



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, August 14, 2024 - 6:30 PM

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

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

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

1. Quorum
2. Board minutes
3. Treasurer's report and claims
4. President's report
5. Library Report
6. Old business
7. New business
 - a. Employee Handbook revision
 - b. Board meetings policy
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

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

1. Quorum

The meeting was called to order at 6:32 pm with the following in attendance:

Anastasia Krutulis, President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

Mark Pugh, Member

John Meyers, Member

Marra Honeywell, West Lafayette Public Library

Scott Tracey, West Lafayette Public Library

Melissa Fried, West Lafayette Public Library

2. Board minutes (see attached)

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

Aye votes:

Anastasia Krutulis, President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

Mark Pugh, Member

John Meyers, Member

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

The claims from 7/4-7/23 were accepted with a motion from Mark Pugh, Member, and seconded by John Meyers, Member.

Aye votes:

Anastasia Krutulis, President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

Mark Pugh, Member

John Meyers, Member

The claims from 7/24-8/14 were accepted with a motion from Mark Pugh, Member, and seconded by John Meyers, Member.

Aye votes:

Anastasia Krutulis, President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

Mark Pugh, Member

John Meyers, Member

4. President's report

Anastasia Krutulis, President reported her attendance at the Indiana State Library "State of Library Services" meeting. Discussed was a proposal to reclassify public library materials as "educational materials," thus making challenges to repealing public library materials easier. Further meetings and reports to follow.

5. Library Report (see attached)

Melissa Fried, West Lafayette Public Library reported on the Library's summer reading program's successful completion.

6. Old Business

- a. Rooftop solar panels

The West Lafayette Redevelopment Commission is exploring a solar package that would include the installation of panels on the Library's roof. They will be exploring feasibility and accepting bids this fall.

7. New business (see attached)

a. Employee Handbook revisions

The revisions were accepted with a motion from Mark Pugh, Member, and seconded by John Meyers, Member.

Aye votes:

Anastasia Krutulis, President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

Mark Pugh, Member

John Meyers, Member

b. Board Meeting Policy

Marra Honeywell, West Lafayette Public Library presented the policy to the Board for review. A motion will be entertained at the September meeting.

c. Bylaws. The Board will review the Board Bylaws for possible revisions and a motion at the September meeting.

8. Topics for future action and discussion

a. 2025 Budgets

Preliminary budgets will be brought and discussed at the September meeting.

9. Comments from the Public

N/A

10. Adjourn

The meeting was adjourned at 7:34 pm


ANASTASIA J. KUNTZ
PRESIDENT

Register Of Claims
West Lafayette Public Library
Report Date: From 07/04/24 To 07/23/24

<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>
10819	405	Amazon Capital Services Inc	Gift & Memorial Fund	Program Supplies	\$173.51	07/23/24	
			Gift & Memorial Fund	Program Supplies	\$71.52		
			Gift & Memorial Fund	Program Supplies	\$87.18		
			Gift & Memorial Fund	Office Supplies	\$52.13		
			Operating	Office Supplies	\$178.22		
			Operating	Program Supplies	\$33.27		
			Operating	Cleaning & Sanitation Supplies	\$197.96		
			Operating	Books	\$24.57		
			Gift & Memorial Fund	Books	\$149.27		
			Operating	DVD	\$117.10		
			Operating	Audiobooks	\$52.63		
				Total this claim	\$1,137.36		
0	401	Automated Payroll Service	Operating	Other Professional Services/Ban	\$237.47	07/12/24	Payroll of 6/24/24-7/7/24
				Total this claim	\$237.47		
0	440	Bank of New York Mellon	Transfer Fund	Interbank Transfers	\$441.70	07/22/24	Transfer to BNY Mellon #00550512
				Total this claim	\$441.70		
0	441	Bank of New York Mellon	Transfer Fund	Interbank Transfers	\$5,099.59	07/22/24	Transfer to BNY Mellon #00550512
				Total this claim	\$5,099.59		
10820	406	CenterPoint Energy	Operating	Gas service	\$52.18	07/23/24	for 6/6/24-7/5/24
				Total this claim	\$52.18		
0	407	Chase Bank	Operating	Other Professional Services/Ban	\$27.73	07/15/24	Account Analysis Settlement Charge
				Total this claim	\$27.73		

<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>
10821	408	Chase Cardmember Service	2019 Construction Fund	Cleaning & Sanitation Supplies	\$214.00	07/23/24	for 6/17/24-7/16/24. Cottage charges total \$279.78
			Operating	Office Supplies	\$45.39		
			Operating	Cleaning & Sanitation Supplies	\$89.95		
			Gift & Memorial Fund	Program Supplies	\$99.71		
			Gift & Memorial Fund	Program Supplies	\$33.85		
			Operating	Program Supplies	\$28.74		
			Operating	Databases	\$154.07		
			Gift & Memorial Fund	Telephone and Internet	\$48.60		
			Gift & Memorial Fund	Office Supplies	\$170.02		
			Operating	Postage	\$226.34		
			Gift & Memorial Fund	Dues and Membership	\$21.00		
			Operating	Traveling Expense	\$40.94		
			Operating	Periodicals and Newspapers	\$217.75		
				Total this claim	<u>\$1,390.36</u>		
10822	409	Duke Energy	Operating	Electricity	\$10,954.20	07/23/24	for 6/5/24-7/2/24
				Total this claim	<u>\$10,954.20</u>		
10823	410	Duke Energy	Gift & Memorial Fund	Electricity	\$83.91	07/23/24	Electricity for Cottage for 6/5/24-7/2/24
				Total this claim	<u>\$83.91</u>		
10824	411	Gaylord Bros Inc	Operating	Office Supplies	\$38.97	07/23/24	
				Total this claim	<u>\$38.97</u>		
0	438	Google	Operating	Telephone and Internet	\$516.48	07/05/24	Automatic voucher
				Total this claim	<u>\$516.48</u>		
10825	414	Indiana American Water Co Inc	Gift & Memorial Fund	Water and Waste Disposal Servi	\$22.02	07/23/24	for 6/4/24-7/1/24 for Cottage
				Total this claim	<u>\$22.02</u>		
10826	413	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$316.34	07/23/24	for 6/1/24-6/27/24
				Total this claim	<u>\$316.34</u>		
10827	415	Indiana Library Federation	Operating	Professional Meetings	\$400.00	07/23/24	ILF Conference for Ashley Fletcher and Madison Bower (student rate)
				Total this claim	<u>\$400.00</u>		
10828	404	Melissa Freed	Operating	Office Supplies	\$18.30	07/23/24	Reissue Check #10309 never cashed
				Total this claim	<u>\$18.30</u>		
0	416	Melissa Freed	Operating	Office Supplies	\$0.00	07/23/24	VOID
				Total this claim	<u>\$0.00</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>
10830	417	Metronet	Operating	Telephone and Internet	\$652.36	07/23/24	for 7/8-8/7/24
				Total this claim	<u>\$652.36</u>		
10829	418	Metronet	Gift & Memorial Fund	Telephone and Internet	\$172.19	07/23/24	for Cottage for 7/14-8/13/24
				Total this claim	<u>\$172.19</u>		
10831	419	netPark Software LLC	Operating	Repair & Maintenance Garage	\$354.00	07/23/24	Monthly useage fee for parking garage system for July 2024
				Total this claim	<u>\$354.00</u>		
10832	420	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$321.95	07/23/24	Call Center support for Garage Parking System
				Total this claim	<u>\$321.95</u>		
0	400	Payroll	Operating	Library Director	\$3,538.46	07/10/24	Payroll of 6/24/24-7/7/24
			Operating	Full-time Employees	\$10,141.26		
			Operating	Part-time Employees	\$10,033.55		
			Operating	Employer's Share-FICA & Medic	\$1,782.56		
			Operating	Unemployment Compensation	\$37.76		
				Total this claim	<u>\$25,533.59</u>		
0	399	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,532.14	07/12/24	Payroll of 6/24/24-7/7/24
			PERF	Salary and Wages	\$410.39		
				Total this claim	<u>\$1,942.53</u>		
10833	421	Ricoh USA (subscription)	Operating	Copier/Rental Equipment	\$464.40	07/23/24	Billing for copy allowance overages
				Total this claim	<u>\$464.40</u>		
10834	422	T-Mobile	Operating	Telephone and Internet	\$331.00	07/23/24	Hotspots for for 5/21/24-6/20/24
				Total this claim	<u>\$331.00</u>		
10835	423	ULINE	Operating	Office Supplies	\$156.39	07/23/24	
			2019 Construction Fund	Office Supplies	\$756.73		
				Total this claim	<u>\$913.12</u>		
10836	424	Unique Management	Operating	Other Professional Services/Ban	\$192.02	07/23/24	Placements and Notices for June 2024
				Total this claim	<u>\$192.02</u>		
10837	425	Verizon Wireless	Operating	Telephone and Internet	\$40.01	07/23/24	for 6/2/24-7/1/24
				Total this claim	<u>\$40.01</u>		
10838	426	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	\$863.77	07/23/24	3/27/24-4/29/24
				Total this claim	<u>\$863.77</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$52,517.55

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, August 8, 2024

Janner R. Krage
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 14 day of August, 2024.

Mah B.
Christ Wagner

Martha Altschlag

Anastasia Lutz

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 **07/24/24** To **08/14/24**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10839	445	Amazon Capital Services Inc	Operating	Office Supplies	\$23.98	08/14/24	
			Operating	Program Supplies	\$77.81		
			Operating	Program Supplies	\$48.59		
			Gift & Memorial Fund	Program Supplies	\$186.08		
			Operating	Program Supplies	\$100.83		
			Gift & Memorial Fund	DVD	\$38.23		
			Gift & Memorial Fund	Books	\$39.88		
				Total this claim	\$515.40		
10840	446	American Button Machines	Operating	Office Supplies	\$450.70	08/14/24	
				Total this claim	\$450.70		
0	444	Automated Payroll Service	Operating	Other Professional Services/Ban	\$223.32	08/09/24	Payroll of 7/22/24-8/4/24
				Total this claim	\$223.32		
0	427	Automated Payroll Service	Operating	Other Professional Services/Ban	\$86.82	07/26/24	Payroll of 7/8/24-7/21/24
				Total this claim	\$86.82		
10841	447	Blackstone Publishing	Operating	Audiobooks	\$312.41	08/14/24	Audiobooks
				Total this claim	\$312.41		
10842	448	Blick Art Materials	2019 Construction Fund	Office Supplies	\$313.00	08/14/24	
				Total this claim	\$313.00		
10843	449	BRENNECO	Operating	Repair & Maintenance Building	\$318.00	08/14/24	Annual inspection and test of dry standpipe system
				Total this claim	\$318.00		
10844	450	CertaSite LLC	Operating	Repair & Maintenance Building	\$1,436.87	08/14/24	Annual inspection of Wet Sprinkler and Backflows
				Total this claim	\$1,436.87		
10845	451	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$284.23	08/14/24	Defibrillator and first aid supplies
				Total this claim	\$284.23		
10846	452	DEMCO Inc	2019 Construction Fund	Office Supplies	\$434.40	08/14/24	
			Operating	Office Supplies	\$584.64		
				Total this claim	\$1,019.04		

<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>
10847	453	Evergreen Indiana Payment	Operating	Other Professional Services/Ban	\$111.48	08/14/24	2nd quarter 2024 payments to other Evergreen libraries
				Total this claim	\$111.48		
10848	454	Gran-IT Consulting	Operating	Telephone and Internet	\$810.00	08/14/24	Maintenance on server
				Total this claim	\$810.00		
10849	455	hoopla	Operating	Databases	\$3,856.03	08/14/24	Digital resources for June and July 2024
				Total this claim	\$3,856.03		
10850	456	IceMiller	Debt Service Fund (form	Other Professional Services/Ban	\$3,500.00	08/14/24	Professional services for 2020 Bond Rebate Report
				Total this claim	\$3,500.00		
10851	461	Ike's Sewer Service	Operating	Repair & Maintenance Building	\$190.00	08/14/24	Repairs in men's restroom
				Total this claim	\$190.00		
10852	457	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$353.17	08/14/24	for 6/28/24-7/29/24
				Total this claim	\$353.17		
10853	480	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$22.02	08/14/24	for 7/2/24-8/1/24 for Cottage
				Total this claim	\$22.02		
10854	458	Indiana State Library	Operating	Professional Meetings	\$30.00	08/14/24	Conference fees for Chet Atchison 9/20/2024
				Total this claim	\$30.00		
10855	460	Ingram Library Services	Operating	Books	\$1,622.32	08/14/24	
			Operating	Books	\$478.88		
			Operating	Books	\$1,502.29		
			Operating	Books	\$308.54		
			Operating	Grant Expenses	\$12.39		
			Gift & Memorial Fund	Books	\$290.54		
			Gift & Memorial Fund	Books	\$125.44		
			Gift & Memorial Fund	Books	\$212.82		
				Total this claim	\$4,553.22		
10856	459	IronGate Creative	Operating	Databases	\$62.50	08/14/24	Website work
				Total this claim	\$62.50		
10857	462	Kanopy Inc	Operating	Databases	\$160.20	08/14/24	Digital resources for June 2024
				Total this claim	\$160.20		

<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>
10858	463	Light & Breuning Inc	Operating	Repair & Maintenance Garage	\$848.89	08/14/24	1 carton parking tickets
				Total this claim	\$848.89		
10859	477	Mary Sego	Operating	Office Supplies	\$59.96	08/14/24	Supplies for Children's display
				Total this claim	\$59.96		
0	478	Merchant Services	Operating	Other Professional Services/Ban	\$126.53	08/01/24	credit card fees 7/1/24-7/31/24
				Total this claim	\$126.53		
10860	464	Midwest Tape LLC	Operating	DVD	\$781.25	08/14/24	
			Operating	Audiobooks	\$59.99		
				Total this claim	\$841.24		
10861	465	MJV Group Inc	Operating	Repair & Maintenance Building	\$1,737.75	08/14/24	Janitor service for July 2024
				Total this claim	\$1,737.75		
10862	466	Mulhaupt's Inc	Operating	Repair & Maintenance Building	\$327.70	08/14/24	Display locks and keys
				Total this claim	\$327.70		
10863	467	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$321.95	08/14/24	Call Center support for Garage Parking System
				Total this claim	\$321.95		
0	442	Payroll	Operating	Library Director	\$3,538.46	08/07/24	Payroll of 7/22/24-8/4/24
			Operating	Full-time Employees	\$10,351.26		
			Operating	Part-time Employees	\$9,969.74		
			Operating	Employer's Share-FICA & Medic	\$1,793.76		
			Operating	Unemployment Compensation	\$28.42		
				Total this claim	\$25,681.64		
0	428	Payroll	Operating	Library Director	\$3,538.46	07/24/24	Payroll of 7/8/24-7/21/24
			Operating	Full-time Employees	\$10,141.26		
			Operating	Part-time Employees	\$9,933.67		
			Operating	Employer's Share-FICA & Medic	\$1,774.90		
			Operating	Unemployment Compensation	\$33.43		
				Total this claim	\$25,421.72		
0	439	Principal Financial Group	Operating	Employer's Contribution Short-te	\$476.17	07/29/24	Short-term disability for full-time employees
				Total this claim	\$476.17		

<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	443	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$1,555.66 \$416.69	08/09/24	Payroll of 7/22/24-8/4/24
				Total this claim	<u>\$1,972.35</u>		
0	429	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$1,532.14 \$410.39	07/26/24	Payroll of 7/8/24-7/21/24
				Total this claim	<u>\$1,942.53</u>		
10864	468	Quality Plumbing and Heating In	Operating	Repair & Maintenance Building	\$9,993.00	08/14/24	Quarterly Preventative Maintenance
				Total this claim	<u>\$9,993.00</u>		
10865	469	Quill Corp	Operating Operating	Office Supplies Cleaning & Sanitation Supplies	\$41.41 \$41.99	08/14/24	
				Total this claim	<u>\$83.40</u>		
10866	470	Ricoh USA	Operating	Copier/Rental Equipment	\$194.52	08/14/24	for 8/9/24-9/8/24
				Total this claim	<u>\$194.52</u>		
10867	471	Scholastic Library Publishing	Operating	Books	\$10.19	08/14/24	Children's books
				Total this claim	<u>\$10.19</u>		
10868	472	Sound Advice	Operating	Repair & Maintenance Building	\$875.00	08/14/24	Work on AV system in Elm/Maple meeting rooms
				Total this claim	<u>\$875.00</u>		
10869	473	T-Mobile	Operating	Telephone and Internet	\$331.00	08/14/24	Hotspots for for 6/21/24-7/20/24
				Total this claim	<u>\$331.00</u>		
10870	479	Unique Management	Operating	Other Professional Services/Ban	\$248.09	08/14/24	Placements and Notices for July 2024
				Total this claim	<u>\$248.09</u>		
10871	474	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	\$452.45	08/14/24	4/29/24-5/31/24
				Total this claim	<u>\$452.45</u>		
10872	475	Wintek Corp	Operating	Telephone and Internet	\$1,557.60	08/14/24	Equipment rental for August and September 2024 and monthly Fiber Agreement.
				Total this claim	<u>\$1,557.60</u>		
10873	476	Zebra Landscape & Tree Care In	Operating Operating	Cleaning & Sanitation Supplies Repair & Maintenance Building	\$48.00 \$189.00	08/14/24	Landscape Maintenance 6/26/24 and 7/8/24
				Total this claim	<u>\$237.00</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>
Total Amount of Claims					\$92,349.09		

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, August 8, 2024

_____ Fiscal Officer

ALLOWANCE OF VOUCHERS

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

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 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 7/1/2024 To 7/31/2024

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.11 Library Director	\$92,000.00	\$0.00	\$92,000.00	\$7,076.92	\$53,076.90	\$38,923.10	42.3
1.12 Full-time Employees	\$356,000.00	\$0.00	\$356,000.00	\$20,282.52	\$160,472.02	\$195,527.98	54.9
1.16 Part-time Employees	\$281,000.00	\$0.00	\$281,000.00	\$21,254.66	\$145,191.07	\$135,808.93	48.3
1.2 Employer's Contribution Short-term Disability	\$2,380.00	\$0.00	\$2,380.00	\$952.34	\$3,297.87	(\$917.87)	-38.6
1.21 Employer's Share-FICA & Medicare	\$56,000.00	\$0.00	\$56,000.00	\$3,557.46	\$27,126.28	\$28,873.72	51.6
1.22 Unemployment Compensation	\$1,500.00	\$0.00	\$1,500.00	\$71.19	\$970.66	\$529.34	35.3
1.23 Employers Contribution-PERF	\$82,000.00	\$0.00	\$82,000.00	\$3,064.28	\$24,310.34	\$57,689.66	70.4
1.24 Employer's Contribution-Gp. Insurance	\$83,877.00	\$0.00	\$83,877.00	\$5,951.09	\$37,864.87	\$46,012.13	54.9
Subtotal	\$954,757.00		\$954,757.00	\$62,210.46	\$452,310.01	\$502,446.99	52.6
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$432.32	\$7,304.24	\$7,695.76	51.3
2.11 Program Supplies	\$7,000.00	\$0.00	\$7,000.00	\$387.50	\$2,741.34	\$4,258.66	60.8
2.21 Cleaning & Sanitation Supplies	\$6,240.00	\$0.00	\$6,240.00	\$759.51	\$3,948.76	\$2,291.24	36.7
Subtotal	\$28,240.00		\$28,240.00	\$1,579.33	\$13,994.34	\$14,245.66	50.4
<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	\$1,270.44	\$12,129.70	\$2,870.30	19.1
3.145 Databases	\$20,000.00	\$0.00	\$20,000.00	\$154.07	\$17,667.86	\$2,332.14	11.7
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	\$1,539.85	\$19,402.02	\$15,597.98	44.6
3.22 Postage	\$1,150.00	\$0.00	\$1,150.00	\$226.34	\$1,141.91	\$8.09	0.7

<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 Remain</i>
3.23 Traveling Expense	\$1,500.00	\$0.00	\$1,500.00	\$40.94	\$802.60	\$697.40	46.5
3.24 Professional Meetings	\$5,000.00	\$0.00	\$5,000.00	\$400.00	\$1,632.70	\$3,367.30	67.3
3.26 Program Costs	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$1,058.61	\$8,941.39	89.4
3.31 Advertising & Public Notices	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$296.10	\$703.90	70.4
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	\$14,096.66	\$15,903.34	53.0
3.51 Gas service	\$5,000.00	\$0.00	\$5,000.00	\$52.18	\$1,759.09	\$3,240.91	64.8
3.52 Electricity	\$110,000.00	\$0.00	\$110,000.00	\$10,954.20	\$68,444.58	\$41,555.42	37.8
3.54 Water and Waste Disposal Services	\$8,320.00	\$0.00	\$8,320.00	\$1,180.11	\$5,733.72	\$2,586.28	31.1
3.61 Repair & Maintenance Building	\$68,000.00	\$0.00	\$68,000.00	\$3,338.38	\$36,840.99	\$31,159.01	45.8
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	\$955.95	\$11,478.13	\$13,521.87	54.1
3.72 Copier/Rental Equipment	\$4,100.00	\$0.00	\$4,100.00	\$491.25	\$2,360.72	\$1,739.28	42.4
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	\$125.00	\$10,381.62	\$4,618.38	30.8
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	\$22,717.71	\$208,321.01	\$208,846.99	50.1
4. Capital Outlays							
4.4 Computers	\$10,000.00	\$0.00	\$10,000.00	\$150.71	\$330.71	\$9,669.29	96.7
4.5 Books	\$66,000.00	\$0.00	\$66,000.00	\$4,278.96	\$24,319.34	\$41,680.66	63.2
4.6 Periodicals and Newspapers	\$4,835.00	\$0.00	\$4,835.00	\$217.75	\$693.75	\$4,141.25	85.7
4.74 DVD	\$8,500.00	\$0.00	\$8,500.00	\$425.17	\$2,227.23	\$6,272.77	73.8
4.75 Audiobooks	\$2,500.00	\$0.00	\$2,500.00	\$52.63	\$836.42	\$1,663.58	66.5
4.76 Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$91,835.00		\$91,835.00	\$5,125.22	\$28,407.45	\$63,427.55	69.1

<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 Remain</i>
<i>Grand Total</i>	\$1,492,000.00	\$0.00	\$1,492,000.00	\$91,632.72	\$703,032.81	\$788,967.19	52.9

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

Financial Report
West Lafayette Public Library

Report Dates = 07/01/24 to 07/31/24

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 Operating	\$89,337.24	\$91,632.72	\$703,032.81	\$23,754.68	\$755,069.63	\$141,374.06
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	\$5,541.29	\$502,540.49	\$5,541.29	\$502,540.49	\$0.00
Subtotal	\$94,148.95	\$97,174.01	\$1,205,573.30	\$29,295.97	\$1,257,610.12	\$146,185.77
2. Special Revenue						
200 Gift & Memorial Fund	\$165,663.13	\$2,448.78	\$26,847.86	\$3,195.00	\$29,539.89	\$168,355.16
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	(\$280.64)	(\$200.49)	\$25,923.38
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	\$2,448.78	\$30,353.94	\$2,914.36	\$34,339.40	\$315,804.73
3. Debt Service						
302 BONY Operating and Reserve AKA Debt Service Fund	\$136,736.87	\$0.00	\$0.00	\$1,341.13	\$9,935.61	\$146,672.48
303 Debt Service Fund (formerly Bond Fund)	\$201,282.63	\$0.00	\$446,175.00	\$5,096.87	\$356,353.96	\$111,461.59
305 2020 Audit Overage Amount Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$338,019.50	\$0.00	\$446,175.00	\$6,438.00	\$366,289.57	\$258,134.07
4. Capital Projects						
401 2019 Construction Fund	\$202,739.57	\$8,102.20	\$110,738.48	\$0.00	\$600.00	\$92,601.09
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	\$8,102.20	\$110,738.48	\$0.00	\$600.00	\$254,959.09
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	\$6,511.62	\$820.78	\$6,511.62	\$0.00
809 FSA Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810 Healthcare	\$0.00	\$0.00	\$6,367.28	\$824.00	\$6,367.28	\$0.00
Subtotal	\$867.19	\$820.78	\$12,878.90	\$1,644.78	\$12,878.90	\$867.19
Grand Total	\$1,109,952.48	\$108,545.77	\$1,805,719.62	\$40,293.11	\$1,671,717.99	\$975,950.85

Total all banks = \$975,950.85

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

Bank Balances

West Lafayette Public Library

Report as of: 7/31/2024

<i>Bank</i>		
1	First Merchants/Lafayette B & T (7920/7939)	\$412,653.92
2	Chase Bank	\$104,262.72
3	Bank of NY Mellon (OR)/2020 OR 550512	\$80,270.79
4	Bank of NY Mellon (SF)/2020 SF 550511	\$0.00
5	Community Foundation	\$16,239.38
6	Petty Cash (in the Library)	\$75.00
7	Chase Bank Savings Account	\$1,014.89
8	First Merchants Construction Account	\$160,326.95
9	Bank of NY Mellon 2019 Paying Agency/342634	\$0.00
11	Bank of NY Mellon 2020 Construct Fund/476345	\$201,107.20
<i>Total all banks =</i>		\$975,950.85

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

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

Receipts:	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	End of Year
Property Tax					\$131,461.31	\$334,006.98							\$465,468.29
Circuit Breaker TC													
Property Tax Shortfall													
Auto Excise, CVET, FIT						\$14,987.44							\$14,987.44
LIT	\$19,510.00	\$19,510.00	\$19,510.00	\$19,510.00	\$19,510.00	\$19,510.00	\$19,510.00						\$136,570.00
Addtl LIT					\$40,580.00								\$40,580.00
Misc Revenues**	\$5,418.67	\$32,626.43	\$6,557.77	\$8,714.61	\$32,861.47	\$4,095.52	\$4,244.68						\$94,519.15
Grants/Gifts		\$2,457.75			\$487.00								\$2,944.75
Total Receipts	\$24,928.67	\$54,594.18	\$26,067.77	\$28,224.61	\$224,899.78	\$372,599.94	\$23,754.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$755,069.63
Disbursements:													
Personnel Services	\$66,882.80	\$64,985.24	\$59,954.06	\$64,038.63	\$74,484.98	\$59,753.84	\$62,210.46						\$452,310.01
Supplies	\$958.12	\$2,957.27	\$1,929.76	\$1,657.16	\$1,456.50	\$3,456.20	\$1,609.91						\$14,024.92
Other Services and Charge	\$31,195.95	\$35,884.87	\$40,735.66	\$27,075.25	\$23,930.54	\$26,781.03	\$22,717.71						\$208,321.01
Capital Outlays	\$139.28	\$2,036.41	\$7,460.94	\$2,657.25	\$4,474.81	\$6,632.63	\$5,274.49						\$28,675.81
Fund Transfers													
Total Disbursements	\$99,176.15	\$105,863.79	\$110,080.42	\$95,428.29	\$104,346.83	\$96,623.70	\$91,812.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$703,331.75
Net Cash Flow	-\$74,247.48	-\$51,269.61	-\$84,012.65	-\$67,203.68	\$120,552.95	\$275,976.24	-\$68,057.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beginning Cash	\$89,337.24	\$15,089.76	-\$36,179.85	-\$120,192.50	-\$187,396.18	-\$66,843.23	\$209,133.01	\$141,075.12	\$141,075.12	\$141,075.12	\$141,075.12	\$141,075.12	\$141,075.12
Estimated Ending Cash	\$15,089.76	-\$36,179.85	-\$120,192.50	-\$187,396.18	-\$66,843.23	\$209,133.01	\$141,075.12						

Percent of Expenses
64.31%
1.99%
29.62%
4.08%

Cash Reserve (15 min/50 best)
18.68%

*Misc Revenues													YR TOTAL		
Fines	\$96.00	\$172.00	\$181.00	\$339.99	\$429.74	\$270.50	\$307.95							\$1,797.18	Fines
Copies	\$446.14	\$372.20	\$213.00	\$635.37	\$234.87	\$426.29	\$291.18							\$2,619.05	Copies
Proctoring						\$125.00	\$125.00							\$250.00	Proctoring
Sale of Library Bags	\$15.00	\$36.00	\$9.00	\$15.00	\$6.00	\$9.00	\$9.00							\$99.00	Sale of Library Bags
Interest	\$13.68	\$8.72	\$7.35	\$4.26	\$6.94	\$12.27	\$10.78							\$64.00	Interest
Parking	\$4,388.40	\$5,218.60	\$4,997.02	\$6,880.12	\$4,753.76	\$3,243.82	\$3,363.22							\$32,844.94	Parking
Community Foundation		\$11,202.00												\$11,202.00	Community Foundation
WLPL Foundation		\$15,377.51			\$27,056.66									\$42,434.17	WLPL Foundation
Record Store Day														\$0.00	Record Store Day
Book Cellar														\$0.00	Book Cellar
Artist Commissions			\$331.50	\$87.00										\$418.50	Artist Commissions
Refunds to us/Voided Check:	\$167.30	\$25.00		\$75.66	\$125.00		\$107.95							\$500.91	Refunds to us/Voided Checks
Miscellaneous	\$78.00	\$179.00	\$813.50	\$572.50	\$245.00	\$6.00	\$4.00							\$1,898.00	Miscellaneous
Donations	\$214.15	\$35.40	\$5.40	\$104.71	\$3.50	\$2.64	\$25.60							\$391.40	Donations
	\$5,418.67	\$32,626.43	\$6,557.77	\$8,714.61	\$32,861.47	\$4,095.52	\$4,244.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$94,519.15	

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												

GIFT AND MEMORIAL														
Start of Year Balance	\$165,663.13												2024 TOTAL	
Receipts	\$1,216.85	\$3,011.80	\$12,792.10	\$1,897.96	\$5,295.68	\$2,130.50	\$3,195.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,539.89
Disbursements	\$5,429.15	\$6,263.74	\$3,077.68	\$2,877.48	\$1,726.63	\$4,905.31	\$2,268.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,548.92
End-of-Month Total	\$161,450.83	\$158,198.89	\$167,913.31	\$166,933.79	\$170,502.84	\$167,728.03	\$168,654.10							

Foundation: \$11,212.96 FOR COTTAGE Foundation: \$3406.27 FOR COTTAGE

Parking Garage Proceeds 2024 Audit Report

SOY Balance

\$0.00

Report Date: From 07/01/24 *To* 07/31/24

Receipt #	Date	Description	Explanation	Amount	Memo
437	07/01/24	Parking Receipt	100/318-	\$142.15	
437	07/01/24	Parking Receipt	100/318-	\$98.26	
437	07/01/24	Parking Receipt	100/318-	\$72.63	
400	07/02/24	Desk Receipts	100/318-	\$3.00	
439	07/03/24	Parking Receipt	100/318-	\$113.03	
440	07/05/24	Parking Receipt	100/318-	\$141.19	
442	07/08/24	Parking Receipt	100/318-	\$126.59	
442	07/08/24	Parking Receipt	100/318-	\$105.92	
442	07/08/24	Parking Receipt	100/318-	\$89.90	
442	07/08/24	Parking Receipt	100/318-	\$75.40	
444	07/10/24	Parking Receipt	100/318-	\$126.35	
445	07/11/24	Parking Receipt	100/318-	\$227.33	
446	07/12/24	Parking Receipt	100/318-	\$154.96	
448	07/15/24	Parking Receipt	100/318-	\$115.24	
448	07/15/24	Parking Receipt	100/318-	\$94.93	
448	07/15/24	Parking Receipt	100/318-	\$182.22	
450	07/17/24	Parking Receipt	100/318-	\$104.91	
451	07/19/24	Parking Receipt	100/318-	\$204.49	
452	07/22/24	Parking Receipt	100/318-	\$148.68	
452	07/22/24	Parking Receipt	100/318-	\$122.06	
452	07/22/24	Parking Receipt	100/318-	\$96.00	
454	07/24/24	Parking Receipt	100/318-	\$120.25	
455	07/25/24	Parking Receipt	100/318-	\$155.62	
456	07/26/24	Parking Receipt	100/318-	\$139.88	
458	07/29/24	Parking Receipt	100/318-	\$118.67	
458	07/29/24	Parking Receipt	100/318-	\$86.09	

Parking Garage Proceeds 2024 Audit Report

SOY Balance

\$0.00

Report Date: From 07/01/24 *To* 07/31/24

458	07/29/24	Parking Receipt	100/318-	\$78.64
460	07/31/24	Parking Receipt	100/318-	\$118.83
Total For 100/318				\$3,363.22
Total Receipts :				\$3,363.22

Voucher #	Date	Vendor	Explanation	Amount	Memo
435	07/02/24	Fullstream	100/3.14-Charges for credit card use in garage	\$121.55	
Total For 100/3.14				\$121.55	
368	07/03/24	Light & Breuning Inc	100/3.63-Repair of Columbia St Entry Gate	\$280.00	
Total For 100/3.63				\$280.00	
420	07/23/24	Parker Technology LLC	100/3.63-Call Center support for Garage Parking System	\$321.95	
419	07/23/24	netPark Software LLC	100/3.63-Monthly useage fee for parking garage system for July 2024	\$354.00	
Total For 100/3.63				\$675.95	
Total Expenses to Date:				\$1,077.50	
Gain/Loss This Project YTD:				\$20,486.08	



West Lafayette Public Library

Subject: Employee Handbook - Dress and Appearance

Effective Date:

Authorized By:

Review:

New

Revised

Revision History:

DRESS AND APPEARANCE

The Library encourages a casual dress code that promotes comfort and individuality while maintaining a professional and respectful atmosphere that fosters a welcoming environment for staff and patrons. This guide outlines the expectations for appropriate attire in the workplace.

General Guidelines

- **Comfort and Functionality:** Wear comfortable and functional clothing that allows you to perform their job duties effectively. On certain occasions, such as events or public meetings, appropriate attire may be more business casual or formal.
- **Professionalism:** While the environment is casual, attire should still reflect a professional image. Clothing should be neat, clean, and free of damage. Avoid wearing sweatpants, gym shorts, hats, or overly distressed jeans.
- **Respect and Inclusivity:** Dress should be respectful of all cultures, backgrounds, and identities. Offensive or inappropriate graphics, logos, or language are not permitted.



West Lafayette Public Library

Subject: Board Meetings Policy

Effective Date:

Authorized By:

Review:

New

Revised

Revision History:

The West Lafayette Public Library is governed by a seven-member Board of Trustees. This policy establishes standard practices for Board of Trustees meetings, in addition to the Board by-laws and all legal requirements set forth in Indiana Code.

MEETINGS

1. Generally, the Board of Trustees meets once monthly inside the Library's buildings and in accordance with the Board's adopted bylaws.
2. Designated Library staff shall post meeting agendas and notify relevant news media outlets in accordance with Indiana Code.
3. Board of Trustees meetings conducted entirely in person, without the presence of a board member via electronic facilities, are the expected method of conducting official business. During such meetings, the presiding officer may close debate and ask for the vote without taking a formal roll call.
4. Hybrid meetings may occur when some number of Trustees appear in person at the designated meeting location and others participate via electronic communications. These sessions are considered acceptable for the Board of Trustees to conduct its regular public meetings, under the following conditions, in accordance with Indiana Code:
 - a. At least four Trustees must be present in person at the designated location for official business to be transacted.
 - b. Trustees participating via electronic communications must be both seen and heard to participate in votes.
 - c. The presiding officer may take votes only by roll call.
 - d. Trustees must notify the presiding officer at least 72 hours in advance of the announced meeting time if they choose to attend the meeting via electronic communications. This requirement may be waived for emergency circumstances.



- e. Trustees may not attend more than two consecutive regular public Library Board meetings via electronic communications, and may not attend more than half of the Library Board's regular public meetings in a given year via electronic communications, unless the reason for attending electronically is due to one of the following:
 - i. Military service;
 - ii. Illness or other medical condition;
 - iii. Death of a family member;
 - iv. Emergency involving actual or threatened injury to individuals or property.
5. The Board of Trustees may not meet via electronic communications when the following items are on the agenda for final, decisive action:
 - a. Annual budget adoption;
 - b. Tax establishment, increase or renewal;
 - c. Referenda initiation;
 - d. Fee establishment or increase;
 - e. Penalty establishment or increase;
 - f. Eminent domain initiation or action; and/or
 - g. Personnel reduction beyond the typical Human Resources reporting of retirement, termination or leave of absence.
6. When allowed by Indiana Code or emergency proclamation by the Office of the Governor, the Board of Trustees may declare the entirety of its regular public meeting will be conducted via electronic communications.
 - a. Designated staff assigned to prepare meeting notices and agendas shall describe the method for the public to view, observe and record the public meeting.
 - b. The Board of Trustees may take official actions only when a quorum is present via electronic communications at the appointed time of the meeting.
 - c. The Board of Trustees may take votes only by roll call.
7. Failure or disruption of electronic communications during Board of Trustees meetings shall not be considered a termination of proceedings or invalidation of actions so long as a quorum remains present and able to participate as outlined in this section.

PUBLIC PARTICIPATION



1. West Lafayette Public Library and its Board of Trustees value and recognize the importance of public input and comment on issues related to Library business. To permit fair and orderly public expression, the Board of Trustees provides a period for questions and public comment on agenda items at its regular public meetings.
2. Any member of the public wishing to request an item or presentation be placed on the Board of Trustees agenda must complete and submit the Public Participation Request Form. Submitted requests are subject to the deadlines presented on the form and will be placed on meeting agendas accordingly.
3. Members of the public generally will be granted no more than five (5) minutes to speak on a single issue. An individual may not speak a second time on the same issue unless all others present have spoken and the presiding officer grants additional time. Trustees have no obligation to answer direct questions presented by the individual speaking.
4. The intentional display of firearms is prohibited during public meetings of the West Lafayette Public Library Board of Trustees, with the exception of law enforcement officers serving as security under contract with the Library.
5. The Board of Trustees' presiding officer will have the authority and discretion to:
 - a. Permit and determine the total length of time allowed for public comment;
 - b. Request each individual speaker identify by stating name, address, and, when relevant, group affiliation;
 - c. Interrupt, warn and/or terminate the speaking time of an individual, particularly when:
 - i. The statement has exceeded the time limit;
 - ii. The statement could be considered by a reasonable person to be abusive, obscene or irrelevant; and/or
 - iii. The statement contains an opinionated attack on the personal integrity of a Trustee or Library staff member.
 - d. Request an individual leave the meeting location when reasonable decorum is not observed, including conversations or discussions causing disruption or distraction;
 - e. Request the assistance of security and/or law enforcement to remove a disorderly individual from the meeting location when that person's conduct interferes with the orderly progress of the meeting; and/or
 - f. Call for a recess or adjournment when the lack of public decorum interferes with the orderly conduct and progress of the meeting.
6. The Board of Trustees will not address personnel matters and specific issues regarding library users and guests during public meetings.



7. Members of the public are welcome to record Board of Trustees meetings. The Board of Trustees and/or Library staff may request recording devices to be relocated due to obstruction of view.

OFFICIAL DOCUMENTS

1. The Board of Trustees shall abide by all standards for documents and records set by Indiana Code.
2. Meeting memoranda, also known as meeting minutes, must contain the following information:
 - a. Name of each Trustee participating in or absent from the meeting;
 - b. The means, in person or electronic (when applicable), by which the Trustees attended the meeting; and
 - c. The electronic communication mechanism (when applicable) used for the meeting.
3. On Board of Trustees' actions and obligations requiring the authority of signatures, a manual signature always will be preferred. However, electronic signatures will have the same force and effect as a manual signature, as specified in Indiana Code.



The West Lafayette Public Library Board of Trustees will conduct its meetings in compliance with the Indiana Open Door Law (IC 5-14-1.5-1); with meetings open for public observation and recording. While not required by law to allow the public to speak at meetings, the Board values the ideas and insights of constituents, and will allow time for public input. Persons will be allowed to speak only if they have completed the form shown below and returned it to the Director either in person or electronically via email one week prior to the meeting being convened.

Each person will be allowed a maximum of five (5) minutes to address the Board. If there are multiple requests to speak, individual time allowed may be decreased. No individual may present orally or discuss at any meeting of the Board any charges or complaints against individual employees of the West Lafayette Public Library without first presenting such charges or complaints to the Board through the Director, in writing, signed, and verified by the person or group making the charge or complaint.

An Executive Session may be called to discuss such matters. You should not expect the Board to respond at this meeting to your questions or requests for information or requests for action. The Board will note your request and may respond at a later time after Board members have an opportunity to consider and deliberate about the request. Constituents will not be allowed to comment during other portions of the Board meeting unless specifically requested by the Board. Board members are always willing to hear from constituents outside the meeting, but meeting agendas are usually full and do not allow time for a continuous open forum.

Today's Date _____ Date of Board Meeting _____

NAME _____

ADDRESS _____

Group/Organization you represent, if any _____

Subject about which you will speak

(Please use additional space on back of form, if needed.)