



Finance/Operations Committee Meeting

October 15, 2025 ♦ 5 p.m.

**AGENDA**

**Call to Order**

Review of 2026 Proposed Compensation Schedule

**Executive Session:** to discuss compensation of a public employee

**Adjournment**



## Regular Board Meeting

October 15, 2025 ♦ 6:30 p.m.

# AGENDA

### 6:30 – 6:40 Call to Order

#### Minutes

- Regular Meeting: September 17, 2025

#### Communications

- Received to Date: Letter from Ohio Association of Public School Employees
- Public comments (if any)

### 6:40 – 7:30 Administrative Reports

- Amendments to Administrative Reports
- Manager's Report – Jane Kirkland, Tech Services and Collections Manager
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

### 7:30 – 7:45 Board Reports

- Board President

### 7:45 – 7:55 Old Business

- Motion to Amend PPPM Section 1.1.12 Weapons and Remove Section 5.1.3 Concealed Weapons Policy

### 7:55 – 8:15 New Business

- Motion to amend Personnel Manual Section 5.04 Overtime Compensation Sunday Hours and create Section 5.06 Sunday Hours
- Other

### Executive Session: Topic

### Adjournment

#### Upcoming Events

November 12, 2025: Regular Meeting



# The Board of Trustees Minutes

## Regular Meeting:

**Date: September 17, 2025**

### Attendees:

|               | <i>Trustees</i>  |                    | <i>Staff</i>  |
|---------------|------------------|--------------------|---------------|
| Lauren Golick | Robert Plantz    | Andrew Mangels     | Larissa Bungo |
| Tianyi Krupka | Peter Schindler  | Celeste Fortunato  | Alex Foley    |
| Jason Nolde   | Elizabeth Sheehe | CJ Lynce           | Karen Argie   |
| Will Perry    |                  | Heather Feenaughty | Julia Kreeger |
|               |                  | Karen Hunt         |               |

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

### Minutes

Elizabeth Sheehe moved to approve the minutes from the Regular Board Meeting of July 16, 2025. Tianyi Krupka seconded the motion. All present were in favor.

### Communications

There were no new communications.

### Public Comments

There were no public comments.

### Staff Awards

Shelly Waryk received an *I Made a Difference Award* in recognition of her outstanding efforts in stepping up to fulfill the majority of the Fiscal Officer's financial responsibilities. Her dedication ensured the Finance Department continued to operate smoothly, avoiding disruptions in support to our departments and services to our vendors. In addition to her own duties, she successfully managed the Fiscal Officer responsibilities, allowing the new Fiscal Officer to start with a clean slate and no backlog. Her contributions make a significant impact and are truly appreciated

### New Staff

Alex Foley, Building Services, came from NASA Glenn and commented he loves the Library and Staff.

Karen Argie, Makerspace, is currently an engineering student.

Julia Kreeger, Circulation, worked as a page here in high school and is happy to be back.

Larissa Bungo, substitute in Adult and Youth Services, is retired from the Federal Trade Commission and commented she provided outreach to libraries while she was there.

### Administrative Reports

Amendment to the Administrative report. The proposed Weapons Policy was revised after being reviewed and edited by the County Prosecutor.

Emily Lindberg from Youth Services gave a presentation on sustainability. The Library will be joining the Sustainable Libraries Initiative to receive a sustainability library certification.

Will Perry asked how close we are to meeting the criteria. Emily responded there are tasks we could check off today but there is no timeline to completing all the tasks. Lauren Golick asked if there is an annual membership fee? Emily explained the fee is dependent on the individual library's budget. It would be \$250 per year with a one time cost of \$1,600 and there are discounts. OLC might join and become a partner. If that happens, all Ohio libraries will have membership access for free.

Mr. Mangels explained a team will be formed and once we get enrolled and receive the tools, the team will look at the requirements, review and make recommendations.

Jason Nolde commented Emily did a great job on the presentation and asked how this came forward. Emily replied her capstone project in school was based on sustainability. She presented a webinar at NEO/RLS and became aware of the Sustainability Libraries Initiative.

Emily Lindberg, Alex Foley, Larissa Bungo and Julia Kreeger left the meeting at 6:50 pm.

### PR/Marketing Report

The PR/Marketing Report for July and August was delivered with the agenda. Heather Feenaughty, PR/Marketing Manager, reported News Channel 5 filmed a segment here about graphic novels that was great. The reporter chose to film here because we are so accommodating. We are forming a nice relationship with them. Victoria Vogel did a phenomenal job during the interview.

We are no longer reporting on X/Twitter. Engagement lacks and getting data is cumbersome. We will no longer be posting there.

### Assistant Director's Report

The Assistant Director's Report for July and August was delivered with the agenda.

CJ Lynce, Assistant Director, reported Summer Reading is over and was a huge success. There was a large increase in participation over last year.

School is back in session and Youth Services is working on setting expectations early for our teen/tween visitors.

Mr. Lynce is working on a large AV overhaul project in the meeting rooms.

Search Ohio has been down since July while they are migrating to new software. Chip Halvorsen has been invited to serve on the team with Koha.

Mr. Lynce called attention to a mission moment in his report and what a great job Jamie Dinan did helping to calm a little boy who did not want to leave!

### Financial/HR Reports

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

The Fiscal Officer added her thanks and appreciation for Shelly Waryk's help. Ms. Waryk was so instrumental in helping Ms. Fortunato to onboard and extremely patient and wonderful. She is grateful to have such a knowledgeable and gifted teacher.

Looking at the 2026 budgets, the Fiscal Officer is concerned about the change from the PLF. We are just getting the first set of numbers and it looks like we will receive less next year but it is still hard to predict.

Ms. Fortunato commented the staff has been mindful of 2025 spending.

Director's Report

## Mission Moment

The Director mentioned his Mission Moment about Adult Services Outreach Coordinator, Sarah Beebe and the great work everyone is doing. At the Farrell Foundation Gala, Sarah was praised for her work and her name always comes up as a wonderful asset to the community and library.

The Director also reported a call he received today to say what a wonderful job the staff does.

The OLC Conference is in Cleveland in November. The Director invited the Board to attend.

A patron came in and wanted to review four areas of our policy and procedures. The Director met with him and told him we welcome the opportunity to review with him. This led us to update our weapons policy.

The Foundation is looking for recommendations for people to serve on the Foundation Board.

## Native Grass Project

The native grass project the Director was hoping to begin will most likely need to be postponed. The quote was higher than anticipated. High quality dirt is needed to try to start the project without a ton of weeds that would choke out the grass.

## Virtual Meetings

Virtual meetings are now legal in Ohio. The requirements prohibit virtual meetings for approving "major nonroutine expenditures," "significant hiring decisions," or meetings or hearings that involves a purpose to propose, approve, or vote on a tax issue or tax increase, among other requirements.

The Board decided to table the idea of virtual meetings for now and maybe explore sometime down the road if requirements loosen. Jason Nolde suggested exploring now in case it was necessary to meet virtually at some point. He would be interested in seeing a policy. Peter Schindler would suggest tabling for now. The director suggested the idea be revisited after the first of the year.

## Salary Survey

The Director explained every three years a third party, independent consultant is brought in to conduct a salary survey. The preliminary report shows a roughly six percent movement on our salary table to stay competitive. Currently, the average salary is at or above average level. The Director suggested a Finance/Operations Committee meeting be scheduled to discuss.

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

**Board Reports**

There were no Board reports.

**Old Business**

Discussion of a joint meeting with Avon Lake Public Library will be tabled until next year.

**New Business**

Personnel Manual Section 6.03 Employee-Elected Benefits/Services to delete Sections on Health Savings Account

Jason Nolde moved to amend Personnel Manual Section 6.03 Employee Elected Benefits/Services to delete sections on Health Savings Account. Lauren Golick seconded the motion.

The Library no longer offers a Health Savings Account.

All present were in favor.

PPPM Section 1.1.12 Weapons and Remove Section 5.1.3 Concealed Weapons Policy

Elizabeth Sheehe moved to amend PPPM Section 1.1.12 Weapons and Remove Section 5.1.3 Concealed Weapons Policy. Peter Schindler seconded the motion.

The Director shared a revised version of the policy as edited by the County Prosecutor.

This amendment is the result of the review of a records request. Ohio law identifies nothing as a weapon unless it is threatened to be used. It also says a concealed weapon can be banned but you cannot stop an open carry.

If someone came in openly carrying a gun, we could call the police for assistance and the police would stay on premises until they left the property, but they could not be stopped, by law.

Karen Argie left the meeting at 8:03 pm.

Jason Nolde would like time to review the policy as edited by the Prosecutor.

Elizabeth Sheehe withdrew the motion to amend PPPM Section 1.1.12 Weapons and Remove Section 5.1.3 Concealed Weapons Policy. Peter Schindler seconded.

All present were in favor.

PPPM Section 10 Volunteer Policy

Bob Plantz moved to accept PPPM Section 10 Volunteer Policy. Tianyi Krupka seconded the motion.

The Director explained this policy would require all volunteers over the age of eighteen to be background checked.

All present were in favor.

Resolution 9-25 Adjustment to Automation Fund and approve the purchase of Audio-Visual Equipment and Services in the amount of \$167,813.77 for the Meeting Room AV Overhaul Project.

Jason Nolde moved to accept Resolution 9-25 Adjustment to Automation Fund and approve the purchase of Audio-Visual Equipment and Services in the amount of \$167,813.77 for the Meeting Room AV Overhaul Project. Elizabeth Sheehe seconded the motion.

The Director explained an adjustment to the automation fund is needed because the estimate was higher than projected.

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

Disposal List

Bob Plantz moved to accept the Disposal List. Peter Schindler seconded the motion.

The Director explained a surplus sale will be held during the Friends' Booksale in October.

All present were in favor.

The Board will have a Finance/Operations Committee Meeting before the Board Meeting on October 15 at 5 pm.

**Adjourn**

The meeting adjourned at 8:43 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

\_\_\_\_\_  
Will Perry, WPPL Board President

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



# Ohio Association of Public School Employees

American Federation of State, County and Municipal Employees, AFL-CIO

OAPSE/AFSCME Local 4/AFL-CIO, 6805 Oak Creek Drive, Columbus, Ohio 43229-1591

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**Joseph P. Rugola**  
*Executive Director*

**Lois Carson**  
*State President*

**Michael Lang**  
*State Vice President*

**Sheila Dawkins-Flinn**  
*State Secretary*

**VIA ELECTRONIC MAIL ONLY**

September 30, 2025

Andrew Mangels, Director  
Westlake Porter Public Library  
[Andrew.mangels@westlakelibrary.org](mailto:Andrew.mangels@westlakelibrary.org)

RE: Request for Public Records under Ohio Revised Code 149.43

Dear Mr. Mangels:

Pursuant to Ohio's "Public Records Act", Ohio Revised Code 149.43, the undersigned hereby makes the following public records request. Ohio Revised Code 149.43 (B) provides, in relevant part, "[a]ll public records shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours. Upon request, a person responsible for public records shall make copies available at cost, within a reasonable period of time." Pursuant to that section, we hereby request that you notify the undersigned at your earliest convenience when the records indicated herein are prepared and made available. Alternatively, you may simply copy all of the records indicated and mail/email them to the undersigned. In your notice, please also indicate the charge for copying the records so that we may prepare that amount and place a check in the mail promptly.

I hereby request the following public records be produced:

1. A list of names, home addresses, home phone numbers, work locations, job classifications, and work e-mail addresses for all employees of the Westlake Porter Public Library.
2. A current copy of the Table of Organization and/or personnel roster, including the Board of Trustees for the Westlake Porter Public Library.

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Cleveland/Canton Field Office, 9555 Vista Way, Suite 230, Garfield Heights, Ohio 44125 • (330)659-7335 / (855)607-6554

Dayton Field Office, 1299 Lyons Road, Dayton, OH 45458 • (614)890-4770 / (800)786-2773

Toledo Field Office, 2340 Detroit Ave; Garden Floor, Maumee, Ohio 43537 • (419)887-5758 / (800)265-1810



September 30, 2025  
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As these documents are all documents which should be kept in the ordinary course of business, we believe it is reasonable to produce these documents within five business days. If you cannot produce and make available and/or provide copies of these documents, please contact the undersigned so that we can make alternate arrangements and so that we may anticipate when the documents will be available.

If you have any questions or need any clarification or further information regarding this request, please do not hesitate to contact me. Thank you very much for your anticipated cooperation in this matter.

Very truly yours,

A handwritten signature in black ink that reads "Mark Harrington". The signature is written in a cursive style with a long horizontal flourish at the end.

Mark Harrington  
Organizing Coordinator  
OAPSE/AFSCME Local 4 AFL-CIO  
[cknapp@oapse.org](mailto:cknapp@oapse.org)

**I. INFORMATION AND MATERIALS TRANSACTIONS**

| MONTHLY CIRCULATION, 2021 - PRESENT |                |                |                |                |                |          |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|----------|
|                                     | 2021           | 2022           | 2023           | 2024           | 2025           | %INC/DEC |
| January                             | 56,030         | 70,245         | 70,931         | 74,087         | 73,236         | -1%      |
| February                            | 60,747         | 65,239         | 66,714         | 68,953         | 68,902         | 0%       |
| March                               | 71,034         | 69,915         | 74,701         | <b>75,624</b>  | <b>77,849</b>  | 3%       |
| April                               | 66,482         | 71,134         | 69,906         | 71,644         | 73,309         | 2%       |
| May                                 | 65,203         | 66,320         | 68,705         | 72,046         | <b>75,329</b>  | 5%       |
| June                                | <b>75,635</b>  | 71,367         | 73,439         | <b>75,823</b>  | <b>76,774</b>  | 1%       |
| July                                | 74,130         | 74,532         | 74,923         | <b>79,097</b>  | <b>80,420</b>  | 2%       |
| August                              | <b>75,280</b>  | 75,223         | 73,283         | <b>78,244</b>  | 74,290         | -5%      |
| September                           | 67,307         | 66,792         | 68,526         | 71,102         | 72,561         | 2%       |
| October                             | 69,976         | 68,636         | 71,704         | 71,962         |                |          |
| November                            | 67,226         | 67,403         | 67,046         | 70,715         |                |          |
| December                            | 68,969         | 66,910         | 66,068         | 70,534         |                |          |
| <b>ANN'L TTL</b>                    | <b>818,019</b> | <b>833,716</b> | <b>845,946</b> | <b>879,831</b> | <b>672,670</b> | 1%       |
| <b>AVE CIRC</b>                     | <b>68,168</b>  | <b>69,476</b>  | <b>70,496</b>  | <b>73,319</b>  | <b>74,741</b>  | 2%       |

Circulation Total

| TOTAL CIRCULATION                          |                  |               |               |               |               |               |             |
|--|------------------|---------------|---------------|---------------|---------------|---------------|-------------|
|  |                  | ADULT         | YA            | JUV           | TOTAL         | LAST YR       | %INC/DEC    |
| <b>BOOKS</b>                               | FICTION          | 9,434         | 1,362         | 15,018        | 25,814        | 24,536        | 5%          |
|  | NONFIC           | 7,224         | 299           | 4,902         | 12,425        | 11,378        | 9%          |
|  | LG PRINT         | 1,978         | --            | --            | 1,978         | 2,076         | -5%         |
|  | WORLD LANGUAGES  | 43            | --            | 42            | 85            | 108           | -21%        |
|  | <b>SUBTTL</b>    | <b>18,679</b> | <b>1,661</b>  | <b>19,962</b> | <b>40,302</b> | <b>38,098</b> | <b>6%</b>   |
|  | BLURAY           | 1,582         | --            | 267           | 1,849         | 1,869         | -1%         |
|  | BLURAY 4K        | 127           | --            | 15            | 142           | 121           | 17%         |
|  | BOOK CD          | 510           | --            | 58            | 568           | 679           | -16%        |
|  | DVD              | 4,870         | --            | 1,271         | 6,141         | 6,876         | -11%        |
|  | DVD/CD-ROM       | --            | --            | --            | --            | --            | --          |
| LAUNCHPAD                                  | --               | --            | 57            | 57            | 82            | -30%          |             |
| LAUNCHPAD View                             | --               | --            | 1             | 1             | 8             | -88%          |             |
| MUSIC CD                                   | 1,989            | --            | 97            | 2,086         | 1,886         | 11%           |             |
| PLAY/VIEW                                  | --               | --            | --            | --            | --            | --            |             |
| PLAYAWAY                                   | 204              | 12            | 140           | 356           | 439           | -19%          |             |
| ROKU                                       | 1                | --            | --            | 1             | --            | --            |             |
| VIDEO GAMES                                | 505              | --            | 1,513         | 2,018         | 1,825         | 11%           |             |
| OTHER                                      | 5                | --            | 417           | 422           | 391           | 8%            |             |
| <b>SUBTTL</b>                              | <b>9,793</b>     | <b>12</b>     | <b>3,836</b>  | <b>13,641</b> | <b>14,176</b> | <b>-4%</b>    |             |
| <b>ELECTRONIC</b>                          | Comics Plus      | 14            | --            | --            | 14            | 22            | -36%        |
|  | Flipster         | 167           | --            | --            | 167           | 243           | -31%        |
|  | Great Courses    | --            | --            | --            | --            | --            | --          |
|  | HOOPLA/Comics    | 129           | --            | --            | 129           | 204           | -37%        |
|  | HOOPLA/eAudio    | 1,874         | --            | --            | 1,874         | 2,256         | -17%        |
|  | HOOPLA/Bingepass | 68            | --            | --            | 68            | 52            | 31%         |
|  | HOOPLA/eBooks    | 809           | --            | --            | 809           | 1,412         | -43%        |
|  | HOOPLA/Flex      | 57            | --            | --            | 57            | 82            | -30%        |
|  | HOOPLA/Music     | 213           | --            | --            | 213           | 234           | -9%         |
|  | HOOPLA/MOVIE/TV  | 484           | --            | --            | 484           | 712           | -32%        |
|  | IndieFlx         | --            | --            | --            | --            | 1             | -100%       |
|  | KANOPY           | 576           | --            | --            | 576           | 515           | 12%         |
|  | OVD/DAB          | 4,288         | 364           | 352           | 5,004         | 3,800         | 32%         |
|  | OVD/EBOOK        | 4,643         | 383           | 631           | 5,657         | 5,089         | 11%         |
|  | OVD/Magazines    | 1,603         | --            | --            | 1,603         | 1,224         | 31%         |
| Press Reader                               | 64               | --            | --            | 64            | 214           | -70%          |             |
| QELLO                                      | 4                | --            | --            | 4             | --            | --            |             |
|  | --               | --            | --            | --            | --            | --            |             |
|  | --               | --            | --            | --            | --            | --            |             |
| <b>SUBTTL</b>                              | <b>14,979</b>    | <b>747</b>    | <b>983</b>    | <b>16,723</b> | <b>16,060</b> | <b>4%</b>     |             |
| <b>NON-TRADITIONAL</b>                     | INSTRUMENT       | 7             | --            | 9             | 16            | 9             | 78%         |
|  | GAMES            | 39            | --            | 109           | 148           | 128           | 16%         |
|  | EQUIPMENT        | 78            | --            | 5             | 83            | 54            | 54%         |
|  | 124              | 0             | 123           | 247           | 191           | 0%            |             |
| <b>OTHER</b>                               | PER              | 1,204         | 14            | 148           | 1,366         | 1,333         | 2%          |
|  | LAPTOPS          | 124           | --            | --            | 124           | 108           | 15%         |
|  | Wifi Hotspots    | 66            | --            | --            | 66            | 59            | 12%         |
|  | EQUIPMT          | --            | --            | --            | --            | --            | --          |
|  | OTHER            | 6             | 1             | 6             | 13            | 35            | -63%        |
|  | <b>SUBTTL</b>    | <b>1,400</b>  | <b>15</b>     | <b>154</b>    | <b>1,569</b>  | <b>1,535</b>  | <b>2%</b>   |
| <b>ILL</b>                                 | SRCHOHO          | 1             | --            | --            | 1             | 985           | -100%       |
|  | ILL              | 66            | --            | --            | 66            | 57            | 16%         |
|  | CPL LANG         | --            | --            | --            | --            | --            | --          |
|  | <b>SUBTTL</b>    | <b>67</b>     | <b>0</b>      | <b>0</b>      | <b>67</b>     | <b>1,042</b>  | <b>-94%</b> |
| <b>UNACCOUNTED</b>                         | --               | --            | --            | 12            | 0             | 0%            |             |
| <b>TOTAL</b>                               | <b>45,042</b>    | <b>2,435</b>  | <b>25,058</b> | <b>72,561</b> | <b>71,102</b> | <b>2%</b>     |             |
| <b>SELF CHECK</b>                          |                  |               |               | <b>18,273</b> | <b>17,140</b> | <b>7%</b>     |             |
| <b>SELF CHECK Percentage of Total Circ</b> |                  |               |               | 25%           | 24%           |               |             |
| <b>SELF CHECK Percentage of Bldg Circ</b>  |                  |               |               | 71%           | 64%           |               |             |

| CIRCULATION DETAIL             |           |       |          |         |
|--------------------------------|-----------|-------|----------|---------|
|                                | DATE      | CIRC  | HRS OPEN | CIRC/HR |
| HIGHEST                        | August 4  | 2,685 | 12       | 224     |
| LOWEST                         | August 17 | 1,059 | 4        | 265     |
| BUSIEST                        | August 24 | 1,243 | 4        | 311     |
| SELF-CHECK CIRCULATION TOTAL = |           |       | 18,273   |         |
| TOTAL CHECK-INS THIS MONTH =   |           |       | 0        |         |

Highest: Monday, August 4  
 Lowest: Sunday, August 17  
 Busiest: Sunday, August 24

| SEARCH OH/OH LINK |   |
|-------------------|---|
| Borrowing (From)  | 0 |
| Lending (To)      | 0 |

| Services  |     |
|-----------|-----|
| Passports | 82  |
| Photos    | 109 |

| ITEMS ADDED TO & WEEDED FROM COLLECTION THIS MONTH |                |                |         |
|--|----------------|----------------|---------|
|  | PREV NET       | NEW NET        | % TOTAL |
| ADULT  | 128,107        | 128,699        | 67.24%  |
| YOUNG ADULT  | 7,872          | 7,914          | 4.13%   |
| JUVENILE   | 54,468         | 54,785         | 28.62%  |
| <b>TOTAL ITEMS</b>                                 | <b>190,447</b> | <b>191,398</b> |         |

| CURRENT COLLECTION SIZE BY FORMAT |                |         |
|-----------------------------------|----------------|---------|
|                                   | ITEMS          | % TOTAL |
| BOOKS                             | 118,548        | 61.93%  |
| AV                                | 51,042         | 26.67%  |
| ELECTRONIC                        | 21,449         | 11.21%  |
| OTHER                             | 374            | 0.20%   |
| <b>TOTAL</b>                      | <b>191,413</b> |         |

| REGISTRATIONS                               |               |            |              |               |          |
|---|---------------|------------|--------------|---------------|----------|
| DEPTL                                       | ADULT         | YA         | JUV          | TOTAL         | % OF TTL |
|   | 62            |            |              | 62            | 0%       |
| WESTLAKE                                    | 11,732        | 468        | 1,640        | 13,840        | 48%      |
| CUY. CO.                                    | 8,754         | 138        | 332          | 9,224         | 32%      |
| OUT OF CO.                                  | 5,491         | 97         | 215          | 5,803         | 20%      |
| <b>TOTAL</b>                                | <b>26,039</b> | <b>703</b> | <b>2,187</b> | <b>28,929</b> |          |
| <b>% OF TTL</b>                             | <b>90%</b>    | <b>2%</b>  | <b>8%</b>    |               |          |
| <b>REGISTRATIONS ADDED THIS MONTH = 291</b> |               |            |              |               |          |
| <b>REGISTRATIONS THIS YR VS. LAST YR.</b>   |               |            |              |               |          |
| Prev Year                                   | 26,294        | 695        | 2,033        | <b>29,022</b> |          |
| % INC/DEC                                   | -1%           | 1%         | 8%           | <b>0%</b>     |          |

| ELECTRONIC USAGE: SUMMARY TABLE |               |                 |
|---------------------------------|---------------|-----------------|
|                                 | USERS         | HOURS           |
| ON-SITE                         | 9,778         | 0.0             |
| REMOTE                          | 29,804        | 28,097.0        |
| <b>TOTAL</b>                    | <b>39,582</b> | <b>28,097.0</b> |

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

**II. PROGRAMS & SERVICES**

| TOTAL VISITORS THIS MONTH |               |               |           |
|---------------------------|---------------|---------------|-----------|
|                           | THIS YEAR     | LAST YEAR     | INC/DEC   |
| LIBRARY                   | 23,358        | 21,239        | 10%       |
| ARTWALK DOOR              | 0             | 0             |           |
| DRIVE-UP                  | 1,284         | 1,533         | -16%      |
| <b>TOTAL</b>              | <b>24,642</b> | <b>22,772</b> | <b>8%</b> |

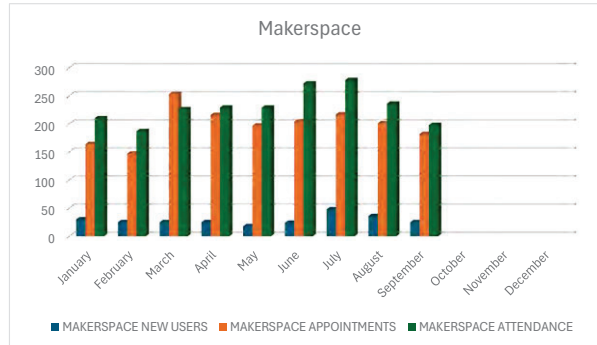
| PUBLIC MEETING ROOM USE                    |            |            |            |            |
|--|------------|------------|------------|------------|
| TIME PERIOD                                | MORNING    | AFTERNOON  | EVENING    | TOTAL      |
| AVAILABLE                                  | 200        | 240        | 153        | 593        |
| MEETINGS                                   | 61         | 43         | 68         | 172        |
| <b>% IN USE</b>                            | <b>31%</b> | <b>18%</b> | <b>44%</b> | <b>29%</b> |
| <b>TOTAL MEETING ROOM ATTENDANCE 2,934</b> |            |            |            |            |

| Monthly Visits 2021 to Present |                |                |                |                |                |            |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|------------|
|                                | 2021           | 2022           | 2023           | 2024           | 2025           | %INC/DEC   |
| January                        | 10,052         | 17,886         | 22,903         | 21,380         | 21,777         | 2%         |
| February                       | 11,816         | 16,773         | 20,945         | 22,629         | 21,357         | -6%        |
| March                          | 14,237         | 20,687         | 24,327         | <b>25,495</b>  | 24,517         | -4%        |
| April                          | 12,949         | 19,530         | 20,694         | <b>25,135</b>  | 23,592         | -6%        |
| May                            | 13,745         | 19,694         | 22,738         | 22,460         | <b>25,921</b>  | 15%        |
| June                           | 17,452         | 22,054         | 23,355         | 24,144         | <b>25,497</b>  | 6%         |
| July                           | 19,448         | 22,002         | 23,066         | <b>25,588</b>  | <b>26,432</b>  | 3%         |
| August                         | 19,168         | 21,829         | 22,460         | <b>29,114</b>  | 23,726         | -19%       |
| September                      | 17,726         | 20,062         | 21,056         | 22,772         | <b>24,642</b>  | 8%         |
| October                        | 19,959         | 21,776         | <b>24,877</b>  | <b>25,207</b>  |                |            |
| November                       | 17,707         | 20,025         | 21,634         | 22,591         |                |            |
| December                       | 19,045         | 18,952         | 19,345         | 20,408         |                |            |
| <b>ANNL TTL</b>                | <b>193,304</b> | <b>241,270</b> | <b>267,400</b> | <b>286,923</b> | <b>217,461</b> | <b>-1%</b> |
| <b>AVE Visits/MO</b>           | <b>16,109</b>  | <b>20,106</b>  | <b>22,283</b>  | <b>23,910</b>  | <b>24,162</b>  | <b>1%</b>  |

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

| PUBLIC PROGRAMS |        |        |          |
|-----------------|--------|--------|----------|
|                 | NUMBER | ATTEND | AVE ATT. |
| ON-SITE         | 117    | 2,082  | 18       |
| OFF-SITE        | 22     | 357    | 16       |

| MAKERSPACE           |            |              |              |
|----------------------|------------|--------------|--------------|
|                      | NEW USERS  | APPOINTMENTS | ATTENDANCE   |
| January              | 30         | 164          | 210          |
| February             | 25         | 147          | 187          |
| March                | 25         | 253          | 226          |
| April                | 25         | 216          | 229          |
| May                  | 18         | 197          | 229          |
| June                 | 24         | 204          | 272          |
| July                 | 48         | 217          | 278          |
| August               | 36         | 201          | 236          |
| September            | 25         | 182          | 198          |
| October              |            |              |              |
| November             |            |              |              |
| December             |            |              |              |
| <b>ANNL TTL</b>      | <b>256</b> | <b>1,781</b> | <b>2,065</b> |
| <b>AVE Visits/MO</b> | <b>28</b>  | <b>198</b>   | <b>229</b>   |



**III. SUPPORT AND ADMINISTRATIVE STATISTICS**

| PERSONNEL CHANGES THIS MONTH |               |          |             |       |      |
|------------------------------|---------------|----------|-------------|-------|------|
| <b>HIRED</b>                 |               |          |             |       |      |
| NAME                         | POSITION      | HOURS    | DATE        |       |      |
|                              |               |          |             |       |      |
| 0 Employee(s)                |               | 0.00 FTE |             |       |      |
| <b>RESIGNED</b>              |               |          |             |       |      |
| NAME                         | POSITION      | HOURS    | DATE        |       |      |
|                              |               |          |             |       |      |
| 0 Employee(s)                |               | 0.00 FTE |             |       |      |
| <b>TRANSFERRED</b>           |               |          |             |       |      |
| NAME                         | FROM POSITION | HOURS    | TO POSITION | HOURS | DATE |
|                              |               |          |             |       |      |
| 0 Employee(s)                |               |          |             |       |      |

| PAYROLL SUMMARY            |              |
|----------------------------|--------------|
| PAYROLLS THIS MONTH:       | <b>2</b>     |
| TOTAL PAID HOURS           | 9,675.00     |
| <b>FTE (INCL. SUB HRS)</b> | <b>60.47</b> |

# September 2025

|              | LAST YEAR | CURRENT YR | % CHANGE |
|--------------|-----------|------------|----------|
| September    | 71,102    | 72,561     | 2%       |
| E-Resources  | 16,060    | 16,723     | 4%       |
| Circ to Date | 666,620   | 672,670    | 1%       |

| % OF CIRC |       |     |     |           |             |  |
|-----------|-------|-----|-----|-----------|-------------|--|
| BluRay    | BOOKS | CDs | DVD | MAGAZINES | VIDEO GAMES |  |
| 3%        | 56%   | 3%  | 8%  | 2%        | 3%          |  |

## Monthly Cardholders

| LAST YEAR | CURRENT YR |
|-----------|------------|
| 29,022    | 28,929     |

## Monthly Visits

| LAST YEAR | CURRENT YR |
|-----------|------------|
| 22,772    | 24,642     |

## MAKERSPACE

| NEW USERS | LAST YEAR    |            |  | CURRENT YR |              |            |
|-----------|--------------|------------|--|------------|--------------|------------|
|           | APPOINTMENTS | ATTENDANCE |  | NEW USERS  | APPOINTMENTS | ATTENDANCE |
| 40        | 132          | 168        |  | 25         | 182          | 198        |

## Monthly Programming

|          | LAST YEAR |            | CURRENT YR |            |
|----------|-----------|------------|------------|------------|
|          | PROGRAMS  | ATTENDANCE | PROGRAMS   | ATTENDANCE |
| ADULT    | 66        | 939        | 68         | 926        |
| YA       | 9         | 93         | 13         | 197        |
| CHILDREN | 61        | 1,378      | 58         | 1,316      |

## Monthly Outreach

| LAST YEAR  |            | CURRENT YR |            |
|------------|------------|------------|------------|
| DELIVERIES | TOTAL CIRC | DELIVERIES | TOTAL CIRC |
| 65         | 1,071      | 48         | 888        |

## Monthly Meeting Room Usage

|            | CURRENT YEAR |            |          |            |
|------------|--------------|------------|----------|------------|
|            | MORNING      | AFTERNOON  | EVENING  | TOTAL      |
| MEETINGS   | 61           | 43         | 68       | 172        |
| ATTENDANCE | 940          | 827        | 1167     | 2,934      |
|            | LAST YEAR    |            |          |            |
|            | MEETINGS     | ATTENDANCE | MEETINGS | ATTENDANCE |
|            | 46           | 38         | 43       | 127        |
|            | 709          | 689        | 761      | 2159       |

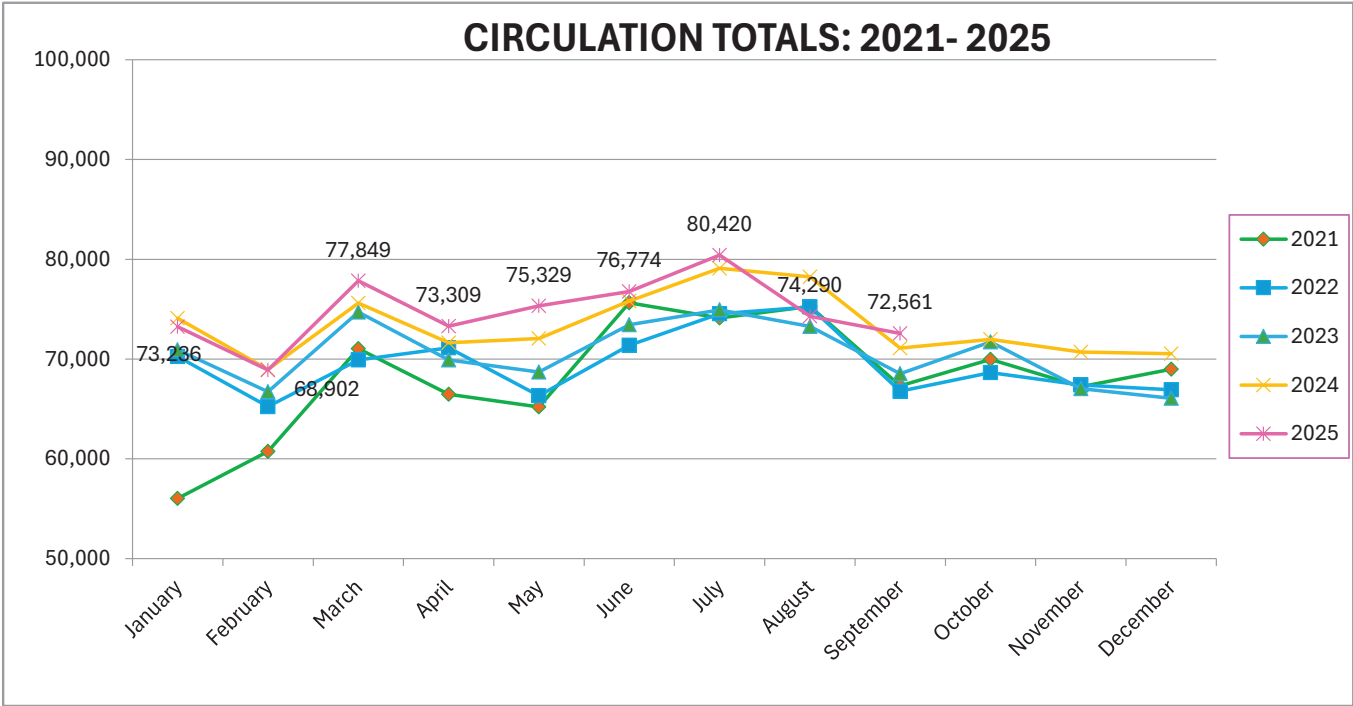
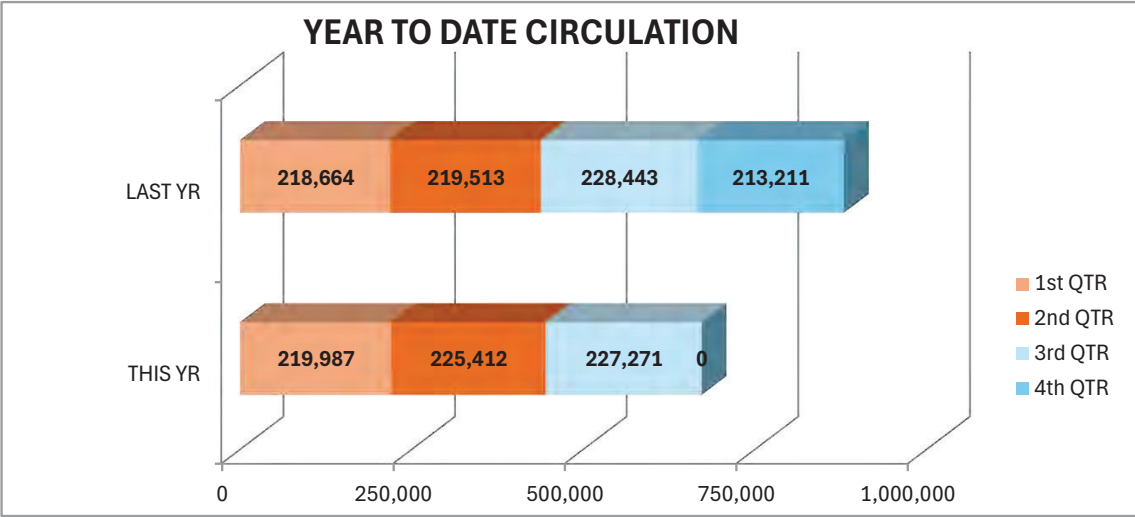
## MONTHLY OHIO LINK/SEARCH OH

|                   | LAST YEAR |             | CURRENT YR |             |
|-------------------|-----------|-------------|------------|-------------|
|                   | FILLED    | CHECKED OUT | FILLED     | CHECKED OUT |
| BORROWING (From): | 508       | 715         | 0          | 1           |

|               | LAST YEAR | CURRENT YEAR |
|---------------|-----------|--------------|
| LENDING (To): | 623       | 0            |

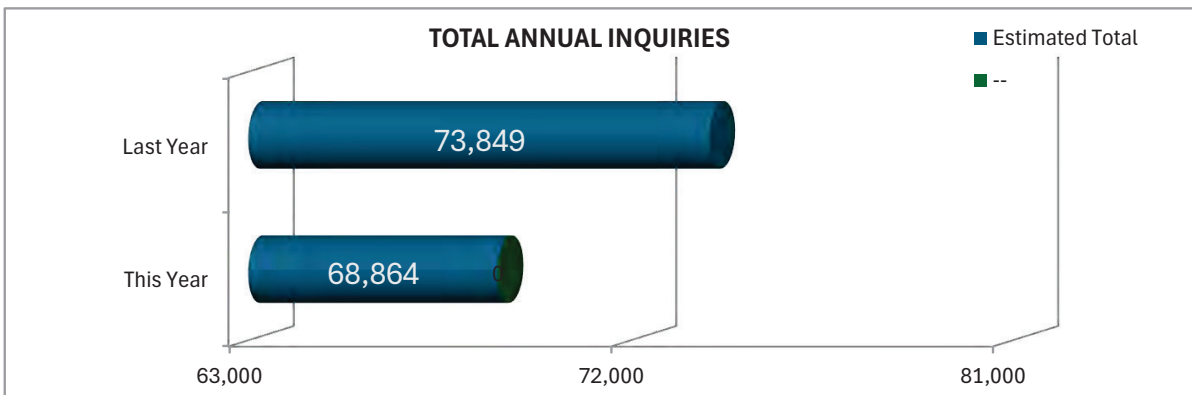
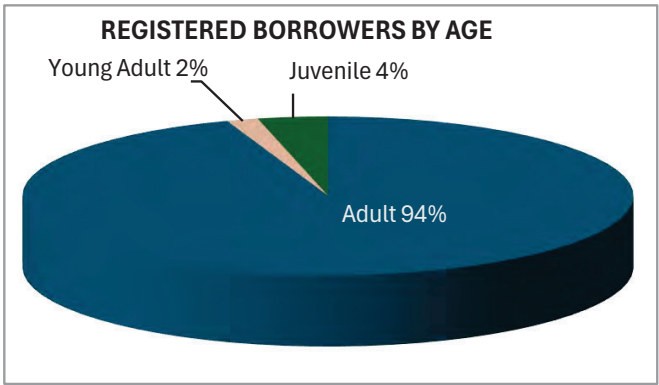
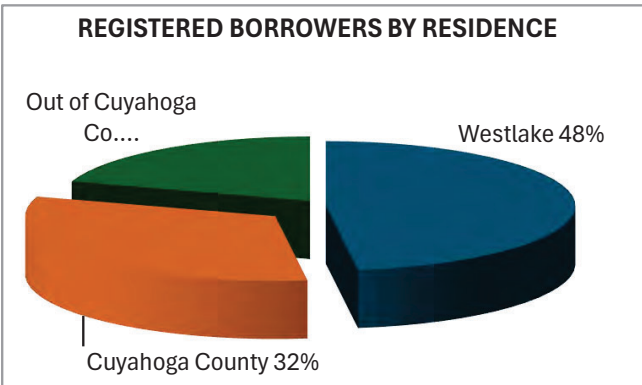
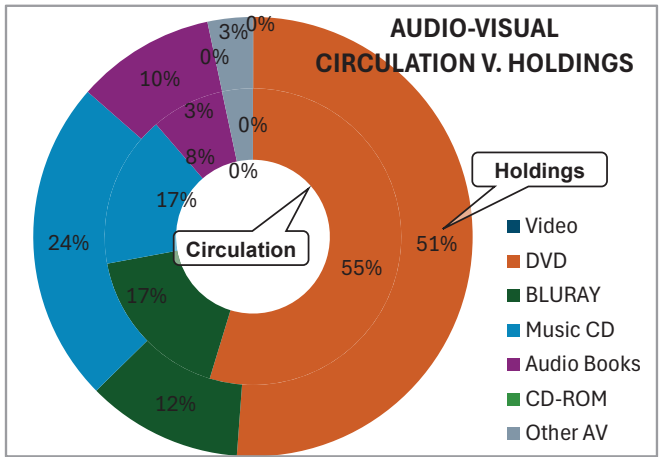
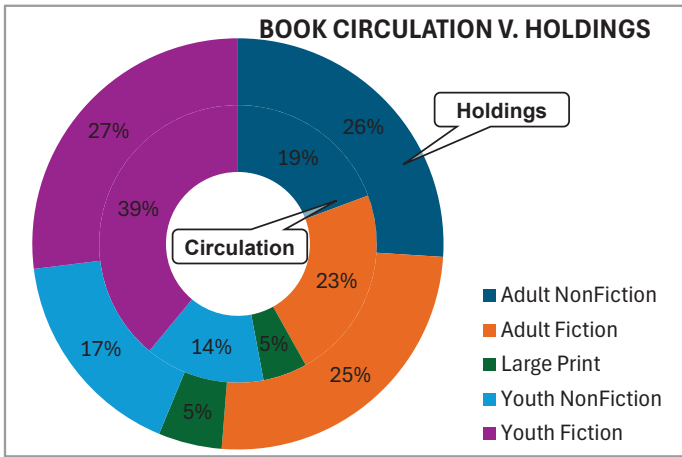
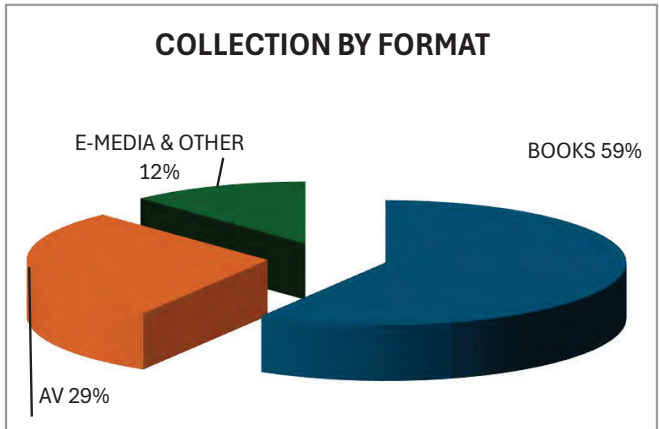
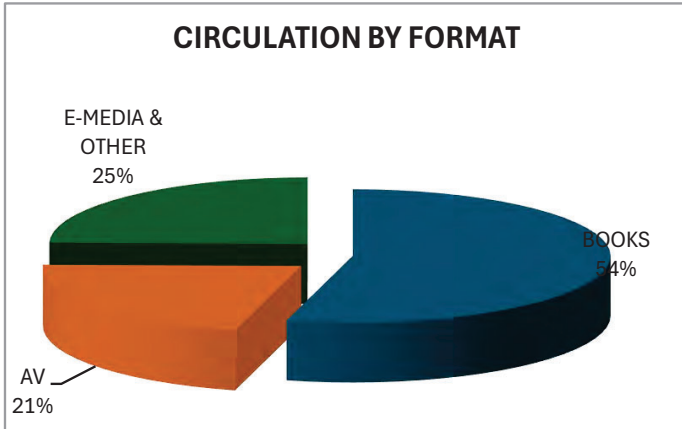
**WESTLAKE PORTER PUBLIC LIBRARY  
SECOND Quarter 2025**

**I. INFORMATION & MATERIALS TRANSACTIONS**

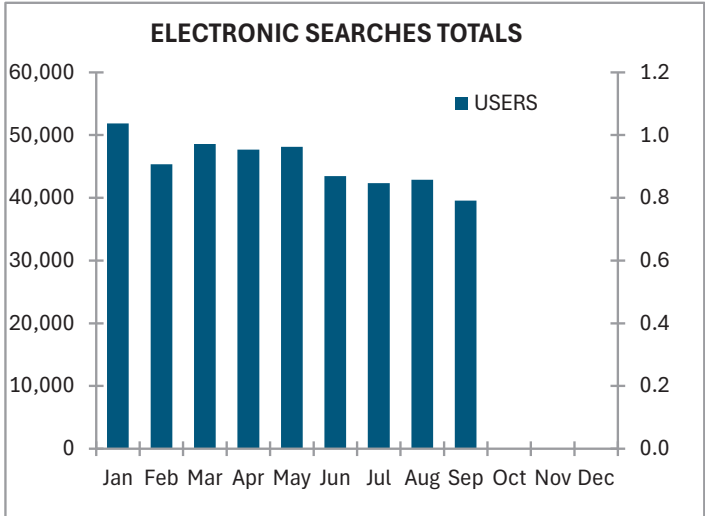
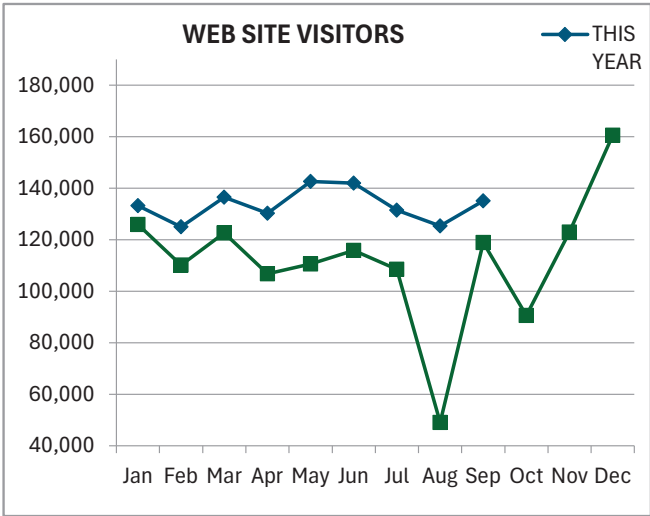


| Services  |     |
|-----------|-----|
| Passports | 388 |
| Photos    | 499 |
|           |     |

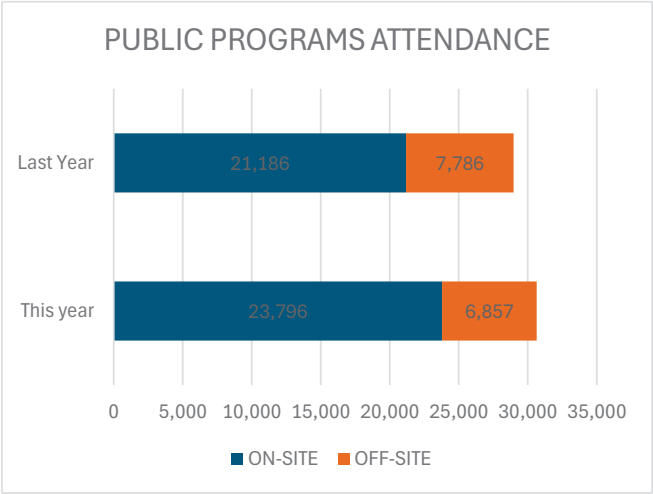
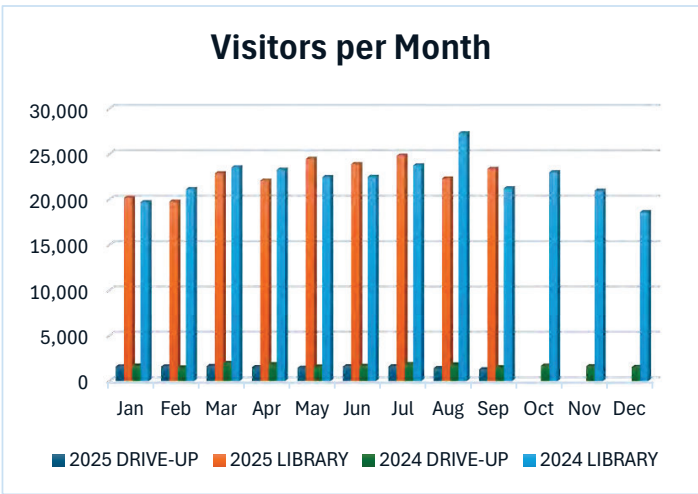
**WESTLAKE PORTER PUBLIC LIBRARY  
SECOND Quarter 2025**



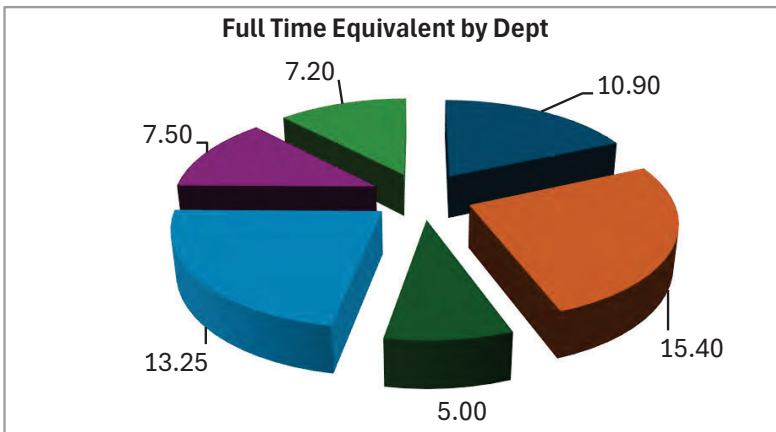
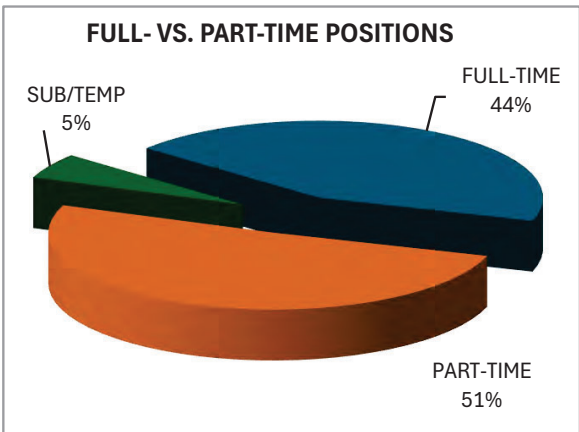
**WESTLAKE PORTER PUBLIC LIBRARY  
SECOND Quarter 2025**



**II. PROGRAMS & SERVICES**



**III. SUPPORT & ADMINISTRATIVE STATISTICS**



# Third Quarter 2025

## Year to Date Circulation

|                | LAST YEAR | CURRENT YR | % CHANGE |
|----------------|-----------|------------|----------|
| SECOND Quarter | 666,620   | 672,670    | 1%       |
| E-Resources    | 140,063   | 149,996    | 7%       |

|           | BOOKS | BluRay | DVD | CDs | MAGAZINES | VIDEO GAMES |
|-----------|-------|--------|-----|-----|-----------|-------------|
| % OF CIRC | 55%   | 0%     | 9%  | 3%  | 2%        | 3%          |

## CARDHOLDERS Monthly Visits

| LAST YEAR | CURRENT YR | LAST YEAR | CURRENT YR |
|-----------|------------|-----------|------------|
| 29,022    | 28,929     | 218,717   | 217,461    |

## MAKERSPACE

| LAST YEAR |              |            | CURRENT YEAR |              |            |
|-----------|--------------|------------|--------------|--------------|------------|
| NEW USERS | APPOINTMENTS | ATTENDANCE | NEW USERS    | APPOINTMENTS | ATTENDANCE |
| 356       | 1,352        | 1,750      | 256          | 1,781        | 2,065      |

## Programming

|          | LAST YEAR |            | CURRENT YEAR |            |
|----------|-----------|------------|--------------|------------|
|          | PROGRAMS  | ATTENDANCE | PROGRAMS     | ATTENDANCE |
| ADULT    | 542       | 9,519      | 619          | 9,661      |
| YA       | 109       | 1,807      | 105          | 2,201      |
| CHILDREN | 633       | 17,646     | 631          | 18,791     |
|          | 1,284     | 28,972     | 1,355        | 30,653     |

## Outreach

| LAST YEAR  |            | CURRENT YEAR |            |
|------------|------------|--------------|------------|
| DELIVERIES | TOTAL CIRC | DELIVERIES   | TOTAL CIRC |
| 510        | 8,926      | 421          | 6,679      |

## Meeting Room Usage

|            | CURRENT YEAR |           |         |        |
|------------|--------------|-----------|---------|--------|
|            | MORNING      | AFTERNOON | EVENING | TOTAL  |
| MEETINGS   | 554          | 382       | 474     | 1,410  |
| ATTENDANCE | 11,759       | 8,114     | 8,395   | 28,268 |

| LAST YEAR  |       |       |       |        |
|------------|-------|-------|-------|--------|
| MEETINGS   | 410   | 368   | 360   | 1,138  |
| ATTENDANCE | 7,547 | 7,797 | 7,690 | 23,034 |

## Year to Date OHIO LINK/SEARCH OH

| LAST YEAR         |       | CURRENT YEAR      |       |
|-------------------|-------|-------------------|-------|
| BORROWING (From): | 5,626 | BORROWING (From): | 4,592 |
| LENDING (To):     | 3,527 | LENDING (To):     | 3,227 |


# Social Media and PR Dashboard

|  | Page Reach | Page Visits | New Page Follows |
|---|------------|-------------|------------------|
| Jan   | 9,264      | 1,181       | 12               |
| Feb   | 4,391      | 995         | 14               |
| Mar   | 7,755      | 764         | 19               |
| Apr   | 30,830     | 2,092       | 55               |
| May   | 81,914     | 1,793       | 44               |
| Jun   | 1,275      | 8,997       | 24               |
| Jul   | 26,448     | 2,120       | 34               |
| Aug   | 6,287      | 1,241       | 14               |
| Sep   | 23,442     | 1,169       | 50               |
| Oct   |            |             |                  |
| Nov   |            |             |                  |
| Dec   |            |             |                  |

Reach - The number of people who had any content from our Page or about our Page enter their screen.


|  | Reach | Profile Visits | New Followers |
|--|-------|----------------|---------------|
| Jan  | 713   | 122            | 16            |
| Feb  | 898   | 105            | 12            |
| Mar  | 540   | 87             | 16            |
| Apr  | 746   | 142            | 22            |
| May  | 577   | 172            | 20            |
| Jun  | 887   | 99             | 18            |
| Jul  | 971   | 167            | 24            |
| Aug  | 819   | 69             | 18            |
| Sep  | 794   | 67             | 18            |
| Oct  |       |                |               |
| Nov  |       |                |               |
| Dec  |       |                |               |

Reach - The number of people who had any content from our profile or about our profile enter their screen.

|  | Followers |
|---|-----------|
| Jan   | 1,597     |
| Feb   | 1,593     |
| Mar   | 1,586     |
| Apr   | 1,591     |
| May   | 1,586     |
| Jun   | 1,587     |
| Jul   | 1,588     |
| Aug   | 1,589     |
| Sep   |           |
| Oct   |           |
| Nov   |           |
| Dec   |           |

\*Viewing analytics on X requires paying for a premium account as of

\*\*After August 2025 we will no longer post or capture statistics for X (formally known as Twitter). This decision is a result of low engagement and the inability to post to X from a third-party platform we currently use.

|  | Page Views | Sessions | Users  | Return Visitors | % Return | New Visitors | % New |
|---|------------|----------|--------|-----------------|----------|--------------|-------|
| Jan   | 42,781     | 25,175   | 13,374 | 3,495           | 26.1%    | 9,879        | 73.9% |
| Feb   | 43,010     | 23,696   | 12,259 | 3,339           | 27.2%    | 8,920        | 72.8% |
| Mar   | 45,938     | 26,031   | 13,364 | 3,430           | 25.7%    | 9,934        | 74.3% |
| Apr   | 45,557     | 24,327   | 12,653 | 3,311           | 26.2%    | 9,342        | 73.8% |
| May   | 48,700     | 26,191   | 14,821 | 3,588           | 24.2%    | 11,233       | 75.8% |
| Jun   | 46,602     | 25,041   | 12,925 | 3,477           | 26.9%    | 9,448        | 73.1% |
| Jul   | 48,299     | 25,772   | 13,825 | 3,570           | 25.8%    | 10,255       | 74.2% |
| Aug   | 41,577     | 22,866   | 12,212 | 3,510           | 28.7%    | 8,702        | 71.3% |
| Sep   | 43,845     | 24,948   | 13,061 | 3,402           | 26.0%    | 9,659        | 74.0% |
| Oct   |            |          |        |                 | -        | 0            | -     |
| Nov   |            |          |        |                 | -        | 0            | -     |
| Dec   |            |          |        |                 | -        | 0            | -     |

## Adult Services

### Mission Moments:

*Sarah spoke with the wife of a 101-year-old homebound patron. She can overhear him telling everyone he speaks with on the phone "how much he loves the library delivery service and how great the books you pick out for him are. He also enjoys that you sit and talk with him when you bring books."*

*A patron came in with her iPad and stated that she needed help getting onto Hoopla to read a specific book but was having trouble with it. After some changing of passwords and identity verifications, Elyse K. was able to successfully install Hoopla onto her device and get her signed up for the service. Elyse went on to give a brief tour of the app so that she could familiarize herself with navigating around and finding what she needed. She mentioned feeling empowered by this tour, and that she would have had a hard time figuring it out by herself. Elyse told her she was always happy to help, and that she hoped she enjoyed exploring Hoopla as much as Elyse has.*

### Programming:

Adult Services hosted 20 regular programs with 331 attendees, and 19 Outreach programs with 259 attendees. The Makerspace hosted an additional 4 programs with 11 attendees for a total of 601 attending some program offered by Adult Services staff.

We also had 2 Bloodmobile sessions with 139 donors.

This month's 3 Library Speaker Consortium programs had a total of 126 views.

| Program title + attendance   | Hosted by   | Program Survey Comments   |
|--|---|---|
| Horror Film Club: 17   | Erin Manning  |   |
| American Red Cross Bloodmobile: 9/4 - 90; 9/22 -71   | Red Cross – coordinated by Andrea Tarolli                 |   |
| Citizenship Classes: 9/3 - 4; 9/8 - 3; 9/10 - 5; 9/15 - 5; 9/17 - 3; 9/22 - 4; 9/24 - 4; 9/29 - 4 = 32 | HOPE Center   |   |
| Self-Care for Better Mental Health - 17  | Trina Thomas with Sydney Roberts from the Gathering Place |   |
| Medicare/Medigap Presentation - 8  | Katie Salis with Weiss Financial Ratings Series Online    | "Very informative/navigating the library website, there are resources that I never knew about." |
| Adoption 101: Where Do I Begin? - 12   | Andrew Mangels and Frances Brawner with the               |   |

|  |  |  |
|--|--|--|
|  | Adoption Network Cleveland   |  |
| Fall Silk Flower Arrangement – 17  | Evelyn Finley  | “Instructor (Evelyn) is super nice. So thankful for Janet's donations!! Perfect fall display!”                 |
| Let’s Talk! Spanish Language Social Hour - 5                                   | Frances Brawner  |  |
| Learn How to Make Scones and Clotted Cream - 25                                | Evelyn Finley with Susan Aldrich   | “Susan is extremely energetic, personable, and friendly. Class was presented quickly but in the right length.” |
| Seed Saving Know How: How to Harvest and Save Seed From Your Summer Garden - 4 | Katie Salis  | “Excellent history, ideas and options for immediately starting seed saving.”                                   |
| Earth “kind” Meetup Group - 5  | Katie Salis and Andrea Tarolli?  |  |
| Fundraising Today: New Realities for Non-profits - 55                          | Katie Salis with Peter Schindler and David Holmes, Catherine Ciha, Joan Englund, Andrew Katusin, Janus Small, and Marty Uhle |  |
| Makerspace Foundations: CNC Orientation (Tuesday edition): 4                   | Adrien Krajnik   | “SUPER INSTRUCTIONAL TUTORIAL! Instructor really took the time to explain this complex process. Thanks!”       |
| Tech Bytes: iPhone and iPad Help Session - 7                                   | Adrien Krajnik and Alyssa Alcorn   |  |
| Tech Bytes: Windows Help Session - 4   | Adrien Krajnik   |  |
| Intro to Google Workspace - 9  | Adrien Krajnik   |  |
| After School in the ‘Space-5   | Victoria Vogel and Makerspace Staff  |  |
| DIY Pet Carrier Sling - 3  | Rose White   | Rose was very helpful to us and to the man making T shirts to sell.  |
| Craft Club – 3   | Mary Kay Palazzo and Evelyn Finley   |  |
| World at War Forum: PT-728 at Liberty Aviation Museum - 88                     | Chad Statler with Steve Pettyjohn  | “Very interesting but was looking for how PT boats played role in WWII”  |
| Adult Creative Writing Group: Autumn Edition –8                                | Victoria Vogel   |  |

|   |                                  |                                 |
|---|----------------------------------|---------------------------------|
| Tuesday Evening Book Club (IN PERSON & ON ZOOM): "A Woman of No Importance" by Sonia Purnell - 16   | Sarah Beebe with Frances Brawner | Summary below                   |
| Wednesday Afternoon Book Discussion: "The Heaven and Earth Grocery Store" by James McBride - 11   | Katie Salis                      |                                 |
| True Crime Book Club: "The Five" by Hallie Rubenhold - 6  | Chad Statler                     |                                 |
| Thursday Night Book Club: "Lincoln Highway" by Amor Towles - 12   | Diane Dillon                     |                                 |
| Environmentalism Book Club: "Everything for Everyone" by M.E. O'Brien - 5   | Elyse Kaderli                    |                                 |
| Virtual Author Talk: Hannah Nicole Maehrer "Accomplice to the Villain" - 40   | Library Speakers Consortium      |                                 |
| Virtual Author Talk: Jefferson Fisher "The Next Conversation" - 56  | Library Speakers Consortium      |                                 |
| Virtual Author Talk: Gabe Henry "Enough is Enuf" - 30   | Library Speakers Consortium      |                                 |
| Outreach Programs: "Ohio Amusement Parks" - 17 sessions, 218 attendees; "Big Band Music" at Community Center – 29 attendees; A League of Their Own at Farrell Foundation – 12 attendees | Sarah Beebe                      | See below for narrative report. |

**Study Room Usage**

The study rooms had 471 individual bookings for September, with 739 people using the spaces. School is officially back in session!

**Digital Conversion Stations**

The VHS converter had 4 bookings with 5 people in attendance; 1 person used the slide converter in September.

**My Librarian Requests**

The new rebrand of the 'My Librarian' service was launched September 2nd, with the entire Adult Services team being encouraged to participate in this Readers' Advisory task. There was one submission in September, which allowed staff to get used to the new procedures for the service. Hopefully, word will continue to spread about this new avenue of receiving recommendations.

**Innovation Specialist**

Adrien Krajnik, Innovation Specialist, conducted a total of 14 one-on-one technology support programs this month. Of these appointments 3 were for Android device help, 2 were in regard to digital transfer equipment, 1 was instruction on Canva, 2 were for PC help, 2 pertained to iPhone/iPad navigation, 3 were for various Microsoft Office products, and 1 was for Google Drive account management.

**Outreach**

September's program was about Ohio Amusement Parks including Puritas Springs, Euclid Beach, Cedar Point, Kings Island, Memphis Kiddie Park, and Geauga Lake. Many participants stated they enjoyed reliving fun memories of their childhoods that were spent at the parks (Euclid Beach was the most common park attended). At one assisted living, two residents who normally do not attend activities came to this one to talk about their experiences at Puritas Springs as a child and another is a Cedar Point expert that has contributed to many of the reference books about the park that we have here at the library. This program was presented 17 times with a total of 218 participants. At the Farrell Foundation, the program was about The League of Their Own with 12 participants.

Lastly, at the Westlake Community Center, the program was about the golden age of Big Band music with 29 participants. Two participants shared that they have been signed up for a pottery class and have missed the last couple of programs but skipped their pottery class specifically to attend this program.

| Facility                           | SEPT |
|------------------------------------|------|
| Arden Courts                       | 16   |
| Belvedere of Westlake              | 7    |
| Concord Reserve AL/LTC             | 15   |
| Concord Reserve Independent Living | NS   |
| Crocker Pointe                     | 11   |
| Fairmont                           | 25   |
| Devon Oaks                         | 6    |
| Gardens of Westlake                | 9    |
| Huntington Woods                   | 8    |
| Lifecare Center of Westlake        | 34   |
| Rae Ann Suburban                   | 14   |
| Rae Ann Westlake                   | 8    |
| Westlake Assisted living           | 12   |
| Westlake Village Assisted          | 11   |
| Westlake Village Care Center       | 10   |
| Westlake Village memory care       | 20   |
| Vitalia of Westlake                | 8    |
| Vitalia of Westlake memory care    | 4    |
| The Farrell Foundation             | 12   |
| Westlake Community Center          | 29   |

**Staffing**

Larissa Bungo came on board as a substitute for Adult and Youth Services on September 4th. Larissa completed her initial training in both departments and has begun picking up shifts already. She has been a great addition to the team.

Due to various staff vacations and leave, September called upon Adult Services staff to be a bit more flexible and adapt from their 'typical' desk schedules. The team stepped up for each other and made it through what could have been a difficult month.

### Blogs

- Sink Your Teeth Into These Short Horror Stories – Chad Statler
- Health Highlights: the Importance of 988 – Trina Thomas
- Popular Mystery Subgenres – Erin Manning
- Environmentalism Book Club Resources – 9/10/25 Meeting – Elyse Kaderli

### Displays

- Constitution Day – Katie Salis
- Happy Birthday, Jim Henson! - Sarah Beebe
- National Preparedness Month – Trina Thomas
- National Self-Improvement Month – Clare Neubert
- No Business Like Show Business – Alyssa Alcorn
- Epistolary Novels – Elyse Kaderli
- Library Speaker Consortium – Erin Manning
- World Languages @ WPPL (display case by Ask Us) - Elyse Kaderli
- Fall in Love With Your Next Favorite Book (Book Club in a Bag Display Case) - Elyse Kaderli
- Back to School (Bulletin Board) - Diane Dillon and Clare Neubert

## Makerspace

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### Mission Moment:

"I just wanted to give a shout out to your crew at the Makerspace (I think it's Rose, Adrian, and Karen?). They are all so amazing, patient, and kind. I have always been intimidated to try makerspaces but finally did and these three people have made it such a relaxing experience. As someone not familiar with any of the tools they make it easy for beginners to jump in. Other makerspaces make you go through a limit of training and then leave you to the devices on your own but that is very intimidating to a beginner. I love the set up at Westlake and again it's just one of those things that make your library stand out. Thanks to your amazing team!"

### Makerspace Activities

The Makerspace welcomed 198 attendees to 182 appointments during the month of September, 125 of which were with 1-on-1 guidance and instruction. The staff processed 94 3D prints through the queue. The space also had 25 new users registered to use the Makerspace.

### Program Spotlight:

**DIY Pet Carrier Sling-(9/13/25)** - On Saturday, September 13 Rose White taught a group how to sew a simple pet carrier for a cat or dog using the sewing machine. The program attracted three amateur sewists, all owners of small dogs or cats and hoping to go home with finished slings. Registrants took turns pinning and sewing the pre-cut sling parts and soon were using the sewing machine. Rose printed a hard copy of the project's step-by-step blog post for participants to refer to in the future.

**Craft Club- (9/16/25)-** On Tuesday, September 16, from 6-8 PM, Craft Club was held in the Makerspace. The program was hosted by Mary Kay Palazzo, Evelyn Finley, and Karen Argie. In this program, participants brought their own craft projects to work on in a group of other crafters. Staff provided a selection of coloring sheets and colored pencils for patrons to use if they did not bring their own project. Three adults were in attendance for the program. Of the three participants, two had been to Craft Club previously, while one was joining for the first time.

**After School in the Space-Cricut paper toy creatures-(9/24/25)** - Rose White taught a group of five tweens between the ages of 11 and 13 how to create a selection of folded paper creatures. Registrants chose from four templates: Kirby, Mario, Halloween ghost and pumpkin, and a rat. Rose taught the group how to design score lines on the templates with Cricut Design Space. Participants then loaded the paper onto the mat and ran it through the Cricut. After printing participants were taught to assemble the creatures by systematically folding them together to create their model

### **Staff Appreciation Week**

Staff have been visiting the Makerspace to heat press a design on a mug. This is a featured activity of Staff Appreciation Week. Adrien Krajnik created a Canva template in which staff have been inputting their pictures and designs.

## **Circulation**

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### **Mission Moment:**

A family was getting passports for their two young boys. They were so complimentary about our passport service. They said coming here was so convenient and we were so efficient.

**Passports:** 82 passport applications were accepted, and 109 passport pictures were taken.

**After-Hours Lockers** were used by 68 users to pick up 173 items.

Patrons who renewed, replaced, or acquired a library card from September 1st through September 30th inside the library were eligible to enter the raffle for Library Card Sign Up Month. Circ staff distributed the raffle forms.

## **Collection Development/Technical Services**

Chip began attending weekly online sessions for testing and configuration of the new system for SearchOhio and OhioLINK.

Chip attended the Koha-US Annual Conference Sept. 2-5 in Providence, RI. Chip is vice president of the user support and education group. He served on the committee that planned and presented the conference.

## **Information Technology**

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- Implemented a Power Automate Flow and a shared IT calendar to evenly split up regular IT tasks between me and Billy. The flow automatically generates tickets in our ticketing system.
- Installed two new security cameras on the exterior of the building.
- Installed Porteus Kiosk on our public displays to replace Windows 10 kiosk mode.
- Renamed and re-labeled all Self-Checkout stations to properly correspond with our documentation and server information.
- The YS copier was throwing generic error messages when attempting to print. Upon calling Blue to service it they updated the firmware and copied the configuration from our reference copier onto it. This resolved the issue.

- A patron was charged twice on our AS print release station, upon notifying TBS, they pushed out a firmware update to all kiosks that should prevent this from re-occurring in the future. Upon testing, I was unable to replicate any duplicate charges.
- Updated all computers from Windows 11 22H2 to 24H2.
- Removed the Photo Printer in the makerspace from Papercut as the print driver for it was consistently causing papercut to load extremely slowly, this allows it to print directly without papercut interference.
- Replaced one of the bands on the sorter, directly under the monitor.
- A technician came out and serviced our security gates; the gates were re-aligned and thoroughly tested. The technician found that the reader inside the gates is failing and ordered a new one, we are waiting for it to arrive.
- Migrated our server backup services to a new computer, tested our offline backups in the form of a disaster recovery scenario.

## Youth Services

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### Mission Moments: *From Jessica:*

[Rachel and I hosted Let's Make Ice Cream] and the program went well and matched numbers from last year. Our ice was melting very fast this year, possibly because it was 75 degrees out. The ice cream results were on the soupy side. One family told us they had been looking forward to the program for a whole week. Another child said, "This program was fun, but it was more delicious!" Thanks also to Rachel for supporting this program.

### Programming Highlights:

Cat hosted **Pirate Party** on National Pirate Day celebrating all things pirates for 20 participants! She read stories, the kids played games and got to walk the plank (balance beam). Everyone that came had a fantastic time and Cat really leaned into the pirate theme.

Cat hosted **Snacktivity** for 33 participants – a program that is now being shared between Bethany, Jessica, and Cat. She worked with the kids to make Autumn Trail Mix which included mixed nuts, candy corn, chocolate chips, butterscotch candies, and Reese's Pieces Cereal. Some kids requested milk to eat their trail mix with, which we will keep in mind for next time.

Natalie hosted **Adult Stories** for 40 participants. This program has been so fun to see grow – it has pulled in local groups that have now become regulars to our library.

Jamie staffed **Little Yogis** with our resident yoga instructor Jen for 26 participants. This program works really well for the five and under group and Jen enjoys pretending to be clouds and trees with the kids. She often themes her sessions and we look forward to having her back.

Rachel put together our annual **Christina's Corner** memorial project in which this year we had patrons decorate a star with a wish for the future (or coloring) and then hung them in the space. On 9/11, Andrew hosted a wonderful celebration for Christina's family and friends with small refreshments and remarks about how valued her legacy is. Flowers were put out for Christina, and all who perished on that day. From Holly, A regular patron Hailey Tussey was very impressed with our 9/11 display in Christina's Corner. Her son, William Armstrong, added a star in honor of NYC Fire Chief and his personnel here, Joseph Pfeifer. Chief Pfeifer lost a brother that day and can be seen in many 9/11 documentaries. Hailey found his email and forwarded a picture of the decorations in Christina's Corner. She heard back from Pfeifer who was very touched by the display and is sending William an autographed copy of his book, Ordinary Heroes. Chief Pfeifer currently

teaches at Columbia University and was instrumental in changing the way NYC fire and police departments work together. His hard work can be directly attributed to the success of the “Miracle on the Hudson” many years later. I told patron Hailey, WPPL is currently trying to plan a meaningful way to acknowledge the 25th anniversary of 9/11 next year. She recommended we reach out to Pfeifer for ideas and provided his email.

Bethany hosted **Crafternoon**, a roughly once a month program with a craft or making component to help keep active hands busy. With 10 participants at our first session, we were so pleased to see some of our regulars.

Holly had her first **Preschool Steam Ahead** program, which is taking the place of Fun Science Friday. This program had 17 participants, and reports from families included that they continue to love her program and that this new time works better for some families. We are encouraged that so many were able to join us for the new time and look forward to when it is back in 2026.

Emily hosted **Read It Make It At the Library** reading the book The Dot and making a recycled mat board project. 9 participants. We have moved this program to the weekend, which seems to be working for our patrons.

Fran hosted **Teddy Bear Picnic** with Emily as support, and it was a resounding success. Every child brought their own stuffie and was very engaged throughout the program. Fran received many compliments and one patron requested to check out the books she used during the program. She even used the parachute, a Fran Fan Favorite activity! 37 participants.

Natalie continues to host **Next Chapter Book Club** for 5 participants. They are reading Hidden Figures.

| STAFF MEMBER | Programs Hosted Included (stats in STATs spreadsheet):  |
|--------------|---|
| Cat          | Pirate Parrrty; Snacktivity; NSP: Saturday Morning Toons; Pokémon Fun                                   |
| Natalie      | Adapted ST x3; PreK ST x4; NCBC ; Social Club Autistic Teens; Adapted Weekend Fun                       |
| Jamie        | Little Yogis; KinderClub Kits; Hear Me Roar; Family ST; Lapsit ST x8; Toddler ST                        |
| Rachel       | 9/11 Memorial; Family ST; Sensational September Craft Kit; Make Ice Cream; Bow Wow Books; Homework Help |
| Bethany      | Teen Volunteer Orientations x5; Crafternoon; Teen Lounge x4; Snacktivity x2; Homework Help x2           |
| Holly        | KinderClub Kit; LINK; Bow Wow Books; Family ST; Come Play with Me; Preschool Steam Ahead                |
| Emily        | Teddy Bear Picnic; Family ST x2; Read It Make It At the Library; LINK; Music Monday                     |
| Jessica      | Let's Make Ice Cream; Make Your Own Whiteboard; Make It, Take It; Art Smarts                            |
| Rebecca      | Read with a Demon; Bow Wow Books  |
| Fran         | Toddler ST x8; Lapsit ST; Bow Wow Books; Brick Builders; Teddy Bear Picnic; LINK                        |

**Total programs hosted:** 68 in-library + 3 outreach = 71 programs

**Total attendance:** 1415 in-library + 98 outreach = 1513 participants

## School Partnerships

Natalie scheduled 14 **outreach visits** for October - November and January - April.

Jamie scheduled **outreach preschool storytime** visits for October-November and January - April.

Natalie and Jamie created **October Outreach Newsletters**.

Jamie scheduled **preschool book bin deliveries** for 2025/2026, with 7 locations receiving bins from October – April. She pulled 75 items for 3 **book bins** delivered by Rachel to 3 locations.

Rachel has been hard at work figuring out our **school year requests with local teachers**. In addition to everything she handles with our **Porter Express** service, she:

- Renewed 27 **School Delivery Cards**
- Sent WPPL news to **PTA eBlasts** at WES, DIS, and LBMS/WHS
- Worked with 4th grade teachers at WES, scheduled **field trips** for the school year.
- Worked with 2nd grade teachers at WES, scheduled **field trips** for the school year.
- Created presentations for YS Staff to use for 2nd, 3rd, and 4th grade **field trips**.
- Met with Cathy Dubois and ELL Teachers at LBMS to discuss options for using library cards to access books digitally on Libby/Hoopla and show how to create accounts for their cards.
- Is working with a teacher at Julie Billiard School on the feasibility of completing one of our reading challenges as a group.
- In total, Rachel has scheduled 90 **field trips** for the school year so far.

Bethany met with Cathy Dubois and a new staff member about book clubs at DIS and LBMS.

Bethany worked with Jacy Nicols at WHS regarding our **Homework Help** program and NHS volunteer requirements.

Holly, Emily, and Fran hosted September **LINK** with a pirate theme thanks to International Talk Like a Pirate Day. They read pirate stories and sang silly pirate songs and did pirate related activities. All the little “pirates” and their big “captains” were fully engaged, paper eye patches and all! 3 sessions, 98 participants

Rebecca attended **PTA Council** informing stakeholders about upcoming events at the library. I spoke with their IT Manager regarding printing from school issued Chromebooks at WPPL's campus.

Rebecca hosted **Read With A Demon** working with the Westlake High School Football Team to read with kiddos. The team came to the library after practice and read with families – one kid came so prepared for this event she pulled a storytime chair over and read her books out loud to 5 players. We raffled off a football and everyone cheered when Mary won the raffle. Thank you to the team for coming over and supporting our library. 20 participants.

Rebecca and Guy met with Principal Shaw and Principal Plantner regarding WPPL hosting PreK/K house during a WES Evacuation.

**Porter Express Stats**, handled by Rachel:

- 23 deliveries of 200 items + 3 book bins
- 16 pick ups + 3 book bins

## Literacy Initiatives

### 100 Books to Graduation

- 8 completions
- 122 registrants

### Genre Challenge

- 28 completions
- 246 registrants

### Reading is Elementary

- 5 new registrants via Beanstack
- 7 children received a milestone sticker reward (252 total)
- 2 child received Mini Zara or Backpack AND a book (26 total)
- 0 children earned a WPPL Lanyard (51 total)
- 224 total registrations

### Little Sprouts (previously known as Myrna Chelko Early Literacy Initiative)

- 5 new registrants via Beanstack
- 0 new completions (64 total)
- 429 total registrations

### 1000 Books Before Kindergarten

- 11 new registrants via Beanstack
- 9 children received (a) milestone rewards
- 2 new completions
- 968 total registrations

### Other Partnerships

Natalie hosted a **Daisy Scout troop** of 6 participants giving them a tour of the library and explaining how librarians are community helpers. The initial contact was through Jamie who received the following email:

*Hi, Jamie.*

*We just wanted to send along a huge "thank you" to Miss Natalie for visiting with our Daisies. She was so great with the girls, and they loved the sneak peek of the library's many hidden corners. (Clara went home and straight away told her big sister about the Lego closet. Dreams do come true!) We truly appreciate you all making the time for our troop and sharing your knowledge and spaces with us. Hopefully, our girls will all feel a little more confident giving you all a big "hello" the next time they visit! Warm wishes, Kristin, with Daisy Troop 71024.*

### Connecting for Kids

Natalie communicated between Connecting for Kids and Building Services on room set-up and other needs for their programming. Sent WPPL programs for inclusion in Connecting for Kids flyer connection and worked with PR on conversations about updating the website for better information regarding Connecting for Kids.

### Cuyahoga County Board of Developmental Disabilities Grant

Natalie held **Social Hour for Autistic Teens** under this program. Our facilitator Brigid and Natalie (From Natalie) felt that "while only 3 teens attended, the program went exactly as we wanted it

to...teens interacting and socializing in their way, on their terms. I was so heartened after the event. It was great to see all three talking, snacking, and then doing their thing, in shared space. At Milestones they said that parallel play is one of the "autistic love languages." One young lady said to me, "I am so happy." And she expressed sadness at waiting until October for the next one. That makes me feel very good. Brigid hosted the icebreaker activity and played cards with us. Our regular patron Kaitlyn is the patron who suggested this social club. I received a message from her mom the day after the first social club meeting: I'm sorry I wasn't able to attend last night's debut of the Teens with Autism Social Club, but I heard wonderful things! I was so pleased to learn that the teens who attended had a positive experience. I'll continue to help promote the program, and I'm confident that attendance will grow as word spreads. Thank you for all the work you put into making this possible!"

Rebecca attended an information session about CCBDD trick or treat event.

Natalie attended meetings regarding the CCBDD Reel Abilities film screening, happening in October.

### **Star Center Foundation**

Jamie staffed the September session of **Hear Me Roar**. This session they brought a music therapist with them and the family that attended seemed to enjoy it and wanted the dates for future programs. 10 participants

### **ArtWalk**

Fall activity connections are on display.

### **Blogs**

- Cat's Picks: 80 Years Since the End of WWII
- Cat's Picks: Autumn International Celebrations
- Cat's Picks: Hispanic Heritage Month
- Cat's Picks: International Day of Sign Languages
- NSP: Walter Lantz Productions (Cat)
- KinderClub: Numbers and Alphabet Letters (Jamie)

### **Displays**

- Autumn Bibliography Created (Cat)
- Coloring Page Maintenance (Jessica et. al.)
- Communico Maintenance (Rachel, Bethany, Natalie, Rebecca)
- Created October Calendar (Cat)
- Displays filled (all)
- Displays this month included but not limited to: Emotions, Counting, Hispanic Heritage Month, Bubble Gum Day, Diwali, Constitution Day, 9/11
- Flyers created and rotated (all)
- Kindergarten Literacy Packet (Rachel, Jamie) 130 packets taken.
- Scavenger Hunt (Pirates – Fran) 64 participants
- Skills Packet Grades 3-5 (Rachel) 75 packets taken.
- Skills Packet Grades K-2 (Rachel) 75 packets taken.

## Monthly Activity Highlights

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Cover the Makerspace on 9/18 along with Heather Feenaughty while the entire Makerspace team was visiting Cleveland Public Library's TechCentral.

Set up and took down the *Talk Like A Pirate Day* theme and language on our library catalog on 9/19.

Met individually with managers during the weeks of 9/22 and 10/5.

Met with the Admin Team on 9/23, 9/30, 10/2, and 10/14.

Contacted our existing Access Control System provider on 9/23 to inform them of our intention to cancel service at the end of the year after migrating to a new platform.

Attended the Diversity, Equity, and Inclusion Committee meeting on 9/23.

Met with iVideo on 9/24 regarding scheduling for the meeting room AV refresh project.

Attended Staff week events during the week of 9/22.

Attended a meeting on 9/30 regarding the Westlake Elementary School evacuation drill.

Met with Andrew and Celeste on 10/2 to discuss the Compensation Study.

Met with Any Petras and Celeste on 10/3 to discuss the Compensation Study.

Attended Budget meetings on 10/6.

Attended the Managers Meeting on 10/7.

Assisted with the WES Evacuation Drill on 10/8.

Met with PatronPoint/Springshare on 10/8 to discuss a billing issue and implementation of a product.

Met with Celeste on 10/8 to review adding and editing items in our Square register system.

Attended the Adult Services Department meeting on 10/13.

## Mission Moment

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We host a few raffle-type events a year and it never gets old when I call someone to tell them they won a prize. I reached out to three winners of the September Library Card Sign-Up raffle, and they were all so excited to win prizes. I was not there when one picked up their basket from Circulation, but they told me he was so happy and thrilled to be a winner.

## Projects

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### WPPL in the News

- Elaine wrote a press release about the Annual Health Fair.

### PR inside and outside the library

- Promoted National Library Card Sign-Up Month on web, newsletter, social media, paid ads and slide. Any patron who acquired, renewed, or replaced a library card in person at the Circulation Desk are entered into a raffle. Three patrons were notified they won a raffle basket.
  - Results: 334 people either acquired, renewed or replaced their library card
    - 220 New cards
    - 48 Renewals
    - 46 Replacements
    - 20 unknown
    - 128 of the 334 participants opted into our email list.
- Promoted the Friends of the Library Book Sale
- Attended the Big Reads meeting with seven other libraries on September 30 with Rebecca and Katie C. WPPL will participate with seven other libraries in Cuyahoga County in a collaborative read project. Dates were confirmed for the opening event (February 28 at Westside Market), author visit (April 30), and closing event (May 2).
- Attended 4-hour Crisis Communications Seminar *Because the Court of Public Opinion is always in session* hosted by Bruce Hennes of Hennes Communications in Mayfield, Ohio on September 30.
- Met with city employees to discuss Westlake celebrations and branding for America 250. Andrew and I are on the planning committee, and I am also on the creative committee.

### Community, Ads and Sponsorships

- Sponsored WES's Fun Run on September 26 for \$500.
- Sponsored Dover Intermediate School PTS's event for \$500 and will submit a prize basket that will include Librarian for a Day.
- Ad in the Villager and Westlife to promote Library Card Sign-Up Month.

### Web

- Completed updating and expanding the [Digital Transfer Stations page](#) with additional information and specific pages for the equipment that we have on hand.
- Updated the [Non-Traditional Materials Collection page](#) with a telescope and the [Volunteer Opportunities page](#) with new PDF applications.

- Posted a featurette for the Friends Sensational '60s program and added the By-Laws update to the Friends' page.
- Redid the Connecting for Kids flier posting on the [Disability Resources page](#). Connecting for Kids has changed to a digital, web-based format from the PDFs that they used to email out. I am still working with YS on how best to display this information.

**Print:**

- Notes for December 2025/January 2026 is in progress and will feature the winter reading challenge, library's 141<sup>st</sup> anniversary events, Friends/Foundation recruitment

**Email**

- Sent a World at War Forum email to the WaWF specialized list on September 23. It went to 132 recipients and had 82 opens (62.12%).

**Digital Marketing Stats:****Email Blasts**

- 4 emails in September– Avg 39.1% open rate (decreased 0.7% from July)

**New Book Emails**

- 5 emails in September– Avg 50.59% open rate (increased 1.59% from August)

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

- **Facebook:** 5197 page likes
- **Instagram:** 1559 followers

**Website**

## Top 5 pages

1. Home Page: 20,481
2. Events: 9,243
3. Download and Stream: 1,233
4. Welcome: 732
5. Databases and Subscriptions: 539

## Agenda Items

### Financial Highlights

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- PLF Receipts for September were \$118,799.71 for a total of \$1,100,304 so far this year This is 4.3% higher than we were at last year at this same time and appear close to meeting the budget goal of \$1,476,249.
- We received letter from Chris Ronayne, Cuyahoga County Executive, informing us that we would receive a distribution of \$49,547.57 by the end of October. This represents cost savings that the County is passing on to us. This was achieved through a comprehensive modernization of their assessment operations.
- 2025 Revenue of \$6,547,349 is 4.6%, or roughly \$285K higher than the same period last year. The Property tax increase was nearly \$96K and the PLF was an early \$45K increase over 2024. Income due to Interest on Investments however was approximately \$40K down from 2024.
- Excluding transfers out, 2025 Expenses are approximately \$29K, higher than the same period last year.

### External Meetings/Trainings

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- Meeting with **Amy Petrus** with regards to reviewing compensation for 2026.
- **OLC Director and F/O** meeting was held at Cleveland Heights Library, Tuesday October 7 regarding Statehouse Updates including the "PLF" and property tax discussions.

### Library Meetings/Trainings

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- Attended the **Manager's meetings** on Tuesday, September 3 and Tuesday, October 7
- **EAC meeting** was held on Thursday, September 5
- Attended weekly **Admin meetings** with Andrew and CJ

### Finance

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- I attended the Ohio Auditor of State's Village Fiscal Officer Training on Thursday, October 9. While named "Village" it is designed for small governments including Libraries and is more financially focused than the OLC training.
- The 2026 Budget Process continues with Budget meetings held Monday, October 6.

### Human Resources

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- A successful Staff Appreciation Week was the week of September 22 at the Library. The EAC put a lot of thought, energy, and creativity in planning. And it showed as the result was a delicious and entertaining week.
- Open Enrollment for healthcare will be held in November. No specific date has been set at this writing.

**WESTLAKE PORTER PUBLIC LIBRARY**  
**General Fund Financial Summary**  
As of: September 30, 2025

|                     | <u>Projected</u> | <u>Actual</u>    | <u>Difference</u> | <u>Notes</u>  |
|---------------------|------------------|------------------|-------------------|---|
| <b>Revenue</b>      |                  |                  |                   |   |
| Property Tax        | 3,452,373        | 5,239,933        | 1,787,560         |   |
| PLF                 | 984,166          | 1,100,304        | 116,138           |   |
| Other               | 164,183          | 207,111          | 42,928            |   |
| <b>TOTAL</b>        | <b>4,600,723</b> | <b>6,547,349</b> | <b>1,946,626</b>  |   |
| <b>Expenses</b>     |                  |                  |                   |   |
| Salaries & Benefits | 2,656,218        | 2,838,886        | 182,668           |   |
| Supplies            | 63,115           | 54,879           | (8,236)           |   |
| Contracted Services | 551,499          | 572,874          | 21,375            | payment of annual Communico and OCLC Cataloging fees paid in January                |
| Library Materials   | 555,139          | 509,834          | (45,305)          |   |
| Capital             | 75,198           | 48,755           | (26,443)          |   |
| Miscellaneous       | 15,233           | 19,538           | 4,304             |   |
| Other Expenses      | 613,333          | 900,000          | 286,667           | transfers out to the Permanent Improvement & Automation funds completed in February |
| <b>TOTAL</b>        | <b>4,529,736</b> | <b>4,944,765</b> | <b>415,029</b>    |   |

**WESTLAKE PORTER PUBLIC LIBRARY**  
**YEAR TO DATE BANK REPORT**  
As of: September 30, 2025

| <b>BANK DESCRIPTION</b>     | <b>BEGINNING<br/>BALANCE</b> | <b>YTD REVENUE</b>     | <b>YTD EXPENSE</b>     | <b>TRANSFERS IN</b>     | <b>TRANSFERS<br/>OUT</b> | <b>CURRENT<br/>BALANCE</b> |
|-----------------------------|------------------------------|------------------------|------------------------|-------------------------|--------------------------|----------------------------|
| FFL - CREDIT CARD           | \$ 279.77                    | \$ 47,139.61           | \$ 1,932.27            | \$ -                    | \$ 35,700.00             | \$ 9,787.11                |
| FFL - RETAINAGE (CONSTRUCTI | \$ 37,964.02                 | \$ 298.65              | \$ -                   | \$ 63,465.69            | \$ 101,728.36            | \$ -                       |
| FFL - GENERAL CHECKING      | \$ 81,508.69                 | \$ 64,806.43           | \$ 5,211,148.77        | \$ 5,246,996.36         |                          | \$ 182,162.71              |
| PETTY CASH & CHANGE         | \$ 1,343.50                  | \$ -                   | \$ -                   | \$ -                    | \$ -                     | \$ 1,343.50                |
| <b>TOTAL</b>                | <b>\$ 121,095.98</b>         | <b>\$ 112,244.69</b>   | <b>\$ 5,213,081.04</b> | <b>\$ 5,310,462.05</b>  | <b>\$ 137,428.36</b>     | <b>\$ 193,293.32</b>       |
| FFL - MONEY MARKET          | \$ 364,587.92                | \$ 6,086.73            | \$ 6.00                | \$ 5,100,000.00         | \$ 5,173,033.69          | \$ 297,634.96              |
| US BANK                     | \$ 4,536,445.50              | \$ 993,292.89          | \$ 905,882.09          | \$ -                    | \$ -                     | \$ 4,623,856.30            |
| STAR PLUS                   | \$ -                         |                        |                        |                         |                          | \$ -                       |
| STAR OHIO                   | \$ 1,353,864.35              | \$ 6,392,194.08        | \$ 64,614.74           | \$ -                    | \$ 5,100,000.00          | \$ 2,581,443.69            |
| <b>TOTAL</b>                | <b>\$ 6,254,897.77</b>       | <b>\$ 7,391,573.70</b> | <b>\$ 970,502.83</b>   | <b>\$ 5,100,000.00</b>  | <b>\$ 10,273,033.69</b>  | <b>\$ 7,502,934.95</b>     |
| <b>TOTAL - ALL BANKS</b>    | <b>\$ 6,375,993.75</b>       | <b>\$ 7,503,818.39</b> | <b>\$ 6,183,583.87</b> | <b>\$ 10,410,462.05</b> | <b>\$ 10,410,462.05</b>  | <b>\$ 7,696,228.27</b>     |

## WESTLAKE PORTER PUBLIC LIBRARY

### STATEMENT OF CASH POSITION

As of: September 30, 2025

| FUND<br>DESCRIPTION        | BEGINNING<br>BALANCE | Y-T-D<br>REVENUE    | Y-T-D<br>EXPENSE    | UNEXPENDED<br>BALANCE | OUTSTANDING<br>ENCUMBERANCE | ENDING<br>BALANCE   |
|----------------------------|----------------------|---------------------|---------------------|-----------------------|-----------------------------|---------------------|
| 101 GENERAL FUND           | \$ 4,085,885         | \$ 6,547,349        | \$ 4,944,765        | \$ 5,688,469          | \$ 774,921                  | \$ 4,913,548        |
| 410 DEVELOPMENT FUND       | \$ 47,904            | \$ 5,684            | \$ 12,263           | \$ 41,324             | \$ 18,966                   | \$ 22,359           |
| 420 FRIENDS OF THE LIBRARY | \$ 3,403             | \$ 27,179           | \$ 20,314           | \$ 10,268             | \$ 10,267                   | \$ 1                |
| 450 PERMANENT IMPROVEMENT  | \$ 1,950,486         | \$ 718,562          | \$ 1,097,287        | \$ 1,571,761          | \$ 442,232                  | \$ 1,129,529        |
| 475 AUTOMATION FUND        | \$ 260,625           | \$ 204,676          | \$ 108,955          | \$ 356,347            | \$ 192,459                  | \$ 163,888          |
| 703 FRANCIS EGGER TRUST    | \$ 27,690            | \$ 368              | \$ -                | \$ 28,059             | \$ -                        | \$ 28,059           |
| <b>TOTAL:</b>              | <b>\$ 6,375,994</b>  | <b>\$ 7,503,818</b> | <b>\$ 6,183,584</b> | <b>\$ 7,696,228</b>   | <b>\$ 1,438,844</b>         | <b>\$ 6,257,384</b> |

# WESTLAKE PORTER PUBLIC LIBRARY

## REVENUE REPORT - GENERAL FUND

As of: September 30, 2025

% through the year: 67%

| <i>Revenue Accounts</i>     | <i>Budgeted<br/>Revenue</i> | <i>Month-to-<br/>Date<br/>Revenues</i> | <i>Year-to-Date<br/>Revenue</i> | <i>Uncollected<br/>Balance</i> |               |
|-----------------------------|-----------------------------|--|---------------------------------|--------------------------------|---------------|
| Property Tax                | 4,797,845                   | -                                      | 4,843,072                       | (45,227)                       | 100.9%        |
| Homestead Rollback          | 380,715                     | 198,247                                | 396,861                         | (16,146)                       | 104.2%        |
| Subtotal                    | 5,178,560                   | 198,247                                | 5,239,933                       | (61,373)                       | <b>101.2%</b> |
| <br>                        |                             |  |                                 |                                |               |
| PLF                         | 1,476,249                   | 118,800                                | 1,100,304                       | 375,945                        | 74.5%         |
| Grants                      | 2,500                       | -                                      | 1,700                           | 800                            | 68.0%         |
| Patron Fines & Fees         | 6,600                       | 794                                    | 6,988                           | (388)                          | 105.9%        |
| Interest                    | 146,875                     | 22,304                                 | 128,028                         | 18,847                         | 87.2%         |
| Contributions               | 250                         | -                                      | 100                             | 150                            | 40.0%         |
| Refunds/Reimbursements/Misc | 90,050                      | 6,908                                  | 70,295                          | 19,756                         | 78.1%         |
| Transfers                   | -                           | -                                      | -                               | -                              | 0.0%          |
| <br>                        |                             |  |                                 |                                |               |
| <b>TOTAL</b>                | <b>\$ 6,901,084</b>         | <b>\$ 347,052</b>                      | <b>\$ 6,547,349</b>             | <b>\$ 353,735</b>              | <b>94.9%</b>  |

# WESTLAKE PORTER PUBLIC LIBRARY

## EXPENSE REPORT - GENERAL FUND

As of: September 30, 2025

| <u>Expenditure Accounts</u>           | <u>Combined Appropriations</u> | <u>Combined Month-to-Date Expenses</u> | <u>Combined Year-to-Date Expenses</u> | <u>Combined Encumbrances</u> | <u>Combined Unexpended Balance</u> | <u>% Combined Expended Balance</u> |
|---------------------------------------|--------------------------------|--|---------------------------------------|------------------------------|------------------------------------|------------------------------------|
|                                       |                                |  |                                       |                              | % through the year:                | 67%                                |
| <b><u>Salaries &amp; Benefits</u></b> |                                |  |                                       |                              |                                    |                                    |
| Salaries                              | 3,014,600                      | 228,203                                | 2,157,216                             | -                            | 857,384.49                         | 71.6%                              |
| OPERS                                 | 419,664                        | 47,584                                 | 284,630                               | -                            | 135,033.63                         | 67.8%                              |
| Insurance                             | 541,363                        | 45,445                                 | 392,653                               | 134,247.29                   | 148,710.32                         | 72.5%                              |
| Other Employee Benefits               | 8,700                          | -                                      | 4,387                                 | 4,312.62                     | 4,312.62                           | 50.4%                              |
| Subtotal                              | 3,984,327                      | 321,232                                | 2,838,886                             | 138,559.91                   | 1,145,441.06                       | <b>71.3%</b>                       |
| <b><u>Supplies</u></b>                |                                |  |                                       |                              |                                    |                                    |
| Administrative Supplies               | 57,911                         | 2,913                                  | 34,460                                | \$22,896.77                  | 23,451.15                          | 59.5%                              |
| Maintenance Supplies                  | 32,747                         | 5,552                                  | 18,905                                | \$13,251.58                  | 13,841.47                          | 57.7%                              |
| Vehicle Fuel & Supplies               | 4,015                          | 175                                    | 1,514                                 | 2,501.44                     | 2,501.44                           | 37.7%                              |
| Subtotal                              | 94,673                         | 8,641                                  | 54,879                                | 38,649.79                    | 39,794.06                          | <b>58.0%</b>                       |
| <b><u>Contracted Services</u></b>     |                                |  |                                       |                              |                                    |                                    |
| Travel & Training                     | 31,700                         | 2,649                                  | 10,728                                | 20,971.91                    | 20,971.91                          | 33.8%                              |
| PR/Postage/Phone                      | 107,488                        | 2,784                                  | 80,487                                | 26,877.44                    | 27,000.84                          | 74.9%                              |
| Maintenance                           | 303,247                        | 18,572                                 | 165,992                               | 135,137.48                   | 137,255.02                         | 54.7%                              |
| Insurance                             | 41,000                         | 6,622                                  | 38,672                                | 2,328.00                     | 2,328.00                           | 94.3%                              |
| Leases                                | 9,914                          | -                                      | 9,047                                 | 867.30                       | 867.30                             | 91.3%                              |
| Utilities                             | 130,811                        | 13,036                                 | 100,005                               | 28,704.77                    | 30,806.04                          | 76.5%                              |
| Professional Services                 | 138,639                        | 6,048                                  | 111,124                               | 24,584.09                    | 27,515.22                          | 80.2%                              |
| Library Material Control              | 50,950                         | -                                      | 44,657                                | 6,293.25                     | 6,293.25                           | 87.6%                              |
| Interlibrary Delivery Service         | 13,500                         | -                                      | 12,163                                | 1,337.09                     | 1,337.09                           | 90.1%                              |
| Subtotal                              | 827,249                        | 49,710                                 | 572,874                               | 247,101.33                   | 254,374.67                         | <b>69.3%</b>                       |
| <b><u>Library Materials</u></b>       |                                |  |                                       |                              |                                    |                                    |
| Books                                 | 280,970                        | 20,839                                 | 161,080                               | 100,741.20                   | 119,890.53                         | 57.3%                              |
| Periodicals                           | 19,299                         | 398                                    | 2,828                                 | 17,339.18                    | 16,471.06                          | 14.7%                              |
| Audio/Visual                          | 111,417                        | 7,787                                  | 62,673                                | 39,506.68                    | 48,743.74                          | 56.3%                              |
| Portable Audio                        | 14,000                         | 706                                    | 8,693                                 | 5,307.07                     | 5,307.07                           | 62.1%                              |
| Electronic Data                       | 383,163                        | 17,274                                 | 262,389                               | 114,807.48                   | 120,773.87                         | 68.5%                              |
| Interlibrary Loan Fees                | 150                            | -                                      | 55                                    | 95.00                        | 95.00                              | 36.7%                              |
| Library Material Repair               | 20,468                         | 1,398                                  | 9,528                                 | 9,472.04                     | 10,940.19                          | 46.6%                              |
| Library Material, Other               | 3,241                          | 24                                     | 2,588                                 | 596.99                       | 652.74                             | 79.9%                              |
| Subtotal                              | 832,708                        | 48,425                                 | 509,834                               | 287,865.64                   | 322,874.20                         | <b>61.2%</b>                       |
| <b><u>Capital</u></b>                 |                                |  |                                       |                              |                                    |                                    |
| Land Improvements                     | -                              | -                                      | -                                     | -                            | -                                  | 0.0%                               |
| Building Improvements                 | 7,693                          | 18                                     | 3,213                                 | 4,480.02                     | 4,480.02                           | 41.8%                              |
| Furniture/Hardware/Software           | 105,104                        | 3,071                                  | 45,542                                | 54,951.52                    | 59,562.12                          | 43.3%                              |
| Subtotal                              | 112,797                        | 3,089                                  | 48,755                                | 59,431.54                    | 64,042.14                          | <b>43.2%</b>                       |
| <b><u>Miscellaneous</u></b>           |                                |  |                                       |                              |                                    |                                    |
| Dues/Memberships                      | 20,250                         | -                                      | 17,568.00                             | 2,682.00                     | 2,682.00                           | 86.8%                              |
| Special Assessments                   | 2,250                          | -                                      | 1,950.44                              | 299.56                       | 299.56                             | 0.0%                               |
| Refunds/Reimbursements                | 350                            | -                                      | 19.20                                 | 330.80                       | 330.80                             | 5.5%                               |
| Other Misc Expenses                   | -                              | -                                      | -                                     | -                            | -                                  | 0.0%                               |
| Subtotal                              | 22,850                         | -                                      | 19,537.64                             | 3,312.36                     | 3,312.36                           | <b>85.5%</b>                       |
| <b><u>Other Expenses</u></b>          |                                |  |                                       |                              |                                    |                                    |
| Contingency Fund                      | 20,000                         | -                                      | -                                     | -                            | 20,000.00                          | 0.0%                               |
| Transfers                             | 900,000                        | -                                      | 900,000.00                            | -                            | -                                  | 100.0%                             |
| Subtotal                              | 920,000                        | -                                      | 900,000.00                            | -                            | 20,000.00                          | <b>97.8%</b>                       |
| <b>Grand Total</b>                    | <b>\$ 6,794,604</b>            | <b>\$ 431,098</b>                      | <b>\$ 4,944,765.27</b>                | <b>774,920.57</b>            | <b>1,849,838.49</b>                | <b>72.8%</b>                       |

**WESTLAKE PORTER PUBLIC LIBRARY  
EXPENSE REPORT - OTHER FUNDS**

As of: September 30, 2025

| <i>Expenditure Fund/Accounts</i>            | <i>Combined Appropriations</i> | <i>Combined Year-to-Date Expenses</i> | <i>Combined Encumbrances</i> | <i>% through the year:</i>         |                                    |
|---|--------------------------------|---------------------------------------|------------------------------|------------------------------------|------------------------------------|
|   |                                |                                       |                              | <i>Combined Unexpended Balance</i> | <i>% Combined Expended Balance</i> |
| <b><u>410 - Development Fund</u></b>        |                                |                                       |                              |                                    |                                    |
| Supplies                                    | 12,479                         | 3,048                                 | \$ 9,431                     | \$ 9,431                           | 24.42%                             |
| Contracted Services                         | 6,750                          | 1,330                                 | \$ 5,420                     | \$ 5,420                           | 19.70%                             |
| Library Materials                           | 12,100                         | 7,886                                 | \$ 4,114                     | \$ 4,214                           | 65.17%                             |
| Capital Outlay                              | -                              | -                                     | \$ -                         | \$ -                               | 0.00%                              |
| Miscellaneous                               | -                              | -                                     | \$ -                         | \$ -                               | 0.00%                              |
| Interfund Transfers                         | -                              | -                                     | \$ -                         | \$ -                               | 0.00%                              |
| <b>Total</b>                                | <b>\$ 31,329</b>               | <b>\$ 12,263.39</b>                   | <b>\$ 18,966</b>             | <b>\$ 19,065</b>                   | <b>39.14%</b>                      |
| <b><u>420 - Friends of Library Fund</u></b> |                                |                                       |                              |                                    |                                    |
| Supplies                                    | 20,481                         | 13,569                                | \$ 6,912                     | \$ 6,912                           | 66.25%                             |
| Contracted Services                         | 10,100                         | 6,745                                 | \$ 3,355                     | \$ 3,355                           | 66.78%                             |
| Library Materials                           | -                              | -                                     | \$ -                         | \$ -                               | 0.00%                              |
| Capital Outlay                              | -                              | -                                     | \$ -                         | \$ -                               | 0.00%                              |
| Interfund Transfers                         | -                              | -                                     | \$ -                         | \$ -                               | 0.00%                              |
| <b>Total</b>                                | <b>\$ 30,581</b>               | <b>\$ 20,313.56</b>                   | <b>\$ 10,267</b>             | <b>\$ 10,267</b>                   | <b>66.43%</b>                      |
| <b><u>450 - Permanent Imp. Fund</u></b>     |                                |                                       |                              |                                    |                                    |
| Contracted Services                         | 163,082                        | 72,039                                | \$ 91,042                    | \$ 91,043                          | 44.17%                             |
| Capital Outlay                              | 1,377,900                      | 1,025,248                             | \$ 351,190                   | \$ 352,652                         | 74.41%                             |
| Interfund Transfers                         | -                              | -                                     | \$ -                         | \$ -                               | 0.00%                              |
| <b>Total</b>                                | <b>\$ 1,540,981</b>            | <b>\$ 1,097,287</b>                   | <b>\$ 442,232</b>            | <b>\$ 443,695</b>                  | <b>71.21%</b>                      |
| <b><u>475 - Automation Fund</u></b>         |                                |                                       |                              |                                    |                                    |
| Supplies                                    | -                              | -                                     | \$ -                         | \$ -                               | 0.00%                              |
| Contracted Services                         | -                              | -                                     | \$ -                         | \$ -                               | 0.00%                              |
| Capital Outlay                              | 301,414                        | 108,955                               | \$ 192,459                   | \$ 192,459                         | 36.15%                             |
| <b>Total</b>                                | <b>\$ 301,414</b>              | <b>\$ 108,955</b>                     | <b>\$ 192,459</b>            | <b>\$ 192,459</b>                  | <b>36.15%</b>                      |
|   |                                |                                       | \$ 663,923.74                | \$ 665,485.91                      | \$ (1,562.17)                      |
|   |                                | <b>Prior year</b>                     | \$ 2,134,577.00              | \$ 2,135,665.00                    |                                    |
|   |                                | <b>Difference</b>                     | \$ 1,470,653.26              | \$ (1,470,179.09)                  |                                    |

**Westlake Porter Public Library**  
**Public Library Fund**  
2021 - 2025

|                   | 2021         | 2022         | 2023         | 2024         | 2025         |
|-------------------|--------------|--------------|--------------|--------------|--------------|
| Original Estimate | 1,220,878.60 | 1,277,952.48 | 1,530,593.60 | 1,445,423.31 | 1,453,574.23 |
| Revised Estimate  |              |              |              | 1,411,391.00 | 1,476,248.78 |
| Actual            | 1,364,961.70 | 1,476,595.82 | 1,499,516.02 | 1,414,324.34 | 1,100,304.36 |
| Difference        | 144,083.10   | 198,643.34   | (31,077.58)  | (31,098.97)  | (353,269.87) |

| Change from previous year: |           |             |           |
|----------------------------|-----------|-------------|-----------|
| 2022                       | 2023      | 2024        | 2025      |
| Dollar amount change:      |           |             |           |
| \$ 111,634                 | \$ 22,920 | \$ (85,192) | \$ 47,791 |

**816,771.00**

| Month         | 2021                   | 2022                   | 2023                   | 2024                   | 2025                   |
|---------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Jan           | 102,455.24             | 117,102.76             | 120,175.88             | 104,198.13             | 126,996.91 *           |
| Feb           | 118,200.71             | 131,419.43             | 139,969.12             | 130,863.11             | 140,607.44             |
| Mar           | 97,966.59              | 98,612.84              | 105,518.63             | 109,366.22             | 110,383.43             |
| Apr           | 83,644.67              | 96,222.48              | 96,910.92              | 82,756.60              | 95,266.42              |
| May           | 116,198.57             | 169,367.26             | 140,652.68             | 123,957.56             | 131,826.71             |
| Jun           | 149,215.96             | 129,742.03             | 141,690.29             | 132,530.00             | 143,624.71             |
| Jul           | 137,767.22             | 138,955.50             | 140,296.37             | 133,099.48             | 115,856.15             |
| Aug           | 100,700.83             | 104,169.09             | 107,297.70             | 107,552.90             | 116,942.88             |
| Sep           | 119,250.24             | 127,626.25             | 135,110.50             | 130,648.57             | 118,799.71             |
| Oct           | 112,106.18             | 119,181.99             | 118,617.65             | 106,615.33             |                        |
| Nov           | 111,223.59             | 117,142.59             | 123,511.26             | 119,302.36             |                        |
| Dec           | 116,231.90             | 127,053.60             | 129,765.02             | 133,434.08             |                        |
| <b>TOTALS</b> | <b>\$ 1,364,961.70</b> | <b>\$ 1,476,595.82</b> | <b>\$ 1,499,516.02</b> | <b>\$ 1,414,324.34</b> | <b>\$ 1,100,304.36</b> |

| 2022         | 2023         | 2024          | 2025   |
|--------------|--------------|---------------|--------|
| 14.30%       | 2.62%        | -13.30%       | 21.9%  |
| 11.18%       | 6.51%        | -6.51%        | 7.4%   |
| 0.66%        | 7.00%        | 3.65%         | 0.9%   |
| 15.04%       | 0.72%        | -14.61%       | 15.1%  |
| 45.76%       | -16.95%      | -11.87%       | 6.3%   |
| -13.05%      | 9.21%        | -6.47%        | 8.4%   |
| 0.86%        | 0.96%        | -5.13%        | -13.0% |
| 3.44%        | 3.00%        | 0.24%         | 8.7%   |
| 7.02%        | 5.86%        | -3.30%        | -9.1%  |
| 6.31%        | -0.47%       | -10.12%       |        |
| 5.32%        | 5.44%        | -3.41%        |        |
| 9.31%        | 2.13%        | 2.83%         |        |
| <b>8.18%</b> | <b>1.55%</b> | <b>-5.68%</b> |        |

| Difference<br>(2025 vs 2024) |
|------------------------------|
| 22,798.78                    |
| 9,744.33                     |
| 1,017.21                     |
| 12,509.82                    |
| 7,869.15                     |
| 11,094.71                    |
| (17,243.33)                  |
| 9,389.98                     |
| (11,848.86)                  |

\*January 2025 PLF distribution includes \$6,400.98 from 2024 Sales Tax Holiday

| 2025 Year-to-Date<br>Compared to 2024 |                  |
|---------------------------------------|------------------|
| 2024                                  | 1,054,972.57     |
| 2025                                  | 1,100,304.36     |
| <b>\$ Difference</b>                  | <b>45,331.79</b> |
| <b>% Difference</b>                   | <b>4.30%</b>     |

Westlake Porter Public Library  
Check Register 9/1/25-9/30/25

| PAYMENT DATE | CHECK NUMBER | VENDOR NAME                     | DESCRIPTION                                     | PAYMENT AMOUNT      |
|--------------|--------------|---------------------------------|---|---------------------|
| 9/10/2025    | 43239        | Blue Technologies               | Blue Tech Copiers 6/22 - 7/21/25                | \$ 2,162.25         |
| 9/10/2025    | 43240        | CAVENDISH SQUARE PUBLISHING LLC | Juvenile/YA Books                               | \$ 186.03           |
| 9/10/2025    | 43241        | Jennifer L Nebraska             | Yoga with Ms. Jen 9/15/25                       | \$ 75.00            |
| 9/10/2025    | 43242        | Kanopy Inc                      | Kanopy Videos                                   | \$ 584.10           |
| 9/10/2025    | 43243        | PLAIN DEALER                    | Plain Dealer - Aug 2025                         | \$ 168.30           |
| 9/10/2025    | 43244        | SUSAN ALDRICH & ASSOCIATES, LLC | How to Make Scones                              | \$ 150.00           |
| 9/10/2025    | 43245        | WD BPI LLC                      | Firewall Replacement                            | \$ 13,535.00        |
| 9/22/2025    | 43246        | Amy Petrus                      | Compensation Project                            | \$ 2,625.00         |
| 9/22/2025    | 43247        | Carolyn L Farrell Foundation    | 2025 Farrell Foundation Sponsorship             | \$ 500.00           |
| 9/22/2025    | 43248        | Cengage Learning Inc            | Adult Books                                     | \$ 1,004.93         |
| 9/22/2025    | 43249        | CENTER POINT PUBLISHING         | Adult Books                                     | \$ 204.96           |
| 9/22/2025    | 43250        | Easton Telecom Services, LLC    | Easton Phone Svc 8/10 - 9/9/25                  | \$ 1,512.00         |
| 9/22/2025    | 43251        | Life Safety Systems, LLC        | Annual Fire Alarm Inspection                    | \$ 1,820.01         |
| 9/22/2025    | 43252        | MESSINA FLOOR MAINTENANCE LLC   | Carpet Cleaning - Aug 2025                      | \$ 875.00           |
| 9/22/2025    | 43253        | MFC LLC PTR                     | Rubber Tile Flooring & Installation             | \$ 1,735.00         |
| 9/22/2025    | 43254        | North East Fire Protection LLC  | Fire Extinguisher & Inspections                 | \$ 256.75           |
| 9/22/2025    | 43255        | Robert S Tuneberg               | PR Ads - Villager                               | \$ 215.00           |
| 9/22/2025    | 43256        | Schindler Elevator Corporation  | Preventive Maint 7/1/25 - 6/30/26               | \$ 3,421.92         |
| 9/22/2025    | 43257        | Stick to Your Buns Bakery LLC   | Staff Appreciation Muffins/Cookies              | \$ 325.00           |
| 9/22/2025    | 43258        | Today's Business Solutions, Inc | MyPC,Papercut,Kiosks,ePrintit 11/12/25-11/11/26 | \$ 4,349.68         |
| 9/22/2025    | 43259        | UNIQUE MANAGEMENT SERVICES INC  | Collection Agency - Aug 2025                    | \$ 351.95           |
| 9/22/2025    | 43260        | West Side Roofing Co Inc        | Roof Repairs                                    | \$ 1,085.00         |
| 9/15/2025    | 2025000131   | AMAZON.COM                      | Tech Processing Supplies                        | \$ 5,112.03         |
|              |              |                                 |   | <b>\$ 42,254.91</b> |

**Westlake Porter Public Library**  
**Check Register**

| Check Number | Check Date | Vendor Code | Vendor Name         | Payment Type    | Amount      |
|--------------|------------|-------------|---------------------|-----------------|-------------|
| 2025000132   | 09/30/2025 | 0247        | PNC BANK N.A.       | EFT - Gen Cking | \$34,174.78 |
| Grand Total: |            |             | Number Of Checks: 1 |                 | \$34,174.78 |

Remit To Code: 0247

Pay To Name: PNC BANK N.A.

09/30/2025

2025000132

| Invoice Number | Inv. Date  | PO Number | Description  | Account      | Amount     |
|----------------|------------|-----------|--|--------------|------------|
|                | 09/30/2025 |           | CC Payment of Inv: 20250807 Line: 1                      | 101-00-54320 | \$883.12   |
|                | 09/30/2025 |           | CC Payment of Inv: 20250812 Line: 1                      | 101-00-53120 | \$555.00   |
|                | 09/30/2025 |           | CC Payment of Inv: 20250813 Line: 1                      | 101-00-53120 | \$25.00    |
|                | 09/30/2025 |           | CC Payment of Inv: 20250815 Line: 1                      | 101-00-54310 | \$321.50   |
|                | 09/30/2025 |           | CC Payment of Inv: 20250815 Line: 1                      | 101-00-52310 | \$31.97    |
|                | 09/30/2025 |           | CC Payment of Inv: 20250815 Line: 1                      | 101-00-54320 | \$975.74   |
|                | 09/30/2025 |           | CC Payment of Inv: 20250816 Line: 1                      | 101-00-52310 | \$31.97    |
|                | 09/30/2025 |           | CC Payment of Inv: 20250821 Line: 1                      | 101-00-54320 | \$1,134.67 |
|                | 09/30/2025 |           | CC Payment of Inv: 20250821 Line: 1                      | 101-00-54310 | \$203.10   |
|                | 09/30/2025 |           | CC Payment of Inv: 20250821 Line: 1                      | 420-00-52000 | \$19.93    |
|                | 09/30/2025 |           | CC Payment of Inv: 20250821 Line: 1                      | 101-00-54310 | \$267.96   |
|                | 09/30/2025 |           | CC Payment of Inv: 20250824 Line: 1                      | 420-00-52000 | \$44.53    |
|                | 09/30/2025 |           | CC Payment of Inv: 20250826 Line: 1                      | 101-00-53120 | \$40.00    |
|                | 09/30/2025 |           | CC Payment of Inv: 20250827 Line: 1                      | 420-00-52000 | \$31.34    |
|                | 09/30/2025 |           | CC Payment of Inv: 20250828 Line: 1                      | 101-00-54310 | \$166.22   |
|                | 09/30/2025 |           | CC Payment of Inv: 20250828 Line: 1                      | 101-00-54320 | \$829.67   |
|                | 09/30/2025 |           | CC Payment of Inv: 20250828 Line: 1                      | 101-00-54310 | \$180.97   |
|                | 09/30/2025 |           | CC Payment of Inv: 20250828 Line: 1                      | 420-00-52000 | \$38.59    |
|                | 09/30/2025 |           | CC Payment of Inv: 20250829 Line: 1                      | 101-00-53120 | \$40.00    |
|                | 09/30/2025 |           | CC Payment of Inv: 20250902 Line: 1                      | 101-00-53120 | \$21.01    |
|                | 09/30/2025 |           | CC Payment of Inv: 20250902 Line: 1                      | 101-00-53120 | \$16.50    |
|                | 09/30/2025 |           | CC Payment of Inv: 20250903 Line: 1                      | 101-00-53120 | \$26.02    |
|                | 09/30/2025 |           | CC Payment of Inv: 24630 Line: 1                         | 101-00-53120 | \$25.00    |
|                | 09/30/2025 |           | CC Payment of Inv: 255460947 Line: 1                     | 101-00-52220 | \$1,249.80 |
|                | 09/30/2025 |           | CC Payment of Inv: 256464486 Line: 1                     | 101-00-52220 | \$1,066.44 |
|                | 09/30/2025 |           | CC Payment of Inv: 28854254 Line: 1                      | 420-00-52000 | \$44.49    |
|                | 09/30/2025 |           | CC Payment of Inv: 29954320 Line: 1                      | 410-00-52000 | \$349.90   |
|                | 09/30/2025 |           | CC Payment of Inv: 29980513 Line: 1                      | 410-00-52000 | \$559.17   |
|                | 09/30/2025 |           | CC Payment of Inv: 3200894541 Line: 1                    | 101-00-52110 | \$34.99    |
|                | 09/30/2025 |           | CC Payment of Inv: 36018668 Line: 1                      | 101-00-53310 | \$498.67   |
|                | 09/30/2025 |           | CC Payment of Inv: 37565001 Line: 1                      | 101-00-55530 | \$756.00   |
|                | 09/30/2025 |           | CC Payment of Inv: 419486 Line: 1                        | 101-00-53310 | \$460.00   |
|                | 09/30/2025 |           | CC Payment of Inv: 507905 Line: 1                        | 101-00-54410 | \$59.99    |
|                | 09/30/2025 |           | CC Payment of Inv: 508277 Line: 1                        | 101-00-54310 | \$121.98   |
|                | 09/30/2025 |           | CC Payment of Inv: 508415 Line: 1                        | 101-00-54410 | \$345.70   |
|                | 09/30/2025 |           | CC Payment of Inv: 508837 Line: 1                        | 101-00-54410 | \$49.49    |
|                | 09/30/2025 |           | CC Payment of Inv: 508919 Line: 1                        | 101-00-54410 | \$56.99    |
|                | 09/30/2025 |           | CC Payment of Inv: 508920 Line: 1                        | 101-00-54410 | \$49.49    |
|                | 09/30/2025 |           | CC Payment of Inv: 509320 Line: 1                        | 101-00-54410 | \$64.49    |
|                | 09/30/2025 |           | CC Payment of Inv: 509418 Line: 1                        | 101-00-54410 | \$79.49    |
|                | 09/30/2025 |           | CC Payment of Inv: 509526 Line: 1                        | 101-00-54310 | \$67.99    |
|                | 09/30/2025 |           | CC Payment of Inv: 59121 Line: 1                         | 410-10-52000 | \$50.00    |
|                | 09/30/2025 |           | CC Payment of Inv: 6120860747 Line: 1                    | 101-00-53210 | \$40.11    |
|                | 09/30/2025 |           | CC Payment of Inv: 63865 Line: 1                         | 475-00-55000 | \$1,467.00 |
|                | 09/30/2025 |           | CC Payment of Inv: 63869 Line: 1                         | 101-00-53330 | \$2,606.87 |
|                | 09/30/2025 |           | CC Payment of Inv: 65796320 Line: 1                      | 420-00-52000 | \$70.79    |
|                | 09/30/2025 |           | CC Payment of Inv: 738217868 Line: 1                     | 420-00-52000 | \$26.98    |
|                | 09/30/2025 |           | CC Payment of Inv: 74681 Line: 1                         | 101-00-53120 | \$150.00   |
|                | 09/30/2025 |           | CC Payment of Inv: 74805 Line: 1                         | 101-00-53120 | \$75.00    |
|                | 09/30/2025 |           | CC Payment of Inv: 7663750486 Line: 1                    | 101-00-52150 | \$99.20    |
|                | 09/30/2025 |           | CC Payment of Inv: 7678844 Line: 1                       | 101-00-52120 | \$1,097.04 |
|                | 09/30/2025 |           | CC Payment of Inv: 783115905 Line: 1                     | 420-00-52000 | \$50.90    |
|                | 09/30/2025 |           | CC Payment of Inv: 8257 Line: 1                          | 101-00-52210 | \$1,198.00 |
|                | 09/30/2025 |           | CC Payment of Inv: 981225743 Line: 1                     | 101-00-53210 | \$49.99    |
|                | 09/30/2025 |           | CC Payment of Inv: 981225743 Line: 1                     | 101-00-54340 | \$1,271.96 |
|                | 09/30/2025 |           | CC Payment of Inv: Ace Hardware Line: 1                  | 101-00-52210 | \$66.97    |
|                | 09/30/2025 |           | CC Payment of Inv: Barnes & Noble Line: 1                | 101-00-54220 | \$229.83   |
|                | 09/30/2025 |           | CC Payment of Inv: Cuyahoga County Parking Line: 1       | 101-00-53120 | \$10.00    |
|                | 09/30/2025 |           | CC Payment of Inv: FA312CB9-0022 Line: 1                 | 101-00-55530 | \$2,160.00 |
|                | 09/30/2025 |           | CC Payment of Inv: Fragapane Line: 1                     | 420-00-52000 | \$43.00    |
|                | 09/30/2025 |           | CC Payment of Inv: Giant Eagle Line: 1                   | 420-00-52000 | \$112.22   |
|                | 09/30/2025 |           | CC Payment of Inv: Giant Eagle Line: 1                   | 420-00-52000 | \$38.13    |
|                | 09/30/2025 |           | CC Payment of Inv: Great Lakes Science Ctr Parking Line: | 101-00-53120 | \$15.00    |
|                | 09/30/2025 |           | CC Payment of Inv: Kalahari Line: 1                      | 101-00-53120 | \$134.00   |
|                | 09/30/2025 |           | CC Payment of Inv: Little Caesars Line: 1                | 420-00-52000 | \$47.53    |
|                | 09/30/2025 |           | CC Payment of Inv: Marc's Line: 1                        | 420-00-52000 | \$3.59     |
|                | 09/30/2025 |           | CC Payment of Inv: Marc's Line: 1                        | 420-00-52000 | \$7.00     |

|            |                                       |              |             |
|------------|---------------------------------------|--------------|-------------|
| 09/30/2025 | CC Payment of Inv: Marc's Line: 1     | 420-00-52000 | \$3.45      |
| 09/30/2025 | CC Payment of Inv: Menards Line: 1    | 101-00-52210 | \$35.92     |
| 09/30/2025 | CC Payment of Inv: Michaels Line: 1   | 410-00-52000 | \$13.97     |
| 09/30/2025 | CC Payment of Inv: MQVNVXJHQ3 Line: 1 | 420-00-52000 | \$2.99      |
| 09/30/2025 | CC Payment of Inv: Omni Hotel Line: 1 | 101-00-53120 | \$732.28    |
| 09/30/2025 | CC Payment of Inv: PCC15331 Line: 1   | 101-00-54110 | \$83.88     |
| 09/30/2025 | CC Payment of Inv: S155502301 Line: 1 | 101-00-52140 | \$89.86     |
| 09/30/2025 | CC Payment of Inv: Southwest Line: 1  | 101-00-53120 | \$189.21    |
| 09/30/2025 | CC Payment of Inv: Speedway Line: 1   | 101-00-52310 | \$56.00     |
| 09/30/2025 | CC Payment of Inv: Speedway Line: 1   | 101-00-52310 | \$44.50     |
| 09/30/2025 | CC Payment of Inv: Speedway Line: 1   | 101-00-52310 | \$10.83     |
| 09/30/2025 | CC Payment of Inv: W2025132 Line: 1   | 420-00-52000 | \$101.30    |
|            |                                       |              | <hr/>       |
|            |                                       |              | \$34,174.78 |

Westlake Porter Public Library

# Investment Report

As of September 30, 2025

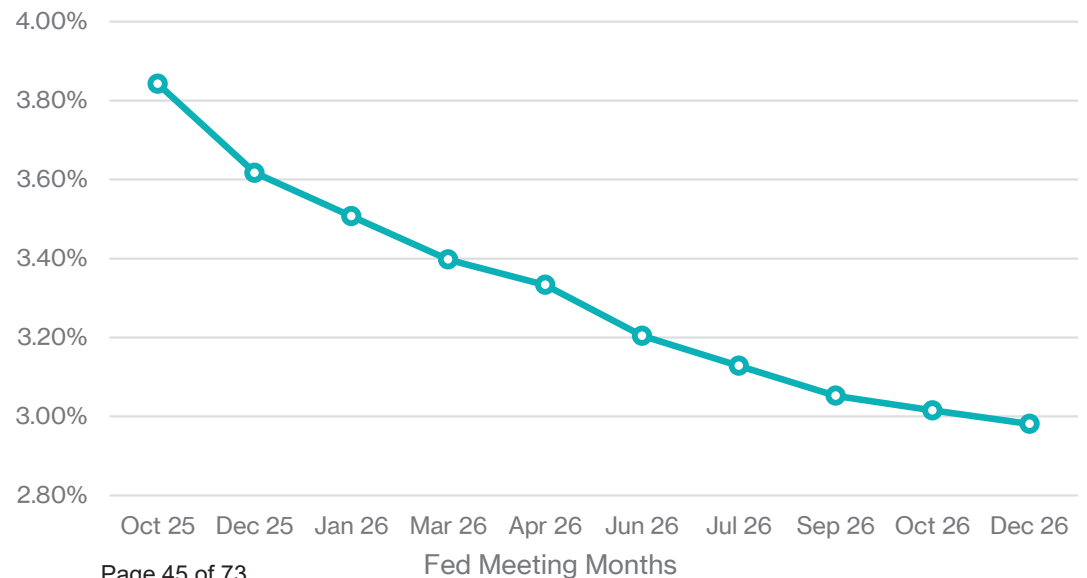


# OBSERVATIONS AND EXPECTATIONS

- Fed lowered the Fed Funds rate by .25% at the September 17th meeting
- Labor market continued to show signs of slowing as 22,000 jobs were created in September
- U.S. Treasury rates were generally lower for the month of September
- GDP rebounded in Q2 to 3.8% from the tariff-induced decline of -0.5% in Q1
- Atlanta Fed's GDPNow forecast is projecting a 3.9% GDP for Q3
- The futures market and the Fed are expecting two more .25% cuts this year; more cuts in 2026

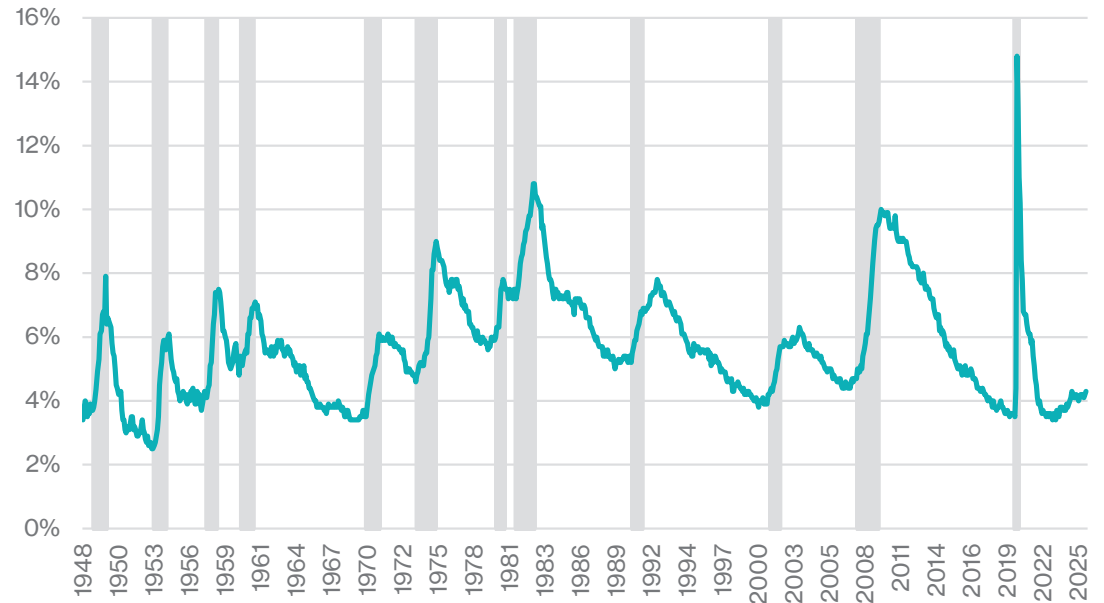
- The Fed Funds futures market is expecting the Fed Funds rate to end 2025 at about 3.6% and 2026 at approximately 3.0%.
- The Fed is watching both of their mandates (employment and inflation) closely to determine the path of Fed Funds. They say the risk is more tilted to slower job growth.

Fed Funds Futures Yields



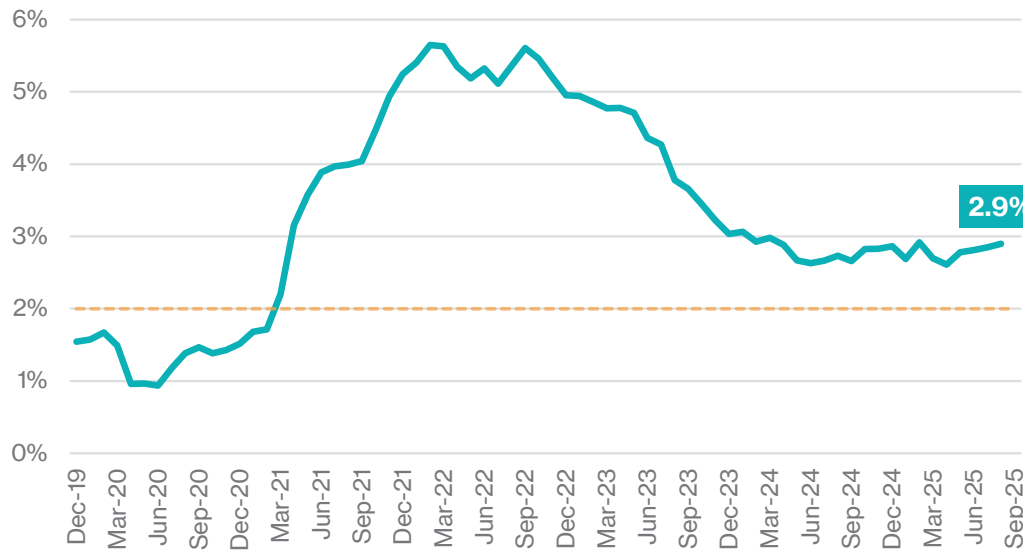
- The current unemployment rate of 4.3% has moved up from earlier this year but remains low by historical standards.
- Lower immigration during 2025 has clouded the conclusions from lower nonfarm payrolls.
- Economists estimate not as many jobs are needed as compared to the previous few years to keep the unemployment rate low.

U.S. Unemployment Rate



SOURCES: BLOOMBERG

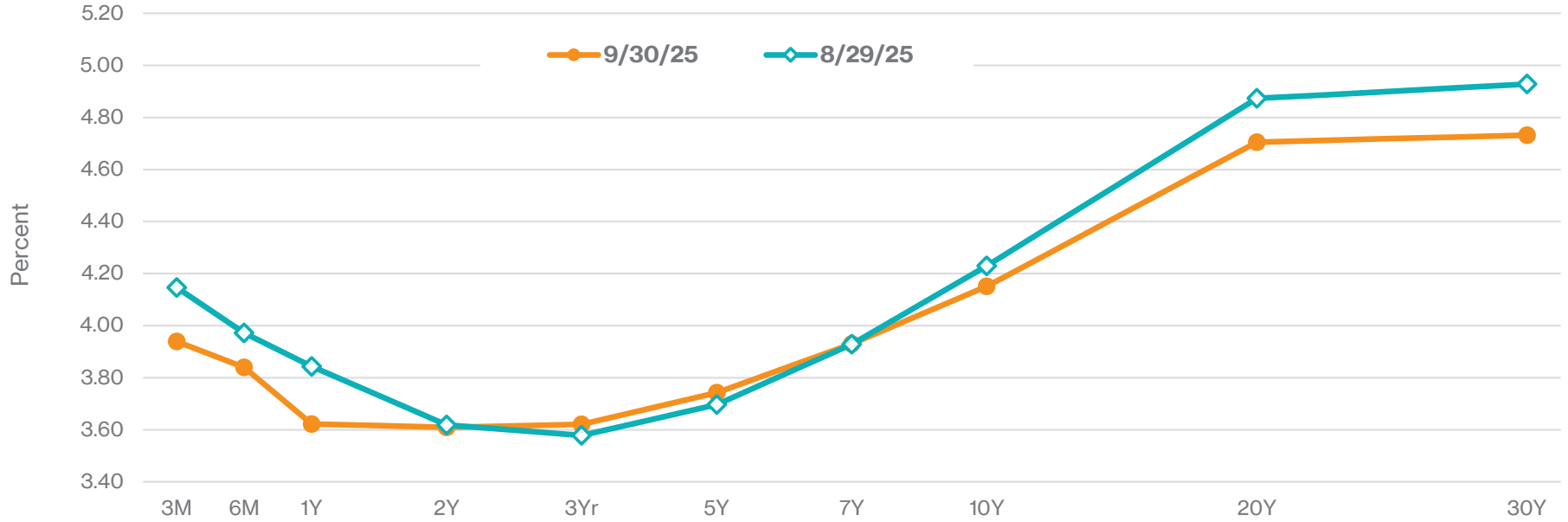
Core PCE YoY



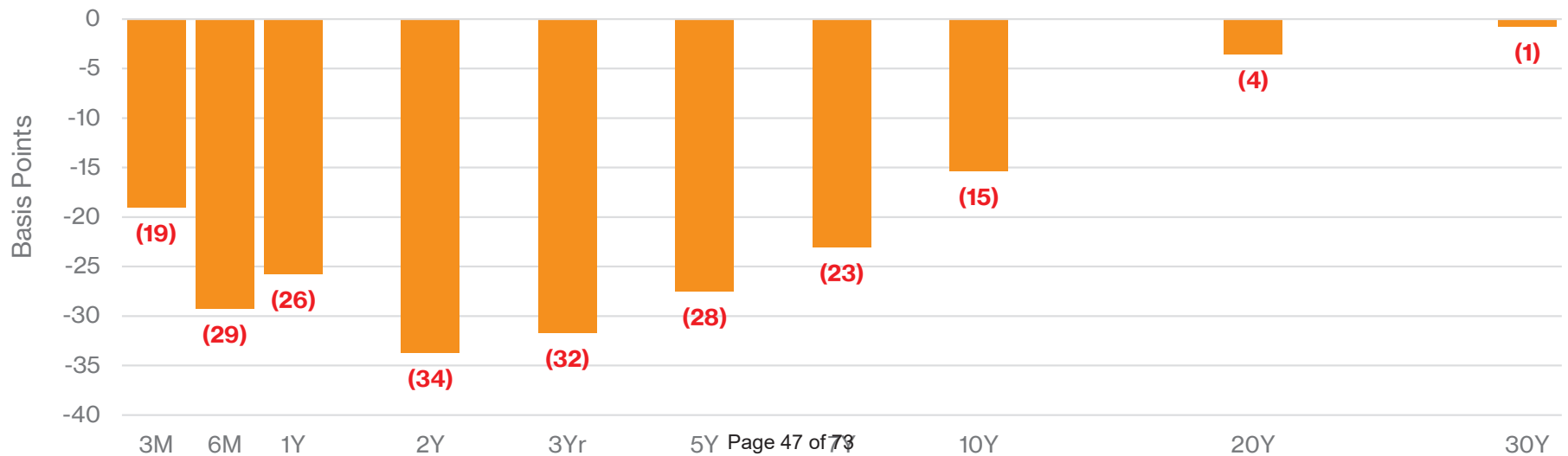
- Core Personal Consumption Expenditure YoY is the Fed's preferred inflation gauge.
- Core excludes food and energy components, which generally make the series less volatile.
- Core PCE YoY is currently at 2.9% and has been above the Fed's 2% target for 54 consecutive months.

SOURCES: BLOOMBERG

### U.S. Treasury Yield Curve Change



### Basis Point Change



## Contents

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|                                       |    |
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| Position Statement                    | 7  |
| Transaction Statement                 | 11 |
| Income/Dividend Received              | 12 |
| Contribution/Withdrawals and Expenses | 13 |
| Projected Income                      | 14 |

## Portfolio Summary

# 3.75

Weighted Average Yield to Maturity

# 2.49

Weighted Average Maturity (Years)

# 2.30

Portfolio Effective Duration (Years)

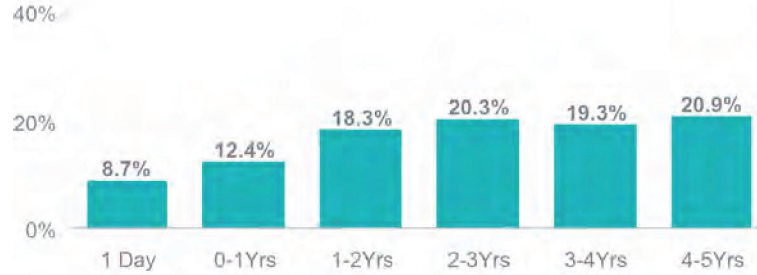
# 2.49

Weighted Average Life (Years)

# AA+

Average Credit Rating

## Maturity Distribution



## Sector Allocation



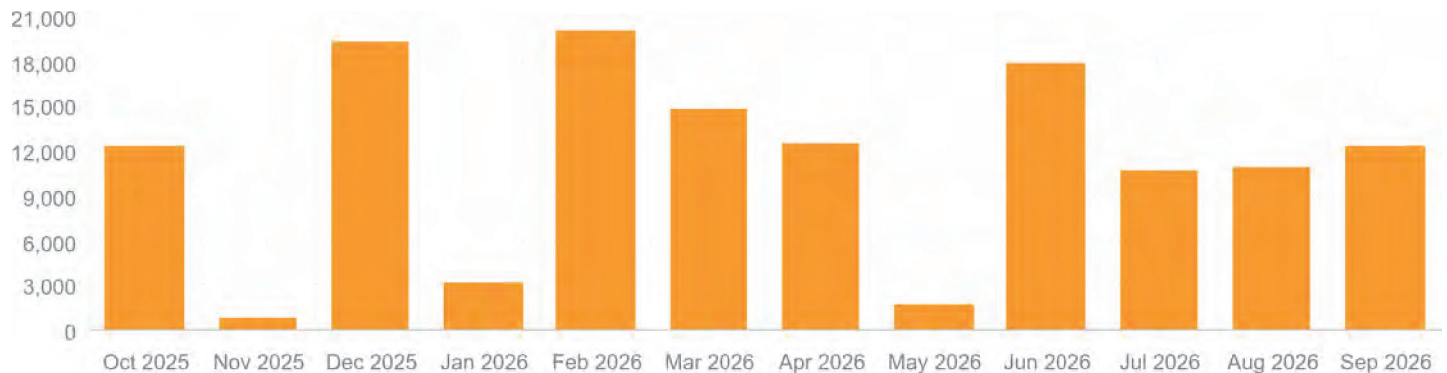
|                    |        |
|--------------------|--------|
| U.S. Treasuries    | 53.69% |
| U.S. Agencies      | 31.94% |
| Money Market Funds | 8.75%  |
| Negotiable CD's    | 5.61%  |



## Custodial Reconciliation

|                           | CURRENT MONTH       |
|---------------------------|---------------------|
| <b>Beginning</b>          | <b>4,607,621.47</b> |
| Contributions/Withdrawals | 0.00                |
| Management Fees           | (625.00)            |
| Custodian Fees            | (29.12)             |
| Realized Gains Losses     | 1,710.94            |
| Purchased Interest        | (388.04)            |
| Interest Received         | 15,566.05           |
| <b>ENDING</b>             | <b>4,623,856.30</b> |

## Projected Monthly Income Schedule



# Position Statement

| CUSIP                                     | DESCRIPTION                   | TRADE DATE<br>SETTLE DATE | PAR VALUE           | PRINCIPAL COST<br>PURCHASED<br>INTEREST | TOTAL COST          | YIELD TO<br>MATURITY | MATURITY<br>DATE | DAYS TO<br>MATURITY | MARKET PRICE<br>MARKET VALUE | UNREALIZED<br>GAIN/LOSS<br>BOOK<br>VALUE | % OF<br>MV   | MOODY'S<br>S&P<br>RATING |
|---|-------------------------------|---------------------------|---------------------|---|---------------------|----------------------|------------------|---------------------|------------------------------|--|--------------|--------------------------|
| <b>WESTLAKE PORTER<br/>PUBLIC LIBRARY</b> |                               |                           |                     |   |                     |                      |                  |                     |                              |  |              |                          |
| <b>LGIP</b>                               |                               |                           |                     |   |                     |                      |                  |                     |                              |  |              |                          |
| 139999999                                 | STAR Ohio                     | 09/30/2025<br>09/30/2025  | 2,581,443.69        | 2,581,443.69<br>0.00                    | 2,581,443.69        | 4.30                 |                  | 1                   | 1.00<br>2,581,443.69         | 0.00<br>2,581,443.69                     | 35.53        | AAA                      |
| <b>LGIP TOTAL</b>                         |                               |                           | <b>2,581,443.69</b> | <b>2,581,443.69<br/>0.00</b>            | <b>2,581,443.69</b> | <b>4.30</b>          |                  | <b>1</b>            | <b>1.00<br/>2,581,443.69</b> | <b>0.00<br/>2,581,443.69</b>             | <b>35.53</b> | <b>AAA</b>               |
| <b>MONEY MARKET<br/>FUNDS</b>             |                               |                           |                     |   |                     |                      |                  |                     |                              |  |              |                          |
| 31846V567                                 | FIRST AMER.GVT<br>OBLG.Z      | 09/30/2025<br>09/30/2025  | 409,734.28          | 409,734.28<br>0.00                      | 409,734.28          | 4.00                 |                  | 1                   | 1.00<br>409,734.28           | 0.00<br>409,734.28                       | 5.64         | Aaa<br>AAA               |
| <b>MONEY MARKET<br/>FUNDS TOTAL</b>       |                               |                           | <b>409,734.28</b>   | <b>409,734.28<br/>0.00</b>              | <b>409,734.28</b>   | <b>4.00</b>          |                  | <b>1</b>            | <b>1.00<br/>409,734.28</b>   | <b>0.00<br/>409,734.28</b>               | <b>5.64</b>  | <b>AAA</b>               |
| <b>U.S. TREASURIES</b>                    |                               |                           |                     |   |                     |                      |                  |                     |                              |  |              |                          |
| 91282CGL9                                 | US TREASURY 4.000<br>02/15/26 | 10/16/2023<br>10/17/2023  | 65,000.00           | 63,580.66<br>0.00                       | 63,580.66           | 5.00                 | 02/15/2026       | 138                 | 100.02<br>65,010.16          | 1,429.50<br>63,580.66                    | 0.89         | Aa1<br>AA+               |
| 912828R36                                 | US TREASURY 1.625<br>05/15/26 | 01/11/2022<br>01/12/2022  | 55,000.00           | 55,378.13<br>0.00                       | 55,378.13           | 1.46                 | 05/15/2026       | 227                 | 98.67<br>54,267.38           | (1,110.75)<br>55,378.13                  | 0.75         | Aa1<br>AA+               |
| 91282CCJ8                                 | US TREASURY 0.875<br>06/30/26 | 06/29/2021<br>06/30/2021  | 75,000.00           | 74,912.11<br>0.00                       | 74,912.11           | 0.90                 | 06/30/2026       | 273                 | 97.87<br>73,400.39           | (1,511.72)<br>74,912.11                  | 1.01         | Aa1<br>AA+               |
| 91282CCP4                                 | US TREASURY 0.625<br>07/31/26 | 08/25/2021<br>08/26/2021  | 75,000.00           | 74,305.66<br>0.00                       | 74,305.66           | 0.82                 | 07/31/2026       | 304                 | 97.45<br>73,083.98           | (1,221.68)<br>74,305.66                  | 1.01         | Aa1<br>AA+               |
| 91282CCW9                                 | US TREASURY 0.750<br>08/31/26 | 08/26/2021<br>08/31/2021  | 75,000.00           | 74,660.16<br>0.00                       | 74,660.16           | 0.84                 | 08/31/2026       | 335                 | 97.32<br>72,993.16           | (1,667.00)<br>74,660.16                  | 1.00         | Aa1<br>AA+               |
| 912828YG9                                 | US TREASURY 1.625<br>09/30/26 | 01/11/2022<br>01/12/2022  | 55,000.00           | 55,345.90<br>0.00                       | 55,345.90           | 1.49                 | 09/30/2026       | 365                 | 97.97<br>53,884.96           | (1,460.94)<br>55,345.90                  | 0.74         | Aa1<br>AA+               |
| 91282CDG3                                 | US TREASURY 1.125<br>10/31/26 | 01/10/2022<br>01/11/2022  | 55,000.00           | 53,990.23<br>0.00                       | 53,990.23           | 1.52                 | 10/31/2026       | 396                 | 97.27<br>53,498.24           | (491.99)<br>53,990.23                    | 0.74         | Aa1<br>AA+               |
| 91282CDQ1                                 | US TREASURY 1.250<br>12/31/26 | 01/07/2022<br>01/10/2022  | 55,000.00           | 54,355.47<br>0.00                       | 54,355.47           | 1.50                 | 12/31/2026       | 457                 | 97.03<br>53,365.04           | (990.43)<br>54,355.47                    | 0.73         | Aa1<br>AA+               |
| 912828Z78                                 | US TREASURY 1.500<br>01/31/27 | 07/12/2023<br>07/13/2023  | 70,000.00           | 63,639.84<br>0.00                       | 63,639.84           | 4.29                 | 01/31/2027       | 488                 | 97.18<br>68,023.05           | 4,383.21<br>63,639.84                    | 0.94         | Aa1<br>AA+               |
| 91282CEF4                                 | US TREASURY 2.500<br>03/31/27 | 06/27/2023<br>06/28/2023  | 60,000.00           | 56,432.81<br>0.00                       | 56,432.81           | 4.23                 | 03/31/2027       | 547                 | 98.32<br>58,992.19           | 2,559.38<br>56,432.81                    | 0.81         | Aa1<br>AA+               |
| 91282CET4                                 | US TREASURY 2.625<br>05/31/27 | 07/13/2023<br>07/14/2023  | 70,000.00           | 66,303.13<br>0.00                       | 66,303.13           | 4.11                 | 05/31/2027       | 608                 | 98.34<br>68,840.63           | 2,537.50<br>66,303.13                    | 0.95         | Aa1<br>AA+               |
| 91282CEW7                                 | US TREASURY 3.250<br>06/30/27 | 06/29/2023<br>06/30/2023  | 60,000.00           | 57,707.81<br>0.00                       | 57,707.81           | 4.30                 | 06/30/2027       | 638                 | 99.35<br>59,610.94           | 1,903.13<br>57,707.81                    | 0.82         | Aa1<br>AA+               |
| 9128282R0                                 | US TREASURY 2.250<br>08/15/27 | 10/31/2022<br>11/01/2022  | 75,000.00           | 68,525.39<br>0.00                       | 68,525.39           | 4.26                 | 08/15/2027       | 684                 | 97.52<br>73,139.65           | 4,614.26<br>68,525.39                    | 1.01         | Aa1<br>AA+               |
| 91282CGC9                                 | US TREASURY 3.875<br>12/31/27 | 01/20/2023<br>01/23/2023  | 90,000.00           | 91,325.39<br>0.00                       | 91,325.39           | 3.55                 | 12/31/2027       | 822                 | 100.55<br>90,492.19          | (833.20)<br>91,325.39                    | 1.25         | Aa1<br>AA+               |
| 91282CGH8                                 | US TREASURY 3.500<br>01/31/28 | 03/23/2023<br>03/24/2023  | 75,000.00           | 75,038.09<br>0.00                       | 75,038.09           | 3.49                 | 01/31/2028       | 853                 | 99.73<br>74,800.78           | (237.31)<br>75,038.09                    | 1.03         | Aa1<br>AA+               |

## Position Statement

| CUSIP                            | DESCRIPTION                   | TRADE DATE<br>SETTLE DATE | PAR VALUE           | PRINCIPAL COST<br>PURCHASED<br>INTEREST | TOTAL COST          | YIELD TO<br>MATURITY | MATURITY<br>DATE | DAYS TO<br>MATURITY | MARKET PRICE<br>MARKET VALUE  | UNREALIZED<br>GAIN/LOSS<br>BOOK<br>VALUE | % OF<br>MV   | MOODY'S<br>S&P<br>RATING |
|----------------------------------|-------------------------------|---------------------------|---------------------|---|---------------------|----------------------|------------------|---------------------|-------------------------------|--|--------------|--------------------------|
| 91282CGP0                        | US TREASURY 4.000<br>02/29/28 | 02/14/2025<br>02/18/2025  | 75,000.00           | 74,399.41<br>0.00                       | 74,399.41           | 4.28                 | 02/29/2028       | 882                 | 100.88<br>75,662.11           | 1,262.70<br>74,399.41                    | 1.04         | Aa1<br>AA+               |
| 91282CHA2                        | US TREASURY 3.500<br>04/30/28 | 07/18/2025<br>07/21/2025  | 30,000.00           | 29,724.61<br>233.97                     | 29,958.58           | 3.85                 | 04/30/2028       | 943                 | 99.72<br>29,915.63            | 191.02<br>29,724.61                      | 0.41         | Aa1<br>AA+               |
| 91282CHA2                        | US TREASURY 3.500<br>04/30/28 | 07/28/2023<br>07/31/2023  | 55,000.00           | 53,287.70<br>0.00                       | 53,287.70           | 4.23                 | 04/30/2028       | 943                 | 99.72<br>54,845.31            | 1,557.61<br>53,287.70                    | 0.75         | Aa1<br>AA+               |
| 91282CHQ7                        | US TREASURY 4.125<br>07/31/28 | 12/16/2024<br>12/17/2024  | 75,000.00           | 74,698.24<br>0.00                       | 74,698.24           | 4.24                 | 07/31/2028       | 1,035               | 101.33<br>75,996.09           | 1,297.85<br>74,698.24                    | 1.05         | Aa1<br>AA+               |
| 9128284V9                        | US TREASURY 2.875<br>08/15/28 | 10/06/2023<br>10/10/2023  | 70,000.00           | 64,257.81<br>0.00                       | 64,257.81           | 4.79                 | 08/15/2028       | 1,050               | 97.98<br>68,589.06            | 4,331.25<br>64,257.81                    | 0.94         | Aa1<br>AA+               |
| 91282CJA0                        | US TREASURY 4.625<br>09/30/28 | 12/16/2024<br>12/17/2024  | 75,000.00           | 75,928.71<br>0.00                       | 75,928.71           | 4.27                 | 09/30/2028       | 1,096               | 102.81<br>77,109.38           | 1,180.67<br>75,928.71                    | 1.06         | Aa1<br>AA+               |
| 91282CJN2                        | US TREASURY 4.375<br>11/30/28 | 12/16/2024<br>12/17/2024  | 75,000.00           | 75,295.90<br>0.00                       | 75,295.90           | 4.27                 | 11/30/2028       | 1,157               | 102.17<br>76,628.91           | 1,333.01<br>75,295.90                    | 1.05         | Aa1<br>AA+               |
| 91282CJW2                        | US TREASURY 4.000<br>01/31/29 | 02/14/2025<br>02/18/2025  | 75,000.00           | 74,132.81<br>0.00                       | 74,132.81           | 4.32                 | 01/31/2029       | 1,219               | 101.09<br>75,814.45           | 1,681.64<br>74,132.81                    | 1.04         | Aa1<br>AA+               |
| 9128286B1                        | US TREASURY 2.625<br>02/15/29 | 05/20/2025<br>05/21/2025  | 45,000.00           | 42,866.02<br>0.00                       | 42,866.02           | 4.00                 | 02/15/2029       | 1,234               | 96.77<br>43,544.53            | 678.51<br>42,866.02                      | 0.60         | Aa1<br>AA+               |
| 9128286B1                        | US TREASURY 2.625<br>02/15/29 | 08/06/2024<br>08/07/2024  | 65,000.00           | 61,942.97<br>0.00                       | 61,942.97           | 3.77                 | 02/15/2029       | 1,234               | 96.77<br>62,897.66            | 954.69<br>61,942.97                      | 0.87         | Aa1<br>AA+               |
| 91282CEM9                        | US TREASURY 2.875<br>04/30/29 | 05/20/2025<br>05/21/2025  | 40,000.00           | 38,345.31<br>65.63                      | 38,410.94           | 4.02                 | 04/30/2029       | 1,308               | 97.35<br>38,940.63            | 595.32<br>38,345.31                      | 0.54         | Aa1<br>AA+               |
| 91282CEM9                        | US TREASURY 2.875<br>04/30/29 | 08/06/2024<br>08/07/2024  | 65,000.00           | 62,539.65<br>0.00                       | 62,539.65           | 3.75                 | 04/30/2029       | 1,308               | 97.35<br>63,278.52            | 738.87<br>62,539.65                      | 0.87         | Aa1<br>AA+               |
| 91282CES6                        | US TREASURY 2.750<br>05/31/29 | 08/06/2024<br>08/07/2024  | 70,000.00           | 66,945.70<br>0.00                       | 66,945.70           | 3.75                 | 05/31/2029       | 1,339               | 96.86<br>67,801.56            | 855.86<br>66,945.70                      | 0.93         | Aa1<br>AA+               |
| 91282CLR0                        | US TREASURY 4.125<br>10/31/29 | 12/16/2024<br>12/17/2024  | 75,000.00           | 74,525.39<br>0.00                       | 74,525.39           | 4.27                 | 10/31/2029       | 1,492               | 101.60<br>76,201.17           | 1,675.78<br>74,525.39                    | 1.05         | Aa1<br>AA+               |
| 91282CFY2                        | US TREASURY 3.875<br>11/30/29 | 12/16/2024<br>12/17/2024  | 75,000.00           | 73,678.71<br>0.00                       | 73,678.71           | 4.27                 | 11/30/2029       | 1,522               | 100.65<br>75,486.33           | 1,807.62<br>73,678.71                    | 1.04         | Aa1<br>AA+               |
| 91282CGJ4                        | US TREASURY 3.500<br>01/31/30 | 02/14/2025<br>02/18/2025  | 75,000.00           | 72,187.50<br>0.00                       | 72,187.50           | 4.35                 | 01/31/2030       | 1,584               | 99.16<br>74,367.19            | 2,179.69<br>72,187.50                    | 1.02         | Aa1<br>AA+               |
| 91282CMU2                        | US TREASURY 4.000<br>03/31/30 | 05/22/2025<br>05/23/2025  | 105,000.00          | 104,528.32<br>0.00                      | 104,528.32          | 4.10                 | 03/31/2030       | 1,643               | 101.15<br>106,205.86          | 1,677.54<br>104,528.32                   | 1.46         | Aa1<br>AA+               |
| 91282CMZ1                        | US TREASURY 3.875<br>04/30/30 | 05/22/2025<br>05/23/2025  | 105,000.00          | 103,892.58<br>254.30                    | 104,146.88          | 4.11                 | 04/30/2030       | 1,673               | 100.64<br>105,672.66          | 1,780.08<br>103,892.58                   | 1.45         | Aa1<br>AA+               |
| 91282CNG2                        | US TREASURY 4.000<br>05/31/30 | 05/29/2025<br>06/02/2025  | 105,000.00          | 104,958.98<br>22.95                     | 104,981.93          | 4.01                 | 05/31/2030       | 1,704               | 101.18<br>106,238.67          | 1,279.69<br>104,958.98                   | 1.46         | Aa1<br>AA+               |
| 91282CHJ3                        | US TREASURY 3.750<br>06/30/30 | 07/18/2025<br>07/21/2025  | 60,000.00           | 59,435.16<br>128.40                     | 59,563.56           | 3.96                 | 06/30/2030       | 1,734               | 100.05<br>60,028.13           | 592.97<br>59,435.16                      | 0.83         | Aa1<br>AA+               |
| 91282CHR5                        | US TREASURY 4.000<br>07/31/30 | 09/02/2025<br>09/03/2025  | 105,000.00          | 106,173.05<br>388.04                    | 106,561.09          | 3.75                 | 07/31/2030       | 1,765               | 101.13<br>106,189.45          | 16.40<br>106,173.05                      | 1.46         | Aa1<br>AA+               |
| <b>U.S. TREASURIES<br/>TOTAL</b> |                               |                           | <b>2,530,000.00</b> | <b>2,479,245.31<br/>1,093.29</b>        | <b>2,480,338.60</b> | <b>3.61</b>          |                  | <b>1,024</b>        | <b>99.43<br/>2,514,816.02</b> | <b>35,570.71<br/>2,479,245.31</b>        | <b>34.62</b> | <b>AA+</b>               |
| <b>U.S. AGENCIES</b>             |                               |                           |                     |   |                     |                      |                  |                     |                               |  |              |                          |

## Position Statement

| CUSIP                          | DESCRIPTION                            | TRADE DATE<br>SETTLE DATE | PAR VALUE           | PRINCIPAL COST<br>PURCHASED<br>INTEREST | TOTAL COST          | YIELD TO<br>MATURITY | MATURITY<br>DATE | DAYS TO<br>MATURITY | MARKET PRICE<br>MARKET VALUE  | UNREALIZED<br>GAIN/LOSS<br>BOOK<br>VALUE | % OF<br>MV   | MOODY'S<br>S&P<br>RATING |
|--------------------------------|--|---------------------------|---------------------|---|---------------------|----------------------|------------------|---------------------|-------------------------------|--|--------------|--------------------------|
| 3133EPWD3                      | FED FARM CR BNKS<br>4.875 04/20/26     | 10/16/2023<br>10/17/2023  | 65,000.00           | 64,743.25<br>0.00                       | 64,743.25           | 5.04                 | 04/20/2026       | 202                 | 100.53<br>65,343.20           | 599.95<br>64,743.25                      | 0.90         | Aa1<br>AA+               |
| 3130APB87                      | FHLBANKS 1.100<br>10/13/26 '25         | 10/14/2021<br>10/15/2021  | 100,000.00          | 99,730.00<br>0.00                       | 99,730.00           | 1.16                 | 10/13/2026       | 378                 | 9715<br>97,154.00             | (2,576.00)<br>99,730.00                  | 1.34         | Aa1<br>AA+               |
| 880591EU2                      | TVA 2.875 02/01/27                     | 10/27/2023<br>10/30/2023  | 75,000.00           | 70,330.88<br>0.00                       | 70,330.88           | 4.97                 | 02/01/2027       | 489                 | 98.85<br>74,138.25            | 3,807.37<br>70,330.88                    | 1.02         | Aa1<br>AA+               |
| 31424WAF9                      | FARMER MAC 4.875<br>04/01/27 MTN       | 10/27/2023<br>10/30/2023  | 75,000.00           | 74,767.50<br>0.00                       | 74,767.50           | 4.97                 | 04/01/2027       | 548                 | 101.29<br>75,963.75           | 1,196.25<br>74,767.50                    | 1.05         | NA<br>NA                 |
| 31422XA69                      | FARMER MAC 3.340<br>07/01/27 MTN       | 09/12/2023<br>09/13/2023  | 100,000.00          | 95,298.00<br>0.00                       | 95,298.00           | 4.67                 | 07/01/2027       | 639                 | 99.01<br>99,007.00            | 3,709.00<br>95,298.00                    | 1.36         | NA<br>NA                 |
| 3130ATHW0                      | FHLBANKS 4.125<br>09/10/27             | 10/31/2022<br>11/01/2022  | 75,000.00           | 74,419.28<br>0.00                       | 74,419.28           | 4.30                 | 09/10/2027       | 710                 | 100.83<br>75,622.50           | 1,203.22<br>74,419.28                    | 1.04         | Aa1<br>AA+               |
| 3133ENW63                      | FED FARM CR BNKS<br>4.375 10/27/27     | 10/31/2022<br>11/01/2022  | 75,000.00           | 75,218.25<br>0.00                       | 75,218.25           | 4.31                 | 10/27/2027       | 757                 | 101.34<br>76,005.00           | 786.75<br>75,218.25                      | 1.05         | Aa1<br>AA+               |
| 3130APTR6                      | FHLBANKS 1.320<br>11/23/27 '25         | 03/31/2023<br>03/31/2023  | 65,000.00           | 57,535.40<br>0.00                       | 57,535.40           | 4.06                 | 11/23/2027       | 784                 | 94.69<br>61,551.10            | 4,015.70<br>57,535.40                    | 0.85         | Aa1<br>AA+               |
| 3133EN3H1                      | FEDERAL FARM 4.000<br>11/29/27         | 11/22/2022<br>11/29/2022  | 65,000.00           | 64,779.00<br>0.00                       | 64,779.00           | 4.08                 | 11/29/2027       | 790                 | 100.62<br>65,404.30           | 625.30<br>64,779.00                      | 0.90         | Aa1<br>AA+               |
| 880591EZ1                      | TVA 3.875 03/15/28                     | 03/28/2023<br>03/30/2023  | 70,000.00           | 69,736.10<br>0.00                       | 69,736.10           | 3.96                 | 03/15/2028       | 897                 | 100.49<br>70,343.70           | 607.60<br>69,736.10                      | 0.97         | Aa1<br>AA+               |
| 3133EPLD5                      | FED FARM CR BNKS<br>3.875 05/30/28     | 12/16/2024<br>12/17/2024  | 75,000.00           | 74,054.77<br>0.00                       | 74,054.77           | 4.27                 | 05/30/2028       | 973                 | 100.40<br>75,297.00           | 1,242.23<br>74,054.77                    | 1.04         | Aa1<br>AA+               |
| 3130AWMN7                      | FHLBANKS 4.375<br>06/09/28             | 07/28/2023<br>07/31/2023  | 55,000.00           | 55,144.65<br>0.00                       | 55,144.65           | 4.31                 | 06/09/2028       | 983                 | 101.71<br>55,938.30           | 793.65<br>55,144.65                      | 0.77         | Aa1<br>AA+               |
| 3133EHU50                      | FED FARM CR BNKS<br>2.820 12/20/28     | 08/06/2024<br>08/07/2024  | 69,000.00           | 66,209.98<br>0.00                       | 66,209.98           | 3.83                 | 12/20/2028       | 1,177               | 9718<br>67,054.20             | 844.22<br>66,209.98                      | 0.92         | Aa1<br>AA+               |
| 3133EP5U5                      | FED FARM CR BNKS<br>4.125 03/20/29     | 12/16/2024<br>12/17/2024  | 60,000.00           | 59,596.80<br>0.00                       | 59,596.80           | 4.30                 | 03/20/2029       | 1,267               | 101.21<br>60,728.40           | 1,131.60<br>59,596.80                    | 0.84         | Aa1<br>AA+               |
| 3130AGDY8                      | FHLBANKS 2.750<br>06/08/29             | 08/06/2024<br>08/07/2024  | 65,000.00           | 62,004.08<br>0.00                       | 62,004.08           | 3.80                 | 06/08/2029       | 1,347               | 96.69<br>62,847.85            | 843.77<br>62,004.08                      | 0.87         | Aa1<br>AA+               |
| 3133EPPF6                      | FED FARM CR BNKS<br>4.125 07/05/29     | 12/16/2024<br>12/17/2024  | 75,000.00           | 74,524.56<br>0.00                       | 74,524.56           | 4.28                 | 07/05/2029       | 1,374               | 101.23<br>75,921.75           | 1,397.19<br>74,524.56                    | 1.05         | Aa1<br>AA+               |
| 3133ERN1                       | FED FARM CR BNKS<br>4.125 08/01/29     | 08/06/2024<br>08/07/2024  | 65,000.00           | 66,094.60<br>0.00                       | 66,094.60           | 3.75                 | 08/01/2029       | 1,401               | 101.47<br>65,958.10           | (136.50)<br>66,094.60                    | 0.91         | Aa1<br>AA+               |
| 3133ERSP7                      | FED FARM CR BNKS<br>3.500 09/10/29     | 12/16/2024<br>12/17/2024  | 75,000.00           | 72,494.63<br>0.00                       | 72,494.63           | 4.29                 | 09/10/2029       | 1,441               | 99.26<br>74,442.00            | 1,947.37<br>72,494.63                    | 1.02         | Aa1<br>AA+               |
| 3130ATUT2                      | FHLBANKS 4.500<br>12/14/29             | 12/16/2024<br>12/17/2024  | 75,000.00           | 75,716.63<br>0.00                       | 75,716.63           | 4.29                 | 12/14/2029       | 1,536               | 102.74<br>77,052.75           | 1,336.12<br>75,716.63                    | 1.06         | Aa1<br>AA+               |
| 3133ENMT4                      | FED FARM CR BNKS<br>2.050 02/01/30 '25 | 02/25/2025<br>02/26/2025  | 75,000.00           | 67,697.25<br>0.00                       | 67,697.25           | 4.26                 | 02/01/2030       | 1,585               | 92.16<br>69,118.50            | 1,421.25<br>67,697.25                    | 0.95         | Aa1<br>AA+               |
| 880591FE7                      | TVA 3.875 08/01/30                     | 08/05/2025<br>08/08/2025  | 21,000.00           | 20,983.20<br>0.00                       | 20,983.20           | 3.89                 | 08/01/2030       | 1,766               | 100.32<br>21,067.83           | 84.63<br>20,983.20                       | 0.29         | Aa1<br>AA+               |
| 880591FE7                      | TVA 3.875 08/01/30                     | 08/05/2025<br>08/08/2025  | 30,000.00           | 29,877.90<br>0.00                       | 29,877.90           | 3.97                 | 08/01/2030       | 1,766               | 100.32<br>30,096.90           | 219.00<br>29,877.90                      | 0.41         | Aa1<br>AA+               |
| <b>U.S. AGENCIES<br/>TOTAL</b> |  |                           | <b>1,505,000.00</b> | <b>1,470,956.71<br/>0.00</b>            | <b>1,470,956.71</b> | <b>4.10</b>          |                  | <b>973</b>          | <b>99.47<br/>1,496,056.38</b> | <b>25,099.67<br/>1,470,956.71</b>        | <b>20.59</b> | <b>AA+</b>               |

## Position Statement

| CUSIP   | DESCRIPTION                       | TRADE DATE<br>SETTLE DATE | PAR VALUE           | PRINCIPAL COST<br>PURCHASED<br>INTEREST | TOTAL COST          | YIELD TO<br>MATURITY | MATURITY<br>DATE | DAYS TO<br>MATURITY | MARKET PRICE<br>MARKET VALUE | UNREALIZED<br>GAIN/LOSS<br>BOOK<br>VALUE | % OF<br>MV    | MOODY'S<br>S&P<br>RATING |
|---|-----------------------------------|---------------------------|---------------------|---|---------------------|----------------------|------------------|---------------------|------------------------------|--|---------------|--------------------------|
| <b>NEGOTIABLE CD'S</b>                              |                                   |                           |                     |   |                     |                      |                  |                     |                              |  |               |                          |
| 066519QK8   | BANKUNIT 0.650<br>03/05/26'24     | 02/22/2021<br>03/05/2021  | 125,000.00          | 124,375.00<br>0.00                      | 124,375.00          | 0.75                 | 03/05/2026       | 156                 | 98.61<br>123,267.50          | (1,107.50)<br>124,375.00                 | 1.70          | NA<br>NA                 |
| 84287PJB9   | SOUTHERN FIR BK<br>4.850 10/17/28 | 10/05/2023<br>10/17/2023  | 70,000.00           | 69,685.00<br>0.00                       | 69,685.00           | 4.95                 | 10/17/2028       | 1,113               | 99.73<br>69,808.28           | 123.28<br>69,685.00                      | 0.96          | NA<br>NA                 |
| 795451DY6   | SALLIE MAE BNK<br>4.000 08/06/30  | 08/12/2025<br>08/13/2025  | 70,000.00           | 69,860.00<br>53.70                      | 69,913.70           | 4.04                 | 08/06/2030       | 1,771               | 99.81<br>69,863.77           | 3.77<br>69,860.00                        | 0.96          | NA<br>NA                 |
| <b>NEGOTIABLE CD'S<br/>TOTAL</b>                    |                                   |                           | <b>265,000.00</b>   | <b>263,920.00<br/>53.70</b>             | <b>263,973.70</b>   | <b>2.74</b>          |                  | <b>839</b>          | <b>99.23<br/>262,939.55</b>  | <b>(980.45)<br/>263,920.00</b>           | <b>3.62</b>   | <b>NA</b>                |
| <b>WESTLAKE PORTER<br/>PUBLIC LIBRARY<br/>TOTAL</b> |                                   |                           | <b>7,291,177.97</b> | <b>7,205,299.99<br/>1,146.99</b>        | <b>7,206,446.98</b> | <b>3.95</b>          |                  | <b>586</b>          | <b>7,264,989.92</b>          | <b>59,689.92<br/>7,205,299.99</b>        | <b>100.00</b> | <b>AA+</b>               |
| <b>GRAND TOTAL</b>                                  |                                   |                           | <b>7,291,177.97</b> | <b>7,205,299.99<br/>1,146.99</b>        | <b>7,206,446.98</b> | <b>3.95</b>          |                  | <b>586</b>          | <b>7,264,989.92</b>          | <b>59,689.92<br/>7,205,299.99</b>        | <b>100.00</b> | <b>AA+</b>               |

## Transaction Statement

| WESTLAKE PORTER PUBLIC LIBRARY |            |             |           |   |                     |                   |                    |                     |                        |
|--------------------------------|------------|-------------|-----------|---|---------------------|-------------------|--------------------|---------------------|------------------------|
|                                | TRADE DATE | SETTLE DATE | CUSIP     | DESCRIPTION   | PAR VALUE           | PRINCIPAL COST    | PURCHASED INTEREST | TOTAL               | PURCHASE YIELD         |
| <b>BUY</b>                     |            |             |           |   |                     |                   |                    |                     |                        |
|                                | 09/02/2025 | 09/03/2025  | 91282CHR5 | US TREASURY 4.000 07/31/30                            | 105,000.00          | 106,173.05        | 388.04             | (106,561.09)        | 3.75                   |
| <b>BUY TOTAL</b>               |            |             |           |   | <b>105,000.00</b>   | <b>106,173.05</b> | <b>388.04</b>      | <b>(106,561.09)</b> | <b>3.75</b>            |
|                                | TRADE DATE | SETTLE DATE | CUSIP     | DESCRIPTION   | PAR VALUE           | BOOK VALUE        |                    | TOTAL               | NET REALIZED GAIN/LOSS |
| <b>MATURITY</b>                |            |             |           |   |                     |                   |                    |                     |                        |
|                                | 08/31/2025 | 09/02/2025  | 91282CAJ0 | UNITED STATES TREASURY 0.25 08/31/2025                | (100,000.00)        | 98,289.06         |                    | 100,000.00          | 1,710.94               |
|                                | 09/30/2025 | 09/30/2025  | 3136G44F7 | FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.55 09/30/2025 | (390,000.00)        | 390,000.00        |                    | 390,000.00          | 0.00                   |
| <b>MATURITY TOTAL</b>          |            |             |           |   | <b>(490,000.00)</b> | <b>488,289.06</b> |                    | <b>490,000.00</b>   | <b>1,710.94</b>        |

## Income/Dividend Received

| IDENTIFIER               | DESCRIPTION  | PAYMENT DATE | POST DATE  | INTEREST/DIVIDENDS RECEIVED |
|--------------------------|--|--------------|------------|-----------------------------|
| <b>STAR OHIO</b>         |  |              |            |                             |
| 139999999                | STAR Ohio  | 09/30/2025   | 09/30/2025 | 9,868.50                    |
| <b>STAR OHIO - TOTAL</b> |  |              |            | <b>9,868.50</b>             |
| IDENTIFIER               | DESCRIPTION  | PAYMENT DATE | POST DATE  | INTEREST/DIVIDENDS RECEIVED |
| <b>US BANK</b>           |  |              |            |                             |
| 91282CAJ0                | UNITED STATES TREASURY 0.25 08/31/2025                   | 08/31/2025   | 09/02/2025 | 125.00                      |
| 91282CGP0                | US TREASURY 4.000 02/29/28                               | 08/31/2025   | 09/02/2025 | 1,500.00                    |
| 91282CCW9                | US TREASURY 0.750 08/31/26                               | 08/31/2025   | 09/02/2025 | 281.25                      |
| 31846V567                | FIRST AMER:GVT OBLG;Z                                    | 08/31/2025   | 09/02/2025 | 69.99                       |
| 066519QK8                | BANKUNIT 0.650 03/05/26 '24                              | 09/05/2025   | 09/05/2025 | 204.79                      |
| 3133ERSP7                | FED FARM CR BNKS 3.500 09/10/29                          | 09/10/2025   | 09/10/2025 | 1,312.50                    |
| 3130ATHWO                | FHLBANKS 4.125 09/10/27                                  | 09/10/2025   | 09/10/2025 | 1,546.88                    |
| 880591EZ1                | TVA 3.875 03/15/28                                       | 09/15/2025   | 09/15/2025 | 1,356.25                    |
| 3133EP5U5                | FED FARM CR BNKS 4.125 03/20/29                          | 09/20/2025   | 09/22/2025 | 1,237.50                    |
| 31424WAF9                | FARMER MAC 4.875 04/01/27 MTN                            | 09/29/2025   | 09/29/2025 | 1,828.13                    |
| 91282CMU2                | US TREASURY 4.000 03/31/30                               | 09/30/2025   | 09/30/2025 | 2,100.00                    |
| 912828YG9                | US TREASURY 1.625 09/30/26                               | 09/30/2025   | 09/30/2025 | 446.88                      |
| 91282CJA0                | US TREASURY 4.625 09/30/28                               | 09/30/2025   | 09/30/2025 | 1,734.38                    |
| 91282CEF4                | US TREASURY 2.500 03/31/27                               | 09/30/2025   | 09/30/2025 | 750.00                      |
| 3136G44F7                | FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.55<br>09/30/2025 | 09/30/2025   | 09/30/2025 | 1,072.50                    |
| <b>US BANK - TOTAL</b>   |  |              |            | <b>15,566.05</b>            |
| <b>TOTAL</b>             |  |              |            | <b>25,434.55</b>            |

## Contribution/Withdrawals and Expenses

|                                       | POST DATE  | PAR VALUE       | TOTAL           |
|---------------------------------------|------------|-----------------|-----------------|
| <b>WESTLAKE PORTER PUBLIC LIBRARY</b> |            |                 |                 |
| <b>CUSTODY FEE</b>                    |            |                 |                 |
|                                       | 09/25/2025 | (29.12)         | (29.12)         |
| <b>CUSTODY FEE TOTAL</b>              |            | <b>(29.12)</b>  | <b>(29.12)</b>  |
| <b>MANAGEMENT FEE</b>                 |            |                 |                 |
|                                       | 09/25/2025 | (625.00)        | (625.00)        |
| <b>MANAGEMENT FEE TOTAL</b>           |            | <b>(625.00)</b> | <b>(625.00)</b> |

## Projected Income

For the Period October 01, 2025 to September 30, 2026

| CUSIP                 | DESCRIPTION                     | POST DATE  | AMOUNT           |
|-----------------------|---------------------------------|------------|------------------|
| 3130APB87             | FHLBANKS 1.100 10/13/26 '25     | 10/14/2025 | 550.00           |
| 84287PJB9             | SOUTHERN FIR BK 4.850 10/17/28  | 10/17/2025 | 1,702.15         |
| 3133EPWD3             | FED FARM CR BNKS 4.875 04/20/26 | 10/20/2025 | 1,584.38         |
| 3133ENW63             | FED FARM CR BNKS 4.375 10/27/27 | 10/27/2025 | 1,640.63         |
| 91282CDG3             | US TREASURY 1.125 10/31/26      | 10/31/2025 | 309.38           |
| 91282CHA2             | US TREASURY 3.500 04/30/28      | 10/31/2025 | 1,487.50         |
| 91282CEM9             | US TREASURY 2.875 04/30/29      | 10/31/2025 | 1,509.38         |
| 91282CMZ1             | US TREASURY 3.875 04/30/30      | 10/31/2025 | 2,034.38         |
| 91282CLR0             | US TREASURY 4.125 10/31/29      | 10/31/2025 | 1,546.88         |
| <b>OCT 2025 TOTAL</b> |                                 |            | <b>12,364.65</b> |
| 912828R36             | US TREASURY 1.625 05/15/26      | 11/17/2025 | 446.88           |
| 3130APTR6             | FHLBANKS 1.320 11/23/27 '25     | 11/24/2025 | 429.00           |
| <b>NOV 2025 TOTAL</b> |                                 |            | <b>875.88</b>    |
| 3133EN3H1             | FEDERAL FARM 4.000 11/29/27     | 12/01/2025 | 1,300.00         |
| 91282CJN2             | US TREASURY 4.375 11/30/28      | 12/01/2025 | 1,640.63         |
| 91282CFY2             | US TREASURY 3.875 11/30/29      | 12/01/2025 | 1,453.13         |
| 91282CNG2             | US TREASURY 4.000 05/31/30      | 12/01/2025 | 2,100.00         |
| 91282CET4             | US TREASURY 2.625 05/31/27      | 12/01/2025 | 918.75           |
| 91282CES6             | US TREASURY 2.750 05/31/29      | 12/01/2025 | 962.50           |
| 3133EPLD5             | FED FARM CR BNKS 3.875 05/30/28 | 12/01/2025 | 1,453.13         |
| 066519QK8             | BANKUNIT 0.650 03/05/26 '24     | 12/05/2025 | 202.57           |
| 3130AGDY8             | FHLBANKS 2.750 06/08/29         | 12/08/2025 | 893.75           |
| 3130AWMN7             | FHLBANKS 4.375 06/09/28         | 12/09/2025 | 1,203.13         |
| 3130ATUT2             | FHLBANKS 4.500 12/14/29         | 12/15/2025 | 1,687.50         |
| 3133EHU50             | FED FARM CR BNKS 2.820 12/20/28 | 12/22/2025 | 972.90           |
| 91282CDQ1             | US TREASURY 1.250 12/31/26      | 12/31/2025 | 343.75           |
| 91282CCJ8             | US TREASURY 0.875 06/30/26      | 12/31/2025 | 328.13           |
| 91282CEW7             | US TREASURY 3.250 06/30/27      | 12/31/2025 | 975.00           |

## Projected Income

For the Period October 01, 2025 to September 30, 2026

| CUSIP                 | DESCRIPTION                         | POST DATE  | AMOUNT           |
|-----------------------|-------------------------------------|------------|------------------|
| 91282CHJ3             | US TREASURY 3.750 06/30/30          | 12/31/2025 | 1,125.00         |
| 91282CGC9             | US TREASURY 3.875 12/31/27          | 12/31/2025 | 1,743.75         |
| <b>DEC 2025 TOTAL</b> |                                     |            | <b>19,303.59</b> |
| 31422XA69             | FARMER MAC 3.340 07/01/27 MTN       | 01/02/2026 | 1,670.00         |
| 3133EPPF6             | FED FARM CR BNKS 4.125 07/05/29     | 01/05/2026 | 1,546.88         |
| <b>JAN 2026 TOTAL</b> |                                     |            | <b>3,216.88</b>  |
| 3133ENMT4             | FED FARM CR BNKS 2.050 02/01/30 '25 | 02/02/2026 | 768.75           |
| 3133ERN1              | FED FARM CR BNKS 4.125 08/01/29     | 02/02/2026 | 1,340.63         |
| 91282CHR5             | US TREASURY 4.000 07/31/30          | 02/02/2026 | 2,100.00         |
| 91282CJW2             | US TREASURY 4.000 01/31/29          | 02/02/2026 | 1,500.00         |
| 91282CGJ4             | US TREASURY 3.500 01/31/30          | 02/02/2026 | 1,312.50         |
| 880591EU2             | TVA 2.875 02/01/27                  | 02/02/2026 | 1,078.13         |
| 912828Z78             | US TREASURY 1.500 01/31/27          | 02/02/2026 | 525.00           |
| 91282CGH8             | US TREASURY 3.500 01/31/28          | 02/02/2026 | 1,312.50         |
| 880591FE7             | TVA 3.875 08/01/30                  | 02/02/2026 | 949.70           |
| 91282CCP4             | US TREASURY 0.625 07/31/26          | 02/02/2026 | 234.38           |
| 91282CHQ7             | US TREASURY 4.125 07/31/28          | 02/02/2026 | 1,546.88         |
| 795451DY6             | SALLIE MAE BNK 4.000 08/06/30       | 02/06/2026 | 1,411.51         |
| 91282CGL9             | US TREASURY 4.000 02/15/26          | 02/15/2026 | 1,419.34         |
| 9128284V9             | US TREASURY 2.875 08/15/28          | 02/17/2026 | 1,006.25         |
| 9128282R0             | US TREASURY 2.250 08/15/27          | 02/17/2026 | 843.75           |
| 9128286B1             | US TREASURY 2.625 02/15/29          | 02/17/2026 | 1,443.75         |
| 91282CGL9             | US TREASURY 4.000 02/15/26          | 02/17/2026 | 1,300.00         |
| <b>FEB 2026 TOTAL</b> |                                     |            | <b>20,093.04</b> |
| 91282CGP0             | US TREASURY 4.000 02/29/28          | 03/02/2026 | 1,500.00         |
| 91282CCW9             | US TREASURY 0.750 08/31/26          | 03/02/2026 | 281.25           |
| 066519QK8             | BANKUNIT 0.650 03/05/26 '24         | 03/05/2026 | 200.34           |
| 066519QK8             | BANKUNIT 0.650 03/05/26 '24         | 03/05/2026 | 625.00           |

## Projected Income

For the Period October 01, 2025 to September 30, 2026

| CUSIP                 | DESCRIPTION                     | POST DATE  | AMOUNT           |
|-----------------------|---------------------------------|------------|------------------|
| 3130ATHW0             | FHLBANKS 4.125 09/10/27         | 03/10/2026 | 1,546.88         |
| 3133ERSP7             | FED FARM CR BNKS 3.500 09/10/29 | 03/10/2026 | 1,312.50         |
| 880591EZ1             | TVA 3.875 03/15/28              | 03/16/2026 | 1,356.25         |
| 3133EP5U5             | FED FARM CR BNKS 4.125 03/20/29 | 03/20/2026 | 1,237.50         |
| 31424WAF9             | FARMER MAC 4.875 04/01/27 MTN   | 03/30/2026 | 1,828.13         |
| 912828YG9             | US TREASURY 1.625 09/30/26      | 03/31/2026 | 446.88           |
| 91282CMU2             | US TREASURY 4.000 03/31/30      | 03/31/2026 | 2,100.00         |
| 91282CJA0             | US TREASURY 4.625 09/30/28      | 03/31/2026 | 1,734.38         |
| 91282CEF4             | US TREASURY 2.500 03/31/27      | 03/31/2026 | 750.00           |
| <b>MAR 2026 TOTAL</b> |                                 |            | <b>14,919.09</b> |
| 3130APB87             | FHLBANKS 1.100 10/13/26 '25     | 04/13/2026 | 550.00           |
| 84287PJB9             | SOUTHERN FIR BK 4.850 10/17/28  | 04/17/2026 | 1,692.85         |
| 3133EPWD3             | FED FARM CR BNKS 4.875 04/20/26 | 04/20/2026 | 256.75           |
| 3133EPWD3             | FED FARM CR BNKS 4.875 04/20/26 | 04/20/2026 | 1,584.38         |
| 3133ENW63             | FED FARM CR BNKS 4.375 10/27/27 | 04/27/2026 | 1,640.63         |
| 91282CDG3             | US TREASURY 1.125 10/31/26      | 04/30/2026 | 309.38           |
| 91282CHA2             | US TREASURY 3.500 04/30/28      | 04/30/2026 | 1,487.50         |
| 91282CEM9             | US TREASURY 2.875 04/30/29      | 04/30/2026 | 1,509.38         |
| 91282CMZ1             | US TREASURY 3.875 04/30/30      | 04/30/2026 | 2,034.38         |
| 91282CLR0             | US TREASURY 4.125 10/31/29      | 04/30/2026 | 1,546.88         |
| <b>APR 2026 TOTAL</b> |                                 |            | <b>12,612.10</b> |
| 912828R36             | US TREASURY 1.625 05/15/26      | 05/15/2026 | 446.88           |
| 912828R36             | US TREASURY 1.625 05/15/26      | 05/15/2026 | (378.13)         |
| 3130APTR6             | FHLBANKS 1.320 11/23/27 '25     | 05/26/2026 | 429.00           |
| 3133EN3H1             | FEDERAL FARM 4.000 11/29/27     | 05/29/2026 | 1,300.00         |
| <b>MAY 2026 TOTAL</b> |                                 |            | <b>1,797.75</b>  |
| 91282CET4             | US TREASURY 2.625 05/31/27      | 06/01/2026 | 918.75           |
| 91282CES6             | US TREASURY 2.750 05/31/29      | 06/01/2026 | 962.50           |

## Projected Income

For the Period October 01, 2025 to September 30, 2026

| CUSIP                 | DESCRIPTION                     | POST DATE  | AMOUNT           |
|-----------------------|---------------------------------|------------|------------------|
| 3133EPLD5             | FED FARM CR BNKS 3.875 05/30/28 | 06/01/2026 | 1,453.13         |
| 91282CJN2             | US TREASURY 4.375 11/30/28      | 06/01/2026 | 1,640.63         |
| 91282CFY2             | US TREASURY 3.875 11/30/29      | 06/01/2026 | 1,453.13         |
| 91282CNG2             | US TREASURY 4.000 05/31/30      | 06/01/2026 | 2,100.00         |
| 3130AGDY8             | FHLBANKS 2.750 06/08/29         | 06/08/2026 | 893.75           |
| 3130AWMN7             | FHLBANKS 4.375 06/09/28         | 06/09/2026 | 1,203.13         |
| 3130ATUT2             | FHLBANKS 4.500 12/14/29         | 06/15/2026 | 1,687.50         |
| 3133EHU50             | FED FARM CR BNKS 2.820 12/20/28 | 06/22/2026 | 972.90           |
| 91282CDQ1             | US TREASURY 1.250 12/31/26      | 06/30/2026 | 343.75           |
| 91282CCJ8             | US TREASURY 0.875 06/30/26      | 06/30/2026 | 328.13           |
| 91282CEW7             | US TREASURY 3.250 06/30/27      | 06/30/2026 | 975.00           |
| 91282CHJ3             | US TREASURY 3.750 06/30/30      | 06/30/2026 | 1,125.00         |
| 91282CCJ8             | US TREASURY 0.875 06/30/26      | 06/30/2026 | 87.89            |
| 91282CGC9             | US TREASURY 3.875 12/31/27      | 06/30/2026 | 1,743.75         |
| <b>JUN 2026 TOTAL</b> |                                 |            | <b>17,888.92</b> |
| 3133EPPF6             | FED FARM CR BNKS 4.125 07/05/29 | 07/06/2026 | 1,546.88         |
| 91282CGJ4             | US TREASURY 3.500 01/31/30      | 07/31/2026 | 1,312.50         |
| 912828Z78             | US TREASURY 1.500 01/31/27      | 07/31/2026 | 525.00           |
| 91282CGH8             | US TREASURY 3.500 01/31/28      | 07/31/2026 | 1,312.50         |
| 91282CCP4             | US TREASURY 0.625 07/31/26      | 07/31/2026 | 234.38           |
| 91282CHQ7             | US TREASURY 4.125 07/31/28      | 07/31/2026 | 1,546.88         |
| 91282CCP4             | US TREASURY 0.625 07/31/26      | 07/31/2026 | 694.34           |
| 91282CHR5             | US TREASURY 4.000 07/31/30      | 07/31/2026 | 2,100.00         |
| 91282CJW2             | US TREASURY 4.000 01/31/29      | 07/31/2026 | 1,500.00         |
| <b>JUL 2026 TOTAL</b> |                                 |            | <b>10,772.47</b> |
| 3133ERN1              | FED FARM CR BNKS 4.125 08/01/29 | 08/03/2026 | 1,340.63         |
| 880591FE7             | TVA 3.875 08/01/30              | 08/03/2026 | 988.13           |
| 880591EU2             | TVA 2.875 02/01/27              | 08/03/2026 | 1,078.13         |

## Projected Income

For the Period October 01, 2025 to September 30, 2026

| CUSIP                 | DESCRIPTION                         | POST DATE  | AMOUNT            |
|-----------------------|-------------------------------------|------------|-------------------|
| 3133ENMT4             | FED FARM CR BNKS 2.050 02/01/30 '25 | 08/03/2026 | 768.75            |
| 795451DY6             | SALLIE MAE BNK 4.000 08/06/30       | 08/06/2026 | 1,388.49          |
| 9128284V9             | US TREASURY 2.875 08/15/28          | 08/17/2026 | 1,006.25          |
| 9128282R0             | US TREASURY 2.250 08/15/27          | 08/17/2026 | 843.75            |
| 9128286B1             | US TREASURY 2.625 02/15/29          | 08/17/2026 | 1,443.75          |
| 91282CGP0             | US TREASURY 4.000 02/29/28          | 08/31/2026 | 1,500.00          |
| 91282CCW9             | US TREASURY 0.750 08/31/26          | 08/31/2026 | 339.84            |
| 91282CCW9             | US TREASURY 0.750 08/31/26          | 08/31/2026 | 281.25            |
| <b>AUG 2026 TOTAL</b> |                                     |            | <b>10,978.96</b>  |
| 3130ATHW0             | FHLBANKS 4.125 09/10/27             | 09/10/2026 | 1,546.88          |
| 3133ERSP7             | FED FARM CR BNKS 3.500 09/10/29     | 09/10/2026 | 1,312.50          |
| 880591EZ1             | TVA 3.875 03/15/28                  | 09/15/2026 | 1,356.25          |
| 3133EP5U5             | FED FARM CR BNKS 4.125 03/20/29     | 09/21/2026 | 1,237.50          |
| 31424WAF9             | FARMER MAC 4.875 04/01/27 MTN       | 09/29/2026 | 1,828.13          |
| 912828YG9             | US TREASURY 1.625 09/30/26          | 09/30/2026 | 446.88            |
| 91282CMU2             | US TREASURY 4.000 03/31/30          | 09/30/2026 | 2,100.00          |
| 91282CJA0             | US TREASURY 4.625 09/30/28          | 09/30/2026 | 1,734.38          |
| 91282CEF4             | US TREASURY 2.500 03/31/27          | 09/30/2026 | 750.00            |
| <b>SEP 2026 TOTAL</b> |                                     |            | <b>12,312.50</b>  |
| <b>GRAND TOTAL</b>    |                                     |            | <b>137,135.81</b> |

## Disclosure

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**WESTLAKE PORTER PUBLIC LIBRARY**  
**QUARTERLY DONATION REPORT**  
 For the quarter ending September 30, 2025

***Monetary Donations:***

| <b><u>Donor</u></b>    | <b><u>Amount</u></b> | <b><u>Purpose</u></b>            |
|------------------------|----------------------|----------------------------------|
| NARFE Chapter 470      | 150.00               | Mtg. room & support appreciation |
| Janette & Sean O'Brien | 20.00                |                                  |
| Q-Lab                  | 150.00               |                                  |
| Rotary Club of Lkwd/RR | 30.00                |                                  |
| John & Susan Kim       | 2,500.00             | Christina's Corner               |
| <b>Total Received</b>  | <b>2,850.00</b>      |                                  |

***Non Monetary Donations:***

| <b><u>Donor</u></b>  |                                    |
|----------------------|------------------------------------|
| Lynna & Steve Kaplan | Games, puzzles, books              |
| Matt Milkovich       | 3D printer, build plates, supplies |
| Robert Markowitz     | 2 Balloon structures               |

## Mission Moment

---

We held a League of Women Voters Candidate Forum night for three of the wards in Westlake that will be on the ballot in November. Partnering with the League of Women Voter's helps foster learning and community growth and we grateful to them for our partnership.

## Upcoming

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Connecting for Kids Gala – Saturday November 8<sup>th</sup>  
Foundation Meeting – November 11<sup>th</sup> – Board Member Recruitment night  
OLC Conference – November 19-21st

## Agenda Items

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Weapons Policy – included is original policies, reviewed by County Prosecutor copy, clean copy  
Sunday Hours – no change to policy but clarification added

## Community Group Meetings

---

Farrell Foundation Board Meeting  
Weekly Rotary Meeting  
Kiwanis Meeting – Planning for 75<sup>th</sup> Anniversary  
Adoption Network Cleveland Board Meeting  
Hosted a networking lunch for the Directors of LENSOC, CFK, Footpath Foundation, Meals on Wheels, Community Services, Adoption Network Cleveland

## Library Meetings/Training/Programs

---

Hosted Adoption Network Cleveland Program "Adoption 101"  
Attended Fundraising Today New Realities for Nonprofits  
Attended League of Women Voters Candidate Forum  
Attended World at War Forum program  
Attended Friends annual meeting and program  
Managers Meeting – Timecard training, School Active Aggressor Training, AS Org Chart, EAC update  
OLC update meeting at CHUHPL  
OLC Govt Relations Committee meeting in Columbus  
Meeting with Amy Petrus re: Compensation System for WPPL

## Friends/Foundation

---

Friends – Friends Book Sale has begun!  
Foundation – Next Meeting is November 11<sup>th</sup> and will primarily serve as a Board Member recruitment meeting. The Foundation currently has over \$200,000 in assets.

## Safety and Security

---

Fourteen Incident reports were written in Sept.

Seven were for Disruptive Behavior (2 involved the same patron)

Two for Harassment

Two for Patron Assist/Policy Issue

Two for Illness/Accident

One for Vandalism

One for Banned Patron on Premises

Two took place in Adult Services, two in Quiet Reading Room, two in Admin. (mezzanine area), two in the Pavilion, one in Lobby, one in Parking lot, one in Reading room, one in Meeting rooms, one in YA, and one in YS.

## Building Services

---

The window at the drive-up window was chipping and unsightly. It was sanded down and primed/painted with a coating designed for aluminum in cold weather.

Multiple possible leakage points were repaired on the flat roof EPDM membrane along with gutter repair, flashing repair, and vertical siding repair.

All remaining parking lot lights were replaced excluding the 3 patio lights. The appropriate led retrofit kits will be purchased and installed.

Quotes for a complete fire alarm panel replacement were gathered.

A lift was rented to allow trimming of trees around parking lot lights along with outside vendor camera install and parking lot light replacement.

Boiler leaks were identified and repairs are being made.

Hold open devices were installed for the southeast stairway doors and the book drop room.

The Maker Space floor was repaired, and attic stock tiles were purchased for further issues.

A vendor was selected for the front gable repair including soffit and vertical siding to eliminate water leakage and any exposed wood surfaces.

Items were added to the asset disposal list in anticipation of a surplus sale in October.

Building Services schedules were changed to ensure coverage during all times the building is open to the public.

## Other Projects/Planning

---

Surplus Sale on November 16<sup>th</sup> at the Pavilion

Strat Plan Update

## Dispatches From the Field

---

Substitute Larissa saw Brenda hug Katie Cooley with tears in her eyes thanking her for helping Brenda to print her job application. Brenda said she had been to other libraries and they would not help her. She was visibly moved and grateful for Katie's patience and assistance. It was the first time in about 10 years that she had applied for a job. She had previously worked with Katie to complete the job application the week before. She certainly left a very satisfied patron.

~~~~~

I was filling the queue when I overheard a patron entering the library with two little girls tell the volunteer at the front desk: "We go to a lot of libraries, but I always tell them that this one is the BEST!".

~~~~~

A patron stopped by the Ask Us desk to say "I've lived in Baltimore, Seattle, Chicago, no one has a better library than you guys! You guys are amazing!"

~~~~~

I received this message in response to Natalie hosting a quick field trip for Daisy Troop 71024:

Hi, We just wanted to send along a huge "thank you" to Miss Natalie for visiting with our Daisies. She was so great with the girls, and they loved the sneak peek of the library's many hidden corners. (Clara went home and straight away told her big sister about the Lego closet. Dreams do come true! 🌈.) We truly appreciate you all making the time for our troop and for sharing your knowledge and spaces with us. Hopefully our girls will all feel a little more confident giving you all a big "hello" the next time they visit!"

~~~~~

A patron was visiting from Cincinnati, and told me that WPPL is "the nicest library he has ever been in". He said that his local library was "OK", but that their collection is very small and he usually has to get what he wants through ILL. He was very impressed with our collection.

~~~~~

A patron stopped by the Ask Us desk to say "I've lived in Baltimore, Seattle, Chicago, no one has a better library than you guys! You guys are amazing!"

~~~~~

""Love all the orange books!"" Display was created by Alyssa Alcorn "

~~~~~

I love the library, but I just don't go that way often enough anymore to be able to check out...

~~~~~

Subject: Bravo – Zulu

Dear Mr. Mangels;

First off i'd like to explain Bravo - Zulu. This is a code in the United States Navy for an exceptionally good job.

I would like to extend this to two WPPL employees: Conor Hazeldine and Kathy Coolie.

Conor helped me out of a jam with a persistent and annoying popup on my new laptop. and Kathy helped out with an online application that was putting me into the depths of despair because it was so difficult and esoteric.

Unfortunately, as public employees they are not allowed to accept gifts of appreciation but a nice letter from an appreciative patron will have to do.

You are very fortunate to have such good employees. Trust me, I retired from the Cleveland Clinic in December and I know how frustrating it is to have fellow workers who refuse to be NICE or DO THEIR jobs.

Most sincerely,

Received 5 – 5 star ratings 

Thanks!  
Emma

*[Signature]*

you  
rock!  
Thank you  
all so much  
♥-Emily

Thanks so much!  
♥ Rachel

Everything was great! Thanks, Jarr

THANK YOU ALL  
FOR PUTTING THIS  
TOGETHER! IT WAS  
AWESOME! -CAT  
Such a fun and well-  
planned week! Thank You!!  
Bethany

Thanks for a  
♥-Jamie

We appreciate you!  
Thanks a bunch  
♥ Holly

Dear EAC,

Thank you so much for all  
the hard work you put into  
Staff Appreciation Week. We all  
enjoyed the conversations we  
got out of the activities and the  
yummy food. Your efforts were  
noticed! You rock! Thank you!  
-VS Staff

## Policy

The carrying of a concealed ~~handguns~~ firearm or other deadly weapons is prohibited in all library buildings, regardless of whether the individual possesses a valid concealed handgun license. Appropriate signage shall be posted at all public entrances and staff entrances.

Brandishing, handling or otherwise using firearms, knives or other items in-to threaten harm to any person ~~an unsafe manner that could reasonably result in personal injury~~ or property ~~damage~~ is prohibited within Westlake Porter Public Library's facility as an attempt to influence, intimidate, or hinder a public servants in the performance of their duties.

For purposes of this policy, the terms defined below shall have the indicated meanings, consistent with the applicable provisions of the Ohio Revised Code.

A "deadly weapon" is any instrument, device, or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried, or used as a weapon.

A "firearm" is any deadly weapon capable of expelling or propelling one or more projectiles by the action of an explosion or combustible propellant. "Firearm" includes an unloaded firearm, and any firearm that is inoperable but that can readily be rendered operable.

A valid permit to carry a concealed handgun does NOT authorize any person to possess a concealed handgun while on Library property (excluding storage in personal, privately owned vehicles in parking lots) O.R.C. 2923.126.

### Administrative Procedure:

Employees will immediately notify the person in charge and/or Security if they observe or are made aware of anyone on WPPL property who is in possession of a concealed firearm or deadly weapon ~~or firearm~~ or is brandishing, handling or using a firearms, knives or other items ~~knife or other item~~ in a threatening ~~or unsafe~~ manner.

Security and/or the person in charge at the location shall respond immediately to all such notifications and shall notify local law enforcement.

Employees, including Security, should be aware that the enforcement of this policy may involve confronting individuals carrying loaded firearms, other deadly weapons or knives. Under no circumstances should any employee take any unnecessary risks or compromise their safety in enforcing this policy. Local law enforcement should be contacted immediately.

Signs will be posted in conspicuous places at all public entrances and at the primary staff entrance announcing the library's policy of prohibiting concealed firearms and other deadly weapons on library premises.

Toy guns, replica or imitation guns or other items that could be reasonably mistaken for a weapon are strictly prohibited on library property in accordance with this policy.

### Clean Weapons Policy Section 1.1.12

The carrying of a concealed firearm or other deadly weapon is prohibited in all library buildings, regardless of whether the individual possesses a valid concealed handgun license. Appropriate signage shall be posted at all public entrances and staff entrances.

Brandishing, handling or otherwise using firearms, knives or other items to threaten harm to any person or property is prohibited within Westlake Porter Public Library's facility as an attempt to influence, intimidate, or hinder a public servant in the performance of their duties.

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#### Administrative Procedure:

Employees will immediately notify the person in charge and/or Security if they observe or are made aware of anyone on WPPL property who is in possession of a concealed firearm or deadly weapon or is brandishing, handling or using a firearms, knives or other items in a threatening manner.

Security and/or the person in charge at the location shall respond immediately to all such notifications and shall notify local law enforcement.

Employees, including Security, should be aware that the enforcement of this policy may involve confronting individuals carrying loaded firearms, other deadly weapons or knives. Under no circumstances should any employee take any unnecessary risks or compromise their safety in enforcing this policy. Local law enforcement should be contacted immediately.

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Toy guns, replica or imitation guns or other items that could be reasonably mistaken for a weapon are strictly prohibited on library property in accordance with this policy.

**1.1.12 Weapons Policy**

Weapons of any kind are prohibited in the library

***5.1.3 Concealed Weapons Policy***

*Approved: 2/18/04*

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises. In other words, the Library, does not permit weapons of any kind, either concealed or in plain view, on its property or in its building, unless the owner of the weapon is an on-duty law enforcement officer.

Move SUNDAY HOURS out of 5.04 OVERTIME COMPENSATION, and place it in its own section 5.06.

## **5.06 SUNDAY HOURS**

Amended June 20, 2018, July 21, 2021, October 15, 2025

Non-exempt, full-time employees will receive 1.6 hours for every hour worked on Sundays. Since non-exempt, full-time employees are scheduled to work five hours on Sundays, this ensures that these employees receive credit for an 8 hour day. Employees cannot receive both holiday overtime and Sunday hours pay. In the event an employee works on a Sunday that is also a holiday, the employee will only receive holiday overtime.

Exempt, full-time employees who work at least 5 hours but no more than 8 hours on Sunday will be considered to have worked a full day (8 hours for tracking purposes.) Exempt, full-time employees who work less than 5 hours on a Sunday will receive tracking credit equivalent to the number of hours worked.

For all full-time employees, time-off requests or other non-worked hours for Sunday should equal 8 hours of time. Time-off requests and other non-worked time do not receive the additional hours credit that worked hours receive.