WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
AUGUST 12, 2026

1. **CALL TO ORDER.** The meeting was called to order at 7:00 PM by President Jill Doyle. Those in attendance were: Justin Wiley, Lee Ann Roeder, Amber Van Den Berg and Amber Anania. Oscar Guiterrez attended online. Lori Tebbe came in at 7:11 during Mike Reuter's presentation. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, Mike Rueter, consultant, WPL Foundation Director, Erin Downey online, Madison Oliver, Public Relations online and Nicole Ansler, staff member who came in during Mike Reuter's presentation.

2. **MOTION FOR APPROVAL OF THE JULY 8, 2026 REGULAR BOARD MEETING MINUTES.** Justin Wiley made a motion to approve the July 8, 2026 Regular Board Meeting minutes. Amber Van Den Berg seconded the motion. The motion was approved unanimously by Jill Doyle, Amber Van Den Berg, Lee Ann Roeder, Justin Wiley, Amber Anani and Oscar Guiterrez.

3. **TREASURER'S REPORT.**
   a. Justin read the treasurer's report. The total of all banks is $4,028,137.72.
   b. **Receipts**:
   Receipt #181 for $2,100.00 is for the Children's Library of Things from the Foundation.
   Receipt #191 for $87,847.00 is the July LIT.
   Receipt #192 for $1,000.00 is the monthly Rivet rent.
   Receipt #199 for $12,491.57 is the reimbursement for shared expenses from the Westfield Washington Township.
   Receipt #208 for $2,150.00 is rental room fees from the Westfield Washington Township.
   Receipt #212 for $4,556.18 is the interest from the Community First Bank.
   Receipt #214 for $6,623.30 is the interest from The Farmers Bank now known as First Bank Midwest.

   c. **Vouchers**.
   Claim #586 for $250.00 to Elizabeth Howard, a Children's Author Winner.
   Claim #587 for $250.00 to Laney Serrahn, another Children's Author Winner.
   Claim #598 for $3,710.00 to Recite Me NA LLC for website compliance software.
   Claim #601 for $64,385.27 to GM Development Companies for the Read & Roam Garden.
   Claim #585 for $250.00 to Kira Mueting, another Children's Author Winner.
   Claim #570 for $2,084.00 to FE Technologies America for software license of the self-check and RFID.
   Claim #521 for $2,956.30 to the Department of the Treasury for IRS penalties.

   d. **Motion to pay bills.**
   LeeAnn Roeder made a motion to pay bills in the amount of $467,935.47. Justin Wiley seconded the motion. The motion was approved unanimously by Jill Doyle, Amber Van Den Berg, Lee Ann Roeder, Justin Wiley, Amber Anani and Oscar Guiterrez.

4. **2027 BUDGET.**
   a. **Fiscal Plan Presentation and Discussion – Mike Reuter.**
   Mike explained some of the changes that have occurred and how the money for the budget is captured. Also how other changes may occur in the future leading up to 2031. He stated that we do not need to go before city council for budget approval this year. He believes the 2027 budget looks good.

   b. **2027 Budget.**
   Sheryl explained some of the changes in the 2027 budget. Salaries are being updated and an increase of at least 4% in all categories. She has increased the utility line items and increased book and electronic item budgets among other items. Also changed were advertising categories to promotions and marketing.
   1) Public Hearing on 2027 budget.
      --- President Jill Doyle opened the public hearing at 7:48PM.
      --- Hearing no discussion President Jill Doyle closed the public hearing at 7:49PM.

c. **2027 Budget Adoption.**
The budget will be adopted at the September 9, 2026 Board Meeting.

d. **Blanket Appropriation Modification Resolution.**
This allows us to decrease the appropriation in any line item we do not expect to spend. Amber Van Den Berg made a motion to approve the Blanket Appropriation Modification Resolution as presented on page 121. Amber Anania seconded the motion. The motion was approved unanimously by Jill Doyle, Amber Van Den Berg, Lee Ann Roeder, Justin Wiley, Amber Anani, Oscar Guiterrez and Lori Tebbe.

5. **UNFINISHED BUSINESS.**

a. **Library Board President's Report.**
All are invited to Read and Roam Garden Ribbon Cutting Tuesday, August 18th at 11:30AM.

b. **Westfield Library Foundation Report.**
1) The Brick campaign has raised over $35,000.
2) Read and Roam: Under the Stars Community Concert takes place on September 19th from 7:00 – 9:00PM. It is sponsored by Krieg DeVault and will feature a live band, line-dancing, a 50/50 raffle and a beer garden for 1902 Society members.
3) The Christmas Tree raffle is still looking for two sponsors at $850 for each tree.
4) Applications are open for participating in the Art Wall in 2027.
5) The Library Board and Westfield Foundation will have a joint meeting at the November board meeting.

c. **Director's Report.**
1) Building Report.
   i) Sheryl has not been happy with the performance of the Perfection Company since moving into the new building. Their service has been subpar. She has contracted with a new group called McClellan. They cost less and are providing better service.
   ii) It was discovered today that a double paned window on the 2nd floor was affected by the wind. It will be fixed tomorrow.
2) Personnel Report.
   i) Amy Silver from circulation resigned as well as a long-time page.

d. **Policies and Procedures Updates – none.**

e. **Read and Roam Garden Update.**
i) The ribbon cutting ceremony is on August 18th at 11:30AM. A storytime will take place at 10:30.
ii) Sheryl is looking into furniture for the garden.

f. **Other** -- none.

6. **NEW BUSINESS.**

a. **Additional Appropriation Public Hearing.**
After explanation President Jill Doyle opened the Public Hearing at 8:04 PM. There being no questions or discussion, President Jill Doyle closed the Public Hearing at 8:05 PM.

b. **Additional Appropriation Resolution – Unrestricted Gift Fund and Carnegie Libraries Fund.**
Amber Van Den Berg made a motion to approve the Additional Appropriation Resolution on page 122. Justin Wiley seconded the motion. The motion was approved unanimously by Jill Doyle, Amber Van Den Berg, Lee Ann Roeder, Justin Wiley, Amber Anani, Oscar Guiterrez and Lori Tebbe.

c. **Staff Inservice Day – October 12, 2026 Close Library.**
Sheryl requested that the library be closed for a staff in-service day on October 12, 2026. Amber Van Den Berg made a motion to close the library On October 12, 2026 for a staff in-service day. Jill Doyle seconded The motion. The motion was approved unanimously by Jill Doyle, Amber Van Den Berg, Lee Ann Roeder, Justin Wiley, Amber Anani, Oscar Guiterrez and Lori Tebbe.

d. **Westfield Washington Library Board and Westfield Library Foundation Boad Joint Meeting.**
The two boards will have a joint meeting at the November board meeting.

e. **Commitment to Join Indiana Stage Library Consortium for Public Library Internet Access for Funding Year July 1, 2027 – June 30, 2028.**
Amber Van Den Berg made a motion to approve the commitment to join the Indiana State Library Consortium for Public Library Access for Funding Year July 1, 2027 – June 30, 2028 on page 123. Amber Anani seconded the motion. The motion was approved unanimously by Jill Doyle, Amber Van Den Berg, Lee Ann Roeder, Justin Wiley, Amber Anani, Oscar Guiterrez and Lori Tebbe.

f. **2026 Summer Reading Statistics.**
We had 3,500 patrons read 3.7 million minutes. Both of these statistics are an increase from last year. Some other statistics: 25,000 digital tickets were submitted for 90 prizes, 219 program sessions were held with 8,400 attendees. There were 42,000 visits and 42,000 questions answered.

g. **Other – none.**

7. **AUDIENCE TO THE. PUBLIC – none.**

8. **ADJOURNMENT.**
The meeting was adjourned at 8:12 PM.

Respectfully submitted,

Jill Doyle

Jill Doyle, President

Amber Anania

~~LeeAnn Roeder~~, Secretary

Smr

Amber Anania

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 2026 and Budgets as necessary in response to receipt of the 1782 Notice for Budget Year 2027 from the Indiana Department of Local Government Finance, which by statute should be no later than December 31, 2026. 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 12th day of August 2026.

J VanDenBerg
Amber Anania
Lori A. Sebbe
LeeAnn Rowlen
Jane Doyle
Just a Vote

Westfield Washington
PUBLIC LIBRARY

ADDITIONAL APPROPRIATION RESOLUTION

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

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

FUND NAME	PURPOSE SPECIFIED	AMOUNT REQUESTED	AMOUNT APPROPRIATED
Gift Fund	Library programs, Services, staff and meeting Expenses	$12,000.00	
Carnegie Libraries	Library Programs, Services, Staff And Meeting Expenses	$10,000.00	

Adopted this 12th day of August,2026

AYE	NAY
J A Van Den Berg	
Amber Aranza	
Lori A. Tebbe	
LeeAnn Roeder	
Dave Doyle	
Just 4 Day	

ATTEST:

LeeAnn Roeder
Westfield Washington Public Library Board Secretary

COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR PUBLIC LIBRARY INTERNET ACCESS for FUNDING YEAR JULY 1, 2027 THROUGH JUNE 30, 2028

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 12th day of August, 2026, at which meeting a quorum was present.

NAY

AYE

J Van Den Berg
Amber Angerer
Lou A. Tebbe
McAnn Roeder
Jane Doyle
Janet Long

ATTEST:
McAnn Roeder
Secretary

Letter of Agency For Funding Year 2027-2028
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 Indiana State Library posted an FCC Form 470 and that any related request for proposal (RFP) was made available for at least 28 days before considering all bids received and selecting a service provider. I acknowledge that the Indiana State Library carefully considered all bids submitted and the most cost-effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology goals. I acknowledge that the Indiana State Library has signed contracts or other legally binding agreements covering all of the services listed on this FCC Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements.

(f) I acknowledge that the Indiana State Library has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.

(g) 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.

(h) 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.

(i) 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.

(j) 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.

(k) 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).

(l) 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.

(m) 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: Sheryl A Sollars Title: Ex. Director

Name (printed): Sheryl A. Sollars Date: 8/12/2026

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

FCC Form 479

OMB Control No. 3060-0853
Estimated time per response: 1 hour

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: WWPLF47927_28
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: 2027-2028

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. Solbars

Telephone Number: 317-696-9391 ext 106 Fax Number: Email Address: ssolbars@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

4. 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.

5. I recognize that I may be audited pursuant to this form and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.

Name of Administrative Authority Westfield Washington Public Library
Administrative Authority's Form Identifier WWPLF47927-28
Contact Person Sheryl A. Sollars
Telephone Number 317-896-9391 x106

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
Sheryl Sollars	8/12/2026
9. Printed name of authorized person	
Sheryl A. Sollars	
10. Title or position of authorized person	
Ex. 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-PERM, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

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

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

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