Regular Board Meeting

May 15, 2024 ⬥ 6:30 p.m.

AGENDA

6:30 – 6:40   Call to Order

Minutes
➢ Regular Meeting: April 17, 2024

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

6:40 – 7:30   Administrative Reports
➢ Amendments to Administrative Reports
➢ Board Report – Peter Schindler on attending PLA Conference
➢ PR/Marketing
➢ Assistant Director
➢ Financial/HR
➢ Director

7:30 – 7:45   Board Reports
➢ Board President

7:45 – 8:10   New Business
➢ Resolution 10-24 Adjustment to General Fund 101 budget
➢ Resolution 11-24 2025 Tax Budget
➢ Other

Adjournment

Upcoming Events
May 18: Board Retreat
May 27: Memorial Day Parade
June 19: Regular Board Meeting

The Board of Trustees
Minutes

Regular Meeting:

Date: April 17, 2024

Attendees:

Trustees		*Staff*
Lauren Golick	Andrew Mangels	Connor Hazeldine
Tianyi Krupka	Jana Nassif	
Jason Nolde	CJ Lynce	
Robert Plantz	Heather Feenaughty	
	Karen Hunt	

The Board met in the Board Room of Westlake Porter Public Library. Bob Plantz, Board Vice President called the meeting to order at 6:32 pm.

Communications

The Director shared a thank you note from Aaron Spears.

Awards

Emily Lindberg received a Bright Idea Award for her idea to send used eclipse glasses to Astronomers without Borders.

Public Comments

There were no public comments.

Manager's Report

Connor Hazeldine, IT Manager, reported on his projects for this year, including migrating to a new, free ticketing system. Jason Nolde asked on average how many tickets are received.

Connor responded on average, three per day, seven days a week. A ticket could be anything staff needs from IT.

Tianyi Krupka entered the meeting at 6:41 pm.

In addition, Connor will be doing a PC refresh, updating all computers and upgrading to Windows 11. Public workstations will be upgraded to Office 2023. Old machines will be repurposed for other uses.

Connor will also be auditing battery back ups and critical infrastructure.

Jason Nolde asked if we have a policy about AI use. The Director reported they have been monitoring AI use in the library but there is not a written policy as of now.

Administrative Reports

There were no amendments to Administrative Reports.

PR/Marketing Report

The PR/Marketing Report for March was delivered with the agenda. Heather Feenaughty, PR/Marketing Manager, reported they have been working on promoting Summer Reading and will be advertising at Crocker Park.

Assistant Director's Report

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

CJ Lynce, Assistant Director, reported the eclipse events went exceedingly well, including programs leading up to the big day. There was a family from Maryland who spent the day with us! We did not see the overwhelming crowds or traffic that area agencies were warning about, but we did have a large crowd who participated in an eclipse viewer craft and stayed to view eclipse totality.

The DEI committee will be making a recommendation to put a group of Staff together to walk in the Pride Parade in June.

The upcoming program, *Gaza in Political and Historical Context,* will be a historical survey meant to give people information on the background to the war and humanitarian crisis in Gaza and its global and regional importance.

Financial/HR Reports

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

Ms. Nassif, Mr. Mangels and Mr. Lynce attended a meeting with Bialosky to firm up the time line for the renovation project. Construction is tentatively scheduled to begin August 5.

The Fiscal Officer explained the election expenses for the May 2023 election, when the Library was on the ballot, came in much higher than budgeted. The election expenses had to be paid in March. Since the Board couldn't approve a budget adjustment until the April Board meeting, a "Then and Now" certificate needs to be approved because the expense was incurred prior to the budget adjustment. The cost of the election was so high because the library bore the entire cost of the election because we were the only item on the ballot in Westlake.

Jason Nolde asked if the circulation renovation is being phased? Mr. Lynce explained there is a tentative plan that will maintain services.

Director's Report

The Director reported the managers met after the Board met to work on the strategic plan and are continuing to refine the goals and suggested objectives.

We continue to receive positive feedback from patrons (included in the packet).

Data from *Recite Me* (the software that makes the website more accessible) shows it is being well used by our patrons.

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

Minutes

Tianyi Krupka moved to approve the minutes from the Regular Meeting of March 20, 2024. Jason Nolde seconded the motion. All present were in favor.

New Business

Resolution 7-24 Adjustment to General Fund 101 budget.

Lauren Golick moved to accept Resolution 7-24. Tianyi Krupka seconded the motion.

The Fiscal Officer explained the library was not charged for the costs of the May 2023 election expenses when our levy was on the ballot until March 2024. Based on past election expenses, $14,750 was budgeted for the May 2023 election expenses. The actual election expenses were $77,201.35. Therefore, an additional $62,452 is needed to cover the cost of the May 2023 election.

Roll call vote followed: Lauren Golick – yes; Tianyi Krupka – yes; Jason Nolde – yes, Bob Plantz – yes.

Resolution to issue a Then and Now Certificate for PO 245074 Fees for Levy in the amount of $62,452.

Jason Nolde moved to accept the Resolution to issue a Then and Now Certificate for PO 245074 Fees for levy in the amount of $62,452. Lauren Golick seconded the motion.

The Fiscal Officer explained because the election expenses were incurred prior to the Board approving the budget adjustment, a "then and now certificate" needs to be approved.

Roll call vote followed: Lauren Golick – yes; Tianyi Krupka – yes; Jason Nolde – yes, Bob Plantz – yes.

Resolution 8-24 Adjustment to Friends Fund 420 Budget

Lauren Golick moved to approve Resolution 8-24. Jason Nolde seconded the motion.

The Fiscal Officer explained as the Programs Team is planning the rest of the year's activities, we are moving funds from speakers to supplies.

Roll call vote followed: Lauren Golick – yes; Tianyi Krupka – yes; Jason Nolde – yes, Bob Plantz – yes.

Resolution 9-24 Adjustment to Automation Fund 475

Lauren Golick moved to approve Resolution 9-24. Tianyi Krupka seconded the motion.

The Fiscal Officer explained this will adjust the budget to purchase the new Patron Point product. The initial cost will be from the Automation Fund. Ongoing the expense will come from the General Operating Fund.

Roll call vote followed: Lauren Golick – yes; Tianyi Krupka – yes; Jason Nolde – yes, Bob Plantz – yes.

Motion to appoint the Fiscal Officer the Prevailing Wage Coordinator for Phase 2, Renovating, improving and equipping of the Westlake Porter Public Library.

The Fiscal Officer explained this is required for any construction project over $75,000.

All present were in favor.

Resolution to approve the public opening and reading of the bids for Phase 2, Renovating, improving and equipping of the Westlake Porter Public Library by the Fiscal Officer, or another representative of the library, immediately after the time the filing has expired, at the usual place of meeting of the Board, and for the tabulation of the bids and a report of the tabulation to the Board at its next meeting.

Jason Nolde moved to accept the Resolution to approve the opening of bids for Phase 2, Renovating, improving and equipping of the Westlake Porter Public Library. Tianyi Krupka seconded the motion.

The Fiscal Officer explained this Resolution is required per Ohio Revised Code section 3375.41 that states bids must be opened at the next meeting of the Board unless the Board approves a resolution to allow them to be opened immediately after the filing deadline.

The bid opening is tentatively scheduled for June 7, 2024.

All present were in favor.

> Myrna Chelko Award

The Director reported there are two awards that may be given by the Board. One is The Tom A. Fox Distinguished Trustee Award which honors past board members.   There is no recommendation for awarding this award for 2023. In addition, the Myrna Chelko Award honors WPPL volunteers.

Tianyi Krupka moved to nominate Alice Lang as the 2023 Myrna Chelko Award recipient. Lauren Golick seconded the motion. All present were in favor.

Adjourn
The meeting adjourned at 8:18 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

Robert S. Plantz, WPPL Board Vice President	Tianyi Krupka, WPPL Board Secretary

WESTLAKE PORTER PUBLIC LIBRARY
Monthly Statistical Summary
April 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	68,909	3%
March	132,033	71,034	69,915	74,701	75,603	1%
April	14,077	66,482	71,134	69,906	71,638	2%
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		
ANN'L TTL	889,377	818,019	833,716	845,946	290,228	3%
AVE CIRC	74,115	68,168	69,476	70,496	72,557	3%

Circulation Total

TOTAL CIRCULATION

		ADULT	YA	JUV	TOTAL	LAST YR	%INC/DEC
BOOKS	FICTION	9,337	1,512	13,640	24,489	24,171	1%
	NONFIC	7,698	195	5,147	13,040	13,051	0%
	LG PRINT	2,110	--	--	2,110	1,776	19%
	WORLD LANGUAGES	38	--	74	112	134	-16%
AV	SUBTTL	19,183	1,707	18,861	39,751	39,132	2%
	BLURAY	1,259	--	333	1,592	1,618	-2%
	BLURAY 4K	115	--	5	120	36	233%
	BOOK CD	655	2	44	701	798	-12%
	DVD	5,896	--	1,332	7,228	8,921	-19%
	DVD/CD-ROM	--	--	--	--	--	---
	LAUNCHPAD	--	--	72	72	78	-8%
	LAUNCHPAD View	--	--	4	4	11	-64%
	MUSIC CD	1,931	--	115	2,046	1,963	4%
	PLAY/VIEW	--	--	4	4	10	-60%
	PLAYAWAY	300	6	127	433	412	5%
	ROKU	11	--	--	11	2	450%
	VIDEO GAMES	532	--	1,369	1,901	1,874	1%
	OTHER	8	3	31	42	216	-81%
	SUBTTL	10,707	11	3,436	14,154	15,939	-11%
ELECTRONIC	Comics Plus	6	--	--	--	39	-100%
	Flipster	268	--	--	268	236	14%
	Great Courses	10	--	--	10	3	233%
	HOOPLA/Comics	151	--	--	151	131	15%
	HOOPLA/eAudio	1,874	--	--	1,874	1,299	44%
	HOOPLA/Bingepass	50	--	--	50	21	138%
	HOOPLA/eBooks	1,032	--	--	1,032	736	40%
	HOOPLA/Flex	87	--	--	87	56	55%
	HOOPLA/Music	292	--	--	292	218	34%
	HOOPLA/MOVIE/TV	662	--	--	662	644	3%
	IndieFlix	--	--	--	--	1	-100%
	KANOPY	500	--	--	500	639	-22%
	OVD/DAB	2,937	269	213	3,419	2,635	30%
	OVD/EBOOK	4,164	402	412	4,978	4,661	7%
	OVD/Magazines	1,040	--	--	1,040	312	233%
	Press Reader	217	--	--	217	343	-37%
	QELLO	2	--	--	2	4	-50%
		--	--	--	--	--	---
		--	--	--	--	--	---
	SUBTTL	13,286	671	625	14,582	11,978	22%
NON-TRADITIONAL	INSTRUMENT	6	--	6	12	14	-14%
	GAMES	40	--	132	172	210	-18%
	EQUIPMENT	38	--	3	41	48	-15%
		84	0	141	225	272	0%
OTHER	PER	1,282	9	97	1,388	1,304	6%
	LAPTOPS	147	--	--	147	83	77%
	WiFi Hotspots	70	--	--	70	64	9%
	EQUIPMT	--	--	--	--	10	-100%
	OTHER	12	--	432	444	--	---
	SUBTTL	1,511	9	529	2,049	1,461	40%
ILL	SRCHOHIO	813	--	--	813	990	-18%
	ILL	64	--	--	64	118	-46%
	CPL LANG	--	--	--	--	--	---
	SUBTTL	877	0	0	877	1,108	-21%
Quarantine Renewal		0	0	0	0	0	0%
UNACCOUNTED		--	--	--	0	16	0%
TOTAL		45,648	2,398	23,592	71,638	69,906	2%
SELF CHECK					19,108	21,052	-9%
SELF CHECK Percentage of Total Circ					27%		
SELF CHECK Percentage of Bldg Circ					67%		

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

CIRCULATION DETAIL

	DATE	CIRC	HRS OPEN	CIRC/HR
HIGHEST	April 1	3,185	12	265
LOWEST	April 21	791	4	198
BUSIEST	April 7	1,127	4	282
SELF-CHECK CIRCULATION TOTAL =		19,108		
TOTAL CHECK-INS THIS MONTH =		0		

Highest: Monday, April 1
Lowest: Daily Circ This Year
Busiest: Sunday, April 7

SEARCH OH/OH LINK

Borrowing (From)	0
Lending (To)	0

Services	
Passports	124
Photos	162

WESTLAKE PORTER PUBLIC LIBRARY
Monthly Statistical Summary
April 2024

ITEMS ADDED TO & WEEDED FROM COLLECTION THIS MONTH

	PREV NET	NEW NET	% TOTAL
ADULT	108,005	122,925	65.83%
YOUNG ADULT	5,182	8,050	4.31%
JUVENILE	52,880	55,752	29.86%
TOTAL ITEMS	166,067	186,727	

CURRENT COLLECTION SIZE BY FORMAT

	ITEMS	% TOTAL
BOOKS	113,097	60.45%
AV	52,961	28.31%
ELECTRONIC	20,660	11.04%
OTHER	380	0.20%
TOTAL	187,098	

REGISTRATIONS

	ADULT	YA	JUV	TOTAL	% OF TTL
DEPT'L	58	0	0	58	0%
WESTLAKE	11,510	444	1,447	13,401	48%
CUY. CO.	8,426	132	237	8,795	32%
OUT OF CO.	5,271	88	171	5,530	20%
TOTAL	25,265	664	1,855	27,784	←
% OF TTL	91%	2%	7%		

Borrowers

REGISTRATIONS ADDED THIS MONTH =				0

REGISTRATIONS THIS YR VS. LAST YR.

Prev Year	22,756	622	1,642	25,020
% INC/DEC	11%	7%	13%	11%

ELECTRONIC USAGE: SUMMARY TABLE

	USERS	HOURS
ON-SITE	9,095	16,576.8
REMOTE	8,232	0.0
TOTAL	17,327	16,576.8

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	23,181	18,474	25%
ARTWALK DOOR	100	189	
DRIVE-UP	1,854	2,031	-9%
TOTAL	25,135	20,694	21%

PUBLIC MEETING ROOM USE

TIME PERIOD	MORNING	AFTERNOON	EVENING	TOTAL
AVAILABLE	130	150	90	370
MEETINGS	54	41	46	141
% IN USE	42%	27%	51%	38%
TOTAL MEETING ROOM ATTENDANCE				2,715

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	25,495	5%
April	0	12,949	19,530	20,694	25,135	21%
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		
ANN'L TTL	161,872	193,304	241,270	267,400	94,639	6%
AVE Visits/MO	13,489	16,109	20,106	22,283	23,660	6%

REFERENCE SAMPLING

	FROM	TO
SAMPLING DATE(S)	4/22/2024	4/28/2024
DAY(S) OF WEEK	Monday	Sunday
HOURS OPEN		70
TOTAL QUESTIONS		1,411
QUESTIONS/HOUR		20.2

PUBLIC PROGRAMS

	NUMBER	ATTEND	AVE ATT.
ON-SITE	83	2,109	25
OFF-SITE	56	956	17

MAKERSPACE

	NEW USERS	APPOINTMENTS	ATTENDANCE
January	47	96	148
February	31	158	175
March	45	151	184
April	38	138	198
May			
June			
July			
August			
September			
October			
November			
December			
ANN'L TTL	161	543	705
AVE Visits/MO	40	136	176

Makerspace chart — MAKERSPACE NEW USERS, MAKERSPACE APPOINTMENTS, MAKERSPACE ATTENDANCE
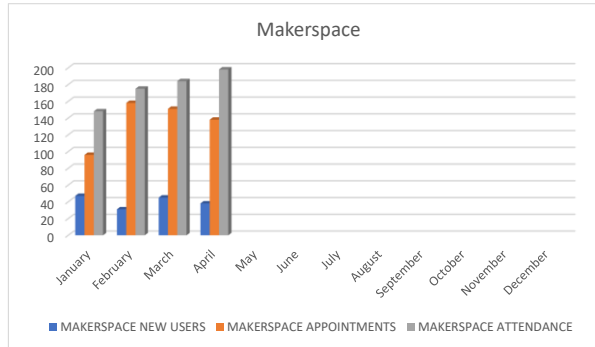
III. SUPPORT AND ADMINISTRATIVE STATISTICS

PERSONNEL CHANGES THIS MONTH

HIRED

NAME	POSITION	HOURS	DATE
0 Employee(s)		0.00 FTE	

RESIGNED

NAME	POSITION	HOURS	DATE
Aaron Spears	YA Librarian	40	Apr 5
1 Employee(s)		1.00 FTE	

TRANSFERRED

NAME	FROM POSITION	HOURS	TO POSITION	HOURS	DATE
Victoria Vogel	Adult Services Associate	40	YA Librarian	40	Apr 22
1 Employee(s)					

PAYROLL SUMMARY

PAYROLLS THIS MONTH:	2
TOTAL PAID HOURS	9,539.00
FTE (INCL. SUB HRS)	59.62

April 2024

	LAST YEAR	CURRENT YR	% CHANGE
April	69,906	71,638	2%
E-Resources	11,978	14,582	22%
Circ to Date	282,252	290,228	3%

% OF CIRC						
BluRay	BOOKS	CDs	DVD	MAGAZINES	VIDEO GAMES	
2%	55%	3%	10%	2%	3%	

Monthly Visits

LAST YEAR	CURRENT YR
20,694	25,135

MONTHLY CARDHOLDERS

LAST YEAR	CURRENT YR
25,020	27,784

MAKERSPACE

NEW USERS	APPOINTMENTS	ATTENDANCE
38	138	198

Monthly Programming

	LAST YEAR		CURRENT YR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	43	560	50	962
YA	8	65	10	93
CHILDREN	78	1,815	79	2,010

Monthly Outreach

LAST YEAR		CURRENT YR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
44	871	32	877

Monthly Meeting Room Usage

CURRENT YEAR				
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	130	150	90	370
ATTENDANCE	54	41	46	141

LAST YEAR				
MEETINGS	38	32	38	108
ATTENDANCE	871	568	732	2171

MONTHLY OHIO LINK/SEARCH OH

	LAST YEAR		CURRENT YR	
	FILLED	CHECKED OUT	FILLED	CHECKED OUT
BORROWING (From):	790	676	0	603

	LAST YEAR	CURRENT YEAR
LENDING (To):	1,100	0

Social Media and PR Dashboard

Facebook	Page Reach	Page Visits	New Page Likes
Jan	23,495	1,427	8
Feb	13,315	1,081	14
Mar	14,718	1,506	30
Apr	63,390	3,680	66
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.

Instagram	Reach	Profile Visits	New Followers
Jan	726	202	31
Feb	656	71	18
Mar	700	153	18
Apr	909	153	14
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.

X	Followers	Impressions	Tweets
Jan	1,649	1,127	20
Feb	1,650	1,351	24
Mar	1,650	1,720	29
Apr	1,645	1,551	24
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			

Twitter Impressions are any time a Twitter user sees one of your tweets in their feed.

Porter Public Library	Page Views	Sessions	Users	New Visitors	% New	Return Visitors	% Return
Jan	45,270	27,629	13,827	10,113	73.1%	3,714	26.9%
Feb	41,044	26,937	13,524	10,177	75.3%	3,347	24.7%
Mar	51,411	30,925	15,570	11,498	73.8%	4,072	26.2%
Apr	40,792	25,988	13,263	9,735	73.4%	3,528	26.6%
May					-		-
Jun					-		-
Jul					-		-
Aug					-		-
Sep					-		-
Oct					-		-
Nov							-

Westlake Porter Public Library PR/MARKETING REPORT	*For the month of:*	**May 2024**
	Submitted by:	**Heather Feenaughty**

Mission Moment

On May 1, I hosted a webinar "Using Words to Invite: Crafting Great Program Descriptions." There were over 50 people who attended the live session of the 104 who registered. This is a common trend with webinars, many will view the archived version. It was quite an experience to present to a group of people outside our organization. This is something I would like to do at least once a year going forward.

Projects

In the News

- Elaine wrote press releases about Free Comic Book Day and the Myrna Chelko Award
- Cleveland.com ran a story about the Makerspace and interviewed Jamie Novak.

PR inside and outside the library

- Assisted in the planning and presentation for the 2024 Volunteer Reception.
- Promoted Free Comic Book Day with a press release, posters, signage, alongside our typical promotional methods.
- Promoted the Calm App to staff using our internal communications (BTS, New Initiative)
- Conducted a webinar at the request of NEO-RLS titled "Using Words to Invite: Crafting Great Program Descriptions." 105 people registered and 3 people signed up to view the archived webinar as of 5/6/2024. I was recommended as a speaker by 18 of the 20 people who filled out a survey following the program.

Community, Ads and Sponsorships

- Submitted Ad to *Westlife* and *Villager* to promote the Summer Library Challenge registration opening.
- Staffed a table at North Olmsted High School's STEAM Festival to promote STEAM resources at WPPL on April 30
- Staffed a table at Earthfest at the West Shore Unitarian Universalist Church on May 11
- Committed to partnering with Westlake Rec Center for their annual 5k and sports teams

Web

- Updated the Outreach and Homebound page, updated the StoryWalk page with the current picture book and created a featurette for the home page for Free Comic Book Day.
- Created more badges for Summer Library Challenge in Canva and added them to Beanstack. Updated the Summer Library Challenge page for 2024 and created a featurette about preregistration in May.
- Created a page on BTS with Rust Belt Riders information for staff.
- Met virtually with Diana Angelilli of ReciteMe to go over the stats [attached].

Print:

- Notes for June/July has been sent to print and should arrive in mailboxes around Memorial Day weekend

WESTLAKE
Porter Public Library

Heather Feenaughty, PR/Marketing Manager

27333 Center Ridge Road • Westlake, OH 44145

Email

- Sent a World at War forum email for May 7's program. 124 sends, 72 opens (59%), 17 clicks

- Sent a Summer Library Challenge preregistration email to the mailing list of those who were in the challenge last year and opted-in to email notifications on May 1. It had 673 sends, 456 opens (69%), 72 clicks.

Digital Marketing Stats:

Email Blasts: 4 emails in April– Avg 43.25% open rate (decreased 3.5% from March)

New Book Emails: 5 emails in April– Avg 52.2% open rate (decreased 2.5% from March)

Social stats for the month of April:

- **Facebook:** 4717 page likes
- X (formally **Twitter):** 1649 followers, 1.6k impressions
- **Instagram:** 1341 followers

Website Stats for April:

- Number of sessions: 25,932
- Number of users: 11,739
- Average session: 1:01

Top 5 pages

1. Home Page: 22,994
2. Events: 3,159
3. Download and Stream: 1,427
4. Kids & Parents: 794
5. Databases & Subscriptions: 790

RECITE ME REPORT

WESTLAKE PORTER PUBLIC LIBRARY

westlakelibrary.org
1st Apr 2024 - 30th Apr 2024

CONTENTS

MONTHLY OVERVIEW

PAGES VIEWED

424

This is a total number of pages viewed on your website while using the ReciteMe Toolbar.
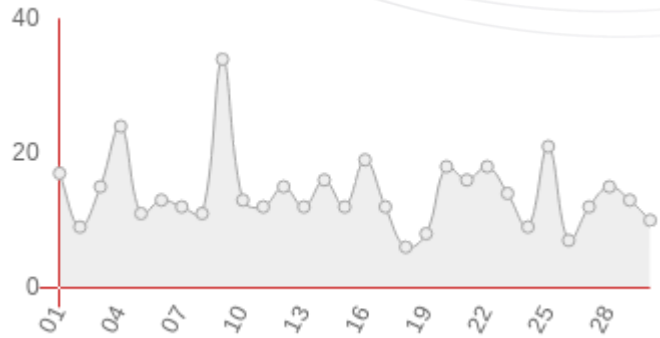
UNIQUE USERS

124

This is the number of unique individuals that have used the ReciteMe Toolbar on your website.
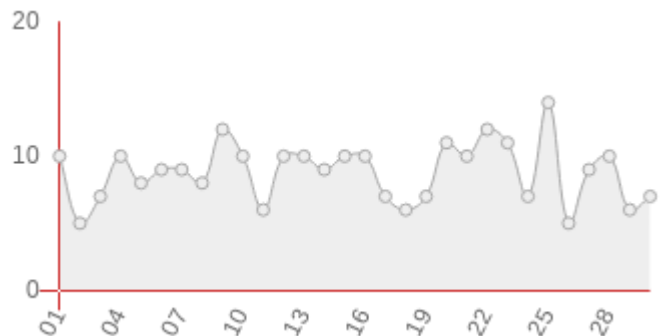
PAGES VIEWED PER SESSION

3.42

This is the average number of pages a unique user has viewed within one session on your website.

Industry average is approximately

2.8 pages

per session*

www.littledata.io, May 2020

1st Apr 2024 - 30th Apr 2024 | Westlake Porter Public Library

FEATURE CLICKS

The ReciteMe Toolbar is broken down into four main areas, screen reader, translation, styling and reading. This shows the breakdown of how the Toolbar has been used. All functions support a wide range of disabilities to aid website usability.

SCREEN READER

67%
877
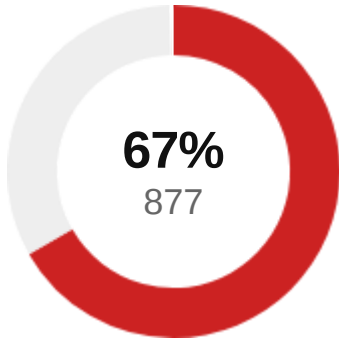
Feature Event	Clicks	%
Playback: English	873	100%
Playback: Arabic	2	0%
Playback: Dutch, Fle	2	0%

TRANSLATION

7%
87
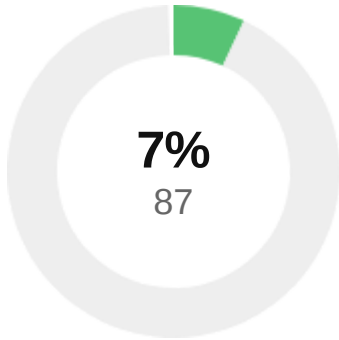
Feature Event	Clicks	%
EN-US	71	82%
Dutch, Flemish	7	8%
Arabic	6	7%
EN-US	3	3%

STYLING

22%
287
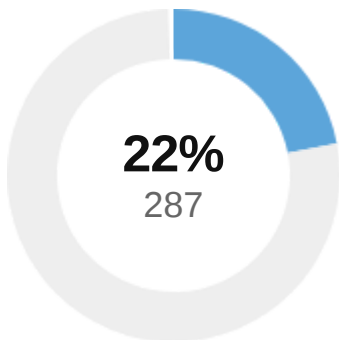
Feature Event	Clicks	%
Focus-colour: #267AB	55	19%
Link-colour: #000	48	17%
Font-size: 110%	45	16%
Focus-colour: Reset	38	13%
Margin: 30%	10	3%

READING AIDS

4%
58
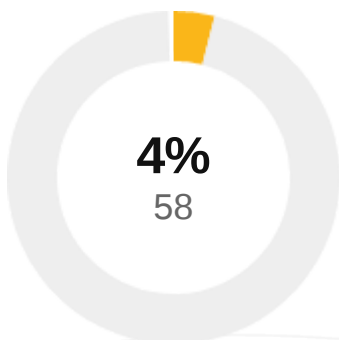
Feature Event	Clicks	%
Textmode	11	19%
Ruler	7	12%
Screenmask	6	10%
Magnifier	5	9%
Dictionary	3	5%

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PLATFORM & BROWSER DATA
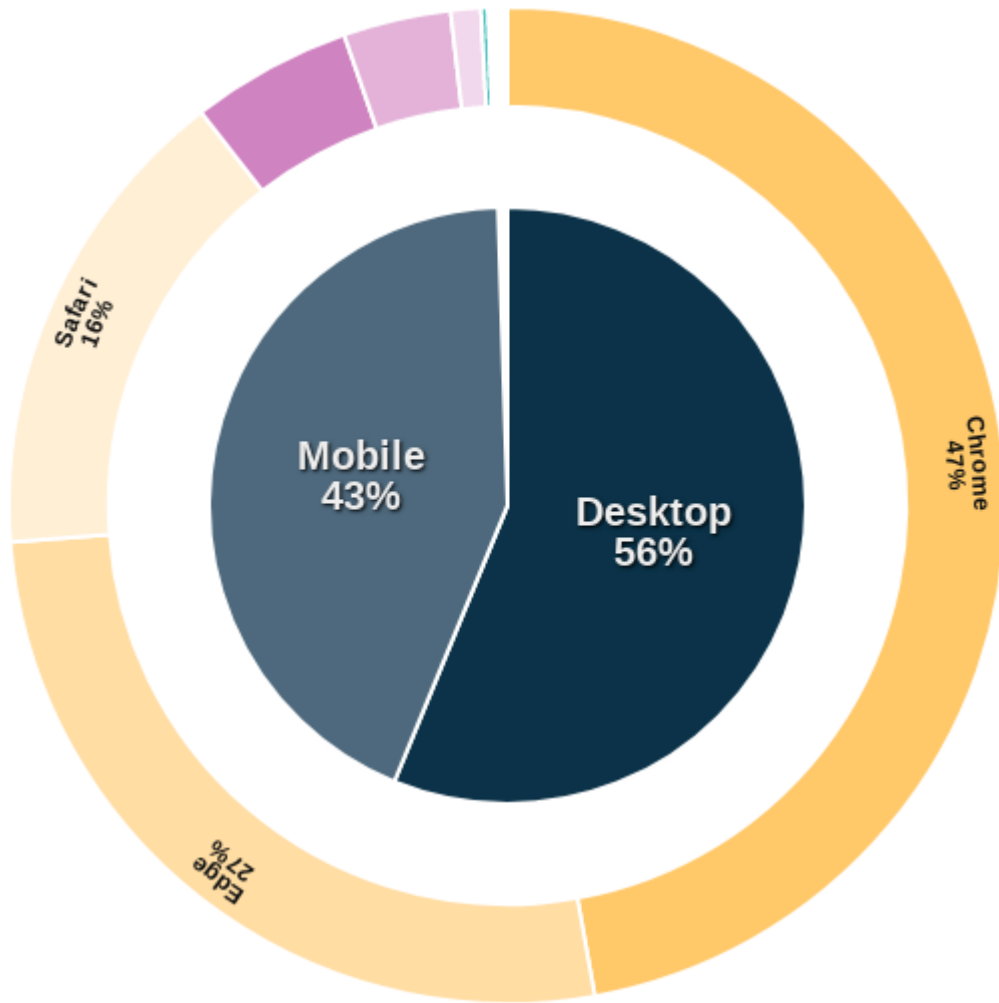
Browser	%
Chrome	47.44
Edge	26.77
Safari	15.72
Firefox	5.24
Silk	3.51

Browser	%
Google App	0.98
Opera	0.23
Samsung Browser	0.12

Platform	%
Desktop	56.48
Mobile	43.52

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Adult Services

Mission Moments:

A patron stopped by the Ask Us desk to praise the library's puzzle collection. The patron said her kids really enjoy them, and it's a fun family activity to do together.

Duane Gibson let Andrea Tarolli know that, while helping a patron after yet another last-minute reservation, the patron went out of his way to offer praise and appreciation to WPPL staff and Andrea specifically for always being helpful and getting him what he needs.

Programming:

Adult Services hosted 22 regular programs in April with 391 attendees, and 15 Outreach programs with 198 attendees, for a total of 589 attendees.

We also had 1 Bloodmobile session with 74 donors. 6 attended Heartsaver CPR/AED and 6 attended Heartsaver First Aid/Stop the Bleed.

This month's 3 Library Speaker Consortium programs had 63 views.

Along with the Makerspace programs mentioned above (97 total attendees) 835 people attended some form of Adult Services programming this month.

Program title + attendance	Hosted by	Program Survey Comments
Horror Film Club: "The Boogie Man Will Get You" - 14	Erin Manning	
Microsoft Word - 4	Jenny Norton	"Our instructor today was such a Pro. Kind and patient & knowledgeable. She is a real Porter Library Keeper."
Internet and Email Basics & Safety - 4	Jenny Norton	
Android Smartphone and Tablet User Group - 9	Jenny Norton	"This program was way over my head. I need individual instructions. [patron left before the individual instruction portion]" "Jenny is most patient + a great communicator"
Social Media: Keeping In Touch Online –3	Jenny Norton	
Maker Monday: Smart Home Devices - 6	Jenny Norton	
Book Page Wallflower - 9	Joanne Penkalski	
Craft Supply Swap - 20	Taylor Jacobs & Jamie Novak	
Makerspace Birthday Bash - 53	Taylor Jacobs & Jamie Novak	
Adult Creative Writing Group: Poetry Edition - 6	Victoria Vogel	

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Spice It Up! Take Home Kit: Anise - 29	Victoria Vogel	
Birds & Insects Are Listening - 32	Erin Manning	"Excellent introduction for people that are interested in learning more about natural life surrounding them."
Herbs for Better Living - 31	Evelyn Finley	"Very helpful, thank you! No complaints!"
Benefits of Essential Oils - 14	Evelyn Finley	"Very informative!! Loved it!" "More lectures on healthy living practices with self-care-something so important and we can do more of! Thx for this informative lecture!"
Retirement Savings Challenges for Women - 11	Katie Salis	"Good information: did meet with financial planner last year --- this helped to understand what they explained." "Excellent program. Helpful for my retirement."
RITA Presentation - 13	Victoria Vogel	"Was very informative. Thanks for having it!"
American Red Cross Bloodmobile: 4/4- 74;	Red Cross – coordinated by Andrea Tarolli	
Heartsaver First Aid/Stop the Bleed- University Hospitals - 6	University Hospitals – coordinated by Trina Thomas	
Heartsaver CPR/AED - 6	University Hospitals – coordinated by Trina Thomas	
Medicare Ins and Outs- 31	Trina Thomas	
Finding Your Ancestors' Military Service - 17	Chad Statler	"Please add more classes on genealogy. Thanks!" "Great information." "A lot to cover in an hour."
World at War Forum: Celebrity Veterans - 63	Chad Statler	"Well done – crisp, entertaining, informative." "Great topic- could do again on more people."
Gaza in Political and Historical Context - 42	Andrew Mangels	
Makerspace Foundations: CNC Orientation - 4	Adrien Krajnik	"Very good intro to the software + machine! I'm excited to try and make my first project 😊"
Tuesday Evening Book Club (IN PERSON & ON ZOOM): "This Is Your Mind on Plants" by Michael Pollan - 13	Elizabeth Smith	Summary below

Wednesday Afternoon Book Discussion: "The Guide" by Peter Heller- 16	Joanne Penkalski	
True Crime Book Club: "My Friend Dahmer" by Derf Backderf -7	Chad Statler	
Art of Comic Book Creation - 17	Frances Brawner	
Virtual Author Talk: "Smithsonian Institution" Paula Johnson – 36 total views	Library Speakers Consortium	
Virtual Author Talk: "American Mother" Colum McCann and Diane Foley – 23 total views	Library Speakers Consortium	
Virtual Author Talk: "Anita de Monte Laughs Last" Xochitl Gonzalez - 4 total views		
Outreach Programs – Laughter – 15 programs 198 attendees	Sarah Beebe	

Tuesday evening book discussion

On April 9, we discussed *This Is Your Mind on Plants*, a mix of memoir and scientific journalism from Michael Pollan that examines the psychoactive substances opium, caffeine, and mescaline, his experiences with them, and their history, uses, reputation and legality.

Members of the group were split evenly between liking it, disliking it, or falling somewhere in the middle. Many who disliked or felt neutral about the book commented that it was scattered and lacked focus. One member commented that it was obviously a COVID book - some events had taken place during the pandemic - as evidenced by its overall lack of point. We discussed what we thought Pollan wanted his readers to get from the book, which was difficult to discern because of the abrupt ending and lack of epilogue. Members also commented on his choice of substances, wondering why he chose those and not others, like cannabis. Those who enjoyed the book remarked on the history of the plants and the author's sensitivity towards other cultures. By the end of the discussion, some members had changed their opinions, liking it more or less than when the discussion had started. There were 13 of us and we gave the book 2.95 stars out of 5.

Outreach

April's Outreach program topic was "laughter." Outreach Specialist Sarah Beebe talked to her audiences about the history of laughter and jokes, the health benefits of laughter, laughter yoga, clips from tv shows, and the history of laugh tracks. Attendees particularly enjoyed the fact that toddlers laugh up to 400 times a day, and they liked guessing how many times a day adults laugh on average (it is only 15-19). They enjoyed hearing jokes and seeing clips from older tv shows. Sarah did the program 15 times. 198 people attended. Next month's program is about Zodiac signs and horoscopes.

NorthStar Digital Literacy

We currently have 128 unique users of NorthStar Digital Literacy, an increase of 5 over March's figures. They have taken 174 assessments, marking no change since last March Basic Computer

Skills remains the most popular module with 54 assessments, followed by Internet Basics (27), MS Word Office 2016 (20) Windows (19), MS Excel Office 2016 (16), and Email (16)

4 people attended April's Microsoft Word program and there were 8 attendees at Internet and Email Basics & Safety

One-on-one Technology appointments

STEAM librarian Jenny Norton completed 14 one-on-one technology appointments in April on the following topics:

- Android
- Digital 8 camcorder transfer
- DVD to mp4 to iPhone
- Elgato video transfers
- Email on phone
- Facebook
- Gmail
- iPhone
- Kindle
- sound recorder transfer
- VHS conversions

Eclipse

The Eclipse Viewing Part on April 8 was a big success. While it involved staff from all over the library AS did its part with 10 of the department involved in greeting patrons, answering questions, helping with the painted rocks, chalk and eclipse art activities, and bonding with patrons as we all watched this extraordinary celestial event together. We prepared for chaos and all that preparation stood us in good stead!

National Library Week & Patron Appreciation

While the Eclipse Viewing Party marked the highlight of National Library Week, we also celebrated our patrons with glowstick and flashlight giveaways in AS and YS throughout the week. Additionally, the ever-popular Patron of the Week initiative let us celebrate 8 of our patrons with an announcement to the library, bags of library swag, and a photo opportunity to be shared on WPPL's social media channels. Patron of the Week was meticulously coordinated by Frances Brawner, with help from multiple colleagues when patrons turned up for their goodies.

AS staff also created blogs to celebrate the week and directed patrons to an enormous coloring sheet at Ask Us and to the comment board in the lobby, where patrons could tell us what they think makes WPPL unique. Andrea Tarolli, Nick Cronin, Katie Salis and Sarah Beebe also greeted patrons with snacks, drinks, conversation and small giveaways at a welcome table in the lobby on Thursday morning.

Blogs

- Do You Know Dewey? The 500's - Erin Manning
- Meet Our Maker Magicians – Victoria Vogel
- National Library Week: Libraries in Movies – Bonnie Laessig
- Librarians in Books: Solvers of Mysteries, Savers of History, and Defenders of Information – Chad Statler

- Do You Know Dewey? The 600's - Erin Manning
- Do You Know Dewey? Miscellaneous Formats – Erin Manning
- Do You Know Dewey? The 700's - Erin Manning
- Do You Know Dewey? The 800's - Erin Manning
- Monstrously Cute: Yokai Cats – Erin Manning
- U.S. Marines and Entry into World War 1

Displays

- Teach Yourself Art Techniques – Bonnie Laessig
- Cleveland International Film Festival – Robin in TSD
- National Poetry Month – Diane Dillon
- Clague Playhouse Partnership – Erin Manning
- Financial Literacy Month – Katie Salis
- Seed Library – Victoria Vogel
- Tax Forms – Victoria Vogel
- Library Speaker Consortium – Victoria Vogel
- Eclipse/Free Comic Book Day

Staffing

Full-time Associate Victoria Vogel successfully applied for the position of Young Adult Librarian and started in her new role on 4/22. Victoria's hours have been filled by Elizabeth Bernhofer, who applied successfully for the position and has a start date of May 6.

STEAM Librarian Jenny Norton announced her resignation date of May 31.

The STEAM Librarian job description has been re-written as an Innovation Specialist. This revised position will encompass both Technology Training and a significant amount of time in the Makerspace.

Makerspace

April welcomed 198 attendees to 138 appointments in the Makerspace. Makerspace staff facilitated 82 one-on-one sessions. This was the highest month of attendance for the Makerspace since the opening of the space, closely followed by the flurry of activity in December with 195 attendees.

An influx of 3D print requests kept the print queue hopping, with 93 3D print requests. Due to the popularity of the 3D printing services, a 4th 3D printer was purchased this month. This new machine can print at a fraction of the time of the previous models, allowing patrons to have a higher turn-around rate for their print requests.

Adrien Krajnik facilitated the CNC Orientation, held on the first Wednesday of the month. This session allows patrons to learn about the CNC router and its accompanying software. Each participant gets to learn hands-on how to create a personalized coaster. The CNC Orientations have been filling up in record time, so Adrien has been accommodating the demand by facilitating one-on-one orientations during appointments. He hosted 5 orientations above and beyond the monthly session. Adrien worked with two patrons to create their projects on the CNC machine: one made a jewelry stand and the other embellished a charcuterie board.

Taylor Jacobs and Jamie Novak hosted a Craft Supply Swap on April 23rd. The first supply swap in January was a success and attendees requested a second session. Since spring cleaning season

is upon us, 20 patrons were welcomed to bring their like-new craft supplies to the Makerspace, while looking for new-to-them items to enhance a project or new hobby.

On Saturday, the 27th, Jamie Novak and Taylor Jacobs hosted a Makerspace Birthday Bash. This event was hosted near the anniversary of the Makerspace grand opening and provided 53 attendees with tons of ideas for enhancing their own parties. From making invitations on the Cricut, to 3D printing favors, sewing decor ideas, and heat pressing banners, this event was a true celebration of what the Makerspace has to offer.

A Makerspace Department meeting was held on the official first anniversary of the Makerspace, the 29th. This was the first time the entire Makerspace crew was able to gather and share ideas, best practices, and tweak procedures.

Circulation

Mission Moments:

Gina went out of her way to help a patron find an item that had been placed on hold. She did some investigating and found that the patron had missed her phone notification, and the hold had cleared. Gina found the item and the patron was happy to check out with the book she was looking forward to reading.

A patron came in looking to get a photo for a Canadian passport. She said Dodd Camera sent her our way because they heard we had a camera who could print those specifications. She left happy.

Passports: 124 passport applications were accepted, and 162 passport pictures were taken.

After-Hours Lockers were used by 78 users to pick up 88 items.

Search Ohio Lending request became active 4/10. Patrons from other Search Ohio Libraries can now request from WPPL again.

Collection Development/Technical Services

Mission Moments:

Juvenile titles in Ukrainian, Russian, Gujarati, Arabic and Spanish were added to the World Languages collection.

Carolyn ordered multiple copies of The Whole-Brain Child: 12 Revolutionary Strategies to Nurture Your Child's Developing Mind for Connecting for Kids' next book club.

A kid's coding robot was added to the Non-traditional Materials Collection.

Tom participated in a library promotional video, posted on Facebook: https://www.facebook.com/reel/3669566353287232

Information Technology

Work has begun in deploying new staff and patron computers. These computers run Windows 11, which required setting up new configuration and security policies within our server infrastructure.

Connor worked with our Copier vendor to resolve repeated issue with our most-used public copier. The vendor ended up getting their service manager and the manufacturer involved and ended up finding that a screw in the scanning mechanism was out of spec. This was the first time that vendor

or the Manufacturer had seen this issue, it was documented in case it happens with any other of these copiers.

Our public printers are showing their age, with one of the two adult services printers failing this last month. Due to their age, it was determined that repair was not a feasible option. We are working with our copier vendor to identify new printers for the public computers, as well as taking over toner and service management.

Youth Services

Mission Moments: From Holly:

> *The once in a lifetime total solar eclipse must be my Mission Moment for April 2024. Not only was the actual eclipse an amazing experience, but it was also wonderful to see so many people come to the library to view the event form far and wide simply because of their association that libraries are the "place to be"! I am very grateful to the leadership of this library for the hours of preparation that went into making it a fun and smooth day for all involved. Thank you!*

From Jamie:

> *WPPL hosted a fun-filled day for staff, community members and out of town visitors to view the solar eclipse. The time (brainstorming, prep, etc.) dedicated to the event was much appreciated and made the day a success not only for our patrons but for the staff as well. Thank you to all those involved for planning a fun-filled day and ensuring that all staff be allowed to share in the excitement of viewing the eclipse.*

Programming Highlights:

Holly hosted Lake Erie Science and Nature Center for an **Animal Adventure** learning all about small animals and getting to see some very cool small animals including hissing cockroaches, a skunk and an owl. Families enjoyed this program a lot and we were pleased to be able to have them visit us. Holly reported that a parent of an autistic child was worried about her daughter being disruptive but wanted to try to attend. They stayed the entire program and at the end the parent told Holly this was the first time her child lasted through a program without leaving and while enjoying it. She was completely thrilled with how well her daughter did in the interactive and positive environment. This was a complete success. 43 participants.

Jessica hosted **Make Your Own Desk Plant** for tweens in grades 3-6. Programming for this age group has historically been difficult and this session had 11 participants, and more excitingly for us, all participants fell within the right age band and came specifically for the program. We look forward to continuing to grow programming for this age and were excited to see interest.

Emily is making efforts to encourage the library and our department to be more sustainable by using liquid glue more often than glue sticks and in **Read It, Make It** for 11 participants she had a successful attempt using liquid glue for the craft project. Kudos, Emily!

STAFF MEMBER	Programs Hosted Included (stats in STATs spreadsheet):
Cat	Eclipse "Moon" Rock Painting; Bow Wow Books; Tween Craft Kit; LINK
Natalie	PreK ST x2; Adapted ST x3; Family Literacy; Stories and Signs; Quill Pottery; Adult Stories; Adapted Outreach x11; Field Trip x1; LBMS Book Club; WHS Book Club

Jamie	Lapsit ST x4; Family ST; Teen Lounge; Field Trips x2; PreK Outreach ST x14
Rachel	PreK Outreach ST x4; Toddler ST; Make It Take It; Field Trip x1; Craft Kit; Family ST; Pokemon Fun
Holly	Eclipse Craft Drop-In; Eclipse Viewing Party; Fun Science Friday; Come Play With Me; LINK; Lake Erie Science and Nature Center Animal Adventure
Emily	Bow Wow Books x2; Family ST x2; Music Monday; Brick Builders; LINK; Read It, Make It
Jessica	Make Your Own Desk Plant; Anime Club
Rebecca	Eclipse Viewing Party; Teen Lounge
Fran	Toddler ST x4; Eclipse Viewing Party; Illustration Creation; Brick Builders; Field Trip x1; Bow Wow Books

School Partnerships:

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

Jamie scheduled and planned **Preschool Outreach Storytimes** for 11 locations, seeing 479 participants.

- Jamie hosted 14 sessions.
- Rachel hosted 5 sessions.

Natalie scheduled and planned **Adapted Outreach Storytimes** for 3 locations, seeing 196 participants.

- Natalie hosted 15 sessions
- Emily hosted 1 session

Porter Express Stats:

- 30 deliveries of 255 items
- 29 pick-ups
- 14 schools (includes Book Bin Delivery)

Jamie created and sent **preschool outreach surveys** to all locations.

Holly, Emily and Cat attended **LINK**, for 3 sessions, seeing 65 participants.

Natalie was able to sub in for **teen outreach book clubs** and met with book clubs at WHS and LBMS. Natalie very much enjoyed covering book clubs and we appreciate that she was able to fit that into her already busy schedule. From Natalie:

> it is evident that Aaron had a strong relationship with the students in each book club and made an impact. He will be missed. The high school book club was important to a student named Jakub who is attending OSU next year and plans to find a book club there. He said he never read until joining book club and now reads on his own, including reading the Harry Potter series in Slovak and in Spanish.

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 trips. She has scheduled 55 classes to visit between April 29th and the last day of school. We will be seeing classes from every grade from Preschool through 6th grade!

- Rachel hosted Westlake Early Childhood PTA Field Trip with a Library Tour and Storytime, with play time afterwards. 30 participants.
- Jamie, Natalie and Fran hosted 4 Kindergarten Classes covering a Library Tour of Youth Services, Summer Library Challenge and information on library cards. 100 participants.

Porter Express Stats:

- 26 deliveries of 106 items
- 18 pick-ups
- 14 schools (includes Book Bin Delivery)

Connecting for Kids

Natalie helped distribute **Connecting for Kids Resource Fair** bags from the library for patrons who could not attend the Meet and Greet.

Natalie handled all Communico maintenance and successfully entered all program information for Connecting for Kids for January to April 2025. She also booked meeting space for their Board Meetings through May 2025.

Cuyahoga County Board of Developmental Disabilities Grant Update

Natalie successfully closed the **2023 grant**, hosting 9 programs with Ryan our facilitator, and finding unique and creative ways to create and find adaptive friendly programming for our patrons.

Natalie hosted the second session of **Quill Pottery Studio** making ice cream bowls for children with disabilities and typical peers. The program was a huge success, with a wonderful mix of patrons both those with disabilities and those without. We are so thankful for this partnership and grant! 36 participants.

Natalie completed all paperwork for the **2024 grant** cycle.

Natalie and Rebecca attended a training with the Cuyahoga County Board of Developmental Disabilities as required by the grant where we discussed the mission of the grant and met our new facilitator, Sydney. We look forward to working with Sydney.

Accelerated Learning Grant / Cuyahoga Reads Update

Natalie hosted **Family Literacy,** which was very well attended, in part thanks to Heather's excellent help in updated our description was clearer. 22 participants.

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

Cuyahoga Reads: Westlake Reads Beanstack Challenge registration statistics:

- 245 registered
- 1046 badges earned

Literacy Initiatives:

3 new participants registered for the **Myrna Chelko Little Sprouts** program and 2 children completed the program. There are 340 children registered for the program.

In the **1000 Books Before Kindergarten** program 15 participants achieved milestones, with 1 child completing the program. 2 children registered as new participants. There are currently 874 registrants for this program.

Blogs

- NSP: Leon Schlesinger Productions (Cat)
- Blog posts updated with updated links (Jamie)

Displays

- Created May Calendar (Cat)
- Distributed April newsletters (Jamie, Natalie)
- Displays this month included: Eclipse, Travel, Sports
- Flyers created and rotated (all)
- Kindergarten Literacy Packet (Rachel, Jamie) 191 packets taken
- Maintain and update all Communico (Rachel, Natalie)
- Posters/Bulletin Board display: Programs, Jim Gill, Genre Reading Challenge
- Skills Packet Grades 3-5 (Rachel) 130 packets taken
- Skills Packet Grades K-2 (Rachel) 108 packets taken
- Storytime Round Up Newsletter (Fran, Natalie, Emily, Holly, Rachel) 25 taken
- Early literacy activities for storywalk book "What Do Roots Do?" created (Jamie)

Personnel Changes

Victoria Vogel joined us from Adult Services as our YA Librarian, officially starting on April 22.

Meetings/Training

Attended meeting for SearchOhio & OhioLINK Lending resumption on 4/19, 4/26, and 5/10.

Met with Adrien on 4/26 to providing some tips and tricks for operating the Makerspace's new 3D printer.

Met individually with managers during the weeks of 4/29 and 5/13.

Attended the Makerspace department meeting on 4/29.

Met with the admin team on 4/30, 5/7, and 5/14.

Coordinated the DEI Committee meeting on 4/30 in the absence of a committee chair.

Met with Andrew and Jana on 4/6 to discuss initial proposals for a new Automated Materials Handling system (AMH sorter) for the circulation renovation projects.

Attended the Managers meeting on 5/7.

Met with Andrew, Jana, and NEO-RLS on 5/7 regarding the Strategic Plan.

Lead the Roblox Arcade program on 5/9.

Met with possible AMH vendors, along with several WPPL staff members, on 5/13 and 5/14.

Westlake Porter Public Library FISCAL OFFICER'S REPORT	*For the month of:*	**Apr/May 2024**
	Submitted by:	**Jana Nassif**

Agenda Items

- **Resolution 10-24 Adjustment to General Fund 101 budget**: For the third year in a row, the library received a grant from the Cuyahoga County Board of Developmental Disabilities (CCBDD). We are adjusting the budget to allow us to expend the $3,500 of grant funding received.

- **2025 Tax Budget:** We are required by law to approve a tax budget every year. The tax budget demonstrates to the taxing authority the need for the library's property tax revenue and allotment of our share of the PLF for next year. The School Board will approve our tax budget at its May 20 meeting and the deadline to file it with the County Budget Commission is Friday, July 19.

Financial Highlights

- 2024 Revenue of $3.2MM is 24%, or $603K, higher than the same period last year because of higher property tax revenue from the additional millage from the levy.

- 2024 Expenses of $1.8MM are 3%, or $54K, higher than the same period last year.

External Meetings/Trainings

- Andrew, CJ and I had a meeting with **NEO-RLS** to discuss the strategic plan on Tuesday, May 7

- Andrew and I had a meeting with **Marti Peden** to discuss the upcoming Board Retreat on Wednesday, May 8

- Met with **Bialosky** on Thursday, May 9 to review furniture and finishes for the renovation project

Library Meetings/Trainings

- Attended the **Quality Council** meeting on Thursday, April 18

- **EAC meeting** was held on Thursday, April 18

- Attended the **Anniversary Pastry** in the morning and afternoon on Thursday, April 25

- Andrew, CJ and I met to **review the submissions from the AMH RFI** on Monday, May 6

- Bob, Richad Fink, Andrew and I met on Tuesday, May 7 to discuss the **upcoming Foundation meeting**

- Attended the **Manager's meeting** on Tuesday, May 7

- Attended the **Foundation meeting** on Tuesday, May 14

- Attended weekly **Admin meetings**

Finance

- Renovation project: as required by Ohio Revised code section 3375.41: *The advertisement (for bids) shall be entered in full by the fiscal officer on the record of proceedings of the board.* Included in the Board packet is a copy of the advertisement, which will be published for two weeks in the *WestLife*.

- As I mentioned in my report a few months ago, WPPL implemented OLC's Amazon Business Prime program. As a result, we are no longer paying for our Amazon purchases using our PNC Visa credit card account – we have a line of credit with Amazon. Therefore, going forward, I will be including a separate check register in the Board packet for all of our Amazon purchases.

- The Finance department met on Wednesday, May 15.

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Jana Nassif, Fiscal Officer

Human Resources

- **Health insurance**: WPPL received the proposed rate increases for our medical and dental insurance, which are 6.48% and 3.95%, respectively. The increases will take effect 7/1/24. We were also informed that there will be another one-month premium holiday this year, which the library will take in December. Some items to note:

    - The library budgeted for an 8% increase in medical insurance, so the actual increase is less than what we budgeted.

    - Monthly increase in health insurance cost for staff is: ~$6.50 for single coverage and ~$47 for family coverage. A reminder the library contributes 90% toward single coverage and 70% toward family coverage.

    - Monthly increase in dental insurance for staff: ~$4.10 for single coverage and ~$10.10 for family coverage. The library does not contribute to dental insurance premiums.

- In April, the library entered into a one-year agreement with **Calm**, a multifaceted meditation, sleep and relaxation app featuring a wide variety of offerings that encourage everything from mindfulness to movement. All library staff receive a free membership and so far, 40% of staff have signed up for an account.

Open Positions

- **Innovation Specialist** (formerly the STEAM Librarian): this position was posted Monday, April 29 and will close on Monday, May 13. Jenny Norton, our current STEAM Librarian, has resigned from the Library effective May 31.

- **Adult Services Associate – 20 hours (two positions)**: positions posted Monday, May 6 and will close on Monday, May 20. One position is the result of Elizabeth Bernhofer accepting a full-time position.

- **Full-time, Adult Services Associate position**: this position became open as a result of Victoria Vogel moving into the Young Adult Librarian position. Elizabeth Bernhofer, a current part-time Associate in Adult Services, has accepted the position and began in her new full-time role on Monday, May 6.

EAC Update

- The EAC meeting was held on Thursday, April 18. The committee worked on Staff Appreciation and Development Day.

- The WPPL After Hours get together that was held on Friday, April 19 was a huge success! We had 28 staff members attend, three staff members brought a guest, and we had someone from every department! A huge thank you to Julie Stolar and Kim Jenkins for all of their work planning this successful event!

- Suggestions/Comments submitted for discussion:

    o **Magnetic Drawer Catch:** The musical CD drawers are constantly sliding open presenting a safety hazard for staff and patrons alike. I tested my phone on the metal and it held loosely indicating the metal of the drawers is lightly magnetic. Could we purchase some magnets to attach to the low ridge at the back of the shelf (strong enough to hold the shelf but not so powerful that the shelf becomes difficult to open). The magnets would have to be glued to the shelf so it just didn't stick to the shelf as it slid open.

It easily (I hope) reduces or eliminates a safety hazard that is also a bit of an eyesore.

Library Design Associates will be addressing the drawers when they are on-site later this year for the renovation projects.

A staff member requested that the Rustbelt Riders bins not be placed near the staff picnic table, to help staff have privacy at their breaks and avoid compost odors where they eat.

NOTICE TO BIDDERS

Sealed bids will be received by the Board of Library Trustees of the **Westlake Porter Public Library** for the **Phase 2 Renovations,** consisting of renovating, improving and equipping of the Westlake Porter Public Library.

The bids will be received at the office of the Fiscal Officer, 27333 Center Ridge Road, Westlake, Ohio, 44145 **until noon local time on Friday, June 7, 2024** and will be read publicly and recorded immediately thereafter. Late bids will not be accepted and will be returned unopened. Faxed and emailed bids are not permitted.

The estimated **Cost of the Work** for the project is as follows: **$1,200,000**

The date of substantial completion for the Work is **Friday, November 22nd, 2024**.

Bids shall be addressed to the Fiscal Officer of the Westlake Porter Public Library in a sealed opaque envelope and be clearly marked on the envelope as a bid for the applicable improvements for which the bidder is submitting its bid along with the bidder's name.

The bidding documents are available for purchase at:

> ARC Document Solutions
> 3666 Carnegie Ave.
> Cleveland, OH 44115
> 216-281-1234

The bidding documents may also be reviewed for bidding purposes, without charge, during business hours at the Architect's office at:

> Bialosky + Partners Architects dba Bialosky
> 6555 Carnegie, Avenue, Suite 200
> Cleveland, Ohio 44103
> Phone: 216-308-2470
> E-mail: ahill@bialosky.com

Inquiries regarding the bidding documents, including requests for clarifications or interpretations, request for information, or proposal of substitutions shall be submitted to the Architect by e-mail at: ahill@bialosky.com. The subject line of the e-mail should clearly reference the above named project.

There will be a **Pre-Bid Meeting for all Bidders** at **10:00 a.m.** local time on **Wednesday, May 22**, **2024** at 27333 Center Ridge Road, Westlake, Ohio, 44145. This meeting will be followed by a tour of the project site.

Payment of Prevailing Wage rates under Ohio Revised Code 4115 will apply to the project.

The Notice to Bidders may be obtained on the Library's website at https://www.westlakelibrary.org/procurement

WESTLAKE PORTER PUBLIC LIBRARY
Account Adjustments - Informational
May 15, 2024

FROM:			TO:		
101-00-51246 (FACILITATOR/ASSOC TECH SRVS)	$	(2,500.00)	101-00-51236 (SR ASSISTANT II TECH SRVS)	$	2,500.00
101-00-52150 (OFFICE SUPPLIES)	$	(200.00)	101-00-52170 (STAFF RECOGNITION)	$	200.00

WESTLAKE PORTER PUBLIC LIBRARY
General Fund Financial Summary
As of: April 30, 2024

	Projected	Actual	Difference	Notes
Revenue				
Property Tax	1,677,513	2,623,815	946,302	
PLF	476,870	427,184	(49,686)	
Other	74,948	108,634	33,687	
TOTAL	**2,229,331**	**3,159,633**	**930,303**	
Expenses				
Salaries & Benefits	1,296,906	1,164,522	(132,385)	
Supplies	35,973	22,417	(13,556)	
Contracted Services	267,810	254,470	(13,340)	
Library Materials	258,610	217,231	(41,380)	
Capital	32,317	40,323	8,006	paid annual INN-Reach fee for SearchOhio last month
Miscellaneous	32,817	86,162	53,344	election expense from last year's levy
Other Expenses	406,667	-	(406,667)	transfers out to PI and Automation funds
TOTAL	**2,331,101**	**1,785,124**	**(545,977)**	

WESTLAKE PORTER PUBLIC LIBRARY
YEAR TO DATE BANK REPORT
As of: April 30, 2024

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	$ 363.25	$ 22,013.38	$ 834.54	$ -	$ 21,200.00	$ 342.09
FFL - GENERAL CHECKING	$ 130,350.71	$ 69,428.42	$ 1,869,491.11	$ 1,949,788.13	$ -	$ 280,076.15
PETTY CASH & CHANGE	$ 1,343.50	$ -	$ -	$ -	$ -	$ 1,343.50
TOTAL	$ 132,057.46	$ 91,441.80	$ 1,870,325.65	$ 1,949,788.13	$ 21,200.00	$ 281,761.74
FFL - MONEY MARKET	$ 100,736.67	$ 2,710.80	$ -	$ 2,000,000.00	$ 1,928,588.13	$ 174,859.34
US BANK	$ 4,424,350.80	$ 41,286.86	$ 1,666.34	$ -	$ -	$ 4,463,971.32
STAR OHIO	$ 1,273,865.97	$ 3,082,731.16	$ 114,769.99	$ -	$ 2,000,000.00	$ 2,241,827.14
TOTAL	$ 5,798,953.44	$ 3,126,728.82	$ 116,436.33	$ 2,000,000.00	$ 3,928,588.13	$ 6,880,657.80
TOTAL - ALL BANKS	**$ 5,931,010.90**	**$ 3,218,170.62**	**$ 1,986,761.98**	**$ 3,949,788.13**	**$ 3,949,788.13**	**$ 7,162,419.54**

WESTLAKE PORTER PUBLIC LIBRARY
STATEMENT OF CASH POSITION
As of: April 30, 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	$ 3,159,633	$ 1,785,124	$ 5,191,290	$ 1,593,143	$ 3,598,148
410 DEVELOPMENT FUND	$ 56,509	$ 13,321	$ 9,525	$ 60,305	$ 34,124	$ 26,181
420 FRIENDS OF THE LIBRARY	$ 3,604	$ 38,744	$ 5,498	$ 36,850	$ 36,851	$ (0)
450 PERMANENT IMPROVEMENT	$ 1,692,859	$ 4,443	$ 78,838	$ 1,618,464	$ 449,312	$ 1,169,152
475 AUTOMATION FUND	$ 334,041	$ 1,863	$ 107,776	$ 228,128	$ 100,643	$ 127,485
703 FRANCIS EGGER TRUST	$ 27,216	$ 167	$ -	$ 27,382	$ -	$ 27,382
TOTAL:	$ 5,931,011	$ 3,218,171	$ 1,986,762	$ 7,162,420	$ 2,214,071	$ 4,948,348

WESTLAKE PORTER PUBLIC LIBRARY
REVENUE REPORT - GENERAL FUND
As of: April 30, 2024

				% through the year:	*33%*
Revenue Accounts	*Budgeted Revenue*	*Month-to-Date Revenues*	*Year-to-Date Revenue*	*Uncollected Balance*	
Property Tax	4,651,823	-	2,623,815	2,028,008	56.4%
Homestead Rollback	380,715	-	-	380,715	0.0%
Subtotal	5,032,538	-	2,623,815	2,408,723	**52.1%**
PLF	1,430,611	82,757	427,184	1,003,427	29.9%
Grants	2,500	1,027	1,027	1,473	41.1%
Patron Fines & Fees	9,743	429	1,563	8,181	16.0%
Interest	123,400	20,706	69,257	54,142	56.1%
Contributions	250	-	672	(422)	268.7%
Refunds/Reimbursements/Misc	88,950	7,817	36,115	52,835	40.6%
Transfers	-	-	-	-	0.0%
TOTAL	**$ 6,687,993**	**$ 112,735**	**$ 3,159,633**	**$ 3,528,359**	**47.2%**

WESTLAKE PORTER PUBLIC LIBRARY
EXPENSE REPORT - GENERAL FUND
As of: April 30, 2024

					% through the year:	33%
Expenditure Accounts	*Combined Appropriations*	*Combined Month-to-Date Expenses*	*Combined Year-to-Date Expenses*	*Combined Encumbrances*	*Combined Unexpended Balance*	*% Combined Expended Balance*
Salaries & Benefits						
Salaries	2,946,400	225,330	890,192	-	2,056,208	30.2%
OPERS	411,096	45,757	107,566	-	303,530	26.2%
Insurance	528,723	41,205	166,765	331,270	361,958	31.5%
Other Employee Benefits	4,500	-	-	4,500	4,500	0.0%
Subtotal	3,890,719	312,293	1,164,522	335,770	2,726,197	**29.9%**
Supplies						
Administrative Supplies	71,920	5,080	15,329	52,491	56,591	21.3%
Maintenance Supplies	32,000	1,599	6,581	25,419	25,419	20.6%
Vehicle Fuel & Supplies	4,000	150	507	3,493	3,493	12.7%
Subtotal	107,920	6,828	22,417	81,403	85,503	**20.8%**
Contracted Services						
Travel & Training	31,600	904	2,467	29,133	29,133	7.8%
PR/Postage/Phone	90,704	8,528	38,309	52,395	52,395	42.2%
Maintenance	293,282	5,116	73,142	220,140	220,140	24.9%
Insurance	40,000	-	-	40,000	40,000	0.0%
Leases	9,950	420	7,140	2,810	2,810	71.8%
Utilities	132,380	10,080	40,495	91,885	91,885	30.6%
Professional Services	146,613	2,975	56,520	89,585	90,093	38.6%
Library Material Control	45,400	252	36,397	9,003	9,003	80.2%
Interlibrary Delivery Service	13,500	-	-	13,500	13,500	0.0%
Subtotal	803,429	28,276	254,470	548,452	548,959	**31.7%**
Library Materials						
Books	279,782	23,593	71,284	208,497	208,497	25.5%
Periodicals	20,909	389	1,325	19,584	19,584	6.3%
Audio/Visual	116,169	5,870	18,402	97,767	97,767	15.8%
Portable Audio	18,257	806	3,837	14,421	14,421	21.0%
Electronic Data	318,925	20,674	116,387	202,538	202,538	36.5%
Interlibrary Loan Fees	100	-	35	65	65	35.0%
Library Material Repair	18,653	1,145	4,243	14,410	14,410	22.7%
Library Material, Other	3,036	307	1,718	1,318	1,318	0.0%
Subtotal	775,831	52,784	217,231	558,600	558,600	**28.0%**
Capital						
Land Improvements	-	-	-	-	-	0.0%
Building Improvements	6,886	-	1,251	5,635	5,635	18.2%
Furniture/Hardware/Software	90,066	1,574	39,072	50,993	50,993	43.4%
Subtotal	96,952	1,574	40,323	56,629	56,629	**41.6%**
Miscellaneous						
Dues/Memberships	19,200	6,791	8,108	11,092	11,092	42.2%
Special Assessments	78,902	-	77,965	936	937	0.0%
Refunds/Reimbursements	350	-	88	262	262	25.3%
Other Misc Expenses	-		-	-	-	0.0%
Subtotal	98,452	6,791	86,162	12,290	12,290	**87.5%**
Other Expenses						
Contingency Fund	20,000	-	-	-	20,000	0.0%
Transfers	1,200,000	-	-	-	1,200,000	0.0%
Subtotal	1,220,000	-	-	-	1,200,000	**0.0%**
Grand Total	$ 6,993,303	$ 408,546	$ 1,785,124	$ 1,593,143	$ 5,208,179	**25.5%**

WESTLAKE PORTER PUBLIC LIBRARY
EXPENSE REPORT - OTHER FUNDS
As of: April 30, 2024

% through the year: 33%

Expenditure Fund/Accounts	Combined Appropriations	Combined Year-to-Date Expenses	Combined Encumbrances	Combined Unexpended Balance	% Combined Expended Balance
410 - Development Fund					
Supplies	9,939	407	9,532	9,532	4.09%
Contracted Services	9,750	4,300	5,450	5,450	44.10%
Library Materials	10,960	4,818	6,142	6,142	43.96%
Capital Outlay	13,000	-	13,000	13,000	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	**$ 43,649**	**$ 9,525**	**$ 34,124**	**$ 34,124**	**21.82%**
420 - Friends of Library Fund					
Supplies	19,298	3,801	14,498	15,498	19.70%
Contracted Services	8,050	1,697	7,353	6,353	21.08%
Library Materials	-		-	-	0.00%
Capital Outlay	15,000		15,000	15,000	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	**$ 42,348**	**$ 5,498**	**$ 36,851**	**$ 36,851**	**12.98%**
450 - Permanent Imp. Fund					
Contracted Services	308,450	75,042	233,408	233,408	24.33%
Capital Outlay	219,700	3,796	215,904	215,904	1.73%
Interfund Transfers	-	-	-	-	0.00%
Total	**$ 528,150**	**$ 78,838**	**$ 449,312**	**$ 449,312**	**14.93%**
475 - Automation Fund					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	208,419	107,776	100,643	100,643	51.71%
Total	**$ 208,419**	**$ 107,776**	**$ 100,643**	**$ 100,643**	**51.71%**

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)	

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

Month	2020	2021	2022	2023	2024		Percentage Change				Difference (2024 vs 2023)
							2021	2022	2023	2024	
Jan	97,796.10	102,455.24	117,102.76	120,175.88	104,198.13		4.76%	14.30%	2.62%	-13.30%	(15,977.75)
Feb	117,550.40	118,200.71	131,419.43	139,969.12	130,863.11		0.55%	11.18%	6.51%	-6.51%	(9,106.01)
Mar	86,227.90	97,966.59	98,612.84	105,518.63	109,366.22		13.61%	0.66%	7.00%	3.65%	3,847.59
Apr	69,968.09	83,644.67	96,222.48	96,910.92	82,756.60		19.55%	15.04%	0.72%	-14.61%	(14,154.32)
May	80,899.48	116,198.57	169,367.26	140,652.68			43.63%	45.76%	-16.95%		
Jun	92,970.31	149,215.96	129,742.03	141,690.29			60.50%	-13.05%	9.21%		
Jul	113,945.67	137,767.22	138,955.50	140,296.37			20.91%	0.86%	0.96%		
Aug	124,729.08	100,700.83	104,169.09	107,297.70			-19.26%	3.44%	3.00%		
Sep	115,601.98	119,250.24	127,626.25	135,110.50			3.16%	7.02%	5.86%		
Oct	99,265.09	112,106.18	119,181.99	118,617.65			12.94%	6.31%	-0.47%		
Nov	104,468.13	111,223.59	117,142.59	123,511.26			6.47%	5.32%	5.44%		
Dec	106,957.55	116,231.90	127,053.60	129,765.02			8.67%	9.31%	2.13%		
TOTALS	**$1,210,379.78**	**$1,364,961.70**	**$1,476,595.82**	**$1,499,516.02**	**$ 427,184.06**		**12.77%**	**8.18%**	**1.55%**		

2024 Year-to-Date Compared to 2023	
2023	462,574.55
2024	427,184.06
$ Difference	(35,390.49)
% Difference	-7.65%

Payment Date	Check Number	Vendor	Description	Payment Amount
4/4/2024	42606	APPLE BOOKS	Juvenile/YA Books	2,854.62
4/4/2024	42607	BAKER & TAYLOR	Juvenile/YA Books, materials processing	293.81
4/4/2024	42610	Cengage Learning Inc	Adult Books	944.72
4/4/2024	42609	CAVENDISH SQUARE PUBLISHING LLC	Juvenile/YA Books	186.03
4/4/2024	42615	MIDWEST TAPE	Hoopla Downloadables	9,337.23
4/4/2024	42613	LAKE ERIE NATURE & SCIENCE CENTER	Animal Encounters 4/30/24	200.00
4/4/2024	42611	Khan Spryre, LLC	Comic Books	75.44
4/4/2024	42616	Postmaster	Permit 382 - Marketing Mail	320.00
4/4/2024	42618	VEDDA PRINTING	Notes -Apr/May 2024	5,628.00
4/4/2024	42614	MESSINA FLOOR MAINTENANCE LLC	Carpet Cleaning - March 2024	875.00
4/4/2024	42617	TUMBLEWEED PRESS INC	TumblePlatinum thru 5/1/25	1,677.20
4/4/2024	42612	Kanopy Inc	Kanopy Videos	437.40
4/4/2024	42608	Budget Blinds of Strongsville	Window Roller Shades	888.00
4/17/2024	42619	Shred-Rite LLC	Re-Issue Payment for 0000042539	110.00
4/17/2024	42627	OHIO VALLEY SUPPLY & MAINTENANCE COMPAN	TP, Towels, Kleenex, other supplies	995.05
4/17/2024	42632	City of Westlake	Athletics Sponsorship Banner	300.00
4/17/2024	42626	MIDWEST TAPE	Hoopla eBooks	563.75
4/17/2024	42625	Lisa Rainsong	Birds & Insects are Listening	150.00
4/17/2024	42622	Cengage Learning Inc	Adult Books	339.63
4/17/2024	42623	Galley Printing Company, Inc	Bookmarks	247.00
4/17/2024	42624	GO GREEN LANDSCAPING LLC	Landscape Maint - April 2024	2,606.87
4/17/2024	42629	QUILL POTTERY LLC	Adapted/Inclusive Pottery Class	675.00
4/17/2024	42631	UNIQUE MANAGEMENT SERVICES INC	Collection Agency & ILS Notices - March 2024	208.80
4/17/2024	42628	PLAIN DEALER	Plain Dealer - Mar 2024	168.30
4/17/2024	42630	Ryan Drost	Art of Comic Book Creation	75.00
4/17/2024	42620	Blue Technologies	Blue Tech Copiers 2/22 - 3/21/24	297.28
4/17/2024	42621	Calm.com, Inc	Calm Business 4/15/24 - 4/14/25	4,100.20
4/24/2024	2024000032	PNC BANK N.A.	CC Payment	37,166.80
4/24/2024	42638	The Awning Company	Remove & store winter awnings	513.60
4/24/2024	42634	Bialosky + Partners Architects, LLC	2024 Renovation Architect Fees	19,709.59
4/24/2024	42636	Cengage Learning Inc	Adult Books	129.70
4/24/2024	42639	MIDWEST TAPE	Hoopla eBooks	60.00
4/24/2024	42633	BAKER & TAYLOR	Juvenile/YA Books, materials processing	181.15
4/24/2024	42640	Stick to Your Buns Bakery LLC	Volunteer Lunch Cupcakes	150.00
4/24/2024	42641	Stick to Your Buns Bakery LLC	Anniversary Pastries	70.75
4/24/2024	42635	CAROLYN M. SMILOR	Herbs to Improve Your Life	75.00

Payment Date	Check Number	Vendor	Description	Payment Amount
4/24/2024	42637	CENTER POINT PUBLISHING	Adult Books	195.36
4/24/2024	42642	City of Westlake	Community Run Gold Sponsor	500.00
4/30/2024	2024000033	CITY OF WESTLAKE - SEWERS	Sewers 12/31/23 - 3/31/24	332.50
4/30/2024	2024000034	FP Mailing Solutions	Parcel Shipping Funds	400.00
4/30/2024	2024000035	Columbia Gas	Natural Gas 2/23 - 3/25/24	3,043.23
4/30/2024	2024000036	City of Cleveland Division of Water	Water Usage 2/21 - 3/20/24 and Fireline	386.79
4/30/2024	2024000037	TREASURER OF STATE OF OHIO	State Audit of 2023	41.00
4/30/2024	2024000038	INGRAM BOOK COMPANY	Adult books, Juvenile/YA books, Audiobooks, materials processing, Children's Materials - Sandy Sauer	14,943.12
4/30/2024	2024000039	The Illuminating Company	Electricity 1/30 - 2/28/24	6,317.53
4/30/2024	2024000040	Stark County Educational Service Center	Medical, Dental and Life Insurance - April 2024	38,155.67
4/30/2024	2024000009	Nayax Copy Services	Credit card fees - public printing	57.53
4/30/2024	2024000007	U S Bank	Trust fees	36.23
4/30/2024	2024000010	Square Inc	Credit card fees	134.45
4/30/2024	2024000008	Meeder Investment Management	Investment Management fee	380.42
4/30/2024	2024000041	PAYCHEX INC	Payroll fees and Onboarding	1,132.17
			TOTAL	158,666.92

Visa Payment Detail
For Check #2024000032 Dated 4/24/25

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
3/4/2024	AMAZON.COM	Wooden puzzle	3983444	235099	4.14
3/25/2024	TherAdapt Products Inc	Wheelchair Tray, Desk Companion	I0028836	235099	486.72
3/5/2024	HEINEN'S	Strategic planning breakfast - Managers	Heinens	243001	27.98
3/5/2024	HEINEN'S	Water	Heinens	243001	3.34
3/6/2024	HEINEN'S	Strategic planning pizza - Managers	Antonios Pizza	243001	83.47
3/4/2024	AMAZON.COM	Wooden Puzzle	3983444	243003	25.85
3/4/2024	AMAZON.COM	Prime Video - The One and Only Ivan	9088264	243003	4.31
3/30/2024	APPLE STORE	iCloud 200GB Storage Plan	MQVM3XJK7Z	243003	2.99
3/7/2024	Demco Inc	Scented Bookmarks	40660605	243003	55.90
3/12/2024	ORIENTAL TRADING COMPANY	Bug Jars, Beaver Craft Kit	730208287	243003	54.95
3/26/2024	ORIENTAL TRADING COMPANY	Adhesive Insect Shapes	730518054	243003	8.99
3/9/2024	STAPLES BUSINESS ADVANTAGE	Bubble Mailers, Cardstock	7627936610	243003	48.67
3/7/2024	WALMART	I Can Cook supplies	Walmart	243003	4.80
3/9/2024	Beads in Vogue	Jewelry Program Supplies	20240309	243010	24.00
3/20/2024	Hobby Lobby	Jewelry Program Supplies	Hobby Lobby	243010	40.29
4/1/2024	MARC'S	Popcorn, Drinks	Marc's	243010	5.50
3/12/2024	Holden Forests & Gardens	Return of Eastern Bluebird	13284798	243015	150.00
3/12/2024	AMAZON.COM	Memory cards	1317034	243022	18.89
3/13/2024	AMAZON.COM	Movie film reel	6846665	243022	24.89
3/28/2024	GIANT EAGLE INCORPORATED	Snacks, Drinks	Giant Eagle	243026	78.98
3/6/2024	AMAZON.COM	CAT6 Plenum Cable	8287404	244001	409.47
3/19/2024	Milestones Autism Resources	Bota - Reg - Milestones Natl Autism Conf 2024	032024-0073	245001	325.00
4/2/2024	RESTAURANTS	Brawner - Meal - PLA Conf 2024	20240402	245001	7.83
4/2/2024	RESTAURANTS	Group Meal - PLA Conf 2024	20240402	245001	149.07
4/3/2024	RESTAURANTS	Group Meal - PLA Conf 2024	20240403	245001	50.96
4/3/2024	RESTAURANTS	Lynce - Meal - PLA Conf 2024	20240403	245001	20.30
4/3/2024	RESTAURANTS	Group Meal - PLA Conf 2024	20240403	245001	219.78
4/3/2024	RESTAURANTS	Halvorsen - Meal - PLA Conf 2024	20240403	245001	17.44
4/3/2024	RESTAURANTS	Mangels - Meal - PLA Conf 2024	20240403	245001	15.60
4/3/2024	RESTAURANTS	Cooley - Meal - PLA Conf 2024	20240403	245001	31.51
4/3/2024	RESTAURANTS	Sicker - Meal - PLA Conf 2024	20240403	245001	8.62
4/3/2024	RESTAURANTS	Salis - Meal - PLA Conf 2024	20240403	245001	18.18
4/3/2024	RESTAURANTS	Jenkins - Meal - PLA Conf 2024	20240403	245001	5.70
4/3/2024	RESTAURANTS	Jenkins - Meal - PLA Conf 2024	20240403	245001	5.50
4/3/2024	RESTAURANTS	Jenkins - Meal - PLA Conf 2024	20240403	245001	4.50
3/4/2024	AMAZON.COM	Packing tape	1167404	245004	15.67
3/6/2024	Automation Mailing & Shipping Solutions Inc	Postage Machine Annual Rental	135584	245006	180.00
3/24/2024	STAPLES BUSINESS ADVANTAGE	Toner	7629103852	245010	1,926.99

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Visa Payment Detail
For Check #2024000032 Dated 4/24/25

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
3/15/2024	HARBOR FREIGHT	Screwdriver	Harbor Freight	245012	8.99
3/12/2024	HOME DEPOT CREDIT SERVICES	Nuts, bolts, washers	Home Depot	245012	8.95
3/28/2024	HOME DEPOT CREDIT SERVICES	Drywall, J-Channel trim	Home Depot	245012	23.36
3/12/2024	MENARD'S	PVC Moulding, adhesive, etc	Menards	245012	23.76
3/12/2024	MENARD'S	Melamine Panel, window film, screws	Menards	245012	102.38
3/28/2024	Winsupply Cleveland OH Co	Plumbing Repair kits	564147 01	245012	263.56
3/22/2024	GAS STATIONS	Gasoline for 2017 Honda	Speedway	245014	52.42
4/1/2024	GAS STATIONS	Gasoline for 2008 Honda	Speedway	245014	37.25
3/15/2024	Sgt Clean Car Wash	Monthly Car Wash Fee	20240315	245014	29.97
3/16/2024	Sgt Clean Car Wash	Monthly Car Wash Fee	20240316	245014	29.97
3/24/2024	RUMPKE	Waste & Recycling - March 2024	1422572	245015	383.65
3/11/2024	ROYAL PUBLISHING	PR Ads -NE District Div 1 Boys	8115229	245028	80.00
3/8/2024	WESTLIFE	PR Ads - Westlife	875438	245028	75.00
3/18/2024	WESTLIFE	PR Ads - Westlife	876074	245028	130.50
4/2/2024	Westlake Recreation Center	Staff day facility rental	20240402	245035	655.00
3/27/2024	Corporate Screening Services	Background Check	0678371	245041	121.42
3/19/2024	Sedgwick Claims Management Services Inc	BWC Group Rating Fee	1485194	245042	690.00
3/5/2024	AMAZON.COM	Fingerprint reader	5744209	245043	17.29
3/19/2024	GODADDY	Standard SSL Renewal	2991213188	245043	99.99
3/12/2024	Paragon Print Systems, Inc.	Datalogic Scanner	235433	245043	241.79
3/18/2024	Vectric Ltd	Credit - Sales Tax Refund	VEC240125-6171-68111B	245043	(7.92)
3/23/2024	WPForms, LLC	WPForms Basic Renewal	2852468	245043	99.00
3/25/2024	VIRTUAL SYSTEMS	VCC Performance Tier Backup	415695	245044	440.00
3/4/2024	Zoobean, Inc	Zoobean 2/1/24 - 1/31/25	30411	245047	1,395.00
3/27/2024	PAYCHEX INC	Paychex Onboarding Monthly Fee	4844128	245060	100.00
3/23/2024	STAPLES BUSINESS ADVANTAGE	Cover stock	7629033467	245064	78.30
3/28/2024	STAPLES BUSINESS ADVANTAGE	Copy Paper 11x17	7629298133	245064	88.98
3/6/2024	STAPLES BUSINESS ADVANTAGE	Labels, Sharpies, envelopes, rubber bands	7627642317	245065	106.32
3/24/2024	STAPLES BUSINESS ADVANTAGE	Credit: envelopes	7626526984	245065	(100.96)
4/3/2024	RESTAURANTS	Schindler - Meal - PLA Conf 2024	20240403	245067	24.00
3/25/2024	OHIO LIBRARY COUNCIL	OLC Institutional Membership 2024	0010218	245068	6,021.00
4/3/2024	Motion Picture Licensing Corporation	MPLC Umbrella License 6/1/24 - 5/31/25	504436831	245071	267.22
3/20/2024	OHIO LIBRARY COUNCIL	Brawner - OLC Membership 2024	20240320	245080	55.00
3/29/2024	OHIO LIBRARY COUNCIL	Vogel - PL Recertification	00060510	245080	25.00
3/13/2024	JANWAY COMPANY	Hanging Media Pouches	144771	245081	543.05
3/16/2024	Breezeline	Breezeline Phone Svc 2/26 - 3/25/24	0060250	245083	66.68
3/29/2024	EASTON TELECOM SERVICES LLC	Easton Phone Svc 3/10 - 4/9/24	1168348	245083	720.30
3/12/2024	T-Mobile USA Inc	T-Mobile Cell Phone 1/29 - 2/28/24	981225743	245083	20.86

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Visa Payment Detail
For Check #2024000032 Dated 4/24/25

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
4/2/2024	VERIZON WIRELESS	VZ Mobile Brdbnd 3/13 - 4/12/24	9958997110	245083	40.11
4/1/2024	MARCIVE INC	Accelerated Reader & Lexile	402007	245086	251.64
4/1/2024	Cubesmart	Off-Site Storage - April 2024	311471	245091	240.00
3/26/2024	AMAZON.COM	Adult Books	0109826	246001	17.95
3/12/2024	Book Farm LLC	Juvenile/YA Books	PCC14433	246002	3,635.46
3/13/2024	Book Farm LLC	Juvenile/YA Books	PCC14434	246002	615.00
3/13/2024	Book Farm LLC	Juvenile/YA Books	PCC14435	246002	192.82
3/5/2024	BOOKS-A-MILLION	Single Issue Periodicals (18)	Books-a Million	246005	220.82
3/7/2024	MIDWEST TAPE	Audiobooks	20240307	246006	196.43
3/14/2024	MIDWEST TAPE	Audiobooks	20240314	246006	131.97
3/21/2024	MIDWEST TAPE	Audiobooks	20240321	246006	336.92
3/7/2024	MIDWEST TAPE	Music CDs	20240307	246007	146.73
3/14/2024	MIDWEST TAPE	Music CDs	20240314	246007	135.50
3/21/2024	MIDWEST TAPE	Music CDs	20240321	246007	227.99
3/28/2024	MIDWEST TAPE	Music CDs	20240328	246007	287.62
3/10/2024	AMAZON.COM	DVDs	4500220	246008	115.00
3/10/2024	AMAZON.COM	DVDs	3493812	246008	17.98
3/11/2024	AMAZON.COM	DVDs	1149040	246008	174.80
3/11/2024	AMAZON.COM	DVDs	9893806	246008	104.85
3/11/2024	AMAZON.COM	DVDs	5001838	246008	94.05
3/11/2024	AMAZON.COM	DVDs	6986636	246008	38.97
3/12/2024	AMAZON.COM	DVDs	5965827	246008	75.10
3/13/2024	AMAZON.COM	Credit: DVDs	1149040	246008	(20.08)
3/25/2024	AMAZON.COM	DVDs	6986636	246008	19.96
3/26/2024	AMAZON.COM	DVDs	3193811	246008	24.98
3/7/2024	MIDWEST TAPE	DVDs	20240307	246008	398.74
3/14/2024	MIDWEST TAPE	DVDs	20240314	246008	235.48
3/21/2024	MIDWEST TAPE	DVDs	20240321	246008	390.14
3/28/2024	MIDWEST TAPE	DVDs	20240328	246008	296.31
3/18/2024	AMAZON.COM	Video Games/Hotspots	0122631	246009	69.99
3/21/2024	AMAZON.COM	Credit: Video Games/Hotspots	4897809	246009	(149.82)
3/21/2024	AMAZON.COM	Video Games/Hotspots	0122631	246009	69.99
3/21/2024	AMAZON.COM	Video Games/Hotspots	4897809	246009	248.97
3/21/2024	AMAZON.COM	Video Games/Hotspots	4856215	246009	69.99
3/24/2024	AMAZON.COM	Video Games/Hotspots	4856215	246009	39.99
4/1/2024	AMAZON.COM	Credit: Video Games/Hotspots	4856215	246009	(69.00)
3/12/2024	T-Mobile USA Inc	Hotspots 1/29 - 2/28/24	981225743	246009	1,148.00
3/7/2024	Playaway Products LLC	Playaways/Launchpads	455326	246010	262.46

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
3/21/2024	Playaway Products LLC	Playaways/Launchpads	456564	246010	183.72
3/21/2024	Playaway Products LLC	Playaways/Launchpads	456567	246010	138.73
3/21/2024	Playaway Products LLC	Playaways/Launchpads	456565	246010	67.49
3/21/2024	Playaway Products LLC	Playaways/Launchpads	456566	246010	59.99
3/27/2024	Playaway Products LLC	Playaways/Launchpads	457347	246010	93.73
3/7/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240307	246012	90.86
3/18/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240318	246012	103.49
3/22/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240322	246012	147.50
4/2/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240402	246012	1,755.20
3/7/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240307	246013	1,251.48
3/18/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240318	246013	498.54
3/22/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240322	246013	93.98
4/2/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240402	246013	626.07
3/7/2024	OVERDRIVE, INC	e-Audio	20240307	246014	367.54
3/18/2024	OVERDRIVE, INC	e-Audio	20240318	246014	535.34
3/22/2024	OVERDRIVE, INC	e-Audio	20240322	246014	203.00
4/2/2024	OVERDRIVE, INC	e-Audio	20240402	246014	2,889.73
3/7/2024	OVERDRIVE, INC	Downloadable Video	20240307	246016	26.91
4/2/2024	OVERDRIVE, INC	Downloadable Video	20240402	246016	8.97
3/9/2024	LAKESHORE LEARNING	Circulating Kits	545323287	246020	136.85
3/8/2024	AMAZON.COM	Credit: World Languages Collection	9313849	246021	(29.99)
				TOTAL	37,166.80

Payment Date	PO Number	Invoice Number	Description	Amount
4/3/2024	244015	F6XG	Wireless doorbell	35.99
4/3/2024	242008	HCYJ	Pizza boxes	21.42
4/3/2024	246008	F6Y3	DVDs	59.05
4/3/2024	246008	TW7F	DVDs	197.73
4/10/2024	246007	3MJN	Music CDs	16.74
4/10/2024	243011	LQX3	Eclipse Snacks	93.21
4/10/2024	245018	3LKM	3D printer bed covers	28.99
4/10/2024	245013	V1M4	Diaper Pail Refills	32.95
4/10/2024	246002	9P6W	Juvenile/YA Books	24.05
4/10/2024	243003	J191	Craft sticks & pipe cleaners	33.27
4/10/2024	246008	YDMR	DVDs	16.79
4/10/2024	246007	MFKX	Music CDs	34.08
4/10/2024	246002	MDCD	Juvenile/YA Books	9.20
4/10/2024	245012	WWFG	Wiring enclosure, clear stretch film	73.19
4/10/2024	245043	VNDY	Battery Charger	7.99
4/10/2024	246001	7KVN	Adult Books	15.30
4/10/2024	246002	C69T	Juvenile/YA Books	14.49
4/10/2024	245012	6YLY	Nails	19.79
4/10/2024	246008	DQ9W	DVDs	33.63
4/10/2024	246002	YQTM	Juvenile/YA Books	20.48
4/10/2024	243011	JJPN	Coloring posters	40.98
4/10/2024	245018	3H4G	3D Printer Parts, Heat Shrink Tubing, etc	142.99
4/10/2024	245043	C93K	Battery Charger	8.99
4/10/2024	245018	44MF	3D Filament	42.47
4/17/2024	246001	112220	Adult Books	11.34
4/17/2024	246002	9020207	Juvenile/YA Books	9.66
4/17/2024	246002	1143440	Juvenile/YA Books	12.82
4/17/2024	246001	4216221	Adult Books	26.10
4/17/2024	246009	5462616	Video Games/Hotspots	114.97
4/17/2024	246009	1357828	Video Games/Hotspots	57.75
4/17/2024	245065	3245011	Dry erase markers	9.89
4/17/2024	246009	133046	Video Games/Hotspots	238.87
4/17/2024	245043	622651	Laser Remote Clickers	69.98
4/17/2024	243010	5678629	Paper bags	38.97
4/17/2024	243011	9057838	Mini Keychain Flashlights, Glow Sticks	219.93
4/17/2024	246007	3459464	Music CDs	11.22
4/17/2024	245018	7748251	Heat transfer paper	63.69
4/17/2024	246009	6950662	Video Games/Hotspots	49.90
4/17/2024	246001	4191426	Adult Books	15.95
4/17/2024	246002	653864	Juvenile/YA Books	12.69
4/17/2024	246002	1744243	Juvenile/YA Books	20.93
4/17/2024	246002	6394620	Juvenile/YA Books	22.46
4/17/2024	246002	5709037	Juvenile/YA Books	35.90
4/17/2024	246001	2025027	Adult Books	13.48
4/17/2024	245012	3337802	Hose clamp	8.99
4/17/2024	246020	7669060	Circulating Kits	6.85
4/17/2024	246019	656205	Game	17.99
4/17/2024	245018	4152255	Cricut mats	12.74
4/17/2024	243002	4295413	Letter beads	9.89

Payment Date	PO Number	Invoice Number	Description	Amount
4/17/2024	245012	8568225	Fire Dept Connection Signs	16.99
4/17/2024	246019	8932224	Lego Building Kit	129.88
4/17/2024	245012	6847436	Chair leg caps	20.78
4/17/2024	234015	5726666	Creatlity 3D printer, Heatbed parts	297.44
4/17/2024	245018	2781867	3D Filament, Cricut mats, 3D pen, etc	242.12
4/17/2024	246001	5777820	Adult Books	18.99
4/17/2024	245062	5272226	Sign holders 11x17	45.89
4/17/2024	243003	4295413	Lanyards, craft supplies	207.33
4/17/2024	246009	6950662	Video Games/Hotspots	99.80
4/17/2024	246007	3459464	Music CDs	46.79
4/17/2024	246019	656205	Game	15.22
			Total	**3,277.96**

MEEDER
PUBLIC FUNDS

Westlake Porter Public Library Operating Account

Monthly Investment Report
April 30, 2024

Your Investment Representative:
Eileen Stanic
(440) 662-8268
estanic@meederinvestment.com

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

Dublin, Ohio | Lansing, Michigan | Long Beach, California | Austin, Texas | 866-633-3371 | www.meederpublicfunds.com
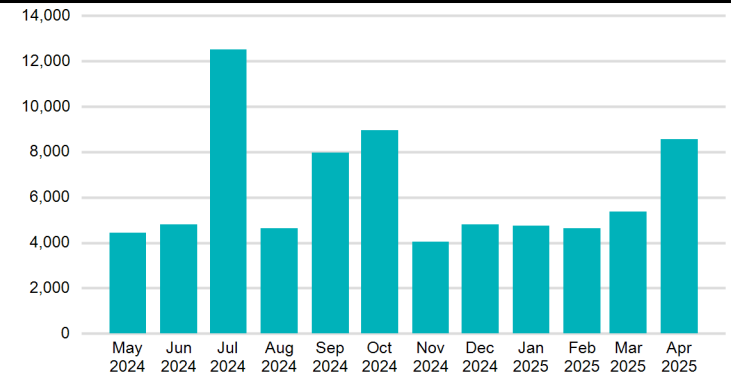
Westlake Porter Public Library Operating Account
PORTFOLIO SUMMARY
As of April 30, 2024

MONTHLY RECONCILIATION

Beginning Book Value	**4,453,284.35**
Contributions	
Withdrawals	
Prior Month Management Fees	(380.42)
Prior Month Custodian Fees	(36.23)
Realized Gains/Losses	
Gross Interest Earnings	11,103.62
Ending Book Value	**4,463,971.32**

PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	2.58%
Portfolio Effective Duration	1.62 yrs
Weighted Average Maturity	1.72 yrs

PROJECTED MONTHLY INCOME SCHEDULE

SECTOR ALLOCATION
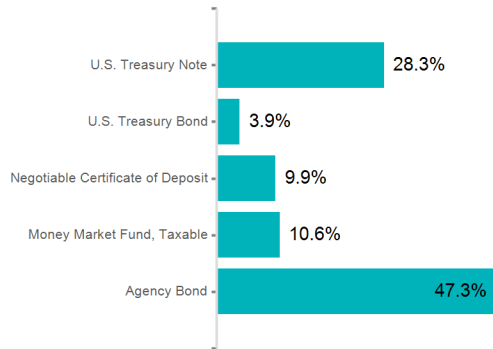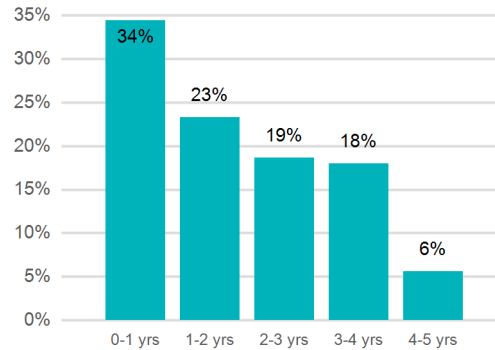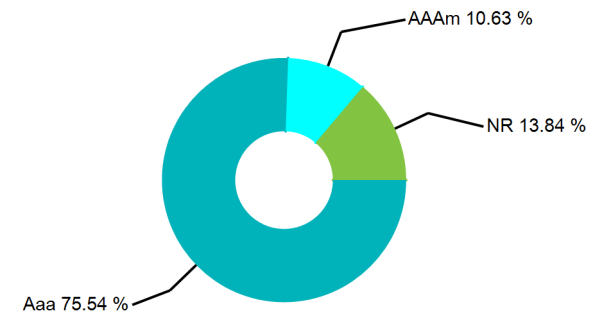
Sector	%
U.S. Treasury Note	28.3%
U.S. Treasury Bond	3.9%
Negotiable Certificate of Deposit	9.9%
Money Market Fund, Taxable	10.6%
Agency Bond	47.3%

MATURITY DISTRIBUTION

Maturity	%
0-1 yrs	34%
1-2 yrs	23%
2-3 yrs	19%
3-4 yrs	18%
4-5 yrs	6%

CREDIT QUALITY

Rating	%
AAAm	10.63 %
NR	13.84 %
Aaa	75.54 %

Westlake Porter Public Library Operating Account
PROJECTED INCOME SCHEDULE
As of April 30, 2024

MEEDER PUBLIC FUNDS

CUSIP	SECURITY DESCRIPTION	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025
066519QK8	BankUnited, FSB 0.650% 03/05/2026		205			205			203			200	
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						1,693
880591EU2	TNNLL 2.875% 02/01/2027				1,078						1,078		
880591EZ1	TVA 3.875% 03/15/2028					1,356						1,356	
9128282R0	UST 2.250% 08/15/2027				844						844		
9128284V9	UST 2.875% 08/15/2028				1,006						1,006		
912828R36	UST 1.625% 05/15/2026	447						447					
912828YG9	UST 1.625% 09/30/2026					447						447	

Westlake Porter Public Library Operating Account
PROJECTED INCOME SCHEDULE
As of April 30, 2024

MEEDER PUBLIC FUNDS

CUSIP	SECURITY DESCRIPTION	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025
912828Z78	UST 1.500% 01/31/2027			525						525			
91282CAJ0	UST 0.250% 08/31/2025				125						125		
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					2,582							
91282CDB4	UST 0.625% 10/15/2024						383						
91282CDG3	UST 1.125% 10/31/2026						309						309
91282CDQ1	UST 1.250% 12/31/2026		344						344				
91282CEF4	UST 2.500% 03/31/2027					750						750	
91282CET4	UST 2.625% 05/31/2027	919						919					
91282CEW7	UST 3.250% 06/30/2027		975						975				
91282CGC9	UST 3.875% 12/31/2027		1,744						1,744				
91282CGH8	UST 3.500% 01/31/2028			1,313						1,313			
91282CGL9	UST 4.000% 02/15/2026				1,300						1,300		
91282CHA2	UST 3.500% 04/30/2028						963						963
TOTAL		**4,452**	**4,799**	**12,523**	**4,634**	**7,959**	**8,960**	**4,032**	**4,796**	**4,761**	**4,634**	**5,373**	**8,568**

Westlake Porter Public Library Operating Account
POSITION STATEMENT
As of April 30, 2024

MEEDER
PUBLIC FUNDS

CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	4/30/2024 4/30/2024	$461,574.63	$461,574.63	$461,574.63	5.19%	0.003 0.003	$1.00 $461,574.63	$0.00	7.01%	AAAm
STAROHIO	STAR Ohio XX019	4/30/2024 4/30/2024	$2,241,827.14	$2,241,827.14	$2,241,827.14	5.47%	0.003 0.003	$1.00 $2,241,827.14	$0.00	34.04%	AAAm
	SubTotal		**$2,703,401.77**	**$2,703,401.77**	**$2,703,401.77**	**5.42%**		**$2,703,401.77**	**$0.00**	**41.05%**	
Agency Bond											
3130AM5C2	FHLB 0.420% 05/06/2024	5/7/2021 5/10/2021	$200,000.00	$200,000.00	$200,000.00	0.42%	0.016 0.019	$99.92 $199,834.00	($166.00)	3.03%	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%	0.173 0.170	$99.36 $248,407.50	($205.00)	3.77%	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%	0.751 0.732	$96.64 $144,964.50	($5,035.50)	2.20%	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%	1.036 1.005	$95.49 $190,982.00	($9,018.00)	2.90%	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%	1.208 1.173	$94.97 $118,711.25	($6,288.75)	1.80%	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%	1.419 1.379	$93.65 $365,215.50	($24,784.50)	5.55%	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%	1.973 1.856	$99.69 $64,800.45	$57.20	0.98%	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%	2.455 2.362	$90.79 $90,793.00	($8,937.00)	1.38%	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%	2.759 2.586	$94.84 $71,129.25	$798.37	1.08%	Aaa AA+
31424WAF9	AGM 4.875% 04/01/2027	10/27/2023 10/30/2023	$75,000.00	$74,767.50	$74,767.50	4.97%	2.921 2.679	$99.96 $74,970.00	$202.50	1.14%	
31422XA69	AGM 3.340% 07/01/2027	9/12/2023 9/13/2023	$100,000.00	$95,298.00	$95,298.00	4.67%	3.170 2.946	$95.53 $95,529.00	$231.00	1.45%	
3130ATHW0	FHLB 4.125% 09/10/2027	10/31/2022 11/1/2022	$75,000.00	$74,419.28	$74,419.28	4.30%	3.364 3.079	$97.88 $73,406.25	($1,013.03)	1.11%	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%	3.493 3.195	$98.50 $73,873.50	($1,344.75)	1.12%	Aaa AA+

POSITION STATEMENT

As of April 30, 2024

MEEDER
PUBLIC FUNDS

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%	3.567 3.361	$88.07 $57,242.90	($292.50)	0.87%	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%	3.584 3.232	$97.25 $63,211.20	($1,567.80)	0.96%	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%	3.877 3.528	$97.11 $67,978.40	($1,757.70)	1.03%	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%	4.112 3.651	$98.69 $54,279.50	($865.15)	0.82%	Aaa AA+
	SubTotal		**$2,135,000.00**	**$2,115,314.81**	**$2,115,314.81**	**2.10%**		**$2,055,328.20**	**($59,986.61)**	**31.21%**	
Negotiable Certificate of Deposit											
14042RME8	Capital One, National Association 2.150% 07/17/2024	7/11/2019 7/17/2019	$246,000.00	$244,450.20	$244,450.20	2.28%	0.214 0.210	$99.30 $244,265.70	($184.50)	3.71%	
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%	1.847 1.789	$92.34 $115,423.75	($8,951.25)	1.75%	
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%	4.468 3.973	$101.43 $70,999.60	$1,314.60	1.08%	
	SubTotal		**$441,000.00**	**$438,510.20**	**$438,510.20**	**2.31%**		**$430,689.05**	**($7,821.15)**	**6.54%**	
U.S. Treasury Bond											
912828R36	UST 1.625% 05/15/2026	1/11/2022 1/12/2022	$55,000.00	$55,378.13	$55,378.13	1.46%	2.041 1.951	$93.55 $51,450.85	($3,927.28)	0.78%	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%	2.419 2.319	$92.63 $50,948.15	($4,397.75)	0.77%	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%	4.296 3.938	$92.94 $65,058.70	$800.89	0.99%	Aaa AA+
	SubTotal		**$180,000.00**	**$174,981.84**	**$174,981.84**	**2.76%**		**$167,457.70**	**($7,524.14)**	**2.54%**	
U.S. Treasury Note											
91282CCX7	UST 0.375% 09/15/2024	1/28/2022 1/31/2022	$100,000.00	$97,605.47	$97,605.47	1.31%	0.378 0.370	$98.17 $98,168.00	$562.53	1.49%	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%	0.460 0.450	$97.88 $97,879.00	($2,050.69)	1.49%	Aaa AA+
91282CAJ0	UST 0.250% 08/31/2025	8/25/2021 8/26/2021	$100,000.00	$98,289.06	$98,289.06	0.68%	1.337 1.302	$93.76 $93,758.00	($4,531.06)	1.42%	Aaa AA+

Westlake Porter Public Library Operating Account
POSITION STATEMENT
As of April 30, 2024

MEEDER PUBLIC FUNDS

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
91282CGL9	UST 4.000% 02/15/2026	10/16/2023 10/17/2023	$65,000.00	$63,580.66	$63,580.66	5.00%	1.797 1.696	$98.24 $63,854.70	$274.04	0.97%	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%	2.085 2.015	$91.72 $45,857.50	($3,843.67)	0.70%	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%	2.167 2.092	$91.73 $68,800.50	($6,111.61)	1.04%	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%	2.252 2.181	$90.91 $68,185.50	($6,120.16)	1.04%	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%	2.337 2.261	$90.91 $68,182.50	($6,477.66)	1.04%	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%	2.504 2.400	$91.23 $50,174.85	($3,815.38)	0.76%	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%	2.671 2.558	$91.08 $50,095.10	($4,260.37)	0.76%	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%	2.756 2.632	$91.47 $64,025.50	$385.66	0.97%	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%	2.918 2.755	$93.79 $56,271.00	($161.81)	0.85%	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%	3.085 2.874	$93.79 $65,655.10	($648.03)	1.00%	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%	3.167 2.926	$95.52 $57,312.00	($395.81)	0.87%	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%	3.293 3.095	$92.32 $69,243.00	$717.61	1.05%	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%	3.671 3.327	$97.04 $87,335.10	($3,990.29)	1.33%	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%	3.756 3.431	$95.72 $71,786.25	($3,251.84)	1.09%	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%	4.003 3.606	$95.56 $52,559.65	($728.05)	0.80%	Aaa AA+
	SubTotal		**$1,305,000.00**	**$1,273,589.84**	**$1,273,589.84**	**2.48%**		**$1,229,143.25**	**($44,446.59)**	**18.66%**	
Grand Total			**$6,764,401.77**	**$6,705,798.46**	**$6,705,798.46**	**3.57%**		**$6,586,019.97**	**($119,778.49)**	**100.00%**	

TRANSACTION STATEMENT
As of April 30, 2024

MEEDER
PUBLIC FUNDS

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	4/1/2024	4/1/2024	3136G44F7	FNMA 0.550% 09/30/2025	1,072.50
Interest/Dividends	4/1/2024	4/1/2024	91282CEF4	UST 2.500% 03/31/2027	750.00
Interest/Dividends	4/1/2024	4/1/2024	912828YG9	UST 1.625% 09/30/2026	446.88
Interest/Dividends	4/1/2024	4/1/2024	31846V567	First American Funds, Inc.	1,772.70
Interest/Dividends	4/15/2024	4/15/2024	91282CDB4	UST 0.625% 10/15/2024	312.50
Interest/Dividends	4/15/2024	4/15/2024	3130APB87	FHLB 1.100% 10/13/2026	550.00
Interest/Dividends	4/17/2024	4/17/2024	84287PJB9	Southern First Bank 4.850% 10/17/2028	1,702.15
Interest/Dividends	4/22/2024	4/22/2024	3133EPWD3	FFCB 4.875% 04/20/2026	1,584.38
Interest/Dividends	4/29/2024	4/29/2024	3133ENW63	FFCB 4.375% 10/27/2027	1,640.63
Interest/Dividends	4/30/2024	4/30/2024	91282CDG3	UST 1.125% 10/31/2026	309.38
Interest/Dividends	4/30/2024	4/30/2024	91282CHA2	UST 3.500% 04/30/2028	962.50
Total					**11,103.62**

Westlake Porter Public Library Operating Account
TRANSACTION STATEMENT
As of April 30, 2024

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	4/25/2024	4/25/2024	Cash Out	(36.23)
Total				**(36.23)**
Management Fee				
Management Fee	4/24/2024	4/24/2024	Cash Out	(380.42)
Total				**(380.42)**

MEEDER
PUBLIC FUNDS

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Mission Moment

On April 25th the library hosted the program Gaza in Political and Historical Context. The program was suggested by a member of the community. While there was some concern that the topic could generate controversy, it was attended by over forty patrons, and an excellent lecture followed by a civil and important question and answer session. This program embodied providing learning, community growth, inclusivity, and connection in an ever-changing world.

Meetings/Training/Programs

Quality Council – Safety and Security training

Leadership Ohio

Farrell Foundation

Legislative Day – Was able to meet with Sen Dolan and Rep Sweeney's aides

Anniversary Pastry and Coffee

Gaza Program – the program was very successful with over 40 in attendance

City Club Forum - Attack from Within: How Disinformation is Sabotaging America

Volunteer Reception – Alice Lang was given the Myrna Chelko award and Lynn Pettijohn was given special recognition

Rotary Weekly meetings

Assisted at Community Center's Over 90 Celebration event

OLC Trustee Dinner

Toured Parma Snow Branch of CCPL

Managers Meeting

Friends/Foundation

Friends – Alice Lang was named the Myna Chelko Award Winner. Friends of WPPL is having an upcoming summer Friends Pavilion event. Magician, Kona Ice, etc. Also, working on a Christmas program including live Reindeer.

Foundation – Fund balance is now up to 150,000. Foundation will staff host the Beer and Wine Garden at the Art Festival on July 27th.

Safety and Security

Mission Moment: Was able to direct meeting goers out the meeting room exterior doors. One of them remarked how much he likes the library and how much it does for community groups and that he would follow up with a complimentary email to Group Service

16 Incident reports were written in April.

> 6 Disruptive Behavior
>
> 5 for Illness/Accident
>
> 2 for Inappropriate Internet Use
>
> 1 Vandalism,
>
> 1 Banned patron in the library
>
> 1 Assist/Policy Issue.

5 took place in YS, 3 in Circ, 2 each in Lobby and Reference, and 1 each in Adult Public PC, Quiet Reading Room, and Meeting Room.

WESTLAKE Porter Public Library

27333 Center Ridge Road • Westlake, OH 44145

Andrew Mangels, Director

Building Services

Mission Moment: While setting up a room for a last-minute reservation, a patron made a point to compliment the staff and particularly Andrea for always getting him set up even when it is a last-minute event.

Superhero and comic figures were picked up from Mel Mauer's home and transported to the library. They were subsequently hung and set up for display in anticipation of Comic Book day in May.

A patron writing board was constructed and a means of transport and mounting was devised for use by the PR/marketing team.

Final steps were taken to prepare for the eclipse event including policing of the grounds, traffic control measures, and installation of both permanent and temporary signage.

New staff chairs were picked up from Ohio Desk, tagged and recorded, and deployed.

An ongoing noise in the staff 2nd floor restroom piping was diagnosed and rectified with new maintenance components in plumbing fixtures.

Issues with the combination laundry center not completing wash cycles was traced down to a timer and other ancillary parts. The cost of parts made no sense to repair. A new laundry center was ordered and will be delivered mid May.

Power supplies to the automatic soap dispensers in the main lobby rest rooms were purchased and installed to eliminate the monthly battery replacement for these 4 units.

The staff reading room walls were repaired and painted.

Opaque film was installed on the AS office doors to determine if this is a solution that is desirable to rectify continual broken blinds and employee privacy issues.

A loud noise was reported in the YS study room. It was determined that the air diffuser was making the noise and was adjusted to limit air turbulence noise

Other Projects/Planning

Board Retreat – A draft agenda has been provided. The meeting is scheduled until 12:30 but we believe we can finish sooner.

Strategic Plan – working to finalize Goals and Objectives. I anticipate having a completed draft available by our meeting time

Construction Update:

      May 22 - Preconstruction walk through

      June 7 – Bid Opening

AI Articles

Dispatches From the Field

Feedback date: 4/10/2024
Men's bathroom door handle going out must be full of germs. Does not matter if you wash your hands because as soon as you touch the handle you have germs. Nice to have paper towel or gloves you can use then throw in the basket by the door. Do something about it, Walmart does it. (Transcribed from green form CJL)

Feedback date: 4/12/2024
Patron brought in multiple bouquets of tulips for library week. She wanted us to know that she appreciated our library so much!

Feedback date: 4/12/2024
A patron came up to me when I was re-shelving a video game and asked if I worked here. When I said yes, he told me how much he loved our video game collection, and how there is really nothing like it at other libraries he has visited. He said this was his favorite library and wanted us to "keep up the good work"!

4/16/2024: I love spending my Monday evenings at the library. It's been a pattern I have been working to establish. Tonight I came home with a great puzzle for me, as well as one for my 89 year old mother, a few free books off the lobby cart, an issue of Real Simple (my favorite) magazine that I had somehow missed, a book for John on cooking Mediterranean style food, and a book on how to gift wrap in more creative ways. Not sure of any better way I could have found any other way to have had so much fun. But then I got outside where the brilliant blue sky remained after an awesome weather day in Westlake, and looked back to thank the library for my evening of entertainment, and took this spectacular photo. Just had to share and say thank you for making this such a shining star in our community!

Feedback date: 4/16/2024
Patron Debra Butterfield called to renew her library card over the phone. After I had updated her card and told her she was all set, the patron commented that "[this is the] best library around!"

Feedback date 4/16/2024
A patron wanted me to get a message to you about how friendly, conscientious, and what an all-round great person Rob is!   And before I could send it, another patron stopped at the ASK US desk to point out it is National Librarian's day and thank us for all we do and tell us how wonderful we are!!

Feedback date: 4/17/2024
Steve/15 Hilliard Pl Condo Assoc. paid the library one around closing on 4-16-24. He buttonholed me in the meeting lobby and waxed enthusiastic about the meeting facilities and the overall operation of the library.   He intends to follow up with a letter to Andrea

Feedback date 4/19/2024

This morning I spoke with a patron who, first, wanted to thank us for partnering with Rust Belt Riders to offer a pickup location in Westlake. The patron is a new Westlake resident, and mentioned she had access to RBR drop-offs formerly in Cleveland Heights, and was happy to hear of this new location in Westlake shortly after she moved here.

Feedback date: 4/20/2024

You've gone overboard on digging deeper into answering my question than I expected, in fact that's what you're known for over there at Porter, always going above and beyond and my husband who is sitting here next to me concurs.

Feedback date: 4/20/2024

On his way out, a patron stopped at the YS desk with his young child to express his appreciation for the children's area. He stated that we have a wonderful area for the children.

Feedback date: 4/30/2024

While helping out Phil Bova after yet another last minute reservation, he went out of his way to offer praise and appreciation to WPPL staff and Andrea specifically for always being helpful and getting him what he needs.

Feedback date: 5/7/2024

Patron came to reference desk (I do not have her name) for help with the Aspen Discover "app" because she was being asked if she was at one of the CCPL branches. I explained to her that the app was not available but I could help her to add an icon that would take her directly to the WPPL catalog. She expressed her frustration/disappointment with recent changes at the library. I suggested she fill out a green feedback form. She said that she had already done so and had spoken with Andrew Mangels about her concerns. She stated that she wished that she could stop paying taxes for the library. Her complaints encompassed the following: lack of print materials; lack of app (when promised winter of 2024); inability to renew materials; making library look nice over collection development. She stated that it used to be the best library around - not anymore.

Google Reviews

Barbara Lantz – Five Stars

15 reviews·2 photos

Thank you Porter for your friendship over the last few months. Our group Westlake After Hours meets in the Dover room to play games once a month. We gather to play all kinds of board games. Scrabble, Mahjong, Mexican Train and few other I forgot the names. We ask our group to bring a game or just sit at a table and join a game. Great place to meet and it's free. Thank you.

Kelli Appling – Five Stars

Local Guide·18 reviews·58 photos

Malek Asfar – Five Stars

Local Guide·343 reviews·2,657 photos

Britney – Four Stars

Local Guide·262 reviews·191 photos

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.

Westlake Porter Public Library Board Retreat
Location:
Date: May 18, 2024
Time: Light Breakfast 8:00 am, Meeting begins 8:30-12:30 pm

Retreat Agenda

A. Kick off
- 1. Andrew Mangels, Library Director
    - a. Kick off to board retreat
    - b. Introduction of retreat facilitator, Marti Peden
- 2. Icebreaker
    - a. Each member introduces themselves
    - b. Shares why they wanted to be on the board
- 3. Guide for Charity Board Members

B. Effective Board Meetings
- 1. Agenda, Timing, Best Practices
    - a. First five minutes sets the tone
    - b. Timed agenda, role of timekeeper
    - c. Providing time for discussion portion, i.e., New Business
    - d. Parking Lot
- 2. Board Decision Making
    - Board Decisions
    - Director Decisions

Break

- 3. Effective Procedures for Group Discussion
    - a. Code of conduct: setting group norms for engagement
    - b. Activity: nominal group technique: develop code of conduct

Lunch

C. Intellectual Freedom and Collection Development Policy
- 1. Jane Kirland, Tech Services manager
- 2. Andy Harant, Cuyahoga Falls PL Director
- 3. Adjournment

Marti Peden, M.Ed.

President
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Marti Peden is the President of Peden & Associates, a Training and Consulting firm based in Akron, Ohio. For more than 30 years, she has been a trainer, facilitator, speaker and organizational development professional.

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Over the years, Marti has worked with libraries as a speaker, facilitator, and strategic planning consultant. She regularly presents training seminars for the NEO-RLS regional library system as well as facilitating staff development days for a variety of public libraries across the state. She has also been a featured speaker at the ALA convention in Chicago, IL and the PLA convention in Indianapolis, Indiana.

How AI in public libraries can benefit librarians and patrons alike

2024-04-08

|IN

|BY PRESSREADER TEAM

It is inarguably *the* game-changing technology of the moment.

Once the stuff of science fiction, artificial intelligence (AI) has made its presence felt in just about every sector imaginable, from academia to the hotel industry. Much of the discourse around the use of AI technology has centered on ethical concerns, and understandably so.

Generative artificial intelligence has raised red flags about everything from data privacy to plagiarism. AI-generated texts are often riddled with factual errors and images created by generative AI tools have been used to spread misinformation.

Ethical implications of artificial intelligence aside, we can't live in denial of the fact that these emerging technologies are here to stay, and as they develop and grow ever more sophisticated, it serves all of us well to improve our AI literacy.

Moreover, libraries have discovered that integrating AI technology can enhance and streamline their services. In previous blogs, we have looked at the impact of artificial intelligence on higher education; specifically, how academic libraries use AI to improve their services. This time, let's dive into the ways that public libraries can leverage artificial intelligence in ways that benefit patrons and library professionals alike. (Of course, many of these benefits do also apply to other types of institutions—college and research libraries or school libraries, for example.)

See also:

- *Practical, responsible and human-centered: the future of AI in libraries*
- *AI in academic libraries: the future of higher education?*
- *Four library technology trends shaping the future of public libraries*

AI enables libraries to play a leading role

A few months back, the Urban Libraries Council issued a leadership brief outlining five ways public libraries can integrate cutting-edge artificial intelligence in their work:

1. Move from informing to practicalizing such as leveraging AI tools for performance improvements at branches and in program design.
2. Leverage prompt engineering skills of library professionals who are already trained to find bodies of information using keywords or phrases.
3. Advance information literacy of staff and patrons through hands-on use of AI, such as workshops where participants learn how to generate short stories and poetry with AI.
4. Create an AI-focused digital inclusion network to ensure equitable access to the economic benefits of new AI powered technologies.
5. Advocate for the responsible use of AI to ensure these advancements benefit the community at large, and that foundational standards of education, innovation and access to information are preserved.

"As generative AI tools become more accessible, effective and less expensive, there are new opportunities for libraries to lead," said Urban Libraries Council President and CEO Brooks Rainwater. "While there are persistent concerns that must be addressed on AI being used for misinformation, the opportunities in front of us are manifold. This includes responsible applications that improve efficiency, speed up communication and serve as a useful tool for showcasing and validating library services and resources."

What's in it for librarians

Leveraging AI tools can benefit staff at public libraries in several ways:

Enhanced search and discovery

AI-powered search engines and recommendation systems can help librarians and library users find relevant resources more efficiently. These systems can analyze user preferences, browsing history and content metadata to suggest personalized recommendations, thereby improving the overall user experience.

In a news article from Gonzaga University, Anthony Tardiff, instruction and first-year engagement librarian; Candise Branum, health sciences librarian; and Nicole Gustavsen, STEM specialist librarian, agreed that AI aids research. It does so by simplifying the research process and allowing more time for

analysis, synthesis and discovery. For example, Gustavsen noted that chatbots such as ChatGPT "can help you craft good search strings that you can use in a database," which Tardiff said helps to "simplify the search process and make it generally accessible by allowing users to find useful results through natural language searching".

Optimizing collection development

AI and machine-learning algorithms can assist librarians in curating and managing library collections through data-driven decision-making.

AI tools can analyze large volumes of data collected by libraries, such as circulation statistics, patron demographics and resource usage patterns, to generate insights that can inform choices around optimizing resource management and improving services.

By analyzing usage patterns and user feedback, AI can help librarians make informed decisions about which materials to acquire, weed out outdated or irrelevant resources and optimize the allocation of library resources.

User services

AI chatbots and virtual assistants can handle routine inquiries and provide basic assistance to library users, freeing up librarians to focus on more complex tasks and providing a more responsive service to users outside of regular operating hours.

Content creation and curation

AI algorithms can assist librarians in creating and curating digital content, such as metadata tagging, summarization and content enrichment, to improve the discoverability and usability of library resources.

Overall, the integration of AI technologies in public libraries can empower library staff to provide more personalized, efficient and responsive services to their patrons, ultimately enhancing the important role that libraries play in the digital age.

What's in it for patrons

Library patrons can benefit from the use of AI in public libraries in several ways:

Personalized recommendations

AI systems can analyze patrons' reading habits and preferences to offer personalized book recommendations. This can help library users discover new books and authors they might enjoy, enhancing their reading experience.

Improved search and discovery

AI-powered search engines can provide more accurate and relevant results, making it easier for patrons to find the information they need within the library's vast collection of resources.

24/7 assistance

AI chatbots can provide round-the-clock assistance to patrons, answering common questions, helping with basic research inquiries and providing guidance on using library services and digital resources.

Accessibility

AI technologies can assist patrons with disabilities by providing alternative formats for library materials, such as audio versions of books or text-to-speech capabilities for online resources.

A digital news platform like PressReader can also be a valuable resource for for readers who rely on tools like assistive technology to access content. With keyboard navigation, compatibility with screen readers, color contrast, large named buttons, and user font-size control, PressReader Accessibility Mode is fully compliant to meet Level AA of the W3C Web Content Accessibility Guidelines (WCAG 2.1). It's a custom experience that's fully immersive for users who need it most.

Language translation

AI-powered translation tools can help patrons who speak different languages access library materials and services, breaking down language barriers and promoting inclusivity.

Data analysis for collection development

As noted above, AI algorithms can analyze usage data to identify trends and preferences among patrons, helping librarians make informed decisions about which materials to acquire and how to organize the library's collection.

Virtual programming and events

AI can facilitate virtual programming and events by powering features such as virtual reality experiences, online workshops and interactive storytelling sessions, allowing patrons to engage with library services remotely.

Content curation

AI can assist library staff in curating digital content by automatically tagging, categorizing, and organizing materials based on their content, making it easier for patrons to discover relevant resources.

As we can see from the above examples, the integration of AI technologies in the library environment has the potential to enhance the patron experience, improve accessibility and optimize library operations.

How Should Public Libraries Leverage AI Technology?

A new report released last week by the Urban Libraries Council outlines five recommendations of how public libraries can use artificial intelligence technologies in their work to serve communities.
October 18, 2023 •

News Staff

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The Urban Libraries Council (ULC) has released a report outlining five ways libraries can use AI technology in their work.

The role of public libraries has shifted towards technology lending in recent years, playing an essential role in digital equity work and offering rental opportunity for emerging technologies.

With the rise of AI technology, libraries' role seems to be shifting yet again. The ULC report aims to act as a leadership brief for libraries and other stakeholders to advance the responsible use of AI and generative AI.

It offers five recommendations for how libraries can integrate generative AI: move from informing to practicalizing; leverage prompt engineering skills; advance information literacy; create an AI-focused digital inclusion network; and advocate for the responsible use of AI.

First, libraries can shift from informing to practicalizing, meaning that libraries can put AI in action, leveraging the tools for performance improvements and program design at library branches. The report cites the work of the San Jose Public Library, which uses machine learning to improve data accuracy.

Second, AI can be used in leveraging prompt engineering skills of the library professionals who are already trained to find information with keywords and phrases. Although AI capabilities are changing, AI models still currently require some form of human input. For language models, the quality of prompt input can impact the quality of the output.

Third, hands-on use of AI can help advance the information literacy of both library staff and patrons through educational workshops. Just as libraries play an important role in enhancing digital literacy, they can play a role in enhancing AI literacy. For the Palo Alto City Library in California, an AI storytelling event helped improve community understanding and awareness of this tech.

Fourth, an AI-focused digital inclusion network can help ensure equitable access to this type of technology. While these already exist in the digital equity space for some libraries, the report suggests AI literacy or the lack thereof could similarly become a barrier to economic opportunity.

And lastly, libraries can help advocate for the responsible use of AI to advance community benefits while preserving foundational library standards of access to information. While the path toward comprehensive federal regulation of AI is yet to be determined, libraries, as advocates of ethical use of emerging technologies, can help shape this path.

"While there are persistent concerns that must be addressed on AI being used for misinformation, the opportunities in front of us are manifold," said ULC President and CEO Brooks Rainwater in the announcement. "This includes responsible applications that improve efficiency, speed up communication and serve as a useful tool for showcasing and validating library services and resources."

The report underlines the possibility of AI widening the digital divide and the role of libraries in mitigating that risk.

The report was created with insight and contributions from public library officials, including the New York Public Library, the San Jose Public Library, the Boston Public Library and others.

The Use of AI in Public Libraries

January 23, 2024

"Hey Siri, what's the future of the public library?"

Siri: "Sorry, I don't have that information about the future of the public"

"…Huh?"

The use of technology – in particular Artificial Intelligence (AI) programs – is becoming more commonplace everywhere. Whether you need directions, want to buy groceries, or collect a cup of coffee, help can be found with the click of a button.

Judging by the nonsensical answer that Siri gave when asked about public libraries, technology can't answer all our questions yet.

As we try to manage this new technology, people are calling on the library community to lead the way. In an ever-changing world, keeping up with patron expectations and creating a positive experience for all readers is key. New examples of AI

Technology is becoming more sophisticated, and AI is impacting every facet of society.

Here are a few different innovative applications of AI:

- In **Healthcare**, machine learning is integral in early disease detection, more accurate diagnoses, and customized medical treatment plans that are targeted to each patient.
- In **Retail**, visual search technologies have become an integral part of the online shopping experience, enabling users to upload images to find products, along with similar items that are available for purchase.
- In **Logistics**, DHL uses AI algorithms to analyze traffic levels and the weather to optimize delivery routes.

With so much opportunity available, how has it been implemented in libraries so far?

The role of AI in libraries

AI has become integral to many of the daily operational tasks in libraries.

One example is through collection development. ESP (Evidence-based Selection Planning) incorporates sophisticated machine learning to pioneer the use of behavioral analysis and data to help librarians make more informed selection decisions.

Librarians are still central to the library's workflow; the tool is simply designed to complement the librarians' experience and knowledge. After all, as stated in a 2018 blog from IFLA: "A search is only as good as the search terms put in".

AI can also assist librarians with back-office duties. Computers can now complete regular tasks, such as:

- Inventory and catalog management
- Holds and reservation management
- Circulation and check-out
- Fine notifications and fee collection

The use of virtual assistants and chatbots has also become more commonplace in public libraries, acting as a guide for library services and answering frequently asked questions. Having this round-the-clock assistance reduces pressure on library staff, freeing up time to focus on programming and other value-added activities.

The future of AI in public libraries

1. User-generated recommendations

Although many processes are becoming more automated, the desire for hyper-personalized experiences has never been greater.

Libraries can use AI to predict not only future needs and preferences, but also to recommend personal suggestions for reading materials to individual users based on their preferences, borrowing history, and previous browsing and interests.

2. Improved digital education

Public libraries have always played an essential role in providing digital access for all. The use of free Wi-Fi, computers, and e-readers is complemented by user-friendly and accessible online platforms and resources and training around digital literacy.

Many libraries are now using AI to provide greater educational opportunities to their patrons, including workshops around creating multimedia content.

For example, as stated in the Urban Libraries Leadership Brief, the Palo Alto City Library recently hosted an event that included a workshop on how to generate short stories and poetry using AI technology.

Other uses of AI in library education initiatives have included lesson planning for language classes, and within workforce programs to assist patrons with career mapping, writing a resume, and designing a cover letter.

3. Increased concerns around bias

AI technology learns through data. The output will only ever be as good as the input. Libraries must be careful to ensure that the recommendations and results are not based on biased information.

This is a complex issue – but ensuring that collections are fair and unbiased is critical to serving all library users. collectionHQ's Diversity, Equity, and Inclusion (DEI) Analysis helps you to analyze your library's Fiction and Non-Fiction collections against industry-accepted DEI Topics, identify gaps at a system-wide and branch level, and aid representation of diverse populations both in print and digitally.

The role of the librarian

AI can play a critical role in helping librarians make key decisions that impact the future of the library.

By analyzing data on usage patterns, librarians can collect insights that will help with event planning, budget allocations, service development, and building collections that will engage library users.

With this technology continuing to become more prevalent, librarians are also required to educate library users on Artificial Intelligence, and how it can enhance their daily life.

This includes the downside of AI too. There are concerns that increased use of AI could lead to the spread of disinformation and misinformation, not to mention security and privacy issues.

Librarians can play a pivotal role in championing the responsible use of AI and must learn how to discern AI-generated text and images to pass these skills on to users.

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The spread of Artificial Intelligence certainly brings with it a combination of exciting opportunity and change.

With forethought, planning, and consideration of the risks, libraries can ensure they are not only prepared for the changes that AI will bring but they are positioned to shape and then lead the world that AI is helping to create.

Account	Description	2024 Permanent Budget	Adjustment	2024 Revised Permanent Budget	Notes
EXPENSES:					
51000	PERSONNEL	3,890,719	-	3,890,719	
52110	COMPUTER SUPPLIES	18,500	-	18,500	
52120	LIBRARY SUPPLIES	32,250	-	32,250	
52140	COPIER SUPPLIES	3,500	-	3,500	
52150	OFFICE SUPPLIES	7,650	-	7,650	
52160	**PROGRAM SUPPLIES**	**-**	**1,000**	**1,000**	received grant from CCBDD
52170	STAFF RECOGNITION	4,400	-	4,400	
52210	PROPERTY MAINT	17,000	-	17,000	
52220	CUSTODIAL	15,000	-	15,000	
52310	VEHICLE FUEL & PARTS	4,000	-	4,000	
	SUPPLIES TOTAL	**102,300**	**1,000**	**103,300**	
53110	STAFF INTERNAL TRAINING	1,500	-	1,500	
53120	STAFF EXTERNAL TRAINING	28,100	-	28,100	
53130	MILEAGE - OTHER	450	-	450	
53140	BOARD INTERNAL TRAINING	500	-	500	
53150	BOARD EXTERNAL TRAINING	1,050	-	1,050	
53210	TELECOMMUNICATIONS	9,750	-	9,750	
53220	POSTAGE	20,500	-	20,500	
53230	PRINTING & PUBLICITY	59,400	-	59,400	
53240	DATACOMMUNICATIONS	-	-	-	
53310	COMPUTER MAINT	115,280	-	115,280	
53320	EQUIPMENT MAINT	8,600	-	8,600	
53330	BLDG/PROPERTY MAINT	137,950	-	137,950	
53340	SECURITY ALARM	2,900	-	2,900	
53410	INSURANCE	40,000	-	40,000	
53510	RENT/LEASE	9,950	-	9,950	
53610	UTILITIES	115,500	-	115,500	
53710	CONSULTING SERVICES	16,000	-	16,000	
53720	**SPEAKERS/PERFORMERS**	**16,605**	**2,500**	**19,105**	received grant from CCBDD
53730	BANK FEES	27,500	-	27,500	
53740	AUDIT FEES	81,500	-	81,500	
53750	COLLECTIONS	3,000	-	3,000	
53760	TEMPORARY OUTSIDE SERVICES	-	-	-	
53770	MEDIA SERVICES	-	-	-	
53810	OHIONET -CATALOGING SOURCES	38,300	-	38,300	
53820	ONLINE ACCESS FEES	7,100	-	7,100	
53910	ILL DELIV SERVS	13,500	-	13,500	
	SERVICES TOTAL	**754,935**	**2,500**	**757,435**	
54000	MATERIALS	741,000	-	741,000	
55000	CAPITAL	95,975	-	95,975	
57000	MISCELLANEOUS	88,702	-	88,702	
58000	CONTINGENCY	20,000	-	20,000	
59000	INTERFUND TRANSFERS	1,200,000	-	1,200,000	
	TOTAL OPERATING EXPENSES	**6,893,631**	**3,500**	**6,897,131**	

WESTLAKE PORTER PUBLIC LIBRARY
Resolution 11-24
2025 Proposed Tax Budget
May 15, 2024

Account	Description	2023 Actual	2024 Tax Budget	2024 Permanent Budget	2025 Proposed Tax Budget	Notes
REVENUE:						
41200	PROPERTY TAX	4,019,776	4,908,145	5,032,538	5,030,000	
42210	PLF	1,499,516	1,275,000	1,430,611	1,300,000	
42400	GRANTS	21,057	1,000	2,500	1,000	
43100	FINES & FEES	9,844	9,000	9,743	9,000	
44100	INTEREST	148,667	45,000	123,400	60,000	
46100	CONTRIBUTIONS	2,000	2,500	250	2,500	
48000	FEES/MISC	96,031	75,000	88,950	75,000	
49000	TRANSFERS	-		-		
	REVENUE	**$ 5,796,892**	**$ 6,315,645**	**$ 6,687,992**	**$ 6,477,500**	
	CARRY FORWARD	4,507,076		3,717,109		
		$ 10,303,968	**$ 6,315,645**	**$ 10,405,101**	**$ 6,477,500**	
EXPENSES:						
51000	SALARIES	2,862,978	2,947,036	2,946,400	3,034,792	3% salary increases
51410	OPERS	391,722	409,785	411,096	422,071	
51610	INSURANCES	395,196	501,500	478,000	510,000	assumes 8% health insurance rate increase
51620	MEDICARE	39,197	42,732	42,723	44,004	
51630	WORKERS COMP	2,731	10,000	6,500	7,000	
51640	UNEMP COMP	-	5,000	1,500	5,000	
51650	FLEX SAVINGS PLAN	-	-	-	-	
51910	WELLNESS	2,250	3,500	2,500	7,000	
51920	EDUCATION	1,500	5,000	2,000	5,000	
	SUBTOTAL(PERSONNEL)	**$ 3,695,574**	**$ 3,924,553**	**$ 3,890,719**	**$ 4,034,867**	
52110	COMPUTER SUPPLIES	17,262	20,000	18,500	20,000	
52120	LIBRARY SUPPLIES	31,985	30,000	32,250	32,000	
52140	COPIER SUPPLIES	2,785	4,500	3,500	4,500	
52150	OFFICE SUPPLIES	4,421	8,000	7,650	8,000	
52160	PROGRAM SUPPLIES	2,506	5,000	-	1,500	
52170	STAFF RECOGNITION	3,795	5,000	4,400	5,000	
52210	PROPERTY MAINT	13,825	20,000	17,000	25,000	
52220	CUSTODIAL	14,969	20,000	15,000	20,000	
52310	VEHICLE FUEL & PARTS	3,459	5,000	4,000	5,000	
	SUBTOTAL(SUPPLIES)	**$ 95,006**	**$ 117,500**	**$ 102,300**	**$ 121,000**	
53110	STAFF INTERNAL TRAINING	300	4,000	1,500	4,000	
53120	STAFF EXTERNAL TRAINING	27,925	30,000	28,100	30,000	
53130	MILEAGE - OTHER	205	750	450	750	
53140	BOARD INTERNAL TRAINING	297	750	500	750	
53150	BOARD EXTERNAL TRAINING	425	1,000	1,050	1,000	
53210	TELECOMMUNICATIONS	8,809	11,000	9,750	11,000	
53220	POSTAGE	18,731	25,000	20,500	25,000	
53230	PRINTING & PUBLICITY	55,002	60,000	59,400	60,000	
53240	DATACOMMUNICATIONS	-	-	-	-	
53310	COMPUTER MAINT	85,562	100,000	115,280	115,000	
53320	EQUIPMENT MAINT	4,671	11,000	8,600	11,000	
53330	BLDG/PROPERTY MAINT	112,987	160,000	137,950	160,000	
53340	SECURITY ALARM	2,592	2,200	2,900	2,200	
53410	INSURANCE	38,856	45,000	40,000	45,000	
53510	RENT/LEASE	9,597	12,000	9,950	12,000	
53610	UTILITIES	107,009	125,000	115,500	125,000	
53710	CONSULTING SERVICES	9,414	30,000	16,000	30,000	
53720	SPEAKERS/PERFORMERS	29,223	35,000	16,605	18,000	
53730	BANK FEES	24,322	32,000	27,500	32,000	
53740	AUDIT FEES	59,830	60,000	81,500	81,500	
53750	COLLECTIONS	2,876	3,300	3,000	3,300	
53760	TEMPORARY OUTSIDE SERVICES	-	-	-	-	
53770	MEDIA SERVICES	-	-	-	-	
53810	OHIONET -CATALOGING SOURCES	35,034	38,000	38,300	39,000	
53820	ONLINE ACCESS FEES	6,812	8,000	7,100	8,000	
53910	ILL DELIV SERVS	12,204	17,000	13,500	17,000	
	SUBTOTAL(SERVICES)	**$ 652,682**	**$ 811,000**	**$ 754,935**	**$ 831,500**	
54000	BOOKS	726,906	763,092	741,000	763,230	3% increase
	SUBTOTAL(MATERIALS)	**$ 726,906**	**$ 763,092**	**$ 741,000**	**$ 763,230**	
55200	LAND IMPROVEMT	-	-	-	-	
55300	CONSTRUCTION	-	-	-	-	
55410	BLDG IMPROVEMT/INSTALLATIONS	5,714	15,000	6,000	15,000	
55510	FURN/EQUIPMENT	3,048	10,000	3,000	10,000	
55520	OPERATING HARDWARE	-	-	-	-	
55530	OPERATING SOFTWARE	207,576	225,000	86,975	90,000	
	SUBTOTAL (CAPITAL)	**$ 216,338**	**$ 250,000**	**$ 95,975**	**$ 115,000**	

Account	Description	2023 Actual	2024 Tax Budget	2024 Permanent Budget	2025 Proposed Tax Budget	Notes
57110	MEMBERSHIPS-LIBRARY	16,682	25,000	16,500	25,000	
57120	MEMBERSHIPS-BUSINESS	2,378	7,500	2,700	5,000	
57220	ELECTION ASSESSMENT	-	-	5,000	-	
57250	STATE SALES TAX	1,448	1,500	1,700	1,500	
57510	REFUNDS	173	500	350	500	
57900	MISCELLANEOUS	-	-	-	-	
58110	CONTINGENCY/OTHER	-	25,000	20,000	25,000	
59910	TRANSFERS	1,080,000	390,000	1,200,000	554,903	funds needed for permanent improvement and automation fund projects
	SUBTOTAL(OTHER)	$ 1,100,680	$ 449,500	$ 1,246,250	$ 611,903	
	TOTAL OPERATING EXPENSES	$ 6,487,187	$ 6,315,645	$ 6,831,179	$ 6,477,500	
	REVENUE LESS EXPENSES	$ (690,295)	$ (0)	$ (143,187)	(0)	
	EST CARRYOVER BALANCE	$ 3,816,781		$ 3,573,922		