



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, November 13, 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. Resolution to Reduce
4. President's report
5. Library Report
 - a. The Book Cellar
6. Old business
7. New business
 - a. Overdose Lifeline - Devon Moore, Social Service and Crisis Response Specialist, West Lafayette Police Department; and Paige Logan, Harm Reduction Program Manager, Tippecanoe County Health Department
 - b. [2025 Holiday Schedule](#)
 - c. [2025 Salary Schedule](#)

West Lafayette Public Library Board of Trustees
Meeting Minutes
November 13, 2024

1. Quorum

The meeting was called to order at 6:27 pm with the following in attendance:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Jim Knapp, Treasurer

Sarah Powley, Member

Mark Pugh, Member

Jean Sullivan, West Lafayette Public Library Foundation Board

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

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Jim Knapp, Treasurer

Sarah Powley, Member

Mark Pugh, Member

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

The claims from 10/10-10/24 were accepted with a motion from Jim Knapp, Treasurer, and seconded by Mark Pugh, Member.

A handwritten signature in black ink, appearing to read "Anastasia Krutulis". The signature is written in a cursive style with a large initial 'A' and 'K'.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Jim Knapp, Treasurer

Sarah Powley, Member

Mark Pugh, Member

The claims from 10/25-11/13 were 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

Sarah Powley, Member

Mark Pugh, Member

a. Resolution to Reduce

The Resolution was adopted with a motion by Jim Knapp, Treasurer, and seconded by Anastasia Krutulis, President

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Jim Knapp, Treasurer

Sarah Powley, Member

Mark Pugh, Member

4. President's report

N/A

5. Library Report (see attached)

6. Old Business

N/A

7. New business (see attached)

- a. Overdose Lifeline - Devon Moore, Social Service and Crisis Response Specialist, West Lafayette Police Department; and Paige Logan, Harm Reduction Program Manager, Tippecanoe County Health Department
Devon and Paige reported to the Board their plans to have Narcan distribution location in West Lafayette

- i. 2025 Holiday Schedule

- The schedule was approved with a motion by Shelley Lowenberg De-Boer, Vice President, and seconded by Sarah Powley, Member

- Aye votes:

- Anastasia Krutulis, President

- Shelley Lowenberg De-Boer, Vice President

- Jim Knapp, Treasurer

- Sarah Powley, Member

- Mark Pugh, Member

- ii. 2025 Salary Schedule

- The schedule was approved with a motion by Jim Knapp, Treasurer, and seconded by Sarah Powley, Member

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Jim Knapp, Treasurer

Sarah Powley, Member

Mark Pugh, Member

iii. 2025 Cost of Living Adjustment of 3%

The COLA was approved with a motion by Mark Pugh, Member, and seconded by Jim Knapp, Treasurer

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Jim Knapp, Treasurer

Sarah Powley, Member

Mark Pugh, Member

8. Topics for future action and discussion

N/A

9. Comments from the Public

N/A

10. Adjourn

The meeting was adjourned at 7:59 pm

i. [2025 Cost of Living Adjustment](#)

d. Modification to Library Buildings Insurance

8. Topics for future action and discussion

9. Comments from the public

10. Adjourn

Register Of Claims
West Lafayette Public Library
Report Date: From 10/10/24 To 10/24/24

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10950	599	Amazon Capital Services Inc	Operating	Program Supplies	\$88.90	10/24/24	
			Gift & Memorial Fund	Office Supplies	\$167.74		
			2019 Construction Fund	Office Supplies	\$913.40		
			Operating	DVD	\$66.07		
			Operating	Office Supplies	\$34.73		
				Total this claim	<u>\$1,270.84</u>		
0	596	Automated Payroll Service	Operating	Other Professional Services/Ban	\$87.82	10/18/24	Payroll of 9/30/24 to 10/13/24
				Total this claim	<u>\$87.82</u>		
0	593	Buckland and Associates LLC	2019 Construction Fund	Other Professional Services/Ban	\$13,925.00	10/17/24	Insurance Appraisals and Fixed Asset Reports Balance Due. Cheque #0002180488
				Total this claim	<u>\$13,925.00</u>		
10951	601	CenterPoint Energy	Operating	Gas service	\$53.96	10/24/24	for 9/7/24-10/7/24
				Total this claim	<u>\$53.96</u>		
0	595	Chase Bank	Community Foundation	Interfund Transfers	\$8,564.93	10/15/24	Gale Charlotte recently discovered an error that was made in February 2021, when a Community Foundation distribution was put into the Community Foundation account instead of Gift and Memorial. This is a fund transfer to correct that mistake.
				Total this claim	<u>\$8,564.93</u>		
0	600	Chase Bank	Operating	Other Professional Services/Ban	\$25.62	10/24/24	Account Analysis Settlement Charge
				Total this claim	<u>\$25.62</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>
10952	605	Chase Cardmember Service	Operating	Other Professional Services/Ban	\$121.00	10/24/24	for 9/17/24-10/16/24.
			Operating	Office Supplies	\$33.00		
			Operating	Program Supplies	\$60.81		
			Operating	Program Supplies	\$47.95		
			Operating	Databases	\$48.08		
			Operating	Postage	\$314.54		
			Operating	Professional Meetings	\$231.08		
			Operating	Repair & Maintenance Garage	\$608.23		
			Operating	Books	\$62.95		
			2019 Construction Fund	Office Supplies	\$329.24		
			Gift & Memorial Fund	Office Supplies	\$10.70		
			Gift & Memorial Fund	Program Supplies	\$728.51		
				Total this claim	<u>\$2,596.09</u>		
0	570	Dell	2019 Construction Fund	Computers	\$10,021.00	10/17/24	Cheque #0002180489
				Total this claim	<u>\$10,021.00</u>		
10953	602	Driessen Water Inc	Operating	Repair & Maintenance Building	\$7.78	10/24/24	Finance charge
				Total this claim	<u>\$7.78</u>		
10955	604	Duke Energy	Gift & Memorial Fund	Electricity	\$36.22	10/24/24	Electricity for Cottage for 9/5/24-10/2/24
				Total this claim	<u>\$36.22</u>		
10954	603	Duke Energy	Operating	Electricity	\$8,461.75	10/24/24	for 9/5/24-10/2/24
				Total this claim	<u>\$8,461.75</u>		
10957	606	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$421.30	10/24/24	for 8/29/24-9/30/24
				Total this claim	<u>\$421.30</u>		
10956	607	Indiana American Water Co Inc	Gift & Memorial Fund	Water and Waste Disposal Servi	\$21.99	10/24/24	for 9/4/24-10/3/24 for Cottage
				Total this claim	<u>\$21.99</u>		
10958	608	Light & Breuning Inc	Operating	Repair & Maintenance Garage	\$1,620.00	10/24/24	Annual Maintenance Agreement: 10/1/24-9/30/25
				Total this claim	<u>\$1,620.00</u>		
0	609	Merchant Services	Operating	Other Professional Services/Ban	\$61.02	10/24/24	credit card fees 9/1/24-9/30/24
				Total this claim	<u>\$61.02</u>		
10959	610	Metronet	Operating	Telephone and Internet	\$635.44	10/24/24	for 10/8-11/7/24
				Total this claim	<u>\$635.44</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>
10960	611	MJV Group Inc	Operating	Repair & Maintenance Building	<u>\$1,737.75</u>	10/24/24	Janitor service for October 2024
				Total this claim	\$1,737.75		
0	597	Payroll	Operating	Library Director	\$3,538.46	10/16/24	Payroll of 9/30/24 to 10/13/24
			Operating	Full-time Employees	\$10,141.26		
			Operating	Part-time Employees	\$9,758.33		
			Operating	Employer's Share-FICA & Medic	\$1,761.52		
			Operating	Unemployment Compensation	<u>\$15.46</u>		
				Total this claim	\$25,215.03		
0	598	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,532.14	10/18/24	Payroll of 9/30/24 to 10/13/24
			PERF	Salary and Wages	<u>\$410.39</u>		
				Total this claim	\$1,942.53		
10961	612	Ricoh USA (subscription)	Operating	Copier/Rental Equipment	<u>\$425.62</u>	10/24/24	Billing for copy allowance overages
				Total this claim	\$425.62		
10962	613	The Library Store, Inc	2019 Construction Fund	Office Supplies	<u>\$3,128.31</u>	10/24/24	4 one-sided book carts
				Total this claim	\$3,128.31		
10963	614	Unique Management	Operating	Other Professional Services/Ban	<u>\$348.90</u>	10/24/24	Placements and Notices for September 2024
				Total this claim	\$348.90		
10964	615	Verizon Wireless	Operating	Telephone and Internet	<u>\$40.01</u>	10/24/24	for 9/2/24-10/1/24
				Total this claim	\$40.01		
10965	616	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	<u>\$411.32</u>	10/24/24	for 6/27/24-7/29/24 (previous bill had a zero balance)
				Total this claim	\$411.32		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$81,060.23

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, November 7, 2024

James R. Krugg
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 13 day of NOV, 2024.

Mark Pugh
Gerson Powell
Stasias G. Kuntala

Shelley J. Jenkins

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 10/25/24 To 11/13/24

<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>
10966	631	Amazon Capital Services Inc	Operating	Office Supplies	\$266.15	11/13/24	
			Operating	Program Supplies	\$134.46		
			Operating	Program Supplies	\$80.42		
			Operating	Books	\$84.89		
			2019 Construction Fund	Office Supplies	\$406.72		
			Operating	Cleaning & Sanitation Supplies	\$89.64		
				Total this claim	\$1,062.28		
0	617	Automated Payroll Service	Operating	Other Professional Services/Ban	\$239.92	11/01/24	Payroll of 10/14/24 to 10/27/24
				Total this claim	\$239.92		
10967	632	Blackstone Publishing	Operating	Audiobooks	\$170.70	11/13/24	Audiobooks
				Total this claim	\$170.70		
10968	633	Bound to Stay Bound	Gift & Memorial Fund	Books	\$427.33	11/13/24	Children's books
				Total this claim	\$427.33		
10969	634	Cintas	Operating	Repair & Maintenance Building	\$495.02	11/13/24	clean mats
				Total this claim	\$495.02		
10970	635	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$357.18	11/13/24	Defibrillator and first aid supplies
				Total this claim	\$357.18		
10971	636	Dawn Dilley	Operating	Piano Expenses	\$300.00	11/13/24	Children's Programs on November 11th and November 17 2024. Paid through Indiana Arts Grant
				Total this claim	\$300.00		
10972	637	DEMCO Inc	2019 Construction Fund	Office Supplies	\$862.80	11/13/24	
				Total this claim	\$862.80		
10973	638	Driessen Water Inc	Operating	Other Professional Services/Ban	\$7.78	11/13/24	Finance charge
				Total this claim	\$7.78		
10974	639	EnvisionWare Inc	Operating	Repair & Maintenance Building	\$10,252.14	11/13/24	1 year maintenance 2/1/25-1/31/26 and Maintenance Upgrade
				Total this claim	\$10,252.14		

<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>
10975	640	GLGraphix	Operating	Office Supplies	\$1,275.00	11/13/24	Vinyl wrapcast and installation
				Total this claim	\$1,275.00		
10976	641	Gran-IT Consulting	Operating	Telephone and Internet	\$765.00	11/13/24	Maintenance on server and idrive subscriptions
				Total this claim	\$765.00		
10977	642	hoopla	Operating	Databases	\$1,130.83	11/13/24	Digital resources for October 2024
				Total this claim	\$1,130.83		
10978	643	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$392.50	11/13/24	for 10/1/24-10/29/24
				Total this claim	\$392.50		
10979	630	Ingram Library Services	Operating	Books	\$3,405.16	11/13/24	
			Operating	Books	\$253.72		
			Operating	Books	\$867.66		
			Operating	Books	\$811.74		
			Gift & Memorial Fund	Books	\$434.05		
				Total this claim	\$5,772.33		
10980	644	Kanopy Inc	Operating	Databases	\$146.20	11/13/24	Digital resources for October 2024
				Total this claim	\$146.20		
10981	661	Light & Breuning Inc	Operating	Repair & Maintenance Garage	\$210.00	11/13/24	Installation of entry arm cable
				Total this claim	\$210.00		
0	662	Merchant Services	Operating	Other Professional Services/Ban	\$63.01	11/01/24	credit card fees 10/1/24-10/31/24
				Total this claim	\$63.01		
10982	645	Metronet	Gift & Memorial Fund	Telephone and Internet	\$172.25	11/13/24	for Cottage for 10/14-11/13/24
				Total this claim	\$172.25		
10983	646	Midwest Tape LLC	Operating	DVD	\$250.68	11/13/24	
				Total this claim	\$250.68		
10984	647	MJV Group Inc	Operating	Repair & Maintenance Building	\$1,737.75	11/13/24	Janitor service for November 2024
				Total this claim	\$1,737.75		
10985	648	Mulhaupt's Inc	Operating	Repair & Maintenance Building	\$278.00	11/13/24	Replaced closer arm on door
				Total this claim	\$278.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
10986	649	netPark Software LLC	Operating	Repair & Maintenance Garage	<u>\$354.00</u>	11/13/24	Monthly useage fee for parking garage system for October 2024
				Total this claim	\$354.00		
10987	650	OverDrive	Operating	eBooks	<u>\$545.83</u>	11/13/24	ebook purchases
				Total this claim	\$545.83		
10988	651	Parker Technology LLC	Operating	Repair & Maintenance Garage	<u>\$321.95</u>	11/13/24	Call Center support for Garage Parking System
				Total this claim	\$321.95		
0	620	Payroll	Operating	Full-time Employees	<u>\$318.00</u>	11/01/24	Payroll of 10/14/24 to 10/27/24 (ONLY child support taken)
				Total this claim	\$318.00		
0	618	Payroll	Operating	Library Director	\$3,538.46	10/30/24	Payroll of 10/14/24 to 10/27/24 (no child support taken)
			Operating	Full-time Employees	\$9,963.26		
			Operating	Part-time Employees	\$9,691.71		
			Operating	Employer's Share-FICA & Medic	\$1,767.13		
			Operating	Unemployment Compensation	\$12.42		
				Total this claim	\$24,972.98		
0	628	Principal Financial Group	Operating	Employer's Contribution Short-te	<u>\$480.24</u>	10/29/24	Short-term disability for full-time employees
				Total this claim	\$480.24		
0	619	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,547.82	11/01/24	Payroll of 10/14/24 to 10/27/24
			PERF	Salary and Wages	\$414.59		
				Total this claim	\$1,962.41		
0	652	Quality Plumbing and Heating In	2019 Construction Fund	Repair & Maintenance Building	<u>\$17,115.29</u>	11/13/24	Work on urinals first and second floors
				Total this claim	\$17,115.29		
10989	653	Quill Corp	Operating	Office Supplies	<u>\$45.78</u>	11/13/24	
				Total this claim	\$45.78		
0	663	Sound Advice	2019 Construction Fund	Repair & Maintenance Building	<u>\$6,387.00</u>	11/13/24	Work done on meeting room sound systems.
				Total this claim	\$6,387.00		
10990	654	T-Mobile	Operating	Telephone and Internet	<u>\$331.00</u>	11/13/24	Hotspots for for 9/21/24-10/20/24
				Total this claim	\$331.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	655	Wea Creek Orchard	Operating	Program Costs	<u>(\$125.00)</u>	11/13/24	Check #10948 in the amount of \$125.00 was returned unbeknownst to us by our bank. We are reissuing this check.
				Total this claim	<u>(\$125.00)</u>		
10991	656	Wea Creek Orchard	Operating	Program Costs	<u>\$125.00</u>	11/13/24	Check #10948 in the amount of \$125.00 was returned unbeknownst to us by our bank. We are reissuing this check.
				Total this claim	<u>\$125.00</u>		
10992	657	Wintek Corp	Operating	Telephone and Internet	<u>\$778.80</u>	11/13/24	Equipment rental for December 2024 and monthly Fiber Agreement.
				Total this claim	<u>\$778.80</u>		
0	658	Wireless Networking Solutions I	2019 Construction Fund	Repair & Maintenance Building	<u>\$6,584.00</u>	11/13/24	New video equipment
				Total this claim	<u>\$6,584.00</u>		
10993	659	WT.COX Information Services	Operating	Periodicals and Newspapers	<u>\$4,799.12</u>	11/13/24	Magazine and newspaper subscriptions for one year
				Total this claim	<u>\$4,799.12</u>		
10994	660	Zebra Landscape & Tree Care In	Operating Operating	Cleaning & Sanitation Supplies	\$48.00	11/13/24	Landscape Maintenance 9/3/24, 9/19/24, and 10/7/24
				Repair & Maintenance Building	<u>\$346.50</u>		
				Total this claim	<u>\$394.50</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$91,759.60

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.

Monday, November 11, 2024

James R. Kruger
 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 13 day of NOVEMBER, 2024.

<i>Mark Pugh</i>	<i>Shelley J. J. J.</i>	
<i>Gregory Powell</i>		
<i>Stephanie G. Kates</i>		

SIGNATURES OF GOVERNING BOARD

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

Appropriation Report for 100 Operating
West Lafayette Public Library

Report Date: From **10/01/24** To **10/31/24**

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	\$10,615.38	\$77,846.12	\$14,153.88	15.4
1.12 Full-time Employees	\$356,000.00	\$0.00	\$356,000.00	\$30,245.78	\$231,492.84	\$124,507.16	35.0
1.16 Part-time Employees	\$281,000.00	\$0.00	\$281,000.00	\$29,442.25	\$213,729.64	\$67,270.36	23.9
1.2 Employer's Contribution Short-term Disability	\$2,380.00	\$0.00	\$2,380.00	\$480.24	\$4,738.59	(\$2,358.59)	-99.1
1.21 Employer's Share-FICA & Medicare	\$56,000.00	\$0.00	\$56,000.00	\$5,307.98	\$39,501.17	\$16,498.83	29.5
1.22 Unemployment Compensation	\$1,500.00	\$0.00	\$1,500.00	\$42.69	\$1,109.52	\$390.48	26.0
1.23 Employers Contribution-PERF	\$82,000.00	\$0.00	\$82,000.00	\$3,064.28	\$33,526.70	\$48,473.30	59.1
1.24 Employer's Contribution-Gp. Insurance	\$83,877.00	\$0.00	\$83,877.00	\$5,250.13	\$53,369.18	\$30,507.82	36.4
Subtotal	\$954,757.00		\$954,757.00	\$84,448.73	\$655,313.76	\$299,443.24	31.4
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$1,303.77	\$12,340.50	\$2,659.50	17.7
2.11 Program Supplies	\$7,000.00	\$0.00	\$7,000.00	\$197.66	\$3,910.20	\$3,089.80	44.1
2.21 Cleaning & Sanitation Supplies	\$6,240.00	\$0.00	\$6,240.00	\$0.00	\$5,003.15	\$1,236.85	19.8
Subtotal	\$28,240.00		\$28,240.00	\$1,501.43	\$21,253.85	\$6,986.15	24.7
<i>3. Other Services and Charge</i>							
3.13 Legal Services	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.14 Other Professional Services/Bank Fees	\$15,000.00	\$0.00	\$15,000.00	\$1,501.49	\$15,381.15	(\$381.15)	-2.5
3.145 Databases	\$20,000.00	\$0.00	\$20,000.00	\$4,189.12	\$25,983.27	(\$5,983.27)	-29.9
3.146 eBooks	\$3,500.00	\$0.00	\$3,500.00	\$2,239.56	\$4,739.56	(\$1,239.56)	-35.4
3.21 Telephone and Internet	\$35,000.00	\$0.00	\$35,000.00	\$2,652.97	\$28,712.87	\$6,287.13	18.0
3.22 Postage	\$1,150.00	\$0.00	\$1,150.00	\$314.54	\$1,644.98	(\$494.98)	-43.0

<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	\$231.08	\$2,098.78	\$2,901.22	58.0
3.26 Program Costs	\$10,000.00	\$0.00	\$10,000.00	\$125.00	\$1,183.61	\$8,816.39	88.2
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	\$20,063.66	\$9,936.34	33.1
3.51 Gas service	\$5,000.00	\$0.00	\$5,000.00	\$53.96	\$1,919.19	\$3,080.81	61.6
3.52 Electricity	\$110,000.00	\$0.00	\$110,000.00	\$8,461.75	\$98,950.52	\$11,049.48	10.0
3.54 Water and Waste Disposal Services	\$8,320.00	\$0.00	\$8,320.00	\$832.62	\$7,759.43	\$560.57	6.7
3.61 Repair & Maintenance Building	\$68,000.00	\$0.00	\$68,000.00	\$3,471.46	\$60,267.18	\$7,732.82	11.4
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	\$3,484.53	\$16,487.50	\$8,512.50	34.1
3.72 Copier/Rental Equipment	\$4,100.00	\$0.00	\$4,100.00	\$814.66	\$3,564.42	\$535.58	13.1
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	\$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
Subtotal	\$417,168.00		\$417,168.00	\$30,361.74	\$308,082.64	\$109,085.36	26.1
4. Capital Outlays							
4.4 Computers	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$491.20	\$9,508.80	95.1
4.5 Books	\$66,000.00	\$0.00	\$66,000.00	\$6,965.79	\$39,718.12	\$26,281.88	39.8
4.6 Periodicals and Newspapers	\$4,835.00	\$0.00	\$4,835.00	\$744.00	\$1,597.75	\$3,237.25	67.0
4.74 DVD	\$8,500.00	\$0.00	\$8,500.00	\$769.50	\$4,170.13	\$4,329.87	50.9
4.75 Audiobooks	\$2,500.00	\$0.00	\$2,500.00	\$301.86	\$1,541.62	\$958.38	38.3
4.76 Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$12.39	(\$12.39)	#Div/0!
Subtotal	\$91,835.00		\$91,835.00	\$8,781.15	\$47,531.21	\$44,303.79	48.2

<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	\$125,093.05	\$1,032,181.46	\$459,818.54	30.8

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

Financial Report

Report Dates = 10/01/24 to 10/31/24

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. General						
100 Operating	\$89,337.24	\$125,093.05	\$1,032,181.46	\$26,585.43	\$839,804.40	(\$103,039.82)
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	\$125,093.05	\$1,534,721.95	\$26,585.43	\$1,342,344.89	(\$98,228.11)
2. Special Revenue						
200 Gift & Memorial Fund	\$165,663.13	\$1,445.12	\$31,945.10	\$10,364.40	\$43,552.29	\$177,270.32
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	\$8,564.93	\$8,564.93	\$0.00	(\$200.49)	\$17,358.45
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	\$10,010.05	\$44,016.11	\$10,364.40	\$48,351.80	\$316,154.96
3. Debt Service						
302 BONY Operating and Reserve AKA Debt Service Fund	\$136,736.87	\$0.00	\$0.00	\$1,124.20	\$13,757.56	\$150,494.43
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
Subtotal	\$338,019.50	\$0.00	\$449,700.00	\$1,124.20	\$370,111.52	\$258,431.02
4. Capital Projects						
401 2019 Construction Fund	\$202,739.57	\$41,070.47	\$157,647.96	\$0.00	\$600.00	\$45,691.61
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	\$41,070.47	\$157,647.96	\$0.00	\$600.00	\$208,049.61
5. Clearing						
800 PLAC	\$867.19	\$0.00	\$0.00	\$0.00	\$0.00	\$867.19
803 Federal Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
804 FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
805 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
806 State Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807 County Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
808 PERF	\$0.00	\$820.78	\$8,980.26	\$1,235.37	\$9,394.85	\$414.59
809 FSA Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810 Healthcare	\$0.00	\$1,236.00	\$9,251.28	\$1,236.00	\$9,251.28	\$0.00
Subtotal	\$867.19	\$2,056.78	\$18,231.54	\$2,471.37	\$18,646.13	\$1,281.78
Grand Total	\$1,109,952.48	\$178,230.35	\$2,204,317.56	\$40,545.40	\$1,780,054.34	\$685,689.26

Total all banks = \$685,689.26

Approved by the State Board Of Accounts for on 12:00:00 AM.

Bank Balances

West Lafayette Public Library

Report as of: 11/8/2024

<u><i>Bank</i></u>		
1	First Merchants/Lafayette B & T (7920/7939)	\$148,532.06
2	Chase Bank	\$109,258.38
3	Bank of NY Mellon (OR)/2020 OR 550512	\$81,223.71
4	Bank of NY Mellon (SF)/2020 SF 550511	\$324.00
5	Community Foundation	\$17,358.45
6	Petty Cash (in the Library)	\$75.00
7	Chase Bank Savings Account	\$1,014.92
8	First Merchants Construction Account	\$160,071.95
9	Bank of NY Mellon 2019 Paying Agency/342634	\$0.00
11	Bank of NY Mellon 2020 Construct Fund/476345	\$165,570.61
<i>Total all banks =</i>		<u>\$683,429.08</u>

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
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	\$19,510.00			\$195,100.00
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	\$7,075.43			\$119,123.92
Grants/Gifts		\$2,457.75			\$487.00				\$1,600.00				\$4,544.75
Total Receipts	\$24,928.67	\$54,594.18	\$26,067.77	\$28,224.61	\$224,899.78	\$372,599.94	\$23,754.68	\$26,944.10	\$31,205.24	\$26,585.43	\$0.00	\$0.00	\$839,804.40
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	\$58,495.15	\$84,448.73			\$655,313.76
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	\$1,501.43			\$21,253.85
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	\$30,361.74			\$308,082.64
Capital Outlays	\$139.28	\$2,036.41	\$7,236.41	\$2,566.33	\$4,431.20	\$6,632.63	\$5,544.65	\$5,247.34	\$4,915.81	\$8,781.15			\$47,531.21
Fund Transfers													
Total Disbursements	\$99,176.15	\$105,863.79	\$109,855.89	\$95,337.37	\$104,303.22	\$96,623.70	\$92,052.15	\$110,109.55	\$93,766.59	\$125,093.05	\$0.00	\$0.00	\$1,032,181.46
Net Cash Flow	-\$74,247.48	-\$51,269.61	-\$83,788.12	-\$67,112.76	\$120,596.56	\$275,976.24	-\$68,297.47	-\$83,165.45	-\$62,561.35	-\$98,507.62			
Beginning Cash	\$89,337.24	\$15,089.76	-\$36,179.85	-\$119,967.97	-\$187,080.73	-\$66,484.17	\$209,492.07	\$141,194.60	\$58,029.15	-\$4,532.20			
Estimated Ending Cash	\$15,089.76	-\$36,179.85	-\$119,967.97	-\$187,080.73	-\$66,484.17	\$209,492.07	\$141,194.60	\$58,029.15	-\$4,532.20	-\$103,039.82	\$0.00	\$0.00	

Percent of Expenses
63.49%
2.06%
29.85%
4.60%

Cash Reserve (15 min/50 best)
0.00%

*Misc Revenues	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YR TOTAL	Jan-June	2023 est	
Fines	\$96.00	\$172.00	\$181.00	\$339.99	\$429.74	\$270.50	\$307.95	\$640.20	\$253.00	\$389.75			\$3,080.13	Fines R503	\$1,489.23	2978.46
Copies	\$446.14	\$372.20	\$213.00	\$635.37	\$234.87	\$426.29	\$291.18	\$467.99	\$386.55	\$462.01			\$3,935.60	Copies R409	\$2,327.87	4655.74
Proctoring						\$125.00	\$125.00	\$75.00					\$325.00	Proctoring R910	\$125.00	250
Sale of Library Bags	\$15.00	\$36.00	\$9.00	\$15.00	\$6.00	\$9.00	\$9.00	\$27.00	\$6.00	\$9.00			\$141.00	Sale of Library Bags R913	\$90.00	180
Interest	\$13.68	\$8.72	\$7.35	\$4.26	\$6.94	\$12.27	\$10.78	\$8.73	\$6.38	\$4.50			\$83.61	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	\$6,143.83	\$9,354.50	\$4,648.44			\$52,991.71	Parking R412	\$29,481.72	58963.44
Community Foundation		\$11,202.00								\$1,119.07			\$12,321.07	Community Foundation R914	\$11,202.00	11000
WLPL Foundation		\$15,377.51			\$27,056.66								\$42,434.17	WLPL Foundation R914	\$42,434.17	40000
Book Cellar	\$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	Book Cellar	\$0.00	0
Artist Commissions			\$331.50	\$87.00									\$418.50	Artist Commissions R913	\$418.50	837
Refunds to us/Voided Checks	\$167.30	\$25.00	\$75.66	\$125.00	\$125.00	\$6.00	\$89.65	\$59.00		\$106.81			\$648.42	Refunds to us/Voided Che R503	\$392.96	785.92
Miscellaneous	\$78.00	\$179.00	\$813.50	\$572.50	\$245.00	\$6.00	\$4.00	\$8.00	\$59.00	\$334.00			\$2,299.00	Miscellaneous R914	\$1,894.00	3788
Donations	\$214.15	\$35.40	\$5.40	\$104.71	\$3.50	\$2.64	\$25.60	\$4.35	\$29.81	\$1.85			\$427.41	Donations R908	\$365.80	731.6
	\$5,418.67	\$32,626.43	\$6,557.77	\$8,714.61	\$32,861.47	\$4,095.52	\$4,226.38	\$7,434.10	\$10,095.24	\$7,075.43	\$0.00	\$0.00	\$119,105.62			

RAINY DAY													
Start of Year Balance	<u>\$50,260.25</u>												
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	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25

GIFT AND MEMORIAL													
Start of Year Balance	<u>\$165,663.13</u>												
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	\$10,364.40	\$0.00	\$0.00	\$43,552.29
Disbursements	\$5,429.15	\$6,263.74	\$3,302.21	\$2,968.40	\$1,770.24	\$4,905.31	\$2,029.35	\$1,321.65	\$2,509.93	\$1,445.12	\$0.00	\$0.00	\$31,945.10
End-of-Month Total	\$161,450.83	\$158,198.89	\$167,688.78	\$166,618.34	\$170,143.78	\$167,368.97	\$168,534.62	\$168,976.69	\$168,351.04	\$177,270.32	\$177,270.32	\$177,270.32	\$177,270.32

*Includes Book Cellar
 Foundation: \$11,212.96 FOR COTTAGE
 Foundation: \$3406.27 FOR COTTAGE

APPROPRIATION REDUCTION RESOLUTION/ORDINANCE

Whereas, it has been shown that certain existing appropriations now have unobligated balances that will not be needed for the purposes for which appropriated; now, therefore:

Sec. 1. Be it ordained (resolved) by the ___ Board of Trustees _____ of ___ West Lafayette Public Library _____, ___ Tippecanoe ___ County, that the following existing appropriations be reduced in the following amounts:

AMOUNT OF REDUCTION

Fund Name: ___ General ___

	AMOUNT OF REDUCTION REQUESTED	AMOUNT OF REDUCTION APPROVED BY FISCAL BODY
Major Budget Classification:		
Personnel Services	\$ _____ 145,000 _____	\$ _____ 145,000 _____
Supplies	\$ _____	\$ _____
Other Services & Charges	\$ _____ 35,000 _____	\$ _____ 35,000 _____
Capital Outlays	\$ _____ 22,000 _____	\$ _____ 22,000 _____
 Total for ___ General ___ Fund:	 \$ _____ 202,000 _____	 \$ _____ 202,000 _____

Fund Name: ___ Rainy Day ___

	AMOUNT OF REDUCTION REQUESTED	AMOUNT OF REDUCTION APPROVED BY FISCAL BODY
Major Budget Classification:		
Personnel Services	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Other Services & Charges	\$ _____ 50,260 _____	\$ _____ 50,260 _____
Capital Outlays	\$ _____	\$ _____
 Total for ___ Rainy Day ___ Fund:	 \$ _____ 50,260 _____	 \$ _____

Adopted this 13 day of November, 2024.

NAY

AYE
Mark P...
James R. King
Timothy Powell
Shelley ...

ATTEST:
Stephanie Z. K...

Secretary of Fiscal Body

Resolution to Reduce
West Lafayette Public Library

November 13, 2024

		<i>October 23</i>	<i>January 24</i>	<i>November 24</i>		
Amount of Reduction Requested		2024 Board Approved Budget	2024 DLGF Certified Budget	Estimate 2024 Disbursements	Budget vs Est. Actual	Reduced Budget
Personal Services	\$145,000	\$954,756	\$936,000.00	\$789,213.00	146,787.00	\$791,000
Supplies	\$0	\$28,240	\$28,000.00	\$26,253.00	1,747.00	\$28,000
Other Services & Charges	\$35,000	\$417,168	\$412,878.00	\$374,082.00	38,796.00	\$377,878
Capital Outlays	\$22,000	\$91,835	\$81,000.00	\$57,351.00	23,649.00	\$59,000
Total	\$202,000	\$1,491,999	\$1,457,878.00	\$1,246,899.00	210,979.00	\$1,255,878

The West Lafayette Public Library is requesting a reduction of both the General and Rainy Day Budgets that were approved for 2024. Reducing the budget reflects the expenditures that we have had this year, which are markedly and intentionally less than we had planned during the budgetting process

Staff Development Day

The Library was closed to the public on Columbus Day/Indigenous People's Day for a Staff Development Day. 18 staff attended the event. Paige Logan from the Tippecanoe County Health Department presented on harm reduction efforts in our community and trained all staff on using Narcan in the event of an opioid overdose. Staff toured the new Degas Exhibit at the Purdue Memorial Union with the exhibit's curator, Erica Kvam.



The afternoon was reserved as a building work day. Teams worked to better arrange the basement storage areas, relocated large parts of the children's collection, created feature spaces to highlight new Large Print books, removed five rows of shelving to enhance sight-lines to Public Service desks and increase seating.

Feedback from staff showed that this is a worthwhile investment in team-building, learning, and maintaining our space as well as provided good insights into how to improve future Staff Days.

The Arts Federation Grant

West Lafayette Public Library received a grant for programming support from The Arts Federation and was recognized at the annual Bravo for the Arts Banquet. This grant was written by Melissa Freed, Children's Department Head. The funds will be used to present a series of journaling and writing programs for adults with content presented by local artists. This grant serves the dual purpose of presenting high-quality programming to the community and supporting local artists



Teen Murder Mystery

Twelve local teens attended a Murder Mystery Party. The teens came in costume and character, ready to play their roles. They have requested this program to be a regular event.



Display Case Partnership

Our October display case featured props from past performances at Civic Theatre. In return for their attractive display, WLPL staff will be have a display of rocking books and music for checkout at the upcoming opening night for the Youth Theater performance of School of Rock, featuring more than one library regular in the cast.

MONTHLY STATISTICS



Book Cellar

Yearly Report 2024

Lated in the basement of the West Lafayette Public Library, the Book Cellar inventory is wholly supported by community donations. One staff member, a student and a team of volunteers work to maintain the space—sorting and pricing items, creating displays and managing the sales operations



Sales from the Book Cellar go directly to the Library and are no longer routed through the Foundation. This decision was made in September, 2024. All sales go into the the Library's Gift and Memorial Fund. This fund primarily is used to support book and materials purchases.

The Book Cellar is open 12 hours each week and hosts a "Super Saturday" sale once a month for 6 hours. Additionally, donated used items and Library discards are available during all open hours on the first floor near the stairs and in the Marketplace.

Sales

3000 visitors have shopped the Book Cellar to date in 2024, purchasing over 15,000 items. Our busiest day this year was the August Super Saturday day, with almost 950 items sold on that day.

Sales trends for 01 Jan - 30 Sep 2024 compared with Previous 274 days (02 Apr - 31 Dec 2023)

Total sales	Number of sales	Average sale amount	Number of returns
\$13,672.70	1,836	\$7.44	0
- 786% (+\$12,129.32)	- 685% (+1,602)	(+\$0.84)	(-1)

Sales by month



Weekday Average:

10 sales, \$90.00

Super Saturday Average:

53 sales, \$410.00

Volunteers

Over the past year, 34 volunteers have given almost 1000 hours of their time and talent to the Book Cellar.

Staffing

The Book Cellar is currently staffed by a part-time staff member, working 28 hours a week (1,400 hours a year). Other staff members assist as needed, totaling approximately 6 hours each week (300 hours a year). In the fall of 2024, we added a Work Study student to focus on sorting and discarding donations for 6 hours each week.

HOLIDAY CLOSINGS 2024

<u>Date</u>	<u>Schedule</u>	<u>Holiday</u>	<u>Day</u>
January 1, 2025	Closed (paid*)	New Year's Day	Wednesday
April 20, 2025	Closed (unpaid)	Easter	Sunday
May 26, 2025	Closed (paid*)	Memorial Day	Monday
June 19, 2025	Closed (paid*)	Juneteenth	Thursday
July 4, 2025	Closed (paid*)	Independence Day	Monday
September 1, 2025	Closed (paid*)	Labor Day	Monday
October 13, 2025	Closed Staff Development	Columbus/Indigenous People's Day	Monday
November 27, 2025	Closed (paid*)	Thanksgiving	Thursday
December 24, 2023	Closed (unpaid)	Christmas Eve	Wednesday
December 25, 2024	Closed (paid*)	Christmas Day	Thursday
December 31, 2024	Closed (unpaid*)	New Year's Eve	Wednesday
January 1, 2025	Closed (paid*)	New Year's Day	Thursday

*paid holiday

- 40 hrs/wk = 8 hrs paid
- 20-30 hrs/wk = 4 hrs paid
- 10-19 hrs/wk = 3 hrs paid
- 0-9 hrs/wk = 0 hrs paid

** January 20, 2025 - Martin Luther King, Jr. Day, Full-time staff floating holiday

West Lafayette Public Library

Salary Schedule

2025

Approved by WLPL Board of Trustees

Full Time Roles	Education Requirements	Indiana Certification	# of staff	Hourly Rate of Pay		Annual rate of pay	
				Minimum	Maximum	Minimum	Maximum
Library Director	ALA accredited MLS	Director- Level 1	1	\$37.45	\$47.07	\$77,900.00	\$97,900.00
Associate Director	ALA accredited MLS	Department or Branch Head - Level 4	1	\$21.63	\$34.62	\$45,000.00	\$72,000.00
Department Head	ALA accredited MLS	Department or Branch Head - Level 4	2-4	\$18.34	\$32.44	\$38,150.00	\$67,480.00
Librarian	Bachelor's Degree or at least 60 hours of college	Professional Assistant- Level 5	2-4	\$16.67	\$26.22	\$34,673.60	\$54,537.60
Part-Time Roles	Education Requirements	Indiana Certification	# of staff	Hourly Rate of Pay			
				Minimum	Maximum		
Library Specialist	Bachelor's Degree or at least 60 hours of college	none	2-4	\$15.00	\$33.00		
Library Assistant	High School Diploma	none	2-4	\$12.00	\$28.00		
Library Clerk	Some High School	none	10-15	\$10.50	\$20.00		
Library Shelver	Some High School	none	3-5	\$9.75	\$15.00		

Personnel Services										
Analysis of DLGF Budgeted Appropriation vs Estimated Actual Expenses										
entered into DLGF			Disbursement Estimate by Cost of Living Increase Percentage							
	2024 Adopted Appropriation	2025 Adopted Appropriation		2024 Salaries	2%	3%	4%	5%		
1 staff member	\$92,000.00	\$94,000.00	Salary of Librarian - Library Director	\$91,998.40	\$93,838.37	\$94,758.35	\$95,678.34	\$96,598.32		
5 staff members	\$356,000.00	\$280,000.00	Salary of Assistants - Full-time Employees	\$263,672.45	\$268,945.90	\$271,582.62	\$274,219.35	\$276,856.07		
Overtime	N/A	\$3,000.00			\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00		
19 staff members	\$281,000.00	\$285,000.00	Salary of Assistants - Part-time Employees	\$271,622.97	\$277,055.43	\$279,771.66	\$282,487.89	\$285,204.12		
Ancillary with Principal	\$2,380.00	\$2,500.00	Unemployment Compensation - Short-term Disability**	\$1,407.72	\$1,407.72	\$1,407.72	\$1,407.72	\$1,407.72		
SUTA	\$1,500.00	\$2,000.00	Unemployment Compensation - SUTA	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00		
payroll x .0765	\$56,000.00	\$50,000.00	Employer's Share-FICA & Medicare	\$47,987.98	\$49,177.24	\$49,657.12	\$50,137.00	\$50,616.88		
payroll x .112	\$82,000.00	\$42,000.00	Employers Contribution-PERF	\$39,835.13	\$40,631.84	\$41,030.19	\$41,428.54	\$41,826.89		
alth and Ancillary with Anthem and Principal	\$83,876.84	\$70,000.00	Employer's Contribution-Gp. Insurance**	\$69,120.00	\$72,378.69	\$72,378.69	\$72,378.69	\$72,378.69		
	\$954,756.84	\$828,500.00	Total	\$787,144.65	\$807,935.18	\$815,086.35	\$822,237.52	\$829,388.69		
			Difference between Staffing Adopted Appropriation vs Estimated Expenses	\$41,355.35	\$20,564.82	\$13,413.65	\$6,262.48	-\$888.69		
			Historical Cost of Living Adjustments			West Lafayette PL	Soc. Security			
			2024	2%	2.5%					
			2023	10%	8.7%					
			2022	6%	5.9%					
			2021	3%	1.3%					

Trustees of The West Lafayette Public Library

Summary

Commercial Property	\$ 18,503.00
General Liability	\$ 4,330.00
Commercial Auto	\$ 1,206.00
Commercial Umbrella	\$ 1,106.00
Crime	\$ 125.00
Terrorism	\$ 164.00
General Floater	\$ 105.00
	\$ 25,539.00

Commercial Property:

208 West Columbia Street, West Lafayette

Deductible	\$ 5,000.00
Building	\$ 17,255,040.00
90% Co-Insurance	
Special Form	
Business Personal Property	\$ 1,000,000.00
80% Co-Insurance	
Special Form	
Business Income with Extra Expense	ALS
Commercial Property Power XC+ Endorsement	

215 West Columbia Street, West Lafayette

Deductible	\$ 5,000.00
Building	\$ 2,514,880.00
90% Co-Insurance	
Special Form	

General Liability:

Each Occurrence	\$ 1,000,000.00
General Aggregate	\$ 2,000,000.00
Products and Completed Operations	\$ 2,000,000.00
Personal and Advertising Injury	\$ 1,000,000.00
Medical Expense	\$ 5,000.00

Commerical Auto:

Combined Single Limit: Bodily Injury/Property Damage	\$	1,000,000.00
Uninsured/Underinsured Motorist	\$	1,000,000.00
Medical Payments	\$	5,000.00
Uninsured Motorist Property Damage		

2008 Honda Element	Comp Ded.	\$	500.00
	Collision Ded.	\$	500.00

Expanded Plus Endorsement

Commercial Umbrella:

Per Occurrence Limit	\$	2,000,000.00
Aggregate Limit	\$	2,000,000.00

Crime:

Deductible	\$	500.00
Employee Theft	\$	25,000.00
Forgery and Alteration	\$	25,000.00
Theft of Money and Securities - Inside Premises	\$	25,000.00
Theft of Money and Securities - Off Premises	\$	5,000.00
Money Orders and Counterfeit Money	\$	25,000.00

General Floater:

Book Drop-Off Boxes	5 @ \$7,000	\$	35,000.00
Deductible		\$	500.00

Understanding Co-Insurance

Coinsurance is a property insurance clause that requires the insured to share in the cost of a claim if the property is not insured to a specified percentage of its value:

	Explanation
What it is	An agreement between the insured and the insurance company to share the cost of a claim
How it works	The insured must insure their property to a percentage of its value, such as 80%, 90%, or 100%
What happens if the insured doesn't meet the requirement?	The insured becomes a co-insurer of their loss with their carrier
Benefits	Coinsurance can lower the cost of the property insurance policy premium
How to maintain coverage	If the property's value increases, the insured can purchase additional coverage or an endorsement
How to avoid coinsurance	The insured can include a waiver of coinsurance clause in their policy

The percentage required for coinsurance can vary by provider, but 80% or 90% are common. It's important to check the policy for details.

Scenario 1: Coinsurance requirement is satisfied:

The building limit is \$90,000

The value of the building at the time of the loss is \$100,000

The coinsurance percentage is 90%

The limit of insurance should be at least $\$100,000 \times 90\% = \$90,000$

Because the building limit meets the minimum amount of insurance required under the coinsurance clause, the amount due on a claim is not affected:

The cost to repair the covered damage is \$20,000

The deductible is \$500

The amount payable based on Replacement Cost Value (RCV) is \$19,500

This amount represents 100% of the cost to repair the covered damage minus the deductible.

Scenario 2: Coinsurance requirement is not satisfied:

The building limit is only \$45,000

The value of the building at the time of loss is \$100,000

The coinsurance percentage is 90%

The limit of insurance should be at least $\$100,000 \times 90\% = \$90,000$

Because the amount of insurance purchased is only 50% of the amount required ($\$45,000/\$90,000$), coverage is afforded for only 50% of the repair cost:

The cost to repair the covered damage is \$20,000

50% of the repair cost is $20,000 \times .50 = \$10,000$

The deductible is \$500

The amount payable based on RCV is \$9,500.