



WESTLAKE

Porter Public Library

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

Regular Board Meeting
December 13, 2023 • 6:30 p.m.

AGENDA

6:30 – 6:40 Call to Order

Trustee Appointment

BE IT RESOLVED that Lauren Golick be appointed to the Westlake Porter Public Library Board of Trustees, and that her term of office shall be from December 13, 2023 until the organizational meeting of the Board in 2026. Oath of Office administered by CJ Lynce.

Minutes

- Records Commission Meeting: November 15, 2023
- Regular Meeting: November 15, 2023

Communications

- Received to Date: Thank you from Connecting for Kids
- Public comments (if any)
- Retirements and Awards
- Staff Members

6:40 – 7:30 Administrative Reports

- Amendments to Administrative Reports
- Manager's Report – Alisa Sicker – Circulation Manager
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

7:30 – 7:45 Board Reports

- Board President

7:45 – 8:10 New Business

- Resolution 18-23: approve the 2024 Temporary budget
- Resolution 19-23: Adjustment to Friends Fund 420 and Development Fund 410
- Resolution 20-23: Year-end Transfers of Funds from General Fund 101 to Permanent Improvement Fund 450 and Automation Fund 475; transfer of funds from Friends Fund 420 to Development Fund 410
- Resolution Requesting the Cuyahoga County Fiscal Officer to Advance Taxes from the Proceeds of any Tax Levies Pursuant to Section 321.34 R.C.
- Library Positions as of December 31, 2023: this list reflects all the current and open positions as of December 31, 2023
- Approve 2024 Compensation Table
- Amend the open/close dates for 2024 to close the Library on Monday, October 14 (Columbus Day) for Staff Appreciation and Development Day (SADD)
- Other

Executive Session: Executive Compensation

Adjournment

Upcoming Events

January 17, 2024, 6 pm: Organizational Board Meeting; 6:30pm: Regular Board Meeting



The Board of Trustees Minutes

Records Commission Meeting:

Date: November 15, 2023

Attendees:	<i>Trustees</i>	<i>Staff</i>	<i>Guests</i>
	Jennifer Darling	Andrew Mangels	Katie Salis
	Tianyi Krupka	CJ Lynce	
	Jason Nolde	Jana Nassif	
	Robert Plantz	Heather Feenaughty	
	Elizabeth Sheehe	Karen Hunt	

The Board met in the Board Room. Jennifer Darling called the meeting to order at 6:30 p.m.

Elizabeth Sheehe moved to approve Resolution 14-23 to approve the change to the Records Retention Schedule.

The Fiscal explained we are required to hold a Records Commission Meeting each year to review the records retention schedule. She is recommending a change to coincide with the transition to KOHA. A feature of the Aspen Discovery Catalog is the ability to keep checkout information for patrons if they opt in. A change to the Public Policy and Procedures Manual will enable the policy.

All present were in favor.

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

Adjourn Records Commission Meeting at 6:34 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

Jennifer Darling
WPPL Board President

Tianyi Krupka
WPPL Board Vice President



The Board of Trustees Minutes

Regular Meeting:

Date: November 15, 2023

Attendees:

Trustees

Jennifer Darling
Tianyi Krupka
Jason Nolde

Robert Plantz
Elizabeth Sheehe

Staff

Katie Salis

Andrew Mangels
Jana Nassif
CJ Lynce
Heather Feenaughty
Karen Hunt

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

Minutes

Bob Plantz moved to approve the minutes from the Regular Meeting of October 18, 2023. Tianyi Krupka seconded the motion. All present were in favor.

Bob Plantz moved to approve the minutes from the Board Retreat of November 1, 2023. Tianyi Krupka seconded the motion. All present were in favor.

Communications

The Director shared a thank you letter from the Westshore Lions Club expressing their profound gratitude for helping with their mission to provide eye glasses to the financially restricted in the community.

Public Comments

There were no public comments.

Awards

Katie Salis received a Bright Idea Award for being the only one to notice a significant issue with the new study room construction: the lack of light switches! This was an item overlooked by the architect, contractor, as well as many others who had seen the plans and the room during construction.

Upon bringing this to the attention of administration, the issue was shared with the architect and contractor, and plans to retroactively add these in were made, resulting in savings to the Library.

Aaron Spears received an I Made a Difference Award for carrying a very heavy, very solid wooden bench with the help of the Director into the YS bathrooms so an 8 year old with cerebral palsy could be changed comfortably and safely before entering a program. (The changing table in the room is too small for an 8 year old's weight and size.) By responding right away when a patron was in need, you made a huge difference to this family.

Katie Salis left the meeting at 6:41.

Administrative Reports

PR/Marketing Report

The PR/Marketing Report for November was delivered with the agenda. The Board President thanked PR/Marketing for entering the City's scarecrow contest.

Assistant Director's Report

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

CJ Lynce, Assistant Director, reported the past month has been consumed by the migration to KOHA. The first part of training was held, which helped to ease staff anxiety about the transition. There was lots of positive feedback.

The Assistant Director and PR/Marketing Manager are working on a PR blast about the transition.

No items will be checked in the weekend of December 2. The plan is to be back to normal by December 4.

The Assistant Director highlighted a program presented by the Cuyahoga County Probate Court about how to avoid probate court. It went so well they held a second session and based on interest, will hold it again.

Mr. Lynce thanked the Board for approving additional hours for the Makerspace, allowing for the space to be open more hours. The response has been very positive.

Financial/HR Reports

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

The Westlake School Board has confirmed they will vote to approve our new Trustee Candidates at their meeting on November 27 at 6 pm.

Director's Report

The Library has had so many amazing, great programs but the Director highlighted Trina Thomas and her team for all their hard work for the health fair.

Thanks is not a big enough word to Mr. Lynce and Mr. Halvorsen for the amount of work they have done for the migration to KOHA. The benefits of switching to KOHA are going to continue to grow.

Using funds from the Ohio Department of Education grant, Youth Services, with Connecting for Kids, will be hosting a Learning Disability Provider Showcase. The program will have prescreening for children to help parents identify potential learning disabilities and will provide resources for follow up.

The Friends' book sale was outstanding!

The Foundation Board voted to add Sylvia Scherma to their Board.

NEO-RLS sent a draft of survey questions to the management team and three trustees. They will compile results for the new Strategic Plan.

We have received a records request regarding an investigation of a Cuyahoga County Health and Human Services employee who was allegedly harassed by another patron in the building. They want all video footage for three days based on a picture with the Plain Dealer with a WPPL stamp in the background received by the employee. We are working with the County Prosecutor for advice. A Westlake Police Report was filed.

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

Board Reports

The Board President invited the Board to contribute to the WPPL Adopt a Family fund.

Ms. Darling thanked the Admin team for all their hard work for the Board retreat.

The Board President reported a conflict for the December Board meeting. The Board agreed to change the December meeting to December 13, 2023.

Ms. Darling wanted to thank Diane Dillon, Annie Stanca, Marilyn Earl and Nick Cronin for their help, dedication and commitment this past month with help providing documents for the Trustee interviews.

The Trustee search committee presented two candidates for nomination. Bob Plantz thanked Jennifer Darling for facilitating the process. We had a very strong candidate pool and hope to engage many of them in another capacity.

Mr. Plantz nominated Lauren Golick. Elizabeth Sheehe nominated Peter Schindler. There was a random drawing of names to determine which candidate would fill each opening. Ms. Golick will be asked to fill the three-year term, beginning in December and Mr. Schindler will be asked to fill the seven year term which will begin in January.

Ms. Darling proposed the following slate of officers for 2024 to be voted on in January: Will Perry, President; Bob Plantz, Vice President; and Tianyi Krupka, Secretary.

New Business

Change the December Board meeting date

Elizabeth Sheehe moved to change the December Board meeting date to December 13, 2023. Jason Nolde seconded the motion. All present were in favor.

Revised Board Manual

Bob Plantz moved to approve the revised Board Manual as presented at the Board Retreat. Tianyi Krupka seconded the motion. All present were in favor.

Privacy Policy

Elizabeth Sheehe moved to accept the Privacy Policy. Tianyi Krupka seconded the motion.

The Director explained the Google and Apple Store require a privacy policy to publish the new WPPL APP.

All present were in favor.

Public Policy and Procedures Manual Section 1.2.2- Circulation History

Jason Nolde moved to accept Public Policy and Procedures Manual Section 1.2.2 Circulation History. Bob Plantz seconded the motion.

The Director explained this policy allows us to enable a circulation history feature in Aspen.

All present were in favor.

Approval for Administration to sign an agreement with an Owner's Rep for Phase II of the Renovation Projects

Elizabeth Sheehe moved for approval for Administration to sign an agreement with an Owner's Rep for Phase II of the Renovation Projects. Tianyi Krupka seconded the motion.

The Director explained two firms were interviewed. The Admin team is recommending RFC Contracting, LLC because he is exactly what we needed and were looking for. He will help us to

be cost effective and assist with the bidding process to find a contractor. He will also interface with the contractor to make sure construction is going as planned.

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

Resolution 15-23 Adjustment to Automation Fund 475

Bob Plantz moved to accept Resolution 15-23 Adjustment to Automation Fund 475. Elizabeth Sheehe seconded the motion.

Jana Nassif explained this will move additional funds needed for KOHA expenses.

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

Resolution 16-23 Adjustment to General Fund

Jason Nolde moved to accept Resolution 16-23 Adjustment to General Fund. Tianyi Krupka seconded the motion.

The Fiscal Officer explained this will increase transfers out in anticipation of expenses related to the renovation projects next year.

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

Resolution 17-23 Adjustment to Permanent Improvement Fund

Elizabeth Sheehe moved to accept Resolution 17-23 Adjustment to Permanent Improvement Fund. Bob Plantz seconded the motion.

The Fiscal Officer explained this increases transfers in to pay for 2024 Renovation projects and a budget adjustment for the Owner's Rep contract.

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

Nominate Lauren Golick to the Westlake Porter Public Library Board of Trustees to fill the unexpired term beginning in December 2023 and ending in 2026.

Bob Plantz moved to nominate Lauren Golick to the Westlake Porter Public Library Board of Trustees to fill the unexpired term beginning in December 2023 and ending in 2026. Tianyi Krupka seconded the motion.

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

Nominate Peter Schindler to the Westlake Porter Public Library Board of Trustees for a seven year term beginning in 2024 and ending in 2030.

Elizabeth Sheehe moved to nominate Peter Schindler to the Westlake Porter Public Library Board of Trustees for a seven year term beginning in 2024 and ending in 2030. Jason Nolde seconded the motion.

Roll call vote followed: Tianyi Krupka – yes; Jason Nolde – yes, Bob Plantz – yes, Elizabeth Sheehe – 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 8:12 pm. Tianyi Krupka seconded the motion.

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

Elizabeth Sheehe moved to leave Executive Session at 9:01 pm. Tianyi Krupka seconded the motion.

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

Adjourn

The meeting adjourned at 9:02 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

Jennifer Darling, WPPL Board President

Tianyi Krupka, WPPL Board Secretary



Connecting for Kids

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Executive Director

Sarah Rintamaki
SarahRintamaki@connectingforkids.org

Board President

Tish Henry, MEd
TishHenry@connectingforkids.org

November 20, 2023

Andrew Mangels
Westlake Porter Public Library
27333 Center Ridge Rd.
Westlake, OH 44145

Dear Andrew,

Thank you for your Table sponsorship of the Connecting for Kids Annual Fundraiser & Casino Night and for the basket you put together for our silent auction. With your support and that of our guests, we raised **\$125,000** to help families right here in our community who have concerns about their child.

The theme for this year's event, *The Future is Inclusive*, asked attendees to envision a future where every local family can tap into Connecting for Kids to find the resources, support and community to help their child. Families like Janay's who called Connecting for Kids for help with her two boys:

"Connecting for Kids's response time is amazing. With CFK, you feel important. You are not shuffled or forgotten. I feel like someone is focusing on me and my needs. It is a warm organization that feels like family, everyone is willing to go above and beyond to help my family."

Here is a glimpse of what we accomplished last year and with the money raised at the fundraiser, we hope to reach out to even more families in 2024:

- **Resources.** In spring 2023, more than 1,000 participants attended three Northeast Ohio Resource Fairs.
- **Support.** Staff connected more than 2,000 families with resources, information and support during the 2022-2023 program year.
- **Community.** More than 2,500 participants connected in one of our programs during the 2022-2023 program year.

In the Connecting for Kids inclusive community, it doesn't matter if the challenges or diagnoses one family is facing are different than another family's – it's all about connecting parents to help each other and providing resources for *any* concern. We are grateful for your sponsorship and hope you will take part in our next annual fundraiser scheduled for Saturday, November 9, 2024.

With Gratitude,

Sarah Rintamaki
Executive Director

Please note, of the \$1,750 for your sponsorship, \$375 is a tax-deductible donation. CFK is a registered charity and our tax identification number (TIN) is 45-1689767. For an itemized receipt, please contact us.

Mission Moment

Andrea and I requested patrons to submit gingerbread houses for a lobby display. It is the first time doing this and we received several local submissions from all ages of gingerbread houses. We plan to do the display again next year and hope to expand the number.

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.
- Andrew provided quotes to a reporter about the app transition and the story ran in the *Westshore Sun*.

PR inside and outside the library

- Ordered brand new back boards for the StoryWalk at the Westlake Rec Center. The new material is a lot more durable and weather resistant.
- New placard for the "Blue and White" art piece in the Adult Services area.
- Continued to work with CJ on a communication plan for the Sirsi to Koha transition, happening this next month. This included weekly communications to inform our patrons of the changes as well as downtime of the app and SearchOhio/OhioLINK.
- New world languages signage ordered due to the growth in variety of languages offered. They should be in place within the month.
- Updated the Book Nook endcaps signage at the Friends request after the annual book sale shift. The new acrylic frames proved to be user friendly to change out the paper.
- Ordered prizes for those that complete the winter reading challenge. This is typically a smaller population and I hope to grow it slightly with an incentive for all that complete it in February. Adults will get a cozy set of socks and children will get a fidget toy.

Community, Ads and Sponsorships

- Ad published in the *Observer*, *Westlife*, and *Villager*

Web

- Assisted with the transition to Koha/Aspen Discovery by
 - creating [a page](#) and a subfeature widget on the main website,
 - creating a page collecting important staff information [on BTS](#)
 - contacting OPLIN about the Koha switch
 - copying the main search box so a new one could be swapped in when the time came
- Posted the new Fiero Code service on the website on the [Databases page](#) and in a subfeature on the home page. Updated the closed days and hours on Communico for 2024. Updated the [Makerspace hours](#) including the closure on the day before Thanksgiving. Created a page for the library's [Privacy Policy](#) and added this policy to the [Policy page](#) as well.

Print:

- Notes for December/January was received by recipients before the Thanksgiving holiday.

Email

- Sent a World at War forum email for December 7's program. 115 sends, 83 opens (73%), 21 clicks
- The 4 weekly Koha emails sent on Mondays to our full mailing list of 14,842 recipients. They had an average of 51% open rate.

Digital Marketing Stats:

Email Blasts: 5 emails in November– Avg 43.4% open rate (decreased 2.4% from October)

New Book Emails: 4 emails in November– Avg 54.75% open rate (increased 1.75% from September)

Social stats for the month of November

- **Facebook:** 4608 page likes
- **Twitter:** 1654 followers, 1.7k impressions
- **Instagram:** 1264 followers

Website Stats for September:

- Number of sessions: 22,313
- Number of users: 13,056
- Average session: 1:01

Top 5 pages

1. Home Page: 21,823
2. Events: 2,901
3. Download-Stream: 1,498
4. Aspen: 933

5. Databases and Subscriptions: 795

Short Term Goals:

Revive and develop a robust Annual Report. Then work with Andrew for the State of the Library Address in February. This is something we used to do in the past. It will only be released in digital format.

Koha Migration

Koha and Aspen Training concluded on November 22, with all public services staff having been through Koha training.

Final configuration for both Koha and Discovery were completed during the week of November 27. Data extraction from Sirsi happened on November 30 and December 1. Data import into Koha began on November 30 and will be completed by December 4.

Many thanks for the Koha Evaluation Team and Koha Implementation Team for the hard work and time they put into both evaluating Koha and Aspen in late 2022 and assisting with the implementation process over the last 8 weeks. Specific acknowledgement goes to Chip, whose expertise with Sirsi and ILS systems was invaluable, and without whose contributions would have stopped a migration to Koha before it started.

Adult Services

Mission Moment: After the For Mom with Love series of programs, presenter Tak Sato wrote to Katie Salis saying:

"I wanted to THANK YOU! for all your efforts in making this program a success! From coordinating with your colleagues (registration, PR/marketing, etc.) in the month leading to the 14th, to calling registrants for reminders and asking questions during the sessions, your involvement helped everything go smoothly. Mely and I are really grateful for all you did to ensure the participants enjoyed the program. Please extend my thanx to the IT staff who brought the laptop cart the first day."

Programming:

Adult Services hosted 23 regular programs with 413 attendees, and 13 Outreach programs with 162 attendees, for a total of 575 attendees.

We also had 2 Bloodmobile sessions with 146 donors, and a total of 22 attended Heartsaver CPR/AED.

This month's 4 Library Speaker Consortium programs had a total of 155 views.

Program title + attendance	Hosted by	Program Survey Comments
Horror Film Club "The Alligator People" - 11	Erin Manning	
Microsoft Excel & Introduction to NorthStar - 8	Jenny Norton	"Excellent instructor. Had answers for all the questions."
Computer Basics with Introduction to NorthStar - 3	Jenny Norton	"Very instructional. Great teacher!"
iPhone & iPad User Group - 7	Jenny Norton	
Maker Monday: Transfer Memories to Digital - 20	Jenny Norton	"Presentation was nice. Knowledgeable about topic. I enjoyed the presentation."

American Red Cross Bloodmobile – 11/2 - 68 + 11/27 - 78	Red Cross – coordinated by Andrea Tarolli	
Heartsaver CPR/AED - University Hospitals - 22	University Hospitals	
Chair Yoga – Health Fair Program - 12	Trina Thomas	
Hearing Screenings – Health Fair - 33	Trina Thomas	
Vision Screenings – Health Fair - 32	Trina Thomas	
Blood Pressure Screenings and Stroke Assessment – Health Fair - 66	Trina Thomas	
Understanding Mental Illness – Health Fair Program - 9	Trina Thomas	
Health Fair – Meet the Organizations – 113	Trina Thomas	
Fundraising for Your Nonprofit - 8	Katie Salis	“Cleveland/Ohio/Regional specific info is always great - WPPL is such a fantastic resource for all info though.” “Very well presented. Program very helpful.”
Signal Cleveland and Community Reporting - 16	Chad Statler	“Great program about a practical new initiative.”
Declutter with Devon - 33	Diane Dillon	“Very well organized with helpful handouts.” “Devon was excellent. Very informative.” “Awesome presentation – clutter is something most people struggle with, much needed guidance on how to resolve it.” “This program was fantastic – efficient an
Beginning Crochet, 11/7 - 11 + 11/14 - 8	Evelyn Finley	“Bre has a lot of patience. I appreciate all the help!”
Afternoon with Biasella Jazz Trio - 33	Elizabeth Bernhofer	"Fantastic!" "Very nice!" "Wonderful!" "Great program!"
World at War Forum - Presidential Assassinations - 104	Chad Statler	“Incredible to have a member of the Warren Commission in Westlake speaking to us.”

		"Keep 'em comin' These lectures are great!"
Adult Creative Writing Group – gratitude edition – 7	Victoria Vogel	
For Mom with Love: Connecting Families Virtually 11/14 - 16 + 11/15 - 14 + 11/16 - 14	Katie Salis	"This program helped me to understand how to use my phone for other things."
What's in a Name? Ancestry Basics - 12	Victoria Vogel and Chad Statler	
What's in a Name? Makerspace Component - 12	Victoria Vogel and Adrien Krajnik	"It was great to be introduced to the Maker Space! Helpful staff!" "Great class! Very fun! Thank you!" "Victoria and Adrien were great helpers. It was a wonderful program!"
Tuesday Evening Book Club (IN PERSON & ON ZOOM) <i>The Firekeeper's Daughter</i> by Angeline Boulley- 21	Frances Brawner + Elizabeth Smith.	Summary below
Wednesday Afternoon Book Discussion - <i>True Biz</i> by Sara Novic - 15	Joanne Penkalski	
Thursday Night Book Discussion – <i>Hidden Pictures</i> by Jason Rekulak - 5	Joanne Penkalski	
True Crime Book Club - <i>The Case of the Murderous Dr. Cream</i> by Dean Jobb - 7	Chad Statler	
Veterans Reception and Conversation - 9	Chad Statler	
Virtual Author Talk - John Stamos – total views 86	Library Speakers Consortium	
Virtual Author Talk - Tiffany "The Budgetnista" Aliche – total views 38	Library Speakers Consortium	
Virtual Author Talk – Joy Harjo – total views 31	Library Speakers Consortium	
Virtual Author Talk – Naomi Alderman – 0 views	Library Speakers Consortium	
Outreach Programs – 'Records and Record Players	Sarah Beebe	

– 13 programs. Total attendance 162		
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Tuesday evening book discussion

Angeline Boulley calls her debut novel, *The Firekeeper's Daughter*, the "Indigenous Nancy Drew" novel that she wanted to read. Part thriller, part coming-of-age story, this young adult novel captivated us with its complex and believable characters, its compelling plotline and red herrings, as well as with stories, customs and traditions of the Ojibwe people of Michigan's Upper Peninsula. We discussed how women, especially indigenous women, are often the victims of an imperfect justice system, and how tribal forms of justice seek to address those injustices with community rituals of healing. Angeline Boulley wanted to "convey a more complex, nuanced, realistic view of young Native women today." She succeeded. There were 21 of us and we gave the book 4.463 stars out of 5.

Health Fair

The 2023 Health Fair, organized by Health & Wellness Librarian, Trina Thomas, was a flawless example of superb organization and teamwork. Trina was assisted throughout the day by part-time Associates Evelyn Finley, Elizabeth Bernhofer and Frances Brawner. Together, they welcomed Fair organizations and attendees, guiding everyone to where they needed to be and ensuring that all the programs and health screenings ran on time.

Elizabeth staffed a welcome table near the lobby and directed people back to the various meeting rooms. While doing so, she gathered some terrific feedback from attendees. This included the following comments:

- "I really like this health fair. I come every year."
- "Very nice."
- "This was fantastic. I had a million questions, and they were all answered!"
- "My mind was blown! I was born and raised in Cleveland and didn't know we had all these organizations."
- "Great event."
- "They had some good stuff back there."
- "This was so nice."
- "This was a good program. I stopped and talked at several tables."
- "That was fun."
- "That was great. I went to both sessions and then perused the room. I took handouts that spoke to me or that I thought would be helpful for my friends and neighbors."

The Health Fair included 2 programs:

- Chair Yoga with Jen Nebraska
- Understanding Mental Illness with Matt Gesicki

and 5 health screenings

- Hearing Screenings in the PC Lab with Cleveland Hearing & Speech Center
- Vision Screenings in the Conference Room with Western Reserve Area Agency on Aging
- Blood Pressure Screenings in the Craft Room with University Hospitals
- Stroke Risk Assessments in the Craft Room with University Hospitals
- Balance Screenings in Porter with Fyzical Therapy and Balance Centers of Westlake

A wide variety of organizations set up in the Porter Room and shared resources and conversation with the 113 attendees. Participating organizations were:

- Cleveland Hearing & Speech Center (Hearing screenings)
- Cleveland Rape Crisis Center
- Cuyahoga County Board of Health
- Farrell Foundation
- Fyzical Therapy & Balance Centers of Westlake (Balance screenings)
- Joel's Place for Children
- Long Term Care Ombudsman
- My New Villa
- National Alliance on Mental Illness
- Ohio Library for the Blind & Print Disabled
- Ohio Senior Health Insurance Information Program (Medicare Q & A)
- QC Kinetix
- University Hospitals (Blood Pressure screenings & Stroke Risk assessments)
- Western & Southern Life
- Western Reserve Area Agency on Aging (Vision screenings)

Outreach

November's Outreach program was about records and record stores. Outreach Specialist, Sarah Beebe took the program on the road to 13 facilities. Two facilities had to cancel due to covid, and Asbury Care Center closed down. Sarah also added a new program site at Westlake Village memory care.

Total attendance at the programs was 162. This program went very well, and she had good feedback from the residents and staff. Sarah brought the record player from the library to all the programs and residents really enjoyed hearing some of the records she brought; in particular "Miss Bette Davis sings" (she does not sing well!) and Chubby Checkers song Shout. The programs Sarah had the most fun doing, and with the most group participation, were in the memory care units. One resident only speaks Spanish and has severe dementia, but she was singing The Twist. Other residents also enjoyed doing the twist even if it was just in their chairs/wheelchairs. One resident even used to dance with her twin sister on the Milton Berle show! It was a great month overall doing this program and it was very well received.

WCMA update

Nick Cronin and Victoria Vogel met with Siddiqa Qadir and several members of the West Cleveland Muslim Association to discuss programming for 2024. We coordinated dates and times for a World Hijab Day program on February 3 and a celebration of Ramadan on March 9. We also discussed WCMA's continued support for our World Languages collection and encouraged them to suggest other titles that would be of interest to our Arabic readers.

For Mom with Love

Business Librarian, Katie Salis, coordinated and hosted a three-day program called For Mom with Love, Connecting Families Virtually, by Tak and Mely Sato from The Center for Learning in the Digital World. The program highlighted the importance of connecting with families and how

technology can help. Apps such as Apple's Facetime, Google's Meet, and Zoom were introduced and the feedback from attendees was overwhelmingly positive.

Part-timers move

The long-anticipated move of the AS part-timers to the Popmat office took place on November 21. All the part-time Associates are in the process of moving their work files to the new space, which allows them quick and easy access to Katie Cooley as their direct supervisor. Big thanks to Connor Hazeldine for installing computers in the new space at a time when so much else is happening in IT!

Blogs

- Classic of the Month: Moby-Dick, or the Whale – Erin Manning
- The Healing Power of Nature – Erin Manning
- Mental Health Help Now in Cuyahoga County – Bonnie Laessig
- Addressing the Stigma of Mental Illness – Jenny Norton
- Veterans Day Reads – Chad Statler

Displays

- National Novel Writing Month – Victoria Vogel and Erin Manning
- Feast of Delicious Books – Katie Salis
- Veteran's Day – Katie Salis
- Family and the Holiday Season – Bonnie Laessig
- Comfort Foods
- Holiday Books (from storage)
- Health Fair – Trina Thomas
- Family Biographies – Joanne Penkalski
- Saying Thanks – Jenny Norton

Makerspace

November was an exciting month for the Makerspace staff. Beginning on November 12 the Makerspace expanded operating hours to be open 41 hours weekly. This expansion affords staff the opportunity to collaborate and continue to learn from one another, as well as giving patrons more options when it comes to reservation times. The timing of the expansion has been so helpful, as Jamie Novak came on board late in October, and really hit her stride by learning equipment and technologies used in the Makerspace.

November was a banner month for the Makerspace with 176 people in attendance at the 113 reservations throughout the month. This was the busiest month the Makerspace has seen yet, most likely in anticipation of the upcoming holiday season, coupled with the expansion of hours of operation. Makerspace staff rose to the occasion by facilitating the appointments, accommodating walk-ins and curious patrons, as well as leading 53 one-on-one appointments. These special appointments allow patrons the chance to ask questions of the in-house experts and learn the equipment for future visits. 3D printing continues to be a huge draw for patrons to the Makerspace. Staff received 95 individual submissions for various 3D print jobs throughout the month.

Makerspace Programming

Adrien Krajnik facilitated a program on November 8, in conjunction with Victoria Vogel's 'What's in a Name?' program. The goal was for participants to create their own design based on their family

name and ancestry they learned using genealogy resources available at the library. Adrien showcased software and equipment that allowed participants to make their designs a reality by creating their own tote bags featuring their designs created in the class. The program was a fun collaboration across the department.

Circulation

Passport statistics for November were not available at the time of this report.

After-Hours Lockers were used by 94 users to pick up 138 items.

Circulation staff has been hard at work learning Koha, both attending training and working in the library's test Koha site.

Circulation is working on a study of materials returned to the library, comparing how many materials are returned via the inside book drop and the outside drive-up book drop.

Collection Development/Technical Services

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

A small portion of the outstanding non-fiction collection that has not received new call numbers was processed.

The latter half of November was focused on training on Koha, learning new acquisitions and cataloging processes.

Information Technology

Set up test machines and worked with Bywater and each respective vendor to get them working properly on Koha: MyPC & Papercut Public Printing and Reservation, Self-Checkout Stations, Laptops Anytime, and auto sorter/check-in machine (The Beast).

Tested and deployed a shortcut for Koha on staff computer desktops.

Set up a new email subdomain: notices.westlakelibrary.org for use with Koha when sending out notices.

Completed all ordering for 2023.

Youth Services

Mission Moment: From Emily:

A comment from a patron who attended her Finger Knitting Fun program: "Nick had so much fun! He practiced one color again at home and then tried two colors and loved it. He wants to make scarves for me, my sister, and mom for Christmas now! Thank you for having this program!"

Programming Highlights:

Aaron and Nancy A. hosted **Holiday Earring Crafts** and had 10 participants. They ended up having some moms stay to craft with their daughters and one mom/daughter pair said that they had never made jewelry before. Mom took notes on what supplies were used and said they were going to stop by Michael's on the way home to stock up.

Aaron booked with **Sylvan Learning**, and Cat and Fran hosted, the **ACT Practice Test and Results Sessions** for 16 participants. We have seen an uptick in attendance at these sessions and are happy to provide these to the Westlake community.

Emily hosted a variety of programs including **Read It Make It At the Library** featuring "*Just Add Glitter*" by Angela DiTerlizzi. Everyone made glitter crown crafts after reading the book. This is a short and sweet program that gets hosted once a month and attendees love it! 12 participants.

Natalie hosted a **Thankful Turkey Craft** program the week of Thanksgiving and had 12 participants who enjoyed creating a thankful craft jar! This program was intended for children with disabilities, so we are very pleased with the attendance and growth of our elementary aged programs for this subset of patrons.

Holly hosted a swapped program with Jessica, who originally planned the program: **Make Your Own Pillow** program with 14 participants. Everyone that came really enjoyed it and we had one grown-up who stayed and helped create and was very enthusiastic about the program, the craft itself and the end result!

Fran was instrumental in our **Veteran's day** programming including **Making Veteran's Thank You Cards Station** and **A Salute to Veterans Crafts & Cookies**. In total we had 77 participants and were able to deliver 70 handmade cards to Brookdale Senior Living and also share with veterans at our veteran's reception. She also created a **Veteran's Matching Game** for the desk as a passive activity during the week.

Cat hosted **STEAM Lab** with one of her highest turnouts to date with 11 participants. The theme was weird weather and the kids really enjoyed digging into all the ways our weather can be a little weird!

Rebecca coordinated with Heather on distribution of 100 **COSI Connects Water Kits** generously distributed for free from the State Library of Ohio and COSI. Feedback from patrons on these kits are always positive, and it sounds like the experiments in this one were especially fun. Thank you to the State Library of Ohio and COSI!

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

School Partnerships:

Jamie put together 9 **bins** to be delivered to 8 locations, circulating 225 books. Hyland Child Enrichment Center is closing their doors so our numbers will reflect less bins going forward due to no deliveries to that location. Natalie put together 4 book bins to 2 locations, circulating 100 books.

Natalie scheduled and planned Adapted Storytime Outreach to 15 classrooms at 3 schools. Natalie and Emily attended for 186 participants. Natalie wrote and distributed a November Newsletter to schools.

Natalie held her first session with the **Adult Transition class from Westlake High School**. This session focused on gift wrapping, specifically the decision-making process of whether you should gift wrap an item or use a gift bag based on the attributes of the item; then practiced wrapping items and using gift bags. Lastly, they made upcycled gift tags from recycled holiday cards that they then distributed to the FLAG. Julie sent Natalie this message, "I was just down there and noticed the donation of tags! What a great idea...definitely a win/win! Thanks for all you do!"

Jamie scheduled and planned **Preschool Outreach Storytimes** for 12 locations. Jamie, Rachel, and Holly attended 25 sessions seeing 504 participants. Jamie also wrote and distributed the November Newsletter and Teacher Resource Pages to locations.

Holly, Emily, and Cat attended **LINK**, seeing 76 participants.

Aaron met with his **book clubs at LBMS and WHS**. A total of 35 participants this month between the three clubs. The clubs read, "*Perks of Being a Wallflower*" (WHS); "*Long Way Down*" (7th grade); and "*Legend*" (8th grade).

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

Rachel prepped a Canva presentation to support **field trips** in December including a tutorial on using our new catalog, creating a Genre Poster challenge and scavenger hunt. She prepped materials for the field trips to prep staff.

Rachel officially took over **school delivery** tasks, and Youth Services is learning the ropes of supporting this in our department. November was quite busy, and we are working on tracking stats so we can really know how much time the service takes as Rachel has many other tasks that were already on her plate. Rebecca, Jamie and Natalie began to train on school delivery, and subbed in on one Tuesday for Rachel.

Porter Express Stats:

- 43 deliveries of 208 items
- 20 pick-ups of 168 items
- 14 schools (includes Book Bin Delivery)

Connecting for Kids

Rebecca and Natalie worked with Connecting for Kids on the **Learning Disability Provider Showcase**. The event was a huge success. The fair had 42 professionals visited by 127 people and around 12 staff and volunteers from Connecting for Kids and WPPL at the event. Reportedly everyone that completed a survey, or in conversation with Connecting for Kids or WPPL staff mentioned that they had found at least one resource that they hadn't heard of before. Families came from: Avon Lake, Bedford Hts, Broadview Hts, Brooklyn, Brooklyn Hts, Cleveland, Elyria, Euclid, Fairview Park, Grafton, Lorain, Middleburg Hts, North Olmsted, North Ridgeville, Olmsted Falls, Parma, Rocky River, Shaker Hts, South Euclid, Strongsville and Westlake. This event would not have been possible without the Cuyahoga Reads Grant, and we are thrilled that the event had such a great turn out and positive feedback. Thank you to Connecting for Kids for putting the event together!

Natalie added **Adapted Playgroup** sessions to Communico for Connecting for Kids and kept them updated of all changes/edits to on-going programs that have happened on our end and/or their end.

Accelerated Learning Grant / Cuyahoga Reads Update

Emily hosted **Spelling Bee**, presented Making A Difference Consulting which only had a few participants (6). We tried to host this program to meet an older age group of kids and will continue to seek out opportunities to do so in the future with this grant.

Rebecca chose spring programs with Making A Difference Consulting and submitted PR Requests for all upcoming programs through May. Also maintained the Communico listings for these programs and kept Making A Difference Consulting apprised of any updates as needed.

Cuyahoga Reads: Westlake Reads Beanstack Challenge officially opened on August 5. The first quarterly prize drawings were held on November 1, giving away a "Family Fun Night" basket, a Kindle, and Bluetooth Wireless Headphones. The next raffle will be held on February 1.

- 192 total registrations
- 89 completed enough activities and reading badges to qualify for the November raffle.

Literacy Initiatives:

The **Myrna Chelko Reading is Elementary** program saw 2 new registrations, with 1 child receiving a milestone sticker award. 118 children are registered for the program.

4 new participants registered for the **Myrna Chelko Little Sprouts** program. Two children completed the program. There are 322 children registered for the program.

In the **1000 Books Before Kindergarten** program 13 participants achieved milestones. 4 children registered as new participants. There are currently 850 registrants for this program.

Blogs

- Exploring Illustration at the Mazza Museum Weekend Conference (Jessica)
- Rankin/Bass Animation (Cat)

Displays

- Created December Calendar (Cat)
- Displays this month included: Family, Weather, Dystopian (YA), Books that Cook (YA), Sci-Fi (YA), Autumn
- Early Literacy Activities for StoryWalk Book "A Hat for Minerva Louise" Created (Jamie)
- Flyers created and rotated (all)
- Juvenile Fiction and Picture Book Bibliographies maintained (Cat)
- Maintain and update all Communico (Rachel, Natalie, Aaron)
- Maintained Genre Reading Challenge Cards (Cat)
- Natalie mounted and displayed photographs from her Art Walk programming earlier this year. 50 photographs are currently on display in the Art Gallery down the meeting room hallway.
- November Kindergarten Literacy Packet (Rachel, Jamie) 189 packets taken.
- Skills Packet Grades 3-6 (Rachel) 75 packets taken.
- Skills Packet Grades K-2 (Rachel) 75 packets taken.

Meetings/Training

Attended a meeting with Andrew, Jana, and Jane on 11/16 to discuss the 2024 materials budget.

Attend Aspen User Experience Training on 11/16.

Attended the Koha Pre-Go Live meeting on 11/16.

Led Koha Trainings on 11/20 and 11/22.

Met with Andrew, Jana, and Duane on 11/20 to discuss the 2024 Permanent Improvement budget.

Attended managers meeting on 11/21 and 11/28.

Met with the Public Services Managers on 11/21 to discuss outstanding Koha and Apsen issues or questions, to discuss migration weekend operations.

Provided a brief overview of pressing T-shirts in the makerspace to Karen and Andrew on 11/27.

Met with a ByWater developer on 11/27 to review notice format and logic.

Met with the Koha Implementation Team on 11/30 to go over final questions and processes related to migration. We also used this opportunity to acknowledge and thank the team for all of their hard work.

Met with Andrew and Jana on 12/1 to review the proposed 2024 temporary budget.

Assisted Chip with the de-configuration of Sirsi on 12/1, in preparation for migration weekend.

Agenda Items

- Resolution 18-23: approve the 2024 Temporary budget – see memo for additional information
- Resolution 19-23: Adjustment to Friends Fund 420 and Development Fund 410
- Resolution 20-23: Year-end Transfers of Funds from General Fund 101 to Permanent Improvement Fund 450 and Automation Fund 475; transfer of funds from Friends Fund 420 to Development Fund 410
- Resolution Requesting the Cuyahoga County Fiscal Officer to Advance Taxes from the Proceeds of any Tax Levies Pursuant to Section 321.34 R.C.
- Library Positions as of December 31, 2023: this list reflects all the current and open positions as of 12/31/2023
- Approve 2024 Compensation Table – there are no changes from the 2023 Compensation Table
- Amend the 2024 Open/Close dates for the Library to be closed on Monday, October 14, 2024: the EAC has recommended having a Staff Appreciation and Development Day next year, instead of Staff Appreciation Week

Financial Highlights

- 2023 year-to-date revenue of \$5.6MM is 3.6%, or \$197K, higher than the same period last year.
- 2023 year-to-date expenses of \$4.9MM are 10.61%, or \$469K, higher than the same period last year. Please note: YTD 2023 expenses include 24 payrolls, whereas the YTD 2022 expenses only included 23 payrolls, accounting for the larger than usual increase in YTD 2023 expenses compared to YTD 2022 expenses.

External Meetings/Trainings

- The library's **AFLAC representative** was onsite Thursday, November 16 to meet with interested staff
- Viewed the OhioNet Library Workers Wellbeing Survey Debrief presentation via zoom on Friday, November 17
- The **Phase 2 kickoff meeting** for the upcoming renovation projects was held on Monday, November 27 with Bialosky. Our owner's rep, Roger Riachi, was in attendance.
- Attended a NEO-RLS webinar on Wednesday, December 13 titled "Navigating Issue 2: What Public Libraries Need to Know About Ohio's Marijuana Legalization"
- **Phase 2 Conceptual Design Review meeting** was held with Bialosky and Roger Riachi on Wednesday, December 13

Library Meetings/Trainings

- Andrew, CJ, Duane & I met to review the **Permanent Improvement fund budget and forecast** on Monday, November 20
- Andrew, CJ & I met to review the **2024 Temporary budget and forecasts** on Friday, December 1
- Attended webinar on processing end of year in our finance software on Friday, December 8
- Attended the **Manager's** meeting on Tuesday, December 12
- Attended the **EAC meeting** on Tuesday, December 12
- Attended weekly **Admin meetings**

Finance

- **2024 Renovation Projects:** \$2MM has been allocated in the Permanent Improvement (PI) fund for the upcoming renovation projects. There is \$1MM budgeted to be transferred into the PI fund in 2024 to help cover some of the costs associated with the projects. These funds will be transferred sometime in the first half of the year. Bialosky estimates the first cost estimate will be completed in January 2024.
- Shelly Waryk and I completed the continuing education courses to receive the required **CPIM (Certified Public Investment Manager)** certificate for the year
- Certification for public records training will be completed by 12/31/2023
- Shelly and Julie Hulver participated in Koha training

Human Resources

- Open enrollment was held November 1 – November 17. The staff complement enrolled in the library's health insurance coverage did not change.
- **Open Positions – Status**
Circulation Assistant – 20 hours – closed Thursday, 11/16 (this is the position that was previously held by Felicia Browning, who moved to a substitute position). Interviews being held the week of December 11.

EAC Update

- The EAC had its final meeting of 2023 and thanked **Jennifer Budzilek, Molly Jones, Emily Lindberg and Robin Shapiro** for their invaluable contributions to the EAC over the past two years! We appreciate all they've done! The new EAC team members have been identified and will begin in 2024.
- Staff Week/Staff Day
- Holiday craft/treat and Gift Exchange
- Get together – follow-up
- Comments submitted and discussed by the team:

Library Apparel: Wondering if there is any WPPL apparel to be purchased on our own that we could wear on casual Friday or during the week. Cuyahoga county libraries has crew necks for sale that are very nice.

Rust Belt Riders: Can we apply to be a drop off spot for Rust Belt Riders?

Potential Benefits: Having a Rust Belt Riders drop off is one more way WPPL can be accountable and respectful to the environment and surrounding community. It could potentially be more convenient for patrons. If they are using Rust Belt Riders they would only have to make one stop. There are other stops around Cleveland, but not one in Westlake.

Employee safety in parking lot when it snows: Can the walks from the employee lots, drive up window lots, please be salted prior to opening, so by 8:45. Today an employee fell prior to coming in to the library at 8:55am, on the sidewalk at the drive up lot. I also found the walk unsalted and very icy at 8:50. Maintenance was shoveling the main entrance library walks when I drove in, so no fault to them. However, the employee walks need to be the first priority since we arrive before 9am. I'm just asking for some salt to be thrown down.

Christmas craft for pets: Wouldn't it be fun to create a toy to give our pets for the holiday. The braided fleece toys we made to donate to the APL would be neat.



TO: Board of Library Trustees
FROM: Jana Nassif, Fiscal Officer
SUBJECT: 2024 Temporary Budget
DATE: December 13, 2023

According to Ohio Revised Code Section 5705.38, a budget must be approved for the upcoming year before January 1. Historically, WPPL has approved a temporary budget before January 1, and then approved a permanent budget before the deadline of April 1.

General Fund (101): The proposed revenue for the 2024 Temporary budget is 16.7%, or \$941K, higher compared to revenue in the 2023 Permanent budget as a result of the 0.6 mill increase in the library's levy which was approved by voters in May 2023.

Expenses: The expenses in the proposed 2024 Temporary Budget are 2.9%, or \$189K, higher than the 2023 Permanent Budget. This is the result of increases in Personnel expenses and Transfers Out to the Permanent Improvement and Automation funds, offset by the cost savings from the transition to Koha.

- The Personnel budget was presented at the October Board retreat and is 4.3%, or \$159K higher, than the 2023 Permanent budget. As discussed, the budget includes wage increases for staff. It assumes an 8% increase in health insurance costs, as well as the addition of staff members to our plan.
- Supply expenses are 4.5%, or \$5K, lower than the 2023 Permanent budget. The decrease is the result of additional expenses in 2023 related to grant programs that won't be incurred next year.
- Services increased 2.7%, or \$20K, compared to the 2023 Permanent budget. This is the result of an increase in fees related to the additional property tax millage and the three-year renewal of our Meraki support agreement.
- The Materials budget increased 2.7%, or \$19K, compared to the 2023 Permanent budget, to ensure we are spending an appropriate amount of our budget on materials.
- The capital budget **decreased 56.8%, or \$126K**, compared to the 2023 Permanent budget as a result of moving our ILS from Sirsi to Koha!
- Other expenses increased 10.9% compared to the 2023 Permanent budget because of an increase in the transfers out to the Permanent Improvement and Automation funds.

Other Funds:

Development Fund (410) – these are funds that are donated to the library. Expenses include projects funded by donations, and funds donated for specific purposes, such as investor education, children’s materials, etc.

Friends Funds (420) – these are funds donated by the Friends of Porter Public Library. The Friends fund the majority of the library’s programs, including summer reading.

Permanent Improvement Fund (450) – these are funds set aside by the library to pay for capital improvement and renovation projects. The 2024 Temporary budget does not include the upcoming renovation projects. WPPL is waiting for the preliminary cost estimating to be completed. Once we’ve received the cost estimates, the Permanent Improvement fund budget will be adjusted accordingly. Funds for the upcoming renovation project have been figured into the Permanent Improvement fund 10 year forecast.

Automation Fund (475) – these are funds set aside by the library to pay for technology related expenses and projects. The library has set aside \$250,000 from this fund to pay for a new Automated Materials Handling System as part of the upcoming renovation projects. This cost has been figured into the 10-year Automation fund forecast. The Automation fund budget will be adjusted to account for this expense at the same time as the Permanent Improvement fund.

WESTLAKE PORTER PUBLIC LIBRARY
2024 Proposed Temporary Budget
Fund 101 - General Fund

Account	Description	2023 Permanent Budget	2023 YTD Actual*	2023 Difference Actual vs Budget	2024 Temporary Budget	Difference 2024 & 2023 Budgets	Notes
REVENUE:							
41200	PROPERTY TAX	3,886,657	4,019,776	133,119	4,908,145	1,021,488	increase from additional millage effective 1.1.24
42210	PLF	1,466,248	1,246,240	(220,008)	1,445,423	(20,824)	estimate received from budget commission in August 2023
42400	GRANTS	24,380	16,098	(8,282)	2,500	(21,880)	
43100	FINES & FEES	8,833	8,930	97	9,743	911	
44100	INTEREST	140,000	127,421	(12,579)	123,400	(16,600)	
46100	CONTRIBUTIONS	500	-	(500)	250	(250)	
48000	FEES/MISC	110,420	85,647	(24,773)	88,950	(21,470)	
49000	TRANSFERS	-	-	-	-	-	
	REVENUE	5,637,038	5,504,112	(132,926)	6,578,412	941,374	16.7%
	CARRY FORWARD	4,380,659	4,380,659		3,382,525		
		10,017,697	9,884,771		9,960,936		
EXPENSES:							
51000	SALARIES	2,816,200	2,227,978	(588,222)	2,904,400	88,200	
51000	SUBSTITUTE BUDGET	35,000	22,811	(12,189)	32,000	(3,000)	
51000	EST RETIREMENT PAYOUT	10,000	2,918	(7,082)	10,000	-	
	SUBTOTAL SALARIES	2,861,200	2,253,707	(607,493)	2,946,400	85,200	
51410	OPERS	399,168	299,609	(99,559)	411,096	11,928	
51610	INSURANCES	415,000	356,023	(58,977)	478,000	63,000	
51620	MEDICARE	41,487	30,639	(10,848)	42,723	1,236	
51630	WORKERS COMP	7,500	-	(7,500)	6,500	(1,000)	
51640	UNEMP COMP	2,500	-	(2,500)	1,500	(1,000)	
51910	WELLNESS	2,500	-	(2,500)	2,500	-	
51920	EDUCATION	2,500	1,000	(1,500)	2,000	(500)	
	SUBTOTAL(PERSONNEL)	3,731,855	2,940,977	(790,878)	3,890,719	158,864	4.3%
52110	COMPUTER SUPPLIES	17,500	12,348	(5,152)	18,500	1,000	
52120	LIBRARY SUPPLIES	33,250	28,960	(4,290)	32,250	(1,000)	
52140	COPIER SUPPLIES	3,500	1,720	(1,780)	3,500	-	
52150	OFFICE SUPPLIES	7,400	3,622	(3,778)	7,650	250	
52160	PROGRAM SUPPLIES	7,750	2,130	(5,620)	-	(7,750)	2023 expenses were costs related to grant programs
52170	STAFF RECOGNITION	4,350	3,678	(672)	4,400	50	
52210	PROPERTY MAINT	15,000	9,828	(5,172)	17,000	2,000	
52220	CUSTODIAL	15,000	11,610	(3,390)	15,000	-	
52310	VEHICLE FUEL & PARTS	3,400	2,982	(418)	4,000	600	
	SUBTOTAL(SUPPLIES)	107,150	76,876	(30,274)	102,300	(4,850)	-4.5%
53110	STAFF INTERNAL TRAINING	1,500	300	(1,200)	1,500	-	
53120	STAFF EXTERNAL TRAINING	32,150	23,909	(8,241)	28,100	(4,050)	registration for 2024 PLA conference paid in 2023
53130	MILEAGE - OTHER	450	93	(357)	450	-	
53140	BOARD INTERNAL TRAINING	500	250	(250)	500	-	
53150	BOARD EXTERNAL TRAINING	600	425	(175)	600	-	
53210	TELECOMMUNICATIONS	9,750	6,959	(2,791)	9,750	-	
53220	POSTAGE	20,225	18,208	(2,017)	20,500	275	
53230	PRINTING & PUBLICITY	54,475	46,232	(8,243)	59,400	4,925	increase in printing costs, Constant Contact subscription and partnership advertising
53240	DATA COMMUNICATIONS	-	-	-	-	-	
53310	COMPUTER MAINT	95,388	70,245	(25,143)	115,280	19,892	Includes three year renewal of Meraki support agreement (\$18.5K)
53320	EQUIPMENT MAINT	7,780	3,287	(4,493)	8,600	820	
53330	BLDG/PROPERTY MAINT	142,902	59,572	(83,330)	137,950	(4,952)	

WESTLAKE PORTER PUBLIC LIBRARY
2024 Proposed Temporary Budget
Fund 101 - General Fund

Account	Description	2023 Permanent Budget	2023 YTD Actual*	2023 Difference Actual vs Budget	2024 Temporary Budget	Difference 2024 & 2023 Budgets	Notes
53340	SECURITY ALARM	2,600	1,878	(722)	2,900	300	
53410	INSURANCE	40,000	38,856	(1,144)	40,000	-	
53510	RENT/LEASE	9,674	8,937	(737)	9,950	276	
53610	UTILITIES	115,500	73,505	(41,995)	115,500	-	
53710	CONSULTING SERVICES	15,333	8,733	(6,600)	16,000	667	
53720	SPEAKERS/PERFORMERS	30,500	25,731	(4,769)	10,255	(20,245)	2023 included costs related to grant programs
53730	BANK FEES	29,990	19,144	(10,846)	27,500	(2,490)	
53740	AUDIT FEES	60,430	59,830	(600)	81,500	21,070	increase in fees related to the additional property tax millage
53750	COLLECTIONS	3,000	2,059	(941)	3,000	-	
53810	OHIONET -CATALOGING SOURCES	34,988	33,435	(1,553)	38,300	3,312	
53820	ONLINE ACCESS FEES	6,812	6,812	-	7,100	288	
53910	ILL DELIV SERV	13,750	12,204	(1,546)	13,500	(250)	
SUBTOTAL(SERVICES)		728,297	520,605	(207,692)	748,135	19,838	2.7%
54000	BOOKS & MATERIALS	721,820	422,025	(299,795)	741,000	19,180	
SUBTOTAL(MATERIALS)		721,820	422,025	(299,795)	741,000	19,180	2.7%
55200	LAND IMPROVEMT	-	-	-	-	-	
55300	CONSTRUCTION	-	-	-	-	-	
55410	BLDG IMPROVEMT/INSTALLATIONS	6,000	4,823	(1,177)	6,000	-	
55510	FURN/EQUIPMENT	3,000	1,767	(1,233)	3,000	-	
55520	OPERATING HARDWARE	-	-	-	-	-	
55530	OPERATING SOFTWARE	213,000	198,990	(14,010)	86,975	(126,025)	Savings from transition to Koha!
SUBTOTAL (CAPITAL)		222,000	205,580	(16,420)	95,975	(126,025)	-56.8%
57110	MEMBERSHIPS-LIBRARY	17,160	16,070	(1,091)	16,500	(660)	
57120	MEMBERSHIPS-BUSINESS	2,340	1,594	(746)	2,700	360	
57220	ELECTION ASSESSMENT	9,750	-	(9,750)	5,000	(4,750)	
57250	STATE SALES TAX	1,450	1,448	(2)	1,700	250	
57510	REFUNDS	350	173	(177)	350	-	
57900	MISCELLANEOUS	-	-	-	-	-	
58110	CONTINGENCY/OTHER	13,000	-	(13,000)	20,000	7,000	
59910	TRANSFERS	1,080,000	-	(1,080,000)	1,200,000	120,000	Transfer \$1MM to PI Fund and \$200K to Automation Fund
SUBTOTAL(OTHER)		1,124,050	19,284	(1,104,766)	1,246,250	122,200	10.9%
TOTAL OPERATING EXPENSES		6,635,172	4,185,348	(2,449,824)	6,824,379	189,207	2.9%
REVENUE LESS EXPENSES		(998,134)	1,318,764		(245,967)		
EST CARRYOVER BALANCE		3,382,525			3,136,557		

*As of 10/31/2023

WPPL Forecast 12/1/2023																							
Current levy cycle is 2019 - 2023																							
	2022 Actual		2023 Projection	2024 Projection		2025 Projection		2026 Projection		2027 Projection		2028 Projection		2029 Projection		2030 Projection		2031 Projection		2032 Projection		2033 Projection	
Revenue																							
Property Taxes	3,944,133	-1%	3,886,657	26%	4,908,145	0%	4,908,145	0%	4,908,145	0%	4,908,145	0%	4,908,145	0%	4,908,145	0%	4,908,145	0%	4,908,145	0%	4,908,145	0%	4,908,145
PLF	1,476,596	-1%	1,466,248	-1%	1,445,423	-7%	1,350,000	0%	1,350,000	0%	1,350,000	0%	1,350,000	0%	1,350,000	0%	1,350,000	0%	1,350,000	0%	1,350,000	0%	1,350,000
Other	176,649	70%	300,000	-25%	225,000	1%	227,250	1%	229,523	1%	231,818	1%	234,136	1%	236,477	1%	238,842	1%	241,230	1%	243,643	1%	246,079
Total Revenue	\$ 5,597,378	1%	\$ 5,652,905	16%	\$ 6,578,568	-1%	\$ 6,485,395	0%	\$ 6,487,668	0%	\$ 6,489,963	0%	\$ 6,492,281	0%	\$ 6,494,622	0%	\$ 6,496,987	0%	\$ 6,499,375	0%	\$ 6,501,788	0%	\$ 6,504,224
Expenses																							
Salaries	2,651,188	6%	2,815,000	3%	2,900,000	2%	2,958,000	2%	3,017,160	2%	3,077,503	2%	3,139,053	2%	3,201,834	2%	3,265,871	2%	3,331,188	2%	3,397,812	2%	3,465,768
OPERS	365,043	9%	399,000	1%	403,900	2%	412,020	2%	420,302	2%	428,750	2%	437,367	2%	446,157	2%	455,122	2%	464,266	2%	473,594	2%	483,108
Medical	321,247	24%	397,000	12%	445,000	5%	467,250	5%	490,613	5%	515,143	5%	540,900	5%	567,945	5%	596,343	5%	626,160	5%	657,468	5%	690,341
Other	45,592	-1%	45,000	1%	45,450	1%	45,905	1%	46,364	1%	46,827	1%	47,295	1%	47,768	1%	48,246	1%	48,729	1%	49,216	1%	49,708
Total Personnel	3,383,071	8%	3,656,000	4%	3,794,350	2%	3,883,175	2%	3,974,438	2%	4,068,224	2%	4,164,616	2%	4,263,705	2%	4,365,582	2%	4,470,343	2%	4,578,089	2%	4,688,925
Materials	656,765	3%	675,000	2%	688,500	2%	702,270	2%	716,315	2%	730,642	2%	745,255	2%	760,160	2%	775,363	2%	790,870	2%	806,687	2%	822,821
Other Expenses	890,507	8%	960,000	-5%	910,000	4%	946,400	4%	984,256	4%	1,023,626	4%	1,064,571	4%	1,107,154	4%	1,151,440	4%	1,197,498	4%	1,245,398	4%	1,295,214
Transfers Out	460,000	135%	1,080,000	11%	1,200,000	-33%	800,000	-13%	700,000	-11%	625,000	-12%	550,000	-14%	475,000	0%	475,000	####	350,000	-29%	250,000	0%	250,000
Total Expenses	\$ 5,390,342	18%	\$ 6,371,000	3%	\$ 6,592,850	-4%	\$ 6,331,845	1%	\$ 6,375,010	1%	\$ 6,447,492	1%	\$ 6,524,442	1%	\$ 6,606,019	2%	\$ 6,767,385	1%	\$ 6,808,711	1%	\$ 6,880,175	3%	\$ 7,056,960
Net Income/Expenses	\$ 207,036		\$ (718,095)		\$ (14,282)		\$ 153,551		\$ 112,658		\$ 42,471		\$ (32,161)		\$ (111,396)		\$ (270,398)		\$ (309,336)		\$ (378,387)		\$ (552,736)
Beginning Balance	\$ 4,300,040		\$ 4,507,076		\$ 3,788,981		\$ 3,774,699		\$ 3,928,249		\$ 4,040,907		\$ 4,083,378		\$ 4,051,216		\$ 3,939,820		\$ 3,669,422		\$ 3,360,087		\$ 2,981,700
Ending Balance	\$ 4,507,076		\$ 3,788,981		\$ 3,774,699		\$ 3,928,249		\$ 4,040,907		\$ 4,083,378		\$ 4,051,216		\$ 3,939,820		\$ 3,669,422		\$ 3,360,087		\$ 2,981,700		\$ 2,428,964
Personnel as a % of Budget																							
	62%		57%		57%		61%		62%		62%		63%		64%		64%		65%		66%		66%
Materials as a % of Budget																							
	12%		11%		10%		11%		11%		11%		11%		12%		11%		12%		12%		12%

Assumptions
Revenue:
PLF: after 2024, assume \$1.35MM per year; Other income increases by 1% each year

Expenses:
Salary and OPERS expenses increase 2% per year
Medical expenses increase 5% per year beginning in 2025
Other Personnel Expenses increase 1% per year
Materials expenses increase by 2% per year
Other Expenses increase by 4% per year

Westlake Porter Library
Permanent Improvement Fund

FACILITY ASSESSMENT		Dollar Assessment*	2021 Actual	2022 Actual	2023 Expected	2024 Budget	2025	2026	2027	2028	2029	2030	2031	2032	2033
A.	Heating	\$ 271,230.69	8,800	30,431	25,000	27,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
B.	Roofing	\$ 885,548.88	-	-	-	-	-	-	885,549	-	-	-	-	-	-
C.															
D.	Electrical Systems	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-
E.	Plumbing and Fixtures	\$ 15,960.00	-	-	-	-	15,960	-	-	-	-	-	-	-	-
F.	Windows	\$ 46,360.00	26,360	-	-	-	-	-	-	-	-	-	20,000	-	-
G.	Structure: Foundation	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-
H.	Structure: Walls and Chimneys	\$ 32,450.00	-	-	-	17,450	-	-	-	-	-	15,000	-	-	-
I.	Structure: Floors and Roofs	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-
J.	General Finishes	\$ 170,000.00	-	-	10,000	10,000	30,000	-	30,000	-	30,000	-	30,000	-	30,000
K.	Interior Lighting	\$ 35,000.00	-	-	-	-	-	-	-	35,000	-	-	-	-	-
L.	Security Systems	\$ 10,000.00	-	-	-	10,000	-	-	-	-	-	-	-	-	-
M.	Emergency/Egress Lighting	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-
N.	Fire Alarm	\$ 4,620.30	-	-	-	-	2,310	-	2,310	-	-	-	-	-	-
O.	Handicapped Access	\$ 33,525.00	-	-	-	-	33,525	-	-	-	-	-	-	-	-
P.	Site Condition	\$ 673,008.00	-	4,508	60,000	50,000	30,000	-	30,000	-	438,500	-	30,000	-	30,000
Q.	Sewage System	\$ -													
R.	Water Supply	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-
S.	Exterior Doors	\$ 37,739.50	.	-	-	12,750	24,990	-	-	-	-	-	-	-	-
T.	Hazardous Material	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-
U.	Life Safety	\$ -													
V.	Loose Furnishings	\$ 223,022.18	2,945	5,077	15,000	-	40,000	-	40,000	-	40,000	-	40,000	-	40,000
W.	Technology	\$-													
X.	Non-Construction Cost	\$ 598,432.10	14,596	-	27,500	31,800	49,196	5,000	251,965	13,750	125,875	8,750	35,000	5,000	30,000
	Space Planning Projects	\$3,078,844.00		1,078,844	-	2,000,000									
	WPPL Projects	\$ 470,208.78	143,025	52,184	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
		\$6,585,949.42	195,725.41	1,171,044	162,500	2,184,000	270,981	50,000	1,284,824	93,750	679,375	68,750	200,000	50,000	175,000
			General Improvements & Reading Garden	Pavilion, Makerspace, AS Cozy Space	Concrete	Phase 2 - Space Planning projects	Restroom Renovation	General	Roofing Renovation	General	Parking Lot	General	General	General	General
		Total Costs	195,725	1,171,044	162,500	2,184,000	270,981	50,000	1,284,824	93,750	679,375	68,750	200,000	50,000	175,000
		PY Encumbrances		146,049											
		Fund Balance	1,223,549	171,309	527,615	(646,385)	82,634	732,634	47,810	479,060	249,685	555,935	730,935	930,935	905,935
		Transfers In	264,853	518,806	1,010,000	1,000,000	700,000	600,000	525,000	450,000	375,000	375,000	250,000	150,000	150,000
		Adjusted Fund Balance	1,488,402	690,115	1,537,615	353,615	782,634	1,332,634	572,810	929,060	624,685	930,935	980,935	1,080,935	1,055,935

Westlake Porter Library
Automation Fund

	2022 Actual	2023 Expected	2024 Budget	2025	2026	2027	2028	2029	2030	2031	2032	2033
TBS - pc/print mgmt system	7,577	7,620	7,620									
MFD Replacement Project								45,000				
PC Lab Computer Replacement												
Equipment for Maker Space	35,593	4,779	5,000		5,000	12,000	5,000		5,000		5,000	
new DCB server												
Server Replacement Project		75,000							80,000			
Backup NAS Replacement												
PC Replacement (public & staff)			125,000	6,000			95,000				95,000	
Laptops Anytime	14,433				10,000							
Technical Services Copier Replacement				4,000								
Firewall Replacement				7,000								
Staff Desktop Printer Refresh				10,000				2,000			10,000	
Phone System					40,000							
Monitor Replacement								2,100				
RFID Sorter *			250,000									
Meeting Room Equipment								50,000				
Network Overhaul / Switches					22,000				85,000			
Security Cameras												
Self-Check Machines												
Communico												
Koha		70,000	19,000									
Misc Tech	19,217	21,400	23,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Total	76,820	178,799	429,620	37,000	87,000	22,000	110,000	109,100	180,000	10,000	120,000	10,000
	Makerspace; Laptops Anytime replacement	Server Replacement; new ILS	RFID Sorter; PC replacement	General	Phone System	General	PC Replacement	Meeting Room Equip; MFD Replacement	Network Overhaul & Server Replacement	General	PC Replacement	General
Total Costs	76,820	178,799	429,620	37,000	87,000	22,000	110,000	109,100	180,000	10,000	120,000	10,000
PY Encumbrances	12,871											
Fund balance	346,073	230,084	-119,536	43,464	56,464	134,464	124,464	115,364	35,364	125,364	105,364	195,364
Set aside*	62,810	80,000	200,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Adjusted Fund balance	408,883	310,084	80,464	143,464	156,464	234,464	224,464	215,364	135,364	225,364	205,364	295,364

*not included in 2024 Automation fund budget. Budget will be adjusted and POs created when project estimates have been completed.

WESTLAKE PORTER PUBLIC LIBRARY

General Fund Financial Summary

As of: November 30, 2023

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
Revenue				
Property Tax	3,562,769	4,019,776	457,007	All property tax revenue for the year has been received
PLF	1,344,060	1,369,751	25,691	
Other	260,455	259,946	(509)	
TOTAL	5,167,284	5,649,473	482,188	
Expenses				
Salaries & Benefits	3,420,867	3,343,826	(77,042)	on track
Supplies	99,287	86,969	(12,318)	
Contracted Services	710,296	609,941	(100,355)	
Library Materials	751,257	624,082	(127,175)	
Capital	203,647	210,621	6,973	
Miscellaneous	28,463	19,896	(8,566)	
Other Expenses	1,001,917	-	(1,001,917)	Transfers out to Perm Improvement & Automation funds, which occur at the end of the year
TOTAL	6,215,734	4,895,335	(1,320,399)	

WESTLAKE PORTER PUBLIC LIBRARY
YEAR TO DATE BANK REPORT
As of: November 30, 2023

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	\$ 965.49	\$ 51,950.45	\$ 1,930.94	\$ -	\$ 50,300.00	\$ 685.00
FFL - GENERAL CHECKING	\$ 194,935.05	\$ 115,480.13	\$ 5,629,145.34	\$ 5,475,028.29	\$ 32,533.01	\$ 123,765.12
FFL - RETAINAGE	\$ 38,454.25	\$ 243.06	\$ -	\$ 32,533.01	\$ 71,230.32	\$ -
PETTY CASH & CHANGE	\$ 1,343.50	\$ -	\$ -	\$ -	\$ -	\$ 1,343.50
TOTAL	\$ 235,698.29	\$ 167,673.64	\$ 5,631,076.28	\$ 5,507,561.30	\$ 154,063.33	\$ 125,793.62
FFL - MONEY MARKET	\$ 176,060.56	\$ 6,411.78	\$ -	\$ 5,504,723.04	\$ 5,383,221.01	\$ 303,974.37
US BANK	\$ 4,368,969.00	\$ 58,780.68	\$ 4,583.72	\$ -	\$ -	\$ 4,423,165.96
STAR OHIO	\$ 1,540,180.54	\$ 5,476,871.18	\$ 54,150.11	\$ -	\$ 5,475,000.00	\$ 1,487,901.61
TOTAL	\$ 6,085,210.10	\$ 5,542,063.64	\$ 58,733.83	\$ 5,504,723.04	\$ 10,858,221.01	\$ 6,215,041.94
TOTAL - ALL BANKS	\$ 6,320,908.39	\$ 5,709,737.28	\$ 5,689,810.11	\$ 11,012,284.34	\$ 11,012,284.34	\$ 6,340,835.56

WESTLAKE PORTER PUBLIC LIBRARY

STATEMENT OF CASH POSITION

As of: November 30, 2023

FUND DESCRIPTION	BEGINNING BALANCE	Y-T-D REVENUE	Y-T-D EXPENSE	UNEXPENDED BALANCE	OUTSTANDING ENCUMBERANCE	ENDING BALANCE
101 GENERAL FUND	\$ 4,507,076.26	\$ 5,649,472.82	\$ 4,895,335.08	\$ 5,261,214.00	\$ 379,473.73	\$ 4,881,740.27
410 DEVELOPMENT FUND	\$ 42,179.77	\$ 30,150.24	\$ 17,944.76	\$ 54,385.25	\$ 24,399.47	\$ 29,985.78
420 FRIENDS OF THE LIBRARY	\$ 10,359.81	\$ 17,782.00	\$ 21,323.59	\$ 6,818.22	\$ 6,817.41	\$ 0.81
450 PERMANENT IMPROVEMENT	\$ 1,312,565.83	\$ 8,994.55	\$ 597,542.25	\$ 724,018.13	\$ 233,173.67	\$ 490,844.46
475 AUTOMATION FUND	\$ 421,753.65	\$ 3,101.47	\$ 157,664.43	\$ 267,190.69	\$ 37,238.82	\$ 229,951.87
703 FRANCIS EGGER TRUST	\$ 26,973.07	\$ 236.20	\$ -	\$ 27,209.27	\$ -	\$ 27,209.27
TOTAL:	\$ 6,320,908.39	\$ 5,709,737.28	\$ 5,689,810.11	\$ 6,340,835.56	\$ 681,103.10	\$ 5,659,732.46

WESTLAKE PORTER PUBLIC LIBRARY

REVENUE REPORT - GENERAL FUND

As of: November 30, 2023

% through the year: 92%

<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	123,511	1,369,751	96,497	93.4%
Grants	24,380	4,959	21,057	3,323	86.4%
Patron Fines & Fees	8,833	819	9,450	(617)	107.0%
Interest	140,000	13,026	140,448	(447)	100.3%
Contributions	500	-	-	500	0.0%
Refunds/Reimbursements/Misc	110,420	4,823	88,991	21,429	80.6%
Transfers	-	-	-	-	0.0%
TOTAL	\$ 5,637,038	\$ 147,139	\$ 5,649,473	\$ (12,435)	100.2%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - GENERAL FUND

As of: November 30, 2023

% through the year: 92%

<i>Expenditure Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Month-to-Date Expenses</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>Salaries & Benefits</u>						
Salaries	2,861,200	328,783	2,582,490	-	278,710	90.3%
OPERS	399,168	30,480	330,089	-	69,079	82.7%
Insurance	466,487	43,586	430,247	29,923	36,240	92.2%
Other Employee Benefits	5,000	-	1,000	4,000	4,000	20.0%
Subtotal	3,731,855	402,848	3,343,826	33,923	388,029	89.6%
<u>Supplies</u>						
Administrative Supplies	74,914	4,910	58,520	16,383	16,393	78.1%
Maintenance Supplies	30,000	3,772	25,210	4,790	4,790	84.0%
Vehicle Fuel & Supplies	3,400	258	3,239	161	161	95.3%
Subtotal	108,314	8,940	86,969	21,334	21,344	80.3%
<u>Contracted Services</u>						
Travel & Training	35,154	4,013	28,990	6,164	6,164	82.5%
PR/Postage/Phone	85,190	2,650	74,777	10,400	10,413	87.8%
Maintenance	276,016	25,091	182,985	93,003	93,031	66.3%
Insurance	40,000	-	38,856	1,144	1,144	97.1%
Leases	10,062	240	9,177	497	885	91.2%
Utilities	131,406	9,336	98,497	32,660	32,908	75.0%
Professional Services	141,445	5,353	122,608	18,403	18,837	86.7%
Library Material Control	41,846	1,600	41,846	-	-	100.0%
Interlibrary Delivery Service	13,750	-	12,204	1,546	1,546	88.8%
Subtotal	774,869	48,283	609,941	163,816	164,928	78.7%
<u>Library Materials</u>						
Books	276,799	23,657	207,465	54,145	69,334	75.0%
Periodicals	22,201	16,062	18,658	1,497	3,542	84.0%
Audio/Visual	131,836	10,128	78,914	38,022	52,922	59.9%
Portable Audio	18,178	2,768	13,267	4,733	4,912	73.0%
Electronic Data	346,448	48,564	287,574	36,290	58,874	83.0%
Interlibrary Loan Fees	100	(20)	54	46	46	53.7%
Library Material Repair	17,853	1,502	14,930	2,695	2,924	83.6%
Library Material, Other	6,137	1,374	3,221	279	2,916	0.0%
Subtotal	819,553	104,035	624,082	137,707	195,471	76.1%
<u>Capital</u>						
Land Improvements	-	-	-	-	-	0.0%
Building Improvements	6,600	89	4,912	1,688	1,688	74.4%
Furniture/Hardware/Software	215,561	4,791	205,709	9,852	9,852	95.4%
Subtotal	222,161	4,880	210,621	11,540	11,540	94.8%
<u>Miscellaneous</u>						
Dues/Memberships	19,500	612	18,276	1,225	1,225	93.7%
Special Assessments	11,200	-	1,448	9,752	9,752	0.0%
Refunds/Reimbursements	350	-	173	177	177	49.4%
Other Misc Expenses	-	-	-	-	-	0.0%
Subtotal	31,050	612	19,896	11,154	11,154	64.1%
<u>Other Expenses</u>						
Contingency Fund	13,000	-	-	-	13,000	0.0%
Transfers	1,080,000	-	-	-	1,080,000	0.0%
Subtotal	1,093,000	-	-	-	1,093,000	0.0%
Grand Total	\$ 6,780,801	\$ 569,598	\$ 4,895,335	\$ 379,474	\$ 1,885,466	72.2%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - OTHER FUNDS

As of: November 30, 2023

<i>Expenditure Fund/Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>% through the year:</i>	
				<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>410 - Development Fund</u>					
Supplies	11,960	9,534	2,426	2,426	79.72%
Contracted Services	9,090	1,100	6,990	7,990	12.10%
Library Materials	9,690	7,311	1,984	2,379	75.45%
Capital Outlay	13,000	-	13,000	13,000	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 43,740	\$ 17,945	\$ 24,399	\$ 25,795	41.03%
<u>420 - Friends of Library Fund</u>					
Supplies	18,091	13,398	4,693	4,693	74.06%
Contracted Services	8,050	5,926	2,124	2,124	73.61%
Library Materials	-	-	-	-	0.00%
Capital Outlay	2,000	2,000	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 28,141	\$ 21,324	\$ 6,817	\$ 6,817	75.77%
<u>450 - Permanent Imp. Fund</u>					
Contracted Services	125,750	8,709	101,150	117,041	6.93%
Capital Outlay	972,851	588,833	132,024	384,018	60.53%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 1,098,601	\$ 597,542	\$ 233,174	\$ 501,058	54.39%
<u>475 - Automation Fund</u>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	195,491	157,664	37,239	37,826	80.65%
Total	\$ 195,491	\$ 157,664	\$ 37,239	\$ 37,826	80.65%

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	123,511.26
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	\$ 1,369,751.00

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%	5.44%
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)
6,368.67

2023 Year-to-Date Compared to 2022	
2022	1,349,542.22
2023	1,369,751.00
\$ Difference	20,208.78
% Difference	1.50%

WESTLAKE PORTER PUBLIC LIBRARY**Account Transfer - General Fund****Informational****December 13, 2023**

FROM:		TO:	
101-00-55530 (OPERATING SOFTWARE)	\$ (600.00)	101-00-55410 (BUILDING INSTALLATIONS)	\$ 600.00
101-00-54320 (VIDEO)	\$ (150.00)	101-00-54150 (PROFESSIONAL COLLECTION)	\$ 150.00
101-00-54320 (VIDEO)	\$ (2,000.00)	101-00-54530 (DOWNLOADABLE AUDIO)	\$ 2,000.00
101-00-55530 (OPERATING SOFTWARE)	\$ (50.00)	101-00-55510 (FURNITURE & EQUIPMENT)	\$ 50.00
101-00-57510 (REFUNDS)	\$ (99.00)	101-00-57120 (BUSINESSES)	\$ 99.00

Westlake Porter Public Library
Check Register 11/1/23 - 11/30/23

Payment Date	Check Number	Vendor	Description	Payment Amount
11/7/2023	42417	Blue Technologies	Blue Tech Copiers 9/22 - 10/21/23	307.14
11/8/2023	42422	MARCIVE INC	Accelerated Reader & Lexile	1,599.54
11/8/2023	42423	MESSINA FLOOR MAINTENANCE LLC	Carpet Cleaning - Oct 2023	875.00
11/8/2023	42424	MIDWEST TAPE	Hoopla - eBooks, Downloadables, e-audio	8,011.65
11/8/2023	42419	Building Control Integrators, LLC	HVAC Maint Contract 2024	6,834.00
11/8/2023	42428	Stick to Your Buns Bakery LLC	Veterans Program Pastries	115.00
11/8/2023	42427	ROSEN PUBLISHING	Juvenile/YA Books	1,025.42
11/8/2023	42429	The Bookish Hooker	Beginning Crochet	142.00
11/8/2023	42430	UNIQUE MANAGEMENT SERVICES INC	Collection Agency - Oct 2023; MessageBee SMS & Phone notifications and Implementation fee; NCOA searches	4,324.35
11/8/2023	42426	Regency Construction Services, Inc	Retainage Interest	255.79
11/8/2023	42425	PLAIN DEALER	Plain Dealer - Oct 2023	168.30
11/8/2023	42420	Candid	Candid Community 2024	2,995.00
11/8/2023	42421	Kanopy Inc	Kanopy Videos	530.10
11/8/2023	42418	BAKER & TAYLOR	Juvenile/YA Books & materials processing	241.86
11/15/2023	42431	BAKER & TAYLOR	Juvenile/YA Books & materials processing	124.16
11/15/2023	42433	Cengage Learning Inc	Adult Books	678.52
11/15/2023	42435	Connecting for Kids	Connecting For Kids Programs - Fall 2023	2,500.00
11/15/2023	42438	OHIONET	Novelist Plus & K-8 Plus 2024	1,433.25
11/15/2023	42439	ProQuest LLC	Syndetics Unbound Base Pkg	9,975.00
11/15/2023	42434	CENTER POINT PUBLISHING	Adult Books	195.36
11/15/2023	42441	Center for Aging in the Digital World	Connecting Families Virtually	225.00
11/15/2023	42440	S&P Global Market Intelligence	S&P Net Advantage 6/28/23 - 6/27/24	13,230.00
11/15/2023	42437	MIDWEST TAPE	Hoopla - eBooks and e-Audio	205.00
11/15/2023	42442	W T Cox Information Services	Annual periodical subscriptions	15,570.00
11/15/2023	42436	Masters Piano Service	Piano Tuning 11/14/23	300.00
11/15/2023	42432	Bugs Bee Gone Exterminating	Exterminator Service 11/7/23	340.00
11/21/2023	2023000109	PNC BANK N.A.	CC Payment	64,318.82
11/27/2023	42443	BAKER & TAYLOR	Juvenile/YA Books and materials processing	1,624.76
11/27/2023	42452	PETTY CASH - CUSTODIAN	reimbursements	24.58
11/27/2023	42445	Cengage Learning Inc	Adult Books	244.40
11/27/2023	42449	Jennifer L Nebraska	Yoga with Ms Jen	200.00
11/27/2023	42454	THE OHIO STATE UNIVERSITY	VMware vCenter and vSphere Server 8 Standard & Support	6,372.50
11/27/2023	42446	Galley Printing Company, Inc	Bookmarks - Book Nook	193.33
11/27/2023	42448	Hydro-Chem Corporation	Boiler Water Treatment Program 12/1/23 - 12/1/24	750.00

Westlake Porter Public Library
Check Register 11/1/23 - 11/30/23

Payment Date	Check Number	Vendor	Description	Payment Amount
11/27/2023	42455	WYCOM	Wycom Maintenance 2024	524.25
11/27/2023	42453	Stick to Your Buns Bakery LLC	Anniversary Pastry	66.00
11/27/2023	42451	MESSINA FLOOR MAINTENANCE LLC	Carpet Cleaning - Sept and Feb 2023	1,750.00
11/27/2023	42447	Ground Works Land Design, LLC	Snow Removal & De-Icing	6,619.93
11/27/2023	42450	The Awning Company	Install Winter Enclosure	536.00
11/27/2023	42444	Brookside Construction Services, Inc	Winterize Irrigation System	750.00
11/30/2023	2023000111	City of Cleveland Division of Water	Water Usage 9/21 - 10/19/23 & Fireline 10/3 - 11/1/23	534.95
11/30/2023	2023000112	ByWater Solutions, LLC	New ILS Support & Hosting 12/4/23 - 12/3/24	20,725.00
11/30/2023	2023000113	Columbia Gas	Natural Gas 9/22 - 10/23/23	1,675.83
11/30/2023	2023000114	FP Mailing Solutions	Parcel Shipping Funds	500.00
11/30/2023	2023000115	Stark County Educational Service Center	Medical, Dental and Life Insurance - Nov 2023	39,054.53
11/30/2023	2023000116	INGRAM BOOK COMPANY	Adult books, Juvenile/YA Books, ☐ Audiobooks, Children's Materials - Sandy Sauer, ☐ Materials processing	20,186.48
11/30/2023	2023000117	The Illuminating Company	Electricity 8/31 - 10/1/23	7,125.07
			TOTAL	245,977.87

Visa Payment Detail
For Check #2023000109 Dated 11/21/2023

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
11/1/2023	4IMPRINT	Power clips	26138528	232006	445.67
10/17/2023	AMAZON.COM	Jumbo paper clips	2590653	232011	4.99
11/5/2023	AMAZON.COM	Literacy Showcase Books	4777069	233002	539.20
10/12/2023	AMAZON.COM	Craft Sticks, Lanyard Clips	3196262	233003	30.84
10/20/2023	AMAZON.COM	Plastic Bottles, Felt Board, Command Hooks, etc	7967400	233003	81.43
10/20/2023	AMAZON.COM	Canola Oil	7245863	233003	5.12
11/1/2023	AMAZON.COM	Gift card	5975460	233003	25.00
11/3/2023	AMAZON.COM	Wood Building Blocks	9175468	233003	35.99
11/5/2023	AMAZON.COM	Wood Building Blocks, Fairy Lights, etc	7409841	233003	39.68
10/25/2023	APPLE STORE	iCloud 200GB Storage Plan	MQVLMVXTZB	233003	2.99
10/21/2023	DOLLAR TREE STORES INC	Snow globes	22628966504	233003	18.99
10/25/2023	GIANT EAGLE INCORPORATED	Trick or Treat candy	Giant Eagle	233003	42.48
10/19/2023	ORIENTAL TRADING COMPANY	Stickers	727424159	233003	17.57
11/1/2023	REGAL CINEMA	Gift card	17978089	233003	50.00
10/27/2023	WALGREENS	Photos	Walgreens	233003	64.28
10/30/2023	WALGREENS	Photos	Walgreens	233003	10.47
10/5/2023	AMAZON.COM	Plastic cups	7411469	233010	12.80
10/3/2023	Hobby Lobby	Jewelry Program Supplies	Hobby Lobby	233010	27.43
10/7/2023	Hobby Lobby	Jewelry Program Supplies	Hobby Lobby	233010	13.69
10/15/2023	Jo-Ann Stores, LLC	Mod Podge, Paper	Joann	233010	25.18
10/30/2023	MARC'S	Popcorn, Drinks	Marcs	233010	5.50
10/19/2023	MICHAELS	Jewelry Program Supplies	Michaels	233010	6.00
10/16/2023	AMAZON.COM	Gift card	3390656	233011	50.00
10/19/2023	Fresh Thyme	Snacks for Wellness Fair	Fresh Thyme	233021	35.97
10/19/2023	WALMART	Snacks for Wellness Fair	Walmart	233021	58.20
10/28/2023	WALMART	Snacks for Wellness Fair	Walmart	233021	75.38
11/1/2023	WALMART	Water for Wellness Fair	Walmart	233021	10.92
10/31/2023	AMAZON.COM	Elgato Video Capture	3127413	233022	87.99
10/10/2023	AMAZON.COM	Jewelry Program Supplies	07634303	233025	40.26
10/12/2023	AMAZON.COM	Laser Tag, Gaming Controllers, etc	7517828	233025	150.28
10/4/2023	FIVE BELOW	Halloween snacks	Five Below	233025	22.50
10/25/2023	MICHAELS	Yarn	Michaels	233025	3.48
10/25/2023	MARC'S	Snacks, Drinks	Marcs	233026	169.23
10/18/2023	AMAZON.COM	LED Parking Lot Area Lights	4661053	234006	412.00
10/18/2023	E-CONOLIGHT	LED Flat Panels with Emergency Backup	1450563	234006	779.82
10/19/2023	E-CONOLIGHT	LED Downlights	1450789	234006	899.80
10/12/2023	AMAZON.COM	Power Relays, Magnetic Reed Switch, Keylock Switch	2377804	234015	84.95



THE STATE OF OHIO



KEITH FABER
OHIO AUDITOR OF STATE

Highest Achievement

in Open and Transparent Government



presented to...

Porter Public Library

Cuyahoga County | 1/1/2022 to 12/31/2022



Keith Faber, Ohio Auditor of State

Date signed: 08/22/2023



Westlake Porter Public Library Operating Account

Monthly Investment Report
November 30, 2023

Your Investment Representative:

Eileen Stanic

(440) 662-8268

estanic@meederinvestment.com

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

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

PORTFOLIO SUMMARY

As of November 30, 2023



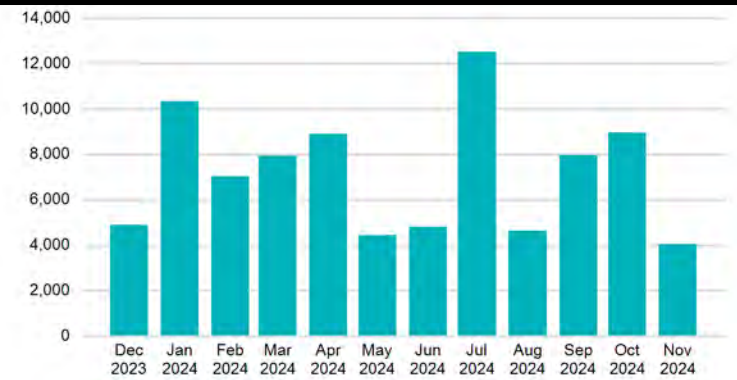
MONTHLY RECONCILIATION

Beginning Book Value	4,418,241.97
Contributions	
Withdrawals	
Prior Month Management Fees	(381.43)
Prior Month Custodian Fees	(35.60)
Realized Gains/Losses	
Gross Interest Earnings	5,341.02
Ending Book Value	4,423,165.96

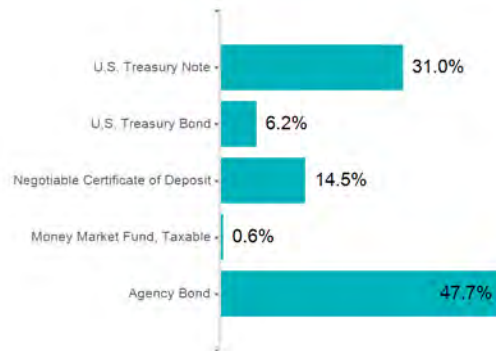
PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	2.25%
Portfolio Effective Duration	2.01 yrs
Weighted Average Maturity	2.14 yrs

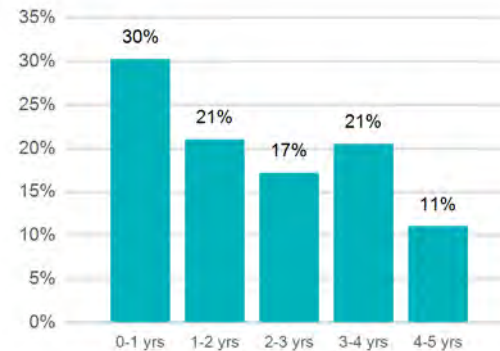
PROJECTED MONTHLY INCOME SCHEDULE



SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY



Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of November 30, 2023



CUSIP	SECURITY DESCRIPTION	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 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						
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 November 30, 2023



CUSIP	SECURITY DESCRIPTION	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 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	312	723										
TOTAL		4,895	10,337	7,041	7,938	8,890	4,452	4,799	12,523	4,634	7,959	8,960	4,032

POSITION STATEMENT

As of November 30, 2023

CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	11/30/2023 11/30/2023	\$25,763.02	\$25,763.02	\$25,763.02	5.25%	0.003 0.003	\$1.00 \$25,763.02	\$0.00	0.45%	AAAm
STAROHIO	STAR Ohio XX019	11/30/2023 11/30/2023	\$1,487,901.61	\$1,487,901.61	\$1,487,901.61	5.59%	0.003 0.003	\$1.00 \$1,487,901.61	\$0.00	25.77%	AAAm
SubTotal			\$1,513,664.63	\$1,513,664.63	\$1,513,664.63	5.58%		\$1,513,664.63	\$0.00	26.22%	
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%	0.433 0.423	\$97.89 \$195,782.00	(\$4,218.00)	3.39%	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%	0.589 0.571	\$97.97 \$244,915.00	(\$3,697.50)	4.24%	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%	1.167 1.134	\$94.87 \$142,302.00	(\$7,698.00)	2.47%	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%	1.452 1.412	\$94.07 \$188,146.00	(\$11,854.00)	3.26%	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%	1.625 1.573	\$93.69 \$117,110.00	(\$7,890.00)	2.03%	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%	1.836 1.784	\$92.61 \$361,167.30	(\$28,832.70)	6.26%	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%	2.389 2.222	\$100.64 \$65,413.40	\$670.15	1.13%	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%	2.871 2.742	\$90.84 \$90,835.00	(\$8,895.00)	1.57%	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%	3.175 2.955	\$95.11 \$71,331.75	\$1,000.87	1.24%	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%	3.337 3.027	\$101.13 \$75,846.75	\$1,079.25	1.31%	
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%	3.586 3.304	\$96.22 \$96,220.00	\$922.00	1.67%	
3130ATHW0	FHLB 4.125% 09/10/2027	10/31/2022 11/1/2022	\$75,000.00	\$74,419.28	\$74,419.28	4.30%	3.781 3.428	\$99.01 \$74,255.25	(\$164.03)	1.29%	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%	3.910 3.541	\$99.79 \$74,840.25	(\$378.00)	1.30%	Aaa AA+

POSITION STATEMENT

As of November 30, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3130APTR6	FHLB 1.320% 11/23/2027	3/31/2023 3/31/2023	\$65,000.00	\$57,535.40	\$57,535.40	4.06%	3.984 3.726	\$88.56 \$57,564.65	\$29.25	1.00%	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%	4.000 3.649	\$98.44 \$63,986.00	(\$793.00)	1.11%	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%	4.293 3.872	\$98.08 \$68,658.80	(\$1,077.30)	1.19%	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%	4.529 3.997	\$100.12 \$55,066.55	(\$78.10)	0.95%	Aaa AA+
SubTotal			\$2,135,000.00	\$2,115,314.81 \$1,649.60	\$2,116,964.41	2.12%		\$2,043,440.70	(\$71,874.11)	35.40%	
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%	0.132 0.130	\$99.55 \$199,106.00	(\$494.00)	3.45%	
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%	0.630 0.610	\$97.95 \$240,964.38	(\$3,485.82)	4.17%	
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%	2.263 2.185	\$90.30 \$112,872.50	(\$11,502.50)	1.96%	
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%	4.885 4.260	\$98.27 \$68,791.80	(\$893.20)	1.19%	
SubTotal			\$641,000.00	\$638,110.20	\$638,110.20	2.19%		\$621,734.68	(\$16,375.52)	10.77%	
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%	0.290 0.285	\$98.55 \$98,547.00	\$797.00	1.71%	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%	2.458 2.362	\$93.36 \$51,347.45	(\$4,030.68)	0.89%	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%	2.836 2.711	\$92.68 \$50,971.80	(\$4,374.10)	0.88%	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%	4.712 4.294	\$94.05 \$65,835.70	\$1,577.89	1.14%	Aaa AA+
SubTotal			\$280,000.00	\$272,731.84 \$306.25	\$273,038.09	2.24%		\$266,701.95	(\$6,029.89)	4.62%	

POSITION STATEMENT

As of November 30, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
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%	0.211 0.208	\$98.93 \$98,926.00	\$1,269.75	1.71%	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%	0.795 0.775	\$96.22 \$96,219.00	(\$1,386.47)	1.67%	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%	0.877 0.854	\$96.09 \$96,090.00	(\$3,839.69)	1.66%	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%	1.753 1.710	\$92.49 \$92,492.00	(\$5,797.06)	1.60%	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%	2.214 2.069	\$98.79 \$64,212.85	\$632.19	1.11%	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%	2.501 2.416	\$91.23 \$45,615.50	(\$4,085.67)	0.79%	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%	2.584 2.492	\$91.42 \$68,566.50	(\$6,345.61)	1.19%	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%	2.668 2.584	\$90.49 \$67,866.00	(\$6,439.66)	1.18%	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%	2.753 2.663	\$90.55 \$67,913.25	(\$6,746.91)	1.18%	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%	2.921 2.812	\$91.10 \$50,106.10	(\$3,884.13)	0.87%	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%	3.088 2.952	\$91.15 \$50,129.75	(\$4,225.72)	0.87%	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%	3.173 3.022	\$91.59 \$64,115.80	\$475.96	1.11%	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%	3.334 3.131	\$94.33 \$56,599.20	\$166.39	0.98%	Aaa AA+
91282CET4	UST 2.625% 05/31/2027	7/13/2023 7/14/2023	\$70,000.00	\$66,303.13	\$66,303.13	4.11%	3.501 3.244	\$94.44 \$66,106.60	(\$196.53)	1.15%	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%	3.584 3.287	\$96.44 \$57,862.80	\$154.99	1.00%	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%	3.710 3.471	\$92.92 \$69,688.50	\$1,163.11	1.21%	Aaa AA+

POSITION STATEMENT

As of November 30, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
91282CGC9	UST 3.875% 12/31/2027	1/20/2023 1/23/2023	\$90,000.00	\$91,325.39	\$91,325.39	3.55%	4.088 3.673	\$98.42 \$88,579.80	(\$2,745.59)	1.53%	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%	4.173 3.783	\$96.98 \$72,738.00	(\$2,300.09)	1.26%	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%	4.419 4.024	\$96.92 \$53,307.10	\$19.40	0.92%	Aaa AA+
SubTotal			\$1,405,000.00	\$1,371,246.09 \$445.11	\$1,371,691.20	2.41%		\$1,327,134.75	(\$44,111.34)	22.99%	
Grand Total			\$5,974,664.63	\$5,911,067.57 \$2,400.96	\$5,913,468.53	3.11%		\$5,772,676.71	(\$138,390.86)	100.00%	

TRANSACTION STATEMENT

As of November 30, 2023



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	11/1/2023	11/1/2023	31846V567	First American Funds, Inc.	566.15
Interest/Dividends	11/6/2023	11/6/2023	3130AM5C2	FHLB 0.420% 05/06/2024	420.00
Interest/Dividends	11/13/2023	11/13/2023	3130AM7F3	FHLB 0.750% 05/13/2025	750.00
Interest/Dividends	11/15/2023	11/15/2023	912828R36	UST 1.625% 05/15/2026	446.88
Interest/Dividends	11/17/2023	11/17/2023	949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	322.74
Interest/Dividends	11/24/2023	11/24/2023	3130APTR6	FHLB 1.320% 11/23/2027	429.00
Interest/Dividends	11/29/2023	11/29/2023	3133EN3H1	FFCB 4.000% 11/29/2027	1,300.00
Interest/Dividends	11/30/2023	11/30/2023	91282CCF6	UST 0.750% 05/31/2026	187.50
Interest/Dividends	11/30/2023	11/30/2023	91282CET4	UST 2.625% 05/31/2027	918.75
Total					5,341.02

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	11/27/2023	11/27/2023	Cash Out	(35.60)
Total				(35.60)

Management Fee				
Management Fee	11/13/2023	11/13/2023	Cash Out	(381.43)
Total				(381.43)

STATEMENT DISCLOSURE

As of November 30, 2023



Meeder provides monthly statements for its investment management clients to provide information about the investment portfolio. The information should not be used for audit or confirmation purposes. Please review your custodial statements and report any inaccuracies or discrepancies.

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Mission Moment

I was giving a tour of the Makerspace to a Board member of the Clague Playhouse (one of our partners). Within the 10 minutes we were in there, two other people walking by poked their heads in to see what was going on and asked questions about the space. The Makerspace is most certainly fostering learning in an ever changing world!

Meetings/Training/Programs

Meetings with ByWater staff re: our migration

Budget meetings with Jana and CJ

Leadership Ohio – I attended the current cohort graduation as a Board member

Volunteer coordinator for the Cleveland Road Runners Fall Classic Half Marathon

Met with new snowplow contractor to review expectations

Weekly Rotary meeting

Kiwanis Meeting

Farrell Foundation

Attended School Board meeting in which our Trustee candidates were approved

Anniversary Pastry and Coffee

OLC webinar on Book Challenges

Stopped in on the Friends Christmas Children's program

Co-hosted WaWF (George Marshall) 55 in attendance

Manager's Meeting/Lunch

Friends/Foundation

Friends – Did not meet

Foundation – Did not meet but we do have eclipse glasses currently on sale as a fundraiser.

Safety and Security

Mission Moment: I assisted a caregiver in locating meals-on-wheels type assistance and first responder entry instructions for her senior/medical needs relative in another city

8 Incident Reports were written in November

2 were Disruptive Behavior

1 vandalism

1 Illness/Accident

1 Theft

1 Patron Assist/Policy Issue

2 Other

Building Services

Mission Moment: While receiving a cold call visit from a sales rep from Republic Services (trash hauling), we spoke about how large the library is and I explained all the services we offered and materials available. We walked into the Maker Space and I shortly after explained that we were

under contract with Rumpke and excused myself to set up rooms. Coming back to the lobby some 15-20 minutes later, she was still in the Maker Space in conversation with Taylor. While unhappy about not getting our business, I think we have a new patron!

- A small battery-operated leaf vacuum was purchased to assist in leaf pick-up for curbs, flower beds, and doorways.
- Two stick type vacuums, battery operated, were purchased to try out as we transition away from our current battery powered vacuums.
- Matting was purchased for the front entrance to assist in capturing snow, ice, and salt, and also make it easier to vacuum the matting regularly.
- A meeting was held with our new snowplow vendor to discuss contact numbers, expectations, and do a site walk.
- Parking lot lighting heads were purchased as several have gone out and were replaced. These will encompass the remaining lighting.
- Two-way radios were purchased to replace the current radios that do not perform adequately all the time.
- Kick plates have been ordered to protect the wooden doors that have been damaged by moving items through the doorways.
- Our energy management supplier called a Demand Response test for two hours. The personnel performed well, and we met our required goal.
- Several catch basins were repaired, and the rest have transition collars on order. Pads were also poured to house the benches in the pavilion area.
- A bank of 7 high lumen flashlights were hung in the sorting room of Circulation for use during power failures. Two strip lanterns were also bought and placed behind the checkout computers for use as needed.
- Study Room B in the newly remodeled AS section was overheating on a regular basis. BCI was contacted and a solution was found in the programming after several days of investigation.
- 10 new plastic folding tables were purchased for use in the meeting rooms as many of our current tops have been damaged from use.

Other Projects/Planning

Strategic Planning – Survey will be ready to release in January

Construction Project – Will provide oral update from our meeting on the 13th prior to the Board meeting

WESTLAKE PORTER PUBLIC LIBRARY
2024 Proposed Temporary Budget
Resolution 18-23
Fund 101 - General Fund

Account	Description	2023 Permanent Budget	2023 YTD Actual*	2023 Difference Actual vs Budget	2024 Temporary Budget	Difference 2024 & 2023 Budgets	Notes
REVENUE:							
41200	PROPERTY TAX	3,886,657	4,019,776	133,119	4,908,145	1,021,488	increase from additional millage effective 1.1.24
42210	PLF	1,466,248	1,246,240	(220,008)	1,445,423	(20,824)	estimate received from budget commission in August 2023
42400	GRANTS	24,380	16,098	(8,282)	2,500	(21,880)	
43100	FINES & FEES	8,833	8,930	97	9,743	911	
44100	INTEREST	140,000	127,421	(12,579)	123,400	(16,600)	
46100	CONTRIBUTIONS	500	-	(500)	250	(250)	
48000	FEES/MISC	110,420	85,647	(24,773)	88,950	(21,470)	
49000	TRANSFERS	-	-	-	-	-	
	REVENUE	5,637,038	5,504,112	(132,926)	6,578,412	941,374	16.7%
	CARRY FORWARD	4,380,659	4,380,659		3,382,525		
		10,017,697	9,884,771		9,960,936		
EXPENSES:							
	SUBTOTAL(PERSONNEL)	3,731,855	2,940,977	(790,878)	3,890,719	158,864	4.3%
	SUBTOTAL(SUPPLIES)	107,150	76,876	(30,274)	102,300	(4,850)	-4.5%
	SUBTOTAL(SERVICES)	728,297	520,605	(207,692)	748,135	19,838	2.7%
	SUBTOTAL(MATERIALS)	721,820	422,025	(299,795)	741,000	19,180	2.7%
	SUBTOTAL (CAPITAL)	222,000	205,580	(16,420)	95,975	(126,025)	-56.8%
	SUBTOTAL(OTHER)	1,124,050	19,284	(1,104,766)	1,246,250	122,200	10.9%
	TOTAL OPERATING EXPENSES	6,635,172	4,185,348	(2,449,824)	6,824,379	189,207	2.9%
	REVENUE LESS EXPENSES	(998,134)	1,318,764		(245,967)		
	EST CARRYOVER BALANCE	3,382,525			3,136,557		

*As of 10/31/2023

WESTLAKE PORTER PUBLIC LIBRARY
2024 Proposed Temporary Budget
Resolution 18-23
Fund 410 - Development

Account	Description	2023 Permanent Budget	2023 YTD Actual*	2023 Difference Actual vs Budget	2024 Temporary Budget	Difference 2024 & 2023 Budgets	Notes
REVENUE:							
410-00-46100	DONATIONS	28,000	29,020	1,020	25,000	(3,000)	
410-00-49100	TRANSFERS	-	-	-	-	-	
	REVENUE	28,000	29,020	1,020	25,000	(3,000)	
	CARRY FORWARD	41,740	41,740		26,440		
		69,740	70,760	1,020	51,440	(3,000)	
EXPENSES:							
410-00-52000	SUPPLIES	11,910	9,033	(2,877)	9,814	(2,096)	projects paid for using funds donated
410-00-53000	CONTRACTED SERVICES	9,090	1,100	(7,990)	5,750	(3,340)	to the library
410-00-54000	MATERIALS	9,250	7,184	(2,066)	9,643	393	
410-00-55000	CAPITAL	13,000	-	(13,000)	-	(13,000)	
410-00-59000	TRANSFERS	-	-	-	-	-	
410-10-52000	Flowers - Christina's Corner	50	50	-	125	75	
410-10-54000	LIBRARY MATERIALS - CC	-	-	-	-	-	
410-10-55000	CAPITAL - Christina's Corner	-	-	-	-	-	
	TOTAL EXPENSES	43,300	17,368	(25,932)	25,332	(17,968)	
	REVENUE LESS EXPENSES	(15,300)	11,652		(332)		
	EST CARRYOVER BALANCE	26,440			26,108		
*As of 10/31/2023							

<p style="text-align: center;">WESTLAKE PORTER PUBLIC LIBRARY 2024 Proposed Temporary Budget Resolution 18-23 Fund 420 - Friends</p>

2023 Difference							
Account	Description	2023 Permanent Budget	2023 YTD Actual*	Actual vs Budget	2024 Temporary Budget	Difference 2024 & 2023 Budgets	Notes
REVENUE:							
420-00-46100	DONATIONS	17,782	17,782	-	27,250	9,468	
	REVENUE	17,782	17,782	-	27,250	9,468	
	CARRY FORWARD	10,360	10,360		-		
		28,142	28,142	-	27,250	9,468	
EXPENSES:							
420-00-52000	SUPPLIES	18,091	11,630	(6,461)	18,200	109	
420-00-53000	CONTRACTED SERVICES	8,050	5,178	(2,872)	9,050	1,000	
420-00-54000	MATERIALS	-	-	-	-	-	
420-00-55000	CAPITAL	2,000	2,000	-	-	(2,000)	
420-00-59000	TRANSFER	-	-	-	-	-	
	TOTAL EXPENSES	28,141	18,808	(9,333)	27,250	(891)	
	REVENUE LESS EXPENSES	(10,359)	(1,026)		-		
	EST CARRYOVER BALANCE	1			-		
*As of 10/31/2023							

WESTLAKE PORTER PUBLIC LIBRARY
2024 Proposed Temporary Budget
Resolution 18-23
Fund 450 - Permanent Improvement

Account	Description	2023 Permanent Budget	2023 YTD Actual*	2023 Difference Actual vs Budget	2024 Temporary Budget	Difference 2024 & 2023 Budgets	Notes
REVENUE:							
450-00-44100	INTEREST	10,000	8,261	(1,739)	10,000	-	
450-00-49100	TRANSFER IN	1,000,000	-	(1,000,000)	1,000,000	-	
	REVENUE	1,010,000	8,261	(1,001,739)	1,010,000	-	
	CARRY FORWARD	690,115	690,115		1,223,965		
		1,700,115	698,376	(1,001,739)	2,233,965	-	
EXPENSES:							
450-00-53000	CONTRACTED SERVICES	101,150	-	(101,150)	31,800	(69,350)	
450-00-55000	CAPITAL	375,000	40,885	(334,115)	152,200	(222,800)	
	TOTAL EXPENSES	476,150	40,885	(435,265)	184,000	(292,150)	
	REVENUE LESS EXPENSES	533,850	(32,624)		826,000		
	EST CARRYOVER BALANCE	1,223,965			2,049,965		
*As of 10/31/2023							
Projects budgeted for 2024 including the following:							
27,000	HVAC Repairs						
10,000	Security System						
25,000	Building Repairs & Maintenance						
50,000	Concrete						
10,000	General Finishes						
17,450	Brick - tuckpointing and repair						
12,750	Exterior Doors						
31,800	Non-Construction Costs						
\$ 184,000	TOTAL						
Purchase orders for 2024 Renovation projects will be created when cost estimates have been completed.							

WESTLAKE PORTER PUBLIC LIBRARY
2024 Proposed Temporary Budget
Resolution 18-23
Fund 475 - Automation

Account	Description	2023 Permanent Budget	2023 YTD Actual*	2023 Difference Actual vs Budget	2024 Temporary Budget	Difference 2024 & 2023 Budgets	Notes
REVENUE:							
475-00-44100	INTEREST	3,000	2,823	(177)	3,000		
475-00-49910	TRANSFER IN	80,000	-	(80,000)	200,000		
	REVENUE	83,000	2,823	(80,177)	203,000	-	
	CARRY FORWARD	408,883	408,883		309,263		
		491,883	411,706	(80,177)	512,263	-	
EXPENSES:							
475-00-53000	CONTRACTED SERVICES	-	-	-	-		
475-00-55000	CAPITAL	182,620	110,825	(71,795)	179,620		
	TOTAL EXPENSES	182,620	110,825	(71,795)	179,620	-	
	REVENUE LESS EXPENSES	(99,620)	(108,002)		23,380		
	EST CARRYOVER BALANCE	309,263			332,643		
*As of 10/31/2023							
Projects budgeted for 2024 including the following:							
23,000	Misc Tech Projects						
125,000	PC Refresh						
7,620	TBS PC/Print Mgmt System						
5,000	MakerSpace Equipment						
19,000	ILS Feature Enhancement and implementation						
\$ 179,620	TOTAL						

Purchase orders for 2024 Renovation projects (Automated Material Handling System) will be created when cost estimates have been completed.

WESTLAKE PORTER PUBLIC LIBRARY
Resolution 19-23
Fund 420 - Friends
12/20/2023

Account	Description	2023 Revised Budget	Adjustment	2023 Revised Budget	Notes
EXPENSES:					
420-00-52000	SUPPLIES	18,091		18,091	
420-00-53000	CONTRACTED SERVICES	8,050		8,050	
420-00-54000	MATERIALS	-		-	
420-00-55000	CAPITAL	2,000		2,000	
420-00-59000	TRANSFER	-	564	564	transfer Myrna Chelko funds into Development Fund
TOTAL EXPENSES		28,141	564	28,705	

WESTLAKE PORTER PUBLIC LIBRARY
Resolution 19-23
Fund 410 - Development
12/20/2023

Account	Description	2023 Revised Budget	Adjustment	2023 Revised Budget	Notes
REVENUE:					
410-00-46100	DONATIONS	28,000		28,000	
410-00-49910	TRANSFERS	-	564	564	transfer Myrna Chelko funds from Friends into Development Fund
REVENUE		28,000	564	28,564	

WESTLAKE PORTER PUBLIC LIBRARY
Resolution 20-23
Year-end Transfers

101-00-59910 Transfers Out	(1,000,000.00)	450-00-49910 Transfers In	1,000,000.00
101-00-59910 Transfers Out	(80,000.00)	475-00-49910 Transfers In	80,000.00
420-00-59000 Transfers Out	(564.00)	410-00-49910 Transfers In	564.00

Library Positions as of 12.31.2023

Grade	Department	Position	Hrs/Week
420	Administration	Executive	40
420	Administration	Executive	40
420	Administration	Executive	40
410	Administration	Senior Manager	40
410	Administration	Senior Manager	40
400	Administration	Manager	40
320	Administration	Librarian	40
320	Administration	Librarian	32
310	Administration	Senior Associate	40
310	Administration	Senior Associate	40
300	Administration	Associate	20
Total			412
410	Adult Services	Senior Manager	40
400	Adult Services	Manager	40
320	Adult Services	Librarian	40
320	Adult Services	Librarian	40
320	Adult Services	Librarian	40
320	Adult Services	Librarian	40
320	Adult Services	Librarian	40
320	Adult Services	Librarian	40
310	Adult Services	Senior Associate	24
310	Adult Services	Senior Associate	20
300	Adult Services	Associate	40
300	Adult Services	Associate	40
300	Adult Services	Associate (Makerspace)	24
300	Adult Services	Associate (Makerspace)	24
300	Adult Services	Associate (Makerspace)	24
300	Adult Services	Associate	20
300	Adult Services	Associate	20
300	Adult Services	Associate	20
300	Adult Services	Associate	20
Total			596
410	Building Service	Senior Manager	40
310	Building Service	Senior Associate	40
220	Building Service	Senior Assistant II	40
220	Building Service	Senior Assistant II	40
220	Building Service	Senior Assistant II	20
Total			180
410	Circulation	Senior Manager	40
400	Circulation	Manager	40
310	Circulation	Senior Associate	24
310	Circulation	Senior Associate	24
310	Circulation	Senior Associate	24
220	Circulation	Senior Assistant II	24
220	Circulation	Senior Assistant II	24

Library Positions as of 12.31.2023

Grade	Department	Position	Hrs/Week
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
220	Circulation	Senior Assistant II	20
210	Circulation	Senior Assistant	20
210/220	Circulation	Open Position	20
Total			560
410	Tech Services	Senior Manager	40
320	Tech Services	Librarian	40
320	Tech Services	Librarian	40
320	Tech Services	Librarian	40
320	Tech Services	Librarian	40
310	Tech Services	Senior Associate	40
300	Tech Services	Associate	40
300	Tech Services	Associate	40
Total			320
410	Youth Services	Senior Manager	40
320	Youth Services	Librarian	40
320	Youth Services	Librarian	40
320	Youth Services	Librarian	40
310	Youth Services	Senior Associate	28
300	Youth Services	Associate	20
300	Youth Services	Associate	20
300	Youth Services	Associate	20
300	Youth Services	Associate	20
300	Youth Services	Associate	20
Total			288
TOTAL HOURS			2,356



WESTLAKE
Porter Public Library

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

Compensation System

2024

COMPENSATION PHILOSOPHY

Westlake Porter Public Library's mission statement:

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

Fulfilling this mission requires a dedicated, knowledgeable and genuinely motivated and involved staff. The library's compensation program recognizes the importance of staff contributions at all levels of the organization. Westlake Porter Public Library's Compensation Philosophy is to provide a competitive wage and benefit package to recruit and retain talented individuals. A three tiered compensation structure has been implemented to assist with this process. Compensation, of course, is not just salary. It is a combination of salary and benefits.



COMPENSATION STRUCTURE

Senior Assistant II

Senior Assistant

Support work usually involves proficiency in one or more functional areas or in certain limited phases of a specified program. Employees who perform support work follow established methods and procedures. They may occasionally develop work plans or recommend new procedures, but these typically are related to the employee's individual assignment or immediate work unit. Support work can be performed based on the practical knowledge of the purpose, operation, procedures, techniques, and guidelines of the specific program or functional assignment. Support personnel typically learn to do the work of the job on the job through years of experience.

Sr. Facilitator/Sr. Associate

Facilitator/Associate

Specialist work requires a high order of analytical ability combined with a comprehensive knowledge of the functions, processes, theories, and principles of management; and the methods used to gather, analyze, and evaluate information. Specialist work requires critical thinking skills in applying problem solving techniques and skill in communicating effectively both orally and in writing. The skills required for specialist positions are typically gained through college level education or through progressively responsible and pertinent experience.

Senior Manager

Manager/Senior Specialist

Specialist/Librarian

Managerial work involves creativity, analysis, evaluation, and interpretation. It involves applying basic or natural law, principles, or theory; evaluating the research of others; and assessing the need for and validity of proposed changes and improvements in procedures and methods. It involves managing people as well as managing projects, with knowledge of organizational development and behaviors. Professional responsibility involves the ability to reason from existing knowledge to unexplored areas, to adapt methods to circumstances that deviate from the standards; and to stay abreast of and evaluate technical subjects, analyses, and new professional developments. These positions typically require degreed credentials in a subject area or specific field, as well as supplemental experience in management of people and/or projects.

POSITION EVALUATION

A Job Factor Evaluation System is used to determine placement of a position into classifications in the Specialist and Support position tiers. Each position is evaluated using the following criteria: knowledge required by the position, supervisory controls, guidelines/judgment, complexity, scope and effect, personal contacts, purpose of contacts, physical demands and work environment. Positions are then banded together into classifications based on similarity of criteria.

Individual positions and general classifications will be reviewed on an as needed basis to determine if changes may be necessary. Although many positions change a bit over time, the essential duties, responsibilities, and qualifications required generally remain the same.

POSITION CLASSIFICATIONS

Senior Assistant:

HS degree.
Minimum - 2 years work experience required.

Senior Assistant II:

High school degree with specialized knowledge, skills or experience in a relevant area. [Example: extensive knowledge of children's literature (Youth Services) or software applications and Internet searching skills (Electronic Services)].

Facilitator/Associate:

BA/BS preferred. High school degree required with specialized knowledge, skills or experience in a relevant area.

Senior Facilitator/Senior Associate:

BA/BS degree with specialized knowledge, skills or experience in a relevant area or relevant technical experience.

Specialist/Librarian:

MLS or BS/BA degree with substantial specialized knowledge, skills or experience in a relevant area.

Manager/Senior Specialist:

MLS, professionally relevant BA/BS degree or relevant technical experience.
Minimum - 2 years supervisory experience required.

Senior Manager:

MLS, professionally relevant master's degree or relevant technical experience.
Minimum - 5 years management level experience required.



COMPENSATION - 2024

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
210	Senior Assistant	\$11.56	\$11.94	\$12.32	\$12.71	\$13.09	\$13.47	\$13.85	\$14.24	\$14.62	\$15.00
220	Sr. Assistant II	\$12.56	\$12.94	\$13.32	\$13.71	\$14.09	\$14.47	\$14.85	\$15.24	\$15.62	\$16.00

*The above Tier is based on a combination of longevity and performance.
Staff members in this category will move to the next step on the
Tier based upon satisfactory job performance.*

Grade	Position	Base	Mid Point	High
300	Facilitator/Associate	\$13.80	\$16.64	\$19.48
310	Sr. Facil./Sr. Assoc.	\$17.26	\$20.80	\$24.34
320	Specialist/Librarian	\$20.50	\$24.70	\$28.90
400	Manager/Sr. Spec.	\$24.17	\$29.12	\$34.07
410	Senior Manager	\$29.12	\$36.40	\$43.68

*The above Tier ties compensation directly to performance.
Annual performance reviews and recommendations for salary increases
will be made by position supervisors.*

- * Substitutes are compensated at the base range for each classification.*
- * Compensation ranges are based on market rate analysis and will be reviewed on an annual basis.*
- * The Board of Trustees may review, re-evaluate, and alter the salary schedule at any time.*