



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, September 11, 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. Bylaws
 - b. Board Meetings Policy



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

7. New business

a. Schedule of Fines and Fees

i. Replacement Cards

ii. Non-resident Cards

b. eRate 2024

c. 2025 Budget Public Hearing

d. Insurance

8. Topics for future action and discussion

9. Comments from the public

10. Adjourn

West Lafayette Public Library Board of Trustees
Meeting Minutes
September 11, 2024

1. Quorum

The meeting was called to order at 6:30 pm with the following in attendance:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Jim Knapp, Treasurer (attending remotely)

Mark Pugh, Member

John Meyers, Member

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 Mark Pugh, Member, and seconded by John Meyers, Member.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Mark Pugh, Member

John Meyers, Member

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

The claims from 8/15-8/26 were accepted with a motion from Mark Pugh, Member, and seconded by John Meyers, Member.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Mark Pugh, Member

John Meyers, Member

The claims from 8/27-9/11 were accepted with a motion from Mark Pugh, Member, and seconded by John Meyers, Member.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Mark Pugh, Member

John Meyers, Member

There was an additional claim in the amount of \$6,990.00 from LAMMCO for installation on blinds in the Library

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

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Mark Pugh, Member

John Meyers, Member

4. President's report

N/A

5. Library Report (see attached)

6. Old Business

a. Board Bylaws

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

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Mark Pugh, Member

John Meyers, Member

b. Board Meeting Policy

The Board Meeting Policy was accepted with a motion from Mark Pugh, Member, and seconded by John Meyers, Member.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Mark Pugh, Member

John Meyers, Member

7. New business (see attached)

a. Schedule of fines and fees

i. Replacement cards

Marra Honeywell, West Lafayette Public Library advised the Board to waive the \$2.00 fee for a replacement card

ii. Non-Resident card fee

Marra Honeywell, West Lafayette Public Library advised

the Board to set the fee at \$55.00 for the remainder of 2024.

The Schedule of fines and fees was accepted with a motion from Mark Pugh, Member, and seconded by John Meyers, Member.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Mark Pugh, Member

John Meyers, Member

b. eRate 2024 (see attached)

c. 2025 Budget (see attached)

Marra Honeywell, West Lafayette Public Library reviewed the upcoming 2025 budget. The public notice can be viewed at <https://budgetnotices.in.gov/ReportMaster.aspx?uid=1469&yr=2025&mode=ALL>

d. Insurance quotes (see attached)

Scott Tracey, West Lafayette Public Library recommended the Board approve the quote of \$29,714 for 100% coverage.

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

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Mark Pugh, Member

John Meyers, Member

8. Topics for future action and discussion

Marra Honeywell, West Lafayette Public Library requested the Board provide guidance regarding their wishes for the Caretaker's Cottage in 2025, as well as a rubric to define its success.

9. Comments from the Public

N/A

10. Adjourn

The meeting was adjourned at 7:24 pm


PRESIDENT

Register Of Claims
West Lafayette Public Library

Report Date: From **08/15/24** To **08/26/24**

<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>
10874	484	Amazon Capital Services Inc	Operating	Office Supplies	\$196.18	08/26/24	
			Operating	Office Supplies	\$64.84		
			Operating	Program Supplies	\$9.98		
			Operating	Program Supplies	\$6.99		
			Operating	Cleaning & Sanitation Supplies	\$215.37		
			Operating	Books	\$37.44		
			Operating	DVD	\$41.64		
				Total this claim	<u>\$572.44</u>		
0	481	Automated Payroll Service	Operating	Other Professional Services/Ban	\$87.07	08/23/24	Payroll of 8/5/24-8/18/24
				Total this claim	<u>\$87.07</u>		
10875	485	CenterPoint Energy	Operating	Gas service	\$52.18	08/26/24	for 7/6/24-8/6/24
				Total this claim	<u>\$52.18</u>		
10876	487	Chase Cardmember Service	Operating	Office Supplies	\$129.00	08/26/24	for 7/17/24-8/16/24. Cottage charges
			Operating	Program Supplies	\$46.79		total \$22.47
			Operating	Databases	(\$0.52)		
			Operating	Postage	\$19.99		
			Operating	Periodicals and Newspapers	\$80.00		
			Debt Service Fund (form	Insurance: Official Bonds	\$25.00		
			Operating	Office Supplies	\$77.34		
			Operating	Office Supplies	\$38.97		
			Operating	Program Supplies	\$88.29		
			Operating	Program Supplies	\$8.03		
			Gift & Memorial Fund	Program Supplies	\$180.89		
			Gift & Memorial Fund	Office Supplies	\$22.47		
				Total this claim	<u>\$716.25</u>		
10877	489	Duke Energy	Gift & Memorial Fund	Electricity	\$53.11	08/26/24	Electricity for Cottage for 7/3/24-8/2/24
				Total this claim	<u>\$53.11</u>		
10878	488	Duke Energy	Operating	Electricity	\$11,340.12	08/26/24	for 7/3/24-8/2/24
				Total this claim	<u>\$11,340.12</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	501	Evergreen Indiana Payment	Operating	Other Professional Services/Ban	<u>(\$111.48)</u>	08/22/24	Check #10847 for 2nd quarter 2024 payments to other Evergreen libraries was returned in error. We will re-issue check
				Total this claim	<u>(\$111.48)</u>		
10879	490	Frances Goode	Operating	Office Supplies	\$14.64	08/26/24	Children's supplies
			Operating	Cleaning & Sanitation Supplies	<u>\$6.54</u>		
				Total this claim	<u>\$21.18</u>		
10880	491	Huston Electric Inc	2019 Construction Fund	Repair & Maintenance Garage	<u>\$326.87</u>	08/26/24	Installation of surge arrestors in garage
				Total this claim	<u>\$326.87</u>		
10881	492	Indiana Library Federation	Operating	Professional Meetings	<u>\$175.00</u>	08/26/24	Management Cohort Conf for Ashley Fletcher
				Total this claim	<u>\$175.00</u>		
10883	493	Metronet	Operating	Telephone and Internet	<u>\$633.43</u>	08/26/24	for 8/8-9/7/24
				Total this claim	<u>\$633.43</u>		
10882	494	Metronet	Gift & Memorial Fund	Telephone and Internet	<u>\$172.19</u>	08/26/24	for Cottage for 8/14-9/13/24
				Total this claim	<u>\$172.19</u>		
10884	495	MJV Group Inc	Operating	Repair & Maintenance Building	<u>\$1,737.75</u>	08/26/24	Janitor service for August 2024
				Total this claim	<u>\$1,737.75</u>		
10885	496	netPark Software LLC	Operating	Repair & Maintenance Garage	<u>\$354.00</u>	08/26/24	Monthly useage fee for parking garage system for August 2024
				Total this claim	<u>\$354.00</u>		
0	482	Payroll	Operating	Library Director	\$3,538.46	08/21/24	Payroll of 8/5/24-8/18/24
			Operating	Full-time Employees	\$10,141.26		
			Operating	Part-time Employees	\$10,182.86		
			Operating	Employer's Share-FICA & Medic	\$1,793.98		
			Operating	Unemployment Compensation	<u>\$26.54</u>		
				Total this claim	<u>\$25,683.10</u>		
0	483	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,532.14	08/23/24	Payroll of 8/5/24-8/18/24
			PERF	Salary and Wages	<u>\$410.39</u>		
				Total this claim	<u>\$1,942.53</u>		
10886	497	Quality Plumbing and Heating In	Operating	Repair & Maintenance Building	<u>\$319.63</u>	08/26/24	Replace water bottle filters.
				Total this claim	<u>\$319.63</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10887	498	Verizon Wireless	Operating	Telephone and Internet	\$40.01	08/26/24	for 7/2/24-8/1/24
Total this claim					\$40.01		

Total Amount of Claims \$44,115.38

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, September 5, 2024


 Fiscal Officer

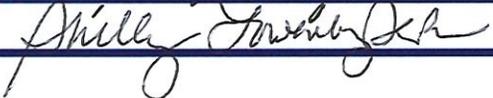
ALLOWANCE OF VOUCHERS

(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 11th day of SEPT., 2024.





SIGNATURES OF GOVERNING BOARD

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

Register Of Claims
West Lafayette Public Library

Report Date: From **08/27/24** To **09/11/24**

<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>
10888	511	Amazon Capital Services Inc	Operating	Office Supplies	\$213.13	09/11/24	
			Operating	Office Supplies	\$73.38		
			Operating	Books	\$87.69		
			Operating	Books	\$19.80		
			Operating	DVD	\$30.21		
			Gift & Memorial Fund	Office Supplies	\$149.99		
			Gift & Memorial Fund	Office Supplies	\$52.26		
			Operating	Program Supplies	\$30.80		
			Operating	Office Supplies	\$12.99		
			Gift & Memorial Fund	Books	\$41.53		
				Total this claim	<u>\$711.78</u>		
0	515	Automated Payroll Service	Operating	Other Professional Services/Ban	\$231.37	09/06/24	Payroll of 8/19/24-9/1/24
				Total this claim	<u>\$231.37</u>		
10889	512	Blackstone Publishing	Operating	Audiobooks	\$30.94	09/11/24	Audiobook
				Total this claim	<u>\$30.94</u>		
10890	516	Cintas	Operating	Repair & Maintenance Building	\$545.78	09/11/24	clean mats
				Total this claim	<u>\$545.78</u>		
10891	517	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$106.81	09/11/24	Defibrillator and first aid supplies
				Total this claim	<u>\$106.81</u>		
10892	518	Craig Martin LLC	Gift & Memorial Fund	Repair & Maintenance Building	\$125.00	09/11/24	Installation work at Cottage 8/6, 8/18, 8/27, and 8/29/24
				Total this claim	<u>\$125.00</u>		
10893	519	DEMCO Inc	Operating	Office Supplies	\$82.91	09/11/24	
				Total this claim	<u>\$82.91</u>		
10894	502	Evergreen Indiana Payment	Operating	Other Professional Services/Ban	\$111.48	09/11/24	Check #10847 for 2nd quarter 2024 payments to other Evergreen libraries was returned in error. This is the re-issued check
				Total this claim	<u>\$111.48</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>
10895	520	Gran-IT Consulting	Operating	Telephone and Internet	\$607.50	09/11/24	Maintenance on server
				Total this claim	<u>\$607.50</u>		
10896	510	Ingram Library Services	Gift & Memorial Fund	Books	\$136.52	09/11/24	
			Gift & Memorial Fund	Books	\$447.07		
			Operating	Books	\$2,895.35		
			Operating	Books	\$442.84		
			Operating	Books	\$479.36		
			Operating	Books	\$361.83		
				Total this claim	<u>\$4,762.97</u>		
0	521	Kingsley	2019 Construction Fund	Office Supplies	\$2,189.00	09/11/24	Purchase of new dropbox
				Total this claim	<u>\$2,189.00</u>		
10897	522	Leadership Lafayette	Gift & Memorial Fund	Professional Meetings	\$1,000.00	09/11/24	Leadership Program for Marra Honeywell
				Total this claim	<u>\$1,000.00</u>		
10898	523	Lucas Holdings LLC	Operating	Office Supplies	\$1,214.25	09/11/24	Library Cards for Resident and Reciprocal Borrowers
				Total this claim	<u>\$1,214.25</u>		
10899	524	Midwest Tape LLC	Operating	DVD	\$320.30	09/11/24	
				Total this claim	<u>\$320.30</u>		
0	513	Payroll	Operating	Library Director	\$3,538.46	09/04/24	Payroll of 8/19/24-9/1/24
			Operating	Full-time Employees	\$10,141.26		
			Operating	Part-time Employees	\$9,828.80		
			Operating	Employer's Share-FICA & Medic	\$1,766.83		
			Operating	Unemployment Compensation	\$22.02		
				Total this claim	<u>\$25,297.37</u>		
0	509	Principal Financial Group	Operating	Employer's Contribution Short-te	\$480.24	08/29/24	Short-term disability for full-time employees
				Total this claim	<u>\$480.24</u>		
0	514	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,532.14	09/06/24	Payroll of 8/19/24-9/1/24
			PERF	Salary and Wages	\$410.39		
				Total this claim	<u>\$1,942.53</u>		
10900	525	Quill Corp	Operating	Office Supplies	\$194.75	09/11/24	
				Total this claim	<u>\$194.75</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>
10901	526	Ricoh USA	Operating	Copier/Rental Equipment	\$194.52	09/11/24	for 9/9/24-10/8/24
				Total this claim	<u>\$194.52</u>		
10902	527	Showcases	Operating	Office Supplies	\$117.29	09/11/24	Audiobook cases
				Total this claim	<u>\$117.29</u>		
10903	528	T-Mobile	Operating	Telephone and Internet	\$331.00	09/11/24	Hotspots for for 7/21/24-8/20/24
				Total this claim	<u>\$331.00</u>		
10904	529	Wintek Corp	Operating	Telephone and Internet	\$778.80	09/11/24	Equipment rental for October 2024 and monthly Fiber Agreement.
				Total this claim	<u>\$778.80</u>		
10905	530	Zebra Landscape & Tree Care In	Operating	Cleaning & Sanitation Supplies	\$96.00	09/11/24	Landscape Maintenance 7/24/24,
			Operating	Repair & Maintenance Building	\$346.50		8/8/24, and 8/20/24
				Total this claim	<u>\$442.50</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$41,819.09

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, September 5, 2024


Fiscal Officer

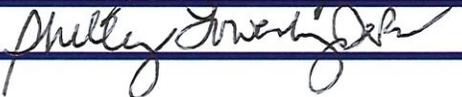
ALLOWANCE OF VOUCHERS

(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 11TH day of SEPT., 2024.





SIGNATURES OF GOVERNING BOARD

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



LAFAYETTE MATERIALS
MANAGEMENT COMPANY, INC.
(LAMMCO)

PO Box 6187 Lafayette, IN 47903-6187
P: (765) 447-7400 F: (765) 448-6690

Invoice #: 25433

Invoice Date : Jun 21, 2024

Sales Order # : 24942

Sold To:

SEE SHIP TO

Ship To:

West Lafayette Public Library
208 W. Columbia St
ATTN: Scott
West Lafayette, IN 47906

Customer ID	Customer PO	Payment Terms
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MISC

Verbal-Scott

Net 30 Days

Sales Rep	Shipping Method	Due Date
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DUANE LEVOY

INCLUDED

7/21/24

Quantity	Item #	Description	\$ Unit Price	\$ Extension
1.00		Labor and material to install roller shades per the following: - Draper Flexshade CLN - (1) Manual Roller Shades - Phiefer 2410 3% Oyster - 4" Fascia Cream	\$ 986.00	\$ 986.00
1.00		Labor and material to install roller shades per the following: - Draper Flexshade CLN - (16) Manual Roller Shades - Phiefer 2410 3% Oyster - 4" Clear Alumin	\$ 5,424.00	\$ 5,424.00
1.00		Remove and dispose of existing motorized shades, Light rails to remain, shades to run in front of rails.	\$ 580.00	\$ 580.00

Mal Pop
John Pop
Shelly Swartz
Anastasia J. Kuntala

**Please note all invoices paid via credit card
will have a 3% surcharge added
to the invoice total**

Subtotal: 6,990.00
Sales Tax:
Freight:

TOTAL DUE: 6,990.00

Appropriation Report for 100 Operating West Lafayette Public Library

Report Date: From 08/01/24 To 08/31/24

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	\$60,153.82	\$31,846.18	34.6
1.12 Full-time Employees	\$356,000.00	\$0.00	\$356,000.00	\$20,492.52	\$180,964.54	\$175,035.46	49.2
1.16 Part-time Employees	\$281,000.00	\$0.00	\$281,000.00	\$20,152.60	\$165,343.67	\$115,656.33	41.2
1.2 Employer's Contribution Short-term Disabili	\$2,380.00	\$0.00	\$2,380.00	\$480.24	\$3,778.11	(\$1,398.11)	-58.7
1.21 Employer's Share-FICA & Medicare	\$56,000.00	\$0.00	\$56,000.00	\$3,587.74	\$30,714.02	\$25,285.98	45.2
1.22 Unemployment Compensation	\$1,500.00	\$0.00	\$1,500.00	\$54.96	\$1,025.62	\$474.38	31.6
1.23 Employers Contribution-PERF	\$82,000.00	\$0.00	\$82,000.00	\$3,087.80	\$27,398.14	\$54,601.86	66.6
1.24 Employer's Contribution-Gp. Insurance	\$83,877.00	\$0.00	\$83,877.00	\$5,127.09	\$42,991.96	\$40,885.04	48.7
Subtotal	\$954,757.00		\$954,757.00	\$60,059.87	\$512,369.88	\$442,387.12	46.3
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$1,681.66	\$8,985.90	\$6,014.10	40.1
2.11 Program Supplies	\$7,000.00	\$0.00	\$7,000.00	\$387.31	\$3,128.65	\$3,871.35	55.3
2.21 Cleaning & Sanitation Supplies	\$6,240.00	\$0.00	\$6,240.00	\$596.13	\$4,544.89	\$1,695.11	27.2
Subtotal	\$28,240.00		\$28,240.00	\$2,665.10	\$16,659.44	\$11,580.56	41.0
<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	\$957.97	\$13,087.67	\$1,912.33	12.7
3.145 Databases	\$20,000.00	\$0.00	\$20,000.00	\$4,078.21	\$21,746.07	(\$1,746.07)	-8.7
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	\$3,823.07	\$23,225.09	\$11,774.91	33.6
3.22 Postage	\$1,150.00	\$0.00	\$1,150.00	\$19.99	\$1,161.90	(\$11.90)	-1.0

<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	\$802.60	\$697.40	46.5
3.24 Professional Meetings	\$5,000.00	\$0.00	\$5,000.00	\$205.00	\$1,837.70	\$3,162.30	63.2
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	\$16,085.66	\$13,914.34	46.4
3.51 Gas service	\$5,000.00	\$0.00	\$5,000.00	\$52.18	\$1,811.27	\$3,188.73	63.8
3.52 Electricity	\$110,000.00	\$0.00	\$110,000.00	\$11,340.12	\$79,784.70	\$30,215.30	27.5
3.54 Water and Waste Disposal Services	\$8,320.00	\$0.00	\$8,320.00	\$827.64	\$6,561.36	\$1,758.64	21.1
3.61 Repair & Maintenance Building	\$68,000.00	\$0.00	\$68,000.00	\$17,124.70	\$53,965.69	\$14,034.31	20.6
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	\$1,524.84	\$13,002.97	\$11,997.03	48.0
3.72 Copier/Rental Equipment	\$4,100.00	\$0.00	\$4,100.00	\$194.52	\$2,555.24	\$1,544.76	37.7
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	\$0.00	\$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	\$42,137.24	\$250,458.25	\$166,709.75	40.0
4. Capital Outlays							
4.4 Computers	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$330.71	\$9,669.29	96.7
4.5 Books	\$66,000.00	\$0.00	\$66,000.00	\$3,959.66	\$28,279.00	\$37,721.00	57.2
4.6 Periodicals and Newspapers	\$4,835.00	\$0.00	\$4,835.00	\$80.00	\$773.75	\$4,061.25	84.0
4.74 DVD	\$8,500.00	\$0.00	\$8,500.00	\$822.89	\$3,050.12	\$5,449.88	64.1
4.75 Audiobooks	\$2,500.00	\$0.00	\$2,500.00	\$372.40	\$1,208.82	\$1,291.18	51.6
4.76 Grant Expenses	\$0.00	\$0.00	\$0.00	\$12.39	\$12.39	(\$12.39)	#Div/0!
Subtotal	\$91,835.00		\$91,835.00	\$5,247.34	\$33,654.79	\$58,180.21	63.4

<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>
<i>Grand Total</i>	\$1,492,000.00	\$0.00	\$1,492,000.00	\$110,109.55	\$813,142.36	\$678,857.64	45.5

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

Financial Report
West Lafayette Public Library

Report Dates = 08/01/24 to 08/31/24

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 Operating	\$89,337.24	\$110,109.55	\$813,142.36	\$26,944.10	\$782,013.73	\$58,208.61
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	\$502,540.49	\$0.00	\$502,540.49	\$0.00
Subtotal	\$94,148.95	\$110,109.55	\$1,315,682.85	\$26,944.10	\$1,284,554.22	\$63,020.32
2. Special Revenue						
200 Gift & Memorial Fund	\$165,663.13	\$1,321.65	\$28,169.51	\$1,763.72	\$31,303.61	\$168,797.23
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	(\$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	\$1,321.65	\$31,675.59	\$1,763.72	\$36,103.12	\$316,246.80
3. Debt Service						
302 BONY Operating and Reserve AKA Debt Service Fund	\$136,736.87	\$0.00	\$0.00	\$1,491.97	\$11,427.58	\$148,164.45
303 Debt Service Fund (formerly Bond Fund)	\$201,282.63	\$3,525.00	\$449,700.00	\$0.00	\$356,353.96	\$107,936.59
305 2020 Audit Overage Amount Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$338,019.50	\$3,525.00	\$449,700.00	\$1,491.97	\$367,781.54	\$256,101.04
4. Capital Projects						
401 2019 Construction Fund	\$202,739.57	\$1,159.27	\$111,897.75	\$0.00	\$600.00	\$91,441.82
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	\$1,159.27	\$111,897.75	\$0.00	\$600.00	\$253,799.82
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	\$827.08	\$7,338.70	\$827.08	\$7,338.70	\$0.00
809 FSA Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810 Healthcare	\$0.00	\$824.00	\$7,191.28	\$824.00	\$7,191.28	\$0.00
Subtotal	\$867.19	\$1,651.08	\$14,529.98	\$1,651.08	\$14,529.98	\$867.19
Grand Total	\$1,109,952.48	\$117,766.55	\$1,923,486.17	\$31,850.87	\$1,703,568.86	\$890,035.17

Total all banks = \$890,035.17

Bank Balances

West Lafayette Public Library

Report as of: 9/7/2024

Bank

1	First Merchants/Lafayette B & T (7920/7939)	\$296,797.87
2	Chase Bank	\$105,834.15
3	Bank of NY Mellon (OR)/2020 OR 550512	\$80,571.75
4	Bank of NY Mellon (SF)/2020 SF 550511	\$321.51
5	Community Foundation	\$16,239.38
6	Petty Cash (in the Library)	\$75.00
7	Chase Bank Savings Account	\$1,014.90
8	First Merchants Construction Account	\$160,241.95
9	Bank of NY Mellon 2019 Paying Agency/342634	\$0.00
11	Bank of NY Mellon 2020 Construct Fund/476345	\$201,976.70

Total all banks = \$863,073.21

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	\$19,510.00					\$156,080.00
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	\$4,000.00					\$98,519.15
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	\$23,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$778,579.63
Disbursements:													
Personnel Services	\$66,882.80	\$64,985.24	\$59,954.06	\$64,038.63	\$74,484.98	\$59,753.84	\$62,210.46	\$60,059.87					\$512,369.88
Supplies	\$958.12	\$2,957.27	\$1,929.76	\$1,657.16	\$1,456.50	\$3,456.20	\$1,579.33	\$2,665.10					\$16,659.44
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	\$42,137.24					\$250,458.25
Capital Outlays	\$139.28	\$2,036.41	\$7,460.94	\$2,566.33	\$4,446.64	\$6,632.63	\$5,125.22	\$5,247.34					\$33,654.79
Fund Transfers													
Total Disbursements	\$99,176.15	\$105,863.79	\$110,080.42	\$95,337.37	\$104,318.66	\$96,623.70	\$91,632.72	\$110,109.55	\$0.00	\$0.00	\$0.00	\$0.00	\$813,142.36
Net Cash Flow	-\$74,247.48	-\$51,269.61	-\$84,012.65	-\$67,112.76	\$120,581.12	\$275,976.24	-\$67,878.04	-\$86,599.55					
Beginning Cash	\$89,337.24	\$15,089.76	-\$36,179.85	-\$120,192.50	-\$187,305.26	-\$66,724.14	\$209,252.10	\$141,374.06					
Estimated Ending Cash	\$15,089.76	-\$36,179.85	-\$120,192.50	-\$187,305.26	-\$66,724.14	\$209,252.10	\$141,374.06	\$54,774.51	\$0.00	\$0.00	\$0.00	\$0.00	

Percent of Expenses	
Personnel Services	63.01%
Supplies	2.05%
Other Services and Charge	30.80%
Capital Outlays	4.14%

Cash Reserve (15 min/50 best)
0.00%

*Misc Revenues													YR TOTAL	Jan-June	2023 est			
Fines	\$96.00	\$172.00	\$181.00	\$339.99	\$429.74	\$270.50	\$307.95							\$1,797.18	Fines	R503	\$1,489.23	2978.46
Copies	\$446.14	\$372.20	\$213.00	\$635.37	\$234.87	\$426.29	\$291.18							\$2,619.05	Copies	R409	\$2,327.87	4655.74
Proctoring						\$125.00	\$125.00							\$250.00	Proctoring	R910	\$125.00	250
Sale of Library Bags	\$15.00	\$36.00	\$9.00	\$15.00	\$6.00	\$9.00	\$9.00							\$99.00	Sale of Library Bags	R913	\$90.00	180
Interest	\$13.68	\$8.72	\$7.35	\$4.26	\$6.94	\$12.27	\$10.78							\$64.00	Interest	R902	\$53.22	106.44
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	R412	\$29,481.72	58963.44
Community Foundation		\$11,202.00												\$11,202.00	Community Foundator	R914	\$11,202.00	11000
WLPL Foundation		\$15,377.51			\$27,056.66									\$42,434.17	WLPL Foundation	R914	\$42,434.17	40000
Record Store Day														\$0.00	Record Store Day		\$0.00	0
Book Cellar														\$0.00	Book Cellar		\$0.00	0
Artist Commissions			\$331.50	\$87.00										\$418.50	Artist Commissions	R913	\$418.50	837
Refunds to us/Voided Check:	\$167.30	\$25.00		\$75.66	\$125.00		\$107.95							\$500.91	Refunds to us/Voided C	R503	\$392.96	785.92
Miscellaneous	\$78.00	\$179.00	\$813.50	\$572.50	\$245.00	\$6.00	\$4.00							\$1,898.00	Miscellaneous	R914	\$1,894.00	3788
Donations	\$214.15	\$35.40	\$5.40	\$104.71	\$3.50	\$2.64	\$25.60							\$391.40	Donations	R908	\$365.80	731.6
	\$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												
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
Disbursements	\$5,429.15	\$6,263.74	\$3,077.68	\$2,968.40	\$1,754.80	\$5.00	\$2,448.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
End-of-Month Total	\$161,450.83	\$158,198.89	\$167,913.31	\$166,842.87	\$170,383.75	\$172,509.25	\$173,255.47						

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

Parking Garage Proceeds 2024 Audit Report

SOY Balance

\$0.00

Report Date: From 8/1/2024 *To* 8/31/2024

Receipt #	Date	Description	Explanation	Amount	Memo
502	8/1/2024	Parking Receipt	100/318-	\$165.49	
503	8/2/2024	Parking Receipt	100/318-	\$194.07	
505	8/5/2024	Parking Receipt	100/318-	\$155.41	
505	8/5/2024	Parking Receipt	100/318-	\$150.95	
505	8/5/2024	Parking Receipt	100/318-	\$49.05	
507	8/7/2024	Parking Receipt	100/318-	\$239.31	
508	8/8/2024	Parking Receipt	100/318-	\$178.58	
509	8/9/2024	Parking Receipt	100/318-	\$196.35	
512	8/12/2024	Parking Receipt	100/318-	\$88.69	
512	8/12/2024	Parking Receipt	100/318-	\$100.22	
511	8/12/2024	Parking Receipt	100/318-	\$163.16	
514	8/14/2024	Parking Receipt	100/318-	\$214.04	
515	8/15/2024	Parking Receipt	100/318-	\$179.19	
516	8/16/2024	Parking Receipt	100/318-	\$175.43	
518	8/19/2024	Parking Receipt	100/318-	\$226.82	
518	8/19/2024	Parking Receipt	100/318-	\$277.11	
518	8/19/2024	Parking Receipt	100/318-	\$276.86	
520	8/21/2024	Parking Receipt	100/318-	\$425.15	
521	8/22/2024	Parking Receipt	100/318-	\$407.53	
522	8/23/2024	Parking Receipt	100/318-	\$379.86	
524	8/26/2024	Parking Receipt	100/318-	\$233.99	
524	8/26/2024	Parking Receipt	100/318-	\$451.84	
524	8/26/2024	Parking Receipt	100/318-	\$286.32	
526	8/28/2024	Parking Receipt	100/318-	\$259.32	
527	8/29/2024	Parking Receipt	100/318-	\$395.32	
528	8/30/2024	Parking Receipt	100/318-	\$273.77	

Parking Garage Proceeds 2024 Audit Report

SOY Balance

\$0.00

Report Date: From 8/1/2024 To 8/31/2024

Total For 100/318 \$6,143.83

Total Receipts : \$6,143.83

Voucher #	Date	Vendor	Explanation	Amount	Memo
504	8/2/2024	Fullstream	100/3.14-Charges for credit card use in garage	\$112.46	
				Total For 100/3.14	\$112.46
467	8/14/2024	Parker Technology LLC	100/3.63-Call Center support for Garage Parking System	\$321.95	
463	8/14/2024	Light & Breuning Inc	100/3.63-1 carton parking tickets	\$848.89	
				Total For 100/3.63	\$1,170.84
496	8/26/2024	netPark Software LLC	100/3.63-Monthly useage fee for parking garage system for August 2024	\$354.00	
				Total For 100/3.63	\$354.00

Total Expenses to Date: \$1,637.30

Gain/Loss This Project YTD: \$24,992.61

Sonya Margerum Exhibit Installed

The new, standing exhibit honoring West Lafayette's long-time Mayor, Sonya Margerum, was installed in the Local History area. The exhibit features items from the local history archives and Mayor Margerum's personal papers. This exhibit brings new life to her donated desk.



Based in Lafayette Subscription

Patrons can now access local news blog, Based in Lafayette, in the Library and at the Caretaker's Cottage

Staff Development

Ashley Fletcher was accepted into the year-long Management Cohort with the Indiana Library Federation. Ashley has taken on many new responsibilities this year as the Teen and Adult Department Head and this opportunity will allow her to connect with other new managers across the state. Marra Honeywell was accepted into Leadership Lafayette, which begins in September.



Caretaker's Cottage - Ice Cream Social

The West Lafayette Public Library Foundation hosted an Ice Cream Social at the Caretaker's Cottage. With sponsorship support from The Shook Agency, the event was advertised through Based in Lafayette and the press release for the event was picked up by TV18. Approximately 100 visitors enjoyed ice cream and music at the Caretaker's Cottage.

New Hires & Work Study

New shelver and Teen Assistant were hired, into roles recently vacated by graduates. We had robust applicant pools for each position, and were able to hire two long-time teen volunteers into these roles.

Four library jobs were posted through the Purdue Work Study Program portal. These positions included shelving, the Book Cellar, and in the Children's and Adult departments. Over 120 students applied.

Changes to SRCs

The Indiana State Library ended its support of the SRCs system of materials sharing on August 31, but will continue to support INshare. For our reciprocal borrowers, this means a more time consuming and less reliable route to accessing materials from other libraries. In 2024, our patrons borrowed 84 items through this service, and we loaned 140 items to libraries not in the Evergreen System, with Jasper County, Brownsburg, and TCPL being the primary borrowers.

MONTHLY STATISTICS

14,779
Visits

23,093
Materials
Circulation

566
Computer
Usage

828
Program
Attendance

453
New Card
Registration



**BY-LAWS OF THE BOARD OF TRUSTEES
OF THE WEST LAFAYETTE PUBLIC Library
West Lafayette, Indiana**

Article 1. Meetings

- 1.1 The regular meetings of the Board of Trustees shall be on the second Wednesday of each month at the Library building. Temporary schedule changes may be made by the President when necessary to secure a quorum or to meet a special situation. When a change of meeting date is necessary, the Board shall issue a public notice.
- 1.2 Special meetings may be called by the President whenever it may be necessary or at the written request of three members of the Board. Only such business as stated in the call shall be transacted. Three days prior notice is to be given to each member before any special meeting.
- 1.3 Board meetings shall conform to the Open Meetings Law of the State of Indiana.
- 1.4 The annual report of the Library Director shall be made at the regular meeting in March.

Article 2. Quorum

- 2.1 The Board shall consist of seven members. Four members of the Board shall constitute a quorum.

Article 3. Officers

- 3.1 Officers of the Board shall consist of the President, Vice President, Secretary, and Treasurer.
- 3.2 The annual election of officers shall take place at the regular meeting in June. Terms for newly elected officers will begin the following July.
- 3.3 In case of vacancy of the office of President, the Vice-President shall succeed for the unexpired term. In case of vacancy of the office of Vice President, Secretary, or Treasurer, the Board at its next regular meeting shall elect a member to fill the unexpired term.
- 3.4 The President shall preside at board meetings, appoint committees, serve as an ex-officio member on all committees, and perform all other duties that normally pertain to the office. In the case of a tie vote on the business of the Board, the President shall vote to break the tie.
- 3.5 The Vice-President shall perform the duties of the President in the President's absence.
- 3.6 The Secretary shall see that a recording is made of the proceedings of the Board and, utilizing the personnel of the Library, have such record duplicated and distributed to the Board for approval.
- 3.7 The Treasurer, who may or may not be a Board member, shall be the chief financial officer of or for the Board.

Article 4. Committees

- 4.1 The Board shall function as a committee of the whole for purposes of overseeing the general financial condition of the Library separate from the specific duties assigned to the treasurer, and for overseeing the general maintenance and upkeep of the building and property.
- 4.2 Other committees dealing with special situations may be appointed by the President and approved by the Board. Such committees shall report regularly to the Board and serve until the completion of the work for which they are appointed or until terminated by the President or the Board.

Article 5. Library Director

- 5.1 The Library Director shall be appointed by the Board.
- 5.2 The Library Director shall be solely responsible for the administration and management of the Library, subject to the review and direction of the Board. The Library Director shall administer the policies adopted by the Board, with responsibility for directing and supervising personnel, and recommending such policies and procedures as will promote and improve the service of the Library. The Library Director shall attend all Board meetings.
- 5.3 The Library Director shall present a monthly report of the operations to the Board at its regular meetings. The annual report of the Library Director, showing fully the operations of the Library for the previous year, shall be made at a regular meeting in February.

Article 6. Amendments

- 1.1 Amendments hereto shall be made only at a regular meeting of the Board, must be proposed at least one month previous to the final action of the same, and shall be approved by a majority of the members of the Board.

Article 7. Nepotism and Conflict of Interest

- 7.1 No person being related to any member of the Library Board of Trustees, or to the Library Director, as a father, mother, brother, sister, uncle, aunt, a husband or wife, son or daughter, son-in-law or daughter-in-law, niece or nephew, shall be eligible to hold any position in the West Lafayette Public Library, nor shall any such relative be entitled to receive any compensation for his or her services out of any appropriation provided by law.
- 7.2 Section 7.1 shall not apply if such person has been employed in the same position in the West Lafayette Public Library for at least twelve (12) consecutive months immediately preceding the appointment of his or her relative as a member of the Library Board of Trustees or Library Director.
- 7.3 No persons related as a father, mother, brother, sister, uncle, aunt, husband, wife, son, daughter, son-in-law, daughter-in-law, niece, or nephew may be placed in a direct supervisory-subordinate relationship.

Revised March 1, 2004, July 14, 2010, Reviewed March 14, 2018, Reviewed February 10, 2021, Revised __/__/____



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:
 - At least four Trustees must be present in person at the designated location for official business to be transacted.
 - Trustees participating via electronic communications must be both seen and heard to participate in votes.
 - The presiding officer may take votes only by roll call.
 - 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.



- 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:
 - Military service
 - Illness or other medical condition
 - Death of a family member
 - 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:
 - Annual budget adoption
 - Tax establishment, increase or renewal
 - Referenda initiation
 - Fee establishment or increase
 - Penalty establishment or increase
 - Eminent domain initiation or action
 - Personnel reduction beyond 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.
 - Designated staff assigned to prepare meeting notices and agendas shall describe the method for the public to view, observe and record the public meeting.
 - The Board of Trustees may take official actions only when a quorum is present via electronic communications at the appointed time of the meeting.
 - 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.
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.



West Lafayette Public Library Board of Trustees Public Participation Request Form

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.)



West Lafayette Public Library

Subject: Fee Schedule

Effective Date: 4/14/2024

Authorized By: Library Board of Trustees

Review:

New

Revised

Revision History:

Proposed Revisions 9/2024

Replacement Cards

Previous Charge - \$2.00

Proposed Charge - \$0

Previously, all cards had to be purchased through Evergreen Indiana. Recent changes now allow libraries to create customized cards for their location, with the inclusion of specific branding for Evergreen Indiana. The cost of these cards is less than \$0.25. Providing replacement cards for patrons that have lost their card will allow any Library patron to change to a customized card, branded to the West Lafayette Public Library at no charge.

Non-resident Cards

Previous Charge - \$34.00

Proposed Charge - \$55.00

Class A libraries in Indiana charge an average of \$74.97 for nonresident cards. Our current charge is \$34.00 due to the unique nature of our Library District boundaries. Raising the charge to \$55.00 would closer align us with the state-wide average rate and towards the average tax rate per household in our taxing district.

CIRCULATION AND LIBRARY CARDS

Replacement card	\$2.00 0
Public Library Access Card (PLAC)	\$65.00 annually as determined by the State of Indiana
Non-Resident card	\$34.00 annually \$55.00 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	Free for Library guests, otherwise 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



FCC Form 486 Notification Letter

Charity Hawkins
WEST LAFAYETTE PUBLIC LIBRARY
208 W COLUMBIA ST
WEST LAFAYETTE, IN 47906

6/18/2024

FUNDING YEAR 2024: 7/1/2024 - 6/30/2025
FCC Form 486 Application Number: 353281
Applicant's FCC Form 486 Nickname: FY2024 C1 & C2 486 W. Lafayette PL

This letter is to notify you that the Universal Service Administrative Company (USAC) has received and accepted a certified FCC Form 486, Receipt of Service Confirmation Form, from you. Information about your commitment may have changed. Please review the [FCC Form 486 Notification Letter Report](#) to confirm the information you provided. This information is also being shared with the service provider(s) identified on each Funding Request Number (FRN).

If you need assistance, contact our Client Service Bureau toll-free at (888) 203-8100, or submit a customer service case in the E-rate Productivity Center (EPC) by selecting "[Contact Us](#)" from the menu in the top right corner of your landing page.

Next steps

Discuss with your service provider whether you would like discounts on your bills or to pay your bills in full and be reimbursed for discounts.

- Applicants invoice USAC before the invoice deadline using the applicant invoice method [FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form] for reimbursements of discounts after paying the service provider bills in full.
- Service providers invoice USAC using the service provider invoice method [FCC Form 474, Service Provider Invoice (SPI) Form] after billing applicants for their non-discount portion.

Whichever method you choose, you must pay your non-discount portion, as stated in program rules. Program rules also require that participants maintain all documentation for at least 10 years after last day of the applicable funding year or the service delivery deadline for the funding request, whichever is later.

To appeal this service start date/funding commitment change decision

You may appeal the Service Start Date change(s) and/or funding commitment adjustment(s) indicated in this letter to USAC in EPC within 60 calendar days of the date of this letter. Failure to meet this deadline will result in automatic dismissal of your appeal. You must file your appeal first with USAC because the FCC Form 486 deadline is a procedural deadline and not



a program rule that requires a waiver by the FCC. If USAC denies the appeal, you may then appeal to the FCC.

To file an appeal with USAC, select “Appeal” from the menu in the top right corner of your landing page and then provide the requested information. USAC will reply to your appeal submissions to confirm receipt. Visit the [USAC website](#) for more information on submitting an appeal to USAC, including step-by-step instructions.

Schools and Libraries Division
Universal Service Administrative Co.



FCC Form 486 Notification Letter Report:

SPIN (Service Provider Identification Number):	143006417
Funding Request Number (FRN):	2499024440
FCC Form 471 Application Number (based on Funding Request Number):	241019218
Billed Entity Number (BEN):	130744
Entity Name:	WEST LAFAYETTE PUBLIC LIBRARY
Approved Service Start Date (ASSD):	7/1/2024
Billing Account Number:	n/a
Service Start Date Change Indicator:	N
Service Start Date Change Explanation:	
Current Funding Commitment:	\$6,000.00



FCC Form 486 Notification Letter Report:

SPIN (Service Provider Identification Number):	143006417
Funding Request Number (FRN):	2499024443
FCC Form 471 Application Number (based on Funding Request Number):	241019222
Billed Entity Number (BEN):	130744
Entity Name:	WEST LAFAYETTE PUBLIC LIBRARY
Approved Service Start Date (ASSD):	7/1/2024
Billing Account Number:	n/a
Service Start Date Change Indicator:	N
Service Start Date Change Explanation:	
Current Funding Commitment:	\$5,813.40

Funding Commitment Decision Letter

Funding Year 2024

Contact Information:

Charity Hawkins
WEST LAFAYETTE PUBLIC LIBRARY
208 W COLUMBIA ST
WEST LAFAYETTE, IN 47906
charity@adtecerate.com

FCC Form 471: 241019218**BEN:** 130744**Wave:** 1**Application Nickname:** FY2024 Internet 471 West
Lafayette PL

Totals

Total Committed	\$6,000.00
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What is in this letter?

Thank you for submitting your application for Funding Year 2024 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**
3. Invoice USAC

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
- **If your service provider(s) is invoicing USAC:** The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.
- **To receive an invoice deadline extension, the applicant or service provider** must request an extension on or before the last date to invoice. **If you anticipate, for any reason, that invoices cannot be filed on time**, USAC will grant a one-time, 120-day invoice deadline extension if timely requested.

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

Note: The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- **To submit your appeal to USAC**, visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- **To request a waiver of the FCC's rules**, please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System \(ECFS\)](#). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

Funding Commitment Decision Overview

Funding Year 2024

Application Comments for FCC Form 471: #241019218

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2499024440	Wintek Corporation	\$6,000.00	\$6,000.00	Funded

FRN 2499024440	Service Type Data Transmission and/or Internet Access	Status Funded
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Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$12,000.00	Total Eligible One Time Charges	\$0.00
Total Pre-discount Charges		\$12,000.00	
Discount Rate		50.00%	
Committed Amount		\$6,000.00	

Dates	
Service Start Date	7/1/2024
Contract Expiration Date	6/30/2027
Contract Award Date	3/18/2022
Service Delivery Deadline	6/30/2025
Expiration Date (All Extensions)	

Service Provider and Contract Information	
Service Provider	Wintek Corporation
SPIN (498ID)	143006417
Contract Number	
Account Number	n/a
Establishing FCC Form 470	220018251

Consultant Information	
Consultant Name	Charity Hawkins
Consultant's Employer	AdTec-Administrative and Technical Consulting
CRN	16024741

Funding Commitment Decision Comments

MR1: Approved as submitted.

Funding Commitment Decision Letter

Funding Year 2024

Contact Information:

Charity Hawkins
WEST LAFAYETTE PUBLIC LIBRARY
208 W COLUMBIA ST
WEST LAFAYETTE, IN 47906
charity@adtecerate.com

FCC Form 471: 241019222

BEN: 130744

Wave: 1

Application Nickname: FY2024 MIBS 471 West La
fayette PL

Totals

Total Committed	\$5,813.40
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What is in this letter?

Thank you for submitting your application for Funding Year 2024 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

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- **To submit your appeal to USAC**, visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- **To request a waiver of the FCC's rules**, please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System \(ECFS\)](#). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

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Obligation to Pay Non-Discount Portion

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Funding Commitment Decision Overview

Funding Year 2024

Application Comments for FCC Form 471: #241019222

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2499024443	Wintek Corporation	\$5,813.40	\$5,813.40	Funded

FRN 2499024443	Service Type Managed Internal Broadband Services	Status Funded
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Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$11,626.80	Total Eligible One Time Charges	\$0.00
Total Pre-discount Charges		\$11,626.80	
Discount Rate		50.00%	
Committed Amount		\$5,813.40	

Dates	
Service Start Date	7/1/2024
Contract Expiration Date	6/30/2027
Contract Award Date	3/18/2022
Service Delivery Deadline	6/30/2025
Expiration Date (All Extensions)	

Service Provider and Contract Information	
Service Provider	Wintek Corporation
SPIN (498ID)	143006417
Contract Number	
Account Number	n/a
Establishing FCC Form 470	220018260

Consultant Information	
Consultant Name	Charity Hawkins
Consultant's Employer	AdTec-Administrative and Technical Consulting
CRN	16024741

Funding Commitment Decision Comments

MR1: Approved as submitted.

WLPL Estimate of Miscellaneous Revenues
For the Calendar Year Ending December 31, 2025
West Lafayette Public Library, Tippecanoe County

	2025 Expenses	2025 Income
Total	#REF!	\$ 1,406,663.00

Maximum Budget

		2025 Budget			2024 Budget			
GENERAL (Operating Fund)		Detail	Total	% of Total	Year Detail	Year Total	Budget Details	Budget Total
1. Taxes and Intergovernmental								
R112	FIT Financial Institution Tax Distribution	\$ -	\$ 7,824.00	\$ 0.01		\$ 18,899.44	\$ 5,540.00	\$ 5,540.00
R114	Vehicle/Aircraft Excise Tax Distribution	\$ -	\$ 41,163.00	\$ 0.03		\$ 20,581.00	\$ 26,183.00	\$ 26,183.00
R135	Commercial Vehicle Excise Tax Distribution	\$ -	\$ 341.00	\$ 0.00		\$ 141.00	\$ 266.00	\$ 266.00
R138	Local Income Tax (LIT) Certified Shares	\$ -	\$ 252,240.00	\$ 0.18		\$ 274,700.00	\$ 234,120.00	\$ 234,120.00
	Additional LIT				40580			
	Jan-Jun				\$ 117,060.00			
	Jul-Dec				\$ 117,060.00			
Total Taxes and Intergovernmental		\$ -	\$ 301,568.00	19.4%		\$ 314,321.44	\$ 266,109.00	\$ 266,109.00
2. Licenses and Permits								
	Licenses and Permits	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
Total Licenses and Permits		\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
3. Charges for Services								
R409	Document and Copy Fees		\$ 5,000.00	0.36%		\$ 2,327.00	\$ 2,500.00	\$ 2,500.00
R412	Parking Receipts		\$ 55,000.00	3.91%		\$ 29,481.00	\$ 35,000.00	\$ 35,000.00
R423	Other Charges for Services		\$ 500.00	0.04%		\$ -	\$ 500.00	\$ 500.00
Total Charges for Services		\$ -	\$ 60,500.00	3.89%		\$ 31,808.00	\$ 38,000.00	\$ 38,000.00
Other Fines and Forfeitures								
R503	Other Fines and Forfeitures		\$ 3,700.00	0.24%		\$ 3,763.00		\$ 3,700.00
Total Other Fines and Forfeitures			\$ 3,700.00					\$ 3,700.00
5. Other Receipts								
R902	Earnings on Investments and Deposits		\$ 200.00	0.01%	\$ 106.00	\$ 200.00	\$ 500.00	\$ 500.00
R908	Donations, Gifts, and Bequests	\$ -	\$ 5,000.00	0.36%	\$ 730.00	\$ 1,500.00	\$ 5,000.00	\$ 5,000.00
R913	Other Receipts	\$ -	\$ 5,200.00	0.37%		\$ 1,230.00		\$ 4,000.00
	State Grants	\$ 4,000.00			\$ -		\$ 2,000.00	
	Proctoring	\$ 500.00			\$ 250.00		\$ 1,000.00	
	Artist Commissions	\$ 500.00			\$ 800.00		\$ 800.00	
	Sale of Library Bags	\$ 200.00			\$ 180.00		\$ 200.00	
R914	Grants and Distributions from Nongovernmental Organizations	\$ -	\$ 175,705.00	11.29%		\$ 105,000.00		\$ 213,682.00
	WLPL Foundation	\$ 30,000.00			\$ 40,000.00		\$ 30,000.00	
	WLPL Rainy Day Distribution	\$ 15,000.00			\$ -		\$ 50,860.00	
	WLPL Gift and Memorial Distribution	\$ 50,000.00			\$ 50,000.00		\$ 70,000.00	
	Community Foundation	\$ 10,000.00			\$ 11,000.00		\$ 10,000.00	
	Miscellaneous	\$ 70,705.00			\$ 4,000.00		\$ 52,822.00	
Total Other Receipts		\$ -	\$ 186,105.00	11.96%	\$ 107,066.00	\$ 107,930.00	\$ 5,500.00	\$ 223,182.00
6. Property Tax Levy								
	Property Taxes		\$ 1,004,790.00	71.43%		\$ 814,483.29		\$ 856,407.00

		Jan-Jun				\$ 465,468.29		\$ 471,023.00				
		Jul-Dec	\$ -			\$ 349,015.00	\$ -	\$ 385,383.00				
Total Property Tax Levy			\$ -	\$ 1,004,790.00	71.43%		\$ 814,483.29	\$ 856,406.00	\$ 856,407.00			
			Revenue Total	\$ 1,556,663.00		\$ 107,066.00	\$ 1,268,542.73	\$ 1,166,015.00	\$ 1,387,398.00			
			Circuit Breaker	\$150,000.00								
			INCOME TOTAL	\$ 1,406,663.00								

WLPL Budget Form 1 - ADVERTISED BUDGET FOR BOARD

For the Calendar Year Ending December 31, 2025

West Lafayette Public Library, Tippecanoe County

					<i>Maximum Budget</i>			
			2025 Advertised			2024 Budget		
GENERAL (Operating Fund)			Advertised Detail	Advertised Total	%of Total	End of Year Estimate	Adopted Details	Adopted
1. Personal Services								
	Salaries and Wages			\$ 662,000.00	47.1%			\$ 729,000.00
1.11		Library Director	\$ 94,000.00			\$ 91,999.96	\$ 92,000.00	
1.12		Full-time Employees	\$ 280,000.00			\$ 280,379.00	\$ 356,000.00	
NEW		Overtime	\$ 3,000.00			\$ -	NEW	
1.16		Part-time Employees	\$ 285,000.00			\$ 247,872.82	\$ 281,000.00	
	Employee Benefits			\$ 166,500.00	11.84%			\$ 225,756.00
1.2		Short-term Disability	\$ 2,500.00			\$ 2,345.53	\$ 2,380.00	
1.21		FICA & Medicare	\$ 50,000.00			\$ 47,137.64	\$ 56,000.00	
1.22		Unemployment Compensation	\$ 2,000.00			\$ 1,798.94	\$ 1,500.00	
1.23		Employer's Contribution - PEF	\$ 42,000.00			\$ 42,492.00	\$ 82,000.00	
1.24		Employer's Contribution - Gro	\$ 70,000.00			\$ 63,827.56	\$ 83,876.00	
Total Personal Services			\$ 828,500.00	\$ 828,500.00	58.9%	\$ 777,853.45	\$ 954,756.00	\$ 954,756.00
2. Supplies								
	Office Supplies			\$ 16,000.00	1.14%			\$ 15,000.00
2.1		Office Supplies	\$ 16,000.00			\$ 13,742.00	\$ 15,000.00	
	Program Supplies			\$ 13,500.00	0.96%	\$ 5,178.00		\$ 7,000.00
2.11		Program Supplies	\$ 13,500.00				\$ 7,000.00	
	Cleaning & Sanitation Supplies			\$ 7,000.00	0.50%			\$ 6,240.00
2.21		Cleaning & Sanitation Supplies	\$ 7,000.00			\$ 6,378.00	\$ 6,240.00	
Total Supplies			\$ 36,500.00	\$ 36,500.00	2.60%	\$ 25,298.00	\$ 28,240.00	\$ 28,240.00
3. Other Services and Charges								
	Professional Services			\$ 64,000.00	4.55%			\$ 41,500.00
3.13		Legal Services	\$ 7,000.00			\$ -	\$ 3,000.00	
3.14		Other Professional Services	\$ 27,000.00			\$ 21,712.00	\$ 15,000.00	
3.145		Databases	\$ 20,000.00			\$ 35,024.00	\$ 20,000.00	

3.146		Ebooks	\$ 10,000.00			\$ 5,000.00	\$ 3,500.00	
	Communication and Transportation			\$ 46,000.00	3.27%			\$ 42,650.00
3.21		Telephone & Internet	\$ 37,000.00			\$ 35,724.34	\$ 35,000.00	
3.22		Postage	\$ 2,000.00			\$ 1,831.14	\$ 1,150.00	
3.23		Traveling Expenses	\$ 2,000.00			\$ 1,522.00	\$ 1,500.00	
3.24		Professional Meetings	\$ 5,000.00			\$ 2,464.00	\$ 5,000.00	
	Program Costs			\$ 9,500.00	0.68%	\$ 2,116.00		\$ 10,000.00
3.26		Program Costs	\$ 9,500.00				\$ 10,000.00	
	Printing and Advertising			\$ 1,000.00	0.07%			\$ 1,000.00
3.31		Advertising and Publication of Notices	\$ 1,000.00			\$ 296.10	\$ 1,000.00	
	Insurance			\$ 30,100.00	0.00%			\$ 30,100.00
3.41		Official Bonds	\$ 100.00			\$ -	\$ 100.00	
3.42		Property and Liability	\$ 30,000.00			\$ 24,214.00	\$ 30,000.00	
	Utility Services			\$ 135,000.00	9.60%			\$ 123,320.00
3.51		Gas	\$ 5,000.00			\$ 3,412.00	\$ 5,000.00	
3.52		Electricity	\$ 120,000.00			\$ 114,980.00	\$ 110,000.00	
3.54		Water and Waste Disposal Services	\$ 10,000.00			\$ 9,106.00	\$ 8,320.00	
	Repairs and Maintenance			\$ 96,250.00	6.84%			\$ 94,000.00
3.61		Building	\$ 70,000.00			\$ 67,004.00	\$ 68,000.00	
3.62		Fire Alarm	\$ 1,250.00			\$ 1,188.00	\$ 1,000.00	
3.63		Garage	\$ 25,000.00			\$ 21,044.00	\$ 25,000.00	
	Rentals			\$ 4,500.00	0.32%			\$ 4,100.00
3.72		Copier/Rental Equipment	\$ 4,500.00			\$ 3,738.00	\$ 4,100.00	
	Other Services and Charges			\$ 58,100.00	4.13%			\$ 70,498.00
3.9		Debt Service/Leasing/Other	\$ 100.00			\$ 100.00	\$ 100.00	
3.91		Dues and Memberships	\$ 22,000.00			\$ 20,512.00	\$ 15,000.00	
3.92		Transfer to LIRF	\$ 36,000.00			\$ -	\$ 55,398.00	
Total Other Services and Charges			\$ 444,450.00	\$ 444,450.00	31.61%	\$ 421,583.58	\$ 417,168.00	\$ 417,168.00
4. Capital Outlays								
	Other Capital Outlays			\$ 5,000.00	0.36%	\$ 5,000.00		\$ -
4.3		Equipment	\$ 5,000.00			\$ -	\$ -	
	Machinery, Equipment and Vehicles			\$ 10,000.00	0.71%	\$ 10,000.00		\$ 10,000.00
4.4		Computers	\$ 10,000.00			\$ 360.00	\$ 10,000.00	
	Books and Other Media			\$ 81,750.00	5.81%			\$ 81,835.00

4.5		Books	\$ 66,000.00			\$ 40,318.00	\$ 66,000.00	
4.5		Periodicals and Newspapers	\$ 4,500.00			\$ 952.00	\$ 4,835.00	
4.74		DVD	\$ 7,500.00			\$ 3,522.00	\$ 8,500.00	
4.75		Audiobooks	\$ 1,250.00			\$ 1,250.00	\$ 2,500.00	
4.76		Other Nonprint	\$ 2,500.00			\$ 2,500.00		
Total Capital Outlays			\$ 96,750.00	\$ 96,750.00	6.88%	\$ 63,902.00	\$ 91,835.00	\$ 91,835.00
5. Debt Service								
	Debt Service			\$ -	0.00%			\$ -
		Debt Service	\$ -			\$ -	\$ -	
Total Debt Service			\$ -	\$ -	0.00%	\$ -	\$ -	\$ -
GENERAL BUDGET TOTAL				\$ 1,406,200.00		\$ 1,288,637.03		\$ 1,491,999.00

Quote: 2153059

Version: 1

Policy: EPP 068 02 60

Effective Date: 08/21/2024

Commercial Package Policy - Endorsement Premium Summary
The Cincinnati Insurance Company

Named Insured: TRUSTEES OF THE WEST LAFAYETTE PUBLIC LIBRARY, INC.

Change Effective Date: 08/21/2024

Address: 208 W COLUMBIA ST
WEST LAFAYETTE, IN 47906-3010

Policy Expiration Date: 03/01/2026

Agency: Underwood Insurance Agency, Inc. 13-482

Endorsement Sequence Number:

Replacing Sequence Number:

Premium Summary

Commercial Auto

Total Commercial Auto Premium 1,206

Commercial Fire

Total Commercial Fire Premium 21,678

Crime

Total Crime Premium 125

General Liability

Total General Liability Premium 4,330

Inland Marine

Total Inland Marine Premium 105

Umbrella

Total Umbrella Premium 1,106

Terrorism Coverage - Tier 3 / Low Hazard 164

Total Annual Premium

28,714

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This information is proprietary to The Cincinnati Insurance Companies, its subsidiaries and affiliates.

Quote: 2153059

Version: 1

Policy: EPP 068 02 60

Effective Date: 08/21/2024

Property

9/3/2024 11:29 AM

Policy Level Address:

208 W COLUMBIA ST

WEST LAFAYETTE, IN 47906-3010

Primary Rating State: IN

Policy Level

Cause of Loss: CIC Special

COMMERCIAL PROPERTY POWER EXPANDED COVERAGE (XC®) PLUS ENDORSEMENT

FIRST LOCATION

Premium

450

ADDITIONAL LOCATIONS

Premium

115

Coverage Premium

565

Location: 1

208 W COLUMBIA ST
WEST LAFAYETTE, IN 47906-3010

Territory Description: Remainder of State Special Form Territory: Remainder of State

Group II Territory: N/A

Protection Class: 2

EQUIPMENT BREAKDOWN LOCATION

Premium

1,648

Coverage Premium
1,648

Building Level:	Bldg 1	Loc 1
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RCP Code: 4302 Construction: Non Combustible
 BCEG Year Built: 2004 BCEG Grade: 5 BCEG Desc: Community
 Steel Type: Other Than Light Steel Masonry Type: N/A Rise: Low Rise
 Construction Symbol: AB Rate Type: Specific District: N/A
 Windstorm or Hail Deductible: N/A Windstorm or Hail Deductible Type: N/A
 Windstorm or Hail Aggregate Deductible: N/A
 Water Damage Deductible: N/A Water Damage Deductible Type: N/A
 Water Damage Deductible Per Occurrence Aggregate: N/A

EQ Bldg Class: N/A EQ Sprinklered: N/A
 EQ Roof Tank: N/A

BUILDING COVERAGE

Class Code: 1051 Class Description: LIBRARIES
 Limit: 21,568,800 Valuation: Replacement Cost Coinsurance: 100% Deductible: 5,000
 Agreed Value: No Vacant: No Modernization: No
 Numeric Prefix: N/A Exclusions: N/A
 Inflation Guard: No Inflation Guard Percentage: N/A

ACV Provision: No

	Modified Base Rate		Limit		Premium
GROUP I	0.009	x	21,568,800	=	1,941
GROUP II	0.031	x	21,568,800	=	6,686
SPECIAL/BROAD	0.029	x	21,568,800	=	6,255

Coverage Premium
14,882

General Liability

Policy Level Address:

208 W COLUMBIA ST
WEST LAFAYETTE, IN 47906-3010

Primary Rating State: IN

Policy Level

PREMISES/OPERATIONS AND PRODUCTS/COMPLETED OPERATIONS

Occurrence Limit: 1,000,000

General Aggregate Limit: 2,000,000

Products Aggregate Limit: 2,000,000

Exclusion Damage to Premises Rented to You: No

Exclusion Personal and Advertising Injury: No

Exclusion Employees and Volunteer Workers as Insured: No

Medical Payments: 5,000

Excess Med Pay: No

Location: 3

215 W COLUMBIA ST
WEST LAFAYETTE, IN 47906-3009

Class Code: 46622

Class Code Description: PARKING - PRIVATE

Zip Code: 47906

Territory Code: 506

Premium Basis: Area

Premises/Operations Exposure: 37,404

Products/Completed Operations Exposure: Included

Premises Premium

Modified Base Rate	Exposure	Premium
38.511	x 37,404	= 1,440

Products Premium

Modified Base Rate	Exposure	Premium
0.000	x Included	= Included

Coverage Premium
1,440

Commercial Policy Commission Schedule

Named Insured

TRUSTEES OF THE WEST LAFAYETTE PUBLIC LIBRARY,
INC.

Package Commission: 20%

Auto/Garage Commission: 15%

Umbrella Commission: 15%

Contractor's E&O Commission: N/A

EPLI Commission: N/A

Manufacturer's E&O Commission: N/A

Septic System's E&O Commission: N/A

MCCA Surcharge Commission: N/A

Prior Acts Commission: N/A

Cyber Risk Commission: N/A

NC CA Loss Recoupment Commission: N/A

Quote: 2153059

Version: 1

Policy: EPP 068 02 60

Effective Date: 08/21/2024

Commercial Package Policy - Endorsement Premium Summary
The Cincinnati Insurance Company

Named Insured: TRUSTEES OF THE WEST LAFAYETTE PUBLIC LIBRARY, INC.

Change Effective Date: 08/21/2024

Address: 208 W COLUMBIA ST
WEST LAFAYETTE, IN 47906-3010

Policy Expiration Date: 03/01/2026

Agency: Underwood Insurance Agency, Inc. 13-482

Endorsement Sequence Number:

Replacing Sequence Number:

Premium Summary

Commercial Auto

Total Commercial Auto Premium 1,206

Commercial Fire

Total Commercial Fire Premium 19,387

Crime

Total Crime Premium 125

General Liability

Total General Liability Premium 4,330

Inland Marine

Total Inland Marine Premium 105

Umbrella

Total Umbrella Premium 1,106

Terrorism Coverage - Tier 3 / Low Hazard 164

Total Annual Premium

26,423

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This information is proprietary to The Cincinnati Insurance Companies, its subsidiaries and affiliates.

Quote: 2153059

Version: 1

Policy: EPP 068 02 60

Effective Date: 08/21/2024

Property

9/3/2024 11:43 AM

Policy Level Address:

208 W COLUMBIA ST

WEST LAFAYETTE, IN 47906-3010

Primary Rating State: IN

Policy Level

Cause of Loss: CIC Special

COMMERCIAL PROPERTY POWER EXPANDED COVERAGE (XC®) PLUS ENDORSEMENT

FIRST LOCATION

Premium

450

ADDITIONAL LOCATIONS

Premium

115

Coverage Premium

565

Location: 1

208 W COLUMBIA ST
WEST LAFAYETTE, IN 47906-3010

Territory Description: Remainder of State Special Form Territory: Remainder of State

Group II Territory: N/A

Protection Class: 2

EQUIPMENT BREAKDOWN LOCATION

Premium

1,471

Coverage Premium
1,471

Building Level:	Bldg 1	Loc 1
RCP Code:	4302	Construction: Non Combustible
BCEG Year Built:	2004	BCEG Grade: 5 BCEG Desc: Community
Steel Type:	Other Than Light Steel	Masonry Type: N/A Rise: Low Rise
Construction Symbol:	AB	Rate Type: Specific District: N/A
Windstorm or Hail Deductible:	N/A	Windstorm or Hail Deductible Type: N/A
Windstorm or Hail Aggregate Deductible:	N/A	
Water Damage Deductible:	N/A	Water Damage Deductible Type: N/A
Water Damage Deductible Per Occurrence Aggregate:	N/A	

EQ Bldg Class: N/A EQ Sprinklered: N/A
EQ Roof Tank: N/A

BUILDING COVERAGE

Class Code: 1051 Class Description: LIBRARIES
 Limit: 17,255,040 Valuation: Replacement Cost Coinsurance: 80% Deductible: 5,000
 Agreed Value: No Vacant: No Modernization: No
 Numeric Prefix: N/A Exclusions: N/A
 Inflation Guard: No Inflation Guard Percentage: N/A

ACV Provision: No

	Modified Base Rate		Limit		Premium
GROUP I	0.010	x	17,255,040	=	1,726
GROUP II	0.034	x	17,255,040	=	5,867
SPECIAL/BROAD	0.032	x	17,255,040	=	5,522

Coverage Premium
13,115

General Liability

Policy Level Address:

208 W COLUMBIA ST
WEST LAFAYETTE, IN 47906-3010

Primary Rating State: IN

Policy Level

PREMISES/OPERATIONS AND PRODUCTS/COMPLETED OPERATIONS

Occurrence Limit: 1,000,000 General Aggregate Limit: 2,000,000
Products Aggregate Limit: 2,000,000 Exclusion Damage to Premises Rented to You: No
Exclusion Personal and Advertising Injury: No Exclusion Employees and Volunteer Workers as Insured: No
Medical Payments: 5,000 Excess Med Pay: No

Location: 3

215 W COLUMBIA ST
WEST LAFAYETTE, IN 47906-3009

Class Code: 46622 Class Code Description: PARKING - PRIVATE Zip Code: 47906
Territory Code: 506 Premium Basis: Area
Premises/Operations Exposure: 37,404 Products/Completed Operations Exposure: Included

Premises Premium

Modified Base Rate Exposure Premium
38.511 x 37,404 = 1,440

Products Premium

Modified Base Rate Exposure Premium
0.000 x Included = Included

Coverage Premium
1,440

Commercial Policy Commission Schedule

Named Insured

TRUSTEES OF THE WEST LAFAYETTE PUBLIC LIBRARY,
INC.

Package Commission: 20%

Auto/Garage Commission: 15%

Umbrella Commission: 15%

Contractor's E&O Commission: N/A

EPLI Commission: N/A

Manufacturer's E&O Commission: N/A

Septic System's E&O Commission: N/A

MCCA Surcharge Commission: N/A

Prior Acts Commission: N/A

Cyber Risk Commission: N/A

NC CA Loss Recoupment Commission: N/A