



Records Commission Meeting

December 17, 2025 • 5:30 p.m.

6:25 Call to Order

Motion to approve Resolution of the revised Records Retention Schedule reflecting the addition of Makerspace User Agreement.

6:30 Adjourn from Records Commission Meeting

Regular Board Meeting Agenda December 17, 2025

AGENDA

6:30 Call to Order

Minutes

- Regular Meeting: November 12, 2025

Communications

- Received to Date:
- Public comments (if any)

6:40 – 7:30 Administrative Reports

- Amendments to Administrative Reports
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

7:30 – 7:45 Board Reports

- Board President

7:45 – 8:10 New Business

- Resolution 10-25: Adjustment to the General Fund 101 budget – Moving funds from contingency to cover larger than anticipated electric bills in 2025.
- **Resolution to Issue Then and Now Certificate for PO 255058 Electricity in the amount of \$17,515.47.** *It is hereby certified that the amount required to meet the payment or expenditure for the above, both at the time that the contract or order was made (then) and at the time I complete this certification (now), was available (or in the process of collection) to the credit of a proper fund, properly appropriated and free from any previous encumbrances.*
- Resolution 11-25: Adjustment to the Friends Fund 420 budget – Adjust budget to reflect additional funds received from Friends for youth programming, and to allocate these funds.
- Resolution 12-25: 2026 Temporary Budget
- Library Positions as of December 31, 2025: this list reflects all the current and open positions as of December 31, 2025
- Other

Executive Session: Executive Compensation

Adjournment

January 21, 2026; 6 pm – Organizational Meeting January 21, 2026; 6:30 pm Regular Meeting
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Porter Public Library Records Retention Schedule

Dept	#	Record Title	Description	Retention Period	Media Type	For use by AOS or LGRP	RC-3 Required by LGRP
ADM	1	Accident/Incident Reports	Report of any accident or incident on library property	20 years	Paper and /or Electronic		<input type="checkbox"/>
ADM	2	Annual Report to State Library	Statistical report submitted annually to the State Library which provides data about the library system	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
ADM	3	Banned Patrons		20 years	Paper and/or Electronic		<input type="checkbox"/>
ADM	4	Board Adopted Policies	Library policies that have been formally adopted by the Board of Trustees and includes all administrative, public service, and personnel policies.	Permanent until superseded	Paper and/or Electronic		<input type="checkbox"/>
ADM	5	Board of Trustees Appointment Records	These documents relate to individuals who are appointed Trustees to the Library Board. Includes acknowledgements of receipt of Ohio Ethics Law.	25 years from date of each appointed term	Paper and/or Electronic		<input type="checkbox"/>
ADM	6	Board of Trustees Candidates	Documents related to individuals who are interviewed but not appointed a Trustee to the Library Board.	1 year after the Trustee position for which the individual applied is approved by the School Board	Paper and/or Electronic		<input type="checkbox"/>
ADM	7	Board of Trustees Directory	Annual directory of current year Trustees which documents elected officers, committee appointments, and contact information for all Trustees and the Library Director. Record also includes any logs/lists kept of current and past Trustees.	Until superseded or no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
ADM	8	Board Packets and Minutes	Includes agenda, prior month's minutes, Administrative reports, including the Director's report and monthly financials reports, and any other reports, informational handouts, or materials provided to the Board in Board Packets or distributed at the Board meeting. Includes other meeting minutes such as Committee meetings and Special Board meetings.	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
ADM	9	Building Blueprints and Specifications	Records show floor plans of building as well as construction specifications documenting building projects.	Life of Structure	Paper and/or Electronic		<input checked="" type="checkbox"/>
ADM	10	Building/Construction Project Records	Records document construction and improvements to buildings (biddable capital projects) and may contain bid packets, contracts, proposals, and other related records.	10 years after completion of project	Paper and/or Electronic		<input type="checkbox"/>
ADM	11	Consultant Reports	Reports submitted by consultants engaged by the Library	4 years	Paper and Electronic		<input type="checkbox"/>
ADM	12	Contracts – Other than construction	These records document an agreement between the Library and a third party such as vendors or others.	4 years after expiration or termination	Paper and Electronic		<input type="checkbox"/>
ADM	13	Grant Records	These records document funding received from grant sources and may include grant application, grant-specific forms/reports, financial materials, and other grant-related paperwork.	4 years after end of grant, provided audited	Paper and/or Electronic		<input type="checkbox"/>
ADM	14	Historical Library Documents	These records document the history of the library system and may include newspaper clippings, newsletters, photographs, scrapbooks, memorabilia, etc.	Permanent	Paper		<input checked="" type="checkbox"/>
ADM	15	Legal Opinions	Legal documents stating the reasons for a judicial opinion as requested by the Library	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
ADM	16	Levy Files	Resolutions passed by the Board of Trustees, information provided by the County Auditor, and documentation filed with the Board of Elections concerning library levies, as well as any campaign and work papers	Life of levy plus 10 years	Paper and/or Electronic		<input type="checkbox"/>
ADM	17	Litigation Records	Court and legal documentation	5 years after case is closed and appeals exhausted	Paper and/or Electronic		<input type="checkbox"/>
ADM	18	Public Records Requests	Requests for information or public records maintained by the Library and copies of records given in response	2 years	Paper and/or Electronic		<input type="checkbox"/>
ADM	19	Real Property Acquisition Records	Records that document purchase of land and buildings and may include purchase agreements, deeds, easements, property tax exemptions, etc.	5 years after asset is sold/transferred/destroyed	Paper and/or Electronic		<input type="checkbox"/>
ADM	20	Statistical Reports (monthly)	These records document statistical information including reference services provided by the libraries, circulation statistics, and patron use of the library	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
ADM	21	Strategic Plans and related records	These records document the Library's goals and planning processes.	10 years	Paper and/or Electronic		<input type="checkbox"/>
ADM	22	Surveys	Information collected from patrons and/or staff on a variety of areas, such as quality of services, types of services, quality of collection, areas for improvement	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
ADM	23	Video Monitoring	Security camera footage	14 days, unless required as part of an ongoing investigation or litigation	Electronic		<input type="checkbox"/>
BS	1	Building Inspections, Reports, Tests, Certificates and related documents	Records of inspection reports submitted by vendors, equipment inspection reports and certificates, etc. Includes fire suppression system tests and HVAC systems inspections.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
BS	2	Building Permits		Maintain with building/ construction project records, if applicable; otherwise, until project completed	Paper and/or Electronic		<input type="checkbox"/>

Porter Public Library Records Retention Schedule

Dept	#	Record Title	Description	Retention Period	Media Type	For use by AOS or LGRP	RC-3 Required by LGRP
BS	3	Vehicle Records	These records document purchase, maintenance, and registration of library vehicles.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
BS	4	Vendor Certificates of Insurance	Copies of contractors' proof of Workers Compensation Insurance and liability insurance, as requested when contractor performing certain work on library property.	Until superseded or expired; work completed; or vendor relationship terminated	Paper and/or Electronic		<input type="checkbox"/>
CIRC	1	Library Card Applications		Until no longer of administrative value, up to one year	Paper and/or Electronic		<input type="checkbox"/>
CIRC	2	Passport Acceptance related records	These records document the processing of passport applications.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
CIRC	3	Patron Circulation related records	These records document items checked out, items requested by patrons, lost materials, fines incurred and paid, and patron registration information.	Until no longer of administrative value; Patrons may OPT-IN to preserving their circulation data for their own reference. Such data will be maintained until such time that the patron requests to no longer preserve their circulation data, at which time the data will be removed after it is no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
CIRC	4	Patron Collection and Bankruptcy Records	Records of patron accounts sent for collection and patron bankruptcy notices and records. Includes collection agency records consisting of copies of agency invoices, reports and checks issued for payment to agency, as well as library placement listings.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
FIN	1	1099, 1096 Forms and related documents	1099 forms report various types of income other than wages, salaries, and tips paid to independent contractors/non-employees. Records also include 1096 (transmittal) form and any filing confirmations, etc.	6 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	2	Accounting Records not specified	Accounting records/reports not listed separately on this schedule	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	3	Accounts Payable Ledger/Reports	Reporting generated that documents the accounts payable process including vouchers, cash disbursements report, check registers, annual 1099 processing reports, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	4	Accounts Receivable related documents	Records that document receivables owed the library.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	5	Annual Financial Report to Auditor of State	Report which provides the Library's annual financial information	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
FIN	6	Appropriation Ledgers	Any reports generated by accounting system or internally-drafted worksheets that show budgeted appropriations, including appropriation adjustments and transfers that may occur throughout the year	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	7	Audit Reports (Financial)	Reports that document the Library's financial condition and provides an auditor's opinion on the fair presentation of the financial statements	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
FIN	8	Bank Deposit Receipts, Cash Receipts and related documents	Cash receipts include Public Library Fund receipts, property tax income, interest income, donations, and other miscellaneous revenue. Related documents may include daily cash settlement reports or register tapes, copies of checks or ACH deposit postings, credit card receipts, etc. Bank deposit receipts show proof of deposit at a financial institution.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	9	Bank Statements, Imaged Checks and Deposit Tickets, Reconciliations and related documents	Statements, imaged checks and deposit tickets, are provided by financial institutions on a monthly basis and document all activity in the Library's bank accounts. Reconciliations and related document include those documents used in reconciling bank accounts and closing the month in the finance system.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	10	Bids – Successful	Formal bid packets submitted in response to a request by the Library. Successful bids are those accepted by the Board of Trustees.	10 years after contract expiration	Paper		<input type="checkbox"/>
FIN	11	Bids – Unsuccessful	Formal bid packets submitted in response to a request by the Library. Unsuccessful bids are those not accepted by the Board of Trustees.	4 years after letting of contract	Paper		<input type="checkbox"/>

Porter Public Library Records Retention Schedule

Dept	#	Record Title	Description	Retention Period	Media Type	For use by AOS or LGRP	RC-3 Required by LGRP
FIN	12	Budget Resolutions	Documents adoption of annual budget (summary of estimated beginning balances, forecasted revenues, budgeted expenditures, and estimated year-end balances) and annual appropriations by Library Board of Trustees, both temporary (if applicable) and permanent. Includes Annual Appropriations Resolution filed with County Auditor and any amendments.	Incorporated into Minutes; Retain copies 4 years	Paper and/or Electronic		<input type="checkbox"/>
FIN	13	Budgets – Annual	Includes budgets filed with County Budget Commission, Certificate of Estimated Resources prepared by budget commission (original and amended), Certificate that Total Appropriations Do Not Exceed Estimated Resources (prepared by County Auditor), and all budget work files and supporting documents.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	14	Check Registers (monthly and annual)	Record generated by accounting system	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	15	Depository Agreements & Related Collateral	These records document an agreement with a financial institution to serve as a depository for public funds.	4 years after expiration, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	16	Donation Records (cash/non-cash)	These records document donations, including bequests, of money or property and may include donor contact information, donation acknowledgement letter and/or thank-you card, date and amount of donation, purpose of donation if specified, and internal donation worksheets/controls by fund.	Permanent	Paper and/or Electronic		<input type="checkbox"/>
FIN	17	Encumbrance Journals/Reports	Any records generated by accounting system or internally-drafted worksheets that document encumbrances, including any month-end and year-end closing reports	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	18	Expenditure Journals/ Reports/ Records	Any records generated by accounting system or internally-drafted worksheets that document expenditures, including any month-end and year-end closing reports.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	19	Financial Reports (monthly and annual)	Includes reports generated for Board review and approval at monthly meetings, as well as any worksheets produced for analysis, forecasting, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	20	Insurance Policies	These records document insurance policies that the Library has purchased or any claims against those policies. Such policies may cover library property, library vehicles, general liability, blanket crime coverage on library employees, and directors' and officers' liability.	4 years after expiration, provided all claims settled	Paper and/or Electronic		<input type="checkbox"/>
FIN	21	Inventories (Property)	Records provide information about inventoried/tagged furniture and equipment such as property description, purchase price, date of purchase, etc., as well as supporting documentation for acquisitions, changes, and disposals.	Until superseded- keep supporting and related records until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
FIN	22	Investment Records and Reports	Records showing transactions affecting library investments including earnings, amounts deposited, transfers and balances.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	23	Leases (Equipment and Property)	These records document any leases of equipment or property.	4 years after expiration, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	24	OPERS Independent Contractor Acknowledgment (Form PEDACKN) and reporting	Required by OPERS for all independent contractors or other individuals not paid as a public employee. Also includes annual employer-required reporting records.	50 years	Paper and/or Electronic		<input type="checkbox"/>
FIN	25	OPERS Records	These records include employee enrollment forms, employee exemptions and those records used to calculate and document Library payments to the Ohio Public Employees Retirement System.	Permanent	Paper and/or Electronic		<input type="checkbox"/>
FIN	26	Payroll Journals and Reports (per pay period, monthly, quarterly, and yearly)	Records generated by payroll system that document number of hours worked, gross pay and withholdings for each employee by pay period, and leave time earned and used. Include monthly, quarterly and yearly reports of withholdings; fringe benefits; leave accruals, usage and balances, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	27	Payroll Tax Records	Records documenting that payroll tax withholdings have been reported and remitted to the appropriate taxing authority. These records include quarterly IRS Federal 941 form and supporting federal tax deposit records; state, school district and city income tax reporting, annual reconciliations, and payment confirmations; and workers' compensation payroll reporting, billing, and payment confirmations. Also includes those reports based on earnings with no withholding, but required for reporting purposes only, such as ODJFS.	7 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	28	Payroll Withholding Records – Court Ordered Deductions and Garnishments	Documents court ordered employee deductions withheld and paid per pay period or as required. Records may include reports of amounts withheld and copies of deduction checks or ACH debit confirmations.	7 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>

Porter Public Library Records Retention Schedule

Dept	#	Record Title	Description	Retention Period	Media Type	For use by AOS or LGRP	RC-3 Required by LGRP
FIN	29	Payroll Withholding Records – Other	Documents miscellaneous employee deductions withheld and paid per pay period or monthly to various entities such as insurance companies for group or voluntary insurance plans and Ohio Deferred Compensation voluntary retirement savings accounts. Documents may include reports of amounts withheld, invoices, and copies of deduction checks or ACH debit confirmations.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	30	Prevailing Wage Records	Includes payroll records filed by construction companies during building or renovation projects, wage rate notifications from the State of Ohio Wage and Hour Administration, final affidavit of compliance, any internal tracking documents, correspondence with contractors, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	31	Purchase Orders, Requisitions, and supporting and related documents	These records document that a purchase or service is authorized and funds are available for the purchase or service.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	32	Records Commission/Records Retention Documents	Record retention documents including forms RC-1, RC-2, and RC-3 approved by the Library Records Commission and filed with the Auditor of State and/or Ohio History Connection	Permanent	Paper and/or Electronic		<input type="checkbox"/>
FIN	33	State Sales Tax Payment related records	Includes monthly sales and sales tax collection reports; reports and any internal worksheets used for balancing monthly sales and tax; and reports and confirmations showing payment and expensing of sales tax paid to State of Ohio.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	34	Survey Reports	Statistical reports which provide data about the Library system such as size, hours of operation, various programs, circulation, employment and payroll, and budgetary information. Includes surveys requested by U.S. Census Bureau, U.S. Dept. of Labor, Ohio Dept. of Job & Family Services, Ohio Civil Rights Commission, U.S. EEOC, etc.	4 years	Paper and/or Electronic		<input type="checkbox"/>
FIN	35	Timecards	These records document employee work and leave time	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	36	Vendor/Contractor/Programmer related documents	Includes IRS Form W-9, Program agreement, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	37	Vouchers/Paid Invoices and supporting and related documents	Voucher packets include invoices, statements, or other voucher-type form or request, as well as check stub or other confirmation of payment such as online ACH payment confirmation, and all supporting documentation. These records document payments for exchange of goods or services between the Library and vendors, as well as reimbursements to employees or other refund/reimbursement transaction, and provide support for the payments. Includes records kept to document purchases/payments of goods or services via State of Ohio cooperative purchasing program.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	38	W-2, W-3 Forms and related documents	These records document employees' annual taxable wages and applicable withholdings for the purpose of reporting for income taxes. Records also include W-3 (transmittal) forms which provide summary of W-2 forms that were submitted to the Social Security Administration; any state and city filing transmittal forms; and any filing confirmations, etc.	6 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
GEN	1	Correspondence (Substantive)	Includes telephone, e-mail, written note, and typed memo or correspondence which establishes or influences library policy	1 year; file with related records if content requires longer retention	Paper and/or Electronic		<input type="checkbox"/>
GEN	2	Correspondence (Transient)	Includes telephone, e-mail, written note, and typed memo or correspondence which does not establish or influence library policy	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN	3	Department Files	Records kept by staff and/or supervisors for department related purposes which are not otherwise covered by this schedule	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN	4	Forms (Blank)	These records encompass numerous form templates used internally. Also forms used by the public for meeting room requests, program attendance, etc.	Until superseded or no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN	5	Meeting Records (Internal) and Documents	Records of meetings consisting primarily of library staff. Meetings may be regularly scheduled meetings or ad hoc committee meetings. Records may include agendas, meeting minutes, distributed materials and other related records.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
HR	1	Background Checks: Not Hired	Includes consent form used to obtain background check	6 months	Paper and/or Electronic		<input type="checkbox"/>
HR	2	COBRA Records and Reports	These records include reports of notices sent to eligible employees and other records and reports from the Library's third party administrator.	6 years	Paper and/or Electronic		<input type="checkbox"/>
HR	3	Employee Grievance Files		4 years after resolution	Paper		<input type="checkbox"/>
HR	4	Employee Health and Welfare - Policies, Plans, Applications and related documents	Records document insurance policies and any other fringe benefits the Library has offered for employee benefits. May include health, dental, vision, life insurance and voluntary benefit policies. Includes internal documents available to employees that outline fringe benefits offered by the Library, as well as requests for information from insurance carriers such as census information, secondary payer coordination with Medicare, etc. Include applications for employee benefits.	6 years after expired, provided audited	Paper and/or Electronic		<input type="checkbox"/>

Porter Public Library Records Retention Schedule

Dept	#	Record Title	Description	Retention Period	Media Type	For use by AOS or LGRP	RC-3 Required by LGRP
HR	5	Employee Medical Records	These records include extended medical leave requests, doctor's release to work certificates and other documents related to employee medical issues.	Place in controlled access file; 7 years after termination of employment	Paper		<input type="checkbox"/>
HR	6	Employee Personnel Files	Records include hire letters and forms (except for those listed separately on this schedule such as I-9), such as receipt of Ohio Ethics Law acknowledgement statement; background checks and consent forms used to obtain checks; employment application; change in status or compensation documentation; performance evaluations; training certificates; letters of acknowledgement, reference, resignation/retirement; disciplinary records; and other human resource related transactions.	4 years after termination of employment; retain retirement records permanently	Paper and/or Electronic		<input type="checkbox"/>
HR	7	Employee Safety Records	Includes required annual injury reporting to State of Ohio PERRP (Public Employment Risk Reduction Program)	5 years following year to which records pertain	Paper and/or Electronic		<input type="checkbox"/>
HR	8	Employee Withholding, Deduction Authorizations/ Requests including W-4 Federal and IT-4 State withholding forms	These records consist of signed federal and state withholding forms. They may also include forms authorizing direct deposit of pay, deductions for health, dental, vision, supplemental insurance, Deferred Compensation, etc.	Until replaced or revoked by employee or employment terminated	Paper and/or Electronic		<input type="checkbox"/>
HR	9	Employment Applications, Resumes – Unsuccessful	Submitted applications that did not result in employment.	2 years	Paper and/or Electronic		<input type="checkbox"/>
HR	10	I-9 Form	I-9 Federal Employment Eligibility Verification form documents verification by employers of employee identity and their authorization for employment in the U.S. This includes citizens and noncitizens.	Place in separate file; 3 years after hire or 1 year after termination of employment, whichever is later	Paper and/or Electronic		<input type="checkbox"/>
HR	12	Medicare (CMS) Records	Records include information requested and sent to the Centers for Medicare and Medicaid Services and notices provided to employees, including Medicare Part D notices, data match requests, etc.	6 years	Paper and/or Electronic		<input type="checkbox"/>
HR	13	Position Descriptions	Records document the classification, duties, and responsibilities of a particular position	Until superseded or position abolished	Paper and/or Electronic		<input type="checkbox"/>
HR	14	Unemployment Compensation related documents	Records include correspondence with the Ohio Department of Job & Family Services regarding unemployment claims and charges assessed	4 years after date of final payment	Paper and/or Electronic		<input type="checkbox"/>
HR	15	Workers' Compensation related records	Records include documentation of workplace injuries, medical treatment, and compensation paid and correspondence with the Bureau of Workers Compensation and the Library's TPA (third party administrator) and MCO (managed care organization).	10 years after date of final payment	Paper and/or Electronic		<input type="checkbox"/>
IT	1	Computer Backups and related records	Daily, monthly, yearly tape and/or electronic backups of computer systems and library network, and may include backup reports	Until superseded or no longer of administrative value	Paper and Electronic		<input type="checkbox"/>
IT	2	Software		Destroy when obsolete	Electronic or Disk		<input type="checkbox"/>
PR	1	Library Promotional Materials	Includes monthly, quarterly, and annually published public relations materials distributed by the Library to employees and the public to inform and promote library services and programs. May include newsletters, press releases, brochures, bookmarks, flyers, calendars, etc.; as well as signed releases, completed by an adult or parent/guardian of a minor, for photographs and quotes, taken or collected for the library system.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
PS	1	Makerspace Use Agreements	Signed agreements required before patrons can use Makerspace equipment.	Until patron is no longer in Library's Integrated Library System (ILS)	Paper and/or Electronic		<input type="checkbox"/>
PS	2	Meeting Room Use-Related Records	All records related to public requests to use meeting rooms, including registration information and meeting room schedules.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
PS	3	Patron Program related records	Includes forms used by patrons or library employees to register for library programs or to award prizes for contests. Forms may include name and contact information. This record also includes movie licensing certificates authorizing library to show movies to patrons.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
PS	4	Patron Requests	These records document research or requests from patrons. Requests may include items from other libraries, documents, genealogical information and requests for items to be added to the library.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
PS	5	Request for Reconsideration	Request and response to a patron review of library materials	5 years	Paper and/or Electronic		<input type="checkbox"/>
PS	6	Volunteer and Practicum Student Files	Documentation for library volunteers, including background check & authorization form and practicum students	3 years after completion of volunteering or practicum	Paper and/or Electronic		<input type="checkbox"/>
TECH	1	E-Rate Records	Includes Forms 470, 471, 479, 486 filed with Universal Service for Schools and Libraries for the reimbursement of expenditures relating to the use of telephones and Internet access	6 years	Paper and/or Electronic		<input type="checkbox"/>

Porter Public Library Records Retention Schedule

Dept	#	Record Title	Description	Retention Period	Media Type	For use by	
						AOS or LGRP	RC-3 Required by LGRP
TECH	2	ILS (Integrated Library System) Reports	Reports generated from the Library's ILS, including interlibrary loan records	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
TECH	3	Library Materials Inventories		Until superseded	Electronic		<input type="checkbox"/>
TECH	4	Patron Notice Records	Record of patron overdue/fine notices created by and stored within the Library's Integrated Library System (ILS)	Until no longer of administrative value	Electronic		<input type="checkbox"/>



The Board of Trustees Minutes

Regular Meeting:

Date: November 12, 2025

Attendees:

	<i>Trustees</i>	<i>Staff</i>	<i>Guests</i>
Lauren Golick	Robert Plantz	Andrew Mangels	Bruce Collins
Tianyi Krupka	Peter Schindler	CJ Lynce	
Jason Nolde	Elizabeth Sheehe	Shelly Waryk	
Will Perry		Karen Hunt	
		Alisa Sicker	

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

Minutes

Bob Plantz moved to approve the minutes from the Finance and Operations Committee Meeting of October 15, 2025. Jason Nolde seconded the motion. All present were in favor.

Elizabeth Sheehe moved to approve the minutes from the Regular Meeting of October 15, 2025. Tianyi seconded the motion. All present were in favor.

Communications

There were no new communications.

Public Comments

Mr. Collins commented he uses the library all the time and is very happy to be here.

Administrative Reports

Amendment to the Administrative report.

Manager's Report

Alisa Sicker, Circulation Manager, provided an update on Circulation. They have been in their entirely new workspace for almost a year. Everyone is enjoying the open concept and service points can be accessed much more efficiently.

The new sorter required much tweaking from Connor and the manufacturer but is now working efficiently and is a huge time saver.

Search Ohio is still down and probably won't be back in service until mid-December. We are still able to use traditional ILL for many materials.

Peter Schindler thanked Ms. Sicker for her amazing work and commented the Circulation Team does incredible work and it is noticeable.

The Director commented our Circulation Department does it better than anyone. Everyone interacts with Circulation and they do an amazing, remarkable job. The Team does a great job and Alisa does a great job leading them.

PR/Marketing Report

The PR/Marketing Report for October was delivered with the agenda. The Director reported, in Ms. Feenaughty's absence, that she is taking the lead on promoting Westlake 250.

Assistant Director's Report

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

CJ Lynce, Assistant Director, reported the Makerspace has debuted the laser engraver to the public. They have also started offering programming aimed at younger patrons.

Youth Services has made their first outreach visit to Dover Intermediate School.

The meeting room AV upgrade has all been scheduled and will begin the Monday after Christmas. It should take about a month to complete.

Mr. Lynce announced we will be hosting a program about AI every month in 2026 and will be covering many different facets of this important topic.

Financial/HR Reports

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

The Director reported on the informational transfers made and the surplus sale held in October.

The Fiscal Officer search continues. He is working on scheduling interviews.

The Director commented that Shelly Waryk, Deputy Fiscal Officer, continues to be an amazing help as we search for a Fiscal Officer.

Ms. Waryk reported the year-to-date revenue and expenses are running very close to last year and that we received a refund from credit card purchases.

Jason Nolde asked about library materials spending only being at 68%. The Director answered it is a timing issue and will be catching up to spending the budget by the end of the year.

Mr. Nolde asked if the Temporary Budget reflects that we are still looking at the ten-year budget. The Director answered yes, the Temporary Budget includes all necessary transfers.

Director's Report

Mission Moment

In a partnership with the Carolyn Farrell Foundation, we will be providing staff with training on dementia.

Friends

The Friends had a successful book sale. They will bring back the Ice Cream Social in a lowkey way.

Foundation

The next meeting will focus on recruitment, which is important for expansion.

In an effort to make the library accessible for all, we are looking at a lactation space to be funded in a partnership of the Friends and Foundation.

Safety and Security

The library was served a subpoena for video footage because a patron witnessed inappropriate behavior in a restroom and reported it to the police. All patrons not involved in the incident have been blurred. There are no cameras in the restroom.

Strategic Plan

The Director reported on the Strategic Plan. Jason Nolde asked if there are stats on Makerspace usage. Mr. Lynce explained people counters have been installed to determine usage and

occupancy. Mr. Nolde asked about tracking demand for the equipment. Mr. Lynce explained we do track usage of each piece of equipment.

Dementia Friendly

The Director is happy to report Westlake was just named a Dementia Friendly City, which means the City does things to be more accessible for those with dementia. He has been working with Captain Vogel from the Police Department, who has been great to work with.

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

Board Reports

Will Perry reported executive compensation will be discussed in December in executive session. Mr. Mangels commented he would provide benchmark information in advance of the meeting.

Mr. Mangels also commented there is not a minimum/maximum for Executive Director and he thinks there should be a ceiling to what the Director is paid. He stated he would never leave this job over money. He is not concerned at all about compensation. He will meet with the Board in December to have a conversation about performance and goals and will provide a self-evaluation to Mr. Perry. Mr. Plantz asked if a third-party consultant should be consulted to determine the proper range and what should be considered. Ms. Sheehe does not see the benefit and that information could be determined with the benchmarked data. The Director believes there should be a set maximum range. The Board will get the comparable data and go from there.

New Business

Request Advance Taxes

Elizabeth Sheehe moved to approve a Resolution Requesting the Cuyahoga County Fiscal Officer to Advance Taxes from the Proceeds of any Tax Levies Pursuant to Section 32134 R.C. Tianyi Krupka seconded the motion.

The Director reminded the Board this must be done every year to receive tax money.

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.

Reappoint Will Perry to a four year term 2026-2029

Lauren Golick moved to reappoint Will Perry to a four year term 2026-2029. Bob Plantz seconded the motion.

Elizabeth Sheehe thanked Mr. Perry for wanting to continue his service.

The Director reported the next step will be to be approved by the school board.

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

2026 Compensation System

Jason Nolde moved to accept the 2026 System. Elizabeth Sheehe seconded the motion.

The Director explained nothing has changed since the system was discussed at the Finance Committee Meeting last month. This will move all employees from the step system to an annual appraisal and merit system. The Director and Assistant Director met with all staff in these positions. This system realigns with the market to be more competitive and the library will now have the same date for increases.

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.

Executive Session to discuss employee compensation

Lauren Golick moved to go to Executive Session to discuss employee compensation at 8:14 pm. Tianyi Krupka seconded the motion.

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.

Adjourn

The meeting adjourned at 8:50 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

Will Perry, WPPL Board President

Tianyi Krupka, WPPL Board Secretary

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	75,624	77,849	3%
April	66,482	71,134	69,906	71,644	73,309	2%
May	65,203	66,320	68,705	72,046	75,329	5%
June	75,635	71,367	73,439	75,823	76,774	1%
July	74,130	74,532	74,923	79,097	80,420	2%
August	75,280	75,223	73,283	78,244	74,290	-5%
September	67,307	66,792	68,526	71,102	72,561	2%
October	69,976	68,636	71,704	71,962	73,457	2%
November	67,226	67,403	67,046	70,715	70,823	0%
December	68,969	66,910	66,068	70,534		
ANN'L TTL	818,019	833,716	845,946	879,831	816,950	1%
AVE CIRC	68,168	69,476	70,496	73,319	74,268	1%

Circulation Total

TOTAL CIRCULATION							
		ADULT	YA	JUV	TOTAL	LAST YR	%INC/DEC
BOOKS	FICTION	8,480	1,316	14,373	24,169	24,102	0%
	NONFIC	6,661	218	5,218	12,097	11,727	3%
	LG PRINT	1,759	--	--	1,759	1,980	-11%
	WORLD LANGUAGES	25	--	78	103	117	-12%
	SUBTTL	16,925	1,534	19,669	38,128	37,926	1%
	BLURAY	1,846	--	378	2,224	1,923	16%
	BLURAY 4K	213	--	5	218	147	48%
	BOOK CD	425	--	74	499	701	-29%
	DVD	5,522	--	1,120	6,642	6,839	-3%
	DVD/CD-ROM	--	--	--	--	--	--
	LAUNCHPAD	--	--	86	86	61	41%
	LAUNCHPAD View	--	--	--	--	7	-100%
	MUSIC CD	1,800	--	82	1,882	1,950	-3%
	PLAY/VIEW	--	--	--	--	--	--
PLAYAWAY	209	10	186	405	407	0%	
ROKU	--	--	--	--	7	-100%	
VIDEO GAMES	528	--	1,476	2,004	2,029	-1%	
OTHER	4	--	575	579	411	41%	
SUBTTL	10,547	10	3,982	14,539	14,482	0%	
ELECTRONIC	Comics Plus	36	--	--	36	90	-60%
	Flipster	144	--	--	144	344	-58%
	Great Courses	1	--	--	1	4	-75%
	HOOPLA/Comics	132	--	--	132	270	-51%
	HOOPLA/eAudio	1,813	--	--	1,813	2,318	-22%
	HOOPLA/Bingepass	78	--	--	78	75	4%
	HOOPLA/eBooks	845	--	--	845	1,314	-36%
	HOOPLA/Flex	35	--	--	35	75	-53%
	HOOPLA/Music	183	--	--	183	295	-38%
	HOOPLA/MOVIE/TV	531	--	--	531	822	-35%
	IndieFlix	1	--	--	1	--	--
	KANOPY	545	--	--	545	567	-4%
	OVD/DAB	4,217	305	310	4,832	3,683	31%
	OVD/EBOOK	4,418	377	964	5,759	4,721	22%
	OVD/Magazines	1,605	--	--	1,605	1,180	36%
	Press Reader	65	--	--	65	87	-25%
	QELLO	6	--	--	6	2	200%
SUBTTL	14,655	682	1,274	16,611	15,847	5%	
NON-TRADITIONAL	INSTRUMENT	7	--	7	14	19	-26%
	GAMES	31	--	114	145	167	-13%
	EQUIPMENT	75	--	2	77	53	45%
	SUBTTL	113	0	123	236	239	0%
OTHER	PER	998	5	167	1,170	1,080	8%
	LAPTOPS	82	--	--	82	109	-25%
	Wifi Hotspots	63	--	--	63	71	-11%
	EQUIPMT	--	--	--	--	--	--
	OTHER	4	1	3	8	42	-81%
	SUBTTL	1,147	6	170	1,323	1,302	2%
ILL	SRCH/IO	--	--	--	--	860	-100%
	ILL	126	--	--	126	59	114%
	CPL LANG	--	--	--	--	--	--
SUBTTL	126	0	0	126	919	-86%	
UNACCOUNTED	--	--	--	-140	0	0%	
TOTAL	43,513	2,232	25,218	70,823	70,715	0%	
SELF CHECK				18,216	18,819	-3%	
SELF CHECK Percentage of Total Circ				26%	27%	0%	
SELF CHECK Percentage of Bldg Circ				71%	69%	0%	

CIRCULATION DETAIL				
	DATE	CIRC	HRS OPEN	CIRC/HR
HIGHEST	November 4	2,644	12	220
LOWEST	November 2	1,076	4	269
BUSIEST	November 30	1,379	4	345
SELF-CHECK CIRCULATION TOTAL =		18,216		
TOTAL CHECK-INS THIS MONTH =		0		

Highest: Monday, November 4
Lowest: Saturday, November 2
Busiest: Saturday, November 30

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

Services	
Passports	67
Photos	85

ITEMS ADDED TO & WEEDED FROM COLLECTION THIS MONTH			
	PREV NET	NEW NET	% TOTAL
ADULT	128,571	128,762	67.04%
YOUNG ADULT	7,844	7,867	4.10%
JUVENILE	55,152	55,430	28.86%
TOTAL ITEMS	191,567	192,059	

CURRENT COLLECTION SIZE BY FORMAT		
	ITEMS	% TOTAL
BOOKS	118,729	61.82%
AV	51,366	26.74%
ELECTRONIC	21,601	11.25%
OTHER	375	0.20%
TOTAL	192,071	

REGISTRATIONS						
DEPT'L	ADULT	YA	JUV	TOTAL	% OF TTL	
WESTLAKE	11,847	476	1,796	14,119	48%	
CUY. CO.	8,858	133	329	9,320	32%	
OUT OF CO.	5,506	98	203	5,807	20%	
TOTAL	26,273	707	2,328	29,308		
% OF TTL	90%	2%	8%			
REGISTRATIONS ADDED THIS MONTH = 233						
REGISTRATIONS THIS YR VS. LAST YR.						
Prev Year	25,802	671	2,186	28,659		
% INC/DEC	2%	5%	6%	2%		

ELECTRONIC USAGE: SUMMARY TABLE		
	USERS	HOURS
ON-SITE	9,707	0.0
REMOTE	28,288	26,714.0
TOTAL	37,995	26,714.0

Borrowers

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	22,547	20,963	8%
ARTWALK DOOR	268	0	
DRIVE-UP	1,326	1,628	-19%
TOTAL	24,141	22,591	7%

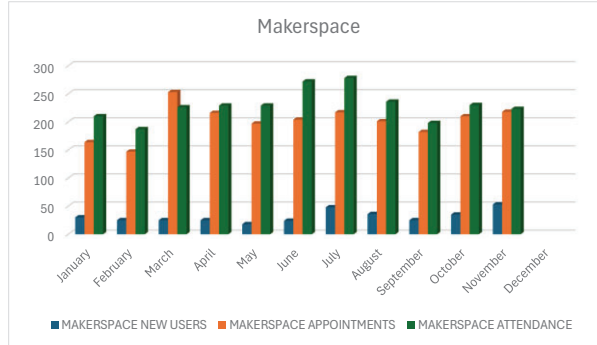
PUBLIC MEETING ROOM USE				
TIME PERIOD	MORNING	AFTERNOON	EVENING	TOTAL
AVAILABLE	173	213	112	498
MEETINGS	64	65	72	201
% IN USE	37%	31%	64%	40%
TOTAL MEETING ROOM ATTENDANCE				3,127

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	25,495	24,517	-4%
April	12,949	19,530	20,694	25,135	23,592	-6%
May	13,745	19,694	22,738	22,460	25,921	15%
June	17,452	22,054	23,355	24,144	25,497	6%
July	19,448	22,002	23,066	25,588	26,432	3%
August	19,168	21,829	22,460	29,114	23,726	-19%
September	17,726	20,062	21,056	22,772	24,642	8%
October	19,959	21,776	24,877	25,207	27,965	11%
November	17,707	20,025	21,634	22,591	24,141	7%
December	19,045	18,952	19,345	20,408		
ANN'L TTL	193,304	241,270	267,400	286,923	269,567	1%
AVE Visits/MO	16,109	20,106	22,283	23,910	24,506	2%

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	129	2,768	21
OFF-SITE	50	940	19

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	35	210	230
November	53	218	223
December			
ANN'L TTL	344	2,209	2,518
AVE Visits/MO	31	201	229



III. SUPPORT AND ADMINISTRATIVE STATISTICS

PERSONNEL CHANGES THIS MONTH					
HIRED					
NAME	POSITION	HOURS	DATE		
0 Employee(s)		0.00 FTE			
RESIGNED					
NAME	POSITION	HOURS	DATE		
0 Employee(s)		0.00 FTE			
TRANSFERRED					
NAME	FROM POSITION	HOURS	TO POSITION	HOURS	DATE
0 Employee(s)					

PAYROLL SUMMARY	
PAYROLLS THIS MONTH:	2
TOTAL PAID HOURS	9,631.25
FTE (INCL. SUB HRS)	60.20

November 2025

	LAST YEAR	CURRENT YR	% CHANGE
November	70,715	70,823	0%
E-Resources	15,847	16,611	5%
Circ to Date	809,297	816,950	1%

% OF CIRC						
BluRay	BOOKS	CDs	DVD	MAGAZINES	VIDEO GAMES	
0%	54%	3%	9%	2%	3%	

Monthly Cardholders

LAST YEAR	CURRENT YR
28,659	29,308

Monthly Visits

LAST YEAR	CURRENT YR
22,591	24,141

MAKERSPACE

NEW USERS	LAST YEAR			CURRENT YR		
	APPOINTMENTS	ATTENDANCE		NEW USERS	APPOINTMENTS	ATTENDANCE
32	230	227		53	218	223

Monthly Programming

	LAST YEAR		CURRENT YR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	64	1,161	79	1,375
YA	9	73	11	132
CHILDREN	89	1,917	89	2,201

Monthly Outreach

LAST YEAR		CURRENT YR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
68	1,037	59	981

Monthly Meeting Room Usage

	CURRENT YEAR			
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	64	65	72	201
ATTENDANCE	899	1121	1107	3,127
	LAST YEAR			
	MEETINGS	ATTENDANCE	MEETINGS	ATTENDANCE
	41	50	46	137
	819	1123	889	2831

MONTHLY OHIO LINK/SEARCH OH

	LAST YEAR		CURRENT YR	
	FILLED	CHECKED OUT	FILLED	CHECKED OUT
BORROWING (From):	514	567	0	0

	LAST YEAR	CURRENT YEAR
LENDING (To):	376	0


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	14,739	1,226	28
Nov	11,753	817	23
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	852	111	15
Nov	581	53	14
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 (formerly 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	49,750	27,017	14,840	4,018	27.1%	10,822	72.9%
Nov	48,100	28,294	17,573	3,568	20.3%	14,005	79.7%
Dec					-	0	-

Adult Services

Mission Moment: *Andrew received a hand-written note of thanks from a patron, praising Elizabeth's assistance:*

"Your employee Elizabeth (Adult Education) was so kind, patient, and helpful to me. I am a senior citizen that called the library to ask when the next computer "help class" was scheduled. The help session was the day before, so Elizabeth offered to help me. I came to the library with my Mac and Elizabeth solved the problem within minutes and taught me how to fix pop ups on my own. When I returned home, I had another issue. Elizabeth returned my desperate voice mail and helped me once again.

I am a volunteer tax preparer and needed to pass certification tests. Being new to the Westside of Cleveland, I am still in shock at the kindness a library associate demonstrated. Please recognize Elizabeth for her above and beyond customer service."

Programming:

Adult Services hosted 35 regular programs with 799 attendees, and 15 Outreach programs with 253 attendees.

We also had 2 Bloodmobile sessions with 51 donors. UH facilitated a Heartsaver CPR/AED class with 15 participants.

This month's 4 Library Speaker Consortium programs had a total of 101 views.

Program title + attendance	Hosted by	Program Survey Comments
Horror Film Club: 17	Erin Manning	
EBooks 101 at Westlake Community Center - 13	Erin Manning and Katie Cooley	
Citizenship Classes: 11/3 - 4; 11/5 - 4; 11/10 - 4; 11/12 - 4; 11/17 - 4; 11/24 - 3 = 23	Facilitated by the H.O.P.E. Center	"While the numbers may appear down this month, we've had three of our regular students pull out to prepare for their actual naturalization interview (one has already successfully completed it). Thank you again for your continued support. We've had four of our Porter Public Library attendees achieve citizenship this year and I anticipate another three within the next few months. I don't know that this would have been possible without our partnership with you." ~ Rob Grady from the H.O.P.E. Center
American Red Cross Bloodmobile: 11/6 - 72; 11/24 - 70	Red Cross – coordinated by Andrea Tarolli	

Heartsaver CPR/AED - 15	Trina Thomas with University Hospitals	
Slow Flow Yoga for Beginners - 11	Trina Thomas with Jen Nebraska	Health Fair
Vision Screenings - 27	Trina Thomas with Western Reserve Area Agency on Aging	Health Fair
Advances in Obesity Medicine - 16	Trina Thomas with Dr. Maryanne Haddad	Health Fair
Hearing Screenings - 29	Trina Thomas with Cleveland Hearing & Speech Center	Health Fair
Stroke Risk, Cholesterol, Glucose, and Blood Pressure Screenings - 56	Trina Thomas with University Hospitals	Health Fair
What is EMDR Therapy? - 15	Trina Thomas with Ellie Mental Health	Health Fair
Health Fair: Meet the Organizations - 137	Coordinated by Trina Thomas	Health Fair
Nonprofit Best Practices: Fundraising - 6	Katie Salis with David Holmes from Candid	"Excellent"
National and Regional Outlook: Economic Conditions of US and the 4 th Federal Reserve District -26	Katie Salis and Federal Reserve Bank of Cleveland	"Hope you can schedule more FRB speakers. Thank you."
Holiday Centerpiece - 13	Evelyn Finley	"So happy with my wreath. Thanks for making it easy for a non-crafty person!!"
Jewelry Junction: Holiday Necklace & Earrings - 17	Evelyn Finley	"Such a nice program to offer. Good instructors. Abundance of supplies!" "Difficult to get into the class. Same people in every class. Thank you Evelyn...Good Class!"
Let's Talk! Spanish Language Social Hour - 8	Frances Brawner, supported by staff	
Public Speaking Boot Camp 11/4 - 13	Frances Brawner, supported by staff, with Toastmasters International	"Helpful for future education and career."
The Sound of Story: Crafting Voice in Fiction - 8	Frances Brawner, supported by Bonnie Laessig, with Nardine Taleb	"Nardine is an excellent guest, I'd love to see her invited again!"
Korean Art Song - 125	Frances Brawner with Minkyong	"Absolutely special." "Such a wonderful occasion at Westlake. Worth driving 40 miles."

	Kim, supported by Elyse Kaderli	
Earth "kind" Meetup Group - 5	Katie Salis and Andrea Tarolli	
Learn the Tarot - 15	Alyssa Alcorn with Anthony Makar	
Gift Wrapping for the Holidays - 9	Evelyn Finley and Diane Dillon	"Thank you, Evelyn! Great fun wrapping packages and learning how to make a bow!!" "Before class I couldn't make a beautiful bow, but now I can. Thank you Diane & Evelyn."
World at War Forum: The Sinking of the Sultana and 103 rd OVI Genealogy - 70	Chad Statler with Myra Palomeque and David Ressler	
Dating Family Photos Using Fashion Clues - 10	Bonnie Laessig and Chad Statler	"Very interesting especially fashion trends. Great info on how to search ancestors through library. Actual photographs would be a good display, a fashion program from Bonnie would be fascinating."
Fire History and Safety in Cleveland - 10	Bonnie Laessig with John Sanders from Western Reserve Fire Museum	"Loved the historical pictures. Very informative."
Women in History Present: Jackie Kennedy Onassis - 70	Chad Statler with Women in History	"Amazing, so well done! Many thanks!!!"
Adult Creative Writing Group: Gratitude Edition - 7	Victoria Vogel	
Tuesday Evening Book Club (IN PERSON & ON ZOOM): "The Berry Pickers" by Amanda Peters - 22	Elizabeth Bernhofer	Summary below
Wednesday Afternoon Book Discussion: "The Frozen River" by - Ariel Lawhon - 23	Katie Salis	
True Crime Book Club: "Long Haul" by Frank Figliuzzi - 7	Chad Statler	
Thursday Night Book Club: "Wild Dark Shore" by Charlotte McConaghy - 10	Diane Dillon	
Environmentalism Book Club: "Metamorphosis: Climate Fiction for a Better Future" by Various Authors - 4	Elyse Kaderli	The group met with a representative from an organization called FaCT (Faith Communities Together for a Sustainable Future). They will collaborate by cross-promoting each other's programming and potentially tie-in to their "Distinguished Speaker Series".

		The group also represented at the Health Fair.
Virtual Author Talk: Joseph Lee "Nothing More of This Land" - 24	Library Speakers Consortium	
Virtual Author Talk: Amanda Peters "The Berry Pickers" - 38	Library Speakers Consortium	
Virtual Author Talk: Charles Duhigg "Super communicators" - 34	Library Speakers Consortium	
Outreach Programs: "Famous Dogs" - 14 sessions, 212 attendees; "Golden Girls" at Community Center – 41 attendees	Sarah Beebe	See below for narrative report.

Tuesday Night Book Club Recap:

On November 11 we discussed *The Berry Pickers* by Amanda Peters, a debut novel about the disappearance of a young Mi'kmaq girl named Ruthie from the berry fields in Maine where her family works for the summer. The story is told from the perspective of Joe - her older brother and the last person to see her before she vanishes - and Norma, a young woman trying to understand where and how she belongs while being raised by controlling parents. Overall, members enjoyed the book despite finding some elements of the plot unbelievable. A rousing conversation about many points led some to change their ratings and an overall appreciation for the different perspectives we bring to the discussion. There were 22 of us and we gave the book 3.74 out of 5 stars.

Dementia Friendly City

Outreach Specialist, Sarah Beebe, has been an active member of the task force assembled to help establish Westlake, Ohio as a 'Dementia Friendly City.' In November, their team accomplished that goal! Kudos to Sarah and team. The training provided to staff this month was very timely.

As seen on the Westlake Community Services page:

"We're proud to announce that Westlake has been welcomed into the Dementia Friendly America network! "Dementia Friendly Westlake" unites the City, Westlake Porter Library, Westlake Community Services Center, The Carolyn L. Farrell Foundation for Brain Health, and our Police and Fire departments to create a more supportive community for residents living with dementia and their care partners.

Our goal: ensuring dementia is met with understanding rather than fear."

Health Fair

Health and Wellness Librarian, Trina Thomas, organized and facilitated an expanded Health Fair Saturday, November 8th. There were high interest organizations, health screenings, various programs on health and wellness, WPPL swag giveaways, and a raffle for a Fitbit.

There were 14 organizations/agencies represented at the Health Fair: Organizations present: Archwell Health, Cleveland Hearing & Speech Center, Cuyahoga County Board of Health, Ellie Mental Health, Environmentalism Book Club (WPPL), Farrell Foundation, National Alliance on

Mental Illness, Next Level PT, Ohio Senior Health Insurance Information Program, Red Cross, Seniors Safer at Home, The Gathering Place, University Hospitals, and the Western Reserve Area Agency on Aging. The door count for the Porter Room alone during the event was 137 people.

Trina organized a number of health screenings for participants: hearing screenings (29); vision screenings (27); blood pressure (56); glucose screenings (50); and cholesterol screenings (50). There were also a number of wellness programs planned for the day: Slow Flow Yoga (11); Advances in Obesity Medicine (16); and What is EMDR Therapy (15).

Trina received support from several staff members: Clare helped facilitate the yoga program, organize the tables the day of, and assisted with traffic control and other duties as needed throughout the event; Elyse hosted a table with members of her Environmentalism Book Club to showcase resources; and Victoria helped while Clare was at lunch. Bethany also organized to have 2 teen volunteers help with taking attendance for the various screenings and programs. Staff members also promoted the event with displays and 6 blog posts on topics such as arthritis resources, the benefits of laughter, good sleep practices, cookbooks for young chefs, environmental eats, and reducing stress.

Study Room Usage

Fall semester finals had our study rooms abuzz! The study rooms had 429 individual bookings for November, with 650 people using the spaces.

Test Proctoring

There was one proctored exam in November. The student was from Franklin University and will return to have the final exam proctored in December.

Outreach

November's program was about Famous Dogs. These included dogs from tv/movies, cartoons, presidential dogs, and dogs that did heroic acts. The program was well-received, and participants enjoyed the clips about each dog and learning about ones they had not heard of before. One participant after the program said "I hope you had as much fun putting that together as we did watching it!" The program was presented 14 times with 212 in attendance (3 programs were cancelled due to Sarah's illness). The Westlake Community Center topic was Golden Girls and had 41 participants.

Sarah wore clothes that fit that time period, which was a big hit. Before the program started, Jennifer from the Community Center said "You have quite the following here" with people signing up for the programs even if it is not a topic they are initially interested in because they like the way Sarah presents. After each program, people come up to talk with her about the topic and compliment the way the program was prepared/presented.

Blogs

- Environmental Eats – Elyse Kaderli
- Laugh! It's Good For You! – Sarah Beebe
- Artificial Intelligence: Real vs. Fake Images – Victoria Vogel
- The Health Fair and Arthritis Resources – Trina Thomas
- Healthy Sleep Habits – Chad Statler
- 10 Cute Picture Books That I've Read This Year – Erin Manning
- Artist Spotlight: Roz Chast – Erin Manning

- Health Highlights: Diabetes Resources – Trina Thomas

Displays

- Happy F.R.I.E.N.D.S. giving – Clare Neubert
- Gobble Up Some Delicious Books -
- National Aviation Month – Elizabeth Bernhofer
- Health Fair/Health Literacy - Trina Thomas
- Native American Heritage Month – Elyse Kaderli
- Virtual Author Talks! – Erin Manning
- Gilmore Girls - Alyssa Alcorn
- Library Speaker Consortium – Erin Manning
- Words of Gratitude (display case by Ask Us) - Clare Neubert
- Fall In Love With Your New Favorite Book (Book Club in a Bag Display Case) - Elyse Kaderli
- Gobble Up a Good Book (Bulletin Board) - Elyse Kaderli

Makerspace

Mission Moment:

A young patron visited the Makerspace with his guardian and asked Mary Kay if she remembered Andy (his toy robot that she helped him 3D print a few months back). He asked if she could help fix him. He showed her where one of the joints on the robot had broken, and she told him she could try to help him glue it back together. She was able to fix the joint with super glue and recommended some stronger adhesives to his guardian that could be a more permanent fix. Andy was extremely thankful, and Mary Kay was touched that not only was this toy so well-loved by this patron that he was still attached to it months after printing it, but also that he knew that if he came to Makerspace staff for help, we would take him seriously and care enough to help him to the best of our abilities. This patron has stopped by Makerspace a few times since (mostly to say hi and give positive updates on Andy's condition). It's gratifying to witness the effect the 'Space has had on this young person.

Karen helped a patron create a custom poster for her granddaughter as a Christmas gift. This poster was commemorating her granddaughter unexpectedly meeting her favorite Broadway star, and the poster included the signature from her songbook and the picture of them in New York. It was a great experience to help a patron with a new technology, especially for a unique gift to remember such a special moment for her granddaughter.

Makerspace Activities

The Makerspace welcomed 223 attendees to 218 appointments during the month of November, 138 of which were with 1-on-1 guidance and instruction. The staff processed 137 3D prints through the queue. The space also had 53 new users register to use the Makerspace.

There were a total of 8 Makerspace and Technology instruction programs in the month of November, with a total attendance of 62.

Program Spotlight:

After School in the Space-Victoria Vogel, Karen Argie, Rose White (11/12)

Seven tweens and one parent hung out in the space to try out the new laser engraver! Rose demonstrated how to make a tessellating tile in the shape of a leaf using scrapbook paper squares. Participants then cut and taped their paper leaf tiles so they would tessellate. Then, we scanned the tiles and carried the scans over (via USB drive) to the Laser-PC. In Lightburn, Rose demonstrated to each participant how to make an array of closely fitting leaf tiles in a tessellating pattern. Participants were then directed on how to scale their designs to suit 4-inch cork coasters. Rose operated the participants up to take turns engraving their leaves, and pointing out safety features in the machine and around the room, as well as safe operating procedures. Some participants waited to complete their designs and took them home, others came back to collect them after the program, since there wasn't enough time to engrave everyone's designs.



laser, calling

Program title + attendance	Hosted by	Program Survey Comments
CNC Orientation 11/4-4	Adrien Krajnik	Great job, really amazing that we have such an amazing library!
Navigating Interfaces-the Universal Language 11/6-7	Adrien Krajnik	WAS VERY INFORMATIVE + USEFUL. A GOOD TEACHER!
Tech Bytes: iPhone and iPad Help Session-11/11-11	Adrien Krajnik and Alyssa Alcorn	Our teachers are awesome. Thank you!
After School in the Space 11/12-8 (1 adult, 7 tweens)	Rose White, Karen Argie, Victoria Vogel	
Tinkering with Tinkercad- 11/17-19 (7 kids, 8 tweens, 4 adults)	Adrien Krajnik	
Craft Club 11/18-3	Mary Kay Palazzo, Karen Argie	
Tech Bytes: Android Help Session 11/18-6	Adrien Krajnik	Learned a lot! Adrien is A+ knowledgeable (sic). Merci beaucoup!
CNC Orientation 11/23-4	Rose White	It was a great primer to the CNC machine. I suspect my real "learning" will happen when I do my first program.

Circulation

Mission Moment:

On Thursday night, a middle schooler came to the Circ Desk with a bleeding leg that he had injured in a fall. Noemi Dister retrieved the first aid kit and provided excellent medical care to the boy. She cleaned and bandaged one smaller cut and used gauze and wrap to treat the other wound. She also made sure he had no other injuries and was not in pain. The boy was very polite and appreciative and left the building with his friend a short time later. She then made sure the area where she treated him was disinfected. We really are a full service library!

Passports: 67 Passport applications were accepted along with 85 passport pictures taken.

After-Hours Lockers were used by 54 users to pick up 83 items.

Technical Services/Collection Development

Technical services spent much of November completing materials orders for the year.

Chip, along with Circulation Supervisors and Caroline Moran continue to test the new SearchOhio system and provide feedback to Westerville and Clarivate.

Information Technology

- On the evening of 11/04/2025 the mobile print server that we used experienced a service disruption, this was resolved by early morning 11/05/2025.
- Implemented a new FortiGate firewall to replace our aging Cisco ASA. This involved numerous off hours tests to ensure that it functioned correctly as well as working with support to ensure our VPN was operational.
- The auto shutdown of our desk computers did not correctly change over during the time change, this required adjusting the process that automatically shuts them down.
- Replaced the TV in the Storytime room with one of more adequate size, replaced the aging Blu-Ray player with a 4K Blu-Ray Player.
- Purchased a cell-enabled iPad for Outreach, this device replaces a cell-enabled Samsung Tablet and regular older iPad, so they only need to carry one device. Additionally, the new line is now on T-Mobile allowing us to close our Verizon account and save a small amount of money per month.
- Worked with IPS to install a new access control system. During the installation, due to noise I had them cease activity and resume grinding off hours to eliminate noise. The new system allows us to use badges and fobs to get around the building instead of keys.
- A technician from HPE, while performing warranty covered service on one of our servers, misplaced a plug which took down the server that controls the ability to log into public computers and print from them. This issue was quickly identified and resolved.

Youth Services

Mission Moments: *From Rachel:*

A patron approached me at the desk to let me know that she is so thankful for our library. Her granddaughters live out of state, and whenever they visit and she asks what they want to do, they always want to visit this library. She said that no matter which employee is

working, they are always so helpful and kind and that's why her granddaughters love it here so much.

Programming Highlights:

Cat hosted **Pokémon Fun** for 50 participants, her highest attendance yet since taking it over. This program continues to bring joy to kids who love Pokémon and want to share and discuss. Cat has done a great job taking this program over from Rachel via Bethany.

Fran prepared and managed our annual **Veterans Day Card Making Project** that is open to all in the library. She sets out cards and decorative materials. Patrons make a card and either leave it with us or take it with them to give to a veteran they know. We had 130 cards made of which some were delivered to Brookdale Westlake Village and others were given to Heather to include in the Veterans Day gift bags we handed out.

Jamie staffed **Little Yogis** with our resident yoga instructor Jen for 19 participants. This program works really well for the five and under group and Jen themed the session for October and all things spooky (in a kid friendly way).

Natalie planned and prepared the **Meet Author Katie Mazeika: Maybe Just Ask Me** program which Rebecca hosted. The event brought an author in to share her story and create a craft with families that attended. The book, *Maybe Just Ask Me*, is autobiographical and shares about a girl who due to cancer loses her eye and has to wear an eye patch. The program was attended by a little girl who also needs to wear an eye patch and her mom told me that, the program couldn't have come at a better time. She just started needing it and we brought her cousins here today to help demystify it's use. The whole family include siblings, her dad, her aunts and cousins showed up and made eye patches for everyone to wear (part of the included craft). At one point one little girl asked, "why are you wearing that patch on your eye"? and all of us adults were seeing the vision of the picture book come to life right before us. It was a needed program for a family at the exact right time.

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

STAFF MEMBER	Programs Hosted Included (stats in STATs spreadsheet):
Cat	Teen Lounge; Bow Wow Books; Pokémon Fun; Short Story Workshop; Come Play with Me
Natalie	Adult Stories; PreK ST x2; NCBC; Social Hour for Teens with Autism; Adapted Weekend Fun; WHS Transition Class
Jamie	Little Yogi's; Hear Me Roar; Family ST; Lapsit ST x7; Toddler ST x1; PreK ST x1; 2 nd Grade Field Trip; PreK Outreach ST x11
Rachel	Family ST; Neighborly November Craft Kits; 2 nd Grade Field Trip x3; PreK Outreach ST x4; PreK ST; Brick Builders; LINK; ACT Practice Session
Bethany	Teen Volunteer Orientation; Teen Crafternoon; Homework Help; Teen Lounge x2; Snacktivity; Teen Movie: Wicked
Holly	N/A
Emily	2 nd Grade Field Trip; Family ST; Finger Knitting Fun; LINK; Building Confident Eaters; Music Monday; PreK Outreach ST
Jessica	Chess Club; 2 nd Grade Field Trip; Bow Wow Books; You & Me Printmaking; Make It Take It; Art Smarts

Rebecca	Meet Author Katie Mazeika – Maybe Just Ask Me; Bow Wow Books; Chess Club
Fran	Toddler ST x6; Bow Wow Books; Brick Builders; LINK; 2 nd Grade Field Trips x2; Veterans Day Card Making

Total programs hosted: 66 in-library + 34 outreach = 100 programs

Total attendance: 1807 in-library + 888 outreach = 2695 participants

School Partnerships

Natalie planned, and presented **Outreach Adapted Storytimes** for 3 locations, seeing 12 classes and a total of 147 listeners.

Jamie planned and scheduled staff to attend **Outreach Preschool Storytimes** for 10 locations, seeing 18 classes and a total of 419 participants.

- Jamie hosted 11 sessions.
- Rachel hosted 6 sessions.
- Emily hosted 1 sessions.

Jamie put together 8 **book bins** to be delivered to 7 locations circulating 200 books.

Natalie put together 2 **book bins** to be delivered to 1 location circulating 50 books.

Natalie hosted **Westlake High School Transition Class** giving them an introduction to the library, teaching them how to ask for a guest pass. The class really enjoys coming to see the library and practice some life skills.

School Liaison

- **2nd Grade Field Trips** - Rachel prepped, prepared the presentation and gathered supplies on behalf of YS. Jamie, Fran, Rachel, Emily, Cat, and Jessica presented a short library tour of Youth Services and circulation with the beast. Then, new library cards were presented to the kids that filled out the application. Thank you to circulation for helping support these visits by providing some information on the beast to the kids and creating new library cards 130 new library cards were presented. 268 attendees, 10 classes.
- submitted programs for inclusion in the eBlasts to WES, DIS/LBMS, WHS PTA
- prepared for upcoming 3rd and 4th grade visits

Emily, Rachel, and Fran hosted November **LINK**. 3 sessions, 115 participants.

Bethany hosted **WHS Book Club** with Jacy, at WHS.

Porter Express Stats, handled by Rachel:

- 27 deliveries of 190 items + 10 book bins
- 21 pick ups + 3 book bins

Other Partnerships

Cuyahoga County Board of Developmental Disabilities Grant

Natalie working with our facilitator Brigid, hosted **Social Hour for Teens with Autism**. At this event Brigid leads an ice breaker, a craft and they have games available for everyone to participate in. This event also included pizza and snacks. 7 participants.

Star Center Foundation

Jamie staffed the November session of **Hear Me Roar**. This session had 8 participants, some of which did not register but were able to join anyway. The story from Ideastream was published in November as well with both a video story and written story:

<https://www.ideastream.org/health/2025-11-21/its-therapy-for-us-parkinsons-patients-read-to-kids-to-improve-mental-physical-health>

Emily staffed the presentation on **Building Confident Eaters** presented by the Star Center Foundation. This session was on developmental milestones of feeding young children and had 5 participants. Emily reported back that the 5 that did attend were mostly dads, and had lots of questions, and were excited about the resources that were shared. The event was shared widely with posters, social media, and inclusion on Connecting for Kids and WCS flyer connection pages. While we would have liked more people to attend, it very much seemed like it was beneficial to those who came.

Literacy Initiatives

100 Books to Graduation

- 8 completions
- 124 registrants

Genre Challenge

- 28 completions
- 250 registrants

Reading is Elementary

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

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

- 4 new registrants via Beanstack
- 0 new completion (65 total)
- 437 total registrations

1000 Books Before Kindergarten

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

ArtWalk

ArtWalk was changed for winter display an activity path with dinosaurs as the theme.

Blogs

- Cat's Picks! Cookbooks for Young Chefs (Cat)

- Cat's Picks! Native American Heritage Month (Cat)
- Medium Monday: Digital Art (Jessica)
- NSP: Nelvana (Cat)

Displays

- Coloring Page Maintenance (Emily et. al.)
- Communico Maintenance (Rachel, Bethany, Natalie, Rebecca)
- Created December Calendar (Cat)
- Displays filled (all)
- Displays this month included but not limited to: Thanksgiving, Alphabet, Family, Which Witch, Mindfulness, Yoga, Fall Back in Time
- Flyers created and rotated (all)
- Kindergarten Literacy Packet (Rachel, Jamie) 216 packets taken
- Reader's Advisory Lists updated: Adoption, Anxieties, Autobiographies, Bullying, Death (Jessica)
- Scavenger Hunt (Leaves - Emily) at least 40 participants
- Skills Packet Grades 3-5 (Rachel) 75 packets taken
- Skills Packet Grades K-2 (Rachel) 70 packets taken
- Who Was Bibliographies digitally updated

Programs Team

Trina hosted another successful **Health Fair** and reported back to the team her successes of the day. Congratulations to Trina!

The team planned the **Holiday Cookie Bake Off**, spearheaded by Andrea and planned cocoa/coffee/cookies for our anniversary celebration.

The team began discussing the **Big Read** programming, upcoming **America250** programming and decided on a theme for our Summer Library Challenge: Stars and Stories.

Monthly Activity Highlights

Met with Andrew and Shelly on 11/18, 11/25, 12/2, 12/9, and 12/16 regarding Administration and Finance topics.

Led the Public Services Managers Meetings on 11/18 and 12/16.

Attended the Ohio Library Council Annual Convention and Expo in Cleveland on 11/19-11/21.

Reprinted all Access Control System staff IDs and setup the new Access Control System software.

Participated in Interviews for Fiscal Officer on 11/24, 12/1, 12/2, 12/4, 12/9, and 12/16.

Attended the Makerspace Department Meeting on 11/25.

Met individually with managers during the week of 12/1.

Attended the Circulation Department meeting on 12/2.

Met with Andrew and Shelly on 12/4 to discuss the 2026 Temporary Budget.

Attended the Adult Services Department meeting on 12/8.

Attended General Staff Meetings on 12/9-12/11.

Attended the Youth Services Department meeting on 12/16.

Assisted with the preparation of the 2026 Temporary Budget and several other finance department tasks during November and early December.

Mission Moment

I have two mission moments this month: The first mission moment is from my OLC session. A lot of preparation went into creating a session, and it was gratifying to see many people attend my session. I was able to see the evaluations, and the feedback was affirming and meaningful. I even received a couple emails from attendees expressing how much they enjoyed the session. I plan to present my session for November's library marketing conference next year. The second mission moment is from my photoshoot with Chef Garrett. I asked him to take a photo with the book "Bite by Bite," which is part of the Big Read initiative. Afterwards, I encouraged him to take the book home with him. He said he didn't have a library card, so I walked him to Circulation and helped him get one. I also learned secrets of making mashed sweet potatoes.

Projects

WPPL in the News

- [News story attached]

PR inside and outside the library

- Facilitated a Veterans Day table to honor veterans. It had light refreshments and goodie bags in the lobby containing flag pins, chip clips, and patriotic mints. Also hung service flags in the lobby for the week for each military branch and a POW flag. Outside, we created 4 reserved parking spots for the week for veterans in the public lot.
- Hosted a session at OLC's annual conference on November 19 titled "Making Light of Your Library: Using Humor and Unexpected Tactics to Promote Your Library." Approximately 75 people attended and most had positive feedback following the session.
- Attended the annual Library Marketing Conference Group conference in St. Louis from November 13-14. This conference focuses exclusively on library marketing and outreach.
- Updated the Makerspace pamphlets to include the new laser engraver.
- Met with Jane K. to discuss the status and PR needs of Digital Resources.
- Conducted photoshoot with Chef Garrett from the Westlake Community Center to promote the Big Read initiative as well as his upcoming programming.

Community, Ads and Sponsorships

- Attended Big Read marketing meeting on December 4 with 7 other Cuyahoga County libraries.
- Collaborated with the Mayor's office and the City Sign Shop to create a Westlake 250 logo for the 2026 year.
- Met with the High School Crochet Club to discuss a collaborative community crochet installation for the lobby during National Library Week that will feature crocheted wildflowers and pollinators.

Web

- The Computer Cart and mobile kitchen cart were added as a bookable asset for meeting rooms.
- Bright Idea and I/We Made a Difference award winners posted on BTS for staff to see past winners.
- Posted the Friends November newsletter to website
- Updated the message regarding the SearchOhio return to service delay.
- Added [Laser Cutter and Engraver](#) to the [Makerspace page](#)
- Updated the [Dementia Friendly America page](#).

Print:

- Notes for Feb/March 2026 is in progress and will feature the Big Read program and food programming as part of that initiative.

Email

- Sent a World at War Forum email to the WaWF specialized list on November 24. It went to 135 recipients and had 66 opens (48.9%).

Digital Marketing Stats:

Email Blasts

- 4 emails in November– Avg 37.64% open rate (decreased 1.12% from October)

New Book Emails

- 4 emails in November– Avg 43.6% open rate (decreased 2.05% from October)

Social stats for the month of September:

- **Facebook:** 5,243 page likes
- **Instagram:** 1,573 followers

Website

Top 5 pages

1. Home Page: 23,144
2. Events: 9,695
3. Download and Stream: 1,030
4. Databases and Subscriptions: 835
5. Kids & Parents: 731

WEST SHORE SUN



The historic Stan Hywet Hall & Gardens is transformed with a winter-woods-animal themed decor inside and dazzling light displays across the grounds. Photos by Brigid Gallagher Photography

STAN HYWET HALL & GARDENS

Deck the Hall: Holiday tradition features decorated rooms, 1.4M lights

ROCKY RIVER

Local nonprofit leader named CEO of Solutions At Work, Inc.

Kathleen Barnard *Special to Sun News*

Solutions At Work, Inc. (S.A.W.), a Northeast Ohio nonprofit with a campus in Rocky River, has promoted Lori Cooper to chief executive officer, the organization announced this week.

Cooper brings more than 40 years of experience in the developmental disabilities field to her new role. She previously served as chief operating officer, where she oversaw operations across four locations and led a team of more than 100 employees.

"I'm truly honored to step into this new role," Cooper said. "S.A.W. has been my professional home for many years, and I'm excited to continue working alongside such a talented and caring team within an inclusive community that values the passion and contributions of every individual."

The Rocky River location, known as the Rocky River Adult Activities Center, operates at 20120 Detroit Road and serves adults Monday through Friday from 8:30 a.m. to 4:30 p.m.

Cooper's career has been dedicated to serving individuals with developmental disabilities across Cuyahoga County. Before joining S.A.W., she held leadership positions with the Cuyahoga County Board of Developmental Disabilities and the Warrensville Developmental Center.

Under her leadership as COO, Cooper championed transformative programs including Next STEPS, which provides skill-building and employment opportunities for young adults with disabilities.

"Lori's leadership has always reflected our mission in action—she listens, she adapts, and she leads with compassion," said Board President Tim Clemens. "We're confident that under her guidance, S.A.W. will continue to grow and make an even greater impact in the community."

Cooper holds a bachelor's degree in psychology from Bowling Green State University and a master's degree in public administration from the University of Akron.

Founded in 1969, S.A.W., Inc. provides vocational habilitation services, group employment, and adult day programs throughout Northeast Ohio.

The organization focuses on helping individuals with developmental disabilities attain meaningful employment and community integration.

For more information about S.A.W., Inc. or to learn about volunteer opportunities, visit www.sawinc.org or email communication@sawinc.org.

MILESTONE

Westlake Porter Public Library celebrates 141 years of service

Kathleen Barnard *Special to Sun News*

Westlake Porter Public Library will celebrate its 141st anniversary Dec. 14.

The library will host celebratory events that day, including the second annual Holiday Cookie Bake-Off from 2 to 3:30 p.m.

Are your snickerdoodles sensational? Are your gingerbread cookies a game-changer? Do you believe your hot chocolate cookies are heavenly? Then sign up to enter the Holiday Cookie Bake-Off!

The contest will be judged by a panel including local professional bakers and the director of Westlake Porter Public Library.

There will be adult and junior (12th grade and under) categories. Prizes will be awarded to the best-tasting cookie and best presentation in each category.

Patrons will also get to vote this year. An award will be given to the People's Choice in both categories.

The library has a few guidelines for bakers to follow:

- ▶ Amateur bakers only.
- ▶ All cookies must be submitted in disposable dishware. Dishware will not be returned.
- ▶ Cookies must be submitted between 1

BAY VILLAGE

City to renovate, expand 53-year-old fire station

Bruce Geiselman *Special to Sun News*

City council has approved several ordinances clearing the way for the renovation and expansion of the city's 53-year-old fire station.

The total projected cost is a little less than \$11.47 million.

On Dec. 1, city council unanimously authorized Mayor Paul Koomar to accept the proposed guaranteed maximum price (GMP) for the construction and renovation of the fire station, presented to the city by Regency Construction Services of Brook Park.

Regency, which is acting as construction manager at risk, determined that the project's guaranteed maximum price is just over \$10.4 million for the construction work.

The construction manager at risk would be responsible for any construction cost overruns, unless the city were to change the scope of the project.

Additional costs — including architectural design fees, geotechnical engineering, furniture, fixtures and equipment — could increase the total cost to nearly \$11.47 million, according to city Finance

and 1:30 p.m. Dec. 14.

▶ List all ingredients/allergens on entry form at check-in. Ingredient measurements do not need to be disclosed. If you would like to share your recipe, please bring copies to place by your tray of cookies.

▶ All parts of the cookie must be edible. For more information and to register, visit www.westlakelibrary.org.

Find more events at www.westlakelibrary.org/events.

A LITTLE HISTORY OF THE LIBRARY

According to the library's website, "Westlake Porter Public Library was founded in 1884 when Leonard Porter bequeathed \$1,000 and his personal book collection to form a library in Dover Township (now Westlake).

"Over the decades, the library has grown alongside the community, relocating in the 1950s and 1970s before moving to its current location in 1986.

"In 1999-2002, the library expanded its building to about 70,000 square feet to accommodate continued growth.

"In 2023, the addition of a makerspace and the Friends Programming Pavilion opened, adding more to the library's services and offerings."

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

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
Revenue				
Property Tax	4,747,013	5,239,933	492,920	
PLF	1,353,228	1,334,281	(18,948)	
Other	225,752	300,970	75,218	
TOTAL	6,325,994	6,875,184	549,190	
Expenses				
Salaries & Benefits	3,652,300	3,570,416	(81,884)	
Supplies	86,783	71,621	(15,163)	
Contracted Services	758,311	708,548	(49,764)	payment of annual Communico and OCLC Cataloging fees paid in January
Library Materials	763,316	631,843	(131,473)	
Capital	103,397	87,043	(16,354)	
Miscellaneous	20,946	20,168	(778)	
Other Expenses	843,333	900,000	56,667	transfers out to the Permanent Improvement & Automation funds completed in February
TOTAL	6,228,387	5,989,638	(238,748)	

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

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	\$ 279.77	\$ 56,935.89	\$ 2,342.64	\$ -	\$ 54,100.00	\$ 773.02
FFL - RETAINAGE (CONSTRUCTI	\$ 37,964.02	\$ 298.65	\$ -	\$ 63,465.69	\$ 101,728.36	\$ -
FFL - GENERAL CHECKING	\$ 81,508.69	\$ 97,582.37	\$ 6,302,814.94	\$ 6,276,396.71		\$ 152,672.83
PETTY CASH & CHANGE	\$ 1,343.50	\$ -	\$ -	\$ -	\$ -	\$ 1,343.50
TOTAL	\$ 121,095.98	\$ 154,816.91	\$ 6,305,157.58	\$ 6,339,862.40	\$ 155,828.36	\$ 154,789.35
FFL - MONEY MARKET	\$ 364,587.92	\$ 7,217.65	\$ 6.00	\$ 6,000,000.00	\$ 6,184,034.04	\$ 187,765.53
US BANK	\$ 4,536,445.50	\$ 1,003,530.46	\$ 907,190.71	\$ -	\$ -	\$ 4,632,785.25
STAR PLUS	\$ -					\$ -
STAR OHIO	\$ 1,353,864.35	\$ 6,691,835.98	\$ 64,614.74	\$ -	\$ 6,000,000.00	\$ 1,981,085.59
TOTAL	\$ 6,254,897.77	\$ 7,702,584.09	\$ 971,811.45	\$ 6,000,000.00	\$ 12,184,034.04	\$ 6,801,636.37
TOTAL - ALL BANKS	\$ 6,375,993.75	\$ 7,857,401.00	\$ 7,276,969.03	\$ 12,339,862.40	\$ 12,339,862.40	\$ 6,956,425.72

WESTLAKE PORTER PUBLIC LIBRARY

STATEMENT OF CASH POSITION

As of: November 30, 2025

FUND DESCRIPTION	BEGINNING BALANCE	Y-T-D REVENUE	Y-T-D EXPENSE	UNEXPENDED BALANCE	OUTSTANDING ENCUMBERANCE	ENDING BALANCE
101 GENERAL FUND	\$ 4,085,885	\$ 6,875,184	\$ 5,989,638	\$ 4,971,431	\$ 376,347	\$ 4,595,084
410 DEVELOPMENT FUND	\$ 47,904	\$ 28,353	\$ 21,287	\$ 54,971	\$ 9,942	\$ 45,028
420 FRIENDS OF THE LIBRARY	\$ 3,403	\$ 27,179	\$ 24,266	\$ 6,316	\$ 6,315	\$ 1
450 PERMANENT IMPROVEMENT	\$ 1,950,486	\$ 721,062	\$ 1,128,082	\$ 1,543,466	\$ 411,437	\$ 1,132,029
475 AUTOMATION FUND	\$ 260,625	\$ 205,215	\$ 113,696	\$ 352,144	\$ 187,717	\$ 164,427
703 FRANCIS EGGER TRUST	\$ 27,690	\$ 408	\$ -	\$ 28,099	\$ -	\$ 28,099
TOTAL:	\$ 6,375,994	\$ 7,857,401	\$ 7,276,969	\$ 6,956,426	\$ 991,759	\$ 5,964,667

WESTLAKE PORTER PUBLIC LIBRARY

REVENUE REPORT - GENERAL FUND

As of: November 30, 2025

% through the year: 92%

<i>Revenue Accounts</i>	<i>Budgeted Revenue</i>	<i>Month-to- Date Revenues</i>	<i>Year-to-Date Revenue</i>	<i>Uncollected Balance</i>	
Property Tax	4,797,845	-	4,843,072	(45,227)	100.9%
Homestead Rollback	380,715	-	396,861	(16,146)	104.2%
Subtotal	5,178,560	-	5,239,933	(61,373)	101.2%
PLF	1,476,249	118,800	1,334,281	141,969	90.4%
Grants	2,500	-	1,700	800	68.0%
Patron Fines & Fees	6,600	707	8,530	(1,930)	129.2%
Interest	146,875	8,607	152,437	(5,562)	103.8%
Contributions	250	-	100	150	40.0%
Refunds/Reimbursements/Misc	90,050	5,959	138,204	(48,154)	153.5%
Transfers	-	-	-	-	0.0%
TOTAL	\$ 6,901,084	\$ 134,072	\$ 6,875,184	\$ 25,901	99.6%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - GENERAL FUND

As of: November 30, 2025

% through the year: 92%

<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>
<u>Salaries & Benefits</u>						
Salaries	3,014,600	231,676	2,731,652	-	282,948.26	90.6%
OPERS	419,664	32,017	348,625	-	71,038.60	83.1%
Insurance	541,363	44,497	484,251	50,516.75	57,111.63	89.5%
Other Employee Benefits	8,700	1,000	5,887	2,812.62	2,812.62	67.7%
Subtotal	3,984,327	309,190	3,570,416	53,329.37	413,911.11	89.6%
<u>Supplies</u>						
Administrative Supplies	57,911	4,949	46,753	\$10,603.93	11,158.31	80.7%
Maintenance Supplies	32,747	2,282	21,824	\$10,332.51	10,922.40	66.6%
Vehicle Fuel & Supplies	4,015	1,414	3,044	971.46	971.46	75.8%
Subtotal	94,673	8,645	71,621	21,907.90	23,052.17	75.7%
<u>Contracted Services</u>						
Travel & Training	31,700	3,502	16,725	14,974.83	14,974.83	52.8%
PR/Postage/Phone	109,488	6,241	96,743	12,621.81	12,745.21	88.4%
Maintenance	299,747	58,329	240,458	57,170.53	59,288.07	80.2%
Insurance	41,000	-	40,749	251.40	251.40	99.4%
Leases	9,914	-	9,227	687.30	687.30	93.1%
Utilities	137,034	10,715	123,925	11,007.89	13,109.16	90.4%
Professional Services	135,254	6,133	121,601	10,721.66	13,652.80	89.9%
Library Material Control	50,950	-	46,958	3,992.13	3,992.13	92.2%
Interlibrary Delivery Service	12,163	-	12,163	-	-	100.0%
Subtotal	827,249	84,920	708,548	111,427.55	118,700.90	85.7%
<u>Library Materials</u>						
Books	284,110	24,755	210,360	54,601.05	73,750.38	74.0%
Periodicals	21,199	155	3,661	17,406.60	17,538.48	17.3%
Audio/Visual	113,017	10,010	83,420	19,459.99	29,597.05	73.8%
Portable Audio	14,000	894	10,186	3,814.26	3,814.26	72.8%
Electronic Data	376,523	25,896	308,841	63,615.96	67,682.35	82.0%
Interlibrary Loan Fees	150	-	55	95.00	95.00	36.7%
Library Material Repair	20,468	1,385	12,361	6,638.70	8,106.85	60.4%
Library Material, Other	3,241	202	2,960	224.87	280.62	91.3%
Subtotal	832,708	63,296	631,843	165,856.43	200,864.99	75.9%
<u>Capital</u>						
Land Improvements	-	-	-	-	-	0.0%
Building Improvements	7,693	-	3,213	4,480.02	4,480.02	41.8%
Furniture/Hardware/Software	105,104	37,067	83,830	16,663.23	21,273.83	79.8%
Subtotal	112,797	37,067	87,043	21,143.25	25,753.85	77.2%
<u>Miscellaneous</u>						
Dues/Memberships	20,250	545	18,168.00	2,082.00	2,082.00	89.7%
Special Assessments	2,250	-	1,950.44	299.56	299.56	0.0%
Refunds/Reimbursements	350	-	49.19	300.81	300.81	14.1%
Other Misc Expenses	-	-	-	-	-	0.0%
Subtotal	22,850	545	20,167.63	2,682.37	2,682.37	88.3%
<u>Other Expenses</u>						
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	97.8%
Grand Total	\$ 6,794,604	\$ 503,662	\$ 5,989,638.37	376,346.87	804,965.39	88.2%

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

As of: November 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>
<u>410 - Development Fund</u>					
Supplies	12,479	7,407	\$ 5,072	\$ 5,072	59.35%
Contracted Services	6,750	2,430	\$ 4,320	\$ 4,320	36.00%
Library Materials	12,100	11,450	\$ 550	\$ 650	94.63%
Capital Outlay	-	-	\$ -	\$ -	0.00%
Miscellaneous	-	-	\$ -	\$ -	0.00%
Interfund Transfers	-	-	\$ -	\$ -	0.00%
Total	\$ 31,329	\$ 21,286.58	\$ 9,942	\$ 10,042	67.95%
<u>420 - Friends of Library Fund</u>					
Supplies	20,481	15,370	\$ 5,111	\$ 5,111	75.04%
Contracted Services	10,100	8,896	\$ 1,204	\$ 1,204	88.08%
Library Materials	-	-	\$ -	\$ -	0.00%
Capital Outlay	-	-	\$ -	\$ -	0.00%
Interfund Transfers	-	-	\$ -	\$ -	0.00%
Total	\$ 30,581	\$ 24,265.91	\$ 6,315	\$ 6,315	79.35%
<u>450 - Permanent Imp. Fund</u>					
Contracted Services	163,082	72,039	\$ 91,042	\$ 91,043	44.17%
Capital Outlay	1,377,900	1,056,043	\$ 320,395	\$ 321,857	76.64%
Interfund Transfers	-	-	\$ -	\$ -	0.00%
Total	\$ 1,540,981	\$ 1,128,082	\$ 411,437	\$ 412,900	73.21%
<u>475 - Automation Fund</u>					
Supplies	-	-	\$ -	\$ -	0.00%
Contracted Services	-	-	\$ -	\$ -	0.00%
Capital Outlay	301,414	113,696	\$ 187,717	\$ 187,717	37.72%
Total	\$ 301,414	\$ 113,696	\$ 187,717	\$ 187,717	37.72%

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	1,334,280.50
Difference	144,083.10	198,643.34	(31,077.58)	(31,098.97)	(119,293.73)

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

2024 thru Oct
1,280,890.26

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	115,176.43
Nov	111,223.59	117,142.59	123,511.26	119,302.36	118,799.71
Dec	116,231.90	127,053.60	129,765.02	133,434.08	
TOTALS	\$ 1,364,961.70	\$ 1,476,595.82	\$ 1,499,516.02	\$ 1,414,324.34	\$ 1,334,280.50

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%	8.0%
5.32%	5.44%	-3.41%	-0.4%
9.31%	2.13%	2.83%	
8.18%	1.55%	-5.68%	

Difference
(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)
8,561.10
(502.65)

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

2025 Year-to-Date Compared to 2024	
2024	1,280,890.26
2025	1,334,280.50
\$ Difference	53,390.24
% Difference	4.17%

Westlake Porter Public Library
Check Register 11/1/25- 11/30/25

Payment Date	Check Number	Vendor	Description	Payment Amount
11/5/2025	43301	United States Postal Service	PR Postage Deposit	1,750.00
11/6/2025	43302	ByWater Solutions, LLC	ILS Support & Hosting 12/4/25 - 12/3/26	23,725.00
11/6/2025	43303	ProQuest LLC	Syndetics Unbound 11/1/25 - 10/31/26	10,685.47
11/6/2025	43304	SOFTWARE SOLUTIONS INC	SSI Software Support 2026	21,925.88
11/6/2025	43305	All Tech Electric Ohio	Pole Lights LED Retrofit, Replace Reception Area Light Fixtures	7,465.00
11/6/2025	43306	Petrus HR Solutions LLC	Compensation Project	3,500.00
11/6/2025	43307	Kanopy Inc	Kanopy Videos	626.40
11/6/2025	43308	MESSINA FLOOR MAINTENANCE LLC	Carpet Cleaning - Oct 2025	875.00
11/6/2025	43309	Masters Piano Service	Piano Tuning	300.00
11/6/2025	43310	Minkyong Kim	Korean Art Song Concert	75.00
11/6/2025	43311	OASIS WINDOW CLEANING	Window Cleaning	1,600.00
11/6/2025	43312	OhioNet	Mango/Mango ASL/Little Pim 2026	5,742.61
11/6/2025	43313	Patty Crawford	Juvenile/YA Books	200.00
11/6/2025	43314	U.S. Postal Service (CMRS-FP)	Postage Deposit	3,000.00
11/6/2025	43315	Recite Me NA LLC	Recite Me 11/17/25 - 11/16/26	2,495.00
11/6/2025	43316	FairVega Russian Library Services	World Languages Collection	496.00
11/6/2025	43317	The Creative Company	Juvenile/YA Books	1,861.54
11/6/2025	43318	Tsai Fong Books, Inc.	World Languages Collection	152.47
11/6/2025	43319	Women in History	Jackie Kennedy Onassis	220.00
11/13/2025	43320	Air Rite Service Supply, Inc	Air Filters	1,190.64
11/13/2025	43321	Blue Technologies	Blue Tech Copiers 9/22 - 10/21/25	1,558.06
11/13/2025	43322	Carolyn L Farrell Foundation	Dementia Training for Staff	1,000.00
11/13/2025	43323	Easton Telecom Services, LLC	Easton Phone Svc 11/10 - 12/9/25	381.60
11/13/2025	43324	Ground Works Land Design, LLC	Snow Removal	6,619.93
11/13/2025	43325	Irrigation Inc	Winterize Sprinkler System	435.00
11/13/2025	43326	Ohio Treasurer of State	HOA6295 Renewal	64.62
11/13/2025	43327	PLAIN DEALER	Plain Dealer - Oct 2025	155.10
11/13/2025	43328	Relmec Mechanical LLC	HVAC Repairs - Piping Mod	3,300.00
11/13/2025	43329	Simplified Facilities Group, Inc	Facilities Mgmt Services	1,092.00
11/13/2025	43330	Stick to Your Buns Bakery LLC	Muffins - NEO-RLS Board Meeting	60.00
11/13/2025	43331	Talix	Support - 50 Hour Network Block Time Agreement	8,750.00
11/19/2025	2025000158	AMAZON.COM	Library Materials and Supplies	7,519.03
11/25/2025	43332	Armor Window Films, Inc	Window Tinting	1,026.00
11/25/2025	43333	Cengage Learning Inc	Adult Books	1,244.63
11/25/2025	43334	CENTER POINT PUBLISHING	Adult Books	204.96
11/25/2025	43335	Elizabeth Bernhofer	Bernhofer - Tuition Assistance	1,000.00

Westlake Porter Public Library
Check Register 11/1/25- 11/30/25

Payment Date	Check Number	Vendor	Description	Payment Amount
11/25/2025	43336	Hydro-Chem Corporation	Boiler Water Treatment Program	750.00
11/25/2025	43337	Jennifer L Nebraska	Yoga with Ms. Jen 12/8/25	75.00
11/25/2025	43338	KASTNER WESTMAN & WILKINS, LLC	Legal Fees - Misc Labor	88.50
11/25/2025	43339	Killeen Plumbing Co	Clean out sewer lines in restroom	300.00
11/25/2025	43340	The Awning Company	Install Winter Enclosure	536.00
11/25/2025	43341	ROSEN PUBLISHING	Juvenile/YA Books	109.20
11/25/2025	43342	Saris	Bike Station Rebuild Kit	93.00
11/25/2025	43343	Heather Feenaughty	Feenaughty - Expenses - Library Mktg Conf	501.32
11/25/2025	43344	SUSAN ALDRICH & ASSOCIATES, LLC	Food Gifts for the Holidays	150.00
11/25/2025	43345	UNIQUE MANAGEMENT SERVICES INC	Collection Agency & ILS Notices - Oct 2025	359.30
11/25/2025	43346	Women in History	Program: Rebecca Nurse, Salem Witch	210.00
11/25/2025	43347	WORLD BOOK, INC	Juvenile/YA Books	598.00
11/25/2025	2025000159	PNC BANK N.A.	CC Payment	29,199.42
11/25/2025	2025000160	VEDDA PRINTING	Move Payment to PO 255030	-
11/25/2025	2025000161	The Illuminating Company	Electricity 8/29 - 9/29/25, Lighting 9/25 - 10/24/25	9,491.15
11/25/2025	2025000162	Stark County Educational Service Center	Medical, Dental & Life Insurance - Nov 2025	41,365.10
11/25/2025	2025000163	City of Cleveland Division of Water	Water Usage 9/20 - 10/20/25, Fireline 10/2 - 11/3/25	581.43
11/25/2025	2025000164	Columbia Gas	Natural Gas 9/23 - 10/22/25	642.51
11/25/2025	2025000165	OverDrive, Inc	Adult eBooks & e-Periodicals, Downloadable Videos, e-Audio, Juv/YA eBooks	9,420.28
11/25/2025	2025000166	FP Mailing Solutions	Parcel Shipping Funds	400.00
11/25/2025	2025000167	MIDWEST TAPE	Credit - Music CDs, Hoopla Downloadables	8,173.08
11/25/2025	2025000168	Ingram Book Company	Adult Books, Juv/YA Books, Materials Processing	20,607.23
11/30/2025	2025000020	U S Bank	Trust fees	58.62
11/30/2025	2025000021	Meeder Investment Management	Investment Management fee	625.00
11/30/2025	2025000031	PayPal	Bank fees	1.81
11/30/2025	2025000032	Square Inc	Credit card fees	116.77
11/30/2025	2025000033	Nayax Copy Services	Credit card fees - public printing	59.28
11/30/2025	2025000169	PAYCHEX INC	Payroll fees and Onboarding	1,331.42
			TOTAL	248,140.36

Visa Payment Detail
For Check #2025000159 dated 11/25/25

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
10/21/2025	Creaative Energies, Inc.	3-sided pop up tents (2)	28653	252010	1,568.00
11/3/2025	Creaative Energies, Inc.	Shipping & handling for tents	28653	252010	113.10
10/31/2025	FRAGAPANE BAKERIES	Donuts	10/31	253001	72.46
10/13/2025	MALLEY'S CHOCOLATES	Birthday Chocolate Bars	Malley's	253001	55.00
10/30/2025	AMAZON.COM	Gift cards (3) - Genre Reading Challenge	8694658	253003	30.00
10/26/2025	APPLE STORE	iCloud 200 GB Storage	MQVQ23BXQ6	253003	2.99
10/7/2025	ORIENTAL TRADING COMPANY	Craft kits	738975211	253003	81.91
10/15/2025	ORIENTAL TRADING COMPANY	Bubble wands	739200640	253003	10.99
10/23/2025	ORIENTAL TRADING COMPANY	Craft kits	739496684	253003	95.88
11/1/2025	MARC'S	Popcorn	Marc's	253010	3.00
10/16/2025	The Nut Shop	Caraway	The Nut Shop	253010	11.99
10/28/2025	G F S MARKETPLACE	Snacks, creamer	GFS	253011	26.17
10/28/2025	MARC'S	Coffee, snacks, etc	Marc's	253011	51.61
10/31/2025	WALMART	Health & Wellness Fair Snacks	Walmart	253021	64.51
10/7/2025	ALDI	Snacks	Aldi	253025	17.96
10/22/2025	DISCOUNT DRUG MART	Pancake Mix	Drug Mart	253025	6.98
10/22/2025	G F S MARKETPLACE	Paper Trays, Plates, Spoons, etc	GFS	253025	91.44
10/28/2025	GAS STATIONS	Ice	Speedway	253025	2.59
10/20/2025	WALMART	Snacks & Drinks	Walmart	253026	53.24
10/29/2025	WALMART	Snacks & Drinks	Walmart	253026	37.87
10/22/2025	B & H PHOTO-VIDEO-PROAUDIO	Storytime Room 75" Monitor	913985631	254001	1,350.00
10/21/2025	HOTELS	Fortunato - Refund Hotel - SSI Impact Conf	Kalahari	255001	(104.00)
10/13/2025	OHIO LIBRARY COUNCIL	Statler - Reg - OLC Conf 2025	75408	255001	250.00
10/13/2025	OHIO LIBRARY COUNCIL	Neubert - Reg - OLC Conf 2025	75417	255001	250.00
10/14/2025	OHIO LIBRARY COUNCIL	Finley - Reg - OLC Conf 2025	20251014	255001	250.00
10/15/2025	OHIO LIBRARY COUNCIL	Halvorsen - Reg -OLC Conf 2025	75465	255001	250.00
10/15/2025	OHIO LIBRARY COUNCIL	Laessig - Reg - OLC Conf 2025	75460	255001	220.00
10/16/2025	OHIO LIBRARY COUNCIL	Vogel - Reg - OLC Conf 2025	75482	255001	220.00
10/17/2025	OHIO LIBRARY COUNCIL	Salis - Reg - OLC Conf 2025	20251007	255001	250.00
10/30/2025	OHIO LIBRARY COUNCIL	Budzilek - Reg - OLC Conf 2025	75657	255001	220.00
10/30/2025	OHIO LIBRARY COUNCIL	Huck - Reg - OLC Conf 2025	2025030	255001	220.00
10/7/2025	RESTAURANTS	Halvorsen - Hotel - Aspen Conference	Comfort Inn	255001	400.76
10/8/2025	RESTAURANTS	Halvorsen - Meal - Aspen Conference	20251008	255001	12.76
10/14/2025	FEDEX	Shipping - IT & ILL	9-005-00256	255005	49.82
10/15/2025	U.S. Postal Service (CMRS-FP)	Postage - Makerspace	20251015	255005	13.60

Visa Payment Detail
For Check #2025000159 dated 11/25/25

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
10/6/2025	United States Postal Service	Postage - Circ Dept	20251006	255005	23.80
10/18/2025	SHERWIN WILLIAMS	Paint	Sherwin-Williams	255012	274.68
10/28/2025	W B MASON	TP, Paper Towels	257669478	255013	1,249.80
10/7/2025	GAS STATIONS	Gas for 2017 van	Speedway	255014	50.60
10/11/2025	GAS STATIONS	Gas for gator & cans	Speedway	255014	20.12
10/31/2025	GAS STATIONS	Gas for 2017 van	Speedway	255014	37.50
11/3/2025	GAS STATIONS	Gas for U-Haul Rental	BP	255014	10.00
10/15/2025	Sgt Clean Car Wash	Monthly car wash fee	20251015	255014	31.97
10/16/2025	Sgt Clean Car Wash	Monthly car wash fee	20251016	255014	31.97
10/31/2025	SMD Acquisitions LLC	Honda Odyssey Repair	INV0021	255014	1,167.48
11/3/2025	Bugs Bee Gone Exterminating	Exterminator Service	13813	255015	355.00
10/21/2025	RUMPKE	Waste & Recycling - Oct 2025	1690823	255015	383.65
10/9/2025	USCutter, Inc	Sublimation Mugs, Transfer Mask, etc	626336	255018	527.96
10/23/2025	USCutter, Inc	Heat Transfer Vinyl	629362	255018	68.88
10/31/2025	GO GREEN LANDSCAPING LLC	Landscape Maint - Nov 2025	64393	255021	2,606.87
11/2/2025	INDEED INC	Fiscal Officer Job Posting	06348175	255028	336.00
10/6/2025	Rock & Roll Hall of Fame	Rock Hall Gift Membership	5CH-ZGD-DT8C	255035	100.00
10/7/2025	Corporate Screening Services	Background Checks	0892398	255041	154.28
10/19/2025	Adobe Inc	Creative Cloud Pro 10/19/25 -10/18/26	3251552442	255043	479.88
10/19/2025	Adobe Inc	Creative Cloud Pro 10/18/25 -10/17/26	3250910419	255043	779.88
11/2/2025	Microsoft Corporation	Microsoft 365 Add 1 license	E0700Y1KMK	255043	6.23
10/17/2025	STAPLES BUSINESS ADVANTAGE	Headsets (3)	7912275727	255043	87.75
10/30/2025	THERMAL PAPER DIRECT	Thermal paper rolls	618590-TPD	255043	422.37
10/7/2025	TECHSOUP GLOBAL	AWS Service Credits for storage	4381093	255044	95.00
10/24/2025	VIRTUAL SYSTEMS	VCC Performance Tier Backup	419912	255044	465.00
10/8/2025	CLEVELAND SHRM	Fortunato - Cle SHRM Membership	300008528	255045	170.00
10/20/2025	PAYCHEX INC	Paychex Onboarding Monthly Fee	11997428	255060	100.00
10/21/2025	Sam's Club	Candy	10359108685	255062	90.19
10/17/2025	Stylebooks.com, Inc	AP Stylebook Subscription	100366538	255062	72.00
10/15/2025	RESTAURANTS	Board Committee Mtg. Dinner	Antonio's Pizza	255066	106.90
10/28/2025	Sam's Club	Sam's Club Membership	10362020902	255069	110.00
10/8/2025	Libraryworks Inc	Willis - Reg - Design for Libraries	70	255070	49.00
10/8/2025	OHIO LIBRARY COUNCIL	Hazeldine - Reg - Library IT Conf	75382	255070	95.00
10/8/2025	OHIO LIBRARY COUNCIL	Rogers - Reg - Library IT Conf	75384	255070	95.00
10/16/2025	Ohio Treasurer of State	Fortunato - CPIM Certification Fee	10068	255070	100.00

Visa Payment Detail
For Check #2025000159 dated 11/25/25

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
10/8/2025	Demco Inc	Bookmarks, stickers, cutting pad	5275063500	255072	138.31
10/21/2025	Value World	Dress up clothes	Value World	255072	13.12
10/7/2025	AMERICAN LIBRARY ASSOCIATION	Salis - ALA & PLA Membership	1287478	255080	215.00
10/8/2025	OHIO LIBRARY COUNCIL	Rogers - OLC dues 2026	75383	255080	25.00
10/29/2025	OHIO LIBRARY COUNCIL	Budzilek - OLC Dues 2026	75641	255080	25.00
10/25/2025	BRODART COMPANY	Laminate	665692	255081	136.77
10/28/2025	Demco Inc	CD Jewel Boxes, DVD Cases, Book Tape	7718733	255081	349.84
10/16/2025	Breezeline	Breezeline Phone Service 9/26 - 10/25/25	0060250	255083	66.83
10/10/2025	T-Mobile USA Inc	T-Mobile Cell Phone 8/29 - 9/28/25	981225743	255083	49.99
11/1/2025	VERIZON WIRELESS	VZ Mobile Brdbnd 10/13 - 11/12/25	6125829789	255083	40.11
10/23/2025	OHIO LIBRARY COUNCIL	Shook - Reg - 2026 Planning & Leadership Conf	75505	255093	55.00
10/14/2025	Buyers Outlet	Pumpkins & Gourds	Buyers Outlet	255107	72.63
10/9/2025	MIDWEST TAPE	Audiobooks	20251009	256006	57.99
10/17/2025	MIDWEST TAPE	Audiobooks	20251017	256006	124.97
10/30/2025	MIDWEST TAPE	Audiobooks	20251030	256006	69.98
10/9/2025	MIDWEST TAPE	Music CDs	20251009	256007	546.21
10/17/2025	MIDWEST TAPE	Music CDs	20251017	256007	223.65
10/30/2025	MIDWEST TAPE	Music CDs	20251030	256007	94.74
10/9/2025	MIDWEST TAPE	DVDs	20251009	256008	2,900.27
10/17/2025	MIDWEST TAPE	DVDs	20251017	256008	2,134.60
10/30/2025	MIDWEST TAPE	DVDs	20251030	256008	893.67
10/10/2025	T-Mobile USA Inc	Hotspots 8/29 - 9/28/25	981225743	256009	1,176.70
10/8/2025	Playaway Products LLC	Playaways/Launchpads	514009	256010	59.84
10/20/2025	Playaway Products LLC	Playaways/Launchpads	515213	256010	56.99
10/20/2025	Playaway Products LLC	Playaways/Launchpads	515214	256010	148.47
10/20/2025	Playaway Products LLC	Playaways/Launchpads	515215	256010	148.47
10/20/2025	Playaway Products LLC	Playaways/Launchpads	515216	256010	153.68
10/30/2025	Playaway Products LLC	Playaways/Launchpads	516119	256010	68.24
10/30/2025	Playaway Products LLC	Playaways/Launchpads	516118	256010	75.74
10/30/2025	Playaway Products LLC	Playaways/Launchpads	516117	256010	182.22
10/18/2025	Dow Jones & Company, Inc	Wall Street Journal 9/1/25 - 8/31/26	97062979	256011	1,890.00
				TOTAL	29,199.42

Westlake Porter Public Library

Investment Report

As of November 28, 2025



M E E D E R

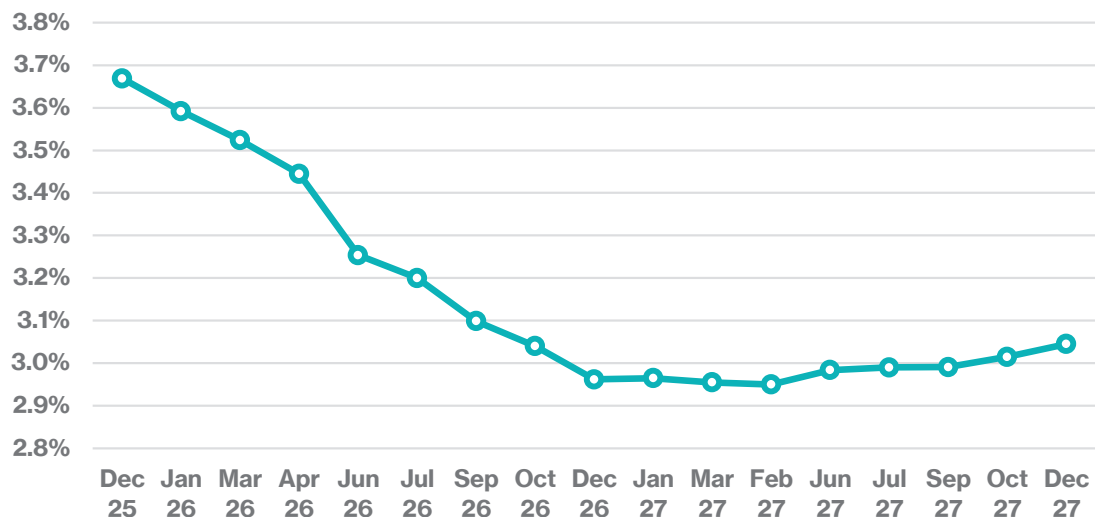
PUBLIC FUNDS

OBSERVATIONS AND EXPECTATIONS

- The futures market is pricing in a December 2025 .25% cut with about a 90% probability
- Q3 GDP is projected by the Atlanta Federal Reserve to have grown 3.9%
- Q4 GDP is expected to be lower due to the longest government shutdown on record
- The labor market has softened by many economic metrics in the second half of 2025
- U.S. Treasury rates were generally lower for the month of November

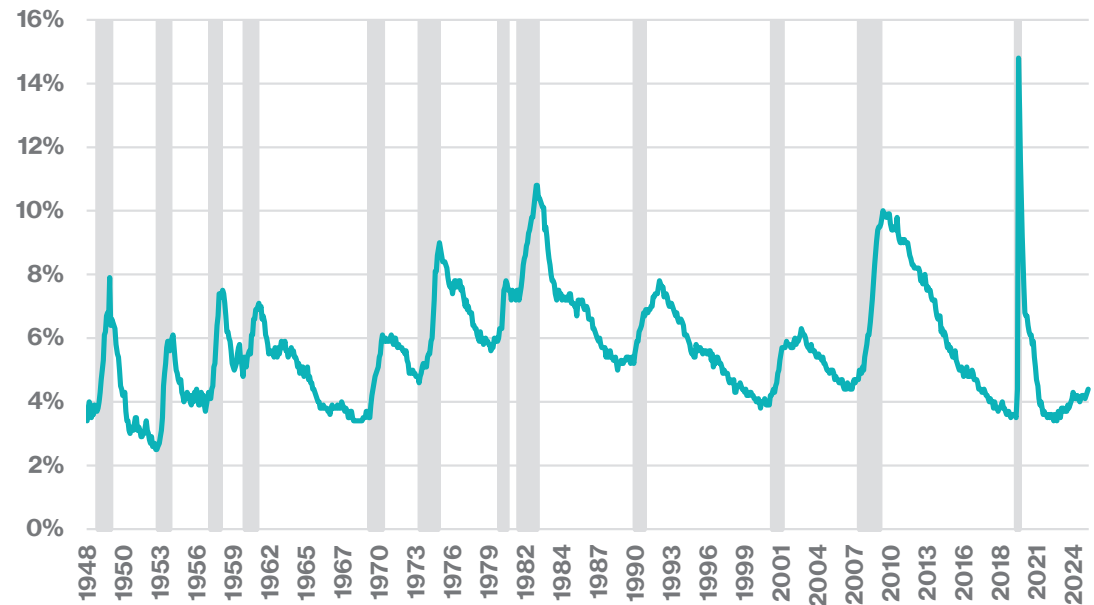
- The Fed Funds futures market is expecting the Fed Funds rate to end 2026 at about 2.95% and 2027 at approximately 3.05%. The Fed is expecting fewer cuts than the market is pricing in.
- The Fed is observing both of their mandates (employment and inflation) closely to determine the path of Fed Funds. They say the risk is more tilted to slower job growth.

Fed Funds Futures Yields



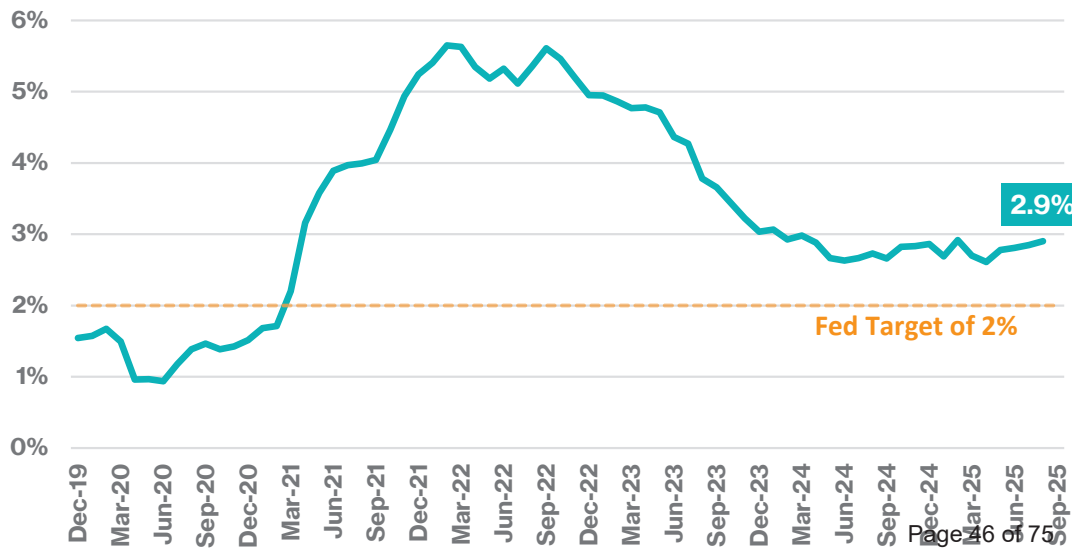
- The current unemployment rate of 4.4% has moved up from earlier this year but remains low by historical standards.
- Lower immigration during 2025 has clouded the conclusions from lower nonfarm payrolls.
- Economists estimate not as many jobs are needed as compared to the previous few years to keep the unemployment rate low.

U.S. Unemployment Rate



SOURCE: BLOOMBERG

Core PCE YoY

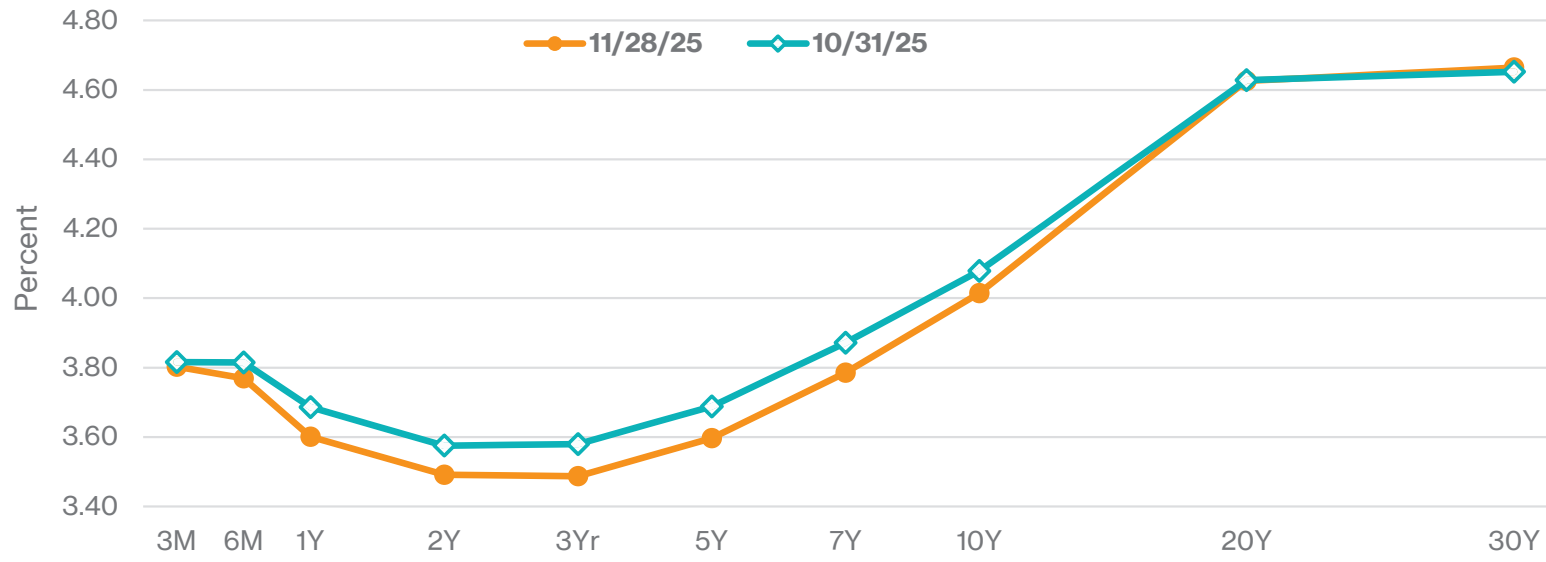


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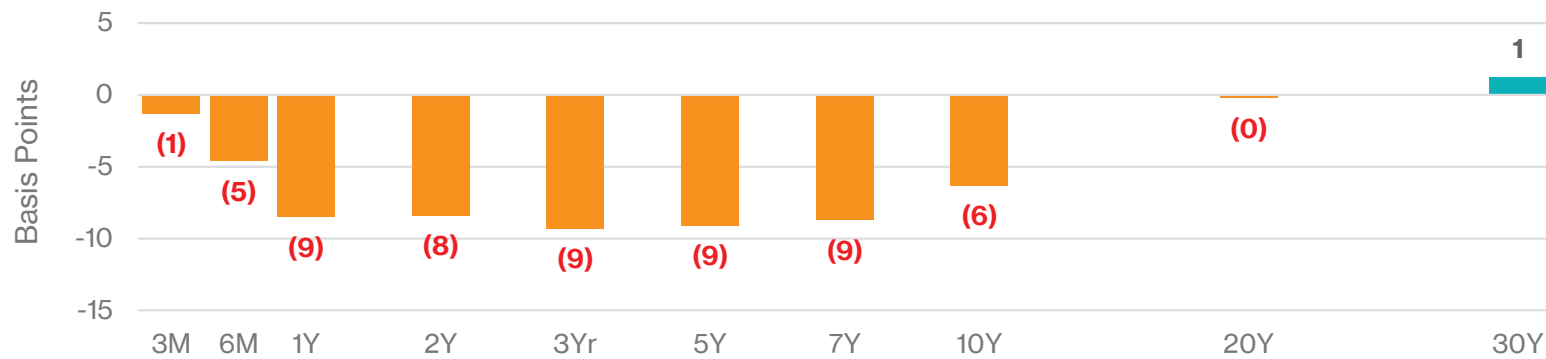
- Core Personal Consumption Expenditure YoY is the Fed's preferred inflation gauge.
- Core excludes food and energy components, which generally make the series less volatile.
- Core PCE YoY is currently at 2.9% and has been above the Fed's 2% target for 55 consecutive months.

SOURCE: BLOOMBERG

U.S. Treasury Yield Curve Change



Basis Point Change





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Income/Dividend Received	12
Contribution/Withdrawals and Expenses	13
Projected Income	14

Portfolio Summary

3.74

Weighted Average Yield to Maturity

2.45

Weighted Average Maturity (Years)

2.26

Portfolio Effective Duration (Years)

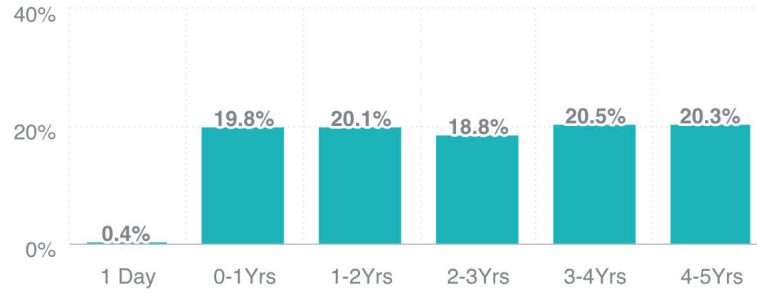
2.45

Weighted Average Life (Years)

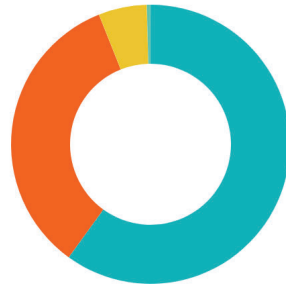
AA+

Average Credit Rating

Maturity Distribution



Sector Allocation



U.S. Treasuries	59.98%
U.S. Agencies	34.00%
Negotiable CD's	5.60%
Money Market Funds	0.42%

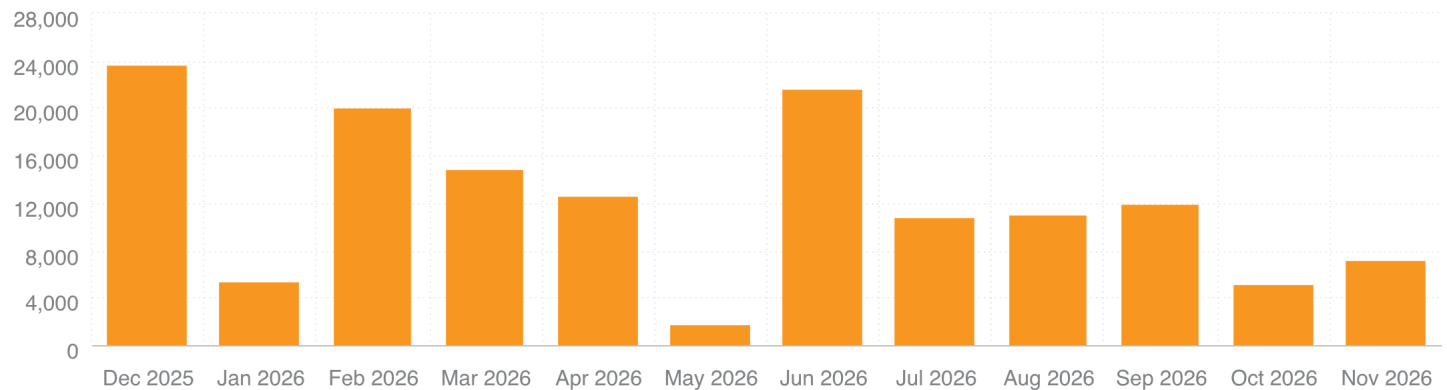


MEEDER
PUBLIC FUNDS

Custodial Reconciliation

	CURRENT MONTH
Beginning	4,632,294.75
Contributions/Withdrawals	0.00
Management Fees	(625.00)
Custodian Fees	(58.62)
Realized Gains Losses	0.00
Purchased Interest	0.00
Interest Received	1,174.12
ENDING	4,632,785.25

Projected Monthly Income Schedule





Position Statement

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD TO MATURITY	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
WESTLAKE PORTER PUBLIC LIBRARY												
LGIP												
139999999	STAR Ohio	11/28/2025 11/28/2025	1,981,085.59	1,981,085.59 0.00	1,981,085.59	4.15		1	1.00 1,981,085.59	0.00 1,981,085.59	29.61	AAA
LGIP TOTAL			1,981,085.59	1,981,085.59 0.00	1,981,085.59	4.15		1	1.00 1,981,085.59	0.00 1,981,085.59	29.61	AAA
MONEY MARKET FUNDS												
31846V567	FIRST AMER:GVT OBLG;Z	11/28/2025 11/28/2025	19,852.98	19,852.98 0.00	19,852.98	3.88		1	1.00 19,852.98	0.00 19,852.98	0.30	Aaa AAA
MONEY MARKET FUNDS TOTAL			19,852.98	19,852.98 0.00	19,852.98	3.88		1	1.00 19,852.98	0.00 19,852.98	0.30	AAA
U.S. TREASURIES												
912797RR0	US TREASURY BILL 12/02/25	10/07/2025 10/08/2025	100,000.00	99,394.25 0.00	99,394.25	4.04	12/02/2025	4	99.99 99,989.20	594.95 99,394.25	1.49	P-1 A-1+
91282CGL9	US TREASURY 4.000 02/15/26	10/16/2023 10/17/2023	65,000.00	63,580.66 0.00	63,580.66	5.00	02/15/2026	79	100.02 65,012.70	1,432.04 63,580.66	0.97	Aa1 AA+
912828R36	US TREASURY 1.625 05/15/26	01/11/2022 01/12/2022	55,000.00	55,378.13 0.00	55,378.13	1.46	05/15/2026	168	99.03 54,465.04	(913.09) 55,378.13	0.81	Aa1 AA+
91282CCJ8	US TREASURY 0.875 06/30/26	06/29/2021 06/30/2021	75,000.00	74,912.11 0.00	74,912.11	0.90	06/30/2026	214	98.36 73,769.53	(1,142.58) 74,912.11	1.10	Aa1 AA+
91282CCP4	US TREASURY 0.625 07/31/26	08/25/2021 08/26/2021	75,000.00	74,305.66 0.00	74,305.66	0.82	07/31/2026	245	97.98 73,482.42	(823.24) 74,305.66	1.10	Aa1 AA+
91282CCW9	US TREASURY 0.750 08/31/26	08/26/2021 08/31/2021	75,000.00	74,660.16 0.00	74,660.16	0.84	08/31/2026	276	97.83 73,374.02	(1,286.14) 74,660.16	1.10	Aa1 AA+
912828YG9	US TREASURY 1.625 09/30/26	01/11/2022 01/12/2022	55,000.00	55,345.90 0.00	55,345.90	1.49	09/30/2026	306	98.33 54,080.47	(1,265.43) 55,345.90	0.81	Aa1 AA+
91282CDG3	US TREASURY 1.125 10/31/26	01/10/2022 01/11/2022	55,000.00	53,990.23 0.00	53,990.23	1.52	10/31/2026	337	97.73 53,749.61	(240.62) 53,990.23	0.80	Aa1 AA+
91282CLY5	US TREASURY 4.250 11/30/26	10/03/2025 10/06/2025	100,000.00	100,656.25 1,486.34	102,142.59	3.66	11/30/2026	367	100.58 100,578.13	(78.13) 100,656.25	1.50	Aa1 AA+
91282CDQ1	US TREASURY 1.250 12/31/26	01/07/2022 01/10/2022	55,000.00	54,355.47 0.00	54,355.47	1.50	12/31/2026	398	97.49 53,620.70	(734.77) 54,355.47	0.80	Aa1 AA+
912828Z78	US TREASURY 1.500 01/31/27	07/12/2023 07/13/2023	70,000.00	63,639.84 0.00	63,639.84	4.29	01/31/2027	429	97.60 68,321.09	4,681.25 63,639.84	1.02	Aa1 AA+
91282CEF4	US TREASURY 2.500 03/31/27	06/27/2023 06/28/2023	60,000.00	56,432.81 0.00	56,432.81	4.23	03/31/2027	488	98.60 59,160.94	2,728.13 56,432.81	0.88	Aa1 AA+
91282CET4	US TREASURY 2.625 05/31/27	07/13/2023 07/14/2023	70,000.00	66,303.13 0.00	66,303.13	4.11	05/31/2027	549	98.66 69,059.38	2,756.25 66,303.13	1.03	Aa1 AA+
91282CEW7	US TREASURY 3.250 06/30/27	06/29/2023 06/30/2023	60,000.00	57,707.81 0.00	57,707.81	4.30	06/30/2027	579	99.55 59,730.47	2,022.66 57,707.81	0.89	Aa1 AA+



Position Statement

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD TO MATURITY	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
9128282R0	US TREASURY 2.250 08/15/27	10/31/2022 11/01/2022	75,000.00	68,525.39 0.00	68,525.39	4.26	08/15/2027	625	97.89 73,415.04	4,889.65 68,525.39	1.10	Aa1 AA+
91282CGC9	US TREASURY 3.875 12/31/27	01/20/2023 01/23/2023	90,000.00	91,325.39 0.00	91,325.39	3.55	12/31/2027	763	100.75 90,675.00	(650.39) 91,325.39	1.36	Aa1 AA+
91282CGH8	US TREASURY 3.500 01/31/28	03/23/2023 03/24/2023	75,000.00	75,038.09 0.00	75,038.09	3.49	01/31/2028	794	100.00 75,000.00	(38.09) 75,038.09	1.12	Aa1 AA+
91282CGP0	US TREASURY 4.000 02/29/28	02/14/2025 02/18/2025	75,000.00	74,399.41 0.00	74,399.41	4.28	02/29/2028	823	101.09 75,814.45	1,415.04 74,399.41	1.13	Aa1 AA+
91282CHA2	US TREASURY 3.500 04/30/28	07/18/2025 07/21/2025	30,000.00	29,724.61 0.00	29,724.61	3.85	04/30/2028	884	100.02 30,007.03	282.42 29,724.61	0.45	Aa1 AA+
91282CHA2	US TREASURY 3.500 04/30/28	07/28/2023 07/31/2023	55,000.00	53,287.70 0.00	53,287.70	4.23	04/30/2028	884	100.02 55,012.89	1,725.19 53,287.70	0.82	Aa1 AA+
91282CHQ7	US TREASURY 4.125 07/31/28	12/16/2024 12/17/2024	75,000.00	74,698.24 0.00	74,698.24	4.24	07/31/2028	976	101.60 76,201.17	1,502.93 74,698.24	1.14	Aa1 AA+
9128284V9	US TREASURY 2.875 08/15/28	10/06/2023 10/10/2023	70,000.00	64,257.81 0.00	64,257.81	4.79	08/15/2028	991	98.42 68,895.31	4,637.50 64,257.81	1.03	Aa1 AA+
91282CJA0	US TREASURY 4.625 09/30/28	12/16/2024 12/17/2024	75,000.00	75,928.71 0.00	75,928.71	4.27	09/30/2028	1,037	103.04 77,279.30	1,350.59 75,928.71	1.15	Aa1 AA+
91282CJN2	US TREASURY 4.375 11/30/28	12/16/2024 12/17/2024	75,000.00	75,295.90 0.00	75,295.90	4.27	11/30/2028	1,098	102.47 76,851.56	1,555.66 75,295.90	1.15	Aa1 AA+
91282CJW2	US TREASURY 4.000 01/31/29	02/14/2025 02/18/2025	75,000.00	74,132.81 0.00	74,132.81	4.32	01/31/2029	1,160	101.45 76,083.98	1,951.17 74,132.81	1.14	Aa1 AA+
9128286B1	US TREASURY 2.625 02/15/29	05/20/2025 05/21/2025	45,000.00	42,866.02 0.00	42,866.02	4.00	02/15/2029	1,175	97.32 43,794.14	928.12 42,866.02	0.65	Aa1 AA+
9128286B1	US TREASURY 2.625 02/15/29	08/06/2024 08/07/2024	65,000.00	61,942.97 0.00	61,942.97	3.77	02/15/2029	1,175	97.32 63,258.20	1,315.23 61,942.97	0.95	Aa1 AA+
91282CEM9	US TREASURY 2.875 04/30/29	05/20/2025 05/21/2025	40,000.00	38,345.31 0.00	38,345.31	4.02	04/30/2029	1,249	97.92 39,168.75	823.44 38,345.31	0.59	Aa1 AA+
91282CEM9	US TREASURY 2.875 04/30/29	08/06/2024 08/07/2024	65,000.00	62,539.65 0.00	62,539.65	3.75	04/30/2029	1,249	97.92 63,649.22	1,109.57 62,539.65	0.95	Aa1 AA+
91282CES6	US TREASURY 2.750 05/31/29	10/03/2025 10/06/2025	50,000.00	48,480.47 480.87	48,961.34	3.65	05/31/2029	1,280	97.47 48,734.38	253.91 48,480.47	0.73	Aa1 AA+
91282CES6	US TREASURY 2.750 05/31/29	08/06/2024 08/07/2024	70,000.00	66,945.70 0.00	66,945.70	3.75	05/31/2029	1,280	97.47 68,228.13	1,282.43 66,945.70	1.02	Aa1 AA+
91282CLR0	US TREASURY 4.125 10/31/29	12/16/2024 12/17/2024	75,000.00	74,525.39 0.00	74,525.39	4.27	10/31/2029	1,433	102.07 76,552.73	2,027.34 74,525.39	1.14	Aa1 AA+
91282CFY2	US TREASURY 3.875 11/30/29	12/16/2024 12/17/2024	75,000.00	73,678.71 0.00	73,678.71	4.27	11/30/2029	1,463	101.17 75,878.91	2,200.20 73,678.71	1.13	Aa1 AA+
91282CGJ4	US TREASURY 3.500 01/31/30	02/14/2025 02/18/2025	75,000.00	72,187.50 0.00	72,187.50	4.35	01/31/2030	1,525	99.75 74,812.50	2,625.00 72,187.50	1.12	Aa1 AA+
91282CMU2	US TREASURY 4.000 03/31/30	05/22/2025 05/23/2025	105,000.00	104,528.32 0.00	104,528.32	4.10	03/31/2030	1,584	101.70 106,780.08	2,251.76 104,528.32	1.60	Aa1 AA+
91282CMZ1	US TREASURY 3.875 04/30/30	05/22/2025 05/23/2025	105,000.00	103,892.58 0.00	103,892.58	4.11	04/30/2030	1,614	101.23 106,287.89	2,395.31 103,892.58	1.59	Aa1 AA+
91282CNG2	US TREASURY 4.000 05/31/30	05/29/2025 06/02/2025	105,000.00	104,958.98 22.95	104,981.93	4.01	05/31/2030	1,645	101.74 106,829.30	1,870.32 104,958.98	1.60	Aa1 AA+



Position Statement

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD TO MATURITY	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
91282CHJ3	US TREASURY 3.750 06/30/30	10/03/2025 10/06/2025	50,000.00	50,083.98 499.32	50,583.30	3.71	06/30/2030	1,675	100.69 50,343.75	259.77 50,083.98	0.75	Aa1 AA+
91282CHJ3	US TREASURY 3.750 06/30/30	07/18/2025 07/21/2025	60,000.00	59,435.16 128.40	59,563.56	3.96	06/30/2030	1,675	100.69 60,412.50	977.34 59,435.16	0.90	Aa1 AA+
91282CHR5	US TREASURY 4.000 07/31/30	09/02/2025 09/03/2025	105,000.00	106,173.05 388.04	106,561.09	3.75	07/31/2030	1,706	101.74 106,829.30	656.25 106,173.05	1.60	Aa1 AA+
U.S. TREASURIES TOTAL			2,830,000.00	2,777,860.26 3,005.92	2,780,866.18	3.63		928	99.86 2,825,189.21	47,328.95 2,777,860.26	42.22	AA+
U.S. AGENCIES												
3133ERMK4	FED FARM CR BNKS 4.625 01/26/26	10/07/2025 10/08/2025	100,000.00	100,195.30 925.00	101,120.30	3.93	01/26/2026	59	100.09 100,092.00	(103.30) 100,195.30	1.50	Aa1 AA+
3133EPWD3	FED FARM CR BNKS 4.875 04/20/26	10/16/2023 10/17/2023	65,000.00	64,743.25 0.00	64,743.25	5.04	04/20/2026	143	100.37 65,238.55	495.30 64,743.25	0.97	Aa1 AA+
3130APB87	FHLBANKS 1.100 10/13/26 '25	10/14/2021 10/15/2021	100,000.00	99,730.00 0.00	99,730.00	1.16	10/13/2026	319	97.56 97,561.00	(2169.00) 99,730.00	1.46	Aa1 AA+
880591EU2	TVA 2.875 02/01/27	10/27/2023 10/30/2023	75,000.00	70,330.88 0.00	70,330.88	4.97	02/01/2027	430	99.16 74,366.25	4,035.37 70,330.88	1.11	Aa1 AA+
31424WAF9	FARMER MAC 4.875 04/01/27 MTN	10/27/2023 10/30/2023	75,000.00	74,767.50 0.00	74,767.50	4.97	04/01/2027	489	101.37 76,027.50	1,260.00 74,767.50	1.14	NA NA
31422XA69	FARMER MAC 3.340 07/01/27 MTN	09/12/2023 09/13/2023	100,000.00	95,298.00 0.00	95,298.00	4.67	07/01/2027	580	99.36 99,360.00	4,062.00 95,298.00	1.48	NA NA
3130ATHW0	FHLBANKS 4.125 09/10/27	10/31/2022 11/01/2022	75,000.00	74,419.28 0.00	74,419.28	4.30	09/10/2027	651	100.92 75,689.25	1,269.97 74,419.28	1.13	Aa1 AA+
3133ENW63	FED FARM CR BNKS 4.375 10/27/27	10/31/2022 11/01/2022	75,000.00	75,218.25 0.00	75,218.25	4.31	10/27/2027	698	101.40 76,052.25	834.00 75,218.25	1.14	Aa1 AA+
3130APTR6	FHLBANKS 1.320 11/23/27 '25	03/31/2023 03/31/2023	65,000.00	57,535.40 0.00	57,535.40	4.06	11/23/2027	725	95.32 61,955.40	4,420.00 57,535.40	0.93	Aa1 AA+
3133EN3H1	FEDERAL FARM 4.000 11/29/27	11/22/2022 11/29/2022	65,000.00	64,779.00 0.00	64,779.00	4.08	11/29/2027	731	100.79 65,512.20	733.20 64,779.00	0.98	Aa1 AA+
880591EZ1	TVA 3.875 03/15/28	03/28/2023 03/30/2023	70,000.00	69,736.10 0.00	69,736.10	3.96	03/15/2028	838	100.70 70,490.00	753.90 69,736.10	1.05	Aa1 AA+
3133EPLD5	FED FARM CR BNKS 3.875 05/30/28	12/16/2024 12/17/2024	75,000.00	74,054.77 0.00	74,054.77	4.27	05/30/2028	914	100.79 75,594.75	1,539.98 74,054.77	1.13	Aa1 AA+
3130AWMN7	FHLBANKS 4.375 06/09/28	07/28/2023 07/31/2023	55,000.00	55,144.65 0.00	55,144.65	4.31	06/09/2028	924	101.94 56,067.00	922.35 55,144.65	0.84	Aa1 AA+
3133EHU50	FED FARM CR BNKS 2.820 12/20/28	08/06/2024 08/07/2024	69,000.00	66,209.98 0.00	66,209.98	3.83	12/20/2028	1,118	97.77 67,463.37	1,253.39 66,209.98	1.01	Aa1 AA+
3133EP5U5	FED FARM CR BNKS 4.125 03/20/29	12/16/2024 12/17/2024	60,000.00	59,596.80 0.00	59,596.80	4.30	03/20/2029	1,208	101.58 60,945.00	1,348.20 59,596.80	0.91	Aa1 AA+
3130AGDY8	FHLBANKS 2.750 06/08/29	08/06/2024 08/07/2024	65,000.00	62,004.08 0.00	62,004.08	3.80	06/08/2029	1,288	97.22 63,192.35	1,188.27 62,004.08	0.94	Aa1 AA+
3133EPPF6	FED FARM CR BNKS 4.125 07/05/29	12/16/2024 12/17/2024	75,000.00	74,524.56 0.00	74,524.56	4.28	07/05/2029	1,315	101.67 76,255.50	1,730.94 74,524.56	1.14	Aa1 AA+
3133ERN1	FED FARM CR BNKS 4.125 08/01/29	08/06/2024 08/07/2024	65,000.00	66,094.60 0.00	66,094.60	3.75	08/01/2029	1,342	101.86 66,209.65	115.05 66,094.60	0.99	Aa1 AA+



Position Statement

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD TO MATURITY	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
3133ERSP7	FED FARM CR BNKS 3.500 09/10/29	12/16/2024 12/17/2024	75,000.00	72,494.63 0.00	72,494.63	4.29	09/10/2029	1,382	99.56 74,666.25	2,171.62 72,494.63	112	Aa1 AA+
3130ATUT2	FHLBANKS 4.500 12/14/29	12/16/2024 12/17/2024	75,000.00	75,716.63 0.00	75,716.63	4.29	12/14/2029	1,477	103.22 77,418.00	1,701.37 75,716.63	116	Aa1 AA+
3133ENMT4	FED FARM CR BNKS 2.050 02/01/30 '25	02/25/2025 02/26/2025	75,000.00	67,697.25 0.00	67,697.25	4.26	02/01/2030	1,526	93.11 69,831.75	2,134.50 67,697.25	104	Aa1 AA+
880591FE7	TVA 3.875 08/01/30	08/05/2025 08/08/2025	21,000.00	20,983.20 0.00	20,983.20	3.89	08/01/2030	1,707	100.89 21,187.11	203.91 20,983.20	0.32	Aa1 AA+
880591FE7	TVA 3.875 08/01/30	08/05/2025 08/08/2025	30,000.00	29,877.90 0.00	29,877.90	3.97	08/01/2030	1,707	100.89 30,267.30	389.40 29,877.90	0.45	Aa1 AA+
U.S. AGENCIES TOTAL			1,605,000.00	1,571,152.01 925.00	1,572,077.01	4.09		862	99.83 1,601,442.43	30,290.42 1,571,152.01	23.93	AA+
NEGOTIABLE CD'S												
066519QK8	BANKUNIT 0.650 03/05/26 '24	02/22/2021 03/05/2021	125,000.00	124,375.00 0.00	124,375.00	0.75	03/05/2026	97	99.18 123,971.25	(403.75) 124,375.00	1.85	NA NA
84287PJB9	SOUTHERN FIR BK 4.850 10/17/28	10/05/2023 10/17/2023	70,000.00	69,685.00 0.00	69,685.00	4.95	10/17/2028	1,054	99.74 69,818.45	133.45 69,685.00	1.04	NA NA
795451DY6	SALLIE MAE BNK 4.000 08/06/30	08/12/2025 08/13/2025	70,000.00	69,860.00 53.70	69,913.70	4.04	08/06/2030	1,712	99.81 69,868.31	8.31 69,860.00	1.04	NA NA
NEGOTIABLE CD'S TOTAL			265,000.00	263,920.00 53.70	263,973.70	2.74		778	99.49 263,658.01	(261.99) 263,920.00	3.94	NA
WESTLAKE PORTER PUBLIC LIBRARY TOTAL			6,700,938.57	6,613,870.84 3,984.62	6,617,855.46	3.86		629	6,691,228.22	77,357.38 6,613,870.84	100.00	AA+
GRAND TOTAL			6,700,938.57	6,613,870.84 3,984.62	6,617,855.46	3.86		629	6,691,228.22	77,357.38 6,613,870.84	100.00	AA+



Transaction Statement

**NO ACTIVITY DURING
CURRENT PERIOD**

Income/Dividend Received

IDENTIFIER	DESCRIPTION	PAYMENT DATE	POST DATE	INTEREST/DIVIDENDS RECEIVED
STAR OHIO				
139999999	STAR Ohio	11/28/2025	11/28/2025	7,307.82
STAR OHIO - TOTAL				7,307.82
IDENTIFIER	DESCRIPTION	PAYMENT DATE	POST DATE	INTEREST/DIVIDENDS RECEIVED
US BANK				
31846V567	FIRST AMER:GVT OBLG;Z	10/31/2025	11/03/2025	298.24
912828R36	US TREASURY 1.625 05/15/26	11/15/2025	11/17/2025	446.88
3130APTR6	FHLBANKS 1.320 11/23/27 '25	11/23/2025	11/24/2025	429.00
US BANK - TOTAL				1,174.12
TOTAL				8,481.94

Contribution/Withdrawals and Expenses

	POST DATE	PAR VALUE	TOTAL
WESTLAKE PORTER PUBLIC LIBRARY			
CUSTODY FEE			
	11/04/2025	(29.25)	(29.25)
	11/25/2025	(29.37)	(29.37)
CUSTODY FEE TOTAL		(58.62)	(58.62)
MANAGEMENT FEE			
	11/24/2025	(625.00)	(625.00)
MANAGEMENT FEE TOTAL		(625.00)	(625.00)

Projected Income

For the Period November 29, 2025 to November 28, 2026

CUSIP	DESCRIPTION	POST DATE	AMOUNT
3133EN3H1	FEDERAL FARM 4.000 11/29/27	12/01/2025	1,300.00
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
91282CLY5	US TREASURY 4.250 11/30/26	12/01/2025	2,125.00
3133EPLD5	FED FARM CR BNKS 3.875 05/30/28	12/01/2025	1,453.13
91282CET4	US TREASURY 2.625 05/31/27	12/01/2025	918.75
91282CES6	US TREASURY 2.750 05/31/29	12/01/2025	1,650.00
91282CJN2	US TREASURY 4.375 11/30/28	12/01/2025	1,640.63
912797RR0	US TREASURY BILL 12/02/25	12/02/2025	605.75
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
91282CGC9	US TREASURY 3.875 12/31/27	12/31/2025	1,743.75
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
91282CHJ3	US TREASURY 3.750 06/30/30	12/31/2025	2,062.50
DEC 2025 TOTAL			23,659.36
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
3133ERMK4	FED FARM CR BNKS 4.625 01/26/26	01/26/2026	2,312.50
3133ERMK4	FED FARM CR BNKS 4.625 01/26/26	01/26/2026	(195.30)
JAN 2026 TOTAL			5,334.08
3133ENMT4	FED FARM CR BNKS 2.050 02/01/30 '25	02/02/2026	768.75
3133ERNK1	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

Projected Income

For the Period November 29, 2025 to November 28, 2026

CUSIP	DESCRIPTION	POST DATE	AMOUNT
91282CJW2	US TREASURY 4.000 01/31/29	02/02/2026	1,500.00
91282CHQ7	US TREASURY 4.125 07/31/28	02/02/2026	1,546.88
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
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
FEB 2026 TOTAL			20,093.04
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
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

Projected Income

For the Period November 29, 2025 to November 28, 2026

CUSIP	DESCRIPTION	POST DATE	AMOUNT
MAR 2026 TOTAL			14,919.09
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
APR 2026 TOTAL			12,612.10
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
MAY 2026 TOTAL			1,797.75
91282CET4	US TREASURY 2.625 05/31/27	06/01/2026	918.75
91282CES6	US TREASURY 2.750 05/31/29	06/01/2026	1,650.00
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
91282CLY5	US TREASURY 4.250 11/30/26	06/01/2026	2,125.00
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

Projected Income

For the Period November 29, 2025 to November 28, 2026

CUSIP	DESCRIPTION	POST DATE	AMOUNT
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	2,062.50
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
JUN 2026 TOTAL			21,638.92
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
91282CCP4	US TREASURY 0.625 07/31/26	07/31/2026	694.34
91282CHQ7	US TREASURY 4.125 07/31/28	07/31/2026	1,546.88
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
JUL 2026 TOTAL			10,772.47
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
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

Projected Income

For the Period November 29, 2025 to November 28, 2026

CUSIP	DESCRIPTION	POST DATE	AMOUNT
AUG 2026 TOTAL			10,978.96
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
912828YG9	US TREASURY 1.625 09/30/26	09/30/2026	(345.90)
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
SEP 2026 TOTAL			11,966.60
3130APB87	FHLBANKS 1.100 10/13/26 '25	10/13/2026	550.00
3130APB87	FHLBANKS 1.100 10/13/26 '25	10/13/2026	270.00
84287PJB9	SOUTHERN FIR BK 4.850 10/17/28	10/19/2026	1,702.15
3133ENW63	FED FARM CR BNKS 4.375 10/27/27	10/27/2026	1,640.63
91282CDG3	US TREASURY 1.125 10/31/26	10/31/2026	1,009.77
OCT 2026 TOTAL			5,172.55
91282CDG3	US TREASURY 1.125 10/31/26	11/02/2026	309.38
91282CHA2	US TREASURY 3.500 04/30/28	11/02/2026	1,487.50
91282CEM9	US TREASURY 2.875 04/30/29	11/02/2026	1,509.38
91282CMZ1	US TREASURY 3.875 04/30/30	11/02/2026	2,034.38
91282CLR0	US TREASURY 4.125 10/31/29	11/02/2026	1,546.88
3130APTR6	FHLBANKS 1.320 11/23/27 '25	11/23/2026	429.00
NOV 2026 TOTAL			7,316.50
GRAND TOTAL			146,261.40

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**Account Adjustments - Informational
December 17, 2025**

FROM:		TO:	
101-00-53310 (COMPUTER MAINTENANCE)	(1,500.00)	101-00-53610 (UTILITIES)	1,500.00
101-00-53740 (AUDIT FEES)	(3,385.26)	101-00-53610 (UTILITIES)	3,385.26
101-00-53910 (INTERLIBRARY DELIVERY)	(1,337.09)	101-000-53610 (UTILITIES)	1,337.09
101-00-54540 (DOWNLOADABLE VIDEO)	(350.00)	101-00-54520 (EBOOK)	350.00
101-00-54540 (DOWNLOADABLE VIDEO)	(2,000.00)	101-00-54530 (DOWNLOADABLE AUDIO)	2,000.00
101-00-54540 (DOWNLOADABLE VIDEO)	(200.00)	101-00-54310 (AUDIO)	200.00
101-00-52150 (OFFICE SUPPLIES)	(650.00)	101-00-52120 (LIBRARY SUPPLIES)	650.00
101-00-51630 (WORKER'S COMPENSATION)	(80.38)	101-00-51910 (WELLNESS)	80.38
101-00-52150 (OFFICE SUPPLIES)	(468.29)	101-00-52110 (COMPUTER SUPPLIES)	468.29
101-00-53750 (COLLECTIONS)	(100.00)	101-00-53510 (RENTS/LEASES)	100.00
101-00-52120 (LIBRARY SUPPLIES)	(60.00)	101-00-52150 (OFFICE SUPPLIES)	60.00
101-00-52120 (LIBRARY SUPPLIES)	(519.02)	101-00-52110 (COMPUTER SUPPLIES)	519.02
101-00-51291 (EXECUTIVE ADMINISTRATION)	(7,535.00)	101-00-51261 (SPECIALIST/LIBR ADMINISTRATION)	7,535.00
101-00-54540 (DOWNLOADABLE VIDEO)	(200.00)	101-00-54210 (ANNUAL SUBSCRIPTIONS)	200.00

Mission Moment

I was called down to the lobby because a patron wanted to speak to me. When I met him he said he had worked with my son and what a nice person my son is and while he was in, he was so impressed with the library, he got a card and said he was going to start reading more again!

Finance

See Account Adjustments 12/17/2025 document.

Several of these adjustments were due to unexpected increases in electric bill.

The following was prepped and sent to the Budget Commission:

Fiscal Year 2025 Appropriations and Estimated Resources Revisions

should be passed by your Council or Board on or before December 31, 2025

Fiscal Year 2026 Unencumbered Balances and Other Sources Updates

O.R.C. Section 5705.36

Fiscal Year 2026 Temporary or Annual Appropriation Ordinance

O.R.C. Section 5705.38

Community Group Meetings

Weekly Rotary meeting

Adoption Network Cleveland – Board Meeting

Leadership Ohio – Graduation Event

Farrell Foundation

Leadership Ohio Graduation Event

Meetings/Training/Programs

Met with CEO of Communico to discuss new development of the product

Attended OLC Convention and Expo

EAC Meeting

Cuyahoga County Board of Developmental Disabilities – met to discuss signage boards

General Staff Meetings – Current Budget Status, New Salary Table, Overall Budget, Current Projects, Inclement Weather

Attended Dementia Training provided by Jerry Devis of Farrell Foundation

Met with Vice President of Friends to discuss Friends budget

141st Anniversary Cookie Judge

Met with potential library donor

Friends/Foundation

Friends – Meeting will be held the day after our Board meeting

Foundation – No meeting since last Board meeting

Safety and Security

I assisted a patron in finding a specific book by her favorite fiction author. She was so pleased that we had it for immediate checkout.

16 Incident reports were written in November.

5 Disruptive Behavior

4 Illness/Accident

2 for Harassment (both involved same caller in rapid succession)

2 for Banned Patron in Library (one of them involved same juvenile patron from 2 earlier incidents)

1 Other

1 for Sex Offense

Another adult patron was the subject of two other incident reports.

Four occurred in YS, three in Admin, three in the lobby, two in the parking lot, one in Lobby Restroom, one in Ref restroom, one in Circ, one in Reference.

Building Services

MISSION MOMENT:

I had just taken the newer van for an oil change on a Saturday and also ran it through the car wash, checked tire pressure, and refueled. Coming back, I stopped at Mitchell's Ice Cream. I was sitting in the van watching a video on my phone trying to reset the oil life indicator since it was not done and there was a tap on the passenger window. I rolled down the window and a woman asked me if I was going back to the library. I replied I was, and she asked if I would return a book for her to which I replied "of course." She handed me the book, and I noticed the title "A Beginner's Guide to Dying." I must have made some non-verbal response as she replied, "That's okay, it's okay" She then started to talk and looked uncomfortable, so I told her that I was going through chemo also. Very long story short, we talked for 10-15 minutes, and she ended it by saying "I don't know what I would do without the library. Every time I need something they have it, and if they don't, they find it. Everyone is so nice and helpful"

- The gable work on Center Ridge Road began and should take a few weeks to complete depending on weather conditions.
- New door panics were ordered for YS exit door. Our current alarmed panics are obsolete with no parts available. The panic at the YS door was changed and two spare panics left on site. One will be installed on the exit door at the bottom of the North stairwell by the elevator.
- The baseboard heater in YS A/V area was removed and installed inside the wall to allow for some custom shelving to be installed. The wall was patched and painted.
- Boiler paint and concrete cleaner and paint were ordered to repair the concrete and boiler shell after the leaks were repaired on boilers #1 and #3.
- A fire extinguisher and overhead signage were installed in Circ to comply with current fire codes.
- The sewer lines were hydro jetted to ensure free flow after an emergency call was made earlier to remove blockage.
- Roof leaks were repaired over Bldg. services.
- Window film was installed in CJ's office for solar heat reflection, and other staff areas for privacy. A secondary piece was installed in the clerestory to determine if this is feasible to help with sun glare.

- The wind screen was installed in front of the building.
- Carpets were cleaned according to schedule.

Other Projects/Planning

Youth Services shelving complete, we will be doing a few minor modifications to countertops in January. In January we will also be putting sun blocking film on twelve clerestory windows to block the glare at the AS desk.

We are looking at options to reduce the glare from lights at the circulation desk.

Dispatches From the Field

Your employee Elizabeth (Adult Education) was so kind, patient, and helpful to me. I am a senior citizen that called the library to ask when the next computer "help class" was scheduled. The help session was the day before, so Elizabeth offered to help me. I came to the library with my Mac and Elizabeth solved the problem within minutes and taught me how to fix pop ups on my own. When I returned home, I had another issue. Elizabeth returned my desperate voice mail and helped me once again.

I am a volunteer tax preparer and needed to pass certification tests.

Being new to the Westside of Cleveland, I am still in shock at the kindness a library associate demonstrated. Please recognize Elizabeth for her above and beyond customer service.

A mother of a young child who frequents the Youth Services Department asked today that we consider putting in a lactation station for mothers who need one. I offered her use of a study room, but declined. She recommended a pod style station that she had seen and used in airports and thought would be easy to install.

I was on the phone with a patron and quickly retrieved the information she was looking for. She was so pleased and started sharing about how much she loves the library before I could even give her the information. She said she just loves this library, its atmosphere and energy and that she wishes she could take it with her everywhere.

I was standing out front at the circulation desk when a patron approached me after using the self check out. She told me that "whoever curates the books on the short display wall (in front of Circ desk) is doing an excellent job". She went on to tell me that she always finds something interesting and doesn't feel the need to go past this display.

We love this library and could not live without it! Whenever we have a question or an issue about tech, this library is so helpful and friendly. Everyone is so friendly!

Comment from patron passing by, speaking to her child: This library is the most thought out!

WESTLAKE PORTER PUBLIC LIBRARY
Fund 101 - General Fund
Resolution 10-25
December 17, 2025

Account	Description	2025 Permanent Budget	Adjustment	2025 Revised Permanent Budget	Notes
EXPENSES:					
51000	Personnel	3,980,926	-	3,980,926	
52000	Supplies	92,800	-	92,800	
53000	Services	789,853	20,000	809,853	Transfer from contingency to cover Electric Utilities
54000	Materials	776,000	-	776,000	
55000	Capital	105,250	-	105,250	
57000	Miscellaneous	22,850		22,850	Increase to pay for election expenses associated with library's most recent levy
58000	Contingency	20,000	(20,000)	-	Transfer to 53000 Services for Electric Utilities
59000	Interfund transfers	900,000	-	900,000	
TOTAL OPERATING EXPENSES		6,687,679	-	6,687,679	

WESTLAKE PORTER PUBLIC LIBRARY

Resolution 11-25

December 17, 2025

Fund 420 - Friends

WESTLAKE PORTER PUBLIC LIBRARY					
Resolution 11-25					
December 17, 2025					
Fund 420 - Friends					
Account	Description	2025 Permanent Budget	Adjustment	2025 Revised Permanent Budget	Notes
REVENUE:					
420-00-46100	DONATIONS	27,179	1,000	28,179	add'l funds for end-of-year youth event
	REVENUE	27,179	1,000	28,179	
	CARRY FORWARD	3,221		3,221	
EXPENSES:					
420-00-52000	SUPPLIES	20,300	150	20,450	add'l funds for end-of-year youth event
420-00-53000	CONTRACTED SERVICES	10,100	850	10,950	add'l funds for end-of-year youth event
420-00-54000	MATERIALS	-	-	-	
420-00-55000	CAPITAL	-		-	
420-00-59000	TRANSFER	-	-	-	
	TOTAL EXPENSES	30,400	1,000	31,400	

WESTLAKE PORTER PUBLIC LIBRARY
2026 Proposed Temporary Budget
Resolution 12-25
Fund 101 - General Fund

Account	Description	2025			2026		Notes
		Permanent Budget	2025 YTD Actual*	2025 Difference Actual vs Budget	Temporary Budget	Difference 2026 & 2025 Budgets	
REVENUE:							
41200	PROPERTY TAX	5,178,560	5,239,933	61,373	5,178,560	-	Est unchanged collection
42210	PLF	1,476,249	1,334,281	(141,968)	1,424,621	15,202	Based on July 2025 projection
42400	GRANTS	2,500	1,700	(800)	1,000	(1,500)	-
43100	FINES & FEES	6,600	8,530	1,930	6,600	-	-
44100	INTEREST	146,875	152,437	5,562	100,000	(46,875)	Anticipated slowing of interest rates
46100	CONTRIBUTIONS	250	100	(150)	250	-	-
48000	FEES/MISC	90,050	138,204	48,154	90,050	-	-
49000	TRANSFERS	-	-	-	-	-	-
	REVENUE	6,901,084	6,875,184	(25,900)	6,801,081	(33,173)	
	CARRY FORWARD	3,979,051	3,979,051		4,192,365		
		10,880,134	10,854,234		10,993,447		
EXPENSES:							
	SUBTOTAL(PERSONNEL) - 51000	3,980,926	3,567,015	(413,911)	4,231,490	250,564	
	SUBTOTAL(SUPPLIES) - 52000	92,800	70,892	(21,908)	97,845	5,045	
	SUBTOTAL(SERVICES) - 53000	789,853	681,806	(108,047)	826,055	36,202	
	SUBTOTAL(MATERIALS) - 54000	776,000	610,144	(165,856)	780,550	4,550	
	SUBTOTAL (CAPITAL) - 55000	105,340	86,681	(18,659)	124,335	18,995	
	SUBTOTAL(OTHER) - 57000, 58000, 59000	942,850	920,168	(22,682)	693,525	(249,325)	
	TOTAL OPERATING EXPENSES	6,687,769	5,936,705	(751,064)	6,753,800	66,031	
	REVENUE LESS EXPENSES	213,315	938,479		47,281		
	EST CARRYOVER BALANCE	4,192,365			4,239,647		

*As of 11/30/2025

WESTLAKE PORTER PUBLIC LIBRARY
2026 Proposed Temporary Budget
Resolution 12-25
Fund 410 - Development

2025 Difference							
Account	Description	2025 Permanent Budget	2025 YTD Actual*	Actual vs Budget	2026 Temporary Budget	Difference 2026 & 2025 Budgets	Notes
REVENUE:							
410-00-46100	DONATIONS	25,000	22,448	(2,552)	25,000	-	
410-00-49100	TRANSFERS	-	-	-	-	-	
	REVENUE	25,000	22,448	(2,552)	25,000	-	
	CARRY FORWARD	47,804	47,804		41,575		
		72,804	70,252	(2,552)	66,575	-	
EXPENSES:							
410-00-52000	SUPPLIES	12,404	7,357	(5,047)	12,494	90	
410-00-53000	CONTRACTED SERVICES	6,750	2,430	(4,320)	5,750	(1,000)	
410-00-54000	MATERIALS	12,000	11,450	(550)	8,496	(3,505)	
410-00-55000	CAPITAL	-	-	-	100	100	
410-00-59000	TRANSFERS	-	-	-	-	-	
410-10-52000	Flowers - Christina's Corner	75	50	(25)	-	(75)	
410-10-54000	LIBRARY MATERIALS - CC	-	-	-	-	-	
410-10-55000	CAPITAL - Christina's Corner	-	-	-	-	-	
	TOTAL EXPENSES	31,229	21,287	(9,942)	26,840	(4,390)	
	REVENUE LESS EXPENSES	(6,229)	1,161		(1,840)		
	EST CARRYOVER BALANCE	41,575	48,965		39,736		
*As of 11/30/2025							

WESTLAKE PORTER PUBLIC LIBRARY
2026 Proposed Temporary Budget
Resolution 12-25
Fund 420 - Friends

2025 Difference							
Account	Description	2025 Permanent Budget	2025 YTD Actual*	Actual vs Budget	2026 Temporary Budget	Difference 2026 & 2025 Budgets	Notes
REVENUE:							
420-00-46100	DONATIONS	30,400	27,179	(3,221)	39,945	9,545	
	REVENUE	30,400	27,179	(3,221)	39,945	9,545	
	CARRY FORWARD	3,221	3,221		-		
		33,621	30,400	(3,221)	39,945	9,545	
EXPENSES:							
420-00-52000	SUPPLIES	20,300	15,189	(5,111)	23,470	3,170	
420-00-53000	CONTRACTED SERVICES	10,100	8,896	(1,204)	16,475	6,375	
420-00-54000	MATERIALS	-		-		-	
420-00-55000	CAPITAL	-		-		-	
420-00-59000	TRANSFER	-		-		-	
	TOTAL EXPENSES	30,400	24,085	(6,315)	39,945	9,545	
	REVENUE LESS EXPENSES	-	3,094		-		
	EST CARRYOVER BALANCE	3,221			-		
*As of 11/30/2025							

WESTLAKE PORTER PUBLIC LIBRARY
2026 Proposed Temporary Budget
Resolution 12-25
Fund 450 - Permanent Improvement

Account	Description	2025 Permanent Budget	2025 YTD Actual*	2025 Difference Actual vs Budget	2026 Temporary Budget	Difference 2026 & 2025 Budgets	Notes
REVENUE:							
450-00-44100	INTEREST	11,250	21,062	9,812	11,250	-	
450-00-49100	TRANSFER IN	750,000	700,000	(50,000)	600,000	(150,000)	
	REVENUE	761,250	721,062	(40,188)	611,250	(150,000)	
	CARRY FORWARD	718,818	718,818		1,170,755		
		1,480,068	1,439,879	(40,188)	1,782,005	(150,000)	
EXPENSES:							
450-00-53000	CONTRACTED SERVICES	56,863	-	(56,863)		(56,863)	
450-00-55000	CAPITAL	252,450	71,216	(181,234)	165,000	(87,450)	see projects listed below
	TOTAL EXPENSES	309,313	71,216	(238,097)	165,000	(144,313)	
	REVENUE LESS EXPENSES	451,937	649,845		446,250		
	EST CARRYOVER BALANCE	1,170,755	1,368,663		1,617,005		
*As of 11/30/2025							
Projects budgeted for 2026 including the following:							
	HVAC Repairs						
	Retention Basin Rehabilitation/Polinator						
	Concrete Repair/Replacement						
	Overall Building Maint & Repair						

WESTLAKE PORTER PUBLIC LIBRARY
2026 Proposed Temporary Budget
Resolution 12-25
Fund 475 - Automation

2025 Difference							
Account	Description	2025 Permanent Budget	2025 YTD Actual*	Actual vs Budget	2026 Temporary Budget	Difference 2026 & 2025 Budgets	Notes
REVENUE:							
475-00-44100	INTEREST	3,750	5,215	1,465	3,750	-	
475-00-49910	TRANSFER IN	200,000	200,000	-	50,000	(150,000)	
	REVENUE	203,750	205,215	1,465	53,750	(150,000)	
	CARRY FORWARD	174,816	174,816		162,962		
		378,566	380,031	1,465	216,712	(150,000)	
EXPENSES:							
475-00-53000	CONTRACTED SERVICES	-		-		-	
475-00-55000	CAPITAL	215,604	27,887	(187,717)	42,621	(172,983)	see projects listed below
	TOTAL EXPENSES	215,604	27,887	(187,717)	42,621	(172,983)	
	REVENUE LESS EXPENSES	(11,854)	177,328		11,129		
	EST CARRYOVER BALANCE	162,962			174,091		
*As of 11/30/2025							
Projects budgeted for 2026 including the following:							
	Access Point Replacement						
	Backup system overhaul						
	ILS Enhancements						
	Makerspace equipment						

Library Positions as of 12.31.2025

Grade	Department	Position	Hours/ Week
420	Administration	Executive	40
420	Administration	Executive	40
420	Administration	Executive	40
410	Administration	Sr. Manager	40
410	Administration	Sr. Manager	40
400	Administration	Manager	40
320	Administration	Librarian/Speciali	40
320	Administration	Librarian/Speciali	32
310	Administration	Sr. Associate	40
310	Administration	Sr. Associate	40
320	Administration	Sr. Associate	24
300	Administration	Associate	20
		TOTAL	436
410	Adult Services	Sr. Manager	40
400	Adult Services	Manager	40
320	Adult Services	Librarian/Speciali	40
320	Adult Services	Librarian/Speciali	40
320	Adult Services	Librarian/Speciali	40
320	Adult Services	Librarian/Speciali	40
320	Adult Services	Librarian/Speciali	40
320	Adult Services	Librarian/Speciali	40
310	Adult Services	Sr. Associate	24
310	Adult Services	Sr. Associate	20
300	Adult Services	Associate	40
300	Adult Services	Associate	40
300	Adult Services	Associate (Makerspace)	24
300	Adult Services	Associate (Makerspace)	24
300	Adult Services	Associate (Makerspace)	24
300	Adult Services	Associate	20
300	Adult Services	Associate	20
300	Adult Services	Associate	20
300	Adult Services	Associate	20
300	Adult Services	Associate	20
		TOTAL	616
410	Youth Services	Sr. Manager	40
320	Youth Services	Librarian/Speciali	40
320	Youth Services	Librarian/Speciali	40
320	Youth Services	Librarian/Speciali	40
310	Youth Services	Sr. Associate	28
300	Youth Services	Associate	20
300	Youth Services	Associate	20
300	Youth Services	Associate	20
300	Youth Services	Associate	20
300	Youth Services	Associate	20
		TOTAL	288

