

West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, March 20, 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. Treasurer's report and claims
- 4. President's report
- 5. Old business
  - a. Fixed asset report & insurance appraisals quote Q&A with Dan Buckland
- 6. Library Report
  - a. Caretaker's Cottage Opening
  - b. WLPL tax boundaries
- 7. New business
  - a. "Internet Computer Acceptable Use" annual review
- 8. Topics for future action and discussion
- 9. Comments from the public
- 10. Adjourn

# West Lafayette Public Library Board of Trustees Meeting Minutes March 20, 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 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 Dan Buckland, Buckland & Associates Anna Schmedeke, Buckland & Associates

2. Board minutes (see attached)

The minutes were approved with a motion by Patricia Garrott, Vice President, 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

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

The claims for the period 2/15-2/39 were approved with a motion by Jim Knapp, Member, 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

The claims for the period 3/1-3/13 were approved with a motion by Jim

Knapp, Member, 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

4. President's report (N/A)

## 5. Old business

 a. Fixed asset report & insurance appraisals quote Q&A with Dan Buckland (see attached)
 Dan Buckland, Buckland & Associates, and Anna Schmedeke, Buckland
 & Associates presented an overview of the services they will perform and answered questions.

The proposal was approved with a motion by Jim Knapp, Member, 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

## 6. Library Report

a. Caretaker's Cottage

Shelley Lowenberg De-Boer, Member noted there were ~50 people in attendance at the ribbon cutting on 3/20 and that the official opening date will be 3/21

b. WLPL Tax Boundaries (see attached)

Scott Tracey, West Lafayette Public Library noted the discrepancy between the taxing boundaries of West Lafayette City and that of the Library.

## 7. New Business

a. Acceptable Computer Use (see attached)
The Policy was approved with a motion by Shelley Lowenberg De-Boer,
Member, 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
  - a. Marra Honeywell, West Lafayette Public Library, and Scott Tracey, West Lafayette Public Library noted that post-construction funds would be spent by the end of 2024. These funds will be targeted toward unmet needs in the design/planning stages.
- 9. Comments from the public N/A

10. Adjourn

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	Register Of Claims	West Lafayette Public Library	
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Report Date: From 02/15/24 To 02/29/24

Warrant	Claim	1					
Number	Number	Number Name of Claimant	Fund	Account	Amount	Date	Explanation
10603	6	Amazon Capital Services Inc	Operating Program Suppli Operating Cleaning & San Operating Books Operating DVD Operating Program Supplies 2019 Construction Fund Office Supplies	Program Supplies Cleaning & Sanitation Supplies Books DVD Program Supplies Office Supplies <b>Total this claim</b>	\$41.39 \$516.46 \$64.99 \$51.40 \$38.98 \$304.08 \$1,017.30	02/27/24	
0	87	Automated Payroll Service	Operating	Other Professional Services/Ban Total this claim	\$96.87 \$96.87	02/23/24	Payroll of 2/5/24-2/18/24
10604	91	CenterPoint Energy	Operating	Gas service Total this claim	\$1,028.86 \$1,028.86	02/27/24	for 1/5/24-2/6/24
0	92	Chase Bank	Operating	Other Professional Services/Ban Total this claim	\$0.00	02/27/24	DION DION DION
0	139	Chase Bank	Operating	Other Professional Services/Ban Total this claim	\$32.12 \$32.12	02/15/24	Account Analysis Settlement Charge
10605	<del>0</del>	Chase Cardmember Service	Operating Operating Operating Operating Operating Operating Operating Operating Operating Gift & Memorial Fund	Program Supplies Cleaning & Sanitation Supplies Program Supplies Databases Periodicals and Newspapers Postage Traveling Expense Water and Waste Disposal Servi Office Supplies Office Supplies	\$140.34 \$42.05 \$76.14 \$47.08 \$80.00 \$19.99 \$79.35 \$727.44 \$817.43 \$275.57 \$427.44 \$817.43	02/27/24	for 1/17/24-2/16/24
10606	94	Duke Energy	Gift & Memorial Fund	Electricity Total this claim	\$321.84 \$321.84	02/27/24	for 1/4/24-2/2/24 Cottage
10607	95	Evergreen Indiana Library Conso Operating	Operating	Dues and Membership Total this claim	\$7,923.62 \$7,923.62	02/27/24	Tier 4 membership for 2024

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Claim Jumber	Claim Number Name of Claimant	Fund	Account	Amount	Date	Explanation
	Evergreen Indiana Payment	Operating	Other Professional Services/Ban Total this claim	\$11.37 \$11.37	02/27/24	2nd quarter 2023 payments to other Evergreen libraries
	hibu IncWest	Operating	Advertising & Public Notices Total this claim	\$22.33 \$22.33	02/27/24	Payment 11 of 12
	Metronet	Operating	Telephone and Internet Total this claim	\$652.61 \$652.61	02/27/24	for 2/8-3/7/24
	MJV Group Inc	Operating	Repair & Maintenance Building Total this claim	\$1,737.75 \$1,737.75	02/27/24	Janitor service for February 2024
	netPark Software LLC	Operating	Repair & Maintenance Garage Total this claim	\$324.50 \$324.50	02/27/24	Monthly useage fee for parking garage system for February 2024
8	Payroll	Operating Operating Operating Operating Operating Anna Akley Gift Fund	Library Director Full-time Employees Part-time Employees Employer's Share-FICA & Medic Unemployment Compensation Full-time Employees <b>Total this claim</b>	\$3,538.46 \$12,203.29 \$9,733.07 \$2,181.95 \$112.55 \$3,506.08 \$31,275.40	02/21/24	Payroll of 2/5/24-2/18/24
80	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages Total this claim	\$2,155.77 \$577.43 \$2,733.20	02/23/24	Payroll of 2/5/24-2/18/24
	Quality Plumbing and Heating In	Operating	Repair & Maintenance Building Total this claim	\$3,501.43 \$3,501.43	02/27/24	Fan motor replacements
102	Verizon Wireless	Operating	Telephone and Internet Total this claim	\$40.01 \$40.01	02/27/24	for 1/2/24-2/1/24

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Amount Date Explanation	\$52,724.60	1 hereby certriy that each of the above listed vouchers and the involces, or bills attached thereto, are true and correct and 1 have audited same in accordance with IC 5-11-10-1.6.	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)	3 pages, and except for vouchers not allowed as shown	Martha Altzehall	<b>BOARD</b> Library on 01/01/98.			Page 3 of 3
d Account	Total Amount of Claims	usted vouchers and the invoices, or bills attached	_	ALLOWANCE OF VOUCHERS ign the Accounts Payable Voucher Register in lieu of signin	counts payable voucher register, consisting of nount of $\begin{array}{c} \$52,724.60 \\ \pounds & ,20 \\ \end{array}$	Jame 1? Krune	SIGNATURES OF GOVERNING BOARD Approved by the State Board Of Accounts for West Lafayette Public Library on 01/01/98.			
Warrant Claim Number Number Name of Claimant Fund		I hereby certriy that each of the above accordance with IC 5-11-10-1.6.	Thursday, March 7, 2024	(IC 5-11-10-2 permits the governing body to si	We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of on the Register such vouchers are allowed in the total amount of $$52,724.60$ Date this $2.0^{T4}$ day of MMLCH $,20.24$ .	A S	Approved by th	1	ł	Printed on Thursday, March 7, 2024

Report Date: From 03/01/24 To 03/13/24

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Explanation	E-Rate Funding Year 2024 ECF Reimbursements		Payroll of 2/19/24-3/3/24		Annual inspection of Wet Sprinkler and Fire Extinguishers	clean mats	Defibrilator and first aid supplies	Update to HVAC Controls System	Office supplies	LibraryAware for 2/1/24-1/31/25	Puzzles for Children's Department	Maintenance on server and Malwarebytes
Date	03/13/24	03/13/24	03/08/24	03/13/24	03/13/24	03/13/24	03/13/24	03/13/24	03/13/24	03/13/24	03/13/24	03/13/24
Amount	\$1,290.00 \$1,290.00	\$60.90 \$60.90	\$252.37 \$252.37	\$224.53 \$224.53	\$176.96 \$176.96	\$250.78 \$250.78	\$250.00 \$250.00	\$4,385.00 \$4,385.00	\$101.64 \$101.64	\$1,495.00 \$1,495.00	\$21.35 \$21.35	\$1,920.29 \$1,920.29
Account	Other Professional Services/Ban Total this claim	Program Supplies Total this claim	Other Professional Services/Ban Total this claim	Books Total this claim	Repair & Maintenance Building	Repair & Maintenance Building Total this claim	Cleaning & Sanitation Supplies Total this claim	2019 Construction Fund Repair & Maintenance Building Total this claim	Office Supplies Total this claim	Databases Total this claim	Office Supplies Total this claim	Telephone and Internet Total this claim
Fund	Operating	Operating	Operating	Operating	Operating	Operating	Operating	2019 Construction Fund	Operating	Operating	Operating	Operating
Claim Number Name of Claimant	ADTEC Administrative and Tech	Amazon Capital Services Inc	Automated Payroll Service	Bound to Stay Bound	CertaSite LLC	Cintas	Cintas # 366	Conserv inc	DEMCO Inc	EBSCO Information Services	Gail Mesecar	Gran-IT Consulting
Claim Number	114	115	116	117	118	119	120	121	122	123	124	141
Warrant Number	10615	10616	0	10617	10618	10619	10620	10621	10622	10623	10624	10625

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Date Explanation	03/13/24 Greater Lafayette magazine subscription for 2024	03/13/24 Digital resources for February 2024	03/13/24 or 1/31/24-2/28/24 for Building and for Cottage	03/13/24	03/13/24 Digital resources for February 2024	03/13/24 for Cottage for 3/14-4/13/24	03/13/24	03/13/24 Participation Fee for March to December 2024	03/13/24 Call Center support for Garage Parking System	03/06/24 Payroll of 2/19/24-3/3/24
Amount	\$36.00 \$36.00	\$1,493.24 \$1,493.24	\$342.85 \$24.77 \$367.62	\$3,862.69 \$1,751.70 \$327.24 \$595.71 \$109.48 \$6,646.82	\$158.40 \$158.40	\$352.73 \$352.73	\$332.59 \$332.59	\$2,500.00 \$2,500.00	\$321.95 \$321.95	\$3,538.46 \$10,246.26 \$9,822.78 \$1,774.42 \$79.66 \$25,461.58
Account	Periodicals and Newspapers Total this claim	Databases Total this claim	Water and Waste Disposal Servi Water and Waste Disposal Servi <b>Total this claim</b>	Books Books Books Books Books <b>Total this claim</b>	Databases Total this claim	Telephone and Internet Total this claim	DVD Total this claim	eBooks Total this claim	Repair & Maintenance Garage Total this claim	Library Director Full-time Employees Part-time Employees Employer's Share-FICA & Medic Unemployment Compensation <b>Total this claim</b>
Fund	Operating	Operating	Operating Gift & Memorial Fund	Operating Operating Operating Operating Gift & Memorial Fund	Operating	Gift & Memorial Fund	Operating	Operating	Operating	Operating Operating Operating Operating
Claimant	Greater Lafayette Commerce		Indiana American Water Co Inc	ry Services			e LLC		nology LLC	
Claim Number Name of Claimant	Greater Lafa	hoopla	Indiana Ame	Ingram Library Services	Kanopy Inc	Metronet	Midwest Tape LLC	OverDrive	Parker Technology LLC	Payroll
Claim Number	130	125	142		126	144	127	128	129	112
Warrant Number	10626	10627	10628	10629	10630	10643	10631	10632	10633	0

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Explanation	Payroll of 2/19/24-3/3/24	Semi-Annual HVAC/Quarterly Filter Change	Office supplies	Hotspots for for 1/21/24-2/20/24	Notices for February 2024	for 10/31/23-11/30/23 and 11/30/23- 1/2/24	Installation of window film on twelve windows	Equipment rental for April 2024 and monthly Fiber Agreement.	Refund of charges for lost book; book (Peppa's Halloween Party) was returned to us.	Landscape Maintenance 10/25/23
Date	03/08/24	03/13/24	03/13/24	03/13/24	03/13/24	03/13/24	03/13/24	03/13/24	03/13/24	03/13/24
Amount	\$1,543.90 \$413.54 \$1,957.44	\$4,996.50 \$4,996.50	\$81.40 \$81.40	\$208.25 \$208.25	\$184.68 \$184.68	\$819.28 \$819.28	\$2,511.00 \$2,511.00	\$778.80 \$778.80	\$14.00 \$14.00	\$123.00 \$123.00
Account	Employers Contribution-PERF Salary and Wages <b>Total this claim</b>	Repair & Maintenance Building	Office Supplies Total this claim	Telephone and Internet Total this claim	Other Professional Services/Ban Total this claim	Water and Waste Disposal Servi <b>Total this claim</b>	2019 Construction Fund Repair & Maintenance Building <b>Total this claim</b>	Telephone and Internet Total this claim	Books Total this claim	Repair & Maintenance Building Total this claim
Fund	Operating PERF	Operating	Operating	Operating	Operating	Operating	2019 Construction F	Operating	Operating	Operating
Claim Number Name of Claimant	Public Employees Retirement Fu	Quality Plumbing and Heating In	Quill Corp	T-Mobile	Unique Management	West Lafayette Wastewater Trea	Window Genie Of Lafayette	Wintek Corp	Yu Gao	Zebra Landscape & Tree Care In Operating
Claim Number	113	131	132	133	143	134	135	136	137	138
Warrant Number	0	10634	10635	10636	10637	10638	10639	10640	10641	10642

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Total Amount of Claims       \$55,74.10         Inerely 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 scondance with IC 5-11-10-16.       \$55,774.10         Wednesdaw, March 20, 2024       Total Amount of Calims       \$55,774.10         Intereduction of Calims       Total Amount of Calims       \$55,774.10         Intereduction of the governing body to sign the Accounts Payable Voucher Register in lie of signing each claim the governing body is allowing)       Total Amount of Signing each claim the governing body is allowing)         Internet       Data this       Data Amount of Signing each claim the governing body is allowing)         Marker Amount of Signing accounts payable voucher register, consisting of a page, and except for vouchers not allowed as shown of the Amount of Signing each claim the governing body is allowing)       Total Amount of Signing each claim the governing body is allowing)         Marker Amount of Signing accounts payable voucher register, consisting of the Part of the Amount of Signing each claim the governing body is allowing)       Total Amount of Signing each claim the governing body is allowing)         Marker Amount of Signing accounts payable voucher register, consisting of the page, and except for vouchers not allowed as shown of the Amount of Signing each claim the governing body is allowing)       Total Amount of Signing each claim the governing body is allowing)	\$59, \$50 DUCHE lieu of sig	Warrant Number	Claim Number	Claim Number Name of Claimant	Fund	Account	Amount	Date	Explanation	
DUCHE lieu of sig	DUCHE lieu of sig			I hereby certify that each of 1 accordance with IC 5-11-10-	the above listed vouc-1.6.	Total Amount of Claims hers and the invoices, or bills attach	\$59,774.10 thereto, are true and	nd correct and	I have audited same in	
DUCHE lieu of sig	DUCHE lieu of sig			Wednesday, March 20, 2024	4		Mar	h lug	2	
4	NG BO		(IC 5-)	.11-10-2 permits the governing	g body to sign the Ac	ALLOWANCE OF VC counts Payable Voucher Register in	/ F )UCHERS lieu of signing each cl	iscal Officer aim the goverr	ing body is allowing)	
Juverly Ol	Jurent.	We	have examine the Register s Date thi	ed the vouchers listed on the for such vouchers are allowed in t is $20^{\frac{1}{2}}$ day of $\frac{1}{100}$	orgoing accounts pay the total amount of ARCH	able voucher register, consisting of $$59,774.10$		xcept for vouc	hers not allowed as shown	
	Ž	Y V	Mult 15-15-15-15-15-15-15-15-15-15-15-15-15-1	le Juert	2 L	men R. Frugg	Mar	the c	llachaff (	

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## Financial Report West Lafayette Public Library

		Report Dates	= 1	1/1/2024 <i>to</i> 3	0/8/2024		
	Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. G	eneral						
100	Operating	\$89,337.24	\$232,984.25	\$232,984.25	\$79,847.41	\$79,847.41	(\$63,799.60
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
90	Transfer Fund	\$0.00	\$3,493.55	\$3,493.55	\$3,493.55	\$3,493.55	\$0.00
	Subtotal	\$94,148.95	\$236,477.80	\$236,477.80	\$83,340.96	\$83,340.96	(\$58,987.89
2. S	pecial Revenue						
200	Gift & Memorial Fund	\$165,663.13	\$11,692.89	\$11,692.89	\$4,329.00	\$4,329.00	\$158,299.24
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
26	Community Foundation	\$26,123.87	\$0.00	\$0.00	\$0.00	\$0.00	\$26,123.87
27	Anna Akley Gift Fund	\$69,772.02	\$3,506.08	\$3,506.08	\$5,000.00	\$5,000.00	\$71,265.94
	Subtotal	\$311,819.27	\$15,198.97	\$15,198.97	\$9,329.00	\$9,329.00	\$305,949.30
ת ג	ebt Service						. ,
302	BONY Operatiing and Reserve AKA Debt Service Fund	\$136,736.87	\$0.00	\$0.00	\$3,177.75	\$3,177.75	\$139,914.62
03	Debt Service Fund (formerly Bond Fund)	\$433,520.13	\$439,215.63	\$439,215.63	\$210,000.00	\$210,000.00	\$204,304.50
05	2020 Audit Overage Amount Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Subtotal	\$570,257.00	\$439,215.63	\$439,215.63	\$213,177.75	\$213,177.75	\$344,219.12
4. C	Capital Projects						
01	2019 Construction Fund	\$202,739.57	\$626.39	\$626.39	\$0.00	\$0.00	\$202,113.18
02	2020 Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03	BONY Sinking Fund	\$63.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.00
04	BONY 2020 Bond Issue Expense Fund	\$160,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160,000.00
22	State Technology Grant Fund	\$2,295.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,295.00
	Subtotal	\$365,097.57	\$626.39	\$626.39	\$0.00	\$0.00	\$364,471.18
5. C	learing						
00	PLAC	\$867.19	\$0.00	\$0.00	\$0.00	\$0.00	\$867.19
03	Federal Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04	FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05	Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06	State Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07	County Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08	PERF	\$0.00	\$2,407.72	\$2,407.72	\$2,407.72	\$2,407.72	\$0.00
09	FSA Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	Healthcare	\$0.00	\$1,835.28	\$1,835.28	\$2,247.28	\$2,247.28	\$412.00
	Subtotal	\$867.19	\$4,243.00	\$4,243.00	\$4,655.00	\$4,655.00	\$1,279.19
~	nd Total	\$1,342,189.98	\$695,761.79	\$695,761.79	\$310,502.71	\$310,502.71	\$956,930.90

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

# **Bank Balances**

## West Lafayette Public Library

Report as of: 3/8/2024

	Bank	
1	First Merchants/Lafayette B & T (7920/7939)	\$319,187.48
2	Chase Bank	\$85,791.09
3	Bank of NY Mellon (OR)/2020 OR 550512	\$73,089.86
4	Bank of NY Mellon (SF)/2020 SF 550511	\$435.19
5	Community Foundation	\$16,439.87
6	Petty Cash (in the Library)	\$75.00
7	Chase Bank Savings Account	\$2,529.60
8	First Merchants Construction Account	\$208,082.60
9	Bank of NY Mellon 2019 Paying Agency/342634	\$0.00
11	Bank of NY Mellon 2020 Construct Fund/476345	\$251,300.21
	Total all banks =	\$956,930.90

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

# Parking Garage Proceeds 2024 Audit Report

SOY Balance

Report Datie:         2/1/2024 To         2/29/2024           Receipt #         Description         Explanation         Amount         Memo           100         2/1/2024         Parking Receipt         100/318-         5219.08         100           1015         2/2/2024         Parking Receipt         100/318-         5207.28         100           1016         2/5/2024         Parking Receipt         100/318-         5207.28         100           1016         2/5/2024         Parking Receipt         100/318-         5207.28         100           1016         2/5/2024         Parking Receipt         100/318-         5202.225         100           1018         2/7/2024         Parking Receipt         100/318-         5208.03         100           1109         2/8/2024         Parking Receipt         100/318-         5208.03         100           1110         2/12/2024         Parking Receipt         100/318-         5208.03         100           1111         2/12/2024         Parking Receipt         100/318-         5204.53         100           1111         2/12/2024         Parking Receipt         100/318-         5204.53         100           1111         2/12/2024	Par	king Gara	ge Proceeds	2024 Audit Report		\$0.00
104       2/1/2024       Parking Receipt       100/318-       \$219.08         105       2/2/2024       Parking Receipt       100/318-       \$170.55         106       2/5/2024       Parking Receipt       100/318-       \$207.28         106       2/5/2024       Parking Receipt       100/318-       \$165.07         106       2/5/2024       Parking Receipt       100/318-       \$216.476         108       2/7/2024       Parking Receipt       100/318-       \$222.25         109       2/8/2024       Parking Receipt       100/318-       \$240.32         110       2/9/2024       Parking Receipt       100/318-       \$240.32         111       2/12/2024       Parking Receipt       100/318-       \$240.32         111       2/12/2024       Parking Receipt       100/318-       \$240.32         111       2/12/2024       Parking Receipt       100/318-       \$208.03         1111       2/12/2024       Parking Receipt       100/318-       \$208.03         1111       2/12/2024       Parking Receipt       100/318-       \$240.51         1113       2/14/2024       Parking Receipt       100/318-       \$247.51         1117       2/20/2024		Report	t Date: From	2/1/2024 <i>To</i> 2/29/20	24	
105         2/2/2024         Parking Receipt         100/318-         \$170.55           106         2/5/2024         Parking Receipt         100/318-         \$207.28           106         2/5/2024         Parking Receipt         100/318-         \$165.07           106         2/5/2024         Parking Receipt         100/318-         \$165.07           106         2/5/2024         Parking Receipt         100/318-         \$222.25           109         2/8/2024         Parking Receipt         100/318-         \$240.32           110         2/9/2024         Parking Receipt         100/318-         \$240.32           110         2/9/2024         Parking Receipt         100/318-         \$240.32           111         2/12/2024         Parking Receipt         100/318-         \$208.03           1111         2/12/2024         Parking Receipt         100/318-         \$208.03           1111         2/12/2024         Parking Receipt         100/318-         \$240.56           1111         2/12/2024         Parking Receipt         100/318-         \$240.51           1113         2/14/2024         Parking Receipt         100/318-         \$247.51           1117         2/20/2024         Parking Receipt	Receipt #	Date	Description	Explanation	Amount	Memo
106         2/5/2024         Parking Receipt         100/318-         \$207.28           106         2/5/2024         Parking Receipt         100/318-         \$165.07           106         2/5/2024         Parking Receipt         100/318-         \$164.76           108         2/7/2024         Parking Receipt         100/318-         \$222.25           109         2/8/2024         Parking Receipt         100/318-         \$240.32           110         2/9/2024         Parking Receipt         100/318-         \$240.32           111         2/12/2024         Parking Receipt         100/318-         \$208.03           111         2/12/2024         Parking Receipt         100/318-         \$208.03           111         2/12/2024         Parking Receipt         100/318-         \$204.56           111         2/12/2024         Parking Receipt         100/318-         \$204.56           1113         2/14/2024         Parking Receipt         100/318-         \$234.39           115         2/16/2024         Parking Receipt         100/318-         \$247.51           117         2/20/2024         Parking Receipt         100/318-         \$282.63           117         2/20/2024         Parking Receipt </td <td>104</td> <td>2/1/2024</td> <td>Parking Receipt</td> <td>100/318-</td> <td>\$219.08</td> <td></td>	104	2/1/2024	Parking Receipt	100/318-	\$219.08	
106         2/5/2024         Parking Receipt         100/318-         \$165.07           106         2/5/2024         Parking Receipt         100/318-         \$164.76           108         2/7/2024         Parking Receipt         100/318-         \$222.25           109         2/8/2024         Parking Receipt         100/318-         \$2240.32           110         2/9/2024         Parking Receipt         100/318-         \$270.02           111         2/12/2024         Parking Receipt         100/318-         \$208.03           111         2/12/2024         Parking Receipt         100/318-         \$208.03           111         2/12/2024         Parking Receipt         100/318-         \$208.03           111         2/12/2024         Parking Receipt         100/318-         \$204.56           111         2/12/2024         Parking Receipt         100/318-         \$294.66           114         2/15/2024         Parking Receipt         100/318-         \$294.66           114         2/15/2024         Parking Receipt         100/318-         \$294.66           117         2/20/2024         Parking Receipt         100/318-         \$294.66           117         2/20/2024         Parking Receipt<	105	2/2/2024	Parking Receipt	100/318-	\$170.55	
106       2/5/2024       Parking Receipt       100/318-       \$164.76         108       2/7/2024       Parking Receipt       100/318-       \$222.25         109       2/8/2024       Parking Receipt       100/318-       \$240.32         110       2/9/2024       Parking Receipt       100/318-       \$240.32         111       2/12/2024       Parking Receipt       100/318-       \$208.03         111       2/12/2024       Parking Receipt       100/318-       \$208.03         111       2/12/2024       Parking Receipt       100/318-       \$208.03         111       2/12/2024       Parking Receipt       100/318-       \$204.56         1111       2/12/2024       Parking Receipt       100/318-       \$294.66         1113       2/14/2024       Parking Receipt       100/318-       \$294.66         1114       2/15/2024       Parking Receipt       100/318-       \$247.51         1115       2/16/2024       Parking Receipt       100/318-       \$247.51         1117       2/20/2024       Parking Receipt       100/318-       \$282.63         1119       2/21/2024       Parking Receipt       100/318-       \$282.63         1120       2/22/2024	106	2/5/2024	Parking Receipt	100/318-	\$207.28	
108       2/7/2024       Parking Receipt       100/318-       \$222.25         109       2/8/2024       Parking Receipt       100/318-       \$240.32         110       2/9/2024       Parking Receipt       100/318-       \$172.96         111       2/12/2024       Parking Receipt       100/318-       \$208.03         111       2/12/2024       Parking Receipt       100/318-       \$294.66         1114       2/15/2024       Parking Receipt       100/318-       \$234.39         1115       2/16/2024       Parking Receipt       100/318-       \$206.35         1117       2/20/2024       Parking Receipt       100/318-       \$198.99         1117       2/20/2024       Parking Receipt       100/318-       \$282.63         1120       2/22/2024	106	2/5/2024	Parking Receipt	100/318-	\$165.07	
109       2/8/2024       Parking Receipt       100/318-       \$240.32         110       2/9/2024       Parking Receipt       100/318-       \$172.96         111       2/12/2024       Parking Receipt       100/318-       \$208.03         111       2/12/2024       Parking Receipt       100/318-       \$204.56         113       2/14/2024       Parking Receipt       100/318-       \$234.39         114       2/15/2024       Parking Receipt       100/318-       \$247.51         117       2/20/2024       Parking Receipt       100/318-       \$282.63         119       2/21/2024       Parking Receipt       100/318-       \$282.63         119       2/21/2024       Parking Receipt       100/318-       \$282.63         120       2/22/2024       Parking Receipt       100/318-       \$281.61         121       2/26/2024 <td< td=""><td>106</td><td>2/5/2024</td><td>Parking Receipt</td><td>100/318-</td><td>\$164.76</td><td></td></td<>	106	2/5/2024	Parking Receipt	100/318-	\$164.76	
110       2/9/2024       Parking Receipt       100/318-       \$172.96         111       2/12/2024       Parking Receipt       100/318-       \$208.03         111       2/12/2024       Parking Receipt       100/318-       \$204.56         111       2/12/2024       Parking Receipt       100/318-       \$204.56         111       2/12/2024       Parking Receipt       100/318-       \$204.56         111       2/12/2024       Parking Receipt       100/318-       \$294.66         113       2/14/2024       Parking Receipt       100/318-       \$234.39         114       2/15/2024       Parking Receipt       100/318-       \$247.51         117       2/20/2024       Parking Receipt       100/318-       \$247.51         117       2/20/2024       Parking Receipt       100/318-       \$168.55         119       2/21/2024       Parking Receipt       100/318-       \$282.63         120       2/22/2024       Parking Receipt       100/318-       \$281.61         121       2/23/2024       Parking Receipt       100/318-       \$285.75         122       2/26/2024       Parking Receipt       100/318-       \$215.99         122       2/26/2024 <t< td=""><td>108</td><td>2/7/2024</td><td>Parking Receipt</td><td>100/318-</td><td>\$222.25</td><td></td></t<>	108	2/7/2024	Parking Receipt	100/318-	\$222.25	
111       2/12/2024       Parking Receipt       100/318-       \$208.03         111       2/12/2024       Parking Receipt       100/318-       \$204.56         111       2/12/2024       Parking Receipt       100/318-       \$169.87         113       2/14/2024       Parking Receipt       100/318-       \$294.66         114       2/15/2024       Parking Receipt       100/318-       \$234.39         115       2/16/2024       Parking Receipt       100/318-       \$247.51         117       2/20/2024       Parking Receipt       100/318-       \$198.99         117       2/20/2024       Parking Receipt       100/318-       \$198.99         117       2/20/2024       Parking Receipt       100/318-       \$198.99         117       2/20/2024       Parking Receipt       100/318-       \$282.63         119       2/21/2024       Parking Receipt       100/318-       \$282.63         120       2/22/2024       Parking Receipt       100/318-       \$285.75         121       2/23/2024       Parking Receipt       100/318-       \$285.75         122       2/26/2024       Parking Receipt       100/318-       \$215.99         122       2/26/2024       <	109	2/8/2024	Parking Receipt	100/318-	\$240.32	
111       2/12/2024       Parking Receipt       100/318-       \$204.56         111       2/12/2024       Parking Receipt       100/318-       \$169.87         113       2/14/2024       Parking Receipt       100/318-       \$294.66         114       2/15/2024       Parking Receipt       100/318-       \$234.39         115       2/16/2024       Parking Receipt       100/318-       \$206.35         117       2/20/2024       Parking Receipt       100/318-       \$247.51         117       2/20/2024       Parking Receipt       100/318-       \$247.51         117       2/20/2024       Parking Receipt       100/318-       \$198.99         117       2/20/2024       Parking Receipt       100/318-       \$282.63         119       2/21/2024       Parking Receipt       100/318-       \$282.63         120       2/22/2024       Parking Receipt       100/318-       \$285.09         121       2/23/2024       Parking Receipt       100/318-       \$285.75         122       2/26/2024       Parking Receipt       100/318-       \$285.75         122       2/26/2024       Parking Receipt       100/318-       \$285.75         122       2/26/2024       <	110	2/9/2024	Parking Receipt	100/318-	\$172.96	
111       2/12/2024       Parking Receipt       100/318-       \$169.87         113       2/14/2024       Parking Receipt       100/318-       \$294.66         114       2/15/2024       Parking Receipt       100/318-       \$234.39         115       2/16/2024       Parking Receipt       100/318-       \$206.35         117       2/20/2024       Parking Receipt       100/318-       \$247.51         117       2/20/2024       Parking Receipt       100/318-       \$198.99         117       2/20/2024       Parking Receipt       100/318-       \$198.99         117       2/20/2024       Parking Receipt       100/318-       \$198.99         117       2/20/2024       Parking Receipt       100/318-       \$282.63         119       2/21/2024       Parking Receipt       100/318-       \$282.63         120       2/22/2024       Parking Receipt       100/318-       \$281.61         121       2/23/2024       Parking Receipt       100/318-       \$281.61         122       2/26/2024       Parking Receipt       100/318-       \$285.75         122       2/26/2024       Parking Receipt       100/318-       \$98.92         122       2/26/2024 <t< td=""><td>111</td><td>2/12/2024</td><td>Parking Receipt</td><td>100/318-</td><td>\$208.03</td><td></td></t<>	111	2/12/2024	Parking Receipt	100/318-	\$208.03	
1132/14/2024Parking Receipt100/318-\$294.661142/15/2024Parking Receipt100/318-\$234.391152/16/2024Parking Receipt100/318-\$206.351172/20/2024Parking Receipt100/318-\$247.511172/20/2024Parking Receipt100/318-\$198.991172/20/2024Parking Receipt100/318-\$168.551172/20/2024Parking Receipt100/318-\$282.631192/21/2024Parking Receipt100/318-\$235.091202/22/2024Parking Receipt100/318-\$285.751212/26/2024Parking Receipt100/318-\$285.751222/26/2024Parking Receipt100/318-\$285.751222/26/2024Parking Receipt100/318-\$98.921222/26/2024Parking Receipt100/318-\$98.921242/28/2024Parking Receipt100/318-\$158.82	111	2/12/2024	Parking Receipt	100/318-	\$204.56	
1142/15/2024Parking Receipt100/318-\$234.391152/16/2024Parking Receipt100/318-\$206.351172/20/2024Parking Receipt100/318-\$247.511172/20/2024Parking Receipt100/318-\$198.991172/20/2024Parking Receipt100/318-\$168.551192/21/2024Parking Receipt100/318-\$282.631202/22/2024Parking Receipt100/318-\$235.091212/23/2024Parking Receipt100/318-\$285.751222/26/2024Parking Receipt100/318-\$285.751222/26/2024Parking Receipt100/318-\$285.751222/26/2024Parking Receipt100/318-\$98.921242/28/2024Parking Receipt100/318-\$158.82	111	2/12/2024	Parking Receipt	100/318-	\$169.87	
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1172/20/2024Parking Receipt100/318-\$247.511172/20/2024Parking Receipt100/318-\$198.991172/20/2024Parking Receipt100/318-\$168.551192/21/2024Parking Receipt100/318-\$282.631202/22/2024Parking Receipt100/318-\$283.091212/23/2024Parking Receipt100/318-\$281.611222/26/2024Parking Receipt100/318-\$285.751222/26/2024Parking Receipt100/318-\$215.991222/26/2024Parking Receipt100/318-\$98.921242/28/2024Parking Receipt100/318-\$158.82	114	2/15/2024	Parking Receipt	100/318-	\$234.39	
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117       2/20/2024       Parking Receipt       100/318-       \$168.55         119       2/21/2024       Parking Receipt       100/318-       \$282.63         120       2/22/2024       Parking Receipt       100/318-       \$235.09         121       2/23/2024       Parking Receipt       100/318-       \$281.61         122       2/26/2024       Parking Receipt       100/318-       \$285.75         122       2/26/2024       Parking Receipt       100/318-       \$215.99         122       2/26/2024       Parking Receipt       100/318-       \$98.92         122       2/26/2024       Parking Receipt       100/318-       \$98.92         124       2/28/2024       Parking Receipt       100/318-       \$158.82	117	2/20/2024	Parking Receipt	100/318-	\$247.51	
119       2/21/2024       Parking Receipt       100/318-       \$282.63         120       2/22/2024       Parking Receipt       100/318-       \$235.09         121       2/23/2024       Parking Receipt       100/318-       \$281.61         122       2/26/2024       Parking Receipt       100/318-       \$285.75         122       2/26/2024       Parking Receipt       100/318-       \$215.99         122       2/26/2024       Parking Receipt       100/318-       \$98.92         122       2/26/2024       Parking Receipt       100/318-       \$98.92         124       2/28/2024       Parking Receipt       100/318-       \$158.82	117	2/20/2024	Parking Receipt	100/318-	\$198.99	
120       2/22/2024       Parking Receipt       100/318-       \$235.09         121       2/23/2024       Parking Receipt       100/318-       \$281.61         122       2/26/2024       Parking Receipt       100/318-       \$285.75         122       2/26/2024       Parking Receipt       100/318-       \$215.99         122       2/26/2024       Parking Receipt       100/318-       \$98.92         122       2/26/2024       Parking Receipt       100/318-       \$158.82	117	2/20/2024	Parking Receipt	100/318-	\$168.55	
121       2/23/2024       Parking Receipt       100/318-       \$281.61         122       2/26/2024       Parking Receipt       100/318-       \$285.75         122       2/26/2024       Parking Receipt       100/318-       \$215.99         122       2/26/2024       Parking Receipt       100/318-       \$98.92         122       2/26/2024       Parking Receipt       100/318-       \$98.92         124       2/28/2024       Parking Receipt       100/318-       \$158.82	119	2/21/2024	Parking Receipt	100/318-	\$282.63	
122       2/26/2024       Parking Receipt       100/318-       \$285.75         122       2/26/2024       Parking Receipt       100/318-       \$215.99         122       2/26/2024       Parking Receipt       100/318-       \$98.92         124       2/28/2024       Parking Receipt       100/318-       \$158.82	120	2/22/2024	Parking Receipt	100/318-	\$235.09	
122       2/26/2024       Parking Receipt       100/318-       \$215.99         122       2/26/2024       Parking Receipt       100/318-       \$98.92         124       2/28/2024       Parking Receipt       100/318-       \$158.82	121	2/23/2024	Parking Receipt	100/318-	\$281.61	
122       2/26/2024       Parking Receipt       100/318-       \$98.92         124       2/28/2024       Parking Receipt       100/318-       \$158.82	122	2/26/2024	Parking Receipt	100/318-	\$285.75	
124 2/28/2024 Parking Receipt 100/318- \$158.82	122	2/26/2024	Parking Receipt	100/318-	\$215.99	
	122	2/26/2024	Parking Receipt	100/318-	\$98.92	
125 2/29/2024 Parking Receipt 100/318- \$164.61	124	2/28/2024	Parking Receipt	100/318-	\$158.82	
	125	2/29/2024	Parking Receipt	100/318-	\$164.61	

Parki	ng Garage	Proceeds 202	4 Audi	t Report	SUY	Balance
	Report D	ate: From 2/1/2	2024 <i>To</i>	2/29/2024		\$0.00
				Total For 100/318	\$5,218.60	
				Total Receipts :	\$5,218.60	
/oucher #	Date	Vendor	Explana	ation	Amount	Memo
107	2/2/2024	Fullstream	-	L4-Charges for ard use in garage	\$115.88	_
				Total For 100/3.14	\$115.88	
74	2/14/2024	Light & Breuning Inc	100/3.6 tickets	53-1 carton parking	\$843.91	
				Total For 100/3.63	\$843.91	_
100	2/27/2024	netPark Software LLC	fee for	53-Monthly useage parking garage for February 2024	\$324.50	_
				Total For 100/3.63	\$324.50	
				Total Expenses to Da	ate: \$1,284	.29
				Gain/Loss This Pro	ject YTD: \$	7,232.06

Circulation         Image         Return         Ret							3	3		
							837	713	Total Program Attendance	
Propertication in terms of the second							34	24	Children's Programs	
							0	ω	Teen Programs	
							0	0	Local History Programs	
							4	ω	Adult Programs	
DON         Valuation legical           Advantive Statistical Report           Tabal         Tabal         Algeine         Algeine <th c<="" td=""><td></td><td></td><td></td><td></td><td></td><td></td><td>837</td><td>644</td><td>Children's Program Attendance</td></th>	<td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>837</td> <td>644</td> <td>Children's Program Attendance</td>							837	644	Children's Program Attendance
DON         Advantive Statistical Report           Advante         Restruction         Applied         Applied         Applied         Ap							0	69	Teen Program Attendance	
On         Adat         Tag2t         Eduary Eduary Teen         March         Aruli         Marg         June         June         August         September         Codoer           Teen         980         1.131         August							0	0	Local History Program Attendance	
On         Section (Section (Secti							0	0	Adult Program Attendance	
On         Jamuary         February         March         Andi         Nay         February         March         Nay	October		June	May	April	March	February	January		
									Programs	
							2,282.5	2,613	Staff Hours	
							11,800	35,000	Social Media	
Aduit         February         March         April         May         June         July         August         September           Aduit         7.921         8.163							105,824	00,022	WIFI Usage (total number of sessions)	
Aduit         7,921         March         April         May         June         Jung         August         September           Teen         990         1,131         August         August         September         Codoer           Digital         7,921         8,163         August         August         September         Codoer           Digital         7,921         8,163         August         August         September         Codoer           Digital         10,668         10,049         August         August         September         August							101 001	100		
Intrustry         February         March         April         May         June         June         June         August         September           Adult         7,921         8,163         1         4         1         4							574	432	Computer   lee	
Interview         February         March         April         May         June         Juny         September           Aduit         7.921         8.153         April         March         April         June         Juny         August         September         October           Digital         7.105         6.333         5.66         5.63         5.67							600	1 470	Meeting Room Attendance	
Image: Section of the secting of the secting of the sectin							431	296	Study Room Attendance	
January         February         March         April         May         June         July         Keptember           Aduit         7,921         8,153         April         May         June         July         August         September         October           Treen         990         1,131         April         May         June         July         August         September         October           Digital         7,105         6,333         April         August         September							15,976	12,944	Door Count	
	October		June	May	April	March	February	January		
January         February         March         April         May         June         July         August         September         October           Aduit         7,921         8,153         September         September         September         October           Aduit         7,921         8,153         September         September         September         October           Indee         980         1,131         September         September         September         September         September         October           Indee         980         1,131         September         September <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Building Use</td>									Building Use	
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Adult       7,921       8,153       March       March       March       June       June       July       August       September							1,131	086	Teen	
2024 Monthly Statistical Report							8,153	7,921	Adult	
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Control         Control <t< td=""><td></td><td>\$249 55 Donations</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>\$35.40</td><td>\$214.15</td><td>Donations</td></t<>		\$249 55 Donations											\$35.40	\$214.15	Donations
Anometical control contentero contro control control control control control control co		\$257.00 Miscellaneous											\$179.00	\$78.00	Miscellaneous
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Image: Tax         Junuary         February         March         April			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Receipts
Since Tex         Junuary         February         April         March         April         March         April         Jun         April			60.00	6000	60.00	60.00	¢0 00	60 00	60.00	¢0.00	£0.00	60 00	¢n nn	\$50,260.25	Start of Year Balance
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Since view         January         February         March         April         May         Lange         Specific         Specifii	60.19%		-\$38,005.58	-\$38,005.58	-\$38,005.58	-\$38,005.58	-\$38,005.58	-\$38,005.58	-\$38,005.58	-\$38,005.58		-\$38,005.58	-\$38,005.58	\$15,004.76	Estimated Ending Cash
Image: State			-\$38,005.58	-\$38,005.58	-\$38,005.58	-\$38,005.58	-\$38,005.58	-\$38,005.58	-\$38,005.58	-\$38,005.58		-\$38,005.58	\$15,004.76	\$89,337.24	Beginning Cash
Since         January         Foruary         March         April         Mar         June         June         September         Calcoler         November         December         Endot Yas           Tax         January         Foruary         March         April         Mar         June         June         June         September         Calcoler         November         December         Endot Yas           reaker TC         Signation         Signation<			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$53,010.34	-\$74,332.48	Net Cash Flow
Simular       January       February       March       April       May       June       July       September       October       November       December       September       <		\$206,865.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,604.52	\$99,261.15	Total Disbursements
Simulation       January       February       April       April       March       April       April <td>0.1470</td> <td>\$0.00</td> <td></td> <td>QZ,U30.41</td> <td>Q129.20</td> <td>Fund Transfers</td>	0.1470	\$0.00											QZ,U30.41	Q129.20	Fund Transfers
Since       January       February       March       April       May       June       Juny       August       September       October       November       End of Year         Tax.       January       February       March       April       Mar       June       June       August       September       October       November       End of Year       Solo         Tax.       Shortfal       Say 2,22,43       Say 2,24,73       Say 2,24,74       Say 2,24,74       Say 2,24,7	31.51%	\$67,572.66											\$36,291.71	\$120.95	Other Services and Charg
Image: Anisotry of Control       February       March       April       March       April       March       June       June       August       September       October       November       December       Second (Singer)         erTC       Sinotfall	0.97%	\$5,249.28											\$4,291.16	\$958.12	Supplies
Image: Anisotry of the state of the sta	67.38%	\$131,868.04											\$64,985.24	\$66,882.80	Personnel Services
Image: Marcine Sector         Marcine April         Marcine April         May         June         July         August         September         October         November         End of           er TC         Si9,510.00         S19,510.00         S19,610.00         S19,610.00         S19,610.00         S19,610.00         S19,610.00         S19,610.00         S19,610.00         S19,610.0	cent of Expense			November	October	September	August	July	June	May	April	March	February	January	DISBURSEMENTS
Image: March Period of Case Flow - Operating Budget 2024       Monthly Balanced Cash Flow -		\$79,522.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,594.18	\$24,928.67	Total Receipts
Monthly Balanced Cash Flow - Operating Budget 2024       Monthly Balanced Cash Flow - Operating Budget 2024       End of       End of         January       February       March       April       May       June       July       August       September       October       November       End of         S19510.00       \$19,510.00       \$32,626.43       \$32,		\$2,457.75											\$2,457.75		Grants/Gifts
Monthly Balanced Cash Flow - Operating Budget 2024       Monthly Balanced Cash Flow - Operating Budget 2024       End of         Image: Start		\$38,045.10											\$32,626.43	\$5,418.67	Misc Revenues**
January       February       March       April       May       June       July       August       September       October       November       December       End of		\$39,020.00											\$19,510.00	\$19,510.00	5
January February March April May June July August September October November December End of		\$0.00													Auto Excise, CVET, FIT
January February March April May June July August September October November December End of		\$0.00													Pronerty Tax Shortfall
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Monthly Balanced Cash Flow - Operating Budget 2024		End of Year		November	Uctoper	September	August	July	June	мау	April	March	February	January	RECEIPTS
Monthly Balanced Cash Flow - Operating Budget 2024															
Monthly Balanced Cash Flow - Operating Budget 2024															
							dget 2024	v - Operating Bud	anced Cash Flow	Monthly Bala					

					This sheet l similar sizes	This sheet looks at other information provided by other libraries of similar sizes looking at service area and population across Indiana	nformation pro ervice area and	ovided by othe d population a	r libraries of cross Indiana								
Library-comparison based libraries that serve a cirk. / limited area with a sincle location		2020 Census Fund	Operating Fund	Operating Funds per	Annual	Annual Library Visits Registered	Registered	Resident Registration % of	Central Building Square	Book	Materials	Circulation	librarians	All Paid Staff		Program	Meeting &
city/limited area with a single location	County	Population	Population Expenditures Capita	Capita	Library Visits per Capita	per Capita	Borrowers	Population	Footage	Collection	Circulation	per capita	FTE	FTE		e	StudyRooms
Average of libraries serving 20-50k		35,589	\$2,146,322	\$60	108,907	3	12,941	40%	45,082	92,691	. 312,816	9	10	24	527	10,493	1,018
WEST LAFAYETTE PUBLIC LIBRARY	Tippecanoe	44,595	\$1,360,776	\$30.51	105,591	2.37	9,628	22%	79,000	112,490	213,139	4.78	6.38	16.28	416	7,857	1,080
WESTFIELD-WASHINGTON PUBLIC LIBRARY	Hamilton	49,262	\$3,399,208	\$69.00	143,023	2.9	17,602	36%	32,230	88,562	441,169	8.96	6.95	21.33	954	16,482	2,582
BROWNSBURG PUBLIC LIBRARY	Hendricks	49,089	\$1,777,332	\$36.21	158,645	3.23	16,350	33%	50,900	87,533	502,073	10.23	13.81	21.01	442	7,818	1,470
NEW CASTLE-HENRY COUNTY PUBLIC LIBRARY	Henry	39,935	\$1,916,752	\$48.00	117,322	2.94	8,058	20%	73,000	150,060	198,025	4.96	5.63	27.13	268	7,903	641
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY	Boone	39,722	\$2,434,069	\$61.28	148,490	3.74	16,150	41%	54,000	109,587	608,602	15.32	21.75	33.25	997	18,365	118
GOSHEN PUBLIC LIBRARY	Elkhart	38,606	\$2,484,742	\$64.36	115,510	2.99	12,396	32%	45,120	139,899	372,240	9.64	9.73	25.93	271	7,267	72
MICHIGAN CITY PUBLIC LIBRARY	Laporte	35,913	\$2,940,800	\$81.89	83,745	2.33	22,046	61%	35,200	59,889	106,005	2.95	6	35	380	16,979	2
BEDFORD PUBLIC LIBRARY	Lawrence	33,833	\$1,886,243	\$55.75	66,526	1.97	12,406	37%	17,078	44,909	240,929	7.12	6.63	19.88	903	17,422	6
PLAINFIELD-GUILFORD TOWNSHIP PUBLIC LIBRARY	Hendricks	33,797	\$2,373,084	\$70.22	132,355	3.92	8,630	26%	58,520	93,476	332,557	9.84	12.46	31.47	751	9,671	2,499
GREENWOOD PUBLIC LIBRARY	Johnson	33,151	\$2,259,240	\$68.15	106,710	3.22	9,415	28%	51,500	77,785	302,516	9.13	16.35	23.88	697	16,169	4,440
WARSAW COMMUNITY PUBLIC LIBRARY	Kosciusko	30,433	\$2,763,462	\$90.80	91,841	3.02	15,234	50%	41,110	147,057	467,001	15.35	3	24.5	355	6,513	60
MARION PUBLIC LIBRARY	Grant	27,980	\$1,618,236	\$57.84	133,819	4.78	12,439	44%	82,527	105,789	178,288	6.37	9.78	22.11	203	2,534	1,058
PENDLETON COMMUNITY PUBLIC LIBRARY	Madison	26,748	\$904,786	\$33.83	68,821	2.57	12,313	46%	28,080	52,607	174,614	6.53	6.63	11.16	364	5,309	143
MIDDLEBURY COMMUNITY PUBLIC LIBRARY	Elkhart	24,185	\$1,144,236	\$47.31	48,982	2.03	5,195	21%	16,800	47,824	142,592	5.9	7.5	20.16	265	3,976	142



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 with 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.

#### February 6, 2024 The West Lafayette Library Insurance Appraisal & 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.

	Ap	opraisal	Rea	opraisal
		Fee	Upda	<u>ating Fee.</u>
Main Library Building	\$	3,450	\$	250
Furniture & Equipment	\$	12,300	\$	400
Parking Garage Structure	\$	1,400	\$	150
Fixed Asset Report	\$	10,700	\$	1,000
2000 Barcode Tags	\$	800		
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.



February 6, 2024 The West Lafayette Library Insurance Appraisal & Fixed Asset Report Quotation

#### **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.

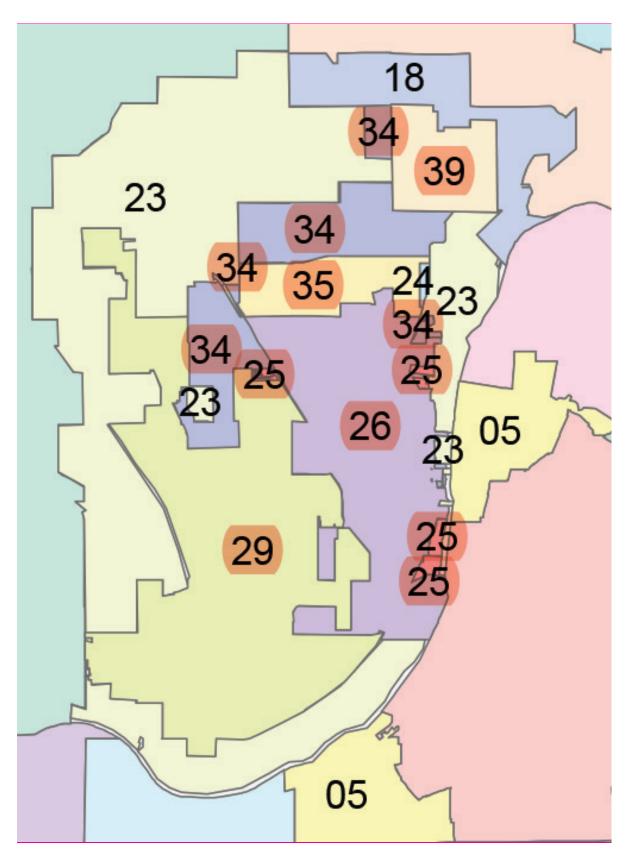
Your signature below will serve as your authorization to proceed with the appraisals. Please submit payment for the tag order in advance to assure delivery prior to the start of the assignment.

Respectfully Submitted Buckland & Associates

Daniel W. Buckland President

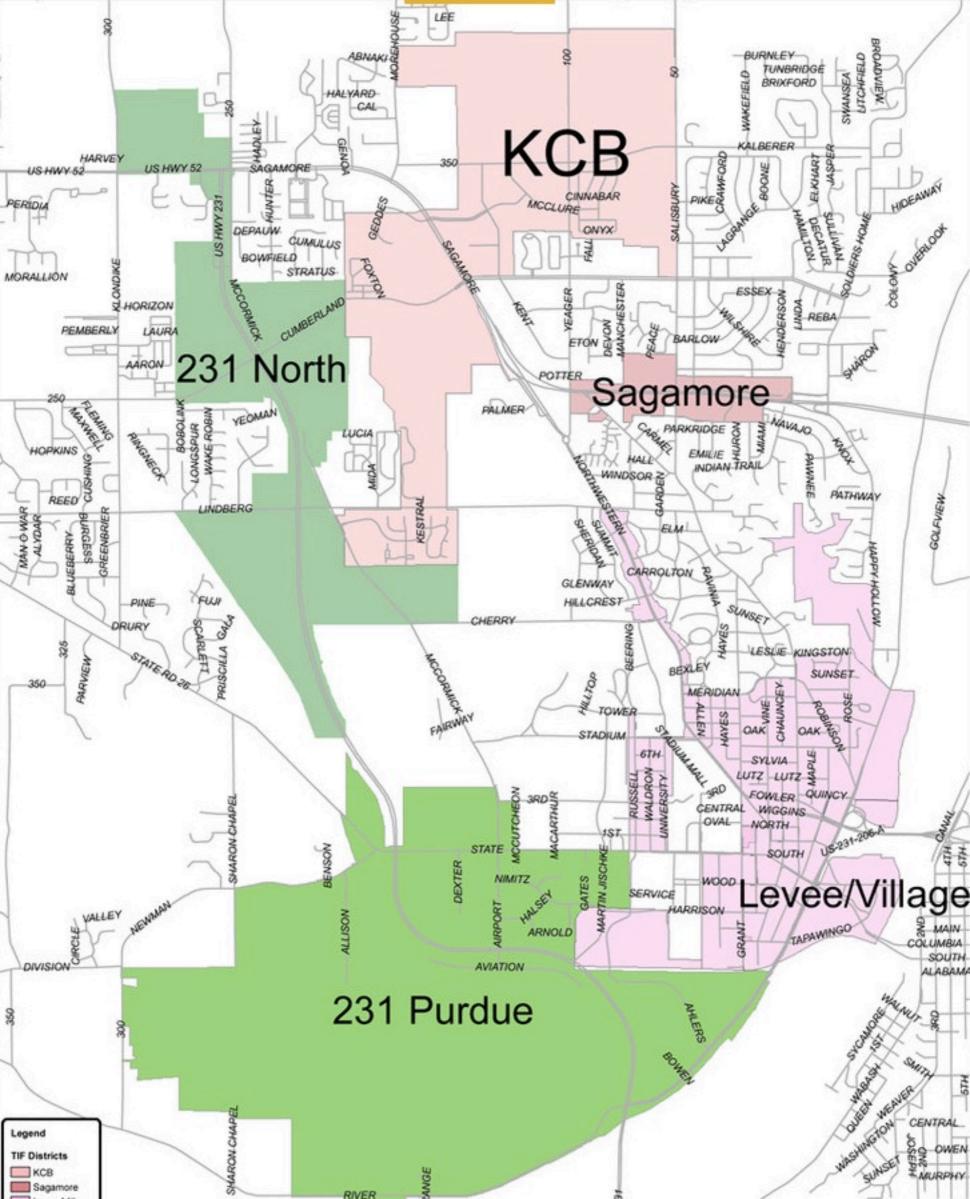
Accepted By:_		
Title:		
Date:		





C = County Library

25 - TSC-B-WL 26 - WLSC - B - WL 29 - TSC - B - WL 34 - TSC - B - C 35 - WLSC - B - C 39 - TSC - WL





# West Lafayette Public Library

Subject: Internet Computer Acceptable Use Effective Date: 3/14/2024 Authorized By: Board of Trustees Review: Yearly

## **Procedure/Policy**

□ New☑ Revised

## **Responsibilities of Computer Users**

The West Lafayette Public Library ("WLPL") multi-use computers provide access to the Internet, online catalog, and Microsoft Office. Library users may also access the Internet in the Library building on their own devices. WLPL requires all computer users to act in accordance with the following computer use policy. Failure to abide by this policy may result in the loss of Internet access, computer, or Library privileges.

**Internet Safety**: WLPL filters all Internet computers in compliance with the requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA). Filtering software is not intended to substitute for involvement and oversight from parents or guardians.

**Software/Hardware**: Users are not permitted to install or store any software or other data on the Library's computers or alter the programs currently installed on the systems. Users accessing the Library's computer hardware, software, and documentation at their own risk. The West Lafayette Public Library is not responsible for equipment malfunction, loss of data, or any damages to the user's disks, data, or electronic transactions of any type.

**Illegal and Unacceptable Uses**: Patrons may use the Library computers only for legal purposes. Responsibility for any consequences of illegal usage lies with the users; the West Lafayette Public Library assumes no liability or responsibility resulting from such use. Examples of unacceptable uses include but are not limited to the following: Use of the Internet to violate any local, state, or federal laws

Access, send, view, show, or print illegal content including, but not limited to, material that can be categorized as harassing, obscene, child pornography, or material otherwise harmful to minors or other users

Any use damaging equipment, software, or data belonging to the Library or other users



Violations of the West Lafayette Public Library's Internet Computer Acceptable Use Policy may result in the loss of Internet and/or Library privileges. Illegal use of the computers also may result in prosecution by local, state, or federal authorities.