

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

1. CALL TO ORDER.

The meeting was called to order at 7:03 PM by President Nancy Knochel. Those in attendance were: Jodi Dubovich, Amber Van Den Berg, Justin Wiley, Kim Patton and Jill Doyle. Patrick Downey was absent. Also present were: WWPL Director Sheryl Sollars, Erin Downey of the WPL Foundation, Marc Griffith and Scott Senefeld of Veridus, Abigail and Katie of krM. On Zoom were attorney Eric Douthit and WWPL employee Sara Perry.

2. MOTION FOR APPROVAL OF THE DECEMBER 13, 2023 REGULAR BOARD MEETING MINUTES.

A correction to the minutes is #4ai6. \$48,000.00 is being contributed to the video wall not \$4,800.00. Amber made a motion to approve the December 13, 2023 minutes as amended. Jodi seconded the motion. The motion was approved unanimously.

3. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$8,548,645.42.

b. Receipts:

Receipt #360 for \$396,766.54 is the Fall Property Tax settlement.

Operating Fund \$160,225.68 Debt Service Fund \$236,540.86

Receipt #367 for \$60,361.83 is the December LIT distribution.

Receipt #387 for \$33,798.06 is the interest from the Construction Fund.

c. Vouchers.

Claim #58 for \$1,017,672.71 is to GM Development for the construction project.

Claim #40 for \$4,770.35 is to New Image Upholstery to recover chairs for the new library.

Claim #50 for \$750.00 is to Bank of New York Mellon for administration fees on our bond.

d. Jill made a motion to pay the bills in the amount of \$1,090,516.90. Amber seconded the motion. The motion was approved unanimously.

e. 1782 Notice for the 2024 Budget.

i) Resolution for Blanket Appropriation Modification.

Amber made a motion to approve the Resolution for Blanket Appropriation Modification as shown on page 40. Jodi seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project.

i) Veridus Update.

1) The FFE design is underway and is within budget.

2) In regards to the relocation, we have received the contract agreement and follow up to the proposal.

3) Construction continues to progress well. The exterior is close to completion. Drywall and finishes are progressing, the elevators are in and the mechanicals fired up.

4) They are co-ordinating with Meijer-Najem and are currently on schedule.

5) May 1st is the furniture install.

ii) Building Committee/Director Update.

1) Sheryl indicated that the library is scheduled to be closed 3 weeks for the move but hopes it will be less.

2) Abigail and Katie of krM offered a slide presentation of the furniture selections for new library. They also indicated that we are within budget.

b. Library Board President's Report – Amber will be chairing the board meeting in February.

c. Westfield Library Foundation Report.

i) Erin reported that the total amount the Foundation raised in 2023 is \$159,240 not counting pledges.

- ii) There are two new board members: Thomas Wagner and Katie Ellis.
- iii) The 1902 Society continues to grow. It accounts for almost \$16,000.00 per year.
- iv) The Funding Initiative has \$191,500 in committed gifts for the new library.
- v) The Foundation raised \$2,550 on Giving Tuesday and One-Touch Automation has agreed to match this amount which will go to the digital lab.

d. Director's Report.

- i) Building Report – nothing new.
- ii) Personnel Report.
 - 1) Joint Program Director.
Eric has drafted up a contract for this director who will be shared between the Township and the Library. The director will be an employee of the Township. We will give 50% of the costs. This person will schedule rooms and inputting calendar data into the software. Jodi made a motion to approve the contract on page 66. Justin seconded the motion. The motion was approved unanimously.
- iii) Staff changes.
We have a part-time library assistant position open.

e. Other – none.

5. NEW BUSINESS.

a. Resolution to Establish Non-Resident Fee 2024.

The fee covers an entire family. Amber made a motion to approve the Resolution to Establish Non-Resident Fee. Kim seconded the motion. The motion was approved unanimously.

b. Resolution to Pay Bills with Prior Approval.

Jill made a motion to approve the Resolution to Pay Bills with Prior Approval. Amber seconded the motion. The motion was approved unanimously.

c. Internal Controls Policy Annual Notice.

Amber made a motion to approve the Internal Controls Policy Annual Notice. Jodi seconded the motion. The motion was approved unanimously.

d. Review of the WWPL Board By-Laws.

The by-laws were reviewed. There were no changes.

e. Board Member Appointment.

Amber's appointment is up at the end of February. Amber indicated that she is willing to continue.

f. PLAC Report – the report was signed.

g. Other.

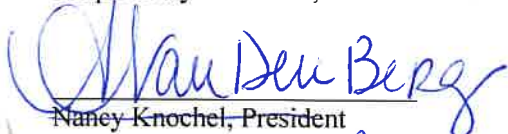
The February meeting is changed from February 14th to February 7th.

6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:44 PM.

Respectfully submitted,


Nancy Knochel, President
Amber Van Den Berg


Jodi Dubovich, Secretary
Jill Doyle



Westfield Washington

PUBLIC LIBRARY

WESTFIELD WASHINGTON LIBRARY BOARD RESOLUTION for BLANKET APPROPRIATION MODIFICATION


WHEREAS, the Library Board of Westfield Washington is required to advertise the 2024 budget several months prior to implementation,


AND WHEREAS, expenditure calculations used to prepare the budget and establish tax levies and rates for advertisement are projections of events that may take place over the next three months,

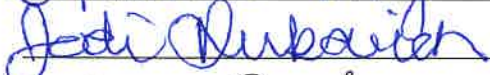
AND WHEREAS, the Library Board of Westfield Washington wishes to implement the most appropriate and accurate budget for the patrons of Westfield Washington Public Library,

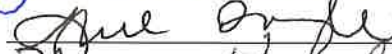
THEREFORE, BE IT RESOLVED, that the Library Board grants the appropriate authority to Sheryl Sollars, Director, to modify appropriations in the 2023 and/or 2024 Budgets as necessary in response to receipt of the 1782 Notice for Budget Year 2024 from the Indiana Department of Local Government Finance, which by statute should be no later than December 31, 2023.


Passed and adopted this 10th day of January 2024.

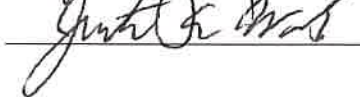












CONTACT US

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VISIT US

333 W. Hoover Street

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Westfield Washington

PUBLIC LIBRARY

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Westfield Washington Public Library must pay its bills on time and the Westfield Washington Public Library board requests that all bills be paid by their due date, the Westfield Washington Public Library board approves the following types of disbursements be made before the monthly regularly scheduled library board meeting as allowed by Indiana Code 36-12-3-14(a)(1-11).

- (1) Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- (2) Dues, subscriptions, and publications.
- (3) License or permit fees.
- (4) Insurance premiums.
- (5) Utility payments or connection charges.
- (6) Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- (7) Grants of state funds authorized by statute.
- (8) Maintenance and service agreements.
- (9) Legal retainer fees.
- (10) Conference fees.
- (11) Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction;
 - (C) tuition reimbursement, if the library board determines that the expenditures under this subsection directly benefit the library.
- (12) Leases or rental agreements.

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- (13) Bond or coupon payments.
- (14) Payroll costs.
- (15) State, federal, or county taxes.
- (16) Expenses that must be paid because of emergency circumstances.
- (17) Expenses for advertising and Promoting Library Services
- (18) Other expenses described in another library board resolution

The Westfield Washington Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

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Adopted this the 10th Day of January 2024.

AYE

NAY

<i>Kim Pao</i>	_____
<i>Wander Berg</i>	_____
<i>Jodi Dubois</i>	_____
<i>Julie Doyle</i>	_____
<i>Just a. Smith</i>	_____
_____	_____
_____	_____
_____	_____

ATTEST:

Jodi Dubois

Secretary, Westfield Washington Public Library
Board of Trustees

CONTACT US

Phone: 317-896-9391

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RESOLUTION TO ESTABLISH NON-RESIDENT FEE

Whereas, IC 36-12-2-25(c) requires that an individual non resident fee be established, the members of the Westfield Washington Public Library Board do resolve to establish the non-resident fee at \$65.00 for an individual non-resident card and \$65.00 for a family non-resident card, effective January 11, 2024. Be it further resolved that this fee will remain in effect until such time that the library board passes a new non resident fee resolution.

Adopted this 10th day of January 2024

AYE

NAY

Kim [unclear]
Vanderberg
John Dubovich
[unclear]
Nancy Knochel
[unclear]

ATTEST:

John Dubovich
Secretary

Westfield Washington Public Library Board of Trustees

CONTACT US

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Westfield Washington

PUBLIC LIBRARY

INTERNAL CONTROLS POLICY ANNUAL NOTICE

Pursuant to Indiana Code 5-11-1-27(h) notice is hereby given that the Board of Trustees of the Westfield Washington Public Library have determined that Internal Control Policy and Procedures are in place and that personnel have received training in internal controls and procedures.

Dated January 10, 2024

Treasurer, Board of Trustees
Westfield Washington Public Library

Secretary, Board of Trustees
Westfield Washington Public Library

CONTACT US

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



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333 W. Hoover Street
Westfield IN 46074

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
BOARD OF FINANCE MEETING MINUTES
JANUARY 10, 2024**

1. CALL TO ORDER.

The meeting was called to order at 7:45 PM by President Nancy Knochel. Those in attendance were: Kim Patton, Jill Doyle, Justin Wiley, Amber Van Den Berg and Jodi Dubovich. Absent was Patrick Downey. Director Sheryl Sollars was also present.

2. ELECTION OF OFFICERS.

Jill made a motion that the 2024 Board of Trustees officers serve as 2024 Board of Finance Officers in the same offices. Jodi seconded the motion. The motion was approved unanimously.

3. REVIEW OF FINANCE POLICY

The finance policy was reviewed. There were no changes.

4. REGISTER OF INVESTMENTS.

The Community First Money Market interest earned as of 12/31/2023 was \$614,355.81.


5. ADJOURNMENT

Hearing no opposition President Nancy Knochel adjourned the meeting at 7:47 PM.

Respectfully submitted,



Nancy Knochel, President
Amber Van Den Berg



~~Jodi Dubovich, Secretary~~
Jill Doyle

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
FEBRUARY 7, 2024**

1. CALL TO ORDER.

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

2. MOTION FOR APPROVAL OF THE JANUARY 10, 2024 REGULAR BOARD MEETING MINUTES AND BOARD OF FINANCE MEETING MINUTES.

Jill made a motion to approve the January 10, 2024 regular board meeting minutes and the Board of Finance meeting minutes. Justin seconded the motion. The motion was approved unanimously.

3. APPOINTMENT OF ACTING SECRETARY.

Jill Doyle was appointed Acting Secretary.

4. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$7,534,770.37.

b. Receipts:

Receipt #9 for \$68,203.17 is the January LIT distribution per month. Overall yearly increase is \$94,096.08. Receipt #27 for \$32,728.43 is the interest from the Construction Fund.

c. Introduction of the new library board member.

Lee Ann Roeder was introduced as the newest board member. She is a city council appointee.

d. Vouchers.

Claim #117 for \$677,980.26 is to GM Development for the construction project.
Claim #118 for \$9,390.78 is to krM Architecture for professional services.
Claim #119 for \$10,102.93 is to Veridus for professional services.

e. Motion to pay bills.

Justin made a motion to pay the bills in the amount of \$823,076.52. Jill seconded the motion. The motion was approved unanimously.

e. 2024 LIT Distribution and Budget Order.

Page 27 shows the 2024 Budget Order which indicates that our budget is certified.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project.

i) Veridus Update.

- 1) Scott indicated that everything is progressing well.
- 2) krM continues to coordinate FFE procurement and the relocation schedule.
- 3) Coordination continues with the Park St. improvements.
- 4) In regards to the relocation, the stored Carmel shelving relocation is scheduled to start April 1st.
- 5) Café – still working with design for the space and coordinating with Rivet. It is hoped to be finish soon.
- 6) The soil is being back filled and the building exterior finishes are going on.
- 7) The dry wall is complete, primer and first coat of paint is complete, some floor finishes are being installed, and the boilers will be started and the VAVs.

ii) Building Committee/Director Update.

1) Second Amendment to Post Closing Escrow Agreement.

Eric informed the board that the seller has asked that all but \$20,000.00 of the escrow money be returned to him and citing why this was all right. Lee Ann made a motion to confirm the Second

Amendment to Post Closing Escrow Agreement and that Sheryl be authorized to sign the agreement. Justin seconded the motion. The motion was approved unanimously.

2) **EverBright Light Wall.**

We have received a \$4,000.00 grant to put toward the EverBright Light wall. Sheryl will use the rest of the GO Bond, about \$13,000.00 to pay for it.

3) **Grand Opening.**

The Grand Opening is tentatively being scheduled for June 1st with ribbon cutting etc. This is also the first day of the summer reading program. A soft opening will happen before that. Sheryl is asking for volunteers on the planning committee. The township will have their ribbon cutting opening ceremony before ours.

4) **Additional Appropriation Resolution.**

The additional appropriation is needed to spend the money from the proceeds of the sale of the building. It is about \$1.6 million and since it is over our 4.9 growth quotient it needs to go before the city council. Justin made a motion to approve the Additional Appropriation Resolution. Jill seconded the motion. The motion was approved unanimously,

b. Library Board President's Report – none.

c. Westfield Library Foundation Report.

- i) The funding initiative is still being worked on, and currently there are committed gifts of \$191,500.00.
- ii) There will be a Foundation fund raising event on May 18th.
- iii) A pickleball tournament will be held on Thursday, August 22nd.
- iv) The 1902 Society has 10 new members
- v) Erin is working with Nancy about the Summer Reading Program and the Apex Author Series. The Foundation will help fund programs.

d. Director's Report.

- i) Building Report – nothing except there is a lot of activity with the school coming over.
- ii) Personnel Report.
 - 1) Joint Program Director.
Paula Bell has been hired as the joint Program Director for WWT and WWPL.
- iii) Staff changes.
The part-time library assistant position has been filled by Wagma (Heela) Shinwane.

e. Other – none.

5. NEW BUSINESS.

a. Appropriation Resolution.

Justin made a motion to approve the Library Appropriation Resolution to place \$28,000 from Operating Fund 1.12 to Operating Fund 3.1 for professional services. LeeAnn seconded the motion. The motion was approved unanimously.

b. Review of State Board of Accounts Annual Financial Report.

Jill made a motion to approve the State Board of Accounts Annual Financial Report as outlined on pp. 88-104. Justin seconded the motion. The motion was approved unanimously.

c. Review of Indiana State Library Annual Report.

All statistics have increased over 2023. Sara did most of the report this year.

d. Other.

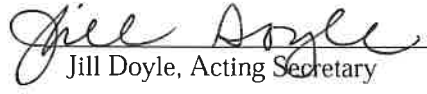
6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:41 PM.

Respectfully submitted,


Amber Van Den Berg, Vice-President


Jill Doyle, Acting Secretary

smr



LIBRARY APPROPRIATION RESOLUTION

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Westfield Washington Public Library: Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Westfield Washington Public Library, Westfield, Hamilton County, Indiana, that for the expenses of the Westfield Washington Public Library, the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
OTHER SERVICES AND CHARGES	
3.1 Professional Services	\$28,000.00
TOTAL	\$28,000.00

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
PERSONAL SERVICES	
1.12 Asst.Dir/AdminAsst.	\$28,000.00
TOTAL	\$28,000.00

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted this 7th day of February, by the following aye and nay vote.

AYE	NAY
<u>Bill Boyle</u>	_____
<u>Van Der Berg</u>	_____
<u>Justin E. ...</u>	_____
<u>Robert A. Dewey</u>	_____
<u>W. Ann ...</u>	_____
_____	_____
_____	_____
_____	_____

ATTEST: Bill Boyle
Secretary, Westfield Washington Public Library
Board of Trustees



ADDITIONAL APPROPRIATION RESOLUTION

Whereas, it has been determined that it is now necessary to appropriate more money than was originally appropriated in the annual budget; now, therefore:

Sec. 1 Be it resolved by the Westfield City Council, Hamilton County, Indiana, that for the expenses of the Westfield Washington Public Library the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to laws governing the same:

FUND NAME	PURPOSE SPECIFIED	AMOUNT REQUESTED	AMOUNT APPROPRIATED
Operating Fund	Capital Outlays	\$1,600,000.00	\$1,600,000.00

Adopted this 7th day of February 2024

AYE

NAY

<u>Julie Doyle</u>	_____
<u>J Van Den Berg</u>	_____
<u>Justin G. Wright</u>	_____
<u>Frank A. Downey</u>	_____
<u>LeAnne Reeder</u>	_____
_____	_____
_____	_____

ATTEST:

Julie Doyle
Secretary, Westfield Washington Public Library
Board of Trustees

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
MARCH 13, 2024**

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Nancy Knochel. Those in attendance were: Justin Wiley, Jill Doyle, Patrick Downey, Amber Van Den Berg, Jodi Dubovich and Lee Ann Roeder. Also present were: WWPL Director Sheryl Sollars, Erin Downey of the WPL Foundation, Eric Douthit, attorney, Scott Senefeld of Veridus, and WWPL employee Sara Perry.

2. MOTION FOR APPROVAL OF THE FEBRUARY 7, 2024 REGULAR BOARD MEETING MINUTES.

Amber made a motion to approve the February 7, 2024 regular board meeting minute. Jill seconded the motion. The motion was approved unanimously.

3. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$6,885,974.05. The cash flow report had an error last month which has been corrected giving the correct cash flow report this month.

b. Receipts:

Receipt #29 for \$399.91 is insurance from the outreach vehicle collision damage. Someone backed into the vehicle.

Receipt #34 for \$1,769.67 is reimbursement for the wage of the summer intern.

Receipt #36 for \$13,539.98 is reimbursement of an Internet grant which goes to the installation of the fiber line and to cover a couple of monthly payments for the new library.

Receipt #39 for \$68,203.17 is the February LIT distribution.

Receipt #54 for \$1,000.00 is the deductible refund for the outreach vehicle.

Receipt #56 for \$93,963.00 is the foundation gift toward the upstairs terrace and children's playhouses.

Receipt #69 for \$24,680.97 is the interest from the Construction Fund.

d. Vouchers.

Claim #197 for \$758,797.45 is to GM Development for the construction project.

Claim #198 for \$8,137.35 is to Veridus for professional services.

Claim #195 for \$4,932.03 is to krM Architecture for professional services.

Claim #196 for \$8,114.57 is to Veridus for professional services.

Claim #199 for \$18,766.11 is to GM Development for the construction project. \$5,330.61 is from the Operating Fund and \$13,435.5 is from the new library donation fund.

Claim #164 for \$4049.00 is to Invengo America Corp for annual maintenance.

Claim #179 for \$2,437.33 is to The Rocchio Agency for cyber security insurance and Workman's Comp.

Claim #200 for \$65,666.00 is to WWPL to transfer from the new library donation fund to the money market.

The donation from the WPL Foundation was put in checking and should have been put in the money market.

e. Motion to pay bills.

Jodi made a motion to pay the bills in the amount of \$992,570.89. Lee Ann seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project.

1) Veridus Update.

1) Scott again indicated that everything is progressing well.

2) Outside, the concrete sidewalks are in and irrigation is being put in, also 6 trees were to be put in today.

3) Inside, the carpet is down, the café area is not in yet.

4) The stored Carmel shelving relocation is now being installed.

2) Café Agreement.

A revised agreement was sent to Rivet on Monday. We not heard back yet. Eric will follow up tomorrow.

- 3) Relocation Timeline.
As mentioned above the Carmel shelving is being put in. Tammy Sanders has taken pictures of the spaces. Totes are being used to pack up offices and supplies.
- 4) Interlocal Agreement - Park Street Parking.
The agreement has been amended and we are paying for the sidewalks. Jill made a motion to approve the amendment to the interlocal agreement. Jodi seconded the motion. The motion was approved unanimously.
- 5) Condo Agreement with WWT.
According to state law there needs to be a Condo Association Board with at least 3 people. The library and the township are working through the process. The split is 18/82. The library will retain ownership of the building. There will not be any designated parking.
- 6) Additional Appropriation to Expend Proceeds from the Sale of the Current Library.
This was passed by city council and Sheryl is waiting to hear back from the DLGF.

b. Library Board President's Report.

Nancy is glad to be back and welcomed LeeAnn to the library board.

c. Westfield Library Foundation Report.

- i) The Foundation funded the upstairs terrace and the playhouses for the new library.
- ii) Erin gave a tour of the new library to the Mayor and City Council.
- iii) There will be a VIP event on May 18th. It will be a fun evening starting with a scavenger hunt. There will be a raffle at each stop. Board members are asked to each donate a bottle of wine for the wine pool.
- iii) The pickleball tournament will be held on Thursday, August 22nd.
- iv) Foundations from neighboring libraries have gathered to form a group and plan to meet quarterly.
- v) APEX Benefits has provided \$10,00 for 12-14 programming and author visits this year.

d. Director's Report.

- i) Sheryl provided a quarterly summary for the board of the progress on goals stated in her performance review. These included reviewing the strategic plan, working on relocation and working with WWT.
- ii) Staff changes.
Sara will be transitioning out of circulation to cover the library overall. Sherine Paul will become assistant circulation manager and will assume her new position July 1st.

e. Other – none.

5. NEW BUSINESS.

a. Resolution to Establish 403 – Rebate for the 2021 GO Bond Funds.

Amber made a motion to approve the Resolution to Establish 403 – Rebate for the 2021 GO Bond Funds. Jodi seconded the motion. The motion was approved unanimously.

b. Resolution to Transfer Funds from the Construction Fund to the Rebate for 2021 GO Bond Funds.

Lee Ann Made a motion to approve the Resolution to Transfer Funds from the Construction Fund to the Rebate for 2021 GO Bond Funds. Jill seconded the motion. The motion was approved unanimously.

c. Resolution to Establish 247 – State Technology Fund.

Amber made a motion to approve the Resolution to Establish 247 – State Technology Fund. Jill seconded the motion. The motion was approved unanimously. The date on the Resolution was changed from March 11, 2024 to March 13, 2024, the date the resolution passed.

c. Approval to Close the Library for the Move.

Sheryl proposes to close the Library from April 15 – May 19. Justin made a motion to approve closing the Library from April 15 to May 19 with the discretion of the director to change the dates as needed. Patrick seconded the motion. The motion was approved unanimously.

d. Grand Opening.

The grand opening will be at noon on June 1st, which is also the first day of the Summer Reading Program. The theme is New Chapter, New Adventure.

e. Temporary Succession Plan.

The Succession Plan was provided to the board.

f. Library Board Information Sheet.

The Board was asked to let Sheryl know if there were any corrections to their personal information on the sheet.

g. Other.

The Library is closed on April 8th. Sheryl asked that the staff have the day off. Consensus agreed.

6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:56 PM.

Respectfully submitted,


Nancy Knochel, President

DocuSigned by:


9FB7F9B806AG4A1...
Jodi Dubovich, Secretary

smt



Westfield Washington

PUBLIC LIBRARY

RESOLUTION TO ESTABLISH 247 - STATE TECHNOLOGY FUND GRANT FUND

WHEREAS, The Board of the Westfield Washington Public Library finds that a State Technology Fund Grant Fund needs to be established to receive money from the state Technology Fund and

WHEREAS the fund name as directed by the State Board of Accounts must be called "State Technology Fund Grant Fund"

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Westfield Washington Public Library do hereby establish the State Technology Fund Grant Fund for the purpose(s) of receiving money from the State Technology Fund and paying the necessary bills associated with the non e-rate portion of the Internet access invoices from the approved Internet service provider.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the ¹³Nth day of March 2024, at which meeting a quorum was present.

AYE

NAY

Nancy Knochel

Michael A. Dehney

W Van Der Berg

John Dubocovich

Dice Songle

Lee Ann Roeder

Justin A. Long

ATTEST:

John Dubocovich
Secretary, Westfield Washington Public Library Board of Trustees

CONTACT US

Phone: 317-896-9391

Website: wwpl.lib.in.us



VISIT US

333 W. Hoover Street

Westfield IN 46074



Westfield Washington

PUBLIC LIBRARY

RESOLUTION TO ESTABLISH 403 - REBATE FOR THE 2021 GO BONDS FUND

WHEREAS, The Board of the Westfield Washington Public Library finds that a Rebate for the 2021 GO Bonds Fund needs to be established.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Westfield Washington Public Library do hereby establish the Rebate for the 2021 GO Bonds Fund for the purpose(s) of paying the excess interest earned under the regulations of tax exempt bonds to the IRS.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the 13th day of March 2024, at which meeting a quorum was present.

AYE

NAY

Nancy Knochel
Paul A. Doherty
Wander Berg
Jodi Dubovich
Bill Soyle
Lee Ann Lecker
Justin L. Long

ATTEST:

Jodi Dubovich
 Secretary, Westfield Washington Public Library Board of Trustees

CONTACT US

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Westfield IN 46074



Westfield Washington

PUBLIC LIBRARY

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

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

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted this 13th day of March 2024, by the following aye and nay vote.

AYE

NAY

<u>Nancy Krochel</u>	_____
<u>J. Russell Dawrey</u>	_____
<u>Wander Berg</u>	_____
<u>John Dubauich</u>	_____
<u>Julie Doyle</u>	_____
<u>Lee Ann Roeder</u>	_____
<u>Janet Co. Co. Co.</u>	_____

ATTEST: John Dubauich
Secretary of the Westfield Washington Public Library

CONTACT US

Phone: 317-896-9391

Website: wwpl.lib.in.us



VISIT US

333 W. Hoover Street

Westfield IN 46074

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

1. CALL TO ORDER.

The meeting was called to order at 7:03 PM by President Nancy Knochel. Those in attendance were: Justin Wiley, Jill Doyle, and Lee Ann Roeder. Attending via ZOOM were, Amber Van Den Berg and Jodi Dubovich. Also present were: WWPL Director Sheryl Sollars, Eric Douthit, attorney, Scott Senefeld of Veridus, and WWPL employee Sara Perry.

2. MOTION FOR APPROVAL OF THE MARCH 13, 2024 REGULAR BOARD MEETING MINUTES.

Jill made a motion to approve the March 13, 2024 regular board meeting minutes. Justin seconded the motion. The motion was approved unanimously by Nancy, Jill, Justin, Lee Ann, Amber and Jodi.

3. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$6,066,451.05.

b. **Receipts:**

Receipt #85 for \$1,560.90 is the annual distribution from the Betty Overman Grant. It is used for the Summer Reading Program and other collections in the Children's Department.

Receipt #86 for \$68,203.17 is the March LIT distribution.

Receipt #87 for \$65,666.00 is the reimbursement to the construction fund for the roof terrace.

Receipt #88 for \$290,000.00 is the transfer of interests from the Construction Fund into the new Arbitrage Fund.

Receipt #106 for \$22,238.69 is the interest from the Construction Fund.

d. **Vouchers.**

Claim #266 for \$765,430.47 is to GM Development for the construction project. \$90,784.98 is from the Operating Fund and \$674,645.49 is from the Construction Fund.

Claim #268 for \$11,737.44 is to krM Architecture for professional services

Claim #275 for \$6,248.57 is to Veridus for professional services.

Claim #234 for \$399.57 is to Blossom Collision for the outreach vehicle collision damage repair.

Claim #247 for \$8,614.44 is to Konica Minolta Business for a large document printer for public use in the maker space. \$6,495.00 is for the document printer and \$2119.44 is for supplies and software.

e. **Motion to pay bills.**

Lee Ann made a motion to pay the bills in the amount of \$1,222,225.71. Jill seconded the motion. The motion was approved unanimously by Nancy, Jill, Justin, Lee Ann, Amber and Jodi.

4. UNFINISHED BUSINESS.

a. **WWPL New Library Project.**

1) Veridus Update.

1) Inside floor finishes are mostly done; drywall and paint touch up is ongoing; Lighting is 100% in place.

2) A couple more TVs need to be hung, and the café work is ongoing.

3) Work on the exterior still needs to be competed; site-wise the asphalt topcoat is not yet put on.

4) Meyer-Najem has scheduled with krM for the initial punch next week. The final completion date will not be established until the final punch occurs. The completion date is still on schedule.

5) Shelving is finishing next week. Sheryl has the office totes but not the carts yet. They should be there the week of the 22nd.

6) Landscaping still has more to be done,

2) Café Agreement.

The agreement has been negotiated up to the last couple of pieces which were sent out today. They have the same opening timeline as the library. The lease starts May 1st. A lump sum down and a fixed amount each month.

3) Condo Agreement with WWT.
We received their revisions to our revisions. The only real issue is the expansion area and making sure the library can expand there. There is a meeting on Friday.

4) Relocation update.
We are not closing until the 22nd. Next week the offices are being packed up so that on the 22nd we can start moving.

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

c. Westfield Library Foundation Report.

- i) The Money Market account has \$57,028.63; the Checking account has \$47,460.64. There is \$2,012.26 in the Funding Initiative Checking Account and \$31,689.06 in the Funding Initiative Money Market account.
- ii) There is \$217,500 in committed gifts for the new library.
- iii) The Foundation has started selling tickets for the VIP event on May 18th.

d. Director's Report.

- i) We did get the DLGF approval for the additional appropriation
- ii) Building – a tree fell in the employee parking lot. It has been taken care of.
- iii) Staff changes – none.

e. Grand Opening.

- i) The grand opening will take place on June 1st at 12 noon.
- ii) The Chamber and City officials will attend. The police have been contacted should there be a need.
- iii) Save the date cards will go out soon.

f. Other.

The PLAC report needs to be signed.

5. NEW BUSINESS.

a. May 8th, 2024 Board Meeting.

The May 8th board meeting will be held at the current library.

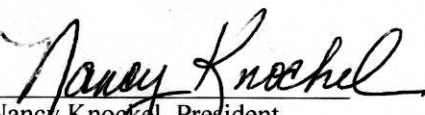
b. Other -- none

6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:24 PM.

Respectfully submitted,


Nancy Knoedel, President


Jodi Dubovich, Secretary

smr

WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
May 8,2024

1. CALL TO ORDER. The meeting was called to order at 7:00 PM by President Nancy Knochel.
In attendance were: Jodi Dubovich, Amber Van Den Berg, Jill Doyle, Patrick Downey and Lee Ann Roeder
Absent were: Justin Wiley
Also present were: WWPL Director Sheryl Sollars, Eric Douthit (Zoom), attorney, and Marc Griffith of Veridus.
2. MOTION FOR APPROVAL OF THE April 10, 2024 REGULAR BOARD MEETING MINUTES.
Jill made a motion to accept the April 10, 2024 minutes.
Amber 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 \$5,233,220.96
 - b. Receipts:
 - #120 - April LIT \$68,203.17
 - #128 – Interest from The Construction Fund \$20,825.73
 - c. Vouchers.
 - #302 ALLESTEK – SWITCHES FOR NETWORK \$3,309.97 2020 GO BOND
 - #338 AMAZON – OPACS \$ 620.20
 - #325 FRANMUTH – BUILDERS RISK INSURANCE \$1,156.33 PAGE 22
 - #336 GM DEVELOPMENT OPERATING FUND \$196,761.48
 - #321 HERO DESIGN – LIGHT WALL IN CHILDREN'S DEPARTMENT \$8, 127.00 2020
 - #335 GM DEVELOPMENT \$8,871.25 ROOF TOP TERRACE AND CHILDREN'S PLAY AREA
 - d. Jill made a motion to pay the bills in the amount of \$960,058.70
Amber seconded the motion.
The motion was approved unanimously.
4. UNFINISHED BUSINESS.
 - a. WWPL New Library Project.
 - i. Veridus Update.
 1. Interior finishes have been predominantly completed with a few touch ups left.
 2. The Furniture is getting in place and the biggest order has been delivered.
 3. Parking lot is being paved and lines painted this week.
 4. Cafe agreement has been fully executed.
 - c. Westfield Library Foundation Report
 - i. \$332,500 has been committed in gifts with some more announcements planned for VIP night.
 - ii. VIP Night planning is going well and close to 250 people are planning to attend.
 - d. Director's Report
 - i. Manager's Report
 - ii. Statistics
 - iii. Current building – Relocation went well and the building is empty.
 - iv. Personnel Report

1. Staff Changes

Retirement: Cary Green, his last day is June 1st.

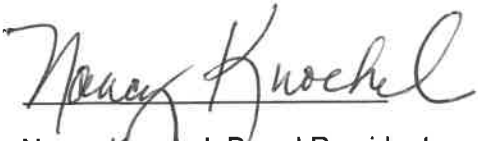
5. NEW BUSINESS.

a. No New Business

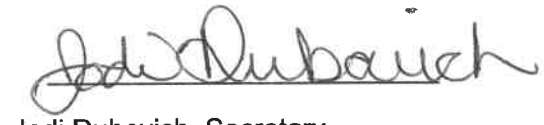
6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT. The meeting was adjourned at 7:20 PM.

Respectfully submitted,



Nancy Knochel, Board President



Jodi Dubovich, Secretary

WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Meeting Room A – WWPL
17400 Westfield Blvd, Westfield, IN 46074
June 12, 2024

1. CALL TO ORDER. The meeting was called to order at 7:00 PM by President Nancy Knochel.
In attendance were: Jodi Dubovich, Amber Van Den Berg, Jill Doyle, Patrick Downey, Lee Ann Roeder, Justin Wiley
Also present were: WWPL Director Sheryl Sollars, and Marc Griffith and Scott Senefeld of Veridus.
2. MOTION FOR APPROVAL OF THE May 8, 2024 REGULAR BOARD MEETING MINUTES.
Amber made a motion to accept the May 8, 2024 minutes.
Justin seconded the motion.
The motion was approved unanimously.
3. TREASURER’S REPORT.
 - a. Justin read the treasurer’s report. The total of all banks was \$5,325,442.96
 - b. Receipts:
 - 131: Spring property tax advance- \$727,946.89
 - 132: May Local Income Tax distribution- \$68,203.17
 - 135: Commercial Vehicle Tax- \$4,346.00
 - 136: Memorial Bench- \$4,500.00
 - 138: Interest from Construction Fund- \$15,938.47
 - 140: Local Distribution- \$205,387.00
 - c. Vouchers.
 - 396: New Image Upholstery- \$4608.10
 - 406: Veridus- 6,214.40
 - 336: GM Development- \$250,461.31
 - 410 KRM: \$5,000
 - 403: Metronet \$3,202.25
 - 391: Digital Signage software \$2,364.00
 - 385: BNY Mellon- \$674,900
 - d. Lee Ann made a motion to pay the bills in the amount of \$1,130,105.25
Jill seconded the motion.
The motion was approved unanimously.
4. UNFINISHED BUSINESS.
 - a. WWPL New Library Project.
 - i. Veridus Update.
 1. Finishing Punch List with completion date of June 19th. Working on documentation for completion and plans for building for future updates if necessary.
 2. Landscaping punch list is being worked on and providing feedback.
 3. At 11 months Veridus will walk the building to make sure warranties are intact and any changes/repairs made.
 - ii. WWT Library: Trustee Owners Association Bylaws and Declaration of Covenants, Conditions, and Restrictions for WWT Library & Trustee Owners Association

1. Sheryl shared that they would like expansions to only be one story. She would like the language to say that we will consult the township about expansion possibilities.
2. The Library has two positions open on the condo board. Sheryl would like for herself and Board President to hold those positions. Language will say Sheryl and Appointee of Library Board President.

iii. Parking

1. Park Street Parking will be paid for by the city. A bill will need to be sent to the city.
2. City would like to use library parking after hours. There are options for restaurants to possibly rent our lot for valet parking.

c. Westfield Library Foundation Report

- i. \$120,382 has been committed in gifts since January
- ii. The Gotwald Family is sponsoring the Makerspace in honor of their daughter, Annie. Dedication ceremony will be on August 3rd.
- iii. Pickleball Tournament is August 22nd. Contact Erin if you know of any possible sponsors.

d. Director's Report

- i. Manager's Report
- ii. Statistics
- iii. Current building
- iv. Personnel Report
 1. Staff Changes
 - Retirement: Kerry Green, his last day is June 1st.
 2. Sheryl would like to create two new positions.
 - a. Makerspace/IT Manager
 - b. Part Time Assistant to help with Makerspace Room
 - c. Building Maintenance

5. NEW BUSINESS.

a) 2025 Budget

- i) Budget Committee Meeting with Mike Reuter – July
 - *Jill Doyle will be the board representative for the budget committee
- ii) Public Hearing – August 28, 2024 – 7:00 pm – Mike Reuter
- iii) 2024 Budget Adoption – September 11, 2024 – 7:00 pm –

b) Meeting Room Policies and Fee Structure

- i) Working with Township to come to agreement on policies and fee structure for renting spaces.

c) MakerSpace Policies and Procedures

- i) Ribbon Cutting for the Makerspace

d) Staff In-Service Day – Monday October 14, 2024 with WWT

- i) CPR/AED Training
- ii) QPR Training – Question, Persuade, and Refer – Suicide prevention training
- iii) Stop the Bleed
- iv) Narcan

e) 2025-2027 Strategic Plan

- i) Current plan expires at the end of the year. Possibly considering hiring a consulting firm to help create

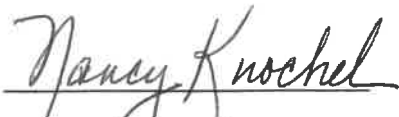
a plan.

f) Other

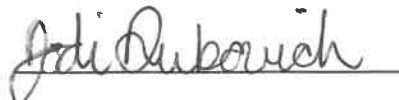
6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT. The meeting was adjourned at 7:50 PM.

Respectfully submitted,



Nancy Knochel, Board President



Jodi Dubovich, Secretary

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**

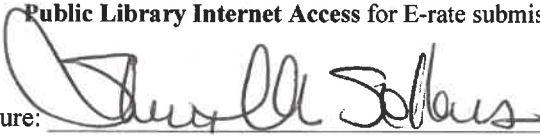
Public Library Name Westfield Washington Public Library
Phone Number: 317-896-9391 Fax Number: 317-896-3702
Contact Name: Sheryl A. Sollars
E-mail Address: ssollars@wwpl.lib.in.us

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	ssdlars@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
7

AYE

Nancy Krochel
Jodi Dubourd
Lee Ann Roeder
J Van Den Berg

ATTEST: -

Jodi Dubourd

Secretary

WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
AUGUST 14, 2024

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Nancy Knochel. Those in attendance were: Amber Van Den Berg, Jodi Dubovich, Jill Doyle and Justin Wiley. Absent were: Lee Ann Roeder and Patrick Downey. Also present were: WWPL Director Sheryl Sollars, Scott Senefeld of Veridus, Erin Downey, WPL Foundation Director, and WWPL Assistant Director Sara Perry.

2. MOTION FOR APPROVAL OF THE JULY 10, 2024 REGULAR BOARD MEETING MINUTES.

Amber made a motion to approve the July 10, 2024 regular board meeting minutes on pages 3-5. Justin seconded the motion. The motion was approved unanimously.

3. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$3,812,515.32.

b. Receipts:

Receipt #184 for \$68,203.17 is the July LIT.

Receipt #185 for \$1,000.00 is the July rent from Rivet.

Receipt #186 for \$290,000.00 is the transfer of the 2021 GO bond rebate to the Construction Fund.

Receipt #188 for \$1,309.40 is the WW Township reimbursement.

Receipt #208 for \$2436.56 is the reimbursement for the old copiers.

Receipt #214 for \$1,000.00 is the August Rivet rent.

Receipt #175 for \$10,811.83 is the interest from the Construction Fund. Going forward this will be put in the Operating Fund. The Construction Fund is now spent. We are now spending from the proceeds of the old library building.

c. Vouchers.

Claim #491 for \$290,000.00 is the transfer of funds from the 2021 GO Bond rebate.

Claim #488 for \$460,652.84 is to GM Development.

Claim #489 for \$440,432.83 is to GM Development. It should be the last payment.

Claim #555 for \$5,030.15 is the July payment to Veridus for professional services.

Claim #556 for \$2,041.54 is the August payment to Veridus for professional services.

d. Motion to pay bills.

Jill made a motion to pay the bills in the amount of \$1,375,274.58. Jodi seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project.

1) Veridus Update.

i) Still working on contract items until the 11th month.

ii) Working on issues with the HVAC. The heating and cooling were running at the same time causing large gas and electric bills. The problem is being addressed.

iii) Smaller punch list items will be addressed next week.

iv) Landscape plots will be checked and dead items replaced at the 11th month. Sheryl and Jamie have Bright View to take of the lawn mowing and watering. The city is bidding out landscaping and mowing and we are included in the contract.

2) WWT/WWPL – Amended & Restated Interlocal Government Agreement.

i) The amended agreement with the Township just needs signatures.

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

Sheryl signed off and the Township now owns their building and just pays for the ground underneath.

b. Library Board President's Report -- Nancy thanked Erin and the Foundation for all that they are doing.

c. Westfield Library Foundation Report.

- 1) Pickleball has been cancelled for lack of participants. Only 11 teams signed up; last year there were 42.
- 2) The Maker Space dedication to Annie Gotwald on August 3rd was a success. Sara and Eli are working on a schedule for the space.
- 3) The Foundation is allocating funds to increase the Spanish collection. Anuar Velasquez, Foundation Board member, is helping to recommend books.
- 4) The former train table netted \$450 in the raffle.
- 5) A gift for an art wall was received by Michael and Karen Heaton. A policy was established and a committee will decide which local artists to showcase for a month at a time. The art will start to be displayed January 1st.

d. Director's Report.

- 1) Statistics in July were up over past years.
- 2) Building Report.
 - a) Besides the HVAC problem mentioned above we still have some floor outlets that are not working.
 - b) The video wall is now working it was an HDM cable that was not working.
 - c) Sheryl has a meeting scheduled with krM about doing something with the stairs.
 - d) Sheryl is talking to krM about blinds in the upper windows of the program room.
 - e) Extra money will be used for furniture and signage.
- 3) Staff changes.
 - a) Paula Bell, Shared Program Director, has resigned her current position, she is taking the office manager position for the Township. It was decided to hire a part-time employee who will manage just the outside programming not the library's programming.
 - b) Eli is interviewing for an assistant for the Makerspace.
 - c) An administrative assistant to Jamie, Sheryl and Erin starts September 5th. Her name is Megan McCourt.
 - d) Two circulation assistants gave notice and 2 new assistants have been hired.
 - e) The circulation area acoustics (too loud) need to be addressed. KrM will be consulted about the situation.

e. 2025 Budget.

- 1) The draft budget is complete. Sheryl budgeted a 5% increase for staff. Increases will be based on merit. She also increased the budget for maintenance and utilities and is factoring in money for new costs.
- 2) The Public Hearing will take place 7:00 PM on August 28, 2024. Mike will be here to explain the budget.
- 3) 2025 Budget Adoption will take place September 11, 2024 at 7:00 PM.
- 4) The 3 year growth appeal -- the city council needs to approve the appeal. Consideration of the approval should take place at the 1st or 2nd meeting in September.

f. Policies and Procedures Updates.

- 1) Room Reservation Policy Approval.
Sheryl added the fees to the policy. Non-profits are free. For profits are charged by the hour based on which room they reserve. All reservations require a \$50 deposit. Amber made a motion to approve the Room Reservation Policy on pages 115-116. Jodi seconded the motion. The motion was approved unanimously.
- 2) Disaster Plan Approval.
It is the same plan as before but updated. The maps still need to be added. Jodi made a motion to approve the Disaster Plan as shown on pages 117-139. Jill seconded the motion. The motion was approved unanimously.

g. 2022-2023 Audit Update.

Testing areas were finished July 30th. Now the file goes through an internal review. There was only one area of concern which Sheryl has taken care of.

5. NEW BUSINESS.

a. Hamilton County – Dolly Parton Imagination Library.

Many questions came up that need to be answered, both by the library and county-wide, before any decisions are made. Hancock County has this service and has been invited to talk to Hamilton County about it. Meetings are still being scheduled concerning this service.

b. Other.


Sheryl is applying for a grant for an AED. The grant would provide \$1,300.00 towards the purchase.

6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:46 PM.

Respectfully submitted,


Nancy Knochel, President


Jodi Dubovich, Secretary

smr

AMENDED & RESTATED INTERLOCAL GOVERNMENT AGREEMENT

THIS AMENDED & RESTATED INTERLOCAL GOVERNMENT AGREEMENT (this “**Agreement**”) is entered into between Westfield Washington Public Library, a library and municipal corporation organized and existing under the laws of the State of Indiana, (the “**Library**”) and Westfield Washington Township, Hamilton County, Indiana, a township organized and operating under the laws of the State of Indiana, (the “**Township**” and with the Library collectively, the “**Participating Entities**” and each, a “**Participating Entity**”) to be effective as of [MONTH] [DAY], 2024 (the “**Effective Date**”). All capitalized terms not defined herein shall have the meaning assigned to such terms in the Original Agreement (as hereinafter defined).

WHEREAS, the Participating Entities entered into a certain Interlocal Government Agreement, dated November 17, 2022, attached hereto as Exhibit A, (the “**Original Agreement**”) whereby the Participating Entities participated in the development of certain real estate, located at 17400 Westfield Boulevard Westfield, IN 46074, (the “**Real Estate**”) to be used as offices for the Township and the Library (the “**Project**”); and

WHEREAS, the Participating Entities desire to amend and restate the Original Agreement in its entirety;

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions set forth herein, the Participating Entities hereby amend and restated the Original Agreement in its entirety as follows:

Section 1. **Purpose.** The purpose of this Agreement is to acknowledge the mechanism under which the Project will move forward, inclusive of the required statutory contents pursuant to Indiana Code § 36-1-7, *et seq.* This Agreement will also provide an outline of assumptions regarding the design and construction of the Project, as well as provide a framework for future agreements necessary to memorialize the operations of the Project after completion of construction of the Project. This Agreement shall be administered by a two-person committee comprised of the Library’s Director and the Township’s Trustee, each in consultation with their relative governing bodies, consultants, and legal counsel.

Section 2. **Funding.**

(a) In accordance with the Original Agreement, the Library acquired the Real Estate and submitted the Real Estate as a Horizontal Property Regime under Ind. Code § 32-35, *et seq.* pursuant to the Declaration (as hereinafter defined). Pursuant to Section 4 and as soon as reasonably practical, the Library shall transfer ownership of Unit B (as hereinafter defined) to the Township in exchange for Three Hundred Thousand Dollars (\$300,000.00) to be paid by the Township to the Library.

(b) In accordance with the Original Agreement, the Library has contributed an amount up to Twenty Million Two Hundred Seventy-Five Thousand Dollars (\$20,275,000.00) to pay for the overall development of the Project.

(c) In accordance with the Original Agreement, the Township has contributed an amount up to Five Million Two Hundred Thousand Dollars (\$5,200,000.00) to pay of the overall development of the Project.

Section 3. Design.

(a) In accordance with the Original Agreement, the Township and the Library have previously worked with consultants to develop the design for the Project (the “**Design**”) and worked with GM Development Companies LLC, an Indiana limited liability company, to deliver the Project.

(b) The Township and the Library each certify that the Design of the Project is sufficient for the purposes in which the Project was developed.

Section 4. Ownership of the Project. The Library has executed and recorded a certain Declaration of Covenants, Conditions, and Restrictions, dated [MONTH] [DAY], 2024, (the “**Declaration**”) whereby the Real Estate has been declared as a Horizontal Property Regime under Ind. Code § 32-35, *et seq.* Pursuant to the Declaration, the Real Estate consists of Unit A, Unit B (Unit A and Unit B collectively, the “**Condominium Units**” and each, a “**Condominium Unit**”), Area C, and Common Area. As soon as reasonably practical, the Library shall transfer ownership of Unit B to the Township. The Declaration governs certain rights and obligations of the Participating Entities not otherwise included within this Agreement.

Section 5. Utilities Not Separately Metered. The Declaration provides that the costs for the utilities located upon the Real Estate that are not separately metered to a specific Condominium Unit (the “**Shared Utilities**”) shall be held in the name of the Library and shall be governed pursuant to this Agreement. Costs and expenses associated with the Shared Utilities, including maintenance and repairs, shall be as follows:

(a) Water and sewage utilities shall be assessed and paid by the Participating Entities according to a ratio of the fixtures utilizing the Shared Utilities located within each Participating Entity’s Condominium Unit over the total fixtures utilizing the Shared Utilities located within all Condominium Units.

(b) Natural gas utilities and heating, ventilation, and air conditioning systems maintenance and repair costs shall be assessed and paid by each Participating Entity according to a ratio of the per cubic feet of heated space within each Participating Entity’s Condominium Unit over the total cubic fee of heated spaced located within all Condominium Units.

(c) Electrical utilities shall be assessed and paid by the Participating Entities in accordance with the following percentages:

(i) The Library: Eighty-Four and 77/100 Percent (84.77%)

- (ii) The Township: Fifteen and 23/100 Percent (15.23%)

Section 6. Public Records.

(a) The Township and the Library shall develop a process for coordinated and mutually agreed responses to public records requests and for issuance of press releases with respect to the Project.

(b) The Township and the Library shall each identify in writing the person designated to respond to public records requests of the Township and the Library relating to the Project, respectively.

(c) Upon receipt by:

(i) the Township of a proper request for a public record or records relating to the Project, the Township shall immediately respond that it had received the request and will provide a further response by a date certain; and

(ii) the Library of a proper request for a public record or records relating to the Project, the Library shall immediately respond that it had received the request and will provide a further response by a date certain.

(d) Upon the occurrence of an event specified under Section 6(c), the Township or the Library, as appropriate, shall immediately consult with the other Participating Entity to determine whether: (i) the requested public record exists; and (ii) the public record is: (A) not disclosable under Ind. Code § 5-14-3-4(a); (B) in the discretion of the entity receiving the request, not disclosable under Ind. Code § 5-14-3-4(b); or (C) a public record that must be disclosed.

Section 7. Duration. This Agreement shall be in full force and effect as of the Effective Date and shall remain in full force and effect unless otherwise extended, amended, or terminated.

Section 8. Amendment. This Agreement may be amended upon authorization of the legislative bodies of each of the Participating Entities.

Section 9. Termination. This Agreement may be terminated upon authorization of: (i) the Board of Trustees of the Library; and (ii) the Westfield Washington Township Board.

Section 10. Severability. If any term or provision of this Agreement is declared to be invalid, null, void, or unenforceable, the remaining provision shall not be effect and shall have full force and effect.

Section 11. Notices. Any notice or documentation required to be submitted by the Participating Entities shall be submitted to the following address:

If to the Library: Westfield Washington Public Library
c/o Sheryl Sollars
17400 Westfield Boulevard
Unit A
Westfield, IN 46074
ssollars@wwpl.lib.in.us

With a copy to: Church Church Hittle + Antrim
c/o Eric M. Douthit, Esq.
2 North 9th Street
Noblesville, IN 46060
edouthit@cchalaw.com

If to the Township: Westfield Washington Township,
Hamilton County, Indiana
c/o Jamie Goetz Mills
17400 Westfield Boulevard
Unit B
Westfield, IN 46074
jamie@wwtownship.us

With a copy to: Clark, Quinn, Moses, Scott & Grahn, LLP
c/o Russell L. Brown, Esq.
320 North Meridian Street
Suite 1100
Indianapolis, IN 46204
rbrown@clarkquinnlaw.com

Section 12. Authorization. This Agreement has been duly authorized by the legislative bodies of each of the Participating Entities by the passage of a substantially similar resolution approving this Agreement. This Agreement shall constitute the entire Agreement between the Participating with respect to the subject matter herein, and there are no terms, statements, obligations, representations, oral or otherwise, of any nature whatsoever. This Agreement may be executed in counterparts.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Participating Entities have executed this Agreement to be effective as of the Effective Date.

WESTFIELD WASHINGTON PUBLIC LIBRARY:



Nancy Knochel
President of the Board



Jodi Dubovich
Secretary of the Board

WESTFIELD WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA:



Jim Ake
President of the Board



Erica Strahm
Secretary of the Board

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
PUBLIC HEARING ON THE 2025 BUDGET
AUGUST 28, 2024**

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Nancy Knochel. Those in attendance were: Jill Doyle, Patrick Downey, Justin Wiley and Jodi Dubovich. Absent were: Amber Van Den Berg and Lee Ann Roeder. Director Sheryl Sollars and Mike Reuter, consultant, were also present.

2. MIKE REUTER PRESENTATION – 2025 FISCAL PLAN AND 2025 BUDGET.

- 1) Mike presented the board with a revised financial plan with the updated revenue income. He went into detail about property tax rates, actual and projected assessed valuation and actual and projected non-farm personal income.
- 2) He stated that the budget looks great for 2025.
- 3) He mentioned that we might have to have a binding review next year. He also commented it would be nice to have a letter of support from the Westfield mayor.

3. PUBLIC HEARING FOR 2025 WESTFIELD WASHINGTON PUBLIC LIBRARY BUDGET.

- 1) President Nancy Knochel opened the Public Hearing at 7:54 PM.
- 2) There were no comments from the public.
- 3) President Nancy Knochel closed the Public Hearing at 7:55 PM.

4. DISCUSSION OF THE WWPL BOARD – none

5. 2025 BUDGET ADOPTION

The budget adoption will take place at the September 11, 2024 board meeting

6. ADJOURNMENT.

The meeting was adjourned at 7:57.

Respectfully submitted,


Nancy Knochel, President


Jodi Dubovich, Secretary

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
SEPTEMBER 11, 2024**

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Nancy Knochel. Those in attendance were: Jodi Dubovich, Jill Doyle, Lee Ann Roeder and Patrick Downey. Amber Van Den Berg attended on line starting with Unfinished Business. Absent was Justin Wiley. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry and Eric Douthit, attorney.

2. APPOINTMENT OF ACTING TREASURER.

Jill was appointed Acting Treasurer.

3. MOTION FOR APPROVAL OF THE AUGUST 14, 2024 REGULAR BOARD MEETING MINUTES.

Lee Ann made a motion to approve the August 14, 2024 regular board meeting minutes. Jill seconded the motion. The motion was approved unanimously.

4. TREASURER'S REPORT.

a. Jill read the treasurer's report. The total of all banks was \$3,683,633.94.

b. Receipts:

Receipt #226 for \$68,203.17 is the August LIT.

Receipt #228 for \$676.33 is an insurance refund from Frankenmuth.

Receipt #252 for \$7,504.77 is the interest from the Money Market account.

c. Vouchers.

Claim #624 for \$12,472.32 is to GM Development for the remaining furniture order.

Claim #623 for \$226.00 is to H & N Outdoor Services for putting up the mailboxes.

Claim #625 for \$1,200.00 is to Jack Laurie for storage. This is an annual fee split with the township.

d. Motion to pay bills.

Jodi made a motion to pay the bills in the amount of \$166,078.88. Lee Ann seconded the motion. The motion was approved unanimously.

5. UNFINISHED BUSINESS.

a. WWPL New Library Project.

1) Veridus Update.

i) John Totty will walk tomorrow to confirm completion of most of the punch list items.

ii) HVAC—the equipment is re-commissioned and Daikin is waiting on a part for roof top unit 3.

-- the team is reviewing the thermostat for the Building Auto System to make it consistent throughout the building.

-- the boilers and pumps are now working in the appropriate sequence and the control valves are working between the heaters.

2) Sheryl met with krM concerning some solutions for furniture and possibly more booth spaces for one or two people and to reconfigure the magazine display.

3) Eric reported that the plat and declaration have been recorded and that closing should be done by next month.

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

c. Westfield Library Foundation Report – no report.

d. Director's Report.

1) There is an increase in all services.

- 2) Building Report.
 - a) Roof Unit 3 is being fixed.
- 3) Staff changes.
 - a) A library assistant for the Makerspace has been hired.
 - b) We have a new page, Ella.
 - c) Jenna Webb had resigned but decided to stay.

e. 2025 Budget.

- 1) 2025 Budget Adoption.

Jill made a motion to accept the 2025 budget as presented. Jodi seconded the motion. All approved: Nancy, Jill, Jodi, Lee Ann, Patrick and Amber (online).
- 2) The 3 Year Growth Appeal Resolution.

Sheryl stated that the mayor has written a letter in support of the growth appeal which will be submitted tomorrow. Jodi made a motion to approve the petition for the 3 year growth appeal in the amount of \$175,000.00. Lee Ann seconded the motion. The motion was approved by all: Nancy, Jodi, Lee Ann, Patrick, Jill and Amber (online).

f. Policies and Procedures Updates.

The Collection Development Policy and Internet Acceptable Use Policy were reviewed and had only minor changes. Jill made a motion to accept the Collection Development and Internet Acceptable Use Policies as amended. Jodi seconded the motion. All approved: Nancy, Patrick, Jodi, Jill, Lee Ann and Amber (online).

g. 2022-2023 Audit.

The audit was completed August 29, 2024 with an exit interview. Patrick attended.

h. Hamilton County – Dolly Parton Imagination Library

The libraries are still continuing to discuss the imagination library and feel a county agency should fund it. The committee will approach the Community Foundation and/or United Way. The State Library is willing to fund half.

6. NEW BUSINESS.

a. 333 W Hoover St. – Furniture/Equipment Disposal.

Almost everything was donated to the home school group at Grace Church. We also donated books to Goodwill. We took all of the metal shelving with us. We just need to get to get rid of the wooden end panels. Jill made a motion to properly dispose of all equipment from the old library. Lee Ann seconded the motion. The motion was approved by all: Nancy, Patrick, Jodi, Jill, Lee Ann and Amber (online).

b. Board Member Reappointment

Jodi is up for reappointment the WWS board. Confirmation should be approved Tuesday.

c. Other.

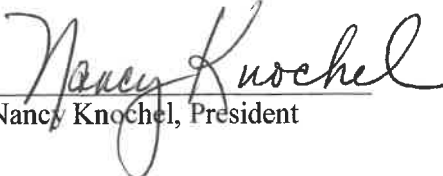
- 1) We received the grant for the AED. Sheryl ordered it but it is on backorder.
- 2) The Summer Reading Program had 3,343,952 minutes logged in. A 19.3% increase over 2023.

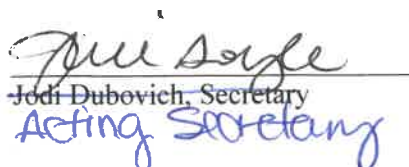
6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:23 PM.

Respectfully submitted,


Nancy Knochel, President


Jodi Dubovich, Secretary
Acting Secretary

smr

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 7/29/2024 12:44:11 PM

Ordinance / Resolution Number:

Be it ordained/resolved by the **Board of Trustees of the Westfield Washington Public Library** that for the expenses of **WESTFIELD PUBLIC LIBRARY** for the year ending December 31, **2025** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **WESTFIELD PUBLIC LIBRARY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Board of Trustees of the Westfield Washington Public Library**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Board of Trustees of the Westfield Washington Public Library	Library Board	09/11/2024

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$306,000	\$0	0.0000
0101	GENERAL	\$2,098,874	\$1,436,495	0.0252
0180	DEBT SERVICE	\$1,398,250	\$1,400,000	0.0246
		\$3,803,124	\$2,836,495	0.0498

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 7/29/2024 12:44:11 PM

Name		Signature
Nancy Knochel	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Nancy Knochel</i>
Amber Van Den Berg	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Jill Doyle	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Jill Doyle</i>
Justin Wiley	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
LeeAnne Roeder	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Lee Anne Roeder</i>
Patrick Downey	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Patrick A. Downey</i>
Jodi Dubovich	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Jodi Dubovich</i>

ATTEST

Name	Title	Signature
<i>Jodi Dubovich</i>	<i>secretary?</i>	<i>Jodi Dubovich</i>

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1 Yes No

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31 Yes No



Westfield Washington

PUBLIC LIBRARY

PETITION TO APPEAL FOR AN INCREASE ABOVE THE MAXIMUM LEVY

The Board of Trustees of Westfield Washington Public Library, Hamilton County, (Fiscal Body) (Taxing Unit) (County Name) State of Indiana, has determined to appeal to the Department of Local Government Finance for an excess property tax levy.

Appeal Type	Appeal Amount
THREE-YEAR GROWTH FACTOR	\$175,000

We do hereby resolve to proceed with a petition for an excess property tax levy to the Department of Local Government Finance to increase the taxing unit's maximum levy and we represent that the taxing unit cannot carry out its governmental functions under its current maximum levy for the ensuing calendar year without the excess levy.

Adopted this 11th day of September, 2024

FOR	AGAINST
<i>Jodi Dubowick</i>	
<i>Thomas A. Dewey</i>	
<i>Julie Doyle</i>	
<i>Lee Ann Reeder</i>	
<i>Nancy Knochel</i>	

ATTEST: *Jodi Dubowick*-----

CONTACT US

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



VISIT US

17400 Westfield Blvd
Westfield, IN 46074

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
OCTOBER 9, 2024**

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Nancy Knochel. Those in attendance were: Jill Doyle, Lee Ann Roeder, Justin Wylie and Patrick Downey. Amber Van Den Berg attended on line. Absent was Jodie Dubovich. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry and Eric Douthit, attorney.

2. APPOINTMENT OF ACTING SECRETARY.

Jill was appointed Acting Secretary.

3. MOTION FOR APPROVAL OF THE SEPTEMBER 11, 2024 REGULAR BOARD MEETING MINUTES.

Lee Ann made a motion to approve the September 11, 2024 regular board meeting minutes. Justin seconded the motion. The motion was approved unanimously by Nancy, Jill, Justin, Lee Ann, Patrick, and Amber (on-line).

4. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$3,694,619.53.

b. Receipts:

Receipt #267 for \$68,203.17 is the September LIT.

Receipt #269 for \$4,021.24 is a refund from Duke Energy from 333 W. Hoover St.

Receipt #287 for \$181.81 is a refund from Waste Management for 333 W. Hoover St.

Receipt #289 for \$85,098.67 is a reimbursement from the city of Westfield for Park St. Parking.

Receipt #297 for \$7,426.27 is the interest from the Money Market account.

c. Vouchers.

Claim #627 for \$2,042.88 is to Veridus for continued support and making sure all punch list are done or are being worked on.

Claim #660 for \$4,222.00 is to Fredericks for additional cabinets in children's workroom and mailboxes.

d. Motion to pay bills.

Jill made a motion to pay the bills in the amount of \$159,283.10. Justin seconded the motion. The motion was approved unanimously by Nancy, Jill, Justine, Lee Ann, Patrick, and Amber (on-line).

5. UNFINISHED BUSINESS.

a. Veridus Update.

- 1) HVAC people were here. A compressor had to be replaced as it had a bad part. The new compressor is drying out and the HVAC people will be back tomorrow.
- 2) The floor boxes in the program room can't be opened.
- 3) Eric stated we are getting ready to close on the real estate to the township. This is selling the land under the township building. Nancy made a motion to give Sheryl the authority to sign the paperwork on the transfer of property. Jill seconded the motion. The motion was approved unanimously by Nancy, Jill, Justin, Lee Ann, Patrick, and Amber (on-line).

b. Library Board President's Report.

- 1) Next month, in November, Amber and Jodi will have something for the board to deliberate on Sheryl's evaluation. There will be a short executive meeting before the November meeting.
- 2) At the December meeting there will be reorganizing for the 2025 business year. Please consider whether you want to stay on the same committee, move to another one or sign up for new one.
- 3) The December meeting will be Nancy's last meeting on the WWPL Board.

c. Westfield Library Foundation Report.

- 1) There will be a Christmas tree raffle again this year with 5 trees instead of 3. It will start November 2nd. On November 2nd there will be a revealing event with cookies, a magician, crafts and more.

- 2) The Children's and Adult's Spanish books have started to arrive. It will be in its own special section.
- 3) Katie Ellis, a Foundation Board member, is conducting interviews with donors and community leaders. This information will hopefully help the Foundation chart a path in support of the library.
- 4) Art Wall -- the Foundation received 16 submissions. It was decided to use 2 artists per month, eliminating the months February, March, May and September which will be themed.
- 5) Erin hosted a Library Foundation Director's luncheon a few weeks ago.

d. Director's Report.

- 1) Statistics continue to be higher than they have ever been.
- 2) Building Report.
 - i) Additional Building Projects -- there is a budget of about \$150,000 including design work.
 - ii) We need a dimmer switch in the recording studio.
 - iii) Sheryl and Jamie (Township) had a meeting with Alex of Hoosier Remodeling to discuss some minor projects.
 - iv) Overseeding and irrigation -- The irrigation system continued during all the rain so there was puddling. The lawn mower crew reseeded.
 - v) The lease on the computers is up so we are upgrading and getting new computers next week. We are repacking the old ones and will send them out by the end of November.
- 3) Personnel Report.
 - i) A position was added to the Salary Schedule.
 - ii) Lisa Bhatt is resigning as of October 27th.
 - iii) Jenna Ramolt has been hired.
 - iv) Staff evaluations have started and will be done by November.
 - v) We are looking to hire an adult library assistant.
 - vi) Staff Development Day will be October 14th for the staff of both the library and the township.
- 4) Policies and Procedures Update.
 - i) Makerspace/STEM Lab policy.
Jill made a motion to accept the Makerspace and STEM Lab policy on pages 78-80. Justin seconded the motion. The motion was approved unanimously by Nancy, Jill, Justin, Lee Ann, Patrick, and Amber (on-line).

6. NEW BUSINESS.

a. Resolution to Close Rebate for 2021 GO Bond Fund.

Justin made a motion to approve the Resolution to Close Rebate for the 2021 GO Bond Fund. Lee Ann seconded the motion. The motion was approved unanimously by Nancy, Jill, Justin, Lee Ann, Patrick, and Amber (on-line).

b. Resolution to Close the Bond Interest and Redemption Fund.

Justin made a motion to approve the Resolution to Close the Bond Interest and Redemption Fund. Jill seconded the motion. The motion was approved unanimously by Nancy, Jill, Justin, Lee Ann, Patrick, and Amber (on-line).

c. Justin and Jill are up for reappointment in December.


c. Other -- none

6. AUDIENCE TO THE PUBLIC -- none.

7. ADJOURNMENT.

The meeting was adjourned 7:40 PM.

Respectfully submitted,


Nancy Knochel, President


Jill Doyle, Acting Secretary

smr



Westfield Washington

PUBLIC LIBRARY

Resolution to Close the Bond Interest Redemption Fund

Whereas, it has been determined that the Westfield Washington Public Library no longer needs Bond Interest Redemption Fund (BIRF), and

Whereas, the Westfield Washington Public Library wishes to transfer the balance in the Bond Interest Redemption Fund (BIRF) to the Library Operating Fund; therefore,

We the Board of Trustees of the Westfield Washington Public Library do resolve to close out the Bond Interest Redemption Fund (BIRF) and transfer the balance of \$1,050,662.11 to the Library Operating Fund.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the 9th day of October 2024 at which meeting a quorum was present.

AYE

NAY

Frank D. Devrey

Nancy Kwochel

Jim H. Smith

Paul Doyle

William Kowder

ATTEST:

Gill Doyle

 Secretary, Westfield Washington Public Library Board of Trustees

CONTACT US

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



VISIT US

17400 Westfield Blvd
Westfield, IN 46074



Westfield Washington

PUBLIC LIBRARY

Resolution to Close the Rebate for 2021 GO Bond Fund

Whereas, it has been determined that the Westfield Washington Public Library no longer needs Rebate for 2021 GO Bond Fund therefore,

We the Board of Trustees of the Westfield Washington Public Library do resolve to close out the Rebate for 2021 GO Bond Fund.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the 9th day of October 2024 at which meeting a quorum was present.

AYE

NAY

Paul W. Dewey

Nancy Knochel

Jill Soyle

Lee Ann Reeder

Justin Smith

ATTEST:

Jill Soyle

Secretary, Westfield Washington Board of Trustees

CONTACT US

Phone: 317-896-9391

Website: wwpl.lib.in.us



VISIT US

17400 Westfield Blvd

Westfield, IN 46074

Westfield Washington Library
Executive Board Session
11/13/2024

In attendance: Amber Van Den Berg, Jodi Dubovich, Patrick Downey, Jill Doyle, Justin Wiley, Leann Roeder
Nancy Knochel.

The Board discussed the annual evaluation of the Director. No action was taken.
Board will meet again at the December meeting

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
NOVEMBER 13, 2024**

1. CALL TO ORDER.

The meeting was called to order at 7:16 PM by President Nancy Knochel. Those in attendance were: Jill Doyle, Lee Ann Roeder, Justin Wylie, Amber Van Den Berg and Jodi Dubovich. Absent was Patrick Downey. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, Erin Downey WPL Foundation Director and Eric Douthit, attorney.

2. MOTION FOR APPROVAL OF THE OCTOBER 9, 2024 REGULAR BOARD MEETING MINUTES.

Amber made a motion to approve the October 9, 2024 regular board meeting minutes. Jill seconded the motion. The motion was approved unanimously.

3. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$3,947,391.63

b. Receipts:

Receipt #309 for \$68,203.17 is the October LIT.

Receipt #313 for \$1,050,652.11 is the transfer of BIRF funds to the Operating Fund.

Receipt #326 for \$301,400.00 is the township purchase of land under their building.

Receipt #337 for \$7,656.85 is the interest from the Money Market account.

c. Vouchers.

Claim #692 for \$1,050,652.11 is the transfer of BIRF balance to the Operating

Claim #698 for \$1,465.00 to Title Services for the fees associated with the land transfer.

Claim #721 for \$3,138.00 to krM for the architect fees associated with the small projects.

Claim #722 for \$4021.44 to Veridus for the September and October payment.

Claim #723 for \$1,700.00 to Sensource for a new people counter.

Claim #724 for \$5,229.53 to the Westfield Washington Township as reimbursement for lawn maintenance.

Claim #760 for \$2636.12 to PNC Bank for AED defibrillators.

Claim #762 for \$725.00 to Design & Build for a dimmer switch in the podcast room.

d. Motion to pay bills.

Jill made a motion to pay the bills in the amount of \$1,259,540.23. Jodi seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. Veridus Update.

1) One of the roof top units has a controller that needs to be replaced.

2) Comcast is finally putting a permanent line into the building. Metronet is being replaced.

3) We closed with the township on their land.

b. Library Board President's Report.

1) Nancy reminded us that next month will be her last meeting on the board. Board members need to think of a replacement and what positions to take on in the new year.

c. Westfield Library Foundation Report.

1) The total raised since January 1, 2024 is \$146,380. Since August 12, 2019 the total raised is \$541,815.

2) The Christmas tree raffle is underway; the unveiling event was great. \$4,300 in tickets have been sold.

3) The focus for Giving Tuesday will be an adult library of things

4) We currently have a sponsor for the summer programs. Erin is working on getting one for the rest of the year at \$1,500.

5) Sponsorship of our Outreach vehicle at \$30,000 spread out over 3 years is being worked on. This offsets the cost of fees, insurance, maintenance etc. The company's logo would be on the vehicle.

d. Director's Report.

1) Building Report.

- i) The People counter was replaced as it was not not working properly.
 - ii) Additional Projects Updates.
Quotes for the various projects such the gathering stairs, reconfiguring the magazine area, blinds in the program room, blinds requested by the café, acoustical tiles on the walls in the lobby area, and directional signage.
 - iii) Sheryl met with the handyman Jamie knows. There was a difference is expectations. He was thinking every day while we were thinking once a week.
 - iv) The overseeding and irrigation is finished.
 - v) The refreshing of the computers should be done by the middle of next week. Then the old ones will be sent back.
- 2) Personnel Report.
- i) Rhys Weber started November 7th as Adult Services Librarian. He came from Zionsville.
 - ii) A page has resigned and new pages are being interviewed.
 - iv) Staff evaluations have been completed.
 - v) We are talking about hiring another library assistant but will wait until the new year.
- 3) Policies and Procedures Update.
- i) Sheryl checked with the State Library and our strategic plan can go through 2025.
 - ii) Excess Levy Appeal.
The DLGF had follow up questions for Sheryl and Mike which they answered. We are waiting to hear back. Mike doesn't think there will be a problem.

5. NEW BUSINESS.

a. Library Board Contact Sheet Update – no corrections were noted.

b. Library Inventory.

We need a complete inventory, basically furniture, of those items \$5,000 and up. Buckland, who has done our inventories in the past, is sending us a quote.

c. S&P Bond Rating.

Our rating increased from an A to an A+. This is useful if we were going to bond again.

d. Holidays and Hours.

- i) We are thinking of extending our hours once we have been in the building a full year. Suggested is 9-8 Monday – Wednesday, 9-5 Thursday to Saturday and keeping 1-5 on Sunday.
- ii) Federal Holidays – Since we approve our calendar in December, Sheryl wondered if there is any consideration to be given to Veterans Day, Columbus Day and Juneteenth.

e. Exam Proctoring Policy.

Jill made a motion to approve the Exam Proctoring Policy. Lee Ann seconded the motion. The motion was approved unanimously.

f. Other.

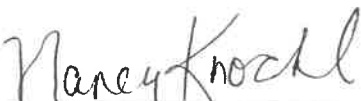
There has been a Public Records requests for our BOT proposals, requested by Gordon Abernathy.

6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:51 PM.

Respectfully submitted,



Nancy Knoekel, President



Jodi Dubovich, Secretary

smr

Westfield Washington Library
Executive Board Session
12/11/2024

In attendance: Amber Van Den Berg, Jodi Dubovich, Patrick Downey, Jill Doyle, Justin Wiley, Leann Roeder
Nancy Knochel.

The board discussed the annual evaluation of the Director.

Motion was made by Jill Doyle to approve the performance for the library executive director. Motion was seconded by Leann Roeder. Board unanimously approved.

The board discussed the executive director's salary. Motion was made by Patrick Downey to increase salary and roll over 80 hours of vacation. Amber Van Den Berg seconded. Board approves the salary increase unanimously.

The Executive Board Session ended at 7:30.

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
DECEMBER 11, 2024**

1. CALL TO ORDER.

The meeting was called to order at 7:34 PM by President Nancy Knochel. Those in attendance were: Jill Doyle, Lee Ann Roeder, Justin Wylie, Amber Van Den Berg, Patrick Downey and Jodi Dubovich. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, Erin Downey WPL Foundation Director and Eric Douthit, attorney.

2. MOTION FOR APPROVAL OF THE NOVEMBER 13, 2024 EXECUTIVE SESSION AND REGULAR BOARD MEETING MINUTES.

Amber made a motion to approve the November 13, 2024 executive session and regular board meeting minutes. Justin seconded the motion. The motion was approved unanimously.

3. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$4,096,900.49.

b. Receipts:

Receipt #344 for \$214,251.48 is the fall advance which covers the Debt Service Fund and the Operating Fund.

Receipt #352 for \$1,000.00 is the Rivet monthly payment.

Receipt #355 for \$68,203.17 is the November LIT.

Receipt #369 for \$7,659.45 is the interest from the Money Market account.

Receipt #374 for \$360.09 is a reimbursement for the hot spots. Only 3 are being reimbursed.

Receipt #375 for \$4,345.00 is the Commercial Vehicle Excise Tax which goes to the Debt Service Fund and the Operating Fund.

c. Vouchers.

Claim #818 for \$2,425.00 to krM is for architect fees for the small projects.

Claim #821 for \$4,215.00 to Michael Caporale for 25% of the small projects.

Claim #822 for \$1,076.33 to FedEx Freight to send back the old computers.

Claim #815 for \$675,400.00 to the Bank of New York Mellon which will pay the bill when the rest of the property tax comes in since the bill is due at the end of the month.

d. Motion to pay bills.

Patrick made a motion to pay the bills in the amount of \$822,457.23. Amber seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. Building Update.

1) HVAC issue – all issues were mostly solved until a leak occurred. It is a faulty piece of equipment that will be fixed. Meyer Najem came in and cleaned up the mess.

2) The Comcast internet line is hooked up but we need a piece of equipment before moving to Comcast.

b. Library Board President's Report.

1) Nancy thanked everyone for the recognition and said she enjoyed working with everyone. Her goal from the beginning was a new building and having the foundation started, both of which have been achieved.

c. Westfield Library Foundation Report.

1) The Christmas tree raffle raised \$7,000.00 and all trees have been picked up

2) The focus for Giving Tuesday is an adult library of things. Donors either purchased an item from Amazon to be sent to the library or donated cash. \$2,500.00 was raised.

3) The foundation is planning for next year. The board did marketing interviews to help in planning.

d. Director's Report.

1) Building Report.

i) Sheryl thanked Nancy and expressed her pleasure in working with her.

ii) Additional Building Projects Update.

Sheryl has received most of the quotes for the additional projects. She will encumber funds but the

- board might need to adjust the encumbrances at the January meeting.
- iii) Alex, from Hoosier Home Remodeling, has done some handyman work such as doing the art wall and hanging clocks and the 2 AEDs. Sheryl talked with Jamie about hiring him to be our handyman. It hasn't been decided if he will come once a week or every other week
- iv) Technology – All the new computers have been installed and the old ones sent back.
- v) Inventory for the fixed asset report is started. They finished outside and are now doing the inside.
- 2) Personnel Report.
 - i) The board approved Sheryl's performance appraisal as presented and are giving her a salary of \$120,000 for 2025 plus the ability to carry over 80 hours of vacation. The board is considering developing a contractual salary for the future.
 - ii) 2025 Salary Schedule and 2025 pay rates.
Jodi made a motion to approve the 2025 salary schedule and 2025 pay rates effective on January 16, 2025 pay date. Justin seconded the motion. The motion was approved unanimously.
 - iii) Staff changes.
Amanda Bahling turned in her resignation (she later asked to come back). Olivia Hake was hired to replace her. A new page, Josie Brown, has also been hired.
- 3) Policies and Procedures – none.

5. NEW BUSINESS.

a. Operating Fund Appropriation Resolution.

Patrick made a motion to approve the Operating Fund Appropriation Resolution on page 54. Lee Ann seconded the motion. The motion was approved unanimously.

b. Resolution for Blanket Appropriation Modification.

Jill made a motion to approve the Resolution for Blanket Appropriation Modification. Jodi seconded the motion. The motion was approved unanimously.

c. Resolution to Encumber 2024 Operating Funds.

Amber made a motion to approved the Resolution to Encumber 2024 Operating Funds on pages 57-58. Jodi seconded the motion. The motion was approved unanimously.

d. 2025 Election of New Officers.

- i) Jill indicated a willingness to serve as president. Amber made a motion to have Jill serve as the board president effective January 1, 2025. Lee Ann seconded the motion. The motion was approved unanimously.
- ii) Lee Ann made a motion that those in the remaining offices continue in those positions in 2025. Nancy seconded the motion. The motion was approved unanimously.

e. Committee Appointments.

Building – Justin and Lee Ann Policy – Patrick and Lee Ann Budget – Jill and Patrick
 Personnel – Jodi and Amber Foundation Liaison – Jill and Jodi

f. 2025 Payroll Dates.

Amber made a motion to approve the 2025 payroll dates on pages 59-60. Justin seconded the motion. The motion was approved unanimously.

g. 2025 Library Calendar.

Amber made a motion to approve the Library Calendar as outlined on page 61. Lee Ann seconded the motion. The motion was approved unanimously.

h. Other.

Justin and Jill were reappointed to the library board. Laurie Tebbe will be appointed to the board by the school board at their December 17th meeting.

6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 8:06 PM.

Respectfully submitted,

Jill Doyle
Nancy Knoche, President
Jill Doyle, President

Amber Van Den Berg
Jodi Dubovich, Secretary
Amber Van Den Berg

smr



**WESTFIELD WASHINGTON LIBRARY BOARD
RESOLUTION for BLANKET APPROPRIATION MODIFICATION**

WHEREAS, the Library Board of Westfield Washington is required to advertise the 2025 budget several months prior to implementation,

AND WHEREAS, expenditure calculations used to prepare the budget and establish tax levies and rates for advertisement are projections of events that may take place over the next three months,

AND WHEREAS, the Library Board of Westfield Washington wishes to implement the most appropriate and accurate budget for the patrons of Westfield Washington Public Library,

THEREFORE, BE IT RESOLVED, that the Library Board grants the appropriate authority to Sheryl Sollars, Director, to modify appropriations in the 2024 and/or 2025 Budgets as necessary in response to receipt of the 1782 Notice for Budget Year 2025 from the Indiana Department of Local Government Finance, which by statute should be no later than December 31, 2024.

Passed and adopted this 11th day of December 2024.

Jodi Kuparuk
Wau Den Berg
Paul A. Dewrey
Just L. King
Julie Doyle
LeAnna Boeder
Nancy Knochel

CONTACT US

Phone: 317-896-9391

Website: wwpl.lib.in.us



VISIT US

333 W. Hoover Street

Westfield IN 46074



Westfield Washington

PUBLIC LIBRARY

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Westfield Washington Public Library: Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Westfield Washington Public Library, Westfield, Hamilton County, Indiana, that for the expenses of the Westfield Washington Public Library, the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND AMOUNT APPROPRIATED

PERSONAL SERVICES	
1.13 Adult/Tech Services	\$ 7,000.00
SUPPLIES	
2.1 Office/Library/Misc.Supplies	\$ 3,500.00
2.4 Operating Supplies	\$ 1,000.00
OTHER SERVICES AND CHARGES	
3.4 Insurance	\$ 4,100.00
3.53 Water/Sewer	\$ 8,500.00
3.6 Repairs & Maintenance	\$ 2,500.00
3.62 Bank & Credit Card Fee	\$ 300.00
3.7 Rentals	\$ 2,500.00
3.91 Dues	\$ 200.00
CAPITAL OUTLAYS	
4.5‡ Books-Adult	\$ 4,500.00
4.72 Audio	\$ 400.00

TOTAL \$34,500.00

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND AMOUNT REDUCED

CONTACT US

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



VISIT US

17400 Westfield Blvd
Westfield, IN 46074



Westfield Washington

PUBLIC LIBRARY

PERSONAL SERVICES

1.12 Asst.Dir/AdminAsst. \$ 7,000.00

1.24 Group Insurance \$ 15,000.00

OTHER SERVICES AND CHARGES

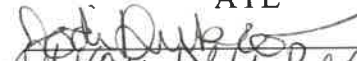
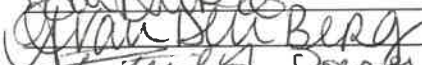
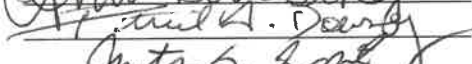
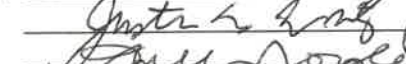
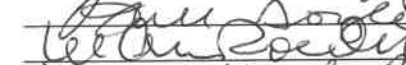
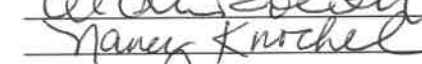
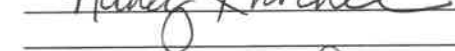
3.21 Telephone/Internet \$ 12,500.00

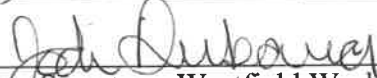
TOTAL \$ 34,500.00

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted this 11th day of December 2024, by the following aye and nay vote.

AYE

NAY

	_____
	_____
	_____
	_____
	_____
	_____
	_____

ATTEST: 
Secretary, Westfield Washington Public Library
Board of Trustees

CONTACT US

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



VISIT US

17400 Westfield Blvd
Westfield, IN 46074



RESOLUTION TO ENCUMBER OPERATING FUNDS

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for Items which have purchase orders having not yet been delivered and services which have yet to be met to further the projects of the Westfield Washington Public Library during 2024; Now, therefore be it resolved by the Library Board of the Westfield Washington Public Library, Hamilton County, Indiana, that for the following appropriations hereby be encumbered from the 2024 budget for the Operating Fund and ordered as set a part out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

<u>Vendor's Name</u>	<u>Budget Line Item</u>	<u>Amount Encumbered</u>
Westfield Washington	1.12 Asst.Dir/AdminAsst.	\$ 8,500.00
Public Library Employee	1.13 Adult/Tech Services	\$ 10,000.00
Payroll	1.14 Youth Services	\$ 5,500.00
	1.15 Library Assistants	\$ 8,500.00
	1.16 Library Pages	\$ 600.00
	1.21 Employment Benefits	\$ 3,000.00
Fredricks Inc – Magazine Display	4.9 Other	\$ 4,300.00
Design & Build Electrical Engineering & Contractors – Blinds for Program Room A	4.9 Other	\$ 9,450.00
Patriot Shading Solutions, LLC Blinds For Program Room A	4.9 Other	\$ 9,485.00
KrM Architecture	4.9 Other	\$ 4,497.00
Essential Architectural Signs, Inc - Signage	4.9 Other	\$ 5,312.00
Business Furniture – Office Furniture/Shading	4.9 Other	\$ 40,619.77
Business Furniture – Staff Lounge Board Room/chairs	4.9 Other	\$ 43,023.44 40,792.23
Business Furniture – Additional Terrace Furniture	4.9 Other	\$ 25,000.00 680.02

CONTACT US

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VISIT US

333 W. Hoover Street
Westfield IN 46074



Westfield Washington

PUBLIC LIBRARY

Ketchum/WaltonCo - Acoustics	4.9 Other	\$18,892.00
Michael Caporale - Cushions for Gathering Stairs	4.9 Other	\$ 6,525.00
Inventory - Buckland and Associates	4.9 Other	\$26,875.00
Add Heating loop Bypass	4.9 Other	\$12,000
	TOTAL	\$240,528.02

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted on this 11th day of December 2024 by the following aye and nay vote.

<i>W. Van Der Berg</i>	NAY
<i>Jodi Dubowich</i>	_____
<i>Frank Dewey</i>	_____
<i>John G. ...</i>	_____
<i>Julie ...</i>	_____
<i>Lee Ann Zee der</i>	_____
<i>Nancy Knochel</i>	_____

ATTEST: *Jodi Dubowich*
Secretary, Westfield Washington Public Library Board

CONTACT US

Phone: 317-896-9391
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