



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, October 09, 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
  - a. 2025 Budget Adoption
4. President's report
  - a. New Member, WLPL Board of Trustees
5. Library Report
6. Old business
  - a. Caretaker's Cottage 2024 Report
7. New business
  - a. Speaker's Agreement
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

**West Lafayette Public Library Board of Trustees**  
**Meeting Minutes**  
**October 9, 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

Martha Altschaeffl, Secretary

Mark Pugh, Member

Sarah Powley, 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 Jim Knapp, Treasurer, and seconded by John Meyers, Member.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

Mark Pugh, Member

Sarah Powley, Member

John Meyers, Member

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

The claims from 9/12-9/25 were accepted with a motion from Shelley Lowenberg De-Boer, Vice President, and seconded by John Meyers, Member.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

Mark Pugh, Member

Sarah Powley, Member

John Meyers, Member

The claims from 9/26-10/9 were accepted with a motion from Shelley Lowenberg De-Boer, Vice President, and seconded by John Meyers, Member.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

Mark Pugh, Member

Sarah Powley, Member

John Meyers, Member

a. 2025 Budget Adoption

The adoption (Budget Form 4) was accepted with a motion from Jim Knapp, Treasurer, and seconded by Mark Pugh, Member

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

Mark Pugh, Member

Sarah Powley, Member

John Meyers, Member

4. President's report

Anastasia Krutulis, President welcomed Sarah Powley as the newest member of the West Lafayette Public Library Board of Trustees

5. Library Report (see attached)

6. Old Business (see attached)

a. Caretaker's Cottage 2024 Report

7. New business (see attached)

a. Speaker's Agreement

Marra Honeywell, West Lafayette Public Library shared the Agreement ("Presenter Agreement") with the Board

8. Topics for future action and discussion

Mark Pugh, Member requested a status update for the Book Cellar at the November meeting.

9. Comments from the Public

N/A

10. Adjourn

The meeting was adjourned at 7:39 pm

*Arash Koutals*

**Register Of Claims**  
**West Lafayette Public Library**  
**Report Date: From 09/12/24 To 09/25/24**

<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>
10906	534	Amazon Capital Services Inc	Operating	Office Supplies	\$7.99	09/25/24	
			Operating	Program Supplies	\$20.89		
			Operating	Program Supplies	\$157.46		
			Gift & Memorial Fund	Office Supplies	\$71.65		
				<b>Total this claim</b>	<b>\$257.99</b>		
0	531	Automated Payroll Service	Operating	Other Professional Services/Ban	\$87.57	09/20/24	Payroll of 9/2/24-9/15/24
				<b>Total this claim</b>	<b>\$87.57</b>		
10907	535	Baker Tilly Municipal Advisors L	2019 Construction Fund	Other Professional Services/Ban	\$1,439.85	09/25/24	For Professional services for Continuing Disclosure Services for reporting period of 12/31/23
				<b>Total this claim</b>	<b>\$1,439.85</b>		
10908	536	CenterPoint Energy	Operating	Gas service	\$53.96	09/25/24	for 8/7/24-9/6/24
				<b>Total this claim</b>	<b>\$53.96</b>		
0	537	Chase Bank	Operating	Other Professional Services/Ban	\$27.97	09/25/24	Account Analysis Settlement Charge
				<b>Total this claim</b>	<b>\$27.97</b>		
10909	538	Chase Cardmember Service	Operating	Office Supplies	\$26.74	09/25/24	for 8/17/24-9/16/24.
			Operating	Program Supplies	\$292.29		
			Operating	Program Supplies	\$82.45		
			Gift & Memorial Fund	Office Supplies	\$95.49		
			Operating	Office Supplies	\$107.40		
			Operating	Databases	\$48.08		
			Operating	Other Professional Services/Ban	\$0.10		
			Operating	Postage	\$168.54		
			Operating	Periodicals and Newspapers	\$80.00		
			Operating	Computers	\$160.49		
			Gift & Memorial Fund	Office Supplies	\$180.00		
				<b>Total this claim</b>	<b>\$1,241.58</b>		
10911	540	Duke Energy	Gift & Memorial Fund	Electricity	\$17.04	09/25/24	Electricity for Cottage for 8/3/24-9/4/24
				<b>Total this claim</b>	<b>\$17.04</b>		

<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>
10910	539	Duke Energy	Operating	Electricity	\$10,704.07	09/25/24	for 8/3/24-9/4/24
				<b>Total this claim</b>	<b>\$10,704.07</b>		
10912	541	Ike's Sewer Service	Operating	Repair & Maintenance Building	\$200.00	09/25/24	Repairs in men's restroom
				<b>Total this claim</b>	<b>\$200.00</b>		
10913	543	Indiana American Water Co Inc	Gift & Memorial Fund	Water and Waste Disposal Servi	\$21.19	09/25/24	for 8/2/24-9/3/24 for Cottage
				<b>Total this claim</b>	<b>\$21.19</b>		
10914	542	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$365.45	09/25/24	for 7/30/24-8/28/24
				<b>Total this claim</b>	<b>\$365.45</b>		
10915	544	Indiana State Library	Operating	Professional Meetings	\$30.00	09/25/24	Conference fees for Tara Wrobel 9/20/2024
				<b>Total this claim</b>	<b>\$30.00</b>		
10916	545	InfoExpress	Operating	Dues and Membership	\$7,252.20	09/25/24	Delivery service for M,T,W,Th,F
				<b>Total this claim</b>	<b>\$7,252.20</b>		
10917	552	Jonell Cook	Operating	Books	\$7.00	09/25/24	Refund for lost book: "Bluey--Baby Race"
				<b>Total this claim</b>	<b>\$7.00</b>		
0	521	Kingsley	2019 Construction Fund	Office Supplies	\$2,189.00	09/18/24	Purchase of new dropbox. Cheque #0002177135
				<b>Total this claim</b>	<b>\$2,189.00</b>		
0	367	Lafayette Materials Management	2019 Construction Fund	Repair & Maintenance Building	\$6,990.00	09/18/24	Installation of Roller Shades. Cheque #0002177136
				<b>Total this claim</b>	<b>\$6,990.00</b>		
10918	547	Metronet	Operating	Telephone and Internet	\$633.43	09/25/24	for 9/8-10/7/24
				<b>Total this claim</b>	<b>\$633.43</b>		
10919	548	Metronet	Gift & Memorial Fund	Telephone and Internet	\$172.19	09/25/24	for Cottage for 9/14-10/13/24
				<b>Total this claim</b>	<b>\$172.19</b>		
10920	549	MJV Group Inc	Operating	Repair & Maintenance Building	\$1,737.75	09/25/24	Janitor service for September 2024 and supplies
			Operating	Cleaning & Sanitation Supplies	\$255.45		
				<b>Total this claim</b>	<b>\$1,993.20</b>		

<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	532	Payroll	Operating	Library Director	\$3,538.46	09/18/24	Payroll of 9/2/24-9/15/24
			Operating	Full-time Employees	\$10,141.26		
			Operating	Part-time Employees	\$9,114.92		
			Operating	Employer's Share-FICA & Medic	\$1,712.34		
			Operating	Unemployment Compensation	\$19.19		
				<b>Total this claim</b>	<u>\$24,526.17</u>		
0	533	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$1,532.14 \$410.39	09/20/24	Payroll of 9/2/24-9/15/24
				<b>Total this claim</b>	<u>\$1,942.53</u>		
10921	550	ULINE	2019 Construction Fund	Office Supplies	\$965.89	09/25/24	
				<b>Total this claim</b>	<u>\$965.89</u>		
10922	551	Verizon Wireless	Operating	Telephone and Internet	\$40.01	09/25/24	for 8/2/24-9/1/24
				<b>Total this claim</b>	<u>\$40.01</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$61,158.29

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, October 3, 2024

*Janice R. Krueger*  
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 9 day of OCTOBER, 2024.

<i>Mah Pur</i>	<i>Master of Kumbh</i>	_____
<i>Gavin Power</i>	<i>Martha Altschaeffl</i>	_____
<i>Shelly Townsend</i>	<i>C. W. Meyer</i>	_____

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 09/12/24 To 09/25/24**

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*C/O W. Meyer*

SIGNATURES OF GOVERNING BOARD

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

**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 Advertiser			2024 Budget		
GENERAL (Operating Fund)			Advertiser Detail	Advertiser Total	%of Total	End of Year Estimate	Adopter Details	Adopter
<b>1. Personal Services</b>								
<b>Salaries and Wages</b>				<b>\$ 662,000.00</b>	<b>47.1%</b>			<b>\$ 729,000.00</b>
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	
<b>Employee Benefits</b>				<b>\$ 166,500.00</b>	<b>11.84%</b>			<b>\$ 225,756.00</b>
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	
<b>Total Personal Services</b>			<b>\$ 828,500.00</b>	<b>\$ 828,500.00</b>	<b>58.9%</b>	<b>\$ 777,853.45</b>	<b>\$ 954,756.00</b>	<b>\$ 954,756.00</b>
<b>2. Supplies</b>								
<b>Office Supplies</b>				<b>\$ 16,000.00</b>	<b>1.14%</b>			<b>\$ 15,000.00</b>
2.1	Office Supplies	\$ 16,000.00				\$ 13,742.00	\$ 15,000.00	
<b>Program Supplies</b>				<b>\$ 13,500.00</b>	<b>0.96%</b>			<b>\$ 7,000.00</b>
2.11	Program Supplies	\$ 13,500.00					\$ 7,000.00	
<b>Cleaning &amp; Sanitation Supplies</b>				<b>\$ 7,000.00</b>	<b>0.50%</b>			<b>\$ 6,240.00</b>
2.21	Cleaning & Sanitation Supplies	\$ 7,000.00				\$ 6,378.00	\$ 6,240.00	
<b>Total Supplies</b>			<b>\$ 36,500.00</b>	<b>\$ 36,500.00</b>	<b>2.60%</b>	<b>\$ 25,298.00</b>	<b>\$ 28,240.00</b>	<b>\$ 28,240.00</b>
<b>3. Other Services and Charges</b>								
<b>Professional Services</b>				<b>\$ 64,000.00</b>	<b>4.55%</b>			<b>\$ 41,500.00</b>
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	
<b>Communication and Transportation</b>				<b>\$ 46,000.00</b>	<b>3.27%</b>			<b>\$ 42,650.00</b>
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	
<b>Program Costs</b>				<b>\$ 9,500.00</b>	<b>0.68%</b>			<b>\$ 10,000.00</b>
3.26	Program Costs	\$ 9,500.00					\$ 10,000.00	
<b>Printing and Advertising</b>				<b>\$ 1,000.00</b>	<b>0.07%</b>			<b>\$ 1,000.00</b>
3.31	Advertising and Publication of Notices	\$ 1,000.00				\$ 296.10	\$ 1,000.00	
<b>Insurance</b>				<b>\$ 30,100.00</b>	<b>0.00%</b>			<b>\$ 30,100.00</b>
3.41	Official Bonds	\$ 100.00				\$ -	\$ 100.00	
3.42	Property and Liability	\$ 30,000.00				\$ 24,214.00	\$ 30,000.00	
<b>Utility Services</b>				<b>\$ 135,000.00</b>	<b>9.60%</b>			<b>\$ 123,320.00</b>
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	
<b>Repairs and Maintenance</b>				<b>\$ 96,250.00</b>	<b>6.84%</b>			<b>\$ 94,000.00</b>
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	
<b>Rentals</b>				<b>\$ 4,500.00</b>	<b>0.32%</b>			<b>\$ 4,100.00</b>
3.72	Copier/Rental Equipment	\$ 4,500.00				\$ 3,738.00	\$ 4,100.00	
<b>Other Services and Charges</b>				<b>\$ 58,100.00</b>	<b>4.13%</b>			<b>\$ 70,498.00</b>
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	
<b>Total Other Services and Charges</b>			<b>\$ 444,450.00</b>	<b>\$ 444,450.00</b>	<b>31.61%</b>	<b>\$ 421,583.58</b>	<b>\$ 417,168.00</b>	<b>\$ 417,168.00</b>
<b>4. Capital Outlays</b>								
<b>Other Capital Outlays</b>				<b>\$ 5,000.00</b>	<b>0.36%</b>			<b>\$ -</b>
4.3	Equipment	\$ 5,000.00				\$ -	\$ -	
<b>Machinery, Equipment and Vehicles</b>				<b>\$ 10,000.00</b>	<b>0.71%</b>			<b>\$ 10,000.00</b>
4.4	Computers	\$ 10,000.00				\$ 360.00	\$ 10,000.00	
<b>Books and Other Media</b>				<b>\$ 81,750.00</b>	<b>5.81%</b>			<b>\$ 81,835.00</b>
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		
<b>Total Capital Outlays</b>			<b>\$ 96,750.00</b>	<b>\$ 96,750.00</b>	<b>6.88%</b>	<b>\$ 63,902.00</b>	<b>\$ 91,835.00</b>	<b>\$ 91,835.00</b>
<b>5. Debt Service</b>								
<b>Debt Service</b>				<b>\$ -</b>	<b>0.00%</b>			<b>\$ -</b>
	Debt Service	\$ -				\$ -	\$ -	\$ -
<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GENERAL BUDGET TOTAL</b>				<b>\$ 1,406,200.00</b>		<b>\$ 1,288,637.03</b>		<b>\$ 1,491,999.00</b>

# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
 Approved by the State Board of Accounts, 2015  
 Prescribed by the Department of Local Government Finance

Budget Form No. 4  
 Generated 10/4/2024 2:32:06 PM

Ordinance / Resolution Number:

Be it ordained/resolved by the **West Lafayette Public Library Board of Trustees** that for the expenses of **WEST LAFAYETTE PUBLIC LIBRARY** for the year ending December 31, **2025** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **WEST LAFAYETTE PUBLIC LIBRARY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **West Lafayette Public Library Board of Trustees**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
West Lafayette Public Library Board of Trustees	Library Board	10/09/2024

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$15,000	\$0	0.0000
0101	GENERAL	\$1,406,200	\$1,004,790	0.1079
0180	DEBT SERVICE	\$891,625	\$958,578	0.1029
		<b>\$2,312,825</b>	<b>\$1,963,368</b>	<b>0.2108</b>

# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
 Approved by the State Board of Accounts, 2015  
 Prescribed by the Department of Local Government Finance

Budget Form No. 4  
 Generated 10/4/2024 2:32:06 PM

Name		Signature
Anastasia Krutulis	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Anastasia Krutulis</i>
James Knapp	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>James R. Knapp</i>
Martha Altschaeffl	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Martha Altschaeffl</i>
Mark Pugh	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Mark Pugh</i>
John Meyers	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>John Meyers</i>
Shelley Lowenberg-DeBoer	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Shelley Lowenberg-DeBoer</i>
Sarah Powley	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Sarah Powley</i>

## ATTEST

Name	Title	Signature

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1 Yes  No

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31 Yes  No

# Appropriation Report for 100 Operating West Lafayette Public Library

Report Date: From **09/01/24** To **09/30/24**

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	\$67,230.74	\$24,769.26	26.9
1.12 Full-time Employees	\$356,000.00	\$0.00	\$356,000.00	\$20,282.52	\$201,247.06	\$154,752.94	43.5
1.16 Part-time Employees	\$281,000.00	\$0.00	\$281,000.00	\$18,943.72	\$184,287.39	\$96,712.61	34.4
1.2 Employer's Contribution Short-term Disability	\$2,380.00	\$0.00	\$2,380.00	\$480.24	\$4,258.35	(\$1,878.35)	-78.9
1.21 Employer's Share-FICA & Medicare	\$56,000.00	\$0.00	\$56,000.00	\$3,479.17	\$34,193.19	\$21,806.81	38.9
1.22 Unemployment Compensation	\$1,500.00	\$0.00	\$1,500.00	\$41.21	\$1,066.83	\$433.17	28.9
1.23 Employers Contribution-PERF	\$82,000.00	\$0.00	\$82,000.00	\$3,064.28	\$30,462.42	\$51,537.58	62.9
1.24 Employer's Contribution-Gp. Insurance	\$83,877.00	\$0.00	\$83,877.00	\$5,127.09	\$48,119.05	\$35,757.95	42.6
<b>Subtotal</b>	<b>\$954,757.00</b>		<b>\$954,757.00</b>	<b>\$58,495.15</b>	<b>\$570,865.03</b>	<b>\$383,891.97</b>	<b>40.2</b>
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$2,050.83	\$11,036.73	\$3,963.27	26.4
2.11 Program Supplies	\$7,000.00	\$0.00	\$7,000.00	\$583.89	\$3,712.54	\$3,287.46	47.0
2.21 Cleaning & Sanitation Supplies	\$6,240.00	\$0.00	\$6,240.00	\$458.26	\$5,003.15	\$1,236.85	19.8
<b>Subtotal</b>	<b>\$28,240.00</b>		<b>\$28,240.00</b>	<b>\$3,092.98</b>	<b>\$19,752.42</b>	<b>\$8,487.58</b>	<b>30.1</b>
<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	\$791.99	\$13,879.66	\$1,120.34	7.5
3.145 Databases	\$20,000.00	\$0.00	\$20,000.00	\$48.08	\$21,794.15	(\$1,794.15)	-9.0
3.146 eBooks	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$2,500.00	\$1,000.00	28.6
3.21 Telephone and Internet	\$35,000.00	\$0.00	\$35,000.00	\$2,834.81	\$26,059.90	\$8,940.10	25.5
3.22 Postage	\$1,150.00	\$0.00	\$1,150.00	\$168.54	\$1,330.44	(\$180.44)	-15.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
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	\$30.00	\$1,867.70	\$3,132.30	62.6
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	\$18,074.66	\$11,925.34	39.8
3.51 Gas service	\$5,000.00	\$0.00	\$5,000.00	\$53.96	\$1,865.23	\$3,134.77	62.7
3.52 Electricity	\$110,000.00	\$0.00	\$110,000.00	\$10,704.07	\$90,488.77	\$19,511.23	17.7
3.54 Water and Waste Disposal Services	\$8,320.00	\$0.00	\$8,320.00	\$365.45	\$6,926.81	\$1,393.19	16.7
3.61 Repair & Maintenance Building	\$68,000.00	\$0.00	\$68,000.00	\$2,830.03	\$56,795.72	\$11,204.28	16.5
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	\$0.00	\$13,002.97	\$11,997.03	48.0
3.72 Copier/Rental Equipment	\$4,100.00	\$0.00	\$4,100.00	\$194.52	\$2,749.76	\$1,350.24	32.9
3.9 Debt service/Leasing/Other	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.91 Dues and Membership	\$15,000.00	\$0.00	\$15,000.00	\$7,252.20	\$17,633.82	(\$2,633.82)	-17.6
3.94 Transfer to LIRF	\$55,398.00	\$0.00	\$55,398.00	\$0.00	\$0.00	\$55,398.00	100.0
<b>Subtotal</b>	<b>\$417,168.00</b>		<b>\$417,168.00</b>	<b>\$27,262.65</b>	<b>\$277,720.90</b>	<b>\$139,447.10</b>	<b>33.4</b>
<b>4. Capital Outlays</b>							
4.4 Computers	\$10,000.00	\$0.00	\$10,000.00	\$160.49	\$491.20	\$9,508.80	95.1
4.5 Books	\$66,000.00	\$0.00	\$66,000.00	\$4,293.87	\$32,572.87	\$33,427.13	50.6
4.6 Periodicals and Newspapers	\$4,835.00	\$0.00	\$4,835.00	\$80.00	\$853.75	\$3,981.25	82.3
4.74 DVD	\$8,500.00	\$0.00	\$8,500.00	\$350.51	\$3,400.63	\$5,099.37	60.0
4.75 Audiobooks	\$2,500.00	\$0.00	\$2,500.00	\$30.94	\$1,239.76	\$1,260.24	50.4
4.76 Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$12.39	(\$12.39)	#Div/0!
<b>Subtotal</b>	<b>\$91,835.00</b>		<b>\$91,835.00</b>	<b>\$4,915.81</b>	<b>\$38,570.60</b>	<b>\$53,264.40</b>	<b>58.0</b>

<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	\$93,766.59	\$906,908.95	\$585,091.05	39.2

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

**Financial Report**  
**West Lafayette Public Library**

**Report Dates = 09/01/24 to 09/30/24**

<b>Fund</b>	<b>Start of year</b>	<b>Disbursements this month</b>	<b>Disbursements YTD</b>	<b>Receipts this month</b>	<b>Receipts YTD</b>	<b>Balance</b>
<b>1. General</b>						
100 Operating	\$89,337.24	\$93,766.59	\$906,908.95	\$31,205.24	\$813,218.97	(\$4,352.74)
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
<b>Subtotal</b>	<b>\$94,148.95</b>	<b>\$93,766.59</b>	<b>\$1,409,449.44</b>	<b>\$31,205.24</b>	<b>\$1,315,759.46</b>	<b>\$458.97</b>
<b>2. Special Revenue</b>						
200 Gift & Memorial Fund	\$165,663.13	\$2,509.93	\$30,679.44	\$1,884.28	\$33,187.89	\$168,171.58
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
<b>Subtotal</b>	<b>\$311,819.27</b>	<b>\$2,509.93</b>	<b>\$34,185.52</b>	<b>\$1,884.28</b>	<b>\$37,987.40</b>	<b>\$315,621.15</b>
<b>3. Debt Service</b>						
302 BONY Operating and Reserve AKA Debt Service Fund	\$136,736.87	\$0.00	\$0.00	\$1,205.78	\$12,633.36	\$149,370.23
303 Debt Service Fund (formerly Bond Fund)	\$201,282.63	\$0.00	\$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
<b>Subtotal</b>	<b>\$338,019.50</b>	<b>\$0.00</b>	<b>\$449,700.00</b>	<b>\$1,205.78</b>	<b>\$368,987.32</b>	<b>\$257,306.82</b>
<b>4. Capital Projects</b>						
401 2019 Construction Fund	\$202,739.57	\$11,669.74	\$116,577.49	\$0.00	\$600.00	\$86,762.08
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
<b>Subtotal</b>	<b>\$365,097.57</b>	<b>\$11,669.74</b>	<b>\$116,577.49</b>	<b>\$0.00</b>	<b>\$600.00</b>	<b>\$249,120.08</b>
<b>5. Clearing</b>						
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	\$8,159.48	\$820.78	\$8,159.48	\$0.00
809 FSA Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810 Healthcare	\$0.00	\$824.00	\$8,015.28	\$824.00	\$8,015.28	\$0.00
<b>Subtotal</b>	<b>\$867.19</b>	<b>\$1,644.78</b>	<b>\$16,174.76</b>	<b>\$1,644.78</b>	<b>\$16,174.76</b>	<b>\$867.19</b>
<b>Grand Total</b>	<b>\$1,109,952.48</b>	<b>\$109,591.04</b>	<b>\$2,026,087.21</b>	<b>\$35,940.08</b>	<b>\$1,739,508.94</b>	<b>\$823,374.21</b>

**Total all banks = \$823,374.21**

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: 9/30/2024***

<b><i>Bank</i></b>		
1	First Merchants/Lafayette B & T (7920/7939)	\$255,915.29
2	Chase Bank	\$108,085.94
3	Bank of NY Mellon (OR)/2020 OR 550512	\$80,906.96
4	Bank of NY Mellon (SF)/2020 SF 550511	\$322.76
5	Community Foundation	\$16,239.38
6	Petty Cash (in the Library)	\$75.00
7	Chase Bank Savings Account	\$1,014.91
8	First Merchants Construction Account	\$160,156.95
9	Bank of NY Mellon 2019 Paying Agency/342634	\$0.00
11	Bank of NY Mellon 2020 Construct Fund/476345	\$200,657.02
<b><i>Total all banks =</i></b>		<b><i>\$823,374.21</i></b>

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	\$19,510.00				\$175,590.00
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	\$7,434.10	\$10,095.24				\$112,048.49
Grants/Gifts		\$2,457.75			\$487.00				\$1,600.00				\$4,544.75
<b>Total Receipts</b>	<b>\$24,928.67</b>	<b>\$54,594.18</b>	<b>\$26,067.77</b>	<b>\$28,224.61</b>	<b>\$224,899.78</b>	<b>\$372,599.94</b>	<b>\$23,754.68</b>	<b>\$26,944.10</b>	<b>\$31,205.24</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$813,218.97</b>
<b>Disbursements:</b>													
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	\$58,495.15				\$570,865.03
Supplies	\$958.12	\$2,957.27	\$1,929.76	\$1,657.16	\$1,456.50	\$3,456.20	\$1,579.33	\$2,665.10	\$3,092.98				\$19,752.42
Other Services and Charges	\$31,195.95	\$35,884.87	\$40,735.66	\$27,075.25	\$23,930.54	\$26,781.03	\$22,717.71	\$42,137.24	\$27,262.65				\$277,720.90
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	\$4,915.81				\$38,570.60
Fund Transfers													
<b>Total Disbursements</b>	<b>\$99,176.15</b>	<b>\$105,863.79</b>	<b>\$110,080.42</b>	<b>\$95,337.37</b>	<b>\$104,318.66</b>	<b>\$96,623.70</b>	<b>\$91,632.72</b>	<b>\$110,109.55</b>	<b>\$93,766.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$906,908.95</b>
Net Cash Flow	-\$74,247.48	-\$51,269.61	-\$84,012.65	-\$67,112.76	\$120,581.12	\$275,976.24	-\$67,878.04	-\$83,165.45	-\$62,561.35				
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	\$58,208.61				
Estimated Ending Cash	<b>\$15,089.76</b>	<b>-\$36,179.85</b>	<b>-\$120,192.50</b>	<b>-\$187,305.26</b>	<b>-\$66,724.14</b>	<b>\$209,252.10</b>	<b>\$141,374.06</b>	<b>\$58,208.61</b>	<b>-\$4,352.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

*Misc Revenues													YR TOTAL	
Fines	\$96.00	\$172.00	\$181.00	\$339.99	\$429.74	\$270.50	\$307.95	\$640.20	\$253.00					\$2,690.38
Copies	\$446.14	\$372.20	\$213.00	\$635.37	\$234.87	\$426.29	\$291.18	\$467.99	\$386.55					\$3,473.59
Proctoring						\$125.00	\$125.00	\$75.00						\$325.00
Sale of Library Bags	\$15.00	\$36.00	\$9.00	\$15.00	\$6.00	\$9.00	\$9.00	\$27.00	\$6.00					\$132.00
Interest	\$13.68	\$8.72	\$7.35	\$4.26	\$6.94	\$12.27	\$10.78	\$8.73	\$6.38					\$79.11
Parking	\$4,388.40	\$5,218.60	\$4,997.02	\$6,880.12	\$4,753.76	\$3,243.82	\$3,363.22	\$6,143.83	\$9,354.50					\$48,343.27
Community Foundation		\$11,202.00												\$11,202.00
WLPL Foundation		\$15,377.51			\$27,056.66									\$42,434.17
Record Store Day														\$0.00
Book Cellar														\$0.00
Artist Commissions			\$331.50	\$87.00										\$418.50
Refunds to us/Voided Checks	\$167.30	\$25.00		\$75.66	\$125.00		\$107.95	\$59.00						\$559.91
Miscellaneous	\$78.00	\$179.00	\$813.50	\$572.50	\$245.00	\$6.00	\$4.00	\$8.00	\$59.00					\$1,965.00
Donations	\$214.15	\$35.40	\$5.40	\$104.71	\$3.50	\$2.64	\$25.60	\$4.35	\$29.81					\$425.56
	\$5,418.67	\$32,626.43	\$6,557.77	\$8,714.61	\$32,861.47	\$4,095.52	\$4,244.68	\$7,434.10	\$10,095.24	\$0.00	\$0.00	\$0.00	\$112,048.49	

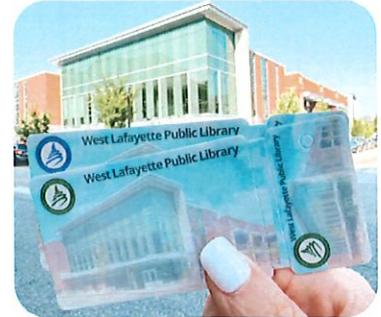
RAINY DAY													
Start of Year Balance	\$50,260.25												
Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Disbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>End-of-Month Total</b>	<b>\$50,260.25</b>												

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	\$1,763.72	\$1,884.28	\$0.00	\$0.00	\$0.00	\$33,187.89
Disbursements	\$5,429.15	\$6,263.74	\$3,077.68	\$2,968.40	\$1,754.80	\$4,905.31	\$2,448.78	\$1,321.65	\$2,509.93	\$0.00	\$0.00	\$0.00	\$30,679.44
<b>End-of-Month Total</b>	<b>\$161,450.83</b>	<b>\$158,198.89</b>	<b>\$167,913.31</b>	<b>\$166,842.87</b>	<b>\$170,383.75</b>	<b>\$167,608.94</b>	<b>\$168,355.16</b>	<b>\$168,797.23</b>	<b>\$168,171.58</b>	<b>\$168,171.58</b>	<b>\$168,171.58</b>	<b>\$168,171.58</b>	

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

## Library Card Sign-Up Month

New Library cards were unveiled on September 1 to kick-off National Library Card Sign-Up Month. 358 new cards were issued, including 3 Junior Cards. We now have 17 Junior Cards in our system, which is a policy change this year that helps youth to have access to library materials. This has been a meaningful change and we are pleased that these cards are helping get books into the hands of children and teens.



## Parking Garage Changes

We are actively implementing changes to maximize our parking garage. September's changes included rethinking the parking payment structure to discourage long-term parking and changes to our gate opening and closing times. These changes more than doubled parking revenue over September 2023.

As parking becomes increasingly important in this area, we will continue to consider the garage as a valuable resource for the Library.

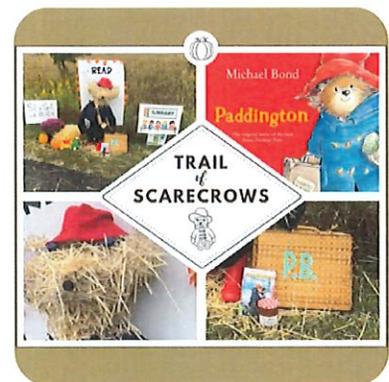
## Caretaker's Cottage Exhibit

In line with Homecoming and fall sports, a new exhibit featuring West Lafayette high School Football was installed at the Caretaker's Cottage.



## Trail of Scarecrows

The West Lafayette Public Library's Paddington Bear is on display at Prophetstown State Park through November 3rd. The Children's Services Department put this together, with much of the work completed by Children's Specialist, Mary Segó.



## Collection Improvements

The Library team and volunteers have spent much of September planning for collection moves beginning on Staff Day.

- More room is being made for Graphic Novels and Fiction in the Children's Area
- DVDs will be all shelved together instead of in 3 separate spaces
- Additional seating and improved sight-lines will be added near the study rooms
- Shelves near entrances will highlight front-facing, new materials

## MONTHLY STATISTICS

**16,740**  
Visits

**20,685**  
Materials  
Circulation

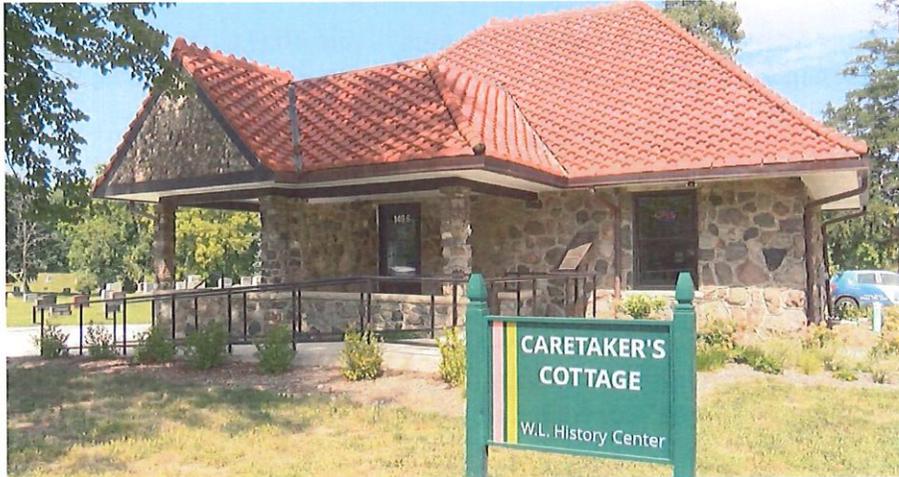
**156.5**  
Library  
Volunteer  
Hours

**332**  
Study Room  
Reservations

**277**  
Books added  
to the Adult  
collection

# Caretaker's Cottage West Lafayette Local History Center 2024 Report

The Caretaker's Cottage West Lafayette Local History Center opened in March of 2024. The Cottage will complete its first year with a seasonal closure at the end of November. The Cottage is currently open for visitors for 12 hours a week: Friday, Saturday and Sunday 1:00PM-5:00PM.



The West Lafayette Public Library is responsible for the Museum's exhibits, while the West Lafayette Public Library Foundation supports the Cottage with fundraising and volunteer management.

## Visits

**611 visitors** have come to the Caretaker's Cottage since the March opening. During regular open hours, the Caretaker's Cottage averages 4.25 visitors each day.

## Media Coverage

The Caretaker's Cottage has been popular on Library social media. A post on June 18th, 2024 introducing a new display at the Cottage reached over 2,500 community members on Facebook with 86 unique interactions and 8 shares. Notable press coverage includes lead stories in both the [Lafayette Journal and Courier](#), [Based in Lafayette](#) and the [Purdue Exponent](#) as well as coverage on both [WLFJ](#) and [Star City News](#).

## Funding

**\$24,900**, from donations held at the Community Foundation and budget that remained at the City of West Lafayette for the Cottage refurbishment are held by the Foundation and reimbursed to the Library quarterly.

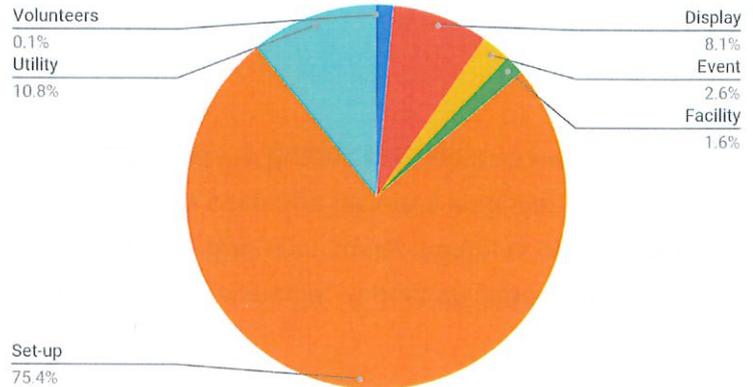
**\$5,000** was budgeted by the West Lafayette Public Library Foundation for the 2024 project year.

We project that we will have \$1,500 from the original start-up funds remaining after 2024 and have not yet requested use of the \$5,000 that was budgeted by the Foundation. We plan to roll those dollars into supporting the Caretaker's Cottage next year.

## 2024 Expenditures

Advertisement	\$273.36
Display	\$1,604.07
Event	\$507.54
Facility	\$323.74
Set-up	\$14,867.64
Utility	\$2,125.50
Volunteers	\$21.72
<b>Grand Total</b>	<b>\$19,723.57</b>

SUM of



## Staff and Foundation Time

Since March, Devon Roddel, Local History Librarian, has spent approximately 40% of his time on Cottage tasks, totaling over **500 hours**.

The Foundation Cottage Committee and Library Director have spent approximately **650 hours**.

## 2024 Donations

<b>2024 Total</b>	<b>\$3,749</b>
Special Events	\$2,180
Direct Mail/Email Appeal	\$1,475
Donation Box	\$94
In-kind donation value	\$1,770

Fundraising events were held in March and August, with over 175 attendees. In July, a funding appeal was sent to 259 Cottage visitors and previous donors to CHIPS. All funds raised by the Foundation will be carried over into the specific Caretaker's Cottage line within their budget to support operations past this first year.

Other donors have given items to help to furnish or maintain the Cottage Space.

Most importantly, a team of 10 volunteers have been trained as docents in the museum. 8 of these volunteers give their time regularly to staff the museum.

## 2024 Exhibits

- **An Interpretive History of West Lafayette** - A display using records and materials from WLPL archive collections to tell the story of the history and development of West Lafayette. *This was created in partnership with TCHA.*

- **Chivalry in Shelbyville** - A display examining the legacy of famed Hoosier romance author Charles Major, who wrote *When Knighthood Was in Flower* at the turn of the century and was lauded as a well-researched author at the time. *This was created in partnership with Dr. Kristina Bross and the John Martinson Purdue Honors College.*
- **Race and Housing in West Lafayette** - The exhibit that has received the biggest response from the public, this interactive display introduces community members to the history of racial covenants in housing deeds in West Lafayette homes. By presenting the information, we have begun to facilitate small conversations in the community regarding the long-term effects of these practices in West Lafayette. *This was created in partnership with both the John Martinson Purdue Honors College and Racial Reconciliation of Greater Lafayette.*
- **The Caretaker's Desk** - Stemming from a generous patron donation when the cottage opened, this display helps to tell the story to visitors of the cottage and the renovation that created the museum. The centerpiece is an antique desk that actually was inside the original Caretaker's Cottage back when it still housed caretakers.
- **The Caretaker's View of the Tank Scraps** - This display shares the story regarding the large water tank next to the Cottage, which tells the history of Purdue's first unofficial intramural sport that happened to look more like an organized brawl. This is something that most Boilermakers don't know about today.
- **Winged Seeds Take Root** - This exhibit features the history of Frank Lloyd Wright's SAMARA House in West Lafayette. Wright's usonian vision is fully-realized at SAMARA, supreme elegance shares a direct connection to the outdoors; where color, line, and depth come together to make beautiful art. *This was created in partnership with Indiana Landmarks and the John E. Christian Family Memorial Trust.*
- **Red Devils: 100 Years of West Side Football** - This display features pieces from various collections at WLPL's archive collections, wherein patrons can learn more about the history of football at West Lafayette High School. The exhibit highlights some famous athletes that went pro as well as examining the legacy of school spirit.

## 2025 Planning

### Goals for 2025

1. *Redesign the interior of the Cottage while not sacrificing comfort or exhibition space*
2. *Bring new life to advertising the Cottage on social media and in the community*
3. *Expand on current partnerships while exploring future opportunities*

## 2025 Projected Expenditures

We anticipate that 2025 expenses are fully covered from 2024 carry-over, fundraising efforts and money that the Foundation budgeted. Our anticipated 2024 carry-over from those sources is \$10,500. Our projected budget for 2025 is less than carry-over, with the intention of supporting 3rd year of operations

75% of the expenditures in 2024 were for preparing the space for the public, including purchasing display cases, chairs and other enhancements that were necessary for the space. We project costs for future years to be markedly less.

Projected Total	\$6,000
Utilities	\$3,000
Advertising	\$1,000
Events	\$500
Facility	\$500
Display	\$1000

At this time, we anticipate that all Cottage costs for 2025 can be covered with funds pledged by the Foundation and remaining from the initial start-up monies from the city.

## UPCOMING EXHIBITS

- **Exploring Black Spaces in West Lafayette** - Coming in Spring of 2025, we will install an exhibit on the North wall that explores the history of African American institutions, organizations, and spaces in West Lafayette. Centering on the Black Cultural Center at Purdue University, the exhibit will offer insights into how the Center's creation played a crucial role in carving out a space for Black identity at Purdue as well as in West Lafayette.
- **West Lafayette Sultans of Swing** - Coming in Spring of 2025, we will install a curated collection of sports memorabilia items from the Orlando Itin Local Sports History Collection at WLPL. This large collection features items and information about a number of players in various sports, and this exhibit will focus on baseball players from West Side and Harrison who eventually played in the major leagues.
- **African-American Servicemen of Tippecanoe County** - Coming in Fall of 2025, we will install an exhibit featuring African American veterans from the world wars who were from Tippecanoe County. Featuring profiles and photos, this exhibit's placement in the second half of the year is both to take advantage of Memorial Day and Veterans Day in marketing the display. We will obtain some great war-era artifacts from our partner TCHA to add some physicality to the information presented in this exhibit.
- **Mr. Howenstein's Opus: The Creation of West Side's Song** - Coming in Fall of 2025, we will install an exhibit using the Marshall Howenstein collection at the Library to tell the story of Howenstein's time as music director of WLHS where he famously wrote the music for the school's fight song, Scarlet and Grey.

## FINE-TUNING PERPETUAL EXHIBITS

- The Racial Reconciliation of Greater Lafayette display will be changed to make it more readable and interactable for patrons. This will help keep this experience fresh for patrons throughout the 2025 year we've agreed to keep the exhibit up in the Cottage.
- The Caretaker's Cottage display will be changed to broaden the scope to include the whole of Grandview Cemetery along with the Rausch desk and the story of the Cottage's renovation.



West Lafayette Public Library  
208 West Columbia Street | West Lafayette, IN 47906 |  
765.742.2261

## Speaking Agreement

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This is an agreement with the West Lafayette Public Library for presenting, speaking, or facilitating Library programs and events as detailed below.

Presenter/Business Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Library Contact: \_\_\_\_\_ Library Email: \_\_\_\_\_

The Library agrees to pay a speaker's fee for services rendered. Checks will be presented on the day of presentation or will be mailed within 30 days, .

If cancellation or postponement is unavoidable by either the Speaker or the Library, the canceling party will verify in writing and rebook if a suitable alternative date can be found. In the event of a program cancellation, the Library is not responsible for the Speaker's fee or expenses. All speakers and presenters must follow the West Lafayette Public Library Program Proposal Guidelines, available at [www.wlaf.lib.in.us/propose-a-program](http://www.wlaf.lib.in.us/propose-a-program).

Program Title: \_\_\_\_\_

Program Description : \_\_\_\_\_

Presentation Fee: \_\_\_\_\_

Program Date(s): \_\_\_\_\_ Program Time: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Presenter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_