

Regular Board Meeting  
March 20, 2024 ♦ 6:30 p.m.

## AGENDA

**6:30 – 6:40 Call to Order**

**Minutes**

- Regular Meeting: February 21, 2024
- Retreat Minutes: February 26, 2024

**Communications**

- Received to Date:
- Public comments (if any)
- Retirements and Awards
- Staff Members

**6:40 – 7:10 Bialosky Presentation**

**7:10 – 7:30 Administrative Reports**

- Amendments to Administrative Reports
- Manager's Report – Nick Cronin
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

**7:30 – 8:00 Board Reports**

- Board President – discuss Spring Board Retreat
  - Strategic Planning

**8:00 – 8:15 New Business**

- Motion to remove all references to Portables in the Public Policy and Procedures Manual
- Resolution 6-24: adjustments to Permanent Improvement Fund 450 budget
- Other

**Adjournment**

**Upcoming Events**

April 3: PLA Conference in Columbus  
April 7 – 13: National Library Week  
April 17: Regular Board Meeting  
April 24: Legislative Day  
May 1: Volunteer Reception  
May 2: OLC Trustee Dinner  
May 18: Spring Board Retreat

# The Board of Trustees Minutes

## Regular Meeting

**Date: February 21, 2024**

### Attendees:

	<i>Trustees</i>	<i>Staff</i>
Lauren Golick	Will Perry	Andrew Mangels
Tianyi Krupka	Robert Plantz	Jana Nassif
Jason Nolde	Peter Schindler	CJ Lynce
	Elizabeth Sheehe	Heather Feenaughty
		Karen Hunt
		Duane Gibson

The Board met in the Board Room of Westlake Porter Public Library. Will Perry called the meeting to order at 6:30 pm.

### Minutes

Elizabeth Sheehe moved to approve the minutes from the Organizational Meeting of January 17, 2024. Peter Schindler seconded the motion. All present were in favor; with the exception of Jason Nolde who abstained because he was not at the January 17 meeting.

Bob Plantz moved to approve the minutes from the Regular Meeting of January 17, 2024. Tianyi Krupka seconded the motion. All present were in favor; with the exception of Jason Nolde who abstained because he was not at the January 17 meeting.

### Communications

The Director shared a thank you note from Tom Fox's daughter.

### Public Comments

There were no public comments.

Awards ~ Aaron Spears, Young Adult Librarian was not present but received a Bright Idea Award for Beyond the Stacks Podcasts ~ <https://open.spotify.com/show/1oO3KVLZMjkHeylzTPCI12>

### Administrative Reports

The Director reported having shared the results of the Strategic Planning survey with the Board via email. The comments were, by and large, positive.

#### Manager's Report

Duane Gibson, Building Services Manager, reported on building services operations.

Duane Gibson left the meeting at 7:02 pm.

#### PR/Marketing Report

The PR/Marketing Report for January was delivered with the agenda. Heather Feenaughty, PR/Marketing Manager, reported she continues to work on the end cap project. Duane Gibson has been a huge help.

Ms. Feenaughty created a new Black History Month display that runs throughout the building.

PR/Marketing is working hard on projects related to the eclipse and our part in the community experience.

With the *Observer* closing, we are advertising in the *Rec Gazette*. These ads should reach a lot of our patrons.

The Director commented he has received positive comments on the Annual Report.

Mr. Schindler commented Ms. Feenaughty did a nice job on the Black History displays. They were very eye-catching and a nice variety.

#### Assistant Director's Report

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

CJ Lynce, Assistant Director, reported eclipse glasses can be reserved March 1 through March 19. All glasses will be distributed in advance of April 8, with none being available day of the eclipse.

We have two new databases. Gale Legal Forms, which has templates of common legal documents, and Nationwide Attorney Directory, which is a nice tool for staff and patrons.

The State Library of Ohio will no longer be providing LinkedIn Learning, which has a plethora of training videos, to Ohio libraries as of June due to the high cost. We are working to see if we can purchase it on our own or in conjunction with other libraries.

KOHA lists our emedia in catalog search results and we have seen a large increase in ematerial circulation as a result.

We are looking at new products and systems for state reporting. It would allow us to look at statistics in new and different ways to see trends in a variety of ways. The goal would be to bring all the collection of stats in one place.

Jason Nolde commented he was surprised to see comments about the new catalog and app in the community survey. Mr. Lynce replied there were complaints about the lack of ability to renew items early. There is a solution coming with the next version of KOHA which will support early renewal.

Patrons are disappointed we lost the app so suddenly because the company shut it down unexpectedly. We are expecting our new app to be available in March. It has been tweaked based on feedback from the community.

#### Financial/HR Reports

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

The Fiscal Officer has been working on completing the financial reports we are required to file with the State of Ohio by the end of February.

#### Director's Report

The Director reported there is a BNI group (a business network) that is meeting here because the Rec Center raised their rates for meeting rooms.

The Friends and Foundation are in the beginning phase of planning for a gala.

Building Services takes care of eight acres of property and 77,000 square feet of building every day and does a stellar job.

The Director reported we will begin opening the outside meeting room doors when we open and locking them when we close. He noted they are quite often open to accommodate groups in the meeting rooms. The Board discussed security in the building.

The Volunteer Reception will be May 1 at 4 pm.

The Director recommended the Board schedule a spring retreat to tackle larger topics, such as collection development, and Board development.

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

### **New Business**

#### **Disposal List**

Bob Plantz moved to accept the Disposal List. Tianyi Krupka seconded the motion.

The Fiscal Officer reported most of the items are broken and not able to be sold so most items will be recycled. All present were in favor.

#### **Public Policy and Procedures Manual Section 9 – Regarding Makerspace equipment**

Elizabeth Sheehe moved to approve Public Policy and Procedures Manual Section 9 – regarding makerspace equipment. Lauren Golick seconded the motion.

Jason Nolde pointed out the wording should be changed from Makers to patrons to stay consistent. All were in favor as amended.

#### **Resolution 5-24 – Permanent Budget**

Jason Nolde moved to approve Resolution 5-24 – Permanent Budget. Elizabeth Sheehe seconded the motion.

The Fiscal Officer explained this budget is based on the Temporary Budget which was passed at the end of the year with a few changes. The two biggest changes are to revenue due to updated property tax figures.

Jason Nolde asked why program supplies were zeroed out for this year. Ms. Nassif replied the program supply expenses for last year were related to grants we received.

Jason Nolde asked how the materials budget was determined. The Fiscal Officer explained it is a percentage of the overall budget. The Director explained it also considers ematerials versus print. The prior year materials budget is also reviewed for comparison.

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

#### **Memorandum of Understanding with Rust Belt Riders**

Jason Nolde moved to approve the Memorandum of Understanding with Rust Belt Riders. Lauren Golick seconded the motion.

The Director explained Rust Belt Riders, an organization that composts food waste, has been growing over the years and does not have a drop off site in Westlake. They partner with community entities to host their bins. A staff member asked us to look into hosting here. There will be two or three bins in the grassy area across from the bookdrop. The Board was concerned about smells and attracting critters. The Director explained the bins are closed and locked so neither should be a problem. We are also free to cancel at any time with no cost to us.

All present were in favor.

Public Policy and Procedures Manual Section 5.5 Emergency Evacuation

Bob Plantz moved to amend Public Policy and Procedures Manual Section 5.5 Emergency Evacuation. Peter Schindler seconded the motion.

The Director explained this amendment represents changes based on the latest fire drill. It changes the rally point to a more reasonable distance from the building and reflects changes the changes in departments, all based on feedback from staff.

All present were in favor.

**Adjourn**

The meeting adjourned at 8:56 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

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Will Perry, WPPL Board President

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Tianyi Krupka, WPPL Board Secretary

## The Board of Trustees Minutes

### Retreat – Strategic Planning

**Date: February 26, 2024**

**Attendees:**

	<i>Trustees</i>	<i>Staff</i>	<i>Guests</i>
Lauren Golick	Will Perry	Andrew Mangels	Ragan Snead
Tianyi Krupka	Robert Plantz	Jana Nassif	Jeff Laser
Jason Nolde	Peter Schindler	CJ Lynce	
	Elizabeth Sheehe		

The Board met in the Board Room of Westlake Porter Public Library. Will Perry called the meeting to order at 5:07 pm.

#### Introductions

Ragan Snead introduced herself as the Executive Director for the Northeast Ohio Regional Library System (NEO-RLS) and Jeff Laser as a Continuing Education Coordinator for NEO-RLS.

#### Strategic Planning

Ragan explained the Strategic Planning process to date. A Community Survey was distributed, and the results have been shared with the Board. The next step is happening this evening, with the Board of Trustees. This retreat will focus on the overarching goals of the next strategic plan, and the Library's mission, vision and values will be reviewed and discussed.

Regarding next steps, NEO-RLS will compile the information from this evening into a comprehensive document that will be shared with both the Trustees and the Management team. The Management team will have a leadership retreat to help define the goals and objectives of the strategic plan.

The attached document from NEO-RLS highlights what was discussed at the retreat.

#### Adjourn

The meeting adjourned at 9:06 pm.

Recorded by: Jana Nassif, Fiscal Officer

Attested by:

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Will Perry, WPPL Board President

\_\_\_\_\_  
Tianyi Krupka, WPPL Board Secretary

## Mission

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Provide an inclusive environment that fosters learning, community, and connection in an ever-changing world.

## Vision

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Option #1: To be an oasis of empowerment.

Option #2: Bridging dreams and opportunities by empowering minds.

## Values

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### **Accountability**

We uphold our responsibility to be transparent, reliable, and fiscally responsible in our actions and decisions. We ensure that the library operates ethically and with integrity.

### **Community**

We cultivate welcoming spaces both internally and externally that encourage collaboration and open dialogue.

### **Empathy**

We are dedicated to understanding the full range of experiences, perspectives, and needs of all patrons, staff, and community members. We promote a culture of kindness and respect.

### **Innovation**

We are committed to embracing creativity and change by utilizing adaptable approaches to provide dynamic services and resources.

### **Intellectual Freedom**

We support the right to access diverse information and viewpoints without censorship. We promote an environment of curiosity, knowledge, and exploration.

## Our Future: Strategic Goals

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1. Elevate community partnerships and outreach services.
2. Build a culture of assessment and evaluation.
3. Champion staff growth and success.





January 2024

**I. INFORMATION AND MATERIALS TRANSACTIONS**

**MONTHLY CIRCULATION, 2020 - PRESENT**

	2020	2021	2022	2023	2024	%INC/DEC
January	84,831	56,030	70,245	70,931	74,078	4%
February	82,628	60,747	65,239	66,714		
March	132,033	71,034	69,915	74,701		
April	14,077	66,482	71,134	69,906		
May	88,410	65,203	66,320	68,705		
June	64,178	75,635	71,367	73,439		
July	77,533	74,130	74,532	74,923		
August	80,131	75,280	75,223	73,283		
September	70,697	67,307	66,792	68,526		
October	74,216	69,976	68,636	71,704		
November	65,662	67,226	67,403	67,046		
December	54,981	68,969	66,910	66,068		
<b>ANN'L TTL</b>	<b>889,377</b>	<b>818,019</b>	<b>833,716</b>	<b>845,946</b>	<b>74,078</b>	<b>4%</b>
<b>AVE CIRC/</b>	<b>74,115</b>	<b>68,168</b>	<b>69,476</b>	<b>70,496</b>	<b>74,078</b>	<b>5%</b>

Circulation Total

**TOTAL CIRCULATION**

	ADULT	YA	JUV	TOTAL	LAST YR	%INC/DEC
<b>BOOKS</b>						
FICTION	9,513	1,401	13,964	24,878	23,319	7%
NONFIC	7,716	253	4,668	12,637	13,825	-9%
LG PRINT	2,245	--	--	2,245	1,993	13%
WORLD LANGUAGES	49	--	71	120	83	45%
<b>AV</b>	<b>19,523</b>	<b>1,654</b>	<b>18,703</b>	<b>39,880</b>	<b>39,220</b>	<b>2%</b>
BLURAY	1,777	--	368	2,145	2,064	4%
BLURAY 4K	124	--	6	130	27	381%
BOOK CD	707	--	42	749	908	-18%
DVD	7,252	--	1,584	8,836	9,509	-7%
DVD/CD-ROM	--	--	--	--	2	-100%
LAUNCHPAD	--	--	52	52	55	-5%
LAUNCHPAD View	--	--	2	2	5	-60%
MUSIC CD	2,209	--	108	2,317	2,130	9%
PLAY/VIEW	--	--	--	--	11	-100%
PLAYAWAY	267	14	75	356	394	-10%
ROKU	5	--	--	5	5	0%
VIDEO GAMES	488	--	1,538	2,026	1,707	19%
OTHER	--	--	--	--	249	-100%
<b>SUBTTL</b>	<b>12,829</b>	<b>14</b>	<b>3,775</b>	<b>16,618</b>	<b>17,066</b>	<b>-3%</b>
<b>ELECTRONIC</b>						
Comics Plus	9	--	--	--	37	-100%
Flipster	338	--	--	338	387	-13%
Great Courses	4	--	--	4	4	0%
HOOPLA/Comics	216	--	--	216	118	83%
HOOPLA/eAudio	1,749	--	--	1,749	1,364	28%
HOOPLA/Bingepass	45	--	--	45	32	41%
HOOPLA/eBooks	1,154	--	--	1,154	781	48%
HOOPLA/Flex	95	--	--	95	54	76%
HOOPLA/Music	324	--	--	324	197	64%
HOOPLA/MOVIE/TV	845	--	--	845	892	-5%
IndieFlix	3	--	--	3	--	---
KANOPY	600	--	--	600	496	21%
OVD/DAB	2,678	261	213	3,152	2,658	19%
OVD/EBOOK	4,228	346	507	5,081	4,289	18%
OVD/Magazines	1,651	--	--	1,651	358	361%
Press Reader	180	--	--	180	403	-55%
QELLO	2	--	--	2	1	100%
	--	--	--	--	--	---
	--	--	--	--	--	---
<b>SUBTTL</b>	<b>14,112</b>	<b>607</b>	<b>720</b>	<b>15,439</b>	<b>12,071</b>	<b>28%</b>
<b>NON-TRADITIONAL</b>						
INSTRUMENT	3	--	3	6	14	-57%
GAMES	26	--	122	148	154	-4%
EQUIPMENT	44	--	--	44	48	-8%
	73	0	125	198	216	0%
<b>OTHER</b>	<b>1,074</b>	<b>15</b>	<b>126</b>	<b>1,215</b>	<b>1,125</b>	<b>8%</b>
LAPTOPS	116	--	--	116	43	170%
WiFi Hotspots	67	--	--	67	79	-15%
EQUIPMT	--	--	--	--	19	-100%
OTHER	19	--	385	404	--	---
<b>SUBTTL</b>	<b>1,276</b>	<b>15</b>	<b>511</b>	<b>1,802</b>	<b>1,266</b>	<b>42%</b>
<b>ILL</b>						
SRCHOIO	90	--	--	90	940	-90%
ILL	49	--	--	49	117	-58%
CPL LANG	--	--	--	--	--	---
<b>SUBTTL</b>	<b>139</b>	<b>0</b>	<b>0</b>	<b>139</b>	<b>1,057</b>	<b>-87%</b>
<b>Quarantine Renewal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>UNACCOUNTED</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>2</b>	<b>35</b>	<b>0%</b>
<b>TOTAL</b>	<b>47,952</b>	<b>2,290</b>	<b>23,834</b>	<b>74,078</b>	<b>70,931</b>	<b>4%</b>
<b>SELF CHECK</b>				<b>20,938</b>	<b>22,497</b>	<b>-7%</b>
<b>SELF CHECK Percentage of Total Circ</b>				28%		
<b>SELF CHECK Percentage of Bldg Circ</b>				69%		

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

**CIRCULATION DETAIL**

	DATE	CIRC	HRS OPEN	CIRC/HR
HIGHEST	January 2	3,825	12	319
LOWEST	January 14	1,019	4	255
BUSIEST	January 28	1,762	4	441
SELF-CHECK CIRCULATION TOTAL =		20,938		
TOTAL CHECK-INS THIS MONTH =		0		

Highest: Daily Circ This Year!

Lowest: Daily Circ This Year

Busiest: Day So Far This Year!

**SEARCH OH/OH LINK**

Borrowing (From)	0
Lending (To)	0

<b>Services</b>	
Passports	157
Photos	192

January 2024

Programs Personnel Payroll Summ Top

Makerspace

ITEMS ADDED TO & WEEDED FROM COLLECTION THIS MONTH			
	PREV NET	NEW NET	% TOTAL
ADULT	119,055	120,685	65.53%
YOUNG ADULT	8,239	8,134	4.42%
JUVENILE	55,699	55,341	30.05%
<b>TOTAL ITEMS</b>	<b>182,993</b>	<b>184,160</b>	

CURRENT COLLECTION SIZE BY FORMAT		
	ITEMS	% TOTAL
BOOKS	110,634	59.95%
AV	53,079	28.76%
ELECTRONIC	20,478	11.10%
OTHER	367	0.20%
<b>TOTAL</b>	<b>184,558</b>	

REGISTRATIONS					
	ADULT	YA	JUV	TOTAL	% OF TTL
DEPT'L	58	0	0	58	0%
WESTLAKE	11,015	440	1,271	12,726	48%
CUY. CO.	7,989	127	211	8,327	32%
OUT OF CO.	5,033	87	160	5,280	20%
<b>TOTAL</b>	<b>24,095</b>	<b>654</b>	<b>1,642</b>	<b>26,391</b>	
% OF TTL	91%	2%	6%		

REGISTRATIONS ADDED THIS MONTH =				257
REGISTRATIONS THIS YR VS. LAST YR.				
Prev Year	22,809	633	1,249	24,691
% INC/DEC	6%	3%	31%	7%

ELECTRONIC USAGE: SUMMARY TABLE		
	USERS	HOURS
ON-SITE	8,849	16,918.5
REMOTE	10,621	0.0
<b>TOTAL</b>	<b>19,470</b>	<b>16,918.5</b>

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

## II. PROGRAMS & SERVICES

TOTAL VISITORS THIS MONTH			
	THIS YEAR	LAST YEAR	INC/DEC
LIBRARY	19,691	20,444	-4%
ARTWALK DOOR	0	260	
DRIVE-UP	1,689	2,199	-23%
<b>TOTAL</b>	<b>21,380</b>	<b>22,903</b>	<b>-7%</b>

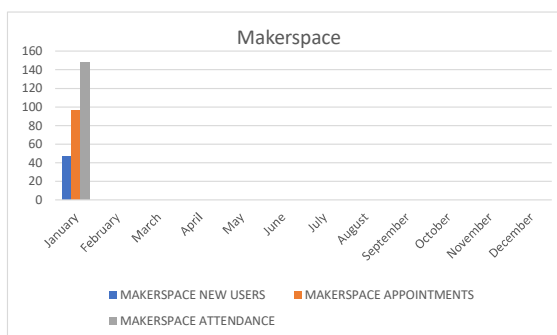
PUBLIC MEETING ROOM USE				
TIME PERIOD	MORNING	AFTERNOON	EVENING	TOTAL
AVAILABLE	130	150	90	370
MEETINGS	44	43	47	134
% IN USE	34%	29%	52%	36%
<b>TOTAL MEETING ROOM ATTENDANCE</b>	<b>2,131</b>			

Monthly Visits 2019 to Present						
	2020	2021	2022	2023	2024	%INC/DEC
January	29,551	10,052	17,886	22,903	21,380	-7%
February	29,374	11,816	16,773	20,945		-100%
March	13,218	14,237	20,687	24,327		-100%
April	0	12,949	19,530	20,694		-100%
May	4,350	13,745	19,694	22,738		-100%
June	10,419	17,452	22,054	23,355		-100%
July	15,330	19,448	22,002	23,066		-100%
August	15,287	19,168	21,829	22,460		-100%
September	12,218	17,726	20,062	21,056		-100%
October	13,994	19,959	21,776	24,877		-100%
November	10,387	17,707	20,025	21,634		-100%
December	7,744	19,045	18,952	19,345		-100%
<b>ANN'L TTL</b>	<b>161,872</b>	<b>193,304</b>	<b>241,270</b>	<b>267,400</b>	<b>21,380</b>	<b>-7%</b>
<b>Ave Visits/MO</b>	<b>13,489</b>	<b>16,109</b>	<b>20,106</b>	<b>22,283</b>	<b>21,380</b>	<b>-4%</b>

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

PUBLIC PROGRAMS			
	NUMBER	ATTEND	AVE ATT.
ON-SITE	87	1,936	22
OFF-SITE	57	1,017	18

MAKERSPACE			
	NEW USERS	APPOINTMENTS	ATTENDANCE
January	47	96	148
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>ANN'L TTL</b>	<b>47</b>	<b>96</b>	<b>148</b>
<b>Ave Visits/MO</b>	<b>47</b>	<b>96</b>	<b>148</b>



## III. SUPPORT AND ADMINISTRATIVE STATISTICS

PERSONNEL CHANGES THIS MONTH				
HIRED				
NAME	POSITION	HOURS	DATE	
Susan Dorney	Circulation Sr. Asst. II	20	Jan 22	
1 Employee(s)		0.50 FTE		
RESIGNED				
NAME	POSITION	HOURS	DATE	
0 Employee(s)		0.00 FTE		
TRANSFERRED				
NAME	FROM POSITION	HOURS	TO POSITION	
0 Employee(s)				

PAYROLL SUMMARY	
PAYROLLS THIS MONTH:	2
TOTAL PAID HOURS	9,554.25
<b>FTE (INCL. SUB HRS)</b>	<b>59.71</b>

# January 2024

	LAST YEAR	CURRENT YR	% CHANGE
January	70,245	74,078	5%
E-Resources	10,443	15,439	48%

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

## Monthly Visits

LAST YEAR	CURRENT YR
22,903	21,380

## MONTHLY CARDHOLDERS

LAST YEAR	CURRENT YR
24,691	26,391

## MAKERSPACE

NEW USERS	APPOINTMENTS	ATTENDANCE
47	96	148

## Monthly Programming

	LAST YEAR		CURRENT YR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	57	797	46	971
YA	11	91	15	166
CHILDREN	91	1,924	83	1,816

## Monthly Outreach

LAST YEAR		CURRENT YR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
46	1,079	64	1,038

## Monthly Meeting Room Usage

CURRENT YEAR				
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	44	43	47	134
ATTENDANCE	594	712	825	2,131
LAST YEAR				
MEETINGS	36	36	34	106
ATTENDANCE	502	685	661	1848

## MONTHLY OHIO LINK/SEARCH OH

	LAST YEAR		CURRENT YR	
	FILLED	CHECKED OUT	FILLED	CHECKED OUT
BORROWING (From):	758	731	0	0
	LAST YEAR		CURRENT YEAR	
LENDING (To):	1,357		0	

I. INFORMATION AND MATERIALS TRANSACTIONS

MONTHLY CIRCULATION, 2020 - PRESENT

	2020	2021	2022	2023	2024	%INC/DEC
January	84,831	56,030	70,245	70,931	74,078	4%
February	82,628	60,747	65,239	66,714	68,909	3%
March	132,033	71,034	69,915	74,701		
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July	77,533	74,130	74,532	74,923		
August	80,131	75,280	75,223	73,283		
September	70,697	67,307	66,792	68,526		
October	74,216	69,976	68,636	71,704		
November	65,662	67,226	67,403	67,046		
December	54,981	68,969	66,910	66,068		
ANNUAL TOTAL	889,377	818,019	833,716	845,946	142,987	4%
AVE CIRC/	74,115	68,168	69,476	70,496	71,494	1%

Circulation Total

TOTAL CIRCULATION

	ADULT	YA	JUV	TOTAL	LAST YR	%INC/DEC
<b>BOOKS</b>						
FICTION	8,693	1,438	13,290	23,421	22,096	6%
NONFIC	7,411	230	4,245	11,886	13,185	-10%
LG PRINT	1,949	--	--	1,949	1,763	11%
WORLD LANGUAGES	36	--	84	120	93	29%
<b>AV</b>						
SUBTTL	18,089	1,668	17,619	37,376	37,137	1%
BLURAY	1,436	--	265	1,701	2,022	-16%
BLURAY 4K	129	--	3	132	62	113%
BOOK CD	626	--	50	676	952	-29%
DVD	6,466	--	1,184	7,650	8,702	-12%
DVD/CD-ROM	--	--	--	--	5	-100%
LAUNCHPAD	--	--	58	58	81	-28%
LAUNCHPAD View	--	--	4	4	7	-43%
MUSIC CD	1,594	--	139	1,733	2,011	-14%
PLAY/VIEW	--	--	6	6	7	-14%
PLAYAWAY	283	6	62	351	315	11%
ROKU	2	--	--	2	10	-80%
VIDEO GAMES	473	--	1,372	1,845	1,596	16%
OTHER	--	--	--	--	222	-100%
SUBTTL	11,009	6	3,143	14,158	15,992	-11%
<b>ELECTRONIC</b>						
Comics Plus	44	--	--	--	5	-100%
Flipster	352	--	--	352	378	-7%
Great Courses	6	--	--	6	4	50%
HOOPLA/Comics	205	--	--	205	126	63%
HOOPLA/eAudio	1,764	--	--	1,764	1,231	43%
HOOPLA/Bingepass	46	--	--	46	29	59%
HOOPLA/eBooks	1,054	--	--	1,054	771	37%
HOOPLA/Flex	110	--	--	110	46	139%
HOOPLA/Music	297	--	--	297	201	48%
HOOPLA/MOVIE/TV	810	--	--	810	644	26%
IndieFlix	3	--	--	3	3	0%
KANOPY	486	--	--	486	486	0%
OVD/DAB	2,657	284	245	3,186	2,397	33%
OVD/EBOOK	4,122	311	461	4,894	4,151	18%
OVD/Magazines	1,427	--	--	1,427	295	384%
Press Reader	244	--	--	244	265	-8%
QELLO	--	--	--	--	1	-100%
SUBTTL	13,583	595	706	14,884	11,033	35%
<b>NON-TRADITIONAL</b>						
INSTRUMENT	1	--	3	4	13	-69%
GAMES	26	--	100	126	141	-11%
EQUIPMENT	30	--	--	30	43	-30%
SUBTTL	57	0	103	160	197	0%
<b>OTHER</b>						
PER	1,178	9	78	1,265	1,196	6%
LAPTOPS	135	--	--	135	50	170%
WiFi Hotspots	65	--	--	65	67	-3%
EQUIPMT	--	--	--	--	20	-100%
OTHER	19	--	380	399	--	---
SUBTTL	1,397	9	458	1,864	1,333	40%
<b>ILL</b>						
SRCHOIO	372	--	--	372	917	-59%
ILL	95	--	--	95	103	-8%
CPL LANG	--	--	--	--	--	---
SUBTTL	467	0	0	467	1,020	-54%
Quarantine Renewal	0	0	0	0	0	0%
UNACCOUNTED	--	--	--	0	2	0%
<b>TOTAL</b>	<b>44,602</b>	<b>2,278</b>	<b>22,029</b>	<b>68,909</b>	<b>66,714</b>	<b>3%</b>
SELF CHECK				19,258	20,705	-7%
SELF CHECK Percentage of Total Circ						
SELF CHECK Percentage of Bldg Circ						

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

CIRCULATION DETAIL

	DATE	CIRC	HRS OPEN	CIRC/HR
HIGHEST	February 13	2,820	12	235
LOWEST	February 18	805	4	201
BUSIEST	February 25	1,347	4	337
SELF-CHECK CIRCULATION TOTAL =		19,258		
TOTAL CHECK-INS THIS MONTH =		0		

Highest: Tuesday, February 13

Lowest: Daily Circ This Year

Busiest: Sunday, February 25

SEARCH OH/OH LINK

Borrowing (From)	696
Lending (To)	0

Services	
Passports	163
Photos	205

February 2024

Programs Personnel Payroll Summ Top

Makerspace

ITEMS ADDED TO & WEDED FROM COLLECTION THIS MONTH			
	PREV NET	NEW NET	% TOTAL
ADULT	120,685	121,725	65.40%
YOUNG ADULT	8,134	8,282	4.45%
JUVENILE	55,341	56,121	30.15%
<b>TOTAL ITEMS</b>	<b>184,160</b>	<b>186,128</b>	

CURRENT COLLECTION SIZE BY FORMAT		
	ITEMS	% TOTAL
BOOKS	112,312	60.21%
AV	53,103	28.47%
ELECTRONIC	20,748	11.12%
OTHER	380	0.20%
<b>TOTAL</b>	<b>186,543</b>	

REGISTRATIONS						
	ADULT	YA	JUV	TOTAL	% OF TTL	
DEPT'L	58	0	0	58	0%	
WESTLAKE	11,143	437	1,332	12,912	48%	
CUY. CO.	8,103	126	218	8,447	32%	
OUT OF CO.	5,109	87	166	5,362	20%	
TOTAL	24,413	650	1,716	26,779	←	
% OF TTL	91%	2%	6%			
REGISTRATIONS ADDED THIS MONTH = 0						
REGISTRATIONS THIS YR VS. LAST YR.						
Prev Year	22,590	618	1,578	24,786		
% INC/DEC	8%	5%	9%	8%		

ELECTRONIC USAGE: SUMMARY TABLE		
	USERS	HOURS
ON-SITE	9,479	16,882.4
REMOTE	11,502	0.0
<b>TOTAL</b>	<b>20,981</b>	<b>16,882.4</b>

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

## II. PROGRAMS & SERVICES

TOTAL VISITORS THIS MONTH			
	THIS YEAR	LAST YEAR	INC/DEC
LIBRARY	21,130	18,662	13%
ARTWALK DOOR	0	239	
DRIVE-UP	1,499	2,044	-27%
<b>TOTAL</b>	<b>22,629</b>	<b>20,945</b>	<b>8%</b>

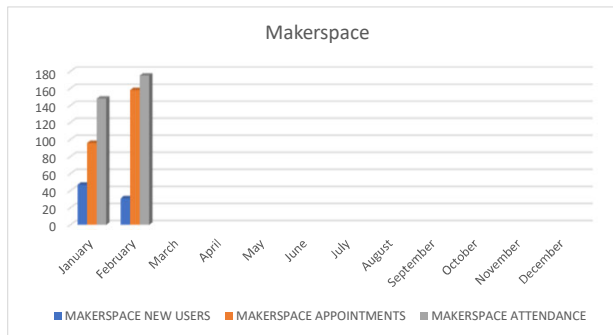
PUBLIC MEETING ROOM USE				
TIME PERIOD	MORNING	AFTERNOON	EVENING	TOTAL
AVAILABLE	125	145	85	355
MEETINGS	48	48	40	136
% IN USE	38%	33%	47%	38%
<b>TOTAL MEETING ROOM ATTENDANCE</b>				<b>3,007</b>

Monthly Visits 2019 to Present						
	2020	2021	2022	2023	2024	%INC/DEC
January	29,551	10,052	17,886	22,903	21,380	-7%
February	29,374	11,816	16,773	20,945	22,629	8%
March	13,218	14,237	20,687	24,327		
April	0	12,949	19,530	20,694		
May	4,350	13,745	19,694	22,738		
June	10,419	17,452	22,054	23,355		
July	15,330	19,448	22,002	23,066		
August	15,287	19,168	21,829	22,460		
September	12,218	17,726	20,062	21,056		
October	13,994	19,959	21,776	24,877		
November	10,387	17,707	20,025	21,634		
December	7,744	19,045	18,952	19,345		
<b>ANN'L TTL</b>	<b>161,872</b>	<b>193,304</b>	<b>241,270</b>	<b>267,400</b>	<b>44,009</b>	<b>0%</b>
<i>Ave Visits/MO</i>	<i>13,489</i>	<i>16,109</i>	<i>20,106</i>	<i>22,283</i>	<i>22,005</i>	<i>-1%</i>

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

PUBLIC PROGRAMS			
	NUMBER	ATTEND	AVE ATT.
ON-SITE	87	1,919	22
OFF-SITE	62	1,251	20

MAKERSPACE			
	NEW USERS	APPOINTMENTS	ATTENDANCE
January	47	96	148
February	31	158	175
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>ANN'L TTL</b>	<b>78</b>	<b>254</b>	<b>323</b>
<i>Ave Visits/MO</i>	<i>39</i>	<i>127</i>	<i>162</i>



## III. SUPPORT AND ADMINISTRATIVE STATISTICS

PERSONNEL CHANGES THIS MONTH				
HIRED				
NAME	POSITION	HOURS	DATE	
0 Employee(s)		0.00 FTE		
RESIGNED				
NAME	POSITION	HOURS	DATE	
Jean Vasey	Tech Svs. Associate	40	Feb 23	
1 Employee(s)		1.00 FTE		
TRANSFERRED				
NAME	FROM POSITION	HOURS	TO POSITION	
0 Employee(s)				

PAYROLL SUMMARY	
PAYROLLS THIS MONTH:	2
TOTAL PAID HOURS	9,565.25
FTE (INCL. SUB HRS)	59.78

# February 2024

	LAST YEAR	CURRENT YR	% CHANGE
February	66,714	68,909	3%
E-Resources	11,033	14,884	35%
Circ to Date	137,645	142,987	4%

% OF CIRC						
BluRay	BOOKS	CDs	DVD	MAGAZINES	VIDEO GAMES	
2%	54%	3%	11%	2%	3%	

## Monthly Visits

LAST YEAR	CURRENT YR
20,945	22,629

## MONTHLY CARDHOLDERS

LAST YEAR	CURRENT YR
24,786	26,779

## MAKERSPACE

NEW USERS	APPOINTMENTS	ATTENDANCE
31	158	175

## Monthly Programming

	LAST YEAR		CURRENT YR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	52	808	48	928
YA	12	98	17	299
CHILDREN	97	2,151	84	1,943

## Monthly Outreach

LAST YEAR		CURRENT YR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
49	1,059	39	771

## Monthly Meeting Room Usage

CURRENT YEAR				
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	48	48	40	136
ATTENDANCE	697	819	1491	3,007
LAST YEAR				
MEETINGS	41	27	45	113
ATTENDANCE	586	493	1010	2089


## MONTHLY OHIO LINK/SEARCH OH


	LAST YEAR		CURRENT YR	
	FILLED	CHECKED OUT	FILLED	CHECKED OUT
BORROWING (From):	823	739	696	350
	LAST YEAR		CURRENT YEAR	
LENDING (To):	1,296		0	

# Social Media and PR Dashboard

	Page Reach	Page Visits	New Page Likes
Jan	23,495	1,427	8
Feb	13,315	1,081	14
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Reach - The number of people who had any content from our Page or about our Page enter their screen.			

	Reach	Profile Visits	New Followers
Jan	726	202	31
Feb	656	71	18
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Reach - The number of people who had any content from our profile or about our profile enter their screen.			

	Followers	Impressions	Tweets
Jan	1,649	1,127	20
Feb	1,650	1,351	24
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Twitter Impressions are any time a Twitter user sees one of your tweets in their feed.			

	Page Views	Sessions	Users	New Visitors	% New	Return Visitors	% Return
Jan	45,270	27,629	13,827	12,411	77.0%	3,714	23.0%
Feb					-		-
Mar					-		-
Apr					-		-
May					-		-
Jun					-		-
Jul					-		-
Aug					-		-
Sep					-		-
Oct					-		-
Nov					-		-
Dec					-		-

## **Mission Moment**

I was in the Youth Services area to get some updated photos of Stella, one of our volunteer reading dogs, when I came across two younger teen boys. I spontaneously asked them if I could use them as models with the dog and they agreed. When I called their parents to ask for permission to use the photos, they enthusiastically agreed and even asked for souvenir posters, which I obliged. These photos were used for more current Bow Wow Books promotions, and you can see the poster in the Youth Services area.

## **Projects**

### **PR inside and outside the library**

- Continued the endcap project for new endcap signage in the Adult Fiction area.
- Assisted in the promotion for eclipse programming and information. We created a designated web page to hold all eclipse info: [westlakelibrary.org/eclipse](http://westlakelibrary.org/eclipse). Triumphant promoted the eclipse glasses reservations.
- Added branding to social posts that highlight programming. You can see a more consistent and branded look on our programming posts. This has added a lot of efficiency with scheduling posts for the week.
- Minor signage refreshes, such as the Storytime Newsletter area in Youth Services and Science Fiction.
- New stickers for the Free Little Library's managed by our Outreach Librarians to be placed on the deposited books. These are placed on the books to promote our library encouraging them to visit our building.
- Attended the Managers Retreat.
- Submitted raffle basket for Dollars for Scholars event (happening March 15)

### **Community, Ads and Sponsorships**

- Submitted Ad to *Westlife*, *the Observer* and *Villager* to promote the winter library challenge.
- Submitted Ad to Westlake High Schools Div1 Boys Basketball program.
- Our first promotion for the Summer Library Challenge can be found in the most recent *Rec Gazette*.

### **Web**

- Added attachments to IT Requests and updated automation for PR/Marketing requests.
- Updated the [Non-Traditional Materials Collection page](#). Updated the [Interlibrary Loan page](#) and the [Aspen Discovery page](#) with news that SearchOhio borrowing is back and OhioLINK will take a little longer to come back.
- Added a corporate sponsor to the [Friends page](#).
- Updated BTS with information on how staff can create or order their own [logo shirts](#).
- Added news pages to BTS for both the [Eclipse information](#) and the future [transition to Spiceworks](#).

### **Print:**

- Notes went to print and should arrive in mailboxes around March 25.
- The new mover postcard that mailed in January went to 301 recipients and 12 of those recipients acquired library cards and 1 returned the postcard for a magnet. This is traditional of direct mailings. The next mailing will go April 1.



**Email**

- Sent a World at War forum email for March 5's program. 124 sends, 88 opens (72%), 15 clicks
- The Annual Report went out by email on 2/13 to 14,848 recipients. It had 7,324 (50%) opens, 292 clicks (2%)

**Digital Marketing Stats:**

**Email Blasts:** 5 emails in February– Avg 45.8% open rate (increased 1.3% from January)

**New Book Emails:** 4 emails in February– Avg 52.75% open rate (decreased 2.5% from January)

**Social stats for the month of February:**

- **Facebook:** 4651 page likes
- **X (formally Twitter):** 1649 followers, 1.3k impressions
- **Instagram:** 1318 followers

**Website Stats for February:**

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

Top 5 pages

1. Home Page: 23,557
2. Events: 3,186
3. Download-Stream: 1,487
4. Kids Space: 958
5. Databases: 803

## Adult Services

**Mission Moment:** Bonnie Laessig shared a call she received from a very happy patron

*"We got a lovely call from a patron earlier today and she asked me to share with you that she and her friend love the library and really appreciate our service. She said the library is her favorite place in Westlake, ahead of the Senior Center. And she overheard a conversation between two other people at the Senior Center in which they said they are super excited about the upcoming Sojourner Truth program. It's so nice to get positive feedback and she wanted to thank us all for making WPPL her favorite place."*

Nick Cronin shared:

*A patron using one of the Adult Services study rooms told Nick Cronin that she had been disabled and wheelchair bound in the recent past, and that one of the things that brought her back to full functionality was the ease of access to resources at WPPL. She said that everything about the library, from fax services to our general layout was a huge help to her in her recovery. She also said that the study rooms are wonderful, and she plans to use them frequently.*

### Programming:

February was a banner month for Adult Services programming! We hosted 22 regular programs with 557 attendees, and 15 Outreach programs with 190 attendees, for a total of 747 attendees.

We also had 1 Bloodmobile session with 91 donors, and a total of 18 attended Heartsaver CPR/AED.

This month's 3 Library Speaker Consortium programs had 79 views.

**Along with the Makerspace programs, 950 people attended some form of Adult Services programming this month.**

Program title + attendance	Hosted by	Program Survey Comments
Horror Film Club – 17	Erin Manning	
Microsoft Word - 5	Jenny Norton	
Internet and Email Basics and Safety - 2	Jenny Norton	"Learned a lot that I didn't know about computers."
Android Smartphone & Tablet User Group - 7	Jenny Norton	"Very informative! Thank you!"
Maker Monday: Music Production with Cakewalk - 5	Jenny Norton	"It was Great!"
Library eBooks 101 – Libby - 9	Victoria Vogel	"Very well presented by Victoria. I had no idea about this. Looking forward to trying at home."
World Hijab Day - 62	Victoria Vogel	"Powerful education program." "This was a very informative event and I hope to attend more like it!"
Makerspace Foundations: CNC Orientation - 3	Adrien Krajnik	"Outstanding! Very clear instruction."

Makerspace Foundations – Vectorization - 6	Adrien Krajnik	"Nice intro to Inkscape."
Makerspace Foundations – Single Needle Embroidery Machine - 6	Taylor Jacobs	"Love having the Makerspace here and having knowledgeable employees here to help us!"
American Red Cross Bloodmobile – 2/1 - 91	Red Cross – coordinated by Andrea Tarolli	
Heartsaver CPR/AED - University Hospitals - 2/21 - 18	University Hospitals	
Discover Your Roots – Learn the Basic of Ancestry Library Edition - 16		"Excellent!"
World at War Forum - MacArthur in Japan After WWII - 66	Chad Statler	"Best speaker so far." "Judge was well prepared and gave a fascinating lecture on MacArthur. Q/A also excellent."
Women in History Presents – Sojourner Truth - 23	Chad Statler	"Fascinating and so moving. Women in History does wonderful work." "Excellent, please continue to have these types of programs!"
Bomb City USA – The Danny Greene Era - 102	Chad Statler	"Would love to see some of Dennis's other programs presented here at Porter Public Library. Well done!" "Great program! Thank you!"
Meet President Abraham Lincoln – Mel Maurer – 66	Chad Statler	
Adult Creative Writing Group – Inspirational Black Poets - 8	Victoria Vogel	"Ms. Vogel does a fantastic job, reading beautiful poems and using wise prompts. Thank you!"
Did You Know You Speak Latin? 2/1 - 22 2/8- 20 2/15- 25 2/22 - 19 2/29 - 22	Joanne Penkalski	"This was wonderful!" "Fantastic teaching – handouts clear and very helpful." "So interesting! Looking forward to all the other sessions 😊 A+" "Absolutely stimulating and entertaining as well."
Tuesday Evening Book Club (IN PERSON & ON ZOOM) - 'Our Missing Hearts,' by Celeste Ng - 24	Elizabeth Bernhofer	Summary below
Wednesday Afternoon Book Discussion - "If I Survive You," by Jonathan Escoffery - 12	Joanne Penkalski	
True Crime Book Club - 'American Demon,' by Daniel Stashower - 6	Chad Statler	

Spice It Up! Take Home Kit – Cloves - 29		
“Virtual Author Talk - Tessa Bailey - ‘Fangirl Down.’ 36 total views	Library Speakers Consortium	
Virtual Author Talk - Jason Mott – ‘Hell of a Book.’ 12 total views	Library Speakers Consortium	
Virtual Author Talk – Kim Scott - ‘Radical Candor.’ 22 total views	Library Speakers Consortium	
Outreach Programs – The Price is Right – 15 programs. 190 attended.	Sarah Beebe	

### Tuesday evening book discussion

On February 13, we discussed *Our Missing Hearts*, the third novel from Cleveland native Celeste Ng. The story follows 12-year-old Bird in a fictional, yet eerily familiar, United States that has just passed the PACT (Preserving American Culture and Traditions) Act - an Orwellian law that prohibits the promotion of un-American values and frequently targets Asian Americans - as he searches for his poet-turned activist mother Margaret Miu.

Most members of the group were struck by how closely Ng's speculative United States mirrors the real United States in which we live. When discussing how likely it is for the United States to pass a PACT-like act, one member made the astute point that it already had - the PATRIOT Act. We discussed the power of language and how the idea of story was central to the book. One member remarked that stories have the power to enable change in the future - which may be why authorities in the novel turned to book bans and censorship. Overall, the group found the book to be good, but not remarkable, and despite this found the message of the book to be important. There were 24 of us and we gave the book 3.56 stars out of 5.

### Latin Programs

While it has been an outstanding month for Adult Services programming overall, Joanne Penkalski's series of six Latin programs deserves special mention. This unique series of programs examined English words and traced their Latin origins and derivations. WPPL patrons loved it, filling all the programs to capacity and writing many positive comments on the program surveys. This was a terrific idea and clearly demonstrates the power of creative thinking as Adult Services staff identify program topics of interest to the community.

### World Hijab Day

What has now become a popular annual event was a resounding success again this year. Victoria Vogel's email to Siddiqia Qadir, from the West Cleveland Muslim Association, provides a nice summary of what the 62 attendees experienced. Victoria wrote, “Thank you so much for once again planning such a wonderful Hijab Day panel discussion at the library. The narratives from each of the presenters were so impactful. The food was wonderful. We received wonderful comments from the audience.”

Victoria also followed up with a thank you email to the entire WCMA Board and received this reply from Board Member Mira Kabbara “Thank you so much for having us, and for hosting such an amazing event, it was very beautiful. Looking forward to other events in the future.”

### Westlake Garden Club

Victoria Vogel and Bonnie Laessig met with Deb Dougherty and another member of the Westlake Garden Club on February 7 to talk about program partnerships. They discussed several programming possibilities for later in 2024, including:

- Seed saving
- Keeping Critters out of your Yard
- Deer - What makes them tick?
- Composting

### **Outreach**

February's Outreach program was about *The Price is Right*. Outreach Specialist Sarah Beebe talked about the history of Price is Right and then had attendees play three rounds of a Price is Right game. Makerspace staff also created a 3D printed Price is Right wheel which everyone got to spin at the end of the presentation to see who could get closest to a dollar. Sarah also had attendees compare the price of common items from 1970 to today's prices (eggs, bread, cars etc.) and attendees were usually spot on for the 70s prices! Residents really enjoyed playing the games and seeing some old clips of the original Price is Right (1956-1965) and early Bob Barker. Sarah presented the program to 190 participants across 15 facilities. She will be repeating this program at the Farrell Foundation in late March.

### **Donations**

Thanks are due to Outreach Specialist Sarah Beebe for donating an Electric Bass Guitar and a Dulcimer to WPPL's non-traditional materials collection. These are fine additions to the collection and should prove to be popular with patrons.

### **NorthStar Digital Literacy**

We currently have 116 unique users of NorthStar Digital Literacy, an increase of 3 over January's figures. They have taken 172 assessments, a slight increase over January. Basic Computer Skills remains the most popular module with 54 assessments, followed by Internet Basics (27), MS Word Office 2016 (20) Windows (18), and MS Excel Office 2016 (16)

5 people attended February's Microsoft Word program and there were two attendees at Internet and Email Basics and Safety.

### **One-on-one Technology appointments**

Jenny Norton continued her one-on-one appointments with WPPL patrons throughout the month. She had 19 appointments in February:

- 1 iPad iMovie
- 1 Android/computer
- 2 iPhones
- 1 CD burning
- 1 VHS transfer
- 1 Typing tutorial
- 1 YouCall app
- 1 Email
- 1 Email on phone
- 1 DVD copy
- 1 CD to iPhone

- 1 Discord/Voicemail setup/cell phone timer/taking and transferring pictures
- 1 Fire tablet
- 1 Creating folders
- 1 Webex interview help
- 1 Android
- 1 Amazon music
- 1 film to digital

### **City Fresh**

WPPL's annual partnership with City Fresh has been set up and organized for 2024. This popular program, which allows people to sign up at City Fresh and pick up their locally sourced produce in the library parking lot is scheduled for Thursday afternoons starting on June 20 through October 31.

### **Westlake High School Health Fair**

Adult and Youth Services teamed up when Trina Thomas and Emily Lindberg represented WPPL at the annual Westlake High School Health Fair on February 27. Trina and Emily had a total table count of 176. (Slightly more than the count from 2023 - which was 172.) Emily did an excellent job handling the health trivia wheel and questions. She counted 133 questions used. Sunglasses were handed out as prizes, and they were a BIG hit with the students. They also had other assorted prizes as well, such as PEZ dispensers and chap stick. Other popular items handed out included bike reflector lights, pens, chip clips, and Lanyards.

### **Saint Brendan History Competition**

Local History Librarian, Chad Statler, had a good chance encounter at a recent World at War Forum program. Chad met Frank O'Grady, a History/Religion teacher from Saint Brendan School in North Olmsted. Frank invited Chad to be a judge at Saint Brendan's National History Day Competition on February 7. Chad was happy to oblige. He joined a panel of local experts to judge submissions from 6th through 8th grade on topics such as the Civil War, Pearl Harbor, D-Day, the Manhattan Project and more.

### **Tax forms**

Tax form season continues to go well under Victoria Vogel's expert guidance. She has ensured that we have an adequate supply of tax products for patrons and has done an excellent job of keeping everyone up to speed. Thanks are also due to AS staff, particularly Bonnie Laessig, who have printed out supplies of forms when we have been running low.

### **Collections- shifting (Sci-Fi, Graphic Novels, call # signage)**

Apart from some final signage needed in large print, the movement and designation of AS collections has been completed.

### **Blogs**

- Do You Know Dewey? Erin Manning
- Do You Know Dewey? 000's - Erin Manning

### **Displays**

- Love is in the air – Diane Dillon
- Red Books – Katie Cooley

- Eating disorder Awareness – Elizabeth Bernhofer
- Chocolate Baking – Victoria Vogel
- Heart Health – Trina Thomas
- Black History Month – African American Authors + African Americans & the Fine Arts - Joanne Penkalski
- Tax Forms – Victoria Vogel
- Library Speakers Consortium – Victoria Vogel

## Makerspace

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After being highlighted in the Notes publication and featured on the cover, the Makerspace was hopping this month! February brought 31 new users to the Makerspace. 175 attended 158 appointments, 70 of which were one-on-one. 112 print jobs were processed through staff queue.

Several patrons were repeat visitors this month, including a patron that made t-shirts for an entire baseball team using the Cricut and heat press machines. Another patron made frequent visits this month to the Makerspace to use the recording booth for a school project. A third patron wanted to explore the embroidery machine before she took the plunge to buy one herself.

### Makerspace Programs

Adrien Krajnik facilitated two Makerspace Foundations classes this month: the inaugural CNC Orientation and Vectorization. On February 7, Adrien showed the process for setting up projects in V-Carve, then patrons were given the opportunity to load the proper bits and prepare the CNC for carving. Patrons asked many questions and were engaged throughout the software and hardware portions of the presentation. Each participant left with a personalized coaster. On February 12, Adrien facilitated a presentation on using Inkscape software to guide patrons through creating vector images. Vectors are used in many operations in the Makerspace and will be a valuable skill for patrons to learn.

Taylor Jacobs hosted Makerspace Foundations: Single Needle Embroidery Machine on February 13. Patrons gathered around the single needle embroidery machine as participants went through each function of the machine and how to thread it. This was a hands-on program with individualized instruction as they each chose a word to embroider onto felt patches. Since it was close to Valentine's Day, staff sublimated hearts onto felt patches using our heat press (which of course spurred questions on how to sublimate in the Makerspace!). Having an image on the felt allowed the patrons to practice centering their word. There was a full class with 100% attendance, and everyone left feeling more comfortable with a new-to-them machine!

## Circulation

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**Passports:** Circulation processed 163 passports and took 205 pictures this month.

**After-Hours Lockers** were used by 60 users to pick up 115 items.

The Circulation Department held a department meeting on 2/21.

## Collection Development/Technical Services

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Additional Russian and Ukrainian fiction books were ordered for the World Languages Collection.

Ten additional Lego sets were added to the collection.



Technical Services is investigating options for vendor processing of materials in order to help streamline our materials ordering process. They are also investigating the implementation of EDI (Electronic Data Interchange) to allow for easier ordering, cataloging, and invoicing of materials.

## Information Technology

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Old server equipment was re-setup as a development and testing system, allowing us to test servers and software without affecting our production environment. A development Koha server has been installed to allow staff to test and development new plugins for the Koha platform.

All aging AWE Learning Station computers have been replaced with new computer hardware and the free ABCMouse.com software.

## Youth Services

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**Mission Moment:** From Jamie:

*Elizabeth, a librarian from California, called to let us know how thrilled she is with our Free Little Art Gallery and that we offered an Afternoon Art program for patrons to create artwork for the FLAG. She has family in the Norwalk area and has encouraged them to make the trek to WPPL to check out the FLAG. She is inspired to start a FLAG at her library in California.*

### Programming Highlights:

Fran and Natalie hosted **Stories & Signs** for 31 participants sharing stories and a few words of baby sign language with families. This is a regular offering we host during our storytime break so that families still have programs they can attend and has always been very popular.

Aaron partnered with Sylvan Learning to present an **SAT Practice Test and Results Session** (hosted by Sylvan Learning and supported by Rachel and Cat). This was the first time hosting with the new "digital only" format using computers and were able to use Tech Lab Laptops to host this event. 11 participants.

Jessica started a new program called **Comic Club** and while it is inspired by CatKid, it will cover a variety of graphic novels. We hope to host this program a few times a year and take advantage of patron interests in graphic novels to read, learn, create and discuss them in a kid focused way. 10 participants.

Rachel's **Make It Take It** program had higher turn out this month, with 30 participants making a craft while they were here on a Saturday afternoon. This program helps engage families with siblings who may not be attending our other program offerings on Saturday due to age restrictions and this helps keep everyone happy.

Jamie hosted a **My First Valentine's** program for littles up to 18 months who are celebrating their first every Valentine's program. This is always a fun program that creates a keepsake for families as they celebrate milestones of their child(ren). 23 participants.

Cat brought back **Tween Crafts** starting a new monthly craft kit pick-up for tweens in grades 3-6. It proved very popular and for her first kit she created animation flip books. 12 kits.

Emily partnered with a community volunteer to host **Bicycle Friendly Drivers** for teens and adults, and we saw an increase in attendance over last year (went from 0 to 4!). While this is a niche area



of interest, it is also important, and the patrons who attended all said they appreciated the program and learned something new.

Holly hosted many of her regularly scheduled programming and also stepped in to help host **Ready 2 Read Bootcamp** with Making A Difference Consulting as part of our Cuyahoga Reads grant programming. We moved these programs to weekends and that is making a difference in participation. Natalie also helped host a session of this program. 25 participants.

Holly, Natalie, and Emily hosted **Leap Day Party** on February 29 celebrating the extra day of the year. Families were given an activity map and scavenger hunt to complete and worked through each activity for a small jumping frog reward. Many families were pleased and also completed and collected Winter Reading Prizes while they were here. Staff received many compliments including, "This is great" and "You should do this every day!" "We love programs like this, please host more." and

"We recently moved to Bay Village and our daughter switched schools – it's great she got to see so many friends from her old school." One family brought their foster daughter to the program and commented it was their second day with her and liked having something to attend. 71 participants.

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

STAFF MEMBER	Programs Hosted Included (stats in STATs spreadsheet):
Cat	LINK x2; Tween Craft Kit; SAT Practice Test Results
Natalie	Adapted ST x2; Preschool ST x1; Ready 2 Read Bootcamp; Adult Stories; Stories and Signs; Leap Day; Next Chapter Book Club; Adapted Preschool Outreach x16; Adult Transitional Class
Jamie	Lapsit ST x3; My First Valentine's; Family ST; Outreach Preschool ST x15
Rachel	Family ST; Pokémon Fun; Outreach PreK ST x5; Craft Kit; Bow Wow Books; SAT Practice Test; Make It Take It
Holly	Ready 2 Read Bootcamp; Preschool Outreach x2; Fun Science Friday; Bow Wow Books; Family ST; Come Play with Me; LINK; Leap Day
Emily	Preschool Outreach x1; Read It Make It; Bicycle Friendly Driver; Family ST x2; PreK ST; Music Monday; Brick Builders; LINK; Leap Day; WHS Health Fair
Jessica	Anime Club; Comic Club; Illustration Creation; Art Smarts
Rebecca	N/A
Aaron	Teen Craft; Roblox Arcade; Documentary Film Club; Jewelry Crafting; SAT Practice Test; WHS Book Club; LBMS Book Club x2; Teen Lounge x3;
Fran	Toddler ST; Lapsit ST x2; Illustration Creation; Brick Builders; Bow Wow Books; Stories and Signs

### School Partnerships:

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

Jamie scheduled and planned **Preschool Outreach Storytimes** for 11 locations, seeing 531 participants.

- Jamie hosted 15 sessions

- Rachel hosted 5 sessions
- Holly hosted 2 sessions
- Emily hosted 1 session

Holly, Emily, and Cat attended **LINK** for 4 sessions, seeing 99 participants.

Aaron met with his **book clubs at WHS and LBMS**, seeing a total of 23 participants this month. The clubs read "*Scythe*," "*Sun Is Also A Star*" and "*Every Day*."

Natalie hosted **WHS Adult Transitional Class** along with adults with IDD from various other organizations for an Adult Stories and Crafts program, sharing books about self-esteem and making an All About Me craft, and rounded out the program with Sponge-Bob themed chair exercises. 27 participants.

Natalie hosted a **Black History Month Storytime** for Kindergarten, 1st, and 2nd grades at Julie Billiard School, upon special request, for 37 participants. Natalie received the following email after her program, "Thank you again for visiting last week! All three classes had a great time, I think that was a very valuable opportunity for those young readers."

Emily and Trina attended the **Health Fair at WHS**. They offered giveaways, library literature and a raffle prize. They brought our spin wheel for a chance to answer a trivia question in 12 categories related to health and wellness. 176 participants visited the table and 133 played trivia. It was reportedly a huge success, and we look forward to attending next year as well.

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

Rachel prepared staff for upcoming field trips by emailing out lesson plans and structure of the trip.

#### **Porter Express Stats:**

- 30 deliveries of 169 items
- 26 pick-ups
- 14 schools (includes Book Bin Delivery)
- 21 pick-ups
- 14 schools (includes Book Bin Delivery)

#### **Other Partnerships**

Natalie hosted a training with library facilitators from Cuyahoga County Board of Developmental Disabilities to prepare for the week of outreach storytimes CCBDD and Natalie are hosting for all classes at WES in March.

#### **Connecting for Kids**

Natalie completed flyers for delivering to Connecting for Kids for inclusion in the Meet and Greet folders. She also began collecting materials and giveaways for the event in March.

Natalie handled all Communico maintenance.

#### **Cuyahoga County Board of Developmental Disabilities Grant Update**

Natalie was awarded a programming grant for 2024! Congratulations!

Natalie finalized all supply orders using grant funds, spending down to the last cent. We have 2 programs still to come and then the 2023 grant will be considered complete.

#### **Accelerated Learning Grant / Cuyahoga Reads Update**

Holly and Natalie hosted **Ready2Read Bootcamp** for 32 participants.

Rebecca maintained programming changes, bookmarks on the floor and responded to questions as needed. We received advertising stands supporting Cuyahoga Reads and she put those out on the floor along with March programming bookmarks. She also scheduled programs through September with Making A Difference Consulting, and, hired Jim Gill to complete our mid-point celebration request through the grant to be held in May.

**Cuyahoga Reads: Westlake Reads Beanstack Challenge** registration statistics:

- 229 registered
- 926 badges earned

### Literacy Initiatives:

The **Myrna Chelko Reading is Elementary** program saw 2 children earn a milestone WPPL Lanyard.

9 new participants registered for the **Myrna Chelko Little Sprouts** program. are 337 children registered for the program.

In the **1000 Books Before Kindergarten** program 14 participants achieved milestones. 11 children registered as new participants. There are currently 869 registrants for this program.

### Blogs

- Cat's Picks: Maurice Sendak (Cat)
- Cat's Picks: Lunar New Year (Cat)
- NSP: Fleischer Studios (Cat)
- Medium Monday: Acrylic Paint (Jessica)
- Jessica worked on updating her blog post links to Aspen

### Displays

- Created March Calendar (Cat)
- Created March school newsletters for outreach visits and distributed February newsletters (Jamie, Natalie)
- Displays this month included: Music, Food, Black History Month, Valentine's Day, Social-Emotional Wellness Connection with WES, Feeling Lucky?, Remember Summer?
- Flyers created and rotated (all)
- Fran made a concerted effort to increase Bow Wow Books attendance with new PR Requests and a new flyer/poster to display using photos of our dogs (Fran)
- Horror Film Club Mug Design Created for Erin (Jessica)
- Kindergarten Literacy Packet (Rachel, Jamie) 215 packets taken
- Maintain and update all Communico (Rachel, Natalie, Aaron)
- Maintained picture book and JFic bibliographies (Cat)
- Posters/Bulletin Board display: Programs, Winter Reading Challenge, Genre Reading Challenge
- Skills Packet Grades 3-5 (Rachel) 70 packets taken
- Skills Packet Grades K-2 (Rachel) 60 packets taken
- Storytime Round Up Newsletter (Fran, Natalie, Emily, Holly, Rachel) 35 taken
- Suma's Eclipse Glasses Created (Jessica)
- WPPL Lobby Display Case (Cat in collaboration with Diane in AS)

- YA Flippy Things updated and weeded (Jessica)

## Meetings/Training

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Met with Andrew, Jana, and Jane on 2/22 to discuss staffing plans in Technical Services.

Attended an information session on Library Leadership Ohio on 2/22.

Attended the virtual SearchOhio Director's meeting with Andrew on 2/22.

Met with Chip on 2/22 to discuss material holdings statistics.

Attending meetings for the SearchOhio resumption on 2/23, 3/1, 3/8, and 3/15.

Attended the Technical Services department meeting on 2/26.

Attended the Strategic Planning Board of Trustees Retreat on 2/26.

Attended Admin Team meetings on 2/27, 3/5, and 3/12.

Attended a virtual meeting with Ingram regarding processing services they provide.

Met with ByWater Solutions on 2/28 for a demo on Metabase, a statistics analysis platform that integrates with Koha.

Met with Bialosky on 2/29 regard the 'Sunny' display outside the new Teen Area.

Attended an OLC webinar on 2/29 regarding their new offering of Amazon Business Prime for all Ohio libraries.

Met virtual with Communico on 3/5 to discuss the status of our new mobile app.

Attended the Strategic Planning Leadership retreat on 3/6.

Met with Bialosky on 3/6 to select and review finishes for the construction project.

Met with Chip on 3/7 to discuss February statistics.

Attended the NEO-RLS Directors/Deputy Directors Virtual Networking Meeting on 3/13.

## Agenda Items

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- **Resolution 6-24:** adjustments to Permanent Improvement (PI) fund budget for the following related to the Phase II Renovations:

Contracted Services: The remaining \$135K for Bialosky's fee and \$40.5K for Other Soft Costs

Capital: \$67.5K for Owner Contingency Costs

Additional budget adjustments will be made when the library receives the bids for the project.

## Financial Highlights

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- 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

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- Attended a **Virtual Author Talk with author Kim Scott** on Wednesday, February 28 along with other members of the WPPL management team.
- Participated in a webinar on **OLC's new Amazon Business Prime program** on Thursday, February 29.
- Andrew, CJ and I attending a meeting with Bialosky on Thursday, February 29 to discuss the **donor display in the teen area**.
- Andrew, CJ and I met at Bialosky's offices on Wednesday, March 6 to **review finishes and designs** for the renovation project.
- Andrew and I had a call with Marti Peden to begin **planning the upcoming Board retreat** on Monday, March 11.
- Attended the **WPPL Foundation meeting** on Tuesday, March 12.
- Andrew and I met with a **donor** on Thursday, March 14
- Attended the **NEO-RLS Supervisor Reasonable Suspicion training** with the management team on Wednesday, March 20.

## Library Meetings/Trainings

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- Attended a **Tech Services department meeting** on Monday, February 26
- Attended a **Strategic Planning session with the Board of Trustees and NEO-RLS** on Monday, February 26
- Attended the **Manager's meeting** on Tuesday, March 5
- Attended a **Strategic Planning Leadership Retreat with NEO-RLS and the management team** on Wednesday, March 6.
- Andrew, CJ and I met on Monday, March 18 to **review staff performance evaluations and increases**.
- Attended weekly **Admin meetings**

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## Finance

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- Completed and submitted a grant application for the **One Time Strategic Community Investment Fund (OTSCIF)** per OLC's request. Libraries are eligible to receive funding from the \$700MM allocated to this fund.
- Implemented **OLC's Amazon Business Prime Program**. The library previously had a Business Prime account, but the OLC account is free and will allow us to have more users. It also provides additional discounts.
- The Finance department met on Wednesday, March 20.

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## Human Resources

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- Aaron Spears, WPPL's Young Adult librarian, is resigning effective April 5. The position was posted on Wednesday, March 13 and will remain open until filled.

### EAC Update

- The EAC meeting was held on Thursday, February 22. The committee discuss Staff Appreciation and Development Day. Due to a variety of factors, it was determined that the event will take place off-site. The Rec Center is available, so we will book it for Staff Day.

The EAC will begin brainstorming themes for the day and possible topics for speakers.

- Suggestions/Comments submitted for discussion:

#### **Beverage vending machine in staff lounge**

Could we get an updated beverage vending machine with more choices and the technology to accept a debit card? Give staff more choices and ease of using a debit card.

#### **Inefficient staff space assignments in AS**

AS staff should've been split more evenly between the 2 offices rather than putting 5 part-timers in a very large space that still remains empty the majority of the time. Rarely are there more than 2 part-timers off desk at a time. Meanwhile there are 3 full-timers sitting on top of each other in the reference office and the vacated PT office sits empty. Full-timers have more stuff and spend more time off desk and should've been prioritized in this decision. This is not a personal attack against any part-timers who while an integral part of the AS team, have lighter workloads and spend less time in the building. Assistant Manager Katie should've gone in the now vacated office in Reference with Nick. Having Guy upstairs creates a safety concern as there will be a delayed response should he be needed on the floor. Productivity suffers when staff feel unappreciated

## Phase II Renovations - Budget

Construction Cost - Base Bid	1,350,000.00
FF&E Estimate	150,000.00
<i>subtotal - Construction &amp; FF&amp;E</i>	<i>1,500,000.00</i>
Bialosky Fees (10.5% of Construction & FF&E)	157,500.00
RFC (Owner's Rep)	62,000.00
Cost Estimating	15,650.00
Owner Contingency (5% of construction)	67,500.00
Other Soft Costs (3% of construction)	40,500.00
<b>Total Estimated Project Costs</b>	<b>1,843,150.00</b>

Original Project Budget (PI Fund)*	2,000,000.00
<b>Total</b>	<b>2,000,000.00</b>

**Cost Variance** **156,850.00** *Below budget*

*\*Does not include potential donations to offset the cost*

*\*\*Does not include the cost of the new Automated Material Handling System*

**Westlake Porter Public Library - Phase 2**

**Estimated Cost of Construction**

**1/26/2024**

<b>Teen &amp; A/V Space</b>	
Construction	\$499,445
Furniture	\$89,590
Shelving Allowance	\$40,000
<b>TOTAL</b>	<b>\$629,035</b>

<b>Circulation Work Area</b>	
Construction	\$596,038
Furniture	\$76,350
<b>TOTAL</b>	<b>\$672,388</b>

<b>2nd Flr Meeting Rooms &amp; Lobby</b>	
Construction	\$83,290
Furniture	\$95,850
<b>TOTAL</b>	<b>\$179,140</b>

<b>Vending Area</b>	
Construction	\$14,555
Furniture	\$0
<b>TOTAL</b>	<b>\$14,555</b>

<b>Construction Total</b>	<b>\$1,193,328</b>
<b>FF&amp;E Total</b>	<b>\$301,790</b>
<b>TOTAL</b>	<b>\$1,495,118</b>

(Versus \$1.5M Budget)



Room Name	Qty.	Description	Unit Price	Extended Price	Room Total
<b>Teen Space</b>					
	1	Modular Seating System (+/- 48 linear feet)	\$25,000.00	\$25,000.00	
	11	Power/USB grommets for Modular Seating	\$307.00	\$3,377.00	
	3	Small ottoman/pouf	\$750.00	\$2,250.00	
	2	Medium ottoman/pouf	\$900.00	\$1,800.00	
	2	Large ottoman/pouf	\$1,100.00	\$2,200.00	
	2	30" Round Café Table	\$600.00	\$1,200.00	
	2	42" Round Café Table	\$650.00	\$1,300.00	
	2	36" Round Occasional Table	\$1,300.00	\$2,600.00	
	2	Laptop Table	\$750.00	\$1,500.00	
	10	Guest/Dining Chairs	\$800.00	\$8,000.00	
	5	Barstools	\$1,100.00	\$5,500.00	
	2	Lounge chairs	\$2,500.00	\$5,000.00	
		<b>Room Total</b>			<b>\$59,727.00</b>
<b>Circ Area</b>					
	10	Task Chairs	\$1,000.00	\$10,000.00	
	6	Guest Chairs	\$800.00	\$4,800.00	
	8	Multipurpose Chairs	\$800.00	\$6,400.00	
	1	60" Round Meeting Tables	\$1,400.00	\$1,400.00	
	2	20x36 Table (passport & library card)	\$400.00	\$800.00	
	2	30x42 Table (misc/other & checkin)	\$500.00	\$1,000.00	
	3	8x8 "L" Shape Desk	\$5,000.00	\$15,000.00	
	1	Super Desking (30"D x +/- 32 lf)	\$10,000.00	\$10,000.00	
	1	Switchboard Desking (30"D x 108"W)	\$1,500.00	\$1,500.00	
	1	Drive Up Counter (+/- 24"D x 120"W)	\$1,000.00	\$1,000.00	
	1	36x96 Work Table	\$2,000.00	\$2,000.00	
	1	36x66 Work Table	\$1,200.00	\$1,200.00	
		<b>Room Total</b>			<b>\$50,900.00</b>
<b>Small Conference</b>					
	8	Multipurpose Chairs	\$800.00	\$6,400.00	
	1	Chair Trolley	\$600.00	\$600.00	
	2	48 x 48 Tables	\$750.00	\$1,500.00	
		<b>Room Total</b>			<b>\$8,500.00</b>
<b>Open Study Area</b>					
	2	36" Round Occasional Table	\$1,300.00	\$2,600.00	
	4	Laptop tables	\$750.00	\$3,000.00	
	6	Lounge Chairs	\$2,500.00	\$15,000.00	
	2	30" Round Café Tables	\$600.00	\$1,200.00	
	4	Guest/Dining Chairs	\$800.00	\$3,200.00	
		<b>Room Total</b>			<b>\$25,000.00</b>
<b>Lg. Conference</b>					
	36	Multipurpose Chairs	\$800.00	\$28,800.00	
	1	Chair Trolley	\$600.00	\$600.00	
	8	36x72 Training Tables w/ flip-top	\$1,000.00	\$1,000.00	
		<b>Room Total</b>			<b>\$30,400.00</b>
<b>Furniture Subtotal</b>					<b>\$174,527.00</b>
Freight, Delivery, Install and Profit					\$61,084.45
Contingency (15%)					\$26,179.05
<b>Metal Shelving Allowance</b>					<b>\$40,000.00</b>
<b>FF&amp;E Total</b>					<b>\$301,790.50</b>
Estimated per square foot					\$36.92
Square Footages					
			Circulation Area	3,500	
			Teen Space	1,500	
			Vending Area	175	
			Second Floor	3000	
			Total	8,175	

<b>Project:</b>	Westlake Public Library Remodel	<b>Size</b>	<b>Cost per SF</b>
<b>Architect:</b>	Bialosky	<b>NA</b>	<b>\$0.00</b>
<b>Date:</b>	1.23.2024		

**PROBABLE COST SUMMARY**

<b>Division</b>	<b>Building Components</b>	<b>Total</b>
Div. 02	Existing Conditions	\$31,444
Div. 03	Concrete	\$0
Div. 04	Masonry	\$7,768
Div. 05	Metals	\$0
Div. 06	Wood, Plastics and Composites	\$104,444
Div. 07	Thermal and Moisture Protection	\$2,000
Div. 08	Openings	\$41,500
Div. 09	Finishes	\$180,033
Div. 10	Specialties	\$2,401
Div. 11	Equipment	\$0
Div. 12	Furnishings	\$0
Div. 13	Special Construction	\$0
Div. 14	Conveying Equipment	\$0
Div. 21	Fire Suppression	\$22,022
Div. 22	Plumbing	\$5,112
Div. 23	HVAC	\$110,794
Div. 25	Integrated Automation	\$15,540
Div. 26	Electrical	\$130,311
Div. 27	Communications	\$0
Div. 28	Electronic Safety and Security	\$0
Div. 31	Earthwork	\$0
Div. 32	Exterior Improvements	\$0
Div. 33	Utilities	\$0
Div. 34	Transportation	\$0.00
Div. 35	Waterway and Marine Construction	\$0.00
Div. 40	Process Integration	\$0.00
Div. 41	Material Processing and Handling Equipment	\$0.00
Div. 44	Pollution and Waste Control Equipment	\$0.00
Div. 45	Industry-Specific Manufacturing Equipment	\$0.00
Div. 46	Water and Wastewater Equipment	\$0.00
Div. 48	Electrical Power Generation	\$0.00
<b>Subtotal: All Trades Work, Net</b>		<b>\$653,367</b>

Contractor Overhead, Profit	10.00%	\$65,337
General Conditions for Div. 2-32	15.00%	\$98,005
Escalation	5.00%	\$32,668
Phasing Premium for Occupied Building	0.00%	

<b>Project:</b>	Westlake Public Library Remodel	<b>Size</b>	<b>Cost per SF</b>
<b>Architect:</b>	Bialosky	<b>NA</b>	<b>\$0.00</b>
<b>Date:</b>	1.23.2024		

## PROBABLE COST SUMMARY

<b>Subtotal:</b>	<b>\$849,378</b>
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Design Contingency	10.00%	\$84,938
Construction Contingency	10.00%	\$84,938
Estimating Contingency	10.00%	\$84,938
		\$0

<b>Total Probable Project Cost</b>	<b>\$1,104,191</b>
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<b>ALT 1 - Circulation Desk Area</b>	<b>Total</b>	<b>\$89,137</b>
Demo		
Ceiling		
Flooring		
Remove casework		
Mechanical		
NEW		
carpet		
base		
Paint		
Custom desk		
Custom shelving unit		
End /Top caps		
electric		
floor boxes		
cutting and patching		

**Project:** Westlake Public Library Remodel

**Architect:** Bialosky

**Date:** 1.23.2024

### Assumptions and Clarifications

Pricing based on drawings dated 12.22.2023 and provided narrative.

**Div. 07 Thermal and Moisture Protection**

We have included an allowance for roof repair

**Div. 23 HVAC**

We have included an allowance for reworking and refinishing existing tube radiators

**Div. 26 Electrical**

We have included an allowance for additional fire alarm notification devices if required

<b>Project:</b>	Westlake Public Library Remodel	<b>Size</b>	<b>Cost per SF</b>
<b>Architect:</b>	Bialosky	<b>NA</b>	<b>0</b>
<b>Date:</b>	1.23.2024		

Item Description	Quantity	Unit	Unit Cost	Total	Comments
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<b>Div. 02</b>	<b>Existing Conditions</b>			<b>\$31,443.50</b>	
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**Vending Area**

Remove existing flooring and wall base	158	SF	1.25	\$198	
Remove existing slatwall and tack board	1	LS	340.00	\$340	
Remove existing casework save for reuse	7	LF	55.00	\$385	

**2nd Floor Meeting Rooms and Lobby**

Demo existing wall	84	SF	3.50	\$294	
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**Circulation Area**

Remove existing flooring and wall base	2288	SF	1.25	\$2,860	
Remove existing ceiling	2288	SF	1.50	\$3,432	
Remove existing window assemblies	2	EA	750.00	\$1,500	
Remove drop box	3	EA	255.00	\$765	
Remove existing lockers	6	LF	75.00	\$450	
Remove existing walls	1224	SF	3.50	\$4,284	
Remove existing casework save for reuse	85	LF	55.00	\$4,675	
Demo existing door and sidelight	1	EA	325.00	\$325	
Demo masonry wall	16	SF	45.00	\$720	

**Teen Area**

Remove existing flooring and wall base	1444	SF	1.25	\$1,805	
Remove existing door assembly- save for reuse	1	EA	325.00	\$325	
Remove existing ceiling	1444	SF	1.50	\$2,166	
Remove existing casework - return to owner	28	LF	55.00	\$1,540	
Remove existing shelving millwork top caps	200	LF	15.00	\$3,000	
Remove existing shelving end caps	20	EA	85.00	\$1,700	
Remove existing wall accoutrements and return to owner	1	LS	680.00	\$680	

<b>Project:</b>	Westlake Public Library Remodel	<b>Size</b>	<b>Cost per SF</b>
<b>Architect:</b>	Bialosky	<b>NA</b>	<b>\$0.00</b>
<b>Date:</b>	1.23.2024		

Item Description	Quantity	Unit	Unit Cost	Total	Comments
<b>Div. 04</b>	<b>Masonry</b>			<b>\$7,768.00</b>	

**Circulation Area**

4" face brick	98	SF	41.00	\$4,018	
Masonry infill at exterior walls	50	SF	75.00	\$3,750	

<b>Project:</b>	Westlake Public Library Remodel	<b>Size</b>	<b>Cost per SF</b>
<b>Architect:</b>	Bialosky	<b>NA</b>	<b>\$0.00</b>
<b>Date:</b>	1.23.2024		

Item Description	Quantity	Unit	Unit Cost	Total	Comments
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<b>Div. 06</b>	<b>Wood, Plastics and Composites</b>			<b>\$104,443.75</b>	
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### Vending Area

Reinstall salvaged cabinets	7	LF	65.00	\$455	
Bulletin board with wood frame and tackable fabric	18	LF	85.00	\$1,530	

### 2nd Floor Meeting Rooms and Lobby

Wood veneer base cabinetry	8.75	LF	525.00	\$4,594	
Solid surface countertop	8.75	LF	300.00	\$2,625	
Modify existing sink cabinet for ADA Accessibility	1	LS	1360.00	\$1,360	
Solid Surface countertop	12	LF	300.00	\$3,600	
6 X 6 glass and veneer display case	1	EA	4820.00	\$4,820	

### Teen Area

Modify and install existing shelving caps	95	LF	75.00	\$7,125	
Modify and install shelving end caps	10	EA	325.00	\$3,250	
44" tall wood veneer wall	48	LF	245.00	\$11,760	
44" tall 2 sided wood veneer wall	41	LF	425.00	\$17,425	
New shelving caps	93	LF	160.00	\$14,880	
New shelving end caps	10	EA	960.00	\$9,600	
Solid surface countertop	18	LF	150.00	\$2,700	
44" high cabinetry	18	LF	400.00	\$7,200	
Wood veneer counter with full height modesty panels	1	EA	3750.00	\$3,750	

### Circulation Area

Wood veneer countertops with 18" base cabinet	2	EA	1300.00	\$2,600	
Wood veneer counter	8	LF	125.00	\$1,000	
Wood veneer desk assembly	1	EA	3150.00	\$3,150	
Install salvaged wood desks	3	EA	340.00	\$1,020	

<b>Project:</b>	Westlake Public Library Remodel	<b>Size</b>	<b>Cost per SF</b>
<b>Architect:</b>	Bialosky	<b>NA</b>	<b>\$0.00</b>
<b>Date:</b>	1.23.2024		

Item Description	Quantity	Unit	Unit Cost	Total	Comments
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<b>Div. 07</b>	<b>Thermal and Moisture Protection</b>			<b>\$2,000.00</b>	
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Roof repair	1	LS	2000.00	\$2,000	Allowance
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<b>Project:</b>	Westlake Public Library Remodel	<b>Size</b>	<b>Cost per SF</b>
<b>Architect:</b>	Bialosky	<b>NA</b>	<b>\$0.00</b>
<b>Date:</b>	1.23.2024		

Item Description	Quantity	Unit	Unit Cost	Total	Comments
<b>Div. 08</b>	<b>Openings</b>			<b>\$41,500.00</b>	

**Teen Area**

Install salvaged door assembly	1	EA	475.00	\$475	
IG 1	395	SF	85.00	\$33,575	

**Circulation Area**

6 x 7 WD DR HM FR	1	EA	4550.00	\$4,550	
3 x 7 WD DR HM FR	1	EA	2150.00	\$2,150	
3 x 7 HM FR w/ sidelight	1	EA	750.00	\$750	
Reinstall existing door	1	EA	475.00	\$475	
Install salvaged window/pass thru assembly	1	EA	1360.00	\$1,360	

<b>Project:</b>	Westlake Public Library Remodel	<b>Size</b>	<b>Cost per SF</b>
<b>Architect:</b>	Bialosky	<b>NA</b>	<b>\$0.00</b>
<b>Date:</b>	1.23.2024		

Item Description	Quantity	Unit	Unit Cost	Total	Comments
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<b>Div. 09</b>	<b>Finishes</b>			<b>\$180,032.75</b>	
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**Vending area**

Carpet tile	158	SF	8.50	\$1,343	
Vinyl base	38	LF	3.75	\$143	
Patch and paint walls	380	SF	2.25	\$855	

**2nd Floor Meeting Rooms and Lobby**

Window film on door	21	SF	15.00	\$315	
AP2	365	SF	45.00	\$16,425	

**Teen Area**

ACT	1445	SF	8.75	\$12,644	
Carpet tile	1445	SF	8.50	\$12,283	
Vinyl base	188	LF	3.75	\$705	
Infill existing wall	48	SF	18.00	\$864	
Wood veneer wall panel	188	SF	85.00	\$15,980	
AP1	386	SF	16.50	\$6,369	
Suspended wood ceiling	400	SF	65.00	\$26,000	
Paint door frame	1	EA	125.00	\$125	

**Circulation Area**

3-5/8 metal stud wall with gypsum 2 faces and sound insulation	1788	SF	16.00	\$28,608	
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**EXTERIOR MS / GWB WALL SYSTEMS:**

6" metal stud; one layer gypsum; air barrier 2" rigid insulation	98	SF	20.00	\$1,960	
ACT	2288	SF	8.75	\$20,020	
Carpet tile	2288	SF	8.50	\$19,448	
Vinyl base	542	LF	3.75	\$2,033	
Patch and paint walls	5962	SF	2.25	\$13,415	
Paint door frame	4	EA	125.00	\$500	

<b>Project:</b>	Westlake Public Library Remodel	<b>Size</b>	<b>Cost per SF</b>
<b>Architect:</b>	Bialosky	<b>NA</b>	<b>\$0.00</b>
<b>Date:</b>	1.23.2024		

Item Description	Quantity	Unit	Unit Cost	Total	Comments
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<b>Div. 10</b>	<b>Specialties</b>			<b>\$2,401.00</b>	
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2nd Floor Meeting Rooms and Lobby					
Magnetic markerboard	32	SF	18.00	\$576	
Manual shades	100	SF	15.00	\$1,500	
Coat hooks	5	EA	65.00	\$325	

<b>Project:</b>	Westlake Public Library Remodel	<b>Size</b>	<b>Cost per SF</b>
<b>Architect:</b>	Bialosky	<b>NA</b>	<b>\$0.00</b>
<b>Date:</b>	1.23.2024		

Item Description	Quantity	Unit	Unit Cost	Total	Comments
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<b>Div. 21</b>	<b>Fire Suppression</b>			<b>\$22,021.50</b>	
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Modify existing system to accommodate new architectural layout	3732	SF	4.50	\$16,794	
Hydraulic Calcs & Field Engineering	30	HDS	34.65	\$1,040	
Tests, Permits, Etc..	1	LOT	4188.00	\$4,188	

<b>Project:</b>	Westlake Public Library Remodel	<b>Size</b>	<b>Cost per SF</b>
<b>Architect:</b>	Bialosky	<b>NA</b>	<b>\$0.00</b>
<b>Date:</b>	1.23.2024		

Item Description	Quantity	Unit	Unit Cost	Total	Comments
<b>Div. 22</b>	<b>Plumbing</b>			<b>\$5,111.50</b>	

**2nd Floor Meeting Rooms and Lobby**

Remove existing sink and piping	2	EA	680.00	\$1,360	
Install sink in new cabinetry	1	EA	1265.00	\$1,265	
Mixing Valve (Point of Use)	2	EA	180.50	\$361	

**Circulation Area**

Remove existing sink and piping	1	EA	680.00	\$680	
Install sink in new cabinetry	1	EA	1265.00	\$1,265	
Mixing Valve (Point of Use)	1	EA	180.50	\$181	

<b>Project:</b>	Westlake Public Library Remodel	<b>Size</b>	<b>Cost per SF</b>
<b>Architect:</b>	Bialosky	<b>NA</b>	<b>\$0.00</b>
<b>Date:</b>	1.23.2024		

Item Description	Quantity	Unit	Unit Cost	Total	Comments
<b>Div. 23 HVAC</b>				<b>\$110,794</b>	

**Teen Area**

Demo existing ceiling fixtures	1	LS	1360.00	\$1,360	
VAV Boxes with Hot Water Reheat	2	EA	1272.00	\$2,544	
Duct	1299	LBS	11.25	\$14,614	
Duct Insulation	1444	SF	3.37	\$4,863	
Heating Water Piping and Connections (Small) VAVs	2	EA	888.00	\$1,776	
Testing, Balancing and Commissioning	1	LOT	4000.00	\$4,000	
Permits, Id, Access Doors, Fire Stopping, Etc..	1	LOT	3200.00	\$3,200	
Start Up & Warranty	1	LOT	3600.00	\$3,600	

**Circulation Area**

Demo existing ceiling fixtures	1	LS	3400.00	\$3,400	
VAV Boxes with Hot Water Reheat	5	EA	1272.00	\$6,360	
Fire dampers	2	EA	917.00	\$1,834	
Rework existing fin tube radiators to accommodate new room layout.	1	LS	7500.00	\$7,500	Allowance
Duct	2059	LBS	11.25	\$23,164	
Diffusers	15	EA	325.00	\$4,875	
Duct Insulation	2288	SF	3.37	\$7,705	
Heating Water Piping and Connections (Small) VAVs	5	EA	888.00	\$4,440	
Testing, Balancing and Commissioning	1	LOT	4000.00	\$4,000	
Permits, Id, Access Doors, Fire Stopping, Etc..	1	LOT	3200.00	\$3,200	
Start Up & Warranty	1	LOT	3600.00	\$3,600	

**2nd Floor Meeting Rooms and Lobby**

Existing fin tube heaters to be cleaned /painted	1	LS	4760.00	\$4,760	Allowance
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<b>Project:</b>	Westlake Public Library Remodel	<b>Size</b>	<b>Cost per SF</b>
<b>Architect:</b>	Bialosky	<b>NA</b>	<b>\$0.00</b>
<b>Date:</b>	1.23.2024		

Item Description	Quantity	Unit	Unit Cost	Total	Comments
<b>Div. 25</b>	<b>Integrated Automation</b>			<b>\$15,540.00</b>	

**Teen Area**

VAV Boxes with Hot Water Reheat	10	PTS	444.00	\$4,440
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**Circulation Area**

VAV Boxes with Hot Water Reheat	25	PTS	444.00	\$11,100
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<b>Project:</b>	Westlake Public Library Remodel	<b>Size</b>	<b>Cost per SF</b>
<b>Architect:</b>	Bialosky	<b>NA</b>	<b>\$0.00</b>
<b>Date:</b>	1.23.2024		

Item Description	Quantity	Unit	Unit Cost	Total	Comments
<b>Div. 26 Electrical</b>				<b>\$130,311.30</b>	

**Circulation Area**

Demo existing ceiling fixtures	1	LS	1360.00	\$1,360	
Devices: Duplex Recept and Jboxes	25	EA	185.00	\$4,625	
Devices: Data outlets	12	EA	256.00	\$3,072	
Devices: duplex / data outlets	4	EA	385.00	\$1,540	
60Amp 3 pole Breaker	1	EA	305.00	\$305	
Floor Box	1	EA	1116.00	\$1,116	
Devices: Occupancy Switches	7	EA	336.38	\$2,355	
Mechanical Feeders	5	EA	1518.00	\$7,590	
Cutting and patching	1	LS	2720.00	\$2,720	
Branch Circuit Wiring	55	EA	192.38	\$10,581	
Tele/Data/TV System: Rough-In Only (Allowance)	2288	SF	0.78	\$1,785	
Fire Alarm: Devices, Conduit and Wire	7	Allow	601.24	\$4,209	Allowance
Lighting controls	1	LS	4500.00	\$4,500	

**Vending Area**

Install owner provided Digital display	1	EA	510.00	\$510	
Devices: Duplex Recept and Jboxes	2	EA	134.25	\$269	
Relocate FA Device	1	EA	510.00	\$510	
Relocate display outlets	2	EA	510.00	\$1,020	
Branch Circuit Wiring	8	EA	192.38	\$1,539	

**Teen Area**

Demo	1	LS	2720.00	\$2,720	
Floor Box	4	EA	1116.00	\$4,464	
Linear fixtures 50'	4	EA	11250.00	\$45,000	
Decorative fixtures	1	LS	10000.00	\$10,000	Allowance
Remove and reinstall existing communication system	1	LS	4080.00	\$4,080	
Branch Circuit Wiring	20	EA	192.38	\$3,848	
Cutting and patching	1	LS	2720.00	\$2,720	

**2nd Floor Meeting Rooms and Lobby**

Devices: Duplex Recept and Jboxes	14	EA	134.25	\$1,880	
Devices: Data outlets	4	EA	256.00	\$1,024	
Devices: duplex / data outlets	4	EA	185.00	\$740	
Branch Circuit Wiring	22	EA	192.38	\$4,232	



**WESTLAKE PORTER PUBLIC LIBRARY**  
**General Fund Financial Summary**  
**As of: February 29, 2024**

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
<b>Revenue</b>				
Property Tax	838,756	1,473,641	634,885	
PLF	238,435	235,061	(3,374)	
Other	37,474	50,728	13,254	
<b>TOTAL</b>	<b>1,114,665</b>	<b>1,759,430</b>	<b>644,764</b>	
<b>Expenses</b>				
Salaries & Benefits	648,453	559,720	(88,733)	
Supplies	17,987	10,027	(7,960)	
Contracted Services	133,905	178,650	44,745	several one-time, annual payments made in January such as annual maintenance for Communico, OCLC cataloging fees, and three year support & licenses for Meraki
Library Materials	129,305	90,278	(39,027)	
Capital	16,159	3,453	(12,706)	
Miscellaneous	6,000	1,813	(4,187)	
Other Expenses	203,333	-	(203,333)	transfers out to PI and Automation funds
<b>TOTAL</b>	<b>1,155,142</b>	<b>843,941</b>	<b>(311,200)</b>	

**WESTLAKE PORTER PUBLIC LIBRARY**  
**YEAR TO DATE BANK REPORT**  
As of: February 29, 2024

<b>BANK DESCRIPTION</b>	<b>BEGINNING BALANCE</b>	<b>YTD REVENUE</b>	<b>YTD EXPENSE</b>	<b>TRANSFERS IN</b>	<b>TRANSFERS OUT</b>	<b>CURRENT BALANCE</b>
FFL - CREDIT CARD	\$ 363.25	\$ 10,876.40	\$ 422.50	\$ -	\$ 10,300.00	\$ 517.15
FFL - GENERAL CHECKING	\$ 130,350.71	\$ 12,501.12	\$ 862,856.73	\$ 1,009,499.45		\$ 289,494.55
FFL - RETAINAGE	\$ -					\$ -
PETTY CASH & CHANGE	\$ 1,343.50					\$ 1,343.50
<b>TOTAL</b>	<b>\$ 132,057.46</b>	<b>\$ 23,377.52</b>	<b>\$ 863,279.23</b>	<b>\$ 1,009,499.45</b>	<b>\$ 10,300.00</b>	<b>\$ 291,355.20</b>
FFL - MONEY MARKET	\$ 100,736.67	\$ 1,324.46	\$ -	\$ 1,050,000.00	\$ 999,199.45	\$ 152,861.68
US BANK	\$ 4,424,350.80	\$ 21,473.49	\$ 833.00			\$ 4,444,991.29
STAR OHIO	\$ 1,273,865.97	\$ 1,719,652.92	\$ 26,641.07		\$ 1,050,000.00	\$ 1,916,877.82
<b>TOTAL</b>	<b>\$ 5,798,953.44</b>	<b>\$ 1,742,450.87</b>	<b>\$ 27,474.07</b>	<b>\$ 1,050,000.00</b>	<b>\$ 2,049,199.45</b>	<b>\$ 6,514,730.79</b>
<b>TOTAL - ALL BANKS</b>	<b>\$ 5,931,010.90</b>	<b>\$ 1,765,828.39</b>	<b>\$ 890,753.30</b>	<b>\$ 2,059,499.45</b>	<b>\$ 2,059,499.45</b>	<b>\$ 6,806,085.99</b>

# WESTLAKE PORTER PUBLIC LIBRARY

## STATEMENT OF CASH POSITION

As of: February 29, 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	\$ 1,759,429.86	\$ 843,941.49	\$ 4,732,269.74	\$ 1,943,384.36	\$ 2,788,885.38
410 DEVELOPMENT FUND	\$ 56,509.27	\$ 3,032.15	\$ 4,710.73	\$ 54,830.69	\$ 38,937.92	\$ 15,892.77
420 FRIENDS OF THE LIBRARY	\$ 3,604.26	\$ -	\$ 1,743.57	\$ 1,860.69	\$ 40,604.91	\$ (38,744.22)
450 PERMANENT IMPROVEMENT	\$ 1,692,858.81	\$ 2,310.91	\$ 33,648.53	\$ 1,661,521.19	\$ 251,501.47	\$ 1,410,019.72
475 AUTOMATION FUND	\$ 334,041.46	\$ 968.86	\$ 6,708.98	\$ 328,301.34	\$ 191,710.21	\$ 136,591.13
703 FRANCIS EGGER TRUST	\$ 27,215.73	\$ 86.61	\$ -	\$ 27,302.34	\$ -	\$ 27,302.34
TOTAL:	\$ 5,931,010.90	\$ 1,765,828.39	\$ 890,753.30	\$ 6,806,085.99	\$ 2,466,138.87	\$ 4,339,947.12

# WESTLAKE PORTER PUBLIC LIBRARY

## REVENUE REPORT - GENERAL FUND

As of: February 29, 2024

% through the year:

17%

<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	4,651,823	1,204,298	1,473,641	3,178,182	31.7%
Homestead Rollback	380,715	-	-	380,715	0.0%
Subtotal	5,032,538	1,204,298	1,473,641	3,558,897	<b>29.3%</b>
PLF	1,430,611	130,863	235,061	1,195,550	16.4%
Grants	2,500	-	-	2,500	0.0%
Patron Fines & Fees	9,743	341	723	9,021	7.4%
Interest	123,400	13,255	30,382	93,018	24.6%
Contributions	250	672	672	(422)	268.7%
Refunds/Reimbursements/Misc	88,950	9,319	18,951	69,999	21.3%
Transfers	-	-	-	-	0.0%
<b>TOTAL</b>	<b>\$ 6,687,993</b>	<b>\$ 1,358,748</b>	<b>\$ 1,759,430</b>	<b>\$ 4,928,563</b>	<b>26.3%</b>

# WESTLAKE PORTER PUBLIC LIBRARY

## EXPENSE REPORT - GENERAL FUND

As of: February 29, 2024

						% through the year:
<i>Expenditure Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Month-to-Date Expenses</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<b><u>Salaries &amp; Benefits</u></b>						
Salaries	2,946,400	221,453	444,490	-	2,501,910	15.1%
OPERS	411,096	30,805	30,805	-	380,291	7.5%
Insurance	528,723	42,046	84,426	407,581	444,297	16.0%
Other Employee Benefits	4,500	-	-	4,500	4,500	0.0%
Subtotal	3,890,719	294,304	559,720	412,081	3,330,999	14.4%
<b><u>Supplies</u></b>						
Administrative Supplies	71,920	6,356	7,252	60,569	64,669	10.1%
Maintenance Supplies	32,000	1,989	2,625	29,375	29,375	8.2%
Vehicle Fuel & Supplies	4,000	150	150	3,850	3,850	3.8%
Subtotal	107,920	8,495	10,027	93,793	97,893	9.3%
<b><u>Contracted Services</u></b>						
Travel & Training	31,600	40	40	31,560	31,560	0.1%
PR/Postage/Phone	90,704	9,880	16,242	74,461	74,461	17.9%
Maintenance	293,282	34,354	61,913	231,369	231,369	21.1%
Insurance	40,000	-	-	40,000	40,000	0.0%
Leases	9,950	240	6,480	3,470	3,470	65.1%
Utilities	132,380	10,297	20,754	111,627	111,627	15.7%
Professional Services	146,613	16,222	37,076	109,029	109,537	25.3%
Library Material Control	45,400	380	36,145	9,255	9,255	79.6%
Interlibrary Delivery Service	13,500	-	-	13,500	13,500	0.0%
Subtotal	803,429	71,413	178,650	624,272	624,780	22.2%
<b><u>Library Materials</u></b>						
Books	279,782	16,371	28,062	251,720	251,720	10.0%
Periodicals	20,909	602	771	20,138	20,138	3.7%
Audio/Visual	116,169	5,093	5,058	111,111	111,111	4.4%
Portable Audio	18,257	367	367	17,890	17,890	2.0%
Electronic Data	318,925	33,603	52,944	265,981	265,981	16.6%
Interlibrary Loan Fees	100	-	-	100	100	0.0%
Library Material Repair	18,653	1,163	1,921	16,732	16,732	10.3%
Library Material, Other	3,036	1,155	1,155	1,881	1,881	0.0%
Subtotal	775,831	58,354	90,278	685,553	685,553	11.6%
<b><u>Capital</u></b>						
Land Improvements	-	-	-	-	-	0.0%
Building Improvements	6,886	1,251	1,251	5,635	5,635	18.2%
Furniture/Hardware/Software	90,066	1,611	2,202	87,864	87,864	2.4%
Subtotal	96,952	2,862	3,453	93,499	93,499	3.6%
<b><u>Miscellaneous</u></b>						
Dues/Memberships	19,200	961	961	18,239	18,239	5.0%
Special Assessments	16,450	-	764	15,686	15,686	0.0%
Refunds/Reimbursements	350	39	88	262	262	25.3%
Other Misc Expenses	-	-	-	-	-	0.0%
Subtotal	36,000	1,000	1,813	34,187	34,187	5.0%
<b><u>Other Expenses</u></b>						
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%
<b>Grand Total</b>	<b>\$ 6,930,851</b>	<b>\$ 436,428</b>	<b>\$ 843,941</b>	<b>\$ 1,943,384</b>	<b>\$ 6,086,910</b>	<b>12.2%</b>

# WESTLAKE PORTER PUBLIC LIBRARY

## EXPENSE REPORT - OTHER FUNDS

As of: February 29, 2024

<i>Expenditure Fund/Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>% through the year:</i>	
				<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<b><u>410 - Development Fund</u></b>					
Supplies	9,939	20	9,919	9,919	0.20%
Contracted Services	9,750	-	9,750	9,750	0.00%
Library Materials	10,960	4,691	6,269	6,269	42.80%
Capital Outlay	13,000	-	13,000	13,000	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
<b>Total</b>	<b>\$ 43,649</b>	<b>\$ 4,711</b>	<b>\$ 38,938</b>	<b>\$ 38,938</b>	<b>10.79%</b>
<b><u>420 - Friends of Library Fund</u></b>					
Supplies	18,298	1,122	17,177	17,177	6.13%
Contracted Services	9,050	622	8,428	8,428	6.87%
Library Materials	-	-	-	-	0.00%
Capital Outlay	15,000	-	15,000	15,000	0.00%
Interfund Transfers	-	-	-	-	0.00%
<b>Total</b>	<b>\$ 42,348</b>	<b>\$ 1,744</b>	<b>\$ 40,605</b>	<b>\$ 40,605</b>	<b>4.12%</b>
<b><u>450 - Permanent Imp. Fund</u></b>					
Contracted Services	132,950	31,629	101,321	101,321	23.79%
Capital Outlay	152,200	2,020	150,180	150,180	1.33%
Interfund Transfers	-	-	-	-	0.00%
<b>Total</b>	<b>\$ 285,150</b>	<b>\$ 33,649</b>	<b>\$ 251,501</b>	<b>\$ 251,501</b>	<b>11.80%</b>
<b><u>475 - Automation Fund</u></b>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	198,419	6,709	191,710	191,710	3.38%
<b>Total</b>	<b>\$ 198,419</b>	<b>\$ 6,709</b>	<b>\$ 191,710</b>	<b>\$ 191,710</b>	<b>3.38%</b>

**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	
Difference	(14,227.29)	144,083.10	198,643.34	(31,077.58)	

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	130,863.11
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	
<b>TOTALS</b>	<b>\$ 1,210,379.78</b>	<b>\$ 1,364,961.70</b>	<b>\$ 1,476,595.82</b>	<b>\$ 1,499,516.02</b>	<b>\$ 235,061.24</b>

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%	-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%	
<b>12.77%</b>	<b>8.18%</b>	<b>1.55%</b>	

Difference (2024 vs 2023)
(15,977.75)
(9,106.01)

2024 Year-to-Date Compared to 2023	
2023	260,145.00
2024	235,061.24
\$ Difference	(25,083.76)
% Difference	-9.64%

**Westlake Porter Public Library**  
**Check Register 2/1/24 - 2/29/24**

Payment Date	Check Number	Vendor	Description	Payment Amount
2/8/2024	0000042528	BPI INFORMATION SYSTEMS	Meraki Licenses & Support 3/18/24 - 3/17/27; KnowBe4 Training Subscription Silver	17,045.80
2/8/2024	0000042531	Galley Printing Company, Inc	New Resident Postcard Mailing	162.00
2/8/2024	0000042530	Chicago Distribution Center	RA Guide to Graphic Novels	59.16
2/8/2024	0000042527	Automation Mailing & Shipping Solutions Inc	Postage Labels	39.92
2/8/2024	0000042534	MARCIVE INC	ILS Feature Enhancement & Improvement	5,556.76
2/8/2024	0000042532	Ground Works Land Design, LLC	Snow Removal & De-Icing	6,619.93
2/8/2024	0000042539	Shred-Rite LLC	Shredding Service	110.00
2/8/2024	0000042540	UNIQUE MANAGEMENT SERVICES INC	ILS Notices Services & Collection Agency - Jan 2024	546.35
2/8/2024	0000042538	PLAIN DEALER	Plain Dealer - Jan 2024	155.10
2/8/2024	0000042533	Kanopy Inc	Kanopy Videos	513.00
2/8/2024	0000042535	MESSINA FLOOR MAINTENANCE LLC	Carpet Cleaning - Jan 2024	875.00
2/8/2024	0000042536	MIDWEST TAPE	Hoopla Downloadables	9,199.25
2/8/2024	0000042537	O C L C, INC	WebDewey 2/1/24 - 1/31/25	379.72
2/8/2024	0000042541	Women in History	Women in History - Sojourner Truth	222.00
2/8/2024	0000042529	Bugs Bee Gone Exterminating	Exterminator Service 2/2/24	340.00
2/16/2024	2024000002	COUNTY AUDITOR	Property tax fees - 1st half	13,297.87
2/21/2024	0000042544	Cengage Learning Inc	Adult Books	632.77
2/21/2024	0000042547	Khan Spryre, LLC	Comic Books	63.77
2/21/2024	0000042550	MIDWEST TAPE	Hoopla eBooks & eAudio	1,093.41
2/21/2024	0000042542	BAKER & TAYLOR	Juvenile/YA Books & materials processing	467.94
2/21/2024	0000042548	KASTNER WESTMAN & WILKINS, LLC	Legal Fees - Misc Labor	206.50
2/21/2024	0000042549	LIBRARY DESIGN ASSOCIATES INC	Book End Clips	644.00
2/21/2024	0000042545	CENTER POINT PUBLISHING	Adult Books	195.36
2/21/2024	0000042546	Dennis R Sutcliffe	Bomb City USA: Danny Greene Era	100.00
2/21/2024	0000042551	Marta Richardson	Refund of Pmt for Lost Item	39.00
2/21/2024	0000042543	Bialosky + Partners Architects, LLC	2023-24 Renovations Architect Fee	15,757.38
2/26/2024	2024000013	PNC BANK N.A.	CC Payment	47,663.32
2/29/2024	2024000014	City of Cleveland Division of Water	Water Usage 12/21/23 - 1/19/24; Fireline	331.94
2/29/2024	2024000015	INGRAM BOOK COMPANY	Adult Books, Juv/YA Books, Prof Collection, materials processing	15,071.14
2/29/2024	2024000016	FP Mailing Solutions	Parcel Shipping Funds	800.00
2/29/2024	2024000017	The Illuminating Company	Lighting 12/27/23 - 1/24/24	5,550.98
2/29/2024	2024000018	Columbia Gas	Natural Gas 12/26/23 - 1/25/24	4,413.58
2/29/2024	2024000019	Stark County Educational Service Center	Medical, Dental and Life Insurance - Feb 2024	39,054.55
2/29/2024	2024000004	Nayax Copy Services	Bank & Investment Fees	64.30
2/29/2024	2024000003	Meeder Investment Management	Bank & Investment Fees	380.37
2/29/2024	2024000004	U S Bank	Bank & Investment Fees	36.15
2/29/2024	2024000020	PAYCHEX INC	Bank & Investment Fees	905.80



**Westlake Porter Public Library**  
**Check Register 2/1/24 - 2/29/24**

Payment Date	Check Number	Vendor	Description	Payment Amount
2/29/2024	2024000005	Square Inc	Bank & Investment Fees	152.10
2/29/2024	0000042561	Villager Newspaper	PR Ads - Villager	215.00
2/29/2024	0000042557	NewsBank Inc	Cle Plain Dealer 7/2024 - 7/2025	1,336.00
2/29/2024	0000042560	QUILL POTTERY LLC	Adapted/Inclusive Pottery Class	675.00
2/29/2024	0000042559	Paul E Landis	The Final Witness	250.00
2/29/2024	0000042553	BAKER & TAYLOR	Juvenile/YA Books & materials processing	121.77
2/29/2024	0000042554	Cengage Learning Inc	Adult Books	395.73
2/29/2024	0000042558	OHIO VALLEY SUPPLY & MAINTENANCE COMPANY	TP, Towels, Kleenex	836.14
2/29/2024	0000042552	All Tech Electric Ohio	Repair Courtyard Lights	2,020.00
2/29/2024	0000042555	Ground Works Land Design, LLC	Snow Removal & De-Icing	6,619.93
2/29/2024	0000042556	MESSINA FLOOR MAINTENANCE LLC	Carpet Cleaning - Feb 2024	875.00
2/29/2024	0000042562	U.S. Postal Service (CMRS-FP)	Postage Deposit	5,000.00
			<b>TOTAL</b>	<b>207,090.79</b>

Visa Payment Detail  
For Check #2024000013 dated 2/26/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
1/8/2024	Google LLC	Google Play Developer Reg Fee	04344	234011	25.00
1/8/2024	Demco Inc	Bookshelf dividers (20)	7418715	235079	565.80
1/16/2024	Breezeline	Breezeline Phone Svc 12/26/23 - 1/25/24	0060250	235083	66.69
1/27/2024	T-Mobile USA Inc	T-Mobile Cell Phone 11/29 - 12/28/23	981225743	235083	20.56
1/6/2024	AMAZON.COM	Aquapaint, dexterity kits, etc	7455448	235099	335.28
1/11/2024	MIDWEST TAPE	Audiobooks	20240111	236006	629.86
1/11/2024	MIDWEST TAPE	Music CDs	20240111	236007	130.25
1/11/2024	MIDWEST TAPE	Adult/Juvenile DVDs	20240111	236008	829.51
1/15/2024	AMAZON.COM	Video games/Hotspots	2243430	236009	29.99
1/27/2024	T-Mobile USA Inc	Hotspots 11/29 - 12/28/23	981225743	236009	977.32
1/26/2024	AMAZON.COM	Mini canvases, paint sets	7506660	242011	19.87
1/18/2024	AMAZON.COM	Toaster for staff room	9692262	243001	29.95
1/9/2024	MALLEY'S CHOCOLATES	Birthday Candy Bars	Malley's	243001	50.00
1/8/2024	AMAZON.COM	Bubble wands, Expo markers, stickers	4589048	243003	44.81
1/17/2024	AMAZON.COM	Frog themed items, flipbooks, etc.	1990634	243003	117.10
1/28/2024	AMAZON.COM	Spoons, paper plates	1430648	243003	23.98
1/28/2024	AMAZON.COM	Plant pots	7977039	243003	12.99
1/25/2024	APPLE STORE	iCloud 200GB Storage Plan	MQVLY6STV6	243003	2.99
1/19/2024	Chicago Distribution Center	2024 PLA Early Lit Calendar	12163531	243003	29.99
1/27/2024	K&M International Inc	Mini tigers (100)	SI1546030	243003	388.70
1/19/2024	ORIENTAL TRADING COMPANY	Spring crafts	729329914	243003	128.03
1/31/2024	STAPLES BUSINESS ADVANTAGE	Card stock	7624994292	243003	15.96
1/24/2024	Teachers Pay Teachers	Leap Year Activity Worksheet	254584597	243003	1.50
1/26/2024	WALMART	Bar soap	87367901	243003	6.97
1/10/2024	Jo-Ann Stores, LLC	Jewelry Program Supplies	Joann	243010	21.69
1/11/2024	MARC'S	Cookies, Coffee Mate	Marcs	243010	11.77
1/26/2024	The Nut Shop	Spices	The Nut Shop	243010	21.89
1/10/2024	GAS STATIONS	Roblox Gift Card for Arcade Program	Speedway	243025	25.00
1/26/2024	G F S MARKETPLACE	Snacks, Drinks	GFS	243026	65.77
1/26/2024	GIANT EAGLE INCORPORATED	Drinks	Giant Eagle	243026	24.00
1/30/2024	AMAZON.COM	Monitor Wall Mount	2424253	244001	30.87
1/30/2024	BEST BUY	TCL 50" Smart Google TV	806913574464	244001	239.99

Visa Payment Detail  
For Check #2024000013 dated 2/26/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
2/5/2024	AMAZON.COM	Crucial RAM 32GB Kit	4972248	244009	72.19
1/9/2024	DELL MARKETING L P	Micro Form Factor All-in-One Stand	10723413744	244009	83.19
1/31/2024	DELL MARKETING L P	Dell 27 4K UHD Monitors (2)	10727803058	244009	499.98
1/16/2024	AMAZON.COM	Neon Labels	2652232	245004	28.49
1/25/2024	AMAZON.COM	Cutting mat & blade	7028242	245004	37.17
1/23/2024	ULINE SHIPPING SUPPLY SPECIALISTS	DVD mailers	12890794	245004	164.22
2/1/2024	STAPLES BUSINESS ADVANTAGE	Toner	7625147249	245010	697.55
1/27/2024	ACE HARDWARE	2-Cycle Oil, Sockets, Sharpies	Ace Hardware	245012	24.57
1/18/2024	AMAZON.COM	Utility Knives	0195445	245012	19.70
1/18/2024	AMAZON.COM	Safetec Burn Gel	2413042	245012	13.31
1/29/2024	AMAZON.COM	Storage Cabinet, 2 Cycle Oil, etc	3513028	245012	365.12
1/29/2024	AMAZON.COM	Voltage Detector, Suction Cups	7574600	245012	33.28
1/29/2024	AMAZON.COM	Surge Protector Power Strip	2497862	245012	20.99
1/12/2024	Gardner Inc	Ryobi Vacuum Gaskets	20240112	245012	8.28
1/11/2024	HOME DEPOT CREDIT SERVICES	Ice Melt	Home Depot	245012	13.97
1/27/2024	HOME DEPOT CREDIT SERVICES	Gas Cans	Home Depot	245012	52.94
1/28/2024	HOME DEPOT CREDIT SERVICES	Power Strips, Tough Tote, etc	Home Depot	245012	100.35
1/31/2024	HOME DEPOT CREDIT SERVICES	Gas Can, Screws, Tapcon, etc	Home Depot	245012	69.83
1/24/2024	LOWES	Step Stool, Snow Shovels, Bucket, etc	Lowes	245012	176.39
1/27/2024	LOWES	Utility Cabinet, Tire Gauge, etc	Lowes	245012	225.84
1/11/2024	HOME DEPOT CREDIT SERVICES	Dishwasher Detergent, Rinse Aid	Home Depot	245013	27.94
1/15/2024	GAS STATIONS	Gasoline for 2017 Honda Van	Speedway	245014	37.00
1/27/2024	GAS STATIONS	Gasoline for 2008 Honda Van	Speedway	245014	35.39
1/27/2024	GAS STATIONS	Gasoline for Gator & Gas Cans	Speedway	245014	17.70
1/15/2024	Sgt Clean Car Wash	Monthly Car Wash Fee	Sgt Clean	245014	29.97
1/16/2024	Sgt Clean Car Wash	Monthly Car Wash Fee	Sgt Clean	245014	29.97
1/23/2024	RUMPKE	Waste & Recycling - Jan 2024	1398535	245015	383.65
1/11/2024	AMAZON.COM	Filament Dryer Box, 3D Filament, etc	8907425	245018	238.48
1/17/2024	AMAZON.COM	3D Filament, SDHC Memory Card, etc	8248218	245018	103.24
1/31/2024	AMAZON.COM	Vinyl Sticker Paper	3085833	245018	158.32
1/23/2024	Micro Center	3D Filament	8248218	245018	233.88
1/9/2024	USCutter, Inc	Heat Transfer Vinyl, Sublimation Mugs	445249	245018	266.25

Visa Payment Detail  
For Check #2024000013 dated 2/26/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
1/26/2024	USCutter, Inc	Outdoor Calendered Vinyl	448951	245018	93.98
2/2/2024	Johnson Controls Security Solutions	Alarm Monitoring 2/1 - 4/30/24	39719138	245022	713.76
1/24/2024	BookPage	BookPage 2/2024 - 1/2025	S81646	245031	2,880.00
1/17/2024	AMAZON.COM	Longevity Gifts - 20 yr	0376218	245038	179.85
1/8/2024	Adobe Inc	Creative Cloud 1/8/24 - 1/7/25	2650937525	245043	359.88
1/7/2024	AMAZON.COM	Audio adapter	0485822	245043	8.09
1/10/2024	AMAZON.COM	ViewSonic 24" Monitor	2037011	245043	329.99
2/1/2024	COREL INC	CorelDraw Graphics Suite	889895	245043	261.60
1/5/2024	ELM USA INC	Platen Table Rubber Adhesive	21374	245043	45.51
1/25/2024	Vectric Ltd	VCarve Pro Makerspace Edition V11	VEC240125-6171-68111B	245043	106.92
1/25/2024	DATA443 Risk Mitigation, Inc	Data Archive Mgr 2TB 3/17/24 - 3/16/25	3768	245044	1,785.00
1/25/2024	VIRTUAL SYSTEMS	VCC Performance Tier Backup	415270	245044	455.00
1/22/2024	PAYCHEX INC	Paychex Onboarding Monthly Fee	4510189	245060	100.00
2/2/2024	STAPLES BUSINESS ADVANTAGE	Copy paper	7625191159	245064	1,037.25
1/16/2024	AMAZON.COM	Envelopes	2847403	245065	14.99
1/23/2024	AMAZON.COM	Scissors	1601802	245065	11.99
1/30/2024	AMAZON.COM	Laminator & pouches	7414652	245065	44.99
1/30/2024	AMAZON.COM	Desk calendar	6242627	245065	9.99
1/3/2024	Quench USA, Inc.	Pure Water System 12/13/23 - 12/12/24	INV06706718	245065	719.40
1/18/2024	STAPLES BUSINESS ADVANTAGE	Envelopes, ink roller	7623961042	245065	51.59
1/27/2024	STAPLES BUSINESS ADVANTAGE	Envelopes, rubber bands, tape, etc	7624609355	245065	49.69
1/31/2024	STAPLES BUSINESS ADVANTAGE	Rubber bands, correction tape	7624994292	245065	20.85
1/11/2024	AMAZON.COM	Passport Photo Bags	1429059	245078	49.90
1/18/2024	4IMPRINT	Black History Stand Ups	26524585	245079	685.00
1/18/2024	Demco Inc	Black History Stand Ups	26524585	245079	-
1/19/2024	Aatrix Software, Inc.	1099-NEC e-file	8165920	245080	33.83
1/10/2024	AMERICAN LIBRARY ASSOCIATION	Mangels - ALA Membership 2024	0247452	245080	247.00
1/26/2024	Koha-US	Koha-US memberships (5)	2024-Memb-049	245080	125.00
1/8/2024	OHIO LIBRARY COUNCIL	Halvorsen - OLC Membership 2024	0038583	245080	90.00
1/9/2024	OHIO LIBRARY COUNCIL	Mangels - OLC Membership 2024	0032105	245080	150.00
1/16/2024	OHIO LIBRARY COUNCIL	Turner - OLC Membership 2024	0044806	245080	90.00
1/19/2024	OHIO LIBRARY COUNCIL	Nassif - OLC Membership 2024	0038271	245080	150.00

Visa Payment Detail  
For Check #2024000013 dated 2/26/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
1/22/2024	OHIO LIBRARY COUNCIL	Vogel - OLC Membership 2024	0020575	245080	75.00
1/30/2024	EASTON TELECOM SERVICES LLC	Easton Phone Svc 1/10 - 2/9/24	1164977	245083	695.94
2/2/2024	VERIZON WIRELESS	VZ Mobile Brdbnd 1/13 - 2/12/24	9954063741	245083	40.11
2/1/2024	Cubeshmart	Off-Site Storage - Feb 2024	302031	245091	240.00
1/4/2024	Northeast Ohio Regional Library System	Manning - Reg - Adult Summer Reading	20240104	245092	20.00
1/11/2024	Northeast Ohio Regional Library System	Spears - Reg - Teen Summer Reading	20240111	245093	20.00
1/9/2024	AMAZON.COM	DVD Sleeves	8953847	245098	12.99
1/9/2024	AMAZON.COM	Adult Books	6621817	246001	11.99
1/9/2024	AMAZON.COM	Adult Books	7297030	246001	10.87
1/10/2024	AMAZON.COM	Adult Books	6657022	246001	11.14
1/22/2024	AMAZON.COM	Adult Books	0915409	246001	60.48
2/2/2024	AMAZON.COM	Adult Books	9149801	246001	47.45
2/4/2024	AMAZON.COM	Adult Books	1060247	246001	22.39
1/8/2024	AMAZON.COM	Juvenile/YA Books	2124247	246002	26.72
1/9/2024	AMAZON.COM	Juvenile/YA Books	9842634	246002	31.95
1/9/2024	AMAZON.COM	Juvenile/YA Books	9871469	246002	26.88
1/10/2024	AMAZON.COM	Juvenile/YA Books	5461850	246002	22.99
1/10/2024	AMAZON.COM	Juvenile/YA Books	6606645	246002	13.84
1/11/2024	AMAZON.COM	Juvenile/YA Books	0097827	246002	29.98
1/11/2024	AMAZON.COM	Juvenile/YA Books	6606645	246002	52.82
1/15/2024	AMAZON.COM	Juvenile/YA Books	1637835	246002	14.61
1/18/2024	AMAZON.COM	Juvenile/YA Books	8737818	246002	32.29
1/26/2024	AMAZON.COM	Juvenile/YA Books	8648253	246002	19.95
1/26/2024	AMAZON.COM	Juvenile/YA Books	5542655	246002	14.99
1/31/2024	AMAZON.COM	Juvenile/YA Books	5448204	246002	7.59
2/2/2024	AMAZON.COM	Juvenile/YA Books	2465863	246002	26.69
1/18/2024	Book Farm LLC	Juvenile/YA Books	PCC14212-1	246002	22.45
1/30/2024	The Print Shop	Juvenile/YA Books	Print Shop	246002	29.98
1/5/2024	Bloomberg	Bloomberg All Access 1/5/24 - 1/5/25	INV13675762	246004	399.00
1/30/2024	MagCloud	The Violet Edge	2074433	246004	34.62
1/21/2024	AMAZON.COM	Single Issue Periodicals	8096212	246005	13.68
1/10/2024	AMAZON.COM	Music CDs	1671463	246007	17.77

Visa Payment Detail  
For Check #2024000013 dated 2/26/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
1/11/2024	AMAZON.COM	Music CDs	2353841	246007	54.23
1/13/2024	AMAZON.COM	Music CDs	0851401	246007	25.49
1/18/2024	AMAZON.COM	Music CDs	0809036	246007	13.98
1/18/2024	AMAZON.COM	Credit: Music CDs	1671463	246007	(17.77)
1/23/2024	AMAZON.COM	Music CDs	7013823	246007	8.66
1/25/2024	AMAZON.COM	Music CDs	8264232	246007	14.99
1/28/2024	AMAZON.COM	Music CDs	1602659	246007	49.53
1/28/2024	AMAZON.COM	Music CDs	1850661	246007	23.73
1/29/2024	AMAZON.COM	Music CDs	3178648	246007	21.64
1/29/2024	AMAZON.COM	Music CDs	9364219	246007	18.89
1/30/2024	AMAZON.COM	Music CDs	7808227	246007	24.98
1/30/2024	AMAZON.COM	Music CDs	1497863	246007	14.50
1/31/2024	AMAZON.COM	Music CDs	7133805	246007	33.98
2/4/2024	AMAZON.COM	Music CDs	9258600	246007	16.92
1/11/2024	MIDWEST TAPE	Music CDs	20240111	246007	11.24
1/18/2024	MIDWEST TAPE	Music CDs	20240118	246007	89.49
1/25/2024	MIDWEST TAPE	Music CDs	20240125	246007	32.98
1/9/2024	AMAZON.COM	DVDs	4690611	246008	91.80
1/9/2024	AMAZON.COM	DVDs	1356201	246008	71.81
1/9/2024	AMAZON.COM	DVDs	9464235	246008	59.94
1/10/2024	AMAZON.COM	DVDs	5616249	246008	187.56
1/14/2024	AMAZON.COM	DVDs	8152247	246008	20.98
1/14/2024	AMAZON.COM	DVDs	2743405	246008	19.79
1/15/2024	AMAZON.COM	DVDs	9462435	246008	104.82
1/15/2024	AMAZON.COM	DVDs	5683432	246008	68.88
1/17/2024	AMAZON.COM	DVDs	5569055	246008	53.96
1/19/2024	AMAZON.COM	DVDs	2643422	246008	29.92
1/20/2024	AMAZON.COM	DVDs	8644228	246008	88.54
1/20/2024	AMAZON.COM	DVDs	9102648	246008	22.99
1/20/2024	AMAZON.COM	DVDs	5998616	246008	6.95
1/21/2024	AMAZON.COM	DVDs	4396249	246008	50.48
1/21/2024	AMAZON.COM	DVDs	9690653	246008	12.96

Visa Payment Detail  
For Check #2024000013 dated 2/26/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
1/22/2024	AMAZON.COM	DVDs	3193811	246008	19.96
1/27/2024	AMAZON.COM	DVDs	7308231	246008	11.54
1/29/2024	AMAZON.COM	DVDs	4500220	246008	148.81
1/29/2024	AMAZON.COM	DVDs	9893806	246008	73.91
1/29/2024	AMAZON.COM	DVDs	3193811	246008	31.99
1/30/2024	AMAZON.COM	DVDs	4396249	246008	21.10
1/11/2024	MIDWEST TAPE	DVDs	20240111	246008	22.99
1/18/2024	MIDWEST TAPE	DVDs	20240118	246008	68.22
1/25/2024	MIDWEST TAPE	DVDs	20240125	246008	130.95
1/10/2024	AMAZON.COM	Video Games/Hotspots	6947424	246009	52.03
1/15/2024	AMAZON.COM	Video Games/Hotspots	0210649	246009	118.77
1/18/2024	AMAZON.COM	Video Games/Hotspots	8793004	246009	118.71
1/19/2024	AMAZON.COM	Video Games/Hotspots	4856215	246009	49.94
1/23/2024	AMAZON.COM	Video Games/Hotspots	0832269	246009	20.52
1/24/2024	AMAZON.COM	Video Games/Hotspots	4856215	246009	69.99
1/25/2024	AMAZON.COM	Video Games/Hotspots	4900269	246009	50.99
1/31/2024	AMAZON.COM	Video Games/Hotspots	5604229	246009	138.99
1/25/2024	Playaway Products LLC	Playaways/Launchpads	451366	246010	48.74
1/26/2024	Playaway Products LLC	Playaways/Launchpads	451557	246010	202.46
1/26/2024	Playaway Products LLC	Playaways/Launchpads	451556	246010	116.23
1/25/2024	VALUE LINE PUBLISHING LLC	Value Line Library Elite 1/1/24 - 2/28/26	KF-94090-241	246011	10,000.00
1/12/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240112	246012	1,089.31
1/19/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240119	246012	238.37
1/23/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240123	246012	2,171.53
1/25/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240125	246012	60.00
1/9/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240109	246013	1,414.52
1/12/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240112	246013	881.25
1/19/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240119	246013	60.00
1/9/2024	OVERDRIVE, INC	e-Audio	20240109	246014	654.88
1/12/2024	OVERDRIVE, INC	e-Audio	20240112	246014	2,055.11
1/19/2024	OVERDRIVE, INC	e-Audio	20240119	246014	187.86
1/23/2024	OVERDRIVE, INC	e-Audio	20240123	246014	2,508.59

Visa Payment Detail  
For Check #2024000013 dated 2/26/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
1/25/2024	OVERDRIVE, INC	e-Audio	20240125	246014	139.98
1/8/2024	AMAZON.COM	Lego Building Kit	2369806	246019	53.95
1/10/2024	AMAZON.COM	Polyhedral Dice, Legos	9405808	246019	88.30
1/10/2024	AMAZON.COM	Lego Building Kit	6357064	246019	71.99
1/10/2024	AMAZON.COM	Floppy disk reader	9405808	246019	25.33
1/11/2024	AMAZON.COM	Lego Building Kit	6357064	246019	119.99
1/12/2024	AMAZON.COM	Lego Building Kit	9405808	246019	39.58
1/19/2024	AMAZON.COM	Storage boxes	7299409	246019	20.00
1/22/2024	AMAZON.COM	Lego Kits, bins, STEM building kits	1917810	246019	424.92
1/22/2024	AMAZON.COM	Guitar bags	6948200	246019	54.03
1/22/2024	AMAZON.COM	Lego Building Kit	1917810	246019	67.99
1/25/2024	AMAZON.COM	Guitar strap, cable & tuner	2778645	246019	45.76
2/5/2024	AMAZON.COM	Lego Building Kit	6217048	246019	79.99
1/19/2024	AMAZON.COM	Circulating Kits	9529036	246020	35.99
1/11/2024	LAKESHORE LEARNING	Circulating Kits	523168774	246020	26.98
				<b>TOTAL</b>	<b>47,663.32</b>





## **Westlake Porter Public Library Operating Account**

Monthly Investment Report  
February 29, 2024

**Your Investment Representative:**

Eileen Stanic  
(440) 662-8268  
[estanic@meederinvestment.com](mailto:estanic@meederinvestment.com)

For questions about your account please contact your investment representative or contact [publicfundsoperations@meederinvestment.com](mailto:publicfundsoperations@meederinvestment.com)  
**Dublin, Ohio | Lansing, Michigan | Long Beach, California | Austin, Texas | 866-633-3371 | [www.meederpublicfunds.com](http://www.meederpublicfunds.com)**

## PORTFOLIO SUMMARY

As of February 29, 2024

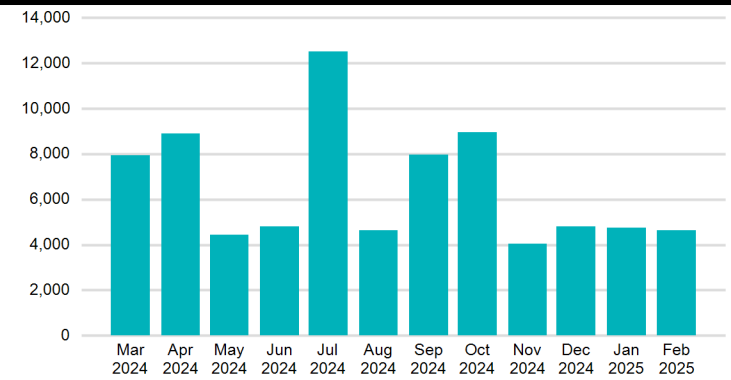
### MONTHLY RECONCILIATION

<b>Beginning Book Value</b>	<b>4,437,780.69</b>
Contributions	
Withdrawals	
Prior Month Management Fees	(380.37)
Prior Month Custodian Fees	(36.15)
Realized Gains/Losses	2,343.75
Gross Interest Earnings	5,283.37
<b>Ending Book Value</b>	<b>4,444,991.29</b>

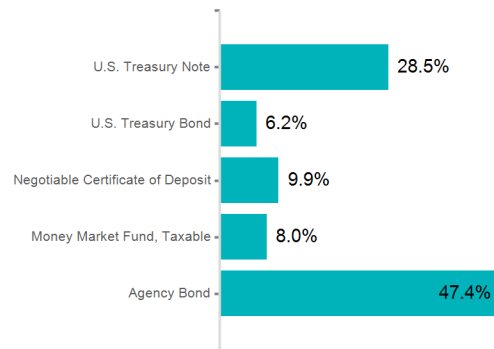
### PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	2.49%
Portfolio Effective Duration	1.77 yrs
Weighted Average Maturity	1.89 yrs

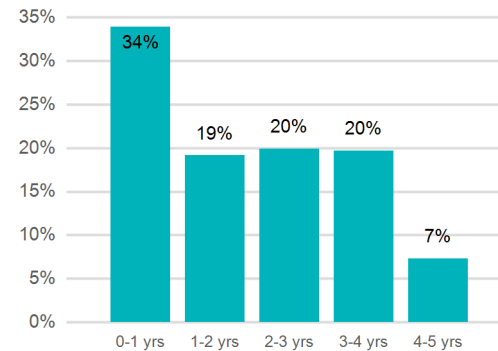
### PROJECTED MONTHLY INCOME SCHEDULE



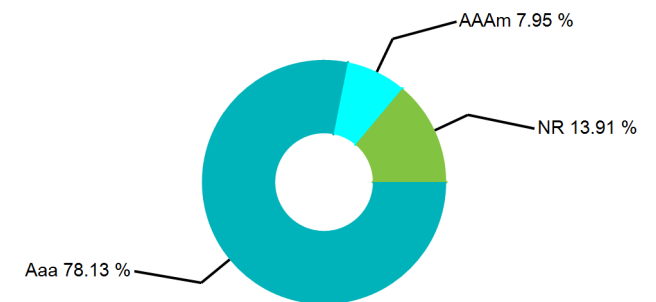
### SECTOR ALLOCATION



### MATURITY DISTRIBUTION



### CREDIT QUALITY



Westlake Porter Public Library Operating Account

**PROJECTED INCOME SCHEDULE**

As of February 29, 2024



CUSIP	SECURITY DESCRIPTION	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 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					

**PROJECTED INCOME SCHEDULE**

As of February 29, 2024

CUSIP	SECURITY DESCRIPTION	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
912828Z78	UST 1.500% 01/31/2027					525						525	
91282CAJ0	UST 0.250% 08/31/2025						125						125
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				
<b>TOTAL</b>		<b>7,938</b>	<b>8,890</b>	<b>4,452</b>	<b>4,799</b>	<b>12,523</b>	<b>4,634</b>	<b>7,959</b>	<b>8,960</b>	<b>4,032</b>	<b>4,796</b>	<b>4,761</b>	<b>4,634</b>

**POSITION STATEMENT**

As of February 29, 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
<b>Cash and Cash Equivalents</b>											
31846V567	First American Funds, Inc.	2/29/2024 2/29/2024	\$344,844.60	\$344,844.60	\$344,844.60	5.19%	0.003 0.003	\$1.00 \$344,844.60	\$0.00	5.52%	AAAm
STAROHIO	STAR Ohio XX019	2/29/2024 2/29/2024	\$1,916,877.82	\$1,916,877.82	\$1,916,877.82	5.48%	0.003 0.003	\$1.00 \$1,916,877.82	\$0.00	30.66%	AAAm
<b>SubTotal</b>			<b>\$2,261,722.42</b>	<b>\$2,261,722.42</b>	<b>\$2,261,722.42</b>	<b>5.44%</b>		<b>\$2,261,722.42</b>	<b>\$0.00</b>	<b>36.18%</b>	
<b>Agency Bond</b>											
3130AM5C2	FHLB 0.420% 05/06/2024	5/7/2021 5/10/2021	\$200,000.00	\$200,000.00	\$200,000.00	0.42%	0.184 0.181	\$99.07 \$198,142.00	(\$1,858.00)	3.17%	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%	0.340 0.333	\$98.80 \$246,990.00	(\$1,622.50)	3.95%	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%	0.918 0.894	\$95.90 \$143,854.50	(\$6,145.50)	2.30%	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%	1.203 1.168	\$95.02 \$190,036.00	(\$9,964.00)	3.04%	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%	1.375 1.337	\$94.75 \$118,432.50	(\$6,567.50)	1.89%	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%	1.586 1.540	\$93.40 \$364,252.20	(\$25,747.80)	5.83%	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%	2.140 1.977	\$100.33 \$65,214.50	\$471.25	1.04%	Aaa AA+
3130APB87	FHLB 1.100% 10/13/2026	10/14/2021 10/15/2021	\$100,000.00	\$99,730.00	\$99,730.00	1.16%	2.622 2.487	\$91.06 \$91,058.00	(\$8,672.00)	1.46%	Aaa AA+
880591EU2	TNNLL 2.875% 02/01/2027	10/27/2023 10/30/2023	\$75,000.00	\$70,330.88	\$70,330.88	4.97%	2.926 2.754	\$95.52 \$71,637.00	\$1,306.12	1.15%	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%	3.088 2.783	\$100.99 \$75,741.75	\$974.25	1.21%	
31422XA69	AGM 3.340% 07/01/2027	9/12/2023 9/13/2023	\$100,000.00	\$95,298.00	\$95,298.00	4.67%	3.337 3.116	\$96.42 \$96,419.00	\$1,121.00	1.54%	
3130ATHW0	FHLB 4.125% 09/10/2027	10/31/2022 11/1/2022	\$75,000.00	\$74,419.28	\$74,419.28	4.30%	3.532 3.183	\$98.84 \$74,129.25	(\$290.03)	1.19%	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%	3.660 3.298	\$99.79 \$74,844.75	(\$373.50)	1.20%	Aaa AA+

**POSITION STATEMENT**

As of February 29, 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%	3.734 3.427	\$88.91 \$57,794.10	\$258.70	0.92%	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%	3.751 3.405	\$98.53 \$64,043.85	(\$735.15)	1.02%	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%	4.044 3.630	\$98.35 \$68,844.30	(\$891.80)	1.10%	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%	4.279 3.826	\$100.08 \$55,042.35	(\$102.30)	0.88%	Aaa AA+
<b>SubTotal</b>			<b>\$2,135,000.00</b>	<b>\$2,115,314.81 \$314.85</b>	<b>\$2,115,629.66</b>	<b>2.11%</b>		<b>\$2,056,476.05</b>	<b>(\$58,838.76)</b>	<b>32.89%</b>	
<b>Negotiable Certificate of Deposit</b>											
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%	0.381 0.373	\$98.82 \$243,089.82	(\$1,360.38)	3.89%	
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%	2.014 1.952	\$92.31 \$115,385.00	(\$8,990.00)	1.85%	
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%	4.636 4.060	\$103.61 \$72,527.00	\$2,842.00	1.16%	
<b>SubTotal</b>			<b>\$441,000.00</b>	<b>\$438,510.20</b>	<b>\$438,510.20</b>	<b>2.32%</b>		<b>\$431,001.82</b>	<b>(\$7,508.38)</b>	<b>6.89%</b>	
<b>U.S. Treasury Bond</b>											
91282CBR1	UST 0.250% 03/15/2024	2/7/2022 2/8/2022	\$100,000.00	\$97,750.00	\$97,750.00	1.34%	0.041 0.043	\$99.79 \$99,789.00	\$2,039.00	1.60%	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%	2.208 2.117	\$93.82 \$51,598.80	(\$3,779.33)	0.83%	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%	2.586 2.467	\$93.11 \$51,208.30	(\$4,137.60)	0.82%	Aaa AA+
9128284V9	UST 2.875% 08/15/2028	10/6/2023 10/10/2023	\$70,000.00	\$64,257.81	\$64,257.81	4.79%	4.463 4.112	\$94.16 \$65,912.00	\$1,654.19	1.05%	Aaa AA+
<b>SubTotal</b>			<b>\$280,000.00</b>	<b>\$272,731.84</b>	<b>\$272,731.84</b>	<b>2.24%</b>		<b>\$268,508.10</b>	<b>(\$4,223.74)</b>	<b>4.29%</b>	
<b>U.S. Treasury Note</b>											
91282CCX7	UST 0.375% 09/15/2024	1/28/2022 1/31/2022	\$100,000.00	\$97,605.47	\$97,605.47	1.31%	0.545 0.532	\$97.41 \$97,410.00	(\$195.47)	1.56%	Aaa AA+
91282CDB4	UST 0.625% 10/15/2024	10/13/2021 10/15/2021	\$100,000.00	\$99,929.69	\$99,929.69	0.65%	0.627 0.612	\$97.19 \$97,191.00	(\$2,738.69)	1.55%	Aaa AA+

**POSITION STATEMENT**

As of February 29, 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
91282CAJ0	UST 0.250% 08/31/2025	8/25/2021 8/26/2021	\$100,000.00	\$98,289.06	\$98,289.06	0.68%	1.504 1.466	\$93.43 \$93,434.00	(\$4,855.06)	1.49%	Aaa AA+
91282CGL9	UST 4.000% 02/15/2026	10/16/2023 10/17/2023	\$65,000.00	\$63,580.66	\$63,580.66	5.00%	1.964 1.862	\$98.77 \$64,202.45	\$621.79	1.03%	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%	2.252 2.182	\$91.89 \$45,943.50	(\$3,757.67)	0.73%	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%	2.334 2.259	\$91.97 \$68,973.75	(\$5,938.36)	1.10%	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%	2.419 2.348	\$91.11 \$68,334.75	(\$5,970.91)	1.09%	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%	2.504 2.419	\$91.16 \$68,373.00	(\$6,287.16)	1.09%	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%	2.671 2.568	\$91.61 \$50,387.15	(\$3,603.08)	0.81%	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%	2.838 2.727	\$91.57 \$50,363.50	(\$3,991.97)	0.81%	Aaa AA+
912828Z78	UST 1.500% 01/31/2027	7/12/2023 7/13/2023	\$70,000.00	\$63,639.84	\$63,639.84	4.29%	2.923 2.800	\$92.01 \$64,408.40	\$768.56	1.03%	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%	3.085 2.887	\$94.52 \$56,712.00	\$279.19	0.91%	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%	3.252 3.044	\$94.62 \$66,234.70	(\$68.43)	1.06%	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%	3.334 3.096	\$96.48 \$57,886.20	\$178.39	0.93%	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%	3.460 3.265	\$93.18 \$69,882.00	\$1,356.61	1.12%	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%	3.838 3.499	\$98.27 \$88,443.00	(\$2,882.39)	1.41%	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%	3.923 3.603	\$96.93 \$72,697.50	(\$2,340.59)	1.16%	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%	4.170 3.780	\$96.82 \$53,251.00	(\$36.70)	0.85%	Aaa AA+
<b>SubTotal</b>			<b>\$1,305,000.00</b>	<b>\$1,273,589.84</b>	<b>\$1,273,589.84</b>	<b>2.49%</b>		<b>\$1,234,127.90</b>	<b>(\$39,461.94)</b>	<b>19.74%</b>	
<b>Grand Total</b>			<b>\$6,422,722.42</b>	<b>\$6,361,869.11</b> <b>\$314.85</b>	<b>\$6,362,183.96</b>	<b>3.41%</b>		<b>\$6,251,836.29</b>	<b>(\$110,032.82)</b>	<b>100.00%</b>	

**TRANSACTION STATEMENT**

As of February 29, 2024

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
<b>Maturity</b>								
Maturity	2/15/2024	2/15/2024	91282CBM2	UST 0.125% 02/15/2024	100,000.00	97,656.25	100,000.00	2,343.75
<b>Total</b>					<b>100,000.00</b>	<b>97,656.25</b>	<b>100,000.00</b>	<b>2,343.75</b>

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
<b>Interest/Dividends</b>					
Interest/Dividends	2/1/2024	2/1/2024	880591EU2	TNNLL 2.875% 02/01/2027	1,078.13
Interest/Dividends	2/1/2024	2/1/2024	31846V567	First American Funds, Inc.	586.49
Interest/Dividends	2/15/2024	2/15/2024	91282CBM2	UST 0.125% 02/15/2024	62.50
Interest/Dividends	2/15/2024	2/15/2024	9128282R0	UST 2.250% 08/15/2027	843.75
Interest/Dividends	2/15/2024	2/15/2024	91282CGL9	UST 4.000% 02/15/2026	1,300.00
Interest/Dividends	2/15/2024	2/15/2024	9128284V9	UST 2.875% 08/15/2028	1,006.25
Interest/Dividends	2/29/2024	2/29/2024	91282CAJ0	UST 0.250% 08/31/2025	125.00
Interest/Dividends	2/29/2024	2/29/2024	91282CCW9	UST 0.750% 08/31/2026	281.25
<b>Total</b>					<b>5,283.37</b>



**TRANSACTION STATEMENT**

As of February 29, 2024



Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
<b>Custodian Fee</b>				
Custodian Fee	2/23/2024	2/23/2024	Cash Out	(36.15)
<b>Total</b>				<b>(36.15)</b>
<b>Management Fee</b>				
Management Fee	2/12/2024	2/12/2024	Cash Out	(380.37)
<b>Total</b>				<b>(380.37)</b>

## STATEMENT DISCLOSURE

As of February 29, 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.

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

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**WESTLAKE PORTER PUBLIC LIBRARY****Account Adjustments - Informational****March 20, 2024**

<b>FROM:</b>		<b>TO:</b>	
101-00-51246 (FACILITATOR/ASSOC TECH SRVS)	\$ (1,650.00)	101-00-51236 (SR ASSISTANT II TECH SRVS)	\$ 1,650.00

## Mission Moment

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We recently received a \$10,000 donation from a Westlake resident. She talked about how important the meeting rooms have been over the years especially for their HOA meetings. However, she also realized how important a nice space for Young Adults would be and asked that her donation be directed to that project.

## Meetings/Training/Programs

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Webinar on Library Leadership Ohio program. We have 3-4 people that have shown interest in applying. <https://libraryleadershipohio.org/>

Library Directors meeting in Upper Arlington

Meeting with Ingram about their materials processing services

Rotary weekly meetings

Farrell Foundation monthly meeting

Volunteer Reception planning

Managers Meeting – EAC Report, Leadership Retreat for Strat Planning, Slack instant messaging, Pavilion programming, Amazon Business Account, New CDC guidelines on Covid, Perf Evals,

Meeting with Bialosky

Met with Bob Paponetti from the Literacy Cooperative re: Dolly Parton Imagination Library

Foundation Meeting

Art Fest Planning Meeting

Lunch with Director of Amherst Library (w/tour)

## Friends/Foundation

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Friends – No Meeting

Foundation – Looking into diversifying funds within Cleveland Foundation. Gala planning continues.

## Safety and Security

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Assisted a juvenile student via email with a school report on police careers

10 reports were written in February:

5 Disruptive Behavior

4 Illness/Accident

1 Harassment.

5 occurred in Youth Services, 3 in the parking lot, and 1 each in Adult Services and Young Adult

Office relocated to the first floor in the old Pop Mat offices, to the right of the Adult A/V area.

## Building Services

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Mission Moment:

Once again while at the Story Walk a community member approached me to tell me how much they enjoy the story, and always wondered who changes it. During our discussion I clarified that the library is not part of the city nor the Rec center but is itself an independent institution.

While talking further, I explained how I was listening to a book on my phone through headphones and the myriad of other offerings we have she seemed in awe. I then informed her about outreach services, large print books, and hot spots the woman stated "I have to get over there and check all this out."

All exterior signage that was faded or damaged was changed. A stop sign was added at the Center Ridge exit and "No Parking Anytime" signs along the Dover entrance back to the drive-up. Additional signs were ordered for use on the eclipse and other special events.

NorthEast Fire Protection was engaged for quotes to take over our inspection and repair needs for fire safety and prevention which include sprinklers, fire extinguishers, backflow prevention, and outside hydrants.

Budget blinds was contracted to supply blinds for the maker Space.

Video shelving was cut, edge banded, and stained as necessary to supply additional shelving.

All-Tech Electric was contracted to rewire the Reading Garden lighting to properly go through the inverter. A remote relay was added to allow BAS lighting management.

Several of the Youth Services chairs were failing by bracing coming loose underneath the thin seat. A construction adhesive was added along with new holes drilled that seem to have solved the issue.

Both Mart Cart batteries were replaced that will provide longer life and reliability during use.

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## Other Projects/Planning

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Strategic Planning – See document from NEO-RLS

Metabase – We are looking at a statistical database package to replace our current excel system.

Renovation projects – Presentation by Bialosky

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## Dispatches From the Field

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Feedback date: 2/1/2024

A little girl that I saw at Link two days ago came in with her dad. As she approached the desk she said, "hey I know you!" I told her how happy I was that she came to visit me at the library, and we had a lovely conversation about her favorite books and activities we did at Link this week. I told her that the author who wrote her favorite book (Those Darn Squirrels) wrote other books that she might like too. Her face lit up when I walked her over to the shelf and handed her Those Darn Squirrels and the Cat Next Door and Those Darn Squirrels Fly South. She said, "I'm going to take these home!"

Feedback date: 2/9/2024

Elizabeth, a librarian from California, called to let us know how thrilled she is with our Free Little Art Gallery and that we offered an Afternoon Art program for patrons to create artwork for the FLAG. She has family in the Norwalk area and has encouraged them to make the trek to WPPL to check out the FLAG. She is inspired to start a FLAG at her library in California.

Feedback date: 2/16/2024

We got a lovely call from a patron earlier today and she asked me to share with you that she and her friend love the library and really appreciate our service. She said the library is her favorite place in Westlake, ahead of the Senior Center. And she overheard a conversation between two other people at the Senior Center in which they said they are super excited about the upcoming Sojourner Truth program.

Feedback date: 2/16/2024

Patron doesn't like new Aspen catalog. "Hard to navigate" Misses the old catalog with the shortcuts to New Books and New DVDs. Can we add something like that to Aspen so she doesn't have to use all the filters but could just click on a link like she used to?

Feedback date: 2/17/2024

A patron complimented the Youth Services department today. She said that she goes to a lot of libraries around here, but this library has the best Youth Department. She said she loves to bring her grandchildren here to play, attend the quality programs, and to take advantage of all the resources we offer. She said she is always impressed.

Feedback date: 2/19/2024

I had a conversation with another member of my church yesterday about how great WPPL is! He's a tech guy (now retired) and talked about what a great place WPPL is because of its welcoming environment. He also complimented our Collection Development staff, especially in the area of computer books. He said we have a great collection in terms of quantity and quality!

Feedback date: 2/23/2024

Patron had requested 3 copies of IRS Form 8949. After I provided him with the copies he said, "this is the best library around." He went on to tell me that at another nearby library he was directed to a computer to look it up and print it himself.

Feedback date: 2/27/2024

I was refilling the FLAG and a patron stopped to tell me how much she like the FLAG. She stated "things like this is what sets this library apart from other libraries". She was referring to the FLAG.

Feedback date: 3/1/2024

Natalie notified Jackie that her daughter won the winter reading challenge prize and her daughter insisted they come down to the library immediately. Before they left Jackie said, "thank you again. This is seriously the best library I have ever been to, I love this library!"

Feedback date: 3/4/2024

"One of the main reasons I love the library is to see Frances Brawner. She is just the absolute best. Sometimes when I come she has a line of people waiting to speak with her because she is so amazing and helpful!"

3/11/2024

Response from a patron who received an automatically generated reply email about being on the waitlist for eclipse glasses, "I shouldn't be emailed by you whatsoever. Plus you're high AF (sic) saying Eclipse glasses are needed."

Feedback date: 3/11/2024

'I love seeing all the school children here and getting a tour of the library! Children need to know how a library works. It's so great to see this happening!

## Google Reviews

4 Stars 3/12/2024

Have stopped in many times and I really like all the services offered here. They offer more than just books and movies. There is any entire audio visual dept and games that children can check out. Worth your time to stop in.

## **Mission**

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Provide an inclusive environment that fosters learning, community, and connection in an ever-changing world.

## **Vision**

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To be a catalyst for empowerment.

## **Values**

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### **Accountability**

We uphold our responsibility to be transparent, reliable, and fiscally responsible in our actions and decisions. We ensure that the library operates ethically and with integrity.

### **Community**

We cultivate welcoming spaces and relationships that encourage collaboration and open dialogue.

### **Empathy**

We are dedicated to understanding the full range of experiences, perspectives, and needs of patrons, staff, and community members. We promote a culture of kindness and respect.

### **Innovation**

We commit to embracing creativity and change by utilizing adaptable approaches that provide dynamic services and resources.

### **Intellectual Freedom**

We support the right to access diverse information and viewpoints without censorship. We nurture an environment of curiosity, knowledge, and exploration.



# Our Future: Strategic Goals

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1. Elevate partnerships and outreach services.
2. Facilitate continuous assessment and evaluation.
3. Champion staff growth and success.

## Goal 1

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### **Elevate partnerships and outreach services.**

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#### **Objectives and Action Items:**

1. Boost library awareness and engagement
2. Refine staff roles and responsibilities
3. Develop intentional partnerships
4. Update relevant equipment

## Goal 2

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### **Facilitate continuous assessment and evaluation.**

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#### **Objectives and Action Items:**

1. Ensure transparency
2. Streamline processes and identify suitable resources
3. Implement creative data gathering techniques

## Goal 3

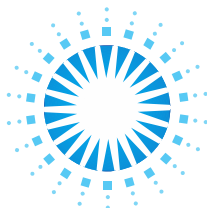
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### Champion staff growth and success

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#### Objectives and Action Items:

1. Prioritize training and advancement
2. Empower staff with comprehensive and accessible information



# WESTLAKE PORTER PUBLIC LIBRARY

Resolution 6-24

3/20/2024

## Fund 450 - Permanent Improvement

Account	Description	2024 Permanent Budget	Adjustment	Revised 2024 Permanent Budget	Notes
<b>REVENUE:</b>					
450-00-44100	INTEREST	10,000	-	10,000	
450-00-49100	TRANSFER IN	1,000,000	-	1,000,000	
	<b>REVENUE</b>	<b>1,010,000</b>	<b>-</b>	<b>1,010,000</b>	
	CARRY FORWARD	1,591,709			
		<b>2,601,709</b>	<b>-</b>	<b>1,010,000</b>	
<b>EXPENSES:</b>					
450-00-53000	CONTRACTED SERVICES	31,800	<b>175,500</b>	207,300	Remainder of Bialosky Architect fee (\$135K) and set aside for Other Soft Costs (\$40.5K) for the project
450-00-55000	CAPITAL	152,200	<b>67,500</b>	219,700	Owner Contingency
	<b>TOTAL EXPENSES</b>	<b>184,000</b>	<b>243,000</b>	<b>427,000</b>	
	<b>REVENUE LESS EXPENSES</b>	<b>826,000</b>		<b>583,000</b>	