

Regular Board Meeting
February 21, 2024 • 6:30 p.m.

AGENDA

6:30 – 6:40 Call to Order

Minutes

- Organizational Meeting: January 17, 2024
- Regular Meeting: January 17, 2024

Communications

- Received to Date:
- Public comments (if any)
- Awards ~ Aaron Spears, Young Adult Librarian – Bright Idea Award for Beyond the Stacks Podcasts ~ <https://open.spotify.com/show/1oO3KVLZMjkHeyIzTPCI12>
- Staff Members – Susan Dorney, Circulation

6:40 – 7:30 Administrative Reports

- Amendments to Administrative Reports
- Manager's Report – Duane Gibson, Building Services Manager
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

7:30 – 7:45 Board Reports

- Board President

7:45 – 8:10 New Business

- Disposal List
- Motion to amend Public Policy and Procedures Manual – Section 9 regarding Makerspace equipment
- Resolution 5-24 2024 Permanent Budget
 - Motion to approve Resolution 5-24 2024 Permanent Budget
- Motion to approve Memorandum of Understanding (MOU) with Rust Belt Riders
- Motion to amend Public Policy and Procedures Manual – Section 5.5 Emergency Evacuation
- Other

Adjournment

Upcoming Events

February 26; 5-9: Board Retreat
March 9: OLC New Trustee Training
March 20: Regular Board Meeting

The Board of Trustees Minutes

Meeting: Organization Meeting

Date: January 17, 2024

Attendees:	<i>Trustees</i>	<i>Staff</i>
	Lauren Golick	CJ Lynce
	Tianyi Krupka	Andrew Mangels
	Will Perry	Jana Nassif
	Robert Plantz	Karen Hunt
	Peter Schindler	Shelly Waryk
	Elizabeth Sheehe	

Will Perry called the meeting to order at 6:02 pm.

Election of 2024 Officers

The following slate of officers was presented:

President: Will Perry
Vice President: Bob Plantz
Secretary: Tianyi Krupka

As there were no other nominations Elizabeth Sheehe moved to approve officers as recommended; Bob Plantz seconded the motion. All present were in favor

New Trustee Appointment

Bob Plantz moved to appoint Peter Schindler to the Westlake Porter Public Library Board of Trustees, and that his term of office shall be from January 17, 2024 until the organizational meeting of the Board in 2031. Elizabeth Sheehe seconded the motion. All present were in favor.

Fiscal Officer & Deputy Fiscal Officer Appointment

Lauren Golick moved to appoint Jana Nassif as Fiscal Officer for a term beginning January 17, 2024 until the organizational meeting of the Board in 2025. Tianyi Krupka seconded the motion. All present were in favor.

Lauren Golick moved to appoint Shelly Waryk as Deputy Fiscal Officer and Compliance Officer for a term beginning January 17, 2024 until the organizational meeting of the Board in 2025. Tianyi Krupka seconded the motion. All present were in favor.

CJ Lynce, Notary, administered the oath of office to Mr. Schindler, Ms. Nassif and Ms. Waryk.

Appointment of 2024 Board Committees

Will Perry recommended the Finance and Facility Committee and the Operations Committee continue to be Committees of the Whole since, in general, all members will attend these meetings.

Elizabeth Sheehe moved that the Finance and Facility Committee and the Operations Committee meet as Committees of the Whole for 2024. Bob Plantz seconded the motion. All present were in favor.

Resolutions

Resolution 1-24 to authorize the Fiscal Officer to Invest Funds for 2024

Tianyi Krupka moved the adoption of Resolution 1-24. Peter Schindler seconded the motion.

The Fiscal Officer reminded the Board these are all general resolutions that must be passed annually to allow the Library to conduct business. The signatures need to be changed when officers change.

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

Resolution 2-24 Resolution to Allocate Interest

Bob Plantz moved the adoption of Resolution 2-24. Tianyi Krupka seconded the motion. Roll call vote followed: Lauren Golick – yes, Tianyi Krupka – yes; Bob Plantz – yes, Peter Schindler – yes, Elizabeth Sheehe – yes, Will Perry – yes.

Resolution 3-24 Resolution to use General Fund for Staff Awards and Recognition

Peter Schindler moved the adoption of Resolution 3-24. Elizabeth Sheehe seconded the motion. Roll call vote followed: Lauren Golick – yes, Tianyi Krupka – yes; Bob Plantz – yes, Peter Schindler – yes, Elizabeth Sheehe – yes, Will Perry – yes.

Resolution 4-24 Resolution authorizing signers on Checking Accounts

Tianyi Krupka moved the adoption of Resolution 4-23. Lauren Golick seconded the motion.

The Fiscal Officer reminded the Board the signers on the accounts are: The President, Vice-President, Secretary, the Fiscal Officer and the Deputy Fiscal Officer.

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

The Organizational Meeting adjourned at 6:12 pm.

Recorded by: Karen Hunt, Senior Administrative Associate

Attested by:

Will Perry
WPPL Board President

Tianyi Krupka
WPPL Board Secretary

The Board of Trustees Minutes

Regular Meeting:

Date: January 17, 2024

Attendees:

	<i>Trustees</i>	<i>Staff</i>
Jennifer Darling	Will Perry	Andrew Mangels
Lauren Golick	Robert Plantz	Jana Nassif
Tianyi Krupka	Peter Schindler	CJ Lynce
	Elizabeth Sheehe	Karen Hunt

The Board met in the Board Room of Westlake Porter Public Library. Will Perry called the meeting to order at 6:25 pm.

Will Perry thanked Jennifer Darling for her term on the Board and commented she will be missed.

Minutes

Elizabeth Sheehe moved to approve the minutes from the Regular Meeting of December 13, 2023. Bob Plantz seconded the motion. All present were in favor.

Communications

The Director shared several thank you notes to the Board.

Public Comments

There were no public comments.

Administrative Reports

Amendment to Administrative Reports: The Director reported he will have a report from a meeting with Bialosky. They are close to finalizing the scope of the upcoming renovation projects, primarily in Circulation and the Young Adult areas.

Manager's Report – Guy Turner, Safety and Security Manager

Guy Turner discussed 2023 incidents in the library. He commented he is grateful for the investment made in the security cameras.

Guy Turner left the meeting at 6:46 pm.

PR/Marketing Report

The PR/Marketing Report for December was delivered with the agenda. Heather Feenaughty, PR/Marketing Manager, was not able to attend the meeting. The Director reported in her absence. He commented that Ms. Feenaughty has been an incredible, creative and enthusiastic manager for the two years she has been here.

The end range sign holders are being updated and replaced.

Ms. Feenaughty designed a new Black History Month display for the library made from a more durable material that can be reused in the coming years with a better variety of historical figures and accomplishments celebrating Black history.

Assistant Director's Report

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

CJ Lynce, Assistant Director, reported it has been six and a half weeks since migrating to KOHA and Aspen. Linger issues are being closed out and we are working to reestablish borrowing through Search OH.

Our new mobile app is still in development. We are expecting a test version next week and hope to roll it out to patrons in three to four weeks.

The Makerspace saw a fifty-three percent increase in attendance in December and a sixty percent increase in 1 on 1 appointments with a staff member. The Makerspace staff is working on new programming.

Youth Services began their 2nd annual reading challenge under the Myrna Chelko, Reading is Elementary initiative.

Financial/HR Reports

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

The Fiscal Officer introduced Shelly Waryk, Deputy Fiscal Officer, and commented we are so lucky to have Ms. Waryk in this roll; her attention to detail is amazing and she is so helpful to staff members.

PLF income for 2023 was 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. The 2024 revised estimates take into consideration all changes to the new State biennium budget.

Director's Report

The Director met with Isam Zaiem about a potential program at the library regarding the historical context of the Israeli Palestine conflict.

Friends

The Friends Christmas program was very well received and they would like to do it again next year.

A Friends' Board Member shared information about a company in Rocky River, Canvus. They make furniture and art out of old wind turbine blades. This might be a way to promote and highlight reusable, recyclable materials.

Foundation

Eclipse glasses are selling well and are almost sold out. The proceeds will go to the Foundation.

We will have programming before the eclipse and plan to be open and operational on the day of the eclipse.

One of the cordless vacuums had a gasket come up missing that made it unusable. Ordering a new one was going to take months. We were able to find a file online and the MakerSpace 3D printer printed a gasket that works well.

The Director reported Tom Fox, past Board Member, left the library \$50,000.

The Director met with Kiwanis to discuss a project around America 250-Ohio which will celebrate Ohio's contributions to the U.S. 250th Anniversary in 2026.

Space Planning

The Director met with Bialosky to continue to refine the scope of the areas being renovated in the upcoming renovation projects.

The strategic planning survey will close on February 2, 2024.

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

New Business

Amend the Collection Development Policy – World Languages

Tianyi Krupka moved to amend the Collection Development Policy – World Languages. Peter Schindler seconded the motion. All present were in favor.

Amend the open/close dates for 2024 to close October 14, 2024 for Staff Appreciation and Development Day

Bob Plantz moved to amend the open/close dates for 2024 to close October 14, 2024 for Staff Appreciation and Development Day. Lauren Golick seconded the motion. All present were in favor.

Mr. Mangels thanked the Board for himself and on behalf of the staff. We are grateful to the Board for recognizing staff at the end of the year and being amazing stewards of the Library.

Will Perry commented the Board is grateful to the Director and the staff as well.

Adjourn

Elizabeth Sheehe moved to adjourn the meeting at 7:55 pm. Tianyi Krupka seconded the motion. All present were in favor.

The meeting adjourned at 7:55 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

Will Perry, WPPL Board President

Tianyi Krupka, WPPL Board Secretary

Mission Moment

The library has not had an annual report in a few years and this year we brought it back. With help from Andrew, Jana, Karen, and various departments, we were able to acquire info and stats to make a report for the 2023 year. This is just one other way we can communicate with our patrons and give them information about their library.

Projects

In the News:

- Elaine wrote a press release about SearchOhio's return and the State of the Library Address.

PR inside and outside the library

- Continued the endcap project for new endcap signage and completed the adult nonfiction, science fiction and mystery books. The next area to complete will be the fiction shelves.
- Worked with admin team members to create an annual report and presentation for the State of the Library Address.
- Printed and placed Black History Month displays throughout the library. These can be used each year and there are plans to add more next year.
- Refreshed some signage on the library floor like the computer desk labels in the reference area and a new science fiction sign on the shelf.

Community, Ads and Sponsorships

- Submitted Ad for the annual *Westlake Magazine*
- Submitted Ad to *Westlife*, *the Observer* and *Villager* to promote the winter library challenge.
- Submitted Ad to Westlake *Rec Center* to run in the Rec Gazette in time for summer reading.

Web

- Added ReciteMe accessibility tools to both the [main website](#) and the [blog site](#).
- Ohio Legal Forms added to [database lists](#).
- Updated the [StoryWalk page](#) with the latest title.
- [Book discussion page](#) updated with books for the four clubs and calendar links checked.

Print:

- *Notes* went to print and arrived in mailboxes around January 23.
- April/May *Notes* will feature National Library Week, Free Comic Book Day

Email

- Sent a World at War forum email for February 6th program. 124 sends, 82 opens (67%), 23 clicks
- Sent a full-list email for the [Annual Report](#) on 2/12/24. It had 14,848 sends, 6,607 (45%) opens, and 245 (2%) clicks.

Digital Marketing Stats:

Email Blasts: 4 emails in January– Avg 44.5% open rate (increased 1.5% from December)

New Book Emails: 4 emails in January– Avg 55.25% open rate (increased 1% from December)

Social stats for the month of February:

- **Facebook:** 4611 page likes
- **X (formally Twitter):** 1648 followers, 1.1k impressions
- **Instagram:** 1305 followers

Website Stats for January:

- Number of sessions: 25,747
- Number of users: 12,445
- Average session: 1:03

Top 5 pages

1. Home Page: 25,766
2. Events: 3,450
3. Download-Stream: 2,690
4. Kids Space: 625
5. Interlibrary Loan: 581

Bright Idea Award

Aaron Spears received a Bright Idea Award for developing the idea to create a **WPPL podcast** focused on library topics and discussions last year. He has collaborated with several staff members and outside contributors to build a monthly podcast that started running in October. He spent time outside his regular duties to lead in the storyboarding, set up interviews, edit, and distribute a quality program. In creating this podcast, Aaron has shown great leadership, organization, and partnership.

Adult Services

Mission Moment: Jana Nassif passed along a compliment about Outreach Specialist, Sarah Beebe

"I received a call from Peg Weekley about making a donation to the library. She told me how much she enjoys the library and how helpful everyone is and how no one ever minds going out of their way to help her find materials. She went on to say what a great job Sarah Beebe is doing - Peg said that you can tell that Sarah really loves her job."

Programming:

Adult Services hosted 18 regular programs with 358 attendees, and 15 Outreach programs with 194 attendees, for a total of 552 attendees.

We also had 2 Bloodmobile sessions with 189 donors, and a total of 18 attended Heartsaver CPR/AED.

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

Along with the new Makerspace programs, 671 people attended some form of Adult Services programming this month.

Program title + attendance	Hosted by	Program Survey Comments
Horror Film Club –19	Erin Manning	
Microsoft Excel - 3	Jenny Norton	"Jen was very informative and helpful."
Computer Basics- 2	Jenny Norton	"Thanks this was very informative. Jenny was very helpful."
iPhone and iPad User Group - 8	Jenny Norton	"Great information. So happy to learn about LinkedIn Learning." "I'll be back. Thank you, Jenny!"
Maker Monday: Bling in the New Year with Silhouette Cameo - 8	Jenny Norton	
Intro to Sewing-6	Taylor Jacobs	"1000/10, Wonderful, A+++"
Craft Supply Swap-20	Taylor Jacobs	
Legal Issues Affecting Seniors- 35	Katie Salis.	"Elizabeth Perla is always an excellent speaker." "Do it again!"

Managing Financial and Tax Issues as Elder Caregiver- 10	Katie Salis. Jenny Norton hosted	
Social Security Administration Informational Presentation - 46	Katie Salis. Jenny Norton hosted	
American Red Cross Bloodmobile – 4th: 88; 22 nd : 101	Red Cross – coordinated by Andrea Tarolli	
Heartsaver CPR/AED - University Hospitals - 1/10- 18	University Hospitals	
Winter Foraging Walk with Wildcrafted Tea- 11	Victoria Vogel	<p>“This was incredible, and I would recommend the program to anyone! Allison is so knowledgeable and makes the information accessible.”</p> <p>“This was a lovely program, and I really enjoyed my time. The instructor was awesome! I hope there is another one in the spring! 😊</p>
World at War Forum - 1914: Europe Goes to War -86	Chad Statler	<p>“Keep ‘em coming!!! These programs are fantastic!”</p> <p>“Very informative – Great presentation from the 8th grader!”</p>
Adult Creative Writing Group – romance edition – 10	Victoria Vogel	
Did You Know You Speak Latin? 27	Joanne Penkalski	“So interesting! Looking forward to all the other sessions. 😊 A+”
Tuesday Evening Book Club (IN PERSON & ON ZOOM) - <i>Lessons in Chemistry</i> by Bonnie Garmus - 30	Elizabeth Bernhofer	Summary below
Wednesday Afternoon Book Discussion - <i>I'll Be You</i> by Janelle Brown- 15	Joanne Penkalski	
Thursday Night Book Discussion – <i>The Reading List</i> by Sara Nisha Adams-3	Joanne Penkalski and Diane Dillon	
True Crime Book Club - <i>All That Is Wicked</i> by Kate Winkler Dawson- 2	Chad Statler	
Remembering the Holocaust “A Promise to My Father” - 23	Chad Statler	<p>“We need more of this type of presentation.”</p> <p>“Very impactful. Great program.”</p>
Remembering the Holocaust “The Last Survivors”- 20	Chad Statler	“Very well presented, didn't leave me sad which I was expecting. I was/am in awe of the survivors.”
“Virtual Author Talk - Rebecca Serle – 40 total views	Library Speakers Consortium	

Virtual Author Talk - Rajiv Nagaich – 17 total views	Library Speakers Consortium	
Virtual Author Talk – Dr. Robert Lustig – 53 total views	Library Speakers Consortium	
Outreach Programs – Dolly Parton – 15 programs. Total attendance 194	Sarah Beebe	

Tuesday evening book discussion

On January 9, we discussed *Lessons in Chemistry*, the debut novel by Bonnie Garmus about an intelligent and witty chemist in the 1960s who becomes the host of a cooking television show after her work on abiogenesis is stolen by the head of her department.

We opened the discussion describing some of our own experiences with sexism – being fired for becoming pregnant, being mocked by male colleagues, and even experiences where our status and ability were doubted by other women. Most of us found the protagonist Elizabeth to be empowering and an admirable character. We appreciated her quick and witty responses, her no-nonsense attitude, and her courage to stand up for herself and other women. When it came to her daughter, the savant Mad, and her equally intelligent (for a dog) dog Six-Thirty, some of us found the characters to be endearing and charming, while others felt they were too good to be true and took away from the powerful message of the story. We discussed the progress that has been made for women since the 1950s and 1960s when this story took place and how much progress is still left to be made. Overall, the group found the book to be uplifting and inspiring. There were 30 of us and we gave the book 4.41 stars out of 5.

New Databases

There were two excellent additions to WPPL's database lineup this month. After an online demonstration by Gale representative Kevin Teller, Business Librarian Katie Salis and Adult Services Manager Nick Cronin enthusiastically recommended adding Gale Legal Forms Ohio to our database offerings. This new resource gives WPPL patrons quick and easy access to just about every type of legal form one can think of, saving reference staff from having to search online for often difficult to find legal information.

Additionally, the database provides access to a nationwide attorney directory. It's another terrific resource for patrons and is searchable by State and legal Practice Area.

We also purchased a new American Sign Language add-on to our Mango Languages Database. ASL has been popular at WPPL recently and we were excited to offer this new service to our patrons.

Tax Forms

This might not be our most exciting service offering, but it remains one of our busiest and most popular. The tax form table by the Ask Us desk has seen a daily flurry of activity since we put forms and instructions books out mid-January.

Associate Victoria Vogel has organized the various tax materials this year, ensuring that we have adequate supplies of the many forms and instructions books for WPPL patrons.

All our IRS orders came in a timely manner, and they were quick to send re-orders as well.

Unfortunately, The Ohio Department of Taxation no longer sends Instruction booklets, so Victoria

oversaw the printing and cataloging of these items so that patrons can check them out on their library card. AS staff eyeball supplies of the various tax products every day to ensure that we have enough copies to meet demand. Just over two months out from deadline day, April 15, we are in very good shape.

Outreach

January's Outreach program was Dolly Parton themed. It was a great month with 194 participants across 15 facilities. One program was cancelled due to the facility not allowing groups because of COVID. This month was also the first time Outreach Specialist Sarah Beebe presented a program at the Farrel foundation, which was well received. They would like her to continue to do a monthly program there.

Digital Literacy with Northstar

We currently have 113 unique users of NorthStar Digital Literacy, an increase of 11 over December's figures. They have taken 171 assessments, an increase of 4 over December. Basic Computer Skills remains the most popular module with 54 assessments, followed by Internet Basics (27), MS Word Office 2016 (20) and MS Excel Office 2016 (16)

Northstar program numbers remain low, but steady with 3 attendees at January's Microsoft Word class and 2 at Microsoft Excel.

One-on-one Technology Appointments

Jenny Norton continued her one-on-one appointments with WPPL patrons throughout the month. She had 10 in January:

- 1 iRig
- 2 VHS/Elgato
- 1 Pictures from phone to computer
- 1 CD burning
- 1 Android
- 1 Kindle
- 1 Phone, ChatGPT, and Mac (during same session)
- 1 Mac
- 1 Basic Computer

In addition to her regular program duties, Jenny presented a custom Computer Safety Seminar on Sunday, January 28 for Helping Hands Northeast Ohio, part of FICA (Federation of India Community Associations). Topics included staying safe online with Windows, Macs, smartphones, and tablets. There were 40 attendees at a Zoom session that went very well.

Blogs

New blogs were on hiatus in January as staff worked through past blogs to update links to work correctly in the new Aspen catalog.

Displays

- National Hobby Month – Frances Brawner
- Don't Judge the Book by the Movie – Sarah Beebe
- World War I (World at War Forum) - Chad Statler
- Weather Outside is Frightful, so Stay Home & Read! Diane Dillon

- MLK – Katie Salis
- Snow Much Fun – Diane Dillon
- Start Your Reading Challenge – Katie Salis
- Tax Forms – Victoria Vogel
- Library Speakers Consortium – Victoria Vogel

Makerspace

The Makerspace hosted 148 attendees at 96 appointments during the month of January. The new year brought 47 new users to the space. 3D printing was also in demand, with 89 print jobs running through the staff-led queue.

Makerspace Programs

The Makerspace started the year with two engaging programs. Taylor Jacobs and Jamie Novak hosted Intro to Sewing and a Craft Swap. The Intro to Sewing class hosted 6 attendees to learn the basics of using the Singer Heavy Duty sewing machine, along with the sewing features of the Brother embroidery machine. Participants learned how to thread the respective machines and even got to practice sewing on paper samples. The feedback Taylor and Jamie received was positively glowing, with attendees praising the hands-on learning in a welcoming environment.

The Craft Swap an exciting program for participants to scope out the Makerspace, meet fellow crafters in the community, and get some materials to enhance or learn a new craft. The participants all raved about getting to meet other crafters and asked staff to host another event soon.

Adrien Krajnik and Katie Cooley were hard at work preparing for the first upcoming CNC orientations. This allowed for the perfect opportunity to show Jamie the ropes of preparation and operation of the machine.

Circulation

Passports:

Circulation processed 157 passports and took 192 pictures this month.

A new passport photo solution was investigated due to wear and tear issues with our current setup. Ultimately, it was decided that the solution was overly complex, and we will replace our current setup with new, similar equipment.

After-Hours Lockers were used by 70 users to pick up 12 items.

SearchOhio borrowing by patrons resumed on February 6. After a week-long soft-launch, publicity about the resumption of service was done on February 15.

Circulation completed shifting of the Non-Fiction collection to make room to move the Science Fiction Collection next to the Mystery Collection. These moves free up space to allow the Fiction collection to be less congested and more browsable.

Collection Development/Technical Services

New LEGO® Building sets have been added to the Collection. These sets have proved very popular since their introduction in 2023.

e-Materials saw a substantial increase in January: Overdrive e-Book checkouts rose by 23%, nearly matching the 24% increase in Overdrive e-Audiobook checkouts. Overdrive Magazines took the cake at 27% increase over December 2023's checkouts.

Hoopla checkouts are also on the rise with a 17% increase in eBook checkouts, and 9% increase in e-Audiobooks. Finally, Flipster Magazines saw a 18% jump in circulation.

While the exact factors influencing this rise are unknown, we suspect that Aspen's direct integration of these materials into search results is a significant factor in this increase.

Information Technology

An internal phishing test was conducted in January. WPPL staff did very well, with only 10% of staff clicking on one of the simulated phishing links. This is significantly better than the industry standard of 33% click-rate. All staff have to go through phishing awareness training each year.

New computers and laptops for the staff PC refresh project were ordered in January and arrived in February. Phased deployment of all equipment will take several months.

Youth Services

Mission Moment: From Natalie:

From Natalie: I was helping an adult patron find ESL materials. He was very concerned about his accent and pronunciation. He was unsure that the adult materials were for him because he felt he was a "child" in terms of speaking English. With Trina's help I was able to direct him to the right materials, in adults, including materials about Tri-C's Aspire English language program. I led him to the front so he could check out materials, and while Ozlem was checking out materials he was, again, lamenting his poor English and pronunciation. Ozlem immediately offered her support, shared her story of learning English at Tri-C, and spoke highly of the program. She also explained to him that some pronunciation is still very difficult for her, that her accent will never go away but that she speaks fluently and understands well, and she encouraged him to contact Aspire.

Programming Highlights:

Emily's **Hand Sewing for Literacy** program saw a mix of regulars and new participants this month, with most being on the older end of 3rd-5th grade range, which in turn meant that everyone could finish the project during the program, which you could tell made the kids very proud of themselves by the end of the program. 11 participants.

Cat hosted **STEAM Lab** seeing 10 participants wherein the kiddos learned about snow and ice and then made their own snow. You could tell the collaborative creation time along with making something that was cold (!) even though we were inside, was a big hit with families.

Fran hosted **Feed the Birds** for 19 participants learning all about birds, playing bird games and then making a bird feeder to put in your backyard to help feed the birds through the cold winter months.

Aaron's **World Tour of Cinema – France** program was a big hit with 58 participants. Robin was a big help with creating more handouts for Aaron when he realized the interest in the program, even though she was attending as a patron! This program is open for teens through adults, which is helping increase the attendance count. Another boost for the program came from Aaron's work with the high school – he was able to work with the French Teacher at WHS who offered extra credit to her students if they attended the program. She also came and sent him this email following the program,

“Merci for a great presentation last night. Your passion for film and knowledge of the evolution of French film was very evident and I really enjoyed hearing what you had to share. I know some of my students are excited to check out some of the movies you presented too! Please reach out about future events – we would be happy to attend again!”
In addition, Emily reported that, *“Bob Plantz approached the YS desk looking for Aaron, who had already left for the day. He wanted Aaron to know that his wife went to his World Tour of Cinema (France) program, and that she spoke very highly of her program experience and his knowledge of the material.”*

Natalie hosted the **Adult Transitional Students** combined with **SAW** for a craft program where they made winter and Valentine's themed crafts and did dot painting. It was a good moment for WHS and SAW to meet potential new friends, as SAW is a likely next step program once students graduate. 9 participants.

Holly's **Fun Science** and **STEAM Clubs** were both well attended despite both happening on snow-days for WCS. Her attendance was almost full for both programs, and she received positive feedback about the topics: snowflake and matter. 21 and 15 participants respectively.

Jessica hosted **Art Smarts** for **7 participants** where they created art based on the featured artist.

Next Chapter Book Club is reading *The One and Only Ivan*. **5 participants**.

STAFF MEMBER	Programs Hosted Included (stats in STATs spreadsheet):
Cat	STEAM Lab; Bow Wow Books; SAT Practice Test
Natalie	PreK ST; Adapted ST; Adapted Art; NCBC; Adult Transition Class/SAW; Adapted Outreach
Jamie	Lapsit ST; Family ST; Preschool Outreach
Rachel	Preschool Outreach; Toddler ST (sub); PreK ST (sub); Make It, Take It; Bow Wow Books
Holly	Fun Science Friday; STEAM Club; Family ST; Come Play with Me; LINK
Emily	Family ST; Hand Sewing for Literacy; Bow Wow Books; Music Monday; Preschool Outreach; Adapted Outreach; Brick Builders; LINK
Jessica	Anime Club; Bow Wow Books; Make Your Own Bead Buddy; Illustration Creation; Art Smarts
Rebecca	Family Literacy Night x2
Aaron	Teen Craft; Roblox Arcade; Discovery Box; World Tour of Cinema – France; Jewelry Crafting – Bracelets; SAT Practice Exam; WHS After School Book Club; LBMS Lunchtime Book Club; Teen Lounge
Fran	Toddler ST; Illustration Creation; Brick Builders; Feed the Birds; Bow Wow Books

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.

Jamie scheduled and planned **Preschool Outreach Storytimes** for 11 locations, seeing 535 participants.

- Jamie hosted 16 sessions.
- Rachel hosted 6 sessions.
- Emily hosted 1 session.

Holly and Emily attended **LINK**, seeing 66 participants.

Aaron met with his **book clubs at WHS and LBMS**, seeing a total of 29 participants this month. The clubs read "*I Must Betray You*"; "*Long Way Down*" and "*Legend*".

Aaron partnered with WHS French Teachers and students received extra credit for attending his program **World Tour of Cinema – France**.

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

Rachel prepped for upcoming **field trips** and was able to schedule 2nd grade field trips. 3rd grade field trips had to reschedule their visits due to state testing, so she is pivoting their lessons planned to when they next come.

Porter Express Stats:

- 27 deliveries of 245 items
- 21 pick-ups
- 14 schools (includes Book Bin Delivery)

Other Partnerships

Natalie hosted the **Adult Transitional Group from WHS** for a winter and Valentine craft session. They came with **SAW**.

Connecting for Kids

Rebecca submitted MOU to admin team for approval.

Natalie began work on the **Spring Meet and Greet** creating flyers for inclusion in the event.

Cuyahoga County Board of Developmental Disabilities Grant Update

Natalie submitted proposal for 2024.

Natalie managed a cancellation of a presenter for a program by researching and finding a suitable substitute program that will sufficiently spend our speaker funds for this grant.

Accelerated Learning Grant / Cuyahoga Reads Update

Rebecca hosted **Family Literacy Night** for 4 participants.

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

Cuyahoga Reads: Westlake Reads Beanstack Challenge registration statistics:

- 219 registered
- 779 badges earned.

Literacy Initiatives:

The **Myrna Chelko Reading is Elementary** program saw 3 new registrations. 123 children are registered for the program.

3 new participants registered for the **Myrna Chelko Little Sprouts** program. 1 child completed the program. There are 328 children registered for the program.

In the **1000 Books Before Kindergarten** program 13 participants achieved milestones with 3 completing the program! 4 children registered as new participants. There are currently 858 registrants for this program.

Blogs

- RKO Radio Pictures Part 1 and 2 (Cat)
- Folklore Fun! Latin American Tales (Jessica)

Displays

- Created February Calendar (Cat)
- Created February school newsletters for outreach visits (Jamie, Natalie)
- Displays this month included: Dinosaurs, Award Winners, Romance Reads, Dark Fantasy, Remember Summer?
- Flyers created and rotated (all)
- Kindergarten Literacy Packet (Rachel, Jamie) 190 packets taken.
- Maintain and update all Communico (Rachel, Natalie, Aaron)
- Maintained picture book and JFic bibliographies (Cat)
- Nametags for Lily, Suma, Mortimer and Zara updated (Jamie)
- Podcast episode recorded on 100 Books Before Graduation (Rebecca)
- Posters/Bulletin Board display: Winter Reading; Genre Reading Challenge
- Skills Packet Grades 3-5 (Rachel) 70 packets taken.
- Skills Packet Grades K-2 (Rachel) 60 packets taken.

Meetings/Training

Attending meetings for the SearchOhio resumption on 1/19, 1/26, 2/2, 2/9, and 2/16.

Met individual with Managers the weeks of 1/22, 2/5, and 2/19.

Attended Admin Team meetings on 1/23, 1/30, 2/6, 2/13, 2/20.

Coordinated a paper shredding pickup on 1/26 for library materials that needed shredding.

Attended meetings with Bialosky regarding the Circulation and Teen spaces on 1/26, 2/2, 2/6, and 2/13.

Attended the AS Department meeting on 1/30.

Met with Andrew, Jana, Rebecca, and several YS staff members on 1/30 to discuss the Teen space.

With Andrew and a possible presenter on 1/31 to discuss a suggestion for a library program on the middle east.

Met with Heather on 1/31 to discuss PR and Marketed for the re-launch of SearchOhio borrowing.

Met with Andrew on 2/5 to discuss the Teen area.

Met with window covering vendors on 2/12 and 2/14 to discuss options for reducing sun glare in the Makerspace.

Attended a meeting with the Rust Belt Riders on 2/13 to discuss details for having a food compost drop-off at the library.

Met with Andrew and Jana on 2/13 to discuss the 2024 permanent budget.

Attended the City Club event on 2/24: *Can Libraries be Everything to Everyone?*

Attended the Quality Council meeting on 2/15.

Agenda Items

- **Resolution 5-24: 2024 Permanent Budget**

Overall, there were minimal changes to the 2024 Permanent budget from the 2024 Temporary budget passed at the end of last year.

Revenue (Fund 101): Compared to the 2023 Permanent budget, revenue is 18.6%, or \$1.1MM higher. Property Tax revenue was updated based on the Schedule A received from the budget commission and PLF income was updated based on revised estimates from the Ohio Department of Taxation.

Expenses (Fund 101): Compared to the 2023 Permanent budget, the 2024 Permanent budget is 3%, or \$196K higher. There were minimal changes to the expenses in the 2024 Permanent budget from the 2024 Temporary budget.

- **Asset disposal list**

Financial Highlights

- 2024 Revenue of \$401K is 27.4%, or \$86K, higher than January 2023 revenue because of a larger property tax distribution received this year.
- 2024 Expenses of \$408K are 6.6%, or \$25K, higher than January 2023 expenses.

External Meetings/Trainings

- Attended a **Phase II Project Cost Estimate Review** meeting with Bialosky & Roger Riachi, the library's Owner's Rep, on Friday, January 26
- Andrew and I met with Matt Sagone from Squire Patton Boggs regarding the **legal documents for the construction project** on Friday, January 26
- Met with **Bialosky** on Tuesday, February 6 and Wednesday, February 14 to review design documents
- On Thursday, February 8, Andrew and I met with **Laura Sherman, the library's energy consultant**, to review electric and natural gas rates. The library's current contracts end in May and October of this year, respectively.
- Met with **Rust Belt Riders** on Tuesday, February 13 about a possible partnership with the library
- Attended the **City Club luncheon** *Can Libraries be Everything to Everyone?* on Thursday, February 14
- Attended the virtual **NEO-RLS HR/Fiscal Officer networking meeting** on Friday, February 16

Library Meetings/Trainings

- Attended the **Manager's meeting** on Tuesday, February 6
- **Trustee onboarding** with Lauren and Peter was held on Wednesday, February 7
- Andrew, CJ and I met on Tuesday, February 13 to review the **2024 Permanent budget**
- Attended the **Quality Council meeting** on Thursday, February 15
- Attended weekly **Admin meetings**

Finance

- **The library's 2023 annual financial report and notes are required to be filed with the Auditor of State's Office by the end of February.** These are currently in process and scheduled to be completed prior to the filing deadline. A copy of the report will be emailed to Trustees upon its completion.
- Shelly and I participated in a webinar "Surviving a Department of Labor Audit" on Thursday, February 8
- The Finance department met on Wednesday, January 24 and Wednesday, February 21

Human Resources

- Completed onboarding for **Susan Dorney** who started at WPPL on Monday, January 22 as a **Circulation Senior Assistant II**

EAC Update

- The first EAC meeting was held on Thursday, January 25 at 1:30 pm. We welcomed new team members Sarah Beebe, Chip Halvorsen, Kim Jenkins and Jessica Meek. We reviewed the purpose of the EAC and expectations of members. It was confirmed with the team that the Board has approved the library to be closed on Monday, October 14 for Staff Appreciation and Development Day and planning for that would begin at the next meeting. The first decision we'll have to make is whether or not it will be held at WPPL or offsite.
- Suggestions/Comments submitted for discussion:

Fireplace in Library

Description:

As a patron was walking into the lobby, he mentioned that it would be nice if the library had a fireplace. I thought it was a nice idea to have an electric fireplace. The quiet room might be a good spot for it. Or maybe near the AS study rooms.

Values: Unknown, Appreciation

Potential Benefits: A nice place to sit, read, and watch the fire. Maybe create a space for people to sit and talk.

Impact on Departments: Will add more maintenance work.

Library cat

I suggest the library get a cat. There are several hypoallergenic breeds for those patrons or staff that might be allergic to cats: <https://www.petmd.com/cat/general-health/hypoallergenic-cat-breeds>

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

Account	Description	2023 Actual	2024 Temporary Budget	2024 Permanent Budget	Difference (2024 Perm & Temp Budgets)	Difference (2024 Perm Budget & 2023 Actual)	Notes
REVENUE:							
41200	PROPERTY TAX	4,019,776	4,908,145	5,032,538	124,393	1,012,762	Rec'd Sched A from Budget Commission; Temp Budget was an estimate
42210	PLF	1,499,516	1,445,423	1,430,611	(14,812)	(68,905)	Updated estimate from December 2023 based on new state budget
42400	GRANTS	21,057	2,500	2,500	-	(18,557)	2023 included \$20K Libraries Accelerating Learning grant
43100	FINES & FEES	9,844	9,743	9,743	-	(101)	
44100	INTEREST	148,667	123,400	123,400	-	(25,268)	
46100	CONTRIBUTIONS	2,000	250	250	-	(1,750)	
48000	FEES/MISC	96,031	88,950	88,950	-	(7,081)	
49000	TRANSFERS	-	-	-	-	-	
	REVENUE	5,796,892	6,578,412	6,687,992	109,581	891,100	
	CARRY FORWARD	4,507,076		3,717,109			
		10,303,968	6,578,412	10,405,101			
EXPENSES:							
51000	SALARIES	2,829,046	2,904,400	2,904,400	-	75,354	includes raises for staff
51000	SUBSTITUTE BUDGET	31,014	32,000	32,000	-	986	
51000	EST RETIREMENT PAYOUT	2,918	10,000	10,000	-	7,082	
	SUBTOTAL SALARIES	2,862,978	2,946,400	2,946,400	-	83,422	
					-	-	
51410	OPERS	391,722	411,096	411,096	-	19,374	
51610	INSURANCES	395,196	478,000	478,000	-	82,804	includes addition of one indiv and one family to the library's insurance
51620	MEDICARE	39,197	42,723	42,723	-	3,526	
51630	WORKERS COMP	2,731	6,500	6,500	-	3,769	
51640	UNEMP COMP	-	1,500	1,500	-	1,500	
51910	WELLNESS	2,250	2,500	2,500	-	250	
51920	EDUCATION	1,500	2,000	2,000	-	500	
	SUBTOTAL(PERSONNEL)	3,695,574	3,890,719	3,890,719	-	195,145	
52110	COMPUTER SUPPLIES	17,262	18,500	18,500	-	1,238	
52120	LIBRARY SUPPLIES	31,985	32,250	32,250	-	265	
52140	COPIER SUPPLIES	2,785	3,500	3,500	-	715	
52150	OFFICE SUPPLIES	4,421	7,650	7,650	-	3,229	
52160	PROGRAM SUPPLIES	2,506	-	-	-	(2,506)	
52170	STAFF RECOGNITION	3,795	4,400	4,400	-	605	
52210	PROPERTY MAINT	13,825	17,000	17,000	-	3,175	
52220	CUSTODIAL	14,969	15,000	15,000	-	31	
52310	VEHICLE FUEL & PARTS	3,459	4,000	4,000	-	541	
	SUBTOTAL(SUPPLIES)	95,006	102,300	102,300	-	7,294	
53110	STAFF INTERNAL TRAINING	300	1,500	1,500	-	1,200	
53120	STAFF EXTERNAL TRAINING	27,925	28,100	28,100	-	175	
53130	MILEAGE - OTHER	205	450	450	-	245	
53140	BOARD INTERNAL TRAINING	297	500	500	-	203	
53150	BOARD EXTERNAL TRAINING	425	600	1,050	450	625	
53210	TELECOMMUNICATIONS	8,809	9,750	9,750	-	941	
53220	POSTAGE	18,731	20,500	20,500	-	1,769	
53230	PRINTING & PUBLICITY	55,002	59,400	59,400	-	4,398	
53240	DATA COMMUNICATIONS	-	-	-	-	-	
53310	COMPUTER MAINT	85,562	115,280	115,280	-	29,718	includes three year renewal of Meraki support agreement (\$18.5K)
53320	EQUIPMENT MAINT	4,671	8,600	8,600	-	3,929	
53330	BLDG/PROPERTY MAINT	112,987	137,950	137,950	-	24,963	2024 budget is similar to 2023 budget - 2023 parking lot maintenance and carpet cleaning expenses were less than expected

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

Account	Description	2023 Actual	2024 Temporary Budget	2024 Permanent Budget	Difference (2024 Perm & Temp Budgets)	Difference (2024 Perm Budget & 2023 Actual)	Notes
53340	SECURITY ALARM	2,592	2,900	2,900	-	308	
53410	INSURANCE	38,856	40,000	40,000	-	1,144	
53510	RENT/LEASE	9,597	9,950	9,950	-	353	
53610	UTILITIES	107,009	115,500	115,500	-	8,491	
53710	CONSULTING SERVICES	9,414	16,000	16,000	-	6,586	
53720	SPEAKERS/PERFORMERS	29,223	10,255	16,605	6,350	(12,618)	
53730	BANK FEES	24,322	27,500	27,500	-	3,178	
53740	AUDIT FEES	59,830	81,500	81,500	-	21,670	increase in fees related to the additional property tax millage
53750	COLLECTIONS	2,876	3,000	3,000	-	124	
53810	OHIONET -CATALOGING SOURCES	35,034	38,300	38,300	-	3,266	
53820	ONLINE ACCESS FEES	6,812	7,100	7,100	-	288	
53910	ILL DELIV SERVS	12,204	13,500	13,500	-	1,296	
SUBTOTAL(SERVICES)		652,682	748,135	754,935	6,800	102,253	
54000	BOOKS & MATERIALS	726,906	741,000	741,000	-	14,094	
SUBTOTAL(MATERIALS)		726,906	741,000	741,000	-	14,094	
55200	LAND IMPROVEMT	-	-	-	-	-	
55300	CONSTRUCTION	-	-	-	-	-	
55410	BLDG IMPROVEMT/INSTALLATIONS	5,714	6,000	6,000	-	286	
55510	FURN/EQUIPMENT	3,048	3,000	3,000	-	(48)	
55520	OPERATING HARDWARE	-	-	-	-	-	
55530	OPERATING SOFTWARE	207,576	86,975	86,975	-	(120,601)	savings from transition to Koha!
SUBTOTAL (CAPITAL)		216,338	95,975	95,975	-	(120,363)	
57110	MEMBERSHIPS-LIBRARY	16,682	16,500	16,500	-	(182)	
57120	MEMBERSHIPS-BUSINESS	2,378	2,700	2,700	-	322	
57220	ELECTION ASSESSMENT	-	5,000	5,000	-	5,000	
57250	STATE SALES TAX	1,448	1,700	1,700	-	252	
57510	REFUNDS	173	350	350	-	177	
57900	MISCELLANEOUS	-	-	-	-	-	
58110	CONTINGENCY/OTHER	-	20,000	20,000	-	20,000	
59910	TRANSFERS	1,080,000	1,200,000	1,200,000	-	120,000	transfer \$1MM to PI Fund and \$200K to Automation Fund
SUBTOTAL(OTHER)		1,100,680	1,246,250	1,246,250	-	145,570	
TOTAL OPERATING EXPENSES		6,487,187	6,824,379	6,831,179	6,800	343,992	
REVENUE LESS EXPENSES		(690,295)	(245,967)	(143,187)			
EST CARRYOVER BALANCE		3,816,781		3,573,922			

WESTLAKE PORTER PUBLIC LIBRARY
General Fund Financial Summary
As of: January 31, 2024

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
Revenue				
Property Tax	409,012	269,343	(139,669)	
PLF	120,452	104,198	(16,254)	
Other	18,737	27,140	8,403	
TOTAL	548,201	400,682	(147,519)	
Expenses				
Salaries & Benefits	324,227	265,416	(58,811)	
Supplies	8,993	1,532	(7,461)	
Contracted Services	66,386	107,237	40,851	several one-time, annual payments made in January such as annual maintenance for Communico and OCLC cataloging fees; three year support & licenses for Meraki
Library Materials	64,653	31,924	(32,729)	
Capital	8,079	591	(7,489)	
Miscellaneous	3,000	814	(2,186)	
Other Expenses	101,667	-	(101,667)	transfers out to PI and Automation funds
TOTAL	577,004	407,513	(169,491)	

WESTLAKE PORTER PUBLIC LIBRARY
YEAR TO DATE BANK REPORT
As of: January 31, 2024

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	\$ 363.25	\$ 5,149.37	\$ 206.10	\$ -	\$ 5,000.00	\$ 306.52
FFL - GENERAL CHECKING	\$ 130,350.71	\$ 5,673.33	\$ 414,446.87	\$ 543,648.98		\$ 265,226.15
FFL - RETAINAGE	\$ -					\$ -
PETTY CASH & CHANGE	\$ 1,343.50					\$ 1,343.50
TOTAL	\$ 132,057.46	\$ 10,822.70	\$ 414,652.97	\$ 543,648.98	\$ 5,000.00	\$ 266,876.17
FFL - MONEY MARKET	\$ 100,736.67	\$ 675.27	\$ -	\$ 750,000.00	\$ 538,648.98	\$ 312,762.96
US BANK	\$ 4,424,350.80	\$ 13,846.37	\$ 416.48			\$ 4,437,780.69
STAR OHIO	\$ 1,273,865.97	\$ 378,317.80	\$ 13,343.20		\$ 750,000.00	\$ 888,840.57
TOTAL	\$ 5,798,953.44	\$ 392,839.44	\$ 13,759.68	\$ 750,000.00	\$ 1,288,648.98	\$ 5,639,384.22
TOTAL - ALL BANKS	\$ 5,931,010.90	\$ 403,662.14	\$ 428,412.65	\$ 1,293,648.98	\$ 1,293,648.98	\$ 5,906,260.39

WESTLAKE PORTER PUBLIC LIBRARY

STATEMENT OF CASH POSITION

As of: January 31, 2024

FUND DESCRIPTION	BEGINNING BALANCE	Y-T-D REVENUE	Y-T-D EXPENSE	UNEXPENDED BALANCE	OUTSTANDING ENCUMBERANCE	ENDING BALANCE
101 GENERAL FUND	\$ 3,816,781.37	\$ 400,681.61	\$ 407,513.18	\$ 3,809,949.80	\$ 2,118,270.76	\$ 1,691,679.04
410 DEVELOPMENT FUND	\$ 56,509.27	\$ 809.85	\$ 4,678.84	\$ 52,640.28	\$ 38,969.81	\$ 13,670.47
420 FRIENDS OF THE LIBRARY	\$ 3,604.26	\$ -	\$ 148.48	\$ 3,455.78	\$ 27,200.00	\$ (23,744.22)
450 PERMANENT IMPROVEMENT	\$ 1,692,858.81	\$ 1,490.10	\$ 15,871.15	\$ 1,678,477.76	\$ 269,278.85	\$ 1,409,198.91
475 AUTOMATION FUND	\$ 334,041.46	\$ 624.73	\$ 201.00	\$ 334,465.19	\$ 198,218.19	\$ 136,247.00
703 FRANCIS EGGER TRUST	\$ 27,215.73	\$ 55.85	\$ -	\$ 27,271.58	\$ -	\$ 27,271.58
TOTAL:	\$ 5,931,010.90	\$ 403,662.14	\$ 428,412.65	\$ 5,906,260.39	\$ 2,651,937.61	\$ 3,254,322.78

WESTLAKE PORTER PUBLIC LIBRARY

REVENUE REPORT - GENERAL FUND

As of: January 31, 2024

% through the year:

8%

<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	4,527,430	269,343	269,343	4,258,087	5.9%
Homestead Rollback	380,715	-	-	380,715	0.0%
Subtotal	4,908,145	269,343	269,343	4,638,802	5.5%
PLF	1,445,423	104,198	104,198	1,341,225	7.2%
Grants	2,500	-	-	2,500	0.0%
Patron Fines & Fees	9,743	381	381	9,362	3.9%
Interest	123,400	17,127	17,127	106,272	13.9%
Contributions	250	-	-	250	0.0%
Refunds/Reimbursements/Misc	88,950	9,632	9,632	79,318	10.8%
Transfers	-	-	-	-	0.0%
TOTAL	\$ 6,578,412	\$ 400,682	\$ 400,682	\$ 6,177,730	6.1%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - GENERAL FUND

As of: January 31, 2024

						% through the year:	8%
Expenditure Accounts	Combined Appropriations	Combined Month-to-Date Expenses	Combined Year-to-Date Expenses	Combined Encumbrances	Combined Unexpended Balance	% Combined Expended Balance	
<u>Salaries & Benefits</u>							
Salaries	2,946,400	223,037	223,037	-	2,723,363	7.6%	
OPERS	411,096	-	-	-	411,096	0.0%	
Insurance	528,723	42,379	42,379	446,635	486,344	8.0%	
Other Employee Benefits	4,500	-	-	4,500	4,500	0.0%	
Subtotal	3,890,719	265,416	265,416	451,135	3,625,303	6.8%	
<u>Supplies</u>							
Administrative Supplies	71,920	895	895	66,925	71,025	1.2%	
Maintenance Supplies	32,000	637	637	31,363	31,363	2.0%	
Vehicle Fuel & Supplies	4,000	-	-	4,000	4,000	0.0%	
Subtotal	107,920	1,532	1,532	102,288	106,388	1.4%	
<u>Contracted Services</u>							
Travel & Training	31,150	-	-	31,150	31,150	0.0%	
PR/Postage/Phone	90,704	6,362	6,362	84,342	84,342	7.0%	
Maintenance	293,282	27,559	27,559	265,724	265,724	9.4%	
Insurance	40,000	-	-	40,000	40,000	0.0%	
Leases	9,950	6,240	6,240	3,710	3,710	62.7%	
Utilities	132,380	10,457	10,457	121,923	121,923	7.9%	
Professional Services	140,263	20,854	20,854	119,409	119,409	14.9%	
Library Material Control	45,400	35,765	35,765	9,635	9,635	78.8%	
Interlibrary Delivery Service	13,500	-	-	13,500	13,500	0.0%	
Subtotal	796,629	107,237	107,237	689,392	689,392	13.5%	
<u>Library Materials</u>							
Books	279,782	11,691	11,691	268,090	268,090	4.2%	
Periodicals	20,909	168	168	20,741	20,741	0.8%	
Audio/Visual	116,169	(35)	(35)	116,204	116,204	0.0%	
Portable Audio	18,257	-	-	18,257	18,257	0.0%	
Electronic Data	318,925	19,341	19,341	299,584	299,584	6.1%	
Interlibrary Loan Fees	100	-	-	100	100	0.0%	
Library Material Repair	18,653	758	758	17,895	17,895	4.1%	
Library Material, Other	3,036	-	-	3,036	3,036	0.0%	
Subtotal	775,831	31,924	31,924	743,907	743,907	4.1%	
<u>Capital</u>							
Land Improvements	-	-	-	-	-	0.0%	
Building Improvements	6,886	-	-	6,886	6,886	0.0%	
Furniture/Hardware/Software	90,066	591	591	89,475	89,475	0.7%	
Subtotal	96,952	591	591	96,361	96,361	0.6%	
<u>Miscellaneous</u>							
Dues/Memberships	19,200	-	-	19,200	19,200	0.0%	
Special Assessments	16,450	764	764	15,686	15,686	0.0%	
Refunds/Reimbursements	350	49	49	301	301	14.1%	
Other Misc Expenses	-	-	-	-	-	0.0%	
Subtotal	36,000	814	814	35,186	35,186	2.3%	
<u>Other Expenses</u>							
Contingency Fund	20,000	-	-	-	20,000	0.0%	
Transfers	1,200,000	-	-	-	1,200,000	0.0%	
Subtotal	1,220,000	-	-	-	1,220,000	0.0%	
Grand Total	\$ 6,924,051	\$ 407,513	\$ 407,513	\$ 2,118,271	\$ 6,516,538	5.9%	

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - OTHER FUNDS

As of: January 31, 2024

				% through the year: 8%	
<i>Expenditure Fund/Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>410 - Development Fund</u>					
Supplies	9,939	-	9,939	9,939	0.00%
Contracted Services	9,750	-	9,750	9,750	0.00%
Library Materials	10,960	4,679	6,281	6,281	42.69%
Capital Outlay	13,000	-	13,000	13,000	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 43,649	\$ 4,679	\$ 38,970	\$ 38,970	10.72%
<u>420 - Friends of Library Fund</u>					
Supplies	18,298	98	18,200	18,200	0.54%
Contracted Services	9,050	50	9,000	9,000	0.55%
Library Materials	-		-	-	0.00%
Capital Outlay	-		-	-	0.00%
Interfund Transfers	-		-	-	0.00%
Total	\$ 27,348	\$ 148	\$ 27,200	\$ 27,200	0.54%
<u>450 - Permanent Imp. Fund</u>					
Contracted Services	132,950	15,871	117,079	117,079	11.94%
Capital Outlay	152,200	-	152,200	152,200	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 285,150	\$ 15,871	\$ 269,279	\$ 269,279	5.57%
<u>475 - Automation Fund</u>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	198,419	201	198,218	198,218	0.10%
Total	\$ 198,419	\$ 201	\$ 198,218	\$ 198,218	0.10%

Westlake Porter Public Library
Public Library Fund
2020 - 2024

	2020	2021	2022	2023	2024
Original Estimate	1,224,607.07	1,220,878.60	1,277,952.48	1,530,593.60	1,445,423.31
Actual	1,210,379.78	1,364,961.70	1,476,595.82	1,499,516.02	
<i>Difference</i>	<i>(14,227.29)</i>	<i>144,083.10</i>	<i>198,643.34</i>	<i>(31,077.58)</i>	

Month	2020	2021	2022	2023	2024
Jan	97,796.10	102,455.24	117,102.76	120,175.88	104,198.13
Feb	117,550.40	118,200.71	131,419.43	139,969.12	
Mar	86,227.90	97,966.59	98,612.84	105,518.63	
Apr	69,968.09	83,644.67	96,222.48	96,910.92	
May	80,899.48	116,198.57	169,367.26	140,652.68	
Jun	92,970.31	149,215.96	129,742.03	141,690.29	
Jul	113,945.67	137,767.22	138,955.50	140,296.37	
Aug	124,729.08	100,700.83	104,169.09	107,297.70	
Sep	115,601.98	119,250.24	127,626.25	135,110.50	
Oct	99,265.09	112,106.18	119,181.99	118,617.65	
Nov	104,468.13	111,223.59	117,142.59	123,511.26	
Dec	106,957.55	116,231.90	127,053.60	129,765.02	
TOTALS	\$ 1,210,379.78	\$ 1,364,961.70	\$ 1,476,595.82	\$ 1,499,516.02	\$ 104,198.13

Change from previous year:			
2021	2022	2023	2024
Dollar amount change:			
\$ 154,582	\$ 111,634	\$ 22,920	

Percentage Change			
2021	2022	2023	2024
4.76%	14.30%	2.62%	-13.30%
0.55%	11.18%	6.51%	
13.61%	0.66%	7.00%	
19.55%	15.04%	0.72%	
43.63%	45.76%	-16.95%	
60.50%	-13.05%	9.21%	
20.91%	0.86%	0.96%	
-19.26%	3.44%	3.00%	
3.16%	7.02%	5.86%	
12.94%	6.31%	-0.47%	
6.47%	5.32%	5.44%	
8.67%	9.31%	2.13%	
12.77%	8.18%	1.55%	

Difference (2024 vs 2023)
(15,977.75)

2024 Year-to-Date Compared to 2023	
2023	120,175.88
2024	104,198.13
\$ Difference	(15,977.75)
% Difference	-13.30%

Westlake Porter Public Library
Check Register 1/1/24 - 1/31/24

Payment Date	Check Number	Vendor	Description	Payment Amount
1/11/2024	42507	WESTERVILLE PUBLIC LIBRARY	Westerville Search Ohio Fee 2024 and bags	5,678.90
1/11/2024	42504	PBC Guru LLC	Library Speakers Consortium 7/1/23 - 6/30/24	4,500.00
1/11/2024	42505	PLAIN DEALER	Plain Dealer - Dec 2023	168.30
1/11/2024	42506	UNIQUE MANAGEMENT SERVICES INC	ILS Notices - Annual Maint Fee and Phone Notifications - Dec	590.60
1/11/2024	42503	O C L C, INC	OCLC Cataloging & Online Access Fees 2024	35,765.36
1/11/2024	42496	Alison McKim	Winter Foraging Walk	50.00
1/11/2024	42499	GO GREEN LANDSCAPING LLC	Landscape Maint - Aug & Nov 2023	2,627.26
1/11/2024	42502	JENKINS FUNERAL CHAPEL INC	Jenkins Parking Lot Lease 2024	6,000.00
1/11/2024	42500	GREY HOUSE PUBLISHING INC	Financial Ratings Series 2024	4,450.00
1/11/2024	42497	Blue Technologies	Blue Tech Copiers 11/22 - 12/21/23	272.33
1/11/2024	42498	Khan Spryre, LLC	Comic Books	56.59
1/11/2024	42501	Ground Works Land Design, LLC	Snow Removal & De-Icing	6,619.93
1/17/2024	42512	Jo-Ann Stores, LLC	Creativebug 2024	1,025.00
1/17/2024	42511	EBSCO Information Services	Flipster Subscriptions 2024	10,735.15
1/17/2024	42510	CENTER POINT PUBLISHING	Adult Books	390.72
1/17/2024	42509	Cengage Learning Inc	Gale Legal Forms 2024 and Adult Books	3,389.87
1/17/2024	42508	BAKER & TAYLOR	Juvenile/YA Books, Children's Materials - Sandy Sauer, materials processing	66.76
1/17/2024	2024000001	PNC BANK N.A.	CC Payment	3,679.17
1/17/2024	2024000001	COUNTY AUDITOR	1st half property tax settlement - Jan-24	13,343.20
1/22/2024	42513	OHIONET	Mango ASL 2024	882.00
1/22/2024	2024000002	TREASURER OF STATE OF OHIO	State Sales Tax - 2nd half 2023	764.06
1/24/2024	42520	VEDDA PRINTING	Notes - Feb/Mar 2024	5,628.00
1/24/2024	42518	OHIO VALLEY SUPPLY & MAINTENANCE COMPANY	Paper Towel Rolls	636.66
1/24/2024	42519	Michelle Patton	Refund of Pmt for Lost Item	49.48
1/24/2024	42514	BAKER & TAYLOR	Juvenile/YA Books, materials processing	97.22
1/24/2024	42517	F & E PAYMENT PROS	Wycom Signature Change	495.00
1/24/2024	42516	Cleveland Door Controls, Inc	Maintenance - Main Entrance Doors	154.70
1/24/2024	42515	Bialosky + Partners Architects, LLC	2023-24 Renovations Architect Initial Fee	15,871.15
1/31/2024	2024000012	PAYCHEX INC	Bank & Investment Fees	2,385.84
1/31/2024	42525	DearReader.com	DearReader.com 2024	3,500.00
1/31/2024	42522	Blue Technologies	Blue Tech Copiers 12/22/23 - 1/21/24	258.74
1/31/2024	42524	Cengage Learning Inc	Adult Books	474.58
1/31/2024	42523	BPI INFORMATION SYSTEMS	Microsoft Office 2021	201.00
1/31/2024	42526	Mehco Custom Printing	WPPL Stationery	695.70
1/31/2024	42521	BAKER & TAYLOR	Juvenile/YA Books, materials processing	65.12
1/31/2024	2024000003	PAYPAL	Bank & Investment Fees	1.58
1/31/2024	2024000002	Nayax Copy Services	Bank & Investment Fees	55.60

Westlake Porter Public Library
Check Register 1/1/24 - 1/31/24

Payment Date	Check Number	Vendor	Description	Payment Amount
1/31/2024	2024000001	Square Inc	Bank & Investment Fees	148.92
1/31/2024	2024000011	FIRST FEDERAL OF LAKEWOOD	Bank & Investment Fees	2.45
1/31/2024	2024000010	Stark County Educational Service Center	Medical, Dental and Voluntary life Insurance - Jan 2024	39,054.55
1/31/2024	2024000009	BUREAU OF WORKERS COMPENSATION	BWC True-Up Payment	310.00
1/31/2024	2024000008	INGRAM BOOK COMPANY	Adult books, Juv/YA Books, Elem Students Education Materials - Neidhardt, materials processing	8,846.05
1/31/2024	2024000007	Communico LLC	Communico Base 2024	11,500.00
1/31/2024	2024000006	The Illuminating Company	Electricity 10/31 - 11/29/23	5,576.64
1/31/2024	2024000005	CITY OF WESTLAKE - SEWERS	Sewers 9/30 - 12/31/23	770.00
1/31/2024	2024000004	Columbia Gas	Natural Gas 11/21 - 12/26/23	3,768.64
1/31/2024	2024000003	City of Cleveland Division of Water	Water Usage 11/21 - 12/20/23; Fireline	341.83
1/31/2024	2024000002	Meeder Investment Management	Bank & Investment Fees	380.58
1/31/2024	2024000001	U S BANK	Bank & Investment Fees	35.90
			TOTAL	202,361.13

Visa Payment Detail
For Check # dated 1/17/2024

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
12/31/2023	RESTAURANTS	Close the Books - Pizza, Salad	Antonios Pizza	233001	98.48
1/1/2024	Microsoft Corporation	Renew 2 Microsoft 365 licenses	E0700QJ4V9	235044	130.84
12/28/2023	EASTON TELECOM SERVICES LLC	Easton Phone Svc 12/10/23 - 1/9/24	1163281	235083	693.64
1/2/2024	VERIZON WIRELESS	VZ Mobile Brdbnd 12/13/23 - 1/12/24	9951590282	235083	40.11
12/28/2023	Book Farm LLC	Juvenile/YA Books	PCC14212	236002	2,291.49
1/2/2024	AMAZON.COM	Adult/Juvenile DVDs	3906645	236008	14.99
12/27/2023	AMAZON.COM	Credit: Video games/Hotspots	1181867	236009	(49.94)
12/28/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20231228	236012	18.99
12/28/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20231228	236013	158.97
1/3/2024	OVERDRIVE, INC	Downloadable video	20240103	236016	20.93
1/3/2024	AMAZON.COM	Locking wire rings, extension cord	3040264	245018	20.67
1/1/2024	Cubesmart	Off-Site Storage - Jan 2024	297384	245091	240.00
				TOTAL	3,679.17



Westlake Porter Public Library Operating Account

Monthly Investment Report
January 31, 2024

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 January 31, 2024

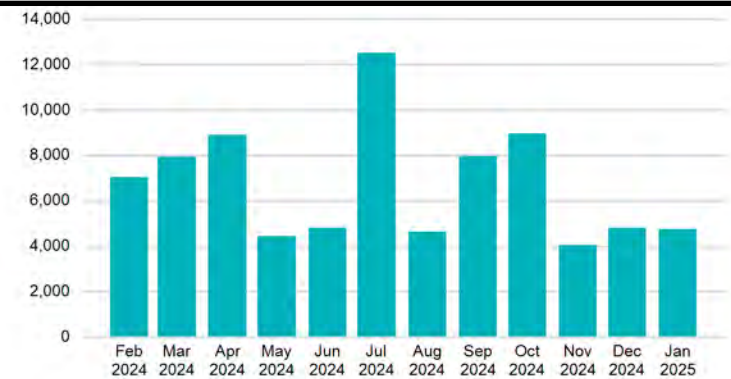
MONTHLY RECONCILIATION

Beginning Book Value	4,424,350.80
Contributions	
Withdrawals	
Prior Month Management Fees	(380.58)
Prior Month Custodian Fees	(35.90)
Realized Gains/Losses	400.00
Gross Interest Earnings	13,446.37
Ending Book Value	4,437,780.69

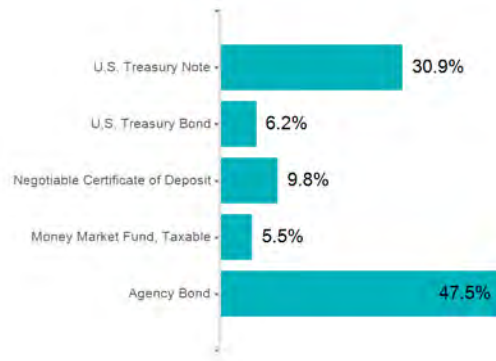
PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	2.41%
Portfolio Effective Duration	1.89 yrs
Weighted Average Maturity	1.97 yrs

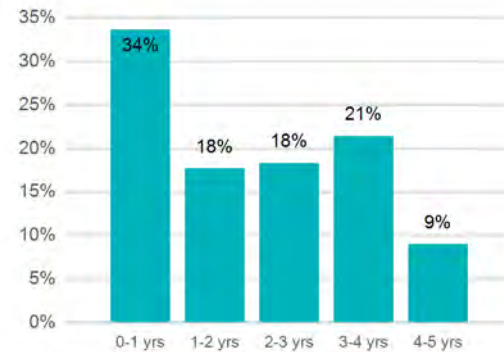
PROJECTED MONTHLY INCOME SCHEDULE



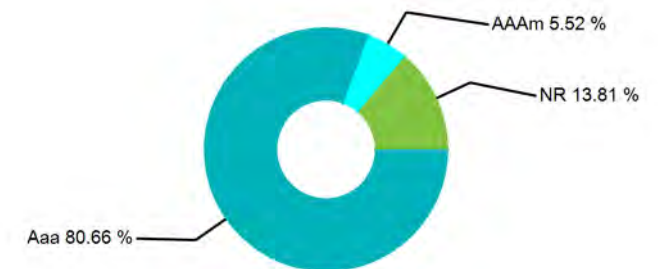
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY



Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of January 31, 2024



CUSIP	SECURITY DESCRIPTION	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025
066519QK8	BankUnited, FSB 0.650% 03/05/2026		203			205			205			203	
14042RME8	Capital One, National Association 2.150% 07/17/2024						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						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 January 31, 2024



CUSIP	SECURITY DESCRIPTION	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025
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			
TOTAL		7,041	7,938	8,890	4,452	4,799	12,523	4,634	7,959	8,960	4,032	4,796	4,761

POSITION STATEMENT

As of January 31, 2024

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.	1/31/2024 1/31/2024	\$239,977.75	\$239,977.75	\$239,977.75	5.21%	0.003 0.003	\$1.00 \$239,977.75	\$0.00	4.58%	AAAm
STAROHIO	STAR Ohio XX019	1/31/2024 1/31/2024	\$888,840.57	\$888,840.57	\$888,840.57	5.51%	0.003 0.003	\$1.00 \$888,840.57	\$0.00	16.98%	AAAm
SubTotal			\$1,128,818.32	\$1,128,818.32	\$1,128,818.32	5.45%		\$1,128,818.32	\$0.00	21.56%	
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%	0.263 0.267	\$98.65 \$197,308.00	(\$2,692.00)	3.77%	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%	0.419 0.422	\$98.58 \$246,450.00	(\$2,162.50)	4.71%	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%	0.997 0.996	\$95.92 \$143,886.00	(\$6,114.00)	2.75%	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%	1.282 1.280	\$95.09 \$190,172.00	(\$9,828.00)	3.63%	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%	1.455 1.452	\$94.75 \$118,432.50	(\$6,567.50)	2.26%	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%	1.666 1.658	\$93.65 \$365,219.40	(\$24,780.60)	6.98%	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%	2.219 2.107	\$101.18 \$65,766.35	\$1,023.10	1.26%	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%	2.701 2.660	\$92.03 \$92,033.00	(\$7,697.00)	1.76%	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%	3.005 2.853	\$96.45 \$72,336.00	\$2,005.12	1.38%	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%	3.167 2.931	\$101.90 \$76,422.00	\$1,654.50	1.46%	
31422XA69	AGM 3.340% 07/01/2027	9/12/2023 9/13/2023	\$100,000.00	\$95,298.00	\$95,298.00	4.67%	3.416 3.272	\$97.38 \$97,377.00	\$2,079.00	1.86%	
3130ATHW0	FHLB 4.125% 09/10/2027	10/31/2022 11/1/2022	\$75,000.00	\$74,419.28	\$74,419.28	4.30%	3.611 3.339	\$100.20 \$75,152.25	\$732.97	1.44%	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%	3.740 3.455	\$101.10 \$75,822.75	\$604.50	1.45%	Aaa AA+

POSITION STATEMENT

As of January 31, 2024



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%	3.814 3.717	\$89.68 \$58,290.70	\$755.30	1.11%	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%	3.830 3.566	\$99.83 \$64,891.45	\$112.45	1.24%	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%	4.123 3.796	\$99.38 \$69,568.10	(\$168.00)	1.33%	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%	4.359 3.994	\$101.42 \$55,782.54	\$637.89	1.07%	Aaa AA+
SubTotal			\$2,135,000.00	\$2,115,314.81 \$847.92	\$2,116,162.73	2.12%		\$2,064,910.04	(\$50,404.77)	39.44%	
Negotiable Certificate of Deposit											
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%	0.460 0.463	\$98.50 \$242,305.08	(\$2,145.12)	4.63%	
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%	2.093 2.081	\$91.69 \$114,612.50	(\$9,762.50)	2.19%	
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%	4.715 4.228	\$99.58 \$69,703.48	\$18.48	1.33%	
SubTotal			\$441,000.00	\$438,510.20	\$438,510.20	2.31%		\$426,621.06	(\$11,889.14)	8.15%	
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%	0.121 0.124	\$99.40 \$99,398.40	\$1,648.40	1.90%	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%	2.288 2.250	\$94.55 \$52,005.09	(\$3,373.04)	0.99%	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%	2.666 2.604	\$93.96 \$51,678.50	(\$3,667.40)	0.99%	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%	4.542 4.226	\$95.77 \$67,035.92	\$2,778.11	1.28%	Aaa AA+
SubTotal			\$280,000.00	\$272,731.84 \$306.25	\$273,038.09	2.25%		\$270,117.91	(\$2,613.93)	5.16%	
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%	0.041 0.043	\$99.78 \$99,783.50	\$2,127.25	1.91%	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%	0.625 0.623	\$97.17 \$97,174.70	(\$430.77)	1.86%	Aaa AA+

POSITION STATEMENT

As of January 31, 2024

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
91282CDB4	UST 0.625% 10/15/2024	10/13/2021 10/15/2021	\$100,000.00	\$99,929.69	\$99,929.69	0.65%	0.707 0.706	\$97.02 \$97,015.60	(\$2,914.09)	1.85%	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%	1.584 1.578	\$93.69 \$93,685.20	(\$4,603.86)	1.79%	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%	2.044 1.947	\$99.60 \$64,741.04	\$1,160.38	1.24%	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%	2.332 2.314	\$92.57 \$46,285.15	(\$3,416.02)	0.88%	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%	2.414 2.395	\$92.72 \$69,539.10	(\$5,373.01)	1.33%	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%	2.499 2.478	\$91.84 \$68,880.00	(\$5,425.66)	1.32%	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%	2.584 2.553	\$91.95 \$68,964.83	(\$5,695.33)	1.32%	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%	2.751 2.706	\$92.48 \$50,866.42	(\$3,123.81)	0.97%	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%	2.918 2.869	\$92.53 \$50,892.22	(\$3,463.25)	0.97%	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%	3.003 2.921	\$93.00 \$65,100.00	\$1,460.16	1.24%	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%	3.164 3.035	\$95.64 \$57,384.36	\$951.55	1.10%	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%	3.332 3.196	\$95.81 \$67,068.75	\$765.62	1.28%	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%	3.414 3.251	\$97.76 \$58,654.68	\$946.87	1.12%	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%	3.540 3.385	\$94.41 \$70,810.58	\$2,285.19	1.35%	Aaa AA+
91282CGC9	UST 3.875% 12/31/2027	1/20/2023 1/23/2023	\$90,000.00	\$91,325.39	\$91,325.39	3.55%	3.918 3.660	\$99.80 \$89,817.21	(\$1,508.18)	1.72%	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%	4.003 3.701	\$98.43 \$73,821.38	(\$1,216.71)	1.41%	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%	4.249 3.948	\$98.41 \$54,123.47	\$835.77	1.03%	Aaa AA+

POSITION STATEMENT

As of January 31, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
SubTotal			\$1,405,000.00	\$1,371,246.09 \$445.11	\$1,371,691.20	2.41%		\$1,344,608.19	(\$26,637.90)	25.68%	
Grand Total			\$5,389,818.32	\$5,326,621.26 \$1,599.28	\$5,328,220.54	2.93%		\$5,235,075.52	(\$91,545.74)	100.00%	

TRANSACTION STATEMENT

As of January 31, 2024



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Maturity								
Maturity	1/17/2024	1/17/2024	949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	200,000.00	199,600.00	200,000.00	400.00
Total					200,000.00	199,600.00	200,000.00	400.00

TRANSACTION STATEMENT

As of January 31, 2024

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	1/2/2024	1/2/2024	3135G0V75	FNMA 1.750% 07/02/2024	2,187.50
Interest/Dividends	1/2/2024	1/2/2024	31422XA69	AGM 3.340% 07/01/2027	1,670.00
Interest/Dividends	1/2/2024	1/2/2024	91282CGC9	UST 3.875% 12/31/2027	1,743.75
Interest/Dividends	1/2/2024	1/2/2024	91282CEW7	UST 3.250% 06/30/2027	975.00
Interest/Dividends	1/2/2024	1/2/2024	91282CDQ1	UST 1.250% 12/31/2026	343.75
Interest/Dividends	1/2/2024	1/2/2024	91282CCJ8	UST 0.875% 06/30/2026	328.13
Interest/Dividends	1/2/2024	1/2/2024	31846V567	First American Funds, Inc.	118.63
Interest/Dividends	1/16/2024	1/16/2024	3130AMYS5	FHLB 0.850% 07/15/2025	531.25
Interest/Dividends	1/17/2024	1/17/2024	949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	322.74
Interest/Dividends	1/17/2024	1/17/2024	14042RME8	Capital One, National Association 2.150% 07/17/2024	2,666.24
Interest/Dividends	1/29/2024	1/29/2024	3130ANBF6	FHLB 0.650% 01/29/2025	487.50
Interest/Dividends	1/31/2024	1/31/2024	91282CCP4	UST 0.625% 07/31/2026	234.38
Interest/Dividends	1/31/2024	1/31/2024	912828Z78	UST 1.500% 01/31/2027	525.00
Interest/Dividends	1/31/2024	1/31/2024	91282CGH8	UST 3.500% 01/31/2028	1,312.50
Total					13,446.37

TRANSACTION STATEMENT

As of January 31, 2024



Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	1/26/2024	1/26/2024	Cash Out	(35.90)
Total				(35.90)
Management Fee				
Management Fee	1/17/2024	1/17/2024	Cash Out	(380.58)
Total				(380.58)

STATEMENT DISCLOSURE

As of January 31, 2024



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.

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

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

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/Other Comments

A patron stopped by the YS Desk after the State of the Library presentation. She said Andrew was a fantastic presenter and asked about the Myrna Chelko learning initiatives. Emily gave her a packet of information. The patron was very impressed with the various early literacy challenges.

Great Annual Report! Love the numbers page how your stats "pop"---very impressive stats.

Great annual report! You are doing a wonderful job!

Dates

February 26 Strategic Planning meeting 5-9 pm

April 3 – 5 PLA Conference in Columbus

April 24 Legislative Day

May 2 – Trustee Dinner

Agenda Items

Motion to approve MOU with Rust Belt Riders - <https://www.rustbeltriders.com/dropoff>, we are proposing to be a community drop off point for this composting service. MOU is attached and has been vetted by the County Prosecutor.

Update to 5.5 Emergency Evacuation – these changes came about after breaking down our last fire drill. Most of the changes are due to departments that don't exist anymore and a change in rally point.

Meetings/Training/Programs

Farrell Foundation Board Meeting

Kiwanis Monthly meeting

OLC Government Relations Committee

Rust Belt Riders site visit

Spoke to the Business Networking group that has started meeting at the library on Friday mornings

World at War Forum – MacArthur in postwar Japan

New Trustee orientation with Lauren and Peter

Friends/Foundation

A gala planning committee has begun meeting to discuss what an event will look like.

Friends finished the year with a \$168,000 balance.

Safety and Security

Guy lent Group Services 4 of his hats for display all month in observance of National Hat Day

13 Incident Reports were written in January:

- 1 Vandalism
- 2 Disruptive Behavior,
- 2 Illness/Accident
- 2 Harassment
- 2 Animal In Library (both involved same dog/patron)
- 3 Patron Assist/Policy Issue,
- 1 Theft.

2 of the non-animal reports involved the same patron on different days.

Building Services

Highlights of completed tasks or projects and those started include:

The remaining end cap studs were installed to allow deployment of new range signage.

The lights in the "tank" were replaced. The old lighting was 12v using a halogen bulb that burned up multiple sockets that were difficult to obtain. The new system operates on 120v using commonly available LED lamps.

AHU-1 had a freeze stat tripping issue during the very cold weather. The outside air damper was misaligned allowing cold outside air into the air handler. It was disassembled, lubricated, and reinstalled. It seems to operate properly.

The Fire Department Connection (FDC) connections are due for hydrostatic testing. It has been scheduled for April.

Cleveland Door came out to inspect and adjust the main front sliding doors for proper and optimal operation.

Quarterly extermination was conducted by our contracted vendor.

All landscape bids received were reviewed and a vendor accepted for all-inclusive summer grounds care for the term of 2024-2026.

Departmental meetings were held on 01/17/2024 and 02/21/2024

Other Projects/Planning

Spring Retreat?

Possible program with Dr. Pete Moore (Case Western) on the history of Israel and Palestine

Meetings with Circ and YS about renovation plans for their areas – will share most up to date drawings at meeting 2/21

Volunteer Reception

Emergency exit doors in meeting room wing – Proposal to keep open as a second entrance/exit. They are currently unlocked a significant amount of time for groups who request it.

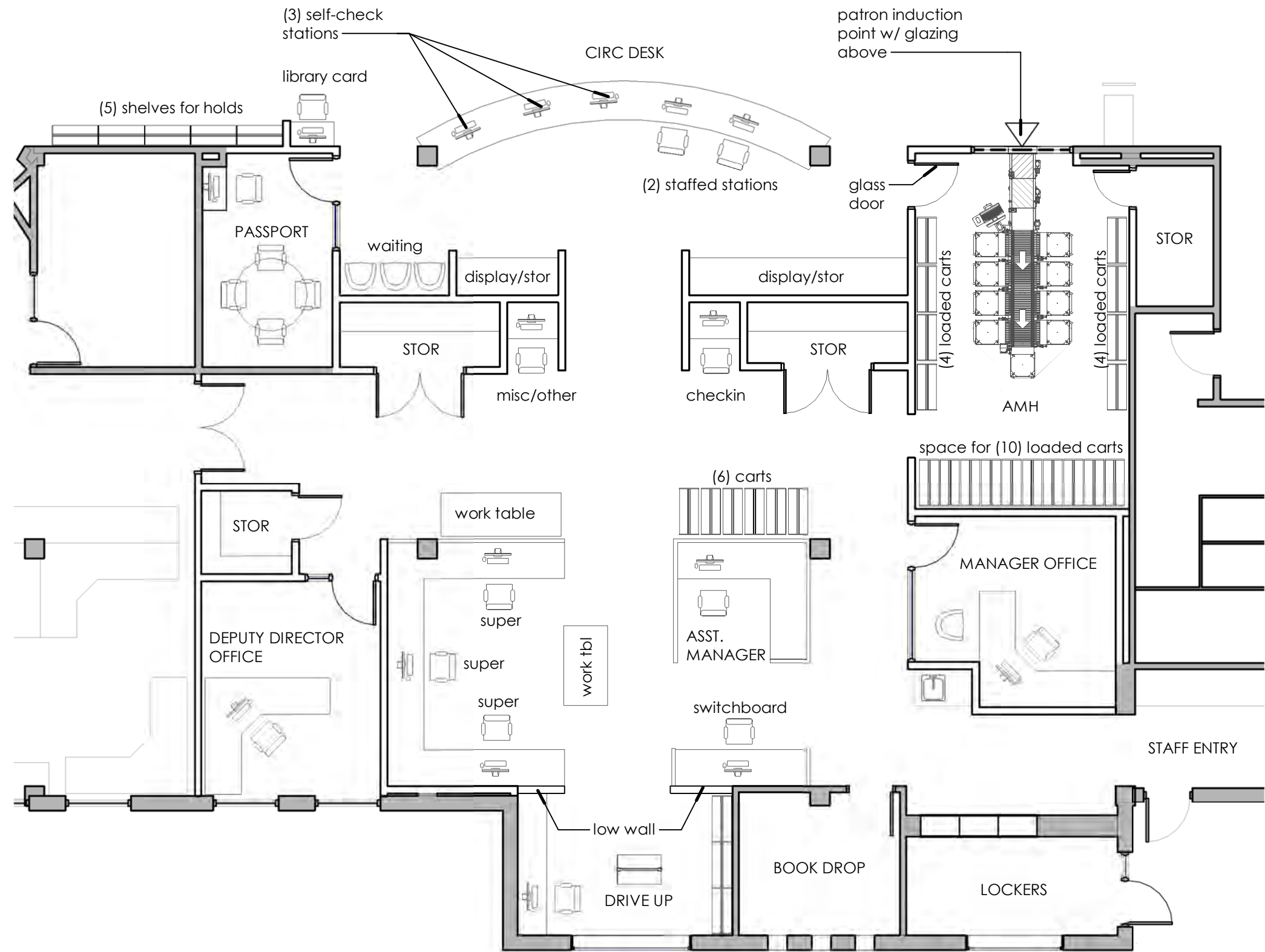
Dispatches From the Field

Feedback date: 2/7/2024

Patron told me that "the librarian is very good with the kids, they all have so much fun." She stated she would like me to pass this along to let us know that Natalie does an amazing job.

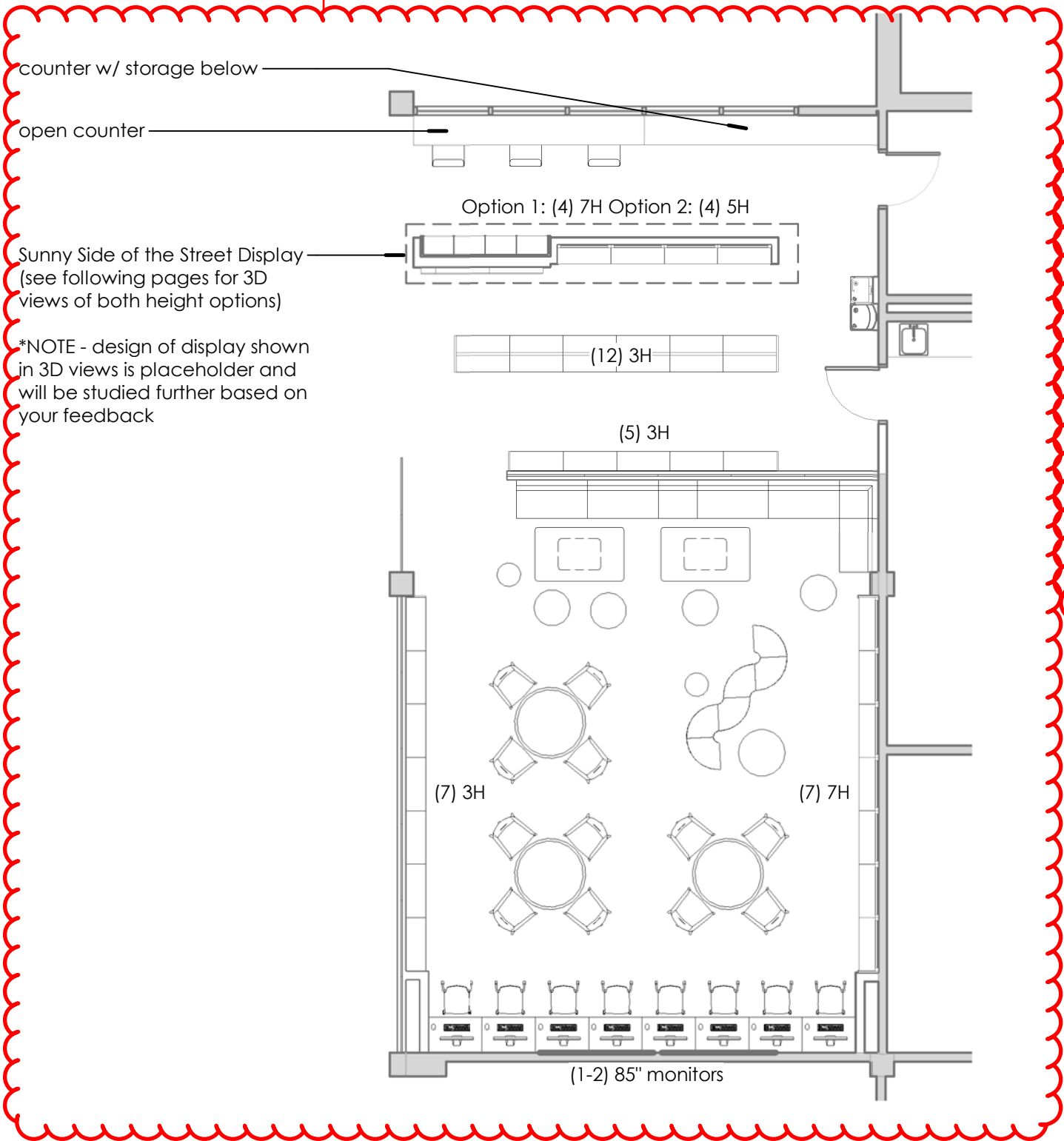
Feedback date: 2/15/2024

When talking with a patron who was about to enter a very full storytime, she stated, "Well, it's full because you guys have the best storytimes around!"



2 CIRCULATION AREA - OPTION 2
1/8" = 1'-0" Page 53 of 73

SEE FOLLOWING
SHEET FOR NOTES



SHELVING COUNTS

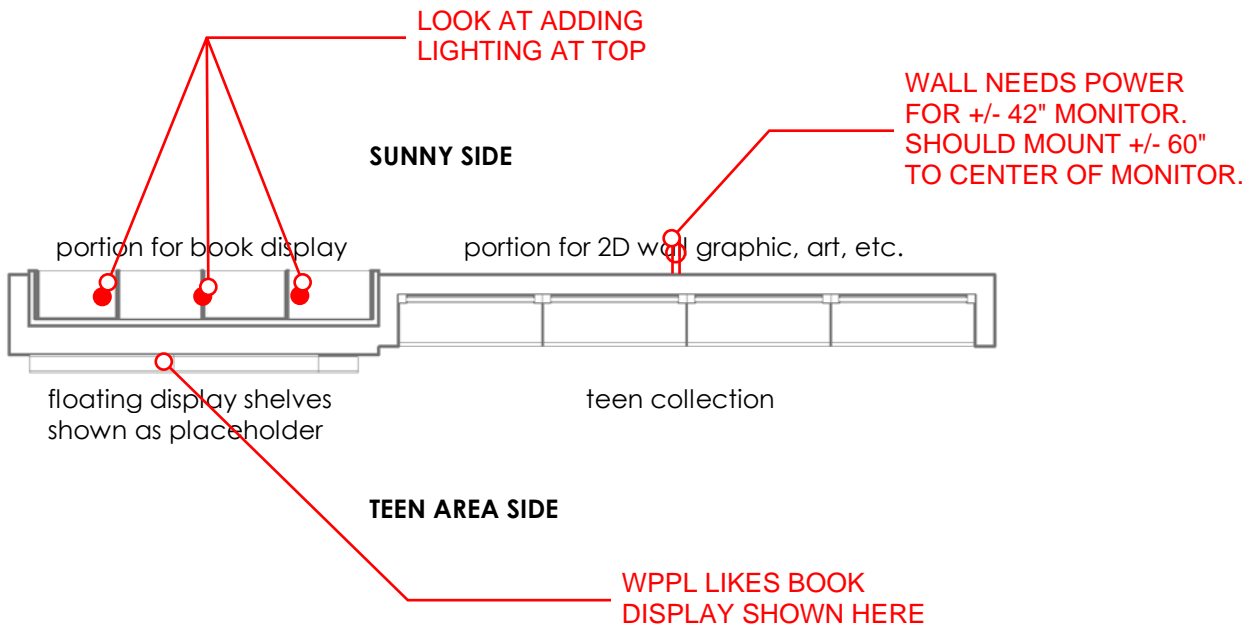
OPTION 1 (overall height of structure is 88 inches)

Tall Shelves (7 high) = 11
Short Shelves (3 high) = 24
Total = 149

OPTION 2 (overall height of structure is 70 inches)

Tall Shelves (7 high) = 7
Medium Shelves (5 high) = 4
Short Shelves (3 high) = 24
Total = 141

HEIGHT TBD. WPPL TO PROVIDE FURTHER DIRECTION ON WHAT FUNCTIONS THEY WANT TO SEE HERE.



1 TEEN AREA PLAN
1/8" = 1'-0"

2 ENLARGED DISPLAY
1/4" = 1'-0"

MILLWORK BENCH
POSSIBLY WITH STORAGE
BELOW

counter w/ storage below
(18"D x 30"H)

open counter

Sunny Side of the Street Display
(see following pages for 3D
views of both height options)

*NOTE - design of display shown
in 3D views is placeholder and
will be studied further based on
your feedback

MOVE FIRE EXTINGUISHER TO THIS WALL

HEIGHT TBD. WPPL TO
PROVIDE FURTHER
DIRECTION ON WHAT
FUNCTIONS THEY
WANT TO SEE HERE.

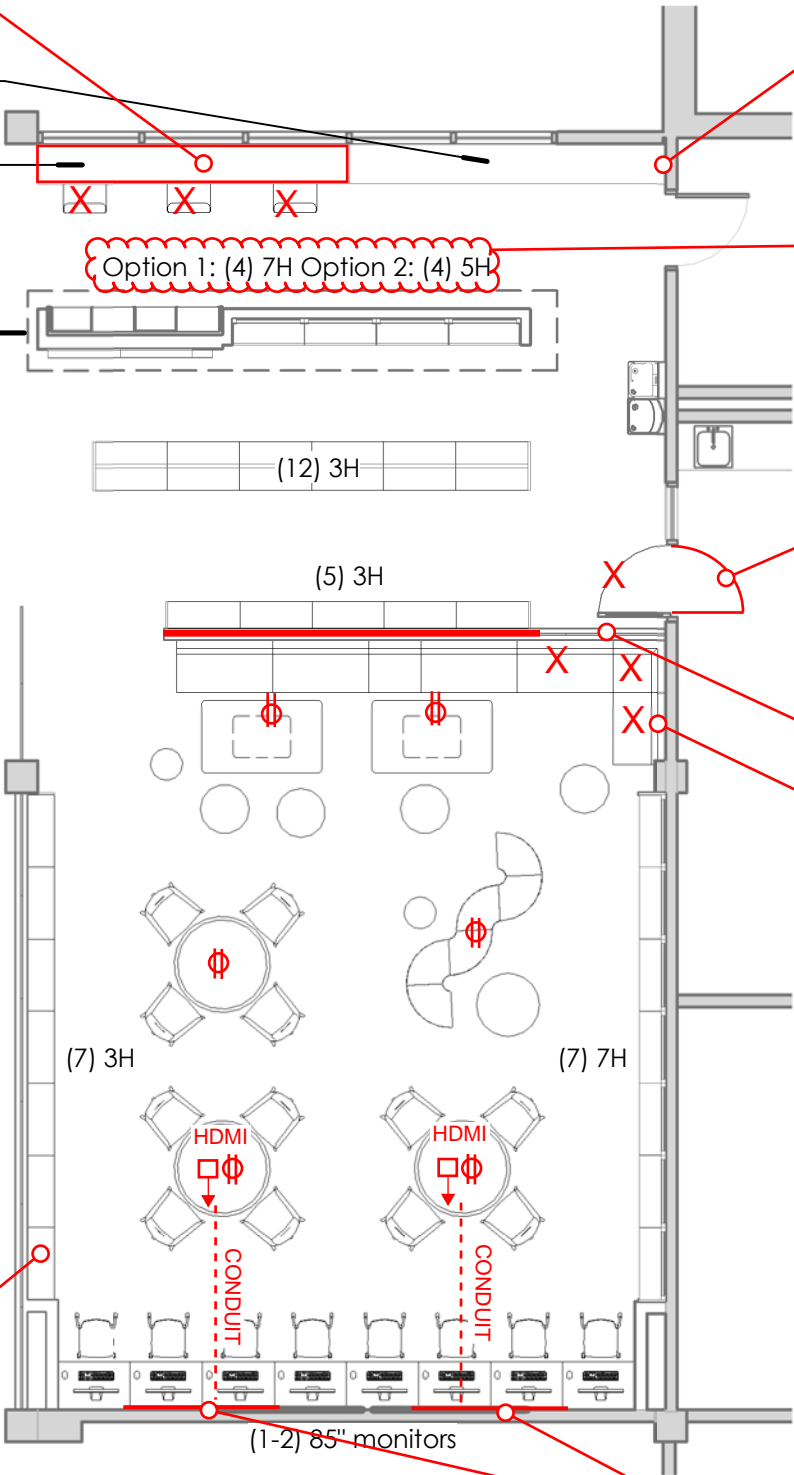
FLIP DOOR TO SWING IN

WANT PASSTHROUGH HERE

ADD 1-2 MORE 7H SHELVES

REPLACE WITH LOCKABLE
CABINET WITH SPACE FOR
3 CONSOLES (HDMI OVER
CAT6)

DEFINITELY WANT TWO 85" MONITORS



1

TEEN AREA PLAN

1/8" = 1'-0"

Asset Disposal List				
February 21, 2024 Board Meeting				
<i>*disposal method listed is subject to change</i>				
Qty	Inventory/Tag #	Description	Disposal Method*	Requested by (Name)
1	0063	Hon metal gray 4 drawer 18" file cabinet	To Be Determined	Julie Hulver
1	05754	GN Netcom Headset w/ Base	Recycle	Connor Hazeldine
1	08235	APC Back-UPS 550	Recycle	Connor Hazeldine
1	N/A	APC Back-UPS ES 550	Recycle	Connor Hazeldine
1	N/A	Honeywell MS7120 Barcode Scanner	Recycle	Connor Hazeldine
2	08236, 08261	APC Back-UPS 550	Recycle	Connor Hazeldine
1	N/A	APC Back-UPS 650	Recycle	Connor Hazeldine
1	08231	APC Smart-UPS SC 620	Recycle	Connor Hazeldine
1	08352	APC Back-UPS CS 500	Recycle	Connor Hazeldine
1	05999	APC Back-UPS XS 1300	Recycle	Connor Hazeldine
2	08575, 08578	Premium Metal Bin	OPLIN	Julie Hulver
1	N/A	HP RP5800 Desktop	Recycle	Connor Hazeldine
1	08217	Dell Optiplex 790	Recycle	Connor Hazeldine
1	N/A	Brother HL-L5100DN Printer	Recycle	Connor Hazeldine
3	08926, 08915, 08927	AWE Stations	Recycle	Connor Hazeldine
1	N/A	Toshiba 4Head Hi-Fi Video Cassette Recorder	Recycle	Connor Hazeldine
2	N/A	Honeywell MS7120 Scanners	Recycle	Connor Hazeldine
1	08011	D-Link 10/100 Network Switch	Recycle	Connor Hazeldine
1	N/A	Alcatel Flip Phone	Recycle	Connor Hazeldine
1	N/A	Canon Powershot ELPH360HS	Recycle	Connor Hazeldine
1	07294	Epson TM-88IV	Recycle	Connor Hazeldine
3	N/A	Franklin T10 Hotspots	Recycle	Connor Hazeldine
26	N/A	Franklin R850 Mobile Hotspots	Recycle	Connor Hazeldine
1	05216	Highball Uni-Direct Microphone	To Be Determined	Connor Hazeldine
1	07883	APC Back-UPS 350	Recycle	Connor Hazeldine
1	N/A	APC Back-UPS 550	Recycle	Connor Hazeldine
1	N/A	AGPTEK Video Capture Device	Recycle	Connor Hazeldine
1	05852	APC SmartUPS 3000XL	Recycle	Connor Hazeldine
1	N/A	Sony Handycam TRV480	Recycle	Connor Hazeldine
1	05136 & 05576	InFocus LP755 Projector	Recycle	Connor Hazeldine
1	N/A	Brother Printer HL-L2320D	Recycle	Connor Hazeldine
1	05531	Tri-Kart 800 Dolly	To Be Determined	Rebecca Shook
1	05530	TriOKart 800 Dolly	To Be Determined	Rebecca Shook

Public Policy and Procedures Manual Section 9

Remove

~~"Users agree to accept financial responsibility for any misuse or damage to WPPL Makerspace computers and equipment."~~

Replace with

"If equipment breaks, please alert staff immediately. Makers may be responsible for replacement costs for damage to equipment or the physical space incurred due to patron negligent usage or intentional misuse."

WESTLAKE PORTER PUBLIC LIBRARY
2024 Proposed Permanent Budget
Resolution 5-24
Fund 101 - General Fund

Account	Description	2023 Actual	2024 Temporary Budget	2024 Permanent Budget	Difference (2024 Perm & Temp Budgets)	Difference (2024 Perm Budget & 2023 Actual)	Notes
REVENUE:							
41200	PROPERTY TAX	4,019,776	4,908,145	5,032,538	124,393	1,012,762	Rec'd Sched A from Budget Commission; Temp Budget was an estimate
42210	PLF	1,499,516	1,445,423	1,430,611	(14,812)	(68,905)	Updated estimate from December 2023 based on new state budget
42400	GRANTS	21,057	2,500	2,500	-	(18,557)	2023 included \$20K Libraries Accelerating Learning grant
43100	FINES & FEES	9,844	9,743	9,743	-	(101)	
44100	INTEREST	148,667	123,400	123,400	-	(25,268)	
46100	CONTRIBUTIONS	2,000	250	250	-	(1,750)	
48000	FEES/MISC	96,031	88,950	88,950	-	(7,081)	
49000	TRANSFERS	-	-	-	-	-	
	REVENUE	5,796,892	6,578,412	6,687,992	109,581	891,100	
	CARRY FORWARD	4,507,076		3,717,109			
		10,303,968	6,578,412	10,405,101			
EXPENSES:							
51000	SUBTOTAL(PERSONNEL)	3,695,574	3,890,719	3,890,719	-	195,145	
52000	SUBTOTAL(SUPPLIES)	95,006	102,300	102,300	-	7,294	
53000	SUBTOTAL(SERVICES)	652,682	748,135	754,935	6,800	102,253	
54000	SUBTOTAL(MATERIALS)	726,906	741,000	741,000	-	14,094	
55000	SUBTOTAL (CAPITAL)	216,338	95,975	95,975	-	(120,363)	
	SUBTOTAL(OTHER)	1,100,680	1,246,250	1,246,250	-	145,570	
	TOTAL OPERATING EXPENSES	6,487,187	6,824,379	6,831,179	6,800	343,992	
	REVENUE LESS EXPENSES	(690,295)	(245,967)	(143,187)			
	EST CARRYOVER BALANCE	3,816,781		3,573,922			

WESTLAKE PORTER PUBLIC LIBRARY
2024 Proposed Permanent Budget
Resolution 5-24
Fund 410 - Development

Account	Description	2023 Actual	2024 Temporary Budget	2024 Permanent Budget	Difference (2024 Perm & Temp Budgets)	Difference (2024 Perm Budget & 2023 Actual)	Notes
REVENUE:							
410-00-46100	DONATIONS	33,783	25,000	25,000	-	(8,783)	
410-00-49100	TRANSFERS	564	-	-	-	(564)	
	REVENUE	34,347	25,000	25,000	-	(9,347)	
	CARRY FORWARD	42,180		38,193			
		76,527	25,000	63,193	-	(9,347)	
EXPENSES:							
410-00-52000	SUPPLIES	10,890	9,814	9,814	-	(1,076)	projects paid for using funds donated to the library
410-00-53000	CONTRACTED SERVICES	1,100	5,750	5,750	-	4,650	
410-00-54000	MATERIALS	7,978	9,643	9,643	-	1,665	
410-00-55000	CAPITAL	-	-	-	-	-	
410-00-59000	TRANSFERS	-	-	-	-	-	
410-10-52000	Flowers - Christina's Corner	50	125	125	-	75	
410-10-54000	LIBRARY MATERIALS - CC	-	-	-	-	-	
410-10-55000	CAPITAL - Christina's Corner	-	-	-	-	-	
	TOTAL EXPENSES	20,018	25,332	25,332	-	5,314	
	REVENUE LESS EXPENSES	14,330	(332)	(332)			
	EST CARRYOVER BALANCE	56,509		63,525			

WESTLAKE PORTER PUBLIC LIBRARY
2024 Proposed Permanent Budget
Resolution 5-24
Fund 420 - Friends

Account	Description	2023 Actual	2024 Temporary Budget	2024 Permanent Budget	Difference (2024 Perm & Temp Budgets)	Difference (2024 Perm Budget & 2023 Actual)	Notes
REVENUE:							
420-00-46100	DONATIONS	17,782	27,250	38,744	11,494	20,962	
	REVENUE	17,782	27,250	38,744	11,494	20,962	
	CARRY FORWARD	10,360		3,506			
		28,142	27,250	42,250		20,962	
EXPENSES:							
420-00-52000	SUPPLIES	15,623	18,200	18,200	-	2,577	
420-00-53000	CONTRACTED SERVICES	6,351	9,050	9,050	-	2,699	
420-00-54000	MATERIALS	-	-	-	-	-	
420-00-55000	CAPITAL	2,000	-	15,000	15,000	13,000	Kitchen a la cart
420-00-59000	TRANSFER	564	-	-	-	(564)	
	TOTAL EXPENSES	24,538	27,250	42,250	15,000	17,712	
	REVENUE LESS EXPENSES	(6,756)	-	(3,506)			
	EST CARRYOVER BALANCE	3,604		(0)			

WESTLAKE PORTER PUBLIC LIBRARY
2024 Proposed Permanent Budget
Resolution 5-24
Fund 450 - Permanent Improvement

Account	Description	2023 Actual	2024 Temporary Budget	2024 Permanent Budget	Difference (2024 Perm & Temp Budgets)	Difference (2024 Perm Budget & 2023 Actual)	Notes
REVENUE:							
450-00-44100	INTEREST	9,167	10,000	10,000	-	833	
450-00-49100	TRANSFER IN	1,000,000	1,000,000	1,000,000	-	-	
	REVENUE	1,009,167	1,010,000	1,010,000	-	833	
	CARRY FORWARD	1,312,566		1,591,709			
		2,321,733	1,010,000	2,601,709	-	833	
EXPENSES:							
450-00-53000	CONTRACTED SERVICES	8,709	31,800	31,800	-	23,091	
450-00-55000	CAPITAL	620,165	152,200	152,200	-	(467,965)	
	TOTAL EXPENSES	628,874	184,000	184,000	-	(444,874)	
	REVENUE LESS EXPENSES	380,293	826,000	826,000			
	EST CARRYOVER BALANCE	1,692,859		2,417,709			
<u>Projects budgeted for 2024 including the following:</u>							
27,000	HVAC Repairs						
10,000	Security System						
25,000	Building Repairs & Maintenance						
50,000	Concrete						
10,000	General Finishes						
17,450	Brick - tuckpointing and repair						
12,750	Exterior Doors						
31,800	Non-Construction Costs						
\$ 184,000	TOTAL						
Appropriations for 2024 Renovation projects will be adjusted when cost estimates have been completed.							

WESTLAKE PORTER PUBLIC LIBRARY
2024 Proposed Permanent Budget
Resolution 5-24
Fund 475 - Automation

Account	Description	2023 Actual	2024 Temporary Budget	2024 Permanent Budget	Difference (2024 Perm & Temp Budgets)	Difference (2024 Perm Budget & 2023 Actual)	Notes
REVENUE:							
475-00-44100	INTEREST	3,174	3,000	3,000	-	(174)	
475-00-49910	TRANSFER IN	80,000	200,000	200,000	-	120,000	
	REVENUE	83,174	203,000	203,000	-	119,826	
	CARRY FORWARD	421,754		315,242			
		504,928	203,000	518,242		119,826	
EXPENSES:							
475-00-53000	CONTRACTED SERVICES	-	-	-	-	-	
475-00-55000	CAPITAL	170,886	179,620	179,620	-	8,734	
	TOTAL EXPENSES	170,886	179,620	179,620	-	8,734	
	REVENUE LESS EXPENSES	(87,712)	23,380	23,380			
	EST CARRYOVER BALANCE	334,042		338,622			
<u>Projects budgeted for 2024 including the following:</u>							
23,000	Misc Tech Projects						
125,000	PC Refresh						
7,620	TBS PC/Print Mgmt System						
5,000	MakerSpace Equipment						
19,000	ILS Feature Enhancement and implementation						
\$ 179,620	TOTAL						
Appropriations for 2024 Renovation projects (Automated Material Handling System) will be adjusted when cost estimates have been completed.							

Memorandum of Understanding and Site License

This MEMORANDUM OF UNDERSTANDING AND SITE LICENSE (this “**Agreement**”) is made effective as at February 22, 2024 (the “**Effective Date**”) by and between Rust Belt Riders Composting, LLC, an Ohio limited liability company (the “**Company**”) and Porter Public Library, a Political Subdivision of the State of Ohio, located at 27333 Center Ridge Rd, Westlake, Ohio (the “**Site**” and, together with the Company, the “**Parties**” and each a “**Party**”).

WHEREAS, the Company runs a Food-Scrap Drop-Off Program (as defined below) and desires to collaborate with the Site in its Food-Scrap Drop-Off Program, including through the license described in Section 2;

WHEREAS, the Site desires to collaborate with the Company in its Food-Scrap Drop-Off Program (as defined below), including through granting the license described in Section 2;

WHEREAS, the Parties desire to set forth in this Agreement the terms of this collaboration to reflect their mutual understanding for the Site to participate in the Food-Scrap Drop-Off Program (as defined below) and establish the license described in Section 2;

NOW, THEREFORE in consideration of the premises and the mutual covenants herein contained, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. **DEFINED TERMS**

1.1. **Bin Location** refers to the part of 27333 Center Ridge Rd, Westlake, Ohio [where the collection bins are placed, which is mutually agreed upon by the Company and the Site as sustainably serving the needs of the Site and the Food-Scrap Drop-Off Program (as defined below).

1.2. **Food-Scrap Drop-Off Program** refers to the Company’s program whereby it places and maintains collection bins on the property of third-party site hosts and its Members visit the Bin Location to deposit certain compostable materials in the bins on an on-going basis.

1.3. **Members** refers to participants in the Company’s Drop-Off Program who may bring certain compostable materials to the Bin Location for disposal.

1.4. **Term.** The term commences on the Effective Date and continues until termination by either Party pursuant to Section 5 below.

2. LICENSE

2.1. **Grant of License:** The Site will grant the Company a license to use, occupy and access the Bin Location during the Term for the exclusive purposes of the Food-Scrap Drop-Off Program (the “**License**”).

2.2. **License Fee:** The Company will pay the Site **0.00**.

2.3. **Use of the Bin Location Under the License:**

2.3.1. **Collection Bins:** The Bin Location will be host to at least two (2) locking collection bins, provided and maintained by the Company and placed in the Bin Location; *provided that* the number of bins at a Bin Location will not exceed four (4) without the written consent of the Site.

2.3.2. **Access:** The Company, its agents, and its Members will be permitted to continually access the bins on the Bin Location to drop off certain compostable materials and to maintain and empty the bins. Member access will be permitted on an around-the-clock basis.

2.4. **Ability to Sublicense.** The Company has full right and authority to sublicense the License upon the prior written approval of the Site.

3. COMPANY’S OBLIGATIONS AND REPRESENTATIONS

3.1. The Company will be responsible for delivery of at least two (2) locking collection bins to the Site’s property at a date and time of mutual agreement and for removal of those bins at the end of the Term.

3.2. The Company will be responsible for picking up the contents of the collection bins not less often than once per week and not more often than six times per week; *provided that* if the Company is unable to arrange for pickup on a particular occasion, it will make all reasonable best efforts to notify Site and arrange an alternative pickup time.

3.3. The Company will be responsible for maintaining the locks on the bins in good working order and reserves the right to switch locks when the conditions arise.

3.4. The Company will make a good faith effort to inform the Members about what materials are and are not appropriate to deposit in the collection

bins in the Bin Location; *provided that* the Company bears no responsibility for the materials that Members elect to deposit.

3.5. The Company may maintain the Bin Location by sprinkling salt, sawdust, or ash for safety measures as appropriate and will make reasonable efforts to service the collection bins in the event of foul weather; *provided that* the Company will not be able to service the collection bins if the Site has not arranged for snow removal as necessary at the Bin Location.

4. SITE'S OBLIGATIONS AND REPRESENTATIONS

4.1. The Site owns the land located on which the Bin Location sits and has full power and ability to license it to third parties.

4.2. The Site will accept delivery of the locking collection bins on its property which will be placed at the Bin Location and accessed on an around-the-clock basis as described in Section 2.

4.3. The Site will maintain necessary infrastructure (including, but not limited to, parking lots and roadways, as applicable) to allow the Members to access the collection bins on an around-the-clock basis.

4.4. The Site will maintain the area surrounding accessibility to the Bin Location for Members and the Company in the same manner in which it maintains its separate facilities.

4.5. The Site will notify the Company as soon as practicable if there are any issues regarding the collection bins or the Bin Location that require Company attention. The Site's primary point of contact at the Company is Zoe Apisdorf, zoe@rustbeltriders.com, 216-800-4651 ext. 708.

5. **TERMINATION.** Both Parties have the right to terminate this Agreement at any time after commencement of the Term upon thirty (30) days' prior written notice to the other Party. Upon termination of this Agreement, the Company must quit and surrender to the Site the Bin Location in the same condition existing on the first day of the Company's occupancy (subject to reasonable wear and tear), and the Company must remove its collection bins and any other property located on the Bin Location and remove the Site from the list of drop-off locations provided to Members.

6. **NO LIABILITY.** The Company shall have no claim against the Site for any damage or loss incurred by it or its employees with respect to property located at the Bin Location.

7. **HOLD HARMLESS.** The Company agrees to indemnify the Site (the "**Indemnified Party**") against, and hold the Indemnified Party harmless from, any loss, cost, expense, claims or demands (including reasonable attorneys' fees) arising from any of the following instances: (i) by virtue of any accident, damage or injury to persons or property in or upon the Bin Location, (ii) by reason of use of the Bin Location by the Company's employees, Members, invitees, agents and Members, or (iii) by reason of the

Company's breach of any of the terms or conditions of this Agreement. For purposes of fulfilling the indemnity obligations under this Section 7, the Company waives any immunity derived from participating in the Ohio workers compensation. The provisions of this Section 7 shall survive the earlier termination of this Agreement.

The Company shall procure and maintain commercial general liability insurance, commercial automobile insurance and property and casualty insurance policy coverages throughout the Term of this Agreement with each line carrying limits in the amount of no less than \$1,000,000 per occurrence and include the Site as an additional insured on each line of coverage. The Company shall also participate in the Worker's Compensation Insurance program as statutorily required by the State of Ohio.

8. **GENERAL**

8.1. **Governing Law:** This Agreement shall be governed in all respects by the laws of the State of Ohio, without giving effect to any choice of law or conflict of law provision or rule (whether of the State of Ohio or any other jurisdictions) that would cause the application of the laws of any jurisdictions other than the State of Ohio.

8.2. **Cession and Assignment:** The Site is not entitled to assign, sub-license, transfer, pledge, or share the rights acquired in this Agreement without the prior written consent of the Company, which permission shall not be unreasonably withheld.

8.3. **Notices:** All notices and other communications given or made pursuant to this Agreement shall be in writing and shall be deemed effectively given: (a) upon personal delivery to the Party to be notified, (b) when sent by confirmed electronic mail or facsimile if sent during normal business hours of the recipient, and if not so confirmed, then on the next business day, (c) five (5) days after having been sent by registered or certified mail, return receipt requested, postage prepaid, or (d) one (1) day after deposit with a nationally recognized overnight courier, specifying next day delivery, with written verification of receipt. All notices sent by registered mail or overnight courier shall be sent:

If to the Company:

Rust Belt Riders Composting, LLC
2701 St. Clair Ave.
NE Cleveland, Ohio 44114
supports.rustbeltriders.com

If to the Site:

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8.4. **Force Majeure:** If the performance of this Agreement or any obligations hereunder is prevented, restricted, or interfered with by reason of earthquake, fire, flood or other casualty or due to strikes, riot, storms, explosions, acts of God, war, terrorism, or a similar occurrence or condition beyond the reasonable control of the Parties (**“Force Majeure”**), the Party so affected shall, upon giving prompt notice to the other Party, be excused from such performance for the duration of such Force Majeure, provided however, that in no event shall such time extend for a period of more than ninety (90) days. Should the Force Majeure continue for more than ninety (90) days, either Party may terminate this Agreement upon notice to the other Party. Relief from liability for non-performance due to Force Majeure will commence on the date upon which the Party seeking relief gives notice of the Force Majeure to the other Party and will terminate upon the date upon which the Force Majeure ceases to exist. For the purposes of this clause “Force Majeure” does not include lack of authorizations, licenses, permits, or approvals necessary for the performance of this Agreement.

8.5. **Entire Agreement:** This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and, upon its effectiveness, shall supersede all prior agreements, understandings and arrangements, both oral and written, between the Parties with respect to such subject matter. This Agreement may not be modified in any way unless by a written instrument signed by all Parties.

8.6. **Severability:** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the Agreement shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

8.7. **Gender and Headings.** The gender-neutral pronoun “they/them/their” is used throughout this Agreement and includes all genders. Words used in this Agreement in the singular shall be deemed to include the plural and vice versa unless a different meaning is plainly required by the context. The headings and subheadings and the division into articles and sections is for convenience of

reference only and are not to be used in construing this instrument or any provision thereof.

8.8. **Counterparts:** The Agreement may be executed in counterparts, each of which is deemed an original and all of which together constitute one document. Counterpart signature pages may be delivered by telecopier, email or other means of electronic transmission.

8.9. **Not Construed Against Drafter:** Both Parties have had full opportunity to negotiate the terms of this Agreement, and neither Party intends that this Agreement be construed for or against either Party because of that Party's role in drafting this Agreement.

8.10. **License.** This Agreement does not and shall not be deemed to constitute a lease or a conveyance of the Bin Location by the Site to the Company or to confer upon the Company any right, title, estate or interest in the Bin Location, except for such rights granted to the Company pursuant to this Agreement.

8.11 **Independent Contractor.** It is fully understood and agreed that the Company is an independent contractor and is not an agent, servant, or employee of the Site and the Company agrees to and does hereby accept full and exclusive liability for payment of any and all contributions or taxes for social security, unemployment insurance, or old age retirement benefits, pensions, or annuities now or hereafter imposed under any local, state or federal law which are measured by the wages, salaries, or other remuneration paid to persons employed by the Company for work performed under the terms of this contract. The Company declares that it is engaged as an independent business and has complied with all applicable federal, state, and local laws regarding business permits and licenses of any kind, including but not limited to any insurance coverage, workers' compensation, or unemployment compensation that is required in the normal course of business and will indemnify and save harmless the Library from such contributions or taxes or liabilities.

**[Signature Page
Follows]**

IN WITNESS WHEREOF, each of the undersigned Parties has caused this Agreement to be
duly executed as of the Effective Date.



Rust Belt Riders Compositing, LLC

Signature:

Name: Zoe Apisdorf

Position: Director of Residential Services

Porter Public Library

5.5 Emergency Evacuation

Evacuate the building according to the exit plan. ~~Any department with a portable phone should take it with them as they exit. If at all possible, someone from Circulation should take the staff schedule, walkie talkie, and the building layout/exit plan (kept with the staff schedule). We need to be aware of who was on duty, i.e., in the building at the time of evacuation, and can check that list against who is outside once we are there. If possible someone from Building Services should take a copy of the building plan as it may be needed by emergency personnel after the building has been evacuated. His/her set of keys may also need to be provided to authorities and should be taken outside as well.~~

~~A comment on coats, purses, car keys: If you are at all concerned about leaving the building without these items, plan ahead and keep them accessible to you. If an evacuation call is made, you should follow the evacuation procedure immediately, without worrying about running around gathering up personal items. Get out of the building quickly!~~

In the event of an emergency evacuation, including the fire alarm, the safe evacuation of all public and staff areas is a priority. Exit routes are posted in strategic locations throughout the building. All exits have lit signs. After evacuating the building, all patrons and staff should go to either the area between Jenkins Funeral Home and the staff parking lot or the ~~WPPL sign north of the building by Center Ridge Road.~~ Or WES parking lot. The Police Department will handle traffic entering and exiting from our lot. Customers and staff should avoid crossing the parking lot entrances.

Note: If the fire alarm sounds, no announcements will be heard and no attempt should be made to use the PA or paging system.

5.5.1 Areas & Responsibility for Evacuation

One staff member from each department should report to the Director, Assistant Director or L.I.C. once outside that everyone in the area is out.

Reference Desk & Offices

Reference office and desk staff are responsible for evacuating customers in the area of the reference collection, local history, rest room, study rooms and stack areas from the Quiet Room to the 999's.

There are two exits: one on the west wall in local history and one on the east wall of the reference stacks

Reference staff are responsible for evacuating the electronic services area, and the window wall and stack areas between the Quiet Room and Large Print.

There is one exit: the Window Wall between Large Print and the Quiet Room and then exit through the back of the reading garden.

Popular Materials Ask Us Desk

~~Popular Materials~~ Ask Us Desk staff are responsible for evacuating the Mystery, Adult Fiction, Window Wall, Reading Garden, and Adult AV areas.

There is one exit: on the Window Wall at the end (Z) of the fiction and then exit through the back of the reading garden.

If some choose to leave by way of the front door and the exit is clear, let them go.

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Technical Services Department

Technical Services staff should evacuate through Building Services and out the Trash Room, Delivery, or the staff door.

Staff should make sure that the double doors to the Reference Area are unlocked.

Building Services Department

Building Services staff in their own department should exit by way of the Trash Room or Delivery doors.

Staff should make sure that the double doors to the Reference Area are unlocked.

Staff in other areas of the building should exit out the closest door.

Makerspace

The café Makerspace should evacuate through the external café Makerspace door.

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Circulation Department

Circulation staff are responsible for evacuating the circulation and lobby areas including the restrooms, bookstore, ~~café and the gift shop.~~

Desk staff should evacuate the public through the front doors, or if they are blocked, through the meeting room wing doors or the staff door.

~~The café Makerspace should evacuate through the external café door.~~

The switchboard person should take the schedules, building plan, and walkie talkie, to the designated meeting place.

Circulation staff should evacuate the meeting room wing when there is no staff in Outreach/Group Services Area.

Youth Services Desk

Youth Services staff are responsible for evacuating the YA, AV, restroom, J electronic services, tutoring rooms and stack areas.

There is an exit door in the J stacks. Patrons in the area closest to Popular Materials can also be evacuated through the Window Wall door at the end of the adult fiction collection.

Staff need to be sure to take a walkie-talkie to the WPPL sign-meeting area.

Preschool Desk

~~Preschool area staff are responsible for evacuating the preschool area.~~

~~There is an exit door in the J stacks.~~

Information Desk

~~Staff are responsible for evacuating the New Books and Periodical area through either the lobby or the door in the Window Wall by the Science Fiction collection, through the Reading Garden.~~

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Outreach, Group Services

~~Are responsible for evacuating the meeting room wing.~~

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Patrons should exit out the double doors to the parking lot, or the doors in the hallway toward the parking lot, or from the large meeting room through the room's exit door.

Second Floor: Staff Areas

Lounge

Administrative areas

Meeting Rooms

Staff Working on 2nd floor should go down stairs and exit unless:

There is smoke or fire in the stairwell.

You feel that the door is too hot (test this by checking the door with the back of your hand).

The stairwell is blocked.

All staff working out on the floor should evacuate customers, and exit themselves

5.5.2 Fire Alarm and Evacuation

NEVER ASSUME AN ALARM IS JUST A DRILL

Follow these procedures for a safe, fast evacuation of the building.

Do not attempt to locate the fire.

Do not silence the alarm.

Do not attempt to call the fire department - they will be notified by ADT.

NEAREST EXIT means using the emergency exits. Do not attempt to maneuver through smoke unless it is necessary.

When informing customers they must leave the building, do so in a firm manner. Be clear, concise and calm. Do not allow customers or staff to congregate in the lobby.

EVERYONE MUST LEAVE THE BUILDING

If a customer refuses to leave, inform firefighters of the location of the customer when the firefighters arrive. Do not physically remove anyone (unless the person is disabled and needs your assistance. See attached for further information).

All people (staff and the public) exiting the building should meet between the staff parking lot and the Jenkins property or the WPPL sign north of the building by Center Ridge Road.

When the fire department arrives, the librarian-in-charge provides necessary information to the firefighters.

Staff Schedule – Can be accessed via phone, no need for a paper copy.

Priority is to get out of the building not try to remember everything you need to bring along.

Whether or not you grab your stuff or not, the prime motivation is to get out of the building quickly.

We want to get as far away from the building as possible. If you can't get to on of the two rally points, go wherever you feel it is safe, i.e. Speedway and call or text your supervisor so they know you are safe and accounted for.