

Regular Board Meeting

January 17, 2024 ♦ 6:30 p.m.

AGENDA

6:30 – 6:40 Call to Order

Minutes

- Regular Meeting: December 13, 2024

Communications

- Received to Date: Thank you letters from Connecting for Kids and the City of Westlake
- Public comments (if any)

6:40 – 7:30 Administrative Reports

- Amendments to Administrative Reports
- Manager's Report – Guy Turner, Safety and Security
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

7:30 – 7:45 Board Reports

- Board President

7:45 – 8:10 New Business

- Motion to amend the Collection Development Policy - World Languages section
- Motion to Amend the open/close dates for 2024 to close October 14, 2024 for Staff Appreciation and Development Day
- Other

Executive Session: Topic

Adjournment

Upcoming Events February 21,
2024 - Regular Meeting



The Board of Trustees Minutes

Regular Meeting:

Date: December 13, 2023

Attendees:

	<i>Trustees</i>		<i>Staff</i>
Jennifer Darling	William Perry	Andrew Mangels	Jamie Novak
Lauren Golick	Robert Plantz	Jana Nassif	
Tianyi Krupka	Elizabeth Sheehe	CJ Lynce	
Jason Nolde		Heather Feenaughty	

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

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 2027.

Tianyi Krupka moved to approve the appointment of Lauren Golick to the WPPL Board of Trustees. Elizabeth Sheehe seconded the motion. All present were in favor.

CJ Lynce, Notary, administered the oath of office to Ms. Golick.

Minutes

Bob Plantz moved to approve the minutes from the Regular Meeting of November 15, 2023. Will Perry seconded the motion. All present were in favor.

Communications

The Director shared a thank you letter from Connecting for Kids for the library's sponsorship of the annual fundraiser.

Public Comments

There were no public comments.

Staff Members

Jamie Novak was introduced. Jamie is the newest 24 hour Associate in the Makerspace. The library is excited to have her onboard!

Jamie left the meeting after she was introduced.

Administrative Reports

There was no Manager's Report at the December meeting.

PR/Marketing Report

The PR/Marketing Report for December was delivered with the agenda. Heather Feenaughty highlighted the mission moment in her report about the display of gingerbread houses in the lobby. She also noted the Book Nook endcap signage was updated at the Friends request after the annual book sale shift. The new acrylic frames proved to be user friendly to change out the paper. She would like to revive the library's annual report next year and release it in digital format.

Jennifer Darling asked if she was still doing walk throughs of the building to see what needs to be updated. Heather says she is doing walk throughs with Duane Gibson, which resulted in new frames for the Read posters and updates to the story walk.

Assistant Director's Report

The Assistant Director's Report for December was delivered with the agenda. There aren't any stats included because of the migration to KOHA.

CJ Lynce, Assistant Director, reported the past month has been consumed by the migration to KOHA. He commented on what a fantastic job Chip Halvorsen has done. Chip completed a perfect data extraction on Friday, December 1 and completed a preliminary review of the data Sunday night, prior to going live on Monday. The Circulation department and all the staff have been doing a great job adapting to the new system and the supervisors are doing a great job communicating with their staff when issues arise.

Overall, the migration went very well. The biggest issues were with Overdrive – they lost 1,400 patron transactions when migrating our data. We notified the patrons that were impacted. Also, items that are eligible for auto renewal cannot be manually renewed by patrons. Circulation staff can override this block on manual renewals, but patrons must call in. We are looking into ways we can enable manual renewals by patrons.

Bob asked if there was anything they would have done differently. CJ stated he wished Bywater would have had the notification piece up and running sooner since they had everything set up and ready to go. CJ is keeping a list of feedback to provide to other libraries.

Overall, the extensive planning WPPL put into the migration paid off. CJ has handled a lot of the coding issues and Chip has been handling the database side. Our Sirsi contract ends in February 2024 so we still have access to the data in the system, which has been helpful with SearchOhio materials.

Andrew complimented CJ on his excellent work managing this extensive project and noted that it wouldn't have been nearly this successful if it weren't for CJ. The Board expressed their sincere thanks to CJ for all of his work.

CJ left the meeting after giving his report.

Financial/HR Reports

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

Jana Nassif reviewed the updated 10-year forecasts included with her report. She noted at the end of ten years in 2033, the library is in a good financial position with regard to the carryover amount in the General Fund 101. The 10-year forecasts for the Permanent Improvement and Automation funds were also presented. The Permanent Improvement fund forecast includes \$2 million to pay for the upcoming renovation projects.

Director's Report

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

The Friends are meeting Thursday to review the Library's budget request for 2024. Jana will be attending the meeting. The Foundation did not meet but is selling eclipse glasses as a fundraiser during the month of December.

Andrew reminded the Board that the services for Tom Fox, a former Trustee who served on the Library Board for 31 years, 25 of which he was Board president, will be held on Saturday. Mr. Fox left the Library \$50,000 in his will.

The Library is working with NEO-RLS on its next strategic plan. The final draft of a survey has been distributed and will be released in early January.

Andrew and Jana met with Bialosky earlier today to review the conceptual design for the four spaces included in the scope of the renovation projects, which includes a café/kiosk space, the second floor, the YA/teen area and the Circulation departments. Admin is meeting with YS and Circ to get feedback on their project areas.

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

Board Reports

Ms. Darling did not have a Board President report.

New Business

Resolution 18-23: approve the 2024 Temporary budget

Bob Plantz moved to approve Resolution 18-23. Elizabeth Sheehe seconded the motion. Jana explained she included a memo in the Board packet outlining the proposed 2024 budget.

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

Resolution 19-23: Adjustment to Friends Fund 420 and Development Fund 410

Tianyi Krupka moved to approve Resolution 19-23. Will Perry seconded the motion. This motion transfers funds donated by Myrna Chelko several years ago from the Friends Fund into the Development Fund.

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

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

Will Perry moved to approve Resolution 20-23. Tianyi Krupka seconded the motion. The transfers out to the Permanent Improvement and Automation funds were included in the 2023 General Fund 101 budget.

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

Resolution Requesting the Cuyahoga County Fiscal Officer to Advance Taxes from the Proceeds of any Tax Levies Pursuant to Section 321.34 R.C.

Elizabeth Sheehe moved to accept the resolution. Will perry seconded the motion.

Jason Nolde joined the meeting at 7:39 pm.

The library is required to pass this resolution every year to receive its property tax advances.

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

Library Positions as of December 31, 2023: this list reflects all the current and open positions as of December 31, 2023

Bob Plantz moved to accept the Library Positions as of December 31, 2023. Tianyi Krupka seconded the motion.

All present were in favor.

Approve 2024 Compensation Table

Will Perry moved to accept the 2024 Compensation Table. Jason Nolde seconded the motion.

There is no change from the 2023 Compensation table.

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

Amend the open/close dates for 2024 to close one day for Staff Appreciation and Development Day

Will Perry moved to accept Amending the open/close dates for 2024 to close one day for Staff Appreciation and Development Day. Bob Plantz seconded the motion.

Jason Nolde asked if it might make sense to close on Veterans Day instead of October 14 because we've been asked about why we're open on Veterans Day in the past. Next year, Veterans Day falls on a Monday, which is the preferred day of the week for Staff Appreciation and Development Day. Administration will bring a recommendation to the next meeting.

All present were in favor.

Executive Session – Compensation of a public employee

Jason Nolde moved to go into Executive Session to discuss compensation of a public employee at 7:51 pm. Will Perry seconded the motion.

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

Elizabeth Sheehe moved to leave Executive Session at 9:05 pm. Will Perry seconded the motion.

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

Motion to authorize the Fiscal Officer to pay all staff currently employed at the Library a one-time distribution in the paychecks dated December 28. Full-time staff will receive \$1,000 and part time staff and substitute employees will receive \$500, not to exceed a total of \$60,300.

Bob Plantz moved to accept the motion. Jason Nolde seconded the motion.

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

Resolution 21-23: adjustment to the General Fund 101

Will Perry moved to accept the motion. Elizabeth Sheehe seconded the motion. This adjusts the budget to account for the staff distributions approved in the prior motion.

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

Adjourn

The meeting adjourned at 9:10 pm.

Recorded by: Jana Nassif, Fiscal Officer

Attested by:

Jennifer Darling, WPPL Board President

Tianyi Krupka, WPPL Board Secretary

From: Sarah Rintamaki <sarahrintamaki@connectingforkids.org>
Sent: Tuesday, December 19, 2023 11:48 AM
To: Andrew Mangels <Andrew.Mangels@westlakelibrary.org>; Rebecca Shook <Rebecca.Shook@westlakelibrary.org>
Cc: Karla Fitch <karlafitch@connectingforkids.org>; joellenpodoll@connectingforkids.org <joellenpodoll@connectingforkids.org>; Kathy <knash114@gmail.com>
Subject: Thank you for the Accelerated Learning Grant

This was quite a successful event and we are deeply grateful to have worked with you on this project.

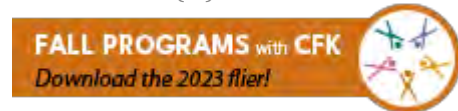
Sarah

Sarah Rintamaki

/SA-Ruh RIN-tah-mah-kee/ (she/her) [About pronouns & pronunciation](#)

Executive Director, [Connecting for Kids](#)
sarahrintamaki@connectingforkids.org

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www.cityofwestlake.org

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Phone 440.899.3544
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December 26, 2023

Westlake Porter Public Library
27333 Center Ridge Road
Westlake, OH 44145

Dear Andrew, and Erin,

We are writing to thank you once again for supporting our annual basket raffle with your donation of "Westlake Swag", t-shirt, cups etc for our Westlake Hometown themed basket. This donation translated into \$3,720 raised on the raffle! All proceeds benefit our Plus Fifty programming (free or nominal fee programming for area older adults).

We are delighted to have participation from our local business community. Thank you for partnering with us in this way. May your generosity and kindness be greatly rewarded.

Happy New Year,

A handwritten signature in black ink that reads "Lydia Gadd". The signature is fluid and cursive.

Lydia Gadd, Community Services Director
Cris Kennedy, Community Advisory Board Member
Sylvia Scherma, Community Advisory Board Volunteer

Mission Moment

An older patron came in asking for a replacement clip magnet that the Friends gave him during Customer Appreciation Week. I was able to find him an exact replacement on behalf of the Friends and gave him a couple extra clips. He said they were so great because he uses them to magnetize his grocery list to his cart while shopping.

Projects

In the News:

- Elaine wrote a press release about the new 100 Books Before Graduation challenge

PR inside and outside the library

- Started the endcap project for new endcap signage. The Juvenile, Young Adult, and DVD/media area is complete. There is a large shift happening with the Adult section and the project will resume once everything is in it's new place.
- Designed a new Black History Month display for the library made from a more durable material that could be reused in the coming years with a better variety of historical figures and accomplishments celebrating Black history.
- Created publicity for 100 Books Before Graduation online and on print.

Community, Ads and Sponsorships

- NE Ohio Girls Basketball Sectionals and District ad for competition program

Web

- Web updates for Aspen release: deactivated search and then reactivated it to search Aspen Discovery. Added databases and subscriptions to Aspen Discovery's [Online Resources](#) section.
- Added [WPPL's Privacy Policy](#), as approved by the Board, to the website.
- Updated [ValueLine](#) to use OPLIN's EZProxy instead of a script on the website.
- Updated links to the catalog on the website, including on the [Non-Traditional Materials Collection page](#).

Print:

- Notes for February/March went to print and should be in mailboxes around January 25. This issue introduces the new trustees, promotes the winter reading challenge and new makerspace programs.
- New mover postcard to mail to ~321 recipients

Email

- Sent a World at War forum email for January 3's program. 123 sends, 90 opens (74%), 24 clicks

Digital Marketing Stats:

Email Blasts: 3 emails in December– Avg 43% open rate (decreased 0.4% from November)

New Book Emails: 4 emails in December– Avg 54.25% open rate (decreased 0.5% from November)

Social stats for the month of December:

- **Facebook:** 4611 page likes
- **X (formally Twitter):** 1653 followers, 1.2k impressions
- **Instagram:** 1284 followers

Website Stats for December:

- Number of sessions: 25,503
- Number of users: 12,478
- Average session: 1:05

Top 5 pages

1. Home Page: 20,244
2. Events: 2,216
3. Download-Stream: 1,450
4. Kids Space: 611
5. Welcome: 532

Mission Moment: From Aaron (YS):

An elderly gentleman stopped by YS on a Tuesday night and commented on how thoughtful it was to have a bouquet at the Welcome Desk for Tom Fox. He asked if I ever met Tom and I said I had not. Turns out, he and his wife had been neighbors to Tom (and Tom's wife) for decades. He told me of Tom's role in building the current WPPL building and just being a great neighbor and friend. He also shared that Tom's wife was on the school board for years and how much both of them cared and spent their time making sure Westlake had a great library and schools.

Koha Migration

The Koha Migration took place from December 1-December 3, with Go-Live occurring on December 4. All library functions have been operating on Koha and Aspen uninterrupted since that time.

Due to excellent pre-planning and work by Chip, CJ, and the Koha Implementation Team, most aspects of the migration went very smoothly. Issues occurred delaying SMS for 4 days, and Phone notifications for a week. Additionally, problems with auto-renewal notifications prevented them from going out for approximately two weeks, though auto-renewals themselves were occurring.

While some reports are still being worked on, and minor issues are being discovered and resolved, the migration to Koha and Aspen has been an overwhelming success!

The Library's new mobile app based on the Communico Connect platform is currently in development and a test version of the app should be available shortly.

Migration of SearchOhio and OhioLINK from the Sirsi/DCB combination to Koha is underway. All transactions on the old Sirsi/DCB connection have ceased, and all will be resolved by the end of the month. Training for using SearchOhio in Koha took place on January 12, with an estimated start of February 6 for resumption of borrowing from SearchOhio.

Adult Services

Mission Moment: A very happy patron left a voicemail for Nick Cronin.

"A quick call as I exit your facility, I just wanted to acknowledge Katie (Salis) and Erin (Manning) for their excruciatingly amazing customer service when helping me today. They were both very kind and patient, and complete bright lights is what they add to your facility. Again, thank you! It was nice to meet you. Merry Christmas!"

Programming:

Adult Services hosted 18 regular programs with 332 attendees and 15 Outreach programs with 156 attendees, for a total of 488 attendees.

We had 1 Bloodmobile session with 82 donors, and a total of 23 attended Heartsaver CPR/AED.

This month's 2 Library Speaker Consortium programs had a total of 34 views.

Program title + attendance	Hosted by	Program Survey Comments
Holiday Necklace & Earrings - 10	Evelyn Finley	"Wonderful teacher. Learned loads. Thank you so very much." "Thank you!! Happy Holidays. Thanks for making my day brighter!"
Get Ready for Veganuary - Tips and Tricks to Prepare to go Vegan in January and Beyond - 22	Katie Salis	"Great presenter! Relaxed involving audience." "Very interesting. Speaker was fun, interesting and knowledgeable."
World at War Forum - General George Marshall: His Life and Military Career - 55	Chad Statler	"Keep 'em comin' these programs are great!! Very well done with always interesting topics!"
Horror Film Club - 17	Erin Manning	
Microsoft Word Basics - 3	Jenny Norton	"Very helpful for identifying shortcuts and formatting options."
American Red Cross Bloodmobile – 82	Red Cross – coordinated by Andrea Tarolli	
Holiday Necklace and Earrings - 10	Evelyn Finley	"Fun class! Evelyn is a great teacher. Very patient." "Evelyn is wonderful, patient, friendly, and explains everything so well. We even had Ghirardelli chocolate to fortify us!"
Maker Monday: Squishy Claus Circuits (On-Demand) - 23 attended the webinar and picked up take-home kits	Jenny Norton	
Tuesday Evening Book Club (IN PERSON & ON ZOOM) - This Time Tomorrow by Emma Straub - 29	Frances Brawner and Elizabeth Smith	Summary below
British Royal Christmas - 15	Chad Statler	"More Julie Koenig" "Please have Julie return for more British programs! These are so thoroughly enjoyable and fun! I love the book recommendations that she gives." "Terrific program! She is very knowledgeable, and I loved the mince pie." "Thank you – Porter programs are great."
A History of Christmas Music - 22	Erin Manning	Very relaxing evening & informative. Merry Christmas 😊 "Captivating and interactive with audience." "I enjoyed it a lot. Thank you!"
Internet and Email Basics - 3	Jenny Norton	

Cookbook Club – Vegan Holiday - Share a Vegan Holiday Lunch and Vegan Cookie Exchange! - 7	Victoria Vogel	
Spice It Up! - Take Home Kit – Cinnamon – 30 patrons picked up kits to take home.	Victoria Vogel	
Android Smartphone & Tablet User Group - 6	Jenny Norton	"I got many of my questions answered. Couldn't stump Jenny! Great job!"
Heartsaver CPR/AED - University Hospitals - 23	University Hospitals	
Wednesday Afternoon Book Discussion - "The Bear and the Nightingale" by Katherine Arden - 14	Joanne Penkalski	
Christmas with Charles Dickens - A Largely Literary Theater Production - 45	Erin Manning	"Great performance." "Outstanding program – very entertaining!" "What a delight! Thank you so much and God bless!" "This is the third Largely Literary Theater Company program I've attended at Westlake Porter PL. They have been diverse and WONDERFUL. Please have them back." "Educational and inspiring." "Please bring back this team!" "Amazing and wonderful! Keep it up! Merry Christmas one and all!"
Adult Creative Writing Group - New Year edition - 7	Victoria Vogel	
You and Me Friendship Bracelets – 14 total – 6 adults, 7 tweens and 1 teen	Evelyn Finley	"We enjoy parent/child projects like this!" "Very good program – we learned new art – Thank you!"
Virtual Author Talk - Victoria Aveyard - "Blade Breaker" - 15 total views	Library Speakers Consortium	
Virtual Author Talk - Stephanie Land - "Motherhood, Hunger, and Higher Education" 19 total views	Library Speakers Consortium	
Outreach Programs – Christmas Movies – 15 facilities and 156 attendees	Sarah Beebe	

Tuesday evening book discussion

Emma Straub's semi-autobiographical *This Time Tomorrow* was born from visiting her father, author Peter Straub, in the hospital after he suggested she write a book about, "a woman who visits her dad in the hospital" (Dwyer, 2022). This novel follows Alice on the eve of her fortieth birthday as she discovers a hidden portal near her childhood home that allows people to time travel to a specific period in their life. For Alice, she travels back to her sweet sixteen, where she meets

Leonard, her father, as a young and healthy 40-something single dad and writer - a stark contrast to the hospital-bound Leonard of the present. Throughout the book, Alice must grapple with the choices she makes on that day and how they affect both her and her father's futures. The group discussed nature vs. nurture, losing a parent, whether we would travel back in time or not, keeping younger versions of ourselves alive in us as we age, and how our choices lead us to where we are. There were 29 of us and we gave the book 3.043 stars out of 5.

Outreach

December's Outreach program was about Christmas movies and Christmas movie facts. Sarah Beebe showed clips from each movie and told trivia. The movies included Holiday Inn, Miracle on 34th Street, It's a Wonderful Life, A Christmas Story, Meet Me in Saint Louis, Elf, The Grinch, Santa Claus is Coming to Town, and more. Sarah presented the program at 15 facilities with a total of 156 participants. People enjoyed singing along with the clips. Sarah let them all know at the end of the presentation that January's program will be about Dolly Parton, and every group was excited about Dolly!

Digital Literacy with Northstar

We currently have 102 unique users of NorthStar Digital Literacy, an increase of 8 over October's figures. They have taken a total of 167 assessments, an increase of 20 over October's figures. Basic Computer Skills remains the most popular module with 53 assessments, followed by Internet Basics (27), MS Word Office 2016 (19) and MS Excel Office 2016 (16)

Cuyahoga West Genealogical Society

History Specialist Chad Statler was informed that the long-standing Cuyahoga West Genealogical Society took a vote to dissolve their chapter. Their attendance and membership have declined significantly from before the pandemic. When they voted to dissolve there were several positions on the board that were unfilled, and they could not get anybody interested in taking those positions.

Chad met with Debbie Basiewicz and another representative from the group. Many within the chapter seem interested in possibly presenting or helping out with any genealogical programs he will have in the future.

Additionally, they let Chad know that when they are ready to close their bank accounts, they will donate to the library for general use. They spoke with Karen Hunt and Chad to get the information they needed to make sure that it gets to the right people. This will most likely take six or more weeks.

139th Anniversary

Andrea Tarolli, Victoria Vogel and Sarah Beebe greeted patrons with coffee, cookies and conversation at a welcome table in the lobby on December 15, the occasion of WPPL's 139th anniversary. Two of the library's Keurig's were given a workout with several patrons expressing their delight that there was free coffee on offer. Giveaways, including chip clips and WPPL wall calendars were good conversation starters for the many people who stopped by the table from 10am-noon and 2-4pm.

One-on-one Technology Appointments

Jenny Norton continues to offer invaluable one-on-one technology appointments to WPPL patrons. She conducted 19 throughout December, some of which were scheduled, but many of which were drop-ins:

- 8mm film conversion
- Camcorder to DVD
- iRig audio converter
- Libby on Kindle
- Making headphones work with phone
- Multiple cards in Libby
- Optical drive
- PDF indexing
- Phone transfer to computer (2)
- Proctored NorthStar exam for Word
- Sound Booth/Cakewalk (2)
- VHS to DVD (3)
- VHS to Elgato
- Windows laptop
- Word

Blogs

- Classic of the Month: A Christmas Carol – Erin Manning
- Reading Challenge 2024 – Erin Manning
- Gen. George C. Marshall: His Life & Military Career – Chad Statler
- Bah! Humbug! Dickens's Classic Marks 180 Years – Chad Statler
- Porter Celebrates 139 Years – Chad Statler
- 1914: Europe Goes to War – Chad Statler

Displays

- HIV/AIDS Awareness – Elizabeth Bernhofer
- Holiday Music – Joanne Penkalski
- Get Ready for Veganuary – Katie Salis
- Holiday Baking – Victoria Vogel
- Have a Laugh – Katie Cooley
- Holiday Books out of storage – TSD
- Classics – Erin Manning
- Universal Human Rights Month – Jenny Norton
- Happy Holidays – Joanne Penkalski

Makerspace

The Makerspace was a hub of activity and creativity this month, as many prepared handcrafted gifts for the holidays. Many thoughtful gifts were made with love and care, such as photo mugs, customized t-shirts for the whole family, greeting cards, and more. Staff were afforded extra hours above their normal work schedules to allow for extended operating hours in the weeks preceding the holiday. This change in hours also provided extra staff coverage during the anticipated busy month of December, often allowing two staff members to be on hand at a time.

A total of 174 appointments welcomed 195 patrons throughout the month, 85 of those being one-on-one instruction with a staff member. Word continues to spread about the Makerspace as we saw a steady amount of new users this month, for a total of 39 registered users. 3D printing remains popular, and staff members coordinated and printed 105 3D print jobs this month through the queue.

Makerspace Projects

A favorite project this month was when a patron used beautiful fabric from her mother's sari to make pillowcases for each of the grandchildren, so they always have a keepsake from great-grandmother with them.

A college student used Makerspace resources to enhance her final presentation for her class. With staff guidance, she was able to use audio recording software to create dialogue that accompanied her slideshow presentation, for a multi-media experience.

A long-time library patron was introduced to the Makerspace this month. He has been visiting the space to use the sound booth and the musical equipment at his disposal nearly daily.

Circulation

Passports:

109 Passport applications were accepted, and 140 passport photos were taken.

All circulation staff have completed the annual required passport training to become an acceptance agent for 2024.

After-Hours Lockers were used by 61 users to pick up 86 items.

The Library has temporarily stopped all **SearchOhio** lending, borrowing, and renewing as of 12/23 in order to transition SearchOhio access to Koha.

A book drop study was conducted from 12/12 through 12/23 to measure how many items are returned via the indoor book drop vs. the drive-up book drop.

Collection Development/Technical Services

Materials statistics were not available at the time of this report.

Shifting began to move the non-fiction back. Science fiction/fantasy will be moved behind mystery to create more room in fiction. Holiday books will be moved out of storage and into the fiction area as well.

Technical Services have effectively completed the call number conversion project.

The team has been working together to catalog and purchase materials in Koha and make improvements as needed.

Information Technology

Much work was done in relation to the Koha migration:

- Coordinated with OPLIN and Oarnet to redirect our old catalog domains to the new catalog domain.
- Changed the following devices SIP configuration to point to Koha: Laptops Anytime (AS and Makerspace), MyPC, Sorter, Self Checkout Stations, Security Gates.
- Set up the Koha icon on all staff machines.
- Assisted in configuring and troubleshooting our catalog labels, customized them in Koha's interface to Technical Service's liking.
- Worked with numerous databases to ensure that our new card format would validate alongside our existing format.

Work was also done on the VPN system to allow access to Koha from outside the library:

- Contacted BPI to assist in troubleshooting an issue with our VPN configuration for off-hours emergency troubleshooting.
- Set up our outreach tablet with our VPN so Koha can be used when they leave the library to provide services.

Youth Services

Mission Moment: From Natalie:

A patron, Suriya R. came in to thank us. Her son, Sharath, is now listed as the number 1 chess player under age 10 in the United States. He began playing chess here at Chess Club on Sundays when he was 4 years old. She wanted to speak to someone and thank them and share the good news.

Programming Highlights:

Here are some highlights, a complete list of programs at end of this section:

Rachel, Jessica, Natalie, and Rebecca helped host the **Friends' Christmas Party** with live music from Megan Sullivan violin, Santa, Cleveland Magic and Balloons, crafts, refreshments and goodie bags, all provided by our generous Friends group. Multiple families mentioned what a great time they had, and Karen Alfred, the head of this event through Friends seemed very pleased with the event. 78 participants.

Fran had her "best turnout yet for **Brick Builders**. The children were very engaged and worked together to build some imaginative creations. They were eager to help others find the parts they needed. A parent mentioned that they were from Lorain and their library did not have anything like this. Her son was very excited to participate in the program. Another parent said, "This is the best library. We offer so much for everyone." 25 participants.

Cat helped to host our last sessions of **Yoga w/ Ms. Jen** and **Body Rhythm with The Movement Project**. Both sessions had 10 participants each and we were happy to be able to host some movement programs for our patrons, especially in a setting where they can do so for free! Patrons seem very pleased with these offerings so we will continue to look for opportunities in the future to do similar movement programs. Natalie also hosted one session of Body Rhythm with The Movement Project.

Emily hosted a **Boy Scouts Troop** for a catalog searching lesson and library tour. "Ozlem gave an engaging and interactive presentation of the Beast and circulation procedures to the Boy Scout troop during their tour on December 14. Not only did she explain how the Beast works, but she also gave each student the opportunity to help take materials from the bins separated by the Beast and organize them onto the carts. It was the highlight of their tour!" 12 participants.

Natalie and Fran had 37 participants at their quarterly(ish) **Stories and Signs** program. This was a lively crew and patrons seem to like both the concept of this storytime, and that we are able to continue to offer storytime programming during our typical storytime break.

Aaron had 12 participants at his newly formed **Documentary Film Club** program, this time on "The Endurance: Shackleton's Legendary Antarctic Expedition". Attendees watch the film and then discuss it afterwards, and with Aaron's background, education and knowledge in film, this is a good match for interest with skill. The program is offered for teens through adult.

Jessica hosted a **Make Your Own Snow Globe** with Aaron and had 24 participants. While everyone had a great time, it was a craft that was doable, however we had a lot of attendees that were younger than the intended age group. Because we had enough supplies we were able to accommodate them (and the craft was accessible to them). Kudos to Aaron and Jessica for pivoting and helping the younger ones participate.

Jessica and Evelyn hosted another **You and Me Jewelry** event and it continues to be popular cross-generational programming. This program also seemed to get people that were younger than the event and/or did not have an adult with them. While they were accommodated, we will work to figure out how to ensure that the intended audience is the one attending the program.

Jamie hosted an **Afternoon Art** program with the purpose of creating art for the Free Little Art Gallery. This open-ended, open-art program had 21 participants and was a great way to highlight a service we offer while helping patrons to create some art of their own.

Next Chapter Book Club is reading *The One and Only Ivan*. 4 participants.

STAFF MEMBER	Programs Hosted
Cat	Yoga w/ Ms. Jen; Body Rhythm; LINK
Natalie	Body Rhythm; Friends' Christmas Party; Sensory Ornament; PreK ST; Stretches and Smiles; Adapted ST; Cookie Decorating; Stories and Signs
Rachel	Make It, Take It; Friends' Christmas Party; 3 rd Grade Field Trips; Family ST; Pokemon Fun; Holiday Fun Craft Kit
Holly	Fun Science Friday; Come Play with Me; LINK
Emily	Music Monday; Brick Builders; 3 rd Grade Field Trip; LINK; Boy Scouts Troop; Family ST
Jessica	Illustration Creation; Friends' Christmas Party; 3 rd Grade Field Trip; Make Your Own Snow Globe; Anime Club; You & Me Jewelry
Rebecca	Friends' Christmas Party;
Aaron	Teen Craft Pick-Up; Roblox Arcade; Discovery Box Pick-Up; Documentary Film Club; WHS / LBMS Book Club; Teen Lounge; College Prep Series
Fran	Toddler ST; Illustration Creation; Brick Builders; Stories and Signs

School Partnerships:

Jamie put together 9 **book bins** to be delivered to 8 locations circulating 225 books. Natalie put together 4 book bins to 2 locations, circulating 100 books.

Natalie wrote and distributed a **December Newsletter** to schools.

Jamie scheduled and planned **Preschool Outreach Storytimes** for 2 locations, seeing 53 participants.

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

Aaron met with his **book club at WHS**, but due to holiday parties and illness attendance was much lower and LBMS book clubs were cancelled. A total of 4 participants this month. The club read, "I Must Betray You" (WHS).

Aaron reached out to WHS French Teachers and informed them of his upcoming French Film Program as well as that we have French titles in our **World Languages Collection**. He also reached out to WHS ELA Teachers/Special Ed/ESL teachers and 10 teachers now have fliers posted in their classrooms about book club.

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

Rachel prepared staff for **field trips** including booking rooms, sharing a Canva presentation, putting together a scavenger hunt to work on skills and coached staff through the sessions. We jumped right in to share the new Aspen catalog and I am so proud of YS Staff for being willing to teach Aspen to our 3rd grade classes the same week that Aspen launched! Nothing like jumping right in, and YS handled it really well. The students really enjoyed using the technology lab and having hands-on practice with the laptops. Rachel, Jessica, Emily, Jamie, Natalie, and Aaron all hosted at least one field trip. 269 participants.

Porter Express Stats:

- 21 deliveries of 154 items
- 15 pick-ups
- 14 schools (includes Book Bin Delivery)

Accelerated Learning Grant / Cuyahoga Reads Update

Rebecca hosted **Coding4Kids**, presented Making A Difference Consulting for 17 participants.

Rebecca maintained programming changes, bookmarks on the floor and responded to questions as needed.

Cuyahoga Reads: Westlake Reads Beanstack Challenge officially opened on August 5. The next raffle will be held on February 1.

- 199 total registrations
- 54 completed at least one badge

Other Partnerships

Jamie bundled together and Rachel delivered 55 **Baby Book Bundles** to St. John Westshore to be given to parents taking their new baby / parenting classes.

Literacy Initiatives:

The **Myrna Chelko Reading is Elementary** program saw 2 new registrations, with 1 child receiving a milestone sticker award. 120 children are registered for the program.

3 new participants registered for the **Myrna Chelko Little Sprouts** program. 1 child completed the program. There are 325 children registered for the program.

In the **1000 Books Before Kindergarten** program 14 participants achieved milestones. 4 children registered as new participants. There are currently 854 registrants for this program.

Donations Received

We received a donation toward Christina's Corner, which is always a special donation to receive ensuring we can continue to provide a calm, peaceful area for families to enjoy reading with each other. Donation letter was sent by RLS.

Blogs

- Cat's Picks: Cozy Holiday Books for Families (Cat)
- Charlie Brown Christmas (Cat)
- Medium Monday: Papercraft (Jessica)

Displays

- 100 Books Before Graduation Bookmark Log created (Jessica)
- Created January Calendar (Cat)
- Displays this month included: Winter; Fun Facts; Dystopia; Fandom & Pop Culture Stories; Best of 2023
- Flyers created and rotated (all)
- Juvenile Fiction and Picture Book Bibliographies maintained (Cat)
- Kindergarten Literacy Packet (Rachel, Jamie) 191 packets taken.
- Maintain and update all Communico (Rachel, Natalie, Aaron)
- Maintained Genre Reading Challenge Cards (Cat)
- Natalie's Art Walk display in the Art Gallery held 50 photographs from program attendees.
- Posters and/or bulletin board display included Literacy Initiatives; Genre Reading Challenge; 100 Books Before Graduation; Teen Programs; College Prep Series and New releases.
- Readers' Advisory Lists Updated: Adoption, Read Alouds – Mystery Reader List (Jessica)
- Skills Packet Grades 3-6 (Rachel) 75 packets taken.
- Skills Packet Grades K-2 (Rachel) 75 packets taken.
- Winter Reading Log updated (Jessica)

Meetings/Training

Met with Andrew and Jana on 12/1 to discuss the 2024 Temporary Budget.

Monitored Koha migration status on Dec 1-3.

Attended Admin Team meetings on 12/5, 12/12, 12/19, 12/26, 1/2, 1/9, and 1/16.

Met with Chip, Andrew, and members of the ByWater teams on 12/5 regarding SMS notification issues.

Met with Jane and Chip on 12/7 to discuss Purchase Suggestions in Aspen and Koha.

Met with Andrew and Heather on 12/8 to view the next issue of Notes.

Attended the Managers Meetings on 12/12 and 1/9.

Attended the Post Go-Live meeting with the Koha Implementation Team and ByWater on 12/14.

Attended the Kickoff meeting on 12/20 for SearchOhio integration with Koha.

Attended a meeting with Andrew, Jana, Rebecca and Aaron on 12/21 regarding planning for the teen space in YS.

Met with Andrew and Jane on 12/22 regarding the World Languages Collection.

Attended meetings with Innovation Interfaces (III) on 1/5 and 1/12 regarding SearchOhio and Koha.

Met individually with Managers during the week of 1/8.

Attended a meeting with Andrew, Jana, and Bialosky on 1/10 to discuss the circulation and teen space renovations.

Westlake Porter Public Library
FISCAL OFFICER'S REPORT

For the month of:

Dec 2023/Jan 2024

Submitted by:

Jana Nassif

Agenda Items

None

Financial Highlights

- 2023 Revenue of \$5.8MM is 3.6%, or \$200K, higher than 2022 revenue.
- 2023 Expenses of \$6.5MM are 20%, or \$1.1MM, higher than 2022 expenses, which was planned for and expected. This is largely due to the \$1.1MM in transfers out to the Permanent Improvement and Automation funds last month, along with an increase in salary expenses from the addition of several new position last year, all of which were included in the budget.
- PLF income for 2023 was \$1.5MM, or \$22K (1.6%) higher than 2022 PLF income and \$14K higher than the revised 2023 PLF Estimates. The revised PLF estimate for 2024 is \$1,430,611 (recently updated in December 2023). This estimate is ~\$15K less than the original 2024 PLF estimate issued in July 2023.

External Meetings/Trainings

- Attended a **Phase II Progress update meeting with Bialosky** on Wednesday, January 10

Library Meetings/Trainings

- Attended the **Friends Meeting** on Thursday, December 14 to present the library's 2024 budget request.
- Met with representatives from the Youth Services and Circulation departments to get feedback on the Conceptual Design documents developed by Bialosky for the renovation projects for their respective areas on Thursday, December 21
- Attended the **Manager's meeting** on Tuesday, January 9
- Attended the **WPPL Foundation meeting** on Wednesday, January 10
- Attended weekly **Admin meetings**

Finance

- The Finance department has been busy "closing the books" for 2023, submitting required documents to the County Budget Commission, completing all regulatory filings, and setting up the 2024 budget and purchase orders in our finance system.
- The Finance department met on Monday, December 18 and Wednesday, January 17

Human Resources

Open Positions - Status

- **Circulation Senior Assistant II** - 20 hours – position has been filled and the individual begins on Monday, January 22

EAC Update

- The new EAC team members are in place and the meeting dates have been scheduled. The first meeting will be held on Thursday, January 25 at 1:30 pm

Jana Nassif
2024 Goals

Goals for Next Performance Year (based on Strategic Plan): *[Provide input on what you think your goals should be for the coming performance year, goals will be discussed and agreed upon during the performance review meeting with your manager.]*

Goal 1: Work with the Board, Administrative and Management team, in conjunction with NEO-RLS, on the development of the Library's new strategic plan and begin to execute the initiatives and goals of the plan.

Goal 2: Assist with the execution of phase II of the renovation projects, including opening the 2nd floor to the public, creating a dedicated teen area, reorganizing the Circulation department, and providing vending options (drinks and snacks) to patrons. Specific focus will be on ensuring the project stays within budget, the proper processes are followed with regard to public bidding and awarding the contract, prevailing wage requirements, and other legal issues.

WESTLAKE PORTER PUBLIC LIBRARY
General Fund Financial Summary
As of: December 31, 2023

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
Revenue				
Property Tax	3,886,657	4,019,776	133,119	
PLF	1,466,248	1,499,516	33,268	
Other	284,133	277,600	(6,533)	
TOTAL	5,637,038	5,796,892	159,854	
Expenses				
Salaries & Benefits	3,792,155	3,695,574	(96,581)	
Supplies	108,314	95,006	(13,307)	
Contracted Services	774,869	652,682	(122,186)	
Library Materials	819,553	726,906	(92,647)	
Capital	222,161	216,338	(5,823)	
Miscellaneous	31,050	20,680	(10,370)	
Other Expenses	1,093,000	1,080,000	(13,000)	
TOTAL	6,841,101	6,487,187	(353,914)	

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

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	\$ 965.49	\$ 55,993.32	\$ 2,095.56	\$ -	\$ 54,500.00	\$ 363.25
FFL - GENERAL CHECKING	\$ 194,935.05	\$ 124,504.32	\$ 6,189,691.86	\$ 6,033,136.21	\$ 32,533.01	\$ 130,350.71
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	\$ 180,740.70	\$ 6,191,787.42	\$ 6,065,669.22	\$ 158,263.33	\$ 132,057.46
FFL - MONEY MARKET	\$ 176,060.56	\$ 7,082.00	\$ -	\$ 5,854,723.04	\$ 5,937,128.93	\$ 100,736.67
US BANK	\$ 4,368,969.00	\$ 1,140,945.99	\$ 1,085,564.19	\$ -	\$ -	\$ 4,424,350.80
STAR OHIO	\$ 1,540,180.54	\$ 5,612,835.54	\$ 54,150.11	\$ -	\$ 5,825,000.00	\$ 1,273,865.97
TOTAL	\$ 6,085,210.10	\$ 6,760,863.53	\$ 1,139,714.30	\$ 5,854,723.04	\$ 11,762,128.93	\$ 5,798,953.44
TOTAL - ALL BANKS	\$ 6,320,908.39	\$ 6,941,604.23	\$ 7,331,501.72	\$ 11,920,392.26	\$ 11,920,392.26	\$ 5,931,010.90

WESTLAKE PORTER PUBLIC LIBRARY

STATEMENT OF CASH POSITION

As of: December 31, 2023

FUND DESCRIPTION	BEGINNING BALANCE	Y-T-D REVENUE	Y-T-D EXPENSE	UNEXPENDED BALANCE	OUTSTANDING ENCUMBERANCE	ENDING BALANCE
101 GENERAL FUND	\$ 4,507,076.26	\$ 5,796,891.84	\$ 6,487,186.73	\$ 3,816,781.37	\$ 99,672.42	\$ 3,717,108.95
410 DEVELOPMENT FUND	\$ 42,179.77	\$ 34,347.13	\$ 20,017.63	\$ 56,509.27	\$ 18,316.65	\$ 38,192.62
420 FRIENDS OF THE LIBRARY	\$ 10,359.81	\$ 17,782.00	\$ 24,537.55	\$ 3,604.26	\$ 98.48	\$ 3,505.78
450 PERMANENT IMPROVEMENT	\$ 1,312,565.83	\$ 1,009,166.88	\$ 628,873.90	\$ 1,692,858.81	\$ 101,150.00	\$ 1,591,708.81
475 AUTOMATION FUND	\$ 421,753.65	\$ 83,173.72	\$ 170,885.91	\$ 334,041.46	\$ 18,799.19	\$ 315,242.27
703 FRANCIS EGGER TRUST	\$ 26,973.07	\$ 242.66	\$ -	\$ 27,215.73	\$ -	\$ 27,215.73
TOTAL:	\$ 6,320,908.39	\$ 6,941,604.23	\$ 7,331,501.72	\$ 5,931,010.90	\$ 238,036.74	\$ 5,692,974.16

WESTLAKE PORTER PUBLIC LIBRARY

REVENUE REPORT - GENERAL FUND

As of: December 31, 2023

% through the year: 100%

<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	129,765	1,499,516	(33,268)	102.3%
Grants	24,380	-	21,057	3,323	86.4%
Patron Fines & Fees	8,833	394	9,844	(1,011)	111.4%
Interest	140,000	8,220	148,667	(8,667)	106.2%
Contributions	500	2,000	2,000	(1,500)	400.0%
Refunds/Reimbursements/Misc	110,420	7,040	96,031	14,389	87.0%
Transfers	-	-	-	-	0.0%
TOTAL	\$ 5,637,038	\$ 147,419	\$ 5,796,892	\$ (159,854)	102.8%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - GENERAL FUND

As of: December 31, 2023

		% through the year:				
		100%				
<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	2,921,500	280,489	2,862,978	-	58,522	98.0%
OPERS	399,168	61,633	391,722	-	7,446	98.1%
Insurance	466,487	6,877	437,124	-	29,363	93.7%
Other Employee Benefits	5,000	2,750	3,750	-	1,250	75.0%
Subtotal	3,792,155	351,749	3,695,574	-	96,581	97.5%
<u>Supplies</u>						
Administrative Supplies	74,714	4,234	62,754	5,620	11,959	84.0%
Maintenance Supplies	30,000	3,584	28,793	-	1,207	96.0%
Vehicle Fuel & Supplies	3,600	219	3,459	-	141	96.1%
Subtotal	108,314	8,037	95,006	5,620	13,307	87.7%
<u>Contracted Services</u>						
Travel & Training	35,154	162	29,151	-	6,002	82.9%
PR/Postage/Phone	85,190	7,765	82,541	1,054	2,649	96.9%
Maintenance	276,016	22,826	205,811	28,552	70,205	74.6%
Insurance	40,000	-	38,856	-	1,144	97.1%
Leases	10,062	420	9,597	-	465	95.4%
Utilities	131,406	8,511	107,009	16,880	24,397	81.4%
Professional Services	141,445	3,058	125,666	2,008	15,779	88.8%
Library Material Control	41,846	-	41,846	-	-	100.0%
Interlibrary Delivery Service	13,750	-	12,204	-	1,546	88.8%
Subtotal	774,869	42,742	652,682	48,494	122,186	84.2%
<u>Library Materials</u>						
Books	276,799	34,663	242,128	19,482	34,671	87.5%
Periodicals	22,201	588	19,246	909	2,955	86.7%
Audio/Visual	128,836	29,353	108,267	5,669	20,569	84.0%
Portable Audio	18,178	4,476	17,743	257	436	97.6%
Electronic Data	348,448	31,659	319,233	6,625	29,215	91.6%
Interlibrary Loan Fees	100	-	54	-	46	53.7%
Library Material Repair	18,853	2,042	16,972	1,653	1,882	90.0%
Library Material, Other	6,137	43	3,264	236	2,873	0.0%
Subtotal	819,553	102,824	726,906	34,831	92,647	88.7%
<u>Capital</u>						
Land Improvements	-	-	-	-	-	0.0%
Building Improvements	6,600	802	5,714	886	886	86.6%
Furniture/Hardware/Software	215,561	4,915	210,624	91	4,937	97.7%
Subtotal	222,161	5,717	216,338	977	5,823	97.4%
<u>Miscellaneous</u>						
Dues/Memberships	19,599	784	19,060	-	540	97.2%
Special Assessments	11,200	-	1,448	9,750	9,752	0.0%
Refunds/Reimbursements	251	-	173	-	78	68.9%
Other Misc Expenses	-	-	-	-	-	0.0%
Subtotal	31,050	784	20,680	9,750	10,370	66.6%
<u>Other Expenses</u>						
Contingency Fund	13,000	-	-	-	13,000	0.0%
Transfers	1,080,000	1,080,000	1,080,000	-	-	100.0%
Subtotal	1,093,000	1,080,000	1,080,000	-	13,000	98.8%
Grand Total	\$ 6,841,101	\$ 1,591,852	\$ 6,487,187	\$ 99,672	\$ 353,914	94.8%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - OTHER FUNDS

As of: December 31, 2023

<i>Expenditure Fund/Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>% through the year:</i>	
				<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>410 - Development Fund</u>					
Supplies	11,960	10,940	-	1,020	91.47%
Contracted Services	9,090	1,100	4,000	7,990	12.10%
Library Materials	9,690	7,978	1,317	1,712	82.33%
Capital Outlay	13,000	-	13,000	13,000	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 43,740	\$ 20,018	\$ 18,317	\$ 23,722	45.77%
<u>420 - Friends of Library Fund</u>					
Supplies	17,528	15,623	98	1,905	89.13%
Contracted Services	8,050	6,351	-	1,699	78.89%
Library Materials	-	-	-	-	0.00%
Capital Outlay	2,000	2,000	-	-	0.00%
Interfund Transfers	564	564	-	-	0.00%
Total	\$ 28,142	\$ 24,538	\$ 98	\$ 3,604	87.19%
<u>450 - Permanent Imp. Fund</u>					
Contracted Services	125,750	8,709	101,150	117,041	6.93%
Capital Outlay	972,851	620,165	-	352,686	63.75%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 1,098,601	\$ 628,874	\$ 101,150	\$ 469,727	57.24%
<u>475 - Automation Fund</u>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	195,491	170,886	18,799	24,605	87.41%
Total	\$ 195,491	\$ 170,886	\$ 18,799	\$ 24,605	87.41%

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	1,499,516.02
<i>Difference</i>	<i>35,965.11</i>	<i>(14,227.29)</i>	<i>144,083.10</i>	<i>198,643.34</i>	<i>(31,077.58)</i>

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	129,765.02

TOTALS \$ 1,212,642.99 \$ 1,210,379.78 \$ 1,364,961.70 \$ 1,476,595.82 \$ 1,499,516.02

Change from previous year:			
2020	2021	2022	2023
Dollar amount change:			
\$ (2,263)	\$ 154,582	\$ 111,634	\$ 22,920

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%	2.13%

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
2,711.42

2023 Year-to-Date Compared to 2022	
2022	1,476,595.82
2023	1,499,516.02
\$ Difference	22,920.20
% Difference	1.55%

Westlake Porter Public Library
4th Quarter 2023 Donations

<u>Donor</u>	<u>Amount</u>	<u>Purpose</u>
Herb Guild Garden Club	200.00	
Samuel Zanotti, Jr.	25.00	Memory of Kathleen Laubernds
Robert & Mrs. Zanotti	200.00	Memory of Kathleen Laubernds
Victoria Beirne	100.00	Christina's Corner
Westlake-BV Rotary Club	1,030.00	
Marilyn Neff	2,000.00	For digital library & YA materials
Anonymous	3,000.00	
Saifuddin & Beatrice Rasiwala	100.00	Memory of Christina Ryook
Deborah Ludwig	100.00	Memory of Tom Fox
Janis Affholder	50.00	Memory of Tom Fox
Margaret Widmar	75.00	
Crooked River Rug Hookers	300.00	Donation for room use
Total Received	\$ 7,180.00	

Non Monetary Donations:

<u>Donor</u>	
Kevin Hart	Heavy Duty Stapler & Staples for Makerspace
Hyland Software Child Enrichment Ctr.	Board & picture books
Cahoon Nursery	3 Juniper Spruces, etc.
Blick Art Materials	\$100 Gift Card for Free Little Art Gallery
Anonymous	\$50 Marc's gift card

WESTLAKE PORTER PUBLIC LIBRARY**Account Adjustments - General Fund****December 2023 - Informational****January 17, 2024**

FROM:		TO:	
101-00-52140 (COPIER SUPPLIES)	\$ (200.00)	101-00-52310 (FUEL/REPAIRS/PARTS)	\$ 200.00
101-00-54320 (VIDEO)	\$ (1,000.00)	101-00-54710 (BOOK COVERS)	\$ 1,000.00
101-00-51234 (SR ASSISTANT II CIRCULATION)	\$ (299.00)	101-00-51252 (SR FACIL/SR ASSOC ADULT SERVICES)	\$ 299.00
101-00-51234 (SR ASSISTANT II CIRCULATION)	\$ (582.00)	101-00-51254 (SR FACIL/SR ASSOC CIRCULATION DESK)	\$ 582.00
101-00-51234 (SR ASSISTANT II CIRCULATION)	\$ (3,215.00)	101-00-51262 (SPECIALIST/LIBR ADULT SERVICES)	\$ 3,215.00
101-00-51234 (SR ASSISTANT II CIRCULATION)	\$ (11.00)	101-00-51263 (SPECIALIST/LIBR YOUTH SERVICES)	\$ 11.00
101-00-51234 (SR ASSISTANT II CIRCULATION)	\$ (676.00)	101-00-51281 (SR MANAGER ADMINISTRATION)	\$ 676.00
101-00-51234 (SR ASSISTANT II CIRCULATION)	\$ (454.00)	101-00-51282 (SR MANAGER ADULT SERVICES)	\$ 454.00
101-00-51234 (SR ASSISTANT II CIRCULATION)	\$ (1,690.00)	101-00-51284 (SR MANAGER CIRCULATION)	\$ 1,690.00
101-00-54320 (VIDEO)	\$ (2,000.00)	101-00-54540 (DOWNLOADABLE VIDEO)	\$ 2,000.00
420-00-52000 (SUPPLIES)	\$ (563.00)	closed Myrna Chelko supplies PO as of year-end to transfer out funds	

Westlake Porter Public Library
Check Register 12/1/23 - 12/31/23

Payment Date	Check Number	Vendor	Description	Payment Amount
12/7/2023	42456	Air Rite Service Supply, Inc	Air Filters - HVAC	628.51
12/7/2023	42462	Emily Lindberg	Lindberg - Tuition Assistance	500.00
12/7/2023	42461	Royally Amused	British Royal Christmas	100.00
12/7/2023	42466	Largely Literary Theater Company LLC	Christmas with Charles Dickens	250.00
12/7/2023	42474	Westshore Chamber of Commerce	Westshore Chamber Membership 2024	435.00
12/7/2023	42470	Villager Newspaper	PR Ads - Villager	215.00
12/7/2023	42459	BRODART COMPANY	DVD Boxes	129.60
12/7/2023	42464	Joel S Keller	History of Christmas Music	75.00
12/7/2023	42473	W T Cox Information Services	Taste of Home - 1 yr	41.40
12/7/2023	42469	OHIO VALLEY SUPPLY & MAINTENANCE COMPANY	TP, Towels	917.10
12/7/2023	42468	MIDWEST TAPE	Hoopla eBooks, eAudio, Downloadables	7,847.99
12/7/2023	42457	APPLE BOOKS	Juvenile/YA Books	2,177.89
12/7/2023	42458	BAKER & TAYLOR	Juvenile/YA Books, Children's Materials - Sandy Sauer	1,025.57
12/7/2023	42460	Cengage Learning Inc	Adult Books	477.26
12/7/2023	42465	Kanopy Inc	Kanopy Videos	473.40
12/7/2023	42472	VEDDA PRINTING	Notes - Dec 2023/Jan 2024	5,420.00
12/7/2023	42471	Summit Fire & Security LLC	Sprinkler & Hydrant Inspections	638.80
12/7/2023	42467	MESSINA FLOOR MAINTENANCE LLC	Carpet Cleaning - Nov 2023	875.00
12/7/2023	42463	Ground Works Land Design, LLC	Snow Removal & De-Icing	6,619.93
12/13/2023	42481	PLAIN DEALER	Plain Dealer - Nov 2023	161.70
12/13/2023	42480	Khan Spryre, LLC	Comic Books	46.70
12/13/2023	42483	UNIQUE MANAGEMENT SERVICES INC	Collection Agency, Phone Notification - Nov 2023; MessageBee Yearly Subscrip	899.55
12/13/2023	42484	Pavement Maintenance Specialties	Concrete - Catch Basins and Bench pads	19,700.00
12/13/2023	42477	CAVENDISH SQUARE PUBLISHING LLC	Juvenile/YA Books	204.44
12/13/2023	42478	Cengage Learning Inc	Adult Books	632.02
12/13/2023	42479	Ease at Work	Employee Assistance Program 12/1/23 - 11/30/24	2,250.00
12/13/2023	42482	Today's Business Solutions, Inc	MyPC, Papercut, Kiosks, ePrintit 11/12/23 - 11/11/24	5,973.48
12/13/2023	42475	ANDREW MANGELS	Coffee, Food - Dec Board Mtg	47.13
12/13/2023	42476	Blue Technologies	Blue Tech Copiers 10/22 - 11/21/23	251.91
12/14/2023	2023000120	PNC BANK N.A.	CC Payment	69,667.85
12/19/2023	42486	Stick to Your Buns Bakery LLC	Cookies	123.75
12/19/2023	42488	WESTLAKE BAY VILLAGE OBSERVER	PR Ads - WBV Observer	200.00
12/19/2023	42485	Villager Newspaper	PR Ads - Villager	430.00
12/19/2023	42487	Welding Works LLC	Repair Reading Garden Gates and Bench	1,633.21
12/28/2023	2023000121	City of Cleveland Division of Water	Water Usage 10/20 - 11/20/23; Fireline 11/2 - 12/1/23	452.88
12/28/2023	2023000122	Recite Me NA LLC	Recite Me 11/17/23 - 11/16/24	2,495.00
12/28/2023	2023000123	Columbia Gas	Natural Gas 10/23 - 11/21/23	2,281.15

Westlake Porter Public Library
Check Register 12/1/23 - 12/31/23

Payment Date	Check Number	Vendor	Description	Payment Amount
12/28/2023	2023000124	INGRAM BOOK COMPANY	Adult Books, Audiobooks, Juvenile/YA Books, materials processing	26,086.94
12/28/2023	2023000125	The Illuminating Company	Electricity 10/2 - 10/30/23	5,777.24
12/28/2023	2023000126	Stark County Educational Service Center	Life Insurance - Dec 2023	118.94
12/31/2023	42492	Kanopy Inc	Kanopy Videos	525.60
12/31/2023	42493	MESSINA FLOOR MAINTENANCE LLC	Carpet Cleaning - Dec 2023	875.00
12/31/2023	42494	MIDWEST TAPE	Hoopla Downloadables	8,163.80
12/31/2023	42495	SMITH & OBY SERVICE COMPANY	HVAC Repairs - Refrigerant Leak	5,352.14
12/31/2023	42490	Cengage Learning Inc	Adult Books	423.97
12/31/2023	42489	BAKER & TAYLOR	Juvenile/YA Books, materials processing	1,108.57
12/31/2023	42491	Integrated Precision Systems Inc	Security Camera System Maint 2023-24	2,815.00
12/31/2023	2023000127	PNC BANK N.A.	CC Payment	25,001.12
12/31/2023	2023000012	BANKS	Bank & Investment Fees	416.47
12/31/2023	2023000128	BANKS	Bank & Investment Fees	32.53
12/31/2023	2023000129	PAYCHEX INC	Bank & Investment Fees	1,818.78
12/31/2023	2023000012	BANKS	Bank & Investment Fees	164.62
			TOTAL	214,978.94

Visa Payment Detail
For Check # 2023000120 dated 12/14/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
11/22/2023	4IMPRINT	Push Pop Balls	26248526	232006	380.95
11/28/2023	4IMPRINT	Fuzzy Fun Socks	26247535	232006	355.76
11/14/2023	AMAZON.COM	Aspen shirts	8437816	232010	10.61
11/28/2023	AMAZON.COM	T-Shirt Ruler Guide	9438617	232010	23.21
11/21/2023	JiffyShirts.com	Aspen shirts	675503841	232010	490.50
11/28/2023	JiffyShirts.com	Aspen shirts	682514405	232010	23.89
11/29/2023	JiffyShirts.com	Aspen shirts	684722397	232010	26.11
11/12/2023	AMAZON.COM	Wood Doll Clothespins	8498662	232011	13.99
11/26/2023	AMAZON.COM	Elem Students Education Materials - Neidhardt	7332203	232012	69.22
11/27/2023	AMAZON.COM	Elem Students Education Materials - Neidhardt	7332203	232012	15.65
11/10/2023	AMAZON.COM	Board Books, Picture Mats, Pom Poms	3415449	233003	155.86
11/10/2023	AMAZON.COM	Board Books	4701011	233003	19.95
11/16/2023	AMAZON.COM	School Glue, Instant Snow, Epsom Salt, etc	4993010	233003	93.76
11/22/2023	AMAZON.COM	Stickers, Storage Bags, etc	1124227	233003	129.19
11/25/2023	APPLE STORE	iCloud 200GB Storage Plan	MQVLS6925M	233003	2.99
11/16/2023	DISCOUNT SCHOOL SUPPLY	Construction paper	W1252017	233003	159.50
11/9/2023	GIANT EAGLE INCORPORATED	Cookies	Giant Eagle	233003	10.98
11/16/2023	MARC'S	Graham Crackers, Candy	Marc's	233003	32.91
11/13/2023	ORIENTAL TRADING COMPANY	Holiday crafts, duckies, stickers	727931660	233003	90.10
11/23/2023	STAPLES BUSINESS ADVANTAGE	Card Stock, Brown	7619664444	233003	31.58
11/21/2023	4IMPRINT	Tumblers	26248413	233004	577.87
11/9/2023	AMAZON.COM	Battery, USB Charger	1103417	233010	20.99
11/12/2023	AMAZON.COM	Storage Bags 2"x3"	2234624	233010	5.99
11/20/2023	AMAZON.COM	Tea Filter Bags	1869044	233010	3.99
12/3/2023	AMAZON.COM	Paper Bags	1351419	233010	9.99
11/16/2023	MARC'S	Popcorn, Drinks	Marc's	233010	18.94
11/14/2023	Seed Savers Exchange	Seeds	627-SO961701	233010	30.00
11/20/2023	AMAZON.COM	Coffee Pods, Hot Cocoa, Cookies, etc	1457803	233011	154.35
11/10/2023	MARC'S	Coffee & Tea - Veterans Day	Marc's	233011	13.12
11/19/2023	AMAZON.COM	Rhinestone Flock, Hot Fix Applicator, Batteries, etc	4729001	233022	162.94
11/15/2023	AMAZON.COM	EVGA GeForce GTX Graphics Card	7869864	234001	249.00
11/16/2023	AMAZON.COM	ViewSonic 24" Monitors (4), Wall/Desk Mounts(4)	5154609	234001	1,531.88
11/7/2023	DELL MARKETING L P	Dell OptiPlex Micro 7010 (4)	10709220963	234001	2,676.84
11/7/2023	DELL MARKETING L P	Dell Latitude 5540 BTX Base	10709172463	234001	823.78
11/7/2023	DELL MARKETING L P	Dell 24 Monitor	10709220971	234001	166.39
11/8/2023	DELL MARKETING L P	USB DVD/RW Drive Kit, Micro Form Factor Stand	10709498178	234001	115.18

Visa Payment Detail
For Check # 2023000120 dated 12/14/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
11/9/2023	DELL MARKETING L P	OptiPlex Tower Plus 7010	10709723590	234001	1,234.35
11/6/2023	AMAZON.COM	LED Parking lot lights (24)	9729067	234006	2,308.68
11/17/2023	AMAZON.COM	Walkie Talkies	2393046	234006	144.99
11/26/2023	AMAZON.COM	Two Way Radio Programming Cable	5289041	234006	8.99
11/28/2023	AMAZON.COM	Two Way Radio Programming Cable	6725004	234006	10.44
11/29/2023	AMAZON.COM	Two Way Radio Handheld Speaker	0013837	234006	9.95
11/21/2023	Sam's Club	Banquet tables (10)	Sam's Club	234010	699.80
12/2/2023	HOTELS	Lynce - Hotel - OLC Conf - Refund Sales Tax	2824294201	235001	(41.88)
11/8/2023	AMAZON.COM	Letter Size Lamination Carriers	1745826	235002	22.15
11/19/2023	STAPLES BUSINESS ADVANTAGE	Laminating Pouches	7619837955	235002	54.90
11/14/2023	AMAZON.COM	Passport Photo Bags	0828260	235003	16.96
11/17/2023	STAPLES BUSINESS ADVANTAGE	Orange Card Stock, Labels, Packing Tape	7619531362	235004	112.65
11/18/2023	STAPLES BUSINESS ADVANTAGE	Toner	7619718399	235010	659.35
11/8/2023	A LUNCHEON TIME	Strategic Planning Lunch	2340975	235011	95.92
11/9/2023	AMAZON.COM	Ratchet locks	8580234	235012	17.39
11/29/2023	CarCovers.com	Refund of sales tax	3001397165	235012	(18.16)
11/7/2023	HOME DEPOT CREDIT SERVICES	Power strips	WG46754215	235012	39.98
11/12/2023	HOME DEPOT CREDIT SERVICES	Stops Rust Paint, Loctite	Home Depot	235012	49.88
11/17/2023	HOME DEPOT CREDIT SERVICES	Leaf vacuum	Home Depot	235012	149.00
11/24/2023	AMAZON.COM	Zep Disinfectant	3002664	235013	173.96
11/26/2023	American Floor Mats	Entrance Floor Mats (2)	1690319	235013	713.32
11/17/2023	HOME DEPOT CREDIT SERVICES	Stick Vacs (2), Zep, Febreze	Home Depot	235013	461.73
11/21/2023	Sam's Club	Disinfecting Wipes	Sam's Club	235013	115.98
11/27/2023	W B MASON	Trash Liners, Bathroom Cleaner	5139466839	235013	348.48
11/10/2023	GAS STATIONS	Gasoline - 2017 Honda & Gas Can	Speedway	235014	36.83
11/15/2023	GAS STATIONS	Gasoline for Gas Can	Speedway	235014	6.40
11/15/2023	Sgt Clean Car Wash	Monthly Car Wash Fee	Sgt Clean	235014	26.97
11/16/2023	Sgt Clean Car Wash	Monthly Car Wash Fee	Sgt Clean	235014	26.97
11/21/2023	RUMPKE	Waste & Recycling - Dec 2023	1373286	235015	383.65
11/16/2023	Tecre Co, Inc	Button components	00309668	235018	171.51
11/9/2023	USCutter, Inc	Heat transfer vinyl	431017	235018	50.44
11/11/2023	AMAZON.COM	Hand Carts (2)	7186625	235023	558.00
11/22/2023	WESTLAKE BAY VILLAGE OBSERVER	PR Ads - WBV Observer	WBVO4455	235028	200.00
11/22/2023	WESTLAKE BAY VILLAGE OBSERVER	PR Ads - WBV Observer	WBVO4467	235028	200.00
11/28/2023	BUREAU OF WORKERS COMPENSATION	BWC Annual Premium 2024	1016813761	235033	2,731.00
11/29/2023	AMAZON.COM	Sublimation Paper & Ink	1923409	235035	66.25

Visa Payment Detail
For Check # 2023000120 dated 12/14/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
11/22/2023	LABOR LAW CENTER	Labor Law Posters	1001009544	235041	77.94
11/17/2023	ACE HARDWARE	Screws - YS TV Mount	Ace Hardware	235043	9.56
11/18/2023	Adobe Inc	Adobe Creative Cloud 11/18/23 - 11/17/24	2607077358	235043	359.88
11/18/2023	Adobe Inc	Adobe Creative Cloud 11/18/23 - 11/17/24	2607061462	235043	359.88
11/18/2023	Adobe Inc	Adobe Creative Cloud 11/18/23 - 11/17/24	2607062869	235043	359.88
11/15/2023	AMAZON.COM	HDMI Cables	5333838	235043	15.98
11/15/2023	AMAZON.COM	USB Interface Board for Printer, Flash Drives	3201869	235043	37.00
11/17/2023	DELL MARKETING L P	USB-C 65W AC Adapter (3)	10711592030	235043	119.97
11/16/2023	ELM USA INC	Disc Repair Pads	20713	235043	212.90
11/13/2023	GODADDY	Standard SSL Renewals	2801217374	235043	199.98
12/2/2023	Microsoft Corporation	Office 365 Add 1 License	E0700Q5KNR	235044	72.00
11/11/2023	RingCentral Inc	Ring Central Fax3000 11/11/23 - 11/10/24	11238198002	235044	275.88
11/25/2023	VIRTUAL SYSTEMS	VCC Performance Tier Backup	414830	235044	440.00
11/15/2023	Secure by Design Inc	Ninite Pro 170 Machines	GTZVRWQA	235047	1,140.00
11/20/2023	PAYCHEX INC	Paychex Onboarding Monthly Fee	4211073	235060	100.00
11/20/2023	AMAZON.COM	Gloss Digital Paper	2729056	235064	27.93
11/9/2023	AMAZON.COM	Gel Roller Pens	8375425	235065	12.39
11/12/2023	AMAZON.COM	2024 Planners	4095428	235065	34.23
11/16/2023	AMAZON.COM	Custom Rubber Stamp	7062639	235065	16.78
11/30/2023	AMAZON.COM	Labels	4498663	235065	25.01
11/18/2023	STAPLES BUSINESS ADVANTAGE	Sharpies, Desk Calendars	7619664444	235065	28.30
11/21/2023	Sam's Club	Sam's Club Membership	Sam's Club	235069	110.00
11/9/2023	AMAZON.COM	Outdoor Brochure Holder	7449801	235072	36.49
11/13/2023	FASTSIGNS	Story Walk Backgrounds	141-5313	235079	710.00
11/13/2023	FASTSIGNS	Plaque for Blue & White Painting	141-5686	235079	91.68
11/17/2023	AMAZON.COM	DVD Cases	5225033	235081	27.43
11/8/2023	DEMCO INC	CD Jewel Boxes, Labels, DVD Albums, etc	7395574	235081	592.15
11/20/2023	DEMCO INC	Tape, Laminate, CD Jewel Boxes, etc	7401035	235081	307.48
11/16/2023	Breezeline	Breezeline Phone Svc 10/26 - 11/25/23	0060250	235083	66.69
11/28/2023	EASTON TELECOM SERVICES LLC	Easton Phone Svc 11/10 - 12/9/23	2002287001	235083	693.64
11/18/2023	T-Mobile USA Inc	T-Mobile Cell Phone 9/29 - 10/28/23	981225743	235083	13.55
11/18/2023	T-Mobile USA Inc	T-Mobile Cell Phone 8/29 - 9/28/23	981225743	235083	10.28
12/2/2023	VERIZON WIRELESS	VZ Mobile Brdbnd 11/13 - 12/12/23	9949135086	235083	40.11
12/1/2023	Cubalmart	Off-Site Storage - Dec 2023	292657	235091	240.00
11/22/2023	OHIO LIBRARY COUNCIL	Shook - Reg - Countdown to Eclipse	26857	235093	35.00
11/11/2023	RESTAURANTS	Meek - Meal- Mazza Weekend Conf	20231111	235093	14.13

Visa Payment Detail
For Check # 2023000120 dated 12/14/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
11/12/2023	RESTAURANTS	Meek - Meal- Mazza Weekend Conf	20231112	235093	11.43
11/7/2023	AMAZON.COM	Earbuds	3402632	235098	59.99
11/9/2023	AMAZON.COM	Flash Drives	3849036	235098	80.97
11/14/2023	AMAZON.COM	DVD-R Discs	0828260	235098	25.99
11/9/2023	AMAZON.COM	Adult Books	4872217	236001	202.04
11/11/2023	AMAZON.COM	Adult Books	0489804	236001	34.29
11/14/2023	AMAZON.COM	Adult Books	7231440	236001	39.99
11/22/2023	AMAZON.COM	Adult Books	0097029	236001	18.21
11/9/2023	AMAZON.COM	Juvenile/YA Books	2889839	236002	11.82
11/11/2023	AMAZON.COM	Juvenile/YA Books	5976233	236002	32.96
11/14/2023	AMAZON.COM	Juvenile/YA Books	1198602	236002	19.69
11/14/2023	AMAZON.COM	Juvenile/YA Books	7656228	236002	19.42
11/14/2023	AMAZON.COM	Juvenile/YA Books	3316248	236002	25.98
11/15/2023	AMAZON.COM	Juvenile/YA Books	4060224	236002	74.63
11/16/2023	AMAZON.COM	Juvenile/YA Books	7763419	236002	48.36
11/19/2023	AMAZON.COM	Juvenile/YA Books	8825006	236002	72.83
11/7/2023	Book Farm LLC	Juvenile/YA Books	PCC14097	236002	3,666.16
11/7/2023	Book Farm LLC	Juvenile/YA Books	PCC14098	236002	674.59
11/13/2023	BARNES & NOBLE INC	Single issue periodicals (29)	Barnes & Noble	236005	384.67
11/18/2023	AMAZON.COM	Credit: Audiobooks	8166628	236006	(25.74)
11/25/2023	AMAZON.COM	Audiobooks	4689002	236006	24.25
11/8/2023	MIDWEST TAPE	Audiobooks	20231108	236006	1,013.76
11/22/2023	MIDWEST TAPE	Audiobooks	20231122	236006	882.79
11/29/2023	MIDWEST TAPE	Audiobooks	20231129	236006	366.92
11/17/2023	Playaway Products LLC	Audiobooks	446824	236006	2,205.60
11/29/2023	Playaway Products LLC	Audiobooks	447312	236006	2,648.52
11/30/2023	Playaway Products LLC	Audiobooks	447604	236006	121.98
11/16/2023	AMAZON.COM	Music CDs	9957808	236007	62.38
11/16/2023	AMAZON.COM	Music CDs	1634649	236007	21.51
11/16/2023	AMAZON.COM	Music CDs	8997851	236007	19.30
11/16/2023	AMAZON.COM	Music CDs	9287404	236007	18.31
11/20/2023	AMAZON.COM	Music CDs	8823438	236007	39.01
11/23/2023	AMAZON.COM	Music CDs	6295429	236007	24.00
11/24/2023	AMAZON.COM	Music CDs	8241804	236007	11.99
12/3/2023	AMAZON.COM	Music CDs	1602659	236007	30.99
11/8/2023	MIDWEST TAPE	Music CDs	20231108	236007	496.57

Visa Payment Detail
For Check # 2023000120 dated 12/14/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
11/22/2023	MIDWEST TAPE	Music CDs	20231122	236007	346.11
11/29/2023	MIDWEST TAPE	Music CDs	20231129	236007	198.60
11/15/2023	AMAZON.COM	Adult/Juvenile DVDs	5158617	236008	36.57
11/17/2023	AMAZON.COM	Adult/Juvenile DVDs	4945808	236008	38.00
11/17/2023	AMAZON.COM	Adult/Juvenile DVDs	6905856	236008	23.94
11/17/2023	AMAZON.COM	Adult/Juvenile DVDs	0483425	236008	12.98
11/20/2023	AMAZON.COM	Adult/Juvenile DVDs	6629823	236008	37.34
11/21/2023	AMAZON.COM	Adult/Juvenile DVDs	9599400	236008	17.51
11/21/2023	AMAZON.COM	Adult/Juvenile DVDs	5436250	236008	11.35
11/22/2023	AMAZON.COM	Adult/Juvenile DVDs	7112233	236008	132.98
11/22/2023	AMAZON.COM	Adult/Juvenile DVDs	9333838	236008	17.80
11/22/2023	AMAZON.COM	Adult/Juvenile DVDs	9333838	236008	14.85
11/23/2023	AMAZON.COM	Adult/Juvenile DVDs	0153860	236008	40.59
11/25/2023	AMAZON.COM	Adult/Juvenile DVDs	7082662	236008	69.28
11/26/2023	AMAZON.COM	Adult/Juvenile DVDs	9129051	236008	45.18
11/27/2023	AMAZON.COM	Adult/Juvenile DVDs	7814624	236008	22.82
11/28/2023	AMAZON.COM	Adult/Juvenile DVDs	0026602	236008	29.99
11/29/2023	AMAZON.COM	Adult/Juvenile DVDs	1270651	236008	32.98
11/8/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20231108	236008	2,715.04
11/22/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20231122	236008	2,495.46
11/29/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20231129	236008	536.92
11/6/2023	AMAZON.COM	Video games/Hotspots	2243430	236009	49.99
11/7/2023	AMAZON.COM	Video games/Hotspots	1181867	236009	39.99
11/7/2023	AMAZON.COM	Video games/Hotspots	4857034	236009	29.90
11/9/2023	AMAZON.COM	Video games/Hotspots	1386658	236009	59.00
11/11/2023	AMAZON.COM	Video games/Hotspots	7017047	236009	49.99
11/11/2023	AMAZON.COM	Video games/Hotspots	7017047	236009	259.96
11/14/2023	AMAZON.COM	Video games/Hotspots	9512261	236009	59.99
11/14/2023	AMAZON.COM	Video games/Hotspots	9570645	236009	59.99
11/15/2023	AMAZON.COM	Video games/Hotspots	0701860	236009	119.98
11/16/2023	AMAZON.COM	Video games/Hotspots	7017047	236009	29.99
11/18/2023	AMAZON.COM	Video games/Hotspots	1181867	236009	79.98
11/18/2023	AMAZON.COM	Credit: Video games/Hotspots	0701860	236009	(0.22)
11/18/2023	AMAZON.COM	Credit: Video games/Hotspots	9570645	236009	(0.11)
11/19/2023	AMAZON.COM	Video games/Hotspots	9306634	236009	59.99
11/21/2023	AMAZON.COM	Video games/Hotspots	7017047	236009	39.96

Visa Payment Detail
For Check # 2023000120 dated 12/14/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
11/23/2023	AMAZON.COM	Video games/Hotspots	2368240	236009	48.20
12/4/2023	AMAZON.COM	Video games/Hotspots	1181867	236009	99.93
11/18/2023	T-Mobile USA Inc	Hotspots 9/29 - 10/28/23	981225743	236009	1,177.66
11/18/2023	T-Mobile USA Inc	Hotspots 8/29 - 9/28/23	981225743	236009	1,163.30
11/15/2023	Playaway Products LLC	Playaways & Launchpads	446419	236010	224.96
11/15/2023	Playaway Products LLC	Playaways & Launchpads	446418	236010	101.23
11/16/2023	Playaway Products LLC	Playaways & Launchpads	446566	236010	281.20
11/16/2023	Playaway Products LLC	Playaways & Launchpads	446565	236010	48.74
11/20/2023	Playaway Products LLC	Playaways & Launchpads	446962	236010	131.23
11/21/2023	Playaway Products LLC	Playaways & Launchpads	447031	236010	893.62
11/21/2023	Playaway Products LLC	Playaways & Launchpads	447014	236010	176.22
11/29/2023	Playaway Products LLC	Playaways & Launchpads	447314	236010	1,837.73
11/30/2023	Playaway Products LLC	Playaways & Launchpads	447609	236010	64.99
11/30/2023	Playaway Products LLC	Playaways & Launchpads	447597	236010	149.98
11/13/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20231113	236012	609.99
11/17/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20231117	236012	1,374.27
11/30/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20231130	236012	2,689.79
11/13/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20231113	236013	1,081.54
11/17/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20231117	236013	1,072.31
11/30/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20231130	236013	136.46
11/13/2023	OVERDRIVE, INC	e-audio	20231113	236014	1,409.84
11/17/2023	OVERDRIVE, INC	e-audio	20231117	236014	1,454.41
11/30/2023	OVERDRIVE, INC	e-audio	20231130	236014	4,268.74
11/14/2023	AMAZON.COM	Circulating Kits	7709852	236020	6.02
11/26/2023	AMAZON.COM	Circulating Kits	0772230	236020	7.91
11/14/2023	LAKESHORE LEARNING	Circulating Kits	492895753	236020	28.98
11/6/2023	Greece In Print	World Languages	20231106	236021	388.86
				TOTAL	69,667.85

Visa Payment Detail
For Check #2023000127 dated 12/31/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
12/6/2023	Silver Fox Florist	Flowers - Tom Fox	1000048518	232010	81.00
12/20/2023	RESTAURANTS	Pizza - Tech Services	Antonios Pizza	233001	76.42
12/25/2023	APPLE STORE	iCloud 200GB Storage Plan	MQVLVL95QN	233003	2.99
12/6/2023	AMAZON.COM	Epson receipt printers (2)	7020269	234001	291.98
12/18/2023	DELL MARKETING L P	Refund: Micro Form Factor All-in-One Stand	60137708513	234001	(83.19)
12/6/2023	Paragon Print Systems, Inc.	Datalogic Quickscan Scanner	325118	234001	241.79
12/5/2023	AMAZON.COM	Walkie Talkies (6)	2064258	234006	719.94
12/6/2023	AMAZON.COM	Credit: Programming Cable	5289041	234006	(8.99)
12/21/2023	The Midland Hardware Company	Door Protection Plates	511438	234006	752.50
12/10/2023	FP Mailing Solutions	Postage Machine Lease 12/1/23 - 2/29/24	RI106015041	235006	180.00
12/22/2023	AMAZON.COM	Arm Tool Lifts	1793864	235012	38.69
12/9/2023	HOME DEPOT CREDIT SERVICES	Wire Tracing Set, Volt Detector, Shelf, etc	Home Depot	235012	170.88
12/12/2023	HOME DEPOT CREDIT SERVICES	Wood Screws, Screw Driver Bit	Home Depot	235012	24.03
12/18/2023	HOME DEPOT CREDIT SERVICES	Wood Screws, Rust Blaster, E Clip	Home Depot	235012	15.75
12/18/2023	HOME DEPOT CREDIT SERVICES	Wood Screws, Lock Pin	Home Depot	235012	18.55
12/19/2023	McMaster-Carr	Steel Dowel Pins, Tube Brushes	19349385	235012	80.20
12/22/2023	SHERWIN WILLIAMS	Paint, Brushes, Roller Covers, etc	Sherwin Williams	235012	255.48
12/9/2023	HOME DEPOT CREDIT SERVICES	Hand Soap	Home Depot	235013	11.48
12/8/2023	GAS STATIONS	Gasoline for 2008 Honda Van	Speedway	235014	30.00
12/8/2023	GAS STATIONS	Gasoline for 2017 Honda Van	Speedway	235014	16.17
12/8/2023	GAS STATIONS	Gasoline for 2017 Honda Van	Speedway	235014	15.97
12/15/2023	Sgt Clean Car Wash	Monthly Car Wash Fee	Sgt Clean	235014	29.97
12/16/2023	Sgt Clean Car Wash	Monthly Car Wash Fee	Sgt Clean	235014	29.97
12/25/2023	RUMPKE	Waste & Recycling - Dec 2023	1386189	235015	383.65
12/14/2023	ROYAL PUBLISHING	PR Ads - 2024 NE District Girls	8107725	235028	80.00
12/7/2023	WESTLIFE	PR Ad - Westlife	870514	235028	108.00
12/4/2023	Corporate Screening Services	Background Checks	0658324	235041	170.04
12/19/2023	CLARKTEL TELECOMMUNICATIONS	NEC Software Assurance/ESPP	MH24978	235044	1,350.00
12/7/2023	Microsoft Corporation	Microsoft Office 365 11/9/23 - 11/8/24	E0700Q5AKV	235044	6,762.00
12/25/2023	VIRTUAL SYSTEMS	VCC Performance Tier Backup	415050	235044	455.00
12/4/2023	Ohio GFOA	Nassif - Ohio GFOA Membership 2024	12633	235045	60.00
12/20/2023	PAYCHEX INC	Paychex Onboarding Monthly Fee	4356057	235060	100.00
12/9/2023	AMAZON.COM	Amazon Business Prime Membership	2605481538817	235069	179.00
12/16/2023	Breezeline	Breezeline Phone Svc 11/26 - 12/25/23	0060250	235083	66.69
12/26/2023	T-Mobile USA Inc	T-Mobile Cell Phone 10/29 - 11/28/23	981225743	235083	20.56
12/5/2023	AMAZON.COM	Adult Books	0887427	236001	29.95

Visa Payment Detail
For Check #2023000127 dated 12/31/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
12/5/2023	AMAZON.COM	Adult Books	5769034	236001	20.90
12/26/2023	AMAZON.COM	Adult Books	0189066	236001	20.19
12/8/2023	AMAZON.COM	Juvenile/YA Books	6475453	236002	17.99
12/8/2023	MIDWEST TAPE	Audiobooks	20231208	236006	387.92
12/13/2023	MIDWEST TAPE	Audiobooks	20231213	236006	217.95
12/21/2023	MIDWEST TAPE	Audiobooks	20231221	236006	182.95
12/6/2023	Playaway Products LLC	Audiobooks	448173	236006	170.97
12/14/2023	AMAZON.COM	Music CDs	8997851	236007	19.99
12/14/2023	AMAZON.COM	Music CDs	1602659	236007	14.98
12/8/2023	MIDWEST TAPE	Music CDs	20231208	236007	235.48
12/13/2023	MIDWEST TAPE	Music CDs	20231213	236007	902.88
12/21/2023	MIDWEST TAPE	Music CDs	20231221	236007	407.10
12/9/2023	AMAZON.COM	Adult/Juvenile DVDs	2814600	236008	39.90
12/21/2023	AMAZON.COM	Adult/Juvenile DVDs	9593850	236008	23.39
12/23/2023	AMAZON.COM	Adult/Juvenile DVDs	2814600	236008	59.85
12/8/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20231208	236008	1,854.49
12/13/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20231213	236008	3,915.44
12/21/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20231221	236008	1,322.33
12/4/2023	AMAZON.COM	Video games/Hotspots	5510637	236009	59.99
12/4/2023	AMAZON.COM	Video games/Hotspots	2243430	236009	39.99
12/4/2023	AMAZON.COM	Video games/Hotspots	2243430	236009	39.99
12/6/2023	AMAZON.COM	Video games/Hotspots	3169815	236009	139.98
12/6/2023	AMAZON.COM	Video games/Hotspots	1181867	236009	49.99
12/10/2023	AMAZON.COM	Video games/Hotspots	7017047	236009	59.75
12/14/2023	AMAZON.COM	Video games/Hotspots	2045809	236009	39.99
12/16/2023	AMAZON.COM	Video games/Hotspots	2243430	236009	39.99
12/24/2023	AMAZON.COM	Video games/Hotspots	2243430	236009	59.98
12/26/2023	T-Mobile USA Inc	Hotspots 10/29 - 11/28/23	981225743	236009	783.41
12/6/2023	Playaway Products LLC	Playaways & Launchpads	448172	236010	108.73
12/19/2023	Playaway Products LLC	Playaways & Launchpads	449376	236010	457.42
12/7/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20231207	236012	320.00
12/21/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20231221	236012	39.90
12/21/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20231221	236013	15.99
12/7/2023	OVERDRIVE, INC	e-audio	20231207	236014	130.00
12/7/2023	OVERDRIVE, INC	Downloadable video	20231207	236016	44.85
				TOTAL	25,001.12



Westlake Porter Public Library Operating Account

Monthly Investment Report
December 31, 2023

Your Investment Representative:

Eileen Stanic
(440) 662-8268
estanic@meederinvestment.com

For questions about your account please contact your investment representative or contact publicfundsoperations@meederinvestment.com
Dublin, Ohio | Lansing, Michigan | Long Beach, California | Austin, Texas | 866-633-3371 | www.meederpublicfunds.com

PORTFOLIO SUMMARY

As of December 31, 2023

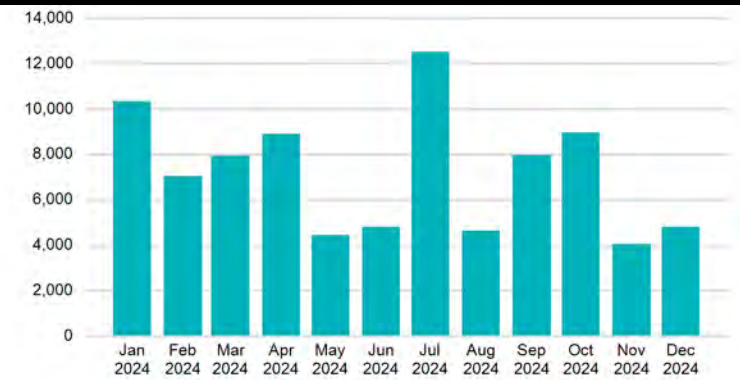
MONTHLY RECONCILIATION

Beginning Book Value	4,423,165.96
Contributions	
Withdrawals	
Prior Month Management Fees	(381.00)
Prior Month Custodian Fees	(35.47)
Realized Gains/Losses	
Gross Interest Earnings	1,601.31
Ending Book Value	4,424,350.80

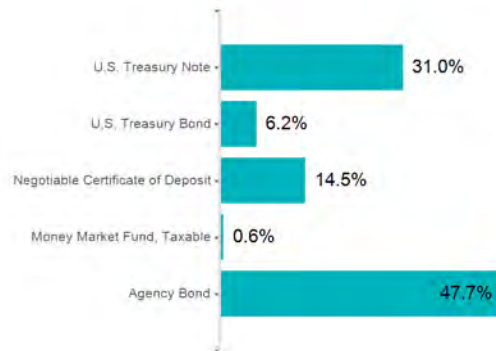
PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	2.25%
Portfolio Effective Duration	1.93 yrs
Weighted Average Maturity	2.07 yrs

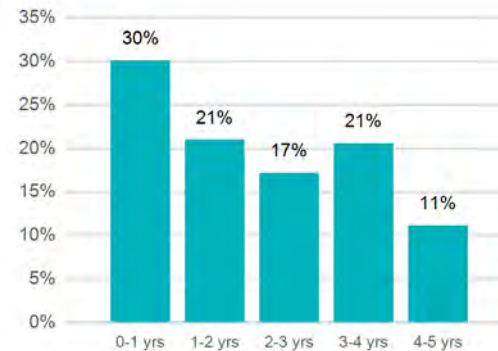
PROJECTED MONTHLY INCOME SCHEDULE



SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY



Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of December 31, 2023



CUSIP	SECURITY DESCRIPTION	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024
066519QK8	BankUnited, FSB 0.650% 03/05/2026			203			205			205			203
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						1,203						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 December 31, 2023



CUSIP	SECURITY DESCRIPTION	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 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	723											
TOTAL		10,337	7,041	7,938	8,890	4,452	4,799	12,523	4,634	7,959	8,960	4,032	4,796

POSITION STATEMENT

As of December 31, 2023

CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	12/29/2023 12/29/2023	\$26,947.86	\$26,947.86	\$26,947.86	5.26%	0.003 0.003	\$1.00 \$26,947.86	\$0.00	0.48%	AAAm
STAROHIO	STAR Ohio XX019	12/29/2023 12/29/2023	\$1,273,865.97	\$1,273,865.97	\$1,273,865.97	5.58%	0.003 0.003	\$1.00 \$1,273,865.97	\$0.00	22.75%	AAAm
SubTotal			\$1,300,813.83	\$1,300,813.83	\$1,300,813.83	5.57%		\$1,300,813.83	\$0.00	23.23%	
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%	0.353	\$98.29 \$196,572.00	(\$3,428.00)	3.51%	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%	0.510	\$98.27 \$245,667.50	(\$2,945.00)	4.39%	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%	1.088	\$95.47 \$143,209.50	(\$6,790.50)	2.56%	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%	1.373	\$94.73 \$189,462.00	(\$10,538.00)	3.38%	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%	1.545	\$94.39 \$117,990.00	(\$7,010.00)	2.11%	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%	1.756	\$93.39 \$364,224.90	(\$25,775.10)	6.50%	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%	2.310	\$101.37 \$65,891.15	\$1,147.90	1.18%	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%	2.792	\$91.92 \$91,923.00	(\$7,807.00)	1.64%	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%	3.096	\$96.40 \$72,300.00	\$1,969.12	1.29%	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%	3.258	\$102.22 \$76,662.00	\$1,894.50	1.37%	
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%	3.507	\$97.49 \$97,487.00	\$2,189.00	1.74%	
3130ATHW0	FHLB 4.125% 09/10/2027	10/31/2022 11/1/2022	\$75,000.00	\$74,419.28	\$74,419.28	4.30%	3.701	\$100.31 \$75,235.50	\$816.22	1.34%	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%	3.830	\$101.14 \$75,852.00	\$633.75	1.35%	Aaa AA+

POSITION STATEMENT

As of December 31, 2023

CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3130APTR6	FHLB 1.320% 11/23/2027	3/31/2023 3/31/2023	\$65,000.00	\$57,535.40	\$57,535.40	4.06%	3.904	\$90.04 \$58,528.60	\$993.20	1.05%	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%	3.921	\$99.84 \$64,897.30	\$118.30	1.16%	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%	4.214	\$99.62 \$69,731.20	(\$4.90)	1.25%	Aaa AA+
3130AWMN7	FHLB 4.375% 06/09/2028	7/28/2023 7/31/2023	\$55,000.00	\$55,144.65	\$55,144.65	4.31%	4.449	\$101.82 \$55,998.25	\$853.60	1.00%	Aaa AA+
SubTotal			\$2,135,000.00	\$2,115,314.81 \$1,515.92	\$2,116,830.73	2.13%		\$2,061,631.90	(\$53,682.91)	36.82%	
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%	0.052	\$99.81 \$199,622.00	\$22.00	3.56%	
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%	0.551	\$98.36 \$241,963.14	(\$2,487.06)	4.32%	
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%	2.184	\$91.42 \$114,270.00	(\$10,105.00)	2.04%	
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%	4.805	\$101.63 \$71,140.30	\$1,455.30	1.27%	
SubTotal			\$641,000.00	\$638,110.20	\$638,110.20	2.20%		\$626,995.44	(\$11,114.76)	11.20%	
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%	0.211	\$98.94 \$98,941.00	\$1,191.00	1.77%	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%	2.378	\$94.29 \$51,861.15	(\$3,516.98)	0.93%	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%	2.756	\$93.72 \$51,543.25	(\$3,802.65)	0.92%	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%	4.633	\$95.66 \$66,964.80	\$2,706.99	1.20%	Aaa AA+
SubTotal			\$280,000.00	\$272,731.84 \$306.25	\$273,038.09	2.25%		\$269,310.20	(\$3,421.64)	4.81%	

POSITION STATEMENT

As of December 31, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
U.S. Treasury Note											
91282CBM2	UST 0.125% 02/15/2024	2/7/2022 2/8/2022	\$100,000.00	\$97,656.25	\$97,656.25	1.30%	0.132	\$99.32 \$99,323.00	\$1,666.75	1.77%	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%	0.715	\$96.77 \$96,770.00	(\$835.47)	1.73%	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%	0.797	\$96.64 \$96,641.00	(\$3,288.69)	1.73%	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%	1.674	\$93.29 \$93,289.00	(\$5,000.06)	1.67%	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%	2.134	\$99.48 \$64,660.05	\$1,079.39	1.15%	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%	2.422	\$92.22 \$46,109.50	(\$3,591.67)	0.82%	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%	2.504	\$92.41 \$69,310.50	(\$5,601.61)	1.24%	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%	2.589	\$91.54 \$68,651.25	(\$5,654.41)	1.23%	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%	2.674	\$91.63 \$68,724.75	(\$5,935.41)	1.23%	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%	2.841	\$92.22 \$50,718.25	(\$3,271.98)	0.91%	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%	3.008	\$92.23 \$50,728.70	(\$3,626.77)	0.91%	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%	3.093	\$92.73 \$64,913.80	\$1,273.96	1.16%	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%	3.255	\$95.53 \$57,316.20	\$883.39	1.02%	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%	3.422	\$95.70 \$66,989.30	\$686.17	1.20%	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%	3.504	\$97.68 \$58,605.60	\$897.79	1.05%	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%	3.630	\$94.28 \$70,707.75	\$2,182.36	1.26%	Aaa AA+

POSITION STATEMENT

As of December 31, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
91282CGC9	UST 3.875% 12/31/2027	1/20/2023 1/23/2023	\$90,000.00	\$91,325.39	\$91,325.39	3.55%	4.008	\$99.82 \$89,841.60	(\$1,483.79)	1.60%	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%	4.093	\$98.40 \$73,801.50	(\$1,236.59)	1.32%	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%	4.340	\$98.40 \$54,117.25	\$829.55	0.97%	Aaa AA+
SubTotal			\$1,405,000.00	\$1,371,246.09 \$445.11	\$1,371,691.20	2.41%		\$1,341,219.00	(\$30,027.09)	23.95%	
Grand Total			\$5,761,813.83	\$5,698,216.77 \$2,267.28	\$5,700,484.05	3.01%		\$5,599,970.37	(\$98,246.40)	100.00%	

TRANSACTION STATEMENT

As of December 31, 2023

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	12/1/2023	12/1/2023	31846V567	First American Funds, Inc.	97.17
Interest/Dividends	12/5/2023	12/5/2023	066519QK8	BankUnited, FSB 0.650% 03/05/2026	202.57
Interest/Dividends	12/11/2023	12/11/2023	3130AWMN7	FHLB 4.375% 06/09/2028	989.24
Interest/Dividends	12/18/2023	12/18/2023	949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	312.33
Total					1,601.31

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	12/26/2023	12/26/2023	Cash Out	(35.47)
Total				(35.47)

Management Fee				
Management Fee	12/20/2023	12/20/2023	Cash Out	(381.00)
Total				(381.00)

STATEMENT DISCLOSURE

As of December 31, 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.

Certain information and data has been supplied by unaffiliated third parties. Although Meeder believes the information is reliable, it cannot warrant the accuracy of information offered by third parties. Market value may reflect prices received from pricing vendors when current market quotations are not available. Prices may not reflect firm bids or offers and may differ from the value at which the security can be sold.

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

Meeder Investment Management is the global brand for the Meeder group of affiliated companies. Investment advisory services are provided through Meeder Public Funds, Inc. Please contact us if you would like to receive a copy of our current ADV disclosure brochure or privacy policy.

Mission Moment

We added a software product called ReciteMe to our website and catalog that will allow much better accessibility to patrons.

Upcoming Dates

March 9 – OLC Trustee Training

April 3-5 – PLA in Columbus

April 24 Legislative Day

Agenda Items

Motion to close for Staff Day – Admin is recommending that we hew to tradition and close on Columbus Day for our Inservice. Closing to honor Veteran's but having staff work doesn't allow for staff to recognize the day in the same way as patrons. Also, we prefer to have Staff Day over earlier in the year, especially since the end of the year is the busy season for the Finance Department and Jana has less time to commit to Staff Day.

Meetings/Training/Programs

Met with potential donor who is thinking of a \$5,000 donation in honor of his wife who recently passed away.

Art Fest Planning Meeting

Rotary weekly meetings

Met with new Bay Village Branch Manager of Cuyahoga County Public Library

Met with Isam Zaiem about a potential program at the library regarding the historical context of the Israeli Palestine conflict

Friends/Foundation

Friends – Christmas program went over very well. The Friends are interested in doing it again next year. The Friends received \$800 from two donations. Don't forget to join or renew your Friends membership!

Foundation – Richard Fink, Bob Plantz, Jeff Armstrong, Annette Hazapis, Karen Alfred, and Elizabeth Sheehe were all approved for another three year term on the Foundation Board.

Eclipse glasses are selling well and have made over \$600 so far. We received \$6,050 in donations at the end of the year pushing our fund over \$130,000. The Foundation may be interested in leading a book discussion group at a local bar or restaurant so that books can be discussed over drinks. Houlihan's or AJ Urban are top contenders.

Safety and Security

Ten Incident Reports were written in December. Two involved the same juvenile patrons on the same day; two more involved the same adult patron on the same day.

5 - Disruptive behavior

3 - Patron Assist/Policy Issue

1- Illness/Accident and Harassment

1 - Harassment

Building Services

One of the cordless vacuums had a gasket come up missing that made it unusable unless replaced. Ordering one may take many months as over 10k orders were ahead of ours. We were able to find a file online and the Maker Space 3D printed a gasket that works well.

Specifications were reviewed and amended as necessary for Landscape maintenance bids for the term 2024-26. Bid packets were sent out to over a dozen commercial vendors with bids due back on 12/31.

The Reading Garden gate and outdoor bench were taken to an off-site welding company for alteration and repair. They were picked up and the bench installed. The gate is awaiting new hinge pins as the others were corroded and/or bent.

New floor matting was purchased for the front entrance to replace older worn out matting that became hard to maintain.

A contract was signed to maintain the current carpet cleaning vendor for the 2024 calendar year.

The outdoor fire hydrants and indoor sprinkler system were inspected and passed as required.

The remaining catch basins were repaired and concrete replaced around them. This completes all catch basin repairs on asphalted areas.

A significant refrigeration leak happened on AHU-1 circuit 2 when a filter drier casing failed. It was repaired.

Other Projects/Planning

Space Planning Update – Met with Bialosky on 1/10 to review scope. Much more work is needed on refining the circulation space so a follow up meeting is scheduled for 1/17.

Strategic Plan – Surveys went out on January 4th and the survey will close on Feb 2. So far over 100 surveys have been completed online with a handful being submitted in paper.

The Board will need to schedule a retreat to review the survey results, review mission, vision, values, do a SWOT analysis, and develop overarching goals.

Andrew Mangels 2024 Goals

Goals for Next Performance Year (based on Strategic Plan): *[Provide input on what you think your goals should be for the coming performance year, goals will be discussed and agreed upon during the performance review meeting with your manager.]*

Goal 1: Work with the Board, Administrative and Management team, in conjunction with NEO-RLS, on the development of the Library's new strategic plan and begin to execute the initiatives and goals of the plan.

Goal 2: Lead the execution of phase II of the renovation projects, including opening the 2nd floor to the public, creating a dedicated teen area, reorganizing the Circulation department, and providing vending options (drinks and snacks) to patrons.

Goal 3: Work with the Assistant Director to find or create a new statistical reporting system.

Goal 4: Develop system for tracking and evaluating internal and partner programs.

Goal 5: Anything specific from the Board?

WORLD LANGUAGES COLLECTION

The library is invested in creating and maintaining a robust World Languages Collection, comprised predominantly of adult and juvenile print books written in languages other than English. The collection is intended to be comprised of contemporary popular materials for the enjoyment of native speakers as well as people learning a new language however this collection is meant to be separate from foreign language learning materials. The size and number of languages in the collection is determined by budget, ~~and space available.~~, availability of space, and availability of titles.