

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
JULY 10, 2024**

1. CALL TO ORDER.

The meeting was called to order at 7:01 PM by President Nancy Knochel. Those in attendance were: Amber Van Den Berg, Jodi Dubovich and Lee Ann Roeder. Absent were: Justin Wiley, Jill Doyle and Patrick Downey. Also present were: WWPL Director Sheryl Sollars, Eric Douthit, attorney, Scott Senefeld and Marc Griffith of Veridus, Erin Downey, WPL Foundation Director, WWPL Assistant Director Sara Perry and WWPL employee Eli Drumm.

2. MOTION FOR APPROVAL OF THE JUNE 12, 2024 REGULAR BOARD MEETING MINUTES.

Amber made a motion to approve the June 12, 2024 regular board meeting minutes. Lee Ann seconded the motion. The motion was approved unanimously.

3. TREASURER'S REPORT.

a. Sheryl read the treasurer's report. The total of all banks was \$4,775,023.33.

b. Receipts:

Receipt #142 for \$538,247.58 is the spring settlement which includes the excise tax and goes to the Operating Fund and Debt Service Fund.

Receipt #149 for \$1,000.00 is the Jue rent from Rivet.

Receipt #150 for \$10,000.00 is the one-time payment for upgrade to the café.

Receipt #169 for \$5,000.00 87 is the Art Commission grant for the 55 and older age group.

Receipt #172 for \$14.22 is the FIT spring settlement.

Receipt #175 for \$12,500.20 is the interest from the Construction Fund.

c. Vouchers.

Claim #436 for \$1,660.64 is a monthly payment to State Auto Insurance for the building insurance which is divided between the township and the library.

Claim #482 for \$8,632.23 is to Business Furniture for the train table and one bench outside from the 2020 GO Bond.

Claim #483 for \$8,453.78 to krM Architecture for professional services.

Claim #485 for \$6,199.66 is to Veridus for professional services.

d. Motion to pay bills.

Jodi made a motion to pay the bills in the amount of \$281,064.38. Amber seconded the motion. The motion was approved unanimously.

e. Motion to pay bills.

Money for the GM Development Companies is moved back into the Construction Fund. Jodi made a motion to move \$901,085.67 back into the Construction Fund. Lee Ann Seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project.

1) Veridus Update.

i) Things are wrapping up. Punch list corrections are underway. Working with Meyer-Najem to close out some maintenance issues and other items. The property is to be maintained for 30-60 days.

ii) Landscape replacements will come later. The first mowing will be done.

iii) Canopy and end panels will be placed this week.

2) WWT Library Trustee Owners Association Bylaws and Declaration of Covenants, Conditions and Restrictions for WWT Library & Trustee Owners Association.

3) WWT and WWPL Interlocal Agreement.

i) The agreement needs to be amended and restated. Next month will be an order of expectations as to what happens next.

- ii) The Library needs to close with the developer and then close with the township which should happen after the August meeting but before the September meeting. Between now and the August meeting the Library should get ownership of the building.
- 4) Shared Cost Spreadsheet.
This indicates how WWT will pay, which is based on square footage. The library will pay the bill and then be reimbursed by WWT. For items such as like Water, trash and HVAC the split will be 50/50.
- 5) Arbitrage Payment.
The payment was made and was less than expected.
- 6) Resolution to Transfer Funds Rebate for 2021 GO Bond Funds Back to Construction Fund.
Amber made a motion to transfer \$290,000.00 to the 401 Construction Fund. Jodi seconded the motion. The motion was approved unanimously.

b. Library Board President's Report -- no report.

c. Westfield Library Foundation Report.

- 1) The Maker Space is being dedicated to Annie Gotwald on August 3rd at 11:00 AM.
- 2) A young man from Purdue, is a short-term employee, and is inventorying everything and its condition.
- 3) The Foundation is allocating funds to increase the Spanish collection.
- 4) The former train table is being raffled off July 31st.
- 5) The pickle ball tournament sign ups have gone live.

d. Director's Report.

- 1) Our statistics for the month of June are off the charts. We ran out of new library cards twice.
- 2) Building – all is good.
- 3) Staff changes.
 - a) Eli Drumm has been hired as Makerspace and IT manager.
 - b) Salary Schedule Revision: Amber made a motion to approve the updated salary revision on pp 64-65. Jodi seconded the motion. The motion was approved unanimously.
 - c) Sheryl has hired a new circulation assistant and will hire an assistant for the Maker Space sometime in the future.
 - d) Quarterly Review.
 - i) Sheryl is still working on the new strategic plan.
 - ii) The relocation of the old library to the new library was completed in 2.5 weeks. Then the next 2.5 weeks were taken to get settled in.
 - iii) Sheryl continues working with the Township.
 - iv) The succession plan is done.

P4

e. 2025 Budget.

- 1) Sheryl is scheduling a meeting with Mike Reuter before the August board meeting. Jill and Patrik are on that committee.
- 2) The Public Hearing will take place at 7:00 PM on August 28, 2024.
- 3) 2025 Budget Adoption will take place September 11, 2024 at 7:00 PM. For the 3 year growth appeal we will have to have city council approval.

f. Staff Inservice Day

The staff in service day for WWPL and WWT will take place on October 14, 2024.

g. Policies and Procedures Updates.

- 1) Meeting Rooms – Sheryl will bring back to the board in August.
- 2) Makerspace – is being worked on.
- 3) Disaster Plan – is being worked on.

5. NEW BUSINESS.

a. Indiana State Library Consortium for Public Library Internet Access Resolution.

Lee Ann made a motion to join the ILS Consortium for Public Library Internet Access. Amber seconded the motion. The motion was approved unanimously.

b. 2022-2023 Audit.

Sheryl will be informed as to what is needed this month.

c. 2025-2027 Strategic Plan.

Sheryl is working on the strategic plan.


d. Other -- none


6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:40 PM.

Respectfully submitted,


Nancy Knochel, President


Jodi Dubovich, Secretary

smr



Westfield Washington

PUBLIC LIBRARY

RESOLUTION TO TRANSFER FUNDS FROM THE REBATE FOR 2021 GO BOND FUNDS BACK TO THE CONSTRUCTION FUND

WHEREAS, it has been shown that the funds in 401 Construction Fund need to be transferred to the 403 – Rebate for the 2021 GO Bond Funds

We the library board of the Westfield Washington Public Library, do resolve that the following transfers be made.

Transfer from 403 Rebate for the 2021 GO Bond funds	\$290,000.00
Transfer to 401 Construction Fund	\$290,000.00

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted this 10th day of July 2024, by the following aye and nay vote.

AYE

NAY

Nancy Knochel
Jodi Dubauch
Gedun Boeder
A Vander Berg

ATTEST: Jodi Dubauch
Secretary of the Westfield Washington Public Library

CONTACT US

Phone: 317-896-9391
Website: wwpl.lib.in.us



VISIT US

17400 Westfield Blvd
Westfield, IN 46074

**Letter of Agency For Funding Year 2025-2026
For Internet Services
Indiana State Library Consortium for
Public Library Internet Access**

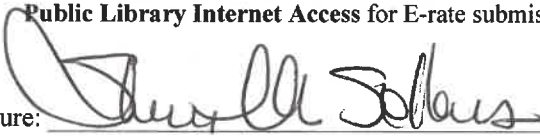
Public Library Name Westfield Washington Public Library
Phone Number: 317-896-9391 Fax Number: 317-896-3702
Contact Name: Sheryl A. Sollars
E-mail Address: ssollars@wwpl.lib.in.us

This is to confirm our participation in the **Indiana State Library Consortium for Public Library Internet Access** for the procurement of **Internet access and WAN connectivity**. I hereby authorize **Indiana State Library Consortium for Public Library Internet Access** to pay AdTec to file FCC Form 471 and other required E-rate forms, and to provide responses to requests for information to the Schools and Libraries Division of the Universal Service Administrative Company on behalf of the above listed public library.

I understand that, in submitting these forms on our behalf, the Indiana State Library and/or AdTec is making certifications for the above named public library (hereafter, "**the Library**"). By signing this Letter of Agency, I make the following certifications:

- (a) I certify that **the Library** is an eligible recipient under 47 C.F.R. §54-501. **The library** does not operate as a for-profit business, **the Library's** budget is completely separate from any school, and **the Library** is eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act of 1996.
- (b) I certify that **the Library** has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the Billed Entity is passing through the non-discounted charges for the services requested under this Letter of Agency, the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.
- (c) I certify that the services **the Library** purchases at discounts provided by 47 U.S.C. §254 will be used solely for library purposes, see 47 C.F.R. §54.500 and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. §54.513. Additionally, I certify that the Library listed on this application has not received anything of value or a promise of anything of value, other than services sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- (d) I certify that **the Library** has complied with all program rules, including recordkeeping requirements, and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- (e) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- (f) I certify that I will retain required documents for a period of at least ten years (or whatever retention period is required by the rules in effect at the time of this certification), after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

- (g) I certify that I am authorized to order Internet access and other supported services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. §1001 and civil violations of the False Claims Act.
- (h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- (i) I certify, on behalf of the entities covered by this Letter of Agency, that any funding requests for internal connections services, except basic maintenance services, applied for in the resulting FCC Form 471 application are not in violation of the Commission's rules at 47 C.F.R. §54.502(a) and (b).
- (j) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- (k) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to the **Indiana State Library Consortium for Public Library Internet Access** for E-rate submission is true.

Signature:  Title: Executive Director
 Name (printed): Sheryl A. Sollars Date: 7/11/24

Signing this form authorizes the Indiana State Library as the Consortium leader to pay AdTec to file for discounts on your behalf related to your Internet services from the federal E-Rate program.

RETURN via EMAIL TO: htrefun@library.in.gov (Preferred)

OR by USPS TO:

Hayley Trefun, Public Library Services Consultant
 Indiana State Library
 Library Development Office
 315 W. Ohio Street
 Indianapolis, IN 46202

**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
OR TO THE FEDERAL COMMUNICATIONS COMMISSION****Schools and Libraries Universal Service
Certification by Administrative Authority to Billed Entity of
Compliance with the Children's Internet Protection Act**

Please read instructions before completing.
(To be completed by the Administrative Authority and provided to your Billed Entity)

Administrative Authority's Form Identifier: WWPL47925-26
Create your own code to identify THIS FCC Form 479.

Block 1: Administrative Authority Information

1. Name of Administrative Authority		2. Funding Year
Westfield Washington Public Library		2025-2026
3. Mailing Address and Contact Information for Administrative Authority		
Street Address, P. O. Box or Route Number		
17400 Westfield Blvd		
City	State	Zip Code
Westfield	IN	46074
Name of Contact Person		
Sheryl A. Sollars		
Telephone Number	Fax Number	Email Address
317-896-9391	317-896-3702	ssd@sars@wwpl.lib.in.us

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Block 2: Certifications and Signature

- I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
- I recognize that I may be audited pursuant to this form and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.

Name of Administrative Authority Westfield Washington Public Library
 Administrative Authority's Form Identifier WVWPIE47925-26
 Contact Person Sheryl A. Sollars
 Telephone Number 317-896-9391 ext. 106

Block 2: Certifications and Signature (Continued)

6. I certify that as of the date of the start of discounted services:
- a the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
 - b pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:
 (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

 (FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.
 - c the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after the recipients of service under your administrative authority have applied for discounts:

- d I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

(CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box above if you are requesting this waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that has (have) applied for discounts for Funding Year 2004. By checking this box, you are certifying that the library(ies) represented in the Funding Request Number(s) on this FCC Form 479 will be brought into compliance with the CIPA requirements before the start of the Funding Year 2005.)

The certification language above is not intended to fully set forth or explain all the requirements of the statute.

7. Signature of authorized person <u>Sheryl A. Sollars</u>	8. Date <u>7/11/2024</u>
9. Printed name of authorized person <u>Sheryl A. Sollars</u>	
10. Title or position of authorized person <u>Executive Director</u>	
11. Telephone number of authorized person <u>317-896-9391 ext. 106</u>	

FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PERM, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.

A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR JULY 1, 2025 THROUGH JUNE 30, 2026**

WHEREAS, the board of the Westfield Washington Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from Broadband Connectivity Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the Broadband Connectivity Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the 10th day of July, 2024, at which meeting a quorum was present.

NAY
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AYE

Nancy Krochel
Jodi Dubaugh
Lee Ann Roeder
J Van Den Berg

ATTEST: -

Jodi Dubaugh

Secretary