



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, April 10, 2024 - 6:30 PM

208 West Columbia Street, West Lafayette, IN 47906 - Staff Meeting Room 225

Video conference link: <https://us02web.zoom.us/j/81771300774>

Phone: (309) 205-3325 - Meeting ID: 817 7130 0774

1. Quorum
2. Board minutes
3. Treasurer's report and claims
4. President's report
5. Old business
 - a. Caretaker's Cottage MOU
6. Library Report
 - a. Teen Volunteers with Ashley Fletcher
7. New business
 - a. WLPL Schedule of Fines and Fees
 - b. Credit Card Policy
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

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

1. Quorum

The meeting was called to order at 6:29 pm with the following in attendance:

Patricia Garrott, Vice President (acting as Chair)

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, 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

Ashley Fletcher, West Lafayette Public Library

2. Board minutes (see attached)

The minutes were approved with a motion by Jim Knapp, Member, and seconded by Mark Pugh, Treasurer.

Aye votes:

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

Shelley Lowenberg De-Boer, Member

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

The claims for 3/14-3/27 were approved with a motion by Martha Altschaeffl, Secretary, and seconded by Jim Knapp, Member.

Aye votes:

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

Shelley Lowenberg De-Boer, Member

The claims for 3/28-4/10 were approved with a motion by Jim Knapp, Member, and seconded by Martha Altschaeffl, Secretary.

Aye votes:

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

Shelley Lowenberg De-Boer, Member

4. President's report (N/A)

5. Old business (see attached)

a. Caretaker's Cottage MOU

The MOU was approved with a motion by Shelley Lowenberg De-Boer, Member, and seconded by Jim Knapp, Member.

Aye votes:

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

Shelley Lowenberg De-Boer, Member

6. Library Report (see attached)

a. Teen Volunteers

Ashley Fletcher, West Lafayette Public Library reported on the activities of the Teen Volunteers in the Library

7. New Business

a. WLPL Schedule of Fines and Fees (see attached)

The Policy was approved (with requested change) with a motion by Mark Pugh, Treasurer, and seconded by Jim Knapp, Member.

Aye votes:

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

Shelley Lowenberg De-Boer, Member

b. WLPL Credit Card Policy (see attached)

The Policy was approved (with requested change) with a motion by Mark Pugh, Treasurer, and seconded by Patricia Garrott, Vice President.

Aye votes:

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Jim Knapp, Member

c. Shelley Lowenberg De-Boer, Member

8. Topics for future action and discussion (N/A)

9. Comments from the public (N/A)

10. Adjourn

The meeting was adjourned at 7:45 pm

Martha Altschaeffl

Register Of Claims
West Lafayette Public Library

Report Date: From **03/14/24** To **03/27/24**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10644	148	Amazon Capital Services Inc	Operating	Cleaning & Sanitation Supplies	\$20.45	03/26/24	
			Operating	DVD	\$195.72		
			Operating	Books	\$22.36		
			Operating	Office Supplies	\$21.97		
			Operating	Program Supplies	\$56.10		
			Operating	Books	\$80.40		
			Operating	Program Supplies	\$93.58		
			Operating	Office Supplies	\$56.33		
Total this claim					<u>\$546.91</u>		
0	147	Automated Payroll Service	Operating	Other Professional Services/Ban	\$92.47	03/22/24	Payroll of 3/4/24-3/17/34
Total this claim					<u>\$92.47</u>		
10645	149	CenterPoint Energy	Operating	Gas service	\$166.64	03/26/24	for 2/6/24-3/6/24
Total this claim					<u>\$166.64</u>		
0	180	Chase Bank	Operating	Other Professional Services/Ban	\$34.24	03/15/24	Account Analysis Settlement Charge
Total this claim					<u>\$34.24</u>		
10646	150	Chase Cardmember Service	Operating	Office Supplies	\$926.66	03/26/24	for 2/17/24-3/16/24. \$173.55 are COTTAGE expenses
			Operating	Databases	\$47.08		
			Operating	Postage	\$208.34		
			Operating	Advertising & Public Notices	\$185.77		
			Operating	Program Supplies	\$64.11		
			Operating	Program Supplies	\$8.97		
			Operating	Program Supplies	\$28.04		
			Gift & Memorial Fund	Office Supplies	\$173.55		
Total this claim					<u>\$1,642.52</u>		
0	181	Chase Safe Deposit Box Center	Operating	Other Professional Services/Ban	\$105.00	03/18/24	Safe deposit box rental for one year.
Total this claim					<u>\$105.00</u>		
10647	151	Cintas	Operating	Repair & Maintenance Building	\$250.78	03/26/24	clean mats
Total this claim					<u>\$250.78</u>		
10648	152	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$138.26	03/26/24	Defibrillator and first aid supplies
Total this claim					<u>\$138.26</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>
10649	153	Craig Martin LLC	Gift & Memorial Fund	Repair & Maintenance Building	<u>\$125.00</u>	03/26/24	Installation work at the Cottage
				Total this claim	<u>\$125.00</u>		
10651	155	Duke Energy	Gift & Memorial Fund	Electricity	<u>\$121.82</u>	03/26/24	Electricity for Cottage for 2/3/24-3/4/24
				Total this claim	<u>\$121.82</u>		
10650	154	Duke Energy	Operating	Electricity	<u>\$10,184.47</u>	03/26/24	for 2/3/24-3/4/24
				Total this claim	<u>\$10,184.47</u>		
10652	156	Hogan Transfer and Storage	Gift & Memorial Fund	Repair & Maintenance Building	<u>\$645.00</u>	03/26/24	Moving Expenses for Cottage
				Total this claim	<u>\$645.00</u>		
10653	157	Indiana Chamber of Commerce	Operating	Dues and Membership	<u>\$524.00</u>	03/26/24	Membership for one year: 4/1/24-3/31/25
				Total this claim	<u>\$524.00</u>		
10654	158	Indiana Library Federation	Operating	Professional Meetings	<u>\$45.00</u>	03/26/24	Regional conference in Carmel for Scott Tracey
				Total this claim	<u>\$45.00</u>		
10655	160	Interstate Automotive Service (s	Operating	Repair & Maintenance Building	<u>\$75.00</u>	03/26/24	Ice melt
				Total this claim	<u>\$75.00</u>		
10656	159	Metronet	Operating	Telephone and Internet	<u>\$614.59</u>	03/26/24	for 3/8-4/7/24
				Total this claim	<u>\$614.59</u>		
10657	161	MJV Group Inc	Operating	Repair & Maintenance Building	<u>\$1,737.75</u>	03/26/24	Janitor service for March 2024
				Total this claim	<u>\$1,737.75</u>		
10658	162	Mulhaupt's Inc	Operating	Repair & Maintenance Building	<u>\$160.00</u>	03/26/24	Repaired door on book drop at Payless
				Total this claim	<u>\$160.00</u>		
10659	163	netPark Software LLC	Operating	Repair & Maintenance Garage	<u>\$324.50</u>	03/26/24	Monthly useage fee for parking garage system for March 2024
				Total this claim	<u>\$324.50</u>		
10660	164	Parker Technology LLC	Operating	Repair & Maintenance Garage	<u>\$633.02</u>	03/26/24	Call Center support for Garage Parking System
				Total this claim	<u>\$633.02</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	145	Payroll	Operating	Library Director	\$3,538.46	03/20/24	Payroll of 3/4/24-3/17/24
			Operating	Full-time Employees	\$10,141.26		
			Operating	Part-time Employees	\$9,738.65		
			Operating	Employer's Share-FICA & Medic	\$1,760.00		
			Operating	Unemployment Compensation	\$60.66		
				Total this claim	<u>\$25,239.03</u>		
0	146	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,532.14	03/22/24	Payroll of 3/4/24-3/17/34
			PERF	Salary and Wages	\$410.39		
				Total this claim	<u>\$1,942.53</u>		
10661	165	Quality Plumbing and Heating In	Operating	Repair & Maintenance Building	\$4,995.52	03/26/24	Work on VAV. Replaced pipes for sinks in 1st floor men's restroom. Troubleshooting VAV
				Total this claim	<u>\$4,995.52</u>		
10662	166	Suzanne E Schieler	Operating	Books	\$18.00	03/26/24	Patron returned book "Cottage by the Sea" that had been lost and paid for. Patron is requesting reimbursement.
				Total this claim	<u>\$18.00</u>		
10663	167	Unique Management	Operating	Other Professional Services/Ban	\$11.65	03/26/24	Placements for February 2024
				Total this claim	<u>\$11.65</u>		
10664	168	Verizon Wireless	Operating	Telephone and Internet	\$40.01	03/26/24	for 2/2/24-3/1/24
				Total this claim	<u>\$40.01</u>		
10665	169	Window Genie Of Lafayette	Gift & Memorial Fund	Repair & Maintenance Building	\$1,525.33	03/26/24	Installation of window film at Cottage
				Total this claim	<u>\$1,525.33</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>
Total Amount of Claims					\$51,939.04		

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, April 4, 2024

Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____.

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 03/28/24 To 04/10/24

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10666	184	Amazon Capital Services Inc	Operating	Office Supplies	\$440.28	04/10/24	
			Operating	DVD	\$84.61		
				Total this claim	\$524.89		
0	203	Automated Payroll Service	Operating	Other Professional Services/Ban	\$260.67	04/05/24	Payroll of 3/18/24-3/31/24
				Total this claim	\$260.67		
10667	186	Cintas	Operating	Repair & Maintenance Building	\$250.78	04/10/24	clean mats
				Total this claim	\$250.78		
10668	187	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$124.54	04/10/24	Defibrilator and first aid supplies
				Total this claim	\$124.54		
10669	185	Collaborative Summer Library Pr	Operating	Program Supplies	\$119.69	04/10/24	Summer Reading Program supplies
				Total this claim	\$119.69		
10670	188	Craig Martin LLC	Gift & Memorial Fund	Repair & Maintenance Building	\$25.00	04/10/24	Installation work at the Cottage
				Total this claim	\$25.00		
10671	189	DEMCO Inc	Operating	Office Supplies	\$147.04	04/10/24	
				Total this claim	\$147.04		
10672	190	Driessen Water Inc	Operating	Repair & Maintenance Building	\$144.75	04/10/24	Culligan Ultrapure3/31/24
				Total this claim	\$144.75		
10673	191	Eileen Arthur	Operating	Program Costs	\$976.50	04/10/24	Proceeds for sales of artwork, minus 30% Library commission
				Total this claim	\$976.50		
10674	193	Gran-IT Consulting	Operating	Telephone and Internet	\$387.00	04/10/24	Maintenance on server
				Total this claim	\$387.00		
10675	194	hibu Inc--West	Operating	Advertising & Public Notices	\$22.00	04/10/24	Payment 12 of 12
				Total this claim	\$22.00		
10676	195	hoopla	Operating	Databases	\$1,796.77	04/10/24	Digital resources for March 2024
				Total this claim	\$1,796.77		

<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>
10677	196	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$356.68	04/10/24	for 2/28/24-3/27/24 for Building
				Total this claim	\$356.68		
10678	192	Indiana State Library Foundation	Operating	Databases	\$375.00	04/10/24	Wowbrary license
				Total this claim	\$375.00		
10679	183	Ingram Library Services	Operating	Books	\$632.26	04/10/24	
			Operating	Books	\$352.25		
			Operating	Books	\$992.79		
			Operating	Books	\$195.49		
			Gift & Memorial Fund	Books	\$251.02		
				Total this claim	\$2,423.81		
10680	210	J.R. Kelly Company INC	2019 Construction Fund	Repair & Maintenance Building	\$8,650.00	04/10/24	Front desk, bathroom cabinet, and countertop work
				Total this claim	\$8,650.00		
10681	197	Kanopy Inc	Operating	Databases	\$152.10	04/10/24	Digital resources for March 2024
				Total this claim	\$152.10		
10682	198	KONE Inc	Operating	Repair & Maintenance Building	\$1,019.52	04/10/24	Maintenance Coverage to 5/31/24
				Total this claim	\$1,019.52		
10683	199	Light & Breuning Inc	Operating	Repair & Maintenance Garage	\$1,800.00	04/10/24	Quarterly Service agreement
				Total this claim	\$1,800.00		
10684	200	Mary Cianciolo	Operating	Books	\$18.00	04/10/24	Refund of charges for lost book; book (Quiet) was returned to us.
				Total this claim	\$18.00		
10685	204	Mulhaupt's Inc	Gift & Memorial Fund	Repair & Maintenance Building	\$160.00	04/10/24	Work at Cottage on door lock
				Total this claim	\$160.00		
10686	205	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$321.95	04/10/24	Call Center support for Garage Parking System
				Total this claim	\$321.95		
0	201	Payroll	Operating	Library Director	\$3,538.46	04/03/24	Payroll of 3/18/24-3/31/24
			Operating	Full-time Employees	\$10,141.26		
			Operating	Part-time Employees	\$9,568.83		
			Operating	Employer's Share-FICA & Medic	\$1,747.04		
			Operating	Unemployment Compensation	\$45.35		
				Total this claim	\$25,040.94		

<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>
10687	206	Playaway Products LLC	Gift & Memorial Fund	Audiobooks	\$1,601.39	04/10/24	Purchased with funding from Foundation
				Total this claim	\$1,601.39		
0	179	Principal Financial Group	Operating	Employer's Contribution Short-te	\$374.06	03/29/24	Short-term disability for full-time employees
				Total this claim	\$374.06		
0	202	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$1,532.14 \$410.39	04/05/24	Payroll of 3/18/24-3/31/24
				Total this claim	\$1,942.53		
10688	207	Quill Corp	Operating Operating	Office Supplies Cleaning & Sanitation Supplies	\$68.38 \$41.76	04/10/24	
				Total this claim	\$110.14		
10689	208	Ricoh USA	Operating	Copier/Rental Equipment	\$389.04	04/10/24	for 3/9/24-5/8/24
				Total this claim	\$389.04		
10690	209	T-Mobile	Operating	Telephone and Internet	\$327.25	04/10/24	Hotspots for for 2/21/24-3/20/24
				Total this claim	\$327.25		
10691	211	ULINE	Operating	Office Supplies	\$220.90	04/10/24	Office supplies
				Total this claim	\$220.90		
10692	212	Western Specialty Contractors	2019 Construction Fund	Repair & Maintenance Garage	\$27,258.00	04/10/24	Garage repair
				Total this claim	\$27,258.00		
10693	213	Window Genie Of Lafayette	2019 Construction Fund	Repair & Maintenance Building	\$1,883.25	04/10/24	Installation of window film on nine windows
				Total this claim	\$1,883.25		
10694	214	Wintek Corp	Operating	Telephone and Internet	\$778.80	04/10/24	Equipment rental for May 2024 and monthly Fiber Agreement.
				Total this claim	\$778.80		
10695	215	Zebra Landscape & Tree Care In	Operating Operating	Cleaning & Sanitation Supplies Repair & Maintenance Building	\$90.00 \$136.00	04/10/24	Spring clean-up
				Total this claim	\$226.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
Total Amount of Claims					\$80,208.99		

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, April 4, 2024

Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

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

Appropriation Report for 100 Operating
West Lafayette Public Library

Report Date: From **03/01/24** To **03/31/24**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 Library Director	\$92,000.00	\$0.00	\$92,000.00	\$7,076.92	\$21,230.76	\$70,769.24	76.9
1.12 Full-time Employees	\$356,000.00	\$0.00	\$356,000.00	\$20,387.52	\$69,200.68	\$286,799.32	80.6
1.16 Part-time Employees	\$281,000.00	\$0.00	\$281,000.00	\$19,561.43	\$58,915.14	\$222,084.86	79.0
1.2 Employer's Contribution Short-term Disability	\$2,380.00	\$0.00	\$2,380.00	\$374.06	\$1,393.19	\$986.81	41.5
1.21 Employer's Share-FICA & Medicare	\$56,000.00	\$0.00	\$56,000.00	\$3,534.42	\$11,489.79	\$44,510.21	79.5
1.22 Unemployment Compensation	\$1,500.00	\$0.00	\$1,500.00	\$140.32	\$626.69	\$873.31	58.2
1.23 Employers Contribution-PERF	\$82,000.00	\$0.00	\$82,000.00	\$3,076.04	\$10,521.08	\$71,478.92	87.2
1.24 Employer's Contribution-Gp. Insurance	\$83,877.00	\$0.00	\$83,877.00	\$5,803.35	\$18,444.77	\$65,432.23	78.0
Subtotal	\$954,757.00		\$954,757.00	\$59,954.06	\$191,822.10	\$762,934.90	79.9
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$1,209.35	\$3,908.71	\$11,091.29	73.9
2.11 Program Supplies	\$7,000.00	\$0.00	\$7,000.00	\$311.70	\$1,094.13	\$5,905.87	84.4
2.21 Cleaning & Sanitation Supplies	\$6,240.00	\$0.00	\$6,240.00	\$408.71	\$842.31	\$5,397.69	86.5
Subtotal	\$28,240.00		\$28,240.00	\$1,929.76	\$5,845.15	\$22,394.85	79.3
<i>3. Other Services and Charge</i>							
3.13 Legal Services	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.14 Other Professional Services/Bank Fees	\$15,000.00	\$0.00	\$15,000.00	\$2,360.82	\$7,196.85	\$7,803.15	52.0
3.145 Databases	\$20,000.00	\$0.00	\$20,000.00	\$3,193.72	\$9,886.64	\$10,113.36	50.6
3.146 eBooks	\$3,500.00	\$0.00	\$3,500.00	\$2,500.00	\$2,500.00	\$1,000.00	28.6
3.21 Telephone and Internet	\$35,000.00	\$0.00	\$35,000.00	\$4,077.35	\$10,061.08	\$24,938.92	71.3
3.22 Postage	\$1,150.00	\$0.00	\$1,150.00	\$208.34	\$448.62	\$701.38	61.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.23 Traveling Expense	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$79.35	\$1,420.65	94.7
3.24 Professional Meetings	\$5,000.00	\$0.00	\$5,000.00	\$45.00	\$515.00	\$4,485.00	89.7
3.26 Program Costs	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
3.31 Advertising & Public Notices	\$1,000.00	\$0.00	\$1,000.00	\$185.77	\$230.10	\$769.90	77.0
3.41 Insurance: Official Bonds	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.42 Other Insurance: Property and Liability	\$30,000.00	\$0.00	\$30,000.00	\$2,166.66	\$6,140.66	\$23,859.34	79.5
3.51 Gas service	\$5,000.00	\$0.00	\$5,000.00	\$166.64	\$1,530.68	\$3,469.32	69.4
3.52 Electricity	\$110,000.00	\$0.00	\$110,000.00	\$10,184.47	\$29,915.00	\$80,085.00	72.8
3.54 Water and Waste Disposal Services	\$8,320.00	\$0.00	\$8,320.00	\$1,162.13	\$2,216.02	\$6,103.98	73.4
3.61 Repair & Maintenance Building	\$68,000.00	\$0.00	\$68,000.00	\$12,766.29	\$24,269.71	\$43,730.29	64.3
3.62 Fire Alarm	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$594.00	\$406.00	40.6
3.63 Repair & Maintenance Garage	\$25,000.00	\$0.00	\$25,000.00	\$1,279.47	\$3,094.33	\$21,905.67	87.6
3.72 Copier/Rental Equipment	\$4,100.00	\$0.00	\$4,100.00	\$0.00	\$525.82	\$3,574.18	87.2
3.9 Debt service/Leasing/Other	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.91 Dues and Membership	\$15,000.00	\$0.00	\$15,000.00	\$524.00	\$8,867.62	\$6,132.38	40.9
3.94 Transfer to LIRF	\$55,398.00	\$0.00	\$55,398.00	\$0.00	\$0.00	\$55,398.00	100.0
Subtotal	\$417,168.00		\$417,168.00	\$40,820.66	\$108,071.48	\$309,096.52	74.1
 <i>4. Capital Outlays</i>							
4.4 Computers	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
4.5 Books	\$66,000.00	\$0.00	\$66,000.00	\$6,896.63	\$8,005.86	\$57,994.14	87.9
4.6 Periodicals and Newspapers	\$4,835.00	\$0.00	\$4,835.00	\$36.00	\$196.00	\$4,639.00	95.9
4.74 DVD	\$8,500.00	\$0.00	\$8,500.00	\$528.31	\$901.25	\$7,598.75	89.4
4.75 Audiobooks	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$533.52	\$1,966.48	78.7
Subtotal	\$91,835.00		\$91,835.00	\$7,460.94	\$9,636.63	\$82,198.37	89.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>Grand Total</i>	\$1,492,000.00	\$0.00	\$1,492,000.00	\$110,165.42	\$315,375.36	\$1,176,624.64	78.9

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

Financial Report
West Lafayette Public Library

Report Dates = 03/01/24 to 03/31/24

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. General						
100 Operating	\$89,337.24	\$110,165.42	\$315,375.36	\$26,067.77	\$105,590.62	(\$120,447.50)
105 LIRF	\$4,736.71	\$0.00	\$0.00	\$0.00	\$0.00	\$4,736.71
110 Petty Cash	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
190 Transfer Fund	\$0.00	\$0.00	\$3,493.55	\$0.00	\$3,493.55	\$0.00
Subtotal	\$94,148.95	\$110,165.42	\$318,868.91	\$26,067.77	\$109,084.17	(\$115,635.79)
2. Special Revenue						
200 Gift & Memorial Fund	\$165,663.13	\$3,077.68	\$14,770.57	\$12,792.10	\$17,020.75	\$167,913.31
202 Rainy Day	\$50,260.25	\$0.00	\$0.00	\$0.00	\$0.00	\$50,260.25
203 Levy Excess	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 Community Foundation	\$26,123.87	\$0.00	\$0.00	\$0.00	\$0.00	\$26,123.87
227 Anna Akley Gift Fund	\$69,772.02	\$0.00	\$3,506.08	\$0.00	\$5,000.00	\$71,265.94
Subtotal	\$311,819.27	\$3,077.68	\$18,276.65	\$12,792.10	\$22,020.75	\$315,563.37
3. Debt Service						
302 BONY Operating and Reserve AKA Debt Service Fund	\$136,736.87	\$0.00	\$0.00	\$1,297.81	\$4,475.56	\$141,212.43
303 Debt Service Fund (formerly Bond Fund)	\$433,520.13	\$0.00	\$439,215.63	\$0.00	\$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	\$0.00	\$439,215.63	\$1,297.81	\$214,475.56	\$345,516.93
4. Capital Projects						
401 2019 Construction Fund	\$202,739.57	\$6,896.00	\$8,038.85	\$0.00	\$0.00	\$194,700.72
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	\$6,896.00	\$8,038.85	\$0.00	\$0.00	\$357,058.72
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	\$823.93	\$2,818.11	\$823.93	\$2,818.11	\$0.00
809 FSA Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810 Healthcare	\$0.00	\$824.00	\$2,659.28	\$824.00	\$2,659.28	\$0.00
Subtotal	\$867.19	\$1,647.93	\$5,477.39	\$1,647.93	\$5,477.39	\$867.19
Grand Total	\$1,342,189.98	\$121,787.03	\$789,877.43	\$41,805.61	\$351,057.87	\$903,370.42

Total all banks = \$903,370.42

Bank Balances

West Lafayette Public Library

Report as of: 3/31/2024

<i>Bank</i>		
1	First Merchants/Lafayette B & T (7920/7939)	\$253,273.86
2	Chase Bank	\$97,446.81
3	Bank of NY Mellon (OR)/2020 OR 550512	\$73,396.87
4	Bank of NY Mellon (SF)/2020 SF 550511	\$436.91
5	Community Foundation	\$16,439.87
6	Petty Cash (in the Library)	\$75.00
7	Chase Bank Savings Account	\$2,014.21
8	First Merchants Construction Account	\$207,997.60
9	Bank of NY Mellon 2019 Paying Agency/342634	\$0.00
11	Bank of NY Mellon 2020 Construct Fund/476345	\$252,289.29
<i>Total all banks =</i>		<i>\$903,370.42</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 3/1/2024 *To* 3/31/2024

Receipt #	Date	Description	Explanation	Amount	Memo
162	3/1/2024	Parking Receipt	100/318-	\$275.48	
163	3/4/2024	Parking Receipt	100/318-	\$292.99	
163	3/4/2024	Parking Receipt	100/318-	\$261.11	
163	3/4/2024	Parking Receipt	100/318-	\$149.99	
165	3/6/2024	Parking Receipt	100/318-	\$190.14	
166	3/7/2024	Parking Receipt	100/318-	\$232.10	
168	3/8/2024	Parking Receipt	100/318-	\$212.61	
169	3/11/2024	Parking Receipt	100/318-	\$280.84	
169	3/11/2024	Parking Receipt	100/318-	\$237.66	
169	3/11/2024	Parking Receipt	100/318-	\$97.53	
171	3/13/2024	Parking Receipt	100/318-	\$126.96	
172	3/14/2024	Parking Receipt	100/318-	\$150.88	
173	3/15/2024	Parking Receipt	100/318-	\$129.64	
175	3/18/2024	Parking Receipt	100/318-	\$112.33	
175	3/18/2024	Parking Receipt	100/318-	\$109.89	
175	3/18/2024	Parking Receipt	100/318-	\$131.23	
177	3/20/2024	Parking Receipt	100/318-	\$185.64	
178	3/21/2024	Parking Receipt	100/318-	\$235.69	
179	3/22/2024	Parking Receipt	100/318-	\$183.37	
180	3/25/2024	Parking Receipt	100/318-	\$246.58	
180	3/25/2024	Parking Receipt	100/318-	\$240.59	
180	3/25/2024	Parking Receipt	100/318-	\$197.85	
182	3/27/2024	Parking Receipt	100/318-	\$200.12	
183	3/28/2024	Parking Receipt	100/318-	\$283.46	
184	3/29/2024	Parking Receipt	100/318-	\$232.34	

Parking Garage Proceeds 2024 Audit Report

SOY Balance

\$0.00

Report Date: From 3/1/2024 To 3/31/2024

Total For 100/318 \$4,997.02

Total Receipts : \$4,997.02

Voucher #	Date	Vendor	Explanation	Amount	Memo
174	3/4/2024	Fullstream	100/3.14-Charges for credit card use in garage	\$120.12	
				Total For 100/3.14	\$120.12
129	3/13/2024	Parker Technology LLC	100/3.63-Call Center support for Garage Parking System	\$321.95	
				Total For 100/3.63	\$321.95
164	3/26/2024	Parker Technology LLC	100/3.63-Call Center support for Garage Parking System	\$633.02	
163	3/26/2024	netPark Software LLC	100/3.63-Monthly useage fee for parking garage system for March 2024	\$324.50	

Total For 100/3.63 \$957.52

Total Expenses to Date: \$1,399.59

Gain/Loss This Project YTD: \$9,029.49

MEMORANDUM OF UNDERSTANDING
Caretaker's Cottage at Grand View Cemetery

The West Lafayette Public Library Foundation ("the Foundation") will work with the West Lafayette Public Library ("the Library") to share management responsibilities as delineated in this document for the initial year of Caretaker's Cottage at Grand View Cemetery ("the Cottage") located at 1496 North Salisbury Street, West Lafayette, Indiana operations in 2024.

Timeline

October 2023 – Library Board signs the lease

November 2023 – Library Board of Trustees and Foundation craft MOU

Redevelopment Commission makes final approval

Furniture/fixtures etc. ordered and tagged

January/February 2024 – Items installed at the Cottage

February 24 – sneak peek events for donors and public; volunteer recruitment begins

March 19 – City ribbon cutting

March 2024 – soft opening

October 2024 – consideration for Lease Renewal by WLPL Board

November 2024 - Lease renewal signed with City of West Lafayette, if approved

Agreed upon parameters for Cottage Management

This is a cooperative program between the Library Local History and Archives Department and a task driven volunteer led committee established by the Library Foundation. The Caretaker's Cottage will operate as a pilot program for 2024.

The Library Foundation will recruit, train and manage volunteers and generate marketing and publicity for the Cottage. Volunteers will open the space, welcome visitors and provide information as needed. Day-to-day operations will be managed by the Library Foundation.

The Library will curate materials for display, work with community partners, and develop programs utilizing the Cottage space as well as connecting to Cottage exhibits at the WLPL. Library will carry general liability insurance for the site. The Library may maintain a dropbox at that location for the Library at the Cottage.

As the lease holder, **the Library** will be responsible for all expenses. Expenses incurred will be paid for by the Library, with reimbursement from the Foundation upon request. Library staff will record hours spent on Cottage projects.

Library Director

Library Board President

Foundation President

Date



West Lafayette Public Library

Subject: Fee Schedule

Effective Date: 4/14/2024

Authorized By: Library Board of Trustees

Review:

New

Revised

Revision History:

CIRCULATION AND LIBRARY CARDS

Replacement card	\$2.00
Public Library Access Card (PLAC)	\$65.00 annually as determined by the State of Indiana
Non-Resident card	\$34.00 annually
Overdue item fines	free
Lost, incomplete or damaged materials	Replacement cost of the item as listed in the catalog record
Library of Things damaged or incomplete	Minimum \$5.00 charge, fees above that are determined based on the availability of replacement parts
Material recovery referral	\$10.00 per account/per referral. Accounts are referred to a material recovery service when the amount owed exceeds \$25.00.

COPIES AND PRINTING

Black and white printouts from public computers	\$0.10 per page
Color printouts from public computers	\$0.25 per page
Black and white photocopies	\$0.10 per page
Color photocopies	\$0.25 per page
Outgoing faxes	free

MISCELLANEOUS



Parking	1 hour free \$3.00 per hour after with a limit of \$10.00
Insufficient funds check	
Headphones	Free
Reusable Totes	\$3.00 each
Meeting Room usage fee	\$35.00 per hour outside of regular business hours, for profit organizations or private events
Interlibrary Loan	Free unless the item is damaged, which will be charged at the rate requested by the loaning library.
Proctoring exam fees	\$25.00 per test for the first 2 hours \$10.00 per additional hour

DRAFT



West Lafayette Public Library

Subject: Credit Card Staff Use Policy

Effective Date: 4/14/2024

Authorized By: West Lafayette Public Library Board of Trustees

Review:

- New
- Revised

Revision History: November 27, 2007; March 6, 2019, April 13, 2024

CREDIT CARD USE BY LIBRARY STAFF

The purpose of the credit card policy is to facilitate purchases for the Library, in those limited circumstances, where using a credit card is the only practical means for making a purchase. The Director is authorized to establish and maintain a credit card for making library purchases when more traditional methods of payment are impossible, not timely or practical in the circumstances. Pre-payment of electronic purchases by credit card are acceptable following these credit card procedures.

All employees issued a credit card to make purchases on behalf of the West Lafayette Public Library are required to read this policy and sign indicating they understand and agree to abide by the terms of this policy.

DESIGNATED CUSTODIAN

The Director will procure a credit card for the West Lafayette Public Library from the financial institution offering the most favorable terms for the Library. The Director may obtain a card that has an annual fee if the totality of the terms applicable to that particular credit card makes it the best choice for the library. Individual credit cards cannot exceed ten thousand dollars (\$10,000). Any benefit derived from use of the card is the property of the WLPL.

No interest, carrying charges, or penalties are to be incurred due to late payments. The balance due on the card should be paid in full each month by or before the payment due date.

Procedure for credit card payments shall be no different than payment of other invoices or claims. The WLPL maintains online access to the card to view statements and make payments.

PURCHASES

The Library is generally exempt from sales tax on purchases. When possible, the card user will notify the vendor or merchant that the transaction should be tax exempt. The user should be prepared to present the WLPL sales tax exemption form. Purchases may not exceed



the credit limit for the card. Supporting documentation such as paid receipts or itemized receipts must be provided to the Library by the card user for all purchases.

Use of the card for personal purchases is expressly prohibited. The card may be used for the following types of purchases:

- Materials and supplies needed for the daily operations of the WLPL
- Services and charges that need immediate payment
- Pay for authorized travel and accommodations for training opportunities
- Purchases approved by the Library Director or Associate Director

Credit Card Acceptance Acknowledgment

A West Lafayette Public Library credit card is being issued to you on a temporary basis to make authorized library purchases. By accepting the library credit card, you agree that you are personally responsible for any unauthorized or inappropriate uses of the card and that any unauthorized or inappropriate use of the card may result in disciplinary action. If the card is lost or stolen, the Library Director must be notified immediately.

By signing below, you agree that you have read and understand the WLPL’s Credit Card Policy and agree to abide to the terms thereof.

I hereby acknowledge that I received a copy of the Wst Lafayette Public Library’s Credit Card Policy. I have read and understand the policy with no questions regarding its provisions. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy and that restitution will be required if the card is used improperly.

Card Issued	
Card Number	
Credit Limit	
Employee Signature	
Employee Printed Name	
Date	
Date Returned	

Director Signature	
Date	