.91	\$1,248.09	83.2
1.23 Employers Contribution-PERF	\$82,000.00	\$0.00	\$82,000.00	\$3,526.18	\$3,526.18	\$78,473.82	95.7
1.24 Employer's Contribution-Gp. Insurance	\$83,877.00	\$0.00	\$83,877.00	\$6,931.71	\$6,931.71	\$76,945.29	91.7
<b>Subtotal</b>	<b>\$954,757.00</b>		<b>\$954,757.00</b>	<b>\$66,882.80</b>	<b>\$66,882.80</b>	<b>\$887,874.20</b>	<b>93.0</b>
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$177.82	\$177.82	\$14,822.18	98.8
2.11 Program Supplies	\$7,000.00	\$0.00	\$7,000.00	\$418.33	\$418.33	\$6,581.67	94.0
2.21 Cleaning & Sanitation Supplies	\$6,240.00	\$0.00	\$6,240.00	\$361.97	\$361.97	\$5,878.03	94.2
<b>Subtotal</b>	<b>\$28,240.00</b>		<b>\$28,240.00</b>	<b>\$958.12</b>	<b>\$958.12</b>	<b>\$27,281.88</b>	<b>96.6</b>
<i>3. Other Services and Charge</i>							
3.13 Legal Services	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.14 Other Professional Services/Bank Fees	\$15,000.00	\$0.00	\$15,000.00	\$3,805.01	\$3,805.01	\$11,194.99	74.6
3.145 Databases	\$20,000.00	\$0.00	\$20,000.00	\$4,992.92	\$4,992.92	\$15,007.08	75.0
3.146 eBooks	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.0
3.21 Telephone and Internet	\$35,000.00	\$0.00	\$35,000.00	\$3,160.66	\$3,160.66	\$31,839.34	91.0
3.22 Postage	\$1,150.00	\$0.00	\$1,150.00	\$220.29	\$220.29	\$929.71	80.8

<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>
3.23 Traveling Expense	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.0
3.24 Professional Meetings	\$5,000.00	\$0.00	\$5,000.00	\$300.00	\$300.00	\$4,700.00	94.0
3.26 Program Costs	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
3.31 Advertising & Public Notices	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.41 Insurance: Official Bonds	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.42 Other Insurance: Property and Liability	\$30,000.00	\$0.00	\$30,000.00	\$1,987.00	\$1,987.00	\$28,013.00	93.4
3.51 Gas service	\$5,000.00	\$0.00	\$5,000.00	\$335.18	\$335.18	\$4,664.82	93.3
3.52 Electricity	\$110,000.00	\$0.00	\$110,000.00	\$9,712.44	\$9,712.44	\$100,287.56	91.2
3.54 Water and Waste Disposal Services	\$8,320.00	\$0.00	\$8,320.00	\$468.10	\$468.10	\$7,851.90	94.4
3.61 Repair & Maintenance Building	\$68,000.00	\$0.00	\$68,000.00	\$4,307.60	\$4,307.60	\$63,692.40	93.7
3.62 Fire Alarm	\$1,000.00	\$0.00	\$1,000.00	\$594.00	\$594.00	\$406.00	40.6
3.63 Repair & Maintenance Garage	\$25,000.00	\$0.00	\$25,000.00	\$646.45	\$646.45	\$24,353.55	97.4
3.72 Copier/Rental Equipment	\$4,100.00	\$0.00	\$4,100.00	\$331.30	\$331.30	\$3,768.70	91.9
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	\$15,000.00	\$0.00	\$15,000.00	\$420.00	\$420.00	\$14,580.00	97.2
3.94 Transfer to LIRF	\$55,398.00	\$0.00	\$55,398.00	\$0.00	\$0.00	\$55,398.00	100.0
<b>Subtotal</b>	<b>\$417,168.00</b>		<b>\$417,168.00</b>	<b>\$31,280.95</b>	<b>\$31,280.95</b>	<b>\$385,887.05</b>	<b>92.5</b>
 <i>4. Capital Outlays</i>							
4.4 Computers	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
4.5 Books	\$66,000.00	\$0.00	\$66,000.00	\$13.10	\$13.10	\$65,986.90	100.0
4.6 Periodicals and Newspapers	\$4,835.00	\$0.00	\$4,835.00	\$80.00	\$80.00	\$4,755.00	98.3
4.74 DVD	\$8,500.00	\$0.00	\$8,500.00	\$46.18	\$46.18	\$8,453.82	99.5
4.75 Audiobooks	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
<b>Subtotal</b>	<b>\$91,835.00</b>		<b>\$91,835.00</b>	<b>\$139.28</b>	<b>\$139.28</b>	<b>\$91,695.72</b>	<b>99.8</b>



<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>
<i>Grand Total</i>	\$1,492,000.00	\$0.00	\$1,492,000.00	\$99,261.15	\$99,261.15	\$1,392,738.85	93.3

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

**Financial Report**  
**West Lafayette Public Library**

**Report Dates = 01/01/24 to 01/31/24**

<b>Fund</b>	<b>Start of year</b>	<b>Disbursements this month</b>	<b>Disbursements YTD</b>	<b>Receipts this month</b>	<b>Receipts YTD</b>	<b>Balance</b>
<b>1. General</b>						
100 Operating	\$89,337.24	\$99,261.15	\$99,261.15	\$24,928.67	\$24,928.67	\$15,004.76
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$94,148.95</b>	<b>\$99,261.15</b>	<b>\$99,261.15</b>	<b>\$24,928.67</b>	<b>\$24,928.67</b>	<b>\$19,816.47</b>
<b>2. Special Revenue</b>						
200 Gift & Memorial Fund	\$165,663.13	\$5,429.15	\$5,429.15	\$1,216.85	\$1,216.85	\$161,450.83
202 Rainy Day	\$50,260.25	\$0.00	\$0.00	\$0.00	\$0.00	\$50,260.25
203 Levy Excess	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 Community Foundation	\$26,123.87	\$0.00	\$0.00	\$0.00	\$0.00	\$26,123.87
227 Anna Akley Gift Fund	\$69,772.02	\$0.00	\$0.00	\$0.00	\$0.00	\$69,772.02
<b>Subtotal</b>	<b>\$311,819.27</b>	<b>\$5,429.15</b>	<b>\$5,429.15</b>	<b>\$1,216.85</b>	<b>\$1,216.85</b>	<b>\$307,606.97</b>
<b>3. Debt Service</b>						
302 BONY Operating and Reserve AKA Debt Service Fund	\$136,736.87	\$0.00	\$0.00	\$0.00	\$0.00	\$136,736.87
303 Debt Service Fund (formerly Bond Fund)	\$433,520.13	\$0.00	\$0.00	\$0.00	\$0.00	\$433,520.13
305 2020 Audit Overage Amount Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$570,257.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$570,257.00</b>
<b>4. Capital Projects</b>						
401 2019 Construction Fund	\$202,739.57	\$280.33	\$280.33	\$0.00	\$0.00	\$202,459.24
402 2020 Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
403 BONY Sinking Fund	\$63.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.00
404 BONY 2020 Bond Issue Expense Fund	\$160,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160,000.00
422 State Technology Grant Fund	\$2,295.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,295.00
<b>Subtotal</b>	<b>\$365,097.57</b>	<b>\$280.33</b>	<b>\$280.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$364,817.24</b>
<b>5. Clearing</b>						
800 PLAC	\$867.19	\$0.00	\$0.00	\$0.00	\$0.00	\$867.19
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	\$944.50	\$944.50	\$944.50	\$944.50	\$0.00
809 FSA Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810 Healthcare	\$0.00	\$917.64	\$917.64	\$917.64	\$917.64	\$0.00
<b>Subtotal</b>	<b>\$867.19</b>	<b>\$1,862.14</b>	<b>\$1,862.14</b>	<b>\$1,862.14</b>	<b>\$1,862.14</b>	<b>\$867.19</b>
<b>Grand Total</b>	<b>\$1,342,189.98</b>	<b>\$106,832.77</b>	<b>\$106,832.77</b>	<b>\$28,007.66</b>	<b>\$28,007.66</b>	<b>\$1,263,364.87</b>

**Total all banks = \$1,263,364.87**

# ***Bank Balances***

## ***West Lafayette Public Library***

***Report as of: 1/31/2024***

<b><i>Bank</i></b>		
1	First Merchants/Lafayette B & T (7920/7939)	\$435,770.94
2	Chase Bank	\$49,000.34
3	Bank of NY Mellon (OR)/2020 OR 550512	\$68,966.18
4	Bank of NY Mellon (SF)/2020 SF 550511	\$472.97
5	Community Foundation	\$16,439.87
6	Petty Cash (in the Library)	\$75.00
7	Chase Bank Savings Account	\$3,047.98
8	First Merchants Construction Account	\$208,167.60
9	Bank of NY Mellon 2019 Paying Agency/342634	\$232,237.50
11	Bank of NY Mellon 2020 Construct Fund/476345	\$249,186.49
<b><i>Total all banks =</i></b>		<b><i>\$1,263,364.87</i></b>

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

# Parking Garage Proceeds 2024 Audit Report

SOY Balance

\$0.00

*Report Date: From* 01/01/24 *To* 01/31/24

Receipt #	Date	Description	Explanation	Amount	Memo
38	01/02/24	Parking Receipt	100/318-	\$48.64	
38	01/02/24	Parking Receipt	100/318-	\$40.21	
38	01/02/24	Parking Receipt	100/318-	\$75.72	
39	01/03/24	Parking Receipt	100/318-	\$9.48	
40	01/04/24	Parking Receipt	100/318-	\$65.63	
41	01/05/24	Parking Receipt	100/318-	\$96.04	
42	01/08/24	Parking Receipt	100/318-	\$154.96	
42	01/08/24	Parking Receipt	100/318-	\$104.59	
42	01/08/24	Parking Receipt	100/318-	\$86.45	
44	01/10/24	Parking Receipt	100/318-	\$180.67	
45	01/11/24	Parking Receipt	100/318-	\$191.06	
46	01/12/24	Parking Receipt	100/318-	\$231.95	
49	01/16/24	Parking Receipt	100/318-	\$111.07	
49	01/16/24	Parking Receipt	100/318-	\$182.31	
49	01/16/24	Parking Receipt	100/318-	\$196.30	
50	01/17/24	Parking Receipt	100/318-	\$194.17	
51	01/18/24	Parking Receipt	100/318-	\$314.36	
52	01/19/24	Parking Receipt	100/318-	\$145.80	
53	01/22/24	Parking Receipt	100/318-	\$151.56	
53	01/22/24	Parking Receipt	100/318-	\$250.84	
53	01/22/24	Parking Receipt	100/318-	\$205.92	
56	01/24/24	Parking Receipt	100/318-	\$136.05	
57	01/25/24	Parking Receipt	100/318-	\$236.15	
58	01/26/24	Parking Receipt	100/318-	\$191.41	
59	01/29/24	Parking Receipt	100/318-	\$284.30	
59	01/29/24	Parking Receipt	100/318-	\$215.40	

# Parking Garage Proceeds 2024 Audit Report

SOY Balance

\$0.00

*Report Date: From* 01/01/24 *To* 01/31/24

59	01/29/24	Parking Receipt	100/318-	\$109.92
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61	01/31/24	Parking Receipt	100/318-	\$177.44
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			Total For 100/318	\$4,388.40
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**Total Receipts :** \$4,388.40

Voucher #	Date	Vendor	Explanation	Amount	Memo
48	01/03/24	Fullstream	100/3.14-Charges for credit card use in garage	\$122.25	
			Total For 100/3.14	\$122.25	
5	01/10/24	Parker Technology LLC	100/3.63-Call Center support for Garage Parking System	\$321.95	
			Total For 100/3.63	\$321.95	
33	01/25/24	netPark Software LLC	100/3.63-Monthly useage fee for parking garage system for January 2024	\$324.50	
			Total For 100/3.63	\$324.50	
<b>Total Expenses to Date:</b>				<b>\$768.70</b>	
<b>Gain/Loss This Project YTD:</b>				<b>\$3,619.70</b>	



## 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. Capitalized assets include land, land improvement, building, machinery, furniture, or equipment items that individually exceed or equal to \$5,000 in value.



### 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:**



February 6, 2024

Page 1 of 2

Mr. Scott Tracey, Associate Director  
The West Lafayette Library  
208 West Columbia Street  
West Lafayette, IN 47906

RE: Quotation for 2023 Fixed Asset Report of The West Lafayette Library, 208 West Columbia Street,  
West Lafayette, IN

Mr. Tracey:

We appreciate the opportunity to provide you with a quotation for completing the asset inventory and fixed asset report of the library system located at 208 West Columbia Street, West Lafayette, IN

### **PURPOSE**

The purpose of this assignment is to establish an asset record, original cost account with depreciation of the buildings, infrastructure, land improvements, furniture, and equipment for completion of the Indiana State Board of Accounts annual report of fixed assets for libraries. Land and other non-depreciated items such as artwork will be listed at actual or estimated original cost only.

### **SCOPE OF WORK**

We will complete an on-site inventory of the fixed assets as they apply to the state fixed asset report. We will collect the required information on the real property and review any of your records documenting the date of purchase and original cost of the building and/or remodeling, land, infrastructure, land improvements, furniture, and equipment. We will avoid estimating the original cost of items as much as possible. However, these values will be estimated if no other values are available.

According to your library board's resolution, your threshold for this report is \$5,000.00. Only individual equipment items, buildings, infrastructure, land, and land improvements over \$5,000.00 in value (actual or estimated original cost) will be inventoried and assigned an asset number. The report will include all appropriate items owned and purchased or donated to the library as of 12-31-2023. Please supply us with a copy of the library's resolution pertaining to the fixed asset report for our files.

We will list all items under one fund. If applicable, we will include value for fine art and collectibles from market value appraisals completed by others or estimated by library staff. Library shelving, office partition systems and other multi-piece equipment are valued as assembled items. Any licensed vehicles owned by the library will be included with VIN number and actual cost paid from library records.

Books will be the only item handled separately as a group. The library must supply us with amount expended for hardbound volumes, CD's, DVD's, tapes, etc. in the collection. We require the total priced paid collectively in each of the past six years (2018 to 2023).

A selected list of items excluded from the asset report will be, but not limited to, groupings of identical items with actual or estimated cost less than \$5000 each, subscriptions, office supplies, disposable inventory, repair parts, employee's personal items, records, trademarks, and goodwill. The library will be responsible for supplying identification labels with the assigned asset number on all fixed asset equipment for future identification. If so requested, we will supply and apply asset tags at an additional fee. If additional tags are required, the cost of tags will be \$400.00 per 1000 ordered with 1000 order minimum.

We will supply a sample of our fixed asset reports for your review upon your request.

**FEE AND TERMS**

The fees listed below include all labor to complete the report as specified under the Scope of Work section of this quotation.

	<u>Appraisal Fee</u>	<u>Reappraisal Updating Fee.</u>
2023 Fixed Asset Report	\$ 11,880.00	\$ 1,200.00
Optional – Barcode Tag Order \$400/1000 Tags	\$ 400.00	

Travel expenses are additional at \$150/associate/day in the field and will not exceed an additional \$450.00 for the duration of this assignment. Terms are 50% of the contract plus travel expenses are due upon completion of the fieldwork with the balance due upon receipt of the report. The completed report will be submitted electronically as a PDF file.

**ANNUAL UPDATING**

We will update and submit this report to the library annually for the above fee if a list of annual additions and deletions of the assets are reported to us by January 15<sup>th</sup> of the next year and an on-site verification is not required. Required on-site verification is required for updating every two years. If an on-site visitation is required, an additional fee of \$120.00/hr./associate is charged for travel, field, and office time.

Your signature below will serve as your authorization to proceed with this assignment. Just scan, sign, and return to our office. Please be advised, we will schedule all the required field and office work once you have authorized our company to proceed. Weather conditions could hinder our progress, but we will make every effort to meet your deadlines. This quotation is good for 60 days from date of issue.

Initial Authorization Required for Optional Items:  
Barcode Tag Order @ \$400/1000 tags

\_\_\_\_\_

Respectfully Submitted  
Buckland & Associates



Daniel W. Buckland  
President & Appraiser-In-Charge

Accepted By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

February 6, 2024

Page 1 of 2

Mr. Scott Tracey, Associate Director  
 The West Lafayette Library  
 208 West Columbia Street  
 West Lafayette, IN 47906

RE: Quotation for Insurance Appraisal of One Building, One Furniture and Equipment, One Parking Garage for The West Lafayette Library, 208 West Columbia Street, West Lafayette, IN

Mr. Tracey:  
 We appreciate the opportunity to provide you with a quotation for completing an insurance appraisal of the building and equipment of the library located at 208 West Columbia Street, West Lafayette, IN.

**PURPOSE**

The purpose of this appraisal is to establish an insurable replacement cost of the building, furniture and equipment for insurance placement.

**SCOPE OF WORK**

**BUILDING & BUILDING ITEMS**

The building appraisal will include a detailed analysis of the major and minor building components, service equipment, square footage and special construction. The report format will include an "easy to read" narrative, exterior photos, and plot plan showing overall dimensions of the building. Values will include replacement cost new, insurable replacement cost and depreciated sound value based on the depreciation with consideration for observed age and condition. The building insurance appraisal will exclude value for land and yard improvements such as parking lots, sidewalks and landscaping.

**FURNITURE & EQUIPMENT**

The furniture and equipment appraisal will include an itemized inventory of the furniture and equipment within the appropriate area of the building excluding the Samara Collection Room. The report will include a summary listing values for all areas within the buildings along with color photographs of typical equipment. Each item or group of items will be valued at "new replacement cost" including freight and installation. We will tag all equipment items over \$100.00 in value with bar code tags. Minor equipment under \$100.00 in value will be group priced without tags or asset numbers. Library shelving, office partition systems and other multi-piece equipment are tagged as an assembled grouping only. The cost of tags will be \$400.00 per 1000 ordered with 1000 order minimum. We suggest an initial order of 2000 tags to be sure enough tags are available during the inventory process. All unused tags will become the property of the library for future use.

**FEE AND TERMS**

	Appraisal Fee	Reappraisal Fee
Main Library Building	\$ 3,840	\$ 250
Furniture & Equipment	\$ 13,680	\$ 400
Parking Garage Structure	\$ 1,560	\$ 150
2000 Barcode Tags	\$ 800	
<b>TOTAL APPRAISAL FEE</b>	<b>\$ 19,880</b>	<b>\$ 800</b>

**FEE AND TERMS-Con't.**

Travel expenses are additional at \$150/associate/day in the field and will not exceed an additional \$900.00 for the duration of this assignment. Terms are 50% of the contract plus travel expenses are due upon completion of the fieldwork with the balance due upon receipt of the report. The completed report will be submitted electronically as a PDF file.

**ANNUAL REAPPRAISAL**


The insurance appraisals can be updated on an annual basis for the listed fees on page 1. If changes require a field inspection, \$120.00/hr. plus travel is charged. We will update these appraisals through 2034. If substantial changes occur before 2034, new appraisals may be required. In all cases, we will recommend a new inventory and appraisal of the building and equipment by 2034.

**INFORMATION & ASSISTANCE REQUIRED**

Upon commencement of this assignment, we will need documentation of all new equipment purchases and building remodeling. Library personnel may be asked to assist in locating documentation as well as making copies of invoices as required for our reference. Our employees will refrain from removing library files and documentation whenever possible, and we accept no responsibility for lost or misplaced documentation during the production of this assignment.

Your signature below will serve as your authorization to proceed with the appraisals. Please submit payment for the tag order in advance to assure delivery prior to the start of the assignment.

Respectfully Submitted,  
Buckland & Associates



Daniel W. Buckland  
President

Accepted By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

February 6, 2024

Page 1 of 3

Mr. Scott Tracey, Associate Director  
The West Lafayette Library  
208 West Columbia Street  
West Lafayette, IN 47906

RE: Quotation for COMBINED Insurance Appraisals and Fixed Asset Report of The West Lafayette Library, 208 West Columbia Street, West Lafayette, IN

Mr. Tracey:

This quotation will provide the library with the opportunity to combine both the insurance appraisals with the fixed asset work for a lesser fee than contracting each project separately. Many areas of work would be duplicated if performed on separate occasions. Therefore, we want to offer this alternative for your consideration.

## **PURPOSE**

The purpose of these appraisals is to establish an asset record, insurable replacement cost and original cost accounting of the buildings, furniture and equipment for insurance placement and State Board of Accounts reporting.

## **SCOPE OF WORK**

### **BUILDING & BUILDING ITEMS**

The building appraisals will include a detailed analysis of the major and minor building components, service equipment, square footage and special construction. The report format will include an "easy to read" narrative, exterior photos, and plot plan showing overall dimensions of the building. Values will include replacement cost new, insurable replacement cost and depreciated sound value based on the depreciation with consideration for observed age and condition. The building insurance appraisals will exclude value for land and yard improvements such as parking lots, sidewalks and landscaping.

### **FURNITURE & EQUIPMENT**

The furniture and equipment appraisal will include an itemized inventory of the furniture and equipment within the appropriate area of the building excluding the Samara Collection Room. The report will include a summary listing values for all areas within the buildings along with color photographs of typical equipment. Each item or group of items will be valued at "new replacement cost" including freight and installation. We will tag all equipment items over \$100.00 in value with barcode tags. Minor equipment under \$100.00 in value will be group priced without tags or asset numbers. Library shelving, office partition systems and other multi-piece equipment are tagged as an assembled grouping only. The cost of tags will be \$400.00 per 1000 ordered with 1000 order minimum. We suggest an initial order of 2000 tags to be sure enough tags are available during the inventory process. All unused tags will become the property of the library for future use.

### **FIXED ASSET REPORT**

We will complete an on-site inventory of the fixed assets as they apply to the state fixed asset report. We will collect the required information on the real property and review any of your records documenting the date of purchase and original cost of the building and/or remodeling, land, infrastructure, land improvements, furniture, and equipment. We will avoid estimating the original cost of items as much as possible. However, these values will be estimated if no other values are available.

## The West Lafayette Library Insurance Appraisal &amp; Fixed Asset Report Quotation

**FIXED ASSET REPORT Con't**

According to your library board's resolution, your threshold for this report is \$5,000.00. Only individual equipment items, buildings, infrastructure, land, and land improvements over \$5,000.00 in value (actual or estimated original cost) will be included in the fixed asset report. The report will include all appropriate items owned and purchased or donated to the library as of 12-31-2023. Please supply us with a copy of the library's resolution pertaining to the fixed asset report for our files.

We will list all items under one fund. If applicable, we will include value for fine art and collectibles from market value appraisals completed by others or estimated by library staff. Library shelving, office partition systems and other multi-piece equipment are valued as assembled items. Any licensed vehicles owned by the library will be included with VIN number and actual cost paid from library records.

Books will be the only item handled separately as a group. The library must supply us with amount expended for hardbound volumes, CD's, DVD's, tapes, etc. in the collection. We require the total priced paid collectively in each of the past six years (2018 to 2023).

A selected list of items excluded from the asset report will be, but not limited to, groupings of identical items with actual or estimated cost less than \$5000 each, subscriptions, office supplies, disposable inventory, repair parts, employee's personal items, records, trademarks, and goodwill.

**FEE AND TERMS**

The fees listed below include all labor to complete the report as specified under the Scope of Work section of this quotation.

	Appraisal Fee	Reappraisal Updating Fee.
Main Library Building	\$ 3,450	\$ 250
Furniture & Equipment	\$ 12,300	\$ 400
Parking Garage Structure	\$ 1,400	\$ 150
Fixed Asset Report	\$ 10,700	<u>\$ 1,000</u>
2000 Barcode Tags	<u>\$ 800</u>	
TOTAL APPRAISAL FEE	\$ 28,650	\$ 1,800

Travel expenses are additional at \$150/associate/day in the field and will not exceed an additional \$1,350.00 for the duration of this assignment. Terms are 50% of the contract plus travel expenses are due upon completion of the fieldwork with the balance due upon receipt of the report. The completed report will be submitted electronically as a PDF file.

**ANNUAL REAPPRAISAL**

The insurance appraisals and fixed asset report can be updated on an annual basis for the above-listed fees. If changes require a field inspection, \$120.00/hr. plus travel is charged. The fixed asset report requires a minimum field inspection once every two years. We will update the insurance appraisals through 2034. If substantial changes occur before 2034, new insurance appraisals may be required. We recommend new inventories and appraisals for insurance by 2034. There is no time limitation for the annual updating of the fixed asset report.

**INFORMATION & ASSISTANCE REQUIRED**

Upon commencement of this assignment, we will need documentation of all new equipment purchases and building remodeling within the past year. Library personnel may be asked to assist in locating documentation as well as making copies of invoices as required for our reference. Our employees will refrain from removing library file documentation whenever possible, and we accept no responsibility for lost or misplaced documentation during the production of this assignment.

Your signature below will serve as your authorization to proceed with the appraisals. Please submit payment for the tag order in advance to assure delivery prior to the start of the assignment.

Respectfully Submitted  
Buckland & Associates



Daniel W. Buckland  
President

Accepted By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**BY-LAWS OF THE BOARD OF TRUSTEES  
OF THE WEST LAFAYETTE PUBLIC Library  
West Lafayette, Indiana**

**Article 1. Meetings**

- 1.1 The regular meetings of the Board of Trustees shall be on the second Wednesday of each month at the Library building. Temporary schedule changes may be made by the President when necessary to secure a quorum or to meet a special situation. When a change of meeting date is necessary, the Board shall issue a public notice.
- 1.2 Special meetings may be called by the President whenever it may be necessary or at the written request of three members of the Board. Only such business as stated in the call shall be transacted. Three days prior notice is to be given to each member before any special meeting.
- 1.3 Board meetings shall conform to the Open Meetings Law of the State of Indiana.
- 1.4 The annual report of the Library Director shall be made at the regular meeting in March.

**Article 2. Quorum**

- 2.1 The Board shall consist of seven members. Four members of the Board shall constitute a quorum.

**Article 3. Officers**

- 3.1 Officers of the Board shall consist of the President, Vice President, Secretary, and Treasurer.
- 3.2 The annual election of officers shall take place at the regular meeting in June. Terms for newly elected officers will begin the following July.
- 3.3 In case of vacancy of the office of President, the Vice-President shall succeed for the unexpired term. In case of vacancy of the office of Vice President, Secretary, or Treasurer, the Board at its next regular meeting shall elect a member to fill the unexpired term.
- 3.4 The President shall preside at board meetings, appoint committees, serve as an ex-officio member on all committees, and perform all other duties that normally pertain to the office. In the case of a tie vote on the business of the Board, the President shall vote to break the tie.
- 3.5 The Vice-President shall perform the duties of the President in the President's absence.
- 3.6 *The Secretary shall be the chief secretarial officer for the Board. Their designee shall see to the recording of the proceedings of the Board and the preparation of the secretarial records. The Secretary will report monthly to the Board the Minutes of the Library and, utilizing the personnel of the Library, have such records duplicated and distributed to the Board for approval.*



- 3.7 The Treasurer, who may or may not be a Board member, shall be the chief financial officer of or for the Board. The treasurer, or their designee, shall see to the preparation of the financial records and report monthly to the Board the financial condition of the Library. The treasurer shall supervise the activities of any hired personnel and the Library Director in the preparation of bills for Board approval and payment and in the preparation of annual budgets and accompanying details required to submit budgetary requests to legal taxing authorities. The treasurer shall supervise the investment of Library funds to keep the Board regularly apprised of these investments and alert the Board to any developing financial problems. The Treasurer shall be appropriately bonded in an amount determined by the Board.

#### **Article 4. Committees**

- 4.1 The Board shall function as a committee of the whole for purposes of overseeing the general financial condition of the Library separate from the specific duties assigned to the treasurer, and for overseeing the general maintenance and upkeep of the building and property.
- 4.2 A personnel committee, consisting of three Board members appointed by the President, shall assist the librarian in personnel matters such as preparation of job descriptions and related policies affecting the well-being of employees and volunteer staff. The committee shall also serve as an advisory group to the librarian for purposes of annual performance reviews and salary recommendations. Committee members will serve for a period of three years.
- 4.3 Other committees dealing with special situations may be appointed by the President and approved by the Board. Such committees shall report regularly to the Board and serve until the completion of the work for which they are appointed or until terminated by the President or the Board.

#### **Article 5. Library Director**

- 5.1 The Library Director shall be appointed by the Board.
- 5.2 The Library Director shall be solely responsible for the administration and management of the Library, subject to the review and direction of the Board. The Library Director shall administer the policies adopted by the Board, with responsibility for directing and supervising personnel, and recommending such policies and procedures as will promote and improve the service of the Library. The Library Director shall attend all Board meetings.
- 5.3 The Library Director shall present a monthly report of the operations to the Board at its regular meetings. The annual report of the Library Director, showing fully the operations of the Library for the previous year, shall be made at a regular meeting in March.

#### **Article 6. Amendments**

- 1.1 Amendments hereto shall be made only at a regular meeting of the Board must be proposed at least one month previous to the final action of the same, and shall be approved by a majority of the members of the Board.

#### **Article 7. Nepotism and Conflict of Interest**

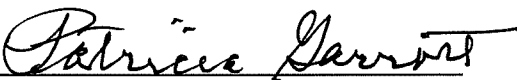
- 7.1 No person being related to any member of the Library Board of Trustees, or to the Library Director, as a father, mother, brother, sister, uncle, aunt, a husband or wife, son or daughter, son-in-law or daughter-in-law, niece or nephew, shall be eligible to hold any position in the West Lafayette Public Library, nor shall any such relative be entitled to

receive any compensation for his or her services out of any appropriation provided by law.

7.2 Section 7.1 shall not apply if such person has been employed in the same position in the West Lafayette Public Library for at least twelve (12) consecutive months immediately preceding the appointment of his or her relative as a member of the Library Board of Trustees or Library Director.

7.3 No persons related as a father, mother, brother, sister, uncle, aunt, husband, wife, son, daughter, son-in-law, daughter-in-law, niece, or nephew may be placed in a direct supervisory-subordinate relationship.

**Revised March 1, 2004, July 14, 2010, Reviewed March 14, 2018, Reviewed February 10, 2021, Revised May 12, 2021**

Signed: 

**Patricia Garrott, Secretary**  
**05/12/2021**