



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, December 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
  - a. Ricoh Copier Cost Analysis
6. Old business
7. New business
  - a. [Patron Account Maintenance](#)
  - b. [Schedule of Fines and Fees Annual Approval](#)
  - c. [Employee Handbook Revisions](#)
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

**West Lafayette Public Library Board of Trustees**  
**Meeting Minutes**  
**December 11, 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 (ATTENDING REMOTELY)

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

John Meyers, Member

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

Aye votes:

Anastasia Krutulis, President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

John Meyers, Member

Sarah Powley, Member

Mark Pugh, Member

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

The claims from 11/14-11/25 were accepted with a motion from John Meyers, Member, and seconded by Mark Pugh, Member.

Aye votes:

Anastasia Krutulis, President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

John Meyers, Member

Sarah Powley, Member

Mark Pugh, Member

The claims from 11/26-12/11 were accepted with a motion from John Meyers, Member, and seconded by Mark Pugh, Member.

Aye votes:

Anastasia Krutulis, President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

John Meyers, Member

Sarah Powley, Member

Mark Pugh, Member

4. President's report

N/A

5. Library Report (see attached)

a. Ricoh lease details and income YTD 2024

6. Old Business

N/A

7. New business (see attached)

a. Patron Account Maintenance

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

Aye votes:

Anastasia Krutulis, President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

John Meyers, Member

Sarah Powley, Member

Mark Pugh, Member

b. Schedule of Fines and Fees Annual Approval

The Schedule was approved with a motion from Martha Altschaeffl, Secretary, and seconded by Jim Knapp, Treasurer.

Aye votes:

Anastasia Krutulis, President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

John Meyers, Member

Sarah Powley, Member

Mark Pugh, Member

c. Employee Handbook Revisions

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

Aye votes:

Anastasia Krutulis, President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

John Meyers, Member

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 7:47 pm

A handwritten signature in cursive script that reads "Martha Altschaeffl".

**Register Of Claims**  
**West Lafayette Public Library**  
**Report Date: From 11/14/24 To 11/25/24**

<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>
10995	667	Amazon Capital Services Inc	Operating	Office Supplies	\$51.59	11/25/24	
			Operating	Cleaning & Sanitation Supplies	\$102.90		
			Operating	Program Supplies	\$32.01		
			Operating	Postage	\$14.12		
			Operating	Books	\$267.86		
			Operating	Books	\$166.08		
			Gift & Memorial Fund	Office Supplies	\$71.41		
			Operating	Program Supplies	\$187.47		
			Gift & Memorial Fund	Office Supplies	\$9.79		
			2019 Construction Fund	Office Supplies	\$450.11		
				<b>Total this claim</b>	<u>\$1,353.34</u>		
0	664	Automated Payroll Service	Operating	Other Professional Services/Ban	\$87.82	11/15/24	Payroll of 10/28/24 to 11/10/24
				<b>Total this claim</b>	<u>\$87.82</u>		
10996	671	CenterPoint Energy	Operating	Gas service	\$53.96	11/25/24	for 9/7/24-10/7/24
				<b>Total this claim</b>	<u>\$53.96</u>		
10997	668	ChamberCare Health Alliance	Operating	Employer's Contribution-Gp. Ins	\$360.00	11/25/24	Product dues for enrollment in healthcare system 10/1/24-9/30/25
				<b>Total this claim</b>	<u>\$360.00</u>		
0	669	Chase Bank	Operating	Other Professional Services/Ban	\$29.37	11/25/24	Account Analysis Settlement Charge
				<b>Total this claim</b>	<u>\$29.37</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>
10998	670	Chase Cardmember Service	Operating	Other Professional Services/Ban	(\$121.00)	11/25/24	for 10/17/24-11/16/24
			Operating	Other Professional Services/Ban	\$98.00		
			Operating	Cleaning & Sanitation Supplies	\$33.71		
			Operating	Program Supplies	\$56.75		
			Operating	Program Supplies	\$47.01		
			Operating	Office Supplies	\$69.46		
			Operating	Program Supplies	\$156.33		
			Operating	Databases	\$48.08		
			Operating	Postage	\$19.99		
			Operating	Professional Meetings	\$406.62		
			Operating	Repair & Maintenance Building	\$131.32		
			Operating	Periodicals and Newspapers	\$160.00		
				<b>Total this claim</b>	<u>\$1,106.27</u>		
10999	672	Driessen Water Inc	Operating	Other Professional Services/Ban	\$15.56	11/25/24	Service charges
				<b>Total this claim</b>	<u>\$15.56</u>		
11001	674	Duke Energy	Gift & Memorial Fund	Electricity	\$67.84	11/25/24	Electricity for Cottage for 10/3/24-11/4/24
				<b>Total this claim</b>	<u>\$67.84</u>		
11000	673	Duke Energy	Operating	Electricity	\$10,390.07	11/25/24	for 10/3/24-11/4/24
				<b>Total this claim</b>	<u>\$10,390.07</u>		
11002	675	Indiana American Water Co Inc	Gift & Memorial Fund	Water and Waste Disposal Servi	\$21.99	11/25/24	for 9/4/24-10/3/24 for Cottage
				<b>Total this claim</b>	<u>\$21.99</u>		
11003	676	Kanopy Inc	Operating	Databases	\$129.60	11/25/24	Digital resources for July 2024
				<b>Total this claim</b>	<u>\$129.60</u>		
11005	677	Metronet	Gift & Memorial Fund	Telephone and Internet	\$182.25	11/25/24	for Cottage for 11/14-12/13/24
				<b>Total this claim</b>	<u>\$182.25</u>		
11004	678	Metronet	Operating	Telephone and Internet	\$635.44	11/25/24	for 11/8-12/7/24
				<b>Total this claim</b>	<u>\$635.44</u>		
11006	679	Mulhaupt's Inc	Operating	Repair & Maintenance Building	\$650.00	11/25/24	Repair of doors
				<b>Total this claim</b>	<u>\$650.00</u>		
11007	680	netPark Software LLC	Operating	Repair & Maintenance Garage	\$354.00	11/25/24	Monthly usage fee for parking garage system for November 2024
				<b>Total this claim</b>	<u>\$354.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	666	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$1,532.14 \$410.39	11/15/24	Payroll of 10/28/24 to 11/10/24
				<b>Total this claim</b>	<u>\$1,942.53</u>		
11008	681	Tsai Fong Books Inc	Operating	Books	\$535.49	11/25/24	Adult foreign language books
				<b>Total this claim</b>	<u>\$535.49</u>		
11009	682	Unique Management	Operating	Other Professional Services/Ban	\$339.01	11/25/24	Placements and Notices for October 2024
				<b>Total this claim</b>	<u>\$339.01</u>		
11010	683	Verizon Wireless	Operating	Telephone and Internet	\$40.01	11/25/24	for 10/2/24-11/1/24
				<b>Total this claim</b>	<u>\$40.01</u>		
11011	684	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	\$411.32	11/25/24	for 7/29/24-8/28/24
				<b>Total this claim</b>	<u>\$411.32</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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**Total Amount of Claims \$18,705.87**

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.

Wednesday, December 4, 2024

*James K. Kuyper*  
 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 11<sup>TH</sup> day of DECEMBER, 2024.

<i>Mark Pava</i>	<i>Mariah Attacheff</i>	_____
<i>Stephanie G. Kuyper</i>	<i>Ann Powell</i>	_____
<i>John Kuyper</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 11/26/2024 To 12/11/2024

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
11012	702	Amazon Capital Services Inc	Operating	Office Supplies	\$161.08	12/11/2024	
			Operating	Cleaning & Sanitation Supplies	\$19.95		
			Operating	Craft supplies purchased by staff	\$170.06		
			Operating	Craft supplies purchased by staff	\$249.81		
			Operating	Craft supplies purchased by staff	\$100.18		
			Gift & Memorial Fund	Office Supplies	\$283.72		
			2019 Construction Fund	Office Supplies	\$277.38		
<b>Total this claim =</b>					<u>\$1,262.18</u>		
11013	730	Ashley Fletcher	Operating	Program Supplies	\$40.22	12/11/2024	Adult program supplies
<b>Total this claim =</b>					<u>\$40.22</u>		
0	687	Automated Payroll Service	Operating	Other Professional Services/Ban	\$85.62	11/29/2024	Payroll of 11/11/24 to 11/24/24
<b>Total this claim =</b>					<u>\$85.62</u>		
11014	703	Blackstone Publishing	Operating	Audiobooks	\$134.79	12/11/2024	Audiobooks
<b>Total this claim =</b>					<u>\$134.79</u>		
11015	704	Bound to Stay Bound	Gift & Memorial Fund	Books	\$1,133.24	12/11/2024	
<b>Total this claim =</b>					<u>\$1,133.24</u>		
11016	705	Cintas	Operating	Repair & Maintenance Building	\$247.51	12/11/2024	clean mats
<b>Total this claim =</b>					<u>\$247.51</u>		
11017	706	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$184.80	12/11/2024	Defibrillator and first aid supplies
<b>Total this claim =</b>					<u>\$184.80</u>		
11039	731	CNA Surety Direct Bill	Operating	Insurance: Official Bonds	\$100.00	12/11/2024	Bond insurance from 1/1/25-12/31/26
<b>Total this claim =</b>					<u>\$100.00</u>		
	708	Dell Marketing L.P.	2019 Construction Fund	Computers	\$5,378.77	12/11/2024	
<b>Total this claim =</b>					<u>\$5,378.77</u>		
11018	707	Driessen Water Inc	Operating	Repair & Maintenance Building	\$147.72	12/11/2024	Culligan Ultrapure
<b>Total this claim =</b>					<u>\$147.72</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>
11019	709	hoopla	Operating	Databases	\$1,057.22	12/11/2024	Digital resources for November 2024
				<b>Total this claim =</b>	<u>\$1,057.22</u>		
11020	710	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$358.03	12/11/2024	for 10/30/24-11/26/24
				<b>Total this claim =</b>	<u>\$358.03</u>		
11021	711	Indiana Library Federation	Operating Gift & Memorial Fund	Professional Meetings Dues and Membership	\$25.00 \$100.00	12/11/2024	Statehouse Day for Scott Tracey and membership for Marra Honeywell (through 12/31/25)
				<b>Total this claim =</b>	<u>\$125.00</u>		
11022	701	Ingram Library Services	Operating Gift & Memorial Fund	Books Books	\$5,609.81 \$569.45	12/11/2024	
			Operating	Books	\$12.39		
			Operating	Books	\$689.11		
			Operating	Books	\$3,171.21		
			Operating	Books	\$779.22		
				<b>Total this claim =</b>	<u>\$10,831.19</u>		
11023	712	IronGate Creative	Operating Operating Operating	Telephone and Internet Repair & Maintenance Building Databases	\$0.00 \$0.00 \$200.00	12/11/2024	Web work
				<b>Total this claim =</b>	<u>\$200.00</u>		
11024	713	Kanopy Inc	Operating	Databases	\$149.60	12/11/2024	Digital resources for November 2024
				<b>Total this claim =</b>	<u>\$149.60</u>		
11025	714	Kerrie Bellisario	Operating	Program Costs	\$300.00	12/11/2024	Workshops on 12/6 and 12/8/24
				<b>Total this claim =</b>	<u>\$300.00</u>		
11026	715	Light & Breuning Inc	Operating	Repair & Maintenance Garage	\$1,090.89	12/11/2024	
				<b>Total this claim =</b>	<u>\$1,090.89</u>		
11027	716	Madison Bower	Operating Operating	Professional Meetings Traveling Expense	\$159.12 \$138.14	12/11/2024	Expenses for ILF Conference: Hotel, and travel expenses. 142 miles@.67/mile
				<b>Total this claim =</b>	<u>\$297.26</u>		
11028	717	Midwest Collaborative for Library	Operating	Databases	\$1,687.18	12/11/2024	Ancestry for 11/1/24-10/31/25
				<b>Total this claim =</b>	<u>\$1,687.18</u>		
11029	718	Midwest Tape LLC	Operating	DVD	\$370.05	12/11/2024	
				<b>Total this claim =</b>	<u>\$370.05</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>
11030	719	MJV Group Inc	Operating	Repair & Maintenance Building	\$1,737.75	12/11/2024	Janitor supplies and Janitor service for December 2024
			Operating	Cleaning & Sanitation Supplies	\$1,284.97		
				<b>Total this claim =</b>	<b>\$3,022.72</b>		
11031	720	OverDrive	Operating	eBooks	\$60.00	12/11/2024	ebook purchases
				<b>Total this claim =</b>	<b>\$60.00</b>		
11032	721	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$321.95	12/11/2024	Call Center support for Garage Parking System
				<b>Total this claim =</b>	<b>\$321.95</b>		
0	685	Payroll	Operating	Library Director	\$3,538.46	11/27/2024	Payroll of 11/11/24 to 11/24/24
			Operating	Full-time Employees	\$10,141.26		
			Operating	Part-time Employees	\$9,571.98		
			Operating	Employer's Share-FICA & Medic	\$1,744.41		
			Operating	Unemployment Compensation	\$12.51		
				<b>Total this claim =</b>	<b>\$25,008.62</b>		
0	695	Principal Financial Group	Operating	Employer's Contribution Short-ter	\$480.24	11/29/2024	Short-term disability for full-time employees
				<b>Total this claim =</b>	<b>\$480.24</b>		
0	686	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,532.14	11/29/2024	Payroll of 11/11/24 to 11/24/24
			PERF	Salary and Wages	\$410.39		
				<b>Total this claim =</b>	<b>\$1,942.53</b>		
11033	722	Quality Plumbing and Heating In	2019 Construction Fund	Repair & Maintenance Building	\$898.11	12/11/2024	Replacement faucets
				<b>Total this claim =</b>	<b>\$898.11</b>		
0	652	Quality Plumbing and Heating In	2019 Construction Fund	Repair & Maintenance Building	\$17,115.29	11/26/2024	Work on urinals first and second floors. Paid on 11/26/24 with Cheque #0002184955
				<b>Total this claim =</b>	<b>\$17,115.29</b>		
11034	723	Quill Corp	Operating	Office Supplies	\$359.31	12/11/2024	
				<b>Total this claim =</b>	<b>\$359.31</b>		
11035	724	Ricoh USA	Operating	Copier/Rental Equipment	\$194.52	12/11/2024	for 12/9/24-1/8/24
				<b>Total this claim =</b>	<b>\$194.52</b>		
11036	729	Scholastic Library Publishing	Operating	Books	\$1,131.54	12/11/2024	Childrens books
				<b>Total this claim =</b>	<b>\$1,131.54</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	663	Sound Advice	2019 Construction Fund	Repair & Maintenance Building	<u>\$6,387.00</u>	11/26/2024	Work done on meeting room sound systems. Cheque#0002184956
				<b>Total this claim =</b>	<u>\$6,387.00</u>		
0	700	The Library Store, Inc	2019 Construction Fund	Other Professional Services/Ban	<u>(\$1,275.00)</u>	11/26/2024	On 11/22/24, we mistakenly sent an affidavit for payment to BNY (Jason Braun) for payment by him. He paid this affidavit with cheque #0002184958. We contacted The Library Store on December 3, 2024 and spoke to Audrey. She verified the cheque would be sent back to Jason Braun, and I expect to see a credit reflecting this on our December statement.
				<b>Total this claim =</b>	<u>(\$1,275.00)</u>		
0	699	The Library Store, Inc	2019 Construction Fund	Other Professional Services/Ban	<u>\$1,275.00</u>	11/26/2024	On 11/22/24, we mistakenly sent an affidavit for payment to BNY (Jason Braun) for payment by him. He paid this affidavit with cheque #0002184958. We contacted The Library Store on December 3, 2024 and spoke to Audrey. She verified the cheque would be sent back to Jason Braun, and I expect to see a credit reflecting this on our December statement.
				<b>Total this claim =</b>	<u>\$1,275.00</u>		
11037	725	T-Mobile	Operating	Telephone and Internet	<u>\$331.00</u>	12/11/2024	Hotspots for for 10/21/24-11/20/24
				<b>Total this claim =</b>	<u>\$331.00</u>		
0	726	Versacart Systems Inc	2019 Construction Fund	Office Supplies	<u>\$1,057.90</u>	12/11/2024	36 hand baskets with rack and signage
				<b>Total this claim =</b>	<u>\$1,057.90</u>		
0	727	Whitaker Brothers Business Mac	2019 Construction Fund	Office Supplies	<u>\$1,851.99</u>	12/11/2024	Cross Cut Shredder
				<b>Total this claim =</b>	<u>\$1,851.99</u>		
11038	728	Wintek Corp	Operating	Telephone and Internet	<u>\$778.80</u>	12/11/2024	quipment rental for January 2025 and monthly Fiber Agreement.
				<b>Total this claim =</b>	<u>\$778.80</u>		
0	658	Wireless Networking Solutions In	2019 Construction Fund	Repair & Maintenance Building	<u>\$6,584.00</u>	11/26/2024	New video equipment. Cheque #0002184957
				<b>Total this claim =</b>	<u>\$6,584.00</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$92,706.79

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.

Tuesday, December 10, 2024

*James R. Kroger*  
 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 11<sup>th</sup> day of DECEMBER, 2024.

<i>Mad Ruz</i>	<i>Martha Aletchaeff</i>	_____
<i>Andrew G. Ruz</i>	<i>Sean Powell</i>	_____
<i>W. H. Meyer</i>		_____

**SIGNATURES OF GOVERNING BOARD**

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

**Appropriation Report for 100 Operating**  
**West Lafayette Public Library**

Report Date: From **11/01/24** To **11/30/24**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<b>1. Personal Services</b>							
1.11 Library Director	\$92,000.00	\$0.00	\$92,000.00	\$7,076.92	\$84,923.04	\$7,076.96	7.7
1.12 Full-time Employees	\$356,000.00	\$0.00	\$356,000.00	\$20,600.52	\$252,093.36	\$103,906.64	29.2
1.16 Part-time Employees	\$281,000.00	\$0.00	\$281,000.00	\$19,762.39	\$233,492.03	\$47,507.97	16.9
1.2 Employer's Contribution Short-term Disability	\$2,380.00	\$0.00	\$2,380.00	\$480.24	\$5,218.83	(\$2,838.83)	-119.3
1.21 Employer's Share-FICA & Medicare	\$56,000.00	\$0.00	\$56,000.00	\$3,538.98	\$43,040.15	\$12,959.85	23.1
1.22 Unemployment Compensation	\$1,500.00	\$0.00	\$1,500.00	\$26.42	\$1,135.94	\$364.06	24.3
1.23 Employers Contribution-PERF	\$82,000.00	\$0.00	\$82,000.00	\$4,612.10	\$38,138.80	\$43,861.20	53.5
1.24 Employer's Contribution-Gp. Insurance	\$83,877.00	\$0.00	\$83,877.00	\$5,985.08	\$59,354.26	\$24,522.74	29.2
<b>Subtotal</b>	<b>\$954,757.00</b>		<b>\$954,757.00</b>	<b>\$62,082.65</b>	<b>\$717,396.41</b>	<b>\$237,360.59</b>	<b>24.9</b>
<b>2. Supplies</b>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$432.98	\$12,773.48	\$2,226.52	14.8
2.11 Program Supplies	\$7,000.00	\$0.00	\$7,000.00	\$694.45	\$4,604.65	\$2,395.35	34.2
2.21 Cleaning & Sanitation Supplies	\$6,240.00	\$0.00	\$6,240.00	\$631.43	\$5,634.58	\$605.42	9.7
2.24 Craft supplies purchased by staff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
<b>Subtotal</b>	<b>\$28,240.00</b>		<b>\$28,240.00</b>	<b>\$1,758.86</b>	<b>\$23,012.71</b>	<b>\$5,227.29</b>	<b>18.5</b>
<b>3. Other Services and Charge</b>							
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	\$1,141.63	\$16,522.78	(\$1,522.78)	-10.2
3.145 Databases	\$20,000.00	\$0.00	\$20,000.00	\$1,454.71	\$27,437.98	(\$7,437.98)	-37.2
3.146 eBooks	\$3,500.00	\$0.00	\$3,500.00	\$545.83	\$5,285.39	(\$1,785.39)	-51.0
3.21 Telephone and Internet	\$35,000.00	\$0.00	\$35,000.00	\$3,025.91	\$31,738.78	\$3,261.22	9.3

<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>
3.22 Postage	\$1,150.00	\$0.00	\$1,150.00	\$34.11	\$1,679.09	(\$529.09)	-46.0
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	\$406.62	\$2,505.40	\$2,494.60	49.9
3.26 Program Costs	\$10,000.00	\$0.00	\$10,000.00	\$300.00	\$1,483.61	\$8,516.39	85.2
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	\$22,052.66	\$7,947.34	26.5
3.51 Gas service	\$5,000.00	\$0.00	\$5,000.00	\$53.96	\$1,973.15	\$3,026.85	60.5
3.52 Electricity	\$110,000.00	\$0.00	\$110,000.00	\$10,390.07	\$109,340.59	\$659.41	0.6
3.54 Water and Waste Disposal Services	\$8,320.00	\$0.00	\$8,320.00	\$803.82	\$8,563.25	(\$243.25)	-2.9
3.61 Repair & Maintenance Building	\$68,000.00	\$0.00	\$68,000.00	\$13,890.73	\$74,157.91	(\$6,157.91)	-9.1
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	\$1,239.95	\$17,119.22	\$7,880.78	31.5
3.72 Copier/Rental Equipment	\$4,100.00	\$0.00	\$4,100.00	\$0.00	\$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
<b>Subtotal</b>	<b>\$417,168.00</b>		<b>\$417,168.00</b>	<b>\$35,276.34</b>	<b>\$342,750.75</b>	<b>\$74,417.25</b>	<b>17.8</b>

#### 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	\$6,392.60	\$46,123.11	\$19,876.89	30.1
4.6 Periodicals and Newspapers	\$4,835.00	\$0.00	\$4,835.00	\$4,959.12	\$6,556.87	(\$1,721.87)	-35.6
4.74 DVD	\$8,500.00	\$0.00	\$8,500.00	\$250.68	\$4,420.81	\$4,079.19	48.0
4.75 Audiobooks	\$2,500.00	\$0.00	\$2,500.00	\$170.70	\$1,712.32	\$787.68	31.5
4.76 Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.78 Piano Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!

<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>
<b>Subtotal</b>	\$91,835.00		\$91,835.00	\$11,773.10	\$59,304.31	\$32,530.69	35.4
<b>Grand Total</b>	\$1,492,000.00	\$0.00	\$1,492,000.00	\$110,890.95	\$1,142,464.18	\$349,535.82	23.4

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

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

**Report Dates = 11/01/24 to 11/30/24**

<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	\$110,890.95	\$1,142,464.18	\$118,707.45	\$958,511.85	(\$94,615.09)
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>\$110,890.95</b>	<b>\$1,645,004.67</b>	<b>\$118,707.45</b>	<b>\$1,461,052.34</b>	<b>(\$89,803.38)</b>
<b>2. Special Revenue</b>						
200 Gift & Memorial Fund	\$165,663.13	\$1,386.91	\$33,332.01	\$4,607.15	\$48,159.44	\$180,490.56
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	\$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
<b>Subtotal</b>	<b>\$311,819.27</b>	<b>\$1,386.91</b>	<b>\$45,403.02</b>	<b>\$4,607.15</b>	<b>\$52,958.95</b>	<b>\$319,375.20</b>
<b>3. Debt Service</b>						
302 BONY Operating and Reserve AKA Debt Service Fund	\$136,736.87	\$0.00	\$0.00	\$1,013.03	\$14,770.59	\$151,507.46
303 Debt Service Fund (formerly Bond Fund)	\$201,282.63	\$0.00	\$449,700.00	\$66,053.02	\$422,406.98	\$173,989.61
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>\$67,066.05</b>	<b>\$437,177.57</b>	<b>\$325,497.07</b>
<b>4. Capital Projects</b>						
401 2019 Construction Fund	\$202,739.57	\$33,165.92	\$191,422.11	\$0.00	\$600.00	\$11,917.46
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>\$33,165.92</b>	<b>\$191,422.11</b>	<b>\$0.00</b>	<b>\$600.00</b>	<b>\$174,275.46</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	\$1,235.37	\$10,215.63	\$820.78	\$10,215.63	\$0.00
809 FSA Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810 Healthcare	\$0.00	\$861.05	\$10,112.33	\$861.05	\$10,112.33	\$0.00
<b>Subtotal</b>	<b>\$867.19</b>	<b>\$2,096.42</b>	<b>\$20,327.96</b>	<b>\$1,681.83</b>	<b>\$20,327.96</b>	<b>\$867.19</b>
<b>Grand Total</b>	<b>\$1,109,952.48</b>	<b>\$147,540.20</b>	<b>\$2,351,857.76</b>	<b>\$192,062.48</b>	<b>\$1,972,116.82</b>	<b>\$730,211.54</b>

**Total all banks = \$730,211.54**

## ***Bank Balances***

### ***West Lafayette Public Library***

***Report as of: 11/30/2024***

<b><i>Bank</i></b>		
1	First Merchants/Lafayette B & T (7920/7939)	\$220,946.35
2	Chase Bank	\$112,784.80
3	Bank of NY Mellon (OR)/2020 OR 550512	\$81,533.25
4	Bank of NY Mellon (SF)/2020 SF 550511	\$325.24
5	Community Foundation	\$17,358.45
6	Petty Cash (in the Library)	\$75.00
7	Chase Bank Savings Account	\$1,014.93
8	First Merchants Construction Account	\$159,986.95
9	Bank of NY Mellon 2019 Paying Agency/342634	\$0.00
11	Bank of NY Mellon 2020 Construct Fund/476345	\$136,186.57
<b><i>Total all banks =</i></b>		<b><i>\$730,211.54</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					\$90,822.79		\$556,291.08
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	\$19,510.00	\$19,510.00	\$214,610.00
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	\$8,374.66		\$127,498.58
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>\$26,585.43</b>	<b>\$118,707.45</b>	<b>\$0.00</b>	<b>\$958,511.85</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	\$84,448.73	\$62,082.65		\$717,396.41
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	\$1,758.86		\$23,012.71
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	\$27,262.65	\$29,753.51	\$35,276.34		\$342,750.75
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	\$11,773.10		\$59,304.31
Fund Transfers													
<b>Total Disbursements</b>	<b>\$99,176.15</b>	<b>\$105,863.79</b>	<b>\$109,855.89</b>	<b>\$95,337.37</b>	<b>\$104,303.22</b>	<b>\$96,623.70</b>	<b>\$92,052.15</b>	<b>\$110,109.55</b>	<b>\$93,766.59</b>	<b>\$124,484.82</b>	<b>\$110,890.95</b>	<b>\$0.00</b>	<b>\$1,142,464.18</b>
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	-\$97,899.39	\$7,816.50		
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	-\$102,431.59		
Estimated Ending Cash	<b>\$15,089.76</b>	<b>-\$36,179.85</b>	<b>-\$119,967.97</b>	<b>-\$187,080.73</b>	<b>-\$66,484.17</b>	<b>\$209,492.07</b>	<b>\$141,194.60</b>	<b>\$58,029.15</b>	<b>-\$4,532.20</b>	<b>-\$102,431.59</b>	<b>-\$94,615.09</b>	<b>\$0.00</b>	

Percent of Expenses
62.79%
2.01%
30.00%
5.19%

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	\$640.20	\$253.00	\$389.75	\$167.00	\$0.00	\$3,247.13	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	\$307.54	\$0.00	\$4,243.14	Copies	R409	\$2,327.87	4655.74
Proctoring						\$125.00	\$125.00	\$75.00			\$50.00		\$375.00	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	\$12.00		\$153.00	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	\$5.16		\$88.77	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	\$7,568.21		\$60,559.92	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		\$89.65	\$59.00		\$106.81			\$648.42	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	\$8.00	\$59.00	\$334.00	\$264.50		\$2,563.50	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	\$0.25		\$427.66	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	\$8,374.66	\$0.00	\$127,480.28				

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
<b>End-of-Month Total</b>	<b>\$50,260.25</b>												

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	\$4,607.15	\$0.00	\$33,332.01
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	\$1,386.91	\$0.00	\$33,332.01
<b>End-of-Month Total</b>	<b>\$161,450.83</b>	<b>\$158,198.89</b>	<b>\$167,688.78</b>	<b>\$166,618.34</b>	<b>\$170,143.78</b>	<b>\$167,368.97</b>	<b>\$168,534.62</b>	<b>\$168,976.69</b>	<b>\$168,351.04</b>	<b>\$177,270.32</b>	<b>\$180,490.56</b>	<b>\$180,490.56</b>	<b>\$180,490.56</b>

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

# Summary of Key Statistics for Current Copiers

The following statistics were gathered through a detailed review and analysis of the information provided to Ricoh including:

## Model Type

**IMC2500**

**ID: 14588393**

Type of Contract: 60 Month

Lease start: 9/21/2021

Lease number: 1021426A2

Lease end: 10/9/2026

Monthly lease payment

\$89.15

Click Rates:

B&W: \$.006

Color: \$.045

Average monthly volume

Black & White: 390

Color: 693

Scans: 691

## Service History

▪ Location of Product

First Floor

208 W Columbia St.

West Lafayette, IN 47906

▪ Number of calls in last 12 months

0

▪ Type of service calls

N/A

▪ Average response time

Good

# Summary of Key Statistics for Current Copiers

The following statistics were gathered through a detailed review and analysis of the information provided to Ricoh including:

## Model Type

**IMC4500**

**ID: 14588325**

Type of Contract: 60 Month

Lease start: 9/21/2021

Lease number: 1021426A2

Lease end: 10/9/2026

Monthly lease payment

\$105.37

Click Rates:

B&W: \$.0055

Color: \$.035

Average monthly volume

Black & White: 1,820

Color: 3,142

Scans: 739

## Service History

▪ Location of Product

208 W Columbia St.

West Lafayette, IN 47906

▪ Number of calls in last 12 months

1

▪ Type of service calls

Error Code

▪ Average response time

Good

Ricoh USA	12/28/23	for 1/9/24-2/8/24	194.52
Ricoh USA (subscription)	1/25/24	Copy & Print Charges	\$331.30
Ricoh USA	2/14/24	for 2/9/24-3/8/24	\$194.52
Ricoh USA	4/10/24	for 3/9/24-5/8/24	\$389.04
Ricoh USA (subscription)	4/28/24	Copy & Print Charges	\$371.05
Ricoh USA	5/8/24	for 5/9/24-6/8/24	\$194.52
Ricoh USA	6/12/24	for 6/9/24-7/8/24	\$194.52
Ricoh USA	6/27/24	for 7/9/24-8/8/24	\$194.52
Ricoh USA (subscription)	7/23/24	Copy & Print Charges	\$464.40
Ricoh USA	8/14/24	for 8/9/24-9/8/24	\$194.52
Ricoh USA	9/11/24	for 9/9/24-10/8/24	\$194.52
Ricoh USA	10/9/24	for 10/9/24-11/8/24	\$389.04
Ricoh USA (subscription)	10/24/24	Copy & Print Charges	\$425.62
Nayax	7/3/24	Charges for credit card use--copiers	\$26.85
Nayax	7/3/24	Charges for credit card service (2025)	\$26.85
		<b>2024 Expenses</b>	<b>\$3,785.79</b>
		<b>2024 Gross Revenue:</b>	<b>\$4,130.61</b>
		<b>2024 Net Revenue:</b>	<b>\$344.82</b>



# November 2024 Library Report

Submitted by:  
Marra Honeywell, Director

## Creativity Lab

The Creativity Lab is the art and project space located on the first floor of the library. It is used for open crafting and for programs by the staff and community. Earlier this year, we enacted a process change in hopes of more effectively using the space, reducing misuse of resources, and to enhance the items offered there. Patrons can now use the room through the same process that we use for Study Room Reservations.

This has been an impactful change that has accomplished what we had hoped--less staff and volunteer time has been spent cleaning the space, we have added a sewing station with plans for additional items to be added in 2025 and we are now able to track how often our community uses the space. Since our procedure change in October, over 100 makers have enjoyed crafting in the Creativity Lab.



## Thanksgiving Weekend at the Cottage

The Caretaker's Cottage Local History Center closed out its first year of operation the weekend after Thanksgiving with an event targeting families with a focus on Genealogy. Volunteer docents were trained on Ancestry.com and were prepared to help families begin to research their family tree. 50 visitors attended the Cottage over the 3 days of that weekend.



## Professional Development

Ashley Fletcher, Teen and Adult Department Manager, and Madison Bower, Public Services Librarian, attended the Indiana Library Federation Conference in Indianapolis. Melissa Freed, Children's Department Head attended the Mazza Picture Book Museum Conference in Findlay, Ohio. Scott Tracey was elected to the Indiana Public Library Association Board. West Lafayette Public Library hosted the Indiana State Library Early Literacy and Every Child Ready to Read training which was attended by two staff members from WLPL and children's librarian's from across the region.



## Civic Theater

In his stage debut at Civic Theatre's "School of Rock", a regular patron included a thank you to WLPL for introducing him to Civic. WLPL hosted a display of rocking titles for the show.

## MONTHLY STATISTICS

**14,666**  
Visits

**18,031**  
Materials  
Circulation

**8,920**  
Digital  
Circulation

**230**  
New Library  
Cards

**586**  
Program  
Attendance

# **West Lafayette Public Library**

## **Patron Account Maintenance**

### **Legacy Fines and Fees:**

#### **Overdue**

In December of 2017, the West Lafayette Public Library Board of Trustees voted to eliminate overdue fines beginning on January 1, 2018 and to reduce by 50% all existing overdue fines accrued prior to that date. This was done on an individual basis when a patron came into the library.

#### **Processing**

At this time, the \$10.00 Processing Fee for lost or damaged items was also eliminated and no longer charged to patrons. Processing fees accrued prior to 2018 remained on patron cards.

#### **Migration**

Overdue fines, lost/damage material fees, processing fees and other miscellaneous bills were grouped together under the umbrella term "Grocery" when WLPL migrated to Evergreen from our previous Library Management System in 2009.

### **Proposal:**

- Waive all legacy fines and fees on patron accounts including:
  - Overdue fines prior to 2018
  - Processing fees prior to 2018
  - Migration bills listed as "grocery"

Per Evergreen policy, all accounts that have been inactive for more than 3 years will be purged from the system.



## West Lafayette Public Library

**Subject:** Fee Schedule

**Effective Date:** 12/11/2024

**Authorized By:** Library Board of Trustees

**Review:** Annually

*New*

*Revised*

*Revision History: Created 4/14/24*

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### **CIRCULATION AND LIBRARY CARDS**

Replacement card	\$2.00
Public Library Access Card (PLAC)	\$70.00 annually as determined by the State of Indiana
Non-Resident card	\$55.00 annually
Overdue item fines	No Charge
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	No Charge



## **MISCELLANEOUS**

Parking	Free for Library guests with ticket validation Standard parking rate: 1 hour free, \$3.00 per hour after with a limit of \$20.00 per day
Insufficient funds check	No Charge
Meeting Room usage fee	Free for events open to the public during Library hours \$35.00 per hour outside of regular business hours, for-profit organizations, or private events
Interlibrary Loan	No Charge
Proctoring exam fees	\$25.00 per test for the first 2 hours \$10.00 per additional hour



## West Lafayette Public Library

**Subject:** Employee Handbook

**Effective Date:** 12/11/2024

**Authorized By:** West Lafayette Public Library Board of Trustees

**Review:** As needed

*New*

*Revised*

*Revision History:*

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### PAID TIME OFF

The West Lafayette Public Library recognizes that free time is important to your physical and mental well-being. Full-time employees earn paid time off (PTO) to provide opportunities for vacation, illness, appointments, personal pursuits, or any purpose that you might need. Part-time or temporary employees are not eligible for PTO.

PTO should be scheduled in advance whenever possible. PTO can be used in one-hour increments. If a Board of Trustees-approved holiday falls within a scheduled PTO period, you will not be charged PTO for the paid holiday. Your manager will try to accommodate PTO as requested, but PTO requests are secondary in importance to the Library's ability to meet its public service requirements.

Paid time off is a benefit that the Library intends for you to use, not to save up. You may accumulate no more than two full years' allotment of PTO. If you have a full two years' allotment of PTO accumulated, no additional PTO will accrue, and you will not receive compensation for PTO which would have accrued but did not as a result of your accumulated PTO.

Paid time off is granted on the anniversary of your employment start date on the following schedule:

Years of Service	Total Annual Days of PTO
0-3 years	15 days
4-10 years	20 days
11-15 years	25 days



16+ years	30 days
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## BEREAVEMENT LEAVE

The Library provides bereavement leave for employees to attend funeral services, handle affairs, or grieve related to the death of a loved one. In the event of a death in your immediate family, you are entitled to up to three (3) consecutive days off work without loss of pay or paid time off. Part time staff will be allowed up to four (4) hours per day, full-time staff will be allowed eight (8) hours per day.

Immediate family includes a spouse or domestic partner, child, parent, grandparent, grandchild, sibling, or corresponding in-law or step-relative.

Notify your supervisor as soon as possible regarding the need for bereavement leave. The Library may request documentation, such as a death certificate or obituary, to verify the need for leave.

## JURY DUTY

If you are called for jury duty, advise your manager of your jury schedule including the jury duty summons so that they can make accommodations for your absence. If you are required to serve on a jury you will be paid by the Library for your regularly scheduled hours for up to two weeks.

## EMERGENCY CLOSING

As an organization dedicated to customer service, an emergency closure of the Library is a rare occurrence. An emergency closing may occur because of bad weather, a natural disaster, power or water outages, or some other event that makes it difficult or impossible to operate the workplace. An emergency closing may be for an hour or two, for a day, or several days, depending on the nature of the emergency. Only the Library Director, or persons designated by them, has the authority to order an emergency closing and to notify TV and radio stations of the closing.

In the event of an emergency closure, employees who were scheduled to work during the time that the Library is closed will be paid for the time that they were to have worked. Staff not scheduled that day, who had planned to work from home, or who were flexing hours will not be paid for the closed hours. If the library closes early, scheduled staff will be paid for a partial shift. In the event of an emergency closure, full-time employees may be asked to work from home.

At any time, you may choose to not come to work if you feel that the conditions are unsafe. If the Library remains open, you will not be paid for any hours missed and may choose to use PTO or take those hours unpaid. If you live in another county where an emergency



personnel-only restriction is issued by an authorized government authority, you must take PTO or hours without pay.

## ATTENDANCE

To ensure reliably smooth workflow, coverage and a positive work experience for all, please adhere to the following guidelines:

All employees are expected to be at their designated work station, prepared to begin their shift, at the scheduled start time at the beginning of the scheduled shift and when returning from designated lunch or breaks. Tardiness is defined as arriving more than 7 minutes after the scheduled start of your shift. Excessive tardiness of four (4) or more unexcused late arrivals within a calendar year may also be subject to disciplinary action.

Employees are expected to complete their entire scheduled shift. If you need to leave before the end of your shift, prior approval from your supervisor is required.

Unscheduled Absences are any absences not reported at least one day in advance in writing to your manager. In the event of an unscheduled absence, notify your direct supervisor and staff member assigned to be Daily Librarian as soon as possible, ideally no later than two (2) hours before your scheduled start time. Six or more unexcused absences within a calendar year will be considered excessive and may lead to disciplinary action. Failing to notify your supervisor or appropriate personnel of an unscheduled absence may result in automatic termination.

## TERMINATION OF EMPLOYMENT

### DISMISSALS

In accordance with the Library's at-will employment status, the Library Director may terminate employment at any time for any reason. In most cases, the Library will follow the progressive discipline process as described in the Employee Handbook; however the Library Director has the ultimate discretion in termination of employment. The Library Director is not required to give advance notice of termination under any circumstances.

In the event of a termination by dismissal, the Library will only pay wages accrued to the effective date of separations. No additional benefits will be paid at termination.

### RESIGNATION

You may end your employment at any time for any reason. Resignations will be made in writing at least two (2) weeks in advance. Full-time employees will be entitled to payment of up to one year of accrued benefits if they have completed one full year of employment and give two weeks advance notice of their termination.