

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
JANUARY 15, 2025**

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Jill Doyle. Those in attendance were: Lee Ann Roeder, Justin Wiley, Amber Van Den Berg, Patrick Downey and Lori Tebbe. Attending via Zoom was Jodi Dubovich (Jodi did not vote on any motions). Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, Erin Downey WPL Foundation Director and Eric Douthit, attorney.

2. INTRODUCTION OF NEW BOARD MEMBER LORI TEBBE.

Lori told the board a little bit about her. She is appointed by the school board.

3. APPOINTMENT OF ACTING SECRETARY.

Amber was appointed Acting Secretary.

4. MOTION FOR APPROVAL OF THE DECEMBER 11, 2024 EXECUTIVE SESSION AND REGULAR BOARD MEETING MINUTES.

Corrections: In the regular board minutes Justin's last name is spelled Wylie and should be Wiley, and under the name of the president to sign the minutes it was listed as Nancy Knockel and should be Nancy Knochel. In the executive session minutes Lee Ann's name was spelled Leann and should be Lee Ann. Lee Ann made a motion to approve the December 11, 2024 executive session and regular board meeting minutes with the corrections stated. Amber seconded the motion. The motion was approved unanimously.

5. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$4,221,047.71

b. Receipts:

Receipt #382 for \$1,000.00 is the Rivet monthly payment.

Receipt #388 for \$869,294.24 is the December Property and Excise Tax payment which covers the Debt Service Fund and the Operating Fund

Receipt #386 for \$68,203.13 is the December LIT.

Receipt #406 for \$8,129.85 is the interest from the Money Market account.

c. Vouchers.

Claim #50 for \$26,175.00 to Buckland & Associates for the Building Appraisal and Inventory. This was encumbered from the 2024 budget.

Claim #51 for \$4,723.00 to Ketchum/Walton for 25% of the acoustic tiles.

Claim #52 for \$19,485.00 to Patriot Shading Solution for installing the blinds. They are working well.

Claim #24 for \$10,291.23 to Evergreen Indiana/ the Indiana State Library for the service contract.

Claim #59 for \$3,318.00 to Zayo Education, Inc. for the Internet line. We have switched to Comcast.

d. Motion to pay bills.

Justin made a motion to pay the bills in the amount of \$130,480.98. Amber seconded the motion. The motion was approved unanimously.

6. UNFINISHED BUSINESS.

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

b. Westfield Library Foundation Report.

1) \$5,330 was raised since January 1, 2025. The total amount raised in 2024 was \$162,330. And the total since August 12, 2019 is \$554,712.

2) The art is up for January. Still looking for artists for February, Black History month.

3) Erin has started to purchase items for the new adult Library of Things from the money raised from the Christmas Tree Raffle and Giving Tuesday.

4) Erin is looking for authors for an author event in April and is looking for new 1902 Society members.

c. Director's Report.

- i) Manager's Reports – there will be some changes on the reports this year.
- ii) Building Report.
 - 1) Additional Projects Update.
All the furniture is ordered. The blinds are in and working. The acoustical tiles are being scheduled soon. The cushions for the stairs are ordered. Signage is ordered and the teen lettering will be placed next week. The magazine wall is to be scheduled.
 - 2) HVAC – Bypass Loop.
A hot water loop bypass valve needs to be added to the control boiler. The cost is around \$9,000, they have committed \$3,000.00.
 - 3) Maintenance Plan – Veridus.
Mark will be giving us a proposal for maintenance after the warranty is over.
 - 4) Lawn Maintenance Agreement.
We are working with the city for an interlocal agreement for the city to take care of multiple items such as lawn cutting, mulching, spring/fall cleanup etc. Board response was “wonderful”.
- iii) Personnel.
We have hired one new page, Chloe.

d. Policies and Procedures Updates – none this month.

e. Other.

The Dolly Parton Imagination Project will be funded by the Hamilton County Council. Funding will be ongoing.

7. NEW BUSINESS.

a. Resolution to Establish the Non-Resident Fee 2025.

Justin made a motion to establish the Non-Resident Fee at a \$70.00 annual fee for 2025. Patrick seconded the motion. The motion was approved unanimously.

b. Resolution To Pay Bills with Prior Approval 2025.

Amber made a motion to approve the Resolution To Pay Bills With Prior Approval 2025. Lee Ann seconded the motion. The motion was approved unanimously.

c. Internal Controls Policy Annual Notice 2025 -- this was signed.

d. Review WWPL Board Bylaws -- these were reviewed. There were no changes.

e. Library Board Contact Sheet. The information was verified as correct.

f. April Board Meeting – Scheduled for April 9th.

April 9th is in the middle of spring break. Consensus was to move the meeting to April 15th.

g. PLAC Report. This was signed.

h. Other.

- i) The library has agreed to work with a class from Butler on their class project of a communication plan.
- ii) Sheryl has been nominated for the Lantern Lifetime Achievement Award. The ceremony is at Prairie Waters on Thursday, January 30th at 6:00 PM.
- iii) Patrick wanted the board to be aware of a big move concerning counties taking over the townships.
- iv) We have received our budget order.

8. AUDIENCE TO THE PUBLIC – none.

9. ADJOURNMENT.

The meeting was adjourned 7:40 PM.



Westfield Washington

PUBLIC LIBRARY

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 \$70.00 for an individual non-resident card and \$70.00 for a family non-resident card, effective January 1st, 2025. 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 15th day of January 2025

AYE

Paul D. Dewey
Van Den Berg
Lee Ann Koeder
Lori A. Tebbe
Justin & Kristi
Julie Boyle

NAY

ATTEST:

Julie Boyle
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

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.
- (13) Bond or coupon payments.
- (14) Payroll costs.
- (15) State, federal, or county taxes.

CONTACT US

Phone: 317-896-9391

Website: wwpl.lib.in.us



VISIT US

333 W. Hoover Street

Westfield IN 46074



Westfield Washington

PUBLIC LIBRARY

- (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.

Adopted this the 15th Day of January 2025.

<u>AYE</u>	<u>NAY</u>
<u>Frank M. Dewey</u>	_____
<u>Walter Berg</u>	_____
<u>Lee Ann Reeder</u>	_____
<u>Lori A. Sebbe</u>	_____
<u>John A. ...</u>	_____
<u>Jill Doyle</u>	_____

ATTEST: Jill Doyle
 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



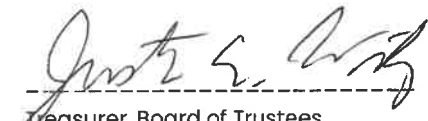
Westfield Washington

PUBLIC LIBRARY


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 8, 2025



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

Respectfully submitted,


Jill Doyle, President


Amber Van Den Berg, Acting Secretary

smr

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
BOARD OF FINANCE MEETING MINUTES
JANUARY 15, 2025**

1. CALL TO ORDER.

The meeting was called to order at 7:41 PM by President Jill Doyle. Those in attendance were: Lee Ann Roeder, Justin Wiley, Amber Van Den Berg, Patrick Downey and Lori Tebbe. Attending via Zoom was Jodi Dubovich. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, Erin Downey WPL Foundation Director and Eric Douthit, attorney.

2. ELECTION OF OFFICERS.

The Board decided through consensus that the 2025 Board of Trustees officers serve as 2025 Board of Finance Officers in the same offices.

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 12/31/2024 was \$2,108,752.48.

5. ADJOURNMENT

Hearing no opposition President Jill Doyle adjourned the meeting at 7:42 PM.

Respectfully submitted,


Jill Doyle, President


Amber Van Den Berg, Acting Secretary

smr

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
FEBRUARY 12, 2025**

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Jill Doyle. Those in attendance were: Lee Ann Roeder, Justin Wiley, Amber Van Den Berg, Jodi Dubovich and Lori Tebbe. Patrick Downey came in after the motion to pay bills was passed. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, and Erin Downey WPL Foundation Director.

2. MOTION FOR APPROVAL OF THE JANUARY 15, 2025 REGULAR BOARD MEETING AND BOARD OF FINANCE MINUTES.

Amber made a motion to approved the January 15, 2025 regular board meeting and Board of Finance meeting minutes. Jodi seconded the motion. The motion was approved unanimously.

5. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$4,138,578.54.

b. Receipts:

Receipt #2 for \$1,000.00 is the Rivet monthly payment.

Receipt #3 for \$500.00 is a memorial donation for Rex Jones.

Receipt #6 for \$81,194.17 is the January LIT. An increase over last year when the monthly LIT was 68,203.13.

Receipt #13 for \$23,284.18 is a ISBC grant which pays for a portion of the internet line.

Receipt #36 for \$7,578.27 is the interest from the Money Market account.

Receipt #38 for \$1,000.00 is a reimbursement from the City of Westfield for the Candid software.

c. Vouchers.

Claim #88 for \$2,490.72 to krM Architecture for design work for the extra projects. This was encumbered from the 2024 budget.

d. Motion to pay bills.

Jodi made a motion to pay the bills in the amount of \$155,954.04. Lee Ann seconded the motion. The motion was approved unanimously.

6. UNFINISHED BUSINESS.

a. Library Board President's Report – no report other than she attended the Foundation Board meeting.

b. Westfield Library Foundation Report.

1) \$24,810 was raised since January 1, 2025. The total amount raised in 2024 was \$162,330. And the total since August 12, 2019 is \$574,592. The bank accounts have been streamlined.

2) Katie Ellis, Foundation board member, completed a brand/marketing study and identified 4 areas: Expand the donor base from just in Westfield, storytelling, committees and more targeted interns.

3) Erin met with a reporter who is doing an article in a local magazine in March.

4) Erin listed the numerous things the Foundation has done for the library and indicated that the Adult Library of Things will be rolled out in the spring.

5) The Library's birthday is in April so she is making a list for patrons to buy the library birthday gifts.

6) She will do a Valentine's Day email blast hoping to get more 1902 society members.

c. Director's Report.

i) Manager's Reports – changes made to service statistics were reviewed.

It was stated that alcohol was allowed in the building under our insurance.

It was suggested that there be weekend storytimes.

ii) Building Report.

1) Additional Projects Update.

i. The acoustical tiles will be shipped late February and the cushions for the stairs are in fabrication and will be set out in the next few weeks.

ii. The magazine wall was installed Monday but some cases were damaged in shipping.

iii. The furniture is coming April 7th and April 14th.

iv. Blinds in the café were requested. The quote for the manual blinds is \$2,900.00.

2) HVAC – Update.

The problem is being solved without the bypass loop. The problem was created by all the boilers coming on at once when the library opened. They will be staggering the boilers at different times. In the process they determined that some heaters were not firing.

iii) Personnel – no changes.

d. **Hamilton County Dolly Parton Imagination Library Update.**

Sheryl and Bob Swanay, Director of the Carmel Library, will present to the Hamilton County Council asking them to fund the other half of the project for Hamilton County.

e. **First Amendment to Reciprocal Easement and Operating Agreement Resolution (Grand Millennium Common Areas).**

The easement doesn't affect our parking. Jill made a motion to allow Sheryl to sign the First Amendment to Reciprocal Easement and Operating Agreement Resolution. Patrick seconded the motion. The motion was approved unanimously.

f. **Approval of Interlocal Cooperation Agreement between the City of Westfield, Indiana and the WWT Library & Trustee Owners Association related to Lawn Maintenance.**

Amber made a motion to approve the Resolution Approval of Interlocal Cooperation Agreement between the City of Westfield, Indiana and the WWT Library & Trustee Owners Association related to Lawn Maintenance. Justin seconded the motion. The motion was approved unanimously.

g. **Policies and Procedures Update – none**

h. **Other - none**

7. **NEW BUSINESS.**

a. **Communication Plan -- Butler Strategic Communications Class Project.**

Sheryl and Sara went to Butler and spoke with the class. They are considering a Content Plan for Social Media, as well as looking at our Disaster Plan and perhaps helping to get our Library Podcast going.

b. **Review of Indiana State Library Annual Report.**

Sheryl went through some of the statistics. Even though we were closed for a few weeks all the statistics were higher than the previous year.

c. **Review of Westfield Washington Public Library 2024 Annual Financial Report.**

Amber made motion that the Board has reviewed the Westfield Washington Public Library Annual Financial Report on pages 153-171. Jodi seconded the motion. The motion was approved unanimously.

h. **Other.**

Patrick reported that the bill to eliminate townships was not happening. He as indicated that the state may be taking surplus money from the townships


8. **AUDIENCE TO THE PUBLIC – none.**

9. **ADJOURNMENT.**

The meeting was adjourned 7:42 PM.

Respectfully submitted,


Jill Doyle, President


Jodi Dubovich, Secretary smr
LEE ANN ROEDER



**RESOLUTION NO. 2025-2-1
BOARD OF TRUSTEES OF WESTFIELD WASHINGTON PUBLIC LIBRARY
APPROVAL OF INTERLOCAL AGREEMENT BETWEEN THE CITY OF WESTFIELD
INDIANA AND THE WWT LIBRARY & TRUSTEE OWNERS ASSOCIATION**

WHEREAS, Westfield Washington Public Library (“Library”) is one of the owners of the WWT Library & Trustee Owners Association, which owns the property at 17400 Westfield Boulevard, Westfield, Indiana;

WHEREAS, the City of Westfield’s Parks Department manages lawn maintenance for all City facilities and outdoor areas;

WHEREAS, pursuant to Ind. Code §36-1-7 *et seq.*, the Library may enter into a written Interlocal Cooperation Agreement with other governmental entities by resolution; and

WHEREAS, it is in the interest of the WWT Library & Trustee Owners Association to enter into an interlocal agreement with the City of Westfield to provide lawn maintenance services on Association Property as a means of reducing foreseeable expenses;

NOW THEREFORE be it resolved by the Board of Trustees of Westfield Washington Public Library as follows:

1. The Interlocal Agreement with the City of Westfield, attached as Exhibit A, is hereby approved.

2. The board authorizes Sheryl Sollars, executive director, to have signing authority on behalf of the library.

3. This Resolution shall be in full force and effect from and after its passage.

[signatures on following page]

CONTACT US

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



VISIT US

17400 Westfield Blvd
Westfield, IN 46074



Westfield Washington

PUBLIC LIBRARY

PASSED AND ADOPTED by the Board of Trustees of the Westfield Washington Public Library at a public meeting held this 12th day of February, 2025.

WESTFIELD WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES

W Van Den Berg

Tom Anglin

Lee Ann Reeder

Jodi Dukavich

Lori A. Sebbe

Frank A. Jarvey

Just 5/2/25

ATTEST:

Jodi Dukavich
Board Secretary

CONTACT US

Phone: 317-896-9391

Website: wwpl.lib.in.us



VISIT US

17400 Westfield Blvd

Westfield, IN 46074

Cross Reference: Instrument No. 2023019231

FIRST AMENDMENT TO
RECIPROCAL EASEMENT AND OPERATING AGREEMENT
(Grand Millennium Common Areas)

THIS FIRST AMENDMENT TO RECIPROCAL EASEMENT AND OPERATING AGREEMENT (this "**Amendment**") is made as of this ____ day of _____, 2025 ("**Effective Date**"), by and among (i) Westfield Washington Public Library, an Indiana public library district ("**Library**"), (ii) Westfield Washington Township, Hamilton County ("**Township**"), (iii) WWT Library and Trustee Owners Association ("**WWTLTOA**" and together with Library and Township, "**Library/Township**"); (iii) 31/32 Investors, LLC, an Indiana limited liability company ("**31/32**"); and (iv) NX Westfield MOB LLC, a Delaware limited liability company ("**NX**" and together with Library/Township and 31/32 collectively referred to herein as the "**Owners**" and each individually an "**Owner**"). Capitalized terms used but not defined herein shall have the meaning ascribed to them in the REOA (as defined below).

RECITALS:

A. The Owners entered into that certain Reciprocal Easement and Operating Agreement (Grand Millennium Common Areas) dated May 12, 2023 (the "**REOA**"), which provides for certain rights and obligations of the Owners with respect to their respective real property located within the Grand Millennium mixed-use development in Westfield, Indiana;

B. Lot 1, Lot 3, Block A were created by that certain Secondary Plat Map recorded as Plat No. 2022057711 in the Office of the Recorder of Hamilton County, Indiana (each such lot and any future lot resulting from any subdivision of the foregoing are collectively referred to herein as "**Lots**");

C. Lot 1 is owned by the Library, Lot 3 is owned by NX, and Block A, Common Area A, and Common Area B are owned by 31/32;

D. Common Area B includes certain Common Drainage Facilities located within Drainage Easements for the benefit of the Library and NX as the owners of Lot 1 and Lot 3, respectively;

E. 31/32 desires to sell Block A and Common Area B to Grand Millennium Development, LLC, an Indiana limited liability company ("**Block A Developer**") for the development and construction of a mixed-use development thereon (the "**Block A Development**") as approximately depicted in the conceptual site plan attached hereto as Exhibit A (the "**Block A Site Plan**");

F. The REOA sets forth certain rights of the Owners in connection with Common Area B and the potential development of Block A, and the Owners desire to provide to Block A Developer, subject to the terms and conditions expressly set forth herein, waivers, consents, and other assurances that the respective rights of the Owners under the REOA shall not prevent the development and construction of the Block A Development.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants of the Owners set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Owners do hereby agree, as of the Effective Date, as follows:

1. **Incorporation of Recitals.** The recitals set forth above are hereby incorporated into this Amendment as if fully set forth herein and are made a part of this Agreement for all purposes.

2. **Conveyance of Common Area B.** As required under Section 6.1(i) of the REOA, the Owners hereby provide their unanimous consent to the transfer of Common Area B to Block A Developer, subject to Block A Developer's commitment to the obligations of Block A Developer set forth in Section 2 hereof.

3. **Modification of Common Area B and Common Drainage Facilities.** The Owners acknowledge and agree that the development and construction of the Block A Development will mean that Common Area B will become part of the Block A Development and the Common Drainage Facilities located on Common Area B will need to be relocated to new Common Drainage Facilities to be constructed by Block A Developer at its sole cost and expense. As required under Section 6.1(b) of the REOA, the Owners hereby provide their unanimous consent for the making of Alterations to the Common Drainage Facilities as set forth herein (such new Common Drainage Facilities referred to herein as the "**Altered Common Drainage Facilities**"). The Altered Common Drainage Facilities will be constructed in the locations approximately depicted in the Block A Site Plan, in capacities sufficient to serve the needs of both the Block A Development and the existing improvements located on Lot 1 and Lot 3, in a manner so as not to unreasonably disrupt any Owner's ability to properly drain stormwater from its Lot, and within the bounds of a new Drainage Easement to be granted by Block A Developer as provided for in Section 2.4 of the REOA that will appropriately connect each of Lot 1 and Lot 3 to the Altered Common Drainage Facilities and allow for the proper paths for stormwater drainage. Following construction of the Altered Common Drainage Facilities, the Block A Developer may plat such area as a new Common Area and thereafter may, but shall not be required to, convey the new Common Area and the Altered Common Drainage Facilities to the Association.

4. **Modification to Section 2.5.** With respect to the right of NX, as the Owner of Lot 3, to approve a site plan providing for Common Parking Spaces pursuant to Section 2.5 of the REOA, NX hereby agrees that the Block A Site Plan is acceptable, but reserves the right to work together with Block A Developer in good faith to ensure that the Block A Development provides for Common Parking Spaces in locations that provide reasonably convenient access to Lot 3, which Common Parking Spaces the parties anticipate will be constructed as on-street parking within the additional Common Roadways to be platted by Block A Developer as part of the final development approvals for the Block A Development and labeled as such on the Block A Site Plan. **Nothing in this Modification of Section 2.5 is intended to modify the rights or obligations of the Library/Township.**

5. **General.** Except as modified by this Amendment, the REOA remains in full force and effect, and the REOA, as modified by this Amendment, is hereby ratified and confirmed.

*[Remainder of page intentionally left blank;
signature pages follow.]*

IN WITNESS WHEREOF, the Owners have executed this First Amendment to Reciprocal Easement and Operating Agreement effective as of the Effective Date.

31/32 Investors, LLC,
an Indiana limited liability company

By: _____
R. Birch Dalton, Manager

STATE OF INDIANA)
)
COUNTY OF _____)

Before me, a Notary Public in and for said County and State, personally appeared R. Birch Dalton, the Manager of 31/32 Investors, LLC, an Indiana limited liability company, and acknowledged the execution of the foregoing First Amendment to Reciprocal Easement and Operating Agreement for and on behalf of said limited liability company.

Witness my hand and Notarial Seal this _____ day of _____, 2025.

Signature: _____

Printed: _____

My Commission Expires: _____

County of Residence: _____

Westfield Washington Public Library,
an Indiana public library district

By: Sheryl A. Sollars
Printed: Sheryl A. Sollars
Title: Executive Director

STATE OF INDIANA)
)
COUNTY OF _____)

Before me, a Notary Public in and for said County and State, personally appeared _____, the _____ of Westfield Washington Public Library, an Indiana public library district, and acknowledged the execution of the foregoing First Amendment to Reciprocal Easement and Operating Agreement for and on behalf of said public library district.

Witness my hand and Notarial Seal this _____ day of _____, 2025.

Signature: _____

Printed: _____

My Commission Expires: _____

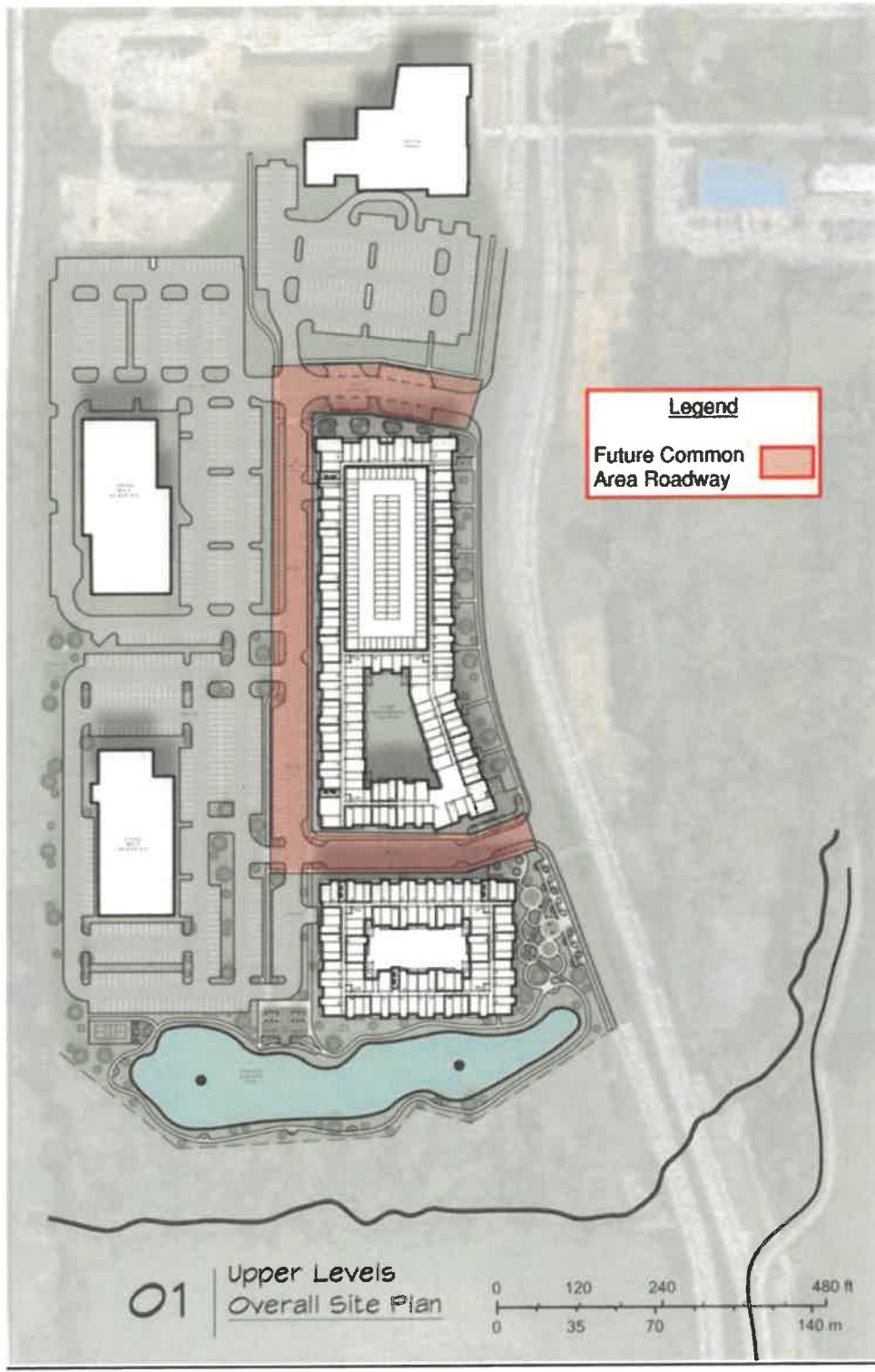
County of Residence: _____

This instrument prepared by Grant E. Chapman, Esq., CRG Residential, LLC, 805 City Center Drive, Suite 160, Carmel, Indiana 46032.

I affirm, under penalties of perjury, that I have taken reasonable care to redact each social security number in this document, unless required by law. /s/ Grant E. Chapman

Please return to: CRG Residential, LLC
 c/o Grant E. Chapman
 805 City Center Drive
 Suite 160
 Carmel, Indiana 46032

Exhibit A
Conceptual Site Plan for Block A Development



**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
MARCH 12, 2025**

1. CALL TO ORDER.

The meeting was called to order at 7:01 PM by President Jill Doyle. Those in attendance were: Lee Ann Roeder, Justin Wiley, Amber Van Den Berg, Patrick Downey and Lori Tebbe. Absent was Jodi Dubovich. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, Erin Downey WPL Foundation Director and Steve LaTour of Farmers Bank.

2. APPOINTMENT OF ACTING SECRETARY.

Lee Ann Roeder was appointed Acting Secretary.

3. MOTION FOR APPROVAL OF THE FEBRUARY 12, 2025 REGULAR BOARD MEETING MINUTES.

Patrick made a motion to approve the February 12, 2025 regular board meeting minutes. Amber seconded the motion. The motion was approved unanimously.

4. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$4,096,571.59.

b. Receipts:

Receipt #46 for \$1,000.00 is the Rivet monthly payment.

Receipt #47 for \$5,504.71 is the 4th quarter 2024 shared expenses from the Westfield Washington Township.

Receipt #54 for \$81,194.17 is the February LIT.

Receipt #57 for \$1,000.00 is a gift from the Rotary for books.

Receipt #76 for \$63.75 is the interest from the First Merchants checking account.

Receipt #77 for \$6,765.55 is the interest from the Community First Bank Money Market account.

c. Vouchers.

Claim #176 for \$5,312.00 to Essential Architectural Signs for our additional signage.

Claim #180 for \$14,169.00 to Ketchum/Walton for acoustic panels.

Claim #177 for \$6,525.00 to Pronto Services for seat cushions for the stairs.

All three were encumbered from the 2024 budget.

d. Motion to pay bills.

Amber made a motion to pay the bills in the amount of \$176,360.57. Justin seconded the motion. The motion was approved unanimously.

5. UNFINISHED BUSINESS.

a. **Library Board President's Report** – Jill met with the Foundation Board president.

b. Westfield Library Foundation Report.

i) \$39,491 was raised since January 1, 2025.

ii) The Children's Book Writing Contest is underway and the Adult Library of Things is almost ready to go.

iii) Library Giving Day is April 1 and Erin is working to fund items on the staff's wish list. The Library's birthday is April 15th and the Adult Library of Things will be launched then.

iv) Erin is working with publishers concerning having author events.

v) The Staff/Boards/Volunteers Appreciation event is scheduled for May 3rd at the library.

vi) Erin is working with the schools to have student art displayed, one school/month starting in September.

c. Director's Report.

i) **Building Report.**

1) **Additional Projects Update.**

- The acoustical tiles and the signage are up. The cushions and the magazine wall are in place.

- The office furniture is coming April 4th, the booths and other furniture on April 14th.

- The blinds for the cafe and children's desk have been ordered.

- The podcast room needs acoustical panes because of echoing. The cost is \$4,200. The Foundation may cover the cost.

- 2) HVAC – Update.
The bypass loop problem may be solved. There were no issues since the last time they were here.
- 3) The 11 month walkaround is being scheduled. Staff ae asked to let her know of any problems.
- ii) Personnel.
Michelle Wright, children’s librarian, has resigned effective March 21st. Interviews are being done and Sheryl will be hiring a new children’s librarian soon.

d. Hamilton County Dolly Parton Imagination Library Update.

Sheryl presented to the Hamilton County Council asking for the County to match 50% to add to the State Library’s 50%. Usually the first 2 years are most expensive. Hamilton County is the last county in the state to have the program.

e. Policies and Procedures Update.

- i) The Outreach Policy was updated. Lee Ann made a motion the approve the Outreach Policy as updated. Amber seconded the motion. The motion was approved unanimously.
- ii) The Room Reservation Policy was updated. Amber made a motion to approve the Room Reservation Policy as updated on pp 64 and 65. Lori seconded the motion. The motion was approved unanimously.

f. Communications Plan – Butler class update. None at this time.

g. Other - none

6. NEW BUSINESS.

a. Proposal from Farmers Bank To Move our Checking Account from First Merchants Bank.

Steve LaTour from Farmers Bank approached Sheryl with a proposal that would earn the library significantly more money than our current checking account at First Merchants Bank. This specific account is for government and nonprofits. Justin Wiley, Board Treasurer and Sheryl Sollars, Executive Director are authorized to open and be signers on the Farmers Bank Account. Patrick made a motion to switch our checking account from First Merchants to Farmers Bank. Amber seconded the motion. The motion was approved unanimously.

b. WWPL Strategic Plan Request for Proposals.

Sheryl will send out the proposal to four companies. The due date is the Monday before our April Board Meeting on April 16.

c. Staff, Board and Volunteer Appreciation Night – held May 3rd at the library.

d. WW Historical Society Displays.

The Society asked that a permanent display be put up in the library. Sheryl asked for more information such as types of display, ideas they have and if the display would change quarterly.

e. Other – none

7. AUDIENCE TO THE PUBLIC – none.

8. ADJOURNMENT.

The meeting was adjourned 7:35 PM.

Respectfully submitted,


Jill Doyle, President


Lee Ann Roeder, Acting Secretary

smr

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
APRIL 16, 2025**

1. CALL TO ORDER.

The meeting was called to order at 7:01 PM by President Jill Doyle. Those in attendance were: Lee Ann Roeder, Justin Wiley, Amber Van Den Berg, Patrick Downe, Lori Tebbe and Jodi Dubovich. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, Erin Downey WPL Foundation Director and Jada who is an intern.

2. MOTION FOR APPROVAL OF THE MARCH 12, 2025 REGULAR BOARD MEETING MINUTES.

Justin made a motion to approve the March 12, 2025 regular board meeting minutes. Patrick 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 \$4,029,140.57.

b. Receipts:

Receipt #85 for \$1,000.00 is the Rivet monthly payment.

Receipt #86 for \$81,194.17 is the March LIT.

Receipt #97 for \$1,651.87 is the annual grant from the Betty Overman fund.

Receipt #112 for \$68.59 is the interest from the First Merchants checking account.

Receipt #113 for \$7,485.54 is the interest from the Community First Bank Money Market account.

c. Vouchers.

Claim #258 for \$4,300.00 to Fredericks for the magazine holders.

Claim #256 for \$48,696.21 to Business Furniture for office furniture.

Claim #257 for \$1,165.00 to krM for architect fees.

258, #256 and #257 -were encumbered from the 2024 budget.

Claim #260 for \$4,985.00 to Patriot Shading Solution for the shades in the café and children's desk.

Claim #250 for \$2,063.33 to The Rocchio Agency for cyber insurance.

Claim #264 for \$2,200 to the Westfield Washington Township for snow removal.

d. Motion to pay bills.

Jill made a motion to pay the bills in the amount of \$268,165.28. Jodi seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. Library Board President's Report – Jill and Amber met concerning following procedures.

b. Westfield Library Foundation Report.

i) The Children's Book Writing Contest has received over 100 submissions in 3 categories. Winners will be announced May 1st.

ii) Library Giving Day received over \$1000 in donations. We have 4 new 1902 members.

iii) Erin continues to work with the publishers concerning author events. We are cohosting an event with the Carmel Library which will be held here.

iv) The Cowboy Carnival will be November 1st.

v) The Art Wall is a success. It is being expanded to have a school a month exhibit in the children's area.

vi) The Foundation is working with Noblesville Creates which is a summer art series for teens.

vii) The Adult Library of Things went live yesterday.

c. Director's Report.

i) Building Report.

1) Additional Building Projects Update.

- The office furniture is mostly here and the outdoor furniture is all here. There was a suggestion about renting our outdoor space.

- The old furniture has been moved.

- The blinds in the café and children's department have been installed.

2) **Warranty Walk Through.**

- The paint issue is being looked into. Some lights are still out. Some doors are not functioning properly. The wood veneer is cracking in the playhouse area. There is no handicapped accessibility from the Township offices to the library which is a sidewalk issue.
- A maintenance plan has not yet been mentioned.

ii) **Personnel Report.**

Sarah McCullough was hired but decided not to take the children's position. The offer is going out to another candidate and we'll know by Friday. If not taken, Sheryl will put out a call for the position again.

d. Hamilton County Dolly Parton Imagination Library Update.

Sheryl has not heard back from the Hamilton County Council yet.

e. Policies and Procedures Update – none this month.

f. Communications Plan – Butler class update.

Sheryl has the finished plan from the class. We can use some of the ideas presented. Our disaster plan looks solid. Other ideas are being looked into.

g. Staff, Board, and Volunteer Appreciation Night.

Will be held May 3rd from 6:00 to 10:00 here at the library.

h. Farmers Bank Checking Account.

All the paperwork is signed and the account set up. It will gain 3.91% in interest. We still need to deposit the money and set up direct deposit.

i. Other - none

5. NEW BUSINESS.

a. Closing Library on Saturday November 1, 2025.

Sheryl asked to close the library on Saturday November 1st for a WPL Foundation Fundraising event. Amber made a motion to close the library on Saturday November 1st for the WPL Fundraising event. Lee Ann seconded the motion. The motion was approved unanimously.

b. Hosting Events at the library for Other Organizations.

A nonprofit organization asked to use the library for their annual fundraising event in February. More details are needed. Other concerns about having these types of events were brought up such as marketing, vendors, security, and a part-time coordinator.

c. Mural above Program Room A.

Sheryl was approached about having a mural done. An idea of the evolution of the library was made – all of our different libraries. A quote of \$7,000.00 was given. Sheryl will follow up on it further.

d. City – Parking Lot

The library can be used as a parking space for Grand Junction events. If we are open vehicles are to park on the west side.

e. WWPL Strategic Plan Proposals.

We have received 3 proposals. Sheryl will let them know by April 30th.

f. Fiscal Plan Update.

Sheryl spoke with Mike Reuter. He will know more in May.

g. Other.

- 1) Government hasn't brought up libraries, but townships are again being looked at.
- 2) The idea of opening the library earlier was brought up.

6. AUDIENCE TO THE PUBLIC – none.

7. **ADJOURNMENT.**

The meeting was adjourned 8:00 PM.

Respectfully submitted,

Jill Doyle, President



Jodi Dubovich, Secretary

smr

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
MAY 14, 2025**

1. CALL TO ORDER.

The meeting was called to order at 7:01 PM by Acting President Jodi Dubovich. Those in attendance were: Lee Ann Roeder, Patrick Downey and Lori Tebbe. Absent were: Jill Doyle, Amber Van Den Berg and Justin Wiley. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, Erin Downey WPL Foundation Director and David Harting.

2. APPOINTMENT OF ACTING SECRETARY.

Lori was appointed Acting Secretary.

3. MOTION FOR APPROVAL OF THE APRIL 16, 2025 REGULAR BOARD MEETING MINUTES.

Lee Ann made a motion to approve the April 16, 2025 regular board meeting minutes. Lori seconded the motion. The motion was approved unanimously.

4. TREASURER'S REPORT.

a. Patrick read the treasurer's report. The total of all banks was \$3,945,817.63.

b. Receipts:

Receipt #114 for \$81,194.17 is the April LIT.

Receipt #128 for \$7,679.69 is the First Quarter shared expenses with the WW Township.

Receipt #129 for \$1,000.00 is the Rivet monthly payment.

Receipt #139 for \$1,000,000.00 is the transfer from 1st Merchant Bank to Farmers Bank.

Receipt #140 for \$15,049.00 is a MetroNet overpayment.

Receipt #148 for \$54.16 is the interest from the First Merchants checking account.

Receipt #149 for \$7,150.05 is the interest from the Community First Bank Money Market account.

Receipt #150 for \$1,040.08 is the interest from Farmers Bank (9 days worth).

c. Vouchers.

Claim #274 for \$1,000,000.00 to Farmers Bank from 1st Merchant Bank.

Claim #300 for \$47,081.93 to Business Furniture for office furniture.

Claim #329 for \$2,511.69 to Securitas Technology for the fire alarm system.

d. Motion to pay bills.

Patrick made a motion to pay the bills in the amount of \$1,213,893.11. Lori seconded the motion. The motion was approved unanimously.

5. UNFINISHED BUSINESS.

a. Library Board President's Report – none.

b. Westfield Library Foundation Report.

i) The Foundation members are working on putting together committees

ii) The Children's Book Writing Contest received over 100 submissions in 3 categories. The winners were announced May 1st. The top three in each category will be published.

iii) The Cowboy Carnival will be November 1st. The "save the date" is out.

iv) The Annie Gotwald family is donating another gift (\$33,000.00) for use in the makerspace. Eli is putting together a list of equipment to add. The Foundation Board approved \$25,000.00 to be used.

v) The Foundation will be raffling off another parking space with the winner announced June 1st.

vi) Dorothy Bratton, a long-time library user, passed away and many donations were received in her honor. The New Titles Collection will be dedicated to her honor on May 24th

c. Director's Report.

i) Building Report.

(1) Additional Building Projects Update.

- The office furniture is all delivered except 2 bench seats, a top for a cabinet and replacing a damaged item. They should arrive Friday.

- Sheryl decided to get the acoustical panels for the podcast room.
- (2) **Warranty Walk Through.**
 - The paint oddities have been addressed. The lights were fixed except in the board room and teen room. The program room door is only partially fixed. The wood veneer in the playhouse area is being addressed.
 - We are in code concerning handicapped access from the township office to the library. However if we decided to go ahead address the situation it would cost \$23,000.00 to fix. Sheryl is considering it.
- (3) **Veridus – Facilities Care Plan.**
 - Veridus submitted a proposal for a Facilities Care Plan as well as a Facilities Condition Assessment. The care plan is tabled until next month. The assessment is being considered.

ii) **Personnel Report.**

Madisyn Timmons was hired for the children’s position.

d. Hamilton County Dolly Parton Imagination Library Update.

The Hamilton County Council has put together an agreement concerning the Imagination Library. If the agreement passes it will be in effect for 3 years.

e. Policies and Procedures Update – none this month.

f. Farmers Bank Checking Account.

The account has been set up and is going well. The 1st Merchants account will be closed by the end of June.

g. Mural Update,

Sheryl is going ahead with the project. The design will be presented to the board.

h. Strategic Plan Update.

Lee Ann and Sara have started discussing the process. There will be community survey that will go put in June through multiple platforms. There will be a board retreat in September. The staff will also meet for 3 hours as well as the board meeting for 3 hours.

i. Library Hours.

Sheryl would like a trial run in June opening at 9:00 – 8:00 Monday through Wednesday and 9:00 – 5:00 Thursday through Saturday. Sunday will remain the same. Patrick made a motion to open the library one hour early every day and close at 5:00 Thursday and Friday as a trial basis. Lori seconded the motion. The motion passed unanimously. Rivet will come in at 8:30.

j. Other- none

6. NEW BUSINESS.

a. Legislative Impacts.

SB1 was approved and will affect our property tax revenue. The 3 year growth quotient was taken away. Cities can institute an income tax. The state library had their budget cut by 30%. The technology grant was cut last year. Federal funding helped pay for Evergreen, courier service and the Indiana Digital Consortium. We basically need to wait and see how things will be affected and have a conversation about the effects of the state and federal funding.

b. Other.

- i) Our building insurance is coming due. Rocchio sent out for quotes. It looks like it will be the same company as before.
- 2) Sheryl is having a meeting with Jeff Mader and WWT about outdoor classroom area.

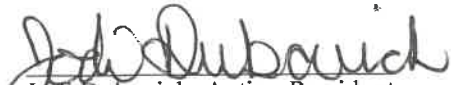
7. AUDIENCE TO THE PUBLIC.

- a) David Harting asked about SB283. It died in committee. He was interested in how the cuts in the funding would affect the library.
- b) A caller on Zoom, who at the end of the conversation identified himself as a relative of Sarah McCullough, asked about her and the position she was initially hired for. Sheryl said she would look into the situation.

8. ADJOURNMENT.

The meeting was adjourned 7:44 PM.

Respectfully submitted,


Jodi Dubovich, Acting President


Lori Tebbe, Acting Secretary

Smr

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
JUNE 11, 2025**

1. CALL TO ORDER.

The meeting was called to order at 7:09 PM by President Jill Doyle. Those in attendance were: Amber Van Den Berg and Lee Ann Roeder. Absent were: Patrick Downey, Justine Wiley, Jodi Dubovich and Lori Tebbe. Also present were: WWPL Director Sheryl Sollars and Assistant Director Sara Perry. As there was not a quorum present, the meeting was unofficial and no decisions were made.

2. APPOINTMENT OF ACTING SECRETARY.

Lee Ann was appointed Acting Secretary.

3. MOTION FOR APPROVAL OF THE APRIL 16, 2025 REGULAR BOARD MEETING MINUTES – tabled.

4. TREASURER’S REPORT.

a. Jill read the treasurer’s report. The total of all banks was \$4,362,078.42.

b. Receipts:

Receipt #161 for \$81,194.17 is the May LIT.

Receipt #162 for \$4,267.00 is the spring CVET which is divided between the Debt Service Fund and the Operating Fund.

Receipt #168 for \$1,000.00 is the Rivet monthly payment.

Receipt #173 for \$358,36.07 is the spring advance which is divided between the Debt Service Fund and the Operating Fund.

Receipt #174 for \$139,035.00 is the supplemental distribution.

Receipt #186 for \$5,000.00 is the fund created for the donation from the Foundation for the new titles area dedicated to Dorothy Bratton.

Receipt #187 for \$25,000 is the fund created for the donation from the Foundation for the Makerspace in honor of Annie Gotwald.

Receipt #188 for \$29.97 is the interest from the First Merchants Bank.

Receipt #189 for \$6,845.46 is the interest from the Community First Bank Money Market account.

Receipt #192 for \$3,930.84 is the interest from Farmers Bank.

c. Vouchers.

Claim #369 for \$780.32 to krM Architects is the final payment for the designs for the extra projects.

Claim #347 for \$3,371.00 to Ryan Fire Protection for the inspection of the fire alarm system. WWPL pays 82% and the township 18%.

Claim #401 for \$7,350.00 to the Indiana State Library for annual payment for the delivery service.

Claim #388 for \$3,045.00 to Niche Academy for software for training purposes.

Claim #402 for \$700,850.00 to Bank of New York Mellon toward the debt service.

Claim #371 for \$10,020.84 to Business Furniture for the rest of the furniture. This was encumbered from last year for special projects.

d. Motion to pay bills tabled.

5. UNFINISHED BUSINESS.

a. **Library Board President’s Report** – none.

b. Westfield Library Foundation Report.

i) The Foundation has covered a lot of Summer Reading Programs for the library.

c. Director’s Report.

i) Building Report.

- (1) Additional Building Projects Update -- All projects are completed.
- (2) We are still having issues with the rooftop unit #5, that has a part broken. This affects the 2nd floor: under 80 degrees is ok but above 80 degrees it gets hot.
- (3) On Sunday a pipe burst in the janitor's closet. Since on Thursday the water company came and put new meters on, we think a gasket blew. Since we have 2 main pipes we are okay right now. The carpet in the Friends Room got soaked.
- (4) A drip in the Children's Room is to be fixed.
- (5) Warranty Walk Through.
 - Outstanding items include the lights in the board room and teen room as well as some doors.
- (6) Veridus – Facilities Care Plan -- tabled
 - ii) Personnel Report.
 - The issue concerning the initial hire for the Children's position was clarified.

d. Hamilton County Dolly Parton Imagination Library Update.

June 4th the Hamilton County Council voted to pay for the Imagination Library for 3 years. It will start July 1st. The State Library has the additional funding for the Imagination Library for 3 years also. It will be administered by a volunteer from Carmel Caly Library.

e. Policies and Procedures Update.

Both the Credit Card Policy Update and the Electronic Transfer Resolution is tabled until next month.

f. Mural Update,

Sheryl was presented with preliminary concepts and still has questions and wants to see more.

g. Strategic Plan Update.

Focus groups in representing 8 different areas will meet July 9 and 10. Sheryl has asked 12 individuals to meet one on one. Sata and Sheryl will be at the Farmers Market booth 39.

h. Other- none

6. NEW BUSINESS.

a. 2026 Budget.

- i) There will be a budget meeting in July with Mike present.
- ii) The public hearing will be in August.
- iii) The budget adoption will be in September. Then the budget will go to the city council for final adoption.

b. WWS School Board Appointment.

Jodie is taking a position not in the WWS system and the school board wishes to appoint a different representative to take her place.

c. Outdoor Classroom/Landscape.

The proposal submitted for the Library/Trustee Outdoor Classroom will be reviewed next meeting.

d. Other -- none

7. AUDIENCE TO THE PUBLIC – none.

8. ADJOURNMENT.

The meeting was adjourned 7:45 PM.

Respectfully submitted,


Jill Doyle, President

Lee Ann Roeder, Acting Secretary

Smr

WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
July 09, 2025

1. **CALL TO ORDER.** The meeting was called to order at 7:00 PM by President Jill Doyle.
In attendance were: Jill Doyle, Jodi Dubovich, Amber Van Den Berg, Patrick Downey, Lori Tebbe, and Justin Wiley (on Zoom)
Absent were: Lee Ann Roeder
Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director or Operations Sara Perry, and attorney Eric Douthit

2. **MOTION FOR APPROVAL OF THE MAY 14, 2025 REGULAR BOARD MEETING MINUTES DUE TO LACK OF QUORAM IN JUNE**
Amber made a motion to accept the May 14, 2025 minutes. Jodi seconded the motion.
The motion was approved unanimously.

3. **MOTION FOR APPROVAL OF THE JUNE 11, 2025 REGULAR BOARD MEETING MINUTES**
Jodi made a motion to accept the June 11, 2025 minutes. Lori seconded the motion.
The motion was approved unanimously.

4. **MOTION TO PAY BILLS FROM MAY 15-JUNE 11, 2025 DUE TO LACK OF QUORAM IN JUNE**
Jill made a motion to pay the bills in the amount of \$882,226.66. Amber seconded the motion. The motion was approved unanimously.

5. **TREASURER'S REPORT.**
 - a. Justin read the treasurer's report. The total of all banks was \$4,573,228.71.
 - b. Receipts:
 - Receipt #204 for \$81,194.17 is the June LIT distribution.
 - Receipt #207 for \$975,688.66 is the June Property & License Excise Settlement
 - Receipt #208 for \$1,000 is for Rivet's June rent
 - Receipt #215 for \$668.50 is from the Township for room reservation funds paid to us through their online platform
 - Receipt #232 for \$28.61 is interest from the First Merchant's Bank account
 - Receipt #235 for \$6,688.70 is interest from the Farmer's Bank account
 - c. Vouchers:
 - Claim #430 for \$1,750 to Xavier Walden Enterprises for exterior window washing
 - Claim #476 for \$1828 to The Rocchio Agency for D & OAmber made a motion to pay the bills in the amount of \$1,67,904.68.
Jodi seconded the motion. The motion was approved unanimously.

6. UNFINISHED BUSINESS.

- a. Library Board President's Report
- b. Westfield Library Foundation Report
 - i. Erin gave the financial report
 - ii. Working on getting donors secured for Cowboy Carnival in November
 - iii. Accepting applications for 2026 art gallery participants
 - iv. Hired a new intern, Kate Clevenger, who will start on July 14th
- c. Director's Report
 - i. Manager's Reports
 - ii. Service Statistics
 - iii. Building Report
 - 1. HVAC – All rooftop units are now working properly. Sheryl is working with Veridus, Meyer Najem, manufacturer, and installers to determine who is responsible for the problems that have been happening since installation.
 - 2. Soft Water – After noticing a noticeable increase in the salinity of the drinking water, it was determined that the incorrect o-ring was installed on the water softener and had finally worked its way out of the proper position which allowed an excessive amount of salt to enter the system. It has been repaired.
 - 3. Building Contents, D&O, and Workman's comp insurance annual renewal has been paid in the amount of \$15,308
 - 4. HVAC maintenance agreement – Sheryl and Jamie (WWT) are still working on a HVAC maintenance agreement. They estimate that the total will be approximately \$14,000/year with the Library's portion being \$11,000 and the Township's portion being \$3,000.
 - iv. Sheryl noted that she and Jamie (WWT) have offered Kevin Sark, the building project's superintendent, a *Part-Time (On-Call) Building Maintenance Technician* contract although they are still waiting to hear back.
 - 1. If Kevin agrees to this position, do we need to pay Veridus \$8000 to write a *Facility Sustainment Care Plan*? She will ask Kevin if he can help us write one instead.
 - v. Personnel Report
 - 1. Resignations – Olivia (Circulation)
 - 2. New Hires – Janine, John, and Jon (Public Services) for part-time weekend help at Children's and Adult Desks.
 - 3. Will soon be advertising for another Technical Services position
 - 4. Sheryl is considering expanding the Foundation intern's role to include library event management.
- d. Hamilton County Dolly Parton Imagination Library Update – now that the first three years of funding have been secured, the program soft-launched on July 1st and 1200 people have pre-registered. There will be an official announcement forthcoming.
- e. Policies and Procedures Updates

- i. Credit Card Policy (update)
Jodi made a motion to adopt the updated Credit Card Policy. Lori seconded the motion. The motion was approved unanimously.
- ii. Electronic Transfer Resolution (update)
Amber made a motion to adopt the updated Electronic Transfer Resolution. Jodi seconded the motion. The motion was approved unanimously.
- f. Mural Update
 - i. Sheryl provided three draft designs for the mural above Program Room A. None were very strong and everyone agreed that none tell a story. She will be providing the designer with the additional feedback given by the board.
- g. Strategic Plan Update
 - i. Focus Groups – eight will be run by the consultant from Fast Forward Libraries over two days: July 9th and 10th
 - ii. Individual interviews – these have been completed
 - iii. Public Survey – This was available during the month of June and over 600 were submitted.
 - iv. Staff Day – Friday, October 3, 2025
 - 1. Half of the day would be for strategic planning with staff and half would be for staff training
 - 2. Jill made a motion to close the library on Friday, October 3, 2025, for Staff Development Day. Jodi seconded the motion. The motion was approved unanimously.
 - v. Board Retreat – Saturday, October 4, 2025
 - vi. Board and Staff Assessments are due tomorrow 7/10/2025

7. NEW BUSINESS.

- a. 2026 Budget
 - i. Due to creating a budget that exceeds the allowed Maximum Levy Growth Quotient of 4%, we will be entering into a binding review for the 2026 budget cycle. This means the budget must be approved by the City Council.
 - ii. We are going to ask for the 3-year growth appeal
 - iii. Public Hearing – August 13, 2025
 - iv. Budget Adoption – September 10, 2025
- b. WWS School Board Appointment will take place at the July 15 WWS Board Meeting
- c. Outdoor Classroom – joint project with the Township
 - i. Sheryl provided a rendering of the plan completed by Mader Design
 - ii. The cost of the project should be approximately \$350,000
 - iii. We don't have to go out to bid as the BOT is still open
 - iv. We hope to break ground in the fall and finish the project by next summer.
- d. Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2026, through June 30, 2027
Jill made a motion to close accept the Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2026 through

June 30, 2027. Amber seconded the motion. The motion was approved unanimously.

- e. Other – none
- 8. AUDIENCE TO THE PUBLIC – none.
- 9. ADJOURNMENT. The meeting was adjourned at 8:07 PM.

Respectfully submitted,



Jill Doyle, President



Jodi Dubovich, Secretary

LEE ANN ROEDER

srp



CREDIT CARD POLICY

It is the intent of the Westfield Washington Public Library to follow accounting rules and procedures promulgated by the Indiana State Board of Accounts and hereby adopt the following policy regarding the use of corporate credit cards by authorized staff members.

1. The Library Director shall oversee issuing and keeping track of any credit cards that the library maintains.
2. Staff members wishing to use a library credit card must submit a request to the Library Director.
3. Statements will be paid in a timely manner to avoid any interest, carrying charges, or penalties due to late payments.
4. Claims filed in connection with the use of the credit card/s must be itemized before being approved and paid. The bookkeeper will make copies of thermal receipts and attach them to the original in case of fading.
5. Any interest or penalty that is incurred due to the late filing or furnishing of documentation by an employee will be the responsibility of the employee using the card. Employees should turn in the receipt(s) to the bookkeeper the same day or at the latest the next day they report to work after the purchase.
6. All charges incurred and charged with the credit card/s must be business related and not personal in nature. A reasonable "tip" or gratuity is allowable where service has been provided. Examples of library-related expenses are travel, lodging, meals, and registration fees related to library conferences or workshops.
7. In the case of the card being lost or stolen, the credit card issuing company must be notified immediately. Notice of this loss must also be presented to the Board of Trustees for inclusion in the monthly minutes for audit purposes.
8. The library currently has credit cards with the following companies:
 - a. PNC Bank VisaThe PNC Bank Visa card is in the possession of the director.

Adopted 8/2000; Rev. 3/03, 4/04, 9/05, 02/2017, 07/2025

CONTACT US

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VISIT US

17400 Westfield Blvd
Westfield, IN 46074



Westfield Washington

PUBLIC LIBRARY

RESOLUTION AUTHORIZING ELECTRONIC FUNDS TRANSFER (Including Payroll and PERF)

WHEREAS, the Board of the Westfield Washington Public Library (“Library”) has determined that it is beneficial to its financial operations to transact the financial affairs of the Library through electronic funds transfers including direct deposit.

NOW THEREFORE BE IT RESOLVED, that pursuant to the provisions of I.C. 5-13-5-5, the Library will institute electronic fund transfers for the transaction of business with a financial institution or a retirement fund administered by the public employees’ retirement fund, and

BE IT FURTHER RESOLVED, that pursuant to the provisions of IC 36-12-3-16.5, the Library will institute electronic fund transfers for the payment of claims, including the payment of wages and other compensation and benefits owed to the Library employees, via direct deposit through the services provided by the applicable financial institutions, and

BE IT FURTHER RESOLVED, that pursuant to the provisions of IC 36-1-8-11, the library may accept various payments electronically as well, including but not limited to payments for fines and fees and tax disbursements, to the extent that such payments can be documented properly for audit purposes, and

BE IT FURTHER RESOLVED, that the Library Treasurer is hereby authorized to take any and all actions necessary to implement and accept electronic fund transfers, including direct deposit, for the Library, and that the Library Director and Treasurer are hereby instructed and are required to comply with all other requirements for the payment of claims by the library and must maintain adequate documentation of transactions conducted electronically so that said transactions may be audited as provided by law.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the 11th day of June, 2025, at which meeting a quorum was present.

NAY

AYE

J. Van Den Berg
Jodi Dubouché
Roni A. Sebbe

Traci Doyle
Patrick A. Dewney
Justin R. Hoff

ATTEST:

Jodi Dubouché

Secretary

CONTACT US

Phone: 317-896-9391

Website: wwpl.lib.in.us



VISIT US

17400 Westfield Blvd

Westfield, IN 46074



Westfield Washington

PUBLIC LIBRARY

**COMMITMENT TO JOIN INDIANA STATE LIBRARY
CONSORTIUM FOR PUBLIC LIBRARY INTERNET ACCESS
for FUNDING YEAR JULY 1, 2026 THROUGH JUNE 30, 2027**

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);
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;
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 9th day of July, 2025, at which meeting a quorum was present.

NAY

AYE

ATTEST:

Secretary

Jodi Dubowick

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 2026-2027
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:** _____

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: 07/10/2025

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

**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: WWPLF47926_27
 Create your own code to identify THIS FCC Form 479.

Block 1: Administrative Authority Information

1. Name of Administrative Authority Westfield Washington Public Library		2. Funding Year 2026-2027
3. Mailing Address and Contact Information for Administrative Authority		
Street Address, P. O. Box or Route Number 17400 Westfield Blvd. Unit A		
City Westfield	State IN	Zip Code 46074
Name of Contact Person Sheryl A. Sollars		
Telephone Number 317-896-9391 ext. 106	Fax Number 317-896-3702	Email Address ssollars@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 _____
 Administrative Authority's Form Identifier _____
 Contact Person _____
 Telephone Number _____

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.

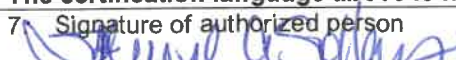
 (FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 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 	8. Date 07/10/2025
9. Printed name of authorized person Sheryl A. Sollars	
10. Title or position of authorized person Executive Director	
11. Telephone number of authorized person 317-896-9391 Ext. 106	

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-PER, 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.

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
AUGUST 13, 2025**

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Jill Doyle. Those in attendance were: Amber Van Den Berg, Lee Ann Roeder, Patrick Downey, Justine Wiley, Lori Tebbe and Amber Anania. Also present were: WWPL Director Sheryl Sollars, Eli Drumm, Library employee, Erin Downey, Foundation Director and Mike Reuter, consultant.

2. WELCOME TO NEW BOARD MEMBER – AMBER ANANIA

Amber Anania, representing the WWS school board, was introduced to all the library board members replacing Jodi Dubovich.

3. APPOINTMENT OF SECRETARY.

By consensus Lee Ann was appointed Secretary for the rest of the 2025 year.

4. MOTION FOR APPROVAL OF THE JULY 11, 2025 REGULAR BOARD MEETING MINUTES.

Amber Van Den Berg made a motion to approve the July 11, 2025 minutes found on pages 3-6. Lee Ann seconded the motion. The motion was approved unanimously.

5. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks is \$4,472,498.88.

b. Receipts:

Receipt #243 for \$1,000.00 is the Rivet monthly payment.

Receipt #247 for \$81,194.17 is the July LIT.

Receipt #272 for \$8,736.29 is reimbursement from the WWT for the second quarter and E&I refund of \$200.00

Receipt #274 for \$29.63 is the interest from the First Merchants Bank.

Receipt #275 for \$6,688.70 is the interest from the Community First Bank Money Market account.

Receipt #276 for \$5,472.79 is the interest from Farmers Bank.

c. Vouchers.

Claim #479 for \$15,308.00 to The Rocchio Agency for building insurance.

Claim #545 for \$1,995.60 to School Specialty LLC for the Lego table and book bins.

d. Motion to pay bills.

Amber Anania made a motion to pay bills in the amount of \$181,028.06. Amber Van Den Berg seconded the motion. The motion passed unanimously.

6. 2026 BUDGET.

a. Fiscal Plan, Budget Presentation and discussion – Mike Reuter.

1) Fiscal Plan.

Mike explained that this has been an active year legislatively. Senate Bill 1 was proposed, revised, sent to the House where it was revised again. It is moving away from property tax and going toward income tax. There is a change in how LIT is allocated. Growth appeals are being eliminated in 2026 so we are raising the budget and asking for an appeal this year.

2) Binding Review and Growth Appeal Explanation.

Mike then went through the revenues and expenditures through 2028, property tax detail, County Option Income Tax detail and General Fund revenues and expenditures. All this helps explain why we are raising the budget and asking for a three year growth appeal.

3) Proposed 2026 Budget.

Since this will be binding review we need to approve our budget then send it to the city council for their approval. The reason for the growth-appeal this year includes such items as: increasing staffing, increasing programming, giving PERF to all full-time staff, raising library 403b contribution from \$50 to \$100,

increasing technology for new staff positions, an outdoor classroom and property expansion for a possible branch. The tax rate will stay the same.

b. Public Hearing on the 2026 Budget.

- 1) President Jill Doyle opened the public hearing at 8:05 PM.
- 2) There were no comments.
- 3) The public hearing was closed at 8:06 PM.

c. WWPL Budget Adoption and 3 Year Growth Appeal Resolution. Will take place September 10, 2025.

d. Binding Review – City Council Approval for 2026 Budget.

- 1) The budget summary will be sent to the City Council for review.
- 2) September 22, 2025 will be the Public Hearing (1st reading).
- 3) October 13, 2025 will be the Budget Adoption (2nd reading).

e. Blanket Appropriation Modification Resolution.

Amber Van Den Berg made a motion to accept the Blanket Appropriation Modification Resolution as presented on page 112. Amber Anania seconded the motion. The motion was passed unanimously.

7. UNFINISHED BUSINESS.

a. Library Board President’s Report – Jill attended the Foundation Board meeting.

b. Westfield Library Foundation Report.

- i) *Cowboy Carnival.* Erin asked for help in securing sponsors to help underwrite cost of the event. Tickets go on sale September 15th. Board members are asked to donate a bottle of whisky or bourbon.
- ii) *1902 Society.* The Foundation is rebranding the 1902 Society.
- iii) *Author Visits.* Westfield partnered with Carmel Clay Library in bringing authors Scott Carson and Eli Cranor to the library. Erin looks forward to partnering with the Carmel Clay Library again.
- iv) *Art Wall.* Applications have been sent out for next year and are due October 1st.
- v) *Committees.* The Foundation has 4 new committees. 2 board members resigned and Erin is looking for replacements – someone active and with ideas.

c. Director’s Report.

i) Summer Reading Program.

We had 3,243 participants reading over 3,338,354 minutes and 929 completions. We had 218 programs with 5,683 attendees and we issued 1,176 new library cards.

ii) Building Report.

- (1) The doors in the vestibule are now working as well as the lights in the board room.
- (2) Part-time Building Maintenance Contract.
Kevin Stark was hired. He comes once a week unless called. He is paid \$5,000 a month which is split with the Township,
- (3) Personnel Report.
 - (a) Staff Changes.
 - Carey Gonzales is the new technical services assistant.
 - A Children’s Librarian is being hired for programming for 5-12 year olds.
 - Katie Clevenger, the assistant with the Foundation, is helping with room reservations.
 - (b) Salary Schedule.
Justin made a motion to approve the new Salary Schedule. Lori seconded the motion. The motion was approved unanimously.

d. Hamilton County Dolly Parton Imagination Library Update.

The program is up and running.

e. Policies and Procedures Updates – none.

f. Mural Update,

Sheryl met with the designer and about reservations concerning the current ideas and gave additional input. A

new revision is almost ready.

g. Strategic Plan Update.

Sheryl thanked the board members for their help. The staff day on October 3, 2025 be active planning with staff for a half day and then a Public Safety presentation along with potential scenarios. The strategic plan will be presented to the board at the November meeting.

h. Outdoor Classroom/Landscape Update.

It was decided to have an actual structure for the outdoor classroom so that electricity could be put in. K.D. Landscaping is going through city planning for the structure.

i. Other- none

6. NEW BUSINESS.

a. Westfield Creative Collective Event – October 2026.

The event will be all day Saturday both indoors and outdoors. After dark will be fundraising. A proposal will be presented when the ideas are further along.

b. Westfield Chamber of Commerce – Discount on Room Reservation Fees to members.

The board reacted positively to the idea. A 20% discount was decided upon for the 1st year. Then the discount will be revisited following year.

c. Board of Trustees Contact Sheet.

Member should check the contact sheet to verify that their information is correct.

**d. Park Street Improvements Presentation – Stakeholders Meeting – Wednesday August 20 8am-9am
Community Services Building.**

As Sheryl will be otherwise involved Patrick volunteered to go to the meeting.

e. Other -- none

7. AUDIENCE TO THE PUBLIC – none.

8. ADJOURNMENT.

The meeting was adjourned 8:42 PM.

Respectfully submitted,



Jil Doyle, President



Lee Ann Roeder, Secretary

Smr



Westfield Washington

PUBLIC LIBRARY

RESOLUTION for BLANKET APPROPRIATION MODIFICATION

WHEREAS, the Library Board of Westfield Washington Public Library is required to advertise the 2026 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 four months,

AND WHEREAS, the Library Board of Westfield Washington Public Library 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 2025 and Budgets as necessary in response to receipt of the 1782 Notice for Budget Year 2026 from the Indiana Department of Local Government Finance, which by statute should be no later than December 31, 2025. The Board of Trustees will be updated on any modifications at the first public Board meeting following receipt of the 1782 Notice.

Passed and adopted this 13th day of August 2025.

W Van Den Berg

Lori A. Tubb

Frank D. Dorey

Joe Doyle

Chamber Anania

Justin W. S.

Lee Ann Roeder

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 BOARD MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
SEPTEMBER 10, 2025**

1) CALL TO ORDER.

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

2) MOTION FOR APPROVAL OF THE AUGUST 13, 2025 REGULAR BOARD MEETING MINUTES.

Amber Anania made a motion to approve the August 13, 2025 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 is \$4,413,493.89.

b. Receipts:

Receipt #279 for \$1,882.73 from Evergreen is fines and fees collected from other libraries for three quarters.

Receipt #286 for \$81,194.17 is the August LIT.

Receipt #314 for \$29.73 is the interest from the First Merchants Bank.

Receipt #315 for \$6,277.17 is the interest from the Community First Bank Money Market account.

Receipt #316 for \$4,966.99 is the interest from Farmers Bank. Today Sheryl transferred \$800,000.00 from the First Merchants Bank to the Farmers Bank.

c. Vouchers.

Claim #624 for \$1,081.50 to O.N.E. Creative Service Group for professional services.

Claim #563 for \$6,852.23 to TK Elevator Corporation for annual maintenance and repair.

Claim #599 for \$4,100.00 to Ketchum and Walton for sound panels.

Claim #616 for \$2,397.50 to Ryan Fire Protection to replace a faulty panel and batteries.

d. Motion to pay bills.

Amber Anania made a motion to pay bills in the amount of \$173,854.20. Lee Ann seconded the motion. The motion passed unanimously.

4) UNFINISHED BUSINESS.

a. Library Board President's Report – Jill encouraged board members to make it to the strategic plan meeting.

b. Westfield Library Foundation Report.

- 1) *Cowboy Carnival.* Tickets go on sale for 1902 members tomorrow; on Monday for the general public. Tickets are \$125.00 per person. 1902 members get perks. Erin still needs sponsors and she reminded the board to donate a bottle of whisky or bourbon.
- 2) *1902 Society.* New 1902 Society bookmarks, with QR codes to the webpage, were handed out.
- 3) *Christmas Tree Raffle.* Erin needs one more tree sponsor.
- 4) *Author Visits.* Westfield partnered with Carmel Clay Library to bring in another author October 13.
- 5) *Art Wall.* Applications are due October 1st. We have 11 applications so far.

c. Director's Report.

1) Building Report.

- i) The library kept getting reports from the fire panels. They were replaced.
- ii) Alarms. The alarms are now being set on at 10:15PM and off at 6:45AM. The doors to program room can now be locked and unlocked remotely.
- iii) The lights are still out in the teen room. Ceiling tiles are being replaced. Holes from when the magazine holders were replaced has been drywalled.

2) Personnel Report.

- i) Anna Chambley has been hired as children's librarian for 5-12 year olds. She started September 2.
- ii) Lisa Williams turned in her resignation. Her last day is October 2nd.
- iii) We are hiring another children's library assistant.

iv) Susan Scanlon from circulation is retiring as of November 21.

d. 2026 Budget.

1) 3 Year Growth Appeal.

This \$200,000.00 will cover additional staff, fringe benefits, and increasing the libraries collections for 3 years. It will not increase the tax rate. It goes in front of the city council September 22.

Lee Ann made a motion to petition to appeal for an increase above the maximum levy. Amber Anania seconded the motion. The motion was approved unanimously.

2) WWP Budget Adoption.

The budget covers capital projects including an outdoor classroom and land for a possible branch.

Amber Anania made a motion to approve the budget as presented. Justin seconded the motion. The motion was approved unanimously.

3) Binding Review – City Council Approval for the 2026 Budget.

Sheryl has a meeting to explain the budget. She will be at the city council meeting September 22nd when it is presented at the public hearing. It will be voted on October 13 for adoption.

e. Policies and Procedures Updates.

1) Room Reservation Policy/Special Event Policy.

Two events coming up were discussed: December 6th, Santa photos at the library 2:00 – 6:00. The library remain open until 6:00. February 7th – the Youth Assistance Gala. Set up would be at noon.

f. Mural Update.

It was decided to put the mural on hold. What we want is not clear. After the strategic planning we may have more ideas.

g. Strategic Plan Update.

The information previously collected will go to the staff and the board for their input at their respective meetings in October.

h. Outdoor Classroom/Landscape Update.

Since there will be permanent structures it needs to go through the city planners who meet tomorrow.

i. Other.

A question about closing First Merchants account had the response that our credit cards, scanning and copying are through First Merchants. It is conceivable that in the future these will be transferred to Farmers.

6. NEW BUSINESS.

a. Artist in Residence Program.

This is a partnership with the school. They would like space to work on a project. Applications would be by trimester, with the project starting the 3rd trimester.

b. Library Hours.

Sheryl would like approval to keep the library's hours as they are now throughout the year. Jill made a motion to keep the library's hours throughout the year as they are now. Lori seconded the motion. The motion was approved unanimously.

c. WYAP Gala MOU.

The Memorandum of Understanding was discussed.

d. Other.

1) Katy, who works with Erin, will be hired as library events coordinator.


2) Amber Van Den berg has accepted a new position at work, but will stay on the library board.

7. AUDIENCE TO THE PUBLIC – none.

8. ADJOURNMENT.

The meeting was adjourned 7:40 PM.

Respectfully submitted,


Jill Doyle, President


Lee Ann Roeder, Secretary Smr



Westfield Washington

PUBLIC LIBRARY

PETITION TO APPEAL FOR AN INCREASE ABOVE THE MAXIMUM LEVY

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

Appeal Type	Appeal Amount
THREE-YEAR GROWTH FACTOR	\$200,000

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 ___ 10th day of ___ September _____, 2025.

FOR	AGAINST
<i>Amber Anania</i>	
<i>Lori A. Sebbe</i>	
<i>Joe Doyke</i>	
<i>Paul D. Derry</i>	
<i>Lee Ann Rowland</i>	
<i>Just S. N. 2/3</i>	

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17400 Westfield Blvd

Westfield, IN 46074

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 7/29/2025 8:26:24 AM

Ordinance / Resolution Number:

Be it ordained/resolved by the **Westfield Washington Public Library Board** that for the expenses of **WESTFIELD PUBLIC LIBRARY** for the year ending December 31, **2026** 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 **Westfield Washington Public Library Board**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Westfield Washington Public Library Board	Library Board	09/10/2025

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$306,000	\$0	0.0000
0101	GENERAL	\$4,668,800	\$1,720,728	0.0262
0180	DEBT SERVICE	\$1,458,500	\$1,550,000	0.0236
		\$6,433,300	\$3,270,728	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 7/29/2025 8:26:24 AM

Name		Signature
Amber Anania	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Amber Anania</i>
Jill Doyle	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Jill Doyle</i>
Patrick Downey	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Patrick D. Downey</i>
Lori Tebbe	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Lori A. Tebbe</i>
Lee Ann Roeder	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Lee Ann Roeder</i>
Amber Van Den Berg	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Justin Wiley	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Justin A. Wiley</i>

ATTEST

Name	Title	Signature

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 BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
OCTOBER 8, 2025**

1) CALL TO ORDER.

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

2) MOTION FOR APPROVAL OF THE SEPTEMBER 10, 2025 REGULAR BOARD MEETING MINUTES.

Amber Van Den Berg made a motion to approve the September 10, 2025 minutes as found on pages 3-5. Lori seconded the motion. The motion was approved unanimously.

3) TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks is \$4,368,912.68.

b. Receipts:

Receipt #325 for \$81,194.17 is the September LIT.

Receipt #327 for \$800,000.00 is the transfer from First Merchants Bank to Farmers Bank.

Receipt #351 for \$10,000.00 is an unrestricted gift from the Covert Family.

Receipt #361 for \$6,974.92 is the interest from Farmers Bank.

Receipt #362 for \$9.08 is the interest from the First Merchants Bank.

Receipt #363 for \$6,769.12 is the interest from the Community First Bank Money Market account.

c. Vouchers.

Claim #637 for \$800,000.00 is the transfer from First Merchants Bank to Farmers Bank.

d. Motion to pay bills.

Jill made a motion to pay bills in the amount of \$960,303.30. Justin seconded the motion. The motion passed unanimously. Sheryl pointed out that bills were actually \$160,303.30; the other \$800,000.00 was the transfer.

4) UNFINISHED BUSINESS.

a. Library Board President's Report – Jill thanked those who attended the strategic plan meeting.

b. Westfield Library Foundation Report.

1) *Cowboy Carnival.* Sponsorships are filled out; the carnival is now in the black.

2) *Christmas Tree Raffle.* Farmers Bank is sponsoring the tree raffle.

3) *Author Visits.* Westfield is partnering with Carmel Library Foundation to bring in another author, Juneau Black, on October 13th.

4) *New board member.* Mike Thomas is leaving the board and Erin is looking for a new candidate.

c. Director's Report.

1) Building Report.

i) A sensor on an air duct was dirty and kept sending out alarms. It was finally fixed.

ii) The doors and alarms have been programmed correctly.

iii) Most of the ceiling tiles have been replaced. The others will be repaired.

2) Personnel Report.

i) Mindi Glenn is the new teen librarian.

ii) Barb Swaim is retiring October 17th. Darcy Adams is hired to replace her.

iii) Sara is also learning bookkeeper duties and so Sherine Paul will be supervising the pages instead of Sara.

iv) Michelle Barber starts October 14th.

v) Sue Wymore is resigning as of October 17th.

vi) Jeanette is interviewing 2 or 3 candidates as replacements.

- d. **2026 Budget.**
 - 1) **Binding Review – City Council Approval for the 2026 Budget.**

The council meets Monday October 13th at which time the budget should be adopted. Sheryl plans to be there to answer any questions.
 - e. **Policies and Procedures Updates.**
 - 1) **Room Reservation Policy/Special Event Policy.**

The policy is still being worked on. Sheryl needs to hear from the insurance company before finalizing.
 - f. **Strategic Plan Update.**

The workshop was very productive. The planning committee will meet with the consultants October 29th.
 - g. **Outdoor Classroom/Landscape Update.**

The plans have been submitted to the city for approval. It is hoped to start this fall. The contractor plans to start as soon as he gets the okay from the city.
 - h. **WYAP GALA MOU**

Sheryl hasn't received the information from the insurance agent yet. WYAP okayed closing the library at 3:00 PM instead of noon.
 - i. **Other.**
 - 1) Staff had active shooting training. Plans are needed for the first and second floors. Other suggestions were discussed by the board.
 - 2) Our book distributor, Baker and Taylor, is going out of business at the end of the year. Sheryl is looking for another vendor.
5. **NEW BUSINESS.**
- a. **PLAC Report.**

The report was signed.
 - b. **Other – none.**
6. **AUDIENCE TO THE PUBLIC – none.**
7. **ADJOURNMENT.**

The meeting was adjourned 7:35 PM.

Respectfully submitted,


Jill Doyle, President

Lee Ann Roeder, Secretary

Smr

Westfield Washington Public Library

Executive Session

November 12, 2025

7:00 pm

WWPL Board of Trustees in attendance: Jill Doyle, Amber Van Den Berg, Lee Ann Roeder (via phone), Amber Anania, Lori Tebbe, Patrick Downey

*Executive Session is a closed session *IC5-14-1.5-5-6(b)(8)

- 1) Executive Director Performance Review Discussion

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
NOVEMBER 12, 2025**

1) CALL TO ORDER.

The meeting was called to order at 7:30 PM by President Jill Doyle. Those in attendance were: Patrick Downey, Lori Tebbe, Amber Van Den Berg and Amber Anania. Attending via ZOOM was Lee Ann Roeder. Absent was Justin Wiley. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry and Erin Downey, WPL Foundation Director.

2) MOTION FOR APPROVAL OF THE OCTOBER 8, 2025 REGULAR BOARD MEETING MINUTES.

Amber Anania made a motion to approve the October 8, 2025 minutes. Amber Van Den Berg seconded the motion. The motion was approved unanimously by Amber Anania, Amber Van Den Berg, Jill Doyle, Lori Tebbe, Patrick Downing and Lee Ann Roeder on Zoom.

3) TREASURER'S REPORT.

a. Sheryl read the treasurer's report. The total of all banks is \$4,323,811.04.

b. Receipts:

Receipt #371 for \$1,000.00 is the Rivet monthly rent.

Receipt #372 for \$81,194.17 is the October LIT.

Receipt #378 for \$9,982.28 is the Third Quarter shared expenses with the WW Township.

Receipt #418 for \$7,497.22 is the interest from Farmers Bank.

Interest from the Community First Bank Money Market account of \$6,302.23 was not deposited until November 1st.

Total of all interest is \$13,800.11

c. Vouchers.

Claim #742 for \$1,897.18 to Turnkey, Inc for cushions for the Children's Department and caddy.

Claim #771 for \$7,830.13 to KPC Architectural Products for bookends to match the shelving in Children's area.

Claim #743 for \$1,082.00 to Essential Architectural for signs for the new book area.

d. Motion to pay bills.

Amber Van Den Berg made a motion to pay bills in the amount of \$203,923.80. Lori Tebbe seconded the motion. The motion was approved unanimously.

4) UNFINISHED BUSINESS.

a. Library Board President's Report – No report.

b. Westfield Library Foundation Report.

1) *Cowboy Carnival*. It was a fun night. Despite low attendance the carnival raised \$25,000.

2) There are four new Foundation members starting next week: Stacy Willis, Greg Gotwald, Jamie Mills and Scott Caulfield.

3) *Author Visits*. We are hosting another author with the Carmel Library Foundation in January.

4) The next meeting is next Tuesday.

c. Director's Report.

1) Building Report.

i) We now have clips for the ceiling tiles in the atrium. We did not have enough clips before which is why they were not secure. They are covering the cost.

ii) We had to replace some parts on the water heater.

iii) Kevin monitors the HVAC. He is usually here Sunday mornings.

2) Personnel Report.

i) All the staff evaluations are complete.

- ii) We have three new Circulation Library Assistants: Alyssa Ashmore, Johanna Gianforte and Joanna Webb (returning employee).

d. Update on 3 Year Growth Report.

We have not heard anything back yet. The Westfield City Council did approve the library's 2026 budget and it was submitted onto Gateway.

e. Policies and Procedures Updates.

1) Room Reservation Policy/Special Event Policy.

The policy is still being worked on.

f. Strategic Plan Update.

A draft strategic plan has been created. Amanda will attend the December meeting via Zoom. After review the plan will be up for approval at the December meeting.

g. Outdoor Classroom/Landscape Update.

The city has approved the plans for it but it is too late to pour the concrete now. Th project is pushed to the spring. It will take about six weeks.

h. WYAP GALA MOU

Insurance is needed and the policy needs to be approved.

i. Other – none.

5. NEW BUSINESS.

a. LIT Discussion with Hamilton County Directors, Mikee Reuter and Oscar Guterrez.

In 2027 for the 2028 budget, we go to the County Council for approval of LIT. It is currently 39.8% of our revenue. They could give us nothing OR if fully funded up to .05 cents based on per capita which would be a million more than we are getting now. Sheryl met with Mike Reuter who suggested that we go in together with the other libraries and have conversations with them.

b. Additional Projects.

Now that we have been in the new library over a year, we are talking about what to do to enhance our space. Suggestions include more cabinetry, work space for staff and furniture for the Makerspace, possible reconfiguration of the Children's play area, different tables in the study rooms and more study tables around the library.

c. Staff Insurance Renewals.

Insurance premiums have increased by 9.7%. Sheryl is looking into other options. One option is ICHRA where the library gives each individual a set amount and the individual works with the broker to determine their plan. It would be a significant cost savings for the library if we went with this option.

d. Other -- none


6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 8:00 PM.

Respectfully submitted,


Jill Doyle, President


~~Lee Ann Roeder~~, Secretary
Amber Anania

Smr

Westfield Washington Public Library

Executive Session

December 10, 2025

7:00 pm

WWPL Board of Trustees in attendance: Jill Doyle, Amber Van Den Berg, Amber Anania, Patrick Downey and Justin Wiley.

*Executive Session is a closed session *IC5-14-1.5-5-6(b)(8)

- 1) Executive Director Performance Review Discussion

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
DECEMBER 10, 2025**

1. CALL TO ORDER.

The meeting was called to order at 7:05 PM by President Jill Doyle. Those in attendance were: Patrick Downey, Justin Wiley, Amber Van Den Berg and Amber Anania. Absent was Lori Tebbe and LeeAnn Roeder. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry and Erin Downey, WPL Foundation Director.

2. APPOINTMENT OF ACTING SECRETARY.

Amber Anania was appointed Acting Secretary.

3. MOTION FOR APPROVAL OF THE NOVEMBER 12, 2025 REGULAR BOARD MEETING MINUTES.

Amber Anania made a motion to approve the November 12, 2025 minutes. Amber Van Den Berg seconded the motion. The motion was approved unanimously by Amber Anania, Amber Van Den Berg, Jill Doyle, Justin Wiley and Patrick Downey.

4. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks is \$4,506,618.60.

b. Receipts:

Receipt #430 for \$1,000.00 is the Rivet monthly rent.

Receipt #437 for \$81,194.17 is the November LIT.

Receipt #440 for \$220,614.24 is the Fall Advance which goes to the Operating Fund and Debt Service Fund.

Receipt #469 for \$9.00 is a refund from Hamilton County FIT/CVET distribution.

Receipt #470 for \$4,267.00 is a refund from Hamilton County FIT/CVET distribution which goes half to the Operating Fund and half to the Debt Service Fund.

Receipt # 477 for \$5,352.72 is the interest from Farmers Bank.

Receipt # 481 for \$6,720.58 is interest from the Community First Bank Money Market.

c. Vouchers.

Claim #818 for \$3,185.00 to Industrial Water Solutions for the water softener in the summer.

Claim #835 for \$12,397.76 to Leeway, Inc. who now carries the employee health insurance.

d. Motion to pay bills.

Amber Van Den Berg made a motion to pay bills in the amount of \$184,668.15. Amber Anania seconded the motion. The motion was approved unanimously.

5. UNFINISHED BUSINESS.

a. 2026-2028 Strategic Plan Presentation.

Amanda Standerfer of Fast Forward Libraries, by way of Zoom, presented the strategic plan to the board. It includes a vision and a mission statement, as well as strategic directions and implementation. Amber Anania made a motion to adopt the 2026-2028 Strategic Plan. Justin seconded the motion. The motion was approved unanimously.

b. Library Board President's Report.

This is Patrick's last meeting as a board member. He was thanked for his time and his knowledge.

b. Westfield Library Foundation Report.

1) The Foundation has brought in \$170,770.00 this year.

2) A lot was done this year and an important part is the 1902 society since it is a constant revenue.

3) Giving Tuesday brought in \$11,000.00 which included a \$10,000.00 donation.

4) The Foundation is looking to host a 1902 summit. The Event Committee is working on this.

5) The staff created a wish list for the Foundation to consider.

c. Director's Report.

- 1) Building Report.
 - i) All the ceiling tiles have been set with extra clips for security at no cost.
 - ii) The boiler had a problem again. Kevin came in and restarted it.
- 2) Personnel Report.
 - i) Director's Performance Appraisal and Salary for 2026.
 - a) Sheryl was given a 5 in all areas of her performance appraisal and was praised for all she does.
 - b) Goals were established.
 - c) Sheryl is being given a 4% raise, 2 weeks of vacation being rolled into a Roth IRA and another 2 weeks of vacation rolled into 2026.
 - ii) 2026 Salary Schedule and 2026 pay rates effective on January 15, 2026 pay date. Sheryl added one position – Library Assistant I for the Foundation Assistant. There is a 4% increase across the board for all positions. Justin made a motion to approve the 2026 Salary Schedule and 2026 pay rates effective on January 15, 2026 pay date. Amber Anania seconded the motion. The motion was approved unanimously.
 - iii) Elaina Paul, the makerspace assistant, put in her resignation as of December 30, 2025.
- 3) Policies and Procedures Updates.
 - i) Collection Development Policy.

Amber Van Den Berg made a motion to accept the Collection Development Policy on pp. 89-91. Amber Anania seconded the motion. The motion was approved unanimously.
 - ii) WWPL Facility Reservation Policy and Procedures.

Amber Van Den Berg made a motion to accept the WWPL Facility Reservation Policy on pp. 92-94. Amber Anania seconded the motion. The motion was approved unanimously.
 - iii) WWPL Special Event Rental Agreement.

Amber Van Den Berg made a motion to accept the WWPL Special Event Rental Agreement on p. 95. Amber Anania seconded the motion. The motion was approved unanimously.

6. NEW BUSINESS.

a. Operating Fund Appropriation Resolution.

This resolution will balance out the appropriations. Jill made a motion to approve the Operating Fund Appropriation Resolution. Amber Anania seconded the motion. The motion was approved unanimously.

b. Resolution to Encumber 2025 Operating Funds.

Amber Van Den Berg made a motion to approve the Resolution to Encumber 2025 Operating Funds. Amber Anania seconded the motion. The motion was approved unanimously.

c. 2026 Election of Officers.

The board is keeping the officers in 2026 the same as in 2025.

d. Committee Appointments – tabled.

e. 2026 Payroll Dates.

Amber Van Den Berg made a motion to accept the 2026 Payroll Dates. Amber Anania seconded the motion. The motion was approved unanimously.

f. 2026 Library Calendar.

- i. April Board Meeting
The April board meeting is being changed to April 15th because of spring break.
- ii. The board agreed to the July holiday being a long one, July 3-5.
- iii. Patrick made a motion to accept the 2026 Calendar. Amber Anania seconded the motion. The motion was approved unanimously.

g. Other -- none

6. AUDIENCE TO THE PUBLIC – none.



Westfield Washington

PUBLIC LIBRARY

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 2025; 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 2025 budget for the Operating Fund and ordered as set apart 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>
Fast Forward Libraries	4.9 Other	\$16,150.00
Fredricks Inc Makerspace Cabinets	4.9 Other	\$ 7,570.00
Distinctive Glass	4.9 Other	\$ 836.93
KrM Architecture	4.9 Other	\$ 2,700.00
Business Furniture -	4.9 Other	\$28,356.26
Binford Group – KI	4,9 Other	\$ 9,645.30
KPC Children’s Shleving	4.9 Other	\$12,569.44
GM Development	4.9 Other	\$32,652.07
TOTAL		\$110,480.00

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted on this 10th day of December 2025 by the following aye and nay vote.

AYE

NAY

<i>Wayne Dyer Berg</i>	
<i>Amber Anania</i>	
<i>Justin Doherty</i>	
<i>Justin Doherty</i>	
<i>Justin Doherty</i>	
<i>Justin Doherty</i>	

ATTEST: *Amber Anania*
Secretary, Westfield Washington Public Library Board

CONTACT US

Phone: 317-896-9391

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VISIT US

333 W. Hoover Street

Westfield IN 46074



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	
1.11 Salary of Director	\$ 5,000.00
1.13 Adult/Tech Services	\$20,000.00
1.14 Youth Services	\$18,000.00
1.21 Employment Benefits	\$ 2,000.00
OTHER SERVICES AND CHARGES	
3.11 Electronic Resources	\$10,000.00
3.24 Professional Meetings	\$ 1,500.00
3.4 Insurance	\$11,000.00
3.53 Water/Sewer	\$ 7,500.00
3.54 Waste Disposal Services	\$ 1,700.00
3.55 Fire Protection	\$ 4,200.00
3.6 Repairs & Maintenance	\$23,000.00
3.61 Service Contracts	\$27,100.00
3.62 Bank & Credit Card Fee	\$ 600.00
3.91 Dues	\$ 600.00
CAPITAL OUTLAYS	
4.71 DVDs	\$1,100.00
TOTAL	\$133,300.00

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:

CONTACT US

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Westfield, IN 46074



Westfield Washington

PUBLIC LIBRARY

LIBRARY OPERATING FUND AMOUNT REDUCED

PERSONAL SERVICES

1.15 Library Clerks \$ 10,000.00

1.16 Library Pages \$ 5,000.00

OTHER SERVICES AND CHARGES

3.1 Professional Services \$ 30,000.00

3.21 Telephone/Internet \$ 15,000.00

3.52 Electricity \$ 10,000.00

Capitol Outlays

4.9 Other \$63,300.00

TOTAL \$133,300.00

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted this 10th day of December 2025, by the following aye and nay vote.

AYE

NAY

<i>(J) Vander Berg</i>	
<i>Amber Anania</i>	
<i>Thomas L. Jeffrey</i>	
<i>John L. Wright</i>	
<i>Paul Doyle</i>	

ATTEST: *Amber Anania*
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

7. **ADJOURNMENT.**

The meeting was adjourned 7:57 PM.

Respectfully submitted,


Jill Doyle, President


Amber Anania, Acting Secretary

Smr