



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

West Lafayette Public Library Board of Trustees

Appointing Body	Name	Term	
		Beginning	Term Ending
West Lafayette Community School Corporation	Anastasia Krutulis	8/30/2023	9/1/2027
Tippecanoe School Corporation	Sarah Powley	9/30/2024	10/1/2028
West Lafayette Community School Corporation	Martha Altschaeffl	7/1/2022	6/30/2026
Mayor of West Lafayette	Mark Pugh	8/1/2022	7/31/2026
Tippecanoe Board of Commissioners	Shelley Lowenberg-DeBoer	1/1/2025	12/31/2028
West Lafayette City Council	Jim Knapp	7/1/2024	6/31/2028
Tippecanoe County Council	John Meyers	1/1/2024	12/31/2027

Meeting Agenda for Wednesday, December 10, 2025 - 6:30 PM

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. [2026 Salary Schedule](#)
 - b. Updates to [The Library's Meeting Room Policy](#)
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

West Lafayette Board of Trustees

Meeting Minutes

December 10, 2025

1. Quorum

The meeting was called to order at 6:29 pm with the following in attendance:

Anastasia Krutulis, President

Shelley Lowenberg-DeBoer, Vice President

Jim Knapp, Treasurer

Mark Pugh, Secretary

Sarah Powley, Member

Jean Sullivan, West Lafayette Public Library Foundation

Marra Honeywell, West Lafayette Public Library (Remote)

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

Shelley Lowenberg-DeBoer, Vice President

Jim Knapp, Treasurer

Mark Pugh, Secretary

Sarah Powley, Member

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

The claims for 11/13-11/20 were approved with a motion by Mark Pugh, Secretary, and seconded by Shelley Lowenberg-DeBoer, Vice President.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg-DeBoer, Vice President

Jim Knapp, Treasurer

Mark Pugh, Secretary

Sarah Powley, Member

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

The claims for 11/21-12/10 were approved with a motion by Mark Pugh, Secretary, and seconded by Shelley Lowenberg-DeBoer, Vice President.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg-DeBoer, Vice President

Jim Knapp, Treasurer

Mark Pugh, Secretary

Sarah Powley, Member

5. President's report

N/A

6. Library Report (see attached)

7. Old business

8. New business (see attached)

a. 2026 Salary Schedule

- i. The schedule was approved with a motion by Mark Pugh, Secretary, and seconded by Sarah Powley, Member.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg-DeBoer, Vice President

Jim Knapp, Treasurer

Mark Pugh, Secretary

Sarah Powley, Member

- ii. 2026 3% COLA Increase

The increase was approved with a motion by Mark Pugh, Secretary, and seconded by Sarah Powley, Member.

Aye votes:

Anastasia Krutulis, President

Shelley Lowenberg-DeBoer, Vice President

Jim Knapp, Treasurer

Mark Pugh, Secretary

Sarah Powley, Member

- iii. Updates to The Library's Meeting Room Policy

The policy was approved with a motion by Mark Pugh, Secretary, and seconded by Sarah Powley, Member.

Aye votes:

Anastasia Krutulis, President
Shelley Lowenberg-DeBoer, Vice President
Jim Knapp, Treasurer
Mark Pugh, Secretary
Sarah Powley, Member

- iv. Linda Eales, West Lafayette Public Library Foundation, asked the Board for permission to serve alcohol at their Trivia Night to support the Library

The request was approved with a motion by by Mark Pugh, Secretary, and seconded by Sarah Powley, Member.

Aye votes:

Anastasia Krutulis, President
Shelley Lowenberg-DeBoer, Vice President
Jim Knapp, Treasurer
Mark Pugh, Secretary
Sarah Powley, Member

9. Topics for future action and discussion

10. Comments from the public

N/A

11. Adjourn

The meeting was adjourned at 7:21 pm.



Register Of Claims
West Lafayette Public Library
Report Date: From 11/13/25 To 11/20/25

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
11528	673	Amazon Capital Services Inc	Operating	Office Supplies	\$206.74	11/20/25	
			Operating	Books	\$45.46		
			Gift & Memorial Fund	Program Supplies	\$138.84		
			Gift & Memorial Fund	Program Supplies	\$81.47		
			Gift & Memorial Fund	Program Supplies	\$19.97		
			Gift & Memorial Fund	Office Supplies	\$50.01		
			Gift & Memorial Fund	Nonprinted Materials	\$199.97		
			2019 Construction Fund	Office Supplies	\$355.99		
				Total this claim	<u>\$1,098.45</u>		
11529	684	Ashley Fletcher	Operating	Traveling Expense	\$105.00	11/20/25	Travel to/from Indiana Library Federation Conference. 150 miles
				Total this claim	<u>\$105.00</u>		
0	670	Automated Payroll Service	Operating	Other Professional Services/Ban	\$266.78	11/14/25	for payroll of 10/27/25-11/9/25
				Total this claim	<u>\$266.78</u>		
11530	674	CenterPoint Energy	Operating	Gas service	\$52.18	11/20/25	for 10/7/25-11/6/25
				Total this claim	<u>\$52.18</u>		
0	675	Chase Bank	Operating	Other Professional Services/Ban	\$29.39	11/20/25	Account Analysis Settlement Charge
				Total this claim	<u>\$29.39</u>		
11531	676	Chase Cardmember Service	Operating	Postage	\$20.99	11/20/25	for 10/17/25-11/16/25
			Operating	Databases	\$81.18		
			Operating	Periodicals and Newspapers	\$92.00		
			Gift & Memorial Fund	Program Supplies	\$94.07		
			Gift & Memorial Fund	Program Supplies	\$145.73		
			Gift & Memorial Fund	Program Supplies	\$25.00		
			Gift & Memorial Fund	Office Supplies	\$6.98		
			Operating	Traveling Expense	\$5.00		
			Gift & Memorial Fund	Professional Meetings	\$327.60		
			2019 Construction Fund	Office Supplies	\$1,936.19		
				Total this claim	<u>\$2,734.74</u>		
11532	678	CNA Surety Direct Bill	Operating	Insurance: Official Bonds	\$225.00	11/20/25	Bond insurance from 1/1/26-12/31/26
				Total this claim	<u>\$225.00</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>
11533	677	Craig Martin LLC	Gift & Memorial Fund	Repair & Maintenance Building	\$100.00	11/20/25	For work done in the library 9/16, 9/24, 9/25, and 11/18/25
				Total this claim	<u>\$100.00</u>		
11534	679	Culligan Ultrapure Inc	Operating	Repair & Maintenance Building	\$140.00	11/20/25	Culligan Ultrapure Delivery
				Total this claim	<u>\$140.00</u>		
11536	681	Duke Energy	Gift & Memorial Fund	Electricity	\$75.22	11/20/25	for 10/3/25-11/4/25 COTTAGE
				Total this claim	<u>\$75.22</u>		
11535	680	Duke Energy	Operating	Electricity	\$8,939.44	11/20/25	for 10/3/25-11/4/25
				Total this claim	<u>\$8,939.44</u>		
11537	682	Indiana American Water Co Inc	Gift & Memorial Fund	Water and Waste Disposal Servi	\$22.21	11/20/25	for 10/2/25-11/3/25 COTTAGE
				Total this claim	<u>\$22.21</u>		
11538	683	Indiana Library Federation	Gift & Memorial Fund	Dues and Membership	\$200.00	11/20/25	Membership renewals for Ashley Fletcher and Scott Tracey
				Total this claim	<u>\$200.00</u>		
11539	685	Marmic Fire & Safety	Operating	Repair & Maintenance Building	\$355.41	11/20/25	Annual inspection and test of dry standpipe system
				Total this claim	<u>\$355.41</u>		
0	686	Merchant Services	Operating	Other Professional Services/Ban	\$83.12	11/20/25	credit card fees 10/1/25-10/31/25
				Total this claim	<u>\$83.12</u>		
11540	687	Metronet	Operating	Telephone and Internet	\$562.14	11/20/25	for 11/8/25-12/7/25
				Total this claim	<u>\$562.14</u>		
11541	688	MJV Group Inc	Operating	Repair & Maintenance Building	\$1,815.95	11/20/25	Janitor Services for November
				Total this claim	<u>\$1,815.95</u>		
11542	689	Mulhaupt's Inc	Operating	Repair & Maintenance Building	\$460.00	11/20/25	Troubleshooting issue with alarm system
				Total this claim	<u>\$460.00</u>		
11543	690	Nana Sato	Operating	Books	\$34.00	11/20/25	Reimburse for lost books returned to Library, per Scott Tracey
				Total this claim	<u>\$34.00</u>		
0	672	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$1,422.04 \$563.14	11/14/25	for payroll of 10/27/25-11/9/25
				Total this claim	<u>\$1,985.18</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
11544	691	Tsai Fong Books Inc	Operating	Books	\$158.18	11/20/25	Foreign language books
Total this claim					\$158.18		
11545	692	Unique Management	Operating	Other Professional Services/Ban	\$400.49	11/20/25	Placements and Notices for October 2025
Total this claim					\$400.49		
11546	693	Verizon Wireless	Operating	Telephone and Internet	\$40.01	11/20/25	for 10/2/25-11/1/25
Total this claim					\$40.01		
Total Amount of Claims					\$19,882.89		

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, December 4, 2025

Jeanne R. Kayser
 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 10TH day of DECEMBER, 2025.

Mark P...
Shirley...
Shirley...
Martha Altschuff

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 11/21/25 To 12/10/25

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
11547	706	Amazon Capital Services Inc	Gift & Memorial Fund	Program Supplies	\$182.01	12/10/25	
			Gift & Memorial Fund	Program Supplies	\$285.33		
			Operating	Office Supplies	\$7.89		
				Total this claim	<u>\$475.23</u>		
0	694	Automated Payroll Service	Operating	Other Professional Services/Ban	\$96.33	11/28/25	for payroll of 11/10/25-11/23/25
				Total this claim	<u>\$96.33</u>		
11548	707	Blackstone Publishing	Gift & Memorial Fund	Audiobooks	\$218.72	12/10/25	
				Total this claim	<u>\$218.72</u>		
11549	708	Carriage Paper Products	Operating	Office Supplies	\$176.70	12/10/25	Paper for receipt printers
				Total this claim	<u>\$176.70</u>		
11550	709	Creative Solutions	Operating	Office Supplies	\$578.00	12/10/25	Toner Cartridges
				Total this claim	<u>\$578.00</u>		
0	710	Dell Marketing L.P.	2019 Construction Fund	Computers	\$487.99	12/10/25	Dell Latitude 3340
				Total this claim	<u>\$487.99</u>		
0	711	DEMCO Inc	2019 Construction Fund	Office Supplies	\$585.76	12/10/25	Book carts
				Total this claim	<u>\$585.76</u>		
11551	712	Elizabeth Tracey	Operating	Program Costs	\$40.60	12/10/25	Artist Commission: \$58 minus 30% to Library
				Total this claim	<u>\$40.60</u>		
0	697	First Merchants Bank (Lafayette	2019 Construction Fund	Other Professional Services/Ban	\$85.00	11/28/25	Account Analysis Settlement Charge
				Total this claim	<u>\$85.00</u>		
11552	713	Gran-IT Consulting	Operating	Telephone and Internet	\$615.00	12/10/25	Maintenance on server and iDrive cloud storage
				Total this claim	<u>\$615.00</u>		
11553	714	hoopla	Operating	eBooks	\$880.91	12/10/25	Digital resources for November 2025
				Total this claim	<u>\$880.91</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>
11554	715	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$60.81	12/10/25	for 10/31/25-11/25/25 Fire Protection
				Total this claim	<u>\$60.81</u>		
11555	705	Ingram Library Services	Operating	Books	\$1,429.64	12/10/25	
			Operating	Books	\$170.37		
			Operating	Books	\$238.07		
			Gift & Memorial Fund	Books	\$499.99		
			Gift & Memorial Fund	Books	\$204.00		
			Operating	Books	\$234.06		
				Total this claim	<u>\$2,776.13</u>		
11556	716	Kanopy Inc	Operating	eBooks	\$178.50	12/10/25	Digital resources for November 2025
				Total this claim	<u>\$178.50</u>		
11557	717	Metronet	Gift & Memorial Fund	Telephone and Internet	\$174.93	12/10/25	for 11/14/25-12/13/25 COTTAGE
				Total this claim	<u>\$174.93</u>		
11558	718	Midwest Tape LLC	Gift & Memorial Fund	DVD	\$33.99	12/10/25	
				Total this claim	<u>\$33.99</u>		
11559	719	netPark Software LLC	Operating	Repair & Maintenance Garage	\$383.00	12/10/25	Monthly useage fee for parking garage system for November 2025
				Total this claim	<u>\$383.00</u>		
0	720	Notary Enterprises LLC	2019 Construction Fund	Repair & Maintenance Building	\$900.00	12/10/25	Sign installation
				Total this claim	<u>\$900.00</u>		
11560	721	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$332.57	12/10/25	Call Center support for Garage Parking System
				Total this claim	<u>\$332.57</u>		
0	695	Payroll	Operating	Library Director	\$3,644.55	11/26/25	for payroll of 11/10/25-11/23/25
			Operating	Full-time Employees	\$9,052.28		
			Operating	Part-time Employees	\$11,246.32		
			Operating	Employer's Share-FICA & Medic	\$1,797.27		
			Operating	Unemployment Compensation	\$12.49		
				Total this claim	<u>\$25,752.91</u>		
0	696	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,422.04	11/28/25	for payroll of 11/10/25-11/23/25
			PERF	Salary and Wages	\$563.14		
				Total this claim	<u>\$1,985.18</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>
11561	722	Quill Corp	Operating	Office Supplies	\$31.99	12/10/25	
				Total this claim	\$31.99		
11562	723	Ricoh USA	Operating	Copier/Rental Equipment	\$194.52	12/10/25	for 12/9/25-1/8/26
				Total this claim	\$194.52		
11563	724	Scott Tracey	Gift & Memorial Fund	Traveling Expense	\$86.10	12/10/25	Mileage to ISL Annual Report Workshop 123 miles @.70/mile
				Total this claim	\$86.10		
11564	725	T-Mobile	Operating	Telephone and Internet	\$528.75	12/10/25	Hotspots for for 10/21/25-11/20/25
				Total this claim	\$528.75		
0	726	United States Treasury	Debt Service Fund	Other Professional Services/Ban	\$9,300.81	12/10/25	Taxes due for 2020 Bond fund
				Total this claim	\$9,300.81		
11565	727	Vestis	Operating	Repair & Maintenance Building	\$236.40	12/10/25	Clean mats and first aid equipment
			Operating	Cleaning & Sanitation Supplies	\$122.34		
				Total this claim	\$358.74		
11566	728	VKF Renzel USA Corp	Operating	Postage	\$16.22	12/10/25	Shipping charges not paid previously
				Total this claim	\$16.22		
11567	729	Wintek Corp	Operating	Telephone and Internet	\$778.80	12/10/25	Equipment rental for January 2026 and monthly Fiber Agreement.
				Total this claim	\$778.80		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$48,114.19

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, December 4, 2025

Jean K. 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 10 day of December, 2025.

Mark Per
Stasia G. Kunkels
Gwen Powling
Shelly J. ...
Martha Altshoff

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 11/1/2025 To 11/30/2025

<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	\$87,469.20	\$6,530.80	6.9
1.12 Full-time Employees	\$280,000.00	\$0.00	\$280,000.00	\$18,104.56	\$227,910.28	\$52,089.72	18.6
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	\$22,021.82	\$251,979.60	\$23,020.40	8.4
1.2 Employer's Contribution Short-term Disability	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$5,016.35	(\$2,516.35)	-100.7
1.21 Employer's Share-FICA & Medicare	\$50,000.00	\$0.00	\$50,000.00	\$3,558.58	\$42,501.18	\$7,498.82	15.0
1.22 Unemployment Compensation	\$2,000.00	\$0.00	\$2,000.00	\$26.04	\$1,144.47	\$855.53	42.8
1.23 Employers Contribution-PERF	\$45,000.00	\$0.00	\$45,000.00	\$2,844.08	\$35,536.17	\$9,463.83	21.0
1.24 Employer's Contribution-Gp. Insurance	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$49,843.22	\$20,156.78	28.8
Subtotal	\$819,500.00		\$819,500.00	\$53,844.18	\$701,400.47	\$118,099.53	14.4
<i>2. Supplies</i>							
2.1 Office Supplies	\$14,000.00	\$0.00	\$14,000.00	\$1,922.23	\$13,865.98	\$134.02	1.0
2.11 Program Supplies	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$1,454.02	\$4,545.98	75.8
2.21 Cleaning & Sanitation Supplies	\$7,000.00	\$0.00	\$7,000.00	\$1,366.22	\$4,232.45	\$2,767.55	39.5
Subtotal	\$27,000.00		\$27,000.00	\$3,288.45	\$19,552.45	\$7,447.55	27.6
<i>3. Other Services and Charge</i>							
3.13 Legal Services	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$875.00	\$2,125.00	70.8
3.14 Other Professional Services/Bank Fees	\$23,000.00	\$0.00	\$23,000.00	\$1,145.17	\$20,509.25	\$2,490.75	10.8
3.145 Databases	\$5,000.00	\$0.00	\$5,000.00	\$81.18	\$11,210.11	(\$6,210.11)	-124.2
3.146 eBooks	\$35,000.00	\$0.00	\$35,000.00	\$1,119.22	\$23,469.93	\$11,530.07	32.9
3.21 Telephone and Internet	\$37,000.00	\$0.00	\$37,000.00	\$2,751.07	\$35,534.62	\$1,465.38	4.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
3.22 Postage	\$2,000.00	\$0.00	\$2,000.00	\$20.99	\$1,134.84	\$865.16	43.3
3.23 Traveling Expense	\$2,000.00	\$0.00	\$2,000.00	\$110.00	\$1,573.36	\$426.64	21.3
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$339.61	\$2,660.39	88.7
3.26 Program Costs	\$9,500.00	\$0.00	\$9,500.00	\$490.00	\$590.00	\$8,910.00	93.8
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	\$225.00	\$375.00	(\$275.00)	-275.0
3.42 Other Insurance: Property and Liability	\$28,000.00	\$0.00	\$28,000.00	\$2,210.00	\$24,338.00	\$3,662.00	13.1
3.51 Gas service	\$5,000.00	\$0.00	\$5,000.00	\$52.18	\$1,208.69	\$3,791.31	75.8
3.52 Electricity	\$115,000.00	\$0.00	\$115,000.00	\$8,939.44	\$102,522.01	\$12,477.99	10.9
3.54 Water and Waste Disposal Services	\$10,000.00	\$0.00	\$10,000.00	\$838.72	\$9,131.48	\$868.52	8.7
3.61 Repair & Maintenance Building	\$70,000.00	\$0.00	\$70,000.00	\$9,675.88	\$86,833.02	(\$16,833.02)	-24.0
3.62 Fire Alarm	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$594.00	\$656.00	52.5
3.63 Repair & Maintenance Garage	\$23,000.00	\$0.00	\$23,000.00	\$1,280.46	\$12,294.30	\$10,705.70	46.5
3.72 Copier/Rental Equipment	\$4,500.00	\$0.00	\$4,500.00	\$194.52	\$4,492.33	\$7.67	0.2
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	\$0.00	\$10,084.00	\$11,916.00	54.2
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	\$29,133.83	\$347,109.55	\$66,840.45	16.1

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	\$339.46	\$4,660.54	93.2
4.5 Books	\$66,000.00	\$0.00	\$66,000.00	\$7,501.66	\$51,860.46	\$14,139.54	21.4
4.6 Periodicals and Newspapers	\$2,000.00	\$0.00	\$2,000.00	\$92.00	\$644.00	\$1,356.00	67.8
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	\$0.00	\$641.18	\$6,358.82	90.8
4.75 Audiobooks	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$391.76	\$858.24	68.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
Subtotal	\$86,250.00		\$86,250.00	\$7,593.66	\$53,876.86	\$32,373.14	37.5
Grand Total	\$1,346,700.00	\$0.00	\$1,346,700.00	\$93,860.12	\$1,121,939.33	\$224,760.67	16.7

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

Financial Report
West Lafayette Public Library

Report Dates = 11/01/25 to 11/30/25

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 Operating	\$127,418.10	\$93,860.12	\$1,121,939.33	\$243,751.71	\$1,062,870.40	\$68,349.17
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	\$639,731.87	\$0.00	\$639,731.87	\$0.00
Subtotal	\$132,229.81	\$93,860.12	\$1,761,671.20	\$243,751.71	\$1,702,602.27	\$73,160.88
2. Special Revenue						
200 Gift & Memorial Fund	\$174,741.06	\$5,322.64	\$47,629.74	\$1,949.43	\$80,564.25	\$207,675.57
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	\$1,216.76	\$18,139.75
227 Anna Akley Gift Fund	\$71,265.94	\$0.00	\$1,908.50	\$0.00	\$0.00	\$69,357.44
Subtotal	\$313,190.24	\$5,322.64	\$49,538.24	\$1,949.43	\$81,781.01	\$345,433.01
3. Debt Service						
303 Debt Service Fund	\$97,730.71	\$0.00	\$446,900.00	\$240,574.89	\$747,542.73	\$398,373.44
Subtotal	\$97,730.71	\$0.00	\$446,900.00	\$240,574.89	\$747,542.73	\$398,373.44
4. Capital Projects						
401 2019 Construction Fund	\$153,094.85	\$22,811.52	\$120,403.26	\$0.00	\$0.00	\$32,691.59
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
Subtotal	\$155,452.85	\$22,811.52	\$120,403.26	\$0.00	\$0.00	\$35,049.59
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	\$1,126.28	\$12,798.89	\$1,126.28	\$12,798.89	\$0.00
810 Healthcare	\$0.00	\$0.00	\$8,531.95	\$898.10	\$10,777.20	\$2,245.25
Subtotal	\$867.19	\$1,126.28	\$21,330.84	\$2,024.38	\$23,576.09	\$3,112.44
Grand Total	\$699,470.80	\$123,120.56	\$2,399,843.54	\$488,300.41	\$2,555,502.10	\$855,129.36

Total all banks = \$855,129.36

Bank Balances

West Lafayette Public Library

Report as of: 11/30/2025

<i>Bank</i>		
1	First Merchants/Lafayette B & T (7920/7939)	\$623,293.14
2	Chase Bank	\$87,963.99
3	Bank of NY Mellon (OR)/2020 OR 550512	\$84,339.44
4	Bank of NY Mellon (SF)/2020 SF 550511	\$2,953.56
5	Community Foundation	\$18,139.75
6	Petty Cash (in the Library)	\$75.00
7	Chase Bank Savings Account	\$1,015.05
8	First Merchants Construction Account	\$11,429.83
9	Bank of NY Mellon 2019 Paying Agency/342634	\$0.00
11	Bank of NY Mellon 2020 Construct Fund/476345	\$25,919.60
<i>Total all banks =</i>		<i>\$855,129.36</i>

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 2025													
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	End of Year
Receipts:													
Property Tax					\$141,745.33	277480.35							\$419,225.68
Auto Excise, CVET, FIT						14111.53					\$207,904.14		\$222,015.67
LIT	\$21,020.00	\$21,020.00	\$21,020.00	\$21,020.00	\$21,020.00	\$21,020.00	\$21,020.00	\$21,020.00	\$21,020.00	\$21,020.00	\$21,020.00		\$231,220.00
Addtl LIT					\$38,173.00								\$38,173.00
Misc Revenues**	\$7,933.72	\$21,609.65	\$9,754.99	\$13,776.90	\$11,052.18	\$4,458.68	\$5,210.18	\$12,608.17	\$22,069.77	\$26,318.44	\$14,827.57		\$149,620.25
Grants/Gifts			\$2,594.00										\$2,594.00
Total Receipts	\$28,953.72	\$42,629.65	\$33,368.99	\$34,796.90	\$211,990.51	\$317,070.56	\$26,230.18	\$33,628.17	\$43,089.77	\$47,338.44	\$243,751.71	\$0.00	\$1,062,848.60
Disbursements:													
Personnel Services	\$58,790.23	\$60,844.25	\$61,004.40	\$81,386.79	\$62,418.07	\$61,404.34	\$60,310.49	\$60,305.34	\$64,914.91	\$76,177.47	\$53,844.18		\$701,400.47
Supplies	\$1,896.38	\$824.99	\$1,782.30	\$1,431.05	\$1,990.41	\$534.46	\$1,307.58	\$2,048.78	\$1,586.05	\$2,862.00	\$3,288.45		\$19,552.45
Other Services and Charges	\$28,780.03	\$39,656.42	\$33,472.80	\$28,066.79	\$40,435.77	\$33,693.34	\$26,832.91	\$33,133.31	\$27,373.66	\$26,530.69	\$29,133.83		\$347,109.55
Capital Outlays	\$1,836.86	\$5,663.69	\$2,850.31	\$5,858.45	\$6,359.45	\$3,005.67	\$6,626.47	\$4,832.45	\$5,838.96	\$3,410.89	\$7,593.66		\$53,876.86
Fund Transfers													\$0.00
Total Disbursements	\$91,303.50	\$106,989.35	\$99,109.81	\$116,743.08	\$111,203.70	\$98,637.81	\$95,077.45	\$100,319.88	\$99,713.58	\$108,981.05	\$93,860.12	\$0.00	\$1,121,939.33
Net Cash Flow	(\$62,349.78)	(\$64,359.70)	(\$65,740.82)	(\$81,946.18)	\$100,786.81	\$218,432.75	(\$68,847.27)	(\$66,691.71)	(\$56,623.81)	(\$61,642.61)	\$149,891.59	\$0.00	
Beginning Cash	\$127,418.10	\$65,068.32	\$708.62	(\$65,032.20)	(\$146,978.38)	(\$46,191.57)	\$172,241.18	\$103,393.91	\$36,702.20	(\$19,921.61)	(\$81,564.22)	\$68,327.37	
Estimated Ending Cash	\$65,068.32	\$708.62	(\$65,032.20)	(\$146,978.38)	(\$46,191.57)	\$172,241.18	\$103,393.91	\$36,702.20	(\$19,921.61)	(\$81,564.22)	\$68,327.37	\$68,327.37	
*Misc Revenues													YR TOTAL
Fines	\$210.99	\$279.00	\$373.99	\$397.22	\$533.95	\$345.00	\$334.00	\$980.57	\$434.49	\$156.00	\$495.75		\$4,540.96
Copies	\$268.84	\$322.19	\$286.73	\$394.14	\$517.15	\$213.62	\$332.64	\$528.09	\$623.57	\$452.76	\$343.40		\$4,283.13
Proctoring		\$35.00	\$25.00	\$25.00	\$25.00	\$45.00	\$170.00			\$70.00			\$395.00
Sale of Library Bags	\$3.00	\$12.00	\$15.00	\$12.00	\$6.00	\$12.00	\$6.00	\$6.00	\$9.00	\$18.00			\$99.00
Interest	\$5.04	\$4.62	\$2.23	\$1.03	\$6.86	\$9.99	\$10.76	\$8.78	\$6.87	\$6.15	\$11.20		\$73.53
Parking	\$7,157.76	\$9,123.59	\$8,395.27	\$12,220.61	\$9,578.12	\$3,813.02	\$3,634.33	\$10,538.08	\$20,151.25	\$24,479.87	\$13,715.36		\$122,807.26
Community Foundation		\$11,183.00											\$11,183.00
WLPL Foundation													\$0.00
Artist Commissions									\$400.00	\$300.00	\$48.00		\$748.00
Refunds to us/Voided Checks	\$208.09	\$100.00	\$59.00								\$2.75		\$369.84
Miscellaneous	\$55.00	\$475.00	\$597.50	\$676.25	\$140.00		\$711.25	\$521.25	\$400.50	\$580.00	\$210.00		\$4,366.75
Donations	\$25.00	\$75.25	\$0.27	\$50.65	\$245.10	\$20.05	\$11.20	\$25.40	\$44.09	\$255.66	\$1.11		\$753.78
	\$7,933.72	\$21,609.65	\$9,754.99	\$13,776.90	\$11,052.18	\$4,458.68	\$5,210.18	\$12,608.17	\$22,069.77	\$26,318.44	\$14,827.57	\$0.00	\$149,620.25
RAINY DAY													
Start of Year Balance	\$50,260.25												
Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
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	
End-of-Month Total	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25	\$50,260.25
GIFT AND MEMORIAL													
Start of Year Balance	\$174,741.06												2025 TOTAL
Receipts	\$36.00	\$50.00	\$830.00	\$34,797.57	\$208.00	\$100.00	\$0.00	\$0.00	\$25,076.46	\$25.00			\$61,123.03
Book Cellar Income	\$1,547.44	\$1,652.23	\$1,816.53	\$2,188.86	\$1,543.37	\$1,354.33	\$1,984.98	\$2,136.49	\$1,738.64	\$1,524.42	\$1,953.93		\$19,441.22
Disbursements	\$12,148.10	\$4,043.19	\$2,658.61	\$1,413.45	\$4,065.57	\$3,503.39	\$3,456.64	\$3,704.90	\$3,056.16	\$4,257.09	\$5,322.64		\$47,629.74
End-of-Month Total	\$164,176.40	\$161,835.44	\$161,823.36	\$197,396.34	\$195,082.14	\$193,033.08	\$191,561.42	\$189,993.01	\$213,751.95	\$211,044.28	\$207,675.57	\$207,675.57	
				\$30,000.00					\$22,950.00				
				Foundation					Foundation				

West Lafayette Public Library
Salary Schedule

2026

Approved by WLPL Board of Trustees

11/12/25

	Education Requirements	Indiana Certification Minimum	Classification	# of staff	Hourly Rate of Pay		Annual rate of pay	
					Minimum	Maximum	Minimum	Maximum
Library Director	ALA accredited MLS	Director- Level 1	salary	1	\$37.45	\$47.07	\$77,900.00	\$100,837.00
Associate Director	ALA accredited MLS	Department or Branch Head - Level 4	salary	1	\$21.63	\$34.62	\$46,350.00	\$74,160.00
Department Head	ALA accredited MLS	Department or Branch Head - Level 4	salary	2-4	\$18.34	\$32.44	\$39,294.50	\$69,504.40
Librarian	Bachelor's Degree or at least 60 hours of college	Professional Assistant- Level 5	hourly	2-4	\$17.17	\$27.01		
Library Specialist	Bachelor's Degree or at least 60 hours of college	none	hourly	2-4	\$15.45	\$33.99		
Library Assistant	High School Diploma	none	hourly	2-4	\$12.36	\$28.84		
Library Clerk	Some High School	none	hourly	10-15	\$10.82	\$20.60		
Library Shelver	Some High School	none	hourly	3-5	\$10.04	\$15.00		

**all minimums and maximums have been increased by last year's COLA

		Personnel Services									
		Cost of Living Increase - 2026		% COLA approved for all non temporary staff members by WLPL Board 12//2025							
		Analysis of DLGF Budgeted Appropriation vs Estimated Actual Expenses									
		entered into DLGF		Disbursement Estimate by Cost of Living Increase Percentage							
		2025 Adopted Appropriation	2026 Adopted Appropriation	2026 Est Expenses	1% COLA 2026	2% COLA 2026	2.5% COLA 2026	3% COLA 2026	4% COLA 2026		
1 staff member	\$	94,000.00	\$95,000.00	Salary of Librarian - Library Director	\$94,758.35	\$95,705.93	\$96,653.52	\$97,127.31	\$97,601.10	\$98,548.68	
4 staff members	\$	280,000.00	\$242,000.00	Salary of Assistants - Full-time Employees	\$235,359.10	\$237,712.69	\$240,066.28	\$241,243.08	\$242,419.87	\$244,773.46	
Overtime	\$	1,000.00	\$500.00	Overtime	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	
21 staff members + 4 temp	\$	275,000.00	\$314,000.00	Salary of Assistants - Part-time Employees	\$304,267.35	\$307,310.02	\$310,352.70	\$311,874.03	\$313,395.37	\$316,438.04	
	\$	650,000.00	\$ 651,500.00	Salary Total	\$634,484.80	\$640,828.65	\$647,172.50	\$650,344.42	\$653,516.34	\$659,860.19	
Ancillary with Principal	\$	2,500.00	\$5,500.00	Unemployment Compensation - Short-term Disability**	\$4,976.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
payroll x .0765	\$	50,000.00	\$50,000.00	Employer's Share-FICA & Medicare	\$48,530.44	\$49,023.39	\$49,508.70	\$49,751.35	\$49,994.00	\$50,479.30	
SUTA	\$	2,000.00	\$2,000.00	Unemployment Compensation - SUTA	\$1,925.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
FT payroll x .112	\$	45,000.00	\$38,000.00	Employers Contribution-PERF	\$36,973.15	\$37,342.89	\$37,712.62	\$37,897.48	\$38,082.35	\$38,452.08	
alth and Ancillary with Anthem and Principal	\$	70,000.00	\$75,000.00	Employer's Contribution-Gp. Insurance**	\$72,771.86	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	
	\$	169,500.00	\$170,500.00	Benefits Total	\$165,176.45	\$168,366.28	\$169,221.31	\$169,648.83	\$170,076.35	\$170,931.39	
	\$	819,500.00	\$ 822,000.00	Total Personnel	\$799,661.25	\$809,194.93	\$816,393.81	\$819,993.25	\$823,592.69	\$830,791.58	
				Historical Cost of Living Adjustments	West Lafayette PL	Soc.Security					
				2026		2.8%					
				2025	3%	2.3%					
				2024	2%	3.2%					
				2023	10%	8.7%					
				2022	6%	5.9%					
				2021	3%	1.3%					



West Lafayette Public Library

Subject: Meeting Room and Study Room Use

Effective Date: 12/10/25

Authorized By: WLPL Board of Trustees

New

Revised

Revision History: 11/8/2023; 7/3/2024; 12/2025

As part of its commitment to serving the community, the West Lafayette Public Library provides spaces for public meetings and gatherings. These spaces include both Meeting Rooms for groups or events as well as Study Rooms for single or small group use.

Study Rooms are available to be booked as same-day reservations.

- Study rooms are intended to be used by individuals, nonprofits, and small groups.

Meeting Rooms are available for reservation in advance.

- Meeting Rooms are available free of charge for non-profit groups or individuals **hosting public events**. Public events are defined as being open to the community for the benefit of the educational, informational, entertainment, or cultural benefit of the public.
- Meeting rooms may be reserved for private meetings, events, or business use for a fee established by the Board of Trustees in the annual [Fee Schedule](#).

Groups or individuals using the Meeting room users who are not affiliated with the Library are prohibited from charging admission, attendance fees, or soliciting mandatory donations.

Permission for use of Library facilities in no way implies the Library's endorsement of the goals or activities of any individual or organization receiving such permission. Groups are not permitted to suggest the Library as a sponsor, nor may they imply any affiliation with the Library, **including but not limited to use of the Library logo or photos of the facility (interior or exterior) in any of their promotional, advertising, or marketing materials without the express written permission of the Library Director. This includes, but is not limited to, flyers, social media posts, websites, and press releases.**

Patrons using the Library's Meeting and Study Rooms are subject to the overall policies of the Library. The Library assumes no responsibility for personal belongings of persons in the Meeting Rooms or Study Rooms.

Library programs and events take precedence over all other activities. The Library reserves the right to deny, change, cancel, or revoke reservations. The Library Director is authorized to establish administrative procedures, rules, and guidelines for room use.