



Regular Board Meeting

September 18, 2024 ♦ 6:30 p.m.

AGENDA

6:30 – 6:40 Call to Order – in Dover Room

Minutes

- Regular Meeting: July 17, 2024

Communications

- Received to Date: Thank you notes and letter
- Public comments (if any)
- Retirements and Awards – Bright Idea Award – Andrea Tarolli/ I Made a Difference Award – Guy Turner
- Staff Members – New employees: Alyssa Alcorn, Adult Services; Rose White, Adult Services Makerspace; Camille Emerick, Building Services

6:40 – 7:30 Administrative Reports

- Amendments to Administrative Reports
- Manager's Report – Rebecca Shook, Youth Services
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

7:30 – 7:45 Board Reports

- Board President

7:45 – 8:10 New Business

- Resolution 17-24 – adjustment to General Fund 101 budget
- Resolution 18-24: Adjustment to the Friends Fund 420
- Motion to approve Asset disposal list
- Other

Adjournment

Upcoming Events

September 19: Friends fundraiser at Houlihans

October 14, 2024: Staff Day

October 16: Regular Board Meeting



The Board of Trustees Minutes

Regular Meeting:

Date: July 17, 2024

Attendees:

	<i>Trustees</i>		<i>Staff</i>
Tianyi Krupka	Robert Plantz	Andrew Mangels	Nick Cronin
Jason Nolde	Peter Schindler	Jana Nassif	Clare Neubert
Will Perry	Elizabeth Sheehe	CJ Lynce	
		Heather Feenaughty	
		Karen Hunt	

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

Minutes

Jason Nolde moved to approve the minutes from the Regular Meeting of June 19, 2024. Tianyi Krupka seconded the motion. All present were in favor.

Communications

There were no new communications.

Public Comments

There were no public comments.

Retirements

The Director thanked Nick Cronin, Adult Services Manager, for two and a half years of service and his profound impact on patrons and staff.

Mr. Cronin commented it is a testimony to the administration and the board that he felt, valued, listened to and part of a family during his time here and he thanked them for the honor to end his career at the best library.

The Director welcomed new staff member, Clare Neubert as a part-time associate in Adult Services. Ms. Neubert commented she is passionate about reading and excited to help others. She is looking forward to what is to come.

Nick Cronin left the meeting at 6:43 pm.

Administrative Reports

Amendment to the Administrative report.

The Directed noted a clarification to the new Non-Traditional Policy was sent to the Trustees.

PR/Marketing Report

The PR/Marketing Report for June was delivered with the agenda. Heather Feenaughty, PR/Marketing Manager, reported they have been working on publicizing National Library Card Sign up month in September.

Assistant Director's Report

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

CJ Lynce, Assistant Director, announced our new app is in the app stores and has official launched.

The KOHA upgrade caused us to be one out of 5 early adapter libraries to be down due to the upgrade. All issues that impact patrons have been resolved.

Mr. Lynce reported circulation and visitor counts are both up from last year.

Financial/HR Reports

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

The Fiscal Officer included a PLF update in her report. The Ohio Department of Taxation (ODT) issued the final PLF estimate for 2024 at the end of June. Based on the revised estimates, our PLF for the year is expected to be lower than our original estimate, and lower than our budget for the year.

ODT will issue the initial estimate for 2025 this month so we will have some insight into what to expect for next year.

We participated in our audit exit conference and received a clean audit report.

Jason Nolde asked if there needed to be a budget adjustment because of the lower PLF. The Fiscal Officer reported we will do one later in the year when we have more data and can be more exact.

Director's Report

ALA Conference

The Director reported he attended the ALA Conference. He is on a committee which is an interest group for dementia and aging.

Construction Update

The Director spoke with the Construction Manager. Millstone is scheduled to be on site to begin work on August 19. They will build a wall to bifurcate the Reading Room and Circulation will be moved to the other half of the room.

Levy Pac

The levy pac is filing the appropriate paperwork. We are fortunate and grateful to have Sarah Rintamaki on top of it as treasurer.

Friends and Foundation

Book sales continue to be strong.

The Foundation met and committed to contributing to the renovation in Youth Services.

Farrell Foundation

The Farrell Foundation is a relationship similar to ours with Connecting for Kids but will help older folks in our community. We are partnering to raise exposure and are leading an effort to get certification to make Westlake a Dementia Friendly City.

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

Board Reports

There were no Board Reports.

New Business

2025 Board Meeting Dates

Elizabeth Sheehe moved to accept the 2025 Board Meeting Dates. Jason Nolde seconded the motion. All present were in favor.

2025 Open/Close Dates

Jason Nolde moved to accept the 2025 Open/Close Dates. Tianyi Krupka seconded the motion. All present were in favor.

Resolution 16-24 Adjustment to the Development Fund 410

Bob Plantz moved to approve Resolution 16-24 Adjustment to the Development Fund 410. Peter Schindler seconded the motion.

The Fiscal Officer explained the budget is being adjusted to purchase a memorial bench paid for by donations.

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

Amendment to Collection Development Policy Nontraditional Materials

Elizabeth Sheehe moved to approve the amendment to Collection Development Policy – Nontraditional Materials. Tianyi Krupka seconded the motion.

This section was added for the nontraditional items that are circulating. All present were in favor.

Disposal List

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

Trustee

Peter Schindler moved, per Section 2.8 Rules of Order of the Board of Trustees By-Laws, to temporarily suspend section 2.3 Membership to allow Robert Plantz to serve a fourth term as a Porter Public Library Board Trustee. Tianyi Krupka seconded the motion.

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

Adjourn

The meeting adjourned at 7:43 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate	
Attested by:	
<hr style="width: 80%; margin: 0 auto;"/> Will Perry, WPPL Board President	<hr style="width: 80%; margin: 0 auto;"/> Tianyi Krupka, WPPL Board Secretary

AUG. 18, 2024

DEAR WESTLAKE PORTER LIBRARY,

I THOUGHT THAT WESTLAKE PORTER LIBRARY HANDLED THE COVID VIRUS EXTREMELY WELL, & NOW WITH THE TORNADO + AREA POWER FAILURES, I WAS REALLY IMPRESSED HOW WELL WESTLAKE LIBRARY HANDLED THE SITUATION, EVEN STAYING OPEN MUCH LATER THAN USUAL. YOU HAVE MY TRUE APPRECIATION & ADMIRATION,

SINCERELY,

GAY CHRISTENSEN-DEAN,
PATRON



August 28, 2024

Richard Mercer
Carole Andrews
3651 Parsons Pond Circle
Westlake, OH 44145

Dear Richard and Carole,

Thank you for sharing your positive comments with Andrew Mangels and the Porter Library staff for their assistance during the recent power outages as a result of the storm events on August 6th, 2024.

We are very fortunate to have so many community minded organizations and individuals that come together to assist in times of challenges for our city. I am pleased that you were able to utilize this outreach from our friends at Porter Library.

I wish you and your family a safe and enjoyable remainder of the year.

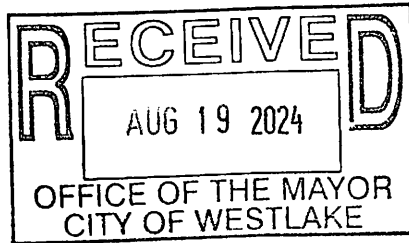
Sincerely,

A handwritten signature in blue ink that reads "Dennis M. Clough".

Dennis M. Clough
Mayor

DMC/jit
cc: Andrew Mangels

August 10, 2024



Richard Mercer
Carole Andrews
3651 Parsons Pond Circle
Westlake, OH 44145

Mr. Andrew Mangels

Director Westlake Porter Public Library

We commend you for your public service to the community during our recent power outage. Making the library available as a safe harbor with electricity and WiFi was a huge benefit to the many effected by the storm. Extending your hours and bringing in a food truck was even further evidence of your thoughtfulness and concern for the community.

In our case we had family in from New York and Phoenix who were able to visit only because they could "work from home". The loss of power and WiFi made that impossible but the library was the perfect solution. It also allowed us to charge our phones and devices that we have become so dependent on.

Many thanks for being such a good steward of your facility.

Sincerely,

Richard Mercer

Carole Andrews

CC: Mayor Dennis M. Clough

27700 Hilliard Boulevard

Westlake, OH 44145

To the Library board —

As an English major,
I love Westlake library.
I was thrilled to find
we purchased a home
(totally accidentally)
near the library when
we moved to Westlake
4+ yrs ago.

The library does a
remarkable job on
programming, book
selection and especially
strengthening community
camaraderie and
connections —

No where was this more
epitomized than during
the recent electrical
outage.

For someone who lost
power for five days, being
able to communicate
w/ love ones via internet +
having my phone charged
meant so much — and it
in a space that was safe,
hospitable, + welcoming with
my neighbors almost made
the storm crisis a good
thing.

I can't thank you + your
staff enough for being so
~~kind~~ kind + flexible during
that period. But I should
→

have expected no less —
since every employee I
have encountered
(including maintenance)

Expressions

FROM



has been terrific!

Sincerely
Peggy Kerr

2557 Northglens



This card is made with paper sourced
from responsibly managed forests.

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Andrew & Staff

Thank you for
providing a
part in the
Storm.

(Aug 6, 2024)

Donna & Bill
Nordgren

Thank you very much for supporting
me and everyone to be able to continue to
work during the power outage. You made a
difficult situation easier. I felt how
supportive and friendly everybody was.

Sincerely,
Theresa Berry

I hope you enjoy the cookies.

Red Cross

Amelia,

We appreciate all the time
and effort you put in to
making all events possible.
We could not do it without
you.

You are a special person and
thank you for everything.

Ann Marie
Pardoll

August 10, 2024

Mr. Andrew Mangels


Director Westlake Porter Public Library

We commend you for your public service to the community during our recent power outage. Making the library available as a safe harbor with electricity and WiFi was a huge benefit to the many effected by the storm. Extending your hours and bringing in a food truck was even further evidence of your thoughtfulness and concern for the community.

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Many thanks for being such a good steward of your facility.

Sincerely,



CC: Mayor Dennis M. Clough

27700 Hilliard Boulevard

Westlake, OH 44145



BRIGHT IDEA AWARD

THIS CERTIFICATE IS PRESENTED TO

Andrea Tarolli

You received a Bright Idea Award for suggesting WPPL be a Rust Belt Riders drop off point, making it more convenient for patrons that are using the service and highlighting our commitment to the community.



Andrew Mangels, Director

September 18, 2024

“I Made A Difference” Award

THIS CERTIFICATE IS PRESENTED TO

Guy Turner

Congratulations, Guy. You were nominated for an *I Made a Difference Award* for, when making your rounds on an otherwise normal Wednesday afternoon, you “observed a female patron clutching her throat and exhibiting stridor, which symptoms indicate a blocked airway.” Summoning a lifetime of training and experience, you took immediate action and began performing the Heimlich maneuver which resulted in the foreign object being egested and respiration resuming. Eventually the patron was taken care of by paramedics who arrived on the scene, but thanks to your calm, cool, and collected response a life was potentially saved that day.



Andrew Mangels, Director

September 18, 2024

I. INFORMATION AND MATERIALS TRANSACTIONS

MONTHLY CIRCULATION, 2020 - PRESENT						
	2020	2021	2022	2023	2024	%INC/DEC
January	84,831	56,030	70,245	70,931	74,087	4%
February	82,628	60,747	65,239	66,714	68,953	3%
March	132,033	71,034	69,915	74,701	75,624	1%
April	14,077	66,482	71,134	69,906	71,644	2%
May	88,410	65,203	66,320	68,705	72,046	5%
June	64,178	75,635	71,367	73,439	75,823	3%
July	77,533	74,130	74,532	74,923	79,097	6%
August	80,131	75,280	75,223	73,283		
September	70,697	67,307	66,792	68,526		
October	74,216	69,976	68,636	71,704		
November	65,662	67,226	67,403	67,046		
December	54,981	68,969	66,910	66,068		
ANN'L TTL	889,377	818,019	833,716	845,946	517,274	4%
AVE CIRC.	74,115	68,168	69,476	70,496	73,896	5%

Circulation Total

TOTAL CIRCULATION							
		ADULT	YA	JUV	TOTAL	LAST YR	%INC/DEC
BOOKS	FICTION	10,692	1,925	15,348	27,965	26,761	4%
	NONFIC	7,775	252	4,861	12,888	12,801	1%
	LG PRINT	2,305	--	--	2,305	1,991	16%
	WORLD LANGUAGES	48	--	85	133	96	39%
AV	SUBTTL	20,820	2,177	20,294	43,291	41,649	4%
	BLURAY	1,788	--	348	2,136	1,908	12%
	BLURAY 4K	170	--	2	172	106	62%
	BOOK CD	569	3	82	654	883	-26%
	DVD	6,471	--	1,686	8,157	9,151	-11%
	DVD/CD-ROM	--	--	--	--	--	--
	LAUNCHPAD	--	--	134	134	103	30%
	LAUNCHPAD View	--	--	8	8	16	-50%
	MUSIC CD	1,942	--	117	2,059	2,122	-3%
	PLAYVIEW	--	--	--	--	16	-100%
	PLAYAWAY	324	18	243	585	412	42%
	ROKU	6	--	3	9	3	200%
	VIDEO GAMES	648	--	1,662	2,310	2,004	15%
	OTHER	21	--	393	414	257	61%
	SUBTTL	11,939	21	4,678	16,638	16,981	-2%
ELECTRONIC	Comics Plus	36	--	--	36	40	-10%
	Flipster	238	--	--	238	245	-3%
	Great Courses	1	--	--	1	--	--
	HOOPLA/Comics	290	--	--	290	226	28%
	HOOPLA/Audio	2,059	--	--	2,059	1,459	41%
	HOOPLA/Bingepass	75	--	--	75	32	134%
	HOOPLA/eBooks	1,131	--	--	1,131	892	27%
	HOOPLA/Flex	95	--	--	95	51	86%
	HOOPLA/Music	254	--	--	254	244	4%
	HOOPLA/MOVIE/TV	886	--	--	886	662	34%
	IndieFlx	--	--	--	--	--	--
	KANOPY	483	--	--	483	517	-7%
	OVD/DAB	3,470	326	257	4,053	3,011	35%
	OVD/EBOOK	4,383	372	527	5,282	5,003	6%
	OVD/Magazines	1,136	--	--	1,136	644	76%
	Press Reader	159	--	--	159	546	-71%
	QELLO	--	--	--	--	1	-100%
		--	--	--	--	--	--
		--	--	--	--	--	--
	SUBTTL	14,660	698	784	16,178	13,573	19%
NON-TRADITIONAL	INSTRUMENT	5	--	4	9	9	0%
	GAMES	37	--	146	183	195	-6%
	EQUIPMENT	55	--	1	56	42	33%
		97	0	151	248	246	0%
OTHER	PER	1,399	10	125	1,534	1,336	15%
	LAPTOPS	115	--	--	115	39	195%
	Wifi Hotspots	54	--	--	54	61	-11%
	EQUIPMT	--	--	--	--	6	-100%
	OTHER	7	4	29	40	--	--
	SUBTTL	1,575	14	154	1,743	1,442	21%
ILL	SRCH/HOHO	913	--	--	913	920	-1%
	ILL	58	--	--	58	103	-44%
	CPL LANG	--	--	--	--	--	--
	SUBTTL	971	0	0	971	1,023	-5%
Quarantine Renewal		0	0	0	0	0	0%
UNACCOUNTED		--	--	--	28	9	0%
TOTAL		50,062	2,910	26,061	79,097	74,923	6%
SELF CHECK					21,762	23,568	-8%
SELF CHECK Percentage of Total Circ					28%	0	0%
SELF CHECK Percentage of Bldg Circ					68%	0	0%

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

CIRCULATION DETAIL			
	DATE	CIRC	HRS OPEN
HIGHEST	July 10	3,990	12
LOWEST	July 28	881	4
BUSIEST	July 10	3,990	12
SELF-CHECK CIRCULATION TOTAL =		21,762	
TOTAL CHECK-INS THIS MONTH =		0	

Highest: Wednesday, July 10

Lowest: Sunday, July 28

Busiest: Wednesday, July 10

SEARCH OH/OH LINK	
Borrowing (From)	708
Lending (To)	646

Services	
Passports	90
Photos	134

ITEMS ADDED TO & WEEDED FROM COLLECTION THIS MONTH			
	PREV NET	NEW NET	% TOTAL
ADULT	123,235	124,152	66.49%
YOUNG ADULT	7,795	7,938	4.25%
JUVENILE	54,874	54,628	29.26%
TOTAL ITEMS	185,904	186,718	

CURRENT COLLECTION SIZE BY FORMAT		
	ITEMS	% TOTAL
BOOKS	113,057	60.43%
AV	52,494	28.06%
ELECTRONIC	21,153	11.31%
OTHER	379	0.20%
TOTAL	187,083	

REGISTRATIONS						
	ADULT	YA	JUV	TOTAL	% OF TTL	
DEPTL	57	0	0	57	0%	
WESTLAKE	11,607	452	1,515	13,574	48%	
CUY. CO.	8,477	134	273	8,884	32%	
OUT OF CO.	5,267	90	178	5,535	20%	
TOTAL	25,408	676	1,966	28,050		
% OF TTL	91%	2%	7%			
REGISTRATIONS ADDED THIS MONTH = 0						
REGISTRATIONS THIS YR VS. LAST YR.						
Prev Year	23,147	498	1,697	25,342		
% INC/DEC	10%	36%	16%	11%		

ELECTRONIC USAGE: SUMMARY TABLE		
	USERS	HOURS
ON-SITE	9,123	16,707.5
REMOTE	9,131	0.0
TOTAL	18,254	16,707.5

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	23,737	21,024	13%
ARTWALK DOOR	0	0	
DRIVE-UP	1,851	2,042	-9%
TOTAL	25,588	23,066	11%

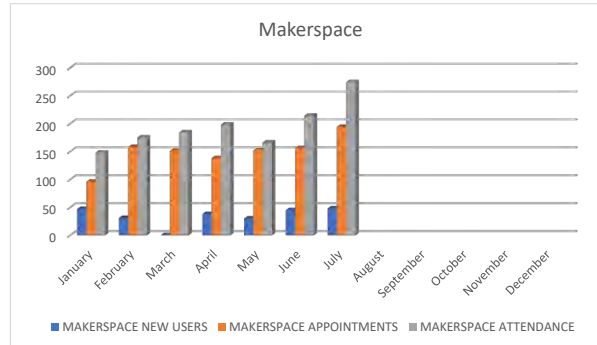
PUBLIC MEETING ROOM USE				
TIME PERIOD	MORNING	AFTERNOON	EVENING	TOTAL
AVAILABLE	156	180	108	444
MEETINGS	35	38	29	102
% IN USE	22%	21%	27%	23%
TOTAL MEETING ROOM ATTENDANCE				2,134

Monthly Visits 2019 to Present						
	2020	2021	2022	2023	2024	%INC/DEC
January	29,551	10,052	17,886	22,903	21,380	-7%
February	29,374	11,816	16,773	20,945	22,629	8%
March	13,218	14,237	20,687	24,327	25,495	5%
April	0	12,949	19,530	20,694	25,135	21%
May	4,350	13,745	19,694	22,738	22,460	-1%
June	10,419	17,452	22,054	23,355	24,144	3%
July	15,330	19,448	22,002	23,066	25,588	11%
August	15,287	19,168	21,829	22,460		
September	12,218	17,726	20,062	21,056		
October	13,994	19,959	21,776	24,877		
November	10,387	17,707	20,025	21,634		
December	7,744	19,045	18,952	19,345		
ANN'L TTL	161,872	193,304	241,270	267,400	166,831	6%
Ave Visits/MO	13,489	16,109	20,106	22,283	23,833	7%

REFERENCE SAMPLING		
	FROM	TO
SAMPLING DATE(S)	7/8/2024	7/14/2024
DAY(S) OF WEEK	Monday	Sunday
HOURS OPEN		70
TOTAL QUESTIONS		1,503
QUESTIONS/HOUR		21.5

PUBLIC PROGRAMS			
	NUMBER	ATTEND	AVE ATT.
ON-SITE	123	3,150	26
OFF-SITE	27	537	20

MAKERSPACE			
	NEW USERS	APPOINTMENTS	ATTENDANCE
January	47	96	148
February	31	158	175
March	0	151	184
April	38	138	198
May	30	152	166
June	45	156	214
July	48	194	274
August			
September			
October			
November			
December			
ANN'L TTL	239	1,045	1,359
Ave Visits/MO	34	149	194



III. SUPPORT AND ADMINISTRATIVE STATISTICS

PERSONNEL CHANGES THIS MONTH					
HIRED					
NAME	POSITION	HOURS	DATE		
Alyssa Alcorn	Adult Services Associate	40	Jul 29		
1 Employee(s)		1.00 FTE			
RESIGNED					
NAME	POSITION	HOURS	DATE		
Nick Cronin	Adult Services Manager	40	Jul 31		
1 Employee(s)		1.00 FTE			
TRANSFERRED					
NAME	FROM POSITION	HOURS	TO POSITION	HOURS	DATE
0 Employee(s)					

PAYROLL SUMMARY	
PAYROLLS THIS MONTH:	2
TOTAL PAID HOURS	9,227.75
FTE (INCL. SUB HRS)	57.67

July 2024

	LAST YEAR	CURRENT YR	% CHANGE
July	74,923	79,097	6%
E-Resources	13,573	16,178	19%
Circ to Date	499,319	517,274	4%

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

Monthly Cardholders

LAST YEAR	CURRENT YR
25,342	28,050

Monthly Visits

LAST YEAR	CURRENT YR
23,066	25,588

MAKERSPACE

NEW USERS	LAST YEAR			CURRENT YR		
	APPOINTMENT	ATTENDANCE		NEW USERS	APPOINTMENTS	ATTENDANCE
54	95	167		48	194	274

Monthly Programming

	LAST YEAR		CURRENT YR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	47	839	73	968
YA	8	188	11	217
CHILDREN	57	2,138	66	2,502

Monthly Outreach

LAST YEAR		CURRENT YR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
23	635	41	873

Monthly Meeting Room Usage

	CURRENT YEAR			
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	35	38	29	102
ATTENDANCE	895	790	449	2,134
	LAST YEAR			
	MEETINGS	ATTENDANCE	MEETINGS	ATTENDANCE
MEETINGS	32	31	25	88
ATTENDANCE	586	662	552	1800

MONTHLY OHIO LINK/SEARCH OH

	LAST YEAR		CURRENT YR	
	FILLED	CHECKED OUT	FILLED	CHECKED OUT
BORROWING (From):	711	676	708	647

	LAST YEAR	CURRENT YEAR
LENDING (To):	1,212	646

I. INFORMATION AND MATERIALS TRANSACTIONS

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AVE CIRC.	74,115	68,168	69,476	70,496	74,440	6%

Circulation Total

TOTAL CIRCULATION							
		ADULT	YA	JUV	TOTAL	LAST YR	%INC/DEC
BOOKS	FICTION	10,628	1,815	14,776	27,219	26,412	3%
	NONFIC	7,631	266	4,715	12,612	12,481	1%
	LG PRINT	2,314	--	--	2,314	2,095	10%
	WORLD LANGUAGES	60	--	57	117	94	24%
AV	SUBTTL	20,633	2,081	19,548	42,262	41,082	3%
	BLURAY	1,828	--	342	2,170	1,960	11%
	BLURAY 4K	132	--	3	135	100	35%
	BOOK CD	669	2	79	750	754	-1%
	DVD	6,831	--	1,667	8,498	8,986	-5%
	DVD/CD-ROM	--	--	--	--	--	--
	LAUNCHPAD	--	--	124	124	87	43%
	LAUNCHPAD View	--	--	17	17	7	143%
	MUSIC CD	2,074	--	102	2,176	2,032	7%
	PLAYVIEW	--	--	--	--	13	-100%
	PLAYAWAY	335	15	201	551	452	22%
	ROKU	6	--	4	10	1	900%
	VIDEO GAMES	558	--	1,565	2,123	1,857	14%
	OTHER	8	--	430	438	291	51%
	SUBTTL	12,441	17	4,534	16,992	16,540	3%
ELECTRONIC	Comics Plus	93	--	--	93	9	933%
	Fliptster	246	--	--	246	277	-11%
	Great Courses	2	--	--	2	7	-71%
	HOOPLA/Comics	329	--	--	329	201	64%
	HOOPLA/Audio	2,221	--	--	2,221	1,591	40%
	HOOPLA/Bingepass	56	--	--	56	45	24%
	HOOPLA/eBooks	1,210	--	--	1,210	836	45%
	HOOPLA/Flex	105	--	--	105	26	304%
	HOOPLA/Music	215	--	--	215	256	-16%
	HOOPLA/MOVIE/TV	872	--	--	872	606	44%
	IndieFlix	1	--	--	1	1	0%
	KANOPY	498	--	--	498	444	12%
	OVD/DAB	3,276	353	259	3,888	3,067	27%
	OVD/EBOOK	4,382	353	555	5,290	4,385	21%
	OVD/Magazines	1,091	--	--	1,091	421	159%
	Press Reader	182	--	--	182	329	-45%
	QELLO	1	--	--	1	2	-50%
		--	--	--	--	--	--
		--	--	--	--	--	--
	SUBTTL	14,687	706	814	16,300	12,503	30%
NON-TRADITIONAL	INSTRUMENT	2	--	6	8	11	-27%
	GAMES	36	--	117	153	179	-15%
	EQUIPMENT	55	--	4	59	30	97%
		93	0	127	220	220	0%
OTHER	PER	1,193	4	115	1,312	1,544	-15%
	LAPTOPS	116	--	--	116	115	1%
	WiFi Hotspots	56	--	--	56	67	-16%
	EQUIPMT	--	--	--	--	13	-100%
	OTHER	11	3	18	32	--	--
	SUBTTL	1,376	7	133	1,516	1,739	-13%
ILL	SRCH/HOHO	909	--	--	909	1,086	-16%
	ILL	45	--	--	45	106	-58%
	CPL LANG	--	--	--	--	--	--
	SUBTTL	954	0	0	954	1,192	-20%
Quarantine Renewal		0	0	0	0	0	0%
UNACCOUNTED		--	--	--	0	7	0%
TOTAL		50,184	2,811	25,156	78,244	73,283	7%
SELF CHECK					20,568	22,947	-10%
SELF CHECK Percentage of Total Circ					26%		0%
SELF CHECK Percentage of Bldg Circ					68%		0%

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

CIRCULATION DETAIL			
	DATE	CIRC	HRS OPEN
HIGHEST	August 7	3,097	12
LOWEST	August 18	925	4
BUSIEST	August 11	1,224	4
SELF-CHECK CIRCULATION TOTAL =		20,568	
TOTAL CHECK-INS THIS MONTH =		0	

Highest: Wednesday, August 7

Lowest: Sunday, August 18

Busiest: Sunday, August 11

SEARCH OH/OH LINK	
Borrowing (From)	552
Lending (To)	493

Services	
Passports	92
Photos	122

ITEMS ADDED TO & WEEDED FROM COLLECTION THIS MONTH			
	PREV NET	NEW NET	% TOTAL
ADULT	124,152	124,587	66.66%
YOUNG ADULT	7,938	7,976	4.27%
JUVENILE	54,628	54,339	29.07%
TOTAL ITEMS	186,718	186,902	

CURRENT COLLECTION SIZE BY FORMAT		
	ITEMS	% TOTAL
BOOKS	113,653	60.88%
AV	51,915	27.81%
ELECTRONIC	20,748	11.11%
OTHER	376	0.20%
TOTAL	186,692	

REGISTRATIONS						
	ADULT	YA	JUV	TOTAL	% OF TTL	
DEPTL	60	0	0	60	0%	
WESTLAKE	11,818	460	1,522	13,800	48%	
CUY. CO.	8,708	139	289	9,136	32%	
OUT OF CO.	5,388	92	180	5,660	20%	
TOTAL	25,974	691	1,991	28,656		
% OF TTL	91%	2%	7%			
REGISTRATIONS ADDED THIS MONTH = 0						
REGISTRATIONS THIS YR VS. LAST YR.						
Prev Year	22,844	628	1,721	25,193		
% INC/DEC	14%	10%	16%	14%		

ELECTRONIC USAGE: SUMMARY TABLE		
	USERS	HOURS
ON-SITE	15,950	22,324.3
REMOTE	7,952	0.0
TOTAL	23,902	22,324.3

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	27,284	19,848	37%
ARTWALK DOOR	0	0	
DRIVE-UP	1,830	2,612	-30%
TOTAL	29,114	22,460	30%

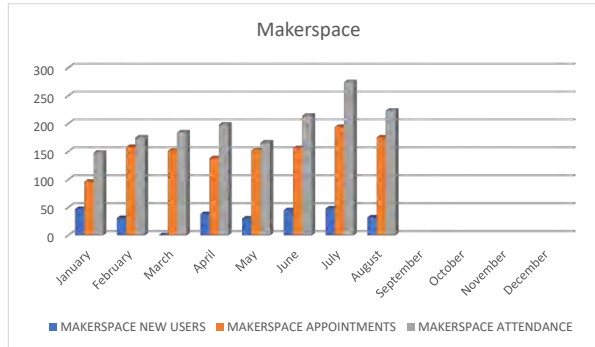
PUBLIC MEETING ROOM USE				
TIME PERIOD	MORNING	AFTERNOON	EVENING	TOTAL
AVAILABLE	162	186	102	450
MEETINGS	48	37	28	113
% IN USE	30%	20%	27%	25%
TOTAL MEETING ROOM ATTENDANCE				2,192

Monthly Visits 2019 to Present						
	2020	2021	2022	2023	2024	%INC/DEC
January	29,551	10,052	17,886	22,903	21,380	-7%
February	29,374	11,816	16,773	20,945	22,629	8%
March	13,218	14,237	20,687	24,327	25,495	5%
April	0	12,949	19,530	20,694	25,135	21%
May	4,350	13,745	19,694	22,738	22,460	-1%
June	10,419	17,452	22,054	23,355	24,144	3%
July	15,330	19,448	22,002	23,066	25,588	11%
August	15,287	19,168	21,829	22,460	29,114	30%
September	12,218	17,726	20,062	21,056		
October	13,994	19,959	21,776	24,877		
November	10,387	17,707	20,025	21,634		
December	7,744	19,045	18,952	19,345		
ANN'L TTL	161,872	193,304	241,270	267,400	195,945	9%
Ave Visits/MO	13,489	16,109	20,106	22,283	24,493	10%

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	76	1,539	20
OFF-SITE	23	424	18

MAKERSPACE			
	NEW USERS	APPOINTMENTS	ATTENDANCE
January	47	96	148
February	31	158	175
March	0	151	184
April	38	138	198
May	30	152	166
June	45	156	214
July	48	194	274
August	32	175	223
September			
October			
November			
December			
ANN'L TTL	271	1,220	1,582
Ave Visits/MO	34	153	198



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	9,504.00
FTE (INCL. SUB HRS)	59.40

August 2024

	LAST YEAR	CURRENT YR	% CHANGE
August	73,283	78,244	7%
E-Resources	12,503	16,300	30%
Circ to Date	572,602	595,518	4%

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

Monthly Cardholders

LAST YEAR	CURRENT YR
25,193	28,656

Monthly Visits

LAST YEAR	CURRENT YR
22,460	29,114

MAKERSPACE

NEW USERS	LAST YEAR			CURRENT YR		
	APPOINTMENT	ATTENDANCE		NEW USERS	APPOINTMENTS	ATTENDANCE
9	85	113		32	175	223

Monthly Programming

	LAST YEAR		CURRENT YR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	47	591	67	1,251
YA	9	198	7	80
CHILDREN	26	1,284	25	632

Monthly Outreach

LAST YEAR		CURRENT YR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
20	772	37	760

Monthly Meeting Room Usage

	CURRENT YEAR			
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	48	37	28	113
ATTENDANCE	865	765	562	2,192
	LAST YEAR			
	MEETINGS	ATTENDANCE	MEETINGS	ATTENDANCE
MEETINGS	41	33	25	99
ATTENDANCE	673	444	438	1555

MONTHLY OHIO LINK/SEARCH OH

	LAST YEAR		CURRENT YR	
	FILLED	CHECKED OUT	FILLED	CHECKED OUT
BORROWING (From):	881	919	552	627

	LAST YEAR	CURRENT YEAR
LENDING (To):	1,179	493


Social Media and PR Dashboard

	Page Reach	Page Visits	New Page Follows
Jan	23,495	1,427	8
Feb	13,315	1,081	14
Mar	14,718	1,506	30
Apr	63,390	3,680	66
May	521,246	4,180	108
Jun	397,404	3,880	63
Jul	15,008	1,514	24
Aug	52,579	6,650	109
Sep			
Oct			
Nov			
Dec			

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


	Reach	Profile Visits	New Followers
Jan	726	202	31
Feb	656	71	18
Mar	700	153	18
Apr	909	153	14
May	672	160	16
Jun	1,129	365	27
Jul	630	149	20
Aug	585	225	33
Sep			
Oct			
Nov			
Dec			

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

	Followers	Impressions	Tweets
Jan	1,649	1,127	20
Feb	1,650	1,351	24
Mar	1,650	1,720	29
Apr	1,645	1,551	24
May	1,654	2,501	34
Jun	1,651		35
Jul	1,655		29
Aug	1,657		16
Sep			
Oct			
Nov			
Dec			

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

*Viewing analytics on X requires paying for a

	Page Views	Sessions	Users	New Visitors	% New	Return Visitors	% Return
Jan	45,270	27,629	13,827	10,113	73.1%	3,714	26.9%
Feb	41,044	26,937	13,524	10,177	75.3%	3,347	24.7%
Mar	51,411	30,925	15,570	11,498	73.8%	4,072	26.2%
Apr	40,792	25,988	13,263	9,735	73.4%	3,528	26.6%
May	42,387	28,219	15,348	11,841	77.2%	3,507	22.8%
Jun	42,341	28,330	14,818	11,313	76.3%	3,505	23.7%
Jul	46,819	27,366	15,016	11,505	76.6%	3,511	23.4%
Aug	44,800	28,173	16,356	12,720	77.8%	3,636	22.2%
Sep					-		-
Oct					-		-
Nov					-		-
Dec					-		-

Mission Moment

The Sign Shop reached out to me in July because their large format printer broke down. I brought Kyle into the makerspace during off hours to help him get signs printed for the city. He explained they would not be able to get a new printer until September so I worked with him throughout August to get signs printed. I also gave him a short tour and he was so impressed by our materials he got a library card and even brought his family back at a separate time to use the makerspace and check out games.

Projects

In the News

- Elaine wrote a press release for Library Card Sign-Up Month.
- Conducted an interview with News Channel 8 about the Library assisting the community during the power outage.

PR inside and outside the library

- Assisted with the Art Festival. We created directional signage, informational bi-folds for guests, photography, and other duties as assigned.
- Created signage for the ongoing Phase 2 renovation projects. Worked with CJ on directional banners that are mounted on a new framing unit in the circulation area. These new frames present a lot of potential for using banners for promotions and wayfinding signage.
- Assisted in communications about calm app to staff
- Promoted open positions at the library via web, email, and social media
- Assisted in communications after the August 6 storm that rendered patrons without power. This included some signage, emails about extended hours as well as constant social media posting to keep our patrons informed. Web content was updated to reflect the extended hours and alerts.
- Started Library Card Sign-Up Month promotions. A large banner hung over Hilliard Blvd at the beginning of September, and we are hosting another raffle inside for anyone that renews, replaces or acquires a library card.

Community, Ads and Sponsorships

- Attended the Westlake in Bloom awards ceremony where we took FIRST PLACE in the churches/institutions category.
- Submitted flyer for the Westlake Community 5k which we are a sponsor for with the Rec Center to go in each runner's bag. This is the 2nd year we contributed.
- Sponsored Connecting For Kids Annual Fundraiser for \$1800. This is a repeat sponsorship.
- Sponsored the Westlake Elementary School's PTA Fun Run for \$500. This is their largest fundraiser that supports early literacy and the 2nd year we contributed.
- Sponsored the West Shore Chamber of Commerce Annual Golf Outing for \$150. This is a repeat sponsorship.
- Submitted ad for the *Villager* and *West Life* promoting Library Card Sign-Up Month.
- Committed to the annual Scarecrow Competition at the Westlake Rec Center

Web

- Built a Phase 2 Renovation web page to house all construction information and updates.
- Refurbished the [Media Relations page](#), added a plug-in for Press Releases to the [WordPress blog site](#) and created an RSS widget to pull in recent releases to the page. Added the photos with captions selected by Elaine, to the Media Relations page. Pulled select versions of the logo to add to the page.
- Added an updated fillable PDF form to the website for [Teen Volunteers](#).
- Updated the [StoryWalk® page](#). Added images to the [LSC/Virtual Author Talk events](#) in the Communico calendar from the LSC marketing folder. Added Friends' events to the Communico calendar, including [magician Rick Smith Jr. on August 11](#), and information about the Book Nook table at the Art Festival to the [Friends page](#). Updated [August and September book club](#) events in Communico with descriptions of the books, images and links back to the [Book Discussion page](#).

Print:

- Notes for October/November sent to print and should arrive in mailboxes around September 23.

Email

- Sent a Construction Update to all cardholder emails on August 13 to inform of upcoming construction and impacted services. Sent to 30,437 emails and had a 55.85% open rate.
- Sent a notice of extended hours to all cardholder emails on August 7. Sent to 30,258 emails and had a 54.13% open rate.
- Sent a World at War Forum email to our specialized list of 126 recipients. It had a 61.9% open rate.

Digital Marketing Stats:**July**

Email Blasts: 4 emails in July– Avg 33.78% open rate (decreased 7.47% from June)

New Book Emails: 5 emails in July– Avg 47.77% open rate (decreased 2.98% from June)

August

Email Blasts: 4 emails in August– Avg 34.86% open rate (decreased 1.08% from July)

New Book Emails: 4 emails in August– Avg 46.7% open rate (decreased 1.07% from July)

Social stats for the month of August:

- **Facebook:** 4998 page likes
- **X (formally Twitter):** 1657 followers
- **Instagram:** 1406 followers

Website Stats for July:

- Number of sessions: 27,649
- Number of users: 13,596
- Average session: 0:55

Top 5 pages

1. Home Page: 23,536
2. Events: 2,889
3. Download and Stream: 1,613
4. WPPL Jobs: 829
5. Kids and Parents: 751

Website Stats for August:

- Number of sessions: 28,388
- Number of users: 14,937
- Average session: 0:53

Top 5 pages

1. Home Page: 24,012
2. Events: 2,732
3. Download and Stream: 1,493
4. Kids and Parents: 917
5. WPPL Jobs: 798

Bright Idea Award

Andrea Tarolli received a Bright Idea Award for suggesting WPPL be a Rust Belt Riders drop off point, making it more convenient for patrons that are using the service and highlighting our commitment to the community.

Adult Services

Mission Moments: *Meeting Room and Events Coordinator, Andrea Tarolli, received a card from a grateful meeting room group. It read:*

“Andrea and staff of Westlake Porter Public Library, thank you so much for allowing the St. Patrick Church Restoration Committee the use of the Craft Room for our meeting on July 8. The room was perfect for the group, with plenty of seating, whiteboard, coffee maker, sink and counters. The A/C was also a major plus. We got much done, mapping out fundraising ideas for our historic landmark.

On a personal note, as a Westlaker, I was so proud of my library and the hospitality showed by all the staff.

Thanks again! Maureen B – Chairperson.”

On August 6th a tornado warning was issued for the area and staff was quick to jump into action to usher patrons and staff to safety. While the storm passed relatively quickly, many in the community remained without power in the following days. The library became a port in the storm, so to speak, offering a safe place for folks to gather, charge phones, staying open extended hours, and even had food trucks. The library welcomed over 7,200 people in the days after the storm. It was a very busy few days, requiring all hands on deck, with a lot of community members learning about and using WPPL resources and services. A homebound patron even commented to Sarah Beebe, “I am very taken with Porter extending itself during this time and say thank you for being so community minded. Very much appreciated.”

Programming:

Adult Services hosted 13 regular programs in July with 185 attendees, and 16 Outreach programs with 212 attendees, for a total of 397 attendees. We also had 2 Bloodmobile sessions with 183 donors. This month’s Library Speaker Consortium programs had 17 views. Along with three Makerspace programs (16 total attendees) 613 people attended some form of Adult Services programming in July.

In August, Adult Services hosted 19 regular programs with 322 attendees, and 14 Outreach programs with 150 attendees, for a total of 472 attendees. The Makerspace hosted an additional 4 programs with 29 attendees for a total of 501 attending some program offered by Adult Services staff. August also had 1 Bloodmobile session with 76 donors.

July Programming:

Program title + attendance	Hosted by	Program Survey Comments
Makerspace Foundations: CNC Orientation - 4	Adrien Krajnik	
3D Printing for Quilters - 3	Jamie Novak and Taylor Jacobs	“Excellent program.” Great program; very helpful instructors.”

		"Both instructors were very helpful! Very kind!"
International Friendship Day: Friendship Bracelets - 9	Taylor Jacobs and Jamie Novak	
American Red Cross Bloodmobile: 7/11 - 105 + 7/22 - 78	Red Cross – coordinated by Andrea Tarolli	
Horror Film Club: "The Killer Shrews"- 11	Erin Manning	
Women in History: Clara Barton - 42	Chad Statler	"Love these Women in History programs." "The first-person narrative of this program was outstanding. A wonderful way to learn history." "Lisa's delivery was riveting! It felt like Clara Barton had stepped out from the past to speak to us. Wonderful!" There were lots of other positive comments, but also quite a few about the sound system not being adequate. This remains an issue at times.
Discover Your Roots: Learn the Basics of Ancestry Library Edition - 14	Chad Statler	"Terrific introduction, Thank you!" "Chad was great and very patient!" Great explanation on how to search for ancestors – helpful handouts and searching websites."
Speak Confidently in Six Weeks: 7/2 - 10; 7/9 - 10	Toastmasters	
Yoga @ the Pavilion - Slow Flow Yoga - 18	Trina Thomas	
Fight the Fall - 13	Trina Thomas	
Foundations of Investing - 9	Katie Salis	"Great program. Awesome." "Good seminar/instructor -knowledge, Experience, Attitude."
Name Keychain 3D print - Learn how to 3D print your name! - 9 total (6 adults and 3 teens)	Victoria Vogel	
The Music of Tony Bennett - 20	Erin Manning	
Tuesday Evening Book Club (IN PERSON & ON ZOOM): "Of Women and Salt" by Gabriela Garcia - 15	Elizabeth Smith	Summary below
Wednesday Afternoon Book Discussion: "The Dog of the North" by Elizabeth McKenzie - 14	Katie Salis	
Thursday Night Book Club: "The Bandit Queens" by Parini Shroff - 6	Diane Dillon	
True Crime Book Club: "American Kingpin" by Nick Bilton - 7	Chad Statler	
Virtual Author Talk - Elizabeth Acevedo – 17 total views	Library Speakers Consortium	
Outreach Programs "The Golden Girls" – 16 programs. Total attendance 212	Sarah Beebe	

August Programming

Program title + attendance	Hosted by	Program Survey Comments
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Horror Film Club: "Sweeney Todd, The Demon Barber of Fleet Street" – 13	Erin Manning	
Microsoft Word & Introduction to Northstar - 3	Adrien Krajnik	Maybe divide into 2 parts – hr each to go into depth.
American Red Cross Bloodmobile: 8/1- 76	Red Cross – coordinated by Andrea Tarolli	
Introduction to Proposal Writing- 7	Katie Salis	
Chair Yoga at the Pavilion- 8	Trina Thomas	
Decorative Wire-Wrapped Wine Glasses- 12	Evelyn Finley	"Evelyn is a wonderful teacher, person, and artist." Nice, fun class. Thank you for all the preparations. Wine glasses were a nice size. Thank you for the supplies.
Make Your Own Lithophane- 6	Adrien Krajnik	This program was great. I never heard of lithophanes before so it was nice being able to make one. The 3D printing events are great and I would like to see more in the future.
Sun Printing - 5	Taylor Jacobs and Jamie Novak	
Makerspace Foundations: CNC Orientation- 4	Adrien Krajnik	Adrien did an excellent job! Looking forward to my first project!
3D Earrings Design -14	Katie Cooley	Katie is sooooo patient, gotta love her! Great info. We asked too much of presenter – 2 or 3 people at a time would have been perfect.
Craig Caldwell: A Birder's Odyssey - 20	Frances Brawner	Keep encouraging programs about nature! Very interesting. Could slow down a little on the slides to give time to read bird names and see the photo. But really loved this!
Indian Classical Music Performance with Sugata Chatterjee - 58	Katie Cooley	I liked learning another culture's music and would come to more cultural education programs. Thank you. Great presentation of Indian Classical Music. I know Sugataji personally and feel very privileged to know her. Very talented, skilled, and younger generation should learn from her.
Wild Herbs of Summer: Gentle Foraging & Intro to Tea Blending- 13	Elyse Kaderli	Bring her back every season! Learned lots, keep teaching, we need more of you.
Fall Into Organic Lawns - 15	Frances Brawner	Presentation was excellent! Nice slide shows, also visuals! Presenter brought in items to see, products and tools.
A Force of Nature: Teddy Roosevelt, John Muir, and the National Parks- 54	Erin Manning	Great program—entertaining while clearly telling the story. Very impressive—true to facts.
World at War Forum: The Korean War - 40	Chad Statler	"I served 2 years in Korea and didn't know some of the things in the lecture." Interesting program. Enjoyable presentation.
Writing the Edge of Doubt: an Evening with Local True Crime Author David Miraldi- 26	Chad Statler	Delightfully informative. Please continue promoting local/state authors.

Tuesday Evening Book Club (IN PERSON & ON ZOOM): "The Secret Book of Flora Lea" by Patti Callahan Henry - 19	Elizabeth Bernhofer	Summary below
Wednesday Afternoon Book Discussion: "Dirt Creek" by Hayley Scrivenor - 17	Katie Salis	
Thursday Night Book Club: "You Are Here" by David Nicholls - 7	Diane Dillon	
True Crime Book Club: "I Know Who You Are" by Barbara Rae-Venter - 10	Chad Statler	
Virtual Author Talk: Jennifer Levasseur "Behind the Scenes at the Space Station"- 14	Library Speakers Consortium	
Virtual Author Talk: Irena Smith "The Golden Ticket to College Admissions" - 7	Library Speakers Consortium	
Virtual Author Talk: Shelby Van Pelt "Remarkably Bright Creatures" -101	Library Speakers Consortium	
Outreach Programs – 'Enjoy a Good Laugh –programs.	Sarah Beebe	

Tuesday evening book discussion

July: On July 9, we discussed *Of Women and Salt*, Gabriela Garcia's debut novel about generational trauma and the ways different women from one family reckon with it. Many members commented on the disjointed nature of the book. Each chapter focused on a different character in a different time period, and while members understood the author's intent to disrupt traditional narrative structures, they ultimately felt Garcia missed the mark. Everyone was sympathetic to the plight of immigrants and remarked about the unique situations each immigrant faces, noting that no immigration story is the same. We talked about the cyclical nature of domestic violence and how the refusal to share traumatic experiences with others, even with the intention of protecting them from the information, only contributes to the cycle. Overall, members were ambivalent about the book and, in tandem with the understanding of the author's intent, wished Garcia had focused more attention on one character, rather than sharing fragments about several characters. There were 15 of us and we gave the book 2.81 stars out of 5.

August: On August 13, we discussed *The Secret Book of Flora Lea*, a historical fiction novel about Hazel Linden, a young woman torn between her present - a promising new career and a well-connected husband - and her past when she discovers a manuscript that describes the secret world she created to comfort her younger sister before her untimely disappearance during Operation Pied Piper. Going into the conversation, many members had positive feelings towards the book, but by the end of our lively conversation some had changed their minds. We discussed the mystery of the book - what happened to Flora Lea? None of us were keen enough detectives to suspect the real culprit, with most of us falling for the red herring of the American mother and daughter. Once the book got to the point where Flora Lea's fate was discovered, members felt it was rushed and that there were too many coincidences, making the resolution a little too easy. One member remarked that most of the story felt like meandering down a country lane and that the shock of Flora Lea's fate being revealed could be compared to the urgency and quickness with which children were removed from the city. The author gave such lush and detailed descriptions of the scenery, as well as convincing portrayals of British people, that it came as a surprise to some to learn that she is

American. One member said that the author's descriptions made her want to visit St. Ives. Some members felt that the title did not accurately represent what the story was about. Overall, most members still liked the book even after the spirited discussion. There were 19 of us and we gave the book 3.61 stars out of 5.

Outreach

July's Outreach program was on The Golden Girls. Outreach Specialist, Sarah Beebe, talked about the show, some facts/history, and each of the of the four actresses (Bea Arthur, Rue Maclanahan, Estelle Getty and Betty White). Sarah talked about their careers and had a clip from other shows they had appeared in. She also had some clips from The Golden Girls toward the end of the program that made participants laugh. Everything was very well received. Residents who had never seen the show before seemed to still enjoy hearing the information/clips about the performers. Sarah did this presentation 16 times with 212 participants. At the end of each presentation, she always announces next month's program. Each group in July was very excited to learn that August's topic will be Ohio Amusement Parks (Cedar Point, Euclid Beach, and Puritas Springs Park). This topic perked people up and started some great discussions.

In August, Sarah did her Ohio Amusement Park's presentation at 14 facilities, with a total of 151 participants. This program was very well received. Puritas Springs, Euclid Beach, and Cedar Point were discussed, and many residents participated in sharing their memories of times spent at the parks. To prepare for the program, Sarah went to the Historical Society in University Circle to take pictures of their Euclid Beach items and rode the carousel, which was included in the presentation. Sarah included an old timey photo that was taken at Cedar Point of her family which got a laugh from the groups. Fluctuations in attendance could be attributed to 2 separate facilities having COVID, staff turnover at Westlake Village Care Center, and the Farrel Foundation's presentation taking place in September.

One resident said a ride at Euclid Beach, "Laff in the dark," was a popular space to get your first kiss. Some other comments were shared about the various rides and foods ("best hot dog I ever had in my life). September's program will be about Big Band music/groups.

NorthStar Digital Literacy

There are currently 138 unique users of the Northstar Digital Literacy program, completing a total of 153 learning hours. A total of 246 assessments have been taken, historically. Basic Computer Skills is still the most popular learning module, with 65 assessments.

One-on-one Technology Appointments

Innovation Specialist, Adrien Krajnik, has assumed responsibility for one-on-one technology appointments. These remain a combination of scheduled appointments and drop-ins.

- Android Phone: 5
- Chromebook: 1
- Digital Media: 2
- DVD Transfer: 3
- E-mail: 2
- Facebook: 4
- Google Drive: 1
- iPad: 1
- Microsoft 365: 1
- Nintendo Switch: 1

- Slide Converter: 1
- VHS Transfer: 1
- Windows PC: 3
- YouTube: 3

Summer Library Challenge

The Summer Library Challenge concluded on August 1, with prize distribution being honored through the 15th. There were 350 registered adults in the program this year, with 158 of them completing the reading and activity challenges. Grand prizes included baskets with the following themes: Car Care, Taste of Cleveland, Tea and Coffee, and Book Lovers. Those who completed the challenge also got to choose a book or movie to keep.

Staffing

Katie Cooley started as Adult Services Manager on 7/8

Elyse Kaderli and Clare Neubert both started as part-time Associates in Adult Services on 7/8

Interviews for the Adult Services Full-time Associate were completed. The position was filled by Alyssa Alcorn, who started in Adult Services on 7/29

Nick Cronin's final day as Adult Services Manager 7/31. His quest to become pickleball king of Ohio (or at least Rocky River) begins imminently.

Victoria Vogel has accepted the position of the Adult Services Assistant Manager. Her first working day in the role will be Tuesday, September 3rd. Communication with the Youth Services Department will be abundant, as staff will ensure that planned Young Adult programs are covered.

A Makerspace Associate has been identified and the hiring process is moving forward.

Blogs

- A Bug in the Works: Insect-Themed Horror Films – Erin Manning
- WPPL STEAM Week 2024: Exciting Experiments for Kids – Andrea Tarolli
- STEAM Week: All About Astronomy – Trina Thomas

Displays

- Books About Books – Elyse Kaderli
- Dog Days of August – Diane Dillon
- Letter Writing – Erin Manning
- Summer Olympics – Elizabeth Bernhofer
- Read & Make This Summer – Katie Salis
- Back to School – Katie Salis
- Undercover Spies – Bonnie Laessig
- Library Speakers Consortium – Erin Manning
- Bulletin Board: Back to School (Scrabble Board) - Diane Dillon
- Display Case: Italian Cooking – Diane Dillon
- Display Case: Book Clubs in a Bag (Fall) - Elyse Kaderli
- Parks and Rec – Katie Salis
- Meet the Rat Pack – Sarah Beebe
- Vacation Spots – Evelyn Finley
- Summer 2024 Olympics – Elizabeth Bernhofer
- Read and Make This Summer – Katie Salis

- Summer Reads – Bonnie Laessig
- Red, White, and Blue Reads – Katie Salis
- Library Speaker Consortium – Erin Manning
- Summer Reading – Diane Dillon

Makerspace

The Makerspace has been a destination for many innovators this summer, as staff welcomed 274 people at a total of 194 appointments during the month of July. Out of these 194, 95 of them were designated as one-on-one, as staff assisted patrons directly with their projects. 3D printing was high in demand this month, and the queue was often backed up, with 137 requests coming through the list. Word is still spreading about the Makerspace, as 48 new users registered to use the space.

Makerspace staff member, Jamie Novak, got in the spirit of STEAM week by facilitating a program on 3D printing for quilters on Tuesday, July 9th. Attendees were able to gain understanding of how 3D printing can support quilters and were able to make their own pattern guides by implementing 3D design.

On Saturday, July 27th, Young Adult Librarian Victoria Vogel hosted a program to teach participants of various ages how to design their own 3D printed keychains using their initials or names. This program was completed with the help of Makerspace staff lending guidance and expertise to share best practices on using design software, Tinkercad, as well as completing the 3D printing for the class participants.

July 30th was International Friendship Day, which was celebrated in the Makerspace by making friendship bracelets. Taylor Jacobs spearheaded the efforts to cut loom guides on the Cricut and prepare tutorials for different kinds of knots to make bracelets using embroidery floss and threads. This drop-in style program brought in 9 friends who each created at least one bracelet each.

Adrien hosted a CNC Orientation on August 7th, showing 4 patrons the basics of using V-Carve, Easel and the CNC router itself walking them through the process of making a coaster for each patron, carved with their initials in the font of their choice.

Make Your Own Lithophane was offered on August 21st, where Adrien taught patrons how to turn their own photograph into a 3D printed piece of relief art that shows the picture when lit from behind.

On August 22nd the Makerspace staff ran a Cyanotype program! With the help of the Cricut Maker 3 and the sun, patrons created some nature powered photographs. The process begins with chemically treated paper which patrons applied Cricut-cut silhouettes to with regular tape. They then set their projects outside in the sunlight to develop. After sitting for a few minutes, the papers were brought inside, silhouettes taken off and solution rinsed off. Once the iron solution was rinsed from the paper, the white silhouettes developed through a beautiful cyan-blue background.

Katie Cooley hosted a 3D printed earrings design class on August 22nd in conjunction with the New West Siders Handicraft Club, with 14 participants.

Circulation

Mission Moments: *Here is a sampling of highlights from the Circulation department during July and August.*

- Patron came to Circulation and complimented the quality of books on display in front of the Circulation desk. She ended up checking out 5 of the books.
- A patron, while dropping off flyers for Andrea Tarolli said, "We have the nicest library of anywhere around here!"
- A patron at the window said she was so thankful we still give out Covid test kits and they were so helpful to her family during the pandemic.
- In response to being able to renew library card online: "Well how cool is that! Thank you for making this process so easy. Love our libraries!"

Passports: A total of 182 passport applications were accepted in July and August, and 256 passport pictures were taken.

After-Hours Lockers were used by 164 users to pick up 251 items.

In preparation for the construction project, Circulation moved to its temporary space in later August, including relocating all staff, and 'The Beast' (the materials sorter).

Collection Development/Technical Services

E-Media use continues to grow, with over 3,000 e-audio books and 5,000 e-books checked out from Overdrive alone each month.

August was a record month for hoopla checkouts, especially ebooks (1,210), eaudio (2,221) and comics (329). In addition, ComicsPlus had more checkouts in August (93) than in any other month this year.

Koha Early Adopter

Chip and CJ continued to help document bugs and resolve several significant software issues related to the Koha 24.05 upgrade. CJ has created and submitted several software patches to the Koha community related to bugs impacting WPPL processes, including those originally found and documented by Chip.

Patron Self Renewals

The ability for patrons to renew their own materials via their online My Account has been enabled, restoring a feature lost during our migration to Koha. This has been a very anticipated and well received change.

In August we implemented a new process that cancels old holds after the expiration date (1 year from placing the hold) and emails to patron with the title of the unavailable hold, as well as a link to re-place the hold if desired. This primarily affects holds that patrons have suspended, but never unsuspended.

A method was developed to mark long-overdue items loaned to other libraries apart from our patrons' billed items, so selectors can identify them separately and better determine when purchase of replacement copy is justified.

We have continued to troubleshoot issues related to the SearchOhio (aka INN-Reach) process as it integrates with Koha. The process continues to improve.

Information Technology

Mission Moment: *From Connor,*

During the local power outages, a patron approached me asking about help regarding charging their tablet, the charger they were using was charging it very slowly. I provided the patron with a fast charger and cable which allowed them to charge up their tablet very quickly.

July highlights:

- Finished the installation of new Public Computers in Adult, Building, and Youth Services both on the public and staff sides (aside from the public service desks). Began working on installing new computers in Admin and Technical Services.
- Configured the new Roland Printer/Cutter in the makerspace on all makerspace computers.
- Called our copier vendor out to fix a copier in our admin office that was spitting out partially folded pages, this was resolved.
- Temporarily switched the Public computers to offline mode on 7/9 to allow patrons to log in while Koha was down.
- Replaced the photo scanner at Station 18, the original scanner had a crack in the scanner glass, and it was not worth the cost of fixing. In addition, the new replacement scanner ended up being faulty, however it was able to be exchanged for a working one.

August highlights:

- Finished installation of the new Windows 11 computers in Admin and Technical Services, also installed the new computers at AS and YS public service desks.
- After the Tornadoic storms in the area all available power strips were placed out so patrons could use them to charge. During this time, our Firewall was overwhelmed due to the massive increase in activity on the network, this caused a brief network outage on 08/07 late in the evening. On 08/08 after closely monitoring our network, the problem was identified, and a fix deployed that prevented the issue from re-occurring.
- Moved Circulation computers and self-checks over to the temporary circulation area and stored not currently in use equipment. Also worked with Building Services to move the sorter to its new temporary location.
- Moved the YS Self Check and one of the Catalog Stations over to near the computers. The YS computers were also removed and stored.

Youth Services

Mission Moments: *From Jamie and Holly:*

We had another EGGcellent turn out for the Egg Drop to celebrate STEAM Week! 30 egg contraptions were dropped from the mezzanine with 11 surviving the fall. For the past several years, egg drop kits consisted of the same materials, so the Egg Drop committee decided to update the kits with new materials this year and added a bonus table for engineers to pick one extra item from a variety of supplies to use when building their contraptions. The builders really enjoyed the addition of the bonus table. The positive and enthusiastic energy that was flowing that afternoon was contagious and very exciting – I'm sure everyone in the library could hear the cheering coming from the lobby. My [Holly] personal highlight was when Moaz' egg rolled out of his case, landing hard on the top – it rolled so hard it almost made it off the mat. We were all amazed that it did not break. The highlight for me [Jamie] this year was observing the amount of encouragement the engineers gave to each other during the dropping portion of the program. This year I heard many of our engineers offer words of support and encouragement for future contraptions.

My favorite moment was when we were getting ready to drop Adrian G's contraption, someone shouted, "Adrian, I believe in you!"

Programming Highlights:

Victoria, Rebecca, Jessica, Chad and Adrian all hosted sessions of **Code Camp** highlighting our subscription to Fiero Code. By the end of the 6 weeks of sessions, kids were beginning to be comfortable sharing the codes they were working on, and one kid was excited that he could learn Python through Fiero Code, not just work with Code Blocks. One kid shared his home run baseball game that ended in being tackled by a surprise football player, another shared his "beat the boss" game complete with guts pouring out of the boss if you win. Samir checked out the library's Makey Makey to use with his coding project and shared with the group.

Victoria hosted a class for teens and adults on **3D printing a name keychain using Tinkercad** in the Makerspace. She taught herself the tech and had teen volunteers provide feedback on where her instructions were confusing which led to a great class with several positive reviews of the program!

Rachel and Emily hosted viewing parties for 2 of the **Virtual Author Talks** that were highlighting children's authors Kate DiCamillo and Max Brallier. This was the first summer that children's authors were highlighted so it was fun to try something new!

Cat hosted her 2nd annual **Sniff the Rainbow Monster Sidewalk Chalk** read aloud in the Reading Garden and had a fun crew of kids meet her puppet, hear a story and decorate with sidewalk chalk!

Cat created **Suma's Scavenger Hunt** helping patrons learn more about the library for prizes. Visitors to YS had fun trying to answer the clues and finding all the paw prints around the building.

Fran and Natalie hosted **Let's Make Slime**, an annual drop-in event that saw many happy families this year. While we intended to host in the Pavilion, thunderstorms changed our plans to the Craft Room and patrons had a great time despite the weather! This event was completely planned by Jessica, and while she was unfortunately out sick, she was able to provide some interesting stats for this program: this year's attendance was a 50% increase from our 2023 program (which itself was more than double the 2022 program). Slime interest continues to climb!

Emily hosted **Jump, Skip, and Twirl** at the Pavilion with tons of hula hoops and jump ropes for patrons to use. She created an obstacle course along the sidewalk of the Pavilion that many patrons had a great time using for as long as the weather allowed it to stay up. Heather helped spread the word about the obstacle course on social media and a great time was had by all.

Holly and Jamie hosted the annual **Egg Drop**. They changed up the supplies given, provided a bonus table and out of 30 egg contraptions built and dropped we had 11 winners. See mission moment for more details.

Natalie has been hosting a weekly **Read Together** program for adults with disabilities to succeed in the Summer Library Challenge. Through this activity, she met a new care group from Lakewood and one person commented to me, "Not sure what we're doing today but we just know that on Wednesdays we go to Porter Library!"

Rebecca staffed **Oh My Gears hosted by Young's Art Center** rounding out our STEAM programming for the summer. Kids worked on worm and connector gears and were excited to build the projects. We had some repeat kids at each program, which is always fun to see. Lots of creativity all around during these sessions.

Fran staffed **Music With Mr. Tim**, our second session of hosting an outdoor music class at the Pavilion. We had a smaller crew for this session, but Tim did a wonderful job engaging our patrons in a fun, music-filled class!

Jessica hosted our last **Anime Club** until further notice, as all attendees have been adults for at least a year. Victoria and Jessica are going to begin a Teen Anime Club on Tuesdays after school in hopes of focusing on the teen crowd. While our adults that attended are sad to see it go, they were understanding. Information was passed along to Nick and Katie C. should they want to bring it back as an adult program.

Holly and Jamie pivoted **KinderClub** from in-person to a pickup kit due to dwindling in-person attendance and had success with 22 kits picked up.

Fran hosted our last **Music with Mr. Tim** class of the summer, with 37 participants enjoying music class at the Pavilion. Everyone really enjoyed getting to learn musical concepts while singing fun songs and playing with instruments. We would look forward to working with him again in the future.

Victoria, Fran, Frances, and Rebecca worked the annual **Teen Lock-In**. We are extremely grateful for admin's commitment to teen services and honoring the incentive while also keeping the building open to the public as it was the same week as the power outages across the county. The teens ate pizza/ice cream, played video games, did crafts, did a scavenger hunt, and played laser tag. We had a great time, and reportedly so did they. Congrats to Victoria for jumping in and planning a successful teen lock-in as part of her first tasks jumping into the YA Librarian position.

Jamie hosted a new to us program – a graduation party for those who completed **1000 Books Before Kindergarten**. All invited to attend finished the program within the past year, and met together to hear a story, do some crafts and got to eat party snacks. They also were presented with their Lily the Tiger, as that incentive was new and determined to be given to those who finished from January 2024 on. 18 participants had a great time and enjoyed celebrating their success.

Next Chapter Book Club is reading *The Lion, The Witch, and the Wardrobe* by C.S. Lewis.

Additional July Programs

STAFF MEMBER	Programs Hosted Included (stats in STATs spreadsheet):
Cat	Suma's Scavenger Hunt; Bow Wow Books; Sniff the Rainbow Monster; Teen Crafternoon x2
Natalie	Next Chapter Book Club x3; Read Together x4; PreK ST x2; Adapted ST x2; Make It Take It; Meet the Minis; Let's Make Slime; Mini Summer Games; Bow Wow Books; Let's Make Slime; Stories & Signs
Jamie	Egg Drop; Family ST; PreK Outreach ST x7; Bluey Pawty
Rachel	Craft Kit; Mercy Watson Viewing Party; Family ST; Pokémon Fun; Field Trip
Holly	Fun Science Friday; Family ST: Egg Drop; Come Play With Me; LINK x3; Reading Buddies
Emily	Music Monday; Brick Builders; Last Kids on Earth Viewing Party; Jump, Skip, & Twirl; Read It Make It; Bicycle Friendly Drivers; Family ST x2; Patch It Don't Trash It
Jessica	Art Smarts; Code Camp; Bow Wow Books; Anime Club; Illustration Creation
Rebecca	Code Camp; Super Readers; Oh My Gears x2; Family Literacy Day

Fran	Toddler ST x2; Music w/ Mr. Tim; Brick Builders; Stories & Signs; Illustration Creation; Let's Make Slime
Victoria	Teen Anime Club; Summer Jewelry Crafting; Code Camp; YouthBiz Academy; Tinkerkad; LINK

Additional August Programs

STAFF MEMBER	Programs Hosted Included (stats in STATs spreadsheet):
Cat	Tween Craft Kit
Natalie	Next Chapter Book Club x2
Jamie	Creative Playrooms Field Trip; Family Literacy Day; 1000 Books Before Kindergarten Party; PreK Outreach x5; Kinder Club Kit; Teen Lounge
Rachel	Make It Take It; Art Smarts; August Adventure Craft Kit; LINK; Family ST; Pokémon Fun
Holly	Come Play with Me; LINK x3; Kinder Club Kit; Fun Science Friday
Emily	Brick Builders, Family ST, Sustainability Webinar
Jessica	Art Smarts; Farmer's Market; Comic Club
Rebecca	Family Literacy Day
Fran	Music w/ Mr. Tim; Brick Builders; Illustration Creation; Teen Lock-IN; PreK Open House; WDAB Spirit Rally; August Adventure Craft Kit
Victoria	Roblox Arcade x3; Teen Lock-In; Teen Lounge

School Partnerships

July:

Jamie put together 4 **book bins** to be delivered to 4 locations circulating 100 books. Natalie put together 1 book bin delivered to 1 location, circulating 25 books.

Holly and Victoria hosted summer **LINK**, for 4 sessions, seeing 205 participants.

Jamie hosted 7 sessions of **outreach preschool storytimes** at 2 locations, seeing 130 participants.

Rachel hosted a **field trip** to the library from St. Paul Lutheran's summer camp and shared a lesson on fairy tales, hosted a tour and the kids got browsing time. Thanks to Circulation for their help showing off the beast!

Porter Express Stats:

- 4 deliveries of 100 items
- 4 pick-ups
- 1 set of library card applications delivered and picked up from Creative Playrooms for a future field trip.

Rachel edited, copied, cut and collated 1500 bookmarks for **WES PTA parent welcome folders**.

August:

Jamie put together 4 **book bins** to be delivered to 4 locations circulating 100 books.

Holly and Rachel hosted summer **LINK**, for 4 sessions, seeing 182 participants.

Jamie hosted 5 sessions of **outreach preschool storytimes** at 1 location, seeing 84 participants.

Jamie hosted a **field trip** to the library from Creative Playrooms sharing a lesson on fairy tales, hosting a tour and the kids got browsing time. Thanks to Circulation for their help showing off the beast! 13 participants.

Jamie and Natalie prepped and sent out **registration packets for outreach storytimes** during the school year to all locations we visited last year and will begin scheduling and preparing for those visits.

Porter Express Stats:

- 5 deliveries of 121 items
- 5 pick-ups
- New preschool delivery site added, Sweet Kiddles at Crocker Park.

Rachel sent out **teacher renewal forms for teacher delivery cards**, renewing 26 School Delivery Cards. She also sent out ArtWalk interest surveys and so far, 2 teachers have signed up to fill the ArtWalk this school year. Rachel prepped for our open house visits this year and gathered all materials for those visits. Rachel sent a variety of support materials to Cathy DuBose, new DIS/LBMS Librarian as a result of their meeting.

Fran and Julie S. attended the **PreK Open House** at WES seeing 153 participants.

Fran and Elaine attended the **Westlake Demons Athletic Boosters Spirit Rally** at Westlake High School seeing 80 participants.

Other Partnerships and Presentations

Emily hosted a webinar, "*Become a Sustainability Leader: How to Increase the Environmental Capital at Your Library*" with NEO-RLS with 37 participants. She did a wonderful job preparing an hour presentation and received a lot of wonderful feedback including this, from a librarian at Cleveland State University:

I was so impressed by your amazing presentation for NEO-RLS this week! I thought you did such a great job of explaining the importance for libraries to plan and mitigate climate change, and I loved the programming ideas you shared.

Jessica attended the **Farmer's Market** with Elaine.

Cuyahoga County Board of Developmental Disabilities Grant Update

Natalie hosted one of our most popular programs ever – **Meet the Mini's of Tender Touch Equine Inc.** Working with our facilitator Sydney, they read "A Friend for Einstein" about the friendship between a miniature horse and a dog that has a positive message about friendship and physical differences. After sharing the book, patrons got a chance to pet, brush, and walk the minis around the Porter Room, color in and use dot markers on a variety of coloring pages, and peruse some horse related accessories that were brought in by Corinne (thank you Corinne!). Patrons and staff all loved this program, and the horses were so cute. Thanks to Heather for documenting the event so well. 269 participants.

Natalie also hosted **Mini Summer Games 2024** where Sydney read "Splash!" by a Paralympic athlete born with limb differences. Participants got to participate in some mini sports like mini golf and created some Olympic artwork. 24 participants.

Accelerated Learning Grant / Cuyahoga Reads Update

Rebecca staffed **Family Literacy Day** in July and Victoria staffed **YouthBiz Academy**. These programs were both planned and hosted by Making A Difference Consulting. During YouthBiz Academy kids were able to make candles and t-shirts, both in efforts to learn how one could create a small business with simple materials.

Rebecca and Jamie staffed **Family Literacy Day** in August.

Cuyahoga Reads: Westlake Reads Beanstack Challenge officially opened on August 5, 2023.

- 464 registered
- 2452 badges earned.
- The next quarterly raffle will be held in January.

Literacy Initiatives:

5 new participants registered for the **Myrna Chelko Little Sprouts** program. Three participants completed the program. There are 366 children registered for the program.

The **Myrna Chelko Reading is Elementary** program welcomed 33 new participants, with 48 children receiving a milestone award, and 6 children receiving a Mini-Zara or backpack and book. This program has 163 total participants.

In the **1000 Books Before Kindergarten** program 30 participants achieved milestones, with 5 children completing the program. 10 children registered as new participants. There are currently 910 registrants for this program.

Blogs

- Cat's Picks! Shark Week Edition (Cat)
- NSP: Filmtation (Cat)
- NSP: Tex Avery (Cat)
- Jamie and Jessica completed updating links to her old blog posts.
- Voices of our Teen Volunteers (Victoria + Teen Volunteer x2)
- Medium Monday: Oil Paint (Jessica)
- My Favorite Books Ever (Jessica)

Displays

- Created August Calendar (Cat)
- Displays this month included: Olympics, 4th of July, Arts and Crafts, STEAM Week, Farm, Alphabet, Road Trip, Summer Reads
- Early Literacy Skills for Storwalk book: Dance Like A Flamingo created (Jamie)
- Flyers created and rotated (all)
- Genre Reading Challenge Booklets on Biographies, Diverse, Poetry, Historical Fiction, Informational, Realistic Fiction, Adventures, Sci-Fi updated (Cat)
- Kindergarten Literacy Packet (Rachel, Jamie) 184 packets taken.
- Posters/Bulletin Board display: Programs, Summer Library Challenge, Genre Reading Challenge, New Releases
- Skills Packet Grades 3-5 (Rachel) 220 packets taken.
- Skills Packet Grades K-2 (Rachel) 220 packets taken.
- Summer Reading Lists continued to be compiled and updated (Fran)
- Summer Library Challenge Art Displays (Victoria + Teen Volunteers)

- Bow Wow Books Marketing displays signs updated (Fran)
- Created September Calendar (Cat)
- Displays this month included: Back to School, Cooking, Silly Stories
- Easy Reader Guided Reading Ring updated (Jamie)
- Flyers created and rotated (all)
- JFIC Bibliographies: Horror, Back to School, Winter Holidays upated (Cat)
- JPicture Book Guided Reading Ring updated (Jamie)
- Kindergarten Literacy Packet (Rachel, Jamie) 164 packets taken.
- Who Was bibliography updated (Emily)

Meetings/Training

Met individually with managers during the weeks of 7/22, 8/5, 8/19, 9/2, and 9/16.

Attended Diversity, Equity, and Inclusion Committee meetings on 7/22 and 8/27.

Attended Admin Team meetings on 7/23, 7/30, 8/6, 8/13, 8/20, 8/27, 9/3, and 9/10.

Attended Construction project related meetings on 7/23, 7/30, 8/21, 8/28, 9/4, 9/6, and 9/11.

Attended the Adult Services department meeting on 7/29.

Attended a meeting with FE Technologies regarding our new AMH unit on 8/5.

Participated in interviews for Adult Services Assistant Manager on 8/6.

Attended Managers meetings on 8/6 and 9/3.

Assisted with special after-hours operations on 8/9.

Attended the GSM meeting on 8/13.

Attended Koha-US Conference virtual sessions on 8/13 - 8/16.

Met with Heather on 8/13 regarding PR and signage related to the construction project.

Attended the Quality Council meeting on 8/15.

Hosted the Roblox Arcade program during the vacation of the Young Adult Librarian on 8/15.

Attended the Youth Services department meeting on 8/20.

Assisted with Construction prep logistics starting the week of 8/19.

Assisted with moving the circulation department, including 'the Beast' AMH unit into the new temporary Circulation area on 8/23 and 8/25.

Attended a meeting with a potential facilities management company on 8/29.

Attended a meeting on 9/12 with Connor and ClarkTel regarding future options for our telephone system.

Participated in Young Adult Librarians interviews on 9/13.

Agenda Items

- **Resolution 17-24:** Adjustment to the General Fund 101 – adjustments for a new grant award from the Cuyahoga County Board of Developmental Disabilities (CCBDD) along with other revenue adjustments
- **Resolution 18-24:** Adjustment to the Friends Fund 420 – additional funds needed to purchase the kitchen cart and to purchase a permanent bicycle repair kit for staff and patrons
- **Asset disposal list**

Financial Highlights

- 2024 Revenue of \$6.1M is 22%, or \$1.1MM, higher than the same period last year because of higher property tax revenue from the additional millage from the levy.
- Excluding transfers out, 2024 Expenses of \$3.6MM are 2.7%, or \$93K, higher than the same period last year.
- **PLF Update:** The Ohio Department of Taxation (ODT) issued the initial PLF estimate for 2025, which for WPPL is **\$1,453,574**. This is 0.6%, or \$8K higher than our 2024 initial PLF estimate, and 3%, or \$42K, higher than the final estimate for 2024.

External Meetings/Trainings

- Andrew and I attended the **Stark County COG Health Benefits Conference** on Thursday, July 18
- Andrew and I met with **Eileen Stanic from Meeder Investments** for our annual investment update on Thursday, July 25
- Met with **Bialosky** on Tuesday, July 30 to review furniture selections for the renovation project
- Andrew, CJ, Duane and I met with **Simplified Facilities** on Thursday, August 29
- Attended a virtual **NEO-RLS HR/Fiscal Officer Networking Meeting** on Friday, September 6
- Attended **construction meetings** with Bialosky and Millstone on July 24, August 21 & August 28

Library Meetings/Trainings

- Attended the **Manager's meetings** on Wednesday, August 7 and Tuesday, September 3
- **EAC meetings** were held on Thursday, August 8 and Thursday, September 5
- Attended a **GSM (General Staff Meeting)** on Tuesday, August 13
- Attended the **Foundation meeting** on Tuesday, September 10
- Attended weekly **Admin meetings** with Andrew and CJ

Finance

- Change Order #2 for the construction project is included in the Board packet. The library requested an on-site storage container.
- Shelly and I participated in **OLC's Fiscal Officer workshop** on Thursday, September 12. Participation in this workshop allowed us both to earn enough credits to obtain our **Certified Public Investment Manager (CPIM) certifications**, which we're required to get every year.

- The library will be holding an outdoor **Surplus Sale on Tuesday, September 24** (rain date: September 26). We will be selling furniture and other items that are being replaced in the renovation project.
- The investment management fee charged by Meeder will be increasing to \$7,500 per year. Since we signed our agreement with Meeder in 2015, our fee has been \$5,000 per year.
- The Finance department met on Wednesday, August 7

Human Resources

- Staff Appreciation and Development Day will be held on Monday, October 14 from 8:30-4:30 at the Westlake Rec Center. We hope all Trustees can join us for all or part of the day!

Open Positions

- **Adult Services Associate (40 hr):** Alyssa Alcorn started in this position on Monday, August 29.
- **Makerspace Associate (24 hr):** this position was vacant as a result of Adrien accepting the Innovation Specialist position. Rose White started in this position on Wednesday, September 4.
- **Adult Services Assistant Manager (40 hr):** this position was vacant as a result of Katie Cooley accepting the Adult Services Manager position. Victoria Vogel, the Young Adult Librarian, accepted this position and began in this position on September 3.
- **Building Services Sr. Assistant II (20 hrs):** this is a new position and Camille Emerick began at the library on September 9
- **Young Adult Librarian (40 hr):** this position is vacant as a result of Victoria Vogel accepting the Adult Services Assistant Manager position. The position was posted on August 27.

EAC Update

- The EAC meetings were held on August 8 and September 5. The committee worked on planning Staff Appreciation and Development Day.

EAC Suggestions/Comments submitted for discussion:

"Fresh Finds" social media posts

Description: Inspired by the "Fresh Finds" updating playlists on Spotify, these posts (or newsletter, though I think social media posts might have more impact) would feature a mix of new titles to the library and maybe highlight 1 staff recommendation per post. A good way to boost our social media engagement and expand our reach into the digital world.

Values: Communication

Potential Benefits: Increased attention to the library and our always-updating collection of materials, some of which the public might not realize we offer.

Impact on Departments: The Marketing Department would need to curate these posts and potentially collaborate with a staff member from another department (for a staff recommendation).

Bigger Marketing Team for Social Media/Outreach/Advertising

Description: Bigger team for Marketing/PR specifically designated to keep in touch with social media trends, posting more frequently on a wider range of social media (TikTok, Youtube, podcast, as well as the ones currently being used) and keeping posts/content consistent, entertaining, and appealing to a wider audience. This would also make sure that our social media is being updated, allowing for more interaction with patrons and lessen the work on the staff across the library to request PR/Marketing- the team would be aware of upcoming events, programs, and challenges and post accordingly. Newer technology would need to be invested in to increase the quality of

photos/video posted to social media (IE, updating the iPads/iPods used in YS for social media posts), and hiring of 1-2 part timers and/or 1 full timer.

Values: Communication, Growth, Teamwork

Potential Benefits: This would establish a more active social media presence throughout the week, during major events and activities, and keeping with the trends to show what WPPL can offer/bring in likes and follows. Bring back Podcast on a weekly (or bi-weekly) basis, interviewing patrons, staff, and other guests, which was left on hiatus after Aaron S. left.

Impact on Departments: Requests for PR/Marketing posts would not be necessary; it would not be up to the individual departments to post content on their own, creating a lack of identity in the posts; technology used for posting and taking photos through the departments (iPads/iPods/etc) would be obsolete.

Donation bins / Food pantry

Description: In a similar vein to our Rust Belt Riders collaboration, having a place for patrons to deposit food/clothing donations, perhaps in the same general area to the compost bins.

Values: Growth, Respect, Trust

Potential Benefits: Increased outreach to our community, fostering goodwill, and general nice-thing-to-do-ness. Decreased clothing and food waste for patrons.

Impact on Departments: Construction and maintenance of a food pantry/fridge and donation bin, as well as getting clothing donations to an appropriate charity/outreach organization.

AI Usage and Content Credits for Staff

Description: With the increase of AI "acceptance" in the professional world, we should be discouraging the usage of generative software and sites to produce design/artwork/writings by staff at WPPL for library materials, site, blogs, etc. Generative software, like ChatGPT, MidJourney, and OpenAI, steal content from the web, "learns" from it, and creates "new" content from it- completely destroying any ownership or proper credit to the copyright owners of the images or content stolen without their consent. Libraries should be fighting for the right for the original makers/artists/writers to be properly credited, as an educational institute we should be actively discouraging artistic plagiarism. If staff creates imagery or written works for WPPL, they should be credited as the creator of such material.

Values: Trust, Accountability, Communication

Potential Benefits: By pushing away from AI generated content, WPPL will be showing solidarity with local artists/writers/creatives, instead encouraging that their talents and names are recognized inside and outside the library and our community. <https://completemusicupdate.com/us-senators-propose-copied-act-to-rein-in-ai-theft-of-creative-content/>

Impact on Departments: Departments will need to make sure that they are putting their - or community members- names on anything and everything they create for the library (artwork, graphic design, writings, etc). Training about the harm of AI on artists/creators and plagiarism, to help understanding of the impact of these generative softwares. Employees who are artistically talented will be recognized and can be utilized in a variety of projects throughout the library, based on their skill level and expertise.

2026 Holidays and Closures

Description: Now that the dates have been set for closures for the 2025 year, is there any thought about having staff input about what the closure days are? For example some staff may appreciate being off on the Sundays that Mother's and Father's Day fall on instead of the Sundays before

Labor and Memorial Day. Yes -we do have the week skip every year, however, some staff, will still have to have to work those days, and some staff and departments who don't work on Sundays, will always be off and never have to worry about this. It may be nice to have staff input on this decision.

Values: Appreciation

Potential Benefits: The library would be closed on two different Sundays during the year.

Impact on Departments: People who have to work those holidays who have children or parents they would like to spend time with can do so. A few other libraries in the area follow this schedule as well

Improv Workshop

Description: I was watching a training with Ryan Dowd and he recommended Improv Training to improve communication skills with both staff and patrons. I found this training in Cleveland. It would be an interesting staff training and wanted to pass along information.
<https://www.impostertheater.com/corporate-workshops>

Values: Communication, Growth, Respect, Teamwork

Potential Benefits: Improved communication skills.

Permanent Bike Tool Rack

Description: A Permanent bike tool rack would be a nice addition/resource to the library for both staff and patrons. There is an example of one below.

https://www.globalindustrial.com/p/bike-fixation-public-work-stand-deluxe?gad_source=1&qclid=EAlaIqOBChMIq9Trja6BiAMV8jQIBR0qSRPwEAQYBiABEgJtPvD_BwE

Values: Appreciation, Growth, Accountability

Potential Benefits: Assist both staff and patrons with bicycle maintenance. It would demonstrate to the community WPPL supports alternate forms of transportation and take one more step toward making Westlake a more bicycle friendly community.



August 15th, 2024

Westlake Porter Public Library – Phase 2 Renovations
27333 Center Ridge Road
Westlake, OH 44145

Request for Change Order #02: Conex Box

- Per the discussion at the 8/21/24 meeting the desire for a Conex box for on-site storage was requested. Millstone has secured a Conex box with the following cost:
- \$140/month for rental
- \$300/each way for delivery and removal

The total net cost of the work will be **\$1,345.60** and has a schedule impact of **0 days** added to the contract completion date if approved promptly. Pricing assumes a 4-month duration and final pricing will be reconciled after the duration is determined.

Sincerely,

Tyler Hoberg
Project Manager
Millstone Management Group Inc.

8251 Mayfield Rd, Suite 100 • Chesterland, Ohio 44026
PHONE 440.423.1116

MILLSTONE MANAGEMENT GROUP

Project Name - Westlake Porter Public Library Phase 2 FC #02 - Conex Box

Material	Unit Cost	Quantity	Quantity Type	Total
Conex box rental	\$140.00	4	month	\$560.00
Conex box drop off and pick up	\$300.00	2	each way	\$600.00
			Subtotal	\$1,160.00
			Waste	\$0.00
			Tax	\$0.00
			Grand Total	\$1,160.00

Division Hours	Unit Cost	Quantity	Quantity Type	Total
			HOUR	\$0.00
			HOUR	\$0.00
LABOR TOTAL				\$0.00

Subcontractor Costs	Unit Cost	Quantity	Quantity Type	Total
				\$0.00
				\$0.00
				\$0.00

ALLOWANCES	Unit Cost	Quantity	Quantity Type	Total
				\$0.00
				\$0.00

General Conditions	Unit Cost	Quantity	Quantity Type	Total
Superintendant	\$58.00	0	LSUM	\$0.00
				\$0.00

Mark Ups	Subtotal	Mark Up	Quantity Type	Grand Total
Subcontractors - Overhead	\$0.00	8%	Percentage	\$0.00
Subcontractors - Profit	\$0.00	8%	Percentage	\$0.00
General Contractor - Overhead	\$1,160.00	8%	Percentage	\$92.80
General Contractor - Profit	\$1,160.00	8%	Percentage	\$92.80

Subtotal:	\$1,160.00
Overhead & Profit	\$185.60
Total Cost of Change Order #02	\$1,345.60
Contingency amount remaining prior to change order #02	\$50,000.00
Contingency amount remaining after change order #02	\$48,654.40

Owner Signature: *Jmaxmassis* Date: 8/23/24

WESTLAKE PORTER PUBLIC LIBRARY**Account Adjustments - Informational****September 18, 2024**

FROM:		TO:	
101-00-53910 (INTERLIBRARY DELIVERY)	\$ (1,295.55)	101-00-53220 (POSTAGE)	\$ 1,295.55
101-00-57110 (LIBRARY ORGANIZATIONS)	\$ (79.15)	101-00-57250 (STATE SALES TAX)	\$ 79.15
101-00-53610 (UTILITIES)	\$ (3,000.00)	101-00-53220 (POSTAGE)	\$ 3,000.00
101-00-54310 (AUDIO)	\$ (3.95)	101-00-54610 (ILL FEES)	\$ 3.95
101-00-54310 (AUDIO)	\$ (2,400.00)	101-00-54910 (PUZZLES/PUPPETS/KITS)	\$ 2,400.00
101-00-53120 (EXTERNAL TRAINING)	\$ (500.00)	101-00-53110 (INTERNAL TRAINING)	\$ 500.00
101-00-53120 (EXTERNAL TRAINING)	\$ (3,000.00)	101-00-53320 (EQUIPMENT MAINTENANCE)	\$ 3,000.00

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

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
Revenue				
Property Tax	2,935,647	3,345,635	409,988	
PLF	834,523	816,771	(17,752)	
Other	131,159	190,889	59,730	
TOTAL	3,901,329	4,353,295	451,966	
Expenses				
Salaries & Benefits	2,269,586	2,155,137	(114,449)	
Supplies	63,537	43,096	(20,441)	
Contracted Services	470,125	435,316	(34,810)	
Library Materials	452,568	401,507	(51,061)	
Capital	56,555	44,267	(12,288)	
Miscellaneous	57,430	87,908	30,478	election expense from last year's levy
Other Expenses	711,667	1,200,000	488,333	transfers out to PI and Automation funds have been completed for the year
TOTAL	4,081,469	4,367,230	285,762	

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

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	\$ 363.25	\$ 35,964.08	\$ 1,392.22	\$ -	\$ 34,600.00	\$ 335.11
FFL - RETAINAGE (CONSTRUCTION)	\$ -	\$ -				\$ -
FFL - GENERAL CHECKING	\$ 130,350.71	\$ 97,477.83	\$ 3,453,753.99	\$ 3,303,011.35	\$ -	\$ 77,085.90
PETTY CASH & CHANGE	\$ 1,343.50	\$ -	\$ -	\$ -	\$ -	\$ 1,343.50
TOTAL	\$ 132,057.46	\$ 133,441.91	\$ 3,455,146.21	\$ 3,303,011.35	\$ 34,600.00	\$ 78,764.51
FFL - MONEY MARKET	\$ 100,736.67	\$ 4,294.74	\$ -	\$ 3,550,000.00	\$ 3,268,411.35	\$ 386,620.06
US BANK	\$ 4,424,350.80	\$ 1,270,646.38	\$ 1,202,952.80	\$ -	\$ -	\$ 4,492,044.38
STAR PLUS	\$ -	\$ -				\$ -
STAR OHIO	\$ 1,273,865.97	\$ 4,222,247.19	\$ 125,352.63	\$ -	\$ 3,550,000.00	\$ 1,820,760.53
TOTAL	\$ 5,798,953.44	\$ 5,497,188.31	\$ 1,328,305.43	\$ 3,550,000.00	\$ 6,818,411.35	\$ 6,699,424.97
TOTAL - ALL BANKS	\$ 5,931,010.90	\$ 5,630,630.22	\$ 4,783,451.64	\$ 6,853,011.35	\$ 6,853,011.35	\$ 6,778,189.48

WESTLAKE PORTER PUBLIC LIBRARY
STATEMENT OF CASH POSITION
As of: July 31, 2024

FUND DESCRIPTION	BEGINNING BALANCE	Y-T-D REVENUE	Y-T-D EXPENSE	UNEXPENDED BALANCE	OUTSTANDING ENCUMBERANCE	ENDING BALANCE
101 GENERAL FUND	\$ 3,816,781	\$ 4,353,295	\$ 4,367,230	\$ 3,802,846	\$ 1,063,535	\$ 2,739,311
410 DEVELOPMENT FUND	\$ 56,509	\$ 27,516	\$ 25,407	\$ 58,618	\$ 18,254	\$ 40,365
420 FRIENDS OF THE LIBRARY	\$ 3,604	\$ 38,744	\$ 13,304	\$ 29,045	\$ 29,045	\$ (0)
450 PERMANENT IMPROVEMENT	\$ 1,692,859	\$ 1,007,603	\$ 143,354	\$ 2,557,107	\$ 1,971,746	\$ 585,362
475 AUTOMATION FUND	\$ 334,041	\$ 203,187	\$ 234,156	\$ 303,073	\$ 145,546	\$ 157,527
703 FRANCIS EGGER TRUST	\$ 27,216	\$ 285	\$ -	\$ 27,501	\$ -	\$ 27,501
TOTAL:	\$ 5,931,011	\$ 5,630,630	\$ 4,783,452	\$ 6,778,189	\$ 3,228,125	\$ 3,550,064

WESTLAKE PORTER PUBLIC LIBRARY

REVENUE REPORT - GENERAL FUND

As of: July 31, 2024

% through the year: 58%

<i>Revenue Accounts</i>	<i>Budgeted Revenue</i>	<i>Month-to- Date Revenues</i>	<i>Year-to-Date Revenue</i>	<i>Uncollected Balance</i>	
Property Tax	4,651,823	523,362	3,147,177	1,504,646	67.7%
Homestead Rollback	380,715	-	198,458	182,257	52.1%
Subtotal	5,032,538	523,362	3,345,635	1,686,903	66.5%
PLF	1,430,611	133,099	816,771	613,840	57.1%
Grants	2,500	-	4,527	(2,027)	181.1%
Patron Fines & Fees	9,743	594	4,339	5,404	44.5%
Interest	123,400	25,326	123,707	(307)	100.2%
Contributions	250	-	672	(422)	268.7%
Refunds/Reimbursements/Misc	88,950	7,130	57,644	31,306	64.8%
Transfers	-	-	-	-	0.0%
TOTAL	\$ 6,687,993	\$ 689,511	\$ 4,353,295	\$ 2,334,698	65.1%

WESTLAKE PORTER PUBLIC LIBRARY
EXPENSE REPORT - GENERAL FUND
As of: July 31, 2024

% through the year: 58%

<i>Expenditure Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Month-to-Date Expenses</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>Salaries & Benefits</u>						
Salaries	2,946,400	219,344	1,663,943	-	1,282,457	56.5%
OPERS	411,096	30,870	200,550	-	210,546	48.8%
Insurance	528,723	40,752	289,644	218,966	239,079	54.8%
Other Employee Benefits	4,500	-	1,000	3,500	3,500	22.2%
Subtotal	3,890,719	290,965	2,155,137	222,466	1,735,582	55.4%
<u>Supplies</u>						
Administrative Supplies	72,920	2,993	30,422	37,898	42,498	41.7%
Maintenance Supplies	32,000	1,573	11,450	20,550	20,550	35.8%
Vehicle Fuel & Supplies	4,000	354	1,224	2,776	2,776	30.6%
Subtotal	108,920	4,920	43,096	61,224	65,824	39.6%
<u>Contracted Services</u>						
Travel & Training	31,600	2,175	12,454	19,146	19,146	39.4%
PR/Postage/Phone	91,999	2,499	51,405	40,362	40,594	55.9%
Maintenance	293,282	15,401	121,870	165,750	171,412	41.6%
Insurance	40,000	27,524	29,149	10,851	10,851	72.9%
Leases	9,950	730	8,395	1,555	1,555	84.4%
Utilities	132,380	9,515	67,139	64,336	65,242	50.7%
Professional Services	149,111	16,302	92,389	56,215	56,723	62.0%
Library Material Control	45,402	229	40,311	5,090	5,090	88.8%
Interlibrary Delivery Service	12,204	-	12,204	-	-	100.0%
Subtotal	805,929	74,376	435,316	363,305	370,614	54.0%
<u>Library Materials</u>						
Books	279,782	19,816	131,545	139,224	148,237	47.0%
Periodicals	20,909	350	2,241	17,928	18,669	10.7%
Audio/Visual	116,169	5,622	37,748	75,314	78,420	32.5%
Portable Audio	18,257	131	7,617	10,383	10,641	41.7%
Electronic Data	318,925	38,823	211,720	100,779	107,205	66.4%
Interlibrary Loan Fees	100	-	35	65	65	35.0%
Library Material Repair	18,653	1,449	8,645	9,097	10,008	46.3%
Library Material, Other	3,036	90	1,958	842	1,078	0.0%
Subtotal	775,831	66,282	401,507	353,632	374,324	51.8%
<u>Capital</u>						
Land Improvements	-	-	-	-	-	0.0%
Building Improvements	6,886	130	1,381	5,185	5,505	20.1%
Furniture/Hardware/Software	90,066	169	42,887	47,179	47,179	47.6%
Subtotal	96,952	299	44,267	52,364	52,684	45.7%
<u>Miscellaneous</u>						
Dues/Memberships	19,121	575	8,804	10,317	10,317	46.0%
Special Assessments	78,981	1,015	78,981	-	1	0.0%
Refunds/Reimbursements	350	-	123	227	227	35.3%
Other Misc Expenses	-	-	-	-	-	0.0%
Subtotal	98,452	1,590	87,908	10,543	10,544	89.3%
<u>Other Expenses</u>						
Contingency Fund	20,000	-	-	-	20,000	0.0%
Transfers	1,200,000	-	1,200,000	-	-	100.0%
Subtotal	1,220,000	-	1,200,000	-	20,000	98.4%
Grand Total	\$ 6,996,803	\$ 438,432	\$ 4,367,230	\$ 1,063,535	\$ 2,629,573	62.4%

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

As of: July 31, 2024

<i>Expenditure Fund/Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>% through the year: 58%</i>	
				<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>410 - Development Fund</u>					
Supplies	9,939	942	8,997	8,997	9.48%
Contracted Services	9,750	6,175	3,575	3,575	63.34%
Library Materials	10,960	5,290	4,582	5,670	48.27%
Capital Outlay	14,100	13,000	1,100	1,100	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 44,749	\$ 25,407	\$ 18,254	\$ 19,341	56.78%
		0			
<u>420 - Friends of Library Fund</u>					
Supplies	19,298	10,202	9,097	9,097	52.86%
Contracted Services	8,050	3,102	4,948	4,948	38.53%
Library Materials	-	-	-	-	0.00%
Capital Outlay	15,000	-	15,000	15,000	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 42,348	\$ 13,304	\$ 29,045	\$ 29,045	31.41%
<u>450 - Permanent Imp. Fund</u>					
Contracted Services	308,450	124,531	183,919	183,919	40.37%
Capital Outlay	1,806,650	18,823	1,787,827	1,787,827	1.04%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 2,115,100	\$ 143,354	\$ 1,971,746	\$ 1,971,746	6.78%
<u>475 - Automation Fund</u>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	379,702	234,156	145,546	145,546	61.67%
Total	\$ 379,702	\$ 234,156	\$ 145,546	\$ 145,546	61.67%

Westlake Porter Public Library
Public Library Fund
2020 - 2024

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

Month	2020	2021	2022	2023	2024
Jan	97,796.10	102,455.24	117,102.76	120,175.88	104,198.13
Feb	117,550.40	118,200.71	131,419.43	139,969.12	130,863.11
Mar	86,227.90	97,966.59	98,612.84	105,518.63	109,366.22
Apr	69,968.09	83,644.67	96,222.48	96,910.92	82,756.60
May	80,899.48	116,198.57	169,367.26	140,652.68	123,957.56
Jun	92,970.31	149,215.96	129,742.03	141,690.29	132,530.00
Jul	113,945.67	137,767.22	138,955.50	140,296.37	133,099.48
Aug	124,729.08	100,700.83	104,169.09	107,297.70	
Sep	115,601.98	119,250.24	127,626.25	135,110.50	
Oct	99,265.09	112,106.18	119,181.99	118,617.65	
Nov	104,468.13	111,223.59	117,142.59	123,511.26	
Dec	106,957.55	116,231.90	127,053.60	129,765.02	
TOTALS	\$ 1,210,379.78	\$ 1,364,961.70	\$ 1,476,595.82	\$ 1,499,516.02	\$ 816,771.10

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

Percentage Change			
2021	2022	2023	2024
4.76%	14.30%	2.62%	-13.30%
0.55%	11.18%	6.51%	-6.51%
13.61%	0.66%	7.00%	3.65%
19.55%	15.04%	0.72%	-14.61%
43.63%	45.76%	-16.95%	-11.87%
60.50%	-13.05%	9.21%	-6.47%
20.91%	0.86%	0.96%	-5.13%
-19.26%	3.44%	3.00%	
3.16%	7.02%	5.86%	
12.94%	6.31%	-0.47%	
6.47%	5.32%	5.44%	
8.67%	9.31%	2.13%	
12.77%	8.18%	1.55%	

Difference (2024 vs 2023)
(15,977.75)
(9,106.01)
3,847.59
(14,154.32)
(16,695.12)
(9,160.29)
(7,196.89)

2024 Year-to-Date Compared to 2023	
2023	885,213.89
2024	816,771.10
\$ Difference	(68,442.79)
% Difference	-7.73%

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

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
Revenue				
Property Tax	3,355,025	4,946,025	1,591,000	All property tax income for the year has been received except for the second homestead rollback distribution
PLF	953,741	924,324	(29,417)	
Other	149,895	220,926	71,030	
TOTAL	4,458,662	6,091,275	1,632,613	
Expenses				
Salaries & Benefits	2,593,813	2,450,194	(143,619)	
Supplies	72,614	51,436	(21,177)	
Contracted Services	537,286	485,601	(51,685)	
Library Materials	517,221	456,107	(61,114)	
Capital	64,635	45,000	(19,635)	
Miscellaneous	65,635	95,291	29,656	election expense from last year's levy
Other Expenses	813,333	1,200,000	386,667	transfers out to PI and Automation funds have been completed for the year
TOTAL	4,664,536	4,783,628	119,093	

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

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	\$ 363.25	\$ 40,439.10	\$ 1,575.18	\$ -	\$ 38,400.00	\$ 827.17
FFL - RETAINAGE (CONSTRUCTION)	\$ -	\$ -				\$ -
FFL - GENERAL CHECKING	\$ 130,350.71	\$ 104,217.54	\$ 3,880,270.90	\$ 3,820,192.36	\$ -	\$ 174,489.71
PETTY CASH & CHANGE	\$ 1,343.50	\$ -	\$ -	\$ -	\$ -	\$ 1,343.50
TOTAL	\$ 132,057.46	\$ 144,656.64	\$ 3,881,846.08	\$ 3,820,192.36	\$ 38,400.00	\$ 176,660.38
FFL - MONEY MARKET	\$ 100,736.67	\$ 4,909.97	\$ -	\$ 4,100,000.00	\$ 3,781,792.36	\$ 423,854.28
US BANK	\$ 4,424,350.80	\$ 1,278,054.27	\$ 1,203,406.26	\$ -	\$ -	\$ 4,498,998.81
STAR PLUS	\$ -	\$ -				\$ -
STAR OHIO	\$ 1,273,865.97	\$ 5,942,235.24	\$ 140,694.09	\$ -	\$ 4,100,000.00	\$ 2,975,407.12
TOTAL	\$ 5,798,953.44	\$ 7,225,199.48	\$ 1,344,100.35	\$ 4,100,000.00	\$ 7,881,792.36	\$ 7,898,260.21
TOTAL - ALL BANKS	\$ 5,931,010.90	\$ 7,369,856.12	\$ 5,225,946.43	\$ 7,920,192.36	\$ 7,920,192.36	\$ 8,074,920.59

WESTLAKE PORTER PUBLIC LIBRARY
STATEMENT OF CASH POSITION

As of: August 31, 2024

FUND DESCRIPTION	BEGINNING BALANCE	Y-T-D REVENUE	Y-T-D EXPENSE	UNEXPENDED BALANCE	OUTSTANDING ENCUMBERANCE	ENDING BALANCE
101 GENERAL FUND	\$ 3,816,781	\$ 6,091,275	\$ 4,783,628	\$ 5,124,428	\$ 904,304	\$ 4,220,124
410 DEVELOPMENT FUND	\$ 56,509	\$ 27,601	\$ 26,240	\$ 57,870	\$ 17,421	\$ 40,449
420 FRIENDS OF THE LIBRARY	\$ 3,604	\$ 38,744	\$ 16,835	\$ 25,514	\$ 25,514	\$ (0)
450 PERMANENT IMPROVEMENT	\$ 1,692,859	\$ 1,008,400	\$ 165,087	\$ 2,536,172	\$ 1,950,013	\$ 586,159
475 AUTOMATION FUND	\$ 334,041	\$ 203,522	\$ 234,156	\$ 303,407	\$ 145,546	\$ 157,861
703 FRANCIS EGGER TRUST	\$ 27,216	\$ 315	\$ -	\$ 27,531	\$ -	\$ 27,531
TOTAL:	\$ 5,931,011	\$ 7,369,856	\$ 5,225,946	\$ 8,074,921	\$ 3,042,798	\$ 5,032,123

WESTLAKE PORTER PUBLIC LIBRARY

REVENUE REPORT - GENERAL FUND

As of: August 31, 2024

% through the year: 67%

<i>Revenue Accounts</i>	<i>Budgeted Revenue</i>	<i>Month-to- Date Revenues</i>	<i>Year-to-Date Revenue</i>	<i>Uncollected Balance</i>	
Property Tax	4,651,823	1,600,390	4,747,568	(95,745)	102.1%
Homestead Rollback	380,715	-	198,458	182,257	52.1%
Subtotal	5,032,538	1,600,390	4,946,025	86,513	98.3%
PLF	1,430,611	107,553	924,324	506,287	64.6%
Grants	2,500	3,415	7,942	(5,442)	317.7%
Patron Fines & Fees	9,743	580	4,920	4,824	50.5%
Interest	123,400	18,907	142,614	(19,214)	115.6%
Contributions	250	22	694	(444)	277.5%
Refunds/Reimbursements/Misc	88,950	7,113	64,756	24,194	72.8%
Transfers	-	-	-	-	0.0%
TOTAL	\$ 6,687,993	\$ 1,737,980	\$ 6,091,275	\$ 596,718	91.1%

WESTLAKE PORTER PUBLIC LIBRARY
EXPENSE REPORT - GENERAL FUND
As of: August 31, 2024

% through the year: 67%

<i>Expenditure Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Month-to-Date Expenses</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>Salaries & Benefits</u>						
Salaries	2,946,400	223,429	1,887,372	-	1,059,028	64.1%
OPERS	411,096	30,708	231,258	-	179,838	56.3%
Insurance	528,723	40,920	330,564	181,075	198,159	62.5%
Other Employee Benefits	4,500	-	1,000	3,500	3,500	22.2%
Subtotal	3,890,719	295,057	2,450,194	184,575	1,440,525	63.0%
<u>Supplies</u>						
Administrative Supplies	72,920	4,125	34,548	33,773	38,373	47.4%
Maintenance Supplies	32,000	3,975	15,425	16,575	16,575	48.2%
Vehicle Fuel & Supplies	4,000	240	1,463	2,537	2,537	36.6%
Subtotal	108,920	8,340	51,436	52,884	57,484	47.2%
<u>Contracted Services</u>						
Travel & Training	28,600	247	12,701	15,899	15,899	44.4%
PR/Postage/Phone	94,999	5,132	56,537	38,230	38,462	59.5%
Maintenance	296,282	12,196	134,066	156,554	162,216	45.2%
Insurance	40,000	6,547	35,696	4,304	4,304	89.2%
Leases	9,950	285	8,680	1,270	1,270	87.2%
Utilities	129,380	7,950	75,088	53,386	54,292	58.0%
Professional Services	149,111	17,928	110,317	38,286	38,794	74.0%
Library Material Control	45,402	-	40,311	5,090	5,090	88.8%
Interlibrary Delivery Service	12,204	-	12,204	-	-	100.0%
Subtotal	805,929	50,285	485,601	313,020	320,328	60.3%
<u>Library Materials</u>						
Books	279,782	18,397	149,941	120,827	129,840	53.6%
Periodicals	20,909	146	2,387	17,782	18,522	11.4%
Audio/Visual	113,765	10,560	48,308	62,350	65,456	42.5%
Portable Audio	18,257	2,556	10,172	7,828	8,085	55.7%
Electronic Data	318,925	21,419	233,138	79,360	85,787	73.1%
Interlibrary Loan Fees	104	69	104	-	-	100.0%
Library Material Repair	18,653	1,454	10,098	7,643	8,555	54.1%
Library Material, Other	5,436	-	1,958	3,242	3,478	0.0%
Subtotal	775,831	54,600	456,107	299,032	319,724	58.8%
<u>Capital</u>						
Land Improvements	-	-	-	-	-	0.0%
Building Improvements	6,886	-	1,381	5,185	5,505	20.1%
Furniture/Hardware/Software	90,066	732	43,619	46,447	46,447	48.4%
Subtotal	96,952	732	45,000	51,632	51,952	46.4%
<u>Miscellaneous</u>						
Dues/Memberships	19,121	7,319	16,123	2,998	2,998	84.3%
Special Assessments	78,981	-	78,981	-	1	0.0%
Refunds/Reimbursements	350	64	187	163	163	53.5%
Other Misc Expenses	-	-	-	-	-	0.0%
Subtotal	98,452	7,383	95,291	3,161	3,161	96.8%
<u>Other Expenses</u>						
Contingency Fund	20,000	-	-	-	20,000	0.0%
Transfers	1,200,000	-	1,200,000	-	-	100.0%
Subtotal	1,220,000	-	1,200,000	-	20,000	98.4%
Grand Total	\$ 6,996,803	\$ 416,398	\$ 4,783,628	\$ 904,304	\$ 2,213,175	68.4%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - OTHER FUNDS

As of: August 31, 2024

<i>Expenditure Fund/Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>% through the year: 67%</i>	
				<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>410 - Development Fund</u>					
Supplies	9,939	1,017	8,922	8,922	10.24%
Contracted Services	9,750	5,280	4,470	4,470	54.16%
Library Materials	10,960	5,865	4,007	5,095	53.51%
Capital Outlay	14,100	14,078	22	22	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 44,749	\$ 26,240	\$ 17,421	\$ 18,509	58.64%
<u>420 - Friends of Library Fund</u>					
Supplies	19,298	12,068	7,231	7,231	62.53%
Contracted Services	8,050	4,767	3,283	3,283	59.22%
Library Materials	-	-	-	-	0.00%
Capital Outlay	15,000	-	15,000	15,000	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 42,348	\$ 16,835	\$ 25,514	\$ 25,514	39.75%
<u>450 - Permanent Imp. Fund</u>					
Contracted Services	308,450	128,525	179,925	179,925	41.67%
Capital Outlay	1,806,650	36,562	1,770,088	1,770,088	2.02%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 2,115,100	\$ 165,087	\$ 1,950,013	\$ 1,950,013	7.81%
<u>475 - Automation Fund</u>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	379,702	234,156	145,546	145,546	61.67%
Total	\$ 379,702	\$ 234,156	\$ 145,546	\$ 145,546	61.67%

Westlake Porter Public Library
Public Library Fund
2020 - 2024

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

Month	2020	2021	2022	2023	2024
Jan	97,796.10	102,455.24	117,102.76	120,175.88	104,198.13
Feb	117,550.40	118,200.71	131,419.43	139,969.12	130,863.11
Mar	86,227.90	97,966.59	98,612.84	105,518.63	109,366.22
Apr	69,968.09	83,644.67	96,222.48	96,910.92	82,756.60
May	80,899.48	116,198.57	169,367.26	140,652.68	123,957.56
Jun	92,970.31	149,215.96	129,742.03	141,690.29	132,530.00
Jul	113,945.67	137,767.22	138,955.50	140,296.37	133,099.48
Aug	124,729.08	100,700.83	104,169.09	107,297.70	107,552.90
Sep	115,601.98	119,250.24	127,626.25	135,110.50	
Oct	99,265.09	112,106.18	119,181.99	118,617.65	
Nov	104,468.13	111,223.59	117,142.59	123,511.26	
Dec	106,957.55	116,231.90	127,053.60	129,765.02	
TOTALS	\$ 1,210,379.78	\$ 1,364,961.70	\$ 1,476,595.82	\$ 1,499,516.02	\$ 924,324.00

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

Percentage Change			
2021	2022	2023	2024
4.76%	14.30%	2.62%	-13.30%
0.55%	11.18%	6.51%	-6.51%
13.61%	0.66%	7.00%	3.65%
19.55%	15.04%	0.72%	-14.61%
43.63%	45.76%	-16.95%	-11.87%
60.50%	-13.05%	9.21%	-6.47%
20.91%	0.86%	0.96%	-5.13%
-19.26%	3.44%	3.00%	0.24%
3.16%	7.02%	5.86%	
12.94%	6.31%	-0.47%	
6.47%	5.32%	5.44%	
8.67%	9.31%	2.13%	
12.77%	8.18%	1.55%	

Difference (2024 vs 2023)
(15,977.75)
(9,106.01)
3,847.59
(14,154.32)
(16,695.12)
(9,160.29)
(7,196.89)
255.20

2024 Year-to-Date Compared to 2023	
2023	992,511.59
2024	924,324.00
\$ Difference	(68,187.59)
% Difference	-6.87%

Westlake Porter Public Library
Check Register 7/1/24 - 7/31/24

Payment Date	Check Number	Vendor	Description	Payment Amount
7/11/2024	42728	BAKER & TAYLOR	Juvenile/YA Books, materials processing	92.24
7/11/2024	42735	Kanopy Inc	Kanopy Videos	455.40
7/11/2024	42729	Cengage Learning Inc	Adult Books	716.79
7/11/2024	42736	MIDWEST TAPE	Hoopla Downloadables	9,322.26
7/11/2024	42734	Jennifer L Nebraska	Slow-Flow Yoga	80.00
7/11/2024	42730	CP Commercial Delaware, LLC	Crocker Park Advertising	575.00
7/11/2024	42738	PLAIN DEALER	Plain Dealer - June 2024	165.00
7/11/2024	42743	UNIQUE MANAGEMENT SERVICES INC	Collection Agency & ILS Notices - June 2024	415.15
7/11/2024	42739	Rhapsody Music Studio	Music with Mr. Tim	150.00
7/11/2024	42731	FIRST FEDERAL OF LAKEWOOD	Safe Deposit Box	85.00
7/11/2024	42742	Tender Touch Equine Inc	Meet the Minis	250.00
7/11/2024	42740	Rotary Club of Westlake/Bay Village	Mangels - Rotary Dues 2024-2025	250.00
7/11/2024	42732	GO GREEN LANDSCAPING LLC	Landscape Maint - July 2024	2,606.87
7/11/2024	42733	Irrigation Inc	Sprinkler System Repairs	817.00
7/11/2024	42741	Schindler Elevator Corporation	Elevator Maint 7/1/24 - 6/30/25	3,382.19
7/11/2024	42737	North East Fire Protection LLC	FDC Hydro/Sprinkler/Backflow Tests	2,635.70
7/17/2024	42745	Bialosky + Partners Architects, LLC	2024 Renovation Architect Fees	3,962.50
7/17/2024	42748	Invengo American Corp	AMH System 50%	85,641.50
7/17/2024	42750	Villager Newspaper	PR Ads Summer Lib Challenge	430.00
7/17/2024	42752	SQUIRE PATTON BOGGS (US) LLP	2024 Renovation Other Soft Costs	3,087.50
7/17/2024	42744	BAKER & TAYLOR	Juvenile/YA Books, materials processing	463.33
7/17/2024	42751	S&P Global Market Intelligence	S&P Net Advantage 6/28/24 - 6/27/25	15,230.00
7/17/2024	42749	PBC Guru LLC	Library Speakers Consortium 7/1 - 12/31/24	2,250.00
7/17/2024	42747	CENTER POINT PUBLISHING	Adult Books	200.16
7/17/2024	42746	Cengage Learning Inc	Adult Books	250.41
7/17/2024	42753	THE NEW YORK TIMES	New York Times 6/28/24 - 6/26/25	2,204.80
7/17/2024	2024000067	TREASURER OF STATE OF OHIO	State Sales Tax	1,015.09
7/17/2024	2024000007	COUNTY AUDITOR	Treasurer & Auditor Fees	10,362.49
7/22/2024	2024000066	AMAZON.COM	Library materials and Supplies	4,725.59
7/25/2024	2024000068	PNC BANK N.A.	CC Payment	55,752.20
7/30/2024	42754	Blue Technologies	Blue Tech Copiers 5/22 - 6/21/24	985.93
7/30/2024	42757	Cengage Learning Inc	Adult Books	398.11
7/30/2024	42756	Brookside Construction Services, Inc	Irrigation Repairs	1,020.00
7/30/2024	42761	North East Fire Protection LLC	FDC Repairs	9,425.00
7/30/2024	42758	J D Power	Used Car & Older Used Car Guides 9/1/24 - 8/31/25	459.00
7/30/2024	42762	Ohio Treasurer of State	CR59ED Renewal	61.54
7/30/2024	42764	SOFTWARE SOLUTIONS INC	SSI Cloud Backup & Recovery 9/1/24 - 8/31/25	2,289.80

Westlake Porter Public Library
Check Register 7/1/24 - 7/31/24

Payment Date	Check Number	Vendor	Description	Payment Amount
7/30/2024	42759	Jennifer L Nebraska	Chair Yoga	80.00
7/30/2024	42763	OHIO VALLEY SUPPLY & MAINTENANCE COMPANY	Refillable Bottles with Valves	318.30
7/30/2024	42760	KASTNER WESTMAN & WILKINS, LLC	Legal Fees - Misc Labor	501.50
7/30/2024	42755	BPI INFORMATION SYSTEMS	MS Windows Enterprise (5)	2,070.00
7/30/2024	2024000069	City of Cleveland Division of Water	Water Usage & Fireline 5/21 - 6/20/24	591.95
7/30/2024	2024000070	Columbia Gas	Natural Gas 5/23 - 6/24/24	700.85
7/30/2024	2024000071	The Illuminating Company	Electricity 4/30 - 5/29/24	7,889.45
7/30/2024	2024000072	CITY OF WESTLAKE - SEWERS	Sewers 3/31 - 6/30/24	332.50
7/30/2024	2024000073	Stark County Educational Service Center	Medical, Dental & Life Insurance - July 2024	37,784.22
7/30/2024	2024000074	INGRAM BOOK COMPANY	Juvenile/YA books, World Languages collection, Adult Books, Children's Materials - Sandy Sauer, materials processing	18,447.85
7/30/2024	2024000075	FP Mailing Solutions	Parcel Shipping Funds	400.00
7/30/2024	2024000076	TREASURER OF STATE OF OHIO	State Audit of 2023	656.00
7/31/2024	2024000017	PayPal	Bank & Investment Fees	9.07
7/31/2024	2024000013	U S Bank	Trust fees	36.52
7/31/2024	2024000018	Square Inc	Credit card fees	122.67
7/31/2024	2024000014	Meeder Investment Management	Investment Management fee	416.67
7/31/2024	2024000019	Nayax Copy Services	Credit card fees - public printing	46.77
7/31/2024	2024000077	FIRST FEDERAL OF LAKEWOOD	Bank & Investment Fees	7.61
7/31/2024	2024000078	PAYCHEX INC	Payroll fees and Onboarding	1,161.76
			TOTAL	293,787.24

Westlake Porter Public Library
Check Register 8/1/24 - 8/31/24

Payment Date	Check Number	Vendor	Description	Payment Amount
8/8/2024	0000042765	BAKER & TAYLOR	Juvenile/YA Books and materials processing	135.38
8/8/2024	0000042766	Cengage Learning Inc	Adult Books	581.04
8/8/2024	0000042770	MESSINA FLOOR MAINTENANCE LLC	Carpet Cleaning - July 2024	875.00
8/8/2024	0000042767	GO GREEN LANDSCAPING LLC	Landscape Maint - Aug 2024	2,606.87
8/8/2024	0000042768	Joel S Keller	Music of Tony Bennett	75.00
8/8/2024	0000042769	Kanopy Inc	Kanopy Videos	437.40
8/8/2024	0000042774	Kevin Coyne	Refund of overpayment for lost item	31.00
8/8/2024	0000042773	OHIO VALLEY SUPPLY & MAINTENANCE COMPANY	TP, Towels, Trash Liners	1,114.83
8/8/2024	0000042772	Ohio Treasurer of State	Nassif & Waryk - CPIM Certification Fee	200.00
8/8/2024	0000042771	MIDWEST TAPE	Hoopla downloadables	9,955.65
8/8/2024	0000042775	PLAIN DEALER	Plain Dealer - July 2024	146.10
8/14/2024	2024000080	AMAZON.COM	Library materials and Supplies	4,172.37
8/15/2024	0000042784	SMITH & OBY SERVICE COMPANY	Centrifugal Pump Rebuild & HVAC #1 Repairs	6,375.00
8/15/2024	0000042783	Rhapsody Music Studio	Music with Mr. Tim 8/15/24	150.00
8/15/2024	0000042781	Life Safety Systems, LLC	Fire Alarm Inspection	1,820.01
8/15/2024	0000042782	U.S. Postal Service (CMRS-FP)	Postage Deposit	3,500.00
8/15/2024	0000042785	Sugata Chatterjee	Indian Classical Music	100.00
8/15/2024	0000042779	Jim's All Seasons LLC	Tree Service	2,725.00
8/15/2024	0000042787	VEDDA PRINTING	Business Cards	299.62
8/15/2024	0000042776	Bialosky + Partners Architects, LLC	2024 Renovation Architect Fees	3,993.38
8/15/2024	0000042786	UNIQUE MANAGEMENT SERVICES INC	Collection Agency & ILS Notices Services - July 2024	365.45
8/15/2024	0000042778	Decker Library	Ill Fees - Lost Item	69.00
8/15/2024	0000042780	Largely Literary Theater Company LLC	A Force of Nature	250.00
8/15/2024	0000042777	Bugs Bee Gone Exterminating	Exterminator Service	340.00
8/16/2024	2024000008	COUNTY AUDITOR	Property tax fees - 2nd half	15,341.46
8/20/2024	2024000081	PNC BANK N.A.	CC Payment	56,801.04
8/28/2024	0000042788	Alison McKim	Wild Herbs of Summer	75.00
8/28/2024	0000042790	APPLE BOOKS	Juvenile/YA Books	22.99
8/28/2024	0000042792	Cengage Learning Inc	Adult Books	788.76
8/28/2024	0000042791	BAKER & TAYLOR	Juvenile/YA Books & materials processing	203.75
8/28/2024	0000042798	TropiCLE LLC	Plant Maint 6/1/24 - 5/31/25	1,200.00
8/28/2024	0000042794	Jennifer L Nebraska	Yoga w/ Ms. Jen	120.00
8/28/2024	0000042797	Tech Logic Corporation	Shelf Mgmt System & Wand License 10/1/2 - 9/30/25	450.00
8/28/2024	0000042793	Galley Printing Company, Inc	New Resident Postcard Mailing	123.00
8/28/2024	0000042789	All Tech Electric Ohio	Floor box install	2,250.00
8/28/2024	0000042795	OHIO VALLEY SUPPLY & MAINTENANCE COMPANY	TP, Towels	824.25
8/28/2024	0000042796	Patron	Refund of Pmt for Lost Items	32.72
8/28/2024	0000042799	VEDDA PRINTING	Business Cards	11.52

Westlake Porter Public Library
Check Register 8/1/24 - 8/31/24

Payment Date	Check Number	Vendor	Description	Payment Amount
8/28/2024	2024000082	City of Cleveland Division of Water	Water Usage 6/21 - 7/18/24 & Fireline	802.12
8/28/2024	2024000083	Columbia Gas	Natural Gas 6/24 - 7/24/24	393.67
8/28/2024	2024000084	INGRAM BOOK COMPANY	Adult books, Juv/YA books, World Languages, Children's Materials - Sandy Sauer, lpage, mateirals processing	18,807.80
8/28/2024	2024000085	The Illuminating Company	Electricity 5/30 - 6/27/24	6,753.82
8/28/2024	2024000086	Stark County Educational Service Center	Medical, Dental and Life Insurance - Aug 2024	37,890.08
8/28/2024	2024000087	TREASURER OF STATE OF OHIO	State Audit of 2023	287.00
8/31/2024	2024000015	U S Bank	Trust fees	36.79
8/31/2024	2024000020	Square Inc	Credit card fees	118.50
8/31/2024	2024000021	PayPal	Bank & Investment Fees	3.89
8/31/2024	2024000088	PAYCHEX INC	Payroll fees and Onboarding	1,194.07
8/31/2024	2024000022	Nayax Copy Services	Credit card fees - public printing	60.57
8/31/2024	2024000016	Meeder Investment Management	Investment Management fee	416.67
			TOTAL	185,327.57

Visa Payment Detail
For Check #202400068 dated 7/25/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	AMOUNT
6/10/2024	ORIENTAL TRADING COMPANY	Craft Kits	731456373	243002	63.88
6/25/2024	ORIENTAL TRADING COMPANY	Crowns	731716977	243002	7.94
6/5/2024	Scholastic Education	YS Summer Rdg Books	94202497	243002	1,089.00
6/8/2024	Campbells Popcorn Stand	Popcorn	Campbell's Popcorn	243009	9.75
6/15/2024	MALLEY'S CHOCOLATES	Candy	Malley's	243009	37.30
6/8/2024	Meister Foods	Ketchup, mayo, mustard	Meister Foods	243009	15.00
6/8/2024	Ohio City Provisions	Mugs, salsa, pasta, honey, crackers	Ohio City Provisions	243009	62.00
6/15/2024	Phoenix Coffee	Whole bean coffee	Phoenix Coffee	243009	14.00
6/15/2024	Tea Lab	Tea	Tea Lab	243009	51.80
6/7/2024	HEINEN'S	Charcuterie program supplies	Heinens	243010	97.88
6/5/2024	Hobby Lobby	Jewelry Program Supplies	Hobby Lobby	243010	42.29
6/4/2024	MARC'S	Popcorn, Drinks	Marc's	243010	7.33
7/1/2024	MARC'S	Popcorn, Drinks	Marc's	243010	7.33
6/23/2024	MICHAELS	Jewelry Program Supplies	Michaels	243010	33.97
6/29/2024	RESTAURANTS	Pizza	Little Ceasars	243025	61.11
7/1/2024	Epson America Inc	FastFoto Scanner	9006653415	244001	399.99
6/28/2024	Integrated Precision Systems Inc	Minidome security camera	34303	244001	407.75
6/25/2024	DELL MARKETING L P	Dell 24 USB-C Hub Monitor	10756200744	244009	231.87
6/27/2024	U.S. Postal Service (CMRS-FP)	Certified Mail - 2024 Renovation	USPS	244020	14.80
6/10/2024	AIRLINES	Halverson - Airfare - Koha Conf 2024	Southwest	245001	345.96
7/2/2024	HOTELS	Mangels - Hotel - ALA Conf 2024	Marriott	245001	1,517.20
6/11/2024	Koha-US	Halverson - Reg - Koha Conf 2024	Koha US	245001	35.00
6/27/2024	RESTAURANTS	Mangels - Meal - ALA Conf 2024	20240627	245001	34.49
6/27/2024	RESTAURANTS	Mangels - Meal - ALA Conf 2024	20240627	245001	10.17
6/28/2024	RESTAURANTS	Mangels - Meal - ALA Conf 2024	20240628	245001	37.32
6/30/2024	RESTAURANTS	Mangels - Meal - ALA Conf 2024	20240630	245001	30.86
7/1/2024	RESTAURANTS	Mangels - Meal - ALA Conf 2024	20240701	245001	28.76
7/1/2024	RESTAURANTS	Mangels - Meal - ALA Conf 2024	20240701	245001	25.08
7/2/2024	RESTAURANTS	Mangels - Meal - ALA Conf 2024	20240702	245001	17.57
6/27/2024	SHUTTLE SERVICE/CAR RENTAL	Mangels - Taxi - ALA Conf 2024	Dhagah Taxi	245001	21.98
6/30/2024	STAPLES BUSINESS ADVANTAGE	Laminating pouches	7635477505	245002	71.84
6/25/2024	Automation Mailing & Shipping Solutions Inc	Postage labels	137619	245003	46.92
6/25/2024	Automation Mailing & Shipping Solutions Inc	Postage Machine Annual Rental	135584	245006	180.00

Visa Payment Detail
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INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	AMOUNT
6/16/2024	FP Mailing Solutions	Postage Machine Lease 6/1 - 8/31/24	RI106249310	245006	180.00
6/24/2024	American Legion Flag & Emblem	American Flags 10' x 15' (2)	56675880	245012	432.95
6/16/2024	HARBOR FREIGHT	3-wheel dollies, hitch clips, pliers	Harbor Freight	245012	60.22
6/5/2024	HOME DEPOT CREDIT SERVICES	Lysol, handrail fitting	Home Depot	245012	21.54
6/16/2024	HOME DEPOT CREDIT SERVICES	Hose nozzles	Home Depot	245012	38.94
7/2/2024	HOME DEPOT CREDIT SERVICES	Turnbuckle eyes, chain, screws, clamps	Home Depot	245012	43.58
6/7/2024	Sam's Club	Toilet bowl cleaner	10179489001	245013	53.70
6/21/2024	STAPLES BUSINESS ADVANTAGE	Trash cans (8)	7634982527	245013	47.76
6/5/2024	GAS STATIONS	Gas for 2008 Honda	Speedway	245014	46.00
6/14/2024	GAS STATIONS	Gas for 2008 Honda	Speedway	245014	52.02
6/14/2024	GAS STATIONS	Gas for 2017 Honda	Speedway	245014	26.38
6/14/2024	GAS STATIONS	Gas for gator	Speedway	245014	17.70
7/2/2024	GAS STATIONS	Gas for 2017 Honda	Speedway	245014	31.65
6/15/2024	Sgt Clean Car Wash	Monthly Car Wash Fee	20240615	245014	29.97
6/16/2024	Sgt Clean Car Wash	Monthly Car Wash Fee	20240616	245014	29.97
6/10/2024	WiperBladesUSA	Wiper blades	377469	245014	58.48
6/27/2024	Reliable Basement and Drain	Video Inspection Service	22493	245015	342.00
6/19/2024	RUMPKE	Waste & Recycling - June 2024	1462015	245015	383.65
6/18/2024	Hasco Graphics, Inc	Banner Vinyl	INV2164	245018	287.63
6/18/2024	Hasco Graphics, Inc	Banner Vinyl, Canvas, etc	INV2118	245018	1,072.21
7/2/2024	ROYAL PUBLISHING	PR Ads - 2024 NE District 3 Girls	8127844	245028	75.00
6/10/2024	WESTLIFE	Westlife - Bid Notice	8198	245028	195.00
7/2/2024	Corporate Screening Services	Background Check	0737069	245041	60.06
6/28/2024	Adobe Inc	Adobe Creative Cloud 1 yr	2803341389	245043	30.00
6/22/2024	STAPLES BUSINESS ADVANTAGE	Computer headset	7906845127	245043	49.98
6/27/2024	TECHSOUP GLOBAL	Adobe Creative Cloud - 1 yr	4022865	245043	5.00
6/21/2024	Network Solutions LLC	Domain Renewal - 5 yrs	96277019	245044	256.00
6/16/2024	SiteGround	Web Hosting - 1 year	4813875	245044	215.88
6/4/2024	TECHSMITH CORPORATION	Snagit thru 6/3/25	TEC240604-1672-32101B	245044	10.75
6/25/2024	VIRTUAL SYSTEMS	VCC Performance Tier Backup	416369	245044	455.00
6/21/2024	THE CINCINNATI INSURANCE COMPANY	Insurance - Commercial with Auto	1000365793	245053	27,524.00
6/21/2024	Northeast Ohio Regional Library System	Statewide Salary Survey 2024	3402	245059	175.00
6/5/2024	Nayax Copy Services	Nayax test transaction	20240605	245060	0.10

Visa Payment Detail
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INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	AMOUNT
6/30/2024	STAPLES BUSINESS ADVANTAGE	Stapler	7635477505	245065	7.72
6/18/2024	BNP Media	ACHR News - 1 yr	1112945880	245069	39.99
7/2/2024	Kulture City	Kulture City Recertification	3499	245069	250.00
6/19/2024	Westshore Chamber of Commerce	Mangels - Chamber Lunch	24IN1357	245069	35.00
6/19/2024	AMERICAN LIBRARY ASSOCIATION	Zyrkowski - Reg - Personal Productivity	24000	245070	71.10
6/20/2024	Same Day Awards	Outdoor plaques	51618	245079	129.98
6/16/2024	Breezeline	Breezeline Phone Svc 5/26 - 6/25/24	0060250	245083	66.63
6/28/2024	EASTON TELECOM SERVICES LLC	Easton Phone Svc 6/10 -7/9/24	1173304	245083	717.44
7/2/2024	VERIZON WIRELESS	VZ Mobile Brdbnd 6/13 -7/12/24	9966451769	245083	40.11
6/5/2024	MARCIVE INC	Accelerated Reader & Lexile	402402	245086	229.38
7/1/2024	Cubsmart	Off-Site Storage - July 2024	326697	245091	285.00
6/28/2024	OVERDRIVE, INC	Neff Adult eBooks	20240628	245103	939.52
6/11/2024	Informa Media LLC	Aviation Week & Space Technology	79181508	246004	128.52
6/12/2024	BARNES & NOBLE INC	Single Issue Periodicals (4)	Barnes & Noble	246005	41.96
6/6/2024	MIDWEST TAPE	Audiobooks	20240606	246006	121.97
6/13/2024	MIDWEST TAPE	Audiobooks	20240613	246006	176.96
6/20/2024	MIDWEST TAPE	Audiobooks	20240620	246006	118.98
6/27/2024	MIDWEST TAPE	Audiobooks	20240627	246006	359.89
6/7/2024	Playaway Products LLC	Audiobooks	464737	246006	135.98
6/7/2024	Playaway Products LLC	Audiobooks	464484	246006	121.98
6/12/2024	Playaway Products LLC	Audiobooks	465523	246006	115.98
6/6/2024	MIDWEST TAPE	Music CDs	20240606	246007	104.76
6/13/2024	MIDWEST TAPE	Music CDs	20240613	246007	175.83
6/20/2024	MIDWEST TAPE	Music CDs	20240620	246007	93.38
6/27/2024	MIDWEST TAPE	Music CDs	20240627	246007	149.89
6/6/2024	MIDWEST TAPE	DVDs	20240606	246008	781.30
6/13/2024	MIDWEST TAPE	DVDs	20240613	246008	759.74
6/20/2024	MIDWEST TAPE	DVDs	20240620	246008	728.01
6/27/2024	MIDWEST TAPE	DVDs	20240627	246008	656.91
6/14/2024	Playaway Products LLC	Playaways/Launchpads	465780	246010	131.23
6/7/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240607	246012	112.49
6/14/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240614	246012	462.50
6/20/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240620	246012	453.35

Visa Payment Detail
For Check #2024000068 dated 7/25/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	AMOUNT
6/28/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240628	246012	1,257.06
7/2/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240702	246012	1,580.31
6/24/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240624	246013	748.11
6/28/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240628	246013	60.00
7/2/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240702	246013	817.64
6/14/2024	OVERDRIVE, INC	e-Audio	20240614	246014	150.00
6/20/2024	OVERDRIVE, INC	e-Audio	20240620	246014	1,957.23
6/24/2024	OVERDRIVE, INC	e-Audio	20240624	246014	519.47
6/28/2024	OVERDRIVE, INC	e-Audio	20240628	246014	1,280.69
7/2/2024	OVERDRIVE, INC	e-Audio	20240702	246014	1,242.05
6/7/2024	OVERDRIVE, INC	Downloadable Video	20240607	246016	20.93
7/2/2024	OVERDRIVE, INC	Downloadable Video	20240702	246016	8.97
				TOTAL	55,752.20

Visa Payment Detail
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INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
7/26/2024	Outdoor Furniture Plus	Memorial Bench	19374	242014	1,078.00
7/30/2024	GIANT EAGLE INCORPORATED	Retirement Cake - Cronin	Giant Eagle	243001	69.99
8/1/2024	b.a. Sweetie Candy Company	Gift Card, Candy	b.a. Sweetie Candy Co	243002	58.99
8/1/2024	Cleveland Metroparks Zoo	Zoo Gift Certificate	Cleveland Zoo	243002	25.00
7/30/2024	DICK'S SPORTING GOODS	Gift card	Dick's	243002	25.00
7/6/2024	Dunkin' Donuts	Munchkins	Dunkin'	243002	7.99
7/30/2024	FIVE BELOW	Gift card	Five Below	243002	25.00
7/30/2024	GAS STATIONS	Gift card	Speedway	243002	25.00
7/30/2024	Learning Express Toys	Gift card	Learning Express Toys	243002	25.00
7/30/2024	MICHAELS	Gift card	Michaels	243002	25.00
8/2/2024	Nautica Aquarium LLC	Gift card	24080000181	243002	25.00
8/2/2024	Nautica Aquarium LLC	Gift card	24080000177	243002	25.00
7/8/2024	ORIENTAL TRADING COMPANY	Crafts	731833937	243002	67.92
7/31/2024	RECESS GAMES	Gift card	Recess Games	243002	25.00
7/23/2024	RESTAURANTS	Donuts	Dunkin'	243002	29.98
7/30/2024	RESTAURANTS	Gift card	Dave & Buster's	243002	25.00
7/30/2024	RESTAURANTS	Gift card	Dunkin'	243002	25.00
7/30/2024	RESTAURANTS	Gift card	Chipotle	243002	25.00
7/24/2024	SchoolLife imagestuff	Brag tags	200088948	243002	164.40
8/2/2024	AMAZON.COM	Gift card	5462614	243003	25.00
7/24/2024	ORIENTAL TRADING COMPANY	Flags, stickers	732029954	243003	31.91
7/31/2024	DOLLAR TREE STORES INC	Wine Glasses	Dollar Tree	243010	15.00
7/25/2024	MICHAELS	Jewelry Program Supplies	Michaels	243010	35.95
7/10/2024	ALDI	Eggs	ALDI	243011	13.35
7/12/2024	AMAZON.COM	Gift Cards - Egg Drop Winners	3593827	243011	110.00
7/10/2024	GIANT EAGLE INCORPORATED	Smarties Candy	Giant Eagle	243025	7.58
7/31/2024	WALGREENS	Roblox Gift Card for Arcade Program	Walgreens	243025	50.00
7/30/2024	G F S MARKETPLACE	Drinks, Snacks, etc	GFS	243028	138.05
7/31/2024	APPLE STORE	iPads (2)	MB01715529	244020	658.00
7/29/2024	B & H PHOTO-VIDEO-PROAUDIO	Displays & touchscreen monitors	906996280	244020	6,822.00
7/29/2024	B & H PHOTO-VIDEO-PROAUDIO	LCD Touchscreen Monitor	906996321	244020	624.99
7/20/2024	STAPLES BUSINESS ADVANTAGE	Toner	7907062495	245010	55.39

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INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
7/22/2024	ACE HARDWARE	Market umbrellas(3), plant food	Ace Hardware	245012	162.96
7/13/2024	HARBOR FREIGHT	Pressure washer	Harbor Freight	245012	399.99
7/23/2024	HARBOR FREIGHT	Casters	Harbor Freight	245012	25.96
7/13/2024	HOME DEPOT CREDIT SERVICES	Garbage disposal	Home Depot	245012	179.00
7/18/2024	HOME DEPOT CREDIT SERVICES	Fencing & paint	Home Depot	245012	375.96
7/23/2024	HOME DEPOT CREDIT SERVICES	Lumber	Home Depot	245012	12.91
7/24/2024	HOME DEPOT CREDIT SERVICES	Lumber, paint, screws	Home Depot	245012	142.10
7/11/2024	LOWES	Drill bit, power grab, etc	Lowe's	245012	28.42
8/3/2024	LOWES	Stretch Wrap	Lowe's	245012	47.92
7/8/2024	MENARD'S	Hardboard panels, duct tape, gravel	Menards	245012	54.52
7/26/2024	MENARD'S	Spray Paint - Art Fest Arch	Menards	245012	47.84
8/2/2024	MENARD'S	PVC Unions, Lock Cord, Urethane, etc	Menards	245012	210.32
7/4/2024	STAPLES BUSINESS ADVANTAGE	Trash cans (8)	7635689397	245013	47.76
7/29/2024	Ag-Pro Companies	Gator maintenance kit, keys	30597110	245014	69.65
7/17/2024	GAS STATIONS	Gasoline for Van	Pilot	245014	51.75
7/26/2024	GAS STATIONS	Gasoline for 2008 Honda Van	Speedway	245014	47.10
7/26/2024	GAS STATIONS	Gasoline for Gator	Speedway	245014	11.15
7/15/2024	Sgt Clean Car Wash	Monthly Car Wash Fee	20240715	245014	29.97
7/16/2024	Sgt Clean Car Wash	Monthly Car Wash Fee	20240716	245014	29.97
7/22/2024	RUMPKE	Waste & Recycling - July 2024	1476066	245015	383.65
7/8/2024	Treasurer State of Ohio	Boiler Inspection #260612	5462502	245015	68.25
7/8/2024	Treasurer State of Ohio	Boiler Inspection #260613	5462504	245015	68.25
7/8/2024	Treasurer State of Ohio	Boiler Inspection #260614	5462503	245015	68.25
7/12/2024	USCutter, Inc	Sublimation Mugs	517763	245018	124.97
7/22/2024	CITY OF WESTLAKE	Mulch - wood chips	City of Westlake	245021	55.00
7/29/2024	Johnson Controls Security Solutions	Alarm Monitoring 8/1 - 10/31/24	40350949	245022	733.61
8/2/2024	4IMPRINT	Table Throws (2)	27749475	245030	328.86
8/2/2024	Corporate Screening Services	Background Checks	0749426	245041	172.38
7/28/2024	Adobe Inc	Creative Cloud 7/28 -8/27/24	2830646945	245043	30.00
7/29/2024	ELM USA INC	Polish compound & sanding pads	24040	245043	152.45
7/24/2024	STAPLES BUSINESS ADVANTAGE	Headphones	7907062495	245043	12.30
7/9/2024	GOTOMYPC.COM	GoToMyPC Annual Fee thru 7/8/25	20240709	245044	792.00

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INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
7/25/2024	VIRTUAL SYSTEMS	VCC Performance Tier Backup	416583	245044	460.00
7/15/2024	THE CINCINNATI INSURANCE COMPANY	D&O Insurance & EPLI	1000488074	245053	6,547.00
7/26/2024	Nayax Copy Services	Test Credit Card Reader	Nayax	245060	0.10
7/22/2024	PAYCHEX INC	Paychex Onboarding Monthly Fee	5727225	245060	100.00
7/5/2024	STAPLES BUSINESS ADVANTAGE	Cover Stock Paper	7632945500	245064	156.60
7/16/2024	MYRON CORP	Staff Calendars 2025	135505535	245065	192.91
7/25/2024	STAPLES BUSINESS ADVANTAGE	Stapler, Tape, Note Pads, etc	7637038271	245065	39.48
7/11/2024	Northeast Ohio Regional Library System	NEO-RLS Gold Member Dues 2024	3522	245068	7,319.00
7/20/2024	AMERICAN LIBRARY ASSOCIATION	Mangels - Reg - Dementia Inclusive Library	25243	245070	47.40
8/1/2024	BayScan Technologies	RFID Tags	77928	245081	1,825.00
7/10/2024	Demco Inc	Laminate, CD Boxes, DVD Albums	7505066	245081	444.28
7/16/2024	Breezeline	Breezeline Phone Svc 6/26 - 7/25/24	0060250	245083	66.63
7/29/2024	EASTON TELECOM SERVICES LLC	Easton Phone Svc 7/10 - 8/9/24	1174955	245083	720.61
7/10/2024	T-Mobile USA Inc	T-Mobile Cell Phone 4/29 - 5/28/24	981225743	245083	20.86
7/11/2024	T-Mobile USA Inc	T-Mobile Cell Phone 5/29 - 6/28/24	981225743	245083	20.84
8/2/2024	VERIZON WIRELESS	VZ Mobile Brdbnd 7/13 - 8/12/24	9968884132	245083	40.11
8/1/2024	Cubsmart	Off-Site Storage - August 2024	331725	245091	285.00
7/11/2024	MIDWEST TAPE	Audiobooks	20240711	246006	828.82
7/18/2024	MIDWEST TAPE	Audiobooks	20240718	246006	702.85
7/31/2024	MIDWEST TAPE	Audiobooks	20240731	246006	144.97
8/25/2024	MIDWEST TAPE	Audiobooks	20240725	246006	455.89
7/10/2024	Playaway Products LLC	Audiobooks	468212	246006	54.99
7/15/2024	Playaway Products LLC	Audiobooks	468807	246006	58.99
7/18/2024	Playaway Products LLC	Audiobooks	469199	246006	129.98
7/23/2024	Playaway Products LLC	Audiobooks	469678	246006	59.99
7/30/2024	Playaway Products LLC	Audiobooks	470380	246006	373.94
7/31/2024	Playaway Products LLC	Audiobooks	470595	246006	112.98
7/11/2024	MIDWEST TAPE	Music CDs	20240711	246007	189.16
7/18/2024	MIDWEST TAPE	Music CDs	20240718	246007	141.34
7/25/2024	MIDWEST TAPE	Music CDs	20240725	246007	113.17
7/31/2024	MIDWEST TAPE	Music CDs	20240731	246007	38.22
7/11/2024	MIDWEST TAPE	DVDs	20240711	246008	2,095.12

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INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
7/18/2024	MIDWEST TAPE	DVDs	20240718	246008	439.18
7/25/2024	MIDWEST TAPE	DVDs	20240725	246008	930.17
7/31/2024	MIDWEST TAPE	DVDs	20240731	246008	850.18
7/10/2024	T-Mobile USA Inc	Hotspots 4/29 - 5/28/24	981225743	246009	1,146.64
7/11/2024	T-Mobile USA Inc	Hotspots 5/29 - 6/28/24	981225743	246009	1,137.48
7/10/2024	Playaway Products LLC	Playaways/Launchpads	468285	246010	243.70
7/15/2024	Playaway Products LLC	Playaways/Launchpads	468725	246010	146.22
7/16/2024	Playaway Products LLC	Playaways/Launchpads	468960	246010	239.96
7/16/2024	Playaway Products LLC	Playaways/Launchpads	468958	246010	179.97
7/16/2024	Playaway Products LLC	Playaways/Launchpads	468959	246010	44.99
7/23/2024	Playaway Products LLC	Playaways/Launchpads	469684	246010	614.90
7/30/2024	Playaway Products LLC	Playaways/Launchpads	470419	246010	856.10
7/30/2024	Playaway Products LLC	Playaways/Launchpads	469685	246010	187.47
7/31/2024	Playaway Products LLC	Playaways/Launchpads	470594	246010	42.24
7/11/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240711	246012	1,782.09
7/17/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240717	246012	238.57
7/22/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240722	246012	1,390.92
8/2/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240802	246012	250.00
7/11/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240711	246013	110.97
7/17/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240717	246013	740.84
8/2/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240802	246013	105.00
7/11/2024	OVERDRIVE, INC	e-Audio	20240711	246014	2,995.16
7/17/2024	OVERDRIVE, INC	e-Audio	20240717	246014	668.05
7/22/2024	OVERDRIVE, INC	e-Audio	20240722	246014	2,025.93
8/2/2024	OVERDRIVE, INC	e-Audio	20240802	246014	315.38
8/2/2024	OVERDRIVE, INC	Downloadable Video	20240802	246016	2.99
				TOTAL	56,801.04



Westlake Porter Public Library Operating Account

Monthly Investment Report
July 31, 2024

Your Investment Representative:

Eileen Stanic

(440) 662-8268

estanic@meederinvestment.com

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

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PORTFOLIO SUMMARY

As of July 31, 2024



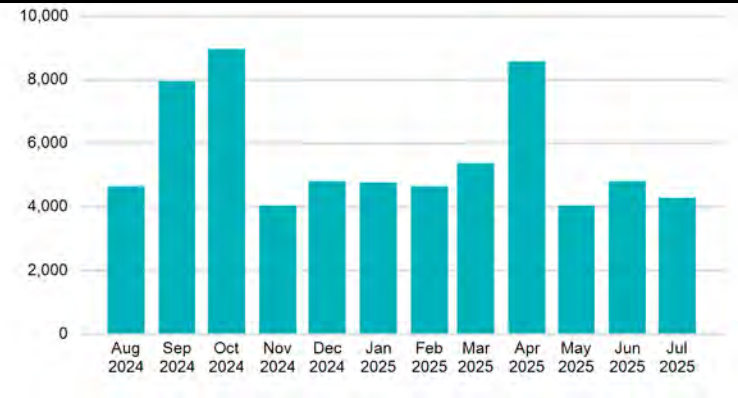
MONTHLY RECONCILIATION

Beginning Book Value	4,473,725.05
Contributions	
Withdrawals	
Prior Month Management Fees	(416.67)
Prior Month Custodian Fees	(36.52)
Realized Gains/Losses	2,937.30
Gross Interest Earnings	15,835.22
Ending Book Value	4,492,044.38

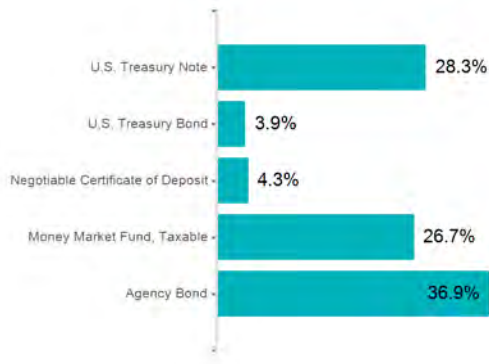
PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	3.16%
Portfolio Effective Duration	1.43 yrs
Weighted Average Maturity	1.52 yrs

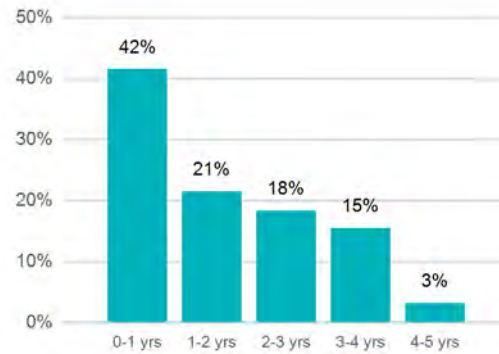
PROJECTED MONTHLY INCOME SCHEDULE



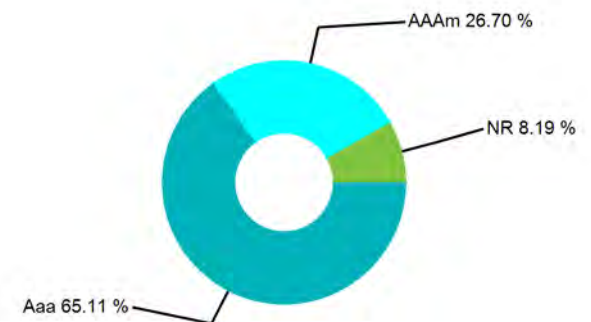
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY



Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of July 31, 2024



CUSIP	SECURITY DESCRIPTION	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025
066519QK8	BankUnited, FSB 0.650% 03/05/2026		205			203			200			205	
3130AM7F3	FHLB 0.750% 05/13/2025				750						750		
3130AMYS5	FHLB 0.850% 07/15/2025						531						531
3130ANBF6	FHLB 0.650% 01/29/2025						488						
3130APB87	FHLB 1.100% 10/13/2026			550						550			
3130APTR6	FHLB 1.320% 11/23/2027				429						429		
3130ATHW0	FHLB 4.125% 09/10/2027		1,547						1,547				
3130AWMN7	FHLB 4.375% 06/09/2028					1,203						1,203	
3133EN3H1	FFCB 4.000% 11/29/2027				1,300						1,300		
3133ENW63	FFCB 4.375% 10/27/2027			1,641						1,641			
3133EPWD3	FFCB 4.875% 04/20/2026			1,584						1,584			
3136G44F7	FNMA 0.550% 09/30/2025		1,073						1,073				
31422XA69	AGM 3.340% 07/01/2027						1,670						1,670
31424WAF9	AGM 4.875% 04/01/2027			1,828						1,828			
84287PJB9	Southern First Bank 4.850% 10/17/2028			1,702						1,693			
880591EU2	TNNLL 2.875% 02/01/2027	1,078						1,078					
880591EZ1	TVA 3.875% 03/15/2028		1,356						1,356				
9128282R0	UST 2.250% 08/15/2027	844						844					
9128284V9	UST 2.875% 08/15/2028	1,006						1,006					
912828R36	UST 1.625% 05/15/2026				447						447		
912828YG9	UST 1.625% 09/30/2026		447						447				
912828Z78	UST 1.500% 01/31/2027						525						525
91282CAJ0	UST 0.250% 08/31/2025	125						125					
91282CCF6	UST 0.750% 05/31/2026				188						188		

Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of July 31, 2024



CUSIP	SECURITY DESCRIPTION	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025
91282CCJ8	UST 0.875% 06/30/2026					328						328	
91282CCP4	UST 0.625% 07/31/2026						234						234
91282CCW9	UST 0.750% 08/31/2026	281						281					
91282CCX7	UST 0.375% 09/15/2024		2,582										
91282CDB4	UST 0.625% 10/15/2024			383									
91282CDG3	UST 1.125% 10/31/2026			309						309			
91282CDQ1	UST 1.250% 12/31/2026					344						344	
91282CEF4	UST 2.500% 03/31/2027		750						750				
91282CET4	UST 2.625% 05/31/2027				919						919		
91282CEW7	UST 3.250% 06/30/2027					975						975	
91282CGC9	UST 3.875% 12/31/2027					1,744						1,744	
91282CGH8	UST 3.500% 01/31/2028						1,313						1,313
91282CGL9	UST 4.000% 02/15/2026	1,300						1,300					
91282CHA2	UST 3.500% 04/30/2028			963						963			
TOTAL		4,634	7,959	8,960	4,032	4,796	4,761	4,634	5,373	8,568	4,032	4,799	4,273

Westlake Porter Public Library Operating Account

POSITION STATEMENT

As of July 31, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	7/31/2024 7/31/2024	\$1,182,710.39	\$1,182,710.39	\$1,182,710.39	5.19%	0.003 0.003	\$1.00 \$1,182,710.39	\$0.00	18.92%	AAAm
STAROHIO	STAR Ohio XX019	7/31/2024 7/31/2024	\$1,820,760.53	\$1,820,760.53	\$1,820,760.53	5.44%	0.003 0.003	\$1.00 \$1,820,760.53	\$0.00	29.13%	AAAm
SubTotal			\$3,003,470.92	\$3,003,470.92	\$3,003,470.92	5.34%		\$3,003,470.92	\$0.00	48.05%	
Agency Bond											
3130ANBF6	FHLB 0.650% 01/29/2025	7/20/2021 7/29/2021	\$150,000.00	\$150,000.00	\$150,000.00	0.65%	0.499 0.489	\$97.81 \$146,718.00	(\$3,282.00)	2.35%	Aaa AA+
3130AM7F3	FHLB 0.750% 05/13/2025	5/7/2021 5/13/2021	\$200,000.00	\$200,000.00	\$200,000.00	0.75%	0.784 0.765	\$96.77 \$193,534.00	(\$6,466.00)	3.10%	Aaa AA+
3130AMYS5	FHLB 0.850% 07/15/2025	6/23/2021 7/15/2021	\$125,000.00	\$125,000.00	\$125,000.00	0.85%	0.956 0.933	\$96.25 \$120,310.00	(\$4,690.00)	1.92%	Aaa AA+
3136G44F7	FNMA 0.550% 09/30/2025	9/15/2020 9/30/2020	\$390,000.00	\$390,000.00	\$390,000.00	0.55%	1.167 1.136	\$95.08 \$370,792.50	(\$19,207.50)	5.93%	Aaa AA+
3133EPWD3	FFCB 4.875% 04/20/2026	10/16/2023 10/17/2023	\$65,000.00	\$64,743.25	\$64,743.25	5.04%	1.721 1.615	\$100.52 \$65,336.05	\$592.80	1.05%	Aaa AA+
3130APB87	FHLB 1.100% 10/13/2026	10/14/2021 10/15/2021	\$100,000.00	\$99,730.00	\$99,730.00	1.16%	2.203 2.118	\$92.96 \$92,958.00	(\$6,772.00)	1.49%	Aaa AA+
880591EU2	TNNLL 2.875% 02/01/2027	10/27/2023 10/30/2023	\$75,000.00	\$70,330.88	\$70,330.88	4.97%	2.507 2.349	\$96.64 \$72,477.75	\$2,146.87	1.16%	Aaa AA+
31424WAF9	AGM 4.875% 04/01/2027	10/27/2023 10/30/2023	\$75,000.00	\$74,767.50	\$74,767.50	4.97%	2.668 2.443	\$101.51 \$76,131.00	\$1,363.50	1.22%	
31422XA69	AGM 3.340% 07/01/2027	9/12/2023 9/13/2023	\$100,000.00	\$95,298.00	\$95,298.00	4.67%	2.918 2.758	\$97.42 \$97,423.00	\$2,125.00	1.56%	
3130ATHW0	FHLB 4.125% 09/10/2027	10/31/2022 11/1/2022	\$75,000.00	\$74,419.28	\$74,419.28	4.30%	3.112 2.844	\$99.62 \$74,716.50	\$297.22	1.20%	Aaa AA+
3133ENW63	FFCB 4.375% 10/27/2027	10/31/2022 11/1/2022	\$75,000.00	\$75,218.25	\$75,218.25	4.31%	3.241 2.962	\$100.38 \$75,281.25	\$63.00	1.20%	Aaa AA+
3130APTR6	FHLB 1.320% 11/23/2027	3/31/2023 3/31/2023	\$65,000.00	\$57,535.40	\$57,535.40	4.06%	3.315 3.127	\$90.65 \$58,923.80	\$1,388.40	0.94%	Aaa AA+
3133EN3H1	FFCB 4.000% 11/29/2027	11/22/2022 11/29/2022	\$65,000.00	\$64,779.00	\$64,779.00	4.08%	3.332 3.063	\$99.25 \$64,510.55	(\$268.45)	1.03%	Aaa AA+

Westlake Porter Public Library Operating Account

POSITION STATEMENT

As of July 31, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
880591EZ1	TVA 3.875% 03/15/2028	3/28/2023 3/30/2023	\$70,000.00	\$69,736.10	\$69,736.10	3.96%	3.625 3.294	\$98.97 \$69,279.00	(\$457.10)	1.11%	Aaa AA+
3130AWMN7	FHLB 4.375% 06/09/2028	7/28/2023 7/31/2023	\$55,000.00	\$55,144.65	\$55,144.65	4.31%	3.860 3.497	\$100.69 \$55,378.40	\$233.75	0.89%	Aaa AA+
SubTotal			\$1,685,000.00	\$1,666,702.31	\$1,666,702.31	2.35%		\$1,633,769.80	(\$32,932.51)	26.14%	

Negotiable Certificate of Deposit

066519QK8	BankUnited, FSB 0.650% 03/05/2026	2/22/2021 3/5/2021	\$125,000.00	\$124,375.00	\$124,375.00	0.75%	1.595 1.550	\$93.92 \$117,395.00	(\$6,980.00)	1.88%	
84287PJB9	Southern First Bank 4.850% 10/17/2028	10/5/2023 10/17/2023	\$70,000.00	\$69,685.00	\$69,685.00	4.95%	4.216 3.737	\$102.65 \$71,857.80	\$2,172.80	1.15%	
SubTotal			\$195,000.00	\$194,060.00	\$194,060.00	2.35%		\$189,252.80	(\$4,807.20)	3.03%	

U.S. Treasury Bond

912828R36	UST 1.625% 05/15/2026	1/11/2022 1/12/2022	\$55,000.00	\$55,378.13	\$55,378.13	1.46%	1.789 1.726	\$95.17 \$52,344.60	(\$3,033.53)	0.84%	Aaa AA+
912828YG9	UST 1.625% 09/30/2026	1/11/2022 1/12/2022	\$55,000.00	\$55,345.90	\$55,345.90	1.49%	2.167 2.080	\$94.47 \$51,955.75	(\$3,390.15)	0.83%	Aaa AA+
9128284V9	UST 2.875% 08/15/2028	10/6/2023 10/10/2023	\$70,000.00	\$64,257.81	\$64,257.81	4.79%	4.044 3.708	\$95.48 \$66,836.70	\$2,578.89	1.07%	Aaa AA+
SubTotal			\$180,000.00	\$174,981.84	\$174,981.84	2.77%		\$171,137.05	(\$3,844.79)	2.74%	

U.S. Treasury Note

91282CCX7	UST 0.375% 09/15/2024	1/28/2022 1/31/2022	\$100,000.00	\$97,605.47	\$97,605.47	1.31%	0.126 0.125	\$99.38 \$99,375.00	\$1,769.53	1.59%	Aaa AA+
91282CDB4	UST 0.625% 10/15/2024	10/13/2021 10/15/2021	\$100,000.00	\$99,929.69	\$99,929.69	0.65%	0.208 0.205	\$99.04 \$99,041.00	(\$888.69)	1.58%	Aaa AA+
91282CAJ0	UST 0.250% 08/31/2025	8/25/2021 8/26/2021	\$100,000.00	\$98,289.06	\$98,289.06	0.68%	1.085 1.059	\$95.26 \$95,262.00	(\$3,027.06)	1.52%	Aaa AA+
91282CGL9	UST 4.000% 02/15/2026	10/16/2023 10/17/2023	\$65,000.00	\$63,580.66	\$63,580.66	5.00%	1.545 1.455	\$99.19 \$64,474.15	\$893.49	1.03%	Aaa AA+
91282CCF6	UST 0.750% 05/31/2026	6/29/2021 6/30/2021	\$50,000.00	\$49,701.17	\$49,701.17	0.87%	1.833 1.782	\$93.57 \$46,787.00	(\$2,914.17)	0.75%	Aaa AA+
91282CCJ8	UST 0.875% 06/30/2026	6/29/2021 6/30/2021	\$75,000.00	\$74,912.11	\$74,912.11	0.90%	1.915 1.861	\$93.61 \$70,206.75	(\$4,705.36)	1.12%	Aaa AA+

Westlake Porter Public Library Operating Account

POSITION STATEMENT

As of July 31, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
91282CCP4	UST 0.625% 07/31/2026	8/25/2021 8/26/2021	\$75,000.00	\$74,305.66	\$74,305.66	0.82%	2.000 1.942	\$92.89 \$69,668.25	(\$4,637.41)	1.11%	Aaa AA+
91282CCW9	UST 0.750% 08/31/2026	8/26/2021 8/31/2021	\$75,000.00	\$74,660.16	\$74,660.16	0.84%	2.085 2.021	\$92.89 \$69,668.25	(\$4,991.91)	1.11%	Aaa AA+
91282CDG3	UST 1.125% 10/31/2026	1/10/2022 1/11/2022	\$55,000.00	\$53,990.23	\$53,990.23	1.52%	2.252 2.176	\$93.23 \$51,274.85	(\$2,715.38)	0.82%	Aaa AA+
91282CDQ1	UST 1.250% 12/31/2026	1/7/2022 1/10/2022	\$55,000.00	\$54,355.47	\$54,355.47	1.50%	2.419 2.336	\$93.18 \$51,251.20	(\$3,104.27)	0.82%	Aaa AA+
91282Z78	UST 1.500% 01/31/2027	7/12/2023 7/13/2023	\$70,000.00	\$63,639.84	\$63,639.84	4.29%	2.504 2.395	\$93.54 \$65,480.10	\$1,840.26	1.05%	Aaa AA+
91282CEF4	UST 2.500% 03/31/2027	6/27/2023 6/28/2023	\$60,000.00	\$56,432.81	\$56,432.81	4.23%	2.666 2.518	\$95.76 \$57,454.80	\$1,021.99	0.92%	Aaa AA+
91282CET4	UST 2.625% 05/31/2027	7/13/2023 7/14/2023	\$70,000.00	\$66,303.13	\$66,303.13	4.11%	2.833 2.677	\$95.83 \$67,082.40	\$779.27	1.07%	Aaa AA+
91282CEW7	UST 3.250% 06/30/2027	6/29/2023 6/30/2023	\$60,000.00	\$57,707.81	\$57,707.81	4.30%	2.915 2.737	\$97.50 \$58,500.00	\$792.19	0.94%	Aaa AA+
9128282R0	UST 2.250% 08/15/2027	10/31/2022 11/1/2022	\$75,000.00	\$68,525.39	\$68,525.39	4.26%	3.041 2.860	\$94.54 \$70,901.25	\$2,375.86	1.13%	Aaa AA+
91282CGC9	UST 3.875% 12/31/2027	1/20/2023 1/23/2023	\$90,000.00	\$91,325.39	\$91,325.39	3.55%	3.419 3.157	\$99.20 \$89,279.10	(\$2,046.29)	1.43%	Aaa AA+
91282CGH8	UST 3.500% 01/31/2028	3/23/2023 3/24/2023	\$75,000.00	\$75,038.09	\$75,038.09	3.49%	3.504 3.199	\$97.97 \$73,476.75	(\$1,561.34)	1.18%	Aaa AA+
91282CHA2	UST 3.500% 04/30/2028	7/28/2023 7/31/2023	\$55,000.00	\$53,287.70	\$53,287.70	4.23%	3.751 3.441	\$97.90 \$53,846.10	\$558.40	0.86%	Aaa AA+
SubTotal			\$1,305,000.00	\$1,273,589.84	\$1,273,589.84	2.48%		\$1,253,028.95	(\$20,560.89)	20.05%	
Grand Total			\$6,368,470.92	\$6,312,804.91	\$6,312,804.91	3.83%		\$6,250,659.52	(\$62,145.39)	100.00%	

TRANSACTION STATEMENT

As of July 31, 2024



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Maturity								
Maturity	7/2/2024	7/2/2024	3135G0V75	FNMA 1.750% 07/02/2024	250,000.00	248,612.50	250,000.00	1,387.50
Maturity	7/17/2024	7/17/2024	14042RME8	Capital One, National Association 2.150% 07/17/2024	246,000.00	244,450.20	246,000.00	1,549.80
Total					496,000.00	493,062.70	496,000.00	2,937.30

TRANSACTION STATEMENT

As of July 31, 2024



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	7/1/2024	7/1/2024	31422XA69	AGM 3.340% 07/01/2027	1,670.00
Interest/Dividends	7/1/2024	7/1/2024	91282CGC9	UST 3.875% 12/31/2027	1,743.75
Interest/Dividends	7/1/2024	7/1/2024	91282CEW7	UST 3.250% 06/30/2027	975.00
Interest/Dividends	7/1/2024	7/1/2024	91282CDQ1	UST 1.250% 12/31/2026	343.75
Interest/Dividends	7/1/2024	7/1/2024	91282CCJ8	UST 0.875% 06/30/2026	328.13
Interest/Dividends	7/1/2024	7/1/2024	31846V567	First American Funds, Inc.	2,859.21
Interest/Dividends	7/2/2024	7/2/2024	3135G0V75	FNMA 1.750% 07/02/2024	2,187.50
Interest/Dividends	7/15/2024	7/15/2024	3130AMYS5	FHLB 0.850% 07/15/2025	531.25
Interest/Dividends	7/17/2024	7/17/2024	14042RME8	Capital One, National Association 2.150% 07/17/2024	2,637.25
Interest/Dividends	7/29/2024	7/29/2024	3130ANBF6	FHLB 0.650% 01/29/2025	487.50
Interest/Dividends	7/31/2024	7/31/2024	91282CCP4	UST 0.625% 07/31/2026	234.38
Interest/Dividends	7/31/2024	7/31/2024	912828Z78	UST 1.500% 01/31/2027	525.00
Interest/Dividends	7/31/2024	7/31/2024	91282CGH8	UST 3.500% 01/31/2028	1,312.50
Total					15,835.22

TRANSACTION STATEMENT

As of July 31, 2024



Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	7/25/2024	7/25/2024	Cash Out	(36.52)
Total				(36.52)
Management Fee				
Management Fee	7/29/2024	7/29/2024	Cash Out	(416.67)
Total				(416.67)

STATEMENT DISCLOSURE

As of July 31, 2024



Meeder provides monthly statements for its investment management clients to provide information about the investment portfolio. The information should not be used for audit or confirmation purposes. Please review your custodial statements and report any inaccuracies or discrepancies.

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

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Westlake Porter Public Library Operating Account

Monthly Investment Report
August 31, 2024

Your Investment Representative:

Eileen Stanic
(440) 662-8268
estanic@meederinvestment.com

For questions about your account please contact your investment representative or contact publicfundsoperations@meederinvestment.com
Dublin, Ohio | Lansing, Michigan | Long Beach, California | Austin, Texas | 866-633-3371 | www.meederpublicfunds.com

PORTFOLIO SUMMARY

As of August 31, 2024



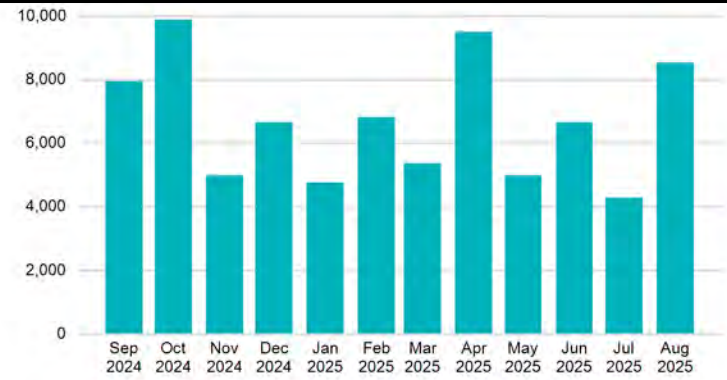
MONTHLY RECONCILIATION

Beginning Book Value	4,492,044.38
Contributions	
Withdrawals	
Prior Month Management Fees	(416.67)
Prior Month Custodian Fees	(36.79)
Realized Gains/Losses	
Purchased Interest	(2,267.69)
Gross Interest Earnings	9,675.58
Ending Book Value	4,498,998.81

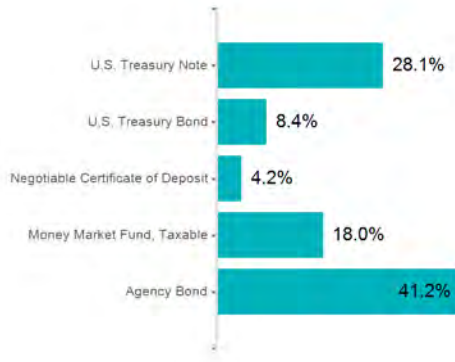
PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	3.04%
Portfolio Effective Duration	1.78 yrs
Weighted Average Maturity	1.86 yrs

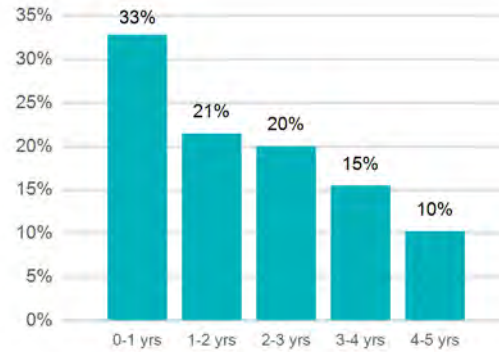
PROJECTED MONTHLY INCOME SCHEDULE



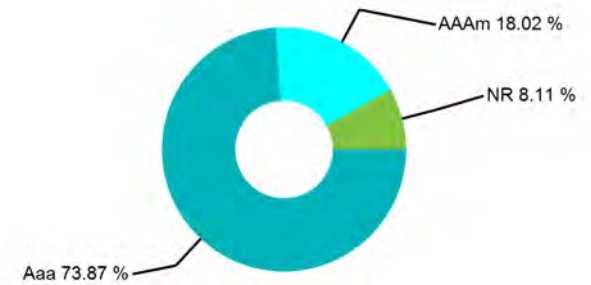
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY



Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of August 31, 2024



CUSIP	SECURITY DESCRIPTION	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025
066519QK8	BankUnited, FSB 0.650% 03/05/2026	205			203			200			205		
3130AGDY8	FHLB 2.750% 06/08/2029				894						894		
3130AM7F3	FHLB 0.750% 05/13/2025			750						750			
3130AMYS5	FHLB 0.850% 07/15/2025					531						531	
3130ANBF6	FHLB 0.650% 01/29/2025					488							
3130APB87	FHLB 1.100% 10/13/2026		550						550				
3130APTR6	FHLB 1.320% 11/23/2027			429						429			
3130ATHW0	FHLB 4.125% 09/10/2027	1,547						1,547					
3130AWMN7	FHLB 4.375% 06/09/2028				1,203						1,203		
3133EHU50	FFCB 2.820% 12/20/2028				973						973		
3133EN3H1	FFCB 4.000% 11/29/2027			1,300						1,300			
3133ENW63	FFCB 4.375% 10/27/2027		1,641						1,641				
3133EPWD3	FFCB 4.875% 04/20/2026		1,584						1,584				
3133ERN1	FFCB 4.125% 08/01/2029						1,341						1,341
3136G44F7	FNMA 0.550% 09/30/2025	1,073						1,073					
31422XA69	AGM 3.340% 07/01/2027					1,670						1,670	
31424WAF9	AGM 4.875% 04/01/2027		1,828						1,828				
84287PJB9	Southern First Bank 4.850% 10/17/2028		1,702						1,693				
880591EU2	TNNLL 2.875% 02/01/2027						1,078						1,078
880591EZ1	TVA 3.875% 03/15/2028	1,356						1,356					
9128282R0	UST 2.250% 08/15/2027						844						844
9128284V9	UST 2.875% 08/15/2028						1,006						1,006
9128286B1	UST 2.625% 02/15/2029						853						853
912828R36	UST 1.625% 05/15/2026			447						447			

Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of August 31, 2024



CUSIP	SECURITY DESCRIPTION	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025
912828YG9	UST 1.625% 09/30/2026	447						447					
912828Z78	UST 1.500% 01/31/2027					525						525	
91282CAJ0	UST 0.250% 08/31/2025						125						1,836
91282CCF6	UST 0.750% 05/31/2026			188						188			
91282CCJ8	UST 0.875% 06/30/2026				328						328		
91282CCP4	UST 0.625% 07/31/2026					234						234	
91282CCW9	UST 0.750% 08/31/2026						281						281
91282CCX7	UST 0.375% 09/15/2024	2,582											
91282CDB4	UST 0.625% 10/15/2024		383										
91282CDG3	UST 1.125% 10/31/2026		309						309				
91282CDQ1	UST 1.250% 12/31/2026				344						344		
91282CEF4	UST 2.500% 03/31/2027	750						750					
91282CEM9	UST 2.875% 04/30/2029		934						934				
91282CES6	UST 2.750% 05/31/2029			963						963			
91282CET4	UST 2.625% 05/31/2027			919						919			
91282CEW7	UST 3.250% 06/30/2027				975						975		
91282CGC9	UST 3.875% 12/31/2027				1,744						1,744		
91282CGH8	UST 3.500% 01/31/2028					1,313						1,313	
91282CGL9	UST 4.000% 02/15/2026						1,300						1,300
91282CHA2	UST 3.500% 04/30/2028		963						963				
TOTAL		7,959	9,894	4,995	6,663	4,761	6,828	5,373	9,502	4,995	6,665	4,273	8,539

POSITION STATEMENT

As of August 31, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	8/30/2024 8/30/2024	\$803,927.84	\$803,927.84	\$803,927.84	5.18%	0.003 0.003	\$1.00 \$803,927.84	\$0.00	10.81%	AAAm
STAROHIO	STAR Ohio XX019	8/30/2024 8/30/2024	\$2,975,407.12	\$2,975,407.12	\$2,975,407.12	5.43%	0.003 0.003	\$1.00 \$2,975,407.12	\$0.00	40.00%	AAAm
SubTotal			\$3,779,334.96	\$3,779,334.96	\$3,779,334.96	5.38%		\$3,779,334.96	\$0.00	50.81%	
Agency Bond											
3130ANBF6	FHLB 0.650% 01/29/2025	7/20/2021 7/29/2021	\$150,000.00	\$150,000.00	\$150,000.00	0.65%	0.416 0.414	\$98.11 \$147,165.00	(\$2,835.00)	1.98%	Aaa AA+
3130AM7F3	FHLB 0.750% 05/13/2025	5/7/2021 5/13/2021	\$200,000.00	\$200,000.00	\$200,000.00	0.75%	0.701 0.701	\$97.11 \$194,218.00	(\$5,782.00)	2.61%	Aaa AA+
3130AMYS5	FHLB 0.850% 07/15/2025	6/23/2021 7/15/2021	\$125,000.00	\$125,000.00	\$125,000.00	0.85%	0.874 0.873	\$96.64 \$120,805.00	(\$4,195.00)	1.62%	Aaa AA+
3136G44F7	FNMA 0.550% 09/30/2025	9/15/2020 9/30/2020	\$390,000.00	\$390,000.00	\$390,000.00	0.55%	1.085 1.079	\$95.72 \$373,292.40	(\$16,707.60)	5.02%	Aaa AA+
3133EPWD3	FFCB 4.875% 04/20/2026	10/16/2023 10/17/2023	\$65,000.00	\$64,743.25	\$64,743.25	5.04%	1.638 1.569	\$101.19 \$65,772.85	\$1,029.60	0.88%	Aaa AA+
3130APB87	FHLB 1.100% 10/13/2026	10/14/2021 10/15/2021	\$100,000.00	\$99,730.00	\$99,730.00	1.16%	2.121 2.091	\$93.60 \$93,596.00	(\$6,134.00)	1.26%	Aaa AA+
880591EU2	TNNLL 2.875% 02/01/2027	10/27/2023 10/30/2023	\$75,000.00	\$70,330.88	\$70,330.88	4.97%	2.425 2.349	\$97.63 \$73,221.53	\$2,890.65	0.98%	Aaa AA+
31424WAF9	AGM 4.875% 04/01/2027	10/27/2023 10/30/2023	\$75,000.00	\$74,767.50	\$74,767.50	4.97%	2.586 2.415	\$101.95 \$76,461.75	\$1,694.25	1.03%	
31422XA69	AGM 3.340% 07/01/2027	9/12/2023 9/13/2023	\$100,000.00	\$95,298.00	\$95,298.00	4.67%	2.836 2.738	\$98.19 \$98,187.00	\$2,889.00	1.32%	
3130ATHW0	FHLB 4.125% 09/10/2027	10/31/2022 11/1/2022	\$75,000.00	\$74,419.28	\$74,419.28	4.30%	3.030 2.824	\$100.66 \$75,495.00	\$1,075.72	1.02%	Aaa AA+
3133ENW63	FFCB 4.375% 10/27/2027	10/31/2022 11/1/2022	\$75,000.00	\$75,218.25	\$75,218.25	4.31%	3.159 2.943	\$101.59 \$76,189.50	\$971.25	1.02%	Aaa AA+
3130APTR6	FHLB 1.320% 11/23/2027	3/31/2023 3/31/2023	\$65,000.00	\$57,535.40	\$57,535.40	4.06%	3.233 3.158	\$91.46 \$59,447.05	\$1,911.65	0.80%	Aaa AA+
3133EN3H1	FFCB 4.000% 11/29/2027	11/22/2022 11/29/2022	\$65,000.00	\$64,779.00	\$64,779.00	4.08%	3.249 3.049	\$100.49 \$65,320.45	\$541.45	0.88%	Aaa AA+

POSITION STATEMENT

As of August 31, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
880591EZ1	TVA 3.875% 03/15/2028	3/28/2023 3/30/2023	\$70,000.00	\$69,736.10	\$69,736.10	3.96%	3.542 3.286	\$100.32 \$70,221.90	\$485.80	0.94%	Aaa AA+
3130AWMN7	FHLB 4.375% 06/09/2028	7/28/2023 7/31/2023	\$55,000.00	\$55,144.65	\$55,144.65	4.31%	3.778 3.491	\$101.91 \$56,050.50	\$905.85	0.75%	Aaa AA+
3133EHU50	FFCB 2.820% 12/20/2028	8/6/2024 8/7/2024	\$69,000.00	\$66,209.98 \$254.04	\$66,464.02	3.83%	4.310 4.057	\$96.00 \$66,240.00	\$30.02	0.89%	Aaa AA+
3130AGDY8	FHLB 2.750% 06/08/2029	8/6/2024 8/7/2024	\$65,000.00	\$62,004.08 \$292.95	\$62,297.03	3.80%	4.775 4.469	\$95.50 \$62,073.05	\$68.97	0.83%	Aaa AA+
3133ERN1	FFCB 4.125% 08/01/2029	8/6/2024 8/7/2024	\$65,000.00	\$66,094.60 \$44.69	\$66,139.29	3.75%	4.923 4.493	\$101.79 \$66,164.80	\$70.20	0.89%	Aaa AA+
SubTotal			\$1,884,000.00	\$1,861,010.97 \$591.68	\$1,861,602.65	2.51%		\$1,839,921.78	(\$21,089.19)	24.74%	
Negotiable Certificate of Deposit											
066519QK8	BankUnited, FSB 0.650% 03/05/2026	2/22/2021 3/5/2021	\$125,000.00	\$124,375.00	\$124,375.00	0.75%	1.512 1.503	\$94.04 \$117,547.50	(\$6,827.50)	1.58%	
84287PJB9	Southern First Bank 4.850% 10/17/2028	10/5/2023 10/17/2023	\$70,000.00	\$69,685.00	\$69,685.00	4.95%	4.134 3.729	\$99.63 \$69,739.67	\$54.67	0.94%	
SubTotal			\$195,000.00	\$194,060.00	\$194,060.00	2.32%		\$187,287.17	(\$6,772.83)	2.52%	
U.S. Treasury Bond											
912828R36	UST 1.625% 05/15/2026	1/11/2022 1/12/2022	\$55,000.00	\$55,378.13	\$55,378.13	1.46%	1.707 1.685	\$96.11 \$52,860.17	(\$2,517.96)	0.71%	Aaa AA+
91282CCJ8	UST 0.875% 06/30/2026	6/29/2021 6/30/2021	\$75,000.00	\$74,912.11	\$74,912.11	0.90%	1.833 1.782	\$94.61 \$70,959.98	(\$3,952.13)	0.95%	Aaa AA+
91282CCW9	UST 0.750% 08/31/2026	8/26/2021 8/31/2021	\$75,000.00	\$74,660.16	\$74,660.16	0.84%	2.003 1.943	\$93.98 \$70,485.38	(\$4,174.78)	0.95%	Aaa AA+
912828YG9	UST 1.625% 09/30/2026	1/11/2022 1/12/2022	\$55,000.00	\$55,345.90	\$55,345.90	1.49%	2.085 2.043	\$95.52 \$52,537.87	(\$2,808.03)	0.71%	Aaa AA+
9128284V9	UST 2.875% 08/15/2028	10/6/2023 10/10/2023	\$70,000.00	\$64,257.81	\$64,257.81	4.79%	3.962 3.763	\$96.93 \$67,850.79	\$3,592.98	0.91%	Aaa AA+
9128286B1	UST 2.625% 02/15/2029	8/6/2024 8/7/2024	\$65,000.00	\$61,942.97	\$61,942.97	3.77%	4.466 4.227	\$95.63 \$62,156.25	\$213.28	0.84%	Aaa AA+
SubTotal			\$395,000.00	\$386,497.08	\$386,497.08	2.22%		\$376,850.44	(\$9,646.64)	5.07%	

POSITION STATEMENT

As of August 31, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
U.S. Treasury Note											
91282CCX7	UST 0.375% 09/15/2024	1/28/2022 1/31/2022	\$100,000.00	\$97,605.47	\$97,605.47	1.31%	0.044 0.043	\$99.76 \$99,757.80	\$2,152.33	1.34%	Aaa AA+
91282CDB4	UST 0.625% 10/15/2024	10/13/2021 10/15/2021	\$100,000.00	\$99,929.69	\$99,929.69	0.65%	0.126 0.126	\$99.41 \$99,410.20	(\$519.49)	1.34%	Aaa AA+
91282CAJ0	UST 0.250% 08/31/2025	8/25/2021 8/26/2021	\$100,000.00	\$98,289.06	\$98,289.06	0.68%	1.003 1.001	\$95.95 \$95,953.10	(\$2,335.96)	1.29%	Aaa AA+
91282CGL9	UST 4.000% 02/15/2026	10/16/2023 10/17/2023	\$65,000.00	\$63,580.66	\$63,580.66	5.00%	1.463 1.430	\$99.89 \$64,931.36	\$1,350.70	0.87%	Aaa AA+
91282CCF6	UST 0.750% 05/31/2026	6/29/2021 6/30/2021	\$50,000.00	\$49,701.17	\$49,701.17	0.87%	1.751 1.740	\$94.57 \$47,285.15	(\$2,416.02)	0.64%	Aaa AA+
91282CCP4	UST 0.625% 07/31/2026	8/25/2021 8/26/2021	\$75,000.00	\$74,305.66	\$74,305.66	0.82%	1.918 1.909	\$93.95 \$70,458.98	(\$3,846.68)	0.95%	Aaa AA+
91282CDG3	UST 1.125% 10/31/2026	1/10/2022 1/11/2022	\$55,000.00	\$53,990.23	\$53,990.23	1.52%	2.170 2.140	\$94.36 \$51,897.67	(\$2,092.56)	0.70%	Aaa AA+
91282CDQ1	UST 1.250% 12/31/2026	1/7/2022 1/10/2022	\$55,000.00	\$54,355.47	\$54,355.47	1.50%	2.337 2.302	\$94.34 \$51,889.09	(\$2,466.38)	0.70%	Aaa AA+
91282Z78	UST 1.500% 01/31/2027	7/12/2023 7/13/2023	\$70,000.00	\$63,639.84	\$63,639.84	4.29%	2.422 2.380	\$94.73 \$66,308.62	\$2,668.78	0.89%	Aaa AA+
91282CEF4	UST 2.500% 03/31/2027	6/27/2023 6/28/2023	\$60,000.00	\$56,432.81	\$56,432.81	4.23%	2.584 2.492	\$96.92 \$58,153.14	\$1,720.33	0.78%	Aaa AA+
91282CET4	UST 2.625% 05/31/2027	7/13/2023 7/14/2023	\$70,000.00	\$66,303.13	\$66,303.13	4.11%	2.751 2.654	\$97.04 \$67,927.37	\$1,624.24	0.91%	Aaa AA+
91282CEW7	UST 3.250% 06/30/2027	6/29/2023 6/30/2023	\$60,000.00	\$57,707.81	\$57,707.81	4.30%	2.833 2.716	\$98.68 \$59,207.82	\$1,500.01	0.80%	Aaa AA+
9128282R0	UST 2.250% 08/15/2027	10/31/2022 11/1/2022	\$75,000.00	\$68,525.39	\$68,525.39	4.26%	2.959 2.875	\$95.84 \$71,876.93	\$3,351.54	0.97%	Aaa AA+
91282CGC9	UST 3.875% 12/31/2027	1/20/2023 1/23/2023	\$90,000.00	\$91,325.39	\$91,325.39	3.55%	3.337 3.142	\$100.52 \$90,464.04	(\$861.35)	1.22%	Aaa AA+
91282CGH8	UST 3.500% 01/31/2028	3/23/2023 3/24/2023	\$75,000.00	\$75,038.09	\$75,038.09	3.49%	3.422 3.242	\$99.30 \$74,472.68	(\$565.41)	1.00%	Aaa AA+
91282CHA2	UST 3.500% 04/30/2028	7/28/2023 7/31/2023	\$55,000.00	\$53,287.70	\$53,287.70	4.23%	3.668 3.435	\$99.28 \$54,604.72	\$1,317.02	0.73%	Aaa AA+

POSITION STATEMENT

As of August 31, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
91282CEM9	UST 2.875% 04/30/2029	8/6/2024 8/7/2024	\$65,000.00	\$62,539.65 \$502.73	\$63,042.38	3.75%	4.668 4.354	\$96.51 \$62,730.07	\$190.42	0.84%	Aaa AA+
91282CES6	UST 2.750% 05/31/2029	8/6/2024 8/7/2024	\$70,000.00	\$66,945.70 \$357.65	\$67,303.35	3.75%	4.753 4.449	\$95.91 \$67,139.87	\$194.17	0.90%	Aaa AA+
SubTotal			\$1,290,000.00	\$1,253,502.92 \$860.38	\$1,254,363.30	2.80%		\$1,254,468.61	\$965.69	16.87%	
Grand Total			\$7,543,334.96	\$7,474,405.93 \$1,452.06	\$7,475,857.99	3.99%		\$7,437,862.96	(\$36,542.97)	100.00%	

TRANSACTION STATEMENT

As of August 31, 2024



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
Purchase									
Purchase	8/6/2024	8/7/2024	3130AGDY8	FHLB 2.750% 06/08/2029	65,000.00	62,004.08	292.95	62,297.03	3.80%
Purchase	8/6/2024	8/7/2024	3133EHU50	FFCB 2.820% 12/20/2028	69,000.00	66,209.98	254.04	66,464.02	3.83%
Purchase	8/6/2024	8/7/2024	91282CEM9	UST 2.875% 04/30/2029	65,000.00	62,539.65	502.73	63,042.38	3.75%
Purchase	8/6/2024	8/7/2024	91282CES6	UST 2.750% 05/31/2029	70,000.00	66,945.70	357.65	67,303.35	3.75%
Purchase	8/6/2024	8/7/2024	9128286B1	UST 2.625% 02/15/2029	65,000.00	61,942.97	815.63	62,758.60	3.77%
Purchase	8/6/2024	8/7/2024	3133ERN1	FFCB 4.125% 08/01/2029	65,000.00	66,094.60	44.69	66,139.29	3.75%
Total					399,000.00	385,736.98	2,267.69	388,004.67	

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	8/1/2024	8/1/2024	880591EU2	TNLL 2.875% 02/01/2027	1,078.13
Interest/Dividends	8/1/2024	8/1/2024	31846V567	First American Funds, Inc.	4,594.32
Interest/Dividends	8/15/2024	8/15/2024	9128286B1	UST 2.625% 02/15/2029	853.13
Interest/Dividends	8/15/2024	8/15/2024	9128282R0	UST 2.250% 08/15/2027	843.75
Interest/Dividends	8/15/2024	8/15/2024	91282CGL9	UST 4.000% 02/15/2026	1,300.00
Interest/Dividends	8/15/2024	8/15/2024	9128284V9	UST 2.875% 08/15/2028	1,006.25
Total					9,675.58

TRANSACTION STATEMENT

As of August 31, 2024



Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	8/23/2024	8/23/2024	Cash Out	(36.79)
Total				(36.79)
Management Fee				
Management Fee	8/21/2024	8/21/2024	Cash Out	(416.67)
Total				(416.67)

STATEMENT DISCLOSURE

As of August 31, 2024



Meeder provides monthly statements for its investment management clients to provide information about the investment portfolio. The information should not be used for audit or confirmation purposes. Please review your custodial statements and report any inaccuracies or discrepancies.

Certain information and data has been supplied by unaffiliated third parties. Although Meeder believes the information is reliable, it cannot warrant the accuracy of information offered by third parties. Market value may reflect prices received from pricing vendors when current market quotations are not available. Prices may not reflect firm bids or offers and may differ from the value at which the security can be sold.

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

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

Meeder Investment Management is the global brand for the Meeder group of affiliated companies. Investment advisory services are provided through Meeder Public Funds, Inc. Please contact us if you would like to receive a copy of our current ADV disclosure brochure or privacy policy.

Mission Moment

Without a doubt we lived our mission by attending to the needs of the community in the aftermath of Tornado Tuesday as evidenced by the many written notes and even more verbal comments from so many people.

Upcoming Events

October 26th – Farrell Foundation Gala

November 9th – Connecting for Kids Annual Fundraiser

Meetings/Training/Programs

Farrell Foundation

Westlake Bay Village Rotary

Connecting for Kids

Kiwanis

General Staff Meeting – Budget review, Renovation, Strategic Plan, Policy on politics in the library, Staff interaction with their own library account, Tornados/Fire,

Managers Meeting – Welcome to Victoria Vogel, EAC Update, Construction Update, Budget reminders, FMLA/Sick review, CCBDD Grant, LSTA Grant ideas

Gave presentation of the Korean War for the World at War Forum

Anniversary recognition

2025 Art Fest planning

Adoption Network Cleveland

Friends/Foundation

Friends

Funding for Cooking Station and Bike Repair Station.

- Friends sold over 300 bricks and more are coming in.
- Volunteer WHS NHS students will be planting 500 daffodils in the pavilion landscaping in October (Date TBD).
- We invite you to attend and support our September 19th Houlihan's fundraiser from 5-9 PM.
- We have an October 5 pavilion Fall Fest (photo backdrops, 3 character appearances, cakewalk, free apples, books, and stickers)
- Reminder about the upcoming book sale - see the new cover of *Notes*.
- A positive publicity article was written about our August magician/Kona Ice event. The event was well-attended and well-received.
- December 1 is a pavilion lighting, Santa, and a live reindeer!

Foundation – Gala Planning

Safety and Security

Mission moments - A patron was choking on August 28. I cleared the obstruction of her airway.

Stayed until 11pm on 2 post-tornado late closing evenings.

Nine Incident reports were written

2 – Disruptive Behavior

4 - Illness/Accident (2 of these were for the same occurrence)

1 – Vandalism

1 – Harassment

1 - Patron Assistance/Policy Issue.

Two took place in the Reading garden, with one each occurring in YS, lobby restrooms, Ref, parking lot, Lobby, Adult Public PC, and Meeting rooms.

Building Services

Mission Moment - While shopping in a local grocery I was approached by an elderly gentleman and his wife. I was wearing a WPPL branded shirt and they inquired if I worked there. I replied that I did. The couple went on for at least 5 minutes about how great THAT library is and how much they helped out during the power outage. The gentleman ended the conversation with “that’s why you guys are the best.”

A thermostat in AS study room B was damaged. A replacement was ordered, installed, and programmed by BCI. Covers may be considered.

The garbage disposal in the kitchenette was replaced due to old age and leaking of water.

The fire strobe in the YS teen area was relocated from a wall to a ceiling mount device to accommodate the wooden shelving being installed from the YS A/V area.

Temporary shelving was erected in the aisle near the YS desk to accommodate the renovations that will take place.

Large shelving moves took place between YS teen area and YS A/V in preparation for the sizeable renovations moving forward.

Electrical work was performed to eliminate and/or relocate terminated lines in the new YS teen area. Data lines were also moved to above the ceiling for further use.

The book sorter “beast” was moved to the temporary Circ area. This entailed getting power to the wall next to the beast, but also getting power to the beast itself via overhead feeds.

Much work was put in to accommodate the surge in patrons during the week long power outage, providing areas, seating, and other needs to allow recharging of phones and electronics.

Several trees had to be cut down as they had fallen or were damaged during the tornado. An outside contractor was engaged to remove the trees and debris.

A meeting with Simplified Facilities Group to assist with ongoing building evaluations, assistance with bidding projects, and supplying trade vendors for certain library repairs.

A new 20 hr./week person will begin in Building Services on 9/9/24. This will alleviate thin parts of the schedule where single coverage or no coverage exists.

WPPL was awarded 1st place in the Westlake in Bloom contest.

Other Projects/Planning

Correspondence - Hi Andrew~ We came and saw the bench the other evening. Everyone was absolutely in love with it. They loved the color - we had just been talking about how green was her favorite color. Really, it is beautiful beyond our expectations, and all of the family expressed such gratitude to you and Porter Library for what you meant to our mom and for providing this space for us to honor and remember her.

We received a \$10,000 Grant from the Cuyahoga Board of Development Disabilities for an adult changing station that will be installed in the Family Restroom in YS.

Construction is going accordingly to schedule. As expected many small changes and modifications have popped up but nothing significant.

Dispatches From the Field

Feedback date: 7/28/2024

A patron said that she saw that CPL is hosting a program about standing up against book banning and she wanted to know if we were offering something similar. I told her that I would pass along the suggestion. However, I have not been able to find anything on CPL's website about such a program.

Feedback date: 7/27/2024

Emily Lindberg had Family Storytime this morning, and had quite a crowd (17). Afterwards, one of the caregivers approached her at the desk and exclaimed how very impressed she was with her storytime.

Feedback date: 7/27/2024

A patron approached the YS desk and introduced herself as working with the RISE program at Cleveland State. She was taking pictures of the library, and mentioned she was so impressed what an inclusive space we had and all the library had to offer people. I mentioned that we had a Disability Resources Librarian that planned quite a variety of programs. Holly showed her our Kulture City bags and explained all of the elements in them. She was very impressed.

Feedback date: 7/30/2024

"I just visited your library, and I loved it. It's so inclusive! I also loved getting a Snoopy library card."

Feedback date: 8/1/2024

The staff is amazing. There are nicer collection of books however the kids' section is very small. It needs to be renovated and the toys rotation's times need to be closer. Not variety of toys are available compared to other libraries. We love the library here and we would love to see it improve to better. (Green form)

Feedback date: 8/1/2024

You need to have a larger collection of toys and kids activities. The kids section would also benefit from some renovation so the resident would feel that their tax dollar is going to something useful. Thank you. (Green form)

Feedback date: 8/4/2024

Please clean the laptops especially the screens. Very dirty. Thanks. (Green form)

Feedback date: 8/6/2024

Kudos to the library staff for keeping everyone safe & calm during the tornado warning! Thank you! (Green form)

Feedback date: 8/7/2024

Wonderful (Green form)

Feedback date: 8/7/2024

Thank you very much for staying open late!

Feedback date: 8/8/2024

Thank you to all the hard-working staff while the library was open long hours to support the community during the power outage. It is appreciated to have a cool place to stay and food to eat during this challenging time. The staff was so cheerful and welcoming. I'm sure the must have been tired from serving so many patrons and working late, but you never would have guessed it, they were all so kind. (Green form)

Feedback date: 8/8/2024

Amazing! Thank you for the WiFi to get my work done. You Rock! (green form)

Feedback date: 8/14/2024

Worked here to use FDO-I. Usually come with my 2 small kids. What a great space to work, and just a gorgeous place to meet or bring kids. (green form)

Feedback date: 8/20/2024

PLEASE! Older ppl need chairs near the door. They wait for rides and ppl to pick them up curbside. Covid is over!

Feedback date: 8/21/2024

Please put some seats - chairs or benches to sit on waiting for others. Hard to stand for long time. (green form)

Feedback date: 8/28/2024

I am requesting the damaged county map that was damaged near the restrooms. Thank you. (Green form)

Feedback date: 8/31/2024

Would like to see more programs re: business/finance/investing. WPPL use to have these types of programs several years ago. (green form)

Feedback 9/3/2024

A patron registered today for Katie's program, Introduction to Foundation Directory.

He wanted me to pass this message along: he is a senior on a fixed income, so he appreciates the library's services and programs. People often complain nowadays so he wanted to balance it out with appreciation and gratitude for WPPL.

Feedback 9/6/2024

Westlake Porter Library is awesome. Great collection of books, music, movies and more. MAKERSPACE is an incredible resource and so much technology.

Yet, it is the people of Westlake Porter that make it such a great resource.

One stand out person is Adrien. I made a reservation for the 3D printer. It was fun and quite educational. Adrien was eager to help and clearly tech smart.

Best library ever!

From Google Reviews

***** [Local Guide](#) · 220 reviews · 412 photos

2 weeks ago **New**

***** [Local Guide](#) · 38 reviews · 12 photos

3 weeks ago **New**

***** a month ago

[Local Guide](#) · 30 reviews

***** 2 months ago

Huge library! Love that they have a drive through window.!

WESTLAKE PORTER PUBLIC LIBRARY
Fund 101 - General Fund
September 18, 2024
Resolution 17-24

Account	Description	2024 Permanent Budget	Adjustment	2024 Revised Permanent Budget	Notes
REVENUE:					
41200	PROPERTY TAX	5,032,538		5,032,538	
42210	PLF	1,430,611	(19,220)	1,411,391	based on revised estimate from the Ohio Department of Taxation
42400	GRANTS	2,500	15,400	17,900	\$10K grant from CCBDD for a universal changing station and grant funds received from a reimbursing grant that was awarded last year
43100	FINES & FEES	9,743	-	9,743	
44100	INTEREST	123,400	75,000	198,400	
46100	CONTRIBUTIONS	250	-	250	
48000	FEES/MISC	88,950	-	88,950	
49000	TRANSFERS	-	-	-	
	REVENUE	6,687,992	71,180	6,759,172	
	CARRY FORWARD	3,717,109			
		10,405,101			
EXPENSES:					
51000	PERSONNEL	3,890,719	-	3,890,719	
52000	SUPPLIES	103,300	-	103,300	
53000	SERVICES	757,435		757,435	
54000	MATERIALS	741,000		741,000	
55200	LAND IMPROVEMT	-	-	-	
55300	CONSTRUCTION	-	-	-	
55410	BLDG IMPROVEMT/INSTALLATIONS	6,000	10,000	16,000	Universal changing station- CCBDD grant
55510	FURN/EQUIPMENT	3,000	-	3,000	
55520	OPERATING HARDWARE	-	-	-	
55530	OPERATING SOFTWARE	86,975		86,975	
	CAPITAL TOTAL	95,975	10,000	105,975	
57000	MISCELLANEOUS	88,702	-	88,702	
58000	CONTINGENCY	20,000	-	20,000	
59000	INTERFUND TRANSFERS	1,200,000	-	1,200,000	
	TOTAL OPERATING EXPENSES	6,897,131	10,000	6,907,131	

WESTLAKE PORTER PUBLIC LIBRARY
Fund 420 - Friends
9/18/2024
Resolution 18-24

2024 Permanent Budget						2024 Revised Permanent Budget					
Account	Description	2024 Permanent Budget		Adjustment	2024 Revised Permanent Budget		Notes				
REVENUE:											
420-00-46100	DONATIONS	38,744		4,250	42,994		add'l funds needed to purchase the kitchen cart & purchase of permanent bike repair kit				
REVENUE		38,744		4,250	42,994						
EXPENSES:											
420-00-52000	SUPPLIES	19,200			19,200						
420-00-53000	CONTRACTED SERVICES	8,050			8,050						
420-00-54000	MATERIALS	-		-	-						
420-00-55000	CAPITAL	15,000		4,250	19,250		add'l funds needed to purchase the kitchen cart & purchase of permanent bike repair kit				
420-00-59000	TRANSFER	-		-	-						
TOTAL EXPENSES		42,250		4,250	46,500						

Asset Disposal List

September 18, 2024

**disposal method listed is subject to change*

Qty	Inventory/Tag #	Description	Additional information	Disposal Method*	Requested by (Name)
1		Whiteboard	previously in Board room	Sale	Nassif
1	05206	Floor scrubber		Sale	Nassif
1	06367	Carpet cleaner		Sale	Nassif