



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, June 12, 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. Library Report
6. Old business
 - a. Rooftop solar panels
 - b. Fair Labor Standard Act - New Standards, July 1, 2024
7. New business
 - a. Standard and Poor (S&P) review
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

West Lafayette Public Library Board of Trustees
Meeting Minutes
June 12, 2024

1. Quorum

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

Anastasia Krutulis, President

Martha Altschaeffl, Secretary

Patricia Garrott, Vice President

Shelley Lowenberg De-Boer, Member

Jim Knapp, Member

Jean Sullivan, West Lafayette Public Library Foundation

Marra Honeywell, West Lafayette Public Library

Scott Tracey, West Lafayette Public Library

2. Board minutes (see attached)

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

Aye votes:

Anastasia Krutulis, President

Martha Altschaeffl, Secretary

Patricia Garrott, Vice President

Shelley Lowenberg De-Boer, Member

Jim Knapp, Member

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

The claims from 5/9-5/22 were accepted with a motion from Shelley Lowenberg De-Boer, Member, and seconded by Patricia Garrott, Vice President.

Aye votes:

Anastasia Krutulis, President

Martha Altschaeffl, Secretary

Patricia Garrott, Vice President

Shelley Lowenberg De-Boer, Member

Jim Knapp, Member

The claims from 5/23-6/12 were accepted with a motion from Shelley Lowenberg De-Boer, Member, and seconded by Martha Altschaeffl, Secretary.

Aye votes:

Anastasia Krutulis, President

Martha Altschaeffl, Secretary

Patricia Garrott, Vice President

Shelley Lowenberg De-Boer, Member

Jim Knapp, Member

4. President's report (N/A)

5. Library Report (see attached)

6. Old Business

a. Rooftop solar panels

The Library is consulting with the Veridus Group and Veregy Energy to explore the feasibility of the project.

b. Fair Labor Standard Act- New Standards, July 1, 2024 (see attached)

Marra Honeywell, West Lafayette Public Library presented updated language for the Employee Handbook. The Board will review and vote on the updates at their July meeting.

7. New business

a. Standard and Poor (S&P) review

The Library is awaiting its 2-year review.

8. Topics for future action and discussion

The Board has moved the July meeting to Wednesday, July, 3.

9. Comments from the Public

N/A

10. Adjourn

The meeting was adjourned at 7:20 pm

Martha Altschaeffle

Register Of Claims
West Lafayette Public Library
Report Date: From 05/09/24 To 05/22/24

<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>
10732	274	Amazon Capital Services Inc	Operating	Books	\$70.00	05/22/24	
			Gift & Memorial Fund	Office Supplies	\$62.16		
			Operating	Office Supplies	\$69.96		
			Gift & Memorial Fund	Office Supplies	\$54.34		
			2019 Construction Fund	Office Supplies	\$691.36		
			Gift & Memorial Fund	Office Supplies	\$40.99		
			Operating	DVD	\$19.95		
			Operating	Program Supplies	\$212.84		
			Operating	Program Supplies	\$391.32		
			Gift & Memorial Fund	Office Supplies	\$107.88		
				Total this claim	<u>\$1,720.80</u>		
0	271	Automated Payroll Service	Operating	Other Professional Services/Ban	\$91.22	05/17/24	Payroll of 4/29/24-5/12/24
				Total this claim	<u>\$91.22</u>		
10733	275	CenterPoint Energy	Operating	Gas service	\$55.34	05/22/24	for 4/4/24-5/7/24
				Total this claim	<u>\$55.34</u>		
0	276	Chase Bank	Operating	Other Professional Services/Ban	\$29.65	05/15/24	Account Analysis Settlement Charge
				Total this claim	<u>\$29.65</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>
10734	277	Chase Cardmember Service	Operating	Program Supplies	\$170.35	05/22/24	for 4/17/24-5/16/24. \$24.99 are COTTAGE expenses
			Gift & Memorial Fund	Program Supplies	\$72.49		
			Operating	Program Supplies	\$13.13		
			Operating	Program Supplies	\$3.79		
			Operating	Cleaning & Sanitation Supplies	\$6.21		
			Operating	Other Professional Services/Ban	\$0.40		
			Operating	Databases	\$551.55		
			Operating	Postage	\$158.34		
			Operating	Traveling Expense	\$98.36		
			Operating	Professional Meetings	\$144.22		
			Operating	Program Costs	\$82.11		
			2019 Construction Fund	Repair & Maintenance Building	\$395.97		
			Gift & Memorial Fund	Office Supplies	\$24.99		
			Operating	Dues and Membership	\$35.00		
			Gift & Memorial Fund	Program Costs	\$29.72		
			Operating	Periodicals and Newspapers	\$63.50		
				Total this claim	\$1,850.13		
10735	278	Cooney Piano Services	Gift & Memorial Fund	Piano Expenses	\$85.00	05/22/24	Piano Repair
				Total this claim	\$85.00		
10736	280	Duke Energy	Gift & Memorial Fund	Electricity	\$26.05	05/22/24	Electricity for Cottage for 4/3/24-5/2/24
				Total this claim	\$26.05		
10737	279	Duke Energy	Operating	Electricity	\$9,118.66	05/22/24	for 4/3/24-5/2/24
				Total this claim	\$9,118.66		
10738	281	Emily Matchar	Operating	Books	\$15.00	05/22/24	Returned lost book previously paid for. "WW II Fighting for Freedom"
				Total this claim	\$15.00		
0	270	First Merchants Bank (Lafayette)	Transfer Fund	Interbank Transfers	\$47,330.65	05/09/24	Transfer of monies for Construction expenses paid out of 9000147939
				Total this claim	\$47,330.65		
10739	282	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$342.16	05/22/24	for 3/28/24-4/29/24
				Total this claim	\$342.16		
10740	283	Indiana American Water Co Inc	Gift & Memorial Fund	Water and Waste Disposal Servi	\$22.21	05/22/24	for 4/2/24-5/2/24 for Cottage
				Total this claim	\$22.21		

<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	258	Kingsley	2019 Construction Fund	Office Supplies	<u>\$7,114.00</u>	05/20/24	New Dropbox--Checque#0002165594
				Total this claim	<u>\$7,114.00</u>		
10742	286	Metronet	Gift & Memorial Fund	Telephone and Internet	<u>\$182.10</u>	05/22/24	for Cottage for 5/14-6/13/24
				Total this claim	<u>\$182.10</u>		
10741	285	Metronet	Operating	Telephone and Internet	<u>\$649.95</u>	05/22/24	for 5/8-6/7/24
				Total this claim	<u>\$649.95</u>		
10743	287	MJV Group Inc	Operating	Repair & Maintenance Building	<u>\$1,737.75</u>	05/22/24	Janitor service for May 2024
				Total this claim	<u>\$1,737.75</u>		
10744	288	netPark Software LLC	Operating	Repair & Maintenance Garage	<u>\$354.00</u>	05/22/24	Monthly useage fee for parking garage system for May 2024
				Total this claim	<u>\$354.00</u>		
0	272	Payroll	Operating	Library Director	\$3,538.46	05/15/24	Payroll of 4/29/24-5/12/24
			Operating	Full-time Employees	\$10,141.26		
			Operating	Part-time Employees	\$8,812.58		
			Operating	Employer's Share-FICA & Medic	\$1,689.17		
			Operating	Unemployment Compensation	<u>\$36.91</u>		
				Total this claim	<u>\$24,218.38</u>		
0	273	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,532.14	05/17/24	Payroll of 4/29/24-5/12/24
			PERF	Salary and Wages	<u>\$410.39</u>		
				Total this claim	<u>\$1,942.53</u>		
10745	289	Scott Tracey	Operating	Traveling Expense	<u>\$68.34</u>	05/22/24	Mileage for travel to ILF Regional Conference. 102 miles @.67/mile
				Total this claim	<u>\$68.34</u>		
10746	290	Unique Management	Operating	Other Professional Services/Ban	<u>\$313.87</u>	05/22/24	Placements and Notices for April 2024
				Total this claim	<u>\$313.87</u>		
10747	291	Verizon Wireless	Operating	Telephone and Internet	<u>\$40.01</u>	05/22/24	for 4/2/24-5/1/24
				Total this claim	<u>\$40.01</u>		
10748	292	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	<u>\$411.32</u>	05/22/24	1/29/24-2/27/24
				Total this claim	<u>\$411.32</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$97,719.12

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, June 6, 2024

Anastasia G. Kurts
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____.

Shelley J. Jankovich
Patricia S. Harrold
John R. Krage

Martha Altschaffl

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 **05/23/24** To **06/12/24**

<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	308	ASI Master Architectural Graphic	2019 Construction Fund	Repair & Maintenance Building	\$4,549.00	06/12/24	Signage
				Total this claim	\$4,549.00		
0	293	Automated Payroll Service	Operating	Other Professional Services/Ban	\$84.62	05/31/24	Payroll of 5/13/24-5/26/24
				Total this claim	\$84.62		
10749	309	Blackstone Publishing	Operating	Audiobooks	\$235.32	06/12/24	Audiobooks
				Total this claim	\$235.32		
0	342	Buckland and Associates LLC	2019 Construction Fund	Other Professional Services/Ban	\$15,775.00	06/12/24	Insurance Appraisals and Fixed Asset Reports
				Total this claim	\$15,775.00		
10750	310	Cintas	Operating	Repair & Maintenance Building	\$250.78	06/12/24	clean mats
				Total this claim	\$250.78		
10751	311	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$236.84	06/12/24	Defibrillator and first aid supplies
				Total this claim	\$236.84		
10752	329	Dave Rozmarynowski	Gift & Memorial Fund	Program Costs	\$265.00	06/12/24	Roz Puppets Program on June 10th for Summer Reading
				Total this claim	\$265.00		
10753	312	DEMCO Inc	Operating	Office Supplies	\$607.28	06/12/24	
			2019 Construction Fund	Office Supplies	\$327.30		
				Total this claim	\$934.58		
10754	313	Driessen Water Inc	Operating	Repair & Maintenance Building	\$155.50	06/12/24	Culligan Ultrapure
				Total this claim	\$155.50		
10755	343	Gale Charlotte	Gift & Memorial Fund	Program Supplies	\$144.87	06/12/24	Ordered SRP prizes from Oriental Trading Company (order #731485207) and accidentally used personal credit card.
				Total this claim	\$144.87		
10756	314	Gran-IT Consulting	Operating	Telephone and Internet	\$405.00	06/12/24	Maintenance on server
				Total this claim	\$405.00		

<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>
10757	315	hibu Inc--West	Operating	Advertising & Public Notices	\$44.00	06/12/24	Payment 1 and 2 of 12
				Total this claim	\$44.00		
10758	316	hoopla	Operating	Databases	\$1,948.19	06/12/24	Digital resources for May 2024
				Total this claim	\$1,948.19		
0	317	Huston Electric Inc	2019 Construction Fund	Repair & Maintenance Building	\$14,150.00	06/12/24	Lighting retrofit
				Total this claim	\$14,150.00		
10759	318	Ike's Sewer Service	Operating	Repair & Maintenance Building	\$465.00	06/12/24	Repair toilet in the basement
				Total this claim	\$465.00		
10760	344	Indiana State Certification Progr	Gift & Memorial Fund	Professional Meetings	\$10.00	06/12/24	Temporary LC4 Certification for Madison Bower
				Total this claim	\$10.00		
10761	306	Ingram Library Services	Operating	Books	\$2,444.75	06/12/24	
			Gift & Memorial Fund	Books	\$131.71		
			Gift & Memorial Fund	Books	\$22.78		
			Operating	Books	\$655.32		
			Operating	Books	\$2,275.90		
			Operating	Books	\$485.60		
				Total this claim	\$6,016.06		
10762	319	IronGate Creative	Operating	Databases	\$62.50	06/12/24	Website work
				Total this claim	\$62.50		
10763	320	JIZOO Jungle Island Petting Zoo	Gift & Memorial Fund	Program Costs	\$1,750.00	06/12/24	Summer Reading Kick-off on June 1st
				Total this claim	\$1,750.00		
10764	321	Kanopy Inc	Operating	Databases	\$135.90	06/12/24	Digital resources for May 2024
				Total this claim	\$135.90		
10765	322	Lafayette Symphony Orchestra	Gift & Memorial Fund	Program Costs	\$50.00	06/12/24	Summer Reading Program on July 17th
				Total this claim	\$50.00		
10766	345	Light & Breuning Inc	Operating	Repair & Maintenance Garage	\$1,800.00	06/12/24	Quarterly Service agreement
				Total this claim	\$1,800.00		
10767	323	Midwest Tape LLC	Operating	DVD	\$401.81	06/12/24	
				Total this claim	\$401.81		

<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>
10768	324	Mulhaupt's Inc	Operating	Repair & Maintenance Building	\$550.00	06/12/24	
			2019 Construction Fund	Repair & Maintenance Building	\$1,127.00		
				Total this claim	\$1,677.00		
10769	325	New Concept Inc	2019 Construction Fund	Repair & Maintenance Building	\$600.00	06/12/24	Remove and replace flooring in Marketplace Lounge. Will be reimbursed by Hogan.
				Total this claim	\$600.00		
10770	326	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$321.95	06/12/24	Call Center support for Garage Parking System
				Total this claim	\$321.95		
0	294	Payroll	Operating	Library Director	\$3,538.46	05/29/24	Payroll of 5/13/24-5/26/24
			Operating	Full-time Employees	\$10,141.26		
			Operating	Part-time Employees	\$8,907.25		
			Operating	Employer's Share-FICA & Medic	\$1,696.39		
			Operating	Unemployment Compensation	\$36.60		
				Total this claim	\$24,319.96		
0	302	Principal Financial Group	Operating	Employer's Contribution Short-te	\$476.17	05/29/24	Short-term disability for full-time employees
				Total this claim	\$476.17		
0	295	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,532.14	06/03/24	Payroll of 5/13/24-5/26/24
			PERF	Salary and Wages	\$410.39		
				Total this claim	\$1,942.53		
10771	327	Quill Corp	Operating	Office Supplies	\$550.57	06/12/24	
				Total this claim	\$550.57		
10772	328	Ricoh USA	Operating	Copier/Rental Equipment	\$194.52	06/12/24	for 6/9/24-7/8/24
				Total this claim	\$194.52		
10773	330	Scholastic Library Publishing	Gift & Memorial Fund	Books	\$254.71	06/12/24	Children's books purchased through "Krause Grant"
				Total this claim	\$254.71		
10774	331	Scott Tracey	Operating	Traveling Expense	\$83.08	06/12/24	Mileage for travel to annual Budget Meeting. 124 miles @.67/mile
				Total this claim	\$83.08		

<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>
10775	332	Swank Movie Licensing USA	Operating	Dues and Membership	<u>\$1,354.00</u>	06/12/24	1 year copyright compliance site license 6/1/24-5/31/25
				Total this claim	<u>\$1,354.00</u>		
10776	333	Talewise	Gift & Memorial Fund	Program Costs	<u>\$500.00</u>	06/12/24	Summer Reading Program on 7/10/24
				Total this claim	<u>\$500.00</u>		
10777	334	T-Mobile	Operating	Telephone and Internet	<u>\$331.00</u>	06/12/24	Hotspots for for 4/21/24-5/20/24
				Total this claim	<u>\$331.00</u>		
0	335	Todays Business Solutions Inc	2019 Construction Fund	Repair & Maintenance Building	<u>\$6,724.00</u>	06/12/24	Equipment for Copier Machines
				Total this claim	<u>\$6,724.00</u>		
10778	336	ULINE	Operating	Office Supplies	<u>\$125.84</u>	06/12/24	
				Total this claim	<u>\$125.84</u>		
0	296	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	<u>(\$411.32)</u>	05/31/24	Check #10748 (for 1/29/24-2/27/24) was returned in error. We will be reissuing the check.
				Total this claim	<u>(\$411.32)</u>		
10779	337	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	<u>\$411.32</u>	06/12/24	1/29/24-2/27/24. Check #10748 was returned in error. Reissuing check.
				Total this claim	<u>\$411.32</u>		
10780	338	Wintek Corp	Operating	Telephone and Internet	<u>\$933.00</u>	06/12/24	Equipment rental for July 2024 and monthly Fiber Agreement. Fiber maintenance 8/1/24-7/21/25. Annual DNS.
				Total this claim	<u>\$933.00</u>		
10781	339	Yu Gao	Operating	Books	<u>\$13.00</u>	06/12/24	Refund of charges for lost book; book (Berenstain Bears Visit the Big City) was returned to us.
				Total this claim	<u>\$13.00</u>		
10782	340	Zebra Landscape & Tree Care In	Operating Operating	Cleaning & Sanitation Supplies Repair & Maintenance Building	<u>\$48.00</u> <u>\$283.50</u>	06/12/24	Landscape Maintenance 5/18 and 6/4/24
				Total this claim	<u>\$331.50</u>		
10783	341	Zoobean Inc	Gift & Memorial Fund	Databases	<u>\$1,029.00</u>	06/12/24	Beanstack Account
				Total this claim	<u>\$1,029.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
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Total Amount of Claims **\$91,631.80**

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, June 6, 2024



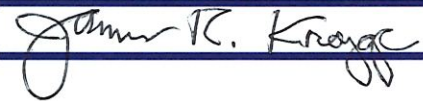

 Fiscal Officer

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 **05/01/24** To **05/31/24**

<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>1. Personal Services</i>							
1.11 Library Director	\$92,000.00	\$0.00	\$92,000.00	\$10,112.53	\$38,923.06	\$53,076.94	57.7
1.12 Full-time Employees	\$356,000.00	\$0.00	\$356,000.00	\$28,426.15	\$119,906.98	\$236,093.02	66.3
1.16 Part-time Employees	\$281,000.00	\$0.00	\$281,000.00	\$25,055.69	\$104,829.46	\$176,170.54	62.7
1.2 Employer's Contribution Short-term Disability	\$2,380.00	\$0.00	\$2,380.00	\$476.17	\$2,345.53	\$34.47	1.4
1.21 Employer's Share-FICA & Medicare	\$56,000.00	\$0.00	\$56,000.00	\$3,385.56	\$20,077.17	\$35,922.83	64.1
1.22 Unemployment Compensation	\$1,500.00	\$0.00	\$1,500.00	\$73.51	\$827.18	\$672.82	44.9
1.23 Employers Contribution-PERF	\$82,000.00	\$0.00	\$82,000.00	\$3,064.28	\$16,649.64	\$65,350.36	79.7
1.24 Employer's Contribution-Gp. Insurance	\$83,877.00	\$0.00	\$83,877.00	\$3,891.09	\$26,786.69	\$57,090.31	68.1
Subtotal	\$954,757.00		\$954,757.00	\$74,484.98	\$330,345.71	\$624,411.29	65.4
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$550.87	\$5,469.96	\$9,530.04	63.5
2.11 Program Supplies	\$7,000.00	\$0.00	\$7,000.00	\$791.43	\$2,494.72	\$4,505.28	64.4
2.21 Cleaning & Sanitation Supplies	\$6,240.00	\$0.00	\$6,240.00	\$114.20	\$1,229.71	\$5,010.29	80.3
Subtotal	\$28,240.00		\$28,240.00	\$1,456.50	\$9,194.39	\$19,045.61	67.4
<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	\$2,167.31	\$10,077.19	\$4,922.81	32.8
3.145 Databases	\$20,000.00	\$0.00	\$20,000.00	\$2,476.30	\$15,118.96	\$4,881.04	24.4
3.146 eBooks	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$2,500.00	\$1,000.00	28.6
3.21 Telephone and Internet	\$35,000.00	\$0.00	\$35,000.00	\$2,288.53	\$15,017.69	\$19,982.31	57.1
3.22 Postage	\$1,150.00	\$0.00	\$1,150.00	\$158.34	\$858.30	\$291.70	25.4

<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	\$397.85	\$678.58	\$821.42	54.8
3.24 Professional Meetings	\$5,000.00	\$0.00	\$5,000.00	\$144.22	\$1,232.70	\$3,767.30	75.3
3.26 Program Costs	\$10,000.00	\$0.00	\$10,000.00	\$82.11	\$1,058.61	\$8,941.39	89.4
3.31 Advertising & Public Notices	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$252.10	\$747.90	74.8
3.41 Insurance: Official Bonds	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.42 Other Insurance: Property and Liability	\$30,000.00	\$0.00	\$30,000.00	\$1,989.00	\$10,118.66	\$19,881.34	66.3
3.51 Gas service	\$5,000.00	\$0.00	\$5,000.00	\$55.34	\$1,653.02	\$3,346.98	66.9
3.52 Electricity	\$110,000.00	\$0.00	\$110,000.00	\$9,118.66	\$47,978.24	\$62,021.76	56.4
3.54 Water and Waste Disposal Services	\$8,320.00	\$0.00	\$8,320.00	\$342.16	\$3,326.18	\$4,993.82	60.0
3.61 Repair & Maintenance Building	\$68,000.00	\$0.00	\$68,000.00	\$2,005.25	\$29,928.76	\$38,071.24	56.0
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	\$2,475.95	\$8,046.23	\$16,953.77	67.8
3.72 Copier/Rental Equipment	\$4,100.00	\$0.00	\$4,100.00	\$194.52	\$1,480.43	\$2,619.57	63.9
3.9 Debt service/Leasing/Other	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.91 Dues and Membership	\$15,000.00	\$0.00	\$15,000.00	\$35.00	\$8,902.62	\$6,097.38	40.6
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	\$23,930.54	\$158,822.27	\$258,345.73	61.9
 <i>4. Capital Outlays</i>							
4.4 Computers	\$10,000.00	\$0.00	\$10,000.00	\$180.00	\$180.00	\$9,820.00	98.2
4.5 Books	\$66,000.00	\$0.00	\$66,000.00	\$3,877.85	\$14,284.90	\$51,715.10	78.4
4.6 Periodicals and Newspapers	\$4,835.00	\$0.00	\$4,835.00	\$63.50	\$416.00	\$4,419.00	91.4
4.74 DVD	\$8,500.00	\$0.00	\$8,500.00	\$353.46	\$1,339.32	\$7,160.68	84.2
4.75 Audiobooks	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$548.47	\$1,951.53	78.1
Subtotal	\$91,835.00		\$91,835.00	\$4,474.81	\$16,768.69	\$75,066.31	81.7

<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	\$104,346.83	\$515,131.06	\$976,868.94	65.5

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

Financial Report
West Lafayette Public Library

Report Dates = 05/01/24 to 05/31/24

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 Operating	\$89,337.24	\$104,346.83	\$515,131.06	\$224,922.08	\$358,737.31	(\$67,056.51)
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	\$47,330.65	\$50,824.20	\$47,330.65	\$50,824.20	\$0.00
Subtotal	\$94,148.95	\$151,677.48	\$565,955.26	\$272,252.73	\$409,561.51	(\$62,244.80)
2. Special Revenue						
200 Gift & Memorial Fund	\$165,663.13	\$1,726.63	\$19,139.10	\$5,345.68	\$24,264.39	\$170,788.42
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	\$80.15	\$26,204.02
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	\$1,726.63	\$22,645.18	\$5,345.68	\$29,344.54	\$318,518.63
3. Debt Service						
302 BONY Operating and Reserve AKA Debt Service Fund	\$136,736.87	\$0.00	\$0.00	\$1,345.67	\$7,209.27	\$143,946.14
303 Debt Service Fund (formerly Bond Fund)	\$433,520.13	\$0.00	\$439,215.63	\$94,749.28	\$304,749.28	\$299,053.78
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	\$96,094.95	\$311,958.55	\$442,999.92
4. Capital Projects						
401 2019 Construction Fund	\$202,739.57	\$8,286.33	\$55,956.98	\$0.00	\$0.00	\$146,782.59
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	\$8,286.33	\$55,956.98	\$0.00	\$0.00	\$309,140.59
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	\$820.78	\$4,459.67	\$1,231.17	\$4,870.06	\$410.39
809 FSA Health	\$0.00	\$0.00	\$824.00	\$0.00	\$0.00	(\$824.00)
810 Healthcare	\$0.00	\$2,060.00	\$4,719.28	\$1,236.00	\$4,719.28	\$0.00
Subtotal	\$867.19	\$2,880.78	\$10,002.95	\$2,467.17	\$9,589.34	\$453.58
Grand Total	\$1,342,189.98	\$164,571.22	\$1,093,776.00	\$376,160.53	\$760,453.94	\$1,008,867.92

Total all banks = \$1,008,867.92

Bank Balances

West Lafayette Public Library

Report as of: 6/7/2024

Bank

1	First Merchants/Lafayette B & T (7920/7939)	\$406,764.94
2	Chase Bank	\$100,548.23
3	Bank of NY Mellon (OR)/2020 OR 550512	\$74,043.24
4	Bank of NY Mellon (SF)/2020 SF 550511	\$440.66
5	Community Foundation	\$16,520.02
6	Petty Cash (in the Library)	\$75.00
7	Chase Bank Savings Account	\$1,014.87
8	First Merchants Construction Account	\$160,496.95
9	Bank of NY Mellon 2019 Paying Agency/342634	\$0.00
11	Bank of NY Mellon 2020 Construct Fund/476345	\$247,258.88

Total all banks = \$1,007,162.79

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 05/01/24 *To* 05/31/24

Receipt #	Date	Description	Explanation	Amount	Memo
293	05/01/24	Parking Receipt	100/318-	\$291.53	
294	05/02/24	Parking Receipt	100/318-	\$246.21	
295	05/03/24	Parking Receipt	100/318-	\$227.36	
296	05/06/24	Parking Receipt	100/318-	\$205.69	
296	05/06/24	Parking Receipt	100/318-	\$292.26	
296	05/06/24	Parking Receipt	100/318-	\$233.36	
297	05/08/24	Parking Receipt	100/318-	\$142.51	
298	05/09/24	Parking Receipt	100/318-	\$172.04	
299	05/10/24	Parking Receipt	100/318-	\$250.47	
300	05/13/24	Parking Receipt	100/318-	\$254.35	
300	05/13/24	Parking Receipt	100/318-	\$316.79	
300	05/13/24	Parking Receipt	100/318-	\$371.18	
278	05/14/24	Desk Receipts	100/318-	\$20.00	
302	05/15/24	Parking Receipt	100/318-	\$174.71	
303	05/16/24	Parking Receipt	100/318-	\$235.86	
304	05/17/24	Parking Receipt	100/318-	\$127.13	
307	05/20/24	Parking Receipt	100/318-	\$159.94	
307	05/20/24	Parking Receipt	100/318-	\$137.97	
307	05/20/24	Parking Receipt	100/318-	\$47.53	
309	05/22/24	Parking Receipt	100/318-	\$105.95	
310	05/23/24	Parking Receipt	100/318-	\$97.46	
311	05/24/24	Parking Receipt	100/318-	\$84.84	
314	05/28/24	Parking Receipt	100/318-	\$47.54	
314	05/28/24	Parking Receipt	100/318-	\$70.07	
314	05/28/24	Parking Receipt	100/318-	\$133.98	
315	05/29/24	Parking Receipt	100/318-	\$32.42	

Parking Garage Proceeds 2024 Audit Report

SOY Balance

\$0.00

Report Date: From 05/01/24 *To* 05/31/24

316	05/30/24	Parking Receipt	100/318-	\$97.81
318	05/31/24	Parking Receipt	100/318-	\$166.80
Total For 100/318				\$4,743.76
Total Receipts :				\$4,743.76

Voucher #	Date	Vendor	Explanation	Amount	Memo
299	05/02/24	Fullstream	100/3.14-Charges for credit card use in garage	\$127.09	
Total For 100/3.14				\$127.09	
262	05/08/24	Parker Technology LLC	100/3.63-Call Center support for Garage Parking System	\$321.95	
260	05/08/24	Light & Breuning Inc	100/3.63-Quarterly Service agreement	\$1,800.00	
Total For 100/3.63				\$2,121.95	
288	05/22/24	netPark Software LLC	100/3.63-Monthly useage fee for parking garage system for May 2024	\$354.00	
Total For 100/3.63				\$354.00	
Total Expenses to Date:				\$2,603.04	
Gain/Loss This Project YTD:				\$15,450.05	

Summer Reading Kickoff - June 1

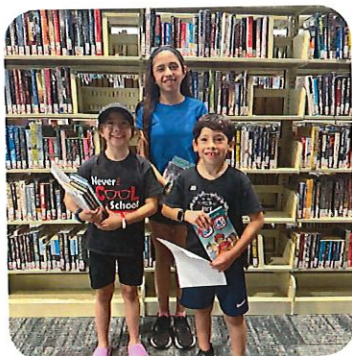
The event featured a petting zoo, rides on the Boilermaker Special, local author Eric Margerum book release, an ice cream truck, and a variety of activities in the building. It threatened to rain, but that did not keep the crowds away. Our goal was to generate excitement, media attention, and bring new patrons to the library

1000 people attended

318 registered for our Summer Reading Program

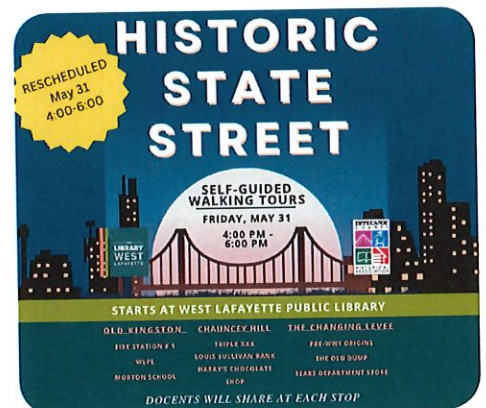
27 new library cards were issued

WLPL was featured on news broadcasts Friday AND Monday



This family celebrated their last day of school with a visit to the library!

The Historic State Street Walking Tour, presented in partnership with Tippecanoe County Historical Association and teams of volunteers stationed at points of interest in the city attracted 70 patrons eager to learn and explore. This event was rescheduled due to rain, and still managed to have great attendance.



MONTHLY STATISTICS

12,075
Visits

18,113
Materials
Circulation

555
Computer
Usage

766
Program
Attendance

219
New Card
Registration

In April, 2024 the US Department of Labor revised Fair Labor Standards (FLSA) regulations. Over time, this will increase the salary that exempt employees must make. Exempt employees are ineligible for overtime. Nonexempt employees are eligible for overtime pay at 1.5x their hourly wage for any time worked past 40 hours in a week.

Currently, there are 6 employees at West Lafayette Public Library who are classified as nonexempt.

July 1, 2024 - Phase 1

Minimum wage for exempt employees will increase to \$43,888 per year (\$844 a week).

- One employee at WLPL does not meet this threshold. In order to remain in compliance we will need to either:
 - Adjust their salary to the required level (increase of \$3,098.63)
 - Reclassify their position to nonexempt and allow for overtime for any time past 40 hours

Recommendation: Reclassify position to nonexempt.

- **Reclassify all positions that are nonmanagerial, nonMLS roles to be nonexempt.**
 - **This would include changing a current employee above that threshold based on the position’s job responsibilities**
- **Allocate funds for overtime pay in the next year’s budgeting cycle.**

January 1, 2025

Minimum wage for exempt employees will increase to \$1128 a week (\$58656) per year.

- Two Department Heads do not meet this threshold.

Role	Current Pay	2025 pay with .02% COLA	2025 pay with .03% COLA	Needed increase
Teen and Adult Dept Head	53740.13	544814.80	55352.2	Approx 9.4%
Children’s Dept Head	54525.12	55615.62	56160.87	Approx 8%

Recommendation: Reevaluate in November when we look at potential cost of living increases and respond to the numbers that are established in Federal Court.

4. CLASSIFICATION AND HOURS

Effective date: March 8, 2023

4.1 CLASSIFICATIONS OF EMPLOYMENT

Full-time Employee: A full-time employee is one who is routinely scheduled to work 30-40 hours per week on behalf of this Employer. Full-time employees meeting length-of-service requirements are eligible for certain benefits, as individually negotiated with the Library Director.

Part-time Employee: A part-time employee is one who is routinely scheduled to work fewer than 29 hours per week on behalf of this Employer. Part-time employees are not eligible for employee benefits, excepting as indicated in specific benefit descriptions, or except as negotiated with the Library Director.

Temporary Employee: A temporary employee is one who is hired for special projects or short-term periods of time. A temporary employee may work any number of hours a week. Temporary employees are not eligible for employee benefits. Temporary employees will work no more than twelve hundred (1,200) hours each year. Interns and State Student workers are considered temporary employees.

PERF retirement benefits take effect automatically when you work 30 hours or more in a given week, for more than 13 weeks.

[Nonexempt and Exempt Employment Status](#)

Your role is classified as follows, in accordance with the Fair Labor Standards Act.

Exempt: An exempt employee means you are not entitled to receive overtime pay or compensatory time pursuant to federal and state law. Non-hourly, salaried, employees who are exempt from the Fair Labor Standards Act (FLSA) overtime pay requirements or

Non-exempt: An hourly employee is generally a "non-exempt" employee, meaning that you are entitled to receive overtime pay or compensatory time pursuant to federal and state law.

A salaried employee is an employee who is paid a fixed bi-weekly compensation. A salaried employee can be considered "exempt" or "non-exempt." Both an hourly and salaried employee must receive at least the federal minimum wage rate. Your exempt or non-exempt classification may be changed only upon written notification by the Library.

4.3 WORK SCHEDULES

Employee hours and schedule may vary each week in accordance with the nature of the workload. Schedules are determined by Department Heads. Part-time or temporary staff are not entitled to a minimum number of hours or predetermined schedule each week.

Timekeeping

Accurate recording of time worked is your responsibility. Time worked is defined as time spent on the job performing assigned duties. If you are a non-exempt employee, accurately record the time you begin and end your work, according to the Library's timekeeping procedures. You should also record the beginning and ending time of any split shift or departure from work for personal reasons. You may not clock out more than 6 minutes prior to your start time or after your end time. Overtime work must be approved by your supervisor or manager before it is performed.

Hours worked include any time spent at the workplace performing tasks associated with your normal work duties. This includes time spent after a scheduled shift that is used to complete tasks, time spent on tasks before a scheduled shift, time spent working on normally assigned tasks at home, and all time spent at library related events or programs. Record and report all time worked. Under no circumstances should an employee have "off-the-clock" time at work or at home. Failure to comply with this rule may result in disciplinary action up to and including termination.

4.4 BREAKS AND LUNCH PERIODS

All employees are entitled to the following paid breaks:

- 15 minutes during a scheduled four hour period.

- 20 minutes during a scheduled four to six hour period
- 30 minutes during a scheduled period of more than 6 hours.

Any break period more than 30 minutes will be considered an unpaid lunch/break and should be included as such in the payroll system. Any break or lunch not taken during a single working day is forfeit. Breaks cannot be combined to extend lunch periods or used to shorten work days.

[Break Periods for Breastfeeding nddf](#)

The Library provides support to you if you are a breastfeeding mother who wishes to take a break during your workday in order to express milk when separated from your child(ren). A break for this purpose is not in addition to other break periods that may be allowed in a department.

If you are breastfeeding you will be provided up to two break periods per day in order to express milk for your infant child. If you wish to take breaks for this purpose, you should discuss this matter with your manager or supervisor in order to schedule the breaks in advance. The Library will designate a private area that you may use.

4.5 MAKE UP TIME/FLEXIBLE HOURS

If you miss work, you may make up missed time during the same week with the approval of the supervisor. Such changes must be approved by the supervisor and they need to be hours that are convenient for the organization. Employees who work less than 40 hours a week may request flex time within a pay period as long as their two week total of hours does not exceed twice their regular weekly schedule. In case of a loss of hours due to holidays closings, all make up time will be approved.

4.8 OVERTIME FOR NON-EXEMPT EMPLOYEES

For hourly workers who work less than 40 hours a week, any hours scheduled in addition to regular shifts will count as regularly paid hours as long as they are 40 or less per week. Exempt salaried employees are not eligible for any overtime benefits.

Overtime should be a rare occurrence and whenever possible it should be approved by a direct supervisor or the Director before it is used. The Director may on occasion ask an you to work overtime, however overtime will never be mandatory for hourly workers. Occurrences of unapproved overtime for hourly workers may be cause for disciplinary action.

In accordance with Department of Labor standards for government employees, non-exempt employees working more than 40 hours in a work week will be provided compensatory time pay at a rate of 1.5 times their hourly rate for each hour worked over 40. Overtime will be calculated on a weekly basis. PTO does not count as hours worked towards overtime. Overtime and PTO will not be paid in the same week. PTO will be deducted and not used until the employee is at or under 40 hours. Overtime and holiday pay may be paid in the same pay period however holiday hours do not count towards hours worked towards overtime.

4.9 COMPENSATORY TIME OFF POLICY FOR EXEMPT EMPLOYEES

Exempt employees are eligible for compensatory time off in exceptional circumstances where they have significantly exceeded their regular job duties or worked beyond standard expectations. Exempt employees must obtain prior approval from the Director before working additional hours that may warrant compensatory time off.

Compensatory time must be taken within one pay period of working the additional hours, and does not accrue beyond that pay period. Employees should coordinate the use of compensatory time off with their supervisor or department head to ensure minimal disruption to departmental operations. Exempt employees do not receive payment or additional time off in lieu of compensatory time worked.