



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, January 14, 2026 - 6:30 PM

1. Quorum
2. Board minutes
3. Treasurer's report and claims
4. President's report
5. Library Report
 - a. Book Cellar Annual 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

January 14, 2026

1. Quorum

The meeting was called to order at 6:28 pm with the following in attendance:

Anastasia Krutulis, President

Shelley Lowenberg-DeBoer, Vice President

Jim Knapp, Treasurer

Mark Pugh, Secretary

Sarah Powley, Member

John Meyers, Member

Martha Altschaeffl, 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

John Meyers, Member

Martha Altschaeffl, Member

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

The claims for 12/11-12/31 were 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

John Meyers, Member

Martha Altschaeffl, Member

The claims for 1/1-1/14 were 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

John Meyers, Member

Martha Altschaeffl, Member

4. President's report

N/A

5. Library Report (see attached)

- a. Marra Honeywell reported the Library had over 300 participants in the Winter Reading program. There was a 60% increase in adult programming from 2024 - 2025. The Library received two \$5,000 grants: one from the National Children's Health Study (NCHS) for suicide prevention and the second to provide support for the Purdue Authors initiative.

6. Old business

- a. Shelley Lowenberg-DeBoer, Vice President, reported \$59,133.54 in donations in 2025 for the West Lafayette Public Library Foundation. Trivia night, to support the Library, will be on February 21 from 6:00 PM - 9:00 PM. More information [HERE](#)

7. New business (see attached)

- a. Book Cellar Annual Report

8. Topics for future action and discussion

9. Comments from the public

N/A

10. Adjourn

The meeting was adjourned at 7:24 PM.

A handwritten signature in blue ink, appearing to read "Mark Pugh". The signature is written in a cursive style with a large initial "M" and a long, sweeping underline.

Register Of Claims
West Lafayette Public Library

Report Date: From 12/11/25 To 12/31/25

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
11568	738	Amazon Capital Services Inc	Operating	Office Supplies	\$44.46	12/29/25	
			Gift & Memorial Fund	Program Supplies	\$129.29		
			Gift & Memorial Fund	Office Supplies	\$254.79		
			Gift & Memorial Fund	DVD	\$18.88		
				Total this claim	<u>\$447.42</u>		
0	786	Anthem Blue Cross and Blue Shi	Operating	Employer's Contribution-Gp. Ins	\$13,361.06	12/26/25	Employee healthcare for several months; switched policies
				Total this claim	<u>\$13,361.06</u>		
11569	739	Ashley Fletcher	Gift & Memorial Fund	Program Supplies	\$60.54	12/29/25	Teen Program supplies
				Total this claim	<u>\$60.54</u>		
0	731	Automated Payroll Service	Operating	Other Professional Services/Ban	\$262.68	12/12/25	for payroll of 11/24/25-12/7/25
				Total this claim	<u>\$262.68</u>		
0	735	Automated Payroll Service	Operating	Other Professional Services/Ban	\$102.08	12/26/25	for payroll of 12/8/25-12/21/25
				Total this claim	<u>\$102.08</u>		
11570	740	Blackstone Publishing	Gift & Memorial Fund	Audiobooks	\$50.94	12/29/25	Audiobooks
				Total this claim	<u>\$50.94</u>		
11571	741	Blick Art Materials	Gift & Memorial Fund	Office Supplies	\$85.32	12/29/25	Creativity Lab supplies
				Total this claim	<u>\$85.32</u>		
11572	742	Bound to Stay Bound	Gift & Memorial Fund	Books	\$14.99	12/29/25	Childrens books--Duke 2020 Grant
				Total this claim	<u>\$14.99</u>		
11573	743	CenterPoint Energy	Operating	Gas service	\$117.00	12/29/25	for 11/7/25-12/4/25
				Total this claim	<u>\$117.00</u>		
0	744	Chase Bank	Operating	Other Professional Services/Ban	\$29.01	12/29/25	Account Analysis Settlement Charge
				Total this claim	<u>\$29.01</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>
11574	745	Chase Cardmember Service	Operating	Other Professional Services/Ban	\$44.00	12/29/25	for 11/17/25-12/16/25
			Operating	Databases	\$81.18		
			Operating	Postage	\$20.99		
			Operating	Periodicals and Newspapers	\$92.00		
			Gift & Memorial Fund	Program Supplies	\$245.02		
			Gift & Memorial Fund	Office Supplies	\$125.83		
			2019 Construction Fund	Office Supplies	\$2,089.85		
				Total this claim	\$2,698.87		
11576	747	Duke Energy	Gift & Memorial Fund	Electricity	\$120.09	12/29/25	for 11/5/25-12/2/25 COTTAGE
				Total this claim	\$120.09		
11575	746	Duke Energy	Operating	Electricity	\$9,881.50	12/29/25	for 11/5/25-12/2/25
				Total this claim	\$9,881.50		
11577	748	Evergreen Indiana Library Conso	Operating	Databases	\$1,500.00	12/29/25	Library IQ for 1 year
				Total this claim	\$1,500.00		
0	774	First Merchants Bank (Lafayette	Debt Service Fund	Interbank Transfers	\$212,500.00	12/23/25	Wire to BNY Mellon for Upcoming 2020 Bond Payment.
				Total this claim	\$212,500.00		
0	734	First Merchants Bank (Lafayette	2019 Construction Fund	Interbank Transfers	\$2,896.28	12/22/25	Transfer of monies for Construction expenses paid out of 9000147939 from 10/23/25 to 12/22/25.
				Total this claim	\$2,896.28		
11578	749	Gran-IT Consulting	Operating	Telephone and Internet	\$540.00	12/29/25	Maintenance on server
				Total this claim	\$540.00		
11579	750	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$311.15	12/29/25	for 10/31/25-11/25/25
				Total this claim	\$311.15		
11580	751	Indiana American Water Co Inc	Gift & Memorial Fund	Water and Waste Disposal Servi	\$8.63	12/29/25	for 11/4/25-12/1/25 COTTAGE
				Total this claim	\$8.63		
11581	752	Indiana Library Federation	Gift & Memorial Fund	Professional Meetings	\$100.00	12/29/25	Individual membership for Marra Honeywell
				Total this claim	\$100.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
11582	753	Ingram Library Services	Operating	Books	\$3,322.71	12/29/25	
			Operating	Books	\$693.25		
			Operating	Books	\$919.96		
			Operating	Books	\$384.60		
			Gift & Memorial Fund	Books	\$12.39		
			Gift & Memorial Fund	Books	\$653.37		
				Total this claim	\$5,986.28		
11583	754	KONE Inc	Operating	Repair & Maintenance Building	\$2,170.85	12/29/25	Maintenance coverage Dumbwaiter (12/1/25-5/31/26) and Elevator (12/1/25-2/28/26)
				Total this claim	\$2,170.85		
0	755	Library Furniture International	2019 Construction Fund	Office Supplies	\$2,722.75	12/29/25	
				Total this claim	\$2,722.75		
0	756	Merchant Services	Operating	Other Professional Services/Ban	\$64.07	12/29/25	credit card fees 11/1/25-11/30/25
				Total this claim	\$64.07		
11584	757	Metronet	Operating	Telephone and Internet	\$562.14	12/29/25	for 12/8/25-1/7/26
				Total this claim	\$562.14		
11585	758	Metronet	Gift & Memorial Fund	Telephone and Internet	\$184.93	12/29/25	2/14/25-1/13/26 COTTAGE
				Total this claim	\$184.93		
11586	759	Midwest Tape LLC	Gift & Memorial Fund	DVD	\$104.96	12/29/25	
				Total this claim	\$104.96		
11587	760	MJV Group Inc	Operating	Repair & Maintenance Building	\$1,815.95	12/29/25	Janitor Services for December and janitor supplies
			Operating	Cleaning & Sanitation Supplies	\$1,317.78		
				Total this claim	\$3,133.73		
11588	762	Mulhaupt's Inc	Operating	Repair & Maintenance Building	\$626.12	12/29/25	Repair of entry doors
				Total this claim	\$626.12		
11589	761	Mulhaupt's/Security Systems Inc	Operating	Fire Alarm	\$468.00	12/29/25	1 year commerical monitoring fee
				Total this claim	\$468.00		
11590	763	netPark Software LLC	Operating	Repair & Maintenance Garage	\$383.00	12/29/25	Monthly useage fee for parking garage system for December 2025
				Total this claim	\$383.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	736	Payroll	Operating	Library Director	\$3,644.55	12/24/25	for payroll of 12/8/25-12/21/25
			Operating	Full-time Employees	\$9,052.28		
			Operating	Part-time Employees	\$11,578.89		
			Operating	Employer's Share-FICA & Medic	\$1,822.79		
			Operating	Unemployment Compensation	\$13.88		
				Total this claim	<u>\$26,112.39</u>		
0	780	Principal Financial Group	Operating	Employer's Contribution Short-te	\$844.81	12/30/25	Short-term disability for full-time employees
				Total this claim	<u>\$844.81</u>		
0	737	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,422.04	12/22/25	for payroll of 12/8/25-12/21/25
			PERF	Salary and Wages	\$563.14		
				Total this claim	<u>\$1,985.18</u>		
0	733	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,422.04	12/12/25	for payroll of 11/24/25-12/7/25
			PERF	Salary and Wages	\$563.14		
				Total this claim	<u>\$1,985.18</u>		
11591	764	Quality Plumbing and Heating In	2019 Construction Fund	Repair & Maintenance Building	\$2,071.00	12/29/25	Leaing vacuum breakers and replace wall hung toilet
				Total this claim	<u>\$2,071.00</u>		
11592	765	Quill Corp	Operating	Cleaning & Sanitation Supplies	\$150.98	12/29/25	Ice melt
				Total this claim	<u>\$150.98</u>		
11601	775	Scholastic Library Publishing	Operating	Books	\$18.74	12/30/25	
				Total this claim	<u>\$18.74</u>		
11593	766	T-Mobile	Operating	Telephone and Internet	\$528.75	12/29/25	Hotspots for for 11/21/25-12/20/25
				Total this claim	<u>\$528.75</u>		
11594	767	ULINE	Operating	Office Supplies	\$156.95	12/29/25	DVD cases
				Total this claim	<u>\$156.95</u>		
11595	768	Unique Management	Operating	Other Professional Services/Ban	\$368.87	12/29/25	Placements and Notices for November 2025
				Total this claim	<u>\$368.87</u>		
11596	769	Verizon Wireless	Operating	Telephone and Internet	\$40.01	12/29/25	for 11/2/25-12/1/25
				Total this claim	<u>\$40.01</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>
11597	770	Vestis	Operating	Repair & Maintenance Building	\$31.22	12/29/25	Clean mats and first aid equipment
			Operating	Cleaning & Sanitation Supplies	\$15.74		
				Total this claim	\$46.96		
11598	771	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	\$875.66	12/29/25	for 8/28/25-10/30/25
				Total this claim	\$875.66		
11599	772	WT.COX Information Services	Operating	Periodicals and Newspapers	\$2,000.00	12/29/25	Magazine and newspaper subscriptions for one year
			Gift & Memorial Fund	Periodicals and Newspapers	\$2,996.04		
				Total this claim	\$4,996.04		
11600	773	Zebra Landscape & Tree Care In	Operating	Repair & Maintenance Building	\$292.50	12/29/25	Landscape Maintenance 10/31/25, 11/20/25
				Total this claim	\$292.50		

Total Amount of Claims \$301,968.41

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, January 8, 2026

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 5 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$301,968.41

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

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

Register Of Claims

Report Date: From **01/01/26** To **01/14/26**

<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>
11603	6	ADTEC Administrative and Tech	Operating	Other Professional Services/Ban	\$1,450.00	01/14/26	E-Rate Funding Year 2026
				Total this claim	<u>\$1,450.00</u>		Reimbursements Category 2 Phase 1&2
11604	7	Amazon Capital Services Inc	Gift & Memorial Fund	Program Supplies	\$169.91	01/14/26	
				Total this claim	<u>\$169.91</u>		
0	1	Automated Payroll Service	Operating	Other Professional Services/Ban	\$505.48	01/09/26	Payroll of 12/22/25 to 1/4/26
				Total this claim	<u>\$505.48</u>		
11605	8	AVC Technology	Operating	Other Professional Services/Ban	\$2,460.00	01/14/26	Accounting System and Support and Cloud Back-up
				Total this claim	<u>\$2,460.00</u>		
11606	9	Culligan Ultrapure Inc	Operating	Repair & Maintenance Building	\$173.75	01/14/26	Culligan Ultrapure Delivery
				Total this claim	<u>\$173.75</u>		
11621	10	Evergreen Indiana Library Conso	Operating	Dues and Membership	\$8,955.32	01/14/26	Tier 4 membership for 2026
				Total this claim	<u>\$8,955.32</u>		
11607	11	Greater Lafayette Commerce	Operating	Dues and Membership	\$375.00	01/14/26	Annual Dues
				Total this claim	<u>\$375.00</u>		
11608	12	hoopla	Operating	eBooks	\$901.60	01/14/26	Digital resources for December 2025
				Total this claim	<u>\$901.60</u>		
11609	13	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$404.88	01/14/26	for 11/26/25-12/29/25
				Total this claim	<u>\$404.88</u>		
11602	5	Ingram Library Services	Operating	Books	\$169.71	01/14/26	
			Operating	Books	\$33.57		
			Operating	Books	\$21.31		
			Operating	Books	\$28.67		
			Gift & Memorial Fund	Books	\$66.96		
			Gift & Memorial Fund	Nonprinted Materials	\$14.25		
			Gift & Memorial Fund	Books	\$89.00		
				Total this claim	<u>\$423.47</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	4	Interbank Transfer	Debt Service Fund	Interbank Transfers	<u>\$236,800.00</u>	01/02/26	Transfer to BNY Mellon for Bond Payment
				Total this claim	\$236,800.00		
11610	14	IronGate Creative	Operating	Telephone and Internet	<u>\$650.00</u>	01/14/26	Annual web hosting fee 1/1/26-1/1/27
				Total this claim	\$650.00		
11611	15	Kanopy Inc	Operating	eBooks	<u>\$187.85</u>	01/14/26	Digital resources for December 2025
				Total this claim	\$187.85		
11612	16	Midwest Tape LLC	Operating	DVD	<u>\$48.73</u>	01/14/26	
				Total this claim	\$48.73		
11613	17	Parker Technology LLC	Gift & Memorial Fund	Repair & Maintenance Garage	<u>\$358.31</u>	01/14/26	Call Center support for Garage Parking System
				Total this claim	\$358.31		
0	2	Payroll	Operating	Library Director	\$3,753.60	01/07/26	Payroll of 12/22/25 to 1/4/26
			Operating	Full-time Employees	\$9,324.00		
			Operating	Part-time Employees	\$8,266.30		
			Operating	Employer's Share-FICA & Medic	\$1,598.48		
			Operating	Unemployment Compensation	<u>\$104.47</u>		
				Total this claim	\$23,046.85		
11614	18	Playaway Products LLC	Gift & Memorial Fund	Books	<u>\$1,586.74</u>	01/14/26	Childrens books
				Total this claim	\$1,586.74		
0	3	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,464.69	01/09/26	Payroll of 12/22/25 to 1/4/26
			PERF	Salary and Wages	<u>\$580.01</u>		
				Total this claim	\$2,044.70		
11615	19	Quality Plumbing and Heating In	Operating	Repair & Maintenance Building	<u>\$4,996.50</u>	01/14/26	Quarterly Preventative Maintenance
				Total this claim	\$4,996.50		
11616	20	Ricoh USA	Operating	Copier/Rental Equipment	<u>\$194.52</u>	01/14/26	for 1/9/26-2/8/26
				Total this claim	\$194.52		
11617	21	Unique Management	Operating	Other Professional Services/Ban	<u>\$402.79</u>	01/14/26	Placements and Notices for December 2025
				Total this claim	\$402.79		
11618	22	Verizon Wireless	Operating	Telephone and Internet	<u>\$40.01</u>	01/14/26	for 12/2/25-1/1/26
				Total this claim	\$40.01		

<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>
11619	23	Vestis	Operating	Repair & Maintenance Building	\$31.22	01/14/26	Clean mats and first aid equipment
			Operating	Cleaning & Sanitation Supplies	\$15.74		
				Total this claim	\$46.96		
11620	24	Wintek Corp	Operating	Telephone and Internet	\$778.80	01/14/26	Equipment rental for February 2026 and monthly Fiber Agreement.
				Total this claim	\$778.80		

Total Amount of Claims \$287,002.17

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, January 8, 2026

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 _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

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

Appropriation Report for 100 Operating
West Lafayette Public Library

Report Date: From **12/01/25** To **12/31/25**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>							
1.11 Library Director	\$94,000.00	\$0.00	\$94,000.00	\$7,289.10	\$94,758.30	(\$758.30)	-0.8
1.12 Full-time Employees	\$280,000.00	\$0.00	\$280,000.00	\$18,104.56	\$246,014.84	\$33,985.16	12.1
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	\$21,297.98	\$273,277.58	\$1,722.42	0.6
1.2 Employer's Contribution Short-term Disability	\$2,500.00	\$0.00	\$2,500.00	\$1,246.76	\$6,263.11	(\$3,763.11)	-150.5
1.21 Employer's Share-FICA & Medicare	\$50,000.00	\$0.00	\$50,000.00	\$3,503.25	\$46,004.43	\$3,995.57	8.0
1.22 Unemployment Compensation	\$2,000.00	\$0.00	\$2,000.00	\$24.79	\$1,169.26	\$830.74	41.5
1.23 Employers Contribution-PERF	\$45,000.00	\$0.00	\$45,000.00	\$2,844.08	\$38,380.25	\$6,619.75	14.7
1.24 Employer's Contribution-Gp. Insurance	\$70,000.00	\$0.00	\$70,000.00	\$23,578.77	\$73,421.99	(\$3,421.99)	-4.9
Subtotal	\$819,500.00		\$819,500.00	\$77,889.29	\$779,289.76	\$40,210.24	4.9
<i>2. Supplies</i>							
2.1 Office Supplies	\$14,000.00	\$0.00	\$14,000.00	\$995.99	\$14,861.97	(\$861.97)	-6.2
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	\$1,606.84	\$5,839.29	\$1,160.71	16.6
Subtotal	\$27,000.00		\$27,000.00	\$2,602.83	\$22,155.28	\$4,844.72	17.9
<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	\$1,206.53	\$21,715.78	\$1,284.22	5.6
3.145 Databases	\$5,000.00	\$0.00	\$5,000.00	\$1,581.18	\$12,791.29	(\$7,791.29)	-155.8
3.146 eBooks	\$35,000.00	\$0.00	\$35,000.00	\$1,059.41	\$24,529.34	\$10,470.66	29.9
3.21 Telephone and Internet	\$37,000.00	\$0.00	\$37,000.00	\$4,181.45	\$39,716.07	(\$2,716.07)	-7.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.22 Postage	\$2,000.00	\$0.00	\$2,000.00	\$37.21	\$1,172.05	\$827.95	41.4
3.23 Traveling Expense	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$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	\$40.60	\$630.60	\$8,869.40	93.4
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	\$0.00	\$375.00	(\$275.00)	-275.0
3.42 Other Insurance: Property and Liability	\$28,000.00	\$0.00	\$28,000.00	\$2,210.00	\$26,548.00	\$1,452.00	5.2
3.51 Gas service	\$5,000.00	\$0.00	\$5,000.00	\$117.00	\$1,325.69	\$3,674.31	73.5
3.52 Electricity	\$115,000.00	\$0.00	\$115,000.00	\$9,881.50	\$112,403.51	\$2,596.49	2.3
3.54 Water and Waste Disposal Services	\$10,000.00	\$0.00	\$10,000.00	\$1,247.62	\$10,379.10	(\$379.10)	-3.8
3.61 Repair & Maintenance Building	\$70,000.00	\$0.00	\$70,000.00	\$5,173.04	\$92,006.06	(\$22,006.06)	-31.4
3.62 Fire Alarm	\$1,250.00	\$0.00	\$1,250.00	\$468.00	\$1,062.00	\$188.00	15.0
3.63 Repair & Maintenance Garage	\$23,000.00	\$0.00	\$23,000.00	\$1,098.57	\$13,392.87	\$9,607.13	41.8
3.72 Copier/Rental Equipment	\$4,500.00	\$0.00	\$4,500.00	\$194.52	\$4,686.85	(\$186.85)	-4.2
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	\$28,496.63	\$375,606.18	\$38,343.82	9.3

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	\$7,411.40	\$59,271.86	\$6,728.14	10.2
4.6 Periodicals and Newspapers	\$2,000.00	\$0.00	\$2,000.00	\$2,092.00	\$2,736.00	(\$736.00)	-36.8
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</i>
Subtotal	\$86,250.00		\$86,250.00	\$9,503.40	\$63,380.26	\$22,869.74	26.5
Grand Total	\$1,346,700.00	\$0.00	\$1,346,700.00	\$118,492.15	\$1,240,431.48	\$106,268.52	7.9

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

Financial Report
West Lafayette Public Library

Report Dates = 12/01/25 to 12/31/25

Fund		Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General							
100	Operating	\$127,418.10	\$118,492.15	\$1,305,431.48	\$201,558.98	\$1,329,439.03	\$151,425.65
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	\$0.00	\$0.00	\$0.00	\$0.00
	Subtotal	\$132,229.81	\$118,492.15	\$1,305,431.48	\$201,558.98	\$1,329,439.03	\$156,237.36
2. Special Revenue							
200	Gift & Memorial Fund	\$174,741.06	\$6,851.08	\$54,480.82	\$11,441.85	\$92,007.10	\$212,267.34
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	\$6,851.08	\$56,389.32	\$11,441.85	\$93,223.86	\$350,024.78
3. Debt Service							
303	Debt Service Fund	\$541,280.71	\$221,800.81	\$1,554,527.01	\$401,512.79	\$1,591,331.72	\$578,085.42
	Subtotal	\$541,280.71	\$221,800.81	\$1,554,527.01	\$401,512.79	\$1,591,331.72	\$578,085.42
4. Capital Projects							
401	2019 Construction Fund	\$153,094.85	\$11,753.63	\$263,940.69	\$2,896.28	\$134,680.08	\$23,834.24
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
	Subtotal	\$155,452.85	\$11,753.63	\$263,940.69	\$2,896.28	\$134,680.08	\$26,192.24
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	\$13,925.17	\$1,126.28	\$13,925.17	\$0.00
810	Healthcare	\$0.00	\$3,143.35	\$11,675.30	\$898.10	\$11,675.30	\$0.00
	Subtotal	\$867.19	\$4,269.63	\$25,600.47	\$2,024.38	\$25,600.47	\$867.19
Grand Total		\$1,143,020.80	\$363,167.30	\$3,205,888.97	\$619,434.28	\$3,174,275.16	\$1,111,406.99

Total all banks = \$1,111,406.99

Bank Balances

West Lafayette Public Library

Report as of: 12/31/2025

<i>Bank</i>		
1	First Merchants/Lafayette B & T (7920/7939)	\$672,572.74
2	Chase Bank	\$99,068.69
3	Bank of NY Mellon (OR)/2020 OR 550512	\$84,587.19
4	Bank of NY Mellon (SF)/2020 SF 550511	\$215,462.24
5	Community Foundation	\$18,139.75
6	Petty Cash (in the Library)	\$75.00
7	Chase Bank Savings Account	\$1,015.06
8	First Merchants Construction Account	\$8,448.55
9	Bank of NY Mellon 2019 Paying Agency/342634	\$0.00
11	Bank of NY Mellon 2020 Construct Fund/476345	\$12,037.77
<i>Total all banks =</i>		<i>\$1,111,406.99</i>

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

Book Cellar

Yearly Report 2025

The Book Cellar is a gently-used book store located in the basement of the West Lafayette Public Library.

The Book Cellar was open for **159 days** in 2025:

- Tuesday 3:00 pm-7:00 pm
- Wednesday 10:00 am-2:00 pm
- Thursday 3:00-7:00
- 2nd Saturdays 10:00-4:00

Total Sales	Donations	Library Discards
\$20,844.17	\$19,181.45	\$1,662.72

Sales

The Book Cellar resells items directly donated to the Library. Sales from the Book Cellar go directly to the Library's Gift and Memorial Fund. This fund is primarily used to support Library collections and programs. Library discards are not sold in the Book Cellar, but are always available on the Library's 1st floor.

Category	2024	2025	% increase
# of customers	3333	3435	3.06%
Adult Books	11290	10098	-10.56%
Children's Books	2349	2972	26.52%
CDs & DVDs	1476	3105	110.36%
Total Items	17599	18811	6.89%

Super Saturday Sales are a business driver, with most having over 100 shoppers. Weekdays average 15 shoppers.

Volunteers

33 volunteers gave 951 total hours of support to the Book Cellar.

Staffing

The Book Cellar is currently staffed by a part-time staff member, working 28 hours a week (1,400 hours a year). Other staff members assist as needed, totaling approximately 2 hours each week. In the fall of 2024, we added a Work Study student to focus on sorting and discarding donations for 6 hours each week. The addition of this Work Study support has lessened the time that WLPL Public Services Staff spend in support of the Book Cellar.

WEST LAFAYETTE PUBLIC LIBRARY
2025 Monthly Statistical Report

		January	February	March	April	May	June	July	August	September	October	November	December	Yearly
Circulation	Adult	7,722	7,016	7,852	7,842	7,510	7,957	7,801	7,934	7,587	7,826	7,199	5,927	90,173
	Teen	972	921	990	1,047	1,050	1,237	1,346	1,217	993	1,070	1,041	758	12,642
	Children	10,294	10,137	12,154	11,107	11,249	13,625	13,625	12,958	10,976	11,174	10,659	8,435	136,393
	Digital	9,935	8,616	9,458	8,941	9,904	9,956	10,852	10,312	9,356	9,981	9,730	10,177	117,218
	Total	28,923	26,690	30,857	28,937	29,713	32,624	33,588	32,421	28,912	30,051	28,629	25,297	356,642
	Reciprocal Borrower	5,786	5,179	6,802	5,845	6,282	7,521	7,863	7,810	6,533	6,786	6,256	5,593	78,256
	Resident	12,934	12,778	14,234	14,076	12,974	14,744	14,202	13,649	12,738	12,828	12,194	11,285	158,636
	Reciprocal Borrower % Total Circ	30.91%	28.84%	32.34%	29.34%	32.62%	33.78%	35.64%	36.39%	33.90%	34.60%	33.91%	33.14%	32.95%
Ask	Reference	212	335	359	328	223	211	349	264	458	313	278	0	3,330
	Total Interactions	473	698	684	751	553	535	899	602	977	902	700	0	7,774
New Cards	Junior	2	0	6	0	1	3	1	3	2	1	2	0	21
	NonResident	1	1	0	0	0	0	0	0	0	1	0	0	3
	ReciprocalBorrower	90	74	89	70	75	134	134	102	81	75	69	43	1,036
	Resident	245	187	198	128	142	138	138	266	244	187	172	122	2,167
	Other (Student, PLAC, Outreach)	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	338	262	293	198	218	275	273	371	327	264	243	165	3,227
Building	Door Count	13,173	15,021	16,318	17,315	14,312	12,739	13,916	13,594	16,628	16,342	14,630	13,940	177,928
	Study Room Use	138	178	173	206	139	86	107	91	141	171	157	150	1,737
	Meeting Room Use	28	32	33	46	50	31	32	31	40	57	46	33	459
	Computer Use	520	447	432	453	410	445	510	487	486	418	336	319	5,263
	WiFi usage (sessions)	96,486	96,211	93,847	96,166	74,159	56,149	56,207	65,831	87,556	94,352	84,478	87,475	988,917
	Social Media Reach	52,233	19,577	23,500	54,804	43,383	56,257	69,985	73,871	79,034	98,184	67,461	52,002	690,291
	Staff Hours	3,103.11	3,311.64	3,241.24	3,118.09	3,027.30	3,048.21	3,157.56	3,078.02	2,386.43	2,639.89	2,860.58	2,860.58	35,832.65
	Volunteer Hours	154	220	257	271	197	265	347	246	155	192	213	110	2,625
Programs	Adult Program Attendance	52	114	50	28	138	40	61	69	85	125	131	19	912
	Local History Program Attendance	0	0	60	39	54	48	59	85	26	0	90	0	461
	Teen Program Attendance	10	0	8	10	0	26	32	20	7	17	2	0	132
	Children's Program Attendance	752	942	778	976	692	749	1,522	577	634	683	468	458	9,231
	Adult Programs	5	4	10	3	7	6	6	8	9	10	8	3	79
	Local History Programs	0	0	2	1	3	3	3	1	1	0	2	0	16
	Teen Programs	5	2	3	1	0	3	5	2	1	3	6	0	31
	Children's Programs	29	37	33	37	25	26	26	23	27	33	22	25	343
Total Program Attendance	814	1,056	906	1,053	884	863	1,674	751	752	825	691	477	10,746	
Total Programs	39	43	51	45	35	38	40	34	38	46	38	28	475	