



Regular Board Meeting

January 15, 2025 ♦ 6:30 p.m.

AGENDA

6:30 – 6:40 Call to Order

Minutes

- Records Commission Meeting: December 18, 2024
- Regular Meeting: December 18, 2024

Communications

- Received to Date:
- Public comments (if any)
- Retirements and Awards
- Staff Members – Keith Adams, Building Services

6:40 – 7:30 Administrative Reports

- Amendments to Administrative Reports
- Manager’s Report – Guy Turner, Safety and Security Manager
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

7:30 – 7:45 Board Reports

- Board President

7:45 – 8:10 New Business

-
- Other

Adjournment

Upcoming Events

February 19, 2025: Regular Board Meeting



The Board of Trustees Minutes

Records Commission Meeting:

Date: December 18, 2024

Attendees:

<i>Trustees</i>		<i>Staff</i>	
Lauren Golick	Peter Schindler	Andrew Mangels	Bethany Huck
Jason Nolde	Elizabeth Sheehe	Jana Nassif	
Will Perry		CJ Lynce	
		Heather Feenaughty	

The Board met in the Thomas A. Fox Board Room. Will Perry called the meeting to order at 5:33 p.m.

The Fiscal explained we are required to hold a Records Commission Meeting each year to review the records retention schedule. There are no proposed changes to the retention schedule at this time. The recommendation is to keep the schedule approved last year.

Auditor of State (AOS) Rating System

The AOS awards each entity a StaRS rating when conducting the entity's audit to ensure compliance with the Ohio public records and open meeting laws. A public office must be compliant with all the legal requirements to become eligible for consideration for a StaRS Award. To achieve a higher StaRS level, a public office will have adopted best practices provided by the AOS to enhance transparency consistent with the spirit of the Sunshine Laws. These procedures and practices are not required by law but are suggested to help public offices meet and fully address the requirements of the law. Each public office's StaRS level will be based on compliance and the number of best practices implemented.

The Library again achieved the highest rating of 4StaRS for implementing all best practices in 2024.

Adjourn Records Commission Meeting at 5:38 pm.

Recorded by: Heather Feenaughty, PR/Marketing Manager

Attested by:

Will Perry
WPPL Board President

Tianyi Krupka
WPPL Board Vice President



The Board of Trustees Minutes

Regular Meeting:

Date: December 18, 2024

Attendees:

	<i>Trustees</i>		<i>Staff</i>
Lauren Golick	Peter Schindler	Andrew Mangels	Bethany Huck
Tianyi Krupka	Elizabeth Sheehe	Jana Nassif	
Jason Nolde		CJ Lynce	
Will Perry		Heather Feenaughty	

The Board met in the Thomas A. Fox Board Room of Westlake Porter Public Library. Will Perry called the meeting to order at 5:40 pm.

Minutes

Elizabeth Sheehe moved to approve the minutes from the Regular Meeting of November 20, 2024. Peter Schindler seconded the motion. All present were in favor.

Communications

There were no new communications.

Public Comments

There were no public comments.

Staff Members

Bethany Huck, the new Young Adult Librarian, introduced herself to the board. She has former library experience and also worked in education. She is looking forward to the new teen space and the possibilities it presents for teens and young adults. When she is not working at the library she tends to chickens and goats at home. Andrew commended Bethany on her ability to acclimate so well into her new role as the Young Adult Librarian.

Administrative Reports

Amendment to the Administrative report.

The Director will share the new strategic plan during his report.

PR/Marketing Report

The PR/Marketing Report for November was delivered with the agenda. Heather Feenaughty, PR/Marketing Manager, reported on upcoming Hoopla communications. She is also updating signage in the meeting room wing this month with the help of Building Services. Building Services is removing the old signage and updating the ADA signage while Heather Feenaughty is installing vinyl lettering for wayfinding. Jason Nolde asked if this was done inhouse. Heather said the ADA signage was done offsite since it has requirements (i.e. braille), but all vinyl signage is made in the makerspace.

Assistant Director's Report

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

CJ Lynce, Assistant Director, reported on January 2, we will be limiting the number of borrows and eligibility for Hoopla, a streaming service for patrons to instantly borrow eBooks, audiobooks, etc. Preceding the pandemic, the limit of borrows was seven but was raised to fifty in 2020 to meet the needs of the community. Our numbers have increased 40% in 2024, which Mr. Lynce attributed to the discoverability features of the Aspen catalog. Starting in 2025, the number of borrows will be reduced to ten and the policy will change for digital card holders. Anyone in the state can currently get a digital card. In 2025 digital card holders will need to verify their cards to continue to use Hoopla. This will not impact services such as Libby or Kanopy. With these updates, Mr. Lynce hopes to reduce operating costs by 25%. He noted some libraries, such as Columbus Metro, have done away with Hoopla since their cost model was not sustainable. The Director commented that Hoopla's price model is dictated by publishers.

Will Perry asked if we have a book on our shelf and it's also available on Hoopla, is the physical material first on the list. Mr. Lynce confirmed it was and Aspen may be able to hide the Hoopla listing if there are other copies in other formats available. Mr. Perry asked if Libby was better for the library. Mr. Mangels responded it depends on the book. If a book is read repeatedly, Libby is a better cost model but if a book is only read once, Hoopla is the better for pricing.

CJ Lynce announced two partnerships starting in January. We will host citizenship classes with the Hope Center. ESOL will also start hosting their sessions at the library since Tri-C is no longer an option for them.

Mr. Lynce reported the new kitchen cart has already been tested with cookies. Mr. Lynce plans to demonstrate the portable kitchen to staff members and expects it could be used for programming in the spring. Mr. Lynce said it may be used by staff and patrons.

Financial/HR Reports

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

The Fiscal Officer explained most items for her report are in New Business. She reported four members of the EAC will be dropping off this year and next year's meetings will be determined by the new members' availability.

Jason Nolde asked about the new positions. Jana said we have a new Building Services staff member starting Sunday and the Makerspace position interviews concluded today.

Director's Report

Andrew Mangels gave an update on the construction project. The second floor is nearly complete. There are a few small things to upgrade such as lights and hardware. The second floor is open for meeting reservations but not for public traffic yet. The Circulation area should be done by Friday. The Young Adult area is awaiting some custom graphics among other small projects. A punch list was made today and on Friday there will be another walk through. The new automatic sorter for Circulation will come in early January.

The Director attended a commission meeting in Columbus on behalf of the library's levy PAC last month to address a review of our Levy report that was submitted on time but was somehow delayed in the mail. At the meeting, it was determined there were no violations.

Mr. Mangels recounted his experience as a judge for the 140th Anniversary Cookie Bake Off. He sampled 24 cookies and assisted with local bakers to judge the best of juniors and adults.

The Friends approved our budget request for \$32,000. This is less than last year because last year we purchased the kitchen cart and we have no specific requests for the coming year. Andrew Mangels also said the Foundation is working to host a gala.

The Director shared the strategic plan with the board for them to review and offer feedback. He explained some of these goals are already in progress, such as the partnership with ESOL. The

Director reported we will strengthen our partnership with the Farrel Foundation to a similar level as Connecting for Kids. They will use the library to offer training to the staff and community for the aging population.

Elizabeth Sheehe moved to approve the administrative reports. Tianyi Krupka seconded the motion. All present were in favor.

Board Reports

Will Perry, Board President, explained this is the time of year the board reviews its positions such as President, Vice-President and Secretary for the upcoming year. He asked if the Trustees if any had interest in a particular position. There were no changes requested to board positions, so they will stay the same for next year.

Mr. Perry asked the Board to start thinking of dates for a spring retreat. The Director suggested the spring retreat be used for organizational training and to revisit the space plan that was launched in 2021.

New Business

Motion to approve Asset Disposal List.

Elizabeth Sheehe moved to approve the Asset Disposal List. Jason Nolde seconded the motion. All present were in favor.

Resolution 21-24: Adjustment to the Development Fund 410 and Permanent Improvement Fund 450.

Lauren Golick moved to approve Resolution 21-24: Adjustment to the Development Fund 410 & Permanent Improvement Fund 450. Peter Schindler seconded the motion.

Jana Nassif explained these adjustments add the donations received for the renovation project to the budgets for these funds.

Roll call vote followed: Peter Schindler – yes, Jason Nolde- Yes, Elizabeth Sheehe – yes, Tianyi Krupka – yes, Lauren Golick – yes, Will Perry - yes

Resolution 22-24: Funds transfer from Development Fund 410 to Permanent Improvement Fund 450

Tianyi Krupka moved to approve Resolution 22-24: Funds transfer from Development Fund 410 to Permanent Improvement Fund 450. Elizabeth Sheehe seconded the motion.

The Fiscal Officer explained this transfers the funds donated for the renovation project from the Development fund to the Permanent Improvement Fund

Roll call vote followed: Peter Schindler – yes, Jason Nolde- Yes, Elizabeth Sheehe – yes, Tianyi Krupka – yes, Lauren Golick – yes, Will Perry - yes

Resolution 23-24: 2025 Temporary Budget

Elizabeth Sheehe moved to approve Resolution 23-24: 2025 Temporary Budget. Tianyi Krupka seconded the motion.

According to Ohio Revised Code Section 5705.38, a budget must be approved for the upcoming year before January 1. The Fiscal Officer reviewed the expenses and increases for 2025 by line item.

Roll call vote followed: Peter Schindler – yes, Jason Nolde- Yes, Elizabeth Sheehe – yes, Tianyi Krupka – yes, Lauren Golick – yes, Will Perry - yes

Resolution Requesting the Cuyahoga County Fiscal Officer to Advance Taxes from the Proceeds of any Tax Levies Pursuant to Section 321.34 R.C.

Jason Nolde moved to approve Resolution Requesting the Cuyahoga County Fiscal Officer to Advance Taxes from the Proceeds of any Tax Levies Pursuant to Section 321.34. Elizabeth Sheehe seconded the motion.

Ms. Nassif explained we are required to pass this motion to receive an advance on property taxes otherwise we'd have to wait until March 2025 to receive the funds.

Roll call vote followed: Peter Schindler – yes, Jason Nolde- Yes, Elizabeth Sheehe – yes, Tianyi Krupka – yes, Lauren Golick – yes, Will Perry - yes

Library Positions as of December 31, 2024

Peter Schindler moved to approve Library Positions as of December 31, 2024: Tianyi Krupka seconded the motion.

The Fiscal Officer explained this list reflects all current and open positions as of December 31, 2024. Will Perry asked if there were any changes to the positions. Jana Nassif responded there were no changes and this motion includes the new makerspace and building services position.

All present were in favor.

2025 Compensation Table

Elizabeth Sheehe moved to approve the 2025 Compensation Table. Peter Schindler seconded the motion.

The Fiscal Officer explained there were no changes to the 2025 Compensation Table.

Roll call vote followed: Peter Schindler – yes, Jason Nolde- Yes, Elizabeth Sheehe – yes, Tianyi Krupka – yes, Lauren Golick – yes, Will Perry - yes

The Director reminded the Board there will be a grand opening celebration in January for the new spaces, prior to the Board meeting.

Executive Session

Jason Nolde moved to enter Executive Session to discuss compensation of a public employee at 7:04 pm. Tianyi Krupka seconded the motion.

Roll call vote followed: Peter Schindler – yes, Jason Nolde- Yes, Elizabeth Sheehe – yes, Tianyi Krupka – yes, Lauren Golick – yes, Will Perry - yes

Elizabeth Sheehe moved to leave Executive Session at 7:56 pm. Peter Schindler seconded the motion.

Adjourn

The meeting adjourned at 7:57 pm.

Recorded by: Heather Feenaughty, PR/Marketing Manager	
Attested by:	
_____	_____
Will Perry, WPPL Board President	Tianyi Krupka, WPPL Board Secretary

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	78,244	7%
September	70,697	67,307	66,792	68,526	71,102	4%
October	74,216	69,976	68,636	71,704	71,962	0%
November	65,662	67,226	67,403	67,046	70,715	5%
December	54,981	68,969	66,910	66,068	70,534	7%
ANN'L TTL	889,377	818,019	833,716	845,946	879,831	4%
AVE CIRC/	74,115	68,168	69,476	70,496	73,319	4%

Circulation Total

TOTAL CIRCULATION							
		ADULT	YA	JUV	TOTAL	LAST YR	%INC/DEC
BOOKS	FICTION	8,877	1,369	13,336	23,582	21,468	10%
	NONFIC	6,800	240	4,286	11,326	10,194	11%
	LG PRINT	1,853	--	--	1,853	1,777	4%
	WORLD LANGUAGES	30	--	39	69	76	-9%
AV	SUBTTL	17,560	1,609	17,661	36,830	33,515	10%
	BLURAY	1,659	--	282	1,941	2,035	-5%
	BLURAY 4K	101	--	10	111	91	22%
	BOOK CD	642	--	54	696	633	10%
	DVD	5,767	--	1,333	7,100	8,781	-19%
	DVD/CD-ROM	--	--	--	--	--	---
	LAUNCHPAD	--	--	54	54	37	46%
	LAUNCHPAD View	--	--	8	8	2	300%
	MUSIC CD	2,155	--	75	2,230	2,469	-10%
	PLAY/VIEW	--	--	--	--	2	-100%
	PLAYAWAY	216	31	151	398	333	20%
	ROKU	7	--	--	7	5	40%
	VIDEO GAMES	634	--	1,569	2,203	1,624	36%
	OTHER	1	--	390	391	--	---
	SUBTTL	11,182	31	3,926	15,139	16,012	-5%
ELECTRONIC	Comics Plus	99	--	--	99	37	168%
	Flipster	202	--	--	202	281	-28%
	Great Courses	4	--	--	4	2	100%
	HOOPLA/Comics	270	--	--	270	215	26%
	HOOPLA/eAudio	2,483	--	--	2,483	1,595	56%
	HOOPLA/Bingepass	79	--	--	79	39	103%
	HOOPLA/eBooks	1,254	--	--	1,254	970	29%
	HOOPLA/Flex	87	--	--	87	99	-12%
	HOOPLA/Music	309	--	--	309	299	3%
	HOOPLA/MOVIE/TV	882	--	--	882	792	11%
	IndieFlix	3	--	--	3	1	200%
	KANOPY	519	--	--	519	460	13%
	OVD/DAB	3,174	259	266	3,699	2,477	49%
	OVD/EBOOK	4,218	351	515	5,084	4,050	26%
	OVD/Magazines	1,247	--	--	1,247	1,285	-3%
	Press Reader	74	--	--	74	142	-48%
	QELLO	4	--	--	4	4	0%
		--	--	--	--	--	---
		--	--	--	--	--	---
	SUBTTL	14,809	610	781	16,299	12,748	28%
NON-TRADITIONAL	INSTRUMENT	5	--	5	10	11	-9%
	GAMES	49	--	137	186	147	27%
	EQUIPMENT	65	--	--	65	57	14%
		119	0	142	261	215	0%
OTHER	PER	840	9	46	895	1,185	-24%
	LAPTOPS	111	--	--	111	105	6%
	WiFi Hotspots	76	--	--	76	69	10%
	EQUIPMT	--	--	--	--	--	---
	OTHER	8	2	24	34	880	-96%
	SUBTTL	1,035	11	70	1,116	2,239	-50%
ILL	SRCHOHIO	830	--	--	830	70	1086%
	ILL	57	--	--	57	168	-66%
	CPL LANG	--	--	--	--	--	---
	SUBTTL	887	0	0	887	238	273%
Quarantine Renewal		--	--	--	--	0	0%
UNACCOUNTED		--	--	--	2	1,101	0%
TOTAL		45,592	2,261	22,580	70,534	66,068	7%
SELF CHECK					17,543	17,717	-1%
SELF CHECK Percentage of Total Circ					25%		0%
SELF CHECK Percentage of Bldg Circ							

CIRCULATION DETAIL				
	DATE	CIRC	HRS OPEN	CIRC/HR
HIGHEST	December 26	3,273	12	273
LOWEST	December 19	1,195	12	100
BUSIEST	December 1	1,702	4	426
SELF-CHECK CIRCULATION TOTAL =		17,543		
TOTAL CHECK-INS THIS MONTH =		0		

Highest: Thursday, December 26

Lowest: Thursday, December 19

Busiest: Sunday, December 1

SEARCH OH/OH LINK	
Borrowing (From)	624
Lending (To)	359

Services	
Passports	81
Photos	107

ITEMS ADDED TO & WEEDED FROM COLLECTION THIS MONTH			
	PREV NET	NEW NET	% TOTAL
ADULT	124,871	124,270	66.59%
YOUNG ADULT	8,099	7,574	4.06%
JUVENILE	55,034	54,771	29.35%
TOTAL ITEMS	188,004	186,615	

CURRENT COLLECTION SIZE BY FORMAT		
	ITEMS	% TOTAL
BOOKS	113,593	60.86%
AV	51,719	27.71%
ELECTRONIC	20,970	11.23%
OTHER	378	0.20%
TOTAL	186,660	

REGISTRATIONS					
DEPT'L	ADULT	YA	JUV	TOTAL	% OF TTL
WESTLAKE	11,542	436	1,660	13,638	48%
CUY. CO.	8,644	139	312	9,095	32%
OUT OF CO.	5,569	91	213	5,873	20%
TOTAL	25,817	666	2,185	28,668	
% OF TTL	90%	2%	8%		

ELECTRONIC USAGE: SUMMARY TABLE		
	USERS	HOURS
ON-SITE	8,416	14,847.0
REMOTE	32,897	0.0
TOTAL	41,313	14,847.0

REGISTRATIONS ADDED THIS MONTH = 194				
REGISTRATIONS THIS YR VS. LAST YR.				
Prev Year	23,864	646	1,624	26,134
% INC/DEC	8%	3%	35%	10%

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	18,601	17,401	7%
ARTWALK DOOR	269	269	
DRIVE-UP	1,538	1,675	-8%
TOTAL	20,408	19,345	5%

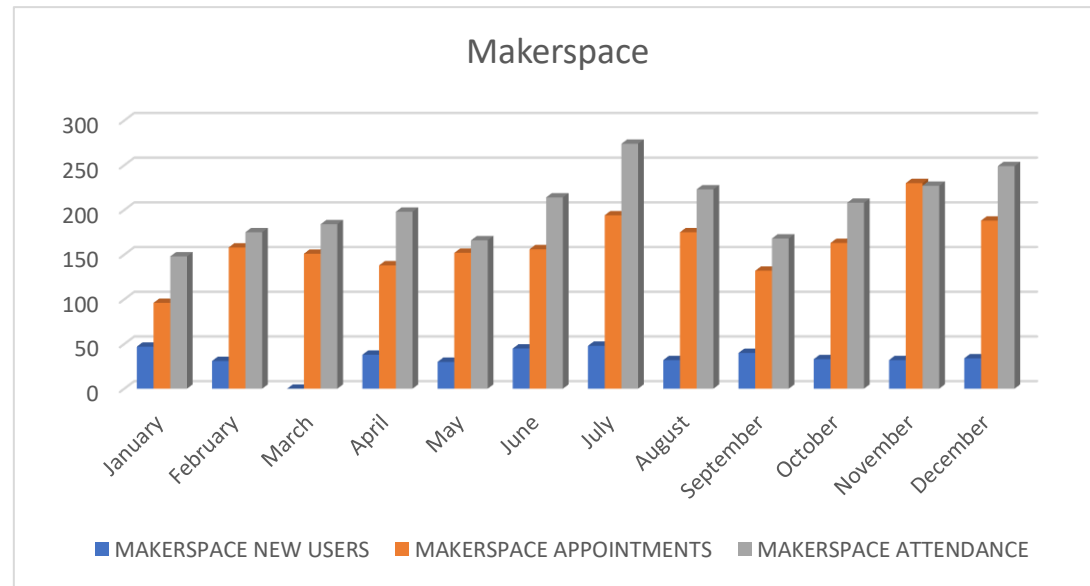
PUBLIC MEETING ROOM USE				
TIME PERIOD	MORNING	AFTERNOON	EVENING	TOTAL
AVAILABLE	120	145	75	340
MEETINGS	39	42	37	118
% IN USE	33%	29%	49%	35%
TOTAL MEETING ROOM ATTENDANCE	2,693			

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	22,772	8%
October	13,994	19,959	21,776	24,877	25,207	1%
November	10,387	17,707	20,025	21,634	22,591	4%
December	7,744	19,045	18,952	19,345	20,408	5%
ANN'L TTL	161,872	193,304	241,270	267,400	286,923	7%
<i>AVE Visits/MO</i>	<i>13,489</i>	<i>16,109</i>	<i>20,106</i>	<i>22,283</i>	<i>23,910</i>	<i>7%</i>

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

PUBLIC PROGRAMS			
	NUMBER	ATTEND	AVE ATT.
ON-SITE	65	1,734	27
OFF-SITE	20	272	14

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	40	132	168
October	33	163	208
November	32	230	227
December	34	188	249
ANN'L TTL	410	1,933	2,434
<i>AVE Visits/MO</i>	<i>34</i>	<i>161</i>	<i>203</i>



III. SUPPORT AND ADMINISTRATIVE STATISTICS

PERSONNEL CHANGES THIS MONTH					
HIRED					
NAME	POSITION	HOURS	DATE		
Keith Adams	Bldg Svs. Sr. Asst II	20	Dec 23		
1 Employee(s)		0.50 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	9,390.00
FTE (INCL. SUB HRS)	58.69

December 2024

	LAST YEAR	CURRENT YR	% CHANGE
December	66,068	70,534	7%
E-Resources	12,748	16,299	28%
Circ to Date	845,946	879,831	4%

% OF CIRC	BOOKS	CDs	DVD	MAGAZINES	VIDEO GAMES
BluRay	52%	3%	10%	1%	3%
3%					

Monthly Cardholders

LAST YEAR	CURRENT YR
26,134	28,668

Monthly Visits

LAST YEAR	CURRENT YR
19,345	20,408

MAKERSPACE

NEW USERS	LAST YEAR		CURRENT YR		
	APPOINTMENT	ATTENDANCE	NEW USERS	APPOINTMENTS	ATTENDANCE
39	174	195	34	188	249

Monthly Programming

	LAST YEAR		CURRENT YR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	58	634	40	1,055
YA	12	125	9	53
CHILDREN	44	1,022	36	898

Monthly Outreach

LAST YEAR		CURRENT YR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
52	928	60	1,002

Monthly Meeting Room Usage

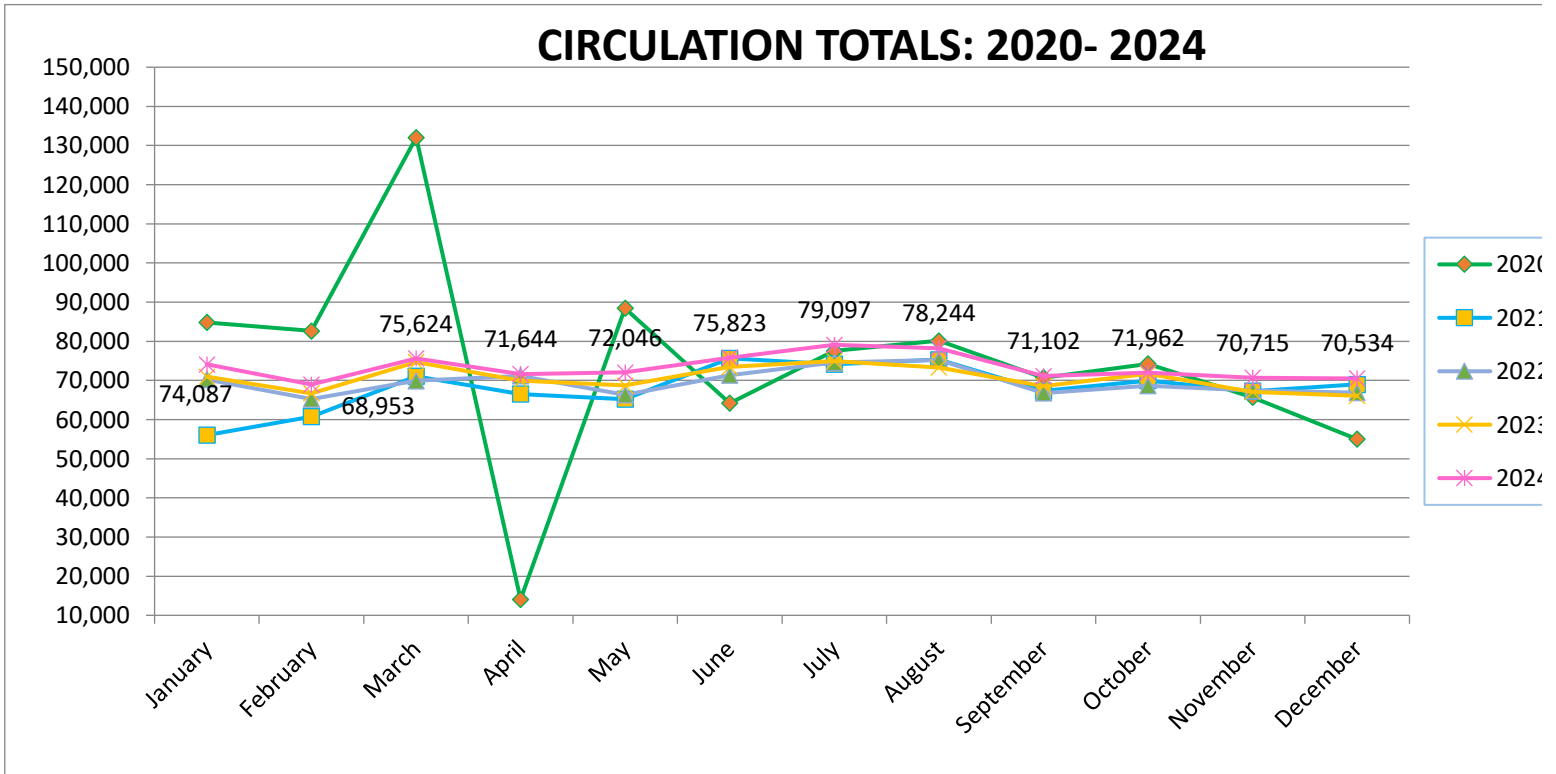
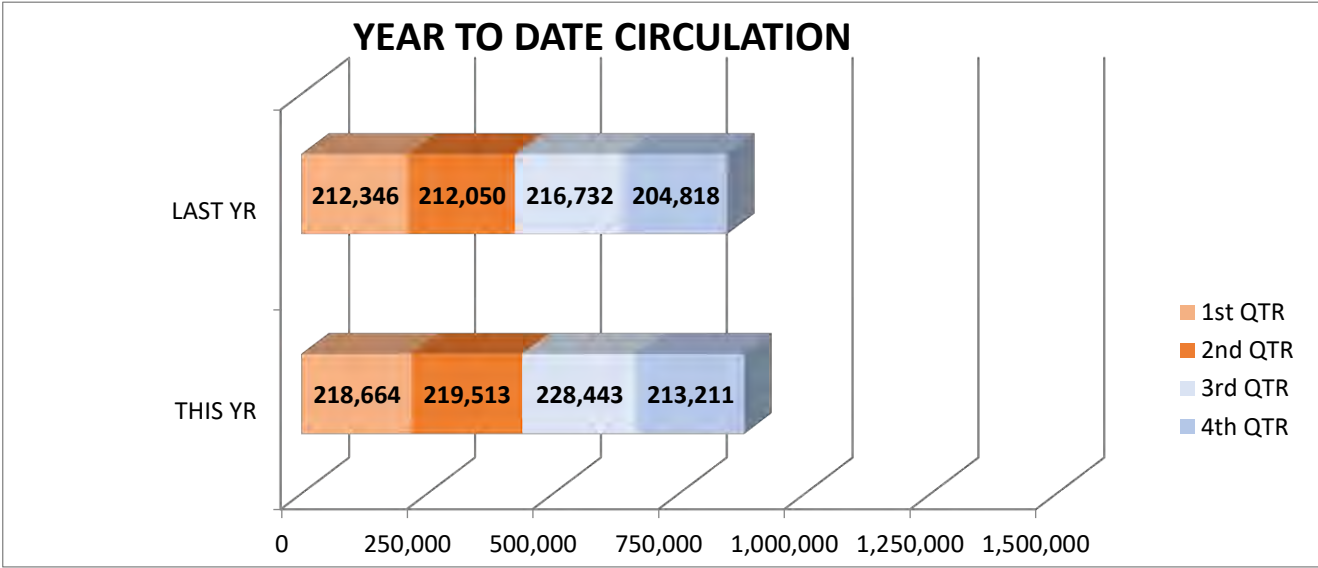
CURRENT YEAR	MORNING	AFTERNOON	EVENING	TOTAL
	MEETINGS	39	42	37
ATTENDANCE	625	1255	813	2,693
LAST YEAR				
MEETINGS	41	39	38	118
ATTENDANCE	627	643	696	1966

MONTHLY OHIO LINK/SEARCH OH

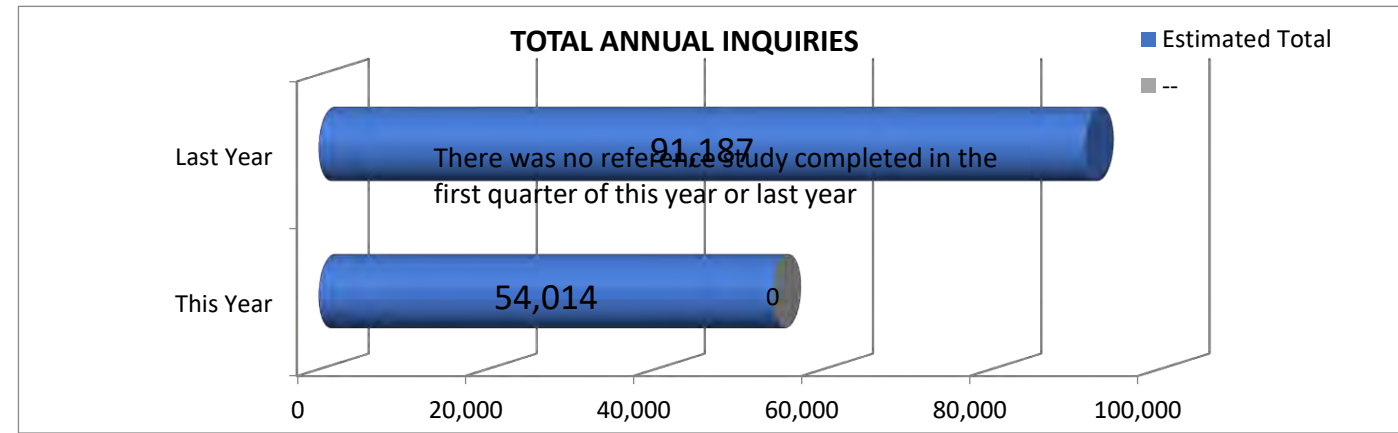
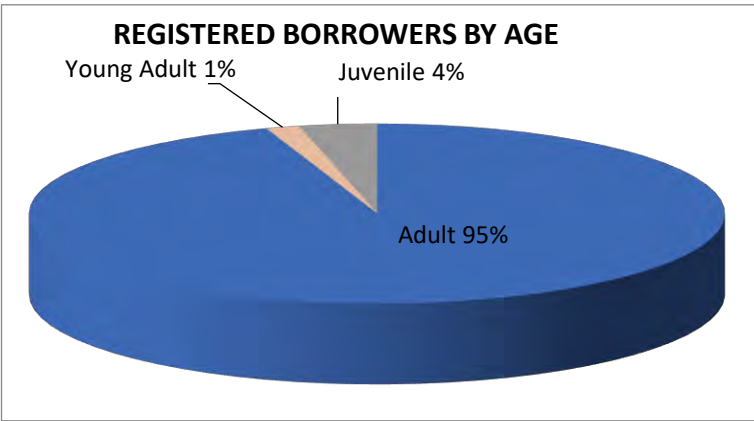
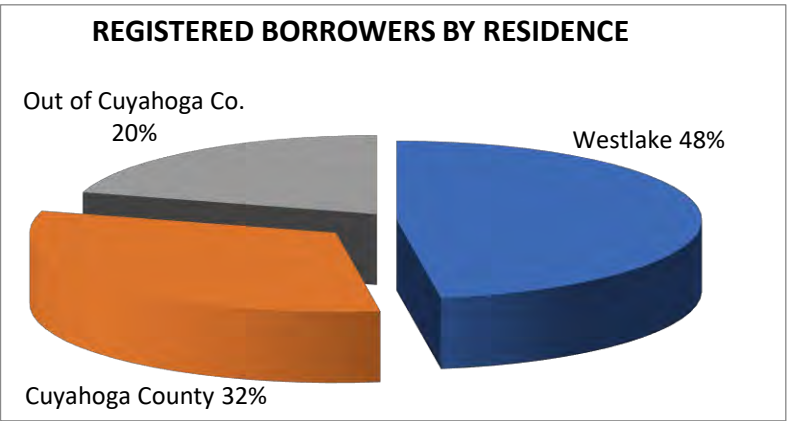
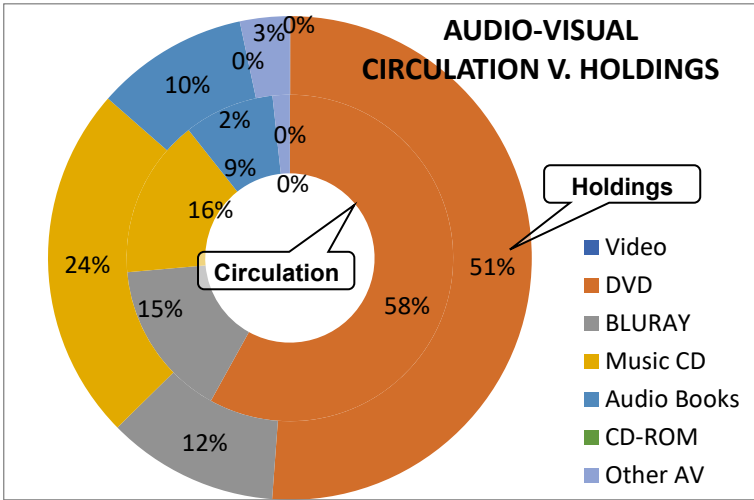
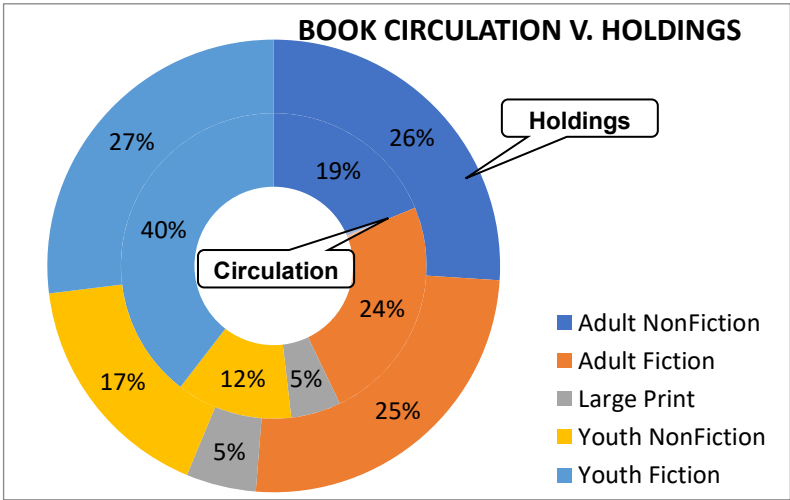
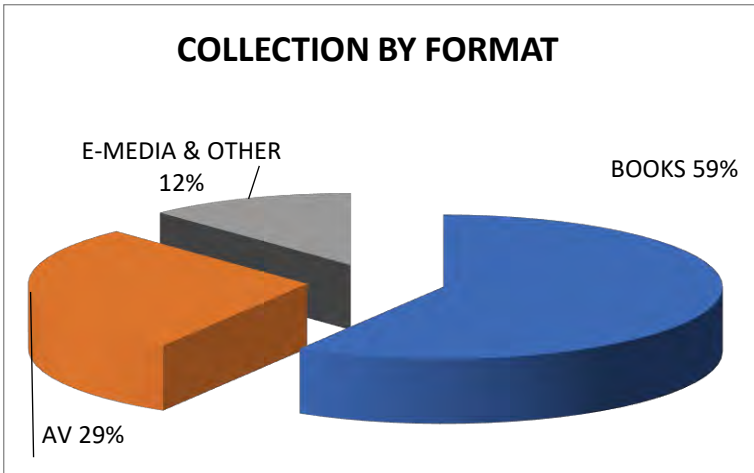
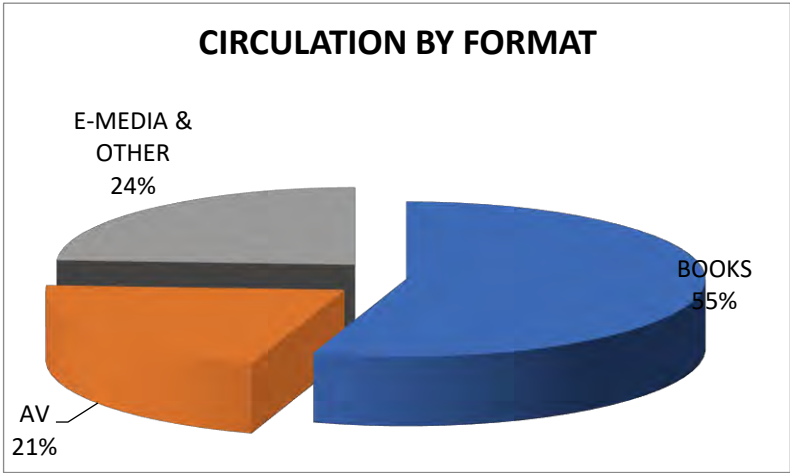
	LAST YEAR		CURRENT YR	
	FILLED	CHECKED OUT	FILLED	CHECKED OUT
BORROWING (From):	8	44	624	534

	LAST YEAR	CURRENT YEAR
LENDING (To):	0	359

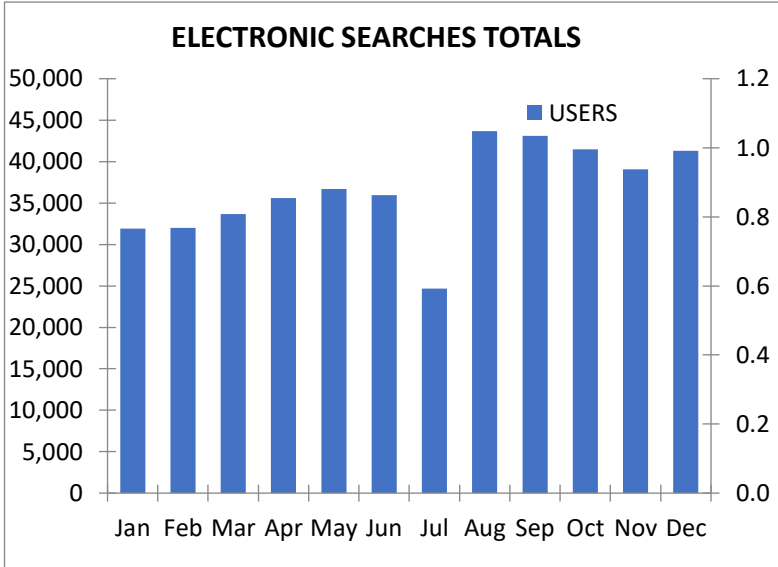
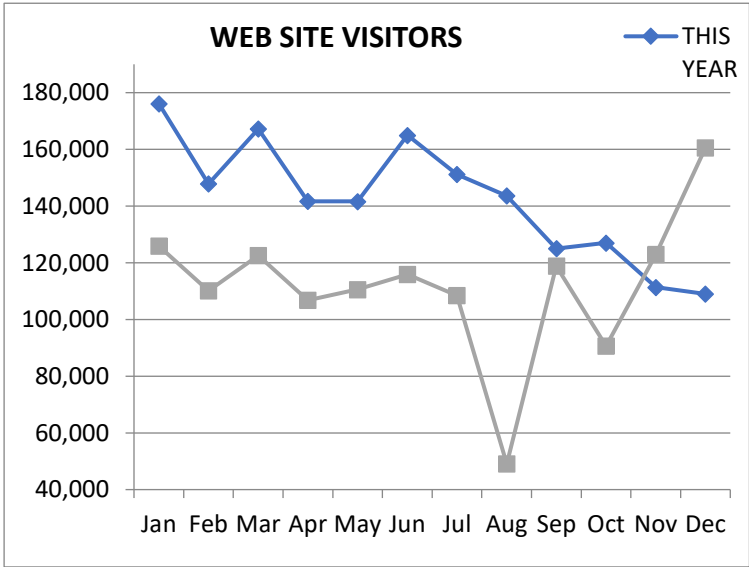
I. INFORMATION & MATERIALS TRANSACTIONS



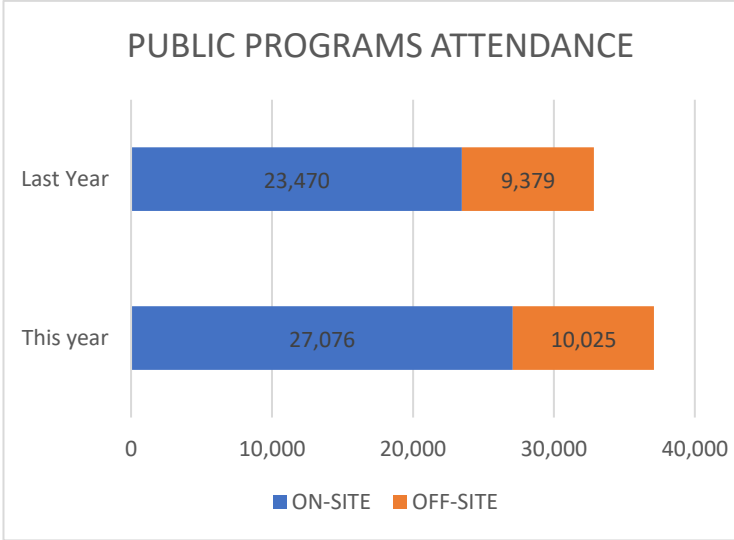
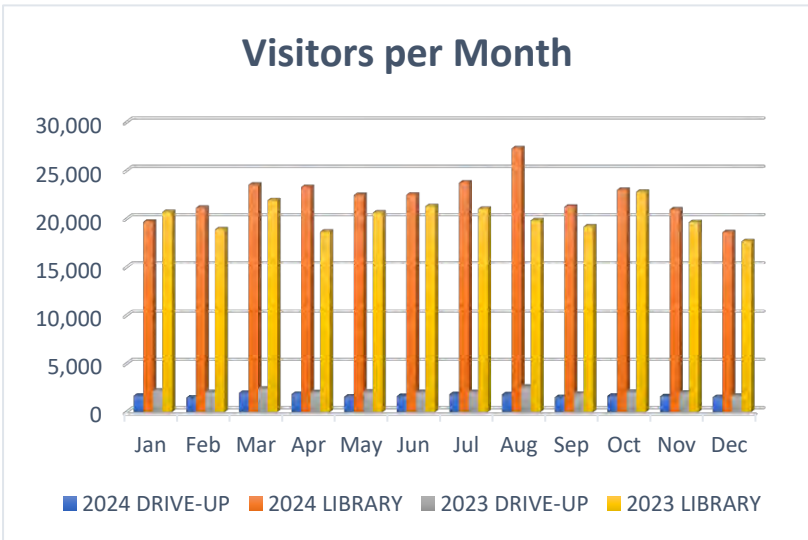
Services	
Passports	1294
Photos	1610



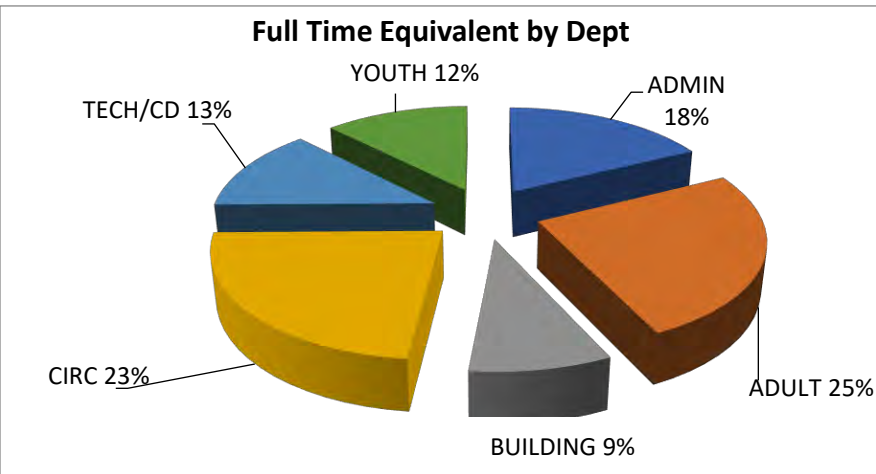
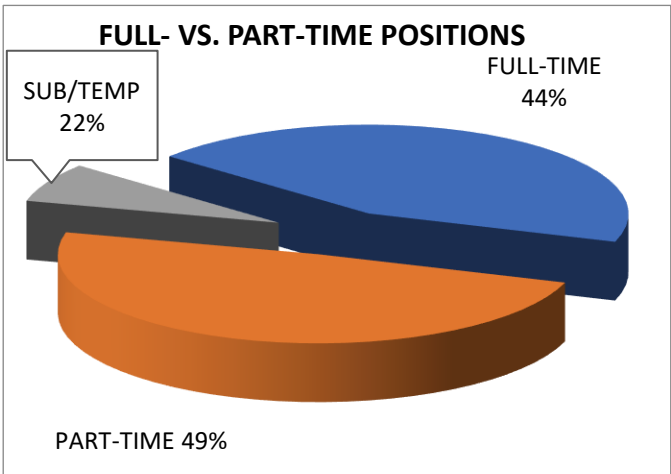
WESTLAKE PORTER PUBLIC LIBRARY



II. PROGRAMS & SERVICES



III. SUPPORT & ADMINISTRATIVE STATISTICS



End of Year 2024

Year to Date Circulation

	LAST YEAR	CURRENT YR	% CHANGE
Third Quarter	845,946	879,831	4%
E-Resources	151,976	188,136	24%

	BOOKS	BluRay	DVD	CDs	MAGAZINES	VIDEO GAMES
% OF CIRC	54%	3%	10%	3%	2%	3%

CARDHOLDERS

Monthly Visits

LAST YEAR	CURRENT YR
26,134	28,668

LAST YEAR	CURRENT YR
267,400	286,923

MAKERSPACE

LAST YEAR			CURRENT YEAR		
NEW USERS	APPOINTMENTS	ATTENDANCE	NEW USERS	APPOINTMENTS	ATTENDANCE
354	923	1,198	455	1,933	2,434

Programming

	LAST YEAR		CURRENT YEAR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	635	9,253	703	12,406
YA	125	1,794	136	2,014
CHILDREN	882	21,802	858	22,681
	1,642	32,849	1,697	37,101

Outreach

LAST YEAR	
DELIVERIES	TOTAL CIRC
515	10,847

CURRENT YEAR	
DELIVERIES	TOTAL CIRC
719	12,124

Meeting Room Usage

	CURRENT YEAR			
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	39	42	37	118
ATTENDANCE	625	1,255	813	2,693

LAST YEAR				
MEETINGS	507	422	463	1,392
ATTENDANCE	8,346	8,215	9,576	26,137


Year to Date OHIO LINK/SEARCH OH

LAST YEAR		CURRENT YEAR	
BORROWING (From):	8,649	BORROWING (From):	7,464
LENDING (To):	11,976	LENDING (To):	4,966


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	38,909	1,586	30
Oct	12,200	1,619	20
Nov	9,022	987	8
Dec	9,847	1,430	16

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	1,388	96	21
Oct	779	102	20
Nov	502	92	13
Dec	642	99	16

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	1,657		26
Oct	1,648		22
Nov	1,612		23
Dec	1,605		20

*Viewing analytics on X requires paying for a

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

	Page Views	Sessions	Users	New Visitors	% New	Return Visitors	% Return
Jan	45,270	27,629	13,827	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	39,230	23,796	13,262	10,163	76.6%	3,099	23.4%
Oct	37,354	24,301	13,746	10,484	76.3%	3,262	23.7%
Nov	34,793	23,470	12,698	9,797	77.2%	2,901	22.8%
Dec	34,689	21,280	11,467	8,574	74.8%	2,893	25.2%

Mission Moment

Despite a snow day for WSD students, I was able to conduct a scheduled photoshoot with some of our teen patrons to showcase the new teen space before it was open to the public. They expressed a lot of excitement for the space to Bethany and me. They are looking forward to using the space and love the idea of the Monday teen lounge program expanding.

Projects

WPPL in the News

- Elaine wrote a press release about the renovations and open house event. Cleveland.com picked it up and *Westlife* reached out to get an interview and tour of the spaces.

PR inside and outside the library

- Promoted the Winter Reading Challenge which runs from January 2 through February 14 through social media, print, and email marketing.
- Promoted the Open House for January 15 to showcase the new renovations. Printed large images for a photo gallery to be displayed for the event.
- Communications went live for the Hoopla update that affected our card holders beginning this year.
- Promoted the new Citizenship Classes that began on January 6 and new Environmental Book Club. These are brand new programs that we wanted to give a strong launch.
- Hosted a photography session with the teen/tween population with Bethany Huck's help. Was able to photograph 5 teens despite school being cancelled on the scheduled day due to weather.
- Attended monthly ongoing Patron Point training with PR Team on 1/6/25.

Community, Ads and Sponsorships

- Mailed invitations to community leaders inviting them to attend the Open House on January 15.

Web

- Promoted the Winter Reading Challenge, Citizenship Classes and new Environmental Book Club on the home page
- Updated Friends webpage at their request
- Added Environmental Book Club information to web site.
- Hoopla communication details added to the Download and Stream Page for patrons to get detailed information on the updates affecting their hoopla borrows.

Print:

- Notes is in production for February/March. This issue will highlight the new construction and call for artists for July's Art Festival.
- Updated Outreach Bookmarks

Email

- Sent a World at War Forum email to 132 recipients. It had an open rate of 59.85% (79 opens).
- We are progressively drafting triggered notification emails and a welcome email campaign. Once these are live they will be triggered to send after certain activities and time frames.

Digital Marketing Stats:

Email Blasts: 4 emails in December– Avg 39.87% open rate (increased 0.07% from November)

New Book Emails: 4 emails December– Avg 51.28% open rate (increased 1.08% from November)

Social stats for the month of November:

- **Facebook:** 5028 page likes
- **X:** 1605 followers
- **Instagram:** 1449 followers

Website Stats for November:

- Number of sessions: 21,311
- Number of users: 11,174
- Average session: 0:53

Top 5 pages

1. Home Page: 18,899
2. Events: 2,241
3. Download and Stream: 1,320
4. Kids & Parents: 667
5. Databases and Subscriptions: 596

Westlake Porter Public Library Celebrates 140 Years!

Westlake Porter Public Library will celebrate its 140th anniversary on Sunday, December 15. The library will host celebratory events including a holiday cookie bake-off judged by a panel including local professional bakers, a prize drawing which patrons can enter by finding one of 140 paper Leonard Porters, and a WPPL trivia worksheet challenge for a chance to win prizes.

Westlake Porter Public Library was founded in 1884 when Leonard Porter bequeathed \$1,000 and his personal book collection to form a library in Dover Township (now Westlake). Over the decades the library has grown alongside the community, relocating in the 1950s and 1970s before moving to its current location in 1986. In 1999-2002 the library expanded its building to about 70,000 square feet to accommodate continued growth. In 2023 the addition of a Makerspace and the Friends Programming Pavilion opened further enhanced the library's services and offerings.

In 2023 nearly 794,000 items were checked out and over 267,000 individuals visited the library, and staff answered over 91,000 reference questions. Leonard Porter's original book donation can still be viewed today under protective glass in the local history section of the library.

"I believe Leonard Porter would be proud of what the library he founded has become," said Library Director Andrew Mangels. "It's a community hub, a center of learning, a meeting place, a place to find entertainment, and much more. We look forward to celebrating all of that with our community."

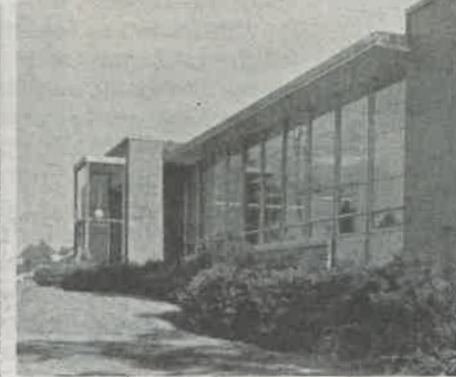
To learn more about Westlake Porter Public Library's history and the planned events, please visit westlakelibrary.org.



Westlake Porter Public Library in 1950 at 27059 Center Ridge Road.



Westlake Porter Public Library's earliest known building, on Center Ridge Road east of its current location, in 1930.



An expanded version of the library building at 27059 Center Ridge Road in September 1974.



Westlake Porter Public Library's original building at its current location, built in 1985-86.

Bay High School Inducts 98 Students into National Honor Society

On Tuesday, November 19, 2024, the Bay High School Chapter of the National Honor Society (NHS) inducted 98 new members at Bay High School's Auditorium. The event marked the 85th annual induction ceremony at Bay High School.

"The students here tonight truly represent the principles of character, scholarship, leadership and service," said Kathryn Seal, moderator of the Bay High School Chapter of the National Honor Society and a teacher at Bay High School. "It is my privilege to serve with them

as their advisor."

Membership in the National Honor Society is one of the highest honors that can be bestowed upon a high school student. It is the recognition of outstanding performance in both the classroom and the community. These students represent the four pillars of NHS: Scholarship, Service, Leadership and Character.

"These 98 juniors and seniors represent Bay High School's tradition of excellence in academics, activities and the arts," said Bay High School Principal Jason Martin.



Bay Village Schools Superintendent Scot Prebles

"These students are leaders in our classrooms and in the community," said Bay Village Schools Superintendent Scot T. Prebles. "Bay High School is annually recognized as a top high school within Northeast Ohio and throughout the state, and these students' achievements are the foundation of that success."

The 98 juniors and seniors are: Brady Anderson, Kaitlyn Aquino, Morgan Aquino, Harvey Belveal, Isabella Boland, Keira Brelo, Oliver Brown, Adam Burgy, Gordon Burt, Hannah Butler, Charlotte Campbell, Elizabeth Carroll, Nicholas Cebulis, Caroline Chilton, Emily Cline, Jacob Costa, Amelia Dalalau, Kathryn Davey, Sophia DiCicco, Magnolia Doane, Rocco Ereditario, Ellie Estridge, Abigail Feiszli, Maxwell Fischer, Mary Fitchpatrick, Charlotte Fox, Melia French, Isabel Frombach, Sarah Fry, Madeline Gaudino, Ethan George, Shelby Gillette, Cecilia Gomez, Zachary Graham, Derek Gura, Lucas Harrod, Martin Hausler, Sarah Hein, Trey Hileman, Ella Hoerig, Amy Ingraham, Madeline Jalovec, Nicholas Jameson, Alice Jones, Sacha Jones, Benjamin Kamm, Molly Keane, Grace Kelly, Paige Kerber, Audrey Kirkland, Trey Kraska, Kathleen Lang, Reese Laschinger, Bianca Leon, Ainsley Lesh, Andrew Liatti, Lydia Lin, Blaise Linsenmeyer, Emma Maiure, Sydney Martin, Julia Mavis, Lilyan Maynard, Colin McAlea, Maggie McCale, Maeve McFarland, Morgan McFarland, Olivia Miller, Stephen Murphy, Zoe Norcross, Trevor Ormsby, Lia Overfield, Nina Peet, Chase Prudhoe, Kelly Rekstis, Kieran Ripley, Travis Ropelewski, Ryan Rothman, Rose Saracusa, David Scarbrough, Liam Schelzig, Avery Schriener, Ruby Shaffer, Morgan Simolin, Annabel Sjoberg, Grace Somerville, Olivia Stehlik, Annika Taber, Jill Tennant, Norah Trefz, Charles Vatolin, Kendra Vidmar, Fiona Walden, Lillian Wavak, Anne Weber, Meredith Weiden, Jack Wunder, Henry Wyman and Mackenzie Zastudil



Bay High School Principal Jason Martin

FABRICATE
CREATE
DESIGN
RECORD

AT WPPL'S
MAKERSPACE

westlakelibrary.org/makerspace

WESTLAKE
Porter Public Library

Jim and Debbie Wang Named Mr. & Mrs. Westlake 2024

continued from page 1

approach has led to the successful adoption of numerous cats and dogs, while also helping residents locate lost pets and rescuing animals from harm. In addition to his role in animal welfare, Jim has devoted over 15 years to coaching local youth in baseball and softball, nurturing talent and sportsmanship in both the Westlake recreational leagues and traveling teams.

Moreover, Jim has been a vital member of the Westlake Town Criers for over 30 years. Through this organiza-



Mayor Clough, Debbie and Jim Wang, Chris White, Town Criers

tion, he has led community events such as the Annual Easter Egg Hunt and has raised thousands of dollars for local charities and clubs. His leadership and dedication to giving back to the community exemplify the spirit of volunteerism that the award seeks to honor.

Debbie Wang's contributions to Westlake are equally commendable. As a dedicated volunteer at the Westlake Community Center, she has inspired creativity in members of all ages through craft activities. Her involvement with the Rainbow Girls, affiliated with the Masons, and her active role in PEO, a philanthropic sisterhood, further underscore her commitment to community service.

Together, Jim and Debbie have also served as youth leaders for Dover Church, chaperoning numerous events that engage and support local children and families. Debbie's leadership as the Advent Festival coordinator, which brought together around 100 children for a memorable event, highlights her ability to foster community spirit and connection.

The Wang family has truly been a cornerstone of the Westlake community, with a remarkable legacy that includes a continuous presence in Westlake City Schools for 43 years. Their contributions, both individually and collectively, have enriched the lives of many and exemplified what it means to be engaged and dedicated community members.

The WESTLAKE TOWN CRIERS is an



Debbie and Jim Wang with the Westlake Town Criers

organization comprised of men dedicated to aid and assist worthy causes within the City of Westlake, Ohio. As a non-profit organization, it is able to provide benefits to the citizens and schools, benefit civic and community organizations within the City of Westlake, and provide social activities for the accommodation, convenience and entertainment of its members. The individuals that make-up the Town Criers are members of civic and business professions within Westlake and neighboring communities.

The WESTLAKE TOWN CRIERS meet the first and third Monday of every month at the Lakewood Elks Club #1350, 24350 Center Ridge Rd, Westlake, OH 44145. The fellowship time starts at 7 pm with the meeting starting at 8 pm. The meeting generally last 30-45 minutes.

Westlake Kiwanis Donate Food Baskets

The Westlake Kiwanis Club donated \$500 toward Thanksgiving food baskets for families in need. In addition members helped to distribute food at the Community Center on November 22. The Westlake Kiwanis Club also distributed meals for Meals on Wheels on Thanksgiving morning, giving the regular delivery volunteers a much deserved day off with their families. Pictured left to right: Norm Resko, Ray Budoj, Westlake Community Center Director Lydia Gadd, Chip Zyrkowski and John Illius. Not pictured is Jennifer Weinberg and Maria Thomas.

This is what Westlake Kiwanis does best; helping others in our community. Merry Christmas!



WESTLAKE PORTER PUBLIC LIBRARY

continued from page 5

December 17 (7-8:30 p.m.) Love and Loss: The Short Life of Ray Chapman – Join us as author and baseball historian Scott Longert talks about the career, short life, and tragic death of Indians shortstop Ray Chapman. Longert will tell us about Chapman and why he is remembered by baseball fans in Cleveland a century after his death. Please register.

December 18 (2-3 p.m.) Wednesday Afternoon Book Discussion – The Wednesday Book Group meets the third Wednesday of each month. This month share a favorite classic or a new book along with some holiday sweets. No registration required.

December 18 (7-8 p.m.) Creative Writing Group: Holiday Cheer Edition – Join us for an hour of writing prompts to inspire you to keep writing. Creativity is more than putting pen to paper. It's about breaking away and trying something new! Age 16 and up welcome. Please register.

December 19 (6-7 p.m.) Parranda Storytime – Hear a story about the Puerto Rican musical tradition of parranda, make your own Latin American instruments, and have a parranda in the Youth Services Department of the library! Ages 4-7, siblings welcome. Registration begins December 12.

continued on page 10

St. Raphael Catholic Church

Christmas Worship Schedule



Christmas Eve:

4:00 pm Church/PAC
8:00 pm Church
10:00 pm Church

Christmas Day:

8:00 am Church
*10:00 am Church
12:00 pm Church

*live-streamed

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Crocker Pointe Opens with Festive Ribbon-Cutting

The holiday season kicked off in a special way last Thursday in Westlake as Crocker Pointe Health & Rehabilitation opened with a special ribbon-cutting and open house.

"We loved welcoming the community into our beautifully festive facility, where holiday cheer was in full swing. Guests enjoyed exploring our newly renovated private suites and experiencing the warmth and care that makes Crocker Pointe special."

This 96-bed facility, all private rooms located in the heart of Westlake is situated at 4000 Crocker Road. Crocker Pointe offers a calm, relaxing and upscale environment dedicated to enhancing one's healing and recovery.



Mallory Boss, Foundations Regional Manager of Operations; John Sobolewski, President, Westshore Chamber of Commerce; Jamie McGinty, Foundations, District Manager; Dennis M. Clough, Mayor of Westlake; Father Dan, St. John Medical Center Ministry; Brian Colleran, Foundations, Owner; Rob Peterson, Foundations, Administrator and Lee Mahar, Foundations, Business Development

"It is important to know that this facility is totally owned and operated locally," said Mayor Dennis Clough at the ribbon-cutting. "Residents will get the best of care from people who live here."

A huge shoutout to the amazing Crocker Pointe Dietary team for the delicious spread—your efforts made the evening even more memorable! Want a tour? Please call 440 871-7100.



Join our VIP Waitlist for Crocker Pointe!

Now taking Private Pay Reservations!!

Crocker Pointe, owned and operated by Ohio based and proud, Foundations Health Solutions, is now taking reservations for Long-Term Care Private Rooms!

Our 96-bed center, located in Westlake, will feature an array of amenities, including skilled nursing, onsite hemodialysis, respiratory support with invasive and non-invasive ventilator services, and long-term care.

Do not miss your opportunity to be part of the amazing Open House and to secure a spot for your loved one.

Foundations Health is the premier, leading provider for Skilled Nursing, Long-Term Care, and Rehabilitation in Ohio.

We are proud to be Ohio Homegrown, with a strong commitment to our communities we serve, providing a Culture of Care, in addition to exceptional nursing and rehabilitation.



Call today to learn more about Crocker Pointe! Contact Jamie McGinty, District Manager, at C/T: 216-570-0460 or Email JMcGinty@FoundationsHealth.net

Visit our website at www.Crocker-Pointe.net, Like us on FB to follow updates re: the center and news



Crocker Pointe, 4000 Crocker Road, in the spirit of the season!

WESTLAKE PORTER PUBLIC LIBRARY

continued from page 6

December 20 (4-4:45 p.m.) Fun Science Friday: Holiday Senses – Let's explore our five senses in holiday style, from the smell of candy canes to the feel of pinecones. For ages 4-6, up to Kindergarten. Registration begins December 13.

December 21 (2-4 p.m.) Make it, Take It! – Stop by Youth Services to complete a featured craft. While supplies last. PreK-Grade 2. No registration required.

December 21 (2-3 p.m.) Cookie Decorating – Engage your child's senses and encourage messy play while delighting in the fun and wonder of the season. No baking or decorating experience necessary. This inclusive program is for ages 3-7 and their typical peers and siblings are welcome. If you have an allergy or special diet concerns, please contact the Youth Services Department at 440-250-5471 for a complete list of ingredients. Registration begins December 14.

December 22 (2-3 p.m.) All Abilities Playdate – An open playtime for children of all abilities ages 2-7 with a caring adult. Siblings welcome! Developmentally appropriate toys and a sensory station will be provided for open, imaginative, nonjudgmental play. Adults are responsible for supervising their children. No registration required.

December 23 (10-10:30 a.m.) Music Monday – Develop pre-reading skills with music, movement and rhythm through stories, songs and rhymes. Ages 2-6. No registration required.

December 24 Christmas Eve – Library Closed

December 25 Christmas Day – Library Closed

December 30 (9 a.m.-9 p.m.) Tween Craft Kit – Register beginning December 23, then stop by Youth Services starting at 9 a.m. for a Tween craft kit! For tweens in grades 5-7.

December 31 (11:15 a.m.-Noon) Countdown to Noon – Join us for a special New Year's Eve family storytime celebrating our favorite stories and rhymes. We'll even do an early countdown to 12:00 (noon)! Ages 2-6. Please register each child attending starting December 23.

December 31 New Year's Eve – Library Closes at 5 p.m. To register for any of the programs, please visit westlakelibrary.org/events.

Fair and stable housing means healthier moms and babies.

Racially segregated neighborhoods and multiple moves preceding birth result in lower birth weight and worse health outcomes for infants and mothers. To learn more about your fair housing rights, or to report housing discrimination, contact the Fair Housing Center for Rights & Research to speak with an advocate.



Scan to download our "Housing is Health" fact sheet on how housing impacts infant & maternal health.



Fair Housing Center for Rights & Research

advocates@thehousingcenter.org
(216) 361-9240

The Fair Housing Center for Rights & Research, a nonprofit fair housing organization, is available to assist you with questions you may have about your fair housing rights.

www.thehousingcenter.org

SHORT TAKES

Bay Village schools earn awards

Continues from A1

Board of Education Building, 1101 Morewood Parkway.

The State of the Schools will include updates from each department and school building in the district. The presentation will be shared digitally on the district's social media platforms, as well as the district's website.

Chili cook-off: Support the Chili Cook-Off winter fundraiser for the Rocky River Senior Center at 11:30 a.m. Jan. 17 at the Senior Center, 21014 Hilliard Blvd. Enter your best pot of chili. Prizes will be awarded by a panel of judges. Purchase a \$15 ticket to sample the chili recipes. For more information, call 440-333-6660.

Shout-out: Congratulations to Sergeant Stephanie Troha for successfully completing the Ohio Law Enforcement Foundation Supervisors Training and Education Program (STEP). The transition from patrol officer to supervisor can often be difficult, and this intensive three-week program is designed to help officers change and adapt to meet the challenges of the new position, according to information posted by the police department.

STEP is the first of a three-part police leadership series offered by the Ohio Law Enforcement Foundation (LEF), followed by the Police Executive Leadership College (PELC) and the Certified Law Enforcement Executive (CLEE) program.

WESTLAKE

Library anniversary: The Westlake Porter Public Library celebrated its 140th anniversary last week.

The library was founded in 1884 when Leonard Porter bequeathed \$1,000 and his personal book collection to form a library in Dover Township (now Westlake), according to the press release. Over the decades, the library has grown alongside the community, relocating in the 1950s and 1970s before moving to its current location in 1986.

In 1999-2002, the library expanded its building to about 70,000 square feet to accommodate continued growth. In 2023, the addition of a Makerspace and the Friends Programming Pavilion further enhanced the library's services and offerings.

For more information regarding the library, go to westlakelibrary.org.



Normandy Elementary School students in Bay Village create and decorate their own holiday tablecloths as part of their recent PBIS Gold Recognition celebration. The kindergarten through grade two students enjoyed using stencils and other art supplies. Bay Village City Schools.

Sweet move: ZuZu Chocolates recently moved to a new location (across the plaza from its former location), 26910 Center Ridge Road. Santa Claus will be at the shop from 10 a.m. to 2 p.m. Dec. 21. Bring your camera for a free photo opportunity and capture the magic of the season. The first 50 kids to visit will receive free chocolate!

Shout-out: Congratulations to the Westlake High School Symphonic Wind Ensemble on being invited to perform at the Ohio Band Directors Conference at the University of Akron on Dec. 7.

Each year, only three school ensembles are selected to perform and collaborate with the Guest Composer in residence at the event. This year, the honor went to Julie Giroux, who visited the high school prior to the performance, to work with the students and conduct her piece, "Carnaval!", during the performance.

Merry Christmas: I wish you and yours the very best this holiday season. However you choose to celebrate, may it be joyous and peaceful.

If you have news/information or a story idea you'd like to share or a 'shout-out', please send an email to jshortavon@aol.com. Read Short Takes online at <https://www.cleveland.com/topic/westlake>. Follow me on X (Twitter) @jshortavon.

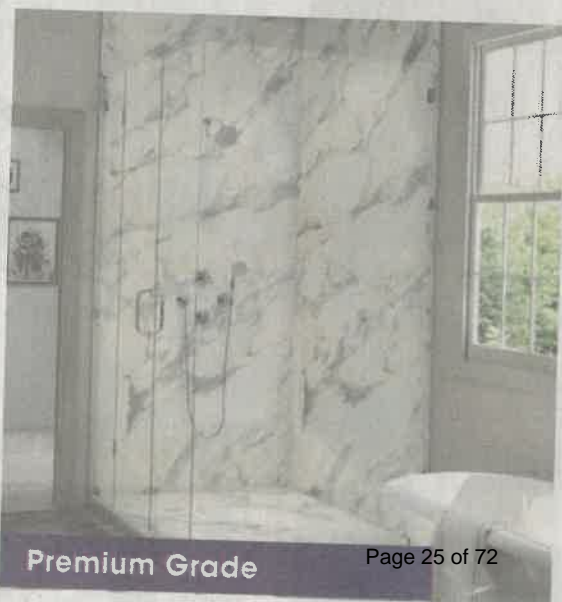
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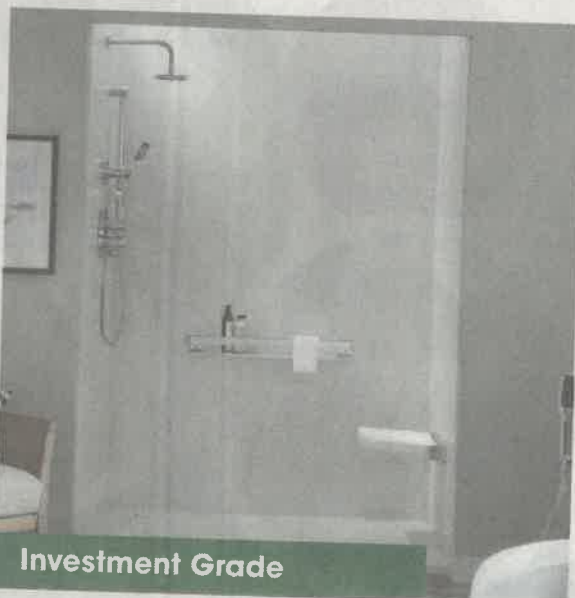
Selection.
Savings.
Service.



Luxury Grade



Premium Grade



Investment Grade

Adult Services

Mission Moment:

A patron asked Katie Cooley about the process for digitizing VHS tapes to DVDs. She had a tape of her as a baby she had never viewed before and was eager to preserve it and preview it. The tape was footage of her as a baby in an orphanage in Russia, her only glimpse into that chapter of her life. This video served as an 'advertisement' for perspective adoptive parents, and how she eventually found her family in the United States. She was so thankful to WPPL for having this technology available as she preserved this important piece of her history.

Programming

Adult Services hosted 15 regular programs with 351 attendees, and 17 Outreach programs with 200 attendees. The Makerspace hosted an additional 3 programs with 24 attendees for a total of 575 attending some program offered by Adult Services staff.

We also had 1 Bloodmobile session with 58 donors. University Hospitals facilitated a Heartsaver CPR and AED course with 11 in attendance.

This month's 2 Library Speaker Consortium programs had a total of 25 views.

Program title + attendance	Hosted by	Program Survey Comments
Horror Film Club: "The Maze" – 13	Erin Manning	
American Red Cross Bloodmobile: 12/5 - 58	Red Cross – coordinated by Andrea Tarolli	
Heartsaver CPR/AED: 11	University Hospitals – coordinated by Trina Thomas	
The Aging Spine - 35	Trina Thomas	"Was very informative. Thanks for having it."
Fraud Awareness: Be Alert to Financial Fraud - Cancelled	Katie Salis	Presenter cancelled due to illness.
Probate Avoidance - 40	Katie Salis	"Very good presentation. It hit the main points." "She was excellent - Easy to understand, answered all questions. Good presentation."
Jewelry Junction: Egyptian Style Necklace - 16	Evelyn Finley	"Great time was had by all."
Easy Quick Breads and Muffins - 21	Evelyn Finley	"Great program, I learned a lot." "More cooking programs, especially soups for winter."
Learn About Essential Oils and Make a Room Spray - 7	Evelyn Finley	

Let's Talk! Spanish Language Social Hour - 4	Victoria Vogel/Programs Team	
Makerspace Foundations: Sublimation Ornaments - 11	Jamie Novak	"Loved it – looking forward to coming again." "I had a great time learn(ing) something new."
Makerspace Foundations: CNC Orientation- 4	Adrien Krajnik	
Tinkering with Tinkercad: Holiday Cookie Cutters - 9	Victoria Vogel	"Great program, Victoria was very patient!"
Digital Transfer Stations: Analog to Digital - 22	Adrien Krajnik	"Good intro to what is available."
Love and Loss: The Short Life of Ray Chapman (Author visit with Scott Longert) - 26	Chad Statler	"Came here for a meeting, found I had the wrong night and wandered in, so glad I did!" "Presenter had fantastic knowledge on the topic."
Spice it Up Take Home Kit: Ginger - 28	Elizabeth Bernhofer	
Holiday Cookie Bake-Off: Porter's 140 th Anniversary - 106	Program's Team	Summary below
World at War Forum: The Road to Pearl Harbor - 83	Chad Statler	"Grateful for the context of the history; with Germany making trouble Japan's plans could have worked."
Adult Creative Writing Group: Holiday Cheer Edition – 10	Victoria Vogel	
Tuesday Evening Book Club (IN PERSON & ON ZOOM): "Mad Honey" by Jodi Picoult - 27	Elizabeth Bernhofer	Summary below
Wednesday Afternoon Book Discussion: Cookies and Classics - 12	Katie Salis	
Thursday Night Book Club: "American Dirt" by Jeanine Cummins - 7	Diane Dillon	
Virtual Author Talk: Jeff Post "Unearthed: Surprising Stories Behind the Jewels" - 14	Library Speakers Consortium	
Virtual Author Talk: Laura Dave "The Night We Lost Him" - 11	Library Speakers Consortium	
Outreach Programs – 'Origins of Christmas Traditions'– 17 programs; Total attendance: 200	Sarah Beebe	See below for narrative report.

Tuesday evening book discussion

On December 10 we discussed *Mad Honey* by Jodi Picoult and Jennifer Finney Boylan - Overall, most members liked this book, but a few were ambivalent. Everyone agreed that they learned a lot about what transgender people go through socially, medically, and personally, and found the protagonist Olivia to be an excellent stand-in for readers to ask questions about the transgender experience that we may be hesitant to ask. Members agreed that the depictions of trans characters and trans experiences was educational rather than exploitative. One overarching theme identified during the meeting was distinguishing the difference between what is secret versus what is personal, which was depicted in Lily's decisions to reveal her trans identity to Asher and Olivia's decision to reveal to the court the abuse she endured at the hands of Asher's father. Members found the depiction of the justice system to be a little flawed, but one member who happens to be a beekeeper remarked that the depiction of beekeeping was accurate. There was spirited discussion about the significance of the book's title and how mad honey, which can cause hallucinations and intoxication, was juxtaposed with the healing properties of regular honey. We concluded that while the book had some flaws, such as failure to try Lily's real killer, we all felt expanded after reading it. There were 27 of us and we gave the book 4.24 out of 5 stars.

Staffing

Five candidates were interviewed for the 24-hour Makerspace Associate position vacated by Taylor Jacobs. The interview team is proceeding with the hiring process to ensure a qualified candidate is selected.

NorthStar Digital Literacy

There was no new NorthStar activity for the month of December. 2024 saw a gain of 48 new unique users.. These 48 new users spent a total of 83 hours completing learning modules and 27 hours completing assessments. There were a total of 89 assessments taken during 2024, with a passing rate of 20%.

Innovation Specialist

Adrien Krajnik, Innovation Specialist, conducted a total of 15 one-on-one technology support appointments this month. He facilitated the following topics: Android phone (5); PC (1); Google photos (1); DVD writer (2); Google account (1); Elgato Video Capture (1); Video conversion (1); General troubleshooting (1); Audio transfer (1); and Email (1).

Adrien gave a presentation for 22 attendees about the different digital transfer equipment available at the library, highlighting its location in the library, what patrons should bring to use the equipment, and what they need to do to gain access to the equipment. He fielded many questions following the presentation, and helped a number of people throughout the month with this equipment.

The Technology Needs Survey is still available for patrons to complete, and we received 21 new responses via paper copies. Results indicate that Microsoft Excel and Beginner Smartphone are still the most desired technology program topics, followed closely by Microsoft Office in general.

Outreach

For December, Sarah's topic was Origins of Christmas Traditions. She did the program 17 times with a total of 200 participants. The presentation was well-received, and sparked conversations about family traditions, and local history such as Mr. Jingaling. Most participants, even those in

memory care facilities, were able to recite the beginning of the poem *Twas the Night Before Christmas*. Participants enjoyed singing along to a clip of Gene Autry from 1954 as well.

Blogs

- Reading Challenge 2025 – Erin Manning
- Genre Journey: Short Stories – Erin Manning
- Genre Journeys: Holiday Fiction – Erin Manning
- Genre Journeys: Cozy Mysteries – Erin Manning
- This Calls For a Makeover Montage – Elyse Kaderli
- Genre Journeys: Manga – Erin Manning
- My Favorite Reads: 2024 – Erin Manning
- My Most Anticipated Books of 2025 – Erin Manning

Displays

- World AIDS Day (December 1st)/HIV/AIDS Awareness – Elizabeth Bernhofer
- Home for the Holidays – Evelyn Finley
- Get Ready for Veganuary – Katie Salis
- What's On Your Plate? Katie Salis
- Handmade Holidays – Elyse Kaderli
- National Cat Lovers Month – Clare Neubert
- Classics – Erin Manning
- Holiday Items - TSD
- Library Speakers Consortium – Erin Manning
- Bulletin Board: No Two Snow Flakes Are the Same– Diane Dillon
- Display Case: Japan – Elyse Kaderli

Makerspace

Mission Moments:

A patron submitted an email on December 11th praising Rose in the Makerspace:

“I wanted to take a moment to recognize Rose from the makerspace. I have utilized the makerspace a few different times, trying something new each time. Rose was there everytime and she was not only extremely patient with me but super helpful. She took the time to teach me how to use each machine and be available to answer my million questions. I am super appreciative of her and her dedication to the space.”

Jamie Novak was able to create replacement tokens for one of our board games that was missing pieces. Technical Services Manager, Jane Kirkland followed up with an email “Thank you so much for making the replacement tokens for the *Mysterium* game. They look amazing!”

Makerspace usage

The Makerspace welcomed 249 attendees to 188 appointments during the month of December, 111 of which were with 1-on-1 guidance and instruction. The staff in the Makerspace processed 143 3D prints through the queue. The space also had 34 new users register to use the Makerspace.

Makerspace programming

Makerspace Foundations: CNC Orientation: Adrien showed 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. One patron complemented Adrien's CNC Orientation, saying that it was far more in-depth and instructive than the one he received at Lorain Library. All attendees are now welcome to make CNC appointments for their own projects and have been added to the Vectric WPPL Makerspace for V-Carve login credentials.

Makerspace Foundations: Sublimation-Ornaments: Jamie Novak and Victoria Vogel taught 11 patrons how to sublimate photos on ceramic Christmas ornaments on December 4. Jamie instructed patrons on how to download their photo into Canva, size it, and print it out on sublimation paper. Each attendee walked away with two ornaments with sublimations. All attendees enjoyed the class. One patron commented that Jamie was "excellent".

Tinkering with Tinkercad: Holiday Cookie Cutters: Victoria Vogel taught 9 patrons the basics of Tinkercad by having them create a holiday cookie cutter. Each attendee uploaded a preselected silhouette and learned how to turn it into a file that could be 3D printed. All enjoyed the class, and were excited to learn more!



Circulation

Passports: 81 passport applications were accepted, and 107 passport pictures were taken.

In 2024, a total of 1294 passport applications were accepted with 1610 photos taken.

For most of December, Circulation has been preparing to move into their newly renovated department. Passport operations transitioned to the new Passport Office on December 28.

Collection Development/Technical Services

Acquisitions is finalizing the EDI process and will be ready to order from our two major vendors, Midwest and Ingram, in early 2025. This will streamline our ordering processes.

Robin completed the reorganization of the Bluray storage area, and Carolyn completed the barcode project for J and Y materials.

The Metabase installation was completed in early December and Chip and CJ have been working to migrate collection statistics to the new software suite.

Information Technology

- A new cell phone was purchased for the IT department to allow multi-factor authentication for core IT logins as well as a backup phone during telephone system issues.

- Reinstalled AV equipment in the renovated board room.
- Installed digital schedule display devices for the two 2nd floor meeting rooms.
- Worked with the general contractor on IT-related needs, punch-list items, and general background information on the library's IT infrastructure.
- On 12/11 power went down in the late afternoon at approximately 3:33pm. The power did not come back on until approximately 5:00pm. During this time our server and network closet battery backups lasted approximately a half hour, our phone system just under an hour, and the independent UPSs powering our fiber uplink and router approximately 45 minutes. However, our Circulation desk and Drive-Up Window computers were operational in offline mode for the duration and could have kept going for at least another half hour, this allowed us to continue to check out patrons.
- Worked with Clarktel to install a new CPU card in our phone system, they also installed additional licenses for seats in the phone system and upgraded the software. This will allow our current telephone system to continue to be used for 4-5 additional years before replacement is necessary.
- Began moving all Circulation IT equipment into the newly renovated circulation department.

Youth Services

Mission Moments: *From Jamie:*

On December 12, Natalie and I hosted a Best Books of 2024 presentation for school librarians across Northeast Ohio as one of these sessions for the Connect event at WPPL. We shared some of the top books from 2024, readalikes for *The Wild Robot* and *Wicked* as well as some of the standout materials/services that WPPL has to offer. Included in our presentation packet was a handout of all the titles that were featured in the presentation. At the end of our session, one of the school librarians complimented our presentation and shared with us that our list was the best she had received and that she was excited to look for the majority of the titles listed.

Programming Highlights:

Emily hosted **Music Monday** that has been very popular over 2024 with an average attendance of 32 per program. From Emily: Children and caregivers alike seem to enjoy the kinetic nature of this program. This month our theme was "transportation" and incorporated shaky eggs, rhythm sticks, and our box of musical instruments. One patron (a grandmother) said as she left the room, "I don't know about anyone else, but I really enjoyed the last half hour".

Jessica hosted **Make Your Own Gnome** as a rescheduled program after a power outage canceled our first attempt. She was able to quickly reschedule the program and many who were here for the original date were able to come back. We also had a lovely patron inquire about making one even though they were a senior citizen. We were able to package leftover supplies into a kit of 2 for her to take to make gnomes for her family. She sent us the following email in response,

"Thank you so much for your reply, I was surprised and humbled that you would do that for me. I have some yarn at home - stuffed in the back of my closet no doubt. I also know my way to Michael's and Hobby Lobby so could find what I need. Would love to make some for my daughter and granddaughter. Thank you again for doing this. One of the first things we did after moving to Westlake some 30 years ago was to get Porter Library cards. Watching

the growth of the Library has been rewarding and the array of your programs is such a blessing. Thank you for all you do, Carol Rosing.”

Bethany jumped right in to host **Teen Lounge** and began learning the ropes of hosting **Roblox**. She has started to make connections with teens and is brimming with ideas on how to adjust some programs for the new teen area.

Cat, Holly and Fran hosted **Yoga w/ Ms. Jen** with Jen, sharing her love and expertise of yoga with both preschoolers and elementary aged students. Everyone who attends has a great time and it is amazing how much calmer you can feel after just a half hour of quiet yoga time, even with wiggling littles! 19 participants.

Rachel hosted **Delightful December Craft Kits** with Fran that remain ever popular with our patrons. These kits go out once a month and we have heard stories of families mailing them to their grandchildren and doing them together over Zoom, or have shared them with their neighbors and have found ways to continue to use them with their families. Cat hosted the Tween Craft Kit this month as well.

Jamie hosted **Noon Year's Eve** which is an annual favorite for our patrons celebrating the new year with crafts, stories and a balloon drop. Thanks to Building Services for helping us get the balloons up on the ceiling for the drop, and here's to 2025!

Holly's **Fun Science Friday** proves to continue to be a fan favorite, this time working on learning about senses while working with holiday colors and hands-on experiments and crafts. From Holly, "This month's Fun Science Friday turned into a reunion of past participants! Many of the registered children had siblings with them that had once participated in the program when they were younger. It was wonderful to see these "big" scientists thriving and helping during our Holiday Senses program. They reminisced about past science classes and had positive memories of topics and experiments. Parents were very grateful as this exposure has benefitted the veteran students who are now in upper-level science classes in school. Win-win! 31 participants.

Natalie hosted **Next Chapter Book Club** which held their last book club meeting watching the movie *The Lion, the Witch, and the Wardrobe*. Bittersweet as Crystal, a long-time member, will be moving in the near future and it was her last book club meeting.

STAFF MEMBER	Programs Hosted Included (stats in STATs spreadsheet):
Cat	Yoga w/ Ms. Jen; NSP: Winter Animated Classics; Project LINK; 3 rd Grade Field Trip; Tween Craft Kit;
Natalie	PreK ST; Finding Leonard; Stories and Signs; Adapted ST x2; NCBC; Adult Stories; Cookie Decorating; All Abilities Playdate; WHS Adult Transition Class
Jamie	Lapsit ST x2; 3 rd Grade Field Trip x3; Best Books of 2024 Presentation; Noon Year's Eve Family ST
Rachel	Family ST; Pokemon Fun; Delightful December Craft Kit; Make It, Take It; 3 rd Grade Field Trip
Bethany	Teen Lounge x3; Roblox x2; 3 rd Grade Field Trip
Holly	Come Play w/ Me; Yoga w/ Ms. Jen; LINK; 3 rd Grade Field Trip; Fun Science Friday; 140 th Trivia
Emily	LINK; Read It Make It; Family ST; Music Monday

Jessica	Teen Anime Club; 3 rd Grade Field Trip; Make Your Own Gnome
Rebecca	Teen Lounge; NCBC
Fran	Yoga w/ Ms. Jen; Brick Builders; Toddler ST x2; Stories and Signs; 3 rd Grade Field Trip

School Partnerships

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

Natalie put together 3 **book bins** to be delivered to 1 location circulating 75 books.

Holly, Emily, and Cat hosted **LINK**, for 3 sessions, seeing 72 participants.

Natalie hosted **WHS Adult Transition** class doing a craft based on The Nutcracker and some chair-based exercise movements based on the Trepak Dance from the Nutcracker Ballet. 6 participants.

Jamie and Natalie hosted **Best Books of 2024** Presentation school librarians from Ohio Connect, including librarians from Westlake City Schools. They both did a wonderful job presenting and shared their research with the YS Team at our December staff meeting. See mission moment for more. 24 participants.

PTA Reflections Art is currently on display in the YS Area, utilizing the “overflow ArtWalk Art area” along the window wall by juvenile fiction and nonfiction. These pieces were created and are on display for judging as well as sharing with patrons. We continue to enjoy working with the PTA on this endeavor each year.

Rachel coordinated, scheduled, prepped a presentation and worked with staff on another round of **3rd grade field trips** seeing 269 participants. This time, students used laptops in the tech lab to practice narrowing searches down to physical books and items in the library (as opposed to digital offerings). They also got browsing and check out time.

Jamie, Cat, Holly, Rachel, Fran, Bethany, and Natalie hosted with all other YS Staff supporting via desk coverage.

Porter Express Stats:

- 24 deliveries of 220 items
- 16 pick-ups + 10 book bins

Connecting for Kids

Natalie sent reminders about our deadlines for 2025 room bookings. They are on a programming break in December.

Cuyahoga County Board of Developmental Disabilities Grant Update

Natalie completed the Cuyahoga Board DD’s Grant Recipient Year End Survey. We received the following response back, “We are so proud of the 45 plus programs you hosted reaching over 1,000 people with messages of diversity and inclusion!”.

Accelerated Learning Grant / Cuyahoga Reads Update

The Cuyahoga Reads grant is officially complete. We received word that Christine from Euclid had submitted the final report, we have spent all grant funds and the Beanstack challenge closed on 12/31. Thank you to all YS Staff who helped support this endeavor through staffing programs,

making flyers, answering questions about the grant and trying their best to meet the requests of the grant committee. Thank you to Christine and Euclid for spear heading a worthwhile endeavor and here's hoping we created a few lifelong learners and readers.

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

Final stats:

- 478 registered
- 2594 badges earned
- 59 completed the challenge

Final quarterly raffle will be held on January 2.

Literacy Initiatives

Reading is Elementary

- 0 new registrants via Beanstack
- 0 child received a milestone sticker reward (178 total)
- 0 child received Mini Zara or Backpack AND a book (17 total)
- 0 child earned a WPPL Lanyard (38 total)
- 164 total registrations

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

- 0 new registrant via Beanstack
- 0 new completions (50 total)
- 367 total registrations

1000 Books Before Kindergarten

- 1 new registrants via Beanstack
- 6 children received a milestone rewards (1 completed the program)
- 923 total registrations

ArtWalk

Westlake High School's Art Teacher submitted art from various classes 9th-12th grade for the ArtWalk. Pieces were scanned in and sent via email and placed by Rachel in the ArtWalk.

The overflow ArtWalk area displays PTA Reflections Art Contest pieces.

Blogs

- NSP: Nickelodean Studios (Cat)
- NSP: Disney's Florida Studio (Cat)
- Cat's Picks! 2024's Best of Graphic Novels! (Cat)

Displays

- Bibliography Binder Created – this NEW item was created to help with legible bibliography lists for Caldecott Medal Winners, Newbery Medal Winners and Honor Books, Theodor Seuss Geisel Award Winners and Honor Books, and the Who Is/What Was/ Where Is/What Do We Know About series lists. This binder houses all items in a clearly defined, page protected way to help make it easier to upkeep, use less materials during upkeep and keep

next to a catalog station in the materials area for quick access by both Patrons and Staff.
(Emily)

- Coloring Page Maintenance (Fran)
- Created January Calendar (Cat)
- Displays this month included: Christmas, Kwanzaa, Hanukah, Winter, Transportation, Cooking
- Displays filled (all)
- Find Leonard Display (Natalie)
- Flyers created and rotated (all)
- Kindergarten Literacy Packet (Rachel, Jamie) 100 packets taken
- Maintain and update all Communico (Rachel, Natalie, Bethany, Rebecca)
- Skills Packet Grades 3-5 (Rachel) 75 packets taken
- Skills Packet Grades K-2 (Rachel) 75 packets taken
- Storytime Newsletter (Natalie Updated, all storytimers contributed) 20

Programs Team

140th Anniversary

The Programs Team has been planning the 140th Anniversary celebration for quite some time. With a big year such as this sesquicentennial, staff wanted to have some fun. Hiding the likeness of Leonard Porter throughout the library for a prize seemed like a good start. Hiding 140 Leonard Porters in birthday hats throughout the library seemed like an even better idea.

The Team also invited local bakers (Cris Kennedy from Cookies by Cris and Heather Ward from Stick to Your Buns Bakery) and Library Director, Andrew Mangels to judge 23 patrons' confectionery skills by hosting a cookie bake-off competition on Sunday, December 15th.

The event was held in the lobby to increase exposure and provide cookies to as many patrons as possible. Andrea Tarolli, Diane Dillon, and Bethany Huck facilitated the bake-off the day of the event.

Each participant was asked to bring in 2 dozen of their cookies, 3 cookies for the judges and the remainder to share with the public. During the event, many people were socializing and sharing recipes, and many more were tasting cookies. Every cookie of the 483 cookies were gone by the end of the event. Many of the patrons stated they were very happy to participate in the event and would participate in another cookie bake-off. One patron felt it was a "wholesome event". One junior baker shared the story of how she has taken two years to perfect her cookie recipe. An adult baker told staff she used to bake for the USO and was happy to be able to enter this contest. The judges were very discerning in choosing the winners.

The top three winners in the Adult and Junior categories were awarded a prize with the top winners in each category receiving a trophy. Overall, it was an event that brought the community together and the variety of cookies were amazing.

Monthly Activities

Attended a meeting with Heather on 12/19 to review Notes programs.

Attended the Quality Council meeting on 12/19.

Hosted the Roblox Arcade on 12/19, with the new teen librarian, Bethany, shadowing.

Met with Andrew on 12/20 to plan for moving circulation into their newly renovated department.

Worked with the vending service provider to arrange for delivery of the new vending machines.

Worked with the Makerspace staff to print 16,000 stickers for the Community Services Center.

Met individually with most managers during the week of 1/6.

Attended the Managers Meeting on 127.

Assisted with the Roblox Arcade programming on 1/7, with new teen librarian, Bethany, leading most of the program.

Met with Chip on 1/8 to review needed statistics reports for Metabase.

Attended a meeting involving multiple entities, including the Bialosky Mechanical Engineer, regarding the HVAC system on 1/9.

Attended AMH Sorter training on 1/10.

Assisted with numerous construction-related issues and moves during most of December and January.

Agenda Items

- None

Financial Highlights

- **2024 Revenue** of \$6.9M is 19%, or \$1.1MM, higher than the same period last year because of higher property tax revenue from the additional millage from the levy.
- **2024 Expenses** of \$6.6MM are 2.3%, or \$147K, higher than the same period last year.
- **PLF income for 2024** was \$1.4MM, or **\$85K (5.7%) lower than our 2023 PLF income** and \$3K higher than the revised 2024 PLF Estimate received in July.
- **The revised PLF estimated for 2025 is \$1,476,249** (recently updated in December 2024). This estimate is ~\$23K higher than the original 2025 PLF estimate issued in July 2024.

External Meetings/Trainings

- Attended **construction meetings and punch list walkthroughs** with Bialosky and Millstone on December 18, 20, 30 and January 14.
- Participated in a webinar hosted by Ohio GFOA **What to Expect When You're Expecting Lower Rates** on Tuesday, December 11

Library Meetings/Trainings

- Attended the **Quality Council** meeting on Thursday, December 19
- Attended the **Manager's meeting** on Tuesday, January 7
- Attended weekly **Admin meetings** with Andrew and CJ

Finance

- The Finance department has been busy "closing the books" for 2024, submitting required documents to the County Budget Commission, completing all regulatory filings, and setting up the 2025 budget and purchase orders in our finance system.
- The **Finance department** met on Wednesday, January 15

Human Resources

- **Keith Adams, Sr. Assistant II in Building Services** (20 hrs), started at the library on Monday, December 23.
- Pizza and Salad were provided for all staff working on December 31 to celebrate "closing the books" on another great year.

Open Positions

- **Makerspace Associate (24 hrs):** a candidate has been offered the position

EAC Update

- The new EAC team members are: Jamie Novak (Adult Services); DJ Nagaj (Building Services); Gina Toy (Circulation); Natalie Bota (Youth Services)
- The first meeting of the year will be held Tuesday, February 18 from 4 – 5 pm

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

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
Revenue				
Property Tax	5,032,538	5,145,133	112,595	
PLF	1,411,391	1,414,324	2,933	
Other	315,243	344,142	28,899	
TOTAL	6,759,173	6,903,599	144,426	
Expenses				
Salaries & Benefits	3,890,719	3,741,134	(149,585)	
Supplies	108,920	89,952	(18,968)	
Contracted Services	805,929	681,159	(124,770)	
Library Materials	810,831	733,431	(77,400)	
Capital	106,952	91,027	(15,925)	
Miscellaneous	98,452	97,792	(660)	
Other Expenses	1,200,000	1,200,000	-	
TOTAL	7,021,803	6,634,495	(387,309)	

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

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	\$ 363.25	\$ 57,130.13	\$ 2,263.61	\$ -	\$ 54,950.00	\$ 279.77
FFL - RETAINAGE (CONSTRUCTION)	\$ -	\$ 113.32		\$ 37,850.70		\$ 37,964.02
FFL - GENERAL CHECKING	\$ 130,350.71	\$ 165,016.87	\$ 6,424,794.14	\$ 6,248,785.95	\$ 37,850.70	\$ 81,508.69
PETTY CASH & CHANGE	\$ 1,343.50	\$ -	\$ -	\$ -	\$ -	\$ 1,343.50
TOTAL	\$ 132,057.46	\$ 222,260.32	\$ 6,427,057.75	\$ 6,286,636.65	\$ 92,800.70	\$ 121,095.98
FFL - MONEY MARKET	\$ 100,736.67	\$ 7,687.20	\$ -	\$ 6,450,000.00	\$ 6,193,835.95	\$ 364,587.92
US BANK	\$ 4,424,350.80	\$ 1,342,696.34	\$ 1,230,601.64	\$ -	\$ -	\$ 4,536,445.50
STAR PLUS	\$ -	\$ -				\$ -
STAR OHIO	\$ 1,273,865.97	\$ 6,670,949.13	\$ 140,950.75	\$ -	\$ 6,450,000.00	\$ 1,353,864.35
TOTAL	\$ 5,798,953.44	\$ 8,021,332.67	\$ 1,371,552.39	\$ 6,450,000.00	\$ 12,643,835.95	\$ 6,254,897.77
TOTAL - ALL BANKS	\$ 5,931,010.90	\$ 8,243,592.99	\$ 7,798,610.14	\$ 12,736,636.65	\$ 12,736,636.65	\$ 6,375,993.75

WESTLAKE PORTER PUBLIC LIBRARY

STATEMENT OF CASH POSITION

As of: December 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	\$ 6,903,599	\$ 6,634,495	\$ 4,085,885	\$ 106,835	\$ 3,979,051
410 DEVELOPMENT FUND	\$ 56,509	\$ 53,549	\$ 62,155	\$ 47,904	\$ 100	\$ 47,804
420 FRIENDS OF THE LIBRARY	\$ 3,604	\$ 42,994	\$ 43,195	\$ 3,403	\$ 181	\$ 3,222
450 PERMANENT IMPROVEMENT	\$ 1,692,859	\$ 1,037,666	\$ 780,039	\$ 1,950,486	\$ 1,231,668	\$ 718,818
475 AUTOMATION FUND	\$ 334,041	\$ 205,310	\$ 278,726	\$ 260,625	\$ 85,810	\$ 174,816
703 FRANCIS EGGER TRUST	\$ 27,216	\$ 475	\$ -	\$ 27,690	\$ -	\$ 27,690
TOTAL:	\$ 5,931,011	\$ 8,243,593	\$ 7,798,610	\$ 6,375,994	\$ 1,424,593	\$ 4,951,400

WESTLAKE PORTER PUBLIC LIBRARY

REVENUE REPORT - GENERAL FUND

As of: December 31, 2024

% through the year: 100%

<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	-	4,747,568	(95,745)	102.1%
Homestead Rollback	380,715	-	397,565	(16,850)	104.4%
Subtotal	5,032,538	-	5,145,133	(112,595)	102.2%
PLF	1,411,391	133,434	1,414,324	(2,933)	100.2%
Grants	17,900	-	17,942	(42)	100.2%
Patron Fines & Fees	9,743	527	7,207	2,537	74.0%
Interest	198,400	13,120	218,538	(20,138)	110.2%
Contributions	250	2,000	2,694	(2,444)	1077.5%
Refunds/Reimbursements/Misc	88,950	6,488	97,761	(8,811)	109.9%
Transfers	-	-	-	-	0.0%
TOTAL	\$ 6,759,173	\$ 155,569	\$ 6,903,599	\$ (144,426)	102.1%

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

% through the year: 100%

<u>Expenditure Accounts</u>	<u>Combined Appropriations</u>	<u>Combined Month-to-Date Expenses</u>	<u>Combined Year-to-Date Expenses</u>	<u>Combined Encumbrances</u>	<u>Combined Unexpended Balance</u>	<u>% Combined Expended Balance</u>
<u>Salaries & Benefits</u>						
Salaries	2,946,400	221,300	2,876,553	-	69,847	97.6%
OPERS	411,096	61,525	400,309	-	10,787	97.4%
Insurance	528,723	3,286	460,448	3,401	68,275	87.1%
Other Employee Benefits	4,500	2,824	3,824	-	676	85.0%
Subtotal	3,890,719	288,935	3,741,134	3,401	149,585	96.2%
<u>Supplies</u>						
Administrative Supplies	72,581	11,464	58,035	1,111	14,545	80.0%
Maintenance Supplies	32,000	5,763	27,592	747	4,408	86.2%
Vehicle Fuel & Supplies	4,340	1,449	4,325	15	15	99.7%
Subtotal	108,920	18,676	89,952	1,873	18,968	82.6%
<u>Contracted Services</u>						
Travel & Training	28,600	2,337	19,419	-	9,181	67.9%
PR/Postage/Phone	95,605	8,089	88,424	563	7,181	92.5%
Maintenance	295,676	21,645	233,350	12,993	62,327	78.9%
Insurance	39,705	-	39,128	-	577	98.5%
Leases	10,245	645	10,180	-	65	99.4%
Utilities	129,380	8,327	108,913	19,561	20,467	84.2%
Professional Services	149,111	6,608	126,579	4,279	22,532	84.9%
Library Material Control	45,402	206	42,962	-	2,440	94.6%
Interlibrary Delivery Service	12,204	-	12,204	-	-	100.0%
Subtotal	805,929	47,857	681,159	37,396	124,770	84.5%
<u>Library Materials</u>						
Books	279,282	30,151	250,298	19,970	28,983	89.6%
Periodicals	20,379	326	19,339	299	1,040	94.9%
Audio/Visual	103,265	11,413	86,441	13,717	16,823	83.7%
Portable Audio	14,770	526	14,512	-	257	98.3%
Electronic Data	369,425	12,740	341,886	21,113	27,539	92.5%
Interlibrary Loan Fees	122	18	122	-	-	100.0%
Library Material Repair	18,653	1,096	16,273	1,468	2,380	87.2%
Library Material, Other	4,936	92	4,559	141	377	92.4%
Subtotal	810,831	56,363	733,431	56,708	77,400	90.5%
<u>Capital</u>						
Land Improvements	-	-	-	-	-	0.0%
Building Improvements	16,886	7,758	10,162	2,693	6,724	60.2%
Furniture/Hardware/Software	90,066	3,018	80,864	4,764	9,201	89.8%
Subtotal	106,952	10,776	91,027	7,457	15,925	85.1%
<u>Miscellaneous</u>						
Dues/Memberships	19,121	1,045	18,612	-	509	97.3%
Special Assessments	78,981	-	78,981	-	1	0.0%
Refunds/Reimbursements	350	-	199	-	151	56.9%
Other Misc Expenses	-	-	-	-	-	0.0%
Subtotal	98,452	1,045	97,792	-	660	99.3%
<u>Other Expenses</u>						
Contingency Fund	-	-	-	-	-	0.0%
Transfers	1,200,000	-	1,200,000	-	-	100.0%
Subtotal	1,200,000	-	1,200,000	-	-	100.0%
Grand Total	\$ 7,021,803	\$ 423,653	\$ 6,634,495	\$ 106,835	\$ 387,309	94.5%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - OTHER FUNDS

As of: December 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: 100%</i>	
				<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>410 - Development Fund</u>					
Supplies	9,939	4,539	-	5,400	45.67%
Contracted Services	9,750	6,690	-	3,060	68.62%
Library Materials	13,585	11,847	100	1,737	87.21%
Capital Outlay	14,100	14,078	-	22	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	25,000	25,000	-	-	0.00%
Total	\$ 72,374	\$ 62,155	\$ 100	\$ 10,219	85.88%
<u>420 - Friends of Library Fund</u>					
Supplies	19,298	17,163	181	2,135	88.94%
Contracted Services	8,050	7,039	-	1,011	87.44%
Library Materials	-	-	-	-	0.00%
Capital Outlay	19,250	18,993	-	257	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 46,598	\$ 43,195	\$ 181	\$ 3,403	92.70%
<u>450 - Permanent Imp. Fund</u>					
Contracted Services	308,450	164,181	106,219	144,269	53.23%
Capital Outlay	1,806,650	615,858	1,125,450	1,190,792	34.09%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 2,115,100	\$ 780,039	\$ 1,231,668	\$ 1,335,061	36.88%
<u>475 - Automation Fund</u>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	379,702	278,726	85,810	100,976	73.41%
Total	\$ 379,702	\$ 278,726	\$ 85,810	\$ 100,976	73.41%

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	1,414,324.34
<i>Difference</i>	<i>(14,227.29)</i>	<i>144,083.10</i>	<i>198,643.34</i>	<i>(31,077.58)</i>	<i>(31,098.97)</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	130,648.57
Oct	99,265.09	112,106.18	119,181.99	118,617.65	106,615.33
Nov	104,468.13	111,223.59	117,142.59	123,511.26	119,302.36
Dec	106,957.55	116,231.90	127,053.60	129,765.02	133,434.08
TOTALS	\$ 1,210,379.78	\$ 1,364,961.70	\$ 1,476,595.82	\$ 1,499,516.02	\$ 1,414,324.34

Change from previous year:			
2021	2022	2023	2024
Dollar amount change:			
\$ 154,582	\$ 111,634	\$ 22,920	\$ (85,192)

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%	-3.30%
12.94%	6.31%	-0.47%	-10.12%
6.47%	5.32%	5.44%	-3.41%
8.67%	9.31%	2.13%	2.83%
12.77%	8.18%	1.55%	-5.68%

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
(4,461.93)
(12,002.32)
(4,208.90)
3,669.06

2024 Year-to-Date Compared to 2023	
2023	1,499,516.02
2024	1,414,324.34
\$ Difference	(85,191.68)
% Difference	-5.68%

Westlake Porter Public Library		
October - December 2024 Donations		
Monetary Donations:		
<u>Donor</u>	<u>Amount</u>	<u>Purpose</u>
John & Janine Finucane	25.00	In thanks for power outage hospitality
Conrad Studios	50.00	
Douglas & Catherine McCann	100.00	In memory of Sunny Thompson
Douglas & Catherine McCann	100.00	In memory of Maureen Ring
Friends of Porter Public Library	4,250.00	
Scott Thompson	5,000.00	In memory of Sunny Thompson for renovation project
Saifuddin & Beatrice Rasiwala	100.00	Memory of Christina Ryook
CWF Schindler Fund	1,000.00	In honor of Robert Plantz
Bay Landing I Condominium Assoc.	100.00	In thanks for meeting room use
Westlake Garden Club	200.00	In thanks for meeting room use
Anonymous	10,000.00	
Marilyn Neff	2,000.00	Digital library & young adult materials
Martin Ams	170.00	
Margaret Widmar	140.00	
Herb Guild Garden Club	200.00	
WPPL Foundation	5,000.00	YA Renovation
Anonymous	20.00	
Margaret Weekley	500.00	
David DeSalvo	2,000.00	Schwab Charitable
Total Received	\$ 30,955.00	
Non Monetary Donations:		
<u>Donor</u>		
Katy Wilson		Knitting machine, yarn, and accessories for MakerSpace

WESTLAKE PORTER PUBLIC LIBRARY

Account Adjustments - Informational

January 15, 2025

FROM:		TO:	
101-00-53410 (INSURANCE)	\$ (100.00)	101-00-53510 (RENTS/LEASES)	\$ 100.00
101-00-54210 (ANNUAL SUBSCRIPTIONS)	\$ (12.13)	101-00-54410 (PLAYAWAYS)	\$ 12.13
101-00-53150 (BOARD EXTERNAL TRAINING)	\$ (5.94)	101-00-53140 (BOARD INTERNAL TRAINING)	\$ 5.94
101-00-51246 (FACILITATOR/ASSOC TECH SRVS)	\$ (54.88)	101-00-51243 (FACILITATOR/ASSOC YOUTH SERVICES)	\$ 54.88
101-00-51246 (FACILITATOR/ASSOC TECH SRVS)	\$ (25.84)	101-00-51253 (SR FACIL/SR ASSOC YOUTH SERVICES)	\$ 25.84
101-00-53330 (BUILDING/PROPERTY MAINTENANCE)	\$ (476.06)	101-00-53210 (TELECOMMUNICATIONS)	\$ 476.06
101-00-52150 (OFFICE SUPPLIES)	\$ (39.78)	101-00-52310 (FUEL/REPAIRS/PARTS)	\$ 39.78
101-00-53320 (EQUIPMENT MAINTENANCE)	\$ (130.00)	101-00-53210 (TELECOMMUNICATIONS)	\$ 130.00

Westlake Porter Public Library
Check Register 12/1/24 - 12/31/24

Payment Date	Check Number	Vendor	Description	Payment Amount
12/4/2024	42931	Laura Scott	Learn About Essential Oils	90.00
12/4/2024	42928	Connecting for Kids of Westlake, OH	Connecting For Kids Programs - Fall 2024	2,500.00
12/4/2024	42933	SUSAN ALDRICH & ASSOCIATES, LLC	Easy Quick Breads & Muffins	150.00
12/4/2024	42932	Stick to Your Buns Bakery LLC	Anniversary Pastry	83.50
12/4/2024	42935	VEDDA PRINTING	Notes - Dec 2024/Jan 2025	5,628.00
12/4/2024	42930	KASTNER WESTMAN & WILKINS, LLC	Legal Fees - Misc Labor	1,475.00
12/4/2024	42929	Ease @ Work EAP, LLC	Employee Assistance Program 12/1/24 - 11/30/25	2,324.00
12/4/2024	42934	The Midland Hardware Company	Reading Garden Gates	9,770.00
12/12/2024	42942	Cengage Learning Inc	Adult Books	1,291.80
12/12/2024	42946	Kanopy Inc	Kanopy Videos	418.50
12/12/2024	42937	APPLE BOOKS	Juvenile/YA Books	1,612.80
12/12/2024	42944	GARETH STEVENS PUBLISHING	Juvenile/YA Books	422.95
12/12/2024	42949	The Child's World	Juvenile/YA Books	652.60
12/12/2024	42943	Crabtree Publishing Company	Juvenile/YA Books	196.55
12/12/2024	42938	BAKER & TAYLOR	Adult Books, Juv/YA books, Audiobooks, materials processing	9,858.01
12/12/2024	42936	FlutterBee Education Group	Juvenile/YA Books	1,161.00
12/12/2024	42951	Westlake High School PTSA	PR Ad - Green & White Revue	75.00
12/12/2024	42939	Bialosky + Partners Architects, LLC	2024 Renovation Architect Fees	10,010.23
12/12/2024	42945	Central Arizona College Library	Ill Fees - Lost Item	17.95
12/12/2024	42947	PLAIN DEALER	Plain Dealer - Nov 2024	148.50
12/12/2024	42950	UNIQUE MANAGEMENT SERVICES INC	Collection Agency & ILS notices - Nov 2024	378.70
12/12/2024	42941	Building Control Integrators, LLC	HVAC Maintenance Contract 2025	6,834.00
12/12/2024	42948	Scott Longert	Love & Loss: Short Life of Ray Chapman	125.00
12/12/2024	42952	WORLD BOOK, INC	World Book Encyclopedia 2025	1,259.00
12/12/2024	42940	Blue Technologies	Blue Tech Copiers 10/22 - 11/21/24	817.56
12/12/2024	2024000127	AMAZON.COM	Library materials and Supplies	8,296.07
12/17/2024	42953	BAKER & TAYLOR	Adult Books, Juv/YA books, Audiobooks, materials processing	4,304.95
12/17/2024	42954	CENTER POINT PUBLISHING	Adult Books	200.16
12/17/2024	42957	Stick to Your Buns Bakery LLC	Cookies	192.50
12/17/2024	42956	SMITH & OBY SERVICE COMPANY	HVAC Repairs - VFD Replacement	6,500.00
12/17/2024	42955	LIBRARY DESIGN ASSOCIATES INC	Aurora Shelving Installation	5,917.00
12/19/2024	2024000128	PNC BANK N.A.	CC Payment	52,007.75
12/30/2024	2024000129	OverDrive, Inc	Adult eBooks/e-Periodicals, Juv/YA eBooks, e-audio, downloadable video	1,074.57
12/30/2024	2024000130	The Illuminating Company	Electricity 10/1 - 10/30/24	5,881.00
12/30/2024	2024000131	City of Cleveland Division of Water	Water Usage & Fireline 10/22 - 11/19/24	376.78

Westlake Porter Public Library
Check Register 12/1/24 - 12/31/24

Payment Date	Check Number	Vendor	Description	Payment Amount
12/30/2024	2024000132	Columbia Gas	Natural Gas 10/22 - 11/20/24	815.22
12/30/2024	2024000133	INGRAM BOOK COMPANY	Adult Books, Juv/YA books, World Languages, materials processing	1,857.31
12/30/2024	2024000134	DK Agencies (P) Ltd	World Languages Collection	2,037.00
12/30/2024	2024000135	Johnson Controls Security Solutions	2nd Floor, Building Services and Makerspace Access Controls - Deposit; Install panic button	12,327.50
12/30/2024	2024000136	MIDWEST TAPE	Hoopla Downloadables	10,813.27
12/30/2024	2024000137	NRG Business Marketing	Natural Gas 11/1 - 11/30/24	1,254.41
12/30/2024	2024000138	OHIO DESK	2024 Renovation Furniture	77,274.73
12/30/2024	2024000139	Stark County Educational Service Center	Life Insurance - Dec 2024	115.81
12/31/2024	42958	BAKER & TAYLOR	Adult Books, Juv/YA books, Audiobooks, materials processing	3,826.03
12/31/2024	42965	Life Safety Systems, LLC	Move Strobe in YS for Renovation	3,017.08
12/31/2024	42959	Blue Technologies	Blue Tech Copiers 11/22/24 - 12/21/24	890.23
12/31/2024	42968	PETTY CASH - CUSTODIAN	Staff- Mileage - NEORLS Day for Public Service	18.76
12/31/2024	42966	The Awning Company	Install Winter Enclosure	536.00
12/31/2024	42962	Khan Spryre, LLC	Comic Books	41.31
12/31/2024	42967	MESSINA FLOOR MAINTENANCE LLC	Carpet Cleaning - Dec 2024	875.00
12/31/2024	42960	BPI INFORMATION SYSTEMS	KnowBE4 Training 2/16/25 - 2/15/26	2,038.36
12/31/2024	42964	Kanopy Inc	Kanopy Videos	433.80
12/31/2024	42961	Cengage Learning Inc	Adult Books	400.33
12/31/2024	42963	Staff	Tuition Assistance	500.00
12/31/2024	2024000032	PayPal	Bank fees	2.15
12/31/2024	2024000023	Meeder Investment Management	Investment Management fee	625.00
12/31/2024	2024000024	U S Bank	Trust fees	28.02
12/31/2024	2024000033	Square Inc	Credit card fees	118.22
12/31/2024	2024000034	Nayax Copy Services	Credit card fees - public printing	57.29
12/31/2024	2024000141	PAYCHEX INC	Payroll fees	1,205.02
12/31/2024	2024000140	PNC BANK N.A.	CC Payment	16,157.44
			TOTAL	279,316.72

Visa Payment Detail
For Check #2024000128 dated 12/19/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
11/14/2024	4IMPRINT	WPPL Tote Bags (775)	28419290	242001	1,678.04
11/13/2024	4IMPRINT	Power Clips	28419755	242006	460.17
11/27/2024	4IMPRINT	Campfire Ceramic Mugs	28480952	242006	311.92
11/11/2024	Intelligent Direct, Inc	Cuyahoga County Wall Map	0053255839	242010	495.00
11/15/2024	Blick Art Materials	Linoleum Art Supplies	32514928	243003	139.15
11/18/2024	Chicago Distribution Center	2025 PLA Early Literacy Calendar	12530399	243003	29.99
11/5/2024	Jo-Ann Stores, LLC	Brayer, poms, cord	20241105	243003	17.97
11/16/2024	ORIENTAL TRADING COMPANY	Valentine Crafts	734414894	243003	47.54
11/14/2024	TARGET	Cookie & Icing Kits	20241114	243003	44.00
11/7/2024	WALMART	Popcorn, Hot Cocoa Mix, Socks, etc	15651388	243003	20.06
11/9/2024	Jo-Ann Stores, LLC	Jewelry Program Supplies	Joann	243010	5.08
11/4/2024	MARC'S	Popcorn, Drinks	Marc's	243010	5.67
11/13/2024	MICHAELS	Jewelry Program Supplies	Michaels	243010	40.50
11/14/2024	MICHAELS	Jewelry Program Supplies	Michaels	243010	39.33
11/4/2024	MARC'S	Sugar & Creamer	Marc's	243011	6.94
11/4/2024	MARC'S	Superhero crafts	Marc's	243011	5.94
11/14/2024	MARC'S	Snacks - Let's Talk Program	Marc's	243011	67.28
11/13/2024	Sam's Club	Plates, Bowls, Cups, Trays	10232184695	243026	61.88
11/15/2024	Flipper Devices Inc	Flipper Zero & Case	496954	244001	184.00
11/8/2024	ID Card Systems	ID card system	37145	244001	3,457.13
11/15/2024	DELL MARKETING L P	USB-C AC Adapters (3)	10782259025	244009	120.93
11/20/2024	DELL MARKETING L P	OptiPlex Tower Plus 7020 XCTO	10783064944	244009	1,253.63
11/29/2024	OMTech Laser	Laser Engraver	63525M0	244015	3,673.62
11/5/2024	WALKER DISPLAY, INC	Art Hanging System	31446	244020	547.57
11/8/2024	GAS STATIONS	Gasoline for Van - Mazza Museum	Marathon	245001	35.76
11/9/2024	HOTELS	Lindberg - Hotel - Mazza Museum	Drury	245001	288.83
11/15/2024	HOTELS	Feenaughty - Hotel - Library Mktg Conf	20241115	245001	597.93
11/7/2024	OHIO LIBRARY COUNCIL	Hazeldine - Reg - Library Mgmt Conf	20241107	245001	150.00
11/7/2024	OHIO LIBRARY COUNCIL	Shook - Reg - Library Mgmt Conf	20241107	245001	95.00
11/12/2024	RESTAURANTS	Feenaughty - Meal - Library Mktg Conf	20241112	245001	16.88
11/12/2024	RESTAURANTS	Feenaughty - Meal - Library Mktg Conf	20241112	245001	6.33
11/13/2024	RESTAURANTS	Feenaughty - Meal - Library Mktg Conf	20241113	245001	19.00
11/13/2024	RESTAURANTS	Feenaughty - Meal - Library Mktg Conf	20241113	245001	7.57
11/14/2024	RESTAURANTS	Feenaughty - Meal - Library Mktg Conf	20241114	245001	16.83

Visa Payment Detail
For Check #202400128 dated 12/19/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
11/14/2024	RESTAURANTS	Feenaughty - Meal - Library Mktg Conf	20241114	245001	7.57
11/15/2024	RESTAURANTS	Feenaughty - Meal - Library Mktg Conf	20241115	245001	22.84
11/15/2024	RESTAURANTS	Feenaughty - Meal - Library Mktg Conf	20241115	245001	12.66
11/12/2024	SHUTTLE SERVICE/CAR RENTAL	Feenaughty - Shuttle - Library Mktg Conf	20241112	245001	43.37
11/15/2024	SHUTTLE SERVICE/CAR RENTAL	Feenaughty - Shuttle - Library Mktg Conf	20241115	245001	47.99
11/9/2024	University of Findlay Mazza Museum	Lindberg - Meal - Mazza Museum	11092024	245001	14.00
11/15/2024	STAPLES BUSINESS ADVANTAGE	Pens, mailers, tape, etc.	7645484839	245004	63.55
11/19/2024	ULINE SHIPPING SUPPLY SPECIALISTS	CD Mailers	28843074	245004	115.73
11/16/2024	FP Mailing Solutions	Postage Machine 9/1 - 11/30/24	RI106358807	245006	180.00
11/15/2024	STAPLES BUSINESS ADVANTAGE	Ink cartridges	7645395729	245010	84.99
11/16/2024	STAPLES BUSINESS ADVANTAGE	Toner	7645683705	245010	769.73
11/18/2024	1000BULBS.COM	LED Lamps	W04231148	245012	438.45
11/22/2024	E-CONOLIGHT	LED Troffers	1560594	245012	414.67
11/3/2024	HOME DEPOT CREDIT SERVICES	Portable Heaters (4)	WJ68471175	245012	99.92
11/29/2024	HOME DEPOT CREDIT SERVICES	Dry Wall Access Door	Home Depot	245012	31.98
11/14/2024	MENARD'S	Ice Melt, Deck Box, etc	Menards	245012	223.79
11/18/2024	MENARD'S	Electrical Supplies	20241118	245012	111.54
11/22/2024	MENARD'S	Tubing, Hammer Drill, etc	Menards	245012	99.97
11/15/2024	American Floor Mats	Waterhog Entrance Mats	1847009	245013	703.42
11/15/2024	eVacuumStore	Vacuum parts	2376793	245013	114.92
11/15/2024	eVacuumStore	Vacuum parts	2376595	245013	550.69
11/16/2024	Sam's Club	Cleaning Supplies	10233018385	245013	85.31
11/4/2024	CONRAD'S	2008 Van Tires & Brakes	X305405	245014	1,152.01
11/11/2024	GAS STATIONS	Gasoline for Van	Speedway	245014	28.30
12/6/2024	GAS STATIONS	Gasoline	20241206	245014	50.00
11/15/2024	Sgt Clean Car Wash	Monthly Car Wash Fee	20241115	245014	29.97
11/16/2024	Sgt Clean Car Wash	Monthly Car Wash Fee	20241116	245014	29.97
11/13/2024	Karcher North America, Inc	Carpet Sweeper Repair	5335354705	245015	90.74
11/28/2024	Karcher North America, Inc	Chariot Vacuum Repair	5335372864	245015	2,087.89
11/24/2024	RUMPKE	Waste & Recycling - Nov 2024	1530932	245015	383.65
11/20/2024	Hasco Graphics, Inc	True-VIS Ink & Cleaning Cartridge	INV3233	245018	253.87
11/14/2024	V-Belt Global Supply	HVAC Maintenance - Kevlar Belts	1017521264	245019	289.40
11/20/2024	Irrigation Inc	Winterize Sprinkler System	25839	245021	425.00
12/1/2024	INDEED INC	Indeed Job Ads	100361553	245028	390.00

Visa Payment Detail
For Check #2024000128 dated 12/19/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
11/4/2024	Corporate Screening Services	Background Checks	0783447	245041	102.70
11/22/2024	LABOR LAW CENTER	Labor Law Posters	1001107320	245041	77.94
11/18/2024	Adobe Inc	Creative Cloud 11/18/24 - 11/17/25	2933177896	245043	419.88
11/18/2024	Adobe Inc	Creative Cloud 11/18/24 - 11/17/25	2933183062	245043	419.88
11/18/2024	Adobe Inc	Creative Cloud 11/18/24 - 11/17/25	2933143200	245043	419.88
11/28/2024	Adobe Inc	Creative Cloud 11/18/24 - 12/27/24	2942538712	245043	30.00
11/17/2024	STAPLES BUSINESS ADVANTAGE	Compressed Air, Computer Headsets (2)	7645838191	245043	81.96
12/2/2024	Microsoft Corporation	Microsoft 365 11/9/24 - 11/8/25	E0700UNMIT	245044	6,900.00
11/11/2024	RingCentral Inc	RingCentral Fax3000 11/11/24 - 11/20/25	15076727002	245044	275.88
11/25/2024	VIRTUAL SYSTEMS	VCC Performance Tier Backup	417464	245044	460.00
11/4/2024	Ohio GFOA	Nassif - Ohio GFOA Membership	14460	245045	60.00
11/7/2024	Zoobean, Inc	Beanstack Premium 2/1/25 - 1/31/26	34087	245047	1,353.10
11/21/2024	Nayax Copy Services	Test YS Print Release Station	20241121	245060	0.10
11/20/2024	PAYCHEX INC	Paychex Onboarding Monthly Fee	6775396	245060	100.00
11/14/2024	4IMPRINT	Retractable Badge Holders	28414597	245062	668.74
11/25/2024	4IMPRINT	Lanyards	28502589	245062	283.16
11/10/2024	Jo-Ann Stores, LLC	Fall Garlands	Joann	245062	20.39
11/18/2024	W B MASON	Copy paper	S148369677	245064	599.85
11/8/2024	STAPLES BUSINESS ADVANTAGE	Cardstock, rubber bands, markers, etc	7645071366	245065	55.41
11/19/2024	ULINE SHIPPING SUPPLY SPECIALISTS	Foam core board	23506919	245065	144.45
11/7/2024	RESTAURANTS	Pizza - Board Finance Committee Mtg	20241107	245066	56.50
11/7/2024	NORTH COAST CHAMER OF COMMERCE	Mangels - Veterans Day Luncheon	20241107	245069	35.00
11/14/2024	Sam's Club	Sams Club Membership	10232860734	245069	110.00
11/25/2024	West Shore Chamber of Commerce	West Shore Chamber Membership 2025	24IN1644	245069	435.00
11/22/2024	HOTELS	Mangels - Hotel - ETM Meeting	20241122	245070	98.00
11/7/2024	OHIO LIBRARY COUNCIL	Lynce - Reg - Library Mgmt Conf	20241107	245070	150.00
11/21/2024	PARKING - VARIOUS LOTS	Mangels - Parking - ETM Meeting	Columbus Commons Parki	245070	6.00
11/7/2024	OHIO LIBRARY COUNCIL	Kirkland - OLC Membership	20241107	245080	120.00
11/8/2024	OHIO LIBRARY COUNCIL	Shields - OLC Membership	20241108	245080	45.00
11/13/2024	OHIO LIBRARY COUNCIL	Hazeldine - OLC Membership	70075	245080	120.00
11/5/2024	Demco Inc	Laminate, Label Protectors, Labels, etc	7563098	245081	969.62
11/6/2024	Demco Inc	DVD Clamshell Cases	7563588	245081	267.58
11/14/2024	Demco Inc	Laminate, Tape, Jewel Boxes	7568159	245081	327.47
11/14/2024	MIDWEST TAPE	Tech Processing Supplies	20241114	245081	804.98

Visa Payment Detail
For Check #2024000128 dated 12/19/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
11/16/2024	Breezeline	Breezeline Phone Service 10/26 - 11/25/2	0060250	245083	66.85
11/27/2024	EASTON TELECOM SERVICES LLC	Easton Phone Svc 11/10 - 12/9/24	1181515	245083	778.68
11/8/2024	T-Mobile USA Inc	T-Mobile Cell Phone 9/29 - 10/28/24	981225743	245083	20.84
12/2/2024	VERIZON WIRELESS	VZ Mobile Brdbnd 11/13 - 12/12/24	9978564658	245083	40.11
11/7/2024	MARCIVE INC	Accelerated Reader & Lexile	403801	245086	205.86
12/1/2024	Cubesmart	Off-Site Storage - Dec 2024	354291	245091	285.00
11/4/2024	Northeast Ohio Regional Library System	Bernhofer - Reg - NEORLS Open House	20241104	245092	25.00
11/7/2024	OHIO LIBRARY COUNCIL	Vogel - Reg - Library Mgmt Conf	20241107	245092	150.00
11/7/2024	OHIO LIBRARY COUNCIL	Cooley - Reg - Library Mgmt Conf	20241107	245092	150.00
11/7/2024	OHIO LIBRARY COUNCIL	Shook - Reg - Library Mgmt Conf	20241107	245093	55.00
11/19/2024	NOTSL	Delfs - Reg - Byte-Sized Libraries	20241119	245096	28.52
11/7/2024	OHIO LIBRARY COUNCIL	Kirkland - Reg - Library Mgmt Conf	20241107	245096	150.00
11/8/2024	APPLE BOOKS	Juvenile/YA Books	117173	246002	22.99
11/9/2024	Book Farm LLC	Juvenile/YA Books	PCC14873	246002	6,728.79
11/9/2024	Book Farm LLC	Juvenile/YA Books	PCC14854	246002	783.56
11/9/2024	Book Farm LLC	Juvenile/YA Books	PCC14855	246002	75.94
11/25/2024	The Funny Times	The Funny Times - 1 yr subscription	20241125	246004	38.00
11/13/2024	BARNES & NOBLE INC	Single Issue Periodicals (10)	Barnes & Noble	246005	139.86
11/14/2024	MIDWEST TAPE	Audiobooks	20241114	246006	58.78
11/27/2024	MIDWEST TAPE	Audiobooks	20241127	246006	95.98
11/11/2024	Playaway Products LLC	Audiobooks	481132	246006	402.93
11/25/2024	Playaway Products LLC	Audiobooks	482544	246006	68.94
11/8/2024	MIDWEST TAPE	Music CDs	20241108	246007	229.48
11/27/2024	MIDWEST TAPE	Credit: Music CDs	20241127	246007	(19.49)
11/27/2024	MIDWEST TAPE	Music CDs	20241127	246007	68.95
11/8/2024	MIDWEST TAPE	DVDs	20241108	246008	259.07
11/14/2024	MIDWEST TAPE	DVDs	20241114	246008	23.48
11/15/2024	TARGET	Donkey Kong game	Target	246009	59.99
11/8/2024	T-Mobile USA Inc	Hotspots 9/29 - 10/28/24	981225743	246009	1,116.42
11/21/2024	Playaway Products LLC	Playaways/Launchpads	482354	246010	484.39
				TOTAL	52,007.75

Visa Payment Detail
For Check #2024000140 Dated 12/31/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
12/14/2024	Asian Imports	Ginger	Asian Imports	243010	15.96
12/10/2024	RESTAURANTS	Pizza - Book Discussion Group	Antonio's Pizza	243010	95.80
12/20/2024	RESTAURANTS	Construction wrap-up meeting lunch	Lehman's	244019	180.00
12/5/2024	FP Mailing Solutions	Postage Machine Lease 12/1/24 - 2/28/25	RI106462170	245006	180.00
12/20/2024	KIRK BATTERY CO INC	Batteries	10001855	245012	817.45
12/22/2024	RUMPKE	Waste & Recycling - Dec 2024	1543519	245012	383.65
12/5/2024	SHERWIN WILLIAMS	Painting Supplies	Sherwin-Williams	245012	332.92
12/27/2024	SHERWIN WILLIAMS	Stain Blocking Primer	Sherwin Williams	245012	38.42
12/5/2024	American Floor Mats	Waterhog Entrance Mats	1858015	245013	957.13
12/23/2024	GAS STATIONS	Gas for gator & cans	Speedway	245014	39.61
12/23/2024	GAS STATIONS	Gas for 2008 van	Speedway	245014	19.40
12/23/2024	GAS STATIONS	Gas for 2017 van	Speedway	245014	36.00
12/15/2024	Sgt Clean Car Wash	Monthly Car Wash Fee	20241215	245014	31.97
12/16/2024	Sgt Clean Car Wash	Monthly Car Wash Fee	20241216	245014	31.97
12/12/2024	ASSA ABLOY Entrance Systems US Inc.	Maint - Left Front Door	SEI 1803964	245015	147.75
12/12/2024	ASSA ABLOY Entrance Systems US Inc.	Maint - Right Front Door	SEI 1804727	245015	151.42
12/10/2024	Hasco Graphics, Inc	White Matte Removable Vinyl	INV3404	245018	453.06
12/5/2024	WESTLIFE	PR Ad - Westlife	892540	245028	108.00
12/13/2024	WESTLIFE	PR Ad - Westlife	892872	245028	108.00
12/5/2024	RingCentral Inc	Calling credits pkg 20	15228244002	245044	20.00
12/25/2024	VIRTUAL SYSTEMS	VCC Performance Tier Backup	417667	245044	460.00
12/20/2024	PAYCHEX INC	Onboarding	7117031	245060	100.00
12/16/2024	Quench USA, Inc.	Pure Water System 12/13/24 - 12/12/25	INV08309595	245065	791.40
12/18/2024	RESTAURANTS	Board Meeting Dinner	Gina's Pizza	245066	67.00
12/13/2024	FASTSIGNS	2nd Floor Signage	141-7196	245079	451.00
12/9/2024	OHIO LIBRARY COUNCIL	Shook - OLC Membership	72327	245080	120.00
12/4/2024	JANWAY COMPANY	Hanging Media Pouches	146790	245081	178.94
12/16/2024	Breezeline	Breezeline Phone Service 11/26 - 12/25/24	0060250	245083	66.85
12/27/2024	EASTON TELECOM SERVICES LLC	Easton Phone Svc 12/10/24 - 1/9/25	1183110	245083	785.94
12/9/2024	T-Mobile USA Inc	T-Mobile Cell Phone 10/29 - 11/28/24	981225743	245083	20.84
12/19/2024	Smirthwaite	CCBDD Grant - Universal Changing Station	88206	245107	7,306.75
12/4/2024	Playaway Products LLC	Audiobooks	483457	246006	64.99
12/11/2024	Playaway Products LLC	Audiobooks	484497	246006	384.93
12/9/2024	T-Mobile USA Inc	Hotspots 10/29 - 11/28/24	981225743	246009	1,169.05
12/4/2024	Playaway Products LLC	Playaways/Launchpads	483445	246010	41.24
				TOTAL	16,157.44



Westlake Porter Public Library Operating Account

Monthly Investment Report
December 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 December 31, 2024



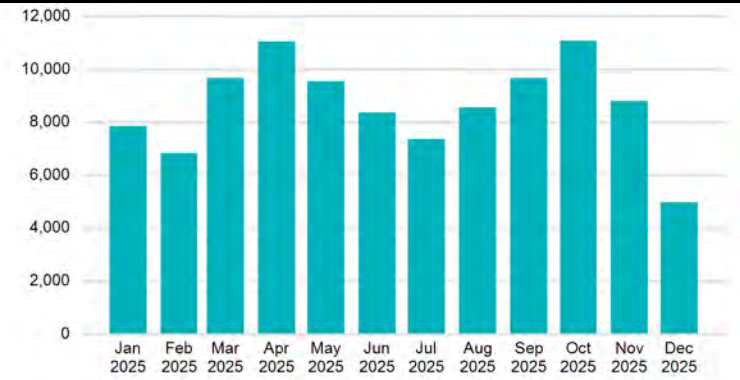
MONTHLY RECONCILIATION

Beginning Book Value	4,529,959.17
Contributions	
Withdrawals	
Prior Month Management Fees	(625.00)
Prior Month Custodian Fees	(28.02)
Realized Gains/Losses	
Purchased Interest	(5,465.49)
Gross Interest Earnings	12,604.84
Ending Book Value	4,536,445.50

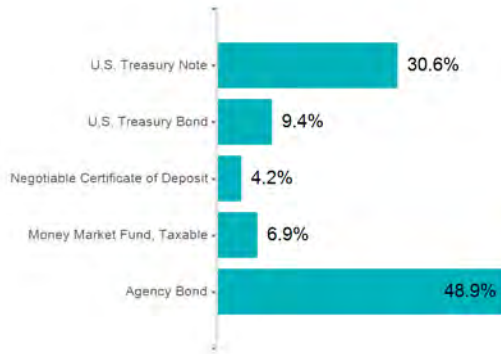
PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	3.02%
Portfolio Effective Duration	2.14 yrs
Weighted Average Maturity	2.26 yrs

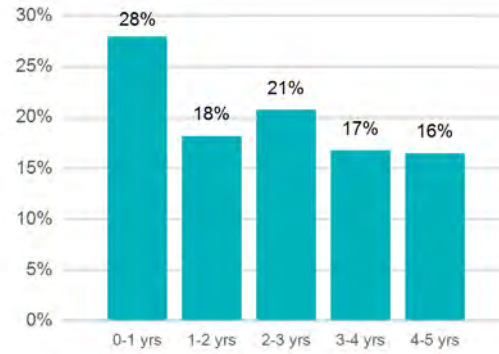
PROJECTED MONTHLY INCOME SCHEDULE



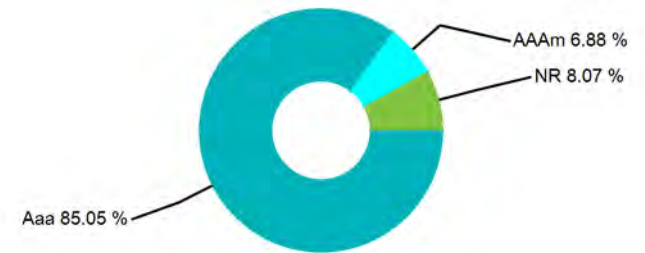
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY



Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of December 31, 2024



CUSIP	SECURITY DESCRIPTION	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025
066519QK8	BankUnited, FSB 0.650% 03/05/2026			200			205			205			203
3130AGDY8	FHLB 2.750% 06/08/2029						894						894
3130AM7F3	FHLB 0.750% 05/13/2025					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			
3130ATUT2	FHLB 4.500% 12/14/2029						1,688						1,688
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		
3133EP5U5	FEDERAL FARM 4.125% 03/12/2029			1,238						1,238			
3133EPLD5	FEDERAL FARM 3.875% 05/30/28					1,453						1,453	
3133EPPF6	FFCB 4.125% 07/05/2029	1,547						1,547					
3133EPWD3	FFCB 4.875% 04/20/2026				1,584						1,584		
3133ERN1	FFCB 4.125% 08/01/2029		1,341						1,341				
3133ERSP7	FFCB 3.50% 09/10/2029			1,313						1,313			
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				1,693						1,702		
880591EU2	TNNLL 2.875% 02/01/2027		1,078						1,078				

Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of December 31, 2024



CUSIP	SECURITY DESCRIPTION	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025
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	
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				
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
91282CFY2	UST 3.875% 11/30/2029					1,453						1,453	
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		
91282CHQ7	UST 4.125% 07/31/2028	1,547						1,547					

PROJECTED INCOME SCHEDULE

As of December 31, 2024



CUSIP	SECURITY DESCRIPTION	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025
91282CJA0	UST 4.625% 09/30/2028			1,734						1,734			
91282CJN2	UST 4.375% 11/30/2028					1,641						1,641	
91282CLR0	UST 4.125% 10/31/2029				1,547						1,547		
TOTAL		7,854	6,828	9,657	11,049	9,542	8,353	7,367	8,539	9,662	11,058	8,792	8,350

POSITION STATEMENT

As of December 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.	12/31/2024 12/31/2024	\$308,395.35	\$308,395.35	\$308,395.35	4.37%	0.003 0.003	\$1.00 \$308,395.35	\$0.00	5.29%	AAAm
STAROHIO	STAR Ohio XX019	12/31/2024 12/31/2024	\$1,353,864.35	\$1,353,864.35	\$1,353,864.35	4.60%	0.003 0.003	\$1.00 \$1,353,864.35	\$0.00	23.20%	AAAm
SubTotal			\$1,662,259.70	\$1,662,259.70	\$1,662,259.70	4.56%		\$1,662,259.70	\$0.00	28.49%	
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%	0.079 0.078	\$99.70 \$149,542.50	(\$457.50)	2.56%	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%	0.364 0.367	\$98.58 \$197,150.00	(\$2,850.00)	3.38%	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%	0.537 0.537	\$98.01 \$122,516.25	(\$2,483.75)	2.10%	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%	0.748 0.749	\$97.02 \$378,367.08	(\$11,632.92)	6.49%	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%	1.301 1.267	\$100.59 \$65,380.90	\$637.65	1.12%	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%	1.784 1.766	\$94.20 \$94,195.00	(\$5,535.00)	1.61%	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%	2.088 2.012	\$97.01 \$72,759.98	\$2,429.10	1.25%	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%	2.249 2.134	\$100.79 \$75,591.75	\$824.25	1.30%	
31422XA69	AGM 3.340% 07/01/2027	9/12/2023 9/13/2023	\$100,000.00	\$95,298.00	\$95,298.00	4.67%	2.499 2.401	\$97.25 \$97,252.00	\$1,954.00	1.67%	
3130ATHW0	FHLB 4.125% 09/10/2027	10/31/2022 11/1/2022	\$75,000.00	\$74,419.28	\$74,419.28	4.30%	2.693 2.543	\$99.22 \$74,412.98	(\$6.30)	1.28%	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%	2.822 2.666	\$99.78 \$74,835.75	(\$382.50)	1.28%	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%	2.896 2.843	\$91.03 \$59,166.90	\$1,631.50	1.01%	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%	2.912 2.767	\$98.79 \$64,212.20	(\$566.80)	1.10%	Aaa AA+

Westlake Porter Public Library Operating Account

POSITION STATEMENT

As of December 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%	3.205 3.010	\$98.39 \$68,871.60	(\$864.50)	1.18%	Aaa AA+
3133EPLD5	FEDERAL FARM 3.875% 05/30/28	12/16/2024 12/17/2024	\$75,000.00	\$74,054.77 \$137.24	\$74,192.01	4.27%	3.414 3.221	\$98.09 \$73,569.00	(\$485.77)	1.26%	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%	3.441 3.221	\$99.61 \$54,782.75	(\$361.90)	0.94%	Aaa AA+
3133EHU50	FFCB 2.820% 12/20/2028	8/6/2024 8/7/2024	\$69,000.00	\$66,209.98	\$66,209.98	3.83%	3.973 3.772	\$93.73 \$64,675.77	(\$1,534.21)	1.11%	Aaa AA+
3133EP5U5	FEDERAL FARM 4.125% 03/12/2029	12/16/2024 12/17/2024	\$60,000.00	\$59,596.80 \$598.13	\$60,194.93	4.30%	4.219 3.869	\$98.44 \$59,066.40	(\$530.40)	1.01%	Aaa AA+
3130AGDY8	FHLB 2.750% 06/08/2029	8/6/2024 8/7/2024	\$65,000.00	\$62,004.08	\$62,004.08	3.80%	4.438 4.188	\$92.84 \$60,348.60	(\$1,655.48)	1.03%	Aaa AA+
3133EPPF6	FFCB 4.125% 07/05/2029	12/16/2024 12/17/2024	\$75,000.00	\$74,524.56 \$1,392.19	\$75,916.75	4.28%	4.512 4.075	\$98.33 \$73,743.75	(\$780.81)	1.26%	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%	4.586 4.147	\$98.25 \$63,863.80	(\$2,230.80)	1.09%	Aaa AA+
3133ERS7	FFCB 3.50% 09/10/2029	12/16/2024 12/17/2024	\$75,000.00	\$72,494.63 \$707.29	\$73,201.92	4.29%	4.696 4.311	\$95.62 \$71,714.25	(\$780.38)	1.23%	Aaa AA+
3130ATUT2	FHLB 4.500% 12/14/2029	12/16/2024 12/17/2024	\$75,000.00	\$75,716.63 \$28.13	\$75,744.76	4.29%	4.956 4.486	\$100.02 \$75,015.75	(\$700.88)	1.29%	Aaa AA+
SubTotal			\$2,244,000.00	\$2,217,398.36 \$2,907.67	\$2,220,306.03	2.77%		\$2,191,034.96	(\$26,363.40)	37.55%	
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%	1.175 1.171	\$95.21 \$119,017.50	(\$5,357.50)	2.04%	
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%	3.797 3.480	\$99.66 \$69,760.53	\$75.53	1.20%	
SubTotal			\$195,000.00	\$194,060.00	\$194,060.00	2.30%		\$188,778.03	(\$5,281.97)	3.24%	
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%	1.370 1.361	\$96.43 \$53,036.34	(\$2,341.79)	0.91%	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%	1.414 1.376	\$95.13 \$47,566.40	(\$2,134.77)	0.82%	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%	1.496 1.456	\$95.04 \$71,279.33	(\$3,632.78)	1.22%	Aaa AA+

POSITION STATEMENT

As of December 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
91282CCW9	UST 0.750% 08/31/2026	8/26/2021 8/31/2021	\$75,000.00	\$74,660.16	\$74,660.16	0.84%	1.666 1.617	\$94.28 \$70,710.98	(\$3,949.18)	1.21%	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%	1.748 1.722	\$95.50 \$52,522.86	(\$2,823.04)	0.90%	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%	3.625 3.425	\$94.84 \$66,390.66	\$2,132.85	1.14%	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%	4.129 3.888	\$93.21 \$60,587.09	(\$1,355.88)	1.04%	Aaa AA+
SubTotal			\$445,000.00	\$436,198.25	\$436,198.25	2.05%		\$422,093.66	(\$14,104.59)	7.23%	

U.S. Treasury Note

91282CAJ0	UST 0.250% 08/31/2025	8/25/2021 8/26/2021	\$100,000.00	\$98,289.06	\$98,289.06	0.68%	0.666 0.662	\$97.35 \$97,347.70	(\$941.36)	1.67%	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%	1.126 1.096	\$99.66 \$64,781.73	\$1,201.07	1.11%	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%	1.581 1.575	\$94.37 \$70,778.33	(\$3,527.33)	1.21%	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%	1.833 1.814	\$94.38 \$51,908.40	(\$2,081.83)	0.89%	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%	2.000 1.981	\$94.14 \$51,777.33	(\$2,578.14)	0.89%	Aaa AA+
912828Z78	UST 1.500% 01/31/2027	7/12/2023 7/13/2023	\$70,000.00	\$63,639.84	\$63,639.84	4.29%	2.085 2.046	\$94.38 \$66,067.96	\$2,428.12	1.13%	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%	2.247 2.185	\$96.11 \$57,665.64	\$1,232.83	0.99%	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%	2.414 2.349	\$96.05 \$67,238.29	\$935.16	1.15%	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%	2.496 2.420	\$97.44 \$58,462.50	\$754.69	1.00%	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%	2.622 2.540	\$94.81 \$71,109.38	\$2,583.99	1.22%	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%	3.000 2.860	\$98.61 \$88,748.46	(\$2,576.93)	1.52%	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%	3.085 2.906	\$97.47 \$73,101.53	(\$1,936.56)	1.25%	Aaa AA+

POSITION STATEMENT

As of December 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
91282CHA2	UST 3.500% 04/30/2028	7/28/2023 7/31/2023	\$55,000.00	\$53,287.70	\$53,287.70	4.23%	3.332 3.153	\$97.22 \$53,470.34	\$182.64	0.92%	Aaa AA+
91282CHQ7	UST 4.125% 07/31/2028	12/16/2024 12/17/2024	\$75,000.00	\$74,698.24 \$1,168.56	\$75,866.80	4.24%	3.584 3.311	\$99.02 \$74,267.55	(\$430.69)	1.27%	Aaa AA+
91282CJA0	UST 4.625% 09/30/2028	12/16/2024 12/17/2024	\$75,000.00	\$75,928.71 \$743.30	\$76,672.01	4.27%	3.751 3.446	\$100.66 \$75,498.08	(\$430.63)	1.29%	Aaa AA+
91282CJN2	UST 4.375% 11/30/2028	12/16/2024 12/17/2024	\$75,000.00	\$75,295.90 \$153.25	\$75,449.15	4.26%	3.918 3.627	\$99.77 \$74,824.20	(\$471.70)	1.28%	Aaa AA+
91282CEM9	UST 2.875% 04/30/2029	8/6/2024 8/7/2024	\$65,000.00	\$62,539.65	\$62,539.65	3.75%	4.332 4.074	\$93.83 \$60,988.27	(\$1,551.38)	1.05%	Aaa AA+
91282CES6	UST 2.750% 05/31/2029	8/6/2024 8/7/2024	\$70,000.00	\$66,945.70	\$66,945.70	3.75%	4.416 4.168	\$93.22 \$65,253.16	(\$1,692.54)	1.12%	Aaa AA+
91282CLR0	UST 4.125% 10/31/2029	12/16/2024 12/17/2024	\$75,000.00	\$74,525.39 \$401.67	\$74,927.06	4.27%	4.836 4.397	\$98.56 \$73,921.88	(\$603.51)	1.27%	Aaa AA+
91282CFY2	UST 3.875% 11/30/2029	12/16/2024 12/17/2024	\$75,000.00	\$73,678.71 \$135.73	\$73,814.44	4.27%	4.918 4.502	\$97.44 \$73,078.13	(\$600.58)	1.25%	Aaa AA+
SubTotal			\$1,415,000.00	\$1,380,393.54 \$2,602.51	\$1,382,996.05	3.51%		\$1,370,288.86	(\$10,104.68)	23.49%	
Grand Total			\$5,961,259.70	\$5,890,309.85 \$5,510.18	\$5,895,820.03	3.39%		\$5,834,455.21	(\$55,854.64)	100.00%	

TRANSACTION STATEMENT

As of December 31, 2024



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
Purchase									
Purchase	12/16/2024	12/17/2024	91282CFY2	UST 3.875% 11/30/2029	75,000.00	73,678.71	135.73	73,814.44	4.27%
Purchase	12/16/2024	12/17/2024	91282CJN2	UST 4.375% 11/30/2028	75,000.00	75,295.90	153.25	75,449.15	4.26%
Purchase	12/16/2024	12/17/2024	91282CLR0	UST 4.125% 10/31/2029	75,000.00	74,525.39	401.67	74,927.06	4.27%
Purchase	12/16/2024	12/17/2024	91282CHQ7	UST 4.125% 07/31/2028	75,000.00	74,698.24	1,168.56	75,866.80	4.24%
Purchase	12/16/2024	12/17/2024	91282CJA0	UST 4.625% 09/30/2028	75,000.00	75,928.71	743.30	76,672.01	4.27%
Purchase	12/16/2024	12/17/2024	3133ERSP7	FFCB 3.50% 09/10/2029	75,000.00	72,494.63	707.29	73,201.92	4.29%
Purchase	12/16/2024	12/17/2024	3133EPPF6	FFCB 4.125% 07/05/2029	75,000.00	74,524.56	1,392.19	75,916.75	4.28%
Purchase	12/16/2024	12/17/2024	3133EPLD5	FEDERAL FARM 3.875% 05/30/28	75,000.00	74,054.77	137.24	74,192.01	4.27%
Purchase	12/16/2024	12/17/2024	3133EP5U5	FEDERAL FARM 4.125% 03/12/2029	60,000.00	59,596.80	598.13	60,194.93	4.30%
Purchase	12/16/2024	12/17/2024	3130ATUT2	FHLB 4.500% 12/14/2029	75,000.00	75,716.63	28.13	75,744.76	4.29%
Total					735,000.00	730,514.34	5,465.49	735,979.83	

TRANSACTION STATEMENT

As of December 31, 2024



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	12/2/2024	12/2/2024	91282CES6	UST 2.750% 05/31/2029	962.50
Interest/Dividends	12/2/2024	12/2/2024	91282CET4	UST 2.625% 05/31/2027	918.75
Interest/Dividends	12/2/2024	12/2/2024	91282CCF6	UST 0.750% 05/31/2026	187.50
Interest/Dividends	12/2/2024	12/2/2024	31846V567	First American Funds, Inc.	3,871.74
Interest/Dividends	12/5/2024	12/5/2024	066519QK8	BankUnited, FSB 0.650% 03/05/2026	202.57
Interest/Dividends	12/9/2024	12/9/2024	3130AWMN7	FHLB 4.375% 06/09/2028	1,203.13
Interest/Dividends	12/9/2024	12/9/2024	3130AGDY8	FHLB 2.750% 06/08/2029	893.75
Interest/Dividends	12/19/2024	12/19/2024	31846V567	First American Funds, Inc.	1.37
Interest/Dividends	12/20/2024	12/20/2024	3133EHU50	FFCB 2.820% 12/20/2028	972.90
Interest/Dividends	12/31/2024	12/31/2024	91282CCJ8	UST 0.875% 06/30/2026	328.13
Interest/Dividends	12/31/2024	12/31/2024	91282CDQ1	UST 1.250% 12/31/2026	343.75
Interest/Dividends	12/31/2024	12/31/2024	91282CEW7	UST 3.250% 06/30/2027	975.00
Interest/Dividends	12/31/2024	12/31/2024	91282CGC9	UST 3.875% 12/31/2027	1,743.75
Total					12,604.84

TRANSACTION STATEMENT

As of December 31, 2024



Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	12/24/2024	12/24/2024	Cash Out	(28.02)
Total				(28.02)
Management Fee				
Management Fee	12/27/2024	12/27/2024	Cash Out	(625.00)
Total				(625.00)

STATEMENT DISCLOSURE

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

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January 2, 2025

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

Request for Change Order #14- Circ Desk RFID

Please see the backup documentation regarding the above-mentioned topic. The attached documentation has been provided to give clarity to project changes in scope, cost, duration, and or means and methods. Said documentation does not necessarily apply to each of the aforementioned descriptions.

The costs below are additional costs associated with the RFID readers in circulation:

Cut holes for the readers into the desk

2 men on site to perform the work

Solid surface work on the circulation desk for 8 hours

The total net cost of the work will be **\$1,769.00** and has a schedule impact of **0 days** added to the contract completion date if approved promptly.

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 #14- Circ desk RFID

Material	Unit Cost	Quantity	Quantity Type	Total
				\$0.00
				\$0.00
			Subtotal	\$0.00
			Waste	\$0.00
			Tax	\$0.00
			Grand Total	\$0.00

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

Subcontractor Costs	Unit Cost	Quantity	Quantity Type	Total
MRO Built	\$1,525.00	1	LSUM	\$1,525.00
				\$1,525.00

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

General Conditions	Unit Cost	Quantity	Quantity Type	Total
		2	LSUM	\$0.00
				\$0.00

Mark Ups	Subtotal	Mark Up	Quantity Type	Grand Total
Subcontractors - Overhead	\$1,525.00	8%	Percentage	\$122.00
Subcontractors - Profit	\$1,525.00	8%	Percentage	\$122.00
General Contractor - Overhead	\$0.00	8%	Percentage	\$0.00
General Contractor - Profit	\$0.00	8%	Percentage	\$0.00

Subtotal:	\$1,525.00
Overhead & Profit	\$244.00
Total Cost of Change Order #14	\$1,769.00
Contingency amount remaining prior to change order #14	TBD
Contingency amount remaining after change order #14	TBD

Owner Signature: 

Date: 1/2/2025

QUOTATION

TO:

MILLSTONE MANAGEMENT GROUP
8251 MAYFIELD RD
SUITE 100
CHESTERLAND, OH 44026
(440)423-1116

SHIP TO:

MILLSTONE MANAGEMENT GROUP
8251 MAYFIELD RD
SUITE 100
CHESTERLAND, OH 44026
(440)423-1116

ATTN:

ATTN: TYLER HOBERG

Quote No.	Date	Cust No	S/M	Your Referenced Inquiry	Delivery Promise	F.O.B.	Expiration
0000710	12/27/2024	001385				MRO DOCK	30 DAYS

Item	Quantity	UM	Part	Description	Price \$	Extension \$
001	1.00	EA	WSTLK CIRC DSK	<p>CUT HOLES FOR READERS INTO DESK QUOTE IS FOR 2 MEN TO PERFORM SOLID SURFACE WORK ON THE CIRCULATION DESK FOR 8 HOURS. ADDITIONAL TIME WILL BE BILLED PER HOUR PER MAN.</p> <p>MRO WILL ATTEMPT TO PREVENT DAMAGE TO THE FIXTURE WHILE PERFORMING THIS WORK, HOWEVER DAMAGE THAT WILL REQUIRE REPLACEMENT OR ADDITIONAL WORK WILL BE AT THE CLIENTS EXPENSE</p>	1,525.00	1,525.00
Total for Quote \$						1,525.00

Mission Moment

The opening of the second floor has already been successful without even officially opening it. Due to the extra space we have been able to, once again, host ESL classes back at the library.

Meetings/Training/Programs

Managers Meeting – Library Teams roster, Strat Plan, Performance Evals, Construction, Managers attending Board Meetings, Conferences

Quality Council – Safety and Security Training

Worked with Steve Pettyjohn on collaborative effort with CCWRT to bring Gen Grant to NE Ohio

Farrell Foundation

Kiwanis

Rotary

Adoption Network Cleveland – committee meetings

WPPL Foundation

Friends/Foundation

Friends – No updates since December

Foundation – Verbal report as the meeting will take place after completion of Board packet.

Safety and Security

11 incident reports were written in November. 4 were Illness/Accident, 3 were Disruptive Behavior, 1 each for Vandalism, Harassment, Animal in the building and Patron Assist/Policy Issue. 2 each took place in YS, Lobby, Reference. 1 apiece occurred in the parking lot, reading garden, Adult Public PC, Meeting room, and Quiet Reading Room.

Building Services

Changing out the Story Walk at the Rec Center, I encountered a couple. The gentleman stated he has never seen anyone change the story and he wondered how we did it. I showed him how we take out the “glass” and replace the story, then do a cleaning of the entire display. He said it was cool that the city did that. I corrected him and said the library did it.

Quotes were obtained to upgrade the landscape lighting system.

Fire Alarm issues were addressed which caused intermittent supervisory alarms going off at differing hours.

A quote was obtained for complete replacement of the fire alarm system. All sensors and manual pull stations parts are no longer being manufactured and will need replaced. The system itself has a low charging error which could last months or years.

Shelves were installed in the new circulation window area.

The story walk was changed to coincide with the Winter Reading Program.

All boilers were checked for proper ignition and reliability for the winter season.

The wind awning in front of the building was installed.

All vendors with outstanding invoices or annual renewals were contacted and appropriate documentation sent to finance for payment.

Quotes were obtained for replacement of the stairwell flooring, including stairs and risers.

Assistance was given where possible to contractors doing the renovations.

Keith Adams was hired to replace a 20 hour position that was open.

Other Projects/Planning

Construction – HVAC issues continue to plague us. We will continue to work with the architect and contractor to resolve everything.

Dispatches From the Field

Feedback date 12/18/2024

Two patrons today (one a new user) told me how much they appreciate how many books we have as compared to other libraries, specifically Bay Village [redacted].

Feedback date: 1/7/2025

It looks beautiful. - referring to the new improved circulation area.

Feedback date: 1/8/2025

Mrs. Kaplafka overflowed with an abundance of gratitude for Adrien's help over the summer. She called about classes for her computer and, while unable to attend the one being held next week, was thrilled when I mentioned reaching out to Adrien. His patience, aptitude, and customer service were all praised. Further, she was willing to complete the technology programming survey which assists in planning future programming.

It is interactions with patrons like Mrs. Kaplafka that brings to the front of my mind what a wonderful team we are privileged to work with {staff member's comment}

Feedback date: 1/8/2025

I was in and out in a very timely manner and everyone was very friendly and helpful. (Feedback from a Square transaction from a passport and photo transaction).

Google Reviews

***** Librarians and the staff are thoughtful with their programs, kids story , science sessions are wonderful

***** I love studying here and they have a great book selection. One thing I wish they could do though is make a way for people to book the study rooms online. That would be very nice

***** Nice Experience