



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

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

A handwritten signature in black ink that reads "Martha Altschaeffl". The signature is written in a cursive style with a large initial 'M' and a long, sweeping tail on the 'l'.

Register Of Claims

West Lafayette Public Library

Report Date: From 02/15/24 To 02/29/24

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10603	90	Amazon Capital Services Inc	Operating	Program Supplies	\$41.39	02/27/24	
			Operating	Cleaning & Sanitation Supplies	\$516.46		
			Operating	Books	\$64.99		
			Operating	DVD	\$51.40		
			Operating	Program Supplies	\$38.98		
			2019 Construction Fund	Office Supplies	\$304.08		
				Total this claim	\$1,017.30		
0	87	Automated Payroll Service	Operating	Other Professional Services/Ban	\$96.87	02/23/24	Payroll of 2/5/24-2/18/24
				Total this claim	\$96.87		
10604	91	CenterPoint Energy	Operating	Gas service	\$1,028.86	02/27/24	for 1/5/24-2/6/24
				Total this claim	\$1,028.86		
0	92	Chase Bank	Operating	Other Professional Services/Ban	\$0.00	02/27/24	VOID VOID VOID
				Total this claim	\$0.00		
0	139	Chase Bank	Operating	Other Professional Services/Ban	\$32.12	02/15/24	Account Analysis Settlement Charge
				Total this claim	\$32.12		
10605	93	Chase Cardmember Service	Operating	Program Supplies	\$140.34	02/27/24	for 1/17/24-2/16/24
			Operating	Cleaning & Sanitation Supplies	\$42.05		
			Operating	Program Supplies	\$76.14		
			Operating	Databases	\$47.08		
			Operating	Periodicals and Newspapers	\$80.00		
			Operating	Postage	\$19.99		
			Operating	Traveling Expense	\$79.35		
			Operating	Water and Waste Disposal Servi	\$275.57		
			Operating	Office Supplies	\$427.44		
			Gift & Memorial Fund	Office Supplies	\$817.43		
				Total this claim	\$2,005.39		
10606	94	Duke Energy	Gift & Memorial Fund	Electricity	\$321.84	02/27/24	for 1/4/24-2/2/24 Cottage
				Total this claim	\$321.84		
10607	95	Evergreen Indiana Library Conso	Operating	Dues and Membership	\$7,923.62	02/27/24	Tier 4 membership for 2024
				Total this claim	\$7,923.62		

<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>
10608	96	Evergreen Indiana Payment	Operating	Other Professional Services/Ban	\$11.37	02/27/24	2nd quarter 2023 payments to other Evergreen libraries
				Total this claim	\$11.37		
10609	97	hibu Inc--West	Operating	Advertising & Public Notices	\$22.33	02/27/24	Payment 11 of 12
				Total this claim	\$22.33		
10610	98	Metronet	Operating	Telephone and Internet	\$652.61	02/27/24	for 2/8-3/7/24
				Total this claim	\$652.61		
10611	99	MJV Group Inc	Operating	Repair & Maintenance Building	\$1,737.75	02/27/24	Janitor service for February 2024
				Total this claim	\$1,737.75		
10612	100	netPark Software LLC	Operating	Repair & Maintenance Garage	\$324.50	02/27/24	Monthly useage fee for parking garage system for February 2024
				Total this claim	\$324.50		
0	88	Payroll	Operating	Library Director	\$3,538.46	02/21/24	Payroll of 2/5/24-2/18/24
			Operating	Full-time Employees	\$12,203.29		
			Operating	Part-time Employees	\$9,733.07		
			Operating	Employer's Share-FICA & Medic	\$2,181.95		
			Operating	Unemployment Compensation	\$112.55		
			Anna Akley Gift Fund	Full-time Employees	\$3,506.08		
				Total this claim	\$31,275.40		
0	89	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$2,155.77	02/23/24	Payroll of 2/5/24-2/18/24
			PERF	Salary and Wages	\$577.43		
				Total this claim	\$2,733.20		
10613	101	Quality Plumbing and Heating In	Operating	Repair & Maintenance Building	\$3,501.43	02/27/24	Fan motor replacements
				Total this claim	\$3,501.43		
10614	102	Verizon Wireless	Operating	Telephone and Internet	\$40.01	02/27/24	for 1/2/24-2/1/24
				Total this claim	\$40.01		

Warrant Number Claim Number Name of Claimant Fund Account Amount Date Explanation

Total Amount of Claims \$52,724.60

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, March 7, 2024



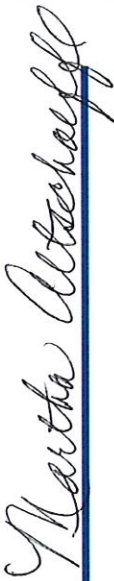
 Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this 20th day of MARCH, 2024.

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 03/01/24 To 03/13/24

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10615	114	ADTEC Administrative and Tech	Operating	Other Professional Services/Ban	\$1,290.00	03/13/24	E-Rate Funding Year 2024 ECF Reimbursements
				Total this claim	<u>\$1,290.00</u>		
10616	115	Amazon Capital Services Inc	Operating	Program Supplies	\$60.90	03/13/24	
				Total this claim	<u>\$60.90</u>		
0	116	Automated Payroll Service	Operating	Other Professional Services/Ban	\$252.37	03/08/24	Payroll of 2/19/24-3/3/24
				Total this claim	<u>\$252.37</u>		
10617	117	Bound to Stay Bound	Operating	Books	\$224.53	03/13/24	
				Total this claim	<u>\$224.53</u>		
10618	118	CertaSite LLC	Operating	Repair & Maintenance Building	\$176.96	03/13/24	Annual inspection of Wet Sprinkler and Fire Extinguishers
				Total this claim	<u>\$176.96</u>		
10619	119	Cintas	Operating	Repair & Maintenance Building	\$250.78	03/13/24	clean mats
				Total this claim	<u>\$250.78</u>		
10620	120	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$250.00	03/13/24	Defibrilator and first aid supplies
				Total this claim	<u>\$250.00</u>		
10621	121	Conserv Inc	2019 Construction Fund	Repair & Maintenance Building	\$4,385.00	03/13/24	Update to HVAC Controls System
				Total this claim	<u>\$4,385.00</u>		
10622	122	DEMCO Inc	Operating	Office Supplies	\$101.64	03/13/24	Office supplies
				Total this claim	<u>\$101.64</u>		
10623	123	EBSCO Information Services	Operating	Databases	\$1,495.00	03/13/24	LibraryAware for 2/1/24-1/31/25
				Total this claim	<u>\$1,495.00</u>		
10624	124	Gail Mesecar	Operating	Office Supplies	\$21.35	03/13/24	Puzzles for Children's Department
				Total this claim	<u>\$21.35</u>		
10625	141	Gran-IT Consulting	Operating	Telephone and Internet	\$1,920.29	03/13/24	Maintenance on server and Malwarebytes
				Total this claim	<u>\$1,920.29</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>
10626	130	Greater Lafayette Commerce	Operating	Periodicals and Newspapers	\$36.00	03/13/24	Greater Lafayette magazine subscription for 2024
				Total this claim	<u>\$36.00</u>		
10627	125	hoopla	Operating	Databases	\$1,493.24	03/13/24	Digital resources for February 2024
				Total this claim	<u>\$1,493.24</u>		
10628	142	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$342.85	03/13/24	or 1/31/24-2/28/24 for Building and for Cottage
			Gift & Memorial Fund	Water and Waste Disposal Servi	\$24.77		
				Total this claim	<u>\$367.62</u>		
10629	111	Ingram Library Services	Operating	Books	\$3,862.69	03/13/24	
			Operating	Books	\$1,751.70		
			Operating	Books	\$327.24		
			Operating	Books	\$595.71		
			Gift & Memorial Fund	Books	\$109.48		
				Total this claim	<u>\$6,646.82</u>		
10630	126	Kanopy Inc	Operating	Databases	\$158.40	03/13/24	Digital resources for February 2024
				Total this claim	<u>\$158.40</u>		
10643	144	Metronet	Gift & Memorial Fund	Telephone and Internet	\$352.73	03/13/24	for Cottage for 3/14-4/13/24
				Total this claim	<u>\$352.73</u>		
10631	127	Midwest Tape LLC	Operating	DVD	\$332.59	03/13/24	
				Total this claim	<u>\$332.59</u>		
10632	128	OverDrive	Operating	eBooks	\$2,500.00	03/13/24	Participation Fee for March to December 2024
				Total this claim	<u>\$2,500.00</u>		
10633	129	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$321.95	03/13/24	Call Center support for Garage Parking System
				Total this claim	<u>\$321.95</u>		
0	112	Payroll	Operating	Library Director	\$3,538.46	03/06/24	Payroll of 2/19/24-3/3/24
			Operating	Full-time Employees	\$10,246.26		
			Operating	Part-time Employees	\$9,822.78		
			Operating	Employer's Share-FICA & Medic	\$1,774.42		
			Operating	Unemployment Compensation	\$79.66		
				Total this claim	<u>\$25,461.58</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	113	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages Total this claim	\$1,543.90 \$413.54 \$1,957.44	03/08/24	Payroll of 2/19/24-3/3/24
10634	131	Quality Plumbing and Heating In	Operating	Repair & Maintenance Building Total this claim	\$4,996.50 \$4,996.50	03/13/24	Semi-Annual HVAC/Quarterly Filter Change
10635	132	Quill Corp	Operating	Office Supplies Total this claim	\$81.40 \$81.40	03/13/24	Office supplies
10636	133	T-Mobile	Operating	Telephone and Internet Total this claim	\$208.25 \$208.25	03/13/24	Hotspots for 1/21/24-2/20/24
10637	143	Unique Management	Operating	Other Professional Services/Ban Total this claim	\$184.68 \$184.68	03/13/24	Notices for February 2024
10638	134	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi Total this claim	\$819.28 \$819.28	03/13/24	for 10/31/23-11/30/23 and 11/30/23-1/2/24
10639	135	Window Genie Of Lafayette	2019 Construction Fund	Repair & Maintenance Building Total this claim	\$2,511.00 \$2,511.00	03/13/24	Installation of window film on twelve windows
10640	136	Wintek Corp	Operating	Telephone and Internet Total this claim	\$778.80 \$778.80	03/13/24	Equipment rental for April 2024 and monthly Fiber Agreement.
10641	137	Yu Gao	Operating	Books Total this claim	\$14.00 \$14.00	03/13/24	Refund of charges for lost book; book (Peppas Halloween Party) was returned to us.
10642	138	Zebra Landscape & Tree Care In	Operating	Repair & Maintenance Building Total this claim	\$123.00 \$123.00	03/13/24	Landscape Maintenance 10/25/23

Warrant Number Claim Number Name of Claimant Fund Account Amount Date Explanation

Total Amount of Claims \$59,774.10

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.

Wednesday, March 20, 2024

[Signature]
Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this 20th day of MARCH, 2024.

[Signature]
[Signature]
[Signature]

SIGNATURES OF GOVERNING BOARD

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

Financial Report
West Lafayette Public Library

Report Dates = 1/1/2024 to 3/8/2024

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
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
190 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. Special 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
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	\$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
3. Debt Service						
302 BONY Operating and Reserve AKA Debt Service Fund	\$136,736.87	\$0.00	\$0.00	\$3,177.75	\$3,177.75	\$139,914.62
303 Debt Service Fund (formerly Bond Fund)	\$433,520.13	\$439,215.63	\$439,215.63	\$210,000.00	\$210,000.00	\$204,304.50
305 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. Capital Projects						
401 2019 Construction Fund	\$202,739.57	\$626.39	\$626.39	\$0.00	\$0.00	\$202,113.18
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
Subtotal	\$365,097.57	\$626.39	\$626.39	\$0.00	\$0.00	\$364,471.18
5. Clearing						
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	\$2,407.72	\$2,407.72	\$2,407.72	\$2,407.72	\$0.00
809 FSA Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810 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
Grand Total	\$1,342,189.98	\$695,761.79	\$695,761.79	\$310,502.71	\$310,502.71	\$956,930.90

Total all banks = \$956,930.90

Bank Balances

West Lafayette Public Library

Report as of: 3/8/2024

<i>Bank</i>		
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
<i>Total all banks =</i>		<i>\$956,930.90</i>

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 2/1/2024 To 2/29/2024

Receipt #	Date	Description	Explanation	Amount	Memo
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-	\$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-	\$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-	\$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-	\$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	
124	2/28/2024	Parking Receipt	100/318-	\$158.82	
125	2/29/2024	Parking Receipt	100/318-	\$164.61	

Parking Garage Proceeds 2024 Audit Report

SOY Balance

\$0.00

Report Date: From 2/1/2024 To 2/29/2024

Total For 100/318 \$5,218.60

Total Receipts : \$5,218.60

Voucher #	Date	Vendor	Explanation	Amount	Memo
107	2/2/2024	Fullstream	100/3.14-Charges for credit card use in garage	\$115.88	
				Total For 100/3.14	\$115.88
74	2/14/2024	Light & Breuning Inc	100/3.63-1 carton parking tickets	\$843.91	
				Total For 100/3.63	\$843.91
100	2/27/2024	netPark Software LLC	100/3.63-Monthly useage fee for parking garage system for February 2024	\$324.50	
				Total For 100/3.63	\$324.50
				Total Expenses to Date:	\$1,284.29
				Gain/Loss This Project YTD:	\$7,232.06

West Lafayette Public Library
Monthly Balanced Cash Flow - Operating Budget 2024

	January	February	March	April	May	June	July	August	September	October	November	December	End of Year	
RECEIPTS														
Property Tax													\$0.00	
Circuit Breaker/TC													\$0.00	
Property Tax Shortfall													\$0.00	
Auto Excise, CVET, FIT													\$0.00	
LT	\$19,510.00	\$19,510.00											\$39,020.00	
Misc Revenues**	\$5,418.67	\$32,626.43											\$38,045.10	
Grants/Gifts		\$2,457.75											\$2,457.75	
Total Receipts	\$24,928.67	\$54,594.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,522.85	
DISBURSEMENTS														Percent of Expense
Personnel Services	\$66,882.80	\$64,985.24											\$131,868.04	67.38%
Supplies	\$958.12	\$4,291.16											\$5,249.28	0.97%
Other Services and Chrg	\$31,280.95	\$36,291.71											\$67,572.66	31.51%
Capital Outlays	\$139.28	\$2,036.41											\$2,175.69	0.14%
Fund Transfers													\$0.00	
Total Disbursements	\$99,261.15	\$107,604.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$206,865.67	
Net Cash Flow	-\$74,332.48	-\$53,010.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Beginning Cash	\$89,337.24	\$15,004.76	-\$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	-\$38,005.58	60.19%
Estimated Ending Cash	\$15,004.76	-\$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	-\$38,005.58	-\$38,005.58	
RAINY DAY														
Start of Year Balance	\$50,260.25													
Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Disbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
End-of-Month Total	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	
GIFT AND MEMORIAL														
Start of Year Balance	\$165,663.13													
Receipts	\$1,216.85	\$3,011.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Disbursements	\$5,429.15	\$5,124.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
End-of-Month Total	\$161,450.83	\$159,338.16	\$159,338.16	\$159,338.16	\$159,338.16	\$159,338.16	\$159,338.16	\$159,338.16	\$159,338.16	\$159,338.16	\$159,338.16	\$159,338.16	\$159,338.16	
*Misc Revenues														
Copies	\$446.14	\$372.20											\$818.34	Copies
Fines	\$96.00	\$172.00											\$268.00	Fines
Community Found		\$11,202.00											\$11,202.00	Community Foundation
WPL Found		\$15,377.51											\$15,377.51	WPL Foundation
Prototyping													\$0.00	Prototyping
Sale of Library Bags	\$15.00	\$36.00											\$51.00	Sale of Library Bags
Interest	\$13.68	\$8.72											\$22.40	Interest
Parking	\$4,388.40	\$5,218.60											\$9,607.00	Parking
Record Store Day													\$0.00	Record Store Day
Book Cellar													\$0.00	Book Cellar
Artist Commissions													\$0.00	Artist Commissions
Refunds to us/Voided Check	\$167.30	\$25.00											\$192.30	Refunds to us/Voided Checks
Miscellaneous	\$78.00	\$179.00											\$257.00	Miscellaneous
Donations	\$214.15	\$35.40											\$249.55	Donations
	\$5,418.67	\$32,626.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,045.10	

This sheet looks at other information provided by other libraries of similar sizes – looking at service area and population across Indiana

Library-comparison based libraries that serve a city/limited area with a single location	County	2020 Census Population	Operating Fund Expenditures	Operating Funds per Capita	Annual Library Visits	Annual Library Visits per Capita	Registered Borrowers	Resident % of Population	Central Building Square Footage	Book Collection	Materials Circulation	Circulation per capita	All Librarians FTE	All Paid Staff FTE	Number of Programs	Program Attendance	Meeting & Study/Rooms	
Average of libraries serving 20-50K		35,589	\$2,146,522	\$60	108,907	105,591	12,941	40%	45,082	92,691	312,816	9	10	24	527	10,493	1,018	
WEST LAFAVETTE PUBLIC LIBRARY	Tiptecanoe	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-MANFELD 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 CTRY 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	9	35	380	16,979	2	
BEDFORD PUBLIC LIBRARY	Lawrence	33,833	\$1,886,743	\$55.75	66,526	1.97	12,406	37%	17,078	44,909	240,929	7.12	6.63	19.88	903	17,422	9	
PLAINFIELD-GULFORD 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	23.88	697	16,169	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	
WANSAW 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

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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 & 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

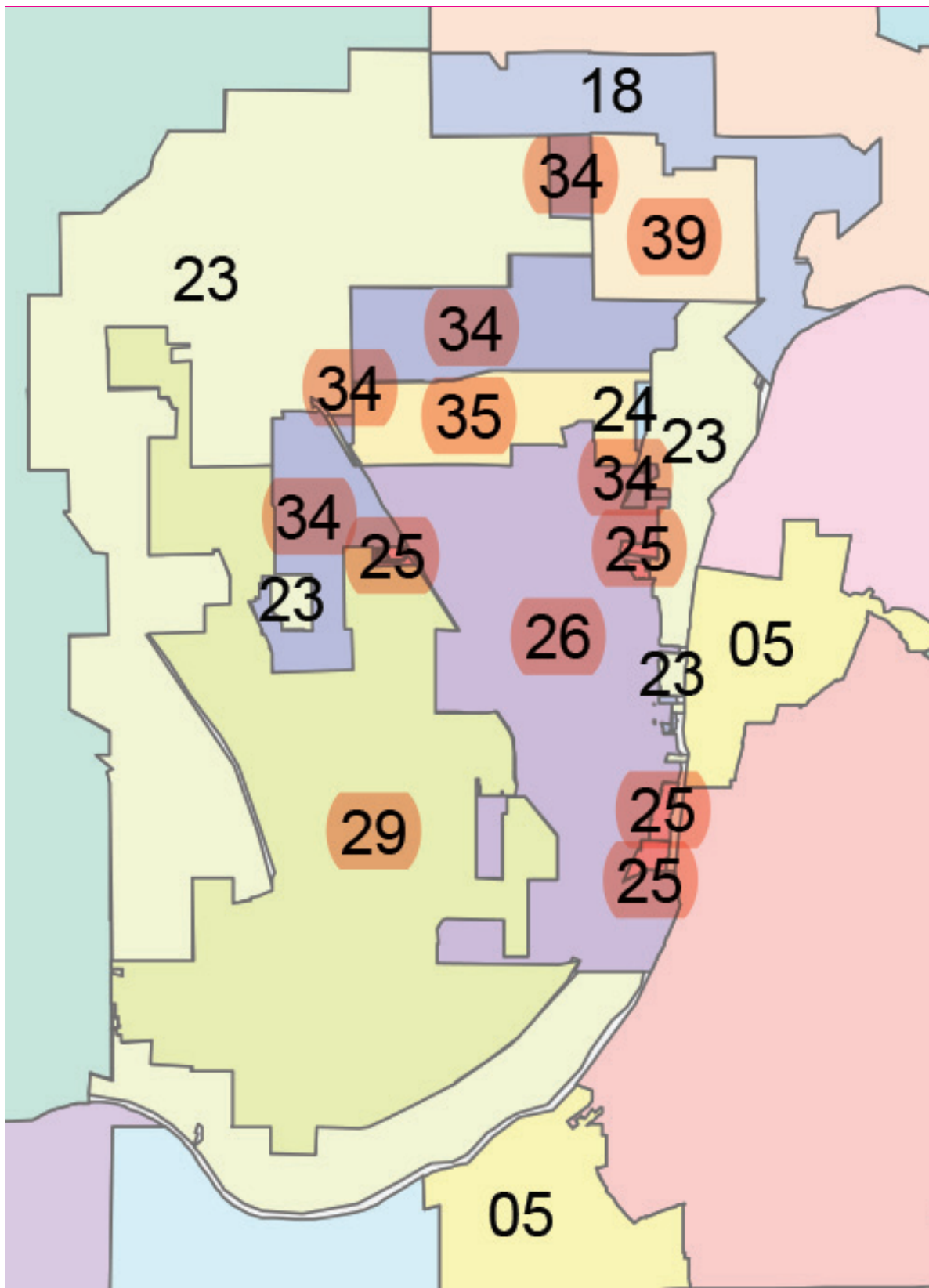


Daniel W. Buckland
President

Accepted By: _____

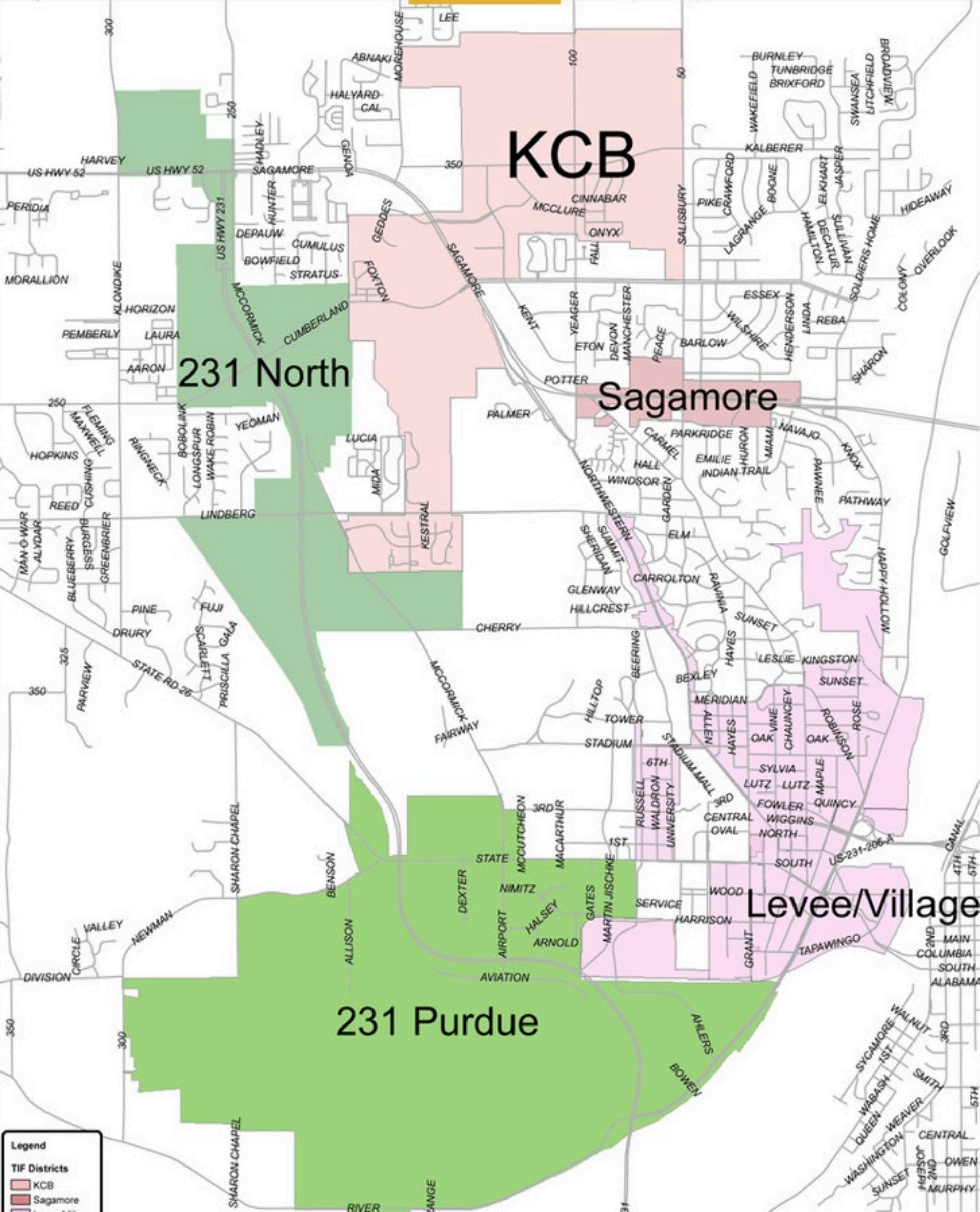
Title: _____

Date: _____



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

C = County Library



KCB

231 North

Sagamore

231 Purdue

Levee/Village

Legend

TIF Districts

- KCB
- Sagamore



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.

DRAFT