



WESTLAKE

Porter Public Library

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

Regular Board Meeting

November 15, 2023 • 6:30 p.m.

AGENDA

6:30 – 6:35 Call to Order

Records Commission to discuss Retention Schedule

Motion to approve Resolution 14-23: Approve the revised Records Retention Schedule

Adjourn from Records Commission

6:35 – 6:40 Call to Order

Minutes

- Regular Meeting: October 18, 2023
- Board Retreat: November 1, 2023

Communications

- Received to Date:
- Public comments (if any)
- Retirements and Awards – Bright Idea Award to Katie Salis/ I Made a Difference to Aaron Spears
- Staff Members – Jamie Novak, Makerspace

6:40 – 7:30 Administrative Reports

- Amendments to Administrative Reports
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

7:30 – 7:45 Board Reports

- Board President - Discussion of Board Officers
- Trustee Terms

7:45 – 8:10 New Business

- Motion to approve the revised Board Manual
- Motion to approve Privacy Policy
- Motion to approve Public Policy and Procedures Man Section 1.2.2- Circulation History
- Motion for approval for Administration to sign an agreement with an Owner's Rep for Phase II of the Renovation Projects
- Motion to approve Resolution 15-23: Adjustment to Automation Fund 475
- Motion to approve Resolution 16-23 – Adjustment to General Fund
- Motion to approve Resolution 17-23 – Adjustment to Permanent Improvement Fund
- Motion to nominate _____ to the Westlake Porter Public Library Board of Trustees to fill the unexpired term beginning in December 2023 and ending in 2026
- Motion to nominate _____ to the Westlake Porter Public Library Board of Trustees for a seven-year term beginning in 2024 and ending in 2030.
- Other

Executive Session: Compensation of a Public Employee

Adjournment

Upcoming Events

December 20, 2023: Regular Board Meeting



TO: Board of Library Trustees
FROM: Jana Nassif, Fiscal Officer
SUBJECT: Annual Records Commission Meeting
DATE: November 15, 2023

Records Retention Schedule

Per ORC Section 149.411, the Records Commission, which is composed of the members of the Board of Library Trustees and the Fiscal Officer, shall meet at least once every twelve months. The functions of the commission shall be to review applications for one-time disposal of obsolete records and schedules of records retention. The commission, at any time, may review any schedule it has previously approved and may revise that schedule.

There is one proposed change to the library's record retention schedule, which is related to the library's transition to Koha. The retention period for these items has been revised, as shown in red.

- CIRC 3 - Patron Circulation related records - Until no longer of administrative value; **Patrons may OPT-IN to preserving their circulation data for their own reference. Such data will be maintained until such time that the patron requests to no longer preserve their circulation data, at which time the data will be removed after it is no longer of administrative value.**

Auditor of State Rating System

At the end of 2019, the Auditor of State's (AOS) office released a new bulletin introducing the StaRS rating system to ensure compliance with Ohio public records and open meeting laws. The bulletin can be found here:

<https://www.ohioauditor.gov/publications/bulletins/2019/2019-003.pdf>

The AOS awards each entity a StaRS rating. A public office must be compliant with all the legal requirements to become eligible for consideration for a StaRS Award. To achieve a higher level reflected in the StaRS levels chart below, a public office will have adopted best practices provided by the AOS (which follows the StaRS chart) to enhance transparency consistent with the spirit of the Sunshine Laws. These procedures and practices are not required by law but are suggested to help public offices meet and fully address the requirements of the law. Each public office's StaRS level will be based on compliance and the number of best practices implemented.

StaRS Levels:

1 StaR: Open and Transparent Government - Meets all Sunshine Law requirements.

2 StaRS: Achievement in Open and Transparent Government - Implemented 1-2 best practices.

3 StaRS: Outstanding Achievement in Open and Transparent Government
Implemented 3-4 best practices.



4 StaRS: Highest Achievement in Open and Transparent Government- Implemented 5 or more best practices.

Non-Compliant: Sunshine Law requirements are not fully achieved.

For 2021, the Library received **4 StaRS, the highest rating.** The 2022 StaRS reports were not available on the AOS website. Jana contacted them to get a copy of our 2022 rating, but have not heard back. When it is received, it will be shared with the Trustees.

Best Practices for: Porter Public Library (Cuyahoga County)

1. ☒ Method to Track Public Records Requests
2. ☒ Standard Request Forms
3. ☒ Public Records Request Acknowledgement
4. ☒ Public Records Custodian Identified and Trained
5. ☒ Prompt Certified Public Records Training
6. ☒ Online Presence – Upcoming Events and Office Operations
7. ☒ Online Presence – Official Documents

This entity received the Highest Achievement in Open and Transparent Government Award

Porter Public Library Records Retention Schedule - December 2022

Dept	#	Record Title	Description	Retention Period	Media Type	For use by	RC-3
						AOS or LGRP	Required by LGRP
ADM	1	Accident/Incident Reports	Report of any accident or incident on library property	20 years	Paper and /or Electronic		<input type="checkbox"/>
ADM	2	Annual Report to State Library	Statistical report submitted annually to the State Library which provides data about the library system	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
ADM	3	Banned Patrons		20 years	Paper and/or Electronic		<input type="checkbox"/>
ADM	4	Board Adopted Policies	Library policies that have been formally adopted by the Board of Trustees and includes all administrative, public service, and personnel policies.	Permanent until superseded	Paper and/or Electronic		<input type="checkbox"/>
ADM	5	Board of Trustees Appointment Records	These documents relate to individuals who are appointed Trustees to the Library Board. Includes acknowledgements of receipt of Ohio Ethics Law.	25 years from date of each appointed term	Paper and/or Electronic		<input type="checkbox"/>
ADM	6	Board of Trustees Candidates	Documents related to individuals who are interviewed but not appointed a Trustee to the Library Board.	1 year after the Trustee position for which the individual applied is approved by the School Board	Paper and/or Electronic		<input type="checkbox"/>
ADM	7	Board of Trustees Directory	Annual directory of current year Trustees which documents elected officers, committee appointments, and contact information for all Trustees and the Library Director. Record also includes any logs/lists kept of current and past Trustees.	Until superseded or no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
ADM	8	Board Packets and Minutes	Includes agenda, prior month's minutes, Administrative reports, including the Director's report and monthly financials reports, and any other reports, informational handouts, or materials provided to the Board in Board Packets or distributed at the Board meeting. Includes other meeting minutes such as Committee meetings and Special Board meetings.	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
ADM	9	Building Blueprints and Specifications	Records show floor plans of building as well as construction specifications documenting building projects.	Life of Structure	Paper and/or Electronic		<input checked="" type="checkbox"/>
ADM	10	Building/Construction Project Records	Records document construction and improvements to buildings (biddable capital projects) and may contain bid packets, contracts, proposals, and other related records.	10 years after completion of project	Paper and/or Electronic		<input type="checkbox"/>
ADM	11	Consultant Reports	Reports submitted by consultants engaged by the Library	4 years	Paper and Electronic		<input type="checkbox"/>
ADM	12	Contracts – Other than construction	These records document an agreement between the Library and a third party such as vendors or others.	4 years after expiration or termination	Paper and Electronic		<input type="checkbox"/>
ADM	13	Grant Records	These records document funding received from grant sources and may include grant application, grant-specific forms/reports, financial materials, and other grant-related paperwork.	4 years after end of grant, provided audited	Paper and/or Electronic		<input type="checkbox"/>
ADM	14	Historical Library Documents	These records document the history of the library system and may include newspaper clippings, newsletters, photographs, scrapbooks, memorabilia, etc.	Permanent	Paper		<input checked="" type="checkbox"/>
ADM	15	Legal Opinions	Legal documents stating the reasons for a judicial opinion as requested by the Library	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
ADM	16	Levy Files	Resolutions passed by the Board of Trustees, information provided by the County Auditor, and documentation filed with the Board of Elections concerning library levies, as well as any campaign and work papers	Life of levy plus 10 years	Paper and/or Electronic		<input type="checkbox"/>
ADM	17	Litigation Records	Court and legal documentation	5 years after case is closed and appeals exhausted	Paper and/or Electronic		<input type="checkbox"/>
ADM	18	Public Records Requests	Requests for information or public records maintained by the Library and copies of records given in response	2 years	Paper and/or Electronic		<input type="checkbox"/>
ADM	19	Real Property Acquisition Records	Records that document purchase of land and buildings and may include purchase agreements, deeds, easements, property tax exemptions, etc.	5 years after asset is sold/transferred/destroyed	Paper and/or Electronic		<input type="checkbox"/>
ADM	20	Statistical Reports (monthly)	These records document statistical information including reference services provided by the libraries, circulation statistics, and patron use of the library	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
ADM	21	Strategic Plans and related records	These records document the Library's goals and planning processes.	10 years	Paper and/or Electronic		<input type="checkbox"/>
ADM	22	Surveys	Information collected from patrons and/or staff on a variety of areas, such as quality of services, types of services, quality of collection, areas for improvement	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
ADM	23	Video Monitoring	Security camera footage	14 days, unless required as part of an ongoing investigation or litigation	Electronic		<input type="checkbox"/>

Porter Public Library Records Retention Schedule - December 2022

Dept	#	Record Title	Description	Retention Period	Media Type	For use by	RC-3
						AOS or LGRP	Required by LGRP
BS	1	Building Inspections, Reports, Tests, Certificates and related documents	Records of inspection reports submitted by vendors, equipment inspection reports and certificates, etc. Includes fire suppression system tests and HVAC systems inspections.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
BS	2	Building Permits		Maintain with building/ construction project records, if applicable; otherwise, until project completed	Paper and/or Electronic		<input type="checkbox"/>
BS	3	Vehicle Records	These records document purchase, maintenance, and registration of library vehicles.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
BS	4	Vendor Certificates of Insurance	Copies of contractors' proof of Workers Compensation Insurance and liability insurance, as requested when contractor performing certain work on library property.	Until superseded or expired; work completed; or vendor relationship terminated	Paper and/or Electronic		<input type="checkbox"/>
CIRC	1	Library Card Applications		Until no longer of administrative value, up to one year	Paper and/or Electronic		<input type="checkbox"/>
CIRC	2	Passport Acceptance related records	These records document the processing of passport applications.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
CIRC	3	Patron Circulation related records	These records document items checked out, items requested by patrons, lost materials, fines incurred and paid, and patron registration information.	Until no longer of administrative value; Patrons may OPT-IN to preserving their circulation data for their own reference. Such data will be maintained until such time that the patron requests to no longer preserve their circulation data, at which time the data will be removed after it is no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
CIRC	4	Patron Collection and Bankruptcy Records	Records of patron accounts sent for collection and patron bankruptcy notices and records. Includes collection agency records consisting of copies of agency invoices, reports and checks issued for payment to agency, as well as library placement listings.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
FIN	1	1099, 1096 Forms and related documents	1099 forms report various types of income other than wages, salaries, and tips paid to independent contractors/non-employees. Records also include 1096 (transmittal) form and any filing confirmations, etc.	6 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	2	Accounting Records not specified	Accounting records/reports not listed separately on this schedule	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	3	Accounts Payable Ledger/Reports	Reporting generated that documents the accounts payable process including vouchers, cash disbursements report, check registers, annual 1099 processing reports, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	4	Accounts Receivable related documents	Records that document receivables owed the library.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	5	Annual Financial Report to Auditor of State	Report which provides the Library's annual financial information	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
FIN	6	Appropriation Ledgers	Any reports generated by accounting system or internally-drafted worksheets that show budgeted appropriations, including appropriation adjustments and transfers that may occur throughout the year	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	7	Audit Reports (Financial)	Reports that document the Library's financial condition and provides an auditor's opinion on the fair presentation of the financial statements	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
FIN	8	Bank Deposit Receipts, Cash Receipts and related documents	Cash receipts include Public Library Fund receipts, property tax income, interest income, donations, and other miscellaneous revenue. Related documents may include daily cash settlement reports or register tapes, copies of checks or ACH deposit postings, credit card receipts, etc. Bank deposit receipts show proof of deposit at a financial institution.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>

Porter Public Library Records Retention Schedule - December 2022

Dept	#	Record Title	Description	Retention Period	Media Type	For use by	RC-3
						AOS or LGRP	Required by LGRP
FIN	9	Bank Statements, Imaged Checks and Deposit Tickets, Reconciliations and related documents	Statements, imaged checks and deposit tickets, are provided by financial institutions on a monthly basis and document all activity in the Library's bank accounts. Reconciliations and related document include those documents used in reconciling bank accounts and closing the month in the finance system.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	10	Bids – Successful	Formal bid packets submitted in response to a request by the Library. Successful bids are those accepted by the Board of Trustees.	10 years after contract expiration	Paper		<input type="checkbox"/>
FIN	11	Bids – Unsuccessful	Formal bid packets submitted in response to a request by the Library. Unsuccessful bids are those not accepted by the Board of Trustees.	4 years after letting of contract	Paper		<input type="checkbox"/>
FIN	12	Budget Resolutions	Documents adoption of annual budget (summary of estimated beginning balances, forecasted revenues, budgeted expenditures, and estimated year-end balances) and annual appropriations by Library Board of Trustees, both temporary (if applicable) and permanent. Includes Annual Appropriations Resolution filed with County Auditor and any amendments.	Incorporated into Minutes; Retain copies 4 years	Paper and/or Electronic		<input type="checkbox"/>
FIN	13	Budgets – Annual	Includes budgets filed with County Budget Commission, Certificate of Estimated Resources prepared by budget commission (original and amended), Certificate that Total Appropriations Do Not Exceed Estimated Resources (prepared by County Auditor), and all budget work files and supporting documents.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	14	Check Registers (monthly and annual)	Record generated by accounting system	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	15	Depository Agreements & Related Collateral	These records document an agreement with a financial institution to serve as a depository for public funds.	4 years after expiration, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	16	Donation Records (cash/non-cash)	These records document donations, including bequests, of money or property and may include donor contact information, donation acknowledgement letter and/or thank-you card, date and amount of donation, purpose of donation if specified, and internal donation worksheets/controls by fund.	Permanent	Paper and/or Electronic		<input type="checkbox"/>
FIN	17	Encumbrance Journals/Reports	Any records generated by accounting system or internally-drafted worksheets that document encumbrances, including any month-end and year-end closing reports	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	18	Expenditure Journals/ Reports/ Records	Any records generated by accounting system or internally-drafted worksheets that document expenditures, including any month-end and year-end closing reports.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	19	Financial Reports (monthly and annual)	Includes reports generated for Board review and approval at monthly meetings, as well as any worksheets produced for analysis, forecasting, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	20	Insurance Policies	These records document insurance policies that the Library has purchased or any claims against those policies. Such policies may cover library property, library vehicles, general liability, blanket crime coverage on library employees, and directors' and officers' liability.	4 years after expiration, provided all claims settled	Paper and/or Electronic		<input type="checkbox"/>
FIN	21	Inventories (Property)	Records provide information about inventoried/tagged furniture and equipment such as property description, purchase price, date of purchase, etc., as well as supporting documentation for acquisitions, changes, and disposals.	Until superseded- keep supporting and related records until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
FIN	22	Investment Records and Reports	Records showing transactions affecting library investments including earnings, amounts deposited, transfers and balances.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	23	Leases (Equipment and Property)	These records document any leases of equipment or property.	4 years after expiration, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	24	OPERS Independent Contractor Acknowledgment (Form PEDACKN) and reporting	Required by OPERS for all independent contractors or other individuals not paid as a public employee. Also includes annual employer-required reporting records.	50 years	Paper and/or Electronic		<input type="checkbox"/>
FIN	25	OPERS Records	These records include employee enrollment forms, employee exemptions and those records used to calculate and document Library payments to the Ohio Public Employees Retirement System.	Permanent	Paper and/or Electronic		<input type="checkbox"/>

Porter Public Library Records Retention Schedule - December 2022

Dept	#	Record Title	Description	Retention Period	Media Type	For use by	RC-3
						AOS or LGRP	Required by LGRP
FIN	26	Payroll Journals and Reports (per pay period, monthly, quarterly, and yearly)	Records generated by payroll system that document number of hours worked, gross pay and withholdings for each employee by pay period, and leave time earned and used. Include monthly, quarterly and yearly reports of withholdings; fringe benefits; leave accruals, usage and balances, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	27	Payroll Tax Records	Records documenting that payroll tax withholdings have been reported and remitted to the appropriate taxing authority. These records include quarterly IRS Federal 941 form and supporting federal tax deposit records; state, school district and city income tax reporting, annual reconciliations, and payment confirmations; and workers' compensation payroll reporting, billing, and payment confirmations. Also includes those reports based on earnings with no withholding, but required for reporting purposes only, such as ODJFS.	7 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	28	Payroll Withholding Records – Court Ordered Deductions and Garnishments	Documents court ordered employee deductions withheld and paid per pay period or as required. Records may include reports of amounts withheld and copies of deduction checks or ACH debit confirmations.	7 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	29	Payroll Withholding Records – Other	Documents miscellaneous employee deductions withheld and paid per pay period or monthly to various entities such as insurance companies for group or voluntary insurance plans and Ohio Deferred Compensation voluntary retirement savings accounts. Documents may include reports of amounts withheld, invoices, and copies of deduction checks or ACH debit confirmations.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	30	Prevailing Wage Records	Includes payroll records filed by construction companies during building or renovation projects, wage rate notifications from the State of Ohio Wage and Hour Administration, final affidavit of compliance, any internal tracking documents, correspondence with contractors, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	31	Purchase Orders, Requisitions, and supporting and related documents	These records document that a purchase or service is authorized and funds are available for the purchase or service.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	32	Records Commission/Records Retention Documents	Record retention documents including forms RC-1, RC-2, and RC-3 approved by the Library Records Commission and filed with the Auditor of State and/or Ohio History Connection	Permanent	Paper and/or Electronic		<input type="checkbox"/>
FIN	33	State Sales Tax Payment related records	Includes monthly sales and sales tax collection reports; reports and any internal worksheets used for balancing monthly sales and tax; and reports and confirmations showing payment and expensing of sales tax paid to State of Ohio.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	34	Survey Reports	Statistical reports which provide data about the Library system such as size, hours of operation, various programs, circulation, employment and payroll, and budgetary information. Includes surveys requested by U.S. Census Bureau, U.S. Dept. of Labor, Ohio Dept. of Job & Family Services, Ohio Civil Rights Commission, U.S. EEOC, etc.	4 years	Paper and/or Electronic		<input type="checkbox"/>
FIN	35	Timecards	These records document employee work and leave time	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	36	Vendor/Contractor/Programmer related documents	Includes IRS Form W-9, Program agreement, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	37	Vouchers/Paid Invoices and supporting and related documents	Voucher packets include invoices, statements, or other voucher-type form or request, as well as check stub or other confirmation of payment such as online ACH payment confirmation, and all supporting documentation. These records document payments for exchange of goods or services between the Library and vendors, as well as reimbursements to employees or other refund/reimbursement transaction, and provide support for the payments. Includes records kept to document purchases/payments of goods or services via State of Ohio cooperative purchasing program.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	38	W-2, W-3 Forms and related documents	These records document employees' annual taxable wages and applicable withholdings for the purpose of reporting for income taxes. Records also include W-3 (transmittal) forms which provide summary of W-2 forms that were submitted to the Social Security Administration; any state and city filing transmittal forms; and any filing confirmations, etc.	6 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
GEN	1	Correspondence (Substantive)	Includes telephone, e-mail, written note, and typed memo or correspondence which establishes or influences library policy	1 year; file with related records if content requires longer retention	Paper and/or Electronic		<input type="checkbox"/>

Porter Public Library Records Retention Schedule - December 2022

Dept	#	Record Title	Description	Retention Period	Media Type	For use by	RC-3
						AOS or LGRP	Required by LGRP
GEN	2	Correspondence (Transient)	Includes telephone, e-mail, written note, and typed memo or correspondence which does not establish or influence library policy	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN	3	Department Files	Records kept by staff and/or supervisors for department related purposes which are not otherwise covered by this schedule	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN	4	Forms (Blank)	These records encompass numerous form templates used internally. Also forms used by the public for meeting room requests, program attendance, etc.	Until superseded or no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN	5	Meeting Records (Internal) and Documents	Records of meetings consisting primarily of library staff. Meetings may be regularly scheduled meetings or ad hoc committee meetings. Records may include agendas, meeting minutes, distributed materials and other related records.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
HR	1	Background Checks: Not Hired	Includes consent form used to obtain background check	6 months	Paper and/or Electronic		<input type="checkbox"/>
HR	2	COBRA Records and Reports	These records include reports of notices sent to eligible employees and other records and reports from the Library's third party administrator.	6 years	Paper and/or Electronic		<input type="checkbox"/>
HR	3	Employee Grievance Files		4 years after resolution	Paper		<input type="checkbox"/>
HR	4	Employee Health and Welfare - Policies, Plans, Applications and related documents	Records document insurance policies and any other fringe benefits the Library has offered for employee benefits. May include health, dental, vision, life insurance and voluntary benefit policies. Includes internal documents available to employees that outline fringe benefits offered by the Library, as well as requests for information from insurance carriers such as census information, secondary payer coordination with Medicare, etc. Include applications for employee benefits.	6 years after expired, provided audited	Paper and/or Electronic		<input type="checkbox"/>
HR	5	Employee Medical Records	These records include extended medical leave requests, doctor's release to work certificates and other documents related to employee medical issues.	Place in controlled access file; 7 years after termination of employment	Paper		<input type="checkbox"/>
HR	6	Employee Personnel Files	Records include hire letters and forms (except for those listed separately on this schedule such as I-9), such as receipt of Ohio Ethics Law acknowledgement statement; background checks and consent forms used to obtain checks; employment application; change in status or compensation documentation; performance evaluations; training certificates; letters of acknowledgement, reference, resignation/retirement; disciplinary records; and other human resource related transactions.	4 years after termination of employment; retain retirement records permanently	Paper and/or Electronic		<input type="checkbox"/>
HR	7	Employee Safety Records	Includes required annual injury reporting to State of Ohio PERRP (Public Employment Risk Reduction Program)	5 years following year to which records pertain	Paper and/or Electronic		<input type="checkbox"/>
HR	8	Employee Withholding, Deduction Authorizations/ Requests including W-4 Federal and IT-4 State withholding forms	These records consist of signed federal and state withholding forms. They may also include forms authorizing direct deposit of pay, deductions for health, dental, vision, supplemental insurance, Deferred Compensation, etc.	Until replaced or revoked by employee or employment terminated	Paper and/or Electronic		<input type="checkbox"/>
HR	9	Employment Applications, Resumes – Unsuccessful	Submitted applications that did not result in employment.	2 years	Paper and/or Electronic		<input type="checkbox"/>
HR	10	I-9 Form	I-9 Federal Employment Eligibility Verification form documents verification by employers of employee identity and their authorization for employment in the U.S. This includes citizens and noncitizens.	Place in separate file; 3 years after hire or 1 year after termination of employment, whichever is later	Paper and/or Electronic		<input type="checkbox"/>
HR	12	Medicare (CMS) Records	Records include information requested and sent to the Centers for Medicare and Medicaid Services and notices provided to employees, including Medicare Part D notices, data match requests, etc.	6 years	Paper and/or Electronic		<input type="checkbox"/>
HR	13	Position Descriptions	Records document the classification, duties, and responsibilities of a particular position	Until superseded or position abolished	Paper and/or Electronic		<input type="checkbox"/>
HR	14	Unemployment Compensation related documents	Records include correspondence with the Ohio Department of Job & Family Services regarding unemployment claims and charges assessed	4 years after date of final payment	Paper and/or Electronic		<input type="checkbox"/>

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Dept	#	Record Title	Description	Retention Period	Media Type	For use by	RC-3
						AOS or LGRP	Required by LGRP
HR	15	Workers' Compensation related records	Records include documentation of workplace injuries, medical treatment, and compensation paid and correspondence with the Bureau of Workers Compensation and the Library's TPA (third party administrator) and MCO (managed care organization).	10 years after date of final payment	Paper and/or Electronic		<input type="checkbox"/>
IT	1	Computer Backups and related records	Daily, monthly, yearly tape and/or electronic backups of computer systems and library network, and may include backup reports	Until superseded or no longer of administrative value	Paper and Electronic		<input type="checkbox"/>
IT	2	Software		Destroy when obsolete	Electronic or Disk		<input type="checkbox"/>
PR	1	Library Promotional Materials	Includes monthly, quarterly, and annually published public relations materials distributed by the Library to employees and the public to inform and promote library services and programs. May include newsletters, press releases, brochures, bookmarks, flyers, calendars, etc.; as well as signed releases, completed by an adult or parent/guardian of a minor, for photographs and quotes, taken or collected for the library system.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
PS	1	Meeting Room Use-Related Records	All records related to public requests to use meeting rooms, including registration information and meeting room schedules.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
PS	2	Patron Program related records	Includes forms used by patrons or library employees to register for library programs or to award prizes for contests. Forms may include name and contact information. This record also includes movie licensing certificates authorizing library to show movies to patrons.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
PS	3	Patron Requests	These records document research or requests from patrons. Requests may include items from other libraries, documents, genealogical information and requests for items to be added to the library.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
PS	4	Request for Reconsideration	Request and response to a patron review of library materials	5 years	Paper and/or Electronic		<input type="checkbox"/>
PS	5	Volunteer and Practicum Student Files	Documentation for library volunteers, including background check & authorization form and practicum students	3 years after completion of volunteering or practicum	Paper and/or Electronic		<input type="checkbox"/>
TECH	1	E-Rate Records	Includes Forms 470, 471, 479, 486 filed with Universal Service for Schools and Libraries for the reimbursement of expenditures relating to the use of telephones and internet access	6 years	Paper and/or Electronic		<input type="checkbox"/>
TECH	2	ILS (Integrated Library System) Reports	Reports generated from the Library's ILS, including interlibrary loan records	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
TECH	3	Library Materials Inventories		Until superseded	Electronic		<input type="checkbox"/>
TECH	4	Patron Notice Records	Record of patron overdue/fine notices created by and stored within the Library's Integrated Library System (ILS)	Until no longer of administrative value	Electronic		<input type="checkbox"/>



The Board of Trustees Minutes

Regular Meeting:

Date: October 19, 2023

Attendees:

	<i>Trustees</i>	<i>Staff</i>	<i>Public</i>
Jennifer Darling Tianyi Krupka Jason Nolde	Will Perry Robert Plantz	Andrew Mangels Jana Nassif CJ Lynce Heather Feenaughty Karen Hunt	Julie Hulver Katie Cooley Adrien Krajnik Taylor Jacobs Jamison Nolde

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

Minutes

Will Perry moved to approve the minutes from the Regular Meeting of September 20, 2023. Bob Plantz seconded the motion. All present were in favor.

Communications

There were no communications.

Public Comments

There were no public comments.

Staff Awards

Makerspace Staff, Katie Cooley, Adrien Krajnik and Taylor Jacobs all received *I Made a Difference Awards* for doing a phenomenal job helping the EAC prepare for Staff Appreciation Week 2023. Not only did they let the team pop in and take over their space, they jumped right in to offer advice, provide tutorials and went above and beyond to create materials for SAW!

They took EAC ideas and graciously turned them into exactly what was wanted, made time for last minute requests and still completed their regularly scheduled duties flawlessly.

Julie Hulver received a *Bright Idea Award* for initiating the idea of a Free Little Art Gallery (FLAG) and working with staff to develop a plan to open the FLAG in our library lobby.

The FLAG has had an unmeasurable positive impact on the library. Both patrons and staff consistently engage with the FLAG by sharing art, providing feedback on its innovative qualities, or simply relishing the visual experience.

Administrative Reports

Manager's Report

Jane Kirkland, Tech Services and Collection Development Manager reported the changing of the non-fiction call numbers to make materials easier to find and shelve is seventy-five percent complete. Everyone in Tech is working very hard on this project while doing their regular tasks. She has received a lot of positive feedback from Staff.

eMaterials are still increasing in use. We have been more aggressively buying ecopies to fill holds on popular items. The World Languages Collection is also circulating well.

PR/Marketing Report

The PR/Marketing Report for September was delivered with the agenda. Heather Feenaughty, PR/Marketing Manager, reported on her experience at the OLC Conference. She was very grateful that everyone got to go. The Conference was very well organized and structured. She attended many sessions, especially on levy campaigns. She feels there is a lot for her to learn.

Assistant Director's Report

The Assistant Director's Report for September was delivered with the agenda.

CJ Lynce, Assistant Director, reported the eclipse was rained out but sixty people attended the events on Friday and Saturday.

The migration to KOHA is kicking into high gear. He is working with Heather to finalize a series of messages to go out each week to prepare patrons for the changeover. There will be one weekend when patrons will not be able to use services from home.

Northstar Digital Literacy System provides digital training online. It is free to the end user and offers assessments and credentialling. It has been incorporated into our computer classes. We will be looking at promoting the service more aggressively to see if it can gain better traction and connect with the community that need these services.

Financial/HR Reports

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

The Fiscal Officer reported an offer has been made for the Makerspace position and the employee will hopefully start next week.

Director's Report

Mission Moments:

A Staff member wrote: "I just wanted to let you know I have been getting so much positive feedback about the new call number labels. The Circ staff have said how much easier it is to find, sort, and shelf items. Also, staff have noted it's easier to read the labels since they are new. It is good to know this monumental task is making a difference in staff and certainly patrons lives."

Connecting for Kids is making an impact with the Resource Guides they made with grant funds. The funds were from the County grant for Cuyahoga Reads. They were able to help two families with dyslexia symptoms to determine appropriate screenings and tutoring. This is a tangible example of a grant making an impact in people's lives.

Projects and Planning

The Public Library Association (PLA) conference will be in Columbus April 3-5, 2024 and they will partner with the Ohio Library Council (OLC). As Trustees, the Board is welcome to attend.

Strategic Plan

Admin is working with NEO/RLS (Northeast Ohio Regional Library System) on a new strategic plan. It will begin with a short public survey for feedback.

The phase I construction projects have been wrapped up. Admin will interview owner's reps for the next phase.

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

Board Reports*Trustee Search*

Jennifer Darling, Board President reported the search committee (Jennifer Darling, Bob Plantz, Tianyi Krupka and Ellizabeth Sheehe) will be making a recommendation at the November board meeting.

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

Bob Plantz moved 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. Will Perry seconded the motion.

The Director explained the School Liaison position will be able to take over school deliveries with the additional four hours. A twenty hour Circulation position will be split up to encompass these hours along with additional hours for the Makerspace. This will allow expanded hours in the Makerspace. It is a great opportunity to maximize these hours.

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

Motion to add up to twelve hours to the 20 hour 300 level Makerspace Associate positions.

Jason Nolde moved to add up to twelve hours to the 20 hour 300 level Makerspace Associate positions.

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

Executive Session – Compensation of a public employee

Bob Plantz moved to go into Executive Session to discuss compensation of a public employee at 8:31 pm. Tianyi Krupka seconded the motion. Roll call vote followed: : Tianyi Krupka – yes; Jason Nolde – yes, Will Perry – yes, Bob Plantz – yes, Jennifer Darling – yes.

Will Perry moved to leave Executive Session at 9:15 pm. Bob Plantz seconded the motion. Roll call vote followed: Tianyi Krupka – yes; Jason Nolde – yes, Will Perry – yes, Bob Plantz – yes, Jennifer Darling – yes.

Adjourn

The meeting adjourned at 9:16 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

Jennifer Darling, WPPL Board President

Tianyi Krupka, WPPL Board Secretary



The Board of Trustees Minutes

Board Retreat:

Date: November 1, 2023

Attendees:

	<i>Trustees</i>	<i>Staff</i>
Jennifer Darling	Will Perry	Andrew Mangels
Tianyi Krupka	Robert Plantz	Jana Nassif
		CJ Lynce

The Board met in the Board Room of Westlake Porter Public Library. Jennifer Darling called the meeting to order at 6:34 p.m.

Review of 2024 Proposed Personnel budget, including salaries and health insurance

Jana informed the Trustees that the proposed budget for the following year is typically reviewed in two sections. The Trustees typically review the Personnel budget, which includes salaries and insurance, then review all the other expenses together.

The Personnel budget for next year includes an average 3% salary increase for 300 level staff and above in 2024. The Board asked how we came to this percentage. Three percent is the estimate used when the compensation system is updated every few years, is in line with the increase being given by other libraries and reflects what our budget can afford.

The 2024 Personnel budget does not include any new positions.

Administration presented its annual review of WPPL's benefits. As outlined in the memo, WPPL reviewed the feasibility of offering health insurance to part-time staff and, based on the high cost to staff and the library, it is not recommended.

Board manual revisions

The second round of revisions to the Board manual were presented. The plan is for the final manual to be approved at the November Board meeting. This will be a helpful tool going forward for new Trustees, as well as for current Board members. The auditor does review the Board manual to make sure the library complies with the policies outlined in the manual.

Review of Director and Fiscal Officer goals

The Director and Fiscal Officer provided an update on their goals for the year in preparation for their annual performance evaluations which take place at the end of the year. The Director and Fiscal Officer will propose new goals for next year with their completed performance evaluations.

One of the Director's goals was to create a Leadership Development Program for the library, which the Director presented to the Trustees. The Trustees suggested that when managers conduct their annual performance evaluations, they discuss career goals and remind them of leadership development program. This program can be helpful for developing long term career goals and also expanding skills to better perform in an employee's current position.

Discussion of Board Officers for 2024

Every Trustee should have the opportunity to be President of the Board, but there is no requirement to serve as President during a Trustee's term. Jennifer will reach out to the Trustees

to gauge interest in serving as President next year and will report back at the November Board meeting.

Executive Session

Bob Plantz moved to go into Executive Session to discuss compensation of a public employee at 8:15 pm. Will Perry seconded the motion. Roll call vote followed: Tianyi Krupka – yes; Will Perry – yes, Bob Plantz – yes, Jennifer Darling – yes.

Bob Plantz moved to leave Executive Session at 8:32 pm. Tianyi Krupka seconded the motion. 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 8:33 pm.

Recorded by: Jana Nassif, Fiscal Officer

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	71,693	4%
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	712,790	2%
AVE CIRC/MO	88,799	74,115	68,168	69,476	71,279	3%

Circulation Total

TOTAL CIRCULATION							
		ADULT	YA	JUV	TOTAL	LAST YR	%INC/DEC
BOOKS	FICTION	8,868	1,238	14,401	24,507	24,630	0%
	NONFIC	7,451	194	4,421	12,066	12,333	-1%
	LG PRINT	2,096	--	--	2,096	1,979	0%
	WORLD LANGUAGES	49	--	49	98	60	246%
AV	SUBTTL	18,464	1,432	18,871	38,767	39,002	0%
	BLURAY	1,465	--	349	1,814	1,753	4%
	BLURAY 4K	55	--	6	61	45	19%
	BOOK CD	676	--	51	727	1,018	-24%
	DVD	6,840	--	1,769	8,609	8,971	-9%
	DVD/CD-ROM	--	--	--	--	1	-100%
	LAUNCHPAD	--	--	60	60	79	-25%
	LAUNCHPAD View	--	--	2	2	7	-36%
	MUSIC CD	1,850	--	90	1,940	2,496	-20%
	PLAYVIEW	--	--	15	15	13	-27%
	PLAYAWAY	303	11	71	385	428	11%
	ROKU	3	--	--	3	7	-89%
	VIDEO GAMES	395	--	1,178	1,573	1,528	1%
	OTHER	--	--	327	327	321	13%
	SUBTTL	11,587	11	3,918	15,516	16,667	-8%
ELECTRONIC	Comics Plus	11	--	--	--	29	-100%
	Flipster	309	--	--	309	388	15%
	Great Courses	3	--	--	3	3	33%
	HOOPLA/Comics	157	--	--	157	131	67%
	HOOPLA/eAudio	1,591	--	--	1,591	1,358	23%
	HOOPLA/BingePass	48	--	--	48	14	105%
	HOOPLA/eBooks	816	--	--	816	700	13%
	HOOPLA/Flex	79	--	--	79	--	---
	HOOPLA/Music	332	--	--	332	222	-2%
	HOOPLA/MOVIE/TV	604	--	--	604	614	-16%
	IndieFlix	--	--	--	--	1	200%
	KANOPY	773	--	--	773	403	52%
	OVD/DAB	2,803	279	202	3,284	2,319	33%
	OVD/EBOOK	3,826	306	424	4,556	3,258	31%
	OVD/Magazines	1,590	--	--	1,590	309	175%
	Press Reader	309	--	--	309	355	-31%
	QELLO	2	--	--	2	3	100%
	SUBTTL	13,242	585	626	14,453	10,107	28%
NON-TRADITIONAL	INSTRUMENT	5	--	2	7	20	-46%
	GAMES	21	--	153	174	168	-17%
	EQUIPMENT	33	--	--	33	31	3%
	SUBTTL	59	0	155	214	219	0%
OTHER	PER	1,279	9	138	1,426	1,312	0%
	LAPTOPS	65	--	--	65	36	122%
	WiFi Hotspots	74	--	--	74	81	1%
	EQUIPMT	2	--	13	15	18	38%
	OTHER	--	--	--	--	--	---
	SUBTTL	1,420	9	151	1,580	1,447	4%
ILL	SRCHOIO	1,041	--	--	1,041	998	35%
	ILL	111	--	--	111	77	43%
	CPL LANG	--	--	--	--	--	---
	SUBTTL	1,152	0	0	1,152	1,075	35%
Quarantine Renewal		0	0	0	0	0	0%
UNACCOUNTED		--	--	--	11	119	0%
TOTAL		45,924	2,037	23,721	71,693	68,636	3%
SELF CHECK					20,485	20,582	1%
SELF CHECK Percentage of Total Circ					29%		0%
SELF CHECK Percentage of Bldg Circ					71%		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
HIGHEST	October 14	2,599	9
LOWEST	October 15	1,095	4
BUSIEST	October 29	1,569	4
SELF-CHECK CIRCULATION TOTAL =		20,485	
TOTAL CHECK-INS THIS MONTH =		33,344	

Highest: Saturday, October 14

Lowest: Sunday, October 15

Busiest: Sunday, October 29

SEARCH OH/OH LINK	
Borrowing (From)	889
Lending (To)	862

Services	
Passports	100
Photos	134

ITEMS ADDED TO & WEEDED FROM COLLECTION THIS MONTH			
	PREV NET	NEW NET	% TOTAL
ADULT	119,841	118,675	65.04%
YOUNG ADULT	8,077	8,158	4.47%
JUVENILE	55,325	55,631	30.49%
TOTAL ITEMS	183,243	182,464	

CURRENT COLLECTION SIZE BY FORMAT		
	ITEMS	% TOTAL
BOOKS	107,501	58.92%
AV	54,360	29.79%
ELECTRONIC	20,017	10.97%
OTHER	586	0.32%
TOTAL	182,464	

REGISTRATIONS						
	ADULT	YA	JUV	TOTAL	% OF TTL	
DEPT'L	179	0	0	179	1%	
WESTLAKE	10,646	427	1,394	12,467	49%	
CUY. CO	7,673	129	221	8,023	31%	
OUT OF CO	4,649	78	161	4,888	19%	
TOTAL	23,147	634	1,776	25,557		←
% OF TTL	91%	2%	7%			

ELECTRONIC USAGE: SUMMARY TABLE		
	USERS	HOURS
ON-SITE	330	0.0
REMOTE	7,898	0.0
TOTAL	8,228	0.0

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	22,538	19,542	15%
ARTWALK DOOR	254	0	
DRIVE-UP	2,085	2,234	-7%
TOTAL	24,877	21,776	14%

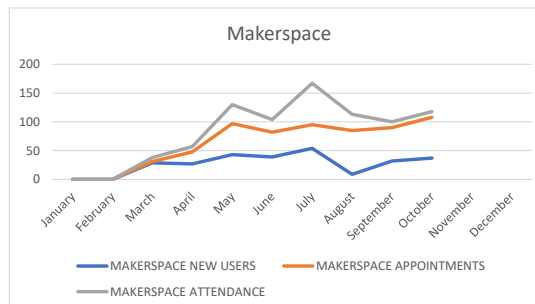
PUBLIC MEETING ROOM USE				
TIME PERIOD	MORNING	AFTERNOON	EVENING	TOTAL
AVAILABLE	130	155	90	375
MEETINGS	62	33	44	139
% IN USE	48%	21%	49%	37%
TOTAL MEETING ROOM ATTENDANCE				2,490

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	24,877	14%
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	226,421	12%
AVE Visits/MO	27,202	13,489	16,109	20,106	22,642	13%

REFERENCE SAMPLING		
	FROM	TO
SAMPLING DATE(S)	10/16/2023	10/22/2023
DAY(S) OF WEEK	Monday	Sunday
HOURS OPEN		70
TOTAL QUESTIONS		1,567
QUESTIONS/HOUR		22.4

PUBLIC PROGRAMS			
	NUMBER	ATTEND	AVE ATT.
ON-SITE	120	2,029	17
OFF-SITE	62	1,132	18

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	37	108	118
November			
December			
ANN'L TTL	270	636	827
Ave Visits/MO	27	64	83



III. SUPPORT AND ADMINISTRATIVE STATISTICS

PERSONNEL CHANGES THIS MONTH			
HIRED			
NAME	POSITION	HOURS	DATE
Jamie Novak	Adult Sys Makerspace Assoc	24	Oct 23
1 Employee(s)		0.60 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

October 2023

	LAST YEAR	CURRENT YR	% CHANGE
October	68,636	71,693	4%
E-Resources	10,107	14,453	43%
Circ to Date	699,403	712,790	2%

% OF CIRC						
BluRay	BOOKS	CDs	DVD	MAGAZINES	VIDEO GAMES	
3%	54%	3%	12%	2%	2%	

Monthly Visits

LAST YEAR	CURRENT YR
21,776	24,877

MONTHLY CARDHOLDERS

LAST YEAR	CURRENT YR
24,669	25,557

MAKERSPACE

NEW USERS	APPOINTMENTS	ATTENDANCE
37	108	118

Monthly Programming

	LAST YEAR		CURRENT YR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	33	541	66	914
YA	14	90	13	130
CHILDREN	80	1,434	103	2,117

Monthly Outreach

LAST YEAR		CURRENT YR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
46	1,092	39	976

Monthly Meeting Room Usage

CURRENT YEAR				
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	62	33	44	139
ATTENDANCE	915	482	1093	2,490
LAST YEAR				
MEETINGS	52	48	42	142
ATTENDANCE	887	811	787	2485

MONTHLY OHIO LINK/SEARCH OH


	LAST YEAR		CURRENT YR	
	FILLED	CHECKED OUT	FILLED	CHECKED OUT
BORROWING (From):	884	710	889	785


	LAST YEAR	CURRENT YEAR
LENDING (To):	1,210	862

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	8,517	1,467	8
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	766	134	17
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	1,654	3,014	28
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	89.9%	10.1%
Oct	42,411	26,886	11,570	88.4%	11.6%
Nov					
Dec					

Mission Moment

Holly and I participated in the Westlake Elementary School's Trunk or Treat. We decorated the WPPL van with a spider web that had Halloween-themed popular Childrens' titles "caught" in the web and character stand ups featuring popular characters in costume. There were around 800 students registered and we had countless children point to the books saying comments like, "That's my favorite book!" or "I read that!" Some even took photos with our decorations. We handed out candy and custom bookmarks to accommodate all children.

Projects

In the News:

- Elaine wrote a press release about the annual Health Fair. We also coordinated a quote between Trina (organizer) and a reporter.

PR inside and outside the library

- Conducted a photoshoot with three teens for our *Notes* cover image to promote the brand-new 100 Books Before Graduation challenge.
- Worked with CJ on a communication plan for the Sirsi to Koha transition happening this next month. There will be weekly communications to inform our patrons of the changes as well as downtime of the app and SearchOhio/OhioLINK. This plan includes email, social, web communications and will also be in *Notes* for December/January.
- Collaborated with Chad on the Veteran's Day reception to host local veterans and give them an open forum to tell their stories.
- Coordinated and planned with Andrea Tarolli for a December lobby display featuring patron gingerbread houses.
- New donor—Westlake-Bay Village Rotary—added to our donor wall outside the Makerspace
- Created custom Halloween stand ups originally to be used for the Trunk or Treat but ended up serving an additional purpose in Youth Services. I plan to add to this collection next year.

Community, Ads and Sponsorships

- Ad promoting makerspace published in the *Observer*, *Westlife*, and *Villager*
- Reserved an inside cover full-page ad for the Spring/Summer Rec Gazette to promote the Summer Library Challenge.

Web

- New form: the DEI Committee's new form for staff to view the progress for submissions, automated notifications, and updates when they send requests.
- Updated the list of filaments on the 3D Printing Request form, added a notice that the library will be closed on Thanksgiving, updated the Meeting Room page and request form, promoted the Friends' Annual Book Sale, and made other updates to the website.
- Attended meetings regarding adding Fiero Code to our databases list and switching to the Communico Connect app.

Print:

- Our quarterly new mover postcard went to 339 recipients.
- The December/January *Notes* went to print and will hopefully hit mailboxes around Thanksgiving. This issue will feature the new 100 Books Before Graduation initiative, Friends recruitment, and Koha info.

Email

- Sent a World at War forum email for November 7's program. 116 sends, 80 opens (70%), 17 clicks
- The first weekly Koha email sent on Monday, November 6 to our full mailing list of 14,842 recipients.

Digital Marketing Stats:

Email Blasts: 4 emails in October– Avg 45.77% open rate (decreased 0.25% from September)

New Book Emails: 5 emails in October– Avg 53% open rate (decreased 1.4% from September)

Social stats for the month of October

- **Facebook:** 4610 page likes
- **Twitter:** 1654 followers, 3k impressions
- **Instagram:** 1261 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: 23,644
2. Events: 3,776
3. Download-Stream: 1,666
4. Friends 1,422
5. Kidspace: 813

Koha Migration

Work on Koha and Aspen Discovery has been continuing in earnest. Apart from the tasks directly involved in configuring, migrating, and testing the new systems, the following is also being working on:

- Heather and CJ have been working on a PR campaign regarding the migration that will begin on November 6. The focus is on any service interruptions, and the preview and debut of the new Aspen Catalog.
- Training started on November 8 and will continue through November 22. Nearly all staff (save Building Services and portions of Admin) will have gone through training for Koha and Aspen.
- Transition plans for migrating SearchOhio and OhioLINK have progressed. We are awaiting feedback from ByWater and III/Clarivate regarding a timeline for resumption of SearchOhio via Koha.

Adult Services

Mission Moment:

A patron called Nick Cronin to thank the library for letting the County host the hugely popular Great Estates program on 10/25. She said the information was fabulous and was really helpful to her. She also hoped that we would be open to having them back in the future.

Although the Great Estates program was not officially offered by the Cuyahoga County Recorder's Office, it demonstrated the value that WPPL's meeting rooms and staff lend to the community at large.

October Programming:

Adult Services hosted 20 regular programs with 295 attendees, and 14 Outreach programs with 184 attendees, for a total of 479 attendees.

The Makerspace hosted 4 Programs with 34 attendees.

Total overall program attendance was 479.

We had 1 Bloodmobile session with 84 donors.

This month's 3 Library Speaker Consortium programs had a total of 180 views.

Program title + attendance	Hosted by	Program Survey Comments
Horror Film Club: – 23	Erin Manning	
Insights Into the Unknown - 38	Bonnie Laessig organized it. Katie Salis hosted in Bonnie's absence.	

Financial and Estate Planning – LGBTQ+ Families/Individuals - 9	Katie Salis	"Excellent, informative program!"
2017 Solar Eclipse Viewing with Google Cardboard - 3	Jenny Norton	
Microsoft Word & Introduction to Northstar - 1	Jenny Norton	
Internet and Email Basics with Introduction to Northstar - 4	Jenny Norton	
Android Smartphone & Tablet User Group - 7	Jenny Norton	"Time with Jenny is always well spent." "Very Helpful. Many improvements in my cell phone."
Maker Monday: SketchUp Free - 5	Jenny Norton	"Excellent instructor. Both knowledgeable & patient. I would attend further instruction on this topic." "GREAT INTRO course! Excellent, fun instructor. Thank you!"
Artificial Intelligence - 46	Jenny Norton	"The session was really good. Got to know so many things other than just ChatGPT." "Fun to have science translated to common language" "Very interested to hear how NASA is applying A.I. particularly in the nature/design area & how they are utilizing it for faster communication."
American Red Cross Bloodmobile – 10/5 - 84	Red Cross – coordinated by Andrea Tarolli	
First Aid & Stop the Bleed - 13	University Hospitals – coordinated by Trina Thomas	
Medicare Basics - 14	Trina Thomas	
Understanding Alzheimer's and Dementia - 22	Trina Thomas	"Wonderful program - many thanks!"
Adult ADHD 101 - 19	Victoria Vogel	"Jeff Jack was great! Can't wait to get the PDF. Would be great to have slides ahead of time." "Thank you! Excellent Speaker." "Outstanding Program."
Superhero Tote Bag – 13	Katie Cooley and Adrien Krajnik - Makerspace	"This program was very easy and fun to do, and I am really happy that I was a part of this."
Introduction to Cricut Design – 4	Taylor Jacobs - Makerspace	

3D Printed Earrings- 5	Katie Cooley - Makerspace	"Katie was very knowledgeable and taught us step by step which I understood well. She helped willingly when I needed help."
Tinkercad Tutorial – 12	Katie Cooley - Makerspace	
Spice it Up! Take Home Kit: Paprika- 25	Victoria Vogel	
Burlap Covered Books Fall Craft – 10	Joanne Penkalski	
Majestic Candle Making- 14	Evelyn Finley	"Bring Jessica back again!! Thanks for the instruction and fun. Super nice ladies--- bring them back! Let's make Christmas candles." "Beautiful presentation! Informative and helpful instructor." "This was a great program. Thank you!" "Thank you. Class with Jessica was sublime!!!"
World at War Forum – Battle of the Hurtgen Forest - 49	Chad Statler	
Adult Creative Writing Group: Gothic Edition – 6	Victoria Vogel	
Tuesday Evening Book Club (IN PERSON & ON ZOOM): <i>Black Cake</i> by Charmaine Wilkerson - 33	Frances Brawner + Elizabeth Smith.	Summary below
Wednesday Afternoon Book Discussion: <i>The House on Vesper Sands</i> by Paraic O'Donnell - 17	Joanne Penkalski	
True Crime Book Club: <i>Nothing But the Night</i> by Greg King and Penny Wilson - 8	Chad Statler	
Virtual Author Talk: Rick Steves – European Travel Skills – 98 total views	Library Speakers Consortium	
Virtual Author Talk: Ruth Ware – <i>Zero Days</i> – 43 total views	Library Speakers Consortium	"It is so enjoyable spending time with an author we enjoy. I thank the library associations for offering these author talks." "Such fun to meet her. Thanks for doing this."
Virtual Author Talk: John Irving – <i>The Last Chairlift</i> - 39 total views		
Outreach Programs: – History of Halloween 14 programs. Total attendance 184	Sarah Beebe	

Tuesday evening book discussion

A traditional Caribbean cake, a mother's secret past, siblings caught in the vortex of her posthumous confession - perfect ingredients for a lively discussion of Charmaine Wilkerson's debut novel, *Black Cake*. Our responses mostly fell between two camps. Some of us were smitten by the protagonist's epic escape from the constraints of her Caribbean upbringing to the conditional freedom she finds in America; depictions of the fictional island's food, geography and traditions enriched the narrative. The rest of us thought that the author's superficial rendering of her characters collapsed under the weight of the hot-button issues about identity that she tried to address; we appreciated the novel's ambition but was sorely disappointed in its execution. There were 29 of us and we gave the book 3.331 stars out of 5.

Digital Literacy with NorthStar

We currently have 94 unique users of NorthStar Digital Literacy, an increase of 4 over September's figures. None of these new users have taken any assessments yet, so we remain on 147 total assessments. The most popular assessments remain Basic Computer Skills (50), followed by Internet Basics (24), MS Excel Office 2016 (15) and MS Word Office 2016 (14).

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

Outreach

October's Outreach program was on the history of Halloween, with reminiscing, pop culture references, jokes and trivia. Videos were sprinkled throughout. Sarah Beebe presented the program 14 times. The total number of participants was 184. Most groups went very well, and everyone seemed to really enjoy the historical aspects mixed with trivia. They really liked the cheesy jokes as well. Overall, October was a great success. Sarah let everyone know November's topic (records/record stores) and they were excited to hear more about it. Sarah has already checked out a record player from the library and will be bringing it for each presentation.

Desk Survey

Coordinated as always by Trina Thomas, the Desk Survey took place from October 16-22. Of a total of 1567 questions, Adult Services staff answered 875 questions at the Ask Us and Reference Desks, an increase from July's total of 779.

The busiest days in Adult Services were Monday and Thursday, with 177 and 176 questions respectively. The busiest days in the Makerspace were Sunday and Saturday, with 58 and 47 questions respectively. The Makerspace answered a total of 221 questions throughout the week.

Overall results for the week were as follows: this includes AS/YS and the Makerspace.

Sun	52	94	58
Mon	177	94	23
Tue	153	50	29
Wed	116	98	13
Thu	176	31	16
Fri	126	33	35
Sat	75	71	47

The breakdown of overall questions was as follows:

General library info	353
Find/Request Materials	496
Research help	77
Library equipment help	215
Instruction	154
Sign-ups	272

Artificial Intelligence

WPPL's first Artificial Intelligence program was very well received by an enthusiastic audience of 46 on October 2. Herb Schilling, from NASA Glenn's Scientific Computing and Visualization Team, presented a broad overview of the potential and the concerns surrounding this rapidly accelerating technology. As a follow up to the program, AS staff created several A.I. blogs to keep peoples' interest piqued.

One-on-one technology sessions

STEAM Librarian Jenny Norton continues to get a wide variety of technology questions that require one-on-one assistance. Topics from this month's 17 sessions include:

- Adjusting fonts
- Camcorder
- Designing eBook with Pages
- DVD burning
- Embroidery machine
- Facebook Marketplace
- FitBit
- Login help
- Movie editing with OpenShot
- Nook tablet
- Recording with Audacity
- VHS to DVD

Blogs

- Classic of the Month: The Kit Bag – Erin Manning
- Artificial Intelligence Resources on LinkedIn Learning – Jenny Norton
- No Bones About It! Five Skull and Skeleton Books – Erin Manning
- Four Books About Love for Readers Who Love Books – Erin Manning
- How to Make Good With A.I. - Bonnie Laessig
- The Beast and the Bethany: A Deliciously Devious Series – Erin Manning
- Fun with Artificial Intelligence! - Victoria Vogel
- Age Is Just a Number...But What Do Those Categories Mean? - Erin Manning
- Great Graphic Novels You'll Want to Read Right Now! - Erin Manning
- Monstrous Musicals: Ghoulish Tunes for Halloween – Erin Manning

Displays

- Get a Clue! – Katie Salis
- Superman – Frances Brawner

- Thinking Differently – Bonnie Laessig
- Do You Like Jazz? – Elizabeth Smith
- LGBTQ+ History Month – Elizabeth Smith
- Horror – Erin Manning
- Health Fair – Trina Thomas
- Celebrate October Birthdays – Katie Salis
- Don't Get Spooked by Technology – Joanne

Makerspace

October was another busy month for the Makerspace! We hosted our first programs featuring software and equipment from the Makerspace. Staff facilitated 108 appointments, with 63 of those offering one-on-one assistance. A total of 118 were in attendance at the appointments throughout the month. The Makerspace gained 37 new users this month. Aside from facilitating appointments and programs, the Makerspace staff manage patron-submitted 3D prints. The month of October was very busy for these requests, with 69 3D prints coming through the queue.

Makerspace Highlights

Adrien Krajnik and Katie Cooley facilitated the Makerspace's first official program on October 1. Makerspace staff hosted 13 attendees to create unique tote bags using heat transfer vinyl in celebration of the 85th anniversary of the creation of Superman.

Taylor Jacobs facilitated an Intro to Cricut Design program on October 3. This program allowed participants a glimpse into the design process and unique features of the Cricut Design Space software. One of the 4 participants mentioned that this was the best Cricut class they have ever attended and praised Taylor's patient and clear instruction.

On October 12, Katie Cooley hosted a class of 5 on how to create and alter earrings for 3D design. Participants learned about the Makerspace and the 3D printing process, including searching for pre-created designs on sites like thingiverse.com. The class showcased Tinkercad and Cura software, and participants learned how to manipulate shapes to create one-of-a-kind earring designs. Their designs were printed and distributed after the class.

Katie Cooley hosted a unique training on 3D design for the Girl Scout troop 70421 on Saturday, October 28. The Girl Scouts are working on their Inventor badges, leading to creative thinking and problem solving.

Circulation

A total of 100 passport applications were processed and 134 passport pictures taken.

After-Hours Lockers were used by 93 users to pick up 148 items.

Felicia Browning resigned 10/26 from her position as Circulation Assistant II effective 11/12. She will be returning to her previous position as Circulation Substitute

Collection Development/Technical Services

2082 items (physical and electronic) were added to the collection, with a total value of \$33,759.45.

Approximately 4000 items remain to have their call numbers changed, out of the 50,000 original items. Most are items that were checked out during the time that section of the collection were pulled to be changed.

Information Technology

Mission Moment: From Connor:

A patron inquired about using a specific school related software on our computers, this software is non-standard on our public machines. Upon investigating the software and determining it was safe and compatible to be used on one of our public computers, I scheduled a time for the patron to come in and installed the software for them on a computer of their choice. This greatly helped this patron complete their academic assignments.

A second public printer was added in Adult Service to help relieve the demand for the first printer, and shorten print wait times during busy periods.

Several security related improvements were made, including: hardware-based Multi-Factor Authentication devices for staff who do not wish to use a mobile device; improvements to network configurations for backups and the 3M autosorter.

Youth Services

Mission Moment: From Natalie:

During a field trip I was able to speak a few words of Spanish to a student who only spoke Spanish and no English at all. His face lit up just hearing Hola, how are you, nice to meet you, my name is...I showed him the Dog Man books in Spanish (Perro Hombre). He looked like a child on Christmas morning and sat there reading, totally engrossed.

Programming Highlights:

Aaron and Holly hosted the **Moonlight Lantern Festival**. One change that was made was we offered a crafting session so people could come and create here as well as offering a pick up/drop off option. Both options were well utilized and helped patrons be able to participate. The lantern display had 82 participants walk through and view the exhibit.

Rebecca booked and Natalie hosted the **String Instrument Petting Zoo**. The program is new to the library but well attended and very well done. Staff and patrons raved about the ability of the musicians to engage and interact with the children attending and everyone thought the program went very well. 41 participants viewed a short interactive performance of "Ferdinand" and then everyone got to try out some string instruments such as a violin.

Emily hosted 2 sewing related programs, **Stories in Shadow** and **Patch It, Don't Trash It** – participants enjoyed their time and worked on creating a story for their puppets to do as well as mending dress up clothes for us in lieu of their own clothes/items.

Aaron hosted the second session of our **College Prep Series** with Westlake alum Talya Jeter, focusing on "Creating A Strong Activities List". The series has been successful in a virtual space, and interesting to note we had completely different attendees than the first session.

Aaron put together and ran the **Hallo-Read Beanstack Challenge** for kids in grades 5-12. It is a small but mighty challenge, and the grand prize is a basket of Halloween related goodies. We had 18 participants.

Jamie provided storytime at Hyland Software's **Hay Day Festival** seeing over 65 participants. One family only stayed with Jamie hearing a variety of Halloween themed stories and not visiting anything else!

Fran and Natalie hosted **Stories and Signs** during our storytime break and had a great session. Patrons are always happy when we can fill in our breaks with something on offer, even if it isn't the same as our typical storytimes.

Rachel co-presented with a member of PTA the **PTA Reflections Creation Session**. We have done this the past few years and saw 11 participants this year.

Rachel made her **Make It Take It** craft event Superman themed to coincide with the celebrate Superman events around the Greater Cleveland area. She had 13 participants.

Cat hosted **STEAM Lab** focusing on electricity. After learning about electricity (some history and some how it works), the attendees made Frankenstein monsters by adding parts one by one to create a group monster.

Holly hosted a session using the "**Younger Audience Circulating NASA Kit**" from the State Library of Ohio. The kit was absolutely fantastic. It had everything we needed and provided so much excellent content and materials to help us teach kids all about shadows and the sun in advance of the October Partial Eclipse.

Next Chapter Book Club is reading *The One and Only Ivan*. From Natalie,

"This month I had a member's mother tell me how much her daughter looks forward to the book club. Andrew also passed on a comment that a second member's mother shared with him and Lynn Pettijohn how very much her daughter loves book club."

School Partnerships:

Jamie put together 12 **book bins** to be delivered to 10 locations, circulating 310 books. Natalie put together 4 book bins to 2 locations, circulating 100 books.

Natalie provided **Adapted Storytime Outreach** to 15 classrooms at 3 schools, for 200 participants. Emily joined her on a trip as she will be hosting some visits this school year to help out Natalie due to scheduling conflicts.

Natalie met with 2 **adult transition students** from Westlake High School who are going to begin monthly library visits with a focus on life skills and their personal goals that include community recreation.

Jamie scheduled and planned **Preschool Outreach Storytimes** for 13 locations. Jamie and Rachel attended 26 sessions seeing 604 participants. Jamie also wrote and distributed the October Newsletter and Teacher Resource Pages to locations.

Holly and Heather (PR) attended **WES's Trunk or Treat** seeing over 800 people sharing candy and bookmarks with patrons. From Holly:

"WES Trunk or Treat was another well-attended program, with well over 800 participants. Once again, it was a beautiful weather evening and almost every other family would tell us

how much they love their local library and thanked us for being there and representing their library."

Holly, Emily, and Cat attended **LINK**, seeing 86 participants.

Aaron met with his **book clubs at LBMS and WHS**. The clubs are growing! He has a total of 45 participants between the three. The clubs read, "*Perks of Being a Wallflower* (WHS); *Sorcery for Beginners* (7th grade); and *One of Us is Lying* (8th grade). Matt Harry, author of *Sorcery for Beginners* and local Westlake alum, joined the 7th grade book club via zoom for their book club.

Aaron hosted a **Digital Materials Presentation** at LBMS for 13 participants. The presentation went over accessing Libby, including students and teachers working on their Chromebooks and practicing as they went through it.



Field Trips:

Rachel, Holly, Rebecca, Jamie, Aaron, Emily, Jessica and Cat hosted 10, 3rd grade classes seeing 254 participants. The 3rd graders received information on general library rules and items you could check out; received new library cards; and had time to browse and check out items.

Library Cards:

Rachel and circulation fulfilled 9 new library cards for students at LBMS which were hand delivered when Aaron visited for his presentation.

Rachel sent information and program links to the PTA eBlasts at WES/DIS/LBMS/WHs.

Rachel worked with a teacher at WES to fill the ArtWalk with student art for the month of October.

Rachel began shadowing and doing School Delivery tasks, working with Julie to learn the ropes.

Connecting for Kids

Rebecca continues work on the **Learning Disability Provider Showcase**. Heather helped write a comment for them to include in their flyer/pr from the library and Carolyn is helping to order the giveaway books we need. Rebecca is working on the child break room that we are hosting and we will begin to finalize room needs as well.

Natalie sent WPPL programs to **Connecting for Kids** for inclusion in their flyers and websites. She communicated room set up needs and other information to Building Services as needed and worked with Nicole to provide her with all the information they need about our room booking deadlines for 2024..

Accelerated Learning Grant / Cuyahoga Reads Update

Rebecca and Aaron hosted **Academic Screening**. We saw 15 participants and patrons seemed very happy to be able to meet one on one with someone to have their children screened. We were able to provide information about the Learning Disability Showcase coming up in November and patrons seemed pleased to have the opportunity.

Literacy Initiatives:

The **Myrna Chelko Reading is Elementary** program saw 4 new registrations, with 4 children receiving a milestone sticker award. 116 children are registered for the program.

1 new participant registered for the **Myrna Chelko Little Sprouts** program. Two children completed the program. There are 318 children registered for the program.

In the **1000 Books Before Kindergarten** program 19 participants achieved milestones. 1 child registered as new participant. There are currently 846 registrants for this program.

Blogs

- Zombie Books (Jessica)
- Don Bluth's Filmography (Cat)

Displays

- October Kindergarten Literacy Packet (Rachel, Jamie) 174 packets taken
- Created November Calendar (Cat)
- Displays this month included: Farm, Monsters, Halloween, Fall, Columbus Day, Witchcraft, Teen Hallo-Read, College Prep Series, YA SCI-FI
- Flyers created and rotated (all)
- Maintain and update all Communico (Rachel, Natalie, Aaron)
- Updated Early Literacy @ Your Library brochure (Jamie)
- Art created for ScareCrow Committee (Cat)
- Skills Packet Grades 3-6 (Rachel) 62 packets taken
- Skills Packet Grades K-2 (Rachel) 80 packets taken
- Who Was Bibliography Updated (Emily)

Meetings/Training

Met with Andrew and Jana on 10/19 to discuss the 2024 personnel budget.

Attended Koha Migration meetings on 10/19, 10/26, and 11/2.

Met with Chip on 10/20 and 10/27 to discuss pending tasks for the Koha migration.

Met with Katie Cooley on 10/20 to work out new schedules for the Makerspace incorporating additional open hours.

Met individually with managers during the weeks of 10/23 and 11/13.

Attended admin meetings on 10/24, 10/31, and 11/6, and 11/14.

Attended the Neurodiversity Training on 10/25.

Participated in Owner's Rep interviews on 10/25.

Met with Heather on 10/26 to finalize plans for a PR campaign related to the Koha migration.

Met with Jana on 10/27 to setup Paypal online payments for our new Aspen catalog system.

Met with Chip and Connor on 10/30 to discuss testing of the materials auto-sorter, laptop Kiosks, PC management system, and security gates on the new Koha platform.

Provided a tour of the Makerspace on 10/31 to four staff members from the Euclid Public Library's Technology Committee.

Attended General Staff Meetings on 10/31 and 11/1.

Attended three days of Koha training from 11/8 to 11/10.

Agenda Items

- **Board Manual** – the Board Manual presented includes the changes reviewed by the Trustees at the spring and fall Board retreats
- **Resolution 15-23 – Adjustment to Automation fund:** additional funds needed related to expenses for the transition to Koha
- **Resolution 16-23 – Adjustment to General Fund:** increase transfers out to pay for 2024 Renovation projects
- **Resolution 17-23 – Adjustment to Permanent Improvement Fund:** increase transfers in to pay for 2024 Renovation projects; budget adjustment for Owner's Rep contract

Financial Highlights

- 2023 year-to-date revenue of \$5.5MM is 3.4%, or \$183K, higher than the same period last year.
- 2023 year-to-date expenses of \$4.3MM are 7.9%, or \$316K, higher than the same period last year.

External Meetings/Trainings

- Andrew, CJ & I interviewed **two different Owner's Representative** firms to assist with the Phase II Renovation Project on Wednesday, October 25
- The **Westlake School Board meeting** to approve the two new Trustees will be Monday, November 27 at 6:00 pm at the Hilliard Administrative Building

Library Meetings/Trainings

- Andrew, CJ & I met to review and discuss the **proposed 2024 Personnel budget** on Thursday, October 19
- Attended a **General Staff Meeting** on Tuesday, October 31
- Attended the **Board retreat** on Wednesday, November 1
- Attended the **Manager's meeting** on Tuesday, November 7, which included **Strategic Planning with NEO-RLS**
- Attended the **EAC meeting** on Tuesday, November 14
- Attended weekly **Admin meetings**

Finance

- **2024 Renovation Projects – Funding:** with the approval of Resolution 16-23 to transfer an additional \$400K to the Permanent Improvement (PI) fund, at the end of the year, a total of \$1MM will be transferred from the General Fund to the PI fund, bringing the balance of the PI fund to ~\$1.5MM.

The 2024 Budget will include transferring \$1MM from the General Fund to the PI in February 2024. Of the \$2.5MM in the PI fund, ~\$2MM will be allocated to the 2024 Renovation project. If more than \$2MM is needed for the project, the amount transferred into the PI fund can be increased by up to \$350K.

Updated 10-year forecasts for the General Fund, Permanent Improvement and Automation funds will be provided in December.

- The **Proposed 2024 Temporary Budget** will be presented for Board approval at the December Board meeting. As a reminder, a temporary budget for the following year needs to be approved by

December 31. The 2024 Permanent Budget will be presented in Q1 2024 and is required to be approved by March 31, 2024.

- The Finance department met on Wednesday, November 15

Human Resources

- Open enrollment is being held November 1 – November 17.
- **Felicia Browning**, a Circulation Sr. Assistant II, recently moved from a Substitute position to a 20 hr position. She is returning to the Substitute position effective November 12.
- **Jamie Novak** started at the Library on Tuesday, October 24 as a part-time Associate in the Makerspace!
- **Open Positions – Status**

Circulation Assistant – 20 hours – posted on Thursday, 11/2 through Thursday, 11/16 (this is the position that was previously held by Felicia Browning)

EAC Update

- Change to form to include the following language, similar to language DEI uses: *The EAC expects ideas, suggestions, and concerns that are submitted to be expressed thoughtfully and professionally.*
- Staff Week/Staff Day discussion
- Get together survey!
- Comments submitted and discussed by the team:

No returning to a Staff Day Staff Day was always a long and exhausting day. Turn Staff Appreciation Week into Staff Development Week. Since everyone has to do a set amount of core training each year, use that week to cover as much of it as possible. Rather than require staff to have to participate in "appreciation" activities (Forced appreciation seems disingenuous) it would be a better use of time and effort to do training. Best part of staff appreciation week is the food donations. Nice to not have to pack a lunch. In-person training is more engaging and effective. *Potential Benefit:* Better use of time for everyone. Hard to find time to complete all the core training around regular responsibilities.

SAW was so much fun, and a lot better than Staff Day. It was nice having a week of optional activities and not having to worry about trainings, lectures, and ice breaker games that we had to do for staff day. Don't change a thing from last year, it was perfect!

SAW is NOT Disingenuous In re to the comment that: Rather than require staff to have to participate in "appreciation" activities (Forced appreciation seems disingenuous) it would be a better use of time and effort to do training. Indeed, training is a great use of time. There is no untruth in that statement. However, getting paid in order to take part in activities (over two hours worth, by my estimate) is NOT disingenuous and is worth more than a free lunch or two.

WESTLAKE PORTER PUBLIC LIBRARY**Account Transfer - General Fund****Informational****November 15, 2023**

FROM:		TO:	
101-00-54110 (BOOKS)	\$ (2,000.00)	101-00-54710 (BOOK COVERS)	\$ 2,000.00
101-00-53330 (BUILDING/PROPERTY MAINT)	\$ (6,500.00)	101-00-53120 (EXTERNAL TRAINING)	\$ 6,500.00
101-00-57120 (BUSINESSES)	\$ (410.00)	101-00-57110 (LIBRARY ORGANIZATIONS)	\$ 410.00
101-00-53220 (POSTAGE)	\$ (275.00)	101-00-53230 (PRINTING & PUBLICITY)	\$ 275.00
101-00-54320 (VIDEO)	\$ (300.00)	101-00-54910 (PUZZLES/PUPPETS/KITS)	\$ 300.00
101-00-54110 (BOOKS)	\$ (200.00)	101-00-54910 (PUZZLES/PUPPETS/KITS)	\$ 200.00
101-00-54110 (BOOKS)	\$ (5,000.00)	101-00-54530 (DOWNLOADABLE AUDIO)	\$ 5,000.00
101-00-53120 (EXTERNAL TRAINING)	\$ (46.42)	101-00-53810 (CATALOGING)	\$ 46.42

WESTLAKE PORTER PUBLIC LIBRARY

General Fund Financial Summary

As of: October 31, 2023

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
Revenue				
Property Tax	3,238,881	4,019,776	780,895	All property tax revenue for the year has been received
PLF	1,221,873	1,246,240	24,367	
Other	236,777	236,318	(459)	
TOTAL	4,697,531	5,502,334	804,803	
Expenses				
Salaries & Benefits	3,109,879	2,940,977	(168,902)	on track
Supplies	90,261	78,030	(12,232)	
Contracted Services	645,724	561,658	(84,066)	
Library Materials	682,961	520,047	(162,914)	
Capital	185,134	205,741	20,607	annual payment for Sirsi made in February, which represents a large portion of this expense category
Miscellaneous	25,875	19,284	(6,591)	
Other Expenses	577,500	-	(577,500)	Transfers out to Perm Improvement & Automation funds, which occur at the end of the year
TOTAL	5,317,334	4,325,737	(991,597)	

WESTLAKE PORTER PUBLIC LIBRARY
YEAR TO DATE BANK REPORT
As of: October 31, 2023

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	\$ 965.49	\$ 48,353.26	\$ 1,776.36	\$ -	\$ 47,100.00	\$ 442.39
FFL - GENERAL CHECKING	\$ 194,935.05	\$ 106,920.80	\$ 5,017,775.79	\$ 4,960,777.57	\$ 32,533.01	\$ 212,324.62
FFL - RETAINAGE	\$ 38,454.25	\$ 243.06	\$ -	\$ 32,533.01	\$ 70,974.53	\$ 255.79
PETTY CASH & CHANGE	\$ 1,343.50	\$ -	\$ -	\$ -	\$ -	\$ 1,343.50
TOTAL	\$ 235,698.29	\$ 155,517.12	\$ 5,019,552.15	\$ 4,993,310.58	\$ 150,607.54	\$ 214,366.30
FFL - MONEY MARKET	\$ 176,060.56	\$ 5,864.33	\$ -	\$ 4,854,723.04	\$ 4,872,426.08	\$ 164,221.85
US BANK	\$ 4,368,969.00	\$ 53,439.66	\$ 4,166.69	\$ -	\$ -	\$ 4,418,241.97
STAR OHIO	\$ 1,540,180.54	\$ 5,345,186.51	\$ 54,150.11	\$ -	\$ 4,825,000.00	\$ 2,006,216.94
TOTAL	\$ 6,085,210.10	\$ 5,404,490.50	\$ 58,316.80	\$ 4,854,723.04	\$ 9,697,426.08	\$ 6,588,680.76
TOTAL - ALL BANKS	\$ 6,320,908.39	\$ 5,560,007.62	\$ 5,077,868.95	\$ 9,848,033.62	\$ 9,848,033.62	\$ 6,803,047.06

WESTLAKE PORTER PUBLIC LIBRARY
STATEMENT OF CASH POSITION
As of: October 31, 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	\$ 5,502,333.88	\$ 4,325,736.89	\$ 5,683,673.25	\$ 586,278.05	\$ 5,097,395.20
410 DEVELOPMENT FUND	\$ 42,179.77	\$ 28,594.94	\$ 17,412.04	\$ 53,362.67	\$ 24,932.19	\$ 28,430.48
420 FRIENDS OF THE LIBRARY	\$ 10,359.81	\$ 17,782.00	\$ 18,807.74	\$ 9,334.07	\$ 9,333.26	\$ 0.81
450 PERMANENT IMPROVEMENT	\$ 1,312,565.83	\$ 8,260.98	\$ 595,450.63	\$ 725,376.18	\$ 448,787.97	\$ 276,588.21
475 AUTOMATION FUND	\$ 421,753.65	\$ 2,823.29	\$ 120,461.65	\$ 304,115.29	\$ 64,441.60	\$ 239,673.69
703 FRANCIS EGGER TRUST	\$ 26,973.07	\$ 212.53	\$ -	\$ 27,185.60	\$ -	\$ 27,185.60
TOTAL:	\$ 6,320,908.39	\$ 5,560,007.62	\$ 5,077,868.95	\$ 6,803,047.06	\$ 1,133,773.07	\$ 5,669,273.99

WESTLAKE PORTER PUBLIC LIBRARY

REVENUE REPORT - GENERAL FUND

As of: October 31, 2023

% through the year:

83%

<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	-	380,715	1,230	99.7%
Subtotal	3,886,657	-	4,019,776	(133,119)	103.4%
PLF	1,466,248	118,618	1,246,240	220,008	85.0%
Grants	24,380	958	16,098	8,282	66.0%
Patron Fines & Fees	8,833	819	8,631	202	97.7%
Interest	140,000	18,756	127,421	12,579	91.0%
Contributions	500	-	-	500	0.0%
Refunds/Reimbursements/Misc	110,420	6,783	84,168	26,252	76.2%
Transfers	-	-	-	-	0.0%
TOTAL	\$ 5,637,038	\$ 145,934	\$ 5,502,334	\$ 134,704	97.6%

WESTLAKE PORTER PUBLIC LIBRARY
EXPENSE REPORT - GENERAL FUND
As of: October 31, 2023

						% through the year:
						83%
Expenditure Accounts	Combined Appropriations	Combined Month-to-Date Expenses	Combined Year-to-Date Expenses	Combined Encumbrances	Combined Unexpended Balance	% Combined Expended Balance
<u>Salaries & Benefits</u>						
Salaries	2,861,200	218,312	2,253,707	-	607,493	78.8%
OPERS	399,168	45,849	299,609	-	99,559	75.1%
Insurance	466,487	42,004	386,661	68,977	79,826	82.9%
Other Employee Benefits	5,000	-	1,000	4,000	4,000	20.0%
Subtotal	3,731,855	306,165	2,940,977	72,977	790,878	78.8%
<u>Supplies</u>						
Administrative Supplies	74,914	9,606	53,610	21,293	21,303	71.6%
Maintenance Supplies	30,000	2,728	21,437	8,563	8,563	71.5%
Vehicle Fuel & Supplies	3,400	361	2,982	418	418	87.7%
Subtotal	108,314	12,696	78,030	30,274	30,284	72.0%
<u>Contracted Services</u>						
Travel & Training	35,200	7,763	24,977	10,223	10,223	71.0%
PR/Postage/Phone	85,190	9,326	72,127	13,050	13,063	84.7%
Maintenance	276,016	38,416	157,894	118,094	118,122	57.2%
Insurance	40,000	3,151	38,856	1,144	1,144	97.1%
Leases	10,062	420	8,937	737	1,125	88.8%
Utilities	131,406	8,184	89,161	41,995	42,244	67.9%
Professional Services	141,445	6,747	117,255	23,756	24,190	82.9%
Library Material Control	41,800	2,212	40,247	1,553	1,553	96.3%
Interlibrary Delivery Service	13,750	-	12,204	1,546	1,546	88.8%
Subtotal	774,869	76,220	561,658	212,099	213,211	72.5%
<u>Library Materials</u>						
Books	276,649	20,313	183,807	78,652	92,842	66.4%
Periodicals	22,201	169	2,596	17,559	19,605	11.7%
Audio/Visual	133,986	8,306	68,785	50,300	65,200	51.3%
Portable Audio	18,178	64	10,499	7,501	7,679	57.8%
Electronic Data	344,448	30,803	239,010	82,854	105,438	69.4%
Interlibrary Loan Fees	100	20	74	26	26	73.7%
Library Material Repair	17,853	1,433	13,428	4,197	4,426	75.2%
Library Material, Other	6,137	93	1,847	1,653	4,290	0.0%
Subtotal	819,553	61,201	520,047	242,742	299,506	63.5%
<u>Capital</u>						
Land Improvements	-	-	-	-	-	0.0%
Building Improvements	6,000	-	4,823	1,177	1,177	80.4%
Furniture/Hardware/Software	216,161	789	200,918	15,243	15,243	92.9%
Subtotal	222,161	789	205,741	16,420	16,420	92.6%
<u>Miscellaneous</u>						
Dues/Memberships	19,500	135	17,664	1,837	1,837	90.6%
Special Assessments	11,200	-	1,448	9,752	9,752	0.0%
Refunds/Reimbursements	350	80	173	177	177	49.4%
Other Misc Expenses	-	-	-	-	-	0.0%
Subtotal	31,050	215	19,284	11,766	11,766	62.1%
<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	\$ 457,285	\$ 4,325,737	\$ 586,278	\$ 2,055,064	67.8%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - OTHER FUNDS

As of: October 31, 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: 83%</i>	
				<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>410 - Development Fund</u>					
Supplies	11,960	9,083	2,877	2,877	75.95%
Contracted Services	9,090	1,100	6,990	7,990	12.10%
Library Materials	9,690	7,229	2,066	2,461	74.60%
Capital Outlay	13,000	-	13,000	13,000	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 43,740	\$ 17,412	\$ 24,932	\$ 26,328	39.81%
<u>420 - Friends of Library Fund</u>					
Supplies	18,091	11,630	6,461	6,461	64.28%
Contracted Services	8,050	5,178	2,872	2,872	64.32%
Library Materials	-	-	-	-	0.00%
Capital Outlay	2,000	2,000	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 28,141	\$ 18,808	\$ 9,333	\$ 9,333	66.83%
<u>450 - Permanent Imp. Fund</u>					
Contracted Services	73,350	8,709	64,641	64,641	11.87%
Capital Outlay	972,851	586,742	384,147	386,109	60.31%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 1,046,201	\$ 595,451	\$ 448,788	\$ 450,750	56.92%
<u>475 - Automation Fund</u>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	185,491	120,462	64,442	65,029	64.94%
Total	\$ 185,491	\$ 120,462	\$ 64,442	\$ 65,029	64.94%

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	118,617.65
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 \$ 1,246,239.74

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%	-0.47%
1.68%	6.47%	5.32%	
3.62%	8.67%	9.31%	

Difference (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
(564.34)

2023 Year-to-Date Compared to 2022	
2022	1,232,399.63
2023	1,246,239.74
\$ Difference	13,840.11
% Difference	1.12%

Westlake Porter Public Library
Check Register 10/1/23 - 10/31/23

Payment Date	Check Number	Vendor	Description	Payment Amount
10/4/2023	42375	MORNINGSTAR INC	Morningstar Invest Research Ctr 12/2/23 - 12/1/24	1,630.00
10/4/2023	42374	MIDWEST TAPE	Hoopla e-Books, Hoopla e-Audio, Hoopla Downloadables	722.18
10/4/2023	42376	North East Fire Protection LLC	Backlow Re-Build & Test	1,266.95
10/4/2023	42373	MARK STROK	Juvenile/YA Books, World Languages	416.00
10/4/2023	42379	Stick to Your Buns Bakery LLC	Anniversary Pastries	66.00
10/4/2023	42378	OHIONET	Mango & Little Pim 2024; Fiero Code 11/1/23-6/30/24	6,109.95
10/4/2023	42377	O C L C, INC	FirstSearch 10/1/23 - 9/30/24	2,211.77
10/4/2023	42366	BAY SHORE INSURANCE	Cyber Liability Insurance	3,151.00
10/4/2023	42368	Khan Spryre, LLC	Comic Books	52.99
10/4/2023	42369	Galley Printing Company, Inc	Welcome Postcards & mailing	731.00
10/4/2023	42370	GO GREEN LANDSCAPING LLC	Landscape Maint - Oct 2023	1,313.63
10/4/2023	42371	Jeffrey W Jack	Adult ADHD 101	100.00
10/4/2023	42372	KIWANIS CLUB OF WESTLAKE	Mangels - Kiwanis Dues 2023-24	135.00
10/4/2023	42367	Dynamic Imaging Solutions Inc	Spine Labels	1,935.00
10/11/2023	42382	BIBLIOTHECA, LLC	Bibliotheca Maint 11/10/23 - 11/9/24	11,134.45
10/11/2023	42389	SOFTWARE SOLUTIONS INC	SSI Software Support 2024	19,887.42
10/11/2023	42391	VEDDA PRINTING	Notes - Oct/Nov 2023	5,420.00
10/11/2023	42390	UNIQUE MANAGEMENT SERVICES INC	Collection Agency & Phone Notifications - Sept 2023	368.40
10/11/2023	42381	BAYSCAN TECHNOLOGIES	RFID Tags, CD/DVD Overlays	4,839.73
10/11/2023	42383	Blue Technologies	Blue Tech Copiers 8/22 - 9/21/23	218.09
10/11/2023	42388	Regency Construction Services, Inc	2022 Library Renovation Projects	29,723.04
10/11/2023	42384	BPI INFORMATION SYSTEMS	Veeam Backup & Maint - 1 yr	2,398.00
10/11/2023	42386	MIDWEST TAPE	Hoopla Downloadables	7,242.80
10/11/2023	42387	PLAIN DEALER	Plain Dealer - Sept 2023	151.80
10/11/2023	42385	Kanopy Inc	Kanopy Videos	477.00
10/19/2023	42402	Villager Newspaper	PR Ads - Villager	215.00
10/19/2023	42401	MIDWEST TAPE	Hoopla eBooks & Hoopla eAudio books	2,013.41
10/19/2023	42400	Kelly Deltoro-White	Neurodiversity at Work	300.00
10/19/2023	42399	Majestic Vibes Inc	Majestic Candle Making	180.00
10/19/2023	42395	Connecting for Kids	Learning Disability Provider Showcase	4,625.00
10/19/2023	42396	Galley Printing Company, Inc	Bookmarks	121.00
10/19/2023	42397	GO GREEN LANDSCAPING LLC	Landscape Maint - Sept 2023	1,313.63
10/19/2023	42398	GREG FEKETIK	Insights into the Unknown	100.00
10/19/2023	42394	CENTER POINT PUBLISHING	Adult Books	195.36
10/19/2023	42393	Cengage Learning Inc	Adult Books	665.82
10/19/2023	42392	BAKER & TAYLOR	Adult Books, Juc/YA books, materials processing	781.17
10/24/2023	2023000098	PNC BANK N.A.	CC Payment	43,433.76

Westlake Porter Public Library
Check Register 10/1/23 - 10/31/23

Payment Date	Check Number	Vendor	Description	Payment Amount
10/25/2023	2023000105	CITY OF WESTLAKE - SEWERS	Sewers 6/30 - 9/30/23	227.50
10/25/2023	2023000104	Stark County Educational Service Center	Medical, Dental and Life Insurance - Oct 2023	39,054.53
10/25/2023	2023000103	INGRAM BOOK COMPANY	Adult books, Juv/YA books, World Languages, Audiobooks, LAL Grant materials, materials processing	17,309.23
10/25/2023	2023000102	City of Cleveland Division of Water	Water Usage & Fireline	568.75
10/25/2023	2023000101	Columbia Gas	Natural Gas 8/23 - 9/22/23	769.84
10/25/2023	2023000100	The Illuminating Company	Electricity 8/1 - 8/30/23	6,618.40
10/30/2023	42412	Lu Yu	Refund of Pmt for Lost Item	79.99
10/30/2023	42411	OHIO VALLEY SUPPLY & MAINT COMPANY	Foam dispensers (30)	450.00
10/30/2023	42410	Ohio Treasurer of State	HOA6295 Renewal	61.52
10/30/2023	42408	Louis Latzer Memorial Public Library	ILL Fees Lost Item	20.00
10/30/2023	42406	Khan Spryre, LLC	Juvenile/YA Books	52.10
10/30/2023	42415	City of Westlake	PR Ad - 2024 Spring/Summer Gazette	500.00
10/30/2023	42405	Crabtree Publishing Company	Juvenile/YA Books	421.95
10/30/2023	42407	Hometown Power Washing LLC	Clean & powerwash	1,310.00
10/30/2023	42414	The Child's World	Juvenile/YA Books	757.35
10/30/2023	42413	Paul R Biasella	Biasella Trio	200.00
10/30/2023	42409	Jennifer L Nebraska	Chair Yoga	75.00
10/30/2023	42403	Bellwether Media	Juvenile/YA Books	289.25
10/30/2023	42404	Cengage Learning Inc	Adult Books	426.57
10/31/2023	2023000108	BANKS	Bank & Investment Fees	22.93
10/31/2023	2023000011	BANKS	Bank & Investment Fees	174.71
10/31/2023	2023000107	PAYCHEX INC	Bank & Investment Fees	1,115.10
10/31/2023	2023000011	BANKS	Bank & Investment Fees	416.69
10/31/2023	2023000106	FP Mailing Solutions	Parcel Shipping Funds	500.00
10/31/2023	42416	Jennifer L Nebraska	Re-Issue Payment for 0000042265	75.00
			TOTAL	227,142.76

Visa Payment Detail
For Check #2023000098 dated 10/24/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
9/12/2023	FASTSIGNS	Banner	141-5414	232001	206.50
9/12/2023	FASTSIGNS	Pole Banners	141-5306	232001	130.00
9/5/2023	FLOWER PORT	Christina's Corner flowers	44868	232002	50.00
9/25/2023	AMAZON.COM	Children's Materials - Sandy Sauer	0896251	232003	15.98
9/25/2023	AMAZON.COM	Children's Materials - Sandy Sauer	9474645	232003	5.95
9/25/2023	AMAZON.COM	Children's Materials - Sandy Sauer	4677869	232003	5.50
9/7/2023	4IMPRINT	Healthy Living Calendars	25711694	232006	296.03
9/8/2023	4IMPRINT	Table Throw, Carrying Cases	25765730	232006	247.73
9/26/2023	4IMPRINT	Carabiner Keyholders	25870397	232006	332.63
9/12/2023	AMAZON.COM	Paints, Canvases, Bangle Bracelets, etc	2783409	232011	55.22
9/16/2023	AMAZON.COM	Plastic needles (100)	6869025	232011	7.99
9/7/2023	MIDWEST TAPE	Serious Music Books/Materials - Sonenfield	20230907	232013	14.99
9/12/2023	AMAZON.COM	Guillotine Trimmer	8697006	233002	84.73
9/11/2023	AMAZON.COM	Finger paints, aprons, paint sticks	1819433	233003	53.98
9/26/2023	AMAZON.COM	Watercolor pads/pencils, tea lights, glue, etc.	3660234	233003	201.62
9/25/2023	APPLE STORE	iCloud 200GB Storage Plan	MQVLKSH2V	233003	2.99
9/14/2023	DEMCO INC	Bookmarks, cutting pad, stickers	32510503	233003	108.50
9/20/2023	Jo-Ann Stores, LLC	Sticker Books	Joann	233003	13.41
10/1/2023	MARC'S	Food	Marc's	233003	10.71
9/13/2023	ORIENTAL TRADING COMPANY	Paint, Fall Craft items, etc	726323977	233003	144.95
9/8/2023	Pony Bead Store	Pony beads	PBS9046	233003	10.98
9/25/2023	Teachers Pay Teachers	Bookmark Printable File	241783881	233003	1.00
9/14/2023	WALMART	Food	Walmart	233003	59.77
9/14/2023	WALMART	Apple Juice	Walmart	233003	20.52
9/28/2023	Hobby Lobby	Fabric	Hobby Lobby	233010	25.14
9/5/2023	MARC'S	Popcorn, Drinks	Marc's	233010	9.47
9/7/2023	MARC'S	Water, Paper Plates, Plastic Cutlery	Marc's	233010	14.94
9/10/2023	MICHAELS	Jewelry Program Supplies	Michaels	233010	13.57
9/19/2023	The Nut Shop	Spices	The Nut Shop	233010	23.79
9/28/2023	AMAZON.COM	Cookie bags	8467461	233011	9.98
9/27/2023	G F S MARKETPLACE	Snacks, Drinks, etc	GFS	233011	153.39
9/13/2023	The Nut Shop	Gift Card - Welcoming Fair Prize	The Nut Shop	233013	25.00
10/1/2023	AMAZON.COM	Google Cardboard VR Headsets	9611448	233022	79.85
9/27/2023	AMAZON.COM	Snacks	0575446	233025	29.96
9/27/2023	AMAZON.COM	Switch controllers, Rubik's cubes, looms, etc.	7791449	233025	215.54

Visa Payment Detail
For Check #2023000098 dated 10/24/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
9/29/2023	AMAZON.COM	Game controllers, foam board, push pins	4125824	233025	99.83
9/20/2023	MICHAELS	Jars, Tealights	Michaels	233025	13.58
9/27/2023	MICHAELS	Jewelry Supplies	Michaels	233025	27.44
10/2/2023	DEMCO INC	Learning Cube	3270003700	233031	2,000.00
9/19/2023	AMAZON.COM	Wacom One Drawing Tablet	8711424	234015	299.95
9/21/2023	AMAZON.COM	Wacom tablet cable, adapter	8598669	234015	47.32
9/25/2023	AMAZON.COM	HDMI Extension Cable	4532239	234015	11.74
9/28/2023	GAS STATIONS	Group Meal - OLC Conf 2023	20230928	235001	116.59
9/29/2023	GAS STATIONS	Gasoline for Van - OLC Conf 2023	BP	235001	62.41
9/29/2023	GAS STATIONS	Gasoline for Van - OLC Conf 2023	Pilot	235001	55.94
9/23/2023	HOTELS	Halvorsen - Hotel - Koha Conf 2023	20230923	235001	863.68
9/27/2023	HOTELS	Lynce - Hotel/Parking - OLC Conf 2023	2824294201	235001	752.28
9/27/2023	HOTELS	Finley - Hotel - OLC Conf 2023	Hyatt	235001	593.40
9/27/2023	HOTELS	Mangels- Hotel/Parking - OLC Conf 2023	978045	235001	710.40
9/27/2023	HOTELS	Budzilek- Hotel - OLC Conf 2023	977969	235001	593.40
9/27/2023	HOTELS	Brawner- Hotel - OLC Conf 2023	977928	235001	593.40
9/27/2023	HOTELS	Feenaughty- Hotel - OLC Conf 2023	977884	235001	593.40
9/27/2023	HOTELS	Vogel - Hotel - OLC Conf 2023	977761	235001	593.40
9/27/2023	HOTELS	Cooley - Hotel - OLC Conf 2023	977942	235001	586.40
9/20/2023	RESTAURANTS	Halvorsen - Meal - Koha Conf 2023	20230920	235001	24.62
9/21/2023	RESTAURANTS	Halvorsen - Meal - Koha Conf 2023	20230921	235001	11.52
9/21/2023	RESTAURANTS	Halvorsen - Meal - Koha Conf 2023	20230921	235001	11.20
9/21/2023	RESTAURANTS	Halvorsen - Meal - Koha Conf 2023	20230921	235001	21.86
9/22/2023	RESTAURANTS	Halvorsen - Meal - Koha Conf 2023	20230922	235001	27.29
9/22/2023	RESTAURANTS	Halvorsen - Meal - Koha Conf 2023	20230922	235001	24.62
9/22/2023	RESTAURANTS	Halvorsen - Meal - Koha Conf 2023	20230922	235001	11.20
9/23/2023	RESTAURANTS	Halvorsen - Meal - Koha Conf 2023	20230923	235001	12.82
9/23/2023	RESTAURANTS	Halvorsen - Meal - Koha Conf 2023	20230923	235001	11.20
9/26/2023	RESTAURANTS	Group Meal - OLC Conf 2023	20230926	235001	403.91
9/27/2023	RESTAURANTS	Lynce - Meal - OLC Conf 2023	20230927	235001	16.71
9/27/2023	RESTAURANTS	Lynce - Meal - OLC Conf 2023	20230927	235001	7.75
9/27/2023	RESTAURANTS	Finley - Meal - OLC Conf 2023	20230927	235001	26.65
9/27/2023	RESTAURANTS	Mangels - Meal - OLC Conf 2023	20230927	235001	8.55
9/27/2023	RESTAURANTS	Budzilek - Meal - OLC Conf 2023	20230927	235001	19.83
9/27/2023	RESTAURANTS	Budzilek - Meal - OLC Conf 2023	20230927	235001	6.19

Visa Payment Detail
For Check #2023000098 dated 10/24/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
9/27/2023	RESTAURANTS	Brawner - Meal - OLC Conf 2023	20230927	235001	32.15
9/27/2023	RESTAURANTS	Brawner - Meal - OLC Conf 2023	20230927	235001	14.88
9/27/2023	RESTAURANTS	Group Meal - OLC Conf 2023	20230927	235001	90.44
9/27/2023	RESTAURANTS	Feenaughty - Meal - OLC Conf 2023	20230927	235001	17.97
9/27/2023	RESTAURANTS	Vogel - Meal - OLC Conf 2023	20230927	235001	8.26
9/27/2023	RESTAURANTS	Vogel - Meal - OLC Conf 2023	20230927	235001	16.21
9/27/2023	RESTAURANTS	Cooley - Meal - OLC Conf 2023	20230927	235001	25.87
9/27/2023	RESTAURANTS	Cooley - Meal - OLC Conf 2023	20230927	235001	4.50
9/28/2023	RESTAURANTS	Lynce - Meal - OLC Conf 2023	20230928	235001	7.25
9/28/2023	RESTAURANTS	Finley - Meal - OLC Conf 2023	20230928	235001	13.55
9/28/2023	RESTAURANTS	Mangels - Meal - OLC Conf 2023	20230928	235001	21.72
9/28/2023	RESTAURANTS	Mangels - Meal - OLC Conf 2023	20230928	235001	20.30
9/28/2023	RESTAURANTS	Budzilek - Meal - OLC Conf 2023	20230928	235001	13.85
9/28/2023	RESTAURANTS	Brawner - Meal - OLC Conf 2023	20230928	235001	7.36
9/28/2023	RESTAURANTS	Feenaughty - Meal - OLC Conf 2023	20230928	235001	11.64
9/28/2023	RESTAURANTS	Vogel - Meal - OLC Conf 2023	20230928	235001	3.50
9/28/2023	RESTAURANTS	Cooley - Meal - OLC Conf 2023	20230928	235001	18.09
9/28/2023	RESTAURANTS	Cooley - Meal - OLC Conf 2023	20230928	235001	20.35
9/29/2023	RESTAURANTS	Finley - Meal - OLC Conf 2023	20230929	235001	5.39
9/29/2023	RESTAURANTS	Group Meal - OLC Conf 2023	20230929	235001	149.42
9/29/2023	RESTAURANTS	Mangels - Meal - OLC Conf 2023	20230929	235001	10.12
9/29/2023	RESTAURANTS	Group Meal - OLC Conf 2023	20230929	235001	30.33
9/29/2023	RESTAURANTS	Budzilek - Meal - OLC Conf 2023	20230929	235001	6.15
9/29/2023	RESTAURANTS	Brawner - Meal - OLC Conf 2023	20230929	235001	23.30
9/29/2023	RESTAURANTS	Feenaughty - Meal - OLC Conf 2023	20230929	235001	11.36
9/29/2023	RESTAURANTS	Vogel - Meal - OLC Conf 2023	20230929	235001	3.23
9/29/2023	RESTAURANTS	Cooley - Meal - OLC Conf 2023	20230929	235001	12.13
9/29/2023	RESTAURANTS	Cooley - Meal - OLC Conf 2023	20230929	235001	7.00
9/20/2023	SHUTTLE SERVICE/CAR RENTAL	Halvorsen - Lyft- Koha Conf 2023	Lyft	235001	16.67
9/20/2023	SHUTTLE SERVICE/CAR RENTAL	Halvorsen - Uber - Koha Conf 2023	Uber	235001	10.32
9/21/2023	SHUTTLE SERVICE/CAR RENTAL	Halvorsen - Lyft- Koha Conf 2023	Lyft	235001	9.70
9/22/2023	SHUTTLE SERVICE/CAR RENTAL	Halvorsen - Lyft- Koha Conf 2023	Lyft	235001	9.84
10/2/2023	DEMCO INC	Shipping - Learning Cube	3270003700	235005	194.95
9/28/2023	FEDEX	Shipping - ILL	8-267-88671	235005	19.96
9/6/2023	FP Mailing Solutions	Parcel Shipping Funds	44275905786	235005	207.00

Visa Payment Detail
For Check #2023000098 dated 10/24/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
9/7/2023	FP Mailing Solutions	Postage Machine Lease 9/1 - 11/30/23	RI105903372	235006	180.00
9/12/2023	AMAZON.COM	Patio Umbrellas (4)	7207417	235012	233.96
9/23/2023	AMAZON.COM	Clamp-On Shaft Collars	9215418	235012	39.98
9/24/2023	AMAZON.COM	Batteries, Marine Sealant	3606627	235012	102.61
9/27/2023	AMAZON.COM	Dryer Vent Hose & Cleaner Kit	6998624	235012	32.64
9/29/2023	AMAZON.COM	Drill Bits	6177057	235012	10.15
9/29/2023	AMAZON.COM	Bicycle Cable Locks (8)	5800200	235012	32.99
9/28/2023	HARBOR FREIGHT	Dial Caliper, Drill Bit Set, Etc	Harbor Freight	235012	62.93
9/21/2023	HOME DEPOT CREDIT SERVICES	Batteries	Home Depot	235012	9.87
9/27/2023	HOME DEPOT CREDIT SERVICES	White Duct Tape	Home Depot	235012	21.96
9/28/2023	HOME DEPOT CREDIT SERVICES	Wood Screws	Home Depot	235012	5.52
9/29/2023	HOME DEPOT CREDIT SERVICES	Wood Screws	Home Depot	235012	15.18
9/25/2023	HomElectrical	Pushwire Connectors (62)	968-2772	235012	77.50
9/28/2023	MENARD'S	Wood Screws, Power Drive Bits	Menards	235012	22.08
9/29/2023	MENARD'S	Chuck Keyless 1/4" Shank	Menards	235012	15.98
9/13/2023	Patton's Towing Inc	Private Property Signs (4)	P-29536	235012	120.00
9/24/2023	Pittsburgh Water Cooler Service, Inc	Bottle Filler Cover Repl Kits	PWC-62259	235012	65.95
9/13/2023	AMAZON.COM	Bathroom Etiquette Signs	5640202	235013	101.99
9/13/2023	AMAZON.COM	Soap Dispensers (36)	7437041	235013	582.75
9/14/2023	AMAZON.COM	Diaper Pails, Air Fresheners	7586602	235013	83.77
9/21/2023	AMAZON.COM	Vacuum Filters, Urinal Mats	3925042	235013	153.76
9/22/2023	AMAZON.COM	OxiClean, Dawn, Tide PODS	2775416	235013	106.26
9/26/2023	AMAZON.COM	Vacuum Cleaner Battery (4)	6265036	235013	380.36
9/25/2023	ADVANCE AUTO PARTS	Antifreeze, Cabin Air Filters	7519326845035	235014	60.63
9/7/2023	GAS STATIONS	Gasoline for 2017 Honda	Speedway	235014	65.00
9/12/2023	GAS STATIONS	Gasoline for Van	Pilot	235014	40.54
9/19/2023	GAS STATIONS	Gasoline for gator	Speedway	235014	14.14
9/20/2023	GAS STATIONS	Gasoline for 2017 Honda	Speedway	235014	33.04
9/25/2023	GAS STATIONS	Gasoline for 2008 Honda	Speedway	235014	32.53
9/15/2023	Sgt Clean Car Wash	Monthly Car Wash Fee	Sgt Clean	235014	26.97
9/16/2023	Sgt Clean Car Wash	Monthly Car Wash Fee	Sgt Clean	235014	26.97
9/25/2023	RUMPKE	Waste & Recycling - Sept 2023	1347834	235015	383.65
9/5/2023	AMAZON.COM	Calliper, batteries	7477802	235018	23.84
9/19/2023	AMAZON.COM	Plywood Squares	3589848	235018	124.95
9/21/2023	AMAZON.COM	3D Printer Capricorn Bowden Tube Kit	8395406	235018	29.68

Visa Payment Detail
For Check #2023000098 dated 10/24/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
10/3/2023	AMAZON.COM	Sublimation tote bags (20)	5719451	235018	59.98
9/25/2023	Tecre Co, Inc	Button Components	00307203	235018	97.48
9/20/2023	USCutter, Inc	Sublimation Mugs	417164	235018	75.88
9/25/2023	USCutter, Inc	Sublimation mugs (36)	418336	235018	75.88
9/21/2023	AMAZON.COM	Joint Connector Bolts	5302654	235023	38.56
9/23/2023	AMAZON.COM	Bolts, Threadlocker	1732269	235023	54.39
9/12/2023	HOME DEPOT CREDIT SERVICES	Mini Fridge - Magic Chef 4.4 cu ft	WM46071052	235023	199.00
9/18/2023	OFFICE MAX INCORPORATED	Magnetic Whiteboard 72"x48"	328030939-001	235023	269.99
9/21/2023	SHIFFLER EQUIPMENT	Bell Glides (16)	35714	235023	65.08
9/30/2023	Later.com	Later.com 9/30/23 - 9/30/24	106031B6-0005	235028	100.00
9/7/2023	WESTLAKE BAY VILLAGE OBSERVER	PR Ads - WBV Observer	WBVO4432	235028	200.00
9/20/2023	Westlake Recreation Center	Scarecrow Contest Registration Fee	23785	235028	20.00
9/5/2023	FASTSIGNS	Porter Mouse Decal	141-5254	235030	75.63
10/2/2023	FEDEX	Business Cards	20231002	235030	47.25
9/28/2023	TreeTop Products, LLC	Bronze Bench Plaque	BF200037630	235030	167.64
9/11/2023	AMAZON.COM	Staff Week cookie jars (8)	0077806	235035	81.93
9/13/2023	AMAZON.COM	Mason jars (15)	8216253	235035	22.99
9/13/2023	AMAZON.COM	Staff Week dot stickers	4371418	235035	5.98
9/13/2023	G F S MARKETPLACE	Staff week food	GFS	235035	345.49
9/19/2023	G F S MARKETPLACE	Staff week food	GFS	235035	26.01
9/11/2023	HEINEN'S	Staff Week water	Heinens	235035	19.96
9/15/2023	HEINEN'S	Staff week food, flowers	Heinens	235035	69.11
9/20/2023	HEINEN'S	Staff week food	Heinens	235035	50.49
9/20/2023	HEINEN'S	Staff week ice	Heinens	235035	11.98
9/21/2023	HEINEN'S	Staff week food	Heinens	235035	441.94
9/17/2023	MARC'S	Staff week soda	Marc's	235035	14.97
9/19/2023	RESTAURANTS	Staff week food	D'Italia	235035	344.00
9/26/2023	STAPLES BUSINESS ADVANTAGE	Paper plates, napkins	7615700258	235035	45.57
10/3/2023	Corporate Screening Services	Background Checks	0635078	235041	86.06
9/26/2023	AMAZON.COM	USB speaker	5041038	235043	9.99
9/26/2023	CLARKTEL TELECOMMUNICATIONS	Desi Phone Labels	MH24536	235043	39.44
10/1/2023	Microsoft Corporation	Microsoft 365 - add 1 license	E0700PD70C	235044	17.21
9/25/2023	VIRTUAL SYSTEMS	VCC Performance Tier Backup	414392	235044	440.00
9/20/2023	PAYCHEX INC	Paychex Onboarding Monthly Fee	3935006	235060	100.00
9/14/2023	AMAZON.COM	Address labels	3357044	235065	12.68

Visa Payment Detail
For Check #2023000098 dated 10/24/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
9/21/2023	AMAZON.COM	Power strip	8598669	235065	15.55
9/26/2023	STAPLES BUSINESS ADVANTAGE	Envelopes, address labels	7615700258	235065	110.13
9/7/2023	W B MASON	Calendars, refills	240944724	235065	126.84
9/21/2023	AMAZON.COM	Lumbar pillow	2928231	235073	22.49
9/27/2023	AMAZON.COM	DVD Cases	8013844	235081	27.43
9/11/2023	Paragon Print Systems, Inc.	Resin Ribbons	219426	235081	144.93
9/16/2023	Breezeline	Breezeline Phone Svc 9/26 - 10/25/23	0060250	235083	66.31
9/29/2023	EASTON TELECOM SERVICES LLC	Easton Phone Svc 9/10 - 10/9/23	1158143	235083	689.86
9/8/2023	T-Mobile USA Inc	T-Mobile Cell Phone 7/29 - 8/28/23	981225743	235083	10.28
10/2/2023	VERIZON WIRELESS	VZ Mobile Brdbnd 9/13 - 10/12/23	9944270486	235083	40.11
10/1/2023	Cubesmart	Off-Site Storage - Oct 2023	282832	235091	240.00
9/25/2023	OHIO LIBRARY COUNCIL	Halvorsen - Reg - Right Click 2023	0038583	235096	50.00
10/3/2023	AMAZON.COM	DVDs (100)	9453853	235098	19.24
9/26/2023	AMAZON.COM	Kindle, headphones, game, snacks	8484230	235101	329.17
10/2/2023	AMAZON.COM	Playing cards	3803420	235101	5.29
9/8/2023	AMAZON.COM	Adult Books	9439450	236001	49.00
9/10/2023	AMAZON.COM	Adult Books	4664218	236001	65.25
9/28/2023	AMAZON.COM	Adult Books	8896234	236001	16.62
10/1/2023	AMAZON.COM	Adult Books	5526616	236001	14.84
9/6/2023	AMAZON.COM	Juvenile/YA Books	9802655	236002	23.48
9/12/2023	AMAZON.COM	Juvenile/YA Books	2272226	236002	16.82
9/12/2023	AMAZON.COM	Juvenile/YA Books	0615461	236002	14.84
9/19/2023	AMAZON.COM	Juvenile/YA Books	5442667	236002	7.99
9/19/2023	AMAZON.COM	Juvenile/YA Books	1567465	236002	7.14
10/2/2023	WORLD BOOK, INC	Juvenile/YA Books	WB00038719	236002	79.99
9/25/2023	AMAZON.COM	Forks over Knives Magazine	4193845	236005	17.69
9/22/2023	AMAZON.COM	Audiobooks	8166628	236006	25.74
9/7/2023	MIDWEST TAPE	Audiobooks	20230907	236006	469.89
9/21/2023	MIDWEST TAPE	Audiobooks	20230921	236006	149.97
9/28/2023	MIDWEST TAPE	Audiobooks	20230928	236006	119.97
9/10/2023	AMAZON.COM	Music CDs	2732271	236007	29.69
9/21/2023	AMAZON.COM	Music CDs	6224224	236007	19.79
9/7/2023	MIDWEST TAPE	Music CDs	20230907	236007	167.73
9/21/2023	MIDWEST TAPE	Music CDs	20230921	236007	271.28
9/28/2023	MIDWEST TAPE	Music CDs	20230928	236007	122.75

Visa Payment Detail
For Check #2023000098 dated 10/24/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
9/13/2023	AMAZON.COM	Adult/Juvenile DVDs	5358614	236008	45.98
9/21/2023	AMAZON.COM	Adult/Juvenile DVDs	2386610	236008	19.20
9/26/2023	AMAZON.COM	Adult/Juvenile DVDs	7353004	236008	18.13
9/7/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230907	236008	1,972.31
9/21/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230921	236008	2,130.80
9/28/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230928	236008	542.88
9/5/2023	AMAZON.COM	Video games/Hotspots	2045809	236009	69.89
9/6/2023	AMAZON.COM	Video games/Hotspots	3169815	236009	79.98
9/12/2023	AMAZON.COM	Video games/Hotspots	8813004	236009	49.99
9/13/2023	AMAZON.COM	Credit: Video games/Hotspots	8813004	236009	(0.02)
9/13/2023	AMAZON.COM	Video games/Hotspots	1584248	236009	59.98
9/13/2023	AMAZON.COM	Video games/Hotspots	4917850	236009	49.49
9/17/2023	AMAZON.COM	Video games/Hotspots	8610612	236009	138.99
9/17/2023	AMAZON.COM	Video games/Hotspots	1584248	236009	69.00
9/20/2023	AMAZON.COM	Credit: Video games/Hotspots	8610612	236009	(0.99)
9/21/2023	AMAZON.COM	Video games/Hotspots	1984266	236009	59.88
9/21/2023	AMAZON.COM	Video games/Hotspots	9570645	236009	49.99
9/23/2023	AMAZON.COM	Credit: Video games/Hotspots	9570645	236009	(0.50)
9/25/2023	AMAZON.COM	Video games/Hotspots	3559457	236009	34.99
9/26/2023	AMAZON.COM	Video games/Hotspots	5510637	236009	199.97
9/30/2023	AMAZON.COM	Video games/Hotspots	2762662	236009	217.87
9/30/2023	AMAZON.COM	Credit: Video games/Hotspots	5510637	236009	(0.99)
9/30/2023	AMAZON.COM	Credit: Video games/Hotspots	5510637	236009	(0.99)
9/30/2023	AMAZON.COM	Credit: Video games/Hotspots	5510637	236009	(0.11)
10/1/2023	AMAZON.COM	Video games/Hotspots	4237046	236009	119.97
10/1/2023	AMAZON.COM	Video games/Hotspots	6573864	236009	68.31
10/2/2023	AMAZON.COM	Video games/Hotspots	0850626	236009	59.99
9/8/2023	T-Mobile USA Inc	Hotspots 7/29 - 8/28/23	981225743	236009	1,133.65
9/12/2023	Playaway Products LLC	Playaways & Launchpads	441083	236010	63.74
9/15/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230915	236012	2,281.75
9/21/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230921	236012	1,390.66
9/21/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230921	236012	55.00
9/29/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230929	236012	1,372.88
10/2/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20231002	236012	1,200.56
9/7/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230907	236013	39.58

Visa Payment Detail
For Check #2023000098 dated 10/24/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
9/21/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230921	236013	804.82
9/29/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230929	236013	92.44
9/15/2023	OVERDRIVE, INC	e-audio	20230915	236014	1,212.71
9/21/2023	OVERDRIVE, INC	e-audio	20230921	236014	1,764.46
9/21/2023	OVERDRIVE, INC	e-audio	20230921	236014	47.50
9/29/2023	OVERDRIVE, INC	e-audio	20230929	236014	1,037.80
10/2/2023	OVERDRIVE, INC	e-audio	20231002	236014	980.68
9/7/2023	OVERDRIVE, INC	Downloadable video	20230907	236016	29.90
9/4/2023	AMAZON.COM	Game	2921012	236019	36.33
9/20/2023	AMAZON.COM	Game	7360216	236019	24.74
9/21/2023	AMAZON.COM	Guitar strings & tuner	3325827	236019	31.63
9/8/2023	AMAZON.COM	World Languages	6257059	236021	15.90
9/8/2023	AMAZON.COM	World Languages	6557868	236021	9.85
9/6/2023	GreekShops.com	World Languages	1230906113530	236021	94.85
				TOTAL	43,433.76



Westlake Porter Public Library Operating Account

Monthly Investment Report
October 31, 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

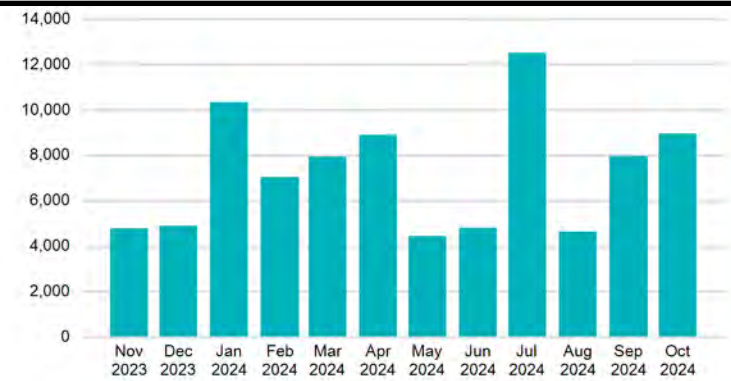
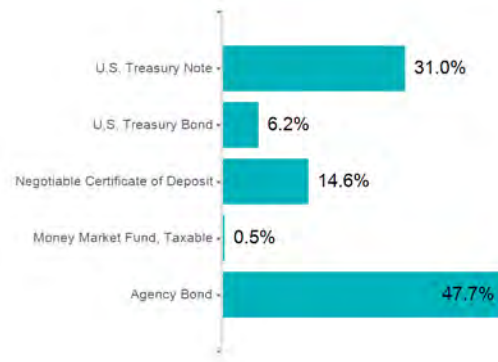
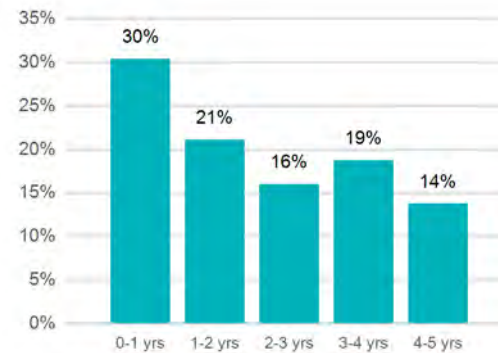
As of October 31, 2023

MONTHLY RECONCILIATION

Beginning Book Value	4,408,681.08
Contributions	
Withdrawals	
Prior Month Management Fees	(381.52)
Prior Month Custodian Fees	(35.17)
Realized Gains/Losses	1,791.37
Purchased Interest	(1,836.94)
Gross Interest Earnings	10,023.15
Ending Book Value	4,418,241.97

PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	2.24%
Portfolio Effective Duration	2.07 yrs
Weighted Average Maturity	2.22 yrs

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

Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of October 31, 2023



CUSIP	SECURITY DESCRIPTION	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 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				
3133EN3H1	FFCB 4.000% 11/29/2027	1,300						1,300					
3133ENW63	FFCB 4.375% 10/27/2027						1,641						1,641
3133EPWD3	FFCB 4.875% 04/20/2026						1,584						1,584
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			
31424WAF9	AGM 4.875% 04/01/2027						1,828						1,828
84287PJB9	Southern First Bank 4.850% 10/17/2028						1,702						1,702
880591EU2	TNNLL 2.875% 02/01/2027				1,078						1,078		
880591EZ1	TVA 3.875% 03/15/2028					1,356						1,356	
9128282R0	UST 2.250% 08/15/2027				844						844		
9128284V9	UST 2.875% 08/15/2028				1,006						1,006		
912828R36	UST 1.625% 05/15/2026	447						447					
912828YG9	UST 1.625% 09/30/2026					447						447	

Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of October 31, 2023



CUSIP	SECURITY DESCRIPTION	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024
912828Z78	UST 1.500% 01/31/2027			525						525			
91282CAJ0	UST 0.250% 08/31/2025				125						125		
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						383
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			
91282CGL9	UST 4.000% 02/15/2026				1,300						1,300		
91282CHA2	UST 3.500% 04/30/2028						963						963
949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	323	312	723									
TOTAL		4,775	4,895	10,337	7,041	7,938	8,890	4,452	4,799	12,523	4,634	7,959	8,960

POSITION STATEMENT

As of October 31, 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.	10/31/2023 10/31/2023	\$20,839.03	\$20,839.03	\$20,839.03	5.24%	0.003 0.003	\$1.00 \$20,839.03	\$0.00	0.33%	AAAm
STAROHIO	STAR Ohio XX019	10/31/2023 10/31/2023	\$2,006,216.94	\$2,006,216.94	\$2,006,216.94	5.57%	0.003 0.003	\$1.00 \$2,006,216.94	\$0.00	32.18%	AAAm
SubTotal			\$2,027,055.97	\$2,027,055.97	\$2,027,055.97	5.57%		\$2,027,055.97	\$0.00	32.52%	
Agency Bond											
3130AM5C2	FHLB 0.420% 05/06/2024	5/7/2021 5/10/2021	\$200,000.00	\$200,000.00	\$200,000.00	0.42%	0.515 0.502	\$97.44 \$194,870.00	(\$5,130.00)	3.13%	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%	0.671 0.651	\$97.57 \$243,915.00	(\$4,697.50)	3.91%	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%	1.249 1.212	\$94.08 \$141,118.50	(\$8,881.50)	2.26%	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%	1.534 1.483	\$93.13 \$186,268.00	(\$13,732.00)	2.99%	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%	1.707 1.649	\$92.65 \$115,817.50	(\$9,182.50)	1.86%	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%	1.918 1.860	\$91.43 \$356,569.20	(\$33,430.80)	5.72%	Aaa AA+
3133EPWD3	FFCB 4.875% 04/20/2026	10/16/2023 10/17/2023	\$65,000.00	\$64,743.25	\$64,743.25	5.04%	2.471 2.296	\$99.58 \$64,725.70	(\$17.55)	1.04%	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%	2.953 2.829	\$88.84 \$88,839.00	(\$10,891.00)	1.43%	Aaa AA+
880591EU2	TNNLL 2.875% 02/01/2027	10/27/2023 10/30/2023	\$75,000.00	\$70,330.88 \$533.07	\$70,863.95	4.97%	3.258 3.027	\$93.56 \$70,167.00	(\$163.88)	1.13%	Aaa AA+
31424WAF9	AGM 4.875% 04/01/2027	10/27/2023 10/30/2023	\$75,000.00	\$74,767.50 \$314.85	\$75,082.35	4.97%	3.419 3.097	\$99.56 \$74,667.00	(\$100.50)	1.20%	
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%	3.668 3.371	\$94.27 \$94,268.00	(\$1,030.00)	1.51%	
3130ATHW0	FHLB 4.125% 09/10/2027	10/31/2022 11/1/2022	\$75,000.00	\$74,419.28	\$74,419.28	4.30%	3.863 3.496	\$97.30 \$72,972.00	(\$1,447.28)	1.17%	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%	3.992 3.607	\$97.68 \$73,260.00	(\$1,958.25)	1.18%	Aaa AA+

POSITION STATEMENT

As of October 31, 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
3130APTR6	FHLB 1.320% 11/23/2027	3/31/2023 3/31/2023	\$65,000.00	\$57,535.40	\$57,535.40	4.06%	4.066 3.811	\$85.73 \$55,723.85	(\$1,811.55)	0.89%	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%	4.082 3.640	\$96.25 \$62,563.80	(\$2,215.20)	1.00%	Aaa AA+
880591EZ1	TVA 3.875% 03/15/2028	3/28/2023 3/30/2023	\$70,000.00	\$69,736.10	\$69,736.10	3.96%	4.375 3.935	\$95.75 \$67,027.10	(\$2,709.00)	1.08%	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%	4.611 4.057	\$97.65 \$53,704.75	(\$1,439.90)	0.86%	Aaa AA+
SubTotal			\$2,135,000.00	\$2,115,314.81 \$1,649.60	\$2,116,964.41	2.11%		\$2,016,476.40	(\$98,838.41)	32.35%	
Negotiable Certificate of Deposit											
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%	0.214 0.210	\$99.25 \$198,494.00	(\$1,106.00)	3.18%	
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%	0.712 0.689	\$97.57 \$240,022.20	(\$4,428.00)	3.85%	
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%	2.345 2.262	\$89.39 \$111,735.00	(\$12,640.00)	1.79%	
84287PJB9	Southern First Bank 4.850% 10/17/2028	10/5/2023 10/17/2023	\$70,000.00	\$69,685.00	\$69,685.00	4.95%	4.967 4.337	\$98.00 \$68,602.80	(\$1,082.20)	1.10%	
SubTotal			\$641,000.00	\$638,110.20	\$638,110.20	2.20%		\$618,854.00	(\$19,256.20)	9.93%	
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%	0.373 0.364	\$98.07 \$98,074.00	\$324.00	1.57%	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%	2.540 2.415	\$92.15 \$50,683.60	(\$4,694.53)	0.81%	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%	2.918 2.785	\$91.31 \$50,222.15	(\$5,123.75)	0.81%	Aaa AA+
9128284V9	UST 2.875% 08/15/2028	10/6/2023 10/10/2023	\$70,000.00	\$64,257.81 \$306.25	\$64,564.06	4.79%	4.795 4.356	\$91.63 \$64,137.50	(\$120.31)	1.03%	Aaa AA+
SubTotal			\$280,000.00	\$272,731.84 \$306.25	\$273,038.09	2.23%		\$263,117.25	(\$9,614.59)	4.22%	

POSITION STATEMENT

As of October 31, 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
U.S. Treasury Note											
91282CBM2	UST 0.125% 02/15/2024	2/7/2022 2/8/2022	\$100,000.00	\$97,656.25	\$97,656.25	1.30%	0.293 0.288	\$98.47 \$98,469.00	\$812.75	1.58%	Aaa AA+
91282CCX7	UST 0.375% 09/15/2024	1/28/2022 1/31/2022	\$100,000.00	\$97,605.47	\$97,605.47	1.31%	0.877 0.854	\$95.68 \$95,684.00	(\$1,921.47)	1.53%	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%	0.959 0.934	\$95.55 \$95,547.00	(\$4,382.69)	1.53%	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%	1.836 1.786	\$91.58 \$91,582.00	(\$6,707.06)	1.47%	Aaa AA+
91282CGL9	UST 4.000% 02/15/2026	10/16/2023 10/17/2023	\$65,000.00	\$63,580.66 \$445.11	\$64,025.77	5.00%	2.296 2.144	\$97.88 \$63,618.75	\$38.09	1.02%	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%	2.584 2.490	\$89.96 \$44,980.50	(\$4,720.67)	0.72%	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%	2.666 2.567	\$90.13 \$67,599.75	(\$7,312.36)	1.08%	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%	2.751 2.659	\$89.15 \$66,858.75	(\$7,446.91)	1.07%	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%	2.836 2.736	\$89.16 \$66,870.00	(\$7,790.16)	1.07%	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%	3.003 2.868	\$89.66 \$49,313.00	(\$4,677.23)	0.79%	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%	3.170 3.024	\$89.59 \$49,272.30	(\$5,083.17)	0.79%	Aaa AA+
91282Z78	UST 1.500% 01/31/2027	7/12/2023 7/13/2023	\$70,000.00	\$63,639.84	\$63,639.84	4.29%	3.255 3.094	\$90.01 \$63,005.60	(\$634.24)	1.01%	Aaa AA+
91282CEF4	UST 2.500% 03/31/2027	6/27/2023 6/28/2023	\$60,000.00	\$56,432.81	\$56,432.81	4.23%	3.416 3.202	\$92.72 \$55,633.80	(\$799.01)	0.89%	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%	3.584 3.313	\$92.72 \$64,906.10	(\$1,397.03)	1.04%	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%	3.666 3.356	\$94.69 \$56,812.80	(\$895.01)	0.91%	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%	3.792 3.540	\$91.09 \$68,314.50	(\$210.89)	1.10%	Aaa AA+

POSITION STATEMENT

As of October 31, 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
91282CGC9	UST 3.875% 12/31/2027	1/20/2023 1/23/2023	\$90,000.00	\$91,325.39	\$91,325.39	3.55%	4.170 3.739	\$96.40 \$86,761.80	(\$4,563.59)	1.39%	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%	4.255 3.849	\$94.92 \$71,188.50	(\$3,849.59)	1.14%	Aaa AA+
91282CHA2	UST 3.500% 04/30/2028	7/28/2023 7/31/2023	\$55,000.00	\$53,287.70	\$53,287.70	4.23%	4.501 4.015	\$94.71 \$52,091.05	(\$1,196.65)	0.84%	Aaa AA+
SubTotal			\$1,405,000.00	\$1,371,246.09 \$666.01	\$1,371,912.10	2.40%		\$1,308,509.20	(\$62,736.89)	20.99%	
Grand Total			\$6,488,055.97	\$6,424,458.91 \$2,621.86	\$6,427,080.77	3.31%		\$6,234,012.82	(\$190,446.09)	100.00%	

TRANSACTION STATEMENT

As of October 31, 2023



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
Purchase									
Purchase	10/6/2023	10/10/2023	9128284V9	UST 2.875% 08/15/2028	70,000.00	64,257.81	306.25	64,564.06	4.79%
Purchase	10/16/2023	10/17/2023	3133EPWD3	FFCB 4.875% 04/20/2026	65,000.00	64,743.25	237.66	64,980.91	5.04%
Purchase	10/16/2023	10/17/2023	91282CGL9	UST 4.000% 02/15/2026	65,000.00	63,580.66	445.11	64,025.77	5.00%
Purchase	10/5/2023	10/17/2023	84287PJB9	Southern First Bank 4.850% 10/17/2028	70,000.00	69,685.00		69,685.00	4.95%
Purchase	10/27/2023	10/30/2023	880591EU2	TNNLL 2.875% 02/01/2027	75,000.00	70,330.88	533.07	70,863.95	4.97%
Purchase	10/27/2023	10/30/2023	31424WAF9	AGM 4.875% 04/01/2027	75,000.00	74,767.50	314.85	75,082.35	4.97%
Total					420,000.00	407,365.10	1,836.94	409,202.04	

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Maturity								
Maturity	9/30/2023	9/30/2023	912828T26	UST 1.375% 09/30/2023	120,000.00	118,996.88	120,000.00	1,003.12
Maturity	10/10/2023	10/10/2023	61690ULN8	Morgan Stanley Bank, National Association 1.900% 10/10/2023	125,000.00	124,343.75	125,000.00	656.25
Maturity	10/23/2023	10/23/2023	3133EK3M6	FFCB 1.625% 10/23/2023	150,000.00	149,868.00	150,000.00	132.00
Total					395,000.00	393,208.63	395,000.00	1,791.37

TRANSACTION STATEMENT

As of October 31, 2023

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	10/2/2023	10/2/2023	91282CEF4	UST 2.500% 03/31/2027	750.00
Interest/Dividends	10/2/2023	10/2/2023	912828YG9	UST 1.625% 09/30/2026	446.88
Interest/Dividends	10/2/2023	10/2/2023	3136G44F7	FNMA 0.550% 09/30/2025	1,072.50
Interest/Dividends	10/2/2023	10/2/2023	912828T26	UST 1.375% 09/30/2023	825.00
Interest/Dividends	10/2/2023	10/2/2023	31846V567	First American Funds, Inc.	167.87
Interest/Dividends	10/10/2023	10/10/2023	61690ULN8	Morgan Stanley Bank, National Association 1.900% 10/10/2023	1,190.75
Interest/Dividends	10/13/2023	10/13/2023	3130APB87	FHLB 1.100% 10/13/2026	550.00
Interest/Dividends	10/16/2023	10/16/2023	91282CDB4	UST 0.625% 10/15/2024	312.50
Interest/Dividends	10/17/2023	10/17/2023	949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	312.33
Interest/Dividends	10/20/2023	10/20/2023	3133EPWD3	FFCB 4.875% 04/20/2026	264.06
Interest/Dividends	10/23/2023	10/23/2023	3133EK3M6	FFCB 1.625% 10/23/2023	1,218.75
Interest/Dividends	10/27/2023	10/27/2023	3133ENW63	FFCB 4.375% 10/27/2027	1,640.63
Interest/Dividends	10/31/2023	10/31/2023	91282CDG3	UST 1.125% 10/31/2026	309.38
Interest/Dividends	10/31/2023	10/31/2023	91282CHA2	UST 3.500% 04/30/2028	962.50
Total					10,023.15

TRANSACTION STATEMENT

As of October 31, 2023



Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	10/25/2023	10/25/2023	Cash Out	(35.17)
Total				(35.17)
Management Fee				
Management Fee	10/20/2023	10/20/2023	Cash Out	(381.52)
Total				(381.52)

STATEMENT DISCLOSURE

As of October 31, 2023



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Statements may include positions from unmanaged accounts provided for reporting purposes. Unmanaged accounts are managed directly by the client and are not included in the accounts managed by the investment adviser. This information is provided as a client convenience and the investment adviser assumes no responsibility for performance of these accounts or the accuracy of the data reported.

Investing involves risk. Past performance is no guarantee of future results. Debt and fixed income securities are subject to credit and interest rate risk. The investment return and principal value of an investment will fluctuate so that an investors shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance data quoted.

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SECTION 1: OVERVIEW

1.1 LIBRARY MISSION STATEMENT

Porter Public Library's mission statement: We commit to provide an inclusive environment that fosters learning, community growth and connection in an ever-changing world.

1.2 LIBRARY FUNDING

Westlake Porter Public Library is supported by two primary sources of tax income:

State: Through Ohio's Public Library Fund (PLF), all Ohio residents pay taxes to support all public libraries in Ohio. The funds that Cuyahoga County receives from the state are distributed to all nine libraries systems within the county according to an agreement that is reviewed every few years. Cuyahoga County libraries consist of the Cleveland Public Library system, the Cuyahoga County Library system, and seven other independent public libraries, including Porter.

Local: Within each community in Ohio, additional local funds for the library are sometimes supplied by a tax levy on property. Westlake residents have voted to provide this type of tax revenue to support Westlake's Porter Public Library.

Additional funding comes from:

Foundation: Long-term financial needs of the library are also periodically met by the WPPL Foundation. The Foundation was established in 1988 to provide a means for individuals, organizations, and corporations to make financial donations toward the support of the library.

Friends: Friends of Porter Public Library was established in 1972 "to do any and all things necessary or incident hereto in connection with assisting in the operation and management of a public library." The Friends organization contributes annually to the operation of the Library.

Other: Grants, donations, borrowing as allowed by the Ohio Revised Code, and Library-generated funds such as fees for services and interest on investments are other types of funding used by the Library.

1.3 TAX STATUS

Ohio public libraries organized under Chapter 3375 of the Ohio Revised Code are political subdivisions of the State of Ohio, (see, for example, Opinions of the Ohio Attorney General, Volume 93, No. 031) and, as provided in Ohio Revised Code Section 3375.33, are bodies corporate and politic. As such, Ohio public libraries are organizations described in Section 170 (C) (1) of the Internal Revenue Code of 1986, as amended (the "Code"). Contributions to organizations described in Section 170 (C) (1) of the Code are "charitable contributions" and are therefore deductible under Section 170 (a) (1) of the Code.

1.4 LEGAL ISSUES

COUNTY PROSECUTOR/INDEPENDENT COUNSEL

The Cuyahoga County Prosecutor serves as legal counsel for Porter Public Library. However, the prosecutor cannot represent the Library in cases between library systems in the same county (such as tax distribution disagreements) or when the Library is involved in a legal matter against another county agency. In cases where the county prosecutor

cannot serve because he or she is adversely interested in the matter at issue, the Library will employ independent legal counsel at its own expense. In addition, the Library will employ at its own expense independent legal counsel where the prosecutor is unable to represent the Library (such as, where the prosecutor is tied up in court and the Library needs a quick answer; or, where the Library seeks advice in a technical area in which the prosecutor does not have the expertise such as human resource issues).

OHIO LIBRARY COUNCIL COUNSEL

Ohio Library Council provides statewide free initial legal consultation on public library law.

SECTION 2: BOARD OF TRUSTEES BYLAWS

2.1 NAME AND PURPOSE

This organization shall be called “The Board of Trustees of the Westlake Porter Public Library.”

The purpose of this organization shall be to provide public library services to the people in the community in accordance with the laws of the State of Ohio and the Library’s mission statement.

2.2 A STATEMENT OF ETHICS FOR LIBRARY TRUSTEES

Trustees are public servants and both the public and Library expect Trustees to practice ethical behavior at all times. The intent of the Ohio Ethics Law is to prevent public officials and employees with conflicts of interest from acting on those conflicts. This applies to all public officials and employees at every level of government in Ohio, and those who do business with them.

Summary of Law: A public official and/or employee cannot:

1. Authorize a contract or use authority to secure authorization of a contract for self, family, or business associates;
2. Solicit or accept things of value;
3. Disclose or use confidential information;
4. Receive additional compensation for performance of official duties;
5. Represent parties on matters in which public servant is involved; or
6. Participate in matters where public servant has a conflict of interest – *i.e.*, where something of value will result for self, family members, or others.

Thus, the adoption of a Code of Ethics to guide Trustees and employees in their conduct is paramount in establishing a foundation for sound ethical practices. Westlake Porter Public Library has adopted the following Code of Ethics, which, with slight modifications to include employees, was developed by the American Library Association and the American Library Trustee Association, and subsequently also adopted by the Ohio Library Council.

1. Trustees and employees must promote a high level of library service while observing ethical standards.
2. Trustees and employees must avoid situations in which personal interest might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
3. It is incumbent upon any Trustee and employee to disqualify himself immediately whenever the appearance of a conflict of interest exists.
4. Trustees and employees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
5. Trustees and employees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

6. Trustees and employees must be prepared to support to the fullest the efforts of the Library in resisting censorship of library materials by groups or individuals.
7. Trustees who accept appointment to a Library Board are expected to perform all of the functions of Library Trustee.

2.3 MEMBERSHIP

Porter Public Library is organized as a school district library according to the provisions of Ohio Revised Code Section 3375.15. The Library Board of Trustees consists of seven (7) members who are recommended by its Nominating Committee, approved by the Library Board of Trustees, and appointed by the Westlake City Schools Board of Education.

Tenure and Qualifications

Each Library Trustee is appointed to a seven (7) year term. Appointments are staggered, with terms expiring on a rotating basis. A majority of the Trustees shall be qualified electors of the Westlake City School District, but a minority may be qualified electors of Cuyahoga County who reside outside the school district. No one is eligible for membership on the Library Board of Trustees who is or has been in the year previous to their appointment, a member of the Westlake City Schools Board of Education. No Trustee shall serve more than two full term appointments.

All Library Trustees serve without compensation. In general, Trustees are guided in the performance of their duties by the most recent edition of the Ohio Public Library Trustees' Handbook published by the Ohio Library Council.

Oath of Office

Each Board member shall, before commencing his or her duties of office take an oath of office to support the Constitution of the United States, the Constitution of the State of Ohio, and to perform faithfully the duties of his or her office. A public official or a notary public must administer the Oath.

New Member Orientation

New Board members shall receive an orientation to Board service to acquire knowledge related to the operation of the Library, to understand the functions of the Board, and to learn Board procedures.

New Board members shall receive and acknowledge receipt of the Ohio Ethics Law, the Auditor of State Fraud Reporting System, the Board Manual, documents explaining Library funding and budgeting, the Ohio Library Council's publication Ohio Public Library Trustees' Handbook, and other appropriate training materials.

New member orientation shall be conducted by the Director and Fiscal Officer as soon as possible after the appointment is made and shall include a tour of the Library and introduction to Library staff.

Filling Vacancies

Vacancies on the Board can be created by several events. Vacancies occur upon resignation of a member, completion of a Board term when the member requests to not be considered for re-appointment, failure to meet residency requirements of Ohio Revised Code 3375.15, excessive absences, death, or removal from office. Any member may be removed from office in accordance with Ohio Revised Code 3.07 for misconduct in office.

Any member who chooses to voluntarily resign from the Board shall do so in writing to the Board President and include the effective date of the resignation.

When a vacancy occurs on the Board of Trustees, it shall be the practice of the Nominating Committee to solicit viable candidates for the vacancy, keeping in mind the proper geographic requirements as outlined in Ohio Revised Code 3375.15 and the professional balance required of such a Board. An attempt will be made to have a Board whose makeup reflects the communities it serves.

After review, the Board shall by resolution select a candidate for the vacant position and request that the Westlake City Schools Board of Education appoint that candidate as a Trustee. Trustees appointed to fill an unexpired term will complete the unexpired term of their predecessor.

2.4 DUTIES OF THE BOARD

The Board of Trustees is a policy making body that oversees the management of the Westlake Porter Public Library and acts as a steward of the community's investment in the Library and shall have all the powers and duties granted to it by law and detailed in Ohio Revised Code 3375 and other statutes.

The Board shall determine and establish in accordance with the law, the basic policies of the Library with respect to:

- Hiring the Director and Fiscal Officer and evaluating their performance;
- Setting long-range goals for the Library and evaluating programs;
- Setting Library personnel, operation, service, and management policies;
- Ensuring adequate funds for programming, operations, and maintenance of collections and facilities;
- Approving the annual Library budget and maintaining fiscal accountability; and
- Serving as public advocates of the Library.

As a Trustee and public official, Board members are responsible for:

1. Having a broad, current knowledge of basic legal concepts and principals and of the relevant local, state, and federal library and general laws (and any major applicable judicial opinion) of significance in the Library's administration and operation.
2. A detailed understanding of the governance, organization, financing, and administration, under law, of the Trustee's Library.
3. Recognizing the administrative law powers, duties, and functions of the Trustee's own Board of Trustees, and encouraging and supporting the adoption of such administrative laws as will facilitate the Library operation.
4. Securing for the Board on a regular, continuing basis, the services of a competent, responsive, and effective legal counsel, knowledgeable in library and governmental law.
5. Complying at all times with the letter of the law, or in the absence of a specific law, complying with the spirit of the law, and supporting the fullest compliance of the

Board and its members, of the Director and other staff members, and of the Library's agents with all applicable laws.

6. Using the law to the fullest capacity to achieve the Board's goals and objectives.
7. Knowing and being involved regularly in the legislative process in order to secure passage of legislation favorable to libraries, or to prevent such existing legislation from being unfavorably amended or repealed.
8. Knowing and using the rules of parliamentary procedures to expedite and to facilitate the conduct of meetings of the Board of Library Trustees.

Library Staff

Director: The Board shall appoint and approve the compensation for a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director is responsible for all operations of the Library: for personnel issues, for the care and maintenance of Library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of Library service to the public, and for maintaining financial operations within the limitations of the budgeted appropriations. At each regular meeting of the Board, the Director shall provide sufficient detail as may be necessary to enable the Board to understand the general condition of Library operations. They shall attend all Board meetings and take part in its deliberations and recommend such actions as are in the best interests of the Library. In accordance with state guidelines, the Director is also responsible for preparing an annual report for the Board, for submission to the State Library of Ohio, and for the public.

Fiscal Officer: The Board shall appoint and approve the compensation of the Fiscal Officer. The Fiscal Officer is appointed for a one-year term annually at the Organizational Meeting and is the Treasurer of Library funds, the disbursing officer of the Board, cosigner on all checks with one of the other Officers of the Board, and performs such duties as generally devolve upon the office. They shall be bonded in the amount set by the Board. To perform the duties of this position in the absence or inability of the Fiscal Officer, a Deputy Fiscal Officer shall be appointed by the Board. At the end of the fiscal year, the Fiscal Officer shall submit to the Board, to the State Library of Ohio, and to the public a complete financial statement showing the receipts and expenditures for the entire fiscal year.

Assistant Director: The role of the Assistant Director is to provide support to the Director in all of their duties and to perform all of those duties in the absence of the Director.

All other Library staff: The Director shall recommend to the Board the appointment and duties of all other employees and shall be held responsible for the proper direction and supervision of the staff. The Director shall have interim authority to hire new employees without prior approval of the Board, provided that any such appointment shall be reported to the Board at its next regular meeting and is approved by accepting the monthly report at each regular meeting.

2.5 OFFICERS OF THE BOARD

The officers shall be a president, a vice president, and a secretary, elected from among the appointed Trustees at the annual organizational meeting of the Board in January.

Terms

Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

President

The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.

Vice-President

The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

Secretary

The secretary shall be responsible for correspondence originating directly from the Board, sign minutes of the Board meeting, and shall perform or delegate to the Fiscal Officer such duties as are generally associated with that office.

Vacancies

A vacancy in any office of the Board shall be filled for the unexpired term as soon as is practicable after the vacancy occurs.

2.6 COMMITTEES OF THE BOARD

Committees serve an advisory role and make recommendations to the Board. A committee has no other power, unless by suitable action of the Board, it is granted a specific power to act. All committees' actions are subject to approval by a majority of the quorum present at the Board meeting in which the business is brought forth. In general, committees will work in conjunction with the Library Director and Fiscal Officer. Minutes from committee meetings will be approved at Board meetings.

Committee meetings are subject to Ohio Open Meetings Act requirements and the time and location will be announced publicly.

Per Ohio Revised Code Section 149.411, the Records Commission Committee will be comprised of all Board Members and the Fiscal Officer and will meet at least once every twelve months.

Section 1. *Standing Committees*

The President appoints members to each Standing Committee. Each committee will have a minimum of three Trustees.

Section 1a. *Operations*

The Operations Committee is responsible for reviewing new public services and policies, for reviewing all Library personnel and internal policies, and for reviewing and making recommendations regarding staff compensation and benefits and will review the Board Manual and Bylaws. It will also review legal and policy issues of the Board and provide for Board development through recruitment and educational opportunities for Trustees, including any Board retreats.

Section 1b. *Finance and Facility*

The Finance and Facility Committee is responsible for the budgetary process, for reviewing capital improvement recommendations, and for ensuring adequate operating revenues and efficient expenditures through responsible stewardship of tax dollars generated for the Library. It will also serve as the Audit Committee.

Section 1c. *Nominating Committee*

The Nominating Committee will be responsible for Trustee Recruitment and make recommendations to the Board to fill vacancies.

Section 2. *Special/Ad hoc Committees*

The President may appoint additional special or ad hoc committees of two or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

2.7 MEETINGS OF THE BOARD

Meetings shall be conducted in accordance with the State of Ohio's Sunshine Laws.

Section 1. *Regular meetings*

Regular meetings of the Board shall be held, preferably, the third Wednesday of each month, except August (no meeting).

Section 2. *Notification*

Notification of scheduled meetings of the Board shall be posted on a public bulletin board in the Library at least 24 hours in advance of the meeting.

Section 3. *Special meetings*

Special meetings of the Board shall be called upon the request of the President or, in the President's absence or inability, the Vice President, or by any two Trustees, and only such business shall be transacted as is stated in the call, therefore. In the event of an emergency special meeting, the notice shall be posted and shall be provided to each Trustee at least 24 hours in advance of the meeting. In a dire emergency, if 24-hour notice proves impossible, a notice will be posted on a public bulletin board promptly after the meeting is called stating the purpose of the meeting.

Section 4. *Organizational meeting*

An annual organizational meeting will be held in January. At the annual meeting, the Board will administer oaths to new Trustees, elect officers, and appoint and set the bond amounts for the Fiscal Officer and Deputy Fiscal Officer.

Section 5. *Executive Session*

The Board may hold executive session only after a majority of a quorum of the Board's approval, as determined by roll call vote. The purpose of the executive session must be stated for the record, i.e., the purpose must be included in the motion to hold the session.

2.8 RULES OF ORDER

The Board will follow the rules of procedure for voting found in ORC 3375.35 which states, "For the purpose of transacting any business a quorum is a majority of the full membership of the Board. The purchase of any real property requires a two-thirds vote of the full

membership of the Board making such purchase.” State law also requires a roll call vote, which requires the majority of the full Board, in the following instances:

When a motion is made and seconded to adopt a resolution authorizing:

- The purchase or sale of real or personal property;
- The appointment of any officer;
- The payment of any debt or claim;
- The contracting or incurrence of any obligation;
- The payment of money;
- The transfer of property;
- The adoption of the annual budget or appropriations; or
- The request of any member of the Board.

A record of the votes, by name, shall be entered into the minutes of the meeting. The President may vote upon and may move or second a proposal before the Board.

Where not otherwise governed by Ohio law or these Bylaws, proceedings of all meetings shall be in accordance with Roberts Rules of Order, as currently revised and published at the time of the meeting.

Amending the Bylaws

The Bylaws may be amended at any regular meeting by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been provided to all members prior to the meeting at which such action is voted upon.

Suspension of rules

Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (five) of the members of the Board shall be present and two-thirds of those present shall so approve.

2.9 OTHER

Section 1. Trustee Communication with Staff

The Board of Trustees recognizes that the Director is placed in charge of operational functions of the Library. The Director shall schedule regular staff presentations for the Board at their regular Board meetings to provide an interchange of communication between Board and staff allowing the Board to become familiar with staff and their various job functions.

Section 2. Crisis Communication

The Library will maintain a Crisis and Disaster Manual which will be kept current by a Safety and Security Team. Ongoing crisis training will be provided to staff through core training, Staff Day segments and information communicated through general staff meetings. All employees will be provided with a current evacuation and exit plan. The Director will notify the Board of Trustees as soon as possible when a crisis occurs and will be the liaison to the media.

Section 3. *Awards and Recognitions*

The Board of Trustees shall provide an Awards and Recognition Program as a recommended personnel tool to reinforce excellent job skills and to motivate and retain high caliber employees. The Board recognizes the employees of the Library are a valuable and essential resource for providing excellent library service to the community. As long as funds are available in the budget the Board shall fund the program. A complete description of the program, awards, and criteria shall be provided to each new-employee, and updates concerning the program shall be provided to all employees. This information is available on the Library's staff intranet.

Examples of programs and events the Board will be represented/involved at include:

- **20+ Luncheon:** A luncheon will be held annually with staff with longevity of 20 years or more at Westlake Porter Library. The Director and a Trustee will be present at the luncheon.
- **Anniversary Reception:** A reception is held several times per year. The Director and a trustee will be present to distribute longevity awards.

Section 4. *Travel and Training Reimbursement*

All approved fees and expenses will be paid for any Trustee attending a Board-approved conference, convention, or workshop although receipts are required for reimbursement of expense. The Board will use the following guidelines in determining which meeting and seminar requests will be approved: Availability of funds; value of the meeting to the Library; and Trustee's ability to benefit from the meeting.

The Travel and Training Reimbursement policy for staff as set forth in the Personnel Manual will apply to Trustee travel and reimbursement.

SECTION 3: FINANCIAL AND FISCAL POLICIES

3.1 BUDGETS

Tax Budget

The Library Board will complete and adopt a tax budget annually, by resolution, for the following year. This will be prepared by the Fiscal Officer and will list amounts needed in revenue and expenditures for the fiscal year. (The fiscal year for public libraries is mandated by the state and runs from January 1 through December 31.) The budget must be approved by the Library Board prior to May 31 each year. The budget must then be submitted by May 31 to the Library's taxing authority, the Westlake Board of Education. The taxing authority must hold a public hearing on the Library's budget and must adopt the budget prior to July 15. It does not have the authority to change, reduce, or increase the request. The tax budget must be submitted to the County Budget Commission by July 20.

Annual Appropriations

The Fiscal Officer will prepare a Temporary Appropriation Budget that must be approved by the Board of Trustees prior to the start of the fiscal year. If a Temporary Budget is adopted first, the Permanent Budget must be adopted by March 31 of the current fiscal year.

Appropriations can be amended any time during the fiscal year by Board resolution but may never exceed revenues listed on the Official Certificate of Estimated Resources.

Long Term Budgets/Improvements

The Director and Fiscal Officer will work together to provide financial forecasts for the Board at least annually. This will consist of a multi-year budget projection in conjunction with the Library's five-year levy cycle. This forecast will enable the Board to make, in advance, pertinent decisions in regard to the millage level needed to maintain Library operations and/or ward off financial emergencies.

The Board will annually set aside resources, as funds are available, for long-term improvements to the Library, including equipment purchases and building improvements, and for operating the Library. The Director and Fiscal Officer will be responsible for preparing long-term (10 year) capital and automation fund budgets and forecasts.

3.2 BUDGETARY LEVEL OF CONTROL

The Library Board authorizes the Fiscal Officer to make changes to the Library's appropriations budget as specified below.

The Board of Trustees will approve the Temporary and Permanent budgets by major appropriation account line for all funds from which expenditures will be made during the year. Adjustments may be made within major appropriation account lines by the Director or Fiscal Officer without Board resolution but shall report such adjustments at the next regular Board meeting.

OAC Section 117-8-02 Appropriation Measures

3.3 FUNDS

The Library must maintain financial records on a fund basis. Funds are to be established based on statutory requirements and accounting needs. A new fund may be established by Board resolution followed by submission to the Auditor of State's Chief of Local Government Services Division for approval.

Ohio Revised Code, Sections 5705.09, 5705.12, and 5705.13

Carryforward Funds

The Board of Library Trustees recognizes that carryover funds in the Operating Fund is a matter of good fiscal management as it provides funds to pay beginning-of-the-year payroll and invoices and provides protection if revenue sources are suddenly or unexpectedly reduced. Therefore, the Director and Fiscal Officer are encouraged to provide for four months of expenditures to carry forward in the budget whenever possible.

3.4 FUND BALANCE REPORTING AND FUND DEFINITIONS

The following policy has been adopted to address the implications of Governmental Accounting Standards Board ("GASB") Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Library and jeopardize the continuation of necessary public services. This policy will ensure that adequate fund balances and reserves are maintained in order to:

- Provide sufficient cash flow for daily financial needs,
- Offset significant economic downturns or revenue shortfalls, and
- Provide funds for unforeseen expenditures related to emergencies.

Fund Type Definitions

The following definitions will be used in reporting activity in governmental funds when applicable.

- **The General fund** is used to account for all financial resources not accounted for and reported in another fund.
- **Special revenue funds** are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.
- **Debt service funds** are used to account for all financial resources restricted, committed, or assigned to expenditure for principal and interest.
- **Capital projects funds** are used to account for all financial resources restricted, committed, or assigned to expenditure for the acquisition or construction of capital assets.
- **Permanent funds** are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the purposes of the Library.

Fund Balance Categories

Fund balances will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

- **Non-spendable fund balance**

Definition — Includes amounts that cannot be spent because they are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact.

Classification — Non-spendable amounts will be determined before all other classifications and consist of the following items:

- The balance of any long-term outstanding balances due from others (including other internal funds).
- The value of prepaid items and any inventory balances.
- The principal of any permanent funds held legally or contractually required to be maintained intact.
- The balance of any nonfinancial assets held for sale.

- **Restricted fund balance**

Definition — Includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

- **Committed fund balance**

Definition — Includes amounts that can be used only for the specific purposes determined by a formal action of the Board of Trustees.

Authority to commit — Commitments will only be used for specific purposes pursuant to a formal action of the Board of Trustees of the Library. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

- **Assigned fund balance**

Definition — Includes amounts intended to be used by the Library for a specific purpose but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to assign — The Board of Trustees delegates to the Fiscal Officer and/or the Director or their designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, or uncommitted) fund balance in any particular fund.

- **Unassigned fund balance**

Definition — Includes the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit

balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Encumbrance Reporting

Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed, or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

Prioritization of Fund Balance Use

When expenditure is incurred for purposes for which both restricted and unrestricted amounts are available, it shall be the policy of the Library to consider restricted amounts to have been reduced first. When expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the Library that committed amounts would be reduced first, followed by assigned amounts, and then unassigned amounts.

Minimum Committed Fund Balance For Cash Flow

The Library will maintain a minimum committed fund balance in its General Fund sufficient to provide operating cash flow for the governmental pooled funds from July 1st through December 15th of each year. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts.

Replenishing Deficiencies

When fund balance falls below the minimum necessary to ensure sufficient cash flow for operations, the Library will replenish shortages/deficiencies by either reducing expenditures and/or increasing fees for services or other funding as soon as reasonably possible. The strategies and time frame to accomplish the replenishment shall be recommended by the Fiscal Officer and/or the Director to the Finance and Facility Committee for review and approval.

Surplus Fund Balance

Should there be a surplus unassigned fund balance, the Library will use such fund balance surpluses for one-time expenditures that are nonrecurring in nature, to supplement the operational transfers to the Permanent Improvement and Automation funds, or to carry over into the next fiscal year.

Implementation And Review

Upon adoption of this policy, the Board of Trustees authorizes the Fiscal Officer to establish any standards and procedures which may be necessary for its implementation. The Fiscal Officer shall review this policy at least annually and make any recommendation for changes to the Finance and Facility Committee.

3.5 RECEIPTS AND REVENUE

Depository Contracts

The Fiscal Officer will be responsible to receive and deposit all Library funds in an authorized depository or depositories. The Board will have a separate Depository Agreement in force for each financial institution prior to depositing any funds into that institution. The Board will approve Depository Agreements every five years and new signatures will be secured from each financial institution prior to depositing any funds with that institution. A Depository Agreement for investing in STAR Ohio is not needed since authorization is provided via Ohio Revised Code Section 135.45 (E)(2). Depository Agreements are necessary regardless of FDIC insured fund limits.

ORC 135.01

Deposit of Public Funds

All monetary receipts received by the Library will be receipted and safeguarded until deposited by the Fiscal Officer or their designee. Revenues received in the form of cash or checks shall be deposited at least twice per week. Moneys exceeding \$1,000 will be deposited on the next business day.

ORC 3375.391

Collection of Fees and Other Revenue

The Board of Trustees authorizes the Director and Fiscal Officer to establish procedures for the collection and processing of Library receipts. Revenue collected for fees, services provided by the Library, payment for lost materials, and sale of items purchased for resale or surplus property shall be accounted for by designated employees according to these procedures. All revenues and supporting documentation are to be forwarded to the Fiscal Officer in a timely manner.

Bonds

The Library Board will adhere to the above Ohio Revised Code sections when submitting the question of issuance and sale of bonds for Library purposes to the electors of its subdivision.

ORC 3375.42 - 3375.44

3.6 INVESTMENT POLICY

The Board of Library Trustees of Westlake Porter Public Library directs that all prudent use be made of cash funds not currently needed for the payment of currently due obligations and liabilities. The Fiscal Officer will continually scrutinize all accounts for monies that may serve as interim funds and when deemed practical, invest such sums in a fiscally responsible way in accordance with the Ohio Revised Code, Chapter 135.14.

Further, with regard to the investment of funds not needed for current cash flow, the Board of Library Trustees of the Westlake Porter Public Library prioritizes its investment objectives, where discretion is permitted by the Ohio Revised Code, Chapter 135.14, foremost as to the investment's safety, secondarily for its liquidity, and finally as to its yield.

Depository of Funds:

In compliance with the Uniform Depository provisions of Chapter 135.14 of the Ohio Revised Code, the Board of Library Trustees of Westlake Porter Public Library will have funds deposited only in those eligible institutions that have submitted applications for consideration and which have been so approved for the deposit of active and interim funds by the Board of Library Trustees of the Westlake Porter Public Library.

- **Credit of interest:** Interest will be credited to each fund on which it has been earned.
- **Reporting:** The Fiscal Officer will report at each regularly scheduled Board meeting the results of such investments, showing interest credited to the proper accounts and funds.
- **Note:** Each bank must review and sign indicating they will perform according to policy.

3.7 ACCEPTANCE OF GIFTS

All gifts to the Library are tax deductible as allowed by law. The Board will accept all gifts by resolution on a quarterly basis if they meet the following criteria:

Monetary

The Board welcomes gifts of money if it is made with no restrictions on its use that would violate statutory prohibitions. Restrictions that might violate statutory prohibitions include a condition that removes any part of the Library from the Board's control or limits the use of the Library by its patrons. The money received by the Board must be placed in a depository designated by the Board.

Books and Other Collection Materials

The Board welcomes gifts of books or other library materials by individuals or organizations as lasting and useful memorials of friends or family members and as celebrations of special occasions. Books or other materials donated to the Library will be accepted in accordance with the Library's Materials Selection Policy. Items that cannot be used in the Library's collection are donated to the Friends of the Library for resale. Unfortunately, gift materials, like all other library materials, are subject to theft, mutilation, deterioration, and obsolescence, and the Library cannot guarantee that "in memoriam" or gift materials will remain a part of the collection forever. These items will be deselected on the same basis as other items in the collection.

3.8 EXPENDITURES

Approved Purchases

The Board of Trustees authorizes the Fiscal Officer to pay all bills incurred throughout the fiscal year as long as said bills fall within the Annual Temporary and Permanent Appropriation Resolutions adopted by the Board of Trustees. All paid bills are reported to the Board of Trustees at their regular monthly meetings.

All expenditures of Library funds require a purchase order, except expenditures from those accounts defined by the Auditor of State as allowing direct charges, such as salaries, certain benefits, and tax collection fees. A purchase order represents the Library's

agreement to pay funds for goods or services described in the purchase order. When accepted by a vendor, and in the absence of other controlling terms, it constitutes the agreement between the Library and vendor with respect to the stated goods and services. Purchase orders are signed by the Fiscal Officer or Deputy Fiscal Officer, who certify that the expense is legal, that funds have been previously appropriated by the Board of Trustees, and that monies are either available or in the process of being collected prior to signing.

Check Signatures and Disbursement of Checks/Automatic Payments

All disbursements are made by Library check, ACH or EFT. For the purpose of internal control, checks drawn on the general checking account and the payroll account must be signed by two individuals: the Fiscal Officer, and in the Fiscal Officer's absence the Deputy Fiscal Officer, and any one officer of the Board of Trustees.

Facsimile/electronic signatures will be used for all checks produced under the amount of \$10,000. The Fiscal Officer, Deputy Fiscal Officer, and any officer of the Board of Trustees who is authorized to affix his or her signature on checks issued by the Library for payment of money, may adopt a facsimile of that signature, as defined by the Ohio Revised Code, and that facsimile may be affixed to Library checks in lieu of a manual signature. Checks over \$10,000 must be manually signed.

The Fiscal Officer is designated as the Library's representative for online banking with authority to perform transactions affecting deposit, transfer, and other accounts held with the bank. Regarding online bill payment, the Fiscal Officer may make exception to the Board's policy to require a manual signature for payments in excess of the \$10,000 limit for payment of utilities, employee health and retirement benefits, credit card payments, and other miscellaneous payments which have previously been approved by the Director and Fiscal Officer through the normal budget, requisition, purchase order and invoice approving procedures.

In the interest of freeing up administrative time and costs and providing greater security for personnel payroll checks, all employees are required to use direct deposit. Employees will be provided with electronic paystubs for every paycheck.

Procurement through Bidding Process

State law provides that library boards must seek competitive bids pursuant to ORC 3375.41. If the project is an improvement to real estate, the bidding requirement applies. In addition, special rules, laid out in ORC 153.65-153.71, apply to the purchase of professional design services. The Fiscal Officer is responsible for ensuring that the bidding procedures comply with laws and regulations in force at the time of the bidding process.

During construction, Change Orders in the amount of \$10,000 or less can be negotiated by the Director without prior Board approval so that work is not interrupted. The total amount of these change orders shall not exceed the project contingency budget. All Change Orders must be approved by the Board at their next regular or special meeting. The Fiscal Officer signs all Change Orders.

Change Orders or Contracts with the same vendor for related goods or services cannot be split in order to override the approval requirement.

The Board of Trustees reserves the right to refuse bids when there is reason to believe collusion or combination among bidders has occurred.

Contracts, Requests for Proposals (RFPs), and Quotes for Goods or Services

For those purchases not falling under the requirements of sections 3375.41 (bidding) and 153.65-153.71 (professional design services) of the Ohio Revised Code, RFPs or quotations for prices are required. The Director or Director's designee is authorized to publicize RFPs and negotiate contracts or agreements for the purchase or lease of goods or services for the Library. GSA (Government Services Administration) and State of Ohio pricing, which are formally approved prices received through a bidding process at the Federal and State level, should also be considered. Contracts with one vendor for a similar good or service may not be split in order to override this requirement.

Library employees should always seek to find the best product or service at the best price possible. An attempt should be made to acquire at least three quotes when purchasing or signing a contract. The exception could be when an item is unique, such as with programming, or certain library supplies.

Managers are responsible for choosing the best possible quote. Final selections of quotations will be those that are in the best interest of and/or represent the best value to the Library. Once chosen, all quotes and subsequent paperwork, including a summary of why a decision was made (especially when the low bid is not the chosen bid), should be turned over to the Finance Office. However, the Director shall keep the Board informed throughout the year on all projects that are taking place.

Prior formal approval of the Board of Trustees is required for anything that exceeds \$50,000 or that causes an overage in the budgeted line item. Exceptions to the threshold shall be cases of emergency or where the security and protection of Library property, patrons, or staff is threatened. (Examples of emergencies include fires, floods, storm damage, roof damage or theft damage to buildings or properties.) Other exceptions are:

- Telecommunications services which are governed through the Universal Services Administrative Company (USAC) federal E-rate program for public libraries.
- Proprietary software systems and support agreements used by the Library.
- Ongoing purchases of Library materials.
- Legal services for Library administration.

The Director, the Director's designee, or the Fiscal Officer is authorized by the Board to sign contracts subject to the approval threshold of \$50,000.

The Fiscal Officer or Deputy Fiscal Officer must verify that the expense is a legal expenditure of Library funds, that adequate funds to cover the contract have been previously appropriated by the Board, and that funds are either available or are in the process of being collected prior to signing any contracts. If the contract amount exceeds \$50,000 and/or causes an overage in the budgeted line item, the Fiscal Officer or Deputy must also verify that the Board has approved the contract.

Amenities for Participants at Meetings and/or Other Occasions

The Board of Trustees recognizes the value in providing meals, refreshments, and/or other amenities for staff, patrons, advisory groups, and others who participate in meetings and

staff development sessions, or on other occasions as deemed appropriate by the administration.

The Board hereby affirms that these expenses do serve a valid and proper public purpose. The Board believes that the “public purpose” served is the promotion of the Library, enhancement of morale and rapport, and the encouragement of participation in said activities. However, under no circumstance shall public funds be expended for the purpose of alcoholic beverages.

Petty Cash Funds

Board action is required to establish petty cash fund amounts and any increases or decreases as needed.

3.9 CREDIT/PURCHASE CARD POLICY

Amended February 20, 2019

1. This policy applies to all (i) payment cards, checks or other payment instruments associated with a credit account issued by a financial institution or a retailer, and (ii) payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards.”
2. This policy does not apply to procurement cards (P-cards), or to gas cards or other payment cards that are capable of use only for the purchase of certain limited types of goods.
3. The Library will not obtain or maintain any debit cards.
4. The Fiscal Officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Library, and also to determine which store credit card accounts the Library will utilize.
 - a. The Fiscal Officer is responsible for working with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.
 - b. The Fiscal Officer is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.
 - c. The Fiscal Officer is responsible for notifying the issuing financial institution of a lost or stolen card.
5. Credit cards will be established in the name of Porter Public Library and the specific name of an individual with a maximum credit limit for each set by the Library.
6. Credit cards may be issued to Associate (300 level) staff and above, as determined by the Fiscal Officer with input from Administration and Managers. Credit card limits will not exceed \$50,000. In most cases, credit card limits will not exceed \$3,000. A credit card may not be used by anyone other than the individual to whom it is issued.
7. Prior to initial receipt of a credit card, each individual must agree to and sign the Credit Card Responsibility and Use Procedures.
8. The Board authorizes the use of Library credit cards in connection with Board-

approved or Library-related activities and for only those types of expenses that are for the benefit of the Library that serve a valid and proper public purpose. Credit cards will be used primarily for travel expenses to conferences and/or workshops and the purchase of supplies and materials. In any event, credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines.

9. For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted monthly to the Finance Department. The purchase of a gift card with a value of \$50 or more must be preapproved by the employee's supervisor.
10. Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.
11. The Library Board of Trustees will appoint a Compliance Officer annually to review all credit card accounts every six months, including: the number of accounts and issued/active cards, account expiration dates and credit limits. The Fiscal Officer may not also serve as the Compliance Officer.
12. The Compliance Officer may use a credit card only with the prior authorization of the Fiscal Officer, except that the Library Director serving in the role as Compliance Officer may use a credit card as otherwise authorized in this policy.
13. The Compliance Officer may not authorize Library personnel to use a credit card, except that the Library Director serving in the role as Compliance Officer may authorize such use in accordance with this policy.
14. If a credit card is lost or stolen, or if Library personnel become aware of unauthorized or fraudulent use of any of the Library's credit card accounts, the same must be reported immediately to the Fiscal Officer and Compliance Officer.
15. All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to Porter Public Library. Payment of the monthly statements must be made in a timely fashion so that finance charges and late payment fees are not incurred.
16. If the Compliance Officer is authorized to use a credit card, on a monthly basis, the Fiscal Officer (or the Fiscal Officer's designee, who may not be the Compliance Officer) will review the credit card statements and will sign an attestation to such review.
17. On an annual basis, the Fiscal Officer (or the Fiscal Officer's designee) will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

This policy was written to be in compliance with Ohio Revised Code Section 3375.392 Policies for use of credit card accounts.

3.10 INSURANCE

The Board recognizes that insurance is vital. A full review of the Library's insurance package will be done on a regular basis to ensure that coverage is up to date, that all

practical contingencies are covered, and that the cash limits within the policies are appropriate. The Board will determine the coverage it wants upon recommendation by the Director and Fiscal Officer. Quotes will be sought from several agents.

Insurance obtained will include:

- Property and Liability Insurance, including coverage for theft, fire, accidents, natural disasters, and anyone being injured on Library property.
- Replacement value insurance for buildings, equipment, furniture, and the collection.
- Insurance for Library vehicles.
- Directors and Officer insurance to protect Trustees, officers, and administrators from financial loss due to lawsuits brought against them for their official actions.
- Cyber Liability Insurance.

Ohio Revised code Section 3375.401

3.11 EMPLOYEE HEALTH/LIFE INSURANCE

The Board provides health care and life insurance for employees who work a minimum of 30 hours per week. The Library will pay a percentage of a single policy, and a percentage of a family policy of health insurance for all qualified employees and pay in entirety the life insurance of qualified employees. The Board, through its Operations Committee, will review annually the percentage of contribution paid by the Library toward single and family coverage.

Ohio Revised Code Section 3375.40

3.12 FIXED ASSETS

Amended April 19, 2017

The Porter Public Library shall maintain Fixed Asset records for all items which have an initial value of \$500 or greater. The Fixed Asset records may also be maintained for items under \$500 at the Fiscal Officer's discretion. Fixed Assets are defined as tangible assets for the Library with a useful life in excess of one year.

Disposal Of Assets, Furniture, And Equipment

The Library at times has surplus of obsolete equipment and other fixed assets. As there is no specific statutory procedure governing disposal of Library property, the Fiscal Officer will periodically prepare a list of items to be declared surplus for Board approval. Once items are declared surplus, the assets, furniture, and equipment will be disposed of in a manner that is in the best interest of the Library.

SECTION 4: AFFILIATED ORGANIZATIONS

4.1 FRIENDS OF PORTER PUBLIC LIBRARY

Organized in 1972, Friends of Porter Public Library is a 501(c)(3) non-profit volunteer organization which supports the Library by giving volunteer service and monetary contributions. These monetary gifts support Library programming and purchase items that are beyond the Library's regular budget.

The Friends raise funds from membership, the Book Nook, annual Book Sale, and periodic special fundraisers throughout the year. Since its inception, the Friends have donated over \$1,000,000 to Westlake Porter Public Library!

4.2 WESTLAKE PORTER PUBLIC LIBRARY FOUNDATION

The mission of WPPL Foundation is *to ensure perpetual financial support for the Westlake Porter Public Library in order to benefit the current and future generations within the local community.*

The WPPL Foundation Endowment Fund, created in 1985, is held and managed by the Cleveland Foundation. Donations are placed in the endowment fund for future growth and sustainability. A portion of the funds are used each year to support the needs of the Library.

4.3 AMERICAN LIBRARY ASSOCIATION (ALA)

ALA is the national professional organization for librarians. The ALA Constitution states the purpose of ALA as, "The object of the American Library Association shall be to promote library service and librarianship." The stated mission is, "To provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all."

<https://www.ala.org/>

4.4 OHIO LIBRARY COUNCIL (OLC)

The Ohio Library Council is the statewide professional association which represents the interests of Ohio's public libraries, their trustees, Friends and staffs. OLC is the forum in which Ohio's public library community is strengthened through advocacy, education, collaboration, and innovation.

The membership of the OLC is composed of public library systems, library trustees, Friends of the Library groups, library staff members, other library institutions, and library-related commercial vendors.

The OLC is governed by a Board of Directors composed of three library employees with an MLS or MLIS degree, three library trustees currently serving on library boards, and seven at-large members. Also involved in the governance of the OLC are the members who volunteer to participate in the activities of the association's Committees and Divisions.

<https://olc.org/>

4.5 PUBLIC LIBRARY ASSOCIATION (PLA)

PLA is a division of ALA and is the largest association dedicated to supporting the unique and evolving needs of public library professionals. PLA enhances the development and effectiveness of public library staff and public library services. Founded in 1944, PLA serves nearly 9,000 members in public libraries large and small in communities across the United States and Canada, with a growing presence around the world. PLA offers continuing education opportunities, unique public library initiatives, and a conference that welcomes public library staff into meaningful partnership.

<https://www.ala.org/pla/>

4.6 NORTHEAST OHIO REGIONAL LIBRARY SYSTEM (NEO-RLS)

The Northeast Ohio Regional Library System (NEO-RLS) is a partially state-funded membership organization that provides continuing education, professional development, emerging technology support, group purchasing and many other benefits and services to all of the academic, school, special and public libraries in 22 counties of Ohio. NEO-RLS provides high-quality, high-value, staff and organizational development opportunities, and dynamic collaborative possibilities to the diverse Northeast Ohio library community.

<https://neo-rls.org/>

4.7 ONLINE COMPUTER LIBRARY CENTER (OCLC)

OCLC is a global library organization that provides shared technology services, original research, and community programs for its membership and the library community at large. OCLC is comprised of librarians, technologists, researchers, pioneers, leaders, and learners. Thousands of library members in more than 100 countries come together as OCLC to make information more accessible and more useful.

<https://www.oclc.org>

4.8 OHIONET

OhioNet is the only statewide membership organization that brings libraries of every type and size together in order to build stronger communities.

OhioNet was formed in 1977 around the novel idea that libraries of all types and sizes share one important similarity: they all want to strengthen their communities and give their patrons their very best. With this thought at the center of their mission, the consortium began a period of expansion welcoming libraries of all types: public, academic, corporate, and otherwise, to pool resources, share skills, build partnerships, and discover commonalities that would strengthen and lift up the communities we serve.

<https://www.ohionet.org/>

4.9 THE OHIO PUBLIC LIBRARY INFORMATION NETWORK (OPLIN)

The Ohio Public Library Information Network (OPLIN) provides broadband internet connections and related information services to Ohio public libraries. Their primary mission is to ensure that all Ohio residents have fast, free public internet access through the 251 independent local public library systems in Ohio, as well as the use of high-quality research databases not freely available online. Though the eventual consumers of OPLIN's services are often members of the general public, their actual *customers* are in fact limited to the public library systems of Ohio.

OPLIN receives extensive fiscal and logistical support service from the State Library of Ohio and contracts with the Ohio Office of Information Technology for assistance with network management.

<https://www.oplin.ohio.gov/>

SECTION 5: PROFESSIONAL LIBRARY INFORMATION

5.1 INTELLECTUAL FREEDOM

The Ohio Library Council actively supports intellectual freedom—the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is a core value of the library profession, and a basic right in our democratic society.

Additional information and resources can be found at: <https://olc.org/intellectual-freedom/>

5.2 AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Item/Service to be purchased or contracted:

Price Comparison Sources:

COMPANY	PRICE
1.	
2.	
3.	

If bids or quotes are required, please obtain a minimum of three:

COMPANY	QUOTE
1.	
2.	
3.	

If a minimum of three quotes cannot be obtained, please explain:

--

Other:

--

**** Please attach all copies of bids, quotes, or other documentation related to the purchase of this item or service and forward to the Fiscal Officer.**

Submitted by:	Date:
Manager Approval:	
Fiscal Officer Approval:	

Porter Public Library Credit Card Responsibility and Use Procedures

A credit card account has been established to meet the needs of your department for incidental purchases. Upon receipt of proper documentation and itemized receipt, credit card expenditures will be paid through the Finance Department.

*****A credit card does not replace requisitions and purchase orders.**

Conditions of Use. Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of your department and budget. The expenditure may only be made after the approval of any required requisition and purchase order. The credit card is not to be used for any personal expenses.
2. Expenditures to be paid must be less than your credit limit. There are no exceptions.
3. Proper documentation to support the expenditure must be sent to the Finance Department upon receipt of the monthly statement. Proper documentation is to include:
 - a. Itemized paid receipt indicating the amount paid, the vendor, and an itemized description of the purchase.
 - b. In the case of books, subscriptions or similar types of orders, a copy of the order form or invoice.
 - c. A hardcopy print-out for any items ordered online.
4. The Library is exempt from sales tax, and all reasonable efforts should be made to ensure that sales tax is not charged by vendors in connection with purchases made via credit card. A tax exemption certificate is available in the Finance Department.

Safekeeping. You are responsible for the safekeeping of the credit card. You shall not permit anyone else to use the credit card or disclose to anyone (other than the vendor/merchant in connection with a purchase) the card account number, CVV, or other pertinent account information.

Unauthorized Use. If you become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, it must be immediately reported to the Fiscal Officer and Compliance Officer.

No Right to Credit Card. The credit card is issued to you on a temporary basis, and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the Library's Fiscal Officer or Director. You must immediately return the credit card to the Library upon termination of your employment with the Library or in the event of a change in your position/title.

Personal Responsibility. You are personally responsible for any unauthorized credit card expenditures and expenditures made in violation of applicable Library policy. This includes personal responsibility for purchases made without obtaining proper receipts.

Reward Points/ Rebates. The Ohio Ethics Commission prohibits a state official or employee from accepting, soliciting, or using the authority or influence of her position to secure rewards, gifts or benefits. This includes an employee accepting any other benefit derived by the employee making purchases that are paid for or reimbursed by the Library. This may include "reward points" or

“rebate money” from other institutions (example Giant Eagle rewards, Costco rebate, Discover or other credit card points/rebates, etc.) Any reward points must be accumulated by the Library and thus used by the Library for the benefit of the library.

Policy. In addition to the terms set out herein, use of the credit card is subject to the Library’s Credit Card Policy.

I have read and fully understand and accept my personal responsibilities and liabilities in regard to the credit card issued to me, including the terms set out in the Library’s Credit Card Policy. I further acknowledge that any misuse of the credit card may result in disciplinary action up to and including termination of employment.

Cardholder Signature: _____ Date: _____

Cardholder Name: _____

Fiscal Officer: _____ Date: _____

Porter Public Library – Investment Policy

The Board of Library Trustees of Westlake Porter Public Library directs that all prudent use be made of cash funds not currently needed for the payment of currently due obligations and liabilities. The Fiscal Officer will continually scrutinize all accounts for monies that may serve as interim funds and when deemed practical, invest such sums in a fiscally responsible way in accordance with the Ohio Revised Code, Chapter 135.14.

Further, with regard to the investment of funds not needed for current cash flow, the Board of Library Trustees of the Westlake Porter Public Library prioritizes its investment objectives, where discretion is permitted by the Ohio Revised Code, Chapter 135.14 foremost as to the investment's safety, secondarily for its liquidity, and finally as to its yield.

Depository of Funds:

In compliance with the Uniform Depository provisions of Chapter 135.14 of the Ohio Revised Code, the Board of Library Trustees of Westlake Porter Public Library will have funds deposited only in those eligible institutions that have submitted applications for consideration and which have been so approved for the deposit of active and interim funds by the Board of Library Trustees of the Westlake Porter Public Library.

Credit of Interest:

Interest will be credited to each fund on which it has been earned.

Reporting:

The Fiscal Officer will report at each regularly scheduled board meeting the results of such investments, showing interest credited to the proper accounts and funds.

CERTIFICATION

I, _____, hereby certify that I have received, read and understand the above investment policy of the WESTLAKE PORTER PUBLIC LIBRARY and will abide by its contents.

Name

Date

Bank/Firm

Note: Each bank must review and sign indicating they will perform according to policy.

1.2.2 Circulation History

The library takes the privacy of your library records seriously. We do not keep track of what you borrow after you return it. However, our library catalog offers a feature called Reading History that allows patrons to track items they check out and return. This feature is disabled by default and you must opt in. You may opt out as well as delete any or all entries in Reading History at any time. If you choose to utilize Reading History, you agree to allow our automated system to store this data. This data is still considered a *library record* under O.R.C. 149.432 and will not be released or disclosed except as required under O.R.C. 149.432(B), and following Section 1.2 of this manual.

Commented [AM1]: Circulation including viewing, listening, etc.

Privacy Policy

Your Right to Privacy

The Westlake Porter Public Library (“WPPL” or “Library”) is committed to protecting your privacy by treating personally identifiable information confidential. Our commitment to your privacy has deep roots in the law and in the ethics and practices of librarianship. The library holds true to the values of the American Library Association affirming that, “Privacy is essential to the exercise of free speech, free thought, and free association.” As such, we aspire to protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.

State law (Ohio Revised Code Section 149.432) protects your library records from disclosure if a member of the public or the media requests them. Library records include any written or electronic record used to identify a patron. This includes, but is not limited to, your borrowing history, name, address, telephone number, email address, computer use, and fine, fee or print transaction history. Although the library does everything, we can in order to protect your privacy, there are times when we may be required by law to provide this information. Library records may be subject to disclosure to law enforcement officials per legal requirements, the USA PATRIOT ACT, or in a civil lawsuit.

What information do we collect?

The library strives to collect the least amount of personally identifiable information necessary. We attempt to avoid creating unnecessary records. We may keep your information as long as necessary for standard business options or as required by state and or local laws or records retention schedules. We avoid practices that might place your information in public view without your consent. You may choose to submit your personal information in order to use some library services. The personal information you give to the library will be treated as confidential, to the extent possible. We will not sell or license your information. We will not disclose it to any third-party except those working under contract with the library or as required by law.

We may collect the following personal information when you access library services:

- Name
- Address
- Telephone Number
- Email address
- Date of Birth
- Library barcode number

- Items currently checked-out, requested, cancelled holds, and interlibrary loans (SearchOhio, OhioLINK, OCLC, etc.)
- Overdue items (until returned)
- Fine history
- Print fee transaction history
- Sign-up information for library events

The library does not keep a record of your reading history beyond operational requirements. Once you return an item it is removed from your account. Items with late fees or bills will remain on your account until paid. Third-party vendors (see below section on third-party vendors) however, may keep a record of your borrowing history.

We use Google Analytics and Monster Insights to collect data about the use of our website, catalog, and blogs; this data is kept by WPPL and not readily accessible to outside parties. We use this information to make improvements to our website and to track trends.

Your personal information (name, address, etc.) is not tracked. Our website collects the following data:

- Browser type
- Anonymized internet address
- Operating system type
- Web address of the page from which you linked to our site
- Device
- Network service provider
- Interaction data

Any personal information provided by you in email messages, web forms, mobile apps, in-person, via telephone, or other communications is only used for the purpose for which submitted.

Radio Frequency Identification (RFID) technology is used to check out library materials, keep a record of the library collection, and secure the collection from theft. RFID tags attached to items only contain the barcode number of the item. No personal library patron or transaction information is on the RFID tag.

Who has access to my information?

All library patron records are considered confidential. Library records may only be disclosed to:

- Library staff performing job duties
- Cardholders upon proof of identity
- Parents or guardians of minor children (limited access)
- Anyone with written consent of the cardholder (limited access)
- Under legal compulsion, such as court order or subpoena

If the library cardholder is under the age of 18, the parent(s), guardian(s), or custodians of the child may be given information about that child's library record. Ohio law states that this right is not limited to the parents who actually live with the child, and parents who do not have custody, who are separated, or who are divorced do have the right to access their minor child's records. Proof of the parent or guardian's identity is required through photo identification.

Patrons can gain access to another adult patron's record only through written consent of the cardholder. This consent provides access to the entire patron record. This consent does not allow for updating personal contact information.

All library patrons can view their personal contact information online, and selected information can be updated online through MyAccount. Selected information can also be updated over the telephone after answering security questions. All other information must be updated in-person after providing proof of identity.

How do we protect children's privacy?

The privacy and safety of children (defined as under age 18) is important to us. Personal information collected by the library is not shared with any non-library-affiliated agency or vendor. Due to the ease with which children can share personal information on the internet, we encourage parents and caregivers to monitor their children's online activities.

Our Website and Public Computers

HTTPS

The library's website (westlakelibrary.org) is encrypted via HTTPS. All communications between your browser and the library website are private. Your account is also encrypted.

Cookies

A cookie is a small file sent to your browser by a website each time you visit a site. Cookies are stored on your computer and can transmit personal information. Cookies are used to remember information about preferences on the pages you visit.

You can refuse to accept cookies, disable cookies, and remove cookies from your hard drive. However, this may result in a lack of access to some library services. Our library servers use cookies to verify that a person is an authorized user. This allows you access to licensed library-affiliated or approved third-party vendors and to customize webpages to your preferences. Cookies obey the privacy settings that you have chosen in your browser. We will not share cookie information with external third parties.

Data & Network Security

The library uses software programs that monitor network traffic to identify unauthorized or malicious attempts to upload or change information or otherwise cause damage. The library may block illegal, malicious, and other websites that could undermine data and network security, based upon current blocklists.

Public Computers & Connected Devices

The library does not keep a record of your activities on any publicly accessible computer or device made available for public use. Any record of browsing history and activities are removed when you log out.

All personally identifiable information is purged immediately upon the end of your public computer session. An anonymous log is created that identifies only the computer terminal number, reservation time, and duration of the session.

Public Printing

All public print data is kept accessible on the server for 24 hours after the job was submitted. This allows time for mobile print users to pick up their print jobs, and patrons to request re-prints. After 24 hours the print data is deleted from the server. A record of print transactions is kept for billing and accounting purposes.

Email & Marketing

You may choose to subscribe to a variety of WPPL electronic mailing lists that promote library news and activities. The mailing lists are serviced by an affiliated vendor. See below for information on how the library works with third party vendors.

Using Third-Party Vendors

The library enters into agreements with third-parties to provide online services, digital collections, streaming media content, and more. When using some of these services, you may also connect with social networks and other users.

Affiliated third-party vendors may collect and share your information, including:

- Personally identifiable information you knowingly provide. This includes: when you register for the site, provide feedback and suggestions, request information, or create shared content.

- Other information that could be used to identify you. This includes: your Internet Address (IP Address), search history, location-based data, and device information.
- Non-personally identifiable information. This includes: your ad views, analytics, browser information (type and language), cookie data, date/time of your request, demographic data, hardware/software type, interaction data, serving domains, page views, and the web page you visited immediately prior to visiting the site.
- Other data as described in the vendor's privacy policy and terms of use.

For more information on these third-party services and the types of data that may be collected and shared, refer to the Terms of Use and Privacy webpages of each vendor/service. You may choose not to use these third-party vendors if you do not accept their terms of use and privacy policies. Please read them carefully.

We make reasonable efforts to ensure that the library's contracts, licenses, and offsite computer service arrangements reflect our policies and legal obligations concerning patron privacy and confidentiality. Our contracts address restrictions on the use, aggregation, sharing, and sale of information, particularly about minors.

The library expects vendors to:

- Follow all privacy related items in the vendor contract and licensing agreements.
- Conform to library privacy policies.
- Provide a product which complies with the Children's Online Privacy Protection Act.
- Refrain from collecting or sharing additional information about patrons, other than is needed for delivery of the library services provided.
- Have a publicly posted privacy policy.

Library patrons must understand when using remote or third-party vendor sites that there are limits to the privacy protection the library can provide.

The library also may suggest links to external websites that are not privacy-protected. You are not required to give these sites your library card or any other personally identifiable information to use their services.

What Surveillance is Used at the Library?

Library Video Surveillance

All WPPL locations have interior and exterior security cameras. Video footage is kept for two weeks. Video is available to view by designated staff, or by third parties under legal compulsion.

How do we handle law enforcement requests?

It is the policy of the Westlake Porter Public Library to preserve the confidentiality and privacy of the registration and circulation records of its borrowers to the fullest extent permitted by law. Only the director or designee is authorized to receive or comply with requests from law enforcement officers. We speak with our legal counsel whenever possible before determining the proper response. Library records are not made available to any agency of state, federal, or local government without a subpoena, warrant, court order or other legal document requiring us to do so. These orders must show good cause and be in proper form. Library staff are instructed to refer any law enforcement requests to library administrators.

Our commitment to you

It is our policy to protect your personally identifiable information from unauthorized disclosure. Regular privacy audits are run to ensure that all library programs and services comply with this privacy policy. Library patrons who have questions, concerns, or complaints regarding the library's handling of their privacy and confidentiality rights should contact our Privacy Officer. The library reserves the right to change or modify this privacy policy at any time. Changes will be posted on the library's website.

OWNER'S REPRESENTATIVE AGREEMENT

This Owner's Representative Agreement ("Agreement") is made effective as of _____, 2023, between RFC Contracting, LLC, 13477 Prospect Road, Suite 105, Strongsville, Ohio, 44149 ("Consultant"), Attention: Roger Riachi, President, and Westlake Porter Public Library, 27333 Center Ridge Road, Westlake, Ohio 44145, Attention: Andrew Mangels, Director ("Owner").

WITNESSETH:

WHEREAS, Owner desires to hire Consultant to perform owner's representative services as set forth in this Agreement, the Scope of Services set forth in Appendix A attached hereto and made a part hereof and Consultant's Proposal set forth in Appendix B attached hereto and made a part hereof (the "Services") for the renovating, improving and equipping of the Westlake Porter Public Library located at 27333 Center Ridge Road, Westlake, Ohio 44145 (the "Project"); and

WHEREAS, Consultant represents that it has the experience to perform the Services and that it has the organization, means, financial and technical ability to fulfill all of its Services under this Agreement.

NOW, THEREFORE, the parties hereto, in consideration of the premises and the mutual covenants and conditions hereinafter set forth, hereby agree as follows:

Article 1. Engagement and Scope and Work

Subject to the terms and conditions of this Agreement, Owner hereby engages Consultant, and Consultant hereby accepts such engagement, to provide the Services set forth in this Agreement.

The Services shall include but not be limited to items and consulting services which reasonably may be inferred to be required or useful for the completion of the Services, unless specifically excluded by the terms of this Agreement. The Consultant shall perform the Services and provide such information and reports at intervals specified by or on behalf of the Owner and/or as expeditiously as is consistent with professional skill, due care and the interests of the Owner so as not to delay the Project or any component thereof. The Consultant shall coordinate its Services with the Owner's key personnel for the Project including the architect, general contractor and their subcontractors; and other representatives and consultants retained for the Project. Consultant shall organize and attend such meetings with the Owner, architect, general contractor, subcontractors and other representatives and consultants as may be necessary in the performance of the Services, including planning, pre-bid, pre-construction, progress, close-out, training, intervention and facilitated sessions.

The Owner, without invalidating the Agreement, may order changes in the Services consisting of additions, deletions or other revisions. Such changes in the Services may be authorized by written agreement of the Owner and Consultant, or in the absence of a written agreement, by a directive signed only by the Owner and issued to the Consultant. In the case of

a directive, if the Owner and Consultant cannot agree to a change in the compensation amount, the Owner shall pay the Consultant its actual reasonable cost plus reasonable overhead and profit, and the consultant shall proceed diligently with performance of the changes in the Services as set forth in the directive pending resolution of the change in the compensation.

The Owner intends to utilize the general contractor delivery method for the construction of the Project.

Article 2. Limitations on Duties and Responsibilities

2.1 The Consultant shall not assume control over or charge of any aspect of the means, methods, techniques, sequences, or procedures of construction.

2.2 The Consultant shall not expedite the work for a consultant, general contractor, or their subcontractors and material suppliers without prior approval of the Owner.

2.3 The Consultant shall not order any consultant, the general contractor, or any of their subcontractors or material suppliers to stop the work or terminate a contract, or any portion thereof without prior approval of the Owner.

2.4 The Consultant shall not accept any defective or non-conforming services, materials and work.

2.5 The Consultant shall not make any settlements on behalf of the Owner.

Article 3. Construction Costs

Notwithstanding anything in this Agreement to the contrary, the Consultant acknowledges that the Owner has a budget for construction of the Project which includes Consultant's Services. The Consultant will endeavor to perform all of the Services hereunder with that amount in mind and shall make professional efforts to ensure that the Project will not cost more than the established budgeted amount.

If at any time the estimate for the cost of the work for the Project exceeds the estimate and budget for the cost of the work, the Consultant shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget.

Article 4. Compensation

Consultant shall be paid for its Services in the amount of Sixty Two Thousand and 00/100 Dollars (\$62,000.00), which amounts include all expenses of the Consultant. The Consultant's compensation is paid in ten (10) monthly payments of \$6,200.00.

Following the end of each month during the performance of the Services, the Consultant shall submit to Owner for its approval a request for payment ("Request for Payment") in form and substance satisfactory to the Owner. Each Request for Payment shall set forth the amount

due for Services rendered, a detailed breakdown of the amount, and the sum of all prior payments. The Owner shall review each such Request for Payment and may make such exceptions as the Owner reasonably deems necessary or appropriate under the circumstances then existing. The Owner shall notify the Consultant of any exceptions taken within seven (7) business days of receipt of the Request for Payment. Payments are due and payable thirty (30) days after the Owner has received all required submissions related to the Request for Payment.

Article 5. Ownership of Instruments of Service

Documents prepared by, or with the cooperation of, the Consultant pursuant to this Agreement shall become, upon payment of all undisputed compensation due the Consultant from the Owner, the property of the Owner whether or not the Project for which they are prepared is commenced or completed. The Consultant may retain copies, including reproducible copies of such documents for information and reference. Such documents may be used by the Owner or others employed by the Owner (including another design professional or engineer) for reference in any completion, correction, remodeling, renovation, reconstruction, alteration, modification of or addition to the Project, without compensation to the Consultant. Such documents shall not be given or sold by the Owner to be used by others, on other projects except by agreement in writing and with agreed upon appropriate compensation to the Consultant. The Consultant shall not be held liable if a third party receives the Consultant's documents and either modifies, changes or uses the documents in a way not originally anticipated when the documents were created. If an event occurs for which the Consultant may be liable, the Owner shall notify the Consultant of such event as soon as practical after such event and shall provide access to the Project to the Consultant and their representatives. This paragraph shall survive termination of this Agreement.

Article 6. Standard of Care

Consultant shall perform its Services consistent with the professional skill and care ordinarily provided by owner's representatives in the same or similar locality under the same or similar circumstances. The Consultant shall perform its Services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

Article 7. Indemnification/Limitations of Liability

Consultant will indemnify and hold harmless Owner from and against any and all loss, liability, suits, actions, causes of action, claims, costs, expenses (including reasonable attorney fees) or damages, to the extent resulting from Consultant's or any of Consultant's subcontractor's: (i) failure to perform the Services in accordance with the standard of care applicable to Consultant; or (ii) negligent acts, errors or omissions resulting in loss or damage to the Project or Owner, or to any persons or property. The provisions of this Article shall extend to the officers, directors, employees and consultants of Owner.

Article 8. Insurance

Consultant shall, at its own expense, maintain in force and without interruption Workers' Compensation in accordance with the laws having jurisdiction over Consultant's employees who are engaged in the Services and Employers' Liability Insurance with policy limits not less than one million dollars (\$1,000,000) each accident, a disease each-employee limit of not less than \$1,000,000, and a disease policy limit of not less than \$1,000,000.

Consultant shall also maintain without interruption: Commercial General Liability Insurance with policy limits of not less than one million dollars (\$1,000,000) for each occurrence, two million dollars (\$2,000,000) in the aggregate for bodily injury and property damage, and an aggregate of two million dollars (\$2,000,000) for products and completed-operations; Automobile Liability Insurance covering vehicles owned, and non-owned vehicles used, by the Consultant with policy limits of not less than one million dollars (\$1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage; Umbrella/Excess Liability Insurance with policy limits of not less than five million dollars (\$5,000,000) for each occurrence and five million dollars (\$5,000,000) in the aggregate for bodily injury and property damage; and Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one million dollars (\$1,000,000) per claim and two million dollars (\$2,000,000) in the aggregate. The policies of insurance shall be maintained with companies with an A.M. Best Company Rating of "A-" or higher and authorized to do business in Ohio.

The Consultant shall not cancel or allow the expiration of a policy of insurance without first securing a replacement policy so as to ensure the continuation of coverage. Promptly following execution of this Agreement, the Consultant shall provide the Owner with certificates of insurance evidencing the required coverages and amounts, including without limitation any certificates of renewal of insurance. Each policy of insurance required to be purchased and maintained by the Consultant shall name the Owner as a Certificate Holder, and, with the exception of worker's compensation, Employer's Liability and professional liability insurance, shall name the Owner as an additional insured.

When any required insurance, due to the attainment of a normal expiration date or renewal date, shall expire, the Consultant shall supply the Owner with Certificates of Insurance and amendatory riders or endorsements that evidence the continuation of all coverage in the same manner, limits of protection, and scope of coverage as was provided by the previous policy. In the event any renewal or replacement policy, for whatever reason obtained or required, is written by a carrier other than that with whom the coverage was previously placed, or the subsequent policy differs in any way from the previous policy, the Consultant shall also furnish the Owner with a copy of the renewal or replacement policy unless the Owner provides the Consultant with prior written consent to submit only a Certificate of Insurance for any such policy. All renewal and replacement policies shall be in form and substance satisfactory to the Owner and written by carriers acceptable to the Owner.

Consultant shall immediately provide notice to Owner of the cancellation of a policy of insurance by the Consultant's insurer, and Consultant shall immediately thereafter use best efforts to procure a replacement policy so as to ensure the continuation of coverage.

Article 9. Compliance with Laws

Consultant shall, consistent with its professional standard of care, comply with all federal, state and local laws, including without limitation all environmental laws and any permits, licenses, certificates or approvals required to comply with its performance of this Agreement.

Article 10. Project Personnel

Owner shall have the right to reject the participation of any personnel of Consultant in the performance of the Services if, in relation to the work assigned to them, the Owner deems such personnel to lack the skill, experience and expertise required to perform the Services or if Owner considers their performance to be substandard or otherwise detrimental to the proper completion of the Services. Consultant will notify Owner promptly of the need for any change in the Project manager or other key personnel assigned to the performance of the Services and shall obtain the Owner's prior approval, which approval will not be unreasonably withheld.

Article 11. Audit

Owner may audit and inspect Consultant's records and accounts at any time during the Consultant's performance of the Services and for a period of two (2) years following the completion or termination of the Services for the purpose of verifying the statement and underlying documentation presented by Consultant in accordance with a Request for Payment, it being understood that Consultant agrees to preserve all such documents through such two- (2) year period.

Article 12. Termination/Suspension

12.1 Termination for Cause by Owner. The Owner shall have the right to terminate this Agreement for cause at any time in the event of a material breach of the Agreement by the Consultant that remains uncured for fourteen (14) days after notice of the breach is provided to the Consultant by the Owner.

12.2 Termination for Convenience by Owner. This Agreement may be terminated by the Owner for its convenience and without cause for the entire Project or for any portion of the Project upon not less than seven days' written notice to the Consultant. Should the Owner terminate this Agreement for cause, but that cause be subsequently found to be insufficient to support termination, the termination shall be deemed one of convenience. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for services satisfactorily performed prior to termination, but subject to the compensation limits set forth in Article 4 herein.

12.3 Termination for Cause by Consultant. The Consultant shall have the right to terminate this Agreement for cause at any time in the event of a material breach of the Agreement by the

Owner that remains uncured for fourteen (14) days after notice of the breach is provided to the Owner by the Consultant.

12.4 In the event of a termination of this Agreement, and in any event, at the end of the term of the Agreement, all instruments of service and written records of operation and electronic data maintained by the Consultant will be promptly turned over to the Owner, including but not limited to all data files compiled or maintained in connection with the Agreement and all documentation required by regulatory agencies.

12.5 Suspension of Services. The Owner, without cause and without prejudice to any other right or remedy it may have, may order the Consultant in writing to suspend, delay, or interrupt the performance of the Services in whole or in part for such period as the Owner may determine. If the Owner suspends the Services, the Consultant's compensation shall be adjusted for increases in the cost and time caused by the suspension, delay, or interruption except when the need for the suspension is due to the fault of the Consultant. The Consultant shall be entitled to payment of compensation due under the Agreement for Services performed before the suspension.

Upon receipt of notice of suspension, the Consultant shall cease providing the suspended Services and take all necessary or appropriate steps to limit disbursements and minimize respective costs. The Consultant shall furnish a report to the Owner, within five days after receiving the notice of suspension, describing the status of the Services, including results accomplished, resulting conclusions, and other information as the Owner may require.

Article 13. Independent Contractor

Consultant shall be an independent contractor and neither Consultant nor any of its subcontractors, nor the employees of any thereof, shall be deemed to be the servants, employees, or agents of Owner. Consultant shall be responsible for paying all costs related to its employees and managers performing the Services, including but not limited to: payment of wages and salaries, including regular hourly pay, management bonus, vacation pay, sick pay, bereavement pay, and legal holiday pay; withholding of all applicable federal, state and local employment taxes, Social Security taxes and Medicare taxes; payment of insurance premiums, including but not limited to unemployment insurance, general liability and umbrella insurance, workers' compensation, medical, dental and hospitalization; contributions to benefit, retirement, deferred compensation and profit sharing plans.

Article 14. Subcontractors and Consultants

Consultant shall remain liable and responsible to Owner for all of the Consultant's Services under this Agreement, regardless of whether the Services are performed directly by Consultant or by a subcontractor of the Consultant. Consultant shall, for the protection of Owner, demand from all vendors and subcontractors from which Consultant procures services that the vendors and subcontractors be subject to and comply with the provision of this Agreement.

Article 15. Assignment

This Agreement may not be assigned by either party without the consent of the other.

Article 16. Notices

Unless otherwise expressly provided in this Agreement, all notices and other communications given under the Agreement shall be in writing and shall be deemed effective upon receipt by the addressee at its address shown on page 1 of this Agreement or at such other address as such party shall have notified the other in writing.

Article 17. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio without giving effect to its principles of conflict of law. Legal proceedings arising under this Agreement shall be brought in the court of common pleas in the County where the Project is located.

Article 18. Dispute Resolution

18.1 If a dispute arises out of or relates to this Agreement, or its alleged breach, and if that dispute has not been settled through direct discussions within a reasonable period, the parties to this Agreement may, by written agreement, submit the dispute to a mutually acceptable mediator, before having recourse to a judicial forum. The submission of a dispute to a mediator is optional, and this Article shall not prevent either party from exercising all equitable and legal rights and remedies that party may have, and from bringing a third-party claim in pending litigation for indemnity and/or contribution.

18.2 Any request by the Consultant for additional compensation shall be made in writing and submitted to the Owner prior to final payment of the Consultant's compensation. Failure of the Consultant to timely make such a request shall constitute a waiver by the Consultant of any request for such fees.

18.3 In every written request for additional compensation, the Consultant shall provide the nature and amount of the request; identification of persons, entities and events responsible for the request; activities on the Project schedule affected by the request or new activities created by any delay and the relationship with existing activities; anticipated duration of any delay; and recommended action to avoid or minimize any future delay.

18.4 If the Consultant submits a written request for additional compensation, the Owner shall review the request and render a final decision in writing within a reasonable time thereafter.

18.5 The Consultant shall proceed with the Consultant's performance of this Agreement during any dispute resolution process, unless otherwise agreed by the Consultant and the Owner in writing. The Owner shall continue to make payment, in accordance with the Agreement, of any amounts not in dispute pending final resolution of any dispute in accordance with this Article.

Article 19. Miscellaneous

19.1 Headings and titles of Articles, paragraphs and other subparts of this Agreement are for convenience of reference only and shall not be considered in interpreting the text of this Agreement. Modifications or amendments to this Agreement must be in writing and executed by duly authorized representatives of each party.

19.2 This Agreement may be executed in any number of counterparts, via electronic signature software, fax, e-mail, or web-based project management software. Each party hereto shall be entitled to rely upon an electronic, scanned, or facsimile signature of any other party delivered in such a manner as if such signature were an original.

19.3 This Agreement and any appendices constitute the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements or understandings with respect thereto.

19.4 Consultant warrants and represents that it is not subject to a finding for recovery under Ohio Revised Code Section 9.24, or that Consultant has taken the appropriate remedial steps required under Ohio Revised Code Section 9.24, or otherwise qualifies under Ohio Revised Code Section 9.24.

19.5 If any provision of this Agreement, or the application thereof to any situation or circumstance, shall be invalid or unenforceable, the remainder of this Agreement or the application of such provision to situations or circumstances other than those as to which it is invalid or unenforceable, shall not be affected; and each remaining provision of this Agreement shall be valid and enforceable to the fullest extent permitted by applicable law.

19.6 When this Agreement refers to a period of time by a number of days, the period shall be computed to exclude the first and include the last day of the period. If the last day of the period falls on a Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation and the period shall end on the next succeeding day that is not a Saturday, Sunday, or legal holiday.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

RFC CONTRACTING, LLC

WESTLAKE PORTER PUBLIC LIBRARY

By: _____
Roger Riachi, President

By: _____

CERTIFICATE

IT IS HEREBY CERTIFIED that moneys required to meet the obligations of The Westlake Porter Public Library under the above Agreement have been lawfully appropriated for such purposes and are in the treasury of the Library or are in the process of collection to an appropriate fund, free from any previous encumbrance. This Certificate is given in compliance with Section 5705.41 of the Ohio Revised Code.

By: _____
Fiscal Officer

Dated: _____

Appendix A

Scope of Services

a. All Phases

- Assist in coordinating the activities of Owner, architect, and other consultants.
- Meet with the Owner at appropriate intervals to review the status of the Project. Participate in design stage meetings that are organized, scheduled and conducted by the architect and construction stage meetings that are organized, scheduled and conducted by the general contractor.
- Provide recommendations to the Owner and architect on constructability; logistics; long-lead items; safety and security plans; quality control; construction feasibility; actions designed to minimize adverse effects of labor or material shortages; time requirements for procurement, installation and construction completion; and factors related to construction cost, including estimates of alternative designs or materials, budgets and possible economies of scale.
- Contact, meet, consult, and otherwise coordinate with the architect, Owner and governmental authorities with jurisdiction over the Project, and others for the purpose of facilitating the Project's design and construction and assist with and participate in any usual and customary presentations before any governmental or quasi-governmental agency having jurisdiction over the Project.
- Assist the Owner, architect and general contractor with the preparation and submittal of applications, plans and other documents to such agencies in order to obtain all permits, consents and approvals required for the Project
- Develop and maintain a Project schedule with a logical sequence of events coordinated with the architect's design schedule; reasonable periods of time for the review the Consultant's deliverables and for the Consultant to revise and resubmit those deliverables; and sufficient detail to properly anticipate and monitor progress on the Project.
- Establish regular procedures with Owner and identify those matters which require specific approval or direction from the Owner.
- Provide to the Owner copies of notices that the Consultant provides to the architect or general contractor.
- Notify the Owner as expediently as possible in the event of an emergency involving the Project, including, but not limited to, a fatality, serious injury, fire, collapse, flood, utility, or power loss to occupied facilities, explosion, or environmental damage.

b. Pre-Construction/Design Phase

- At the earliest practicable date, schedule and conduct an organizational meeting with the Architect and Owner whereby the attendees will: (i) review the responsibilities of each of the Owner and the Owner's key personnel involved in the Project; (ii) review

the scope of the architect's services and the responsibilities of each of the architect's key personnel involved in the Project; (iii) review the scope of the Consultant's Services and the responsibilities of each of the Consultant's key personnel involved in the Project; (iv) review and establish lines of communication between the Consultant, architect and Owner; (v) develop a list of the Owner's Project-stakeholder representatives to be involved in the best value selection of the general contractor; and (vi) review the then-available programming and other documents that reflect the Owner's requirements and objectives for the Project including construction budget requirements and objectives.

- Obtain, review and approve the architect's design schedule and monitor the architect's progress for compliance with the approved design schedule.
- Review with the Project team the Project budget and schedule, identify relevant categories of costs, estimates and limits (where appropriate), and overall Owner cost objectives.
- Confirm milestone schedule and Project budget.
- Consult with the Owner and architect regarding site use and improvements and the selection of materials, building systems, and equipment.
- Advise the Owner and architect in writing if at any time it appears that the construction budget may be exceeded and make recommendations for corrective action.
- Assist Owner and architect in reviewing the requirements of governmental agencies having jurisdiction over the Project.
- Coordinate ongoing activities of Owner, architect, engineer, and other consultants, (including all direct vendors) to maintain continued focus on the Project objectives.
- Assists with design including estimating, constructability, material selection, furnishings, value engineering and value analysis.
- Identify with general contractor long lead strategy of procurement.
- Provide assistance to the Owner on all other pre-construction matters.

c. Construction Phase

- Obtain, review and approve general contractor's construction schedule and monitor the general contractor's progress for compliance with the approved construction schedule.
- Monitor the Project budget.
- Determine in general if the work is proceeding in accordance with the contract documents and the Project and construction schedule.
- Participate in the review of mock-ups prior to installation and provide input on the consistency of the mock-ups with the Project requirements.
- Attend all pre-installation meetings.
- Meet with the Owner and general contractor at intervals acceptable to the Owner to review the current status of the Project.

- Advise the Owner as to the necessity of special inspections, tests, or approvals, and review the associated results.
- Assist the Owner with resolution of claims and disputes should any arise and provide its analysis and recommendations for the resolution of such claims and disputes. Attend dispute resolution meetings.
- Review any proposal requests prepared by the architect prior to issuance, review general contractor proposals and submit recommendations thereon to the architect and Owner, and assist in negotiating change orders and change directives for authorization and execution by the architect and Owner
- Assist with processing payment applications.
- Advise on the financial implications of delays, extensions of time, acceleration or disruption.
- Assist in determining the date of substantial completion.
- Provide assistance to the Owner on all other construction matters

d. Closeout Phase

- Work with Project team with partial occupancy, attainment of substantial completion and bringing punch list items to completion following attainment of substantial completion.
- Assist with Project and financial close out.
- Secure all operation and maintenance manuals, permits, guarantees, warranties, certificates required by law, as-built drawings and maintenance plans.
- Review and provide recommendations to the Owner concerning the general contractor's closeout documentation
- Coordinate move-in and move-out of equipment and personnel
- Assist with remediation of deficiencies in the general contractor's work
- Attend, participate in and provide input during the 11-month walk-through

WESTLAKE PORTER PUBLIC LIBRARY
Resolution 15-23
Fund 475 - Automation
11/15/2023

		2023 Permanent Budget	Adjustment	2023 Revised Permanent Budget	Notes
Account	Description				
REVENUE:					
475-00-44100	INTEREST	3,000	-	3,000	
475-00-49910	TRANSFER IN	80,000		80,000	
	REVENUE	83,000	-	83,000	
	CARRY FORWARD	408,883		408,883	
		491,883		491,883	
EXPENSES:					
475-00-53000	CONTRACTED SERVICES	-	-	-	
475-00-55000 CAPITAL		172,620	10,000	182,620	add'l funds needed for the transition to Koha
	TOTAL EXPENSES	172,620	10,000	182,620	
	REVENUE LESS EXPENSES	(89,620)		(99,620)	
	EST CARRYOVER BALANCE	319,263		309,263	

WESTLAKE PORTER PUBLIC LIBRARY
Fund 101 - General Fund
Resolution 16-23
11/15/2023

Account	Description	2023 Permanent Budget	Adjustment	2023 Revised Permanent Budget	Notes
EXPENSES:					
	SUBTOTAL(PERSONNEL)	3,731,855		3,731,855	
	SUBTOTAL(SUPPLIES)	107,150		107,150	
	SUBTOTAL(SERVICES)	728,297		728,297	
	SUBTOTAL(MATERIALS)	741,032		741,032	
	SUBTOTAL (CAPITAL)	222,000		222,000	
57110	MEMBERSHIPS-LIBRARY	17,160		17,160	
57120	MEMBERSHIPS-BUSINESS	2,340		2,340	
57220	ELECTION ASSESSMENT	9,750		9,750	
57250	STATE SALES TAX	1,450		1,450	
57510	REFUNDS	350		350	
57900	MISCELLANEOUS	-		-	
58110	CONTINGENCY/OTHER	13,000		13,000	
59910	TRANSFERS	680,000	400,000	1,080,000	Increase transfer out to PI fund to \$1MM for renovation projects; \$80K to automation fund
	SUBTOTAL(OTHER)	724,050	400,000	1,124,050	
	TOTAL OPERATING EXPENSES	6,254,384	400,000	6,654,384	

WESTLAKE PORTER PUBLIC LIBRARY
Resolution 17-23
Fund 450 - Permanent Improvement
11/15/2023

Account	Description	2023 Permanent Budget	Adjustment	2023 Revised Permanent Budget	Notes
REVENUE:					
450-00-44100	INTEREST	7,500	2,500	10,000	
450-00-49910	TRANSFER IN	600,000	400,000	1,000,000	increase transfer in amount for renovation projects
	REVENUE	607,500	402,500	1,010,000	
	CARRY FORWARD	690,115		690,115	
		1,297,615		1,700,115	
EXPENSES:					
450-00-53000	CONTRACTED SERVICES	48,750	52,400	101,150	increase for Owners Rep agreement
450-00-55000	CAPITAL	375,000		375,000	
	TOTAL EXPENSES	423,750	52,400	476,150	
	REVENUE LESS EXPENSES	183,750		533,850	
	EST CARRYOVER BALANCE	873,865		1,223,965	