



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, February 19, 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
  - a. December 2024
  - b. January 2025
3. Treasurer's report and claims
4. President's report
5. Library Report
6. Old business
7. New business
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

**West Lafayette Board of Trustees**  
**Meeting Minutes**  
**February 19, 2025**

1. Quorum

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

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

Mark Pugh, Member

Marra Honeywell, West Lafayette Public Library

Scott Tracey, West Lafayette Public Library

2. Board minutes (see attached)

a. December 2024 (approved at 01.08.2025 meeting)

b. January 2025

The minutes were approved with a motion by Mark Pugh, Member,  
and seconded by Martha Altschaeffl, Secretary.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

Mark Pugh, Member

3. Treasurer's report and claims

The claims from 01.09.2025 - 01.28.2025 were approved with a motion by  
Mark Pugh, Member, and seconded by Martha Altschaeffl, Secretary.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg De-Boer, Vice President

Jim Knapp, Treasurer

Martha Altschaeffl, Secretary

Mark Pugh, Member

The claims from 01.29.2025 - 02.12.2025 were 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

Martha Altschaeffl, Secretary

Mark Pugh, Member

4. President's report

N/A

5. Library Report (see attached)

6. Old business

The City of West Lafayette is considering adding the Library to a solar energy project. An MOU between the two is being created.

7. New business

- a. Signs for the Library's three bike racks have been delivered and will be hung by spring.
- b. The Library is considering actions to curb parking violators in its parking garage.

8. Topics for future action and discussion

N/A

9. Comments from the public

N/A

10. Adjourn

The meeting adjourned at 7:19 pm

A handwritten signature in black ink, reading "Martha Altschaeffl". The signature is written in a cursive style with a large, prominent initial 'M'.

**Register Of Claims**  
**West Lafayette Public Library**  
 Report Date: From 01/09/25 To 01/28/25

<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>
11091	32	Amazon Capital Services Inc	Operating	Program Supplies	\$183.89	01/28/25	
			Operating	Books	\$26.40		
			Operating	Books	\$34.99		
			Operating	DVD	\$25.55		
			Gift & Memorial Fund	Nonprinted Materials	\$143.72		
			Gift & Memorial Fund	Books	\$65.00		
			Gift & Memorial Fund	Program Supplies	\$19.00		
			Gift & Memorial Fund	Office Supplies	\$108.74		
			Gift & Memorial Fund	Program Supplies	\$58.13		
			2019 Construction Fund	Office Supplies	\$2,120.13		
				<b>Total this claim</b>	<u>\$2,785.55</u>		
0	29	Automated Payroll Service	Operating	Other Professional Services/Ban	\$87.82	01/24/25	for payroll of 1/6/25-1/19/25
				<b>Total this claim</b>	<u>\$87.82</u>		
0	26	Automated Payroll Service	Operating	Other Professional Services/Ban	\$454.72	01/09/25	for payroll of 12/23/24-1/5/25
				<b>Total this claim</b>	<u>\$454.72</u>		
0	77	Bank of New York Mellon	Transfer Fund	Interbank Transfers	\$671.87	01/24/25	Interbank transfer
				<b>Total this claim</b>	<u>\$671.87</u>		
0	78	Bank of New York Mellon	Transfer Fund	Interbank Transfers	\$351.20	01/24/25	Interbank transfer
				<b>Total this claim</b>	<u>\$351.20</u>		
11092	33	CenterPoint Energy	Operating	Gas service	\$182.69	01/28/25	for 12/7/24--1/7/25
				<b>Total this claim</b>	<u>\$182.69</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>
11099	42	Chase Cardmember Service	Operating	Databases	\$48.08	01/28/25	for 12/17/24-1/16/25
			Operating	Postage	\$19.99		
			Operating	Program Supplies	\$14.46		
			Operating	Dues and Membership	\$150.00		
			Operating	Dues and Membership	\$110.00		
			Gift & Memorial Fund	Periodicals and Newspapers	\$80.00		
			Gift & Memorial Fund	Program Costs	\$6.58		
			Gift & Memorial Fund	Program Supplies	\$74.80		
			Gift & Memorial Fund	Office Supplies	\$484.70		
			Gift & Memorial Fund	Dues and Membership	\$51.08		
				<b>Total this claim</b>	<u>\$1,039.69</u>		
11093	35	Duke Energy	Operating	Electricity	\$9,215.05	01/28/25	for 12/4/24-1/3/25
				<b>Total this claim</b>	<u>\$9,215.05</u>		
11094	36	Duke Energy	Gift & Memorial Fund	Electricity	\$292.91	01/28/25	for 12/4/24-1/3/25 COTTAGE
				<b>Total this claim</b>	<u>\$292.91</u>		
0	37	First Merchants Bank (Lafayette	Transfer Fund	Interbank Transfers	\$112,119.01	01/22/25	Transfer \$112,119.01 from First Merchants account #100602067 to account #9000147939 to cover those 2020 expenses that were not ever transferred.
				<b>Total this claim</b>	<u>\$112,119.01</u>		
11095	38	Huston Electric Inc	Operating	Repair & Maintenance Building	\$378.50	01/28/25	
				<b>Total this claim</b>	<u>\$378.50</u>		
11096	39	Ike's Sewer Service	Operating	Repair & Maintenance Building	\$560.00	01/28/25	Repair in handicap stall men's restroom
				<b>Total this claim</b>	<u>\$560.00</u>		
11097	40	Indiana Library Federation	Gift & Memorial Fund	Professional Meetings	\$25.00	01/28/25	Statehouse Day for M Honeywell
				<b>Total this claim</b>	<u>\$25.00</u>		
11098	41	IronGate Creative	Operating	Databases	\$650.00	01/28/25	Annual web hosting fee 1/1/25-1/1/26
				<b>Total this claim</b>	<u>\$650.00</u>		
11100	43	Mark Booth	Gift & Memorial Fund	Program Costs	\$187.50	01/28/25	Adult and Children's Programs on 2/1/25
			Gift & Memorial Fund	Program Costs	\$187.50		
				<b>Total this claim</b>	<u>\$375.00</u>		
11101	45	Metronet	Operating	Telephone and Internet	\$655.29	01/28/25	for 1/8/25-2/7/25
				<b>Total this claim</b>	<u>\$655.29</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>
11102	46	Metronet	Gift & Memorial Fund	Telephone and Internet	\$172.28	01/28/25	for Cottage for 1/14-2/13/25
				<b>Total this claim</b>	\$172.28		
11103	47	Mulhaupt's Inc	Operating	Repair & Maintenance Building	\$160.00	01/28/25	Removed broken key from Dropbox
				<b>Total this claim</b>	\$160.00		
11104	48	netPark Software LLC	Operating	Repair & Maintenance Garage	\$354.00	01/28/25	Monthly useage fee for parking garage system for January 2025
				<b>Total this claim</b>	\$354.00		
0	30	Payroll	Operating	Library Director	\$3,644.55	01/22/25	for payroll of 1/6/25-1/19/25
			Operating	Full-time Employees	\$10,818.52		
			Operating	Part-time Employees	\$9,883.65		
			Operating	Employer's Share-FICA & Medic	\$1,828.11		
			Operating	Unemployment Compensation	\$119.47		
				<b>Total this claim</b>	\$26,294.30		
0	27	Payroll	Operating	Library Director	\$3,644.55	01/09/25	for payroll of 12/23/24-1/5/25
			Operating	Full-time Employees	\$10,668.52		
			Operating	Part-time Employees	\$7,160.71		
			Operating	Employer's Share-FICA & Medic	\$1,608.40		
			Operating	Unemployment Compensation	\$105.12		
				<b>Total this claim</b>	\$23,187.30		
0	31	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,619.86	01/24/25	for payroll of 1/6/25-1/19/25
			PERF	Salary and Wages	\$433.90		
				<b>Total this claim</b>	\$2,053.76		
0	28	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,603.06	01/10/25	for payroll of 12/23/24-1/5/25
			PERF	Salary and Wages	\$429.40		
				<b>Total this claim</b>	\$2,032.46		
11105	49	Quality Plumbing and Heating In	Operating	Repair & Maintenance Building	\$1,969.80	01/28/25	Drinking fountain repair and VAV Motor replacement
				<b>Total this claim</b>	\$1,969.80		
11106	50	Verizon Wireless	Operating	Telephone and Internet	\$40.01	01/28/25	for 12/2/24-1/1/25
				<b>Total this claim</b>	\$40.01		
11107	51	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	\$452.45	01/28/25	for 9/30/24-10/29/24
				<b>Total this claim</b>	\$452.45		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$186,560.66

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, February 6, 2025

*James R. Kays*  
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 19 day of Feb, 2025.

*Mark Pugh*  
*Shelley Trumbull*

*Martha Albrecht*

*Arastoo Koutab*

**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 01/29/25 To 02/12/25**

<b>Warrant Number</b>	<b>Claim Number</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Account</b>	<b>Amount</b>	<b>Date</b>	<b>Explanation</b>
11109	62	ADTEC Administrative and Tech	Operating	Other Professional Services/Ban	\$1,400.00	02/12/25	E-Rate Funding Year 2025 ECF Reimbursements Category 1 Phase 1&2
				<b>Total this claim</b>	<b>\$1,400.00</b>		
11110	63	Amazon Capital Services Inc	Operating	Program Supplies	\$25.98	02/12/25	
			Operating	Program Supplies	\$14.90		
			Gift & Memorial Fund	Office Supplies	\$18.49		
			Gift & Memorial Fund	Office Supplies	\$269.99		
			Gift & Memorial Fund	Office Supplies	\$48.41		
				<b>Total this claim</b>	<b>\$377.77</b>		
0	81	Automated Payroll Service	Operating	Other Professional Services/Ban	\$277.13	02/07/25	for payroll of 1/20/25-2/2/25
				<b>Total this claim</b>	<b>\$277.13</b>		
11111	64	Blackstone Publishing	Operating	Audiobooks	\$69.88	02/12/25	Audiobooks
				<b>Total this claim</b>	<b>\$69.88</b>		
11112	65	Charmaine Larkey	Gift & Memorial Fund	Program Costs	\$250.00	02/12/25	Program on 2/24/25 and 3/1/25
				<b>Total this claim</b>	<b>\$250.00</b>		
0	96	Conserv Inc	2019 Construction Fund	Repair & Maintenance Building	\$5,400.00	02/12/25	3 year lease on Tosibox (Cloud controller for HVAC system)
				<b>Total this claim</b>	<b>\$5,400.00</b>		
11113	95	Conserv Inc	2019 Construction Fund	Repair & Maintenance Building	\$0.00	02/12/25	VOID VOID VOID
				<b>Total this claim</b>	<b>\$0.00</b>		
11114	82	Dell Marketing L.P.	Operating	Office Supplies	\$218.00	02/12/25	Batteries for Childrens Notebook Tablets
				<b>Total this claim</b>	<b>\$218.00</b>		
11115	66	EBSCO Information Services	Operating	Databases	\$1,570.00	02/12/25	LibraryAware for 2/1/25-1/31/26
				<b>Total this claim</b>	<b>\$1,570.00</b>		
11116	67	Gran-IT Consulting	Operating	Telephone and Internet	\$810.00	02/12/25	Maintenance on server and idrive storage
				<b>Total this claim</b>	<b>\$810.00</b>		
11117	68	hoopla	Operating	eBooks	\$1,075.25	02/12/25	Digital resources for January 2025
				<b>Total this claim</b>	<b>\$1,075.25</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>
11118	69	Huston Electric Inc	2019 Construction Fund	Repair & Maintenance Building	\$1,034.03	02/12/25	Construction fund work on various fixtures in the building
				<b>Total this claim</b>	<u>\$1,034.03</u>		
11119	83	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$61.12	02/12/25	for 12/28/24-1/30/25
				<b>Total this claim</b>	<u>\$61.12</u>		
11108	61	Ingram Library Services	Operating	Books	\$3,207.39	02/12/25	
			Operating	Books	\$372.92		
			Operating	Books	\$1,285.89		
			Operating	Books	\$455.64		
			Gift & Memorial Fund	Books	(\$191.81)		
				<b>Total this claim</b>	<u>\$5,130.03</u>		
11120	70	Midwest Tape LLC	Operating	DVD	\$190.56	02/12/25	
				<b>Total this claim</b>	<u>\$190.56</u>		
11121	71	OverDrive	Operating	eBooks	\$4,886.29	02/12/25	Maintenance fee and Future content Purchases 1/25-12/25. Deposit on account of Content Purchases. Ebook and audiobook purchases.
				<b>Total this claim</b>	<u>\$4,886.29</u>		
11122	72	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$332.57	02/12/25	Call Center support for Garage Parking System
				<b>Total this claim</b>	<u>\$332.57</u>		
0	79	Payroll	Operating	Library Director	\$3,644.55	02/05/25	for payroll of 1/20/25-2/2/25
			Operating	Full-time Employees	\$10,668.52		
			Operating	Part-time Employees	\$10,015.03		
			Operating	Employer's Share-FICA & Medic	\$1,826.77		
			Operating	Unemployment Compensation	\$114.43		
				<b>Total this claim</b>	<u>\$26,269.30</u>		
0	60	Principal Financial Group	Operating	Employer's Contribution Short-te	\$497.68	01/29/25	Short-term disability for full-time employees
				<b>Total this claim</b>	<u>\$497.68</u>		
0	80	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,603.06	02/07/25	for payroll of 1/20/25-2/2/25
			PERF	Salary and Wages	\$429.40		
				<b>Total this claim</b>	<u>\$2,032.46</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>
11123	73	Quality Plumbing and Heating In	2019 Construction Fund	Repair & Maintenance Building	\$0.00	02/12/25	VOID VOID VOID
				<b>Total this claim</b>	\$0.00		
0	97	Quality Plumbing and Heating In	2019 Construction Fund	Repair & Maintenance Building	\$10,482.45	02/12/25	Heating PM Inspection Repairs. Motor replacement.
				<b>Total this claim</b>	\$10,482.45		
11124	74	Quill Corp	Operating	Office Supplies	\$218.68	02/12/25	
				<b>Total this claim</b>	\$218.68		
11125	75	REACH Media Network	Operating	Databases	\$2,100.00	02/12/25	Digital Signage Player License Renewal
				<b>Total this claim</b>	\$2,100.00		
11126	84	Ricoh USA	Operating	Copier/Rental Equipment	\$194.52	02/12/25	for 2/9/25-3/8/25
				<b>Total this claim</b>	\$194.52		
11127	76	Ricoh USA	Operating	Copier/Rental Equipment	\$388.68	02/12/25	Billing for copy allowance overages
				<b>Total this claim</b>	\$388.68		
11128	85	Scott Tracey	Operating	Traveling Expense	\$91.00	02/12/25	Mileage for travel to Statehouse Day. 130 miles @.70/mile
				<b>Total this claim</b>	\$91.00		
11129	86	SenSource	Operating	Fire Alarm	\$594.00	02/12/25	Annual data hosting 3/31/25-3/31/26
				<b>Total this claim</b>	\$594.00		
11130	87	Sound Advice	2019 Construction Fund	Repair & Maintenance Building	\$0.00	02/12/25	VOID VOID VOID
				<b>Total this claim</b>	\$0.00		
0	98	Sound Advice	2019 Construction Fund	Repair & Maintenance Building	\$3,293.92	02/12/25	Work on Sound System in the Conference Room
				<b>Total this claim</b>	\$3,293.92		
11131	88	T-Mobile	Operating	Telephone and Internet	\$388.75	02/12/25	Hotspots for for 12/21/24-1/20/25
				<b>Total this claim</b>	\$388.75		
11132	91	ULINE	Operating	Office Supplies	\$21.75	02/12/25	
				<b>Total this claim</b>	\$21.75		
11133	89	Unique Management	Operating	Other Professional Services/Ban	\$349.99	02/12/25	Placements and Notices for December 2024
				<b>Total this claim</b>	\$349.99		

<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>
11134	92	Vestis	Operating	Cleaning & Sanitation Supplies	\$18.43	02/12/25	Clean mats and defibrillator
			Operating	Repair & Maintenance Building	\$23.20		
				<b>Total this claim</b>	\$41.63		
11135	93	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	\$454.75	02/12/25	for 10/29/24-11/26/24
				<b>Total this claim</b>	\$454.75		
11136	90	Western Specialty Contractors	2019 Construction Fund	Repair & Maintenance Garage	\$0.00	02/12/25	VOID VOID VOID
				<b>Total this claim</b>	\$0.00		
0	99	Western Specialty Contractors	2019 Construction Fund	Repair & Maintenance Garage	\$6,522.00	02/12/25	Garage Repair
				<b>Total this claim</b>	\$6,522.00		
11137	94	Wintek Corp	Operating	Telephone and Internet	\$778.80	02/12/25	Equipment rental for March 2025 and monthly Fiber Agreement.
				<b>Total this claim</b>	\$778.80		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$77,802.99

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, February 6, 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 19 day of FEB., 2025.


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 01/01/25 To 01/31/25

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	\$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
<b>Subtotal</b>	<b>\$819,500.00</b>		<b>\$819,500.00</b>	<b>\$58,790.23</b>	<b>\$58,790.23</b>	<b>\$760,709.77</b>	<b>92.8</b>
<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
<b>Subtotal</b>	<b>\$27,000.00</b>		<b>\$27,000.00</b>	<b>\$1,896.38</b>	<b>\$1,896.38</b>	<b>\$25,103.62</b>	<b>93.0</b>
<i>3. Other Services and Charge</i>							
3.13 Legal Services	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.14 Other Professional Services/Bank Fees	\$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</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
<b>Subtotal</b>	<b>\$413,950.00</b>		<b>\$413,950.00</b>	<b>\$28,780.03</b>	<b>\$28,780.03</b>	<b>\$385,169.97</b>	<b>93.0</b>

#### 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</i>
<b>Subtotal</b>	\$86,250.00		\$86,250.00	\$1,836.86	\$1,836.86	\$84,413.14	97.9
<b>Grand Total</b>	\$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 01/01/98.

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

**Report Dates = 01/01/25 to 01/31/25**

<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	\$127,418.10	\$91,303.50	\$91,303.50	\$28,953.72	\$28,953.72	\$65,068.32
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	\$113,142.08	\$113,142.08	\$113,142.08	\$113,142.08	\$0.00
	<b>Subtotal</b>	<b>\$132,229.81</b>	<b>\$204,445.58</b>	<b>\$204,445.58</b>	<b>\$142,095.80</b>	<b>\$142,095.80</b>	<b>\$69,880.03</b>
<b>2. Special Revenue</b>							
200	Gift & Memorial Fund	\$174,741.06	\$12,148.10	\$12,148.10	\$1,583.44	\$1,583.44	\$164,176.40
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	\$16,922.99	\$0.00	\$0.00	\$0.00	\$0.00	\$16,922.99
227	Anna Akley Gift Fund	\$71,265.94	\$0.00	\$0.00	\$0.00	\$0.00	\$71,265.94
	<b>Subtotal</b>	<b>\$313,190.24</b>	<b>\$12,148.10</b>	<b>\$12,148.10</b>	<b>\$1,583.44</b>	<b>\$1,583.44</b>	<b>\$302,625.58</b>
<b>3. Debt Service</b>							
303	Debt Service Fund	\$97,730.71	\$0.00	\$0.00	\$1,466.05	\$1,466.05	\$99,196.76
	<b>Subtotal</b>	<b>\$97,730.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,466.05</b>	<b>\$1,466.05</b>	<b>\$99,196.76</b>
<b>4. Capital Projects</b>							
401	2019 Construction Fund	\$153,094.85	\$5,980.61	\$5,980.61	\$0.00	\$0.00	\$147,114.24
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
422	State Technology Grant Fund	\$2,295.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,295.00
	<b>Subtotal</b>	<b>\$155,452.85</b>	<b>\$5,980.61</b>	<b>\$5,980.61</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$149,472.24</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	\$863.30	\$863.30	\$863.30	\$863.30	\$0.00
809	FSA Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810	Healthcare	\$0.00	\$898.10	\$898.10	\$898.10	\$898.10	\$0.00
	<b>Subtotal</b>	<b>\$867.19</b>	<b>\$1,761.40</b>	<b>\$1,761.40</b>	<b>\$1,761.40</b>	<b>\$1,761.40</b>	<b>\$867.19</b>
<b>Grand Total</b>		<b>\$699,470.80</b>	<b>\$224,335.69</b>	<b>\$224,335.69</b>	<b>\$146,906.69</b>	<b>\$146,906.69</b>	<b>\$622,041.80</b>

**Total all banks = \$622,041.80**

## ***Bank Balances***

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

***Report as of: 2/6/2025***

<b><i>Bank</i></b>		
1	First Merchants/Lafayette B & T (7920/7939)	\$232,454.24
2	Chase Bank	\$127,121.95
3	Bank of NY Mellon (OR)/2020 OR 550512	\$83,133.15
4	Bank of NY Mellon (SF)/2020 SF 550511	\$0.00
5	Community Foundation	\$16,922.99
6	Petty Cash (in the Library)	\$75.00
7	Chase Bank Savings Account	\$1,014.95
8	First Merchants Construction Account	\$31,944.62
9	Bank of NY Mellon 2019 Paying Agency/342634	\$0.00
11	Bank of NY Mellon 2020 Construct Fund/476345	\$115,929.75
<b><i>Total all banks =</i></b>		<b><i>\$608,596.65</i></b>

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





## Library Finances

**Total Receipts 2024: \$1,287,502**  
**Total Disbursements 2024: \$1,291,261**

**Total Receipts 2023: \$1,221,589**  
**Total Disbursements 2023: \$1,377,570**

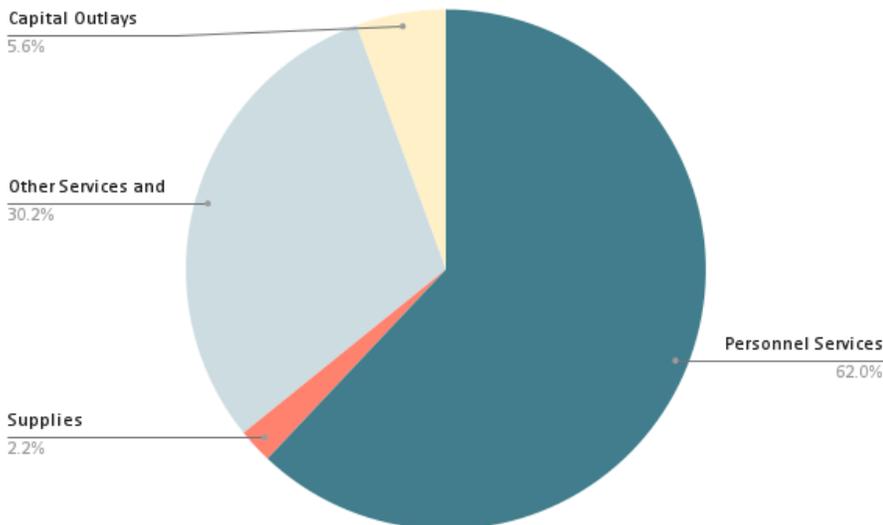
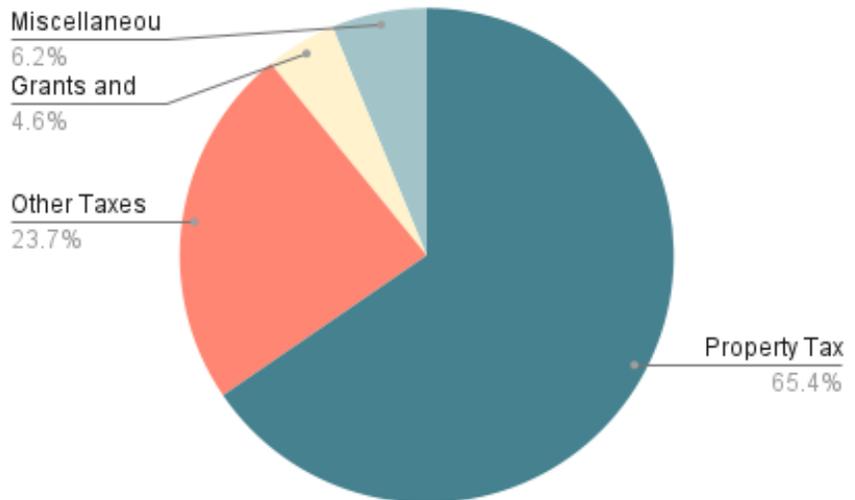
Property taxes are the Library's primary source of income, accounting for 65% of our funding in 2025. Other taxes from the state, including vehicle taxes and local income taxes comprise another 24%

Notable sources of funding beyond taxes include \$42,000 from the West Lafayette Public Library Foundation and \$12,000 from the Margerum Endowment held by the Community Foundation of Greater Lafayette. Receipts from the parking garage totaled \$68,000.

Personnel was the largest budget line in our budget, making up 62% of our expenses. This reflects a reduction from 70% in 2023. At the end of the year, we had 6 full-time, benefitted positions and 22 part-time employees, including 4 Purdue University Work Study students. Part-time employees work anywhere from 6 to 28 hours each week, with the average being 14 hours.

Other expenses of note include:

- Books and Materials - \$59,316
- Ebooks and Resources - \$35,900
- Utilities -- \$ 130,538
- Programs - \$7425





## Library Materials

318,547 items were borrowed from WLPL in 2024, an increase of 8% over 2023.

Staff goals for 2024 included improving the overall condition of circulating materials and increasing the ease of finding the materials that we have. Our team was busy evaluating how our collection is used by our patrons, purchasing items requested by the community, streamlining our ordering, and investing in digital resources.

A new collection of read-aloud Children’s books, Wonderbooks, was added this year and will be expanded in 2025.

## Library Users

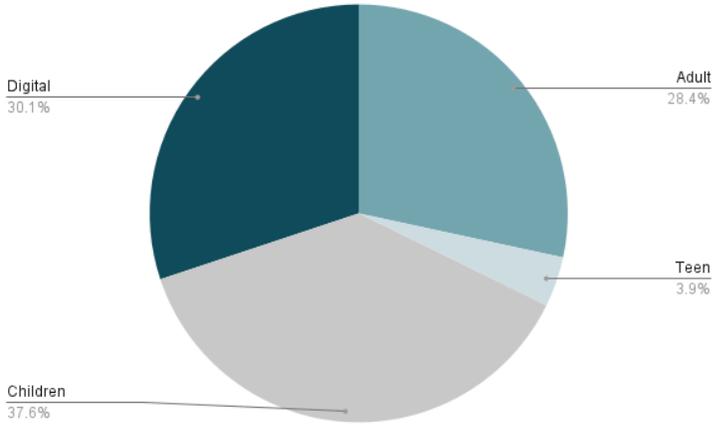
We now have over 15,000 active card holders, a 20% increase over 2021. Nearly 30% of WLPL library card holders live outside of the West Lafayette Library district, accounting for over 40% of our total circulation. Library borrowers choose to come to our newly remodeled space and find the items that they are looking for.

Visits increased 8% this year to 174,000, with our busiest months being April and September.

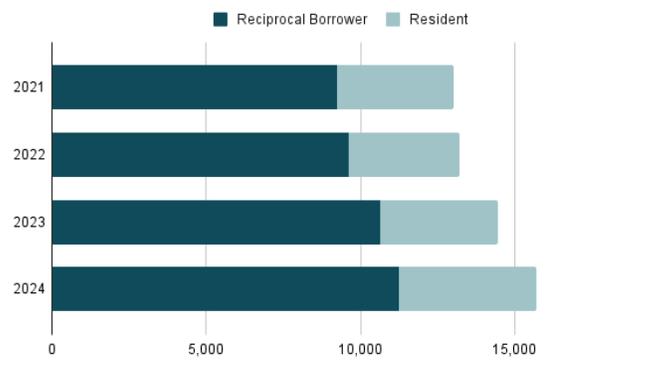
## Local History

March 2024 marked the opening of the Caretaker’s Cottage, a local history center at Grandview Cemetery. This property is rented from the City of West Lafayette and features rotating displays of local interest, many created by local partners. The Caretaker’s Cottage is open 3 days a week, with a volunteer staff managed by the West Lafayette Public Library Foundation.

In it’s first year of operation, the Caretaker’s Cottage welcomed 600 visitors and program attendees.



Reciprocal Borrower and Resident



## ANNUAL STATISTICS

**174,229**  
Visits

**222,630**  
Materials Circulation

**95,917**  
Digital Circulation

**3408**  
New Library Cards

**15,728**  
Library Card Holders

## Reading Challenges

In 2024 we introduced a new online reading tracker that also includes an app for easy reading logging from any device. This change was well received by the community, and participation in both our Summer and Winter Reading Programs grew. We noticed that readers even continued to log their reading time once the program was completed! We will continue to host reading challenge programs throughout the year.

Summer programming was attended by over 4,000 people, including a very popular kick-off celebration held on Chauncey Plaza.



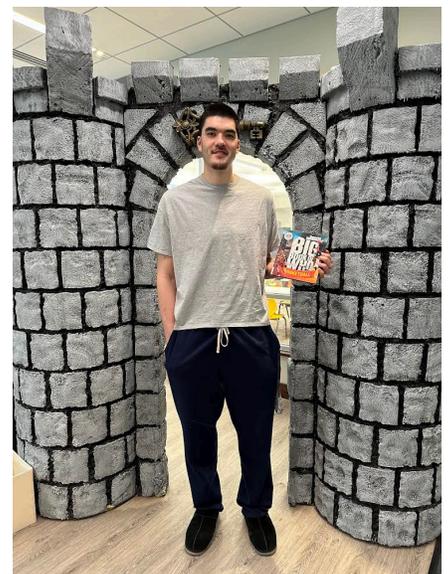
## Communication

WLPL staff began using LibraryAware in 2024 to create our digital newsletter and a monthly calendar that highlights all events for all ages.

We continue to add value to our webpage, understanding that it is a primary landing spot for many patrons. Recent adult program surveys show that the about 1/3 of program attendees learned about the event through our website. Updates pages for 2024 included the Caretaker's Cottage, Book Cellar, Volunteer Portal, Meeting Room Booking, and Library of Things. Additionally, we are working to increase transparency by having our policies and select procedures online.

WLPL is active on both Facebook, Instagram, and has an online presence. Social Media reach for 2024 was nearly 250,00, which is an increase of over 300% from the previous year showing the impact of more frequent activity from our team in posting and responding. Patrons particularly enjoy the Events we post, Book Cellar events often having hundreds of followers, and respond well to local history-focused posts.

Internally, we have put in a good deal of effort to increase the accessibility of information for all staff members through our Staff Info page where library procedures, policies, and basic information are now collected.



## ANNUAL STATISTICS

**226,000**  
 Social  
 Media Reach

**1,465,000**  
 Summer  
 Minutes  
 Read

**12,000**  
 Study &  
 Meeting  
 Room Users

**447**  
 Programs

**11,585**  
 Program  
 Attendance

## Super Bowl & Superb Owl

Orlando Itin shared his collection of sports memorabilia from George Karlaftis, West Lafayette graduate and Kansas City Chiefs standout. The display attracted a great deal of attention and reached 14,000 people on Social Media.



Instead of a Super Bowl Party, WLPL hosted a Superb Owl Party with birds of prey. We held two sessions of the program, one for children and one for adults, and held additional programming before and after that included more raptor education. 320 people attended.

## Fine Forgiveness

The Indiana State Library was able to complete the forgiveness of long-standing overdue fines that were accrued prior to the Library's complete overdue fine forgiveness in 2018. This work was completed as a batch, meaning that it was a fairly seamless project for WLPL staff.



## Lunar New Year Celebration

Two staff members represented the Library at the Asian and Asian-American Resource and Cultural Center's Lunar New Year celebration at Purdue. The event was attended by 1500 people. Our booth featured our world language collection.



## Professional Development

Children's Department Head, Melissa Freed attended LibLearnX, the midwinter conference of the American Library Association. She was able to watch the award ceremony for the Youth Media Awards.

Teen Librarian, Maddie Bower, will be participating in an Indiana State Library programming cohort, Equity Based Summers. As a part of this program, she will receive funding for a program of her development this summer. WLPL was one of five libraries in Indiana selected to participate in this learning opportunity.



## Digital Curation Intern

Na Yeon Kwon, a graduate student from the Museum Studies Digital Curation program at Johns Hopkins is working in the local history archives under the supervision of Devon Roddel to digitize and organize the recently acquired J.C. Allen Collection

## MONTHLY STATISTICS

