



WESTLAKE

Porter Public Library

27333 Center Ridge Road • Westlake, Ohio 44145 • (440) 871-2600 • Fax (440) 871-6969 • www.westlakelibrary.org

Regular Board Meeting

October 18, 2023 ♦ 6:30 p.m.

AGENDA

6:30 – 6:40 Call to Order

Minutes

- Regular Meeting: September 20, 2023

Communications

- Received to Date:
- Public comments (if any)
- Retirements and Awards – I Made a Difference Awards and Bright Idea Award
- Staff Members

6:40 – 7:30 Administrative Reports

- Amendments to Administrative Reports
- Manager's Report – Jane Kirkland, Technical Services and Collection Development
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

7:30 – 7:45 Board Reports

- Board President
 - Trustee Search

7:45 – 8:10 New Business

- Motion to change the Youth Services 24 hour 310 level Sr. Associate position (School Liaison) to a 28 hour 310 level position, and prorate the time off benefits accordingly
- Motion to add up to twelve hours to the 20 hour 300 level Makerspace Associate positions
- Other

Executive Session: Compensation of a Public Employee

Adjournment

Upcoming Events

October 26 @ 6:30: Fall Retreat

November 15: Regular Board Meeting



The Board of Trustees Minutes

Regular Meeting:

Date: September 20, 2023

Attendees:

	<i>Trustees</i>	<i>Staff</i>
Jennifer Darling	Will Perry	Andrew Mangels
Tianyi Krupka	Robert Plantz	Jana Nassif
Jason Nolde	Elizabeth Sheehe	CJ Lynce
		Heather Feenaughty
		Karen Hunt
		Sarah Beebe

The Board met in the Pavilion of Westlake Porter Public Library. Jennifer Darling called the meeting to order at 6:30 p.m.

Minutes

Elizabeth Sheehe moved to approve the minutes from the Regular Meeting of July 19, 2023. Bob Plantz seconded the motion. All present were in favor.

Will Perry moved to approve the minutes from the Special Meeting of August 24, 2023. Tianyi Krupka seconded the motion. All present were in favor.

Communications

There were no communications.

Public Comments

There were no public comments.

New Staff Members – Sarah Beebe

The Director is excited and happy to welcome Sarah Beebe.

Ms. Beebe explained she has been a social worker since 2014 and has been working in nursing homes. She has been coming to WPPL since she was a kid and she felt this was a perfect mix of her talents.

Jennifer Darling commented she is thrilled to have Sarah on staff with her background and enthusiasm.

Amendment to Administrative Reports

The Director will add an update on the Bialosky contract to his report.

The Stats dashboard was corrected.

Manager's Report

Rebecca Shook, Youth Services Manager, gave the Board updates on the school and the Programs Team.

With Rachel Gerig able to contact teachers as school was starting, we have already had sixth grade visits with third and fourth grades to follow next month.

The Programs Team has a goal to cross departments and generations across all library events throughout the year.

Sarah Beebe and Rebecca Shook left the meeting at 6:56 pm.

PR/Marketing Report

The PR/Marketing Report for July and August was delivered with the agenda. Heather Feenaughty, PR/Marketing Manager, reported in July she focused on the Art Festival which was very well attended. This month she is focusing on National Library Card Sign Up month in conjunction with Circulation. Ms. Feenaughty and the Director accepted an award for Westlake in Bloom. In addition, she is working on a Veterans' Day Program with Chad Statler.

Assistant Director's Report

The Assistant Director's Report for July and August was delivered with the agenda.

CJ Lynce, Assistant Director, reported the Summer Reading Club saw a ten percent increase in registration and a fourteen percent increase in completion rate.

Makerspace has had three hundred one on one appointments with a total of 900 people using the space in the six months it has been open. In addition, they will begin offering classes and will be adding a twenty hour position. The current Makerspace staff is phenomenal!

Tech has been working on simplifying all our non-fiction call numbers. They are just about halfway done. They are looking to complete the project by mid-November.

The migration to Koha continues and training has begun on the new system.

Financial/HR Reports

The HR and Financial Reports for July and August were delivered with the agenda.

The Fiscal Officer reported we are in the middle of Staff Appreciation Week. Overall, the feedback from staff has been very positive.

Director's Report

The Director reported we will be purchasing new equipment for the Makerspace using donated funds, which will also be used toward STEAM programming.

Friends and Foundation

The BookNook is doing exceedingly well in its new space with a fifty percent increase in sales.

The Foundation is moving forward in reaching its goal of \$250,000. They will be selling solar eclipse glasses to raise money.

The new strategic plan initiative is moving forward. We will most likely be working with NEO/RLS.

The Director has been working with Bialosky to clarify the contract. The benefits of using a construction manager or exploring the idea of using an owner's rep was discussed. Jason Nolde does not think a construction manager makes sense. An owner's rep helps in the sense that it takes some responsibility off Administration and allows them to focus on their job. Mr. Plantz pointed out we have done projects both ways but he does not want to lay the responsibility on Administration, there should be an adjunct resource to help. Mr. Nolde suggested an owner's rep be hired and let them guide the library through the process. The Board agrees the goal would be to keep the burden from Administration's workload. Administration will interview owner's reps.

Bob Plantz moved to accept the Administrative Reports. Elizabeth Sheehe seconded the motion. All present were in favor.

Board Reports

Seventeen applications were received for the open Trustee positions. The interview team will be Elizabeth Sheehe, Bob Plantz and Jennifer Darling.

The Fall Retreat will be on Thursday, October 26 at 6:30 pm.

New Business**2024 Board Meeting Dates**

Jason Nolde moved to approve the 2024 Board Meeting Dates. Will Perry seconded the motion. All present were in favor.

2024 Open/Close Dates

Elizabeth Sheehe moved to accept the 2024 Open/Close Dates. Tianyi Krupka seconded the motion. All present were in favor.

Resolution 11-23: Adjustments to General Fund 101

Bob Plantz moved to accept Resolution 11-23. Will Perry seconded the motion.

The Fiscal Officer explained this will reallocate Libraries Accelerating Learning grant funds based on finalized MOU; move funds into Tech Processing Supplies PO from Contingency – additional funds needed for call number project and replacement of some barcodes because of the transition to Koha

Roll call vote followed: Tianyi Krupka – yes; Jason Nolde – yes, Will Perry – yes, Bob Plantz – yes, Elizabeth Sheehe – yes, Jennifer Darling – yes.

Resolution 12-23: Adjustments to Development Fund 410

Jason Nolde moved to accept Resolution 12-23. Will Perry seconded the motion.

The Fiscal Officer explained this makes adjustments to account for donations to Makerspace to purchase equipment and to fund STEAM programming.

Roll call vote followed: Tianyi Krupka – yes; Jason Nolde – yes, Will Perry – yes, Bob Plantz – yes, Elizabeth Sheehe – yes, Jennifer Darling – yes.

Resolution 13-23: Adjustments to Friends Fund 420

Bob Plantz moved to accept Resolution 13-23. Tianyi Krupka seconded the motion.

The Fiscal Officer explained this will reallocate funds to purchase Haba multi-learning cube using Myrna Chelko Early Literacy funds

Roll call vote followed: Tianyi Krupka – yes; Jason Nolde – yes, Will Perry – yes, Bob Plantz – yes, Elizabeth Sheehe – yes, Jennifer Darling – yes.

Adjourn

The meeting adjourned at 8:29 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

Jennifer Darling, WPPL Board President

Tianyi Krupka, WPPL Board Secretary

I. INFORMATION AND MATERIALS TRANSACTIONS

MONTHLY CIRCULATION, 2019 - PRESENT						
	2019	2020	2021	2022	2023	%INC/DEC
January	93,535	84,831	56,030	70,245	70,931	1%
February	86,270	82,628	60,747	65,239	66,714	2%
March	94,915	132,033	71,034	69,915	74,701	7%
April	88,640	14,077	66,482	71,134	69,906	-2%
May	87,017	88,410	65,203	66,320	68,705	4%
June	91,687	64,178	75,635	71,367	73,439	3%
July	95,176	77,533	74,130	74,532	74,923	1%
August	91,751	80,131	75,280	75,223	73,283	-3%
September	84,735	70,697	67,307	66,792	68,495	3%
October	87,234	74,216	69,976	68,636		
November	83,056	65,662	67,226	67,403		
December	81,575	54,981	68,969	66,910		
ANN'L TTL	1,065,591	889,377	818,019	833,716	641,097	2%
AVE CIRC/MO	88,799	74,115	68,168	69,476	71,233	3%

Circulation Total

TOTAL CIRCULATION							
		ADULT	YA	JUV	TOTAL	LAST YR	%INC/DEC
BOOKS	FICTION	8,718	1,302	14,054	24,074	24,000	0%
	NONFIC	7,330	235	4,125	11,690	11,843	-1%
	LG PRINT	2,005	--	--	2,005	2,002	0%
	WORLD LANGUAGES	24	--	73	97	28	246%
AV	SUBTTL	18,077	1,537	18,252	37,866	37,873	0%
	BLURAY	1,485	--	306	1,791	1,717	4%
	BLURAY 4K	79	--	4	83	70	19%
	BOOK CD	652	--	53	705	922	-24%
	DVD	6,672	--	1,575	8,247	9,092	-9%
	DVD/CD-ROM	--	--	--	--	1	-100%
	LAUNCHPAD	--	--	61	61	81	-25%
	LAUNCHPAD View	--	--	7	7	11	-36%
	MUSIC CD	1,711	--	129	1,840	2,306	-20%
	PLAY/VIEW	--	--	16	16	22	-27%
	PLAYAWAY	356	4	95	455	409	11%
	ROKU	--	--	1	1	9	-89%
	VIDEO GAMES	367	--	1,162	1,529	1,515	1%
	OTHER	--	--	318	318	281	13%
	SUBTTL	11,322	4	3,727	15,053	16,436	-8%
ELECTRONIC	Comics Plus	31	--	--	--	103	-100%
	Flipster	319	--	--	319	277	15%
	Great Courses	4	--	--	4	3	33%
	HOOPLA/Comics	206	--	--	206	123	67%
	HOOPLA/eAudio	1,579	--	--	1,579	1,285	23%
	HOOPLA/Bingepass	41	--	--	41	20	105%
	HOOPLA/eBooks	823	--	--	823	726	13%
	HOOPLA/Flex	71	--	--	71	--	---
	HOOPLA/Music	228	--	--	228	232	-2%
	HOOPLA/MOVIE/TV	539	--	--	539	638	-16%
	IndieFlix	3	--	--	3	1	200%
	KANOPY	482	--	--	482	318	52%
	OVD/DAB	2,461	224	183	2,868	2,156	33%
	OVD/EBOOK	3,810	321	308	4,439	3,386	31%
	OVD/Magazines	910	--	--	910	331	175%
	Press Reader	223	--	--	223	324	-31%
	QELLO	4	--	--	4	2	100%
	SUBTTL	11,703	545	491	12,739	9,925	28%
NON-TRADITIONAL	INSTRUMENT	4	--	3	7	13	-46%
	GAMES	24	--	136	160	193	-17%
	EQUIPMENT	30	--	--	30	29	3%
	SUBTTL	58	0	139	197	235	0%
OTHER	PER	1,115	12	145	1,272	1,267	0%
	LAPTOPS	80	--	--	80	36	122%
	WiFi Hotspots	71	--	--	71	70	1%
	EQUIPMT	--	--	9	9	8	13%
	OTHER	--	--	--	--	--	---
	SUBTTL	1,266	12	154	1,432	1,381	4%
ILL	SRCHOIO	1,069	--	--	1,069	794	35%
	ILL	130	--	--	130	91	43%
	CPL LANG	--	--	--	--	--	---
	SUBTTL	1,199	0	0	1,199	885	35%
Quarantine Renewal		0	0	0	0	0	0%
UNACCOUNTED		--	--	--	9	57	0%
TOTAL		43,625	2,098	22,763	68,495	66,792	3%
SELF CHECK					20,136	19,924	1%
SELF CHECK Percentage of Total Circ					29%		0%
SELF CHECK Percentage of Bldg Circ					72%		0%

*Unaccounted is high due to a reconfiguration in SIRSI of selfcheck numbers

Unaccounted may be high because of the way we are filtering to get granular stats from five different angles. Some transactions are missing exact data and then the report rejects them and they become unaccounted.

CIRCULATION DETAIL			
DATE	CIRC	HRS OPEN	CIRC/HR
HIGHEST	September 5	3,956	12
LOWEST	September 24	995	4
BUSIEST	September 5	3,956	12
SELF-CHECK CIRCULATION TOTAL =		20,136	
TOTAL CHECK-INS THIS MONTH =		31,751	

Highest: Daily Circ This Year!

Lowest: Sunday, September 24

Busiest: Tuesday, September 5

SEARCH OH/OH LINK	
Borrowing (From)	792
Lending (To)	883

Services	
Passports	81
Photos	109

WESTLAKE PORTER PUBLIC LIBRARY
Monthly Statistical Summary

September 2023

Programs Personnel

[Payroll Summary Top](#)

Makerspace

ITEMS ADDED TO & WEEDED FROM COLLECTION THIS MONTH			
	PREV NET	NEW NET	% TOTAL
ADULT	120,096	119,841	65.40%
YOUNG ADULT	8,023	8,077	4.41%
JUVENILE	55,024	55,325	30.19%
TOTAL ITEMS	183,143	183,243	

CURRENT COLLECTION SIZE BY FORMAT		
	ITEMS	% TOTAL
BOOKS	108,362	59.14%
AV	54,445	29.71%
ELECTRONIC	19,849	10.83%
OTHER	587	0.32%
TOTAL	183,243	

REGISTRATIONS						
	ADULT	YA	JUV	TOTAL	% OF TTL	
DEPT'L	176	0	0	176	1%	
WESTLAKE	10,643	430	1,382	12,455	49%	
CUY. CO.	7,710	127	222	8,059	31%	
OUT OF CO.	4,691	77	161	4,929	19%	
TOTAL	23,220	634	1,765	25,619		←
% OF TTL	91%	2%	7%			

ELECTRONIC USAGE: SUMMARY TABLE		
	USERS	HOURS
ON-SITE	9,762	14,545.6
REMOTE	12,737	0.0
TOTAL	22,499	14,545.6

Borrowers

Total Electronic usage includes OPLIN Resource usage figures, which are not broken down to On-Site & Remote usage statistics.

II. PROGRAMS & SERVICES

TOTAL VISITORS THIS MONTH			
	THIS YEAR	LAST YEAR	INC/DEC
LIBRARY	19,089	17,832	7%
ARTFEST DOOR	107	0	
DRIVE-UP	1,860	2,230	-17%
TOTAL	21,056	20,062	5%

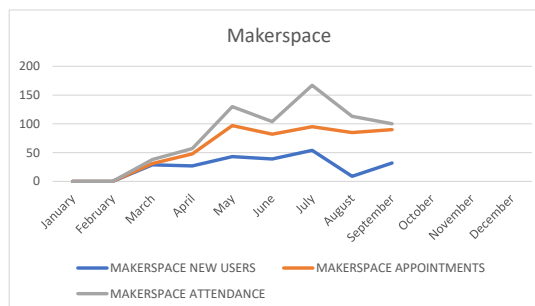
PUBLIC MEETING ROOM USE				
TIME PERIOD	MORNING	AFTERNOON	EVENING	TOTAL
AVAILABLE	125	140	75	340
MEETINGS	39	30	37	106
% IN USE	31%	21%	49%	31%
TOTAL MEETING ROOM ATTENDANCE				200

Monthly Visits 2019 to Present						
	2019	2020	2021	2022	2023	%INC/DEC
January	24,201	29,551	10,052	17,886	22,903	28%
February	20,779	29,374	11,816	16,773	20,945	25%
March	22,798	13,218	14,237	20,687	24,327	18%
April	29,498	0	12,949	19,530	20,694	6%
May	29,809	4,350	13,745	19,694	22,738	15%
June	29,082	10,419	17,452	22,054	23,355	6%
July	31,222	15,330	19,448	22,002	23,066	5%
August	28,093	15,287	19,168	21,829	22,460	3%
September	27,566	12,218	17,726	20,062	21,056	5%
October	30,464	13,994	19,959	21,776		
November	27,695	10,387	17,707	20,025		
December	25,214	7,744	19,045	18,952		
ANN'L TTL	326,420	161,872	193,304	241,270	201,544	12%
Ave Visits/MO	27,202	13,489	16,109	20,106	22,394	11%

REFERENCE SAMPLING		
	FROM	TO
SAMPLING DATE(S)		
DAY(S) OF WEEK		
HOURS OPEN		
TOTAL QUESTIONS	--	
QUESTIONS/HOUR		

PUBLIC PROGRAMS			
	NUMBER	ATTEND	AVE ATT.
ON-SITE	90	1,971	22
OFF-SITE	17	279	16

MAKERSPACE			
	NEW USERS	APPOINTMENTS	ATTENDANCE
January	0	0	0
February	0	0	0
March	29	31	38
April	27	48	57
May	43	97	130
June	39	82	104
July	54	95	167
August	9	85	113
September	32	90	100
October			
November			
December			
ANN'L TTL	233	528	709
Ave Visits/MO	26	59	79



III. SUPPORT AND ADMINISTRATIVE STATISTICS

PERSONNEL CHANGES THIS MONTH			
HIRED			
NAME	POSITION	HOURS	DATE
Karen Krantz	Substitute Sr. Asst. II	0	Sep 26
1 Employee(s)		0.00 FTE	
RESIGNED			
NAME	POSITION	HOURS	DATE
0 Employee(s)		0.00 FTE	
TRANSFERRED			
NAME	FROM POSITION	HOURS	TO POSITION
0 Employee(s)			

PAYROLL SUMMARY	
PAYROLLS THIS MONTH:	2
TOTAL PAID HOURS	9,587.62
FTE (INCL. SUB HRS)	59.92

September 2023

	LAST YEAR	CURRENT YR	% CHANGE
September	66,792	68,495	3%
E-Resources	9,925	12,739	28%
Circ to Date	630,767	641,097	2%

% OF CIRC						
BluRay	BOOKS	CDs	DVD	MAGAZINES	VIDEO GAMES	
3%	55%	3%	12%	2%	2%	

Monthly Visits

LAST YEAR	CURRENT YR
20,062	21,056

MONTHLY CARDHOLDERS

LAST YEAR	CURRENT YR
24,904	25,342

MAKERSPACE

NEW USERS	APPOINTMENTS	ATTENDANCE
32	90	100

Monthly Programming

	LAST YEAR		CURRENT YR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	45	946	39	723
YA	6	48	11	96
CHILDREN	50	1,074	57	1,431

Monthly Outreach

LAST YEAR		CURRENT YR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
38	793	36	318

Monthly Meeting Room Usage

CURRENT YEAR				
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	39	30	37	106
ATTENDANCE	681	503	817	2,001
LAST YEAR				
MEETINGS	38	36	38	112
ATTENDANCE	486	553	702	1741

MONTHLY OHIO LINK/SEARCH OH


	LAST YEAR		CURRENT YR	
	FILLED	CHECKED OUT	FILLED	CHECKED OUT
BORROWING (From):	717	583	792	970


	LAST YEAR	CURRENT YEAR
LENDING (To):	1,190	883

Social Media and PR Dashboard

	Page Reach	Page Visits	New Page Likes
Jan	10,903	528	12
Feb	9,321	823	2
Mar	13,793	912	13
Apr	11,778	1,033	9
May	10,269	1,358	14
Jun	25,556	1,727	7
Jul	83,722	1,657	12
Aug	45,262	1,224	10
Sep	27,637	1,551	14
Oct			
Nov			
Dec			
Reach - The number of people who had any content from our Page or about our Page enter their screen.			

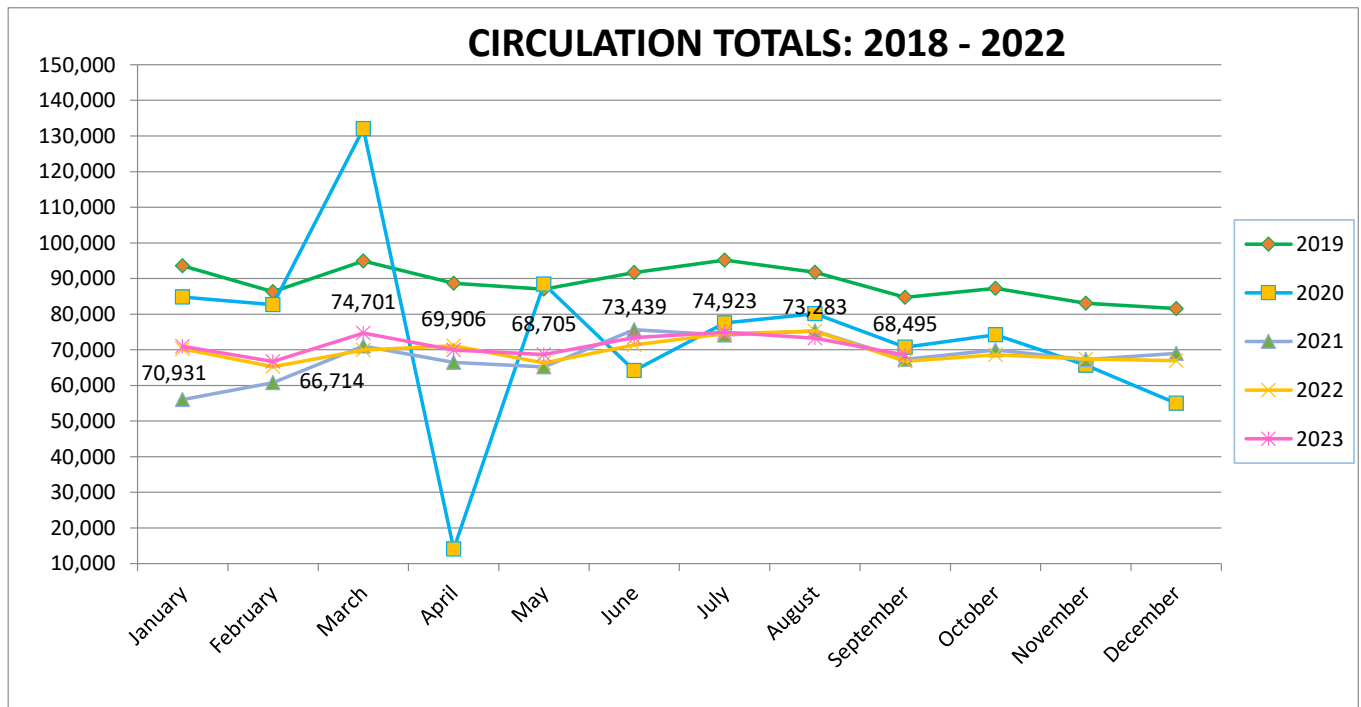
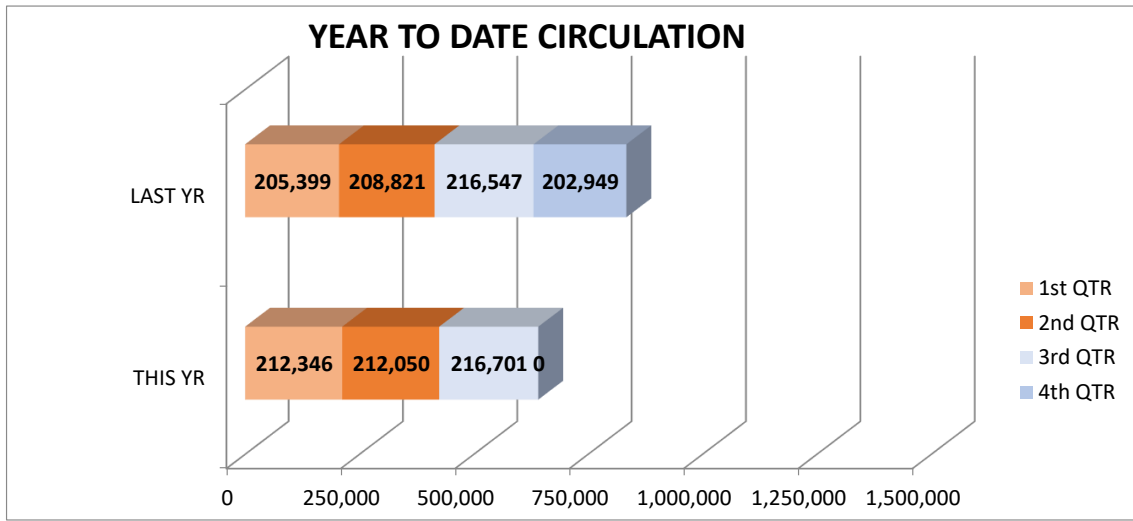
	Reach	Profile Visits	New Followers
Jan	1,029	127	15
Feb	844	111	9
Mar	1,069	103	13
Apr	2,594	156	21
May	1,892	153	17
Jun	850	142	12
Jul	928	144	12
Aug	699	142	14
Sep	1,753	140	19
Oct			
Nov			
Dec			
Reach - The number of people who had any content from our profile or about our profile enter their screen.			

	Followers	Impressions	Tweets
Jan	1,675	3,956	17
Feb	1,677	15,158	32
Mar	1,671	3,699	31
Apr	1,660	3,005	30
May	1,660	3,417	14
Jun	1,660	3,225	23
Jul	1,658	2,427	17
Aug	1,656	2,232	22
Sep	1,650	2,414	23
Oct			
Nov			
Dec			
Twitter Impressions are any time a Twitter user sees one of your tweets in their feed.			

	Page Views	Sessions	Users	New Visitors	Return Visitors
Jan	46,135	27,578	13,333	41.9%	58.1%
Feb	40,343	23,838	11,439	40.6%	59.4%
Mar	45,074	27,190	12,662	39.8%	60.2%
Apr	38,220	23,129	10,795	39.3%	60.7%
May	42,515	25,470	12,186	40.9%	59.1%
Jun	43,998	26,462	13,024	42.4%	57.6%
Jul	41,305	25,913	13,054	43.5%	56.5%
Aug	49,055	31,401	15,251	81.6%	18.4%
Sep	43,954	26,978	11,744		
Oct					
Nov					
Dec					

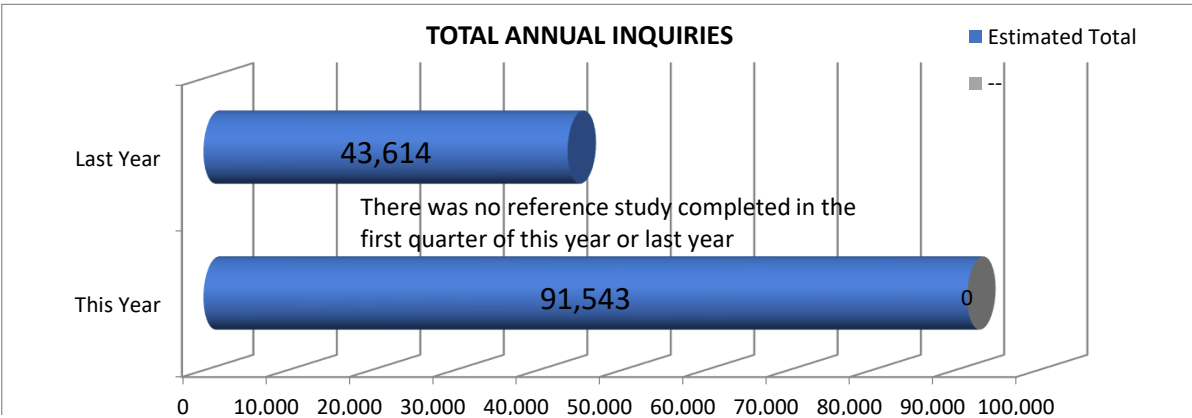
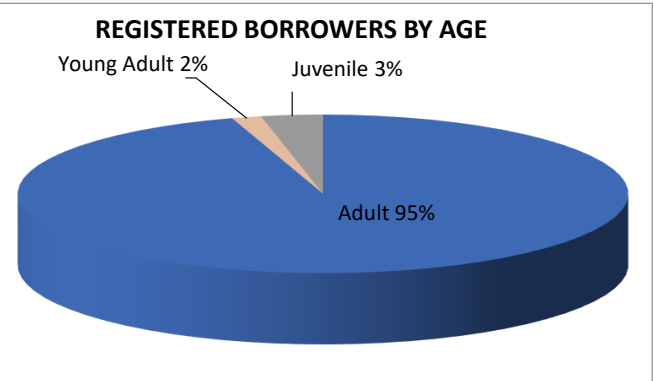
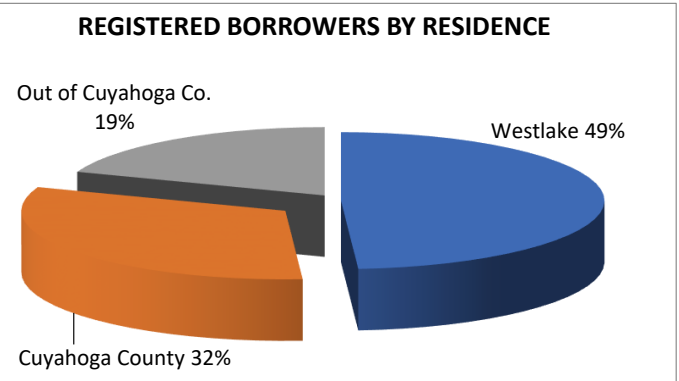
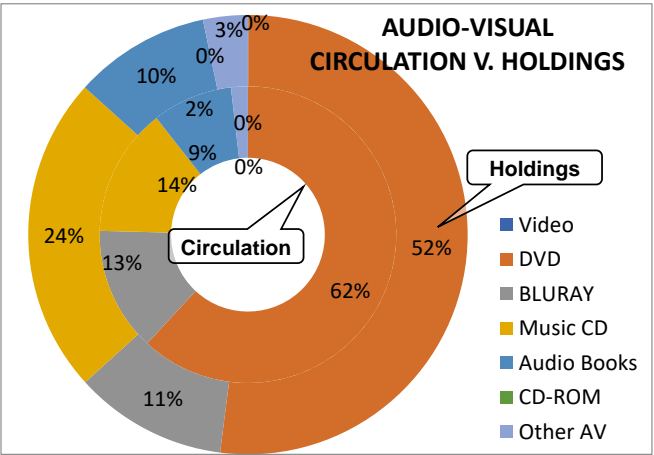
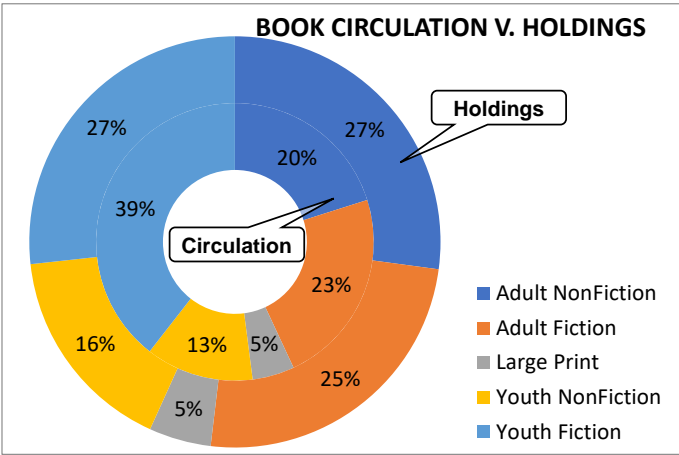
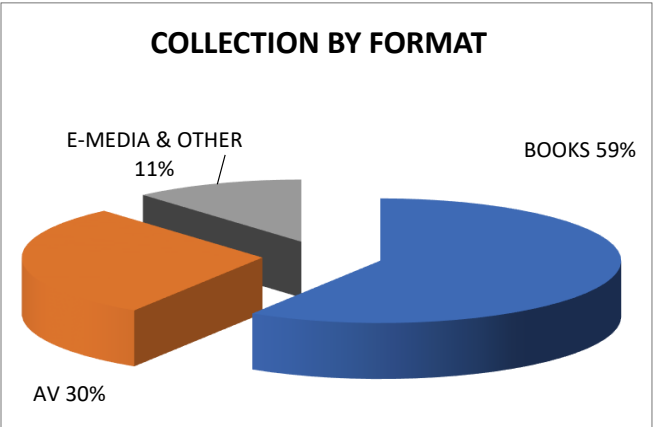
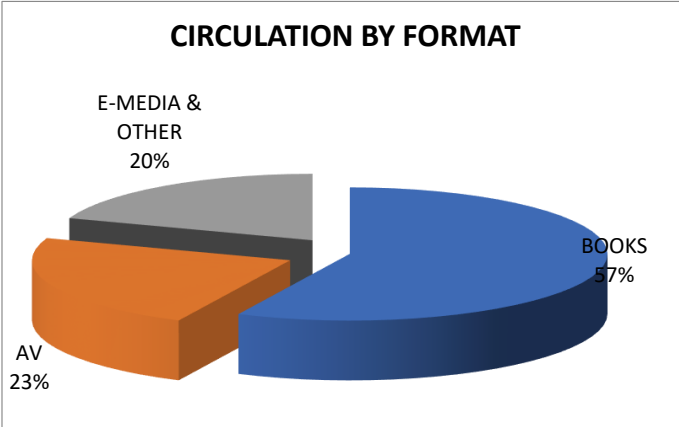
WESTLAKE PORTER PUBLIC LIBRARY
Third Quarter 2023

I. INFORMATION & MATERIALS TRANSACTIONS

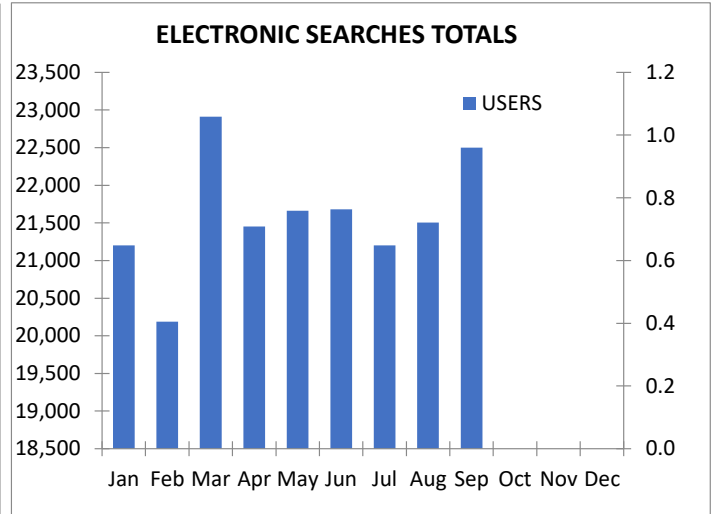
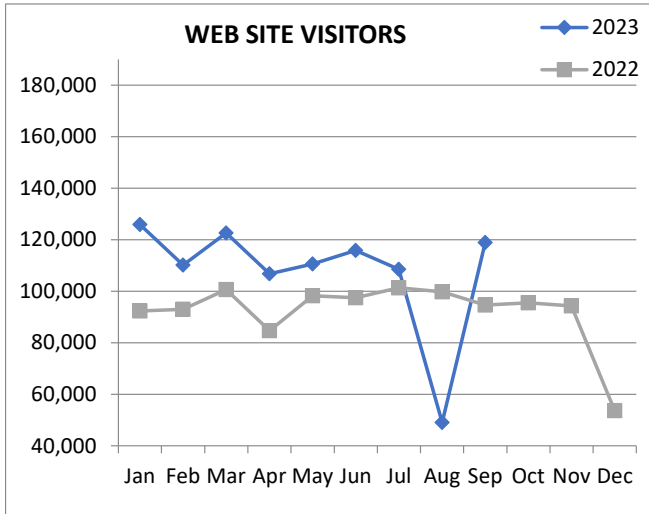


Services	
Passports	770
Photos	991

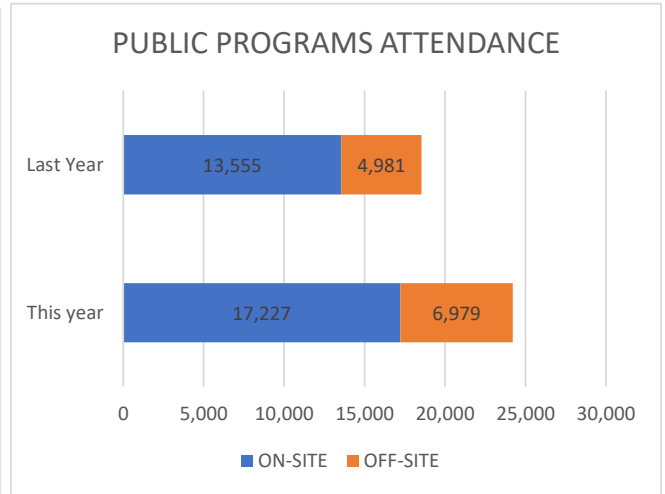
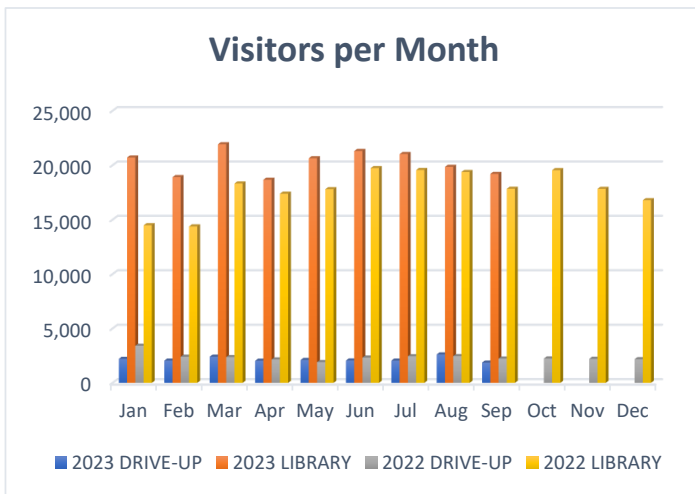
WESTLAKE PORTER PUBLIC LIBRARY
Third Quarter 2023



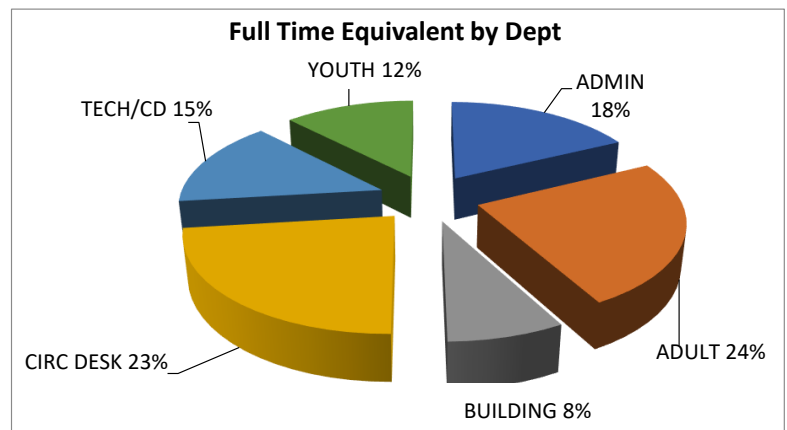
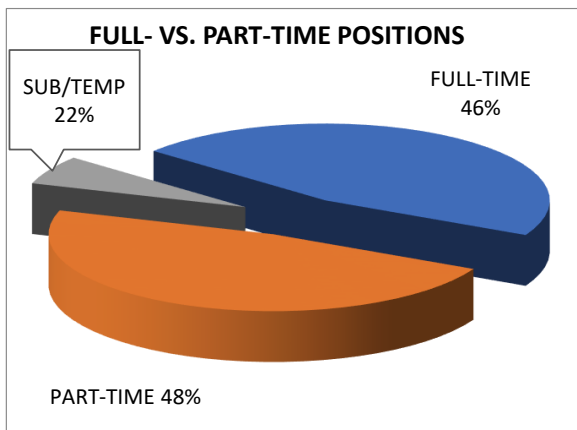
WESTLAKE PORTER PUBLIC LIBRARY Third Quarter 2023



II. PROGRAMS & SERVICES



III. SUPPORT & ADMINISTRATIVE STATISTICS



Third Quarter 2023

Year to Date Circulation

	LAST YEAR	CURRENT YR	% CHANGE
Third Quarter	630,767	641,128	2%
E-Resources	90,853	110,271	21%

	BOOKS	BluRay	DVD	CDs	MAGAZINES	VIDEO GAMES
% OF CIRC	56%	3%	13%	3%	2%	2%

Visits

LAST YEAR	CURRENT YR
180,517	201,544

CARDHOLDERS

LAST YEAR	CURRENT YR
24,904	25,224

MAKERSPACE

NEW USERS	APPOINTMENTS	ATTENDANCE
32	32	0

Programming

	LAST YEAR		CURRENT YEAR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	309	5,669	333	6,324
YA	91	1,005	85	1,403
CHILDREN	509	11,862	637	16,479
	909	18,536	1,055	24,206

Outreach

LAST YEAR	
DELIVERIES	TOTAL CIRC
318	7,799

CURRENT YEAR	
DELIVERIES	TOTAL CIRC
342	5,669

Meeting Room Usage

CURRENT YEAR				
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	358	305	333	996
ATTENDANCE	6,166	6,173	6,682	19,021

LAST YEAR				
MEETINGS	278	234	272	784
ATTENDANCE	4,488	3,506	4,580	12,574

Year to Date OHIO LINK/SEARCH OH

LAST YEAR		CURRENT YEAR	
BORROWING (From):	5,837	BORROWING (From):	7,243
LENDING (To):	9,086	LENDING (To):	11,114

Mission Moment

I created 30 monster claw bookmarks for Erin Manning's Horror Film Club in celebration of it being October to promote her program and the makerspace on social media. The engagement on social was positive and Erin said they were a HUGE hit at her club meeting. I happened to be in the lobby the next morning and Bob (Friends volunteer) approached me to randomly show me the bookmark he received not knowing I made them. He loved it.

Projects

In the News:

- Elaine wrote a press release about the Eclipse programs happening this October.

PR inside and outside the library

- Assisted with photography, makerspace demonstrations and with staff projects during Staff Appreciation Week
- Created 30 3-D printed custom bookmarks in the shape of monster claws for the Horror Film Club
- Attended OLC in Cincinnati
- Conducted a photo session with a homebound patron to help promote outreach services.
- Coordinated with CJ to add text messaging to our Constant Contact plan for communications with the eclipse programming.
- Promoted makerspace position opening.

Community, Ads and Sponsorships

- Submitted to the Westlake Recreation Center's annual scarecrow contest with the theme "Monster Storytime"
- Attended a veteran coffee program with Westlake Police Department to gain contacts for veteran programming.

Web

- Updated the website including the [Welcoming Week page](#), [meeting room page](#), and job posting page. Added features to the home page for the Friends' fundraiser at Houlihan's, Teen Volunteer application period, Eclipse glasses reservations, [Friends' book sale](#) and Civic Corner with voter information before the November election.
- Added a Koha update to Behind the Stacks, exported previous Incident Reports from SharePoint and updated the Marketing & PR Request flow to add checklists to the tasks.

Print:

- Printed 500 new bookmarks for the Makerspace/Book Nook
- Created/Printed 300 custom bookmarks for Westlake Elementary School's Trunk or Treat

Email

- Sent a World at War forum email for October 3's program. 116 sends, 83 opens (72%), 21 clicks

Digital Marketing Stats:

Email Blasts: 4 emails in September– Avg 46% open rate (increased 1.5% from August)

New Book Emails: 4 emails in September– Avg 54.4% open rate (increased 1.1% from August)

Social stats for the month of September

- **Facebook:** 4598 page likes
- **Twitter:** 1651 followers, 2.4k impressions
- **Instagram:** 1454 followers

Website Stats for September:

- Number of sessions: 22,313
- Number of users: 13,054
- Average session: 1:31

Top 5 pages

1. Home Page: 23,313
2. Events: 3,185
3. Download-Stream: 1,707
4. WPPLJobs: 906
5. Databases: 709

Koha Migration

Meetings with ByWater took a hiatus at the end of October and early November due to the OLC Annual Conference, and ByWater's staff development week. Meetings resumed on October 12.

- Existing catalog and patron data has been mapped into the Koha system.
- Access to our 'testing system' will be provided shortly.
- Work on customizing the new Aspen Public Catalog also began on October 12.
- The training scheduled for early November was finalized.

The Go-Live data for Koha & Aspen is December 4. From Dec 1 through Dec 3, catalog access and many online resources will be limited while data is migrated from one system to another. Materials can still be checked out, but renewals and check-ins will be paused until December 4. All items due between Dec. 1 and Dec 4. will be automatically extended by a week.

Adult Services

Mission Moment:

A grateful patron stopped by the Ask Us desk to convey her thanks to the Collection Development team. The patron had stopped by the library booth at the Farmer's Market at Crocker Park and suggested an author for purchase. She was very pleased to find the book had been ordered!

September Programming:

Adult Services hosted 15 regular programs with 253 attendees, and 12 Outreach programs with 158 attendees, for a total of 411 attendees.

We also had 2 Bloodmobile sessions with 148 donors, and a total of 23 attended Heartsaver CPR/AED.

This month's 3 Library Speaker Consortium programs had a total of 110 views.

Program title + attendance	Hosted by	Program Survey Comments
Horror Film Club: <i>The Fly</i> – 16	Erin Manning	
Alfred Hitchcock: His Greatest Films - 25	Erin Manning	"Awesome! Do a part 2!"
Microsoft Excel & Introduction to NorthStar - 5	Jenny Norton	"Great class!!"
Computer Basics with Introduction to NorthStar - 8	Jenny Norton	
iPhone and iPad User Group - 10	Jenny Norton	"Very helpful and personalized." "Loved Jenny – wonderful!" "Great class!"
Maker Monday: Alternatives to Cable TV - 38	Jenny Norton	"Came and learned a lot. If course is offered again, will come for a tune up. In every class you sometimes miss things. Good presentation – nice positive voice!"

American Red Cross Bloodmobile 9/7– 74; 9/18- 74	Red Cross – coordinated by Andrea Tarolli	
Heartsaver CPR/AED - University Hospitals - 23	University Hospitals	
Jewelry Junction: Wire Crocheted and Crystal Necklace - 15	Evelyn Finley	<p>“Loved this program! Very friendly teacher was on hand to help at all times. Great instructor!”</p> <p>“Excellent class! Very fun & loved the necklace. Thank you <u>so</u> much for doing it and thanks for calling me – I was on the waitlist and was so happy I could join in!”</p> <p>“Evelyn was very encouraging with all skill levels. Class was fun and educational.”</p>
Wild Edibles - 14	Victoria Vogel	<p>“Informative, instructor was lovely!”</p> <p>“This was educational, interesting, and would look forward to many more. Alison is awesome!! Thank you, Westlake Library!”</p>
World at War Forum – A Bridge Too Far: Operation Market Garden & Battle of Arnhem - 50	Chad Statler	
Adult Creative Writing Group - fall edition – 10	Victoria Vogel	
Tuesday Evening Book Club (IN PERSON & ON ZOOM) – 39 Steps by John Buchan - 18	Frances Brawner + Elizabeth Smith.	Summary below
Wednesday Afternoon Book Discussion: 39 Steps by John Buchan - 22	Joanne Penkalski	
Thursday Night Book Discussion: The People We Keep by Allison Larkin - 6	Joanne Penkalski	
Cookbook Club – Vegan Dishes - 10	Victoria Vogel	
True Crime Book Club: Deliberate Cruelty by Roseanne Montillo - 6	Chad Statler	
Virtual Author Talk – Lidia Bastianich “My American Dream” - 39 total views	Library Speakers Consortium	
Virtual Author Talk – Adam Alter “Anatomy of a Breakthrough” 14 total views	Library Speakers Consortium	
Virtual Author Talk – Amor Towles “The Lincoln Highway & More” 57 total views	Library Speakers Consortium	
Outreach Programs – ‘Back to School Reminiscing’ - 12 programs. Total attendance 158	Sarah Beebe	

Tuesday evening book discussion

As an adventure novel that was known to entertain British troops in the trenches during World War I, *The 39 Steps*, by John Buchan was quite the deviation from a normal pick for the group. Many of the participants found the story to be entertaining, even if it was largely unbelievable that protagonist Richard Hannay had seemingly limitless luck. The group discussed the egregious antisemitism at the beginning of the book and how it reflected opinions across Europe at the time. This led to further conversation about considering the context of a time period and we discussed how initial readers viewed Hannay as fearless and cool, whereas some of us found the character and the story to be cheesy. It led us to ponder how our own action heroes, like James Bond, will be perceived in the future. *Members were pretty split about enjoying the book for what it was - a romp through beautiful Scotland - or finding it to be cheesy. There were 18 of us and we gave the book 2.977 stars out of 5.*

Welcome Fair

WPPL's second annual Welcome Fair took place on September 16. While it was a more low-key event than last year's, we still had a number of organizations attend and they were very popular with the approximately 150 Fair attendees.

This year's organizations were:

- Horizon ATA and Karate
- Master Park's Taekwondo
- The Almutari Family – sharing Saudi Arabian culture
- West Cleveland Muslim Association
- Westlake Chinese School
- Lindsay Bonilla – opening act storytelling event
- The Hope Center
- ICC-WIN - International Community Council/Worldwide Intercultural Network.

Author and Storyteller Lindsay Bonilla opened the Welcome Fair at the Friends Pavilion by sharing her *Around the World Adventure* folktales. She was followed by two fabulous demonstrations, the first by Master Park's taekwondo students and the second by Westlake Chinese School's Tai Chi students.

Attendees then enjoyed engaging with staff at the information table in the lobby, where we distributed Makerspace buttons celebrating their heritage. We also encouraged people to register to win one of three raffle prizes. Additionally, we directed people to the huge World Map hanging outside the Makerspace so they could add a sticker to their country of origin.

However, the heart of the Welcome Fair was in the Porter Room, where attendees met with and talked to all the various organizations from 2-4pm.

Clague Playhouse partnership

Two of WPPL's book clubs had a unique first on September 24 when 38 members of the Tuesday Evening and the Wednesday Afternoon book clubs visited Clague Playhouse to attend the Sunday performance of *The 39 Steps*, a parody of the novel written by John Buchan. Months in the making, this field trip was WPPL's collaboration with Clague Playhouse, spearheaded by board member Kate Faye, who arranged a post-performance discussion with the cast and the technical director - a first for the Playhouse. Cast members fielded questions about their intense six-week preparation that included memorizing lines, practicing a variety of accents, and synchronizing their marks in an intimate performance space. Clague Playhouse board members, pleased with the outcome of the

collaboration, are contemplating including post-performance discussions with cast and crew in future performances.

Constitution Day

Business Librarian, Katie Salis created a popular Constitution Day display on the 'Ask Us' cake display. While Constitution Day fell on September 17, the display remained up for the entire month. It included books on the U.S. Constitution and Bill of Rights from both Adult and Youth Services. It also included a Constitution Day Poster Design Contest, a Word Search Puzzle, complimentary copies of the pocket U.S Constitution, and the Declaration of Independence. We were also pleased to add a proclamation from Westlake Mayor, Dennis Clough.

National Voter Registration Day took place on September 19. The League of Women voters staffed a registration table in the lobby from 10am-7pm to assist library patrons with registration and to answer their questions about elections and voting information.

Outreach

Sarah Beebe attended the 2023 Northeast Ohio Aging and Disability Summit on September 29 at the Cleveland Marriott East in Warrensville Heights. This year's summit included speakers presenting on topics that highlight inclusion, development and sustainability. Specific topics included Advancing Health Equity, Diversity, Equity and Inclusion in Aging, Innovation, Advance Care Planning, and Disability.

September's Outreach program was *Back to School Reminiscing*. Sarah went to 12 facilities to do the program for 158 total attendees. An additional two programs were cancelled due to covid, and the other due to a scheduling conflict. The programs went well, and the residents enjoyed talking about where they went to school and the time they spent there. They particularly liked talking about the clothes they wore and whether or not they ever got in trouble. It was nice to see people who are normally quiet or have advanced dementia be able to share with encouragement from the other residents.

NorthStar Digital Literacy

We currently have 90 unique users of NorthStar Digital Literacy. Over time they have taken 147 assessments. By far the most popular assessment is Basic Computer Skills (50), followed by Internet Basics (24), MS Excel Office 2016 (15) and MS Word Office 2016 (14).

Most users access NorthStar in classes at the library. At the time of writing, 27 of the 90 users accessed the resource from home or some other location, although it should be noted that many of these remote logins were very short in duration.

The overall summary at this time is that we would be well-served to look at promoting the service more aggressively to see if it can gain better traction.

One-on-one technology sessions

STEAM Librarian Jenny Norton handled an amazing 21 one-on-one technology sessions throughout September. Some of these were scheduled and some were drop-ins. Topics of these sessions included:

- Yahoo password retrieval
- Transferring pictures from cell phone to USB
- Setting up cell phone as hotspot
- Using Poshmark

- Turning on data saver in cell phone
- Audacity
- Creating YouTube playlists on phone
- WebEx
- Cassette to mp3 transfer
- DVD ripping
- CD burning
- Tracfone
- Hi-8 camcorder transfers
- Administrator access to files
- Backing up texts on Android
- VHS transfer to DVD
- Connecting PC to internet

Blogs

- Classic of the Month: The Chinese Orange Mystery – Erin Manning
- Books With Great First Lines – Erin Manning
- Check Out Our World Languages Collection – Victoria Vogel
- We Love Local Authors – Erin Manning
- Explore the World with Travel Guides – Chad Statler
- Recipes From Around the World – Andrea Tarolli
- Doomsday With My Dog: The Apocalypse Has Never Been So Chill – Erin Manning
- Love is Very Nearsighted: The Girl I Like Forgot Her Glasses – Erin Manning

Displays - August

- Constitution Day – Katie Salis
- Culinary Travels – Trina Thomas
- Costume Making – Diane Dillon
- Welcome Week: World Languages – Elizabeth Smith
- Knowledge Has No Due Date – Katie Salis
- Banned Books Week – Victoria Vogel
- Clague Playhouse: 39 Steps – Erin Manning
- Fall Into Good Habits – Evelyn Finley
- Welcome Week – Programs Team

Makerspace

The Makerspace was buzzing in September with 90 reservations, 49 of which were one-on-one with staff members assisting patrons with a particular project. A total of 100 patrons attended appointments in the Makerspace during the month, 32 of which were new users. Additionally, Makerspace staff printed 34 patron requests for 3D printing objects.

Makerspace Highlights

This year the Makerspace team was thrilled to be a part of the Staff Appreciation Week's line up of activities, allowing staff members from other departments to get a behind-the-scenes look at several popular projects. Staff were invited to make a personalized mug, tote bag, or accessory pouch. Staff members were also able to create a 3D printed item of their choosing. The Makerspace staff was available to help with questions and with completing the projects throughout the week.

A patron recently opened a nearby dance studio and was using the Makerspace equipment to prepare advertising materials for their local business. The patron was in frequently during the month of September to prepare for the opening of the business, even making signage for their studio's windows and street sign in the Makerspace. Makerspace staff was excited to play a role in the beginning of this exciting chapter and wishes them much success.

Circulation

A total of 81 passport applications were processed and 109 passport pictures taken.

After-Hours Lockers were used by 91 users to pick up 143 items.

Felicia Browning started her new positions as Sr. Assistant II on 9/17.

Karen Krantz began as a Circulation Substitute on 9/25.

Collection Development/Technical Services

1586 items (physical and electronic) were added to the collection, with a total value of \$24,078.10.

Work continues on the Call Number Simplification project. As of 10/3: 52.9% of Adult Non-fiction has been completed; 80.1% of Juvenile/YA Non-Fiction has been completed; 62.6% of the project has been completed.

Information Technology

Computers and internal components for 'The Beast' sorting system have been upgraded and updated.

The server infrastructure has been upgraded to allow for better fault tolerance in the event of partial hardware failure in the server cluster.

Installed a new, higher-capacity UPS battery backup on the main server rack to allow for increased operation during power outages, as well as a more graceful shutdown process in the event of an extended outage.

Youth Services

Mission Moment: From Aaron:

As I was saying "bye" to the 6th graders at the end of their field trip, a girl at the front of the line was playing with the magnetic bookmark she had just received. I mentioned how those are the only bookmarks I use now. Her response was "I love them! I got one in a Discovery Box, but it's starting to break." When I told her I was the one who puts those boxes together, she started to tell me all about the book she got in her box. It was a nice moment where I got to connect with a patron in-person after they had utilized a pick up program.

Programming Highlights:

Aaron is hosting a **College Prep Series** for students and families this fall with 4 total sessions all about applying for the college admissions process. The first one was held virtually on the Personal Statement Essay, and we had 9 participants who all were interactive with the session and stated they felt like they learned things.

Teen Lounge is back in full swing, and we are looking forward to building the attendance this year.

Fran and Rachel hosted **Teddy Bear Picnic** out in the Pavilion and had a great time with a lot of friends and their teddy bears along for the ride. 43 participants attended the event.

Cat held her first solo **STEAM Lab** and had a small but mighty crew that made Oobleck together. 6 participants attended.

Emily had another great **Music Monday** session using letters and numbers as her theme. Her ability to use the ukulele during this program and has helped us bring music back to our regular offerings. 30 participants attended.

Holly hosted **Brick Builders** as a sub for Fran who hosted **Come Play With Me** for Holly! It was fun to have a new staff member host a recurring program, and both had great attendance at their sessions.

Rachel moved **Pokémon Club** to the Porter Room due to the size of the program, and it was the best decision. Both staff and families felt like it was a better space to handle the excitement from the kids, and somehow being in a bigger space noise was less of an issue. We plan to use the Porter Room going forward as much as possible.

Jamie provided a **storytime** at Crocker Park's Fit4Mom's group during their week of free programming. She took a healthy body/exercise theme and had 22 attendees. To support the partnership, Fit4Mom's will host a free workout from WPPL in January.

Jessica attended the **Farmer's Market** with Molly and while we had a different placement than usual, seeing only 13 people, she said she had many compliments including: "By far the best library in the county...maybe Northeast Ohio!"

Next Chapter Book Club is back, in person! Natalie spoke with her group members, and they all agreed to meet back in person! They are reading *The One and Only Ivan* and speaking with some members of the group they are very excited to meet again in person.

School Partnerships:

Jamie put together 6 bins to be delivered to 5 locations, circulating 160 books.

Jamie and Natalie scheduled **outreach visits** and **book bin deliveries** for the 2023-2024 school year to local schools. This year due to schedules from the schools, Emily will be helping to host one **outreach adapted storytime** a month.

Holly, Emily, and Cat attended **LINK**, the first one of the school year, seeing 86 participants.

Aaron scheduled his **outreach book clubs at WHS and LBMS** – we have a strong crew at both schools as between both 7th and 8th grades, and the high school he has 31 participants in book club!

Rachel planned, prepped, and provided YS Staff with all the materials, presentation, and information needed to host **field trips**. She also worked with a third grade teacher to fill the **ArtWalk** with art for October. She coordinated multiple **school delivery card renewals**, and processed library card applications for field trips.

Field Trips:

Rachel, Aaron, Cat, Jamie hosted 4, 4th grade classes seeing 107 participants. The 4th graders received a tour of the library, worked on a library tour scavenger hunt, and received a presentation about what you can do with your library card.

Rachel and Aaron hosted 2, 6th grade classes seeing 34 participants. The 6th graders received a library tour including the beast and the Makerspace, a presentation about what you can do with your library card/library basics and a book talk.

Connecting for Kids

Rebecca worked with staff on the **Learning Disability Showcase** including choosing a giveaway book and confirming tables/room set-ups.

Natalie worked with CFK to set up books for their **book club program** on *The Explosive Child*. We were able to purchase a book club bag and reserve it for their use. We also welcomed Kathy Nash to her new role hosting Adapted Playgroups at the library. She worked closely with Sarah and Kathy on the NEO-RLS Adapted Training Day that was hosted at the library earlier this month.

Accelerated Learning Grant / Cuyahoga Reads Update

Rebecca scheduled programs from February – May and submitted for PR/Marketing for said programs. No meetings were held in September.

Cuyahoga Reads: Westlake Reads Beanstack Challenge officially opened on August 5. The first quarterly prize will be drawn on November 1. 179 total registrations have been received since launch.

Literacy Initiatives:

The **Myrna Chelko Reading is Elementary** program saw 1 new registration, with 6 children receiving a milestone sticker award, 9 children earned a WPPL Lanyard, and 6 children earned a Mini Zara or Backpack and book. 112 children are registered for the program.

3 new participants registered for the **Myrna Chelko Little Sprouts** program. One child completed the program for a total of 36 completions to-date. There are 316 children registered for the program. Two participants completed the program.

In the **1000 Books Before Kindergarten** program 22 participants achieved milestones, and one child completed the program. 6 children registered as new participants. There are currently 843 registrants for this program.

Blogs

- Lasting Legacy of Jim Henson's Muppets (Cat)
- Folklore Fun: World Tour! (Jessica)

Displays

- September Kindergarten Literacy Packet (Rachel, Jamie) 179 packets taken.
- Created October Calendar (Cat)
- Displays this month included: Alphabet, Back to School, Sports, Shapes, 9/11, Fall, Witchcraft (YA), Teen Hallo-Read (YA), College Prep Series (YA), YA Sci-Fi (YA)
- Flyers created and rotated (all)
- Maintain and update all Communico (Rachel, Natalie, Aaron)
- Readers' Advisory Lists updated on LGBTQ (Jessica)
- Skills Packet Grades 3-6 (Rachel) 70 packets taken.
- Skills Packet Grades K-2 (Rachel) 70 packets taken.
- Who Was Bibliography Updated (Emily)

Meetings/Training

Assisted with the Staff Appreciation Week Makerspace activity on 9/19.

Attended several Staff Appreciation Week activities during the week of 9/18.

Assisted with coverage of the Makerspace during Staff Appreciation week to allow Makerspace staff to attend activities.

Attended Koha Migration meetings on 9/21 and 10/12.

Led an OLC Conference pre-meeting with all attendees on 9/22.

Met individually with managers during the weeks of 9/25 and 10/9.

Attended the OLC Annual Convention and Expo from 9/27-9/29.

Attended admin meetings on 10/3, 10/10, and 10/17.

Attended the Managers meeting on 10/3.

Met with a representative from the Bureau of Workers' Compensation on 10/4 to conduct a review of the Makerspace in response to a safety concern from a staff member. No concerning issues were discovered, and no immediate action is necessary.

Attended the Adult Services Department meeting on 10/4.

Conducted interviews for a Makerspace Associate position on 10/10.

Attended budget meetings on 10/16.

Agenda Items

Financial Highlights

- 2023 year-to-date revenue of \$5.4MM is 3.4%, or \$174K, higher than the same period last year.
- 2023 year-to-date expenses of \$3.8MM are 7.3%, or \$263K, higher than the same period last year.

External Meetings/Trainings

- Andrew & I attended the **Annual Cuyahoga County Budget Committee meeting** at RRPL with the other Directors and Fiscal Officers of libraries in Cuyahoga County on Wednesday, October 4
- Attended a webinar on Thursday, October 5 regarding the library's FSA plan and enrollment for next year
- Andrew and I met with Bialosky on Wednesday, October 11 to discuss phase II of the building projects

Library Meetings/Trainings

- **Staff Appreciation Week** was held the week of September 18!
- Attended the **Manager's meeting** on Tuesday, October 3
- **2024 budget meetings** were held with Managers on Monday, October 16
- Attended the **EAC meeting** on Tuesday, October 17
- Attended weekly **Admin meetings**

Finance

- Received our **annual credit card rebate** in the amount of \$7,836.45 on September 21
- **Disposal of early learning cube, asset #08924**, which will be given to the Friends to sell at the annual book sale
- The Finance department met on Wednesday, September 27 and Wednesday, October 18

Human Resources

- Open enrollment will be held November 1 – November 17.
- Karen Krantz, Substitute in the Circulation Department, started at the library on Monday, September 25.
- **Open Positions – Status**
Makerspace Associate – 20 hours – this is a new position and was posted on Friday, September 8 and closed on Friday, September 29. Interviews were held the week of October 9.

EAC Update

- **Staff Appreciation Week!** A huge THANK YOU to the EAC for all the work they put into the planning and executing such an awesome week! A feedback survey was sent to staff. Attached please find the results of the survey. The response rate to the survey was almost 70%.

- Comments submitted and discussed by the team:

Rob Jones and Corinne were talking and he mentioned the library used to all go to a baseball game together before COVID. We both think it would be fun if we could start doing that again. Maybe next year. Or we could go to a basketball, hockey, or football game.

Promoting the library. We could all wear library tee shirts.

Bringing departments together.

Christmas caroling

Staff could go Christmas caroling around the library and in the area within walking distance from the library in December. We could also do outreach and travel to schools, nursing homes, and rec centers, etc.

PR for the library in the community surrounding the library.

Brings different departments together.

Need better lighting and marking for crosswalk to Jennings lot

There are 2 light posts on either side of the walkway on the southside of the driveway that are not working and mostly overgrown by trees. The adjacent light post on the north end of the walkway near the landscaping doesn't reach the crosswalk. The small stretch of sidewalk through the woods is also very dark. That whole area needs more lighting and the crosswalk markings need repainting and perhaps even signage to yield to pedestrians. This is a traffic safety issue as well as potential opportunity for crime because it's pretty dark overall in the Jennings lot. Both patrons and staff use the walk and parking lot and we're heading into the darkest time of the year.

Values: Appreciation

Potential Benefits: safety for staff and patrons

Overall, how would you rate Staff Week 2023?	How would you rate the Foraging Activity? Please choose N/A if you did not	How would you rate the Readers' Advisory Session? Please choose N/A if you did not	How would you rate the Makerspace Session? Please choose N/A if you did not	How would you rate the Staff Room Activities (Crossword Puzzles, Origami	What did you think of the choose the Trustee's bookshelf?	How would you rate the food selection throughout the week?	How would you rate the Trustee Cart bringing treats direct to you?	What did you think of the music playlist?	What did you think of the get to know your staff members email?	What did you enjoy most about Staff Week 2023?	Is there anything you did not like about Staff Week 2023	Do you have any suggestions for Staff Week 2024?
Excellent	N/A	Very Good	Excellent	Good	N/A	Excellent	Excellent	Very Good	Excellent			
Very good	N/A	Very Good	N/A	N/A	N/A	Very Good	Good	N/A	Very Good	eating		
Very good	N/A	Excellent	Excellent	Good	Good		Very Good	Very Good	Excellent			
Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	N/A	Excellent	Excellent work by the entire Team!	Nope	
Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	My favorite part was the staff trivia! I'd love to get the list of all the right answers so I can talk to other staff about their surprising facts.	I wish the playlist was playing in the break room more. I was only able to hear a few songs first thing in the morning. But, I liked the music (when it was on).	I'd love to see the RA and staff trivia again!
Excellent	N/A	N/A	Very Good	Very Good	Excellent	Excellent	Excellent	N/A	Very Good	The planning and work involved in putting together these activities, the wide variety of foods and snacks, and that everyone involved in the planning came out to talk made me feel valued and appreciated		I was bummed I missed the Foraging! And maybe next year we can do yoga or stretches or some kind of fun activity that also doubles as a great coping tool for stress, since stress is something that always sneaks up between Fall and the holiday season
Very good	N/A	N/A	Very Good	Very Good	Very Good	Excellent	N/A	Good	Excellent	I enjoyed the Maker Space activity	Everything was good	Not at this time.
Excellent	Excellent	Excellent	N/A	Very Good	Excellent	Excellent	Excellent	Very Good	Very Good	The foraging activity was the most interesting thing I have done at work! The food provided all week was thoughtful and generous. If anyone didn't feel appreciated, they were under a rock!	Calories, LOL	Paid vacation for EAC... seriously, maybe EAC can get an extra half hour with pay, or a really nice catered lunch delivered to them on their day of choice. They did a lot of work for a long time ahead of SAW. Good job, EAC!
Excellent	Excellent	Very Good	Excellent	Very Good	Good	Excellent	Excellent	Very Good	Good	The activities (makerspace, foraging and RA), with the food being a close second!!	Not really! It was excellent!	
Very good	Excellent	Excellent	Excellent	N/A	N/A	Good	Very Good	Fair	Excellent	Makerspace activity	No	More drink options
Very good	N/A	N/A	Excellent	Very Good	N/A	Good	Excellent	Excellent	Excellent	Fun facts about the staff, maker space project!		

Overall, how would you rate Staff Week 2023?	How would you rate the Foraging Activity? Please choose N/A if you did not	How would you rate the Readers' Advisory Session? Please choose N/A if you did not	How would you rate the Makerspace Session? Please choose N/A if you did not	How would you rate the Staff Room Activities (Crossword Puzzles, Origami	What did you think of the choose the Trustee's bookshelf?	How would you rate the food selection throughout the week?	How would you rate the Trustee Cart bringing treats direct to you?	What did you think of the music playlist?	What did you think of the get to know your staff members email?	What did you enjoy most about Staff Week 2023?	Is there anything you did not like about Staff Week 2023	Do you have any suggestions for Staff Week 2024?
Excellent	Excellent	N/A	Excellent	N/A	Very Good	Excellent	Excellent	Poor	Excellent	Every day was equally awesome and everything was spaced out so well.	Never look a gift horse in the mouth.	Dodgeball, murder mystery lunch, mart kart races, fishing derby, contests to put Youth Services in their place, live animals in the building (preferably birds of prey), pajama day, crossword puzzles in bathroom stalls instead of the table, more activities on the roof.
Excellent	N/A	Excellent	Excellent	Excellent	N/A	Excellent	Excellent	N/A	Very Good	The Makerspace! I liked the Reader's Advisory, too. It was a nice balance between the new and the old.	I was very busy, so I felt I couldn't participate as much as I would have liked. I think that is just the luck of the draw, though.	I don't know if it would be possible to group Reader's Advisory participants together by their interests, but that might be nice. Someone in my group expressed disappointment that more people in the group didn't read similar titles to what she likes. Maybe give us a multiple choice of genres that we are interested in and then create the groups from our answers? I personally like a lot of different genres, so being able to choose more than one could make it less difficult to manage another thing when scheduling. Additionally, it seemed like a lot of the work for the week fell on one or two team members. I know that could be a matter of timing or my perspective near one or two of those team members, but maybe there is a way to distribute that more evenly next year.
Excellent	N/A	Very Good	N/A	Excellent	Excellent	Excellent	Excellent	Very Good	Excellent	I thought it was all top notch. Not sure I would pick one thing above another. Each piece combined to make it a wonderful whole.	Nope. What's not to like? :)	Bigger muffins? But surely that's not possible..... Seriously, I thought you nailed it this year. More of the same in 2024 please!

Overall, how would you rate Staff Week 2023?	How would you rate the Foraging Activity? Please choose N/A if you did not	How would you rate the Readers' Advisory Session? Please choose N/A if you did not	How would you rate the Makerspace Session? Please choose N/A if you did not	How would you rate the Staff Room Activities (Crossword Puzzles, Origami	What did you think of the choose the Trustee's bookshelf?	How would you rate the food selection throughout the week?	How would you rate the Trustee Cart bringing treats direct to you?	What did you think of the music playlist?	What did you think of the get to know your staff members email?	What did you enjoy most about Staff Week 2023?	Is there anything you did not like about Staff Week 2023	Do you have any suggestions for Staff Week 2024?
Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Everything!!! It was a really fun week. It was nice to see co-workers I don't get to see as often.	Nope	
Excellent	Very Good	N/A	Very Good	Very Good	Very Good	Excellent	Excellent	Good	Excellent	The food!	No	
Excellent	N/A	Excellent	Excellent	Very Good	Very Good	Excellent	Very Good	Very Good	Very Good	makerspace 3d printer	no	
Excellent	Very Good	N/A	N/A	Good	Good	Excellent	Very Good	Very Good	Good	The food	could we have something that encourages team building	can we have an optical course with the John Deere Gator or could we at least drive it around the property
Excellent	Excellent	N/A	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	I loved it all! The fun music in the mornings, the food, the activities, especially the staff trivia, and just being together was so fun.	Everything was amazing. The time and effort put in by staff to prepare and host the activities was incredible.	Keep up the great work! Thanks for making us all feel appreciated and celebrated. <3
Very good	N/A	N/A	Very Good	Very Good	N/A	Very Good	Good	Excellent	Excellent	3 D printing	No	More than 1 activity in the makerspace option.
Excellent	N/A	N/A	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	I really liked the variety of opportunities given to staff. The passive activities were wonderful!		It was great food and great fun. Thank you all SO much for your hard work!
Excellent	N/A	Excellent	N/A	N/A	N/A	Excellent	Excellent	Excellent	Excellent	Thank you so much!		
Very good	N/A	N/A	Excellent	Very Good	N/A	Very Good	Excellent	Good	Excellent			
Excellent	N/A	Excellent	N/A	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	The opportunity network with other staff members.	No	I would be happy to have the staff do a jewelry project on their own or with me as their instructor. Evelyn
Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent			
Fair	Fair	N/A	Good	N/A	N/A	Good	Good	Good	Very Good			
Excellent	Very Good	N/A	N/A	Very Good	Good	Very Good	Very Good	Good	Excellent			

Overall, how would you rate Staff Week 2023?	How would you rate the Foraging Activity? Please choose N/A if you did not	How would you rate the Readers' Advisory Session? Please choose N/A if you did not	How would you rate the Makerspace Session? Please choose N/A if you did not	How would you rate the Staff Room Activities (Crossword Puzzles, Origami	What did you think of the choose the Trustee's bookshelf?	How would you rate the food selection throughout the week?	How would you rate the Trustee Cart bringing treats direct to you?	What did you think of the music playlist?	What did you think of the get to know your staff members email?	What did you enjoy most about Staff Week 2023?	Is there anything you did not like about Staff Week 2023	Do you have any suggestions for Staff Week 2024?
Excellent	Excellent	Excellent	Excellent	N/A	Excellent	Excellent	N/A	N/A	Excellent	Everything was wonderful - the foraging program, makerspace, readers advisory, the food. Being able to connect with other staff that I don't normally cross paths with was great! Thank you to the EAC for all of the time spent making SAW possible!	There wasn't anything that I didn't like during the week.	
Excellent	N/A	Excellent	Excellent	Very Good	Excellent	Very Good	Excellent	Excellent	Excellent	Hard to choose. It's was lots of fun watching projects come to life in MakerSpace. So many clever ideas this year!		More of the same. I don't know how EAC will top themselves after this year!
Very good	N/A	N/A	Excellent	Very Good	Excellent	Very Good	Excellent	Very Good	Excellent			
Excellent	N/A	Excellent	N/A	Excellent	Fair	Excellent	Excellent	Excellent	Excellent	I really enjoyed the Reader's Advisory group. Thanks so much for all the time the leaders put into the book recommendations. Great job!		
										I'm hoping they send the email with all the recommendations.		
Excellent	N/A	N/A	Excellent	N/A	N/A	Good	Good	Excellent	Excellent	It's just fun! I love the Makerspace.the EAC does an excellent job putting this on.		No, but if I think of anything, I'll let someone from EAC know.

Overall, how would you rate Staff Week 2023?	How would you rate the Foraging Activity? Please choose N/A if you did not	How would you rate the Readers' Advisory Session? Please choose N/A if you did not	How would you rate the Makerspace Session? Please choose N/A if you did not	How would you rate the Staff Room Activities (Crossword Puzzles, Origami	What did you think of the choose the Trustee's bookshelf?	How would you rate the food selection throughout the week?	How would you rate the Trustee Cart bringing treats direct to you?	What did you think of the music playlist?	What did you think of the get to know your staff members email?	What did you enjoy most about Staff Week 2023?	Is there anything you did not like about Staff Week 2023	Do you have any suggestions for Staff Week 2024?
Excellent	N/A	Excellent	Excellent	Very Good	Very Good	Excellent	Excellent	Very Good	Excellent	The week was great, but I think my favorite portion was when the board members brought around the Trustee cart. It gave me a chance to chat for a few while still being able to staff the desk and assist patrons. It allowed the Trustees to see staff in action.	Excellent week!	
Excellent	N/A	Excellent	Very Good	N/A	Very Good	Excellent	Excellent	Excellent	Excellent	It made me feel appreciated and that all of my hard work is noticed.		
Excellent	Excellent	N/A	Excellent	Excellent	N/A	Excellent	Excellent	N/A	Excellent	Makerspace was fun to actually make a project and see the other staff ideas come to fruition	No, thank you to all who planned the week, great job!!!!	Learning and using the Cricut machine in the Makerspace room Chair yoga Making a 3D object in the Makerspace room More employee trivia Learning basics of crocheting, sketching, painting, or watercolors Making a craft to giveaway to patrons or needy
Excellent	Excellent	Very Good	Very Good	N/A	Very Good	Very Good	Very Good	N/A	Excellent	Foraging. It's something I never would have tried on my own and now I've already been out twice in the Metroparks.	Nope. Loved it all!	Not off the top of my head, but I trust the EAC's collective judgment.
Excellent	Excellent	N/A	Very Good	Good	Very Good	Excellent	Excellent	Excellent	Excellent	Foraging and food	More pesto and bread next time	I'd like to learn tai chi
Excellent	N/A	Excellent	Excellent	Excellent	N/A	Excellent	Excellent	Excellent	Excellent	Everything was well done	NO	

Overall, how would you rate Staff Week 2023?	How would you rate the Foraging Activity? Please choose N/A if you did not	How would you rate the Readers' Advisory Session? Please choose N/A if you did not	How would you rate the Makerspace Session? Please choose N/A if you did not	How would you rate the Staff Room Activities (Crossword Puzzles, Origami	What did you think of the choose the Trustee's bookshelf?	How would you rate the food selection throughout the week?	How would you rate the Trustee Cart bringing treats direct to you?	What did you think of the music playlist?	What did you think of the get to know your staff members email?	What did you enjoy most about Staff Week 2023?	Is there anything you did not like about Staff Week 2023	Do you have any suggestions for Staff Week 2024?
										I really enjoyed the daily quiz to get to know our fellow staff.		I appreciate the GF options available. Thank you!
Excellent	N/A	N/A	N/A	Very Good	Very Good	Very Good	N/A	N/A	Excellent	Also, cookout was very good!	All good!	
Excellent	N/A	Excellent	Excellent	N/A	N/A	Excellent	Excellent	N/A	Excellent	the variety of food and activities		
										That it exists at all! But I loved most the obvious care and consideration and thought put in to creating this week of activities for the staff. Warm fuzzies all around, I really did feel appreciated. I especially loved the foraging activity; I left feeling much more connected to our environment and it made me stop and think about our local wildlife more than I have before.		I loved the crossword puzzles in the break room, it would've been fun to see an activity up there that was more competitive, like giant tic tac toe or something!
Excellent	Excellent	Excellent	Excellent	Excellent	Very Good	Excellent	Excellent	Excellent	Excellent		Not a thing, I really loved the whole week's activities!	

Overall, how would you rate Staff Week 2023?	How would you rate the Foraging Activity? Please choose N/A if you did not	How would you rate the Readers' Advisory Session? Please choose N/A if you did not	How would you rate the Makerspace Session? Please choose N/A if you did not	How would you rate the Staff Room Activities (Crossword Puzzles, Origami	What did you think of the choose the Trustee's bookshelf?	How would you rate the food selection throughout the week?	How would you rate the Trustee Cart bringing treats direct to you?	What did you think of the music playlist?	What did you think of the get to know your staff members email?	What did you enjoy most about Staff Week 2023?	Is there anything you did not like about Staff Week 2023	Do you have any suggestions for Staff Week 2024?
											I thought everything was good, but I barely got to listen to the playlist at all! I come in at 8:30, and the playlist always shut off before 9:00, and I can't hear it from my desk anyway. I don't recall hearing it being played in the break room much at all, either. I'm glad they sent the link to the playlist so I can listen to it now, but I'd appreciate if next year they played the playlist in the break room all day, so I can actually listen to it. I'm glad they started doing that this week, though. Hopefully I'll get to hear one of my songs in the weeks to come!	Play the staff week playlist in the break room all day. Please continue including outdoor activities like the foraging one (or something similar). Don't change a thing about the food (this might have been the best year yet)! I loved having an extra 30 minutes to read throughout the month of September (and last year having an extra break to take a walk outside), so please do that again next year as well! Thanks as always for such a wonderful staff week, and for making me feel appreciated! Go WPPL!!!
Very good	Very Good	N/A	Very Good	Very Good	Good	Excellent	Very Good	Very Good	Excellent			
Excellent	Excellent	N/A	Excellent	Excellent	N/A	Excellent	Excellent	N/A	Excellent	Everything was great!		
Excellent	Excellent	N/A	Excellent	N/A	Very Good	Good	Very Good	Good	Excellent	I thought that the foraging activity and maker space activity were the best.	I missed not having some sort of activity like yoga or meditation.	Bring back a relaxation activity.
Excellent	N/A	N/A	Excellent	Excellent	N/A	Very Good	Very Good	N/A	Good	the food and activities	it would of been nice for those of us at our work stations, to be able to have a cold drink from the snack cart	cold drinks
Very good	N/A	N/A	Very Good	N/A	N/A	Very Good	N/A	N/A	N/A			
Very good	N/A	N/A	Excellent	Very Good	Good	Excellent	Excellent	Excellent	Very Good	I enjoyed using the Maker Space and it encouraged me to use it more.	Could it be more interactive somehow? More group activities maybe?	I always enjoy the crafts. Contests are fun too.

Overall, how would you rate Staff Week 2023?	How would you rate the Foraging Activity? Please choose N/A if you did not	How would you rate the Readers' Advisory Session? Please choose N/A if you did not	How would you rate the Makerspace Session? Please choose N/A if you did not	How would you rate the Staff Room Activities (Crossword Puzzles, Origami	What did you think of the choose the Trustee's bookshelf?	How would you rate the food selection throughout the week?	How would you rate the Trustee Cart bringing treats direct to you?	What did you think of the music playlist?	What did you think of the get to know your staff members email?	What did you enjoy most about Staff Week 2023?	Is there anything you did not like about Staff Week 2023	Do you have any suggestions for Staff Week 2024?
Excellent	N/A	Excellent	N/A	Excellent	Very Good	Excellent	Excellent	Excellent	Excellent			maybe for the music playlist staff can say which songs they choose, it would be interesting to learn each staff member music they like to listen to.
Very good	Very Good	N/A	Excellent	N/A	N/A	Excellent	Excellent	N/A	Excellent	Maker space and food		Please kindly send us an information document for 'Get to know your staff members' at the end of the contest. Thanks. It was fun.
Excellent	Excellent	Excellent	N/A	Excellent	Excellent	Very Good	Excellent	Excellent	Excellent	Staff Trivia and Foraging	No	Keep up the good work!
Very good	Excellent	N/A	Excellent	Very Good	Good	Excellent	Good	N/A	Excellent	Foraging, Makerspace, and food/snacks	Wish there was more staff interaction and also with the Trustees. The trustee treat cart was nice, but not terribly interactive.	Make it Staff DAY! There's a lot to be said for the entire staff experiencing the same dynamic speaker, for example. While I feel appreciated, I'd rather spend time getting to know staff and trustees at Staff Day.
Very good	N/A	Excellent	N/A	Good	Good	Excellent	Excellent	Excellent	Excellent			
Excellent	N/A	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	I loved making stuff in the Makers' Space and I really enjoyed getting to chat with Mr. Plantz when he brought around the snacks and I enjoyed all the suggestions from the Readers' Advisory. All in all, it was a great week and I appreciated all the effort put in to it. Thank you.		Don't change it! I love the daily activities so much more than the all day onslaught of the past, that got boring and tiresome. This format, while more work, is so much more enjoyable!! :))
Good	Excellent	Excellent	Excellent	Good	Very Good	Good	Excellent	Excellent	Excellent	The foraging activity was very interesting and something I would have never done otherwise. I also really enjoyed the picnic. Its rare that everyone eats together.	no. nothing I did not like.	Maybe have some board games available in the staff lounge, or have a staff charades or Pictionary or 20 questions challenge and have a friendly competition between departments.

Overall, how would you rate Staff Week 2023?	How would you rate the Foraging Activity? Please choose N/A if you did not	How would you rate the Readers' Advisory Session? Please choose N/A if you did not	How would you rate the Makerspace Session? Please choose N/A if you did not	How would you rate the Staff Room Activities (Crossword Puzzles, Origami	What did you think of the choose the Trustee's bookshelf?	How would you rate the food selection throughout the week?	How would you rate the Trustee Cart bringing treats direct to you?	What did you think of the music playlist?	What did you think of the get to know your staff members email?	What did you enjoy most about Staff Week 2023?	Is there anything you did not like about Staff Week 2023	Do you have any suggestions for Staff Week 2024?
Excellent	Excellent	Excellent	Excellent	Very Good	Good	Very Good	Excellent	Excellent	Excellent	I really enjoyed the activities, especially foraging.	Can't complain, everything was great!	No suggestions that I can think of right now.

From Ryan Dowd

Even though I was twenty years old, I crawled into my parent's bed and sobbed.

I felt like a frightened five-year-old, but this time the monsters lurking in the shadows were real.

Everything had changed.

All food had the same bland taste.

Sleep was sporadic and unfulfilling.

I always felt claustrophobic—even when I was in wide open spaces.

Have you had a day like that when your life unraveled right in front of you?

A day that knocked the wind out of you and left you gasping for air?

I remember, though, the exact second when hope seemed possible again.

It was only the thinnest sliver of a sunrise, but in pitch black, even the faintest light is comforting.

My father said to me, "We will get through this."

He didn't say "YOU will get through this."

He said that "WE" would.

A quarter century later I still remember exactly

where each of us was standing when he said that.

My parents carried me through that time in my life, until I could walk on my own again. They protected me financially and emotionally. In the end, I emerged stronger for it, but only because my parents held back the wolves of life when I was at my most vulnerable.

Who helped you through your darkest moment?

Who stood by your side, close enough to feel the heat of the flames engulfing your dreams?

Who whispered "We will get through this" in your ear?

Now it is your turn...

Someone you know is gasping for air.

Someone you know is surviving the worst year of their life.

Someone you know needs another person to stand with them in the gap between their dreams and their nightmares.

Someone you know needs your support...

Peace,

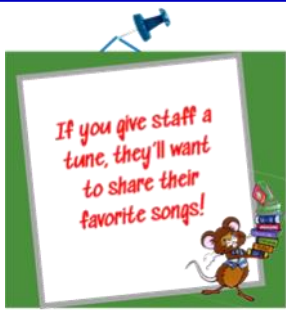
Ryan

SAW 2023



"We commit to provide an inclusive environment that fosters learning, community growth and connection in an ever changing world."

Staff Week



Staff Week music was played in the Staff Room each day of SAW. Several times it was turned off at some point. We will continue to play the playlist a few times a week but cannot guarantee it will be on when you are in the room. The playlists have been made available on BTS.



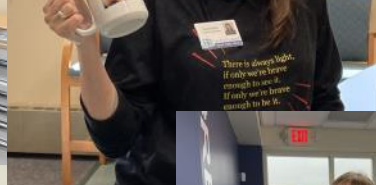
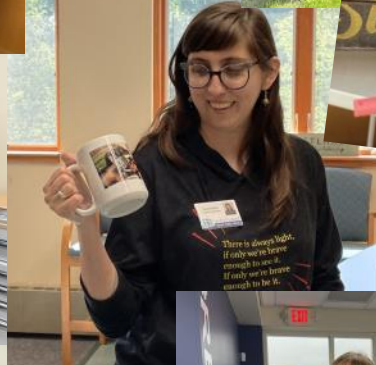
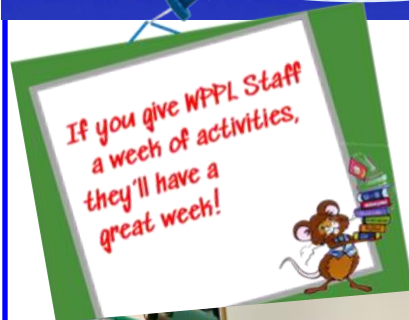
Mariana Dumitran	26 years
Chad Statler	6 years
Karen Hunt	21 years
Guy Turner	5 years
Caroline Moran	12 years



Happy Anniversary
October 2023

Parking Perks

Oct 1 to Oct 7	Kim Jenkins	Molly Jones	Elyse Kaderli
Oct 8 to Oct 14	Rebecca Karrer	Jane Kirkland	Holly Kneubel
Oct 15 to Oct 21	Adrien Krajnik	Bonnie Laessig	Sally Lammers
Oct 22 to Oct 28	Emily Lindberg	CJ Lynce	Andrew Mangels
Oct 29 to Nov 4	Erin Manning	Tom Manning	Jessica Meek
Nov 5 to Nov 11	Caroline Moran	DJ Nagaj	Jana Nassif



WESTLAKE PORTER PUBLIC LIBRARY
Account Transfer - General Fund
Informational
October 18, 2023

FROM:		TO:	
101-00-53710 (CONSULTING SERVICES)	\$ (667.00)	101-00-53310 (COMPUTER MAINTENANCE)	\$ 667.00
101-00-51234 (SR ASST II CIRCULATION)	\$ (2,350.00)	101-00-51236 (SR ASST II TECHNICAL SERVICES)	\$ 2,350.00
101-00-54320 (VIDEO)	\$ (3,000.00)	101-00-54540 (DOWNLOADABLE VIDEO)	\$ 3,000.00
101-00-54320 (VIDEO)	\$ (2,000.00)	101-00-54310 (AUDIO)	\$ 2,000.00
101-00-54320 (VIDEO)	\$ (4,000.00)	101-00-54410 (PLAYAWAYS)	\$ 4,000.00
101-00-54320 (VIDEO)	\$ (1,000.00)	101-00-54110 (BOOKS)	\$ 1,000.00
101-00-54520 (EBOOK)	\$ (4,000.00)	101-00-54110 (BOOKS)	\$ 4,000.00
101-00-54520 (EBOOK)	\$ (2,500.00)	101-00-54310 (AUDIO)	\$ 2,500.00

WESTLAKE PORTER PUBLIC LIBRARY

General Fund Financial Summary

As of: September 30, 2023

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
Revenue				
Property Tax	2,914,993	4,019,776	1,104,783	All property tax revenue for the year has been received
PLF	1,099,686	1,127,622	27,936	
Other	213,100	209,002	(4,098)	
TOTAL	4,227,778	5,356,400	1,128,621	
Expenses				
Salaries & Benefits	2,798,891	2,634,813	(164,079)	on track
Supplies	81,235	65,334	(15,901)	
Contracted Services	581,152	485,438	(95,714)	
Library Materials	614,665	458,846	(155,819)	
Capital	166,621	204,952	38,332	annual payment for Sirsi made in February, which represents a large portion of this expense category
Miscellaneous	23,288	19,069	(4,218)	
Other Expenses	519,750	-	(519,750)	Transfers out to Perm Improvement & Automation funds, which occur at the end of the year
TOTAL	4,785,601	3,868,452	(917,149)	

WESTLAKE PORTER PUBLIC LIBRARY

YEAR TO DATE BANK REPORT

As of: September 30, 2023

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	\$ 965.49	\$ 43,949.63	\$ 1,601.65	\$ -	\$ 42,300.00	\$ 1,013.47
FFL - GENERAL CHECKING	\$ 194,935.05	\$ 86,762.50	\$ 4,524,189.40	\$ 4,365,085.80	\$ 32,533.01	\$ 90,060.94
FFL - RETAINAGE	\$ 38,454.25	\$ 237.10	\$ -	\$ 32,533.01	\$ 41,251.49	\$ 29,972.87
PETTY CASH & CHANGE	\$ 1,343.50	\$ -	\$ -	\$ -	\$ -	\$ 1,343.50
TOTAL	\$ 235,698.29	\$ 130,949.23	\$ 4,525,791.05	\$ 4,397,618.81	\$ 116,084.50	\$ 122,390.78
FFL - MONEY MARKET	\$ 176,060.56	\$ 5,163.08	\$ -	\$ 4,304,723.04	\$ 4,311,257.35	\$ 174,689.33
US BANK	\$ 4,368,969.00	\$ 43,462.08	\$ 3,750.00	\$ -	\$ -	\$ 4,408,681.08
STAR OHIO	\$ 1,540,180.54	\$ 5,216,563.28	\$ 54,150.11	\$ -	\$ 4,275,000.00	\$ 2,427,593.71
TOTAL	\$ 6,085,210.10	\$ 5,265,188.44	\$ 57,900.11	\$ 4,304,723.04	\$ 8,586,257.35	\$ 7,010,964.12
TOTAL - ALL BANKS	\$ 6,320,908.39	\$ 5,396,137.67	\$ 4,583,691.16	\$ 8,702,341.85	\$ 8,702,341.85	\$ 7,133,354.90

WESTLAKE PORTER PUBLIC LIBRARY

STATEMENT OF CASH POSITION

As of: September 30, 2023

FUND DESCRIPTION	BEGINNING BALANCE	Y-T-D REVENUE	Y-T-D EXPENSE	UNEXPENDED BALANCE	OUTSTANDING ENCUMBERANCE	ENDING BALANCE
101 GENERAL FUND	\$ 4,507,076.26	\$ 5,356,399.61	\$ 3,868,452.26	\$ 5,995,023.61	\$ 775,452.65	\$ 5,219,570.96
410 DEVELOPMENT FUND	\$ 42,179.77	\$ 12,593.51	\$ 16,043.52	\$ 38,729.76	\$ 27,300.71	\$ 11,429.05
420 FRIENDS OF THE LIBRARY	\$ 10,359.81	\$ 17,782.00	\$ 14,632.10	\$ 13,509.71	\$ 13,508.90	\$ 0.81
450 PERMANENT IMPROVEMENT	\$ 1,312,565.83	\$ 6,890.60	\$ 564,460.64	\$ 754,995.79	\$ 479,777.96	\$ 275,217.83
475 AUTOMATION FUND	\$ 421,753.65	\$ 2,303.63	\$ 120,102.64	\$ 303,954.64	\$ 64,800.61	\$ 239,154.03
703 FRANCIS EGGER TRUST	\$ 26,973.07	\$ 168.32	\$ -	\$ 27,141.39	\$ -	\$ 27,141.39
TOTAL:	\$ 6,320,908.39	\$ 5,396,137.67	\$ 4,583,691.16	\$ 7,133,354.90	\$ 1,360,840.83	\$ 5,772,514.07

WESTLAKE PORTER PUBLIC LIBRARY

REVENUE REPORT - GENERAL FUND

As of: September 30, 2023

% through the year.

75%

<i>Revenue Accounts</i>	<i>Budgeted Revenue</i>	<i>Month-to- Date Revenues</i>	<i>Year-to-Date Revenue</i>	<i>Uncollected Balance</i>	
Property Tax	3,504,712	-	3,639,061	(134,349)	103.8%
Homestead Rollback	381,945	190,421	380,715	1,230	99.7%
Subtotal	3,886,657	190,421	4,019,776	(133,119)	103.4%
PLF	1,466,248	135,111	1,127,622	338,626	76.9%
Grants	24,380	10,640	15,140	9,240	62.1%
Patron Fines & Fees	8,833	913	7,812	1,021	88.4%
Interest	140,000	13,737	108,665	31,335	77.6%
Contributions	500	-	-	500	0.0%
Refunds/Reimbursements/Misc	110,420	13,145	77,385	33,035	70.1%
Transfers	-	-	-	-	0.0%
TOTAL	\$ 5,637,038	\$ 363,967	\$ 5,356,400	\$ 280,638	95.0%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - GENERAL FUND

As of: September 30, 2023

% through the year: 75%

<i>Expenditure Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Month-to-Date Expenses</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>Salaries & Benefits</u>						
Salaries	2,861,200	221,075	2,035,395	-	825,805	71.1%
OPERS	399,168	30,628	253,760	-	145,408	63.6%
Insurance	466,487	41,152	344,657	108,032	121,830	73.9%
Other Employee Benefits	5,000	-	1,000	4,000	4,000	20.0%
Subtotal	3,731,855	292,854	2,634,813	112,032	1,097,042	70.6%
<u>Supplies</u>						
Administrative Supplies	74,914	3,713	44,004	30,899	30,909	58.7%
Maintenance Supplies	30,000	3,668	18,709	11,291	11,291	62.4%
Vehicle Fuel & Supplies	3,400	91	2,621	779	779	77.1%
Subtotal	108,314	7,472	65,334	42,969	42,979	60.3%
<u>Contracted Services</u>						
Travel & Training	28,700	1,879	17,213	11,487	11,487	60.0%
PR/Postage/Phone	85,190	2,156	62,801	22,376	22,389	73.7%
Maintenance	281,849	7,002	119,478	162,343	162,371	42.4%
Insurance	40,000	518	35,705	4,295	4,295	89.3%
Leases	10,062	240	8,517	1,157	1,545	84.6%
Utilities	131,406	8,073	80,977	50,180	50,429	61.6%
Professional Services	142,112	2,987	110,508	31,170	31,605	77.8%
Library Material Control	41,800	-	38,035	3,765	3,765	91.0%
Interlibrary Delivery Service	13,750	-	12,204	1,546	1,546	88.8%
Subtotal	774,869	22,854	485,438	288,319	289,431	62.6%
<u>Library Materials</u>						
Books	278,849	19,713	163,495	100,165	115,355	58.6%
Periodicals	22,201	155	2,426	17,729	19,774	10.9%
Audio/Visual	139,786	6,411	60,479	64,406	79,306	43.3%
Portable Audio	14,178	1,913	10,435	3,565	3,743	73.6%
Electronic Data	342,948	22,433	208,207	112,157	134,741	60.7%
Interlibrary Loan Fees	100	-	54	46	46	53.7%
Library Material Repair	15,853	1,516	11,995	3,630	3,859	75.7%
Library Material, Other	5,637	51	1,754	1,246	3,883	0.0%
Subtotal	819,553	52,192	458,846	302,943	360,707	56.0%
<u>Capital</u>						
Land Improvements	-	-	-	-	-	0.0%
Building Improvements	6,000	-	4,823	1,177	1,177	80.4%
Furniture/Hardware/Software	216,161	2,541	200,129	16,032	16,032	92.6%
Subtotal	222,161	2,541	204,952	17,209	17,209	92.3%
<u>Miscellaneous</u>						
Dues/Memberships	19,500	120	17,529	1,972	1,972	89.9%
Special Assessments	11,200	-	1,448	9,752	9,752	0.0%
Refunds/Reimbursements	350	-	93	257	257	26.6%
Other Misc Expenses	-	-	-	-	-	0.0%
Subtotal	31,050	120	19,069	11,981	11,981	61.4%
<u>Other Expenses</u>						
Contingency Fund	13,000	-	-	-	13,000	0.0%
Transfers	680,000	-	-	-	680,000	0.0%
Subtotal	693,000	-	-	-	693,000	0.0%
Grand Total	\$ 6,380,801	\$ 378,033	\$ 3,868,452	\$ 775,453	\$ 2,512,349	60.6%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - OTHER FUNDS

As of: September 30, 2023

<i>Expenditure Fund/Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>% through the year: 75%</i>	
				<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>410 - Development Fund</u>					
Supplies	11,960	7,757	4,203	4,203	64.86%
Contracted Services	9,090	1,100	7,990	7,990	12.10%
Library Materials	9,690	7,186	2,108	2,504	74.16%
Capital Outlay	13,000	-	13,000	13,000	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 43,740	\$ 16,044	\$ 27,301	\$ 27,696	36.68%
<u>420 - Friends of Library Fund</u>					
Supplies	18,091	10,109	7,982	7,982	55.88%
Contracted Services	8,050	4,523	3,527	3,527	56.19%
Library Materials	-	-	-	-	0.00%
Capital Outlay	2,000	-	2,000	2,000	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 28,141	\$ 14,632	\$ 13,509	\$ 13,509	52.00%
<u>450 - Permanent Imp. Fund</u>					
Contracted Services	73,350	8,709	64,641	64,641	11.87%
Capital Outlay	972,851	555,752	415,137	417,099	57.13%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 1,046,201	\$ 564,461	\$ 479,778	\$ 481,740	53.95%
<u>475 - Automation Fund</u>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	185,491	120,103	64,801	65,388	64.75%
Total	\$ 185,491	\$ 120,103	\$ 64,801	\$ 65,388	64.75%

Westlake Porter Public Library
Public Library Fund
2019 - 2023

	2019	2020	2021	2022	2023
Original Estimate	1,176,677.88	1,224,607.07	1,220,878.60	1,277,952.48	1,530,593.60
Actual	1,212,642.99	1,210,379.78	1,364,961.70	1,476,595.82	
Difference	35,965.11	(14,227.29)	144,083.10	198,643.34	

Month	2019	2020	2021	2022	2023
Jan	93,343.11	97,796.10	102,455.24	117,102.76	120,175.88
Feb	112,221.83	117,550.40	118,200.71	131,419.43	139,969.12
Mar	80,785.12	86,227.90	97,966.59	98,612.84	105,518.63
Apr	74,575.10	69,968.09	83,644.67	96,222.48	96,910.92
May	124,930.53	80,899.48	116,198.57	169,367.26	140,652.68
Jun	110,059.03	92,970.31	149,215.96	129,742.03	141,690.29
Jul	111,530.61	113,945.67	137,767.22	138,955.50	140,296.37
Aug	90,756.56	124,729.08	100,700.83	104,169.09	107,297.70
Sep	109,034.87	115,601.98	119,250.24	127,626.25	135,110.50
Oct	99,444.27	99,265.09	112,106.18	119,181.99	
Nov	102,739.64	104,468.13	111,223.59	117,142.59	
Dec	103,222.32	106,957.55	116,231.90	127,053.60	

TOTALS **\$1,212,642.99** **\$1,210,379.78** **\$1,364,961.70** **\$1,476,595.82** **\$1,127,622.09**

Change from previous year:			
2020	2021	2022	2023
Dollar amount change:			
\$ (2,263)	\$ 154,582	\$ 111,634	

Percentage Change			
2020	2021	2022	2023
4.77%	4.76%	14.30%	2.62%
4.75%	0.55%	11.18%	6.51%
6.74%	13.61%	0.66%	7.00%
-6.18%	19.55%	15.04%	0.72%
-35.24%	43.63%	45.76%	-16.95%
-15.53%	60.50%	-13.05%	9.21%
2.17%	20.91%	0.86%	0.96%
37.43%	-19.26%	3.44%	3.00%
6.02%	3.16%	7.02%	5.86%
-0.18%	12.94%	6.31%	
1.68%	6.47%	5.32%	
3.62%	8.67%	9.31%	

**(2023 vs
2022)**

3,073.12
8,549.69
6,905.79
688.44
(28,714.58)
11,948.26
1,340.87
3,128.61
7,484.25

2023 Year-to-Date Compared to 2022	
2022	1,113,217.64
2023	1,127,622.09
\$ Difference	14,404.45
% Difference	1.29%

**Westlake Porter Public Library
3rd Quarter 2023 Donations**

<u>Donor</u>	<u>Amount</u>	<u>Purpose</u>
Friends of Porter Public Library	17,782.00	
Richard & Marilyn Busch	250.00	In memory of Roseann Busch
Westlake-BV Rotary Club	1,000.00	Makerspace
Frank Phillips	50.00	
Robert Homer	50.00	
Revathi Tomko	14,000.00	Makerspace & STEAM Programming
Westlake Porter Public Library Foundation	2,000.00	Makerspace
Total Received	35,132.00	

Non Monetary Donations:

<u>Donor</u>	<u>Item</u>
Cleveland Monsters	BOGO Certificates for Summer Library Challenge Prizes
Cleveland Charge	BOGO Certificates for Summer Library Challenge Prizes

Westlake Porter Public Library
Check Register 9/1/23 - 9/30/23

Payment Date	Check Number	Vendor	Description	Payment Amount
9/6/2023	42333	BAKER & TAYLOR	Juvenile/YA Books & materials processing	518.13
9/6/2023	42341	Westlake Elementary School PTA	WES PTA Fun Run Sponsor	500.00
9/6/2023	42337	InfoUSA Marketing, Inc	Reference Solutions 8/15/23 - 8/14/24	9,250.00
9/6/2023	42336	Khan Spryre, LLC	Juvenile/YA Books	45.82
9/6/2023	42338	Kanopy Inc	Kanopy Videos	377.10
9/6/2023	42339	Life Safety Systems, LLC	Fire alarm system repair	348.00
9/6/2023	42335	Communico LLC	Communico Scheduling module	2,750.00
9/6/2023	42334	Cengage Learning Inc	Adult Books	99.00
9/6/2023	42340	MIDWEST TAPE	Hoopla Downloadables	7,342.24
9/15/2023	42351	Villager Newspaper	PR Ads - Villager	215.00
9/15/2023	42353	UNIQUE MANAGEMENT SERVICES INC	Phone Notifications & Collection Agency - Aug 2023	457.45
9/15/2023	42354	Westlake Board of Education	2022 & 2023 WHS Yearbook	137.00
9/15/2023	42343	BPI INFORMATION SYSTEMS	APC Smart-UPS	2,176.00
9/15/2023	42350	PLAIN DEALER	Plain Dealer - August 2023	155.10
9/15/2023	42347	Jim's All Seasons LLC	Stump grinding	350.00
9/15/2023	42345	CENTER POINT PUBLISHING	Adult Books	195.36
9/15/2023	42342	BAKER & TAYLOR	Juvenile/YA Books & materials processing	51.13
9/15/2023	42346	Galley Printing Company, Inc	Bookmarks	195.00
9/15/2023	42344	Cengage Learning Inc	Adult Books	79.47
9/15/2023	42352	Stick to Your Buns Bakery LLC	Cookies - Staff Week	331.25
9/15/2023	42348	Messina Floor Covering, LLC	Carpet Cleaning - August 2023	875.00
9/15/2023	42349	OHIO VALLEY SUPPLY & MAINTENANCE COMPANY	Roll towels	1,179.00
9/20/2023	2023000088	PNC BANK N.A.	CC Payment	30,576.76
9/25/2023	2023000090	City of Cleveland Division of Water	Water Usage 7/20 - 8/18/23 & Fireline 8/3 - 9/1/23	428.74
9/25/2023	2023000091	Stark County Educational Service Center	Medical, Dental & Life Insurance - Sept 2023	38,158.77
9/25/2023	2023000092	FP Mailing Solutions	Parcel Shipping Funds	400.00
9/25/2023	2023000093	The Illuminating Company	Electricity 6/29 - 7/31/23	7,244.73
9/25/2023	2023000094	Columbia Gas	Natural Gas 7/25 - 8/23/23	399.65
9/25/2023	2023000095	INGRAM BOOK COMPANY	Adult Books, Juvenile/YA Books, World Languages, materials processing	18,050.10
9/25/2023	2023000096	TREASURER OF STATE OF OHIO	State Audit of 2022	41.00
9/27/2023	42359	Dynamic Imaging Solutions Inc	Spine labels	525.00
9/27/2023	42360	Joel S Keller	Alfred Hitchcock program	75.00
9/27/2023	42355	BAKER & TAYLOR	Juvenile/YA Books	120.38
9/27/2023	42363	OHIO VALLEY SUPPLY & MAINTENANCE COMPANY	Roll towels, TP, Tissue	1,536.61
9/27/2023	42365	Today's Business Solutions, Inc	Tower lease 11/20/23 - 11/19/24; MyPC 11/12/23 - 11/11/24	1,233.00
9/27/2023	42358	Cengage Learning Inc	Adult Books	990.37

Westlake Porter Public Library
Check Register 9/1/23 - 9/30/23

Payment Date	Check Number	Vendor	Description	Payment Amount
9/27/2023	42364	Scholastic Library Publishing	Juvenile/YA Books	72.80
9/27/2023	42357	BPI INFORMATION SYSTEMS	Cisco SMARTnet - Extended Service	827.00
9/27/2023	42361	KASTNER WESTMAN & WILKINS, LLC	Legal Fees - Misc Labor	189.00
9/27/2023	42362	Kayline Company	Cap 'n' Traps	192.94
9/27/2023	42356	Blue Technologies	Blue Tech Copiers 7/22 - 8/21/23	360.83
9/29/2023	2023000008	TREASURER OF STATE OF OHIO	Treasurer & Auditor Fees	220.17
9/30/2023	2023000097	PAYCHEX INC	Bank & Investment Fees	1,127.05
9/30/2023	2023000010	BANKS	Bank & Investment Fees	416.59
9/30/2023	2023000010	BANKS	Bank & Investment Fees	158.08
			TOTAL	130,971.62

Visa Payment Detail
For Check #2023000088 dated 9/20/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
8/31/2023	GIANT EAGLE INCORPORATED	Retirement Cake - Netzel	Giant Eagle	233001	69.99
8/14/2023	MALLEY'S CHOCOLATES	Birthday candy bars	Malley's	233001	48.15
8/7/2023	AMAZON.COM	Storage Baskets, Bristle Blocks	4758635	233002	44.95
8/24/2023	AMAZON.COM	Kids Headphones (6)	6234604	233002	131.94
8/15/2023	DISCOUNT SCHOOL SUPPLY	Construction paper	W0572012	233002	70.04
8/8/2023	STAPLES BUSINESS ADVANTAGE	Card stock	7612716930	233002	107.54
8/7/2023	AMAZON.COM	Lanyards, Craft Supplies	4758635	233003	164.00
8/17/2023	AMAZON.COM	Mini Canvases, Tally Counters	4788265	233003	27.77
8/17/2023	AMAZON.COM	Jewelry string	0993056	233003	12.69
8/25/2023	APPLE STORE	iCloud 200GB Storage Plan	MQVLHK0G3F	233003	2.99
8/7/2023	ORIENTAL TRADING COMPANY	Magnets, magic scratch, stickers	725747482	233003	57.52
8/16/2023	ORIENTAL TRADING COMPANY	Keychains, Ornaments	725929420	233003	20.97
8/7/2023	AMAZON.COM	White paper bags	4413849	233010	10.89
8/29/2023	MICHAELS	Crochet hooks & beads	Michaels	233010	21.94
8/17/2023	AMAZON.COM	Dot stickers	4788265	233011	9.99
8/24/2023	AMAZON.COM	Mancala game	6234604	233013	25.90
8/30/2023	AMAZON.COM	Fitbit	7757834	233021	79.98
8/19/2023	MARC'S	Popcorn, Drinks, Ice Cream	Marc's	233026	16.27
8/4/2023	RESTAURANTS	Pizza	Little Caesars	233028	54.32
8/18/2023	C D W GOVERNMENT INC	Brother label printers (3)	1CC488V	234001	1,247.97
8/4/2023	SupplyHouse.com	HVAC Supplies	16129248	234002	503.98
8/14/2023	MENARD'S	Track lighting & dimmer YS tank	Menards	234006	350.97
8/4/2023	The Exit Light Co.	Exit sign & lights	20230804	234006	1,188.00
8/28/2023	HARBOR FREIGHT	Brushless OMT & Accessories	749541	234015	116.92
8/14/2023	OHIO LIBRARY COUNCIL	Feenaughty - Reg - OLC Convention 2023	25930	235001	210.00
8/15/2023	OHIO LIBRARY COUNCIL	Cooley - Reg - OLC Convention 2023	25943	235001	210.00
8/15/2023	OHIO LIBRARY COUNCIL	Mangels - Reg - OLC Convention 2023	25932	235001	260.00
8/17/2023	OHIO LIBRARY COUNCIL	Finley - Reg - OLC Convention 2023	20230817	235001	210.00
8/17/2023	OHIO LIBRARY COUNCIL	Lynce - Reg - OLC Conference 2023	25968	235001	210.00
8/17/2023	OHIO LIBRARY COUNCIL	Budzilek - Reg - OLC Convention 2023	25966	235001	210.00
8/31/2023	OHIO LIBRARY COUNCIL	Vogel - Reg - OLC Convention 2023	26136	235001	210.00
8/9/2023	PARKING - VARIOUS LOTS	Shapiro - Parking - Digipalooza	20230809	235001	10.00
8/11/2023	PARKING - VARIOUS LOTS	Shapiro - Parking - Digipalooza	20230811	235001	8.00

Visa Payment Detail
For Check #2023000088 dated 9/20/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
8/18/2023	FEDEX	Postage - ILL Shipping	8-226-01391	235005	19.73
8/26/2023	U.S. Postal Service	Postage - Circulation	USPS	235005	28.75
8/9/2023	STAPLES BUSINESS ADVANTAGE	Toner	7612879606	235010	185.59
8/12/2023	STAPLES BUSINESS ADVANTAGE	Toner	7612879606	235010	93.99
9/1/2023	STAPLES BUSINESS ADVANTAGE	Toner	7903267601	235010	1,007.24
8/30/2023	ACE HARDWARE	Fasteners	Ace Hardware	235012	2.42
8/15/2023	AMAZON.COM	Breaker	7355403	235012	19.30
8/16/2023	AMAZON.COM	Paver tool	6316223	235012	11.79
8/16/2023	AMAZON.COM	Grabber tools	2661014	235012	26.90
9/2/2023	AMAZON.COM	Hole cutter, Command strips	3905861	235012	56.01
8/9/2023	BallastShop	LED Drivers (5)	522104	235012	109.70
8/14/2023	HOME DEPOT CREDIT SERVICES	Credit: Magnetictool & PVC unions	Home Depot	235012	(36.69)
8/16/2023	HOME DEPOT CREDIT SERVICES	Picture Hooks, Wire	Home Depot	235012	46.10
8/23/2023	HOME DEPOT CREDIT SERVICES	Nuts, bolts, washers	Home Depot	235012	9.83
8/6/2023	LOWES	Electrical supplies	78919	235012	124.00
8/28/2023	LOWES	EZ Sand	Lowes	235012	28.98
8/14/2023	MENARD'S	Alum cable & elec supplies	Menards	235012	208.04
8/14/2023	MENARD'S	Credit: Fencing	Menards	235012	(90.98)
8/16/2023	SHERWIN WILLIAMS	Paint	Sherwin Williams	235012	63.48
8/21/2023	SHERWIN WILLIAMS	Paint	Sherwin Williams	235012	31.74
8/26/2023	STAPLES BUSINESS ADVANTAGE	First Aid Supplies, Whiteboard Cleaner	7613891419	235012	124.65
8/24/2023	HOME DEPOT CREDIT SERVICES	ZEP SS Polish	WJ39100015	235013	24.08
8/16/2023	GAS STATIONS	Gasoline for 2017 Honda	Speedway	235014	37.27
8/15/2023	Sgt Clean Car Wash	Monthly Car Wash Fee	20230815	235014	26.97
8/16/2023	Sgt Clean Car Wash	Monthly Car Wash Fee	20230816	235014	26.97
8/22/2023	RUMPKE	Waste & Recycling - August 2023	1334234	235015	383.65
8/5/2023	AMAZON.COM	Cricut Blades	1380261	235018	6.99
8/6/2023	AMAZON.COM	MakerSpace Supplies	5955442	235018	138.23
8/29/2023	SupplyHouse.com	Thermostat cable, coil brush/cleaner	16342674	235019	128.76
8/29/2023	Chairpartsonline.com	Chair lift cylinders (10)	51250	235023	289.90
8/29/2023	SteelcaseChairParts.com	Chair lift cylinders (6)	20378	235023	329.94
8/28/2023	AMAZON.COM	Staff Week - Origami Paper	1093041	235035	19.50
8/29/2023	AMAZON.COM	Staff Week - Origami Paper	9125824	235035	53.00

Visa Payment Detail
For Check #2023000088 dated 9/20/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
8/30/2023	AMAZON.COM	Staff Week - Origami Paper	8596249	235035	13.00
9/4/2023	AMAZON.COM	Staff Week - Skewers	0299445	235035	5.88
9/4/2023	AMAZON.COM	Staff Week - Skewers	1177050	235035	6.88
8/21/2023	AMAZON.COM	Internal SSD	2584255	235043	26.99
8/21/2023	AMAZON.COM	Headphones	1134668	235043	39.59
8/25/2023	ELM USA INC	Disc Repair Pads	19847	235043	174.49
8/10/2023	PAYPAL	Disc cleaner	A M I Corp	235043	37.04
8/9/2023	STAPLES BUSINESS ADVANTAGE	Headphones (3)	7612879606	235043	27.03
8/11/2023	CANVA PTY LTD	Canva Pro Subscription	03874-32137392	235044	538.56
8/25/2023	VIRTUAL SYSTEMS	VCC Performance Tier Backup	414149	235044	440.00
8/10/2023	Bitwarden Inc	Bitwarden 8/10/23 - 8/10/24	FA312CB9-0004	235047	1,215.00
8/17/2023	Bitwarden Inc	Bitwarden - Add 1 license	FA312CB9-0006	235047	44.15
8/17/2023	Bitwarden Inc	Bitwarden - Add 1 license	FA312CB9-0007	235047	44.15
8/17/2023	Bitwarden Inc	Bitwarden - Add 1 license	FA312CB9-0005	235047	44.16
8/22/2023	Bitwarden Inc	Bitwarden - Add 1 license	FA312CB9-0008	235047	43.52
8/22/2023	Bitwarden Inc	Bitwarden - Add 1 license	FA312CB9-0009	235047	43.52
8/22/2023	Bitwarden Inc	Bitwarden - Add 1 license	FA312CB9-0010	235047	43.52
8/22/2023	Bitwarden Inc	Bitwarden - Add 1 license	FA312CB9-0011	235047	43.52
8/22/2023	Bitwarden Inc	Bitwarden - Add 1 license	FA312CB9-0012	235047	43.52
8/22/2023	Bitwarden Inc	Bitwarden - Add 1 license	FA312CB9-0013	235047	43.53
8/22/2023	Bitwarden Inc	Bitwarden - Add 1 license	FA312CB9-0014	235047	43.52
8/22/2023	Bitwarden Inc	Bitwarden - Add 1 license	FA312CB9-0015	235047	43.52
8/22/2023	Bitwarden Inc	Bitwarden - Add 1 license	FA312CB9-0016	235047	43.52
8/17/2023	THE CINCINNATI INSURANCE COMPANY	Insurance - Add Pavilion	1000365793	235053	518.00
8/21/2023	PAYCHEX INC	Paychex Onboarding Monthly Fee	3824876	235060	100.00
8/24/2023	PNC BANK N.A.	Foreign Currency Fee - pymt to new vendor	20230824	235060	19.35
8/8/2023	AMAZON.COM	Dry erase markers	2154624	235065	4.89
8/20/2023	AMAZON.COM	Acrylic sign holder	6980212	235065	19.99
8/31/2023	AMAZON.COM	Electric Pencil Sharpener	8097055	235065	13.99
8/30/2023	STAPLES BUSINESS ADVANTAGE	Paper Clips, staples, envelopes	7614097523	235065	47.35
8/14/2023	HOTELS	Mangels - Hotel - ETM Mtg	Nationwide Hotel	235070	155.56
8/15/2023	OHIO LIBRARY COUNCIL	Waryk - Reg - OLC Library FO 102	25945	235070	75.00
8/24/2023	ASCAP	In-Building Music License 9/1/23 - 8/31/24	500863777	235071	440.00

Visa Payment Detail
For Check #2023000088 dated 9/20/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
8/24/2023	AMAZON.COM	YS Office Supplies	6234604	235072	38.97
8/8/2023	AMAZON.COM	Wireless Trackball Mouse	5643424	235073	41.41
8/7/2023	AMAZON.COM	Flash drives	2334662	235078	9.20
8/9/2023	AMAZON.COM	Passport Photo Supplies	9577853	235078	93.00
8/15/2023	OHIO LIBRARY COUNCIL	Finley - OLC Membership 2023	20230815	235080	20.00
8/15/2023	OHIO LIBRARY COUNCIL	Cooley - OLC Membership 2023	25942	235080	45.00
8/16/2023	OHIO LIBRARY COUNCIL	Budzilek - OLC Membership 2023	25965	235080	55.00
8/31/2023	AMAZON.COM	DVD Cases	6369040	235081	11.75
8/31/2023	AMAZON.COM	Labels	4509012	235081	15.00
9/1/2023	DEMCO INC	Laminate, Labels, Jewel Boxes	7358257	235081	447.49
8/24/2023	Dynamic Imaging Solutions Inc	Spine Labels	LP1308	235081	16.72
8/30/2023	Dynamic Imaging Solutions Inc	Spine Labels	LP1310	235081	4.93
8/16/2023	Breezeline	Breezeline Phone Svc 7/26 - 8/25/23	0060250	235083	69.54
8/29/2023	EASTON TELECOM SERVICES LLC	Easton Phone Svc 8/10 - 9/9/23	1156418	235083	677.27
8/9/2023	T-Mobile USA Inc	T-Mobile Cell Phone 6/29 - 7/28/29	981225743	235083	10.29
9/2/2023	VERIZON WIRELESS	VZ Mobile Brdbnd 8/13 - 9/12/23	9941870092	235083	40.11
9/1/2023	Cubesmart	Off-Site Storage - Sept 2023	277173	235091	240.00
8/15/2023	Western Reserve Area Agency on Aging	Beebe - Reg - NE OH Aging & Disability Summ	20230815	235092	90.00
8/14/2023	Northeast Ohio Regional Library System	Lindberg - Reg - Adapted & Inclusive Programs	20230814	235093	20.00
8/10/2023	GIANT EAGLE INCORPORATED	Baby food	Giant Eagle	235099	6.46
8/6/2023	AMAZON.COM	Libraries Accelerating Learning Materials	1269064	235105	14.84
8/18/2023	AMAZON.COM	Libraries Accelerating Learning Materials	1049041	235105	17.95
8/20/2023	AMAZON.COM	Libraries Accelerating Learning Materials	4139449	235105	208.75
8/20/2023	AMAZON.COM	Libraries Accelerating Learning Materials	4554638	235105	39.93
8/20/2023	AMAZON.COM	Libraries Accelerating Learning Materials	4554638	235105	211.26
8/24/2023	AMAZON.COM	Libraries Accelerating Learning Materials	8057814	235105	28.99
8/5/2023	AMAZON.COM	Adult Books	0959437	236001	28.51
8/9/2023	AMAZON.COM	Adult Books	7797802	236001	19.79
8/22/2023	AMAZON.COM	Adult Books	4438628	236001	13.83
8/22/2023	AMAZON.COM	Adult Books	5650626	236001	14.95
8/22/2023	AMAZON.COM	Adult Books	8929028	236001	12.49
8/23/2023	AMAZON.COM	Adult Books	8157834	236001	29.53
8/25/2023	AMAZON.COM	Adult Books	6836236	236001	14.85

Visa Payment Detail
For Check #2023000088 dated 9/20/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
8/27/2023	AMAZON.COM	Adult Books	9691451	236001	66.61
8/10/2023	AMAZON.COM	Juvenile/YA Books	3164241	236002	29.90
8/11/2023	AMAZON.COM	Juvenile/YA Books	0373838	236002	15.25
8/11/2023	AMAZON.COM	Juvenile/YA Books	9695438	236002	17.68
8/18/2023	AMAZON.COM	Juvenile/YA Books	5947407	236002	9.25
8/20/2023	AMAZON.COM	Juvenile/YA Books	8771405	236002	15.82
8/21/2023	AMAZON.COM	Juvenile/YA Books	5225843	236002	35.62
8/23/2023	AMAZON.COM	Juvenile/YA Books	7810633	236002	7.19
8/23/2023	AMAZON.COM	Juvenile/YA Books	3316216	236002	12.86
8/18/2023	Book Farm LLC	Juvenile/YA Books	PCC13971-1	236002	40.40
9/2/2023	AMAZON.COM	Audiobooks	1307435	236006	25.10
8/11/2023	MIDWEST TAPE	Audiobooks	20230811	236006	297.93
8/28/2023	MIDWEST TAPE	Audiobooks	20230828	236006	474.89
8/4/2023	AMAZON.COM	Music CDs	5709846	236007	21.17
8/10/2023	AMAZON.COM	Music CDs	9282632	236007	19.92
8/10/2023	AMAZON.COM	Music CDs	6251426	236007	30.65
8/10/2023	AMAZON.COM	Music CDs	0393822	236007	44.57
8/11/2023	AMAZON.COM	Music CDs	8878661	236007	22.73
8/22/2023	AMAZON.COM	Music CDs	3143455	236007	15.96
8/24/2023	AMAZON.COM	Music CDs	3741063	236007	24.74
8/11/2023	MIDWEST TAPE	Music CDs	20230811	236007	253.15
8/28/2023	MIDWEST TAPE	Music CDs	20230828	236007	275.32
8/28/2023	AMAZON.COM	Adult/Juvenile DVDs	2844263	236008	21.98
8/30/2023	AMAZON.COM	Adult/Juvenile DVDs	7824259	236008	14.84
8/30/2023	AMAZON.COM	Adult/Juvenile DVDs	6607419	236008	13.87
8/11/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230811	236008	1,647.57
8/28/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230828	236008	1,448.78
8/14/2023	AMAZON.COM	Video games/Hotspots	3169815	236009	119.98
8/16/2023	AMAZON.COM	Video games/Hotspots	4237046	236009	139.98
8/21/2023	AMAZON.COM	Video games/Hotspots	8933054	236009	139.98
8/23/2023	AMAZON.COM	Credit: Video games/Hotspots	8933054	236009	(0.99)
8/23/2023	AMAZON.COM	Credit: Video games/Hotspots	8933054	236009	(0.99)
8/24/2023	AMAZON.COM	Video games/Hotspots	8053867	236009	170.97

Visa Payment Detail
For Check #2023000088 dated 9/20/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
8/29/2023	AMAZON.COM	Video games/Hotspots	4237046	236009	39.99
8/29/2023	AMAZON.COM	Video games/Hotspots	0576269	236009	39.99
8/9/2023	T-Mobile USA Inc	Hotspots 6/29 - 7/28/23	981225743	236009	1,108.78
8/22/2023	Playaway Products LLC	Playaways & Launchpads	438689	236010	279.96
8/29/2023	Playaway Products LLC	Playaways & Launchpads	439263	236010	63.74
8/29/2023	Playaway Products LLC	Playaways & Launchpads	439262	236010	112.48
8/30/2023	Playaway Products LLC	Playaways & Launchpads	439672	236010	67.49
8/30/2023	Playaway Products LLC	Playaways & Launchpads	439667	236010	97.48
8/30/2023	Playaway Products LLC	Playaways & Launchpads	439668	236010	97.48
8/30/2023	Playaway Products LLC	Playaways & Launchpads	439663	236010	463.68
8/30/2023	Playaway Products LLC	Playaways & Launchpads	439661	236010	731.13
8/4/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230804	236012	40.87
8/7/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230807	236012	986.05
8/17/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230817	236012	134.97
8/24/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230824	236012	61.28
8/17/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230817	236013	498.00
8/31/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230831	236013	1,060.45
8/7/2023	OVERDRIVE, INC	e-audio	20230807	236014	1,709.20
8/17/2023	OVERDRIVE, INC	e-audio	20230817	236014	504.42
8/31/2023	OVERDRIVE, INC	e-audio	20230831	236014	442.97
8/4/2023	OVERDRIVE, INC	Downloadable video	20230804	236016	2.99
8/9/2023	AMAZON.COM	Guess Who game	5148252	236019	14.19
8/4/2023	AMAZON.COM	Circulating Kits	5601854	236020	10.99
8/13/2023	AMAZON.COM	Circulating Kits	3393845	236020	9.89
8/23/2023	AMAZON.COM	Circulating Kits	0863446	236020	11.08
8/28/2023	AMAZON.COM	Circulating Kits	3477037	236020	4.47
				TOTAL	30,576.76



Westlake Porter Public Library Operating Account

Monthly Investment Report
September 30, 2023

Your Investment Representative:

Eileen Stanic

(440) 662-8268

estanic@meederinvestment.com

For questions about your account please contact your investment representative or contact publicfundsoperations@meederinvestment.com

Dublin, Ohio | Lansing, Michigan | Long Beach, California | Austin, Texas | 866-633-3371 | www.meederpublicfunds.com

PORTFOLIO SUMMARY

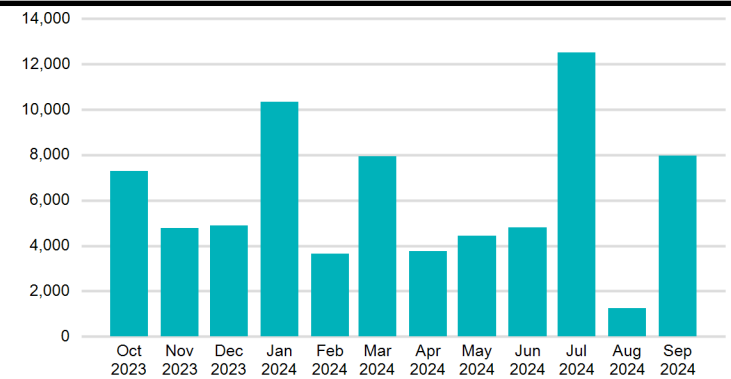
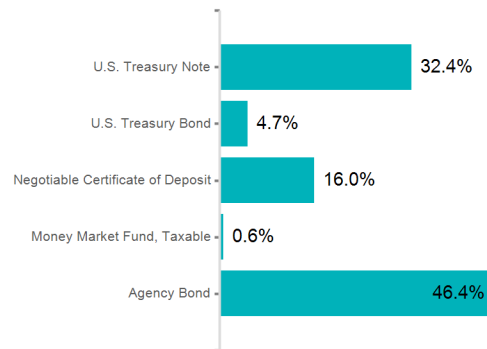
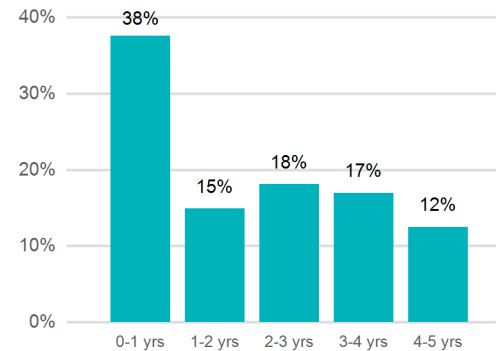
As of September 30, 2023

MONTHLY RECONCILIATION

Beginning Book Value	4,405,690.95
Contributions	
Withdrawals	
Prior Month Management Fees	(381.47)
Prior Month Custodian Fees	(35.12)
Realized Gains/Losses	243.70
Purchased Interest	(668.00)
Gross Interest Earnings	3,831.02
Ending Book Value	4,408,681.08

PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	1.94%
Portfolio Effective Duration	1.85 yrs
Weighted Average Maturity	1.97 yrs

PROJECTED MONTHLY INCOME SCHEDULE**SECTOR ALLOCATION****MATURITY DISTRIBUTION****CREDIT QUALITY**

Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of September 30, 2023



CUSIP	SECURITY DESCRIPTION	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024
066519QK8	BankUnited, FSB 0.650% 03/05/2026			203			203			205			205
14042RME8	Capital One, National Association 2.150% 07/17/2024				2,666						4,187		
3130AM5C2	FHLB 0.420% 05/06/2024		420						420				
3130AM7F3	FHLB 0.750% 05/13/2025		750						750				
3130AMYS5	FHLB 0.850% 07/15/2025				531						531		
3130ANBF6	FHLB 0.650% 01/29/2025				488						488		
3130APB87	FHLB 1.100% 10/13/2026	550						550					
3130APTR6	FHLB 1.320% 11/23/2027		429						429				
3130ATHW0	FHLB 4.125% 09/10/2027						1,547						1,547
3130AWMN7	FHLB 4.375% 06/09/2028			989						1,203			
3133EK3M6	FFCB 1.625% 10/23/2023	1,351											
3133EN3H1	FFCB 4.000% 11/29/2027		1,300						1,300				
3133ENW63	FFCB 4.375% 10/27/2027	1,641						1,641					
3135G0V75	FNMA 1.750% 07/02/2024				2,188						3,575		
3136G44F7	FNMA 0.550% 09/30/2025						1,073						1,073
31422XA69	AGM 3.340% 07/01/2027				1,670						1,670		
61690ULN8	Morgan Stanley Bank, National Association 1.900% 10/10/2023	1,847											
880591EZ1	TVA 3.875% 03/15/2028						1,356						1,356
9128282R0	UST 2.250% 08/15/2027					844						844	
912828R36	UST 1.625% 05/15/2026		447						447				
912828YG9	UST 1.625% 09/30/2026						447						447
912828Z78	UST 1.500% 01/31/2027				525						525		
91282CAJ0	UST 0.250% 08/31/2025					125						125	

Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of September 30, 2023



CUSIP	SECURITY DESCRIPTION	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024
91282CBM2	UST 0.125% 02/15/2024					2,406							
91282CBR1	UST 0.250% 03/15/2024						2,375						
91282CCF6	UST 0.750% 05/31/2026		188						188				
91282CCJ8	UST 0.875% 06/30/2026			328						328			
91282CCP4	UST 0.625% 07/31/2026				234						234		
91282CCW9	UST 0.750% 08/31/2026					281						281	
91282CCX7	UST 0.375% 09/15/2024						188						2,582
91282CDB4	UST 0.625% 10/15/2024	313						313					
91282CDG3	UST 1.125% 10/31/2026	309						309					
91282CDQ1	UST 1.250% 12/31/2026			344						344			
91282CEF4	UST 2.500% 03/31/2027						750						750
91282CET4	UST 2.625% 05/31/2027		919						919				
91282CEW7	UST 3.250% 06/30/2027			975						975			
91282CGC9	UST 3.875% 12/31/2027			1,744						1,744			
91282CGH8	UST 3.500% 01/31/2028				1,313						1,313		
91282CHA2	UST 3.500% 04/30/2028	963						963					
949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	312	323	312	723								
TOTAL		7,285	4,775	4,895	10,337	3,656	7,938	3,775	4,452	4,799	12,523	1,250	7,959

Westlake Porter Public Library Operating Account

POSITION STATEMENT

As of September 30, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	9/29/2023 9/29/2023	\$25,434.61	\$25,434.61	\$25,434.61	5.22%	0.003 0.003	\$1.00 \$25,434.61	\$0.00	0.38%	AAAm
STAROHIO	STAR Ohio XX019	9/29/2023 9/29/2023	\$2,427,593.71	\$2,427,593.71	\$2,427,593.71	5.56%	0.003 0.003	\$1.00 \$2,427,593.71	\$0.00	36.54%	AAAm
SubTotal			\$2,453,028.32	\$2,453,028.32	\$2,453,028.32	5.56%		\$2,453,028.32	\$0.00	36.93%	
Agency Bond											
3133EK3M6	FFCB 1.625% 10/23/2023	10/15/2019 10/23/2019	\$150,000.00	\$149,868.00	\$149,868.00	1.65%	0.066 0.067	\$99.75 \$149,619.00	(\$249.00)	2.25%	Aaa AA+
3130AM5C2	FHLB 0.420% 05/06/2024	5/7/2021 5/10/2021	\$200,000.00	\$200,000.00	\$200,000.00	0.42%	0.603 0.587	\$96.92 \$193,836.00	(\$6,164.00)	2.92%	Aaa AA+
3135G0V75	FNMA 1.750% 07/02/2024	7/19/2019 7/22/2019	\$250,000.00	\$248,612.50	\$248,612.50	1.87%	0.759 0.736	\$97.21 \$243,012.50	(\$5,600.00)	3.66%	Aaa AA+
3130ANBF6	FHLB 0.650% 01/29/2025	7/20/2021 7/29/2021	\$150,000.00	\$150,000.00	\$150,000.00	0.65%	1.337 1.297	\$93.78 \$140,674.50	(\$9,325.50)	2.12%	Aaa AA+
3130AM7F3	FHLB 0.750% 05/13/2025	5/7/2021 5/13/2021	\$200,000.00	\$200,000.00	\$200,000.00	0.75%	1.622 1.567	\$92.74 \$185,484.00	(\$14,516.00)	2.79%	Aaa AA+
3130AMYS5	FHLB 0.850% 07/15/2025	6/23/2021 7/15/2021	\$125,000.00	\$125,000.00	\$125,000.00	0.85%	1.795 1.734	\$92.20 \$115,247.50	(\$9,752.50)	1.73%	Aaa AA+
3136G44F7	FNMA 0.550% 09/30/2025	9/15/2020 9/30/2020	\$390,000.00	\$390,000.00	\$390,000.00	0.55%	2.005 1.939	\$90.98 \$354,810.30	(\$35,189.70)	5.34%	Aaa AA+
3130APB87	FHLB 1.100% 10/13/2026	10/14/2021 10/15/2021	\$100,000.00	\$99,730.00	\$99,730.00	1.16%	3.041 2.894	\$88.79 \$88,790.00	(\$10,940.00)	1.34%	Aaa AA+
31422XA69	AGM 3.340% 07/01/2027	9/12/2023 9/13/2023	\$100,000.00	\$95,298.00 \$668.00	\$95,966.00	4.67%	3.756 3.460	\$94.65 \$94,653.00	(\$645.00)	1.42%	
3130ATHW0	FHLB 4.125% 09/10/2027	10/31/2022 11/1/2022	\$75,000.00	\$74,419.28	\$74,419.28	4.30%	3.951 3.586	\$97.85 \$73,388.25	(\$1,031.03)	1.10%	Aaa AA+
3133ENW63	FFCB 4.375% 10/27/2027	10/31/2022 11/1/2022	\$75,000.00	\$75,218.25	\$75,218.25	4.31%	4.079 3.618	\$98.31 \$73,732.50	(\$1,485.75)	1.11%	Aaa AA+
3130APTR6	FHLB 1.320% 11/23/2027	3/31/2023 3/31/2023	\$65,000.00	\$57,535.40	\$57,535.40	4.06%	4.153 3.883	\$86.34 \$56,119.70	(\$1,415.70)	0.84%	Aaa AA+
3133EN3H1	FFCB 4.000% 11/29/2027	11/22/2022 11/29/2022	\$65,000.00	\$64,779.00	\$64,779.00	4.08%	4.170 3.731	\$96.91 \$62,988.25	(\$1,790.75)	0.95%	Aaa AA+

POSITION STATEMENT

As of September 30, 2023

CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
880591EZ1	TVA 3.875% 03/15/2028	3/28/2023 3/30/2023	\$70,000.00	\$69,736.10	\$69,736.10	3.96%	4.463 4.027	\$96.45 \$67,512.90	(\$2,223.20)	1.02%	Aaa AA+
3130AWMN7	FHLB 4.375% 06/09/2028	7/28/2023 7/31/2023	\$55,000.00	\$55,144.65 \$133.68	\$55,278.33	4.31%	4.699 4.151	\$98.53 \$54,193.70	(\$950.95)	0.82%	Aaa AA+
SubTotal			\$2,070,000.00	\$2,055,341.18 \$801.68	\$2,056,142.86	1.78%		\$1,954,062.10	(\$101,279.08)	29.42%	
Negotiable Certificate of Deposit											
61690ULN8	Morgan Stanley Bank, National Association 1.900% 10/10/2023	10/4/2019 10/10/2019	\$125,000.00	\$124,343.75	\$124,343.75	2.04%	0.030 0.032	\$99.88 \$124,855.00	\$511.25	1.88%	
949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	1/13/2020 1/17/2020	\$200,000.00	\$199,600.00	\$199,600.00	1.95%	0.301 0.295	\$98.93 \$197,866.00	(\$1,734.00)	2.98%	
14042RME8	Capital One, National Association 2.150% 07/17/2024	7/11/2019 7/17/2019	\$246,000.00	\$244,450.20	\$244,450.20	2.28%	0.800 0.774	\$97.29 \$239,328.48	(\$5,121.72)	3.60%	
066519QK8	BankUnited, FSB 0.650% 03/05/2026	2/22/2021 3/5/2021	\$125,000.00	\$124,375.00	\$124,375.00	0.75%	2.433 2.347	\$89.00 \$111,250.00	(\$13,125.00)	1.67%	
SubTotal			\$696,000.00	\$692,768.95	\$692,768.95	1.89%		\$673,299.48	(\$19,469.47)	10.14%	
U.S. Treasury Bond											
91282CBR1	UST 0.250% 03/15/2024	2/7/2022 2/8/2022	\$100,000.00	\$97,750.00	\$97,750.00	1.34%	0.460 0.450	\$97.67 \$97,672.00	(\$78.00)	1.47%	Aaa AA+
912828R36	UST 1.625% 05/15/2026	1/11/2022 1/12/2022	\$55,000.00	\$55,378.13	\$55,378.13	1.46%	2.627 2.501	\$91.98 \$50,589.55	(\$4,788.58)	0.76%	Aaa AA+
912828YG9	UST 1.625% 09/30/2026	1/11/2022 1/12/2022	\$55,000.00	\$55,345.90	\$55,345.90	1.49%	3.005 2.846	\$91.22 \$50,172.65	(\$5,173.25)	0.76%	Aaa AA+
SubTotal			\$210,000.00	\$208,474.03	\$208,474.03	1.41%		\$198,434.20	(\$10,039.83)	2.99%	
U.S. Treasury Note											
912828T26	UST 1.375% 09/30/2023	10/22/2019 10/23/2019	\$120,000.00	\$118,996.88	\$118,996.88	1.59%	0.003 0.005	\$99.99 \$119,986.80	\$989.92	1.81%	Aaa AA+
91282CBM2	UST 0.125% 02/15/2024	2/7/2022 2/8/2022	\$100,000.00	\$97,656.25	\$97,656.25	1.30%	0.381 0.373	\$98.03 \$98,031.00	\$374.75	1.48%	Aaa AA+

POSITION STATEMENT

As of September 30, 2023

CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
91282CCX7	UST 0.375% 09/15/2024	1/28/2022 1/31/2022	\$100,000.00	\$97,605.47	\$97,605.47	1.31%	0.964 0.939	\$95.24 \$95,242.00	(\$2,363.47)	1.43%	Aaa AA+
91282CDB4	UST 0.625% 10/15/2024	10/13/2021 10/15/2021	\$100,000.00	\$99,929.69	\$99,929.69	0.65%	1.047 1.016	\$95.14 \$95,137.00	(\$4,792.69)	1.43%	Aaa AA+
91282CAJ0	UST 0.250% 08/31/2025	8/25/2021 8/26/2021	\$100,000.00	\$98,289.06	\$98,289.06	0.68%	1.923 1.871	\$91.18 \$91,176.00	(\$7,113.06)	1.37%	Aaa AA+
91282CCF6	UST 0.750% 05/31/2026	6/29/2021 6/30/2021	\$50,000.00	\$49,701.17	\$49,701.17	0.87%	2.671 2.576	\$89.74 \$44,871.00	(\$4,830.17)	0.68%	Aaa AA+
91282CCJ8	UST 0.875% 06/30/2026	6/29/2021 6/30/2021	\$75,000.00	\$74,912.11	\$74,912.11	0.90%	2.753 2.653	\$89.91 \$67,432.50	(\$7,479.61)	1.02%	Aaa AA+
91282CCP4	UST 0.625% 07/31/2026	8/25/2021 8/26/2021	\$75,000.00	\$74,305.66	\$74,305.66	0.82%	2.838 2.745	\$88.94 \$66,705.75	(\$7,599.91)	1.00%	Aaa AA+
91282CCW9	UST 0.750% 08/31/2026	8/26/2021 8/31/2021	\$75,000.00	\$74,660.16	\$74,660.16	0.84%	2.923 2.822	\$88.98 \$66,738.00	(\$7,922.16)	1.00%	Aaa AA+
91282CDG3	UST 1.125% 10/31/2026	1/10/2022 1/11/2022	\$55,000.00	\$53,990.23	\$53,990.23	1.52%	3.090 2.954	\$89.54 \$49,246.45	(\$4,743.78)	0.74%	Aaa AA+
91282CDQ1	UST 1.250% 12/31/2026	1/7/2022 1/10/2022	\$55,000.00	\$54,355.47	\$54,355.47	1.50%	3.258 3.111	\$89.52 \$49,236.00	(\$5,119.47)	0.74%	Aaa AA+
912828Z78	UST 1.500% 01/31/2027	7/12/2023 7/13/2023	\$70,000.00	\$63,639.84	\$63,639.84	4.29%	3.342 3.180	\$89.98 \$62,988.80	(\$651.04)	0.95%	Aaa AA+
91282CEF4	UST 2.500% 03/31/2027	6/27/2023 6/28/2023	\$60,000.00	\$56,432.81 \$364.76	\$56,797.57	4.23%	3.504 3.246	\$92.84 \$55,701.60	(\$731.21)	0.84%	Aaa AA+
91282CET4	UST 2.625% 05/31/2027	7/13/2023 7/14/2023	\$70,000.00	\$66,303.13 \$220.90	\$66,524.03	4.11%	3.671 3.401	\$92.90 \$65,026.50	(\$1,276.63)	0.98%	Aaa AA+
91282CEW7	UST 3.250% 06/30/2027	6/29/2023 6/30/2023	\$60,000.00	\$57,707.81	\$57,707.81	4.30%	3.753 3.444	\$94.95 \$56,969.40	(\$738.41)	0.86%	Aaa AA+
9128282R0	UST 2.250% 08/15/2027	10/31/2022 11/1/2022	\$75,000.00	\$68,525.39	\$68,525.39	4.26%	3.879 3.628	\$91.32 \$68,493.00	(\$32.39)	1.03%	Aaa AA+
91282CGC9	UST 3.875% 12/31/2027	1/20/2023 1/23/2023	\$90,000.00	\$91,325.39	\$91,325.39	3.55%	4.258 3.829	\$96.85 \$87,163.20	(\$4,162.19)	1.31%	Aaa AA+
91282CGH8	UST 3.500% 01/31/2028	3/23/2023 3/24/2023	\$75,000.00	\$75,038.09	\$75,038.09	3.49%	4.342 3.938	\$95.37 \$71,525.25	(\$3,512.84)	1.08%	Aaa AA+
91282CHA2	UST 3.500% 04/30/2028	7/28/2023 7/31/2023	\$55,000.00	\$53,287.70 \$481.25	\$53,768.95	4.23%	4.589 4.105	\$95.24 \$52,383.10	(\$904.60)	0.79%	Aaa AA+

POSITION STATEMENT

As of September 30, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
SubTotal			\$1,460,000.00	\$1,426,662.31 \$1,066.91	\$1,427,729.22	2.21%		\$1,364,053.35	(\$62,608.96)	20.53%	
Grand Total			\$6,889,028.32	\$6,836,274.79 \$1,868.59	\$6,838,143.38	3.26%		\$6,642,877.45	(\$193,397.34)	100.00%	

TRANSACTION STATEMENT

As of September 30, 2023

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
Purchase									
Purchase	9/12/2023	9/13/2023	31422XA69	AGM 3.340% 07/01/2027	100,000.00	95,298.00	668.00	95,966.00	4.67%
Total					100,000.00	95,298.00	668.00	95,966.00	

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Maturity								
Maturity	9/8/2023	9/8/2023	3137EAEW5	FMCC 0.250% 09/08/2023	100,000.00	99,756.30	100,000.00	243.70
Total					100,000.00	99,756.30	100,000.00	243.70

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	9/1/2023	9/1/2023	31846V567	First American Funds, Inc.	75.88
Interest/Dividends	9/5/2023	9/5/2023	066519QK8	BankUnited, FSB 0.650% 03/05/2026	204.79
Interest/Dividends	9/8/2023	9/8/2023	3137EAEW5	FMCC 0.250% 09/08/2023	125.00
Interest/Dividends	9/11/2023	9/11/2023	3130ATHW0	FHLB 4.125% 09/10/2027	1,546.88
Interest/Dividends	9/15/2023	9/15/2023	91282CBR1	UST 0.250% 03/15/2024	125.00
Interest/Dividends	9/15/2023	9/15/2023	91282CCX7	UST 0.375% 09/15/2024	187.50
Interest/Dividends	9/15/2023	9/15/2023	880591EZ1	TVA 3.875% 03/15/2028	1,243.23
Interest/Dividends	9/18/2023	9/18/2023	949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	322.74
Total					3,831.02

TRANSACTION STATEMENT

As of September 30, 2023



Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	9/25/2023	9/25/2023	Cash Out	(35.12)
Total				(35.12)
Management Fee				
Management Fee	9/18/2023	9/18/2023	Cash Out	(381.47)
Total				(381.47)

STATEMENT DISCLOSURE

As of September 30, 2023



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Mission Moment

Dear Mr. Mangels, I just finished paging through your most recent addition of NOTES and while I've skimmed it several times before, today I find myself overwhelmed at the robust educational and special interest programs that are offered for your readers and visitors of all ages. So I'd like to start with just thanking you for helping to make all that happen! Those of us who are lucky to live in Westlake (or within driving distance) are very lucky to have this rich resource at our fingertips.

Upcoming Dates/Events

October 26th – Board Retreat

November 4th – Connecting for Kids Fundraiser

Agenda Items

Meetings/Training/Programs

Kindland Summit at CSU

Connecting for Kids Retreat

Leadership Ohio – Board Training

Farrell Foundation Board Meeting

Met with CJ and Heather to review programs going into Notes

OLC Convention and Expo

Managers Meeting –

World at War Forum – Battle of Huertgen Forest

Met with representative from Women in History to discuss programming ideas

Rotary

Koha planning

Budget meetings with Department Managers

Art Fest planning meeting

Friends/Foundation

Friends – No Meeting. Book sale has started. A preliminary budget was submitted to their Finance Committee. It is very similar to last year, with a bit more for staff development/morale.

Foundation – We are very excited to have a new candidate for addition to the Board. Annual meeting is November 14th.

Safety and Security

Mission Moment: I located a police-sponsored womens self-defense class for an employee's daughter
Conducted Annual Fire Drill

8 incident rpts were written in Sept. (2 concerned the same matter).

3 Disruptive Behavior

2 For Vandalism (both same matter),

1 Patron Assist/Policy Issue,

1 Banned Patron,

1 Other (patron staring at staff member)

Building Services

Additional pavers were installed in the pavilion area.

Snow removal and ice management bids were received. A contract was awarded to Ground Works Land Design which is a local vendor.

Two trees were removed near the bus stop as they were cracked and in danger of falling.

A meeting was held with Duane and Andrea to discuss meeting room set-ups and room capacities, intending on updating the set-up binder.

A comprehensive maintenance list was constructed, both interior and exterior, and has been steadily used to complete needed tasks.

A contract was signed with Patton Towing for automotive vehicle removal. New signs were also purchased.

End Cap signage was installed in the Book Nook as a prelude to installation throughout the library.

A contract was awarded for catch basin repair throughout the parking surfaces.

The lights in the "tank" area of Y.S. have been purchased for replacement as the current fixtures are failing and cannot be repaired. Significant wiring is needed as the old system was 12vdc and the new one is 120vac.

Other Projects/Planning

PLA – Board attendance

Strategic Plan – Contacted NEO-RLS, we can start in December/Jan. Key question, do we want to do a community survey? We provide a link and a PDF version that can be printed. I would work with you and your team to determine what questions you would like to include. I always suggest no more than 12 questions. Jeff Laser, our CE Coordinator, creates the survey and puts together a report of the results.

Construction Projects are completely wrapped up. The pavilion wall had to be completely re-sanded and sealed for final approval.

Next phase of construction – Interviews with Owner's Reps are scheduled. We should be ready to start planning with Bialosky in early November.