



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, January 8, 2025 - 6:30 PM

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

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

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

1. Quorum
2. Board minutes
3. Treasurer's report and claims
4. President's report
5. Library Report
6. Old business
7. New business
 - a. [Employee Handbook Revisions](#)
 - b. [Open Records Request Procedure](#)
 - c. Parking Garage Summary 2024
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

West Lafayette Public Library

Meeting minutes

January 8, 2025

1. Quorum
Anastasia Krutulis , President
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
2. Board minutes (see attached)
Minutes approved with a motion by Martha A., Jim K seconded, motion carried
3. Treasury Report and claims
Claims 1- discussion, approved with a motion by Jim K, seconded by Mark P, motion carried
Claims 2 - discussion, approved with a motion by Sarah P, seconded by Jim K, motion carried
-Acct 404 to 401 closing out bond transfer account
-Tax Draw \$127,000
-Solar panel project is on track, funding thru TIF district and WLaf Redevelopment Commission
-Mark P mentioned annual report, could include info re: Library District vs Tax District
4. President Report- no report
5. Library Report – illness
6. Old Business
7. New Business
 - a. Employee Handbook Revisions
Employee Confidentiality Personal Responsibilities, discussed, approved w a motion by John M, Jim K seconded, motion carried
 - b. Open Records Request Procedure, discussed, motion by? seconded by? motion carried
 - c. Discussion regarding Statewide legal for libraries, Policy vs procedures
 - d. Parking Garage Summary 2024 report, discussion regarding use, December 2024 data visualization, discussion regarding leasing of spaces, no current leasing, new parking control system now in place, note life cycle cost of parking garage maintenance, depreciation, etc. is likely not fully covered in current fee structure
8. Topics for future action and discussion
Building naming & signage to be discussed in future spring meeting

Library directors' portraits- Ed Lash photography, with timeline

Donor board for WLaf Library benefactors

Erik Marketing? Recognition?

Construction funds, Bond Paid monthly claims, quarterly fund transfers, short term loans between

9. Comments from the public

Adjourn

Tina Arthur Altschaeff

Register Of Claims
West Lafayette Public Library

Report Date: From 12/12/24 To 12/31/24

<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>
11040	739	Amazon Capital Services Inc	Operating	Program Supplies	\$180.79	12/27/24	
			Operating	Program Supplies	\$53.92		
			Gift & Memorial Fund	DVD	\$161.13		
			Gift & Memorial Fund	Books	\$58.78		
			Gift & Memorial Fund	Books	\$21.99		
			Gift & Memorial Fund	Office Supplies	\$533.50		
			Gift & Memorial Fund	Program Supplies	\$121.76		
			2019 Construction Fund	Office Supplies	\$68.80		
			Gift & Memorial Fund	Office Supplies	\$196.87		
			Gift & Memorial Fund	Books	\$139.11		
			Total this claim	\$1,536.65			
11041	740	Ashley Fletcher	Operating	Program Supplies	\$24.54	12/27/24	Adult program supplies
			Total this claim	\$24.54			
0	732	Automated Payroll Service	Operating	Other Professional Services/Ban	\$237.72	12/13/24	Payroll of 11/25/24 to 12/8/24
			Total this claim	\$237.72			
0	736	Automated Payroll Service	Operating	Other Professional Services/Ban	\$85.62	12/27/24	Payroll of 12/9/24 to 12/22/24
			Total this claim	\$85.62			
0	783	Bank of New York Mellon	Debt Service Fund (form	Payment of Bonds	\$211,500.00	12/30/24	2020 Bond Payment
			Total this claim	\$211,500.00			
0	784	Bank of New York Mellon	Debt Service Fund (form	Payment of Bonds	\$232,050.00	12/30/24	2019 Bond Payment
			Total this claim	\$232,050.00			
11066	769	Bank of New York Mellon	Debt Service Fund (form	Other Professional Services/Ban	\$750.00	12/27/24	Paying Agent Fee 11/26/24-11/25/25
			Total this claim	\$750.00			
0	741	Blackstone Publishing	Operating	Audiobooks	\$0.00	12/27/24	VOID VOID
			Total this claim	\$0.00			
11042	742	Blick Art Materials	Gift & Memorial Fund	Office Supplies	\$355.66	12/27/24	Creativity Lab Supplies--Sullivan Funds
			Total this claim	\$355.66			

<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>
11043	743	Carriage Paper Products	Operating	Office Supplies	\$140.94	12/27/24	
				Total this claim	\$140.94		
11044	744	CenterPoint Energy	Operating	Gas service	\$140.41	12/27/24	for 11/7/24-12/6/24
				Total this claim	\$140.41		
11045	745	CertaSite LLC	Operating	Repair & Maintenance Building	\$2,169.03	12/27/24	Annual inspection of UL Sprinkler Heads and Fire Sprinkler Heads
				Total this claim	\$2,169.03		
0	746	Chase Bank	Operating	Other Professional Services/Ban	\$28.25	12/27/24	Account Analysis Settlement Charge
				Total this claim	\$28.25		
11046	747	Chase Cardmember Service	Operating	Other Professional Services/Ban	\$147.00	12/27/24	for 11/17/24-12/16/24
			Operating	Databases	\$48.08		
			Operating	Periodicals and Newspapers	\$80.00		
			Operating	Postage	\$241.54		
			Operating	Program Costs	\$109.30		
			Operating	Program Supplies	\$42.82		
			Operating	Office Supplies	\$110.00		
			Operating	Program Supplies	\$375.82		
			Operating	Program Supplies	\$211.19		
			Operating	Office Supplies	\$192.00		
			Operating	Professional Meetings	\$245.91		
			Gift & Memorial Fund	Dues and Membership	\$20.00		
			Gift & Memorial Fund	Program Supplies	\$69.35		
			Gift & Memorial Fund	Office Supplies	\$2.19		
			2019 Construction Fund	Office Supplies	\$45.74		
				Total this claim	\$1,940.94		
11047	748	Cintas	Operating	Repair & Maintenance Building	\$247.51	12/27/24	clean mats
				Total this claim	\$247.51		
0	749	Conserv Inc	2019 Construction Fund	Repair & Maintenance Building	\$1,636.00	12/27/24	Work on VAVs in addition
				Total this claim	\$1,636.00		
11048	750	Duke Energy	Operating	Electricity	\$9,711.76	12/27/24	for 11/5/24-12/3/24
				Total this claim	\$9,711.76		
11049	751	Duke Energy	Gift & Memorial Fund	Electricity	\$180.67	12/27/24	Electricity for Cottage for 11/5/24-12/3/24
				Total this claim	\$180.67		

<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	781	First Merchants Bank (Lafayette)	Transfer Fund	Interbank Transfers	\$211,500.00	12/30/24	Transfer to BNY Mellon for Bond Payment
				Total this claim	\$211,500.00		
0	770	First Merchants Bank (Lafayette)	Transfer Fund	Interbank Transfers	\$15,753.32	12/30/24	Transfer of monies for Construction expenses paid out of 9000147939
				Total this claim	\$15,753.32		
0	771	First Merchants Bank (Lafayette)	2019 Construction Fund	Other Professional Services/Ban	\$85.00	12/31/24	Account Analysis Settlement Charge
				Total this claim	\$85.00		
0	782	First Merchants Bank (Lafayette)	Transfer Fund	Interbank Transfers	\$232,050.00	12/30/24	Transfer to BNY Mellon for Bond Payment
				Total this claim	\$232,050.00		
11050	752	Gran-IT Consulting	Operating	Telephone and Internet	\$405.00	12/27/24	Maintenance on server
				Total this claim	\$405.00		
0	735	Huston Electric Inc	2019 Construction Fund	Repair & Maintenance Building	\$7,522.92	12/19/24	Work Done in the Garage and library
				Total this claim	\$7,522.92		
11051	753	Ike's Sewer Service	Operating	Repair & Maintenance Building	\$195.00	12/27/24	Repairs in men's restroom
				Total this claim	\$195.00		
11052	754	Indiana American Water Co Inc	Gift & Memorial Fund	Water and Waste Disposal Servi	\$21.19	12/27/24	for 11/2/24-12/2/24 for Cottage
				Total this claim	\$21.19		
11053	755	Indiana Historical Society	Operating	Dues and Membership	\$100.00	12/27/24	One Year Membership: Local History Partner Library Plus
				Total this claim	\$100.00		
11054	756	Indiana Library Federation	Gift & Memorial Fund	Dues and Membership	\$100.00	12/27/24	2025 Membership Dues
				Total this claim	\$100.00		
11055	768	Ingram Library Services	Gift & Memorial Fund	Books	\$1,132.79	12/27/24	
			Gift & Memorial Fund	Books	\$506.72		
			Gift & Memorial Fund	Books	\$62.04		
			Gift & Memorial Fund	Books	\$867.80		
			Gift & Memorial Fund	Books	\$171.88		
			Gift & Memorial Fund	Books	\$78.21		
				Total this claim	\$2,819.44		

<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>
11056	757	KONE Inc	Operating	Repair & Maintenance Building	\$1,064.88	12/27/24	Maintenance Coverage for Elevator to 2/28/25
				Total this claim	<u>\$1,064.88</u>		
0	758	Merchant Services	Operating	Other Professional Services/Ban	\$53.27	12/27/24	credit card fees 11/1/24-11/30/24
				Total this claim	<u>\$53.27</u>		
11057	759	Metronet	Operating	Telephone and Internet	\$635.44	12/27/24	for 12/8-1/7/25
				Total this claim	<u>\$635.44</u>		
11058	760	Metronet	Gift & Memorial Fund	Telephone and Internet	\$172.25	12/27/24	for Cottage for 12/14-1/13/25
				Total this claim	<u>\$172.25</u>		
11059	761	Mulhaupts/Security Systems Inc	Operating	Fire Alarm	\$468.00	12/27/24	1 year commerical monitoring fee
				Total this claim	<u>\$468.00</u>		
11060	762	netPark Software LLC	Operating	Repair & Maintenance Garage	\$354.00	12/27/24	Monthly useage fee for parking garage system for December 2024
				Total this claim	<u>\$354.00</u>		
0	733	Payroll	Operating	Library Director	\$3,538.46	12/12/24	Payroll of 11/25/24 to 12/8/24
			Operating	Full-time Employees	\$10,141.26		
			Operating	Part-time Employees	\$9,042.37		
			Operating	Employer's Share-FICA & Medic	\$1,703.85		
			Operating	Unemployment Compensation	\$8.88		
				Total this claim	<u>\$24,434.82</u>		
0	737	Payroll	Operating	Library Director	\$3,538.46	12/26/24	Payroll of 12/9/24 to 12/22/24
			Operating	Full-time Employees	\$10,141.26		
			Operating	Part-time Employees	\$8,669.84		
			Operating	Employer's Share-FICA & Medic	\$1,675.39		
			Operating	Unemployment Compensation	\$6.49		
				Total this claim	<u>\$24,031.44</u>		
0	779	Principal Financial Group	Operating	Employer's Contribution Short-te	\$497.68	12/30/24	Short-term disability for full-time employees
				Total this claim	<u>\$497.68</u>		
0	734	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,532.14	12/13/24	Payroll of 11/25/24 to 12/8/24
			PERF	Salary and Wages	\$410.39		
				Total this claim	<u>\$1,942.53</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	738	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$1,532.14 \$410.39	12/27/24	Payroll of 12/9/24 to 12/22/24
				Total this claim	<u>\$1,942.53</u>		
11061	763	Quality Plumbing and Heating In	Operating	Repair & Maintenance Building	<u>\$4,996.50</u>	12/27/24	Quarterly Preventative Maintenance
				Total this claim	<u>\$4,996.50</u>		
11062	764	SenSource	Operating	Fire Alarm	<u>\$120.00</u>	12/27/24	Automated Counting System renewal 1/15/25-1/15/26 and annual data hosting 1/15/25-1/15/26
				Total this claim	<u>\$120.00</u>		
11063	765	Unique Management	Operating	Other Professional Services/Ban	<u>\$313.70</u>	12/27/24	Placements and Notices for November 2024
				Total this claim	<u>\$313.70</u>		
11064	766	Verizon Wireless	Operating	Telephone and Internet	<u>\$40.01</u>	12/27/24	for 11/2/24-12/1/24
				Total this claim	<u>\$40.01</u>		
11065	767	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	<u>\$452.45</u>	12/27/24	for 8/28/24-9/30/24
				Total this claim	<u>\$452.45</u>		
0	780	Wintek Corp	Operating	Telephone and Internet	<u>\$0.00</u>	12/30/24	VOID
				Total this claim	<u>\$0.00</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$994,807.07

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.

Sunday, January 5, 2025

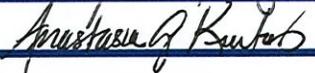

Fiscal Officer

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 8TH day of JANUARY, 2025.

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 01/01/25 To 01/08/25

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
11067	1	Amazon Capital Services Inc	Operating	Office Supplies	\$23.98	01/08/25	
			Operating	Program Supplies	\$69.19		
			Gift & Memorial Fund	Nonprinted Materials	\$391.93		
			Total this claim		\$485.10		
11068	2	AVC Technology	Operating	Other Professional Services/Ban	\$2,400.00	01/08/25	Accounting support and cloud back-up
				Total this claim			
11069	3	Blackstone Publishing	Operating	Audiobooks	\$160.52	01/08/25	Audiobooks
				Total this claim			
11070	4	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$109.59	01/08/25	Defibrillator and first aid supplies
				Total this claim			
11071	5	CNA Surety Direct Bill	Operating	Insurance: Official Bonds	\$50.00	01/08/25	Bond insurance from 1/1/25-12/31/26 balance due
				Total this claim			
11072	6	DEMCO Inc	Operating	Office Supplies	\$729.20	01/08/25	Office supplies
				Total this claim			
11074	8	Evergreen Indiana Library Conso	Operating	Dues and Membership	\$8,665.79	01/08/25	Tier 4 membership for 2025
				Total this claim			
11073	7	Evergreen Indiana Payment	Operating	Other Professional Services/Ban	\$41.75	01/08/25	4th quarter 2024 payments to other Evergreen libraries
				Total this claim			
11075	9	Gran-IT Consulting	Operating	Telephone and Internet	\$535.00	01/08/25	Maintenance on server and idrive storage
				Total this claim			
11076	10	hoopla	Operating	Databases	\$1,016.84	01/08/25	Digital resources for December 2024
				Total this claim			
11077	11	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$393.47	01/08/25	for 11/27/24-12/26/24
				Total this claim			

<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>	
11078	12	Ingram Library Services	Operating	Books	\$800.87	01/08/25		
			Operating	Books	\$580.08			
			Operating	Books	\$22.73			
			Operating	Books	\$170.73			
			Gift & Memorial Fund	Books	\$766.28			
				Total this claim	\$2,340.69			
11079	13	KONE Inc	Operating	Repair & Maintenance Building	\$963.94	01/08/25	Maintenance coverage Dumbwaiter	
					\$963.94			
				Total this claim	\$963.94			
0	14	Magna-Dry	2019 Construction Fund	Repair & Maintenance Building	\$3,860.48	01/08/25	Carpet cleaning	
					\$3,860.48			
				Total this claim	\$3,860.48			
11080	15	Midwest Tape LLC	Operating	DVD	\$367.16	01/08/25	DVDs	
					\$367.16			
				Total this claim	\$367.16			
11081	16	MJV Group Inc	Operating	Repair & Maintenance Building	\$1,815.95	01/08/25	Handsoap and Janitor Services for January	
				Operating	Cleaning & Sanitation Supplies			\$475.28
					\$2,291.23			
				Total this claim	\$2,291.23			
11082	17	OverDrive	Operating	eBooks	\$1,005.82	01/08/25	ebook purchases	
					\$1,005.82			
				Total this claim	\$1,005.82			
11083	18	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$332.57	01/08/25	Call Center support for Garage Parking System	
					\$332.57			
				Total this claim	\$332.57			
11084	19	Quill Corp	Operating	Cleaning & Sanitation Supplies	\$258.69	01/08/25		
					\$258.69			
				Total this claim	\$258.69			
11085	20	Ricoh USA	Operating	Copier/Rental Equipment	\$194.52	01/08/25	for 1/9/25-2/8/25	
					\$194.52			
				Total this claim	\$194.52			
11086	21	Scholastic Library Publishing	Operating	Books	\$14.99	01/08/25		
					\$14.99			
				Total this claim	\$14.99			
11087	22	Tippecanoe Arts Federation	Operating	Dues and Membership	\$150.00	01/08/25	One year membership	
					\$150.00			
				Total this claim	\$150.00			
11088	23	T-Mobile	Operating	Telephone and Internet	\$331.00	01/08/25	Hotspots for for 11/21/24-12/20/24	
					\$331.00			
				Total this claim	\$331.00			

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
11089	24	Vestis	Operating	Cleaning & Sanitation Supplies	\$32.10	01/08/25	Clean mats and defibrillator
			Operating	Repair & Maintenance Building	\$44.54		
			Total this claim		\$76.64		
11090	25	Wintek Corp	Operating	Telephone and Internet	\$778.80	01/08/25	Equipment rental for February 2025 and monthly Fiber Agreement.
			Total this claim		\$778.80		

Total Amount of Claims \$27,553.79

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.

Saturday, January 4, 2025

James R. King
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 8th day of JANUARY, 2025.

<u>Andrew A. Kautz</u>	<u>Gregory Powling</u>	<u>Martha Atschaff</u>
<u>Shelly Stewart-DeBa</u>	<u>Mark Pugh</u>	
<u>John R. Wagner</u>		

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 1/1/2025 To 1/31/2025

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
<i>1. Personal Services</i>							
1.11 Library Director	\$94,000.00	\$0.00	\$94,000.00	\$7,289.10	\$7,289.10	\$86,710.90	92.2
1.12 Full-time Employees	\$280,000.00	\$0.00	\$280,000.00	\$21,487.04	\$21,487.04	\$258,512.96	92.3
1.125 Full-time Overtime	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
1.16 Part-time Employees	\$275,000.00	\$0.00	\$275,000.00	\$17,044.36	\$17,044.36	\$257,955.64	93.8
1.2 Employer's Contribution Short-term Disability	\$2,500.00	\$0.00	\$2,500.00	\$497.68	\$497.68	\$2,002.32	80.1
1.21 Employer's Share-FICA & Medicare	\$50,000.00	\$0.00	\$50,000.00	\$3,436.51	\$3,436.51	\$46,563.49	93.1
1.22 Unemployment Compensation	\$2,000.00	\$0.00	\$2,000.00	\$224.59	\$224.59	\$1,775.41	88.8
1.23 Employers Contribution-PERF	\$45,000.00	\$0.00	\$45,000.00	\$3,222.92	\$3,222.92	\$41,777.08	92.8
1.24 Employer's Contribution-Gp. Insurance	\$70,000.00	\$0.00	\$70,000.00	\$5,588.03	\$5,588.03	\$64,411.97	92.0
Subtotal	\$819,500.00		\$819,500.00	\$58,790.23	\$58,790.23	\$760,709.77	92.8
<i>2. Supplies</i>							
2.1 Office Supplies	\$14,000.00	\$0.00	\$14,000.00	\$753.18	\$753.18	\$13,246.82	94.6
2.11 Program Supplies	\$6,000.00	\$0.00	\$6,000.00	\$267.54	\$267.54	\$5,732.46	95.5
2.21 Cleaning & Sanitation Supplies	\$7,000.00	\$0.00	\$7,000.00	\$875.66	\$875.66	\$6,124.34	87.5
Subtotal	\$27,000.00		\$27,000.00	\$1,896.38	\$1,896.38	\$25,103.62	93.0
<i>3. Other Services and Charge</i>							
3.13 Legal Services	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.14 Other Professional Services/Bank Fees	\$23,000.00	\$0.00	\$23,000.00	\$3,502.12	\$3,502.12	\$19,497.88	84.8
3.145 Databases	\$5,000.00	\$0.00	\$5,000.00	\$1,714.92	\$1,714.92	\$3,285.08	65.7
3.146 eBooks	\$35,000.00	\$0.00	\$35,000.00	\$1,005.82	\$1,005.82	\$33,994.18	97.1
3.21 Telephone and Internet	\$37,000.00	\$0.00	\$37,000.00	\$2,829.70	\$2,829.70	\$34,170.30	92.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
3.22 Postage	\$2,000.00	\$0.00	\$2,000.00	\$19.99	\$19.99	\$1,980.01	99.0
3.23 Traveling Expense	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.26 Program Costs	\$9,500.00	\$0.00	\$9,500.00	\$0.00	\$0.00	\$9,500.00	100.0
3.31 Advertising & Public Notices	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.41 Insurance: Official Bonds	\$100.00	\$0.00	\$100.00	\$50.00	\$50.00	\$50.00	50.0
3.42 Other Insurance: Property and Liability	\$28,000.00	\$0.00	\$28,000.00	\$2,230.00	\$2,230.00	\$25,770.00	92.0
3.51 Gas service	\$5,000.00	\$0.00	\$5,000.00	\$182.69	\$182.69	\$4,817.31	96.3
3.52 Electricity	\$115,000.00	\$0.00	\$115,000.00	\$9,215.05	\$9,215.05	\$105,784.95	92.0
3.54 Water and Waste Disposal Services	\$10,000.00	\$0.00	\$10,000.00	\$845.92	\$845.92	\$9,154.08	91.5
3.61 Repair & Maintenance Building	\$70,000.00	\$0.00	\$70,000.00	\$5,892.73	\$5,892.73	\$64,107.27	91.6
3.62 Fire Alarm	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	100.0
3.63 Repair & Maintenance Garage	\$23,000.00	\$0.00	\$23,000.00	\$686.57	\$686.57	\$22,313.43	97.0
3.72 Copier/Rental Equipment	\$4,500.00	\$0.00	\$4,500.00	\$194.52	\$194.52	\$4,305.48	95.7
3.9 Debt service/Leasing/Other	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.91 Dues and Membership	\$22,000.00	\$0.00	\$22,000.00	\$410.00	\$410.00	\$21,590.00	98.1
3.94 Transfer to LIRF	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.0
Subtotal	\$413,950.00		\$413,950.00	\$28,780.03	\$28,780.03	\$385,169.97	93.0

4. Capital Outlays

4.3 Equipment	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
4.4 Computers	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
4.5 Books	\$66,000.00	\$0.00	\$66,000.00	\$1,650.79	\$1,650.79	\$64,349.21	97.5
4.6 Periodicals and Newspapers	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
4.7 Nonprinted Materials	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
4.74 DVD	\$7,000.00	\$0.00	\$7,000.00	\$25.55	\$25.55	\$6,974.45	99.6
4.75 Audiobooks	\$1,250.00	\$0.00	\$1,250.00	\$160.52	\$160.52	\$1,089.48	87.2

<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 Remain</i>
Subtotal	\$86,250.00		\$86,250.00	\$1,836.86	\$1,836.86	\$84,413.14	97.9
Grand Total	\$1,346,700.00	\$0.00	\$1,346,700.00	\$91,303.50	\$91,303.50	\$1,255,396.50	93.2

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

Financial Report
West Lafayette Public Library

Report Dates = 12/01/24 to 12/31/24

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 Operating	\$89,337.24	\$106,957.52	\$1,249,421.70	\$328,990.71	\$1,287,502.56	\$127,418.10
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	\$459,303.32	\$961,843.81	\$459,303.32	\$961,843.81	\$0.00
Subtotal	\$94,148.95	\$566,260.84	\$2,211,265.51	\$788,294.03	\$2,249,346.37	\$132,229.81
2. Special Revenue						
200 Gift & Memorial Fund	\$165,663.13	\$8,507.73	\$41,839.74	\$2,758.23	\$50,917.67	\$174,741.06
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
Subtotal	\$311,819.27	\$8,507.73	\$53,910.75	\$2,758.23	\$55,717.18	\$313,625.70
3. Debt Service						
302 BONY Operating and Reserve AKA Debt Service Fund	\$136,736.87	\$0.00	\$0.00	\$859.85	\$15,630.44	\$152,367.31
303 Debt Service Fund (formerly Bond Fund)	\$201,282.63	\$444,300.00	\$894,000.00	\$215,673.79	\$638,080.77	(\$54,636.60)
305 2020 Audit Overage Amount Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$338,019.50	\$444,300.00	\$894,000.00	\$216,533.64	\$653,711.21	\$97,730.71
4. Capital Projects						
401 2019 Construction Fund	\$202,739.57	\$18,822.61	\$210,244.72	\$160,000.00	\$160,600.00	\$153,094.85
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	\$160,000.00	\$160,000.00	\$0.00	\$0.00	\$0.00
422 State Technology Grant Fund	\$2,295.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,295.00
Subtotal	\$365,097.57	\$178,822.61	\$370,244.72	\$160,000.00	\$160,600.00	\$155,452.85
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	\$11,036.41	\$820.78	\$11,036.41	\$0.00
809 FSA Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810 Healthcare	\$0.00	\$898.10	\$11,010.43	\$898.10	\$11,010.43	\$0.00
Subtotal	\$867.19	\$1,718.88	\$22,046.84	\$1,718.88	\$22,046.84	\$867.19
Grand Total	\$1,109,952.48	\$1,199,610.06	\$3,551,467.82	\$1,169,304.78	\$3,141,421.60	\$699,906.26

Total all banks = \$699,906.26

Bank Balances

West Lafayette Public Library

Report as of: 12/31/24

<i>Bank</i>		
1	First Merchants/Lafayette B & T (7920/7939)	\$221,238.05
2	Chase Bank	\$114,613.86
3	Bank of NY Mellon (OR)/2020 OR 550512	\$81,821.79
4	Bank of NY Mellon (SF)/2020 SF 550511	\$326.42
5	Community Foundation	\$17,358.45
6	Petty Cash (in the Library)	\$75.00
7	Chase Bank Savings Account	\$1,014.94
8	First Merchants Construction Account	\$144,148.63
9	Bank of NY Mellon 2019 Paying Agency/342634	\$0.00
11	Bank of NY Mellon 2020 Construct Fund/476345	\$119,309.12
<i>Total all banks =</i>		<i>\$699,906.26</i>

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



West Lafayette Public Library

Subject: Employee Handbook Confidentiality Personal Responsibilities

Effective Date:

Authorized By:

Review:

New

Revised

Revision History:

CONFIDENTIAL INFORMATION

As an employee of the West Lafayette Public Library, you may have access to information including patron data and personal information, personnel records, and payroll that are confidential. will be kept confidential

You may work with, and may have access to, information that you must keep confidential.

Such information includes patron data, personnel records and personnel matters, payroll data, and financial data.

You will keep such information confidential. This means you will not disclose such information to co-workers who have no need to know or to persons outside the workplace.

You are to protect the security of confidential information. This means you are to keep confidential information in locked office spaces or files when you are not using it. And you are to protect the security of computer files which contain confidential information. Except for a juvenile account, do not disclose a patron's personal information or checkout information to anyone except that patron.

LIBRARY RECORDS

All records created or maintained in relation to the official business of the Library are considered public records. Any requests for public records must be made to the Library Director following the procedure for Open Records Requests. The Library Director who will consider and approve or deny all requests.

PERSONAL CONDUCT

To maintain a respectful, productive, and safe work environment, the following behaviors are not permitted. Any violations of these standards or other workplace rules may result in disciplinary action, including possible termination.



Personal Conduct

- Threatening, attempting, or causing harm to others
- Engaging in threatening, intimidating, or abusive language toward colleagues, patrons, or others
- Possessing firearms or weapons on library property, except as allowed by IC 34-28-7-2 (b), which permits storing a firearm or ammunition locked and out of sight in an employee's vehicle
- Making false or harmful statements about coworkers, patrons, or the Library
- Consuming alcohol or using illegal drugs during work hours
- Reporting to work under the influence of alcohol or illegal drugs or possessing them on Library property
- Smoking, vaping or using tobacco products in designated non-smoking areas
- Unauthorized solicitation for any purpose during work time or using library resources for personal matters
- Discourteous or unprofessional behavior toward colleagues or patrons

Use of Library Property

- Improper or unauthorized use of library property, including computers, phones, and mail services
- Removing or possessing library property, including failure to follow checkout policies for circulating material
- Unauthorized use, possession, or duplication of library keys or parking access cards
- Entering library facilities outside of building hours without authorization
- Allowing friends or family members to be present in staff-only areas, excluding the staff break room
- Misusing or neglecting library equipment, tools, or property

Work Performance

- Refusing or failing to follow instructions or assignments
- Loafing, loitering, or sleeping during work hours
- Conducting personal business during work time
- Sharing confidential patron information
- Falsifying records or providing false information
- Neglecting duties or failing to meet expected quality or quantity of work



PERSONAL BELONGINGS

All employees are responsible for the safety of their personal belongings. The Library is not responsible for the theft or loss of personal belongings. Lockers are available for staff use in securing their personal items.

TELEPHONE AND COMPUTER USE

Library computers and telephones should not be used for personal matters except in emergency situations or during break or lunch periods. Please be aware that there is no expectation of privacy when using work-provided computers or other library technology.

Personal cell phones or other electronic devices should not be in use when engaging in public-facing activities, except in situations related to library business. Notify your supervisor if you are expecting important or urgent personal calls that might make it necessary for you to step away from your duties. For safety reasons, the use of cell phones while operating a motor vehicle on library business, or while traveling to and from library events or conferences, is strictly prohibited.

Computer Security

Staff must use their assigned usernames and passwords to access the library's computer systems. Each staff member is responsible for the security of their login credentials and must not share them with others.

Software downloads or file transfers from external sources should be done with caution. If you believe that you have received a suspicious email, phishing, malware or any other attempted Internet security breach, notify your manager as soon as possible. In the event of a public data breach, the Library Director will notify affected parties.



West Lafayette Public Library

Subject: Open Records Request Procedure

Effective Date:

Authorized By:

Review:

New

Revised

Revision History:

Access to library public records is governed by Indiana Code 5-14-3, stating: "all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees," subject to certain limitations. In accordance with the Code, any person may inspect and copy public records of West Lafayette Public Library during Library Administration Business Hours.

By Indiana law, all records relating to library patrons and their use of library materials and services are strictly confidential. Library staff are not authorized to disclose such records except with proper legal identification or by order or subpoena as may be authorized by legal officials.

The Library has established procedures to provide fair access to its open records and to manage requests efficiently.

Procedure

Any person may inspect and copy the public records of the Library during the administrative business hours of the library (Monday-Friday 10:00am-5:00pm) and by following the West Lafayette Public Library Public Records Procedure. Requests must be made in writing and must identify with reasonable specificity the record being requested.

The Library Director will contact the individual making a written Open Records request within seven days of receipt of the request. Denials will be made in writing. A request that is broad or vague or that is for records in active use or storage, may cause a delay in producing the documents.

Copies will be charged at the regular rate. If copies are requested to be sent via mail, the requestor must pay for postage.



Materials declared confidential by state or federal statute as outlined in I.C. 5-14-3-4 are exempt from disclosure. In addition, the following public records are exempt from disclosure and will not be made available for public inspection:

1. Personnel Files of the library employees and files of applicants for employment, except for:
 - a. The individual's name, compensation, education, description, job title, training background, previous work experience, dates of first and last employment of present or former officers or employees of the library.
 - b. Information regarding disciplinary actions in which final action has been taken and which resulted in the disciplining or discharging of an employee.
2. All personnel information is available to the affected employee or his/her appointed representative. General personnel information on all employees or groups of unnamed employees may be disclosed.
3. Any administrative or technical information which could jeopardize a record-keeping or security system.
4. Computer programs, codes, filing systems, and other software owned by the library.
5. Records prepared specifically for discussion, or created during discussion at any legally called executive session.
6. The identity of a donor of a gift made to the library if the donor requires anonymity as a condition of making the gift.
7. Any library records which can be used to identify any library patron.



Open Records Request to the West Lafayette Public Library

The Following request is made under Indiana Code 5-14-3

Name: _____ Organization: _____

Address: _____

Phone: _____ Email: _____

Name of Documents Requested or brief, specific description of the requested document.

Date: _____ Signature: _____

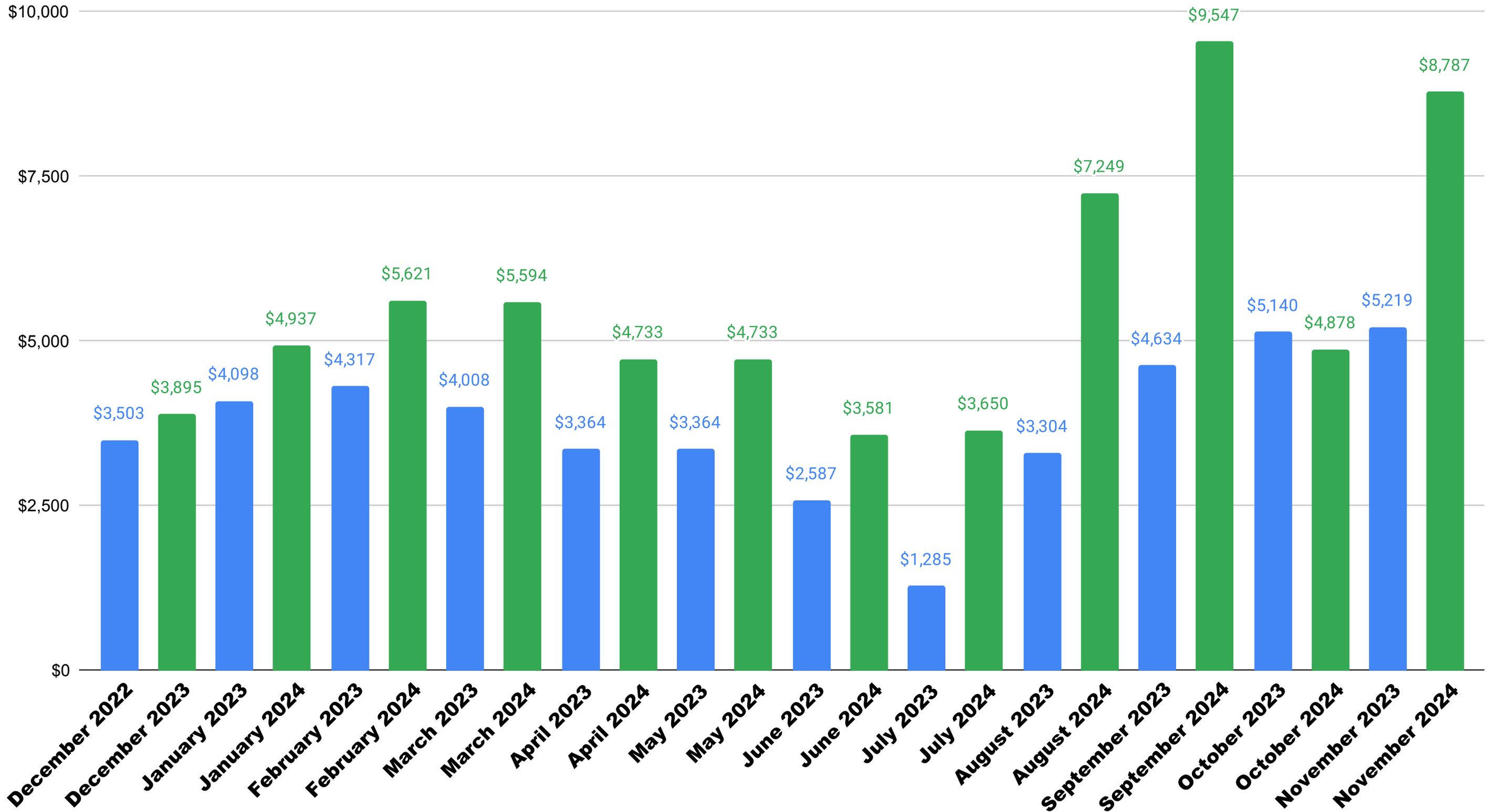
Internal Use only:

Request Received by: _____ Date: _____

Request Status: _____ Reason: _____

Time spent assembling Request: _____ Copy/Postage Fees: _____

Parking Revenue (month to month comparison)



Parking 2024 Summary

The West Lafayette Public Library owns a parking garage across Columbia Street with 120 public spaces, and additional parking for Library Staff. If the Library would like to offer monthly paid parking options, we would need to file for a minor modification with the Area Planning Commission. Currently our Narrative states

“The Library has terminated all prior lease agreements. Having installed the new parking control system the Library no longer will consider long term lease agreements, encouraging those who want to park in the parking garage for more than 60-90 minute to use the available “pay as you go” parking system that is now installed.”

Parking Rates

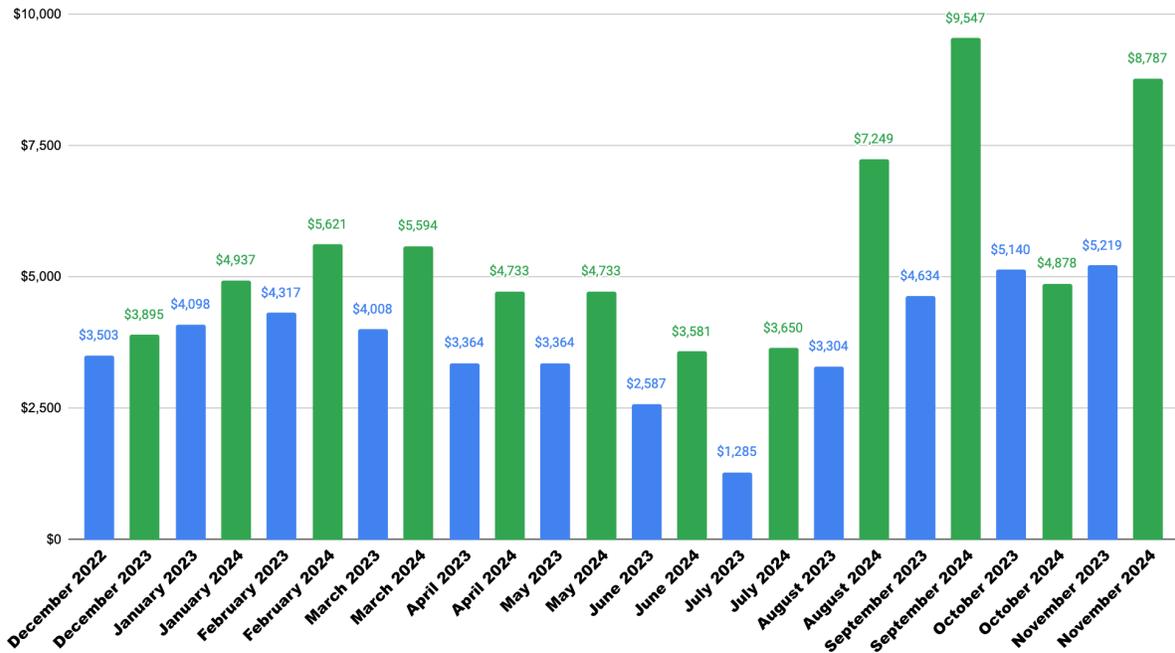
- Free for Library visitors
- 0-1 hr FREE
- 1 hr \$3.00
- Daily Max \$20.00
- Lost Ticket Fee \$20.00

Parking Revenue

2023 - \$44,541

2024 - \$72,725

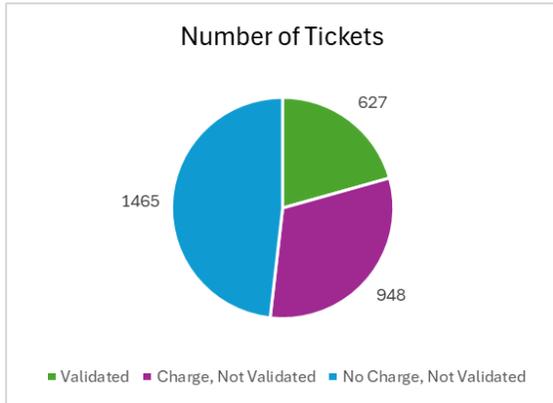
Parking Revenue (month to month comparison)



Exit Gate Change:

In August, we began to leave our parking exit closed after 6:00pm on Saturdays for home football games. In November, 2024 we changed our pattern for opening the exit gate, which allows for free parking. Previously, the gates were open while the library was closed.

December - Garage use snapshot



Over 3000 people parked in the garage during December. 20% of those tickets were validated, indicated that those vehicles also used the Library. Nearly 50% of the vehicles stayed for less than one hour.

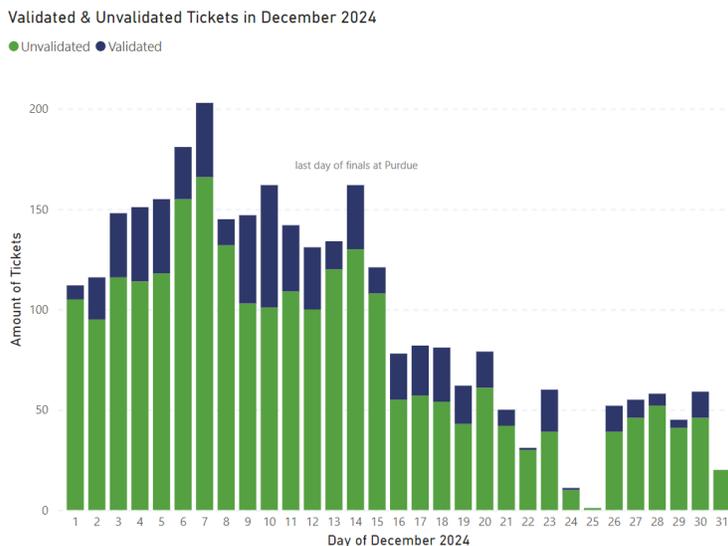
Around 41% of all paid tickets (not validated, stayed over 1 hour) in Dec 2024 were from times when garage exit was previously open.

Assuming the average revenue per patron is about the same regardless of the time, this could mean a ~69% increase in revenue from the change from month to month, primarily during the times when Purdue University is in session. We saw this pattern in both November and December of 2024.

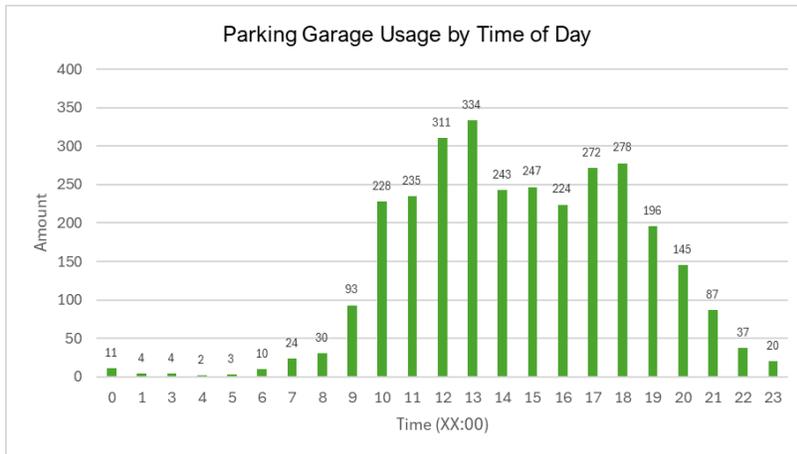
Day of Week	Times extra revenue generated
Mon-Thu	128
Fri	66
Sat	54
Sun	123
Total	371
Total (all)	911
Total (new policy)	371
Total (previous policy)	540

Library users vs General Public

The vast majority of garage use comes from the general public, as represented by the green bars below. This graph also clearly indicated the change in use pattern when Purdue is out of session.



Afternoons are the busiest time of day, with a peak during lunch.



The majority of vehicles are in and out of the garage in less than 2 hours.

