



Regular Board Meeting

April 15, 2026 ♦ 6:30 p.m.

AGENDA

6:30 – 6:40 Call to Order

Minutes

- Regular Meeting: March 18, 2026

Communications

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

6:40 – 7:30 Administrative Reports

- Amendments to Administrative Reports
- Manager's Report – Katie Cooley, Adult Services Manager
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

7:30 – 7:45 Board Reports

- Board President

7:45 – 8:10 New Business

- Motion to amend Personnel Manual Section 3.13 Dress and Appearance
- Motion to amend Public Policy and Procedures Manual Section 5.8 Tornado Safety
- Resolution 9-26 – 2027 Tax Budget
- Other

Executive Session: Compensation of an employee

Adjournment

Upcoming Events

April 28 – Volunteer Reception

April 30 – Anniversary Pastry @ 8:45-9:45 and 4-5

May 7 – Trustee Dinner

May 9 – Board Retreat

May 20: Next Board Meeting



The Board of Trustees Minutes

Regular Meeting:

Date: March 18, 2026

Attendees:

	<i>Trustees</i>		<i>Staff</i>
Tianyi Krupka	Robert Plantz	Andrew Mangels	Heather Owen
Jason Nolde	Peter Schindler	Beth Snezek	Connor Hazeldine
Will Perry	Elizabeth Sheehe	CJ Lynce	
		Heather Feenaughty	
		Karen Hunt	

The Board met in the Board Room of Westlake Porter Public Library. Will Perry called the meeting to order at 6:32 pm.

Bob Plantz moved to appoint Elizabeth Snezek as Fiscal Officer. Tianyi Krupka seconded the motion.

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

CJ Lynce swore Ms. Snezek in as Fiscal Officer.

Will Perry welcomed Ms. Snezek aboard.

Minutes

Peter Schindler moved to approve the minutes from the Regular Meeting of February 18, 2026. Tianyi Krupka seconded the motion. All present were in favor.

Communications

There were no new communications.

Public Comments

There were no public comments.

Staff Members

The Director introduced Heather Owen from Finance. Ms. Owen reported it has been amazing working with Shelly Waryk and Julie Hulver. Ms. Waryk has done a great job stepping in as Fiscal Officer and training.

Administrative Reports

Manager’s Report

Connor Hazeldine, IT Manager, talked about the AV upgrades in the meeting rooms and upcoming projects including replacement of the Meraki Access Point and an overhaul to the backup system to enhance security.

PR/Marketing Report

The PR/Marketing Report for February was delivered with the agenda. Heather Feenaughty, PR/Marketing Manager, reported there was a lot of PR this month. She attended a Connecting for Kids resource fair with Natalie Bota and a Dollars for Demons event where we donated a basket with the chance to be a Librarian for a Day.

Assistant Director's Report

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

CJ Lynce, Assistant Director, reported the Search OH and OH Link relaunch continues to go well. Most of the feedback has been good. A small but not insignificant number of patrons are not happy that they have to place the request for items themselves instead of us placing the request.

We have begun working on the tests for KOHA resource sharing and are working through the issues. The Director commented the State Library has taken over Search OH. However, we are moving away from this model to the KOHA model. He has let the State Library know our intentions.

Financial/HR Reports

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

The Director reported Molly Jones has begun as the co-chair of the EAC and did a phenomenal job leading the group.

The onboarding process with Heather Owen and Beth Snezek is going very well.

Shelly Waryk and CJ Lynce worked on the Permanent Budget together.

Beth Snezek commented she could not ask for a better tutor than Ms. Waryk.

Director's Report

Foundation

The Foundation is moving from the Cleveland Foundation to Community West, which does not charge fees. The Director stated they are more personal and will be a big step forward.

OLC Legislative Day

The Director attended the OLC Legislative Day today and visited with Nicki Antonio's Aide and Bride Sweeney. They both are supportive libraries.

The Director discussed pending legislation regarding tax reform and its impact on libraries.

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

Board Reports

Will Perry suggested setting a date for a Board retreat in April. The Board would appreciate a presentation from Jane Kirkland on collection development.

The OLC Trustee Dinner is May 7. Mr. Nolde finds the evening worthwhile for networking with other libraries for fresh perspectives.

New Business

Resolution 7-26 to Name Fiscal Officer and Authorize Signers on Financial Accounts

Peter Schindler moved to accept Resolution 7-26 to Name Fiscal Officer and Authorize Signers on Financial Accounts. Tianyi Krupka seconded the motion.

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

Resolution 8-26 to pass 2026 Permanent Budget

Bob Plantz moved to accept Resolution 8-26 to pass 2026 Permanent Budget. Elizabeth Sheehe seconded the motion.

The Director explained there were a few changes from the Temporary Budget to the Permanent Budget to reflect higher estimated tax collection. In addition, there is a position open which we will evaluate to determine if the position should be changed or filled to implement different scenarios on staffing and allows us to craft positions that better meet the needs of the Library. The original budget did not take into account the roof and parking lot transfers out.

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

Amend Personnel Policy 7.01 – Vacation

Peter Schindler moved to amend Personnel Policy 7.01 – Vacation. Elizabeth Sheehe seconded the motion.

The Director explained this amendment clarifies the payout vacation policy.

All present were in favor.

Amend Board Manual Section 2.3 Membership

Jason Nolde moved to amend Board Manual Section 2.3 Membership. Tianyi Krupka seconded the motion.

The Director explained this amendment is needed due to new State laws that set a Library Trustee’s term to four years.

All present were in favor.

Motion to approve the Myrna Chelko Award recipient

Bob Plantz moved to approve the Myrna Chelko Award recipient who will be named at the Volunteer Reception. Tianyi Krupka seconded the motion.

All present were in favor.

Adjourn

The meeting adjourned at 8:46 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate	
Attested by:	
_____	_____
Will Perry, WPPL Board President	Tianyi Krupka, WPPL Board Secretary

I have been using your library for 50 years and have never heard of "Arab Heritage Month" or any Arab contributions to our culture. I have heard from that sector of the world "death to America", hatred of America, and the bombing of America. This is our America's 250th birthday and WE have a LOT of heritage to celebrate and not enough months in the year to cover it. So why don't you highlight all the blessings we have living here in this beautiful land of America? It has given you the privileges you have and the freedoms you use.

Dear Mrs.,

I am terribly sorry for taking so long to respond as I was out of the office all last week. Thank you for your comments regarding our last Book Blast email. Arab American Heritage Month was established by the federal government in 2019. Since Westlake has a sizable Arab American population, we felt it was appropriate to highlight some of the materials in our collection as we do for so many other cultures, holidays, and themes. This year we will be highlighting many programs and materials celebrating this great nation and our 250th anniversary such as:

Past –

March 24 – King George III: A Complex Legacy

March 31 – The SAR and Revolutionary War Patriots Keeping Alive the Memory of the Revolution

Upcoming –

June 1 and June 16 – Our Founding Documents

July 8th – A reading of the Declaration of Independence

July 15 – Discovering Your Colonial Ancestors

With more to be scheduled for the Fall and Winter!

I hope you find this helpful, but I am at your service if you would like to discuss further.

Sincerely,

Andrew Mangels, Director

I. INFORMATION AND MATERIALS TRANSACTIONS

MONTHLY CIRCULATION, 2022 - PRESENT						
	2022	2023	2024	2025	2026	%INC/DEC
January	70,245	70,931	74,087	73,236	73,418	0%
February	65,239	66,714	68,953	68,902	68,212	-1%
March	69,915	74,701	75,624	77,849	75,534	-3%
April	71,134	69,906	71,644	73,309		
May	66,320	68,705	72,046	75,329		
June	71,367	73,439	75,823	76,774		
July	74,532	74,923	79,097	80,420		
August	75,223	73,283	78,244	74,290		
September	66,792	68,526	71,102	72,561		
October	68,636	71,704	71,962	73,457		
November	67,403	67,046	70,715	70,967		
December	66,910	66,068	70,534	71,191		
ANN'L TTL	833,716	845,946	879,831	888,285	217,164	-1%
AVE CIRC	69,476	70,496	73,319	74,024	72,388	-2%

Circulation Total

TOTAL CIRCULATION							
		ADULT	YA	JUV	TOTAL	LAST YR	%INC/DEC
BOOKS	FICTION	8,904	1,583	14,610	25,097	25,614	-2%
	NONFIC	7,242	207	5,458	12,907	14,113	-9%
	LG PRINT	2,018	--	--	2,018	2,041	-1%
	WORLD LANGUAGES	47	--	94	141	90	57%
	SUBTTL	18,211	1,790	20,162	40,163	41,858	-4%
	BLURAY	1,733	--	268	2,001	2,183	-8%
	BLURAY 4K	201	--	2	203	176	15%
	BOOK CD	497	1	69	567	649	-13%
	DVD	5,497	--	1,051	6,548	7,291	-10%
	DVD/CD-ROM	--	--	--	--	--	---
LAUNCHPAD	--	--	62	62	78	-21%	
LAUNCHPAD View	--	--	6	6	9	-33%	
MUSIC CD	1,922	--	160	2,082	2,243	-7%	
PLAYVIEW	--	--	--	--	--	---	
PLAYAWAY	170	7	192	369	425	-13%	
ROKU	--	--	--	--	3	-100%	
VIDEO GAMES	752	--	1,735	2,487	2,368	5%	
OTHER	51	--	443	494	482	2%	
SUBTTL	10,823	8	3,988	14,819	15,907	-7%	
ELECTRONIC	Comics Plus	115	--	--	115	22	423%
	Flipster	154	--	--	154	420	-63%
	Great Courses	3	--	--	3	1	200%
	HOOPLA/Comics	129	--	--	129	221	-42%
	HOOPLA/eAudio	1,987	--	--	1,987	1,858	7%
	HOOPLA/BingePass	69	--	--	69	69	0%
	HOOPLA/eBooks	829	--	--	829	907	-9%
	HOOPLA/Flex	32	--	--	32	60	-47%
	HOOPLA/Music	184	--	--	184	214	-14%
	HOOPLA/MOVIE/TV	485	--	--	485	625	-22%
	IndieFlix	2	--	--	2	--	---
	KANOPY	459	--	--	459	558	-18%
	OVD/DAB	4,884	302	370	5,556	4,413	26%
	OVD/EBOOK	5,109	408	812	6,329	5,980	6%
	OVD/Magazines	1,959	--	--	1,959	1,554	26%
Press Reader	--	--	--	--	345	--	
QELLO	7	--	--	7	1	600%	
	--	--	--	--	--	---	
	--	--	--	--	--	---	
SUBTTL	16,407	710	1,182	18,299	17,248	6%	
NON-TRADITIONAL	INSTRUMENT	8	--	10	18	17	6%
	GAMES	37	--	119	156	147	6%
	EQUIPMENT	81	--	5	86	88	-2%
	126	0	134	260	252	0%	
OTHER	PER	1,083	11	146	1,240	1,217	2%
	LAPTOPS	104	--	--	104	121	-14%
	WiFi Hotspots	65	--	--	65	70	-7%
	EQUIPMT	--	--	--	--	--	---
	OTHER	--	1	5	6	24	-75%
SUBTTL	1,252	12	151	1,415	1,432	-1%	
ILL	SRCH/HIO	513	--	--	513	1,089	-53%
	ILL	65	--	--	65	49	33%
	CPL LANG	--	--	--	--	--	---
SUBTTL	578	0	0	578	1,138	-49%	
UNACCOUNTED	--	--	--	0	14	0%	
TOTAL		47,397	2,520	25,617	75,534	77,849	-3%
SELF CHECK						20,387	-4%
SELF CHECK Percentage of Total Circ						26%	0%
SELF CHECK Percentage of Bldg Circ						68%	0%

CIRCULATION DETAIL				
	DATE	CIRC	HRS OPEN	CIRC/HR
HIGHEST	March 14	2,656	9	295
LOWEST	March 8	1,155	4	289
BUSIEST	March 22	1,431	4	358
SELF-CHECK CIRCULATION TOTAL =				0
TOTAL CHECK-INS THIS MONTH =				0

Highest: Saturday, March 14
Lowest: Sunday, March 8
Busiest: Sunday, March 22

SEARCH OH/OH LINK	
Borrowing (From)	307
Lending (To)	427

Services	
Passports	113
Photos	152

ITEMS ADDED TO & WEEDED FROM COLLECTION THIS MONTH			
	PREV NET	NEW NET	% TOTAL
ADULT	128,983	129,596	67.30%
YOUNG ADULT	7,841	7,321	3.80%
JUVENILE	55,703	55,646	28.90%
TOTAL ITEMS	192,527	192,563	

CURRENT COLLECTION SIZE BY FORMAT		
	ITEMS	% TOTAL
BOOKS	120,242	62.44%
AV	50,446	26.20%
ELECTRONIC	21,454	11.14%
OTHER	422	0.22%
TOTAL	192,564	

REGISTRATIONS						
DEPTL	ADULT	YA	JUV	TOTAL	% OF TTL	
WESTLAKE	12,071	472	1,699	14,242	48%	
CUY. CO.	9,112	120	334	9,566	32%	
OUT OF CO.	5,570	92	183	5,845	20%	
TOTAL	26,813	684	2,216	29,713		
% OF TTL	90%	2%	7%			
REGISTRATIONS ADDED THIS MONTH = 339						
REGISTRATIONS THIS YR VS. LAST YR.						
Prev Year	25,742	681	2,137	28,560		
% INC/DEC	4%	0%	4%	4%		

ELECTRONIC USAGE: SUMMARY TABLE		
	USERS	HOURS
ON-SITE	11,757	0.0
REMOTE	35,213	33,988.0
TOTAL	46,970	33,988.0

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	25,833	22,616	14%
ARTWALK DOOR	351	260	
DRIVE-UP	1,404	1,641	-14%
TOTAL	27,588	24,517	13%

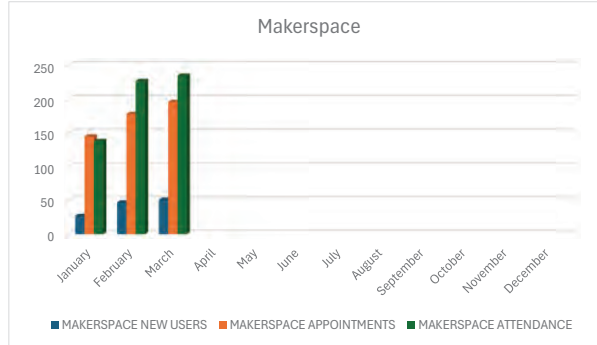
PUBLIC MEETING ROOM USE				
TIME PERIOD	MORNING	AFTERNOON	EVENING	TOTAL
AVAILABLE	190	225	144	559
MEETINGS	82	60	77	219
% IN USE	43%	27%	53%	39%
TOTAL MEETING ROOM ATTENDANCE				3,670

Monthly Visits 2022 to Present						
	2022	2023	2024	2025	2026	%INC/DEC
January	17,886	22,903	21,380	21,777	22,754	4%
February	16,773	20,945	22,629	21,357	23,738	11%
March	20,687	24,327	25,495	24,517	27,588	13%
April	19,530	20,694	25,135	23,592		
May	19,694	22,738	24,045	25,921		
June	22,054	23,355	24,144	25,497		
July	22,002	23,066	25,588	26,432		
August	21,829	22,460	29,114	23,726		
September	20,062	21,056	22,772	24,642		
October	21,776	24,877	25,207	27,965		
November	20,025	21,634	22,591	24,141		
December	18,952	19,345	20,408	22,046		
ANNL TTL	241,270	267,400	288,508	291,613	74,080	10%
AVE Visits/MO	20,106	22,283	24,042	24,301	24,693	2%

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

PUBLIC PROGRAMS			
	NUMBER	ATTEND	AVE ATT.
ON-SITE	125	2,509	20
OFF-SITE	59	1,202	20

MAKERSPACE			
	NEW USERS	APPOINTMENTS	ATTENDANCE
January	27	145	138
February	47	178	227
March	51	196	235
April			
May			
June			
July			
August			
September			
October			
November			
December			
ANNL TTL	125	519	600
AVE Visits/MO	42	173	200



III. SUPPORT AND ADMINISTRATIVE STATISTICS

PERSONNEL CHANGES THIS MONTH					
HIRED					
NAME	POSITION	HOURS	DATE		
0 Employee(s)		0.00 FTE			
RESIGNED					
NAME	POSITION	HOURS	DATE		
Susan Dorney	Circ Sr. Asst. II	20	Mar 18		
1 Employee(s)		0.50 FTE			
TRANSFERRED					
NAME	FROM POSITION	HOURS	TO POSITION	HOURS	DATE
0 Employee(s)					

PAYROLL SUMMARY	
PAYROLLS THIS MONTH:	2
TOTAL PAID HOURS	9,571.98
FTE (INCL. SUB HRS)	59.82

March 2026

	LAST YEAR	CURRENT YR	% CHANGE
March	77,849	75,534	-3%
E-Resources	17,248	18,299	6%
Circ to Date	219,987	217,164	-1%

% OF CIRC						
BluRay	BOOKS	CDs	DVD	MAGAZINES	VIDEO GAMES	
3%	53%	3%	9%	2%	3%	

Monthly Cardholders

LAST YEAR	CURRENT YR
28,262	29,713

Monthly Visits

LAST YEAR	CURRENT YR
24,517	27,588

MAKERSPACE

NEW USERS	LAST YEAR		CURRENT YR		
	APPOINTMENTS	ATTENDANCE	NEW USERS	APPOINTMENTS	ATTENDANCE
25	253	226	51	196	235

Monthly Programming

	LAST YEAR		CURRENT YR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	73	1,041	67	1,002
YA	16	189	17	211
CHILDREN	96	2,257	100	2,498

Monthly Outreach

LAST YEAR		CURRENT YR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
70	1,202	40	69

Monthly Meeting Room Usage

	CURRENT YEAR			
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	82	60	77	219
ATTENDANCE	1309	1100	1261	3,670
	LAST YEAR			
	MEETINGS	ATTENDANCE	MEETINGS	ATTENDANCE
	182	217	136	535
	73	52	56	181

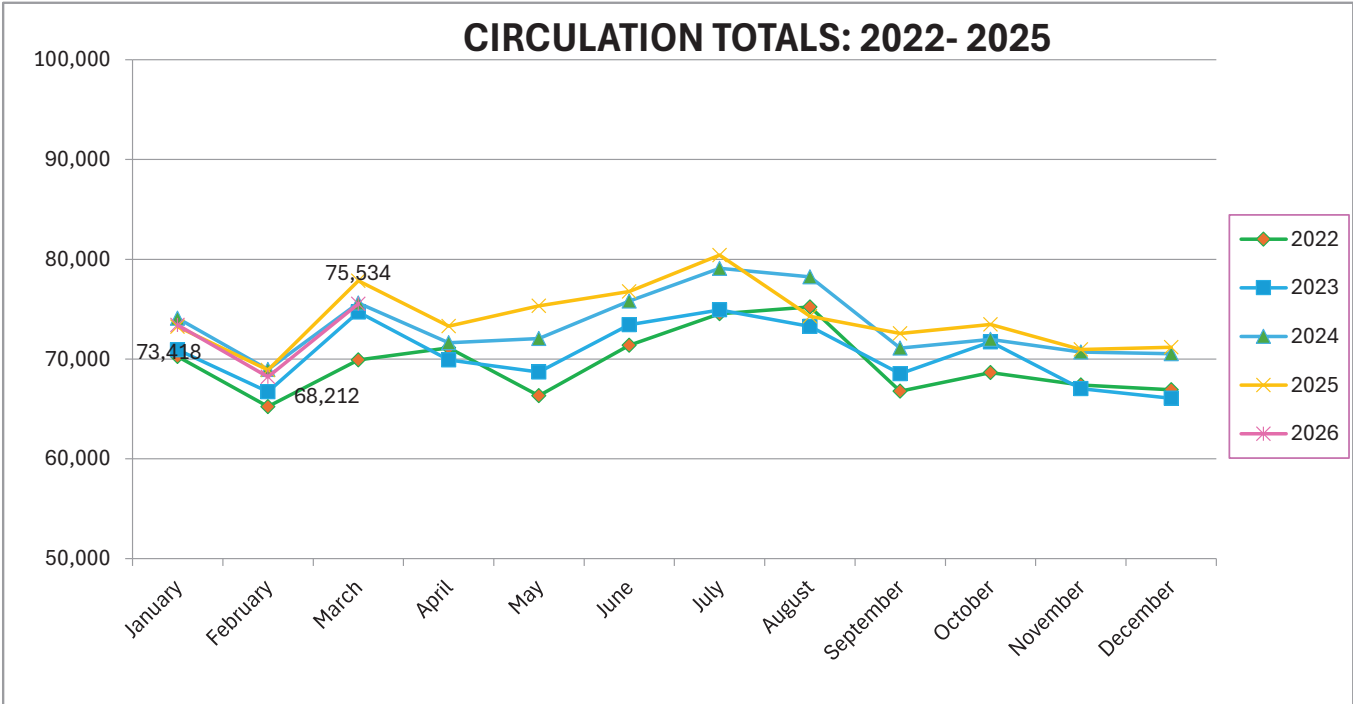
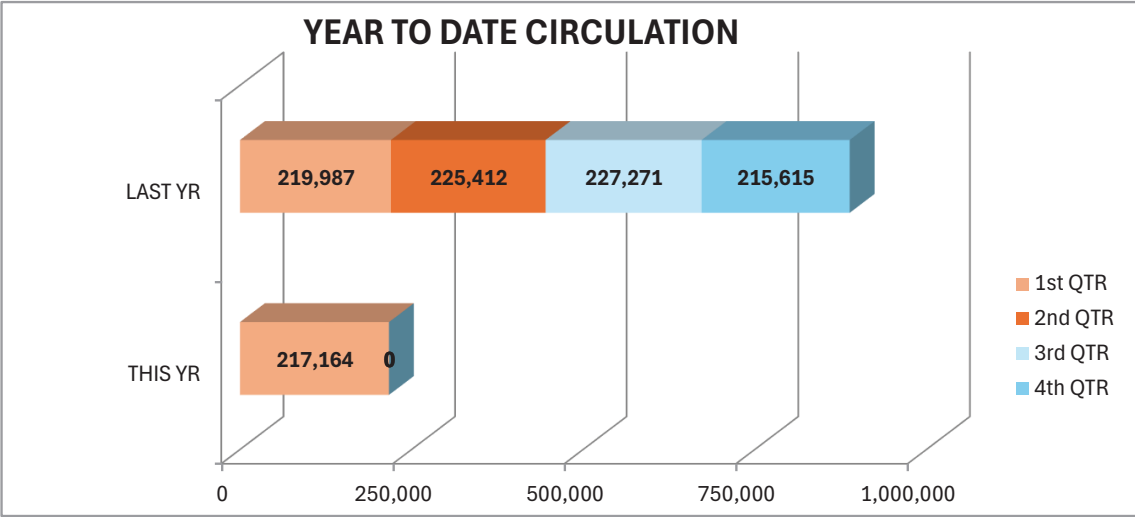
MONTHLY OHIO LINK/SEARCH OH

	LAST YEAR		CURRENT YR	
	FILLED	CHECKED OUT	FILLED	CHECKED OUT
BORROWING (From):	780	695	307	442

	LAST YEAR	CURRENT YEAR
LENDING (To):	515	427

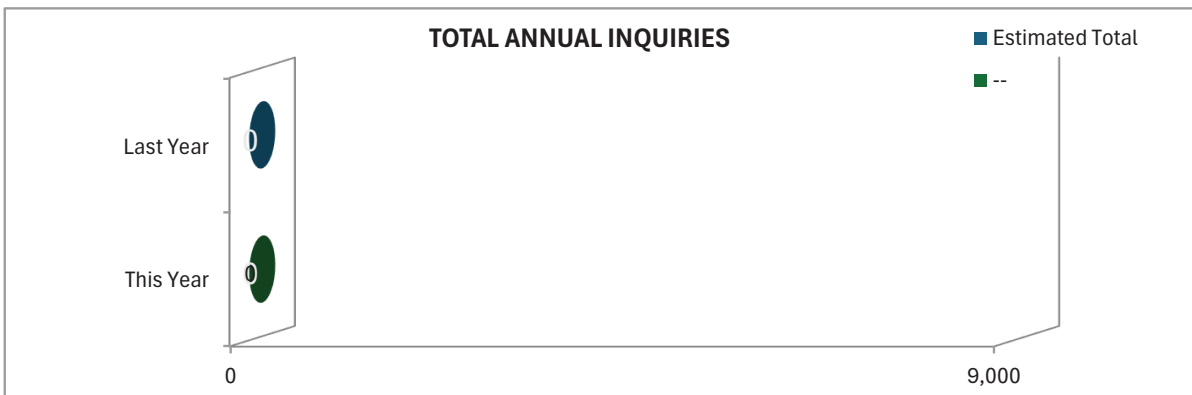
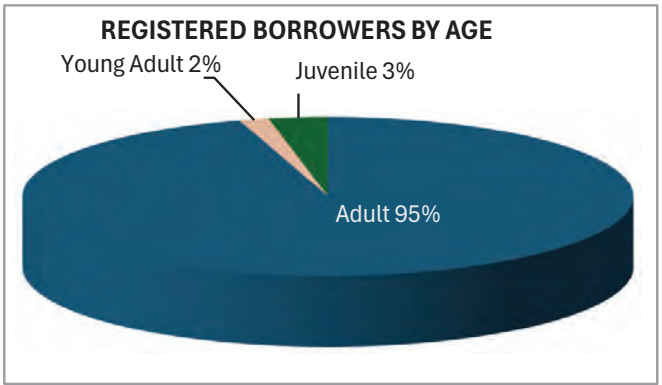
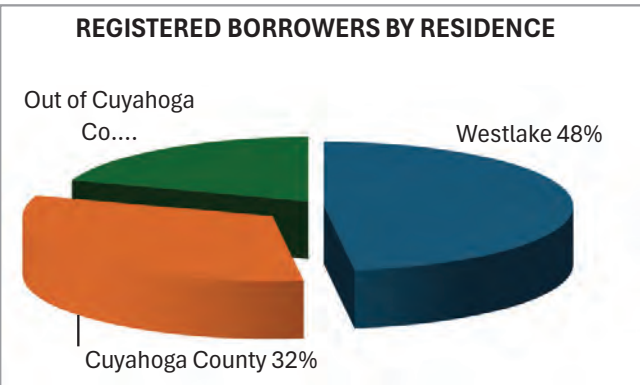
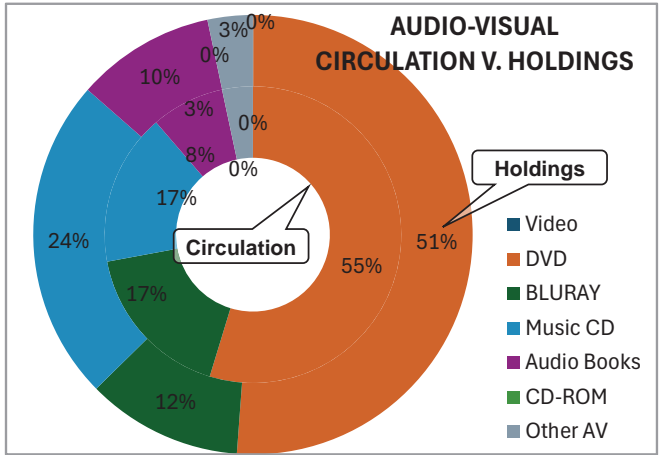
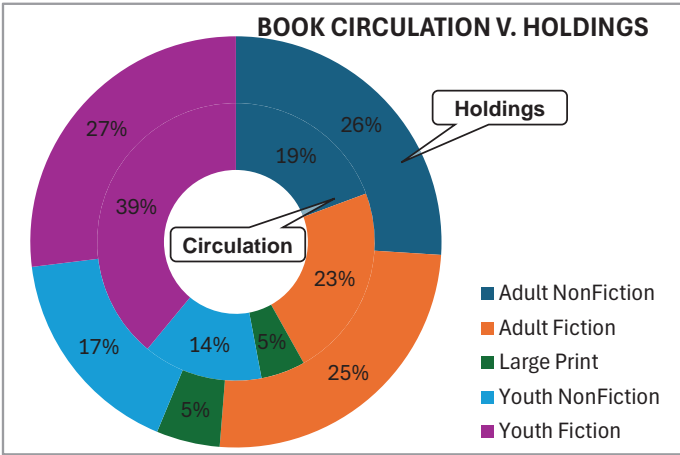
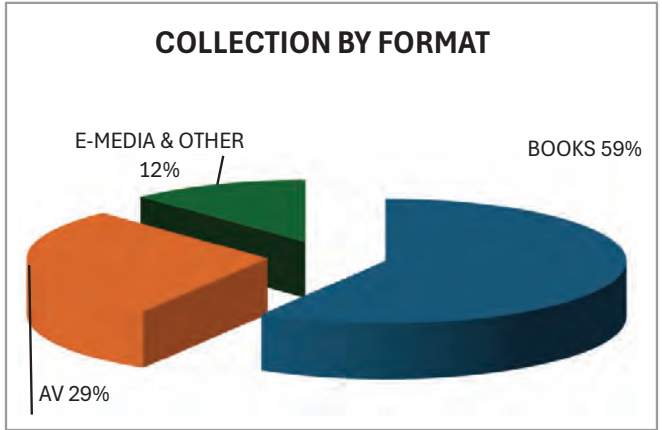
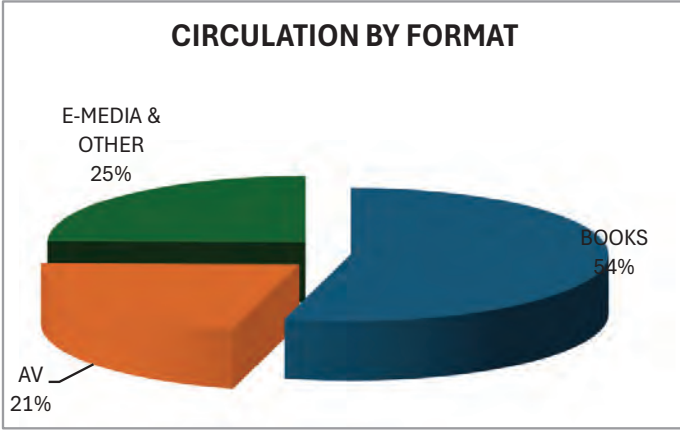
**WESTLAKE PORTER PUBLIC LIBRARY
FIRST QUARTER 2026**

I. INFORMATION & MATERIALS TRANSACTIONS

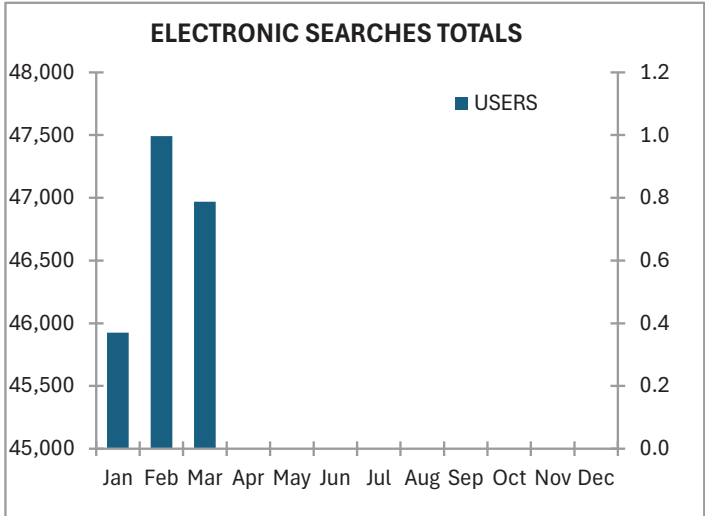
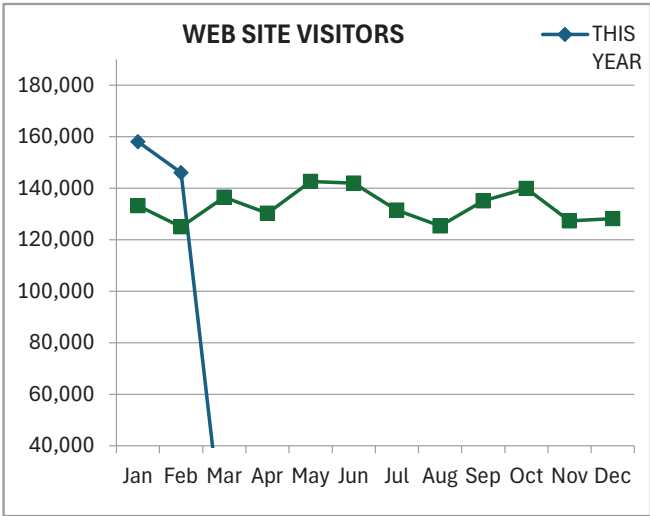


Services	
Passports	349
Photos	474

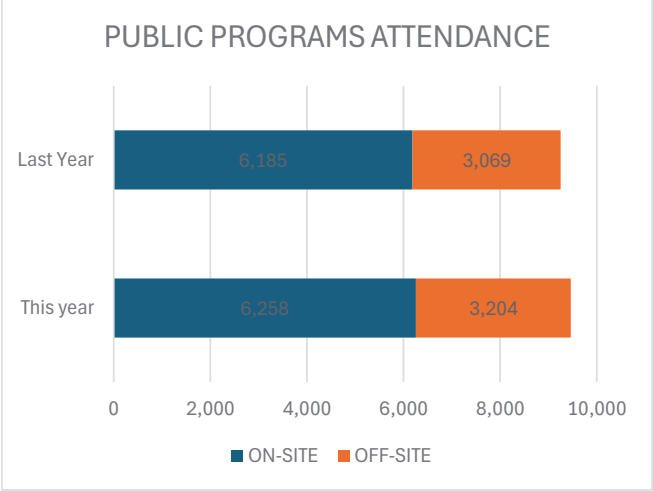
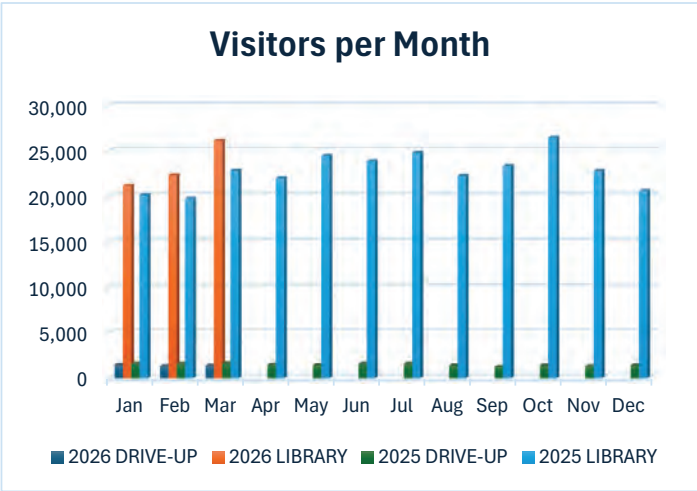
**WESTLAKE PORTER PUBLIC LIBRARY
FIRST QUARTER 2026**



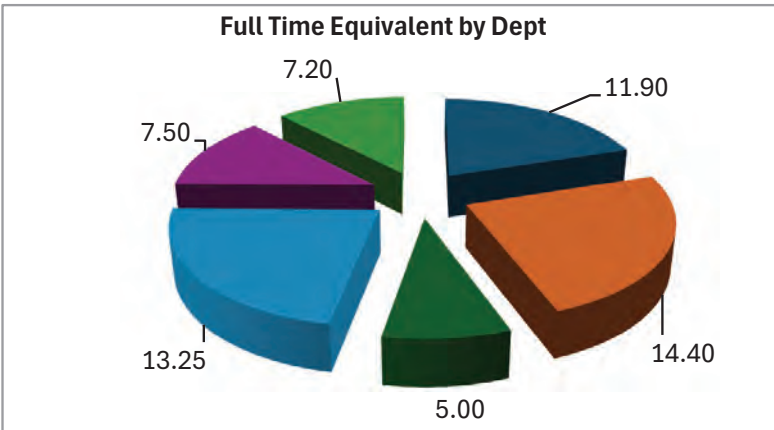
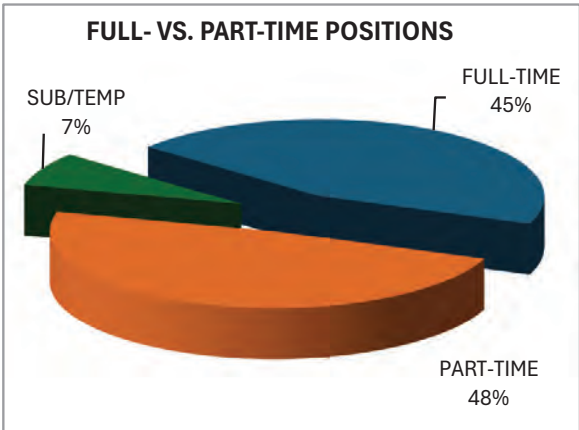
**WESTLAKE PORTER PUBLIC LIBRARY
FIRST QUARTER 2026**



II. PROGRAMS & SERVICES



III. SUPPORT & ADMINISTRATIVE STATISTICS



First Quarter 2026

Year to Date Circulation

	LAST YEAR	CURRENT YR	% CHANGE
First Quarter	219,987	217,164	-1%
E-Resources	49,615	53,127	7%

	BOOKS	BluRay	DVD	CDs	MAGAZINES	VIDEO GAMES
% OF CIRC	53%	3%	9%	3%	2%	3%

CARDHOLDERS Monthly Visits

LAST YEAR	CURRENT YR	LAST YEAR	CURRENT YR
28,560	29,713	67,651	74,080

MAKERSPACE

LAST YEAR			CURRENT YEAR		
NEW USERS	APPOINTMENTS	ATTENDANCE	NEW USERS	APPOINTMENTS	ATTENDANCE
80	564	623	125	519	600

Programming

	LAST YEAR		CURRENT YEAR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	196	2,769	181	2,859
YA	36	431	45	592
CHILDREN	254	6,054	267	6,011
	486	9,254	493	9,462

Outreach

LAST YEAR		CURRENT YEAR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
204	3,173	200	3,205

Meeting Room Usage

	CURRENT YEAR			
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	222	174	209	605
ATTENDANCE	3,294	2,952	3,168	9,414

LAST YEAR				
MEETINGS	180	124	158	462
ATTENDANCE	3,408	2,351	2,512	8,271

Year to Date OHIO LINK/SEARCH OH

LAST YEAR		CURRENT YEAR	
BORROWING (From):	2,324	BORROWING (From):	386
LENDING (To):	1,421	LENDING (To):	847

Mission Moment

In honor of one of the greatest days of the year, we participated in April Fools on April 1. Humor-based campaigns are more likely to generate engagement when used effectively. This year we made a post that if you throw *only* water at our building, a story will appear. It generated more engagement than typical posts and showed some people still remember the chicken tender prank from two years ago.

Projects

WPPL in the News

- [News stories attached]
- Spoke with a writer from *Discover Westlake Magazine* about summer programming and happenings at WPPL. Coordinated an interview with Jennifer C. and the writer to add more to the story.
- Spoke to a reporter from *Westlife* about recent press releases.
- Elaine wrote a press release about the appointment of our new Fiscal Officer.
- Elaine wrote a press release about National Library Week.

PR inside and outside the library

- Facilitated the installation of a new donor quotation on the wall to the left of the Ask Us Desk.
- Ordered new donor plaques to replace missing plaques for donations since the renovation and additional plaques for new donations.
- Promoted open positions for Building Services, Adult Services, and Circulation Departments.
- Designed a new sticker for 1000 Books Before Kindergarten featuring Lily the Tiger for those that reach 200 books. This is the second sticker for the rebranding. Each sticker is

Community, Ads and Sponsorships

- Attended Westlake's State of the City Address on March 25.

Web

- Our website is moving to a new tool within Communico called Create. We created a roadmap of the migration process from February through its live date in October. Part of the process is conducting a full website audit with staff and evaluating what content to keep, combine with other content, or eliminate. This project will allow us to reduce redundant content, update outdated pages, and meet accessibility standards by the mandated deadline of 2027.
- Updated the website with information about the [relaunch of OhioLINK](#).
- Updated the [National Library Week page](#) and featurette.
- Created multiple featurettes for the Cleveland International Film Festival (CIFF50) as tickets became available and films were announced.
- Added the [Friends' Ice Cream Social](#) to the events (Attend) side of Communico and updated a featurette for the Friends and home pages

Print:

- Notes for June/July is in early progress and will mail mid-May. This issue will be larger (16 pages vs 12 pages) and hold our reading log, STEAM week, art festival info, and summer activities.

Email

- Sent a World at War Forum email to the WaWF specialized list on March 30. It went to 135 recipients and had 62 opens (45.93%).
- The Annual Report email went to 30,437 recipients on March 24. It had 10,711 opens (35.19%)

Digital Marketing Stats:**Email Blasts**

- 4 emails in March– Avg 35.94% open rate (increased 0.25% from February)

New Book Emails

- 5 emails in March– Avg 42.21% open rate (decreased 0.93% from February)

Social stats for the month of February

- **Facebook:** 5,383 page likes
- **Instagram:** 1,625 followers

Website

Top 5 pages

1. Home Page: 22,226
2. Events: 9,378
3. Hoopla Bonus Borrows: 1,666
4. Download and Stream: 1,026
5. Job Openings: 719

Library remains 'Community Hub,' director says in 'State of the Library'

By SAMANTHA ANN ILLIUS

Nearly 300,000 people visit the Westlake Porter Public Library each year. This level of activity highlights the library's role as a community gathering place. During the library's annual State of the Library update, Director Andrew Mangels outlined trends in library usage, programming and funding while discussing how Porter Public is adapting to changing technology and community needs.

The presentation highlighted strong attendance, a growing range of programs and meetings and ongoing efforts to balance traditional library services with new technology, such as artificial intelligence and the need to loan digital - rather than physical - copies of books.

Mangels said the building serves as more than a place to borrow books. It also functions as a meeting place for local organizations, educational programs and community events.

"I think it all spills back to the book 'Palaces for the People,' in which libraries are one of the few community places where people can go," Mangels said. "I never want to call the library free, but you can walk in and not have to lay money down. It's a place where you can meet other people, see a program and check out materials. I just think it's one of the few places where the community can continue to gather."

The library hosts about 1,800 programs each year, along with roughly 2,000 public meetings. Those gatherings range widely, from book clubs and history lectures to community group meetings and citizenship classes.

Mangels said some of the most popular programs focus on history, including a recent program featuring a historical portrayal of chef Julia Child's early work in intelligence during World War II. The program drew nearly 140 attendees.

"One of our biggest, most successful programs has been the World of War Forum program, which is a history program, and we

routinely get 70 to 80 people," Mangels said.

Meeting spaces are also heavily used by local organizations such as homeowners associations, scout troops and Toastmasters groups. English as a Second Language classes and citizenship preparation courses are also held at the library.

The library is responding to emerging technologies by introducing regular artificial intelligence programs designed to help residents understand how the technology works and how it is shaping modern life.

"The AI programs are sort of all over the map," Mangels said. "The programs are designed to fundamentally explain what AI is. Just period, like 'this is what it actually is and how it works.'"

Mangels said demand for digital materials such as e-books and audiobooks continues to grow, though managing those collections presents new financial challenges due to publisher licensing restrictions.

"It's very counter-intuitive," Mangels said. "But it's because of the publishers that e-materials are more expensive than print materials."

The library also continues to tailor programming and partnerships to the community's demographics. More than a quarter of Westlake residents are age 65 or older, which influences programming topics and partnerships with local organizations focused on aging and brain health.

At the same time, the library continues to monitor broader financial issues that could affect operations in the future, particularly potential changes to property tax funding that supports libraries and other public services.

Despite those uncertainties, Mangels said the library's mission remains focused on education, access and community connection.

"We are here to educate the public and give people things to think about," he said.

Contact this reporter at sillius@westlifenews.com or 440-871-5797.

Beck Center celebrates 50 years of dance with ballet

By BRYAN GEORGE

The Beck Center for the Arts is marking a milestone year with a lively spring ballet that brings a familiar fairy tale to the stage.

The Lakewood arts institution will celebrate 50 years of dance programming with an original production of "Little Red Riding Hood," performed by dancers from Beck Center's Dance Workshop. The playful ballet features a cast of more than 95 performers of all ages and experience levels, reflecting the breadth of the center's dance program.

The story follows the well-known tale of Little Red Riding Hood as she travels through the forest to visit her grandmother. Along the way, she is joined by storybook friends Cinderella and Goldilocks, who accompany her on a whimsical adventure. The forest setting comes alive with a host of colorful characters, including wildflowers, cuckoo birds, wood sprites, tree spirits, the Three Bears and a group of huntresses.

In this lighthearted retelling, the Wolf overhears a conversation about Granny's special cake and mistakenly believes it possesses magical powers. Determined to claim the cake, the Wolf steals it and sets off a humorous chase through the forest as the other characters race to retrieve it. When the cake is finally returned to the village square, the misunderstanding is forgiven and the story ends in celebration, with music, dancing and cake shared by all,

including the Wolf.

Melissa Yarur, Beck Center's associate director of dance and choreographer of the production, said the ballet was designed to capture the spirit of spring while offering a fun introduction to dance for audiences of all ages.

"Beck Center's Dance Department is delighted to premiere 'Little Red Riding Hood,' an original, light-hearted ballet featuring music by Prokofiev, Delibes, Strauss and more," Yarur said in a press release. "The story opens in a bustling village preparing for its annual spring celebration. We are thrilled to share this new ballet with our community."

The ballet's four principal roles are double-cast, giving dancers opportunities to perform multiple parts while highlighting the depth of the program.

Performances will take place in the Senney Theater at Beck Center. A sensory-friendly performance is scheduled for Friday, April 10, at 10 a.m. Public performances will be held Saturday, April 11, at 2 p.m. for a family-friendly matinee with limited seating, and again at 7 p.m. A final performance is scheduled for Sunday, April 12, at 2 p.m.

Each performance runs about one hour without intermission. Tickets are \$15 for adults and \$13 for students and children age 18 and younger.

Contact this reporter at blglove@westlifenews.com or 440-871-5797.

Correction

There was an error in the article titled "City, union reject contract report," published in our Feb. 18 edition. This article focused on the ongoing contract negotiations between the city and the firefighter's union. The article said, "Firefighters, who are allowed to strike under Ohio law once a contract has expired, may also file a 10-day notice of intent to strike if no agreement is reached." This has since been confirmed by the Westlake Fire Fighters Local 1814 to be incorrect. Firefighters and other essential public safety personnel are prohibited from striking. West Life apologizes for this error.

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Westlake Porter Public Library Spreading Love Through A Dear Elder Mailbox

Westlake Porter Public Library (WPPL) is bringing more love and connection to local seniors with the launch of a Dear Elder Mailbox.

The Dear Elder Mailbox initiative, organized by the nonprofit Love For Our Elders, encourages community members to stop by, write a note and drop it in the mailbox. The handwritten letters will then be delivered to local senior communities, ensuring older adults receive messages of kindness and encouragement.

"We wanted to do something to make a difference in the lives of seniors in our community," said Library Director Andrew Mangels. "This mailbox is a simple way for anyone to share joy and brighten someone's day."

Located at the library, the mailbox is open for participation. Letters should be handwritten, uplifting and free from religious or political content. Love For Our Elders provides letter-writing guidelines to help ensure that every message is meaningful and appropriate.

Older adults are among the most vulnerable to loneliness and isolation, and handwritten letters can be a powerful way to remind them that they are valued and remembered. Through the Dear Elder Mailbox, the Westlake community can work together to spread kindness one letter at a time.

Love For Our Elders is a nonprofit dedicated to fighting loneliness with love, one letter at a time. Since its founding in 2013, the organization has delivered more than 1 million handwritten letters to older adults experiencing isolation.

To learn more about the Dear Elder Mailbox, visit lovefouroureliders.org.



SWEET 16

Congratulations to the Avon High boys basketball team on an outstanding season. The Eagles advanced to the state Sweet 16 with a district basketball championship and ended the year at regional-runner up.



E-SPORTS CHAMPS

Congratulations to Avon High's E-sports Rocket League team as the State Runners-Up! Esports, or electronic sports, is organized competitive video gaming, typically involving professional players and teams competing in popular, often multiplayer, games.



The Herb Guild Garden Club April Meeting

by Ramune Balog Dornier

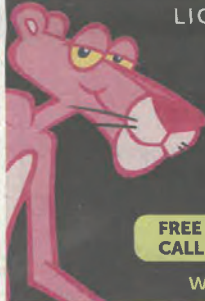
The April meeting of The Herb Guild will be on April 8, 2026, at 10 a.m. After the business meeting, there will be a presentation by Glendee Burns-Herb Guild member and Master Gardener. For the presentation "Fun & Frolic in the Garden" she will share her knowledge of how to enjoy using herbs through a demonstration using plant materials from her own garden.

The Herb Guild is a local organization and usually meets on the second Wednesday of the month at Porter Public Library in Westlake, Ohio (27333 Center Ridge Road) in the Porter Room. New members and guests are always welcome. For further information on the upcoming meeting, call 216-403-4402 or visit our website theherbguild.org. You can also find us on Facebook under The Herb Guild.

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CORRECTION



The page A2 photo caption in the April 1 issue of the mayors at the 4 Mayors Forum misidentified the mayors. The correct identifications are, left-to-right: Sheffield Lake Mayor Rocky Radeff, Avon Lake Mayor Mark Spaetzle, Sheffield Village Mayor Bob Markovich and Avon Mayor Bryan Jensen.

FAIRVIEW PARK

Service center plan still controversial

By BRIAN LOVE

Discussion about a proposed city vehicle service center continued at Monday's City Council meeting following weeks of uproar and questions.

While Council passed four ordinances on public safety services and sewer contracts, much of the public session was spent discussing the proposed service center at 22100 Mastick Road. The site, which has been empty for a few years after housing as a funeral home, has been discussed by city officials as the potential site to store the service department's vehicles, along with providing employees with an up-to-date facility between shifts and for breaks.

At a meeting three weeks ago, Mayor Bill Schneider said there were three possibilities: Continue to pursue the Mastick Road location; move the senior center and use that building as the service center; or find a location outside the city that could serve that purpose.

Those with houses near the Mastick property spoke out against the city purchasing the location. Two speakers brought up concerns about health risks from storing the trucks.

"My husband now is going through radiation for cancer," said resident Kathy Kohout. "Us having to have chemicals, diesel or salt or trucks or whatever in the backyard would be awful. We're begging you to reconsider putting the

things some place else that is not going to be harmful to our health and also not harmful to our property values.

"Being older, I've lived there 26 years. We've taken care of our house to raise our property value, to be able to have something when we have to move out of our house."

John Lorek suggested the city look at a property in Cleveland.

"I found a building, the old Ganley garage, right across the bridge in Kamm's Corner," he said. "It's got plenty of room for equipment and storage. It's a huge building."

Council at Large Member Kim Mann asked if there were any environmental studies done on the Mastick property.

"I would like to have it verified whether or not the area is considered a wetlands," Mann said. "I understand there are permits required if you intend to build on wetlands. It would be important to know that."

City officials are still looking for other locations, so no decision is imminent.

Three of the aforementioned ordinances dealt with contracts with the fire department and police, while another had to do with sewer services contracts. All passed with a 6-0 vote.

Contact this reporter at blove@westlifedaily.com or 440-871-5797.

WESTLAKE

Board appoints fiscal officer

The Westlake Porter Public Library Board of Trustees appointed Westlake resident Elizabeth Snezek as the library's new fiscal officer at their regular board meeting last month.

Snezek comes to WPPL from Columbia Local Schools, where she served as the assistant treasurer. She has held finance roles at Sheffield-Sheffield Lake City School District and in private business and banking. She earned a bachelor's degree in business administration from Bowling Green State University.

Having grown up in Westlake and

graduated from Westlake High School, Snezek sees the move to WPPL as bringing her back to her roots.

"My first job was as a student page at the library, and it was a great experience. Coming back as the Fiscal Officer is a dream come true," Snezek said.

"We are delighted to have Beth join our team," said Board of Trustees President Will Perry. "We know that under her guidance our record of fiscal responsibility will continue."

Snezek replaces Celeste Fortunato, who retired in fall 2025

— Samantha Ann Illius

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Adult Services

Mission Moments:

A patron has been frequently visiting to work on creating picture books, frequently asking for staff assistance with software programs like Canva. Several of her books have just been published using Amazon's KDP program and are officially available for readers to enjoy.

At the end of Sarah's program about American Sign Language/famous deaf individuals, a resident of the nursing home thanked her for the program and said "thank you for opening our eyes. I had no idea," referring to the information about famous deaf individuals and what they have accomplished.

Programming:

Adult Services hosted 20 regular programs with 396 attendees, and 17 Outreach programs with 254 attendees.

We had 2 Bloodmobile sessions with 162 donors.

This month's 3 Library Speaker Consortium programs had a total of 121 views. The final virtual author talk from February, with Smithsonian's Tom Crouch, occurred rather late in the month, and now has a total of 50 views.

Program title + attendance	Hosted by	Program Survey Comments
Horror Film Club, 11 th Anniversary! 14	Erin Manning	
Citizenship Classes: 3/23 - 3; 3/25 - 3; 3/30 - 3 = 9	Facilitated by the H.O.P.E. Center	
American Red Cross Bloodmobile: 3/5 - 72; 3/23 - 90	Red Cross – coordinated by Andrea Tarolli	
Introduction to Proposal Writing - 8	Katie Salis with David Holmes of Candid	"AMAZING PROGRAM. THANK YOU!"
Social Security Planning - 18	Katie Salis with Dave Herwerden of WestPoint Wealth Management	"I very much enjoyed this program." "Big turnout – Thanks for having this. Obviously, a lot of us needed this." "It was very informative to help me make decisions on collecting social security." "Well done – very fast but complete. Old eyes may appreciate larger slides in printout."
Let's Talk! Spanish Language Social Hour - 11	Clare Neubert	"Continuar les clases." (Translates roughly to Continue the classes"

Earth "kind" Meetup Group - 11	Katie Salis and Andrea Tarolli	
Learn the Tarot - 9	Alyssa Alcorn with Anthony Makar	"This was such an awesome series! I really enjoyed it." "I think this could expand to Level 2 where the students do more practiced hands-on lessons to learn the meanings of the cards."
Yoga Nidra with Sound Bath - 18	Trina Thomas – Facilitated by Elyse Kaderli with Maria Perme of MPP Wellness	"Very Good Experience. Would love to do again." "Phenomenal!" "DO AGAIN! Very wonderful feeling." "Program was awesome – please do again on a regular basis!!"
The SAR & Revolutionary War Patriots - 21	Chad Statler with J. Atlee Horner	
King George III: A Complex Legacy - 35	Chad Statler with Julie Koenig of Royally Amused	"Julie was very informative and interesting to listen to." "More Julie Koenig!"
World at War Forum & Women in History: Julia Child - 130	Chad Statler with Ruth Pangrance	"This program exceeded my expectations. Excellent performance and program. Informative and entertaining!" "Fabulous! Many thanks! Bon Appetit!"
Adult Creative Writing Group: Celebrate Irish Poetry - 6	Victoria Vogel	
Hoopla Basics at Westlake Community Center – 9	Erin Manning & Katie Cooley	
Afternoon Tales at Westlake Community Center – 10	Erin Manning	
Ohio Not Only Goes to the Movies, Ohio IS the Movies, An America 250 Program - 16	Andrea Tarolli with Lowell Perry from Greater Cleveland Film Commission	
Bite Into Books Discussion/NEA Big Reads Celebration: "Bite by Bite" by Aimee Nezhukumatathil - 6	Katie Salis and Diane Dillon	
Tuesday Evening Book Club (IN PERSON & ON ZOOM): "Remarkably Bright Creatures" by Shelby Van Pelt - 22	Sarah Beebe	
Wednesday Afternoon Book Discussion: "Broken Country" by Clare Leslie Hall - 24	Katie Salis	

True Crime Book Club: "If You Yell" by Gregg Olsen - 5	Chad Statler	
Thursday Night Book Club: "The Book Club for Troublesome Women" by Marie Bostwick - 12	Diane Dillon	
Environmentalism Book Club: "The Book of Hope" by Jane Goodall - 11	Elyse Kaderli	
Virtual Author Talk: Michael Perry "Population: 485" - 31	Library Speakers Consortium	
Virtual Author Talk: Kate Quinn "The Astral Library" - 56	Library Speakers Consortium	
Virtual Author Talk: Shoshana Walter Featuring Barbara Kingsolver "Rehab" - 34	Library Speakers Consortium	
Outreach Programs: "American Sign Language" - 16 sessions, 224 attendees; "Famous Dogs" at Community Center – 30 attendees	Sarah Beebe	See below for narrative report.

Staffing

With Elizabeth’s departure in late February, the search began for a full-time Adult Services Associate. CJ and Katie interviewed candidates, and Elyse Kaderli accepted and began in this role on Monday, March 30th. A 20-hour Adult Services Associate position will be filled to replace Elyse in the near future.

WHS Health Fair

Trina Thomas and Katie Salis attended the Westlake High School’s annual Health and Wellness Fair on March 24th. They hosted a table, sharing many WPPL resources on Health and Wellness, as well as advertised the EarthKind and Environmentalism Book Discussion programs hosted at the library monthly. They welcomed 200 visitors to their table, with 70 entries to their raffle of fidgets and a coupon for a personalized mug made in the Makerspace.

Memory Disco

Sarah Beebe and Katie Cooley have collaborated on a new initiative, specifically aimed at people with dementia or developmental disabilities. With the generous support of the Friends of Westlake Porter Public Library, a Memory Disco was purchased from the non-profit Day By Day. The Memory Disco encourages people to participate in musical activities, which stimulates memories and cognitive function, with the hope of increasing connection. The certification training occurred on March 30th. Natalie Bota, Rebecca Shook, and Andrew Mangels were also in attendance. The hope is to provide regular programming using the equipment at the library, as well as during Outreach visits.

Dear Elder Mailbox

Katie Salis shared an initiative to help combat social isolation and encourage community building through letter-writing. The non-profit group, Love For Our Elders, hosts a partnership program,

'Dear Elders'. WPPL was approved as a partner site, and our mailbox was debuted at the end of February. During March, 87 letters and notes were created and collected from our patrons, and 43 were delivered to seniors and homebound patrons that Sarah Beebe visits. Katie Salis, Sarah Beebe, and Katie Cooley will be monitoring the mailbox, restocking writing supplies, delivering the missives, and tracking participation statistics for this blooming partnership.

Study Room Usage

The study rooms had 459 individual bookings for March, with 686 people using the spaces. This was one of our busiest months of study room usage.

Outreach

This month's program was about American Sign Language and Famous Deaf individuals. It included videos and had an opportunity at the end for audience participation to learn the alphabet in sign language. Participants particularly enjoyed the video of Troy Kotsur signing the National Anthem at the Superbowl. The program was presented 16 times with a total of 224 participants. Sarah also presented her Famous Dogs program at the Westlake Community Center with 30 participants.

Makerspace

Mission Moments:

A regular patron visits the Makerspace weekly to create materials for his business "Syrian Sweets". He is wheelchair bound and works closely with staff to make promotional materials for his business. Most often he makes shirts adorned with the names of friends and helpers in heat transfer vinyl. This month he created T-shirts for each staff member in the Makerspace that helped him.

Makerspace Activities

The Makerspace welcomed 235 attendees to 196 appointments during the month of March 126 of which were with 1-on-1 guidance and instruction. The staff processed 349 3D prints through the queue. The space also had 51 new users register to use the Makerspace. This is a remarkable increase from March 2025, which had 25 new users.

There was a total of 5 Makerspace programs for adults in the month of March with a total attendance of 29. There were 2 Makerspace programs that were for young adults with a total attendance of 11. There were 3 Technology Training classes for adults with a total attendance of 21. Finally, there was 1 AI program with a total attendance of 41.

Program Spotlight:

Print a Pot (3/17) Adrien and Bethany ran this program together as part of Bite into Books programming. Adrien prepared an online registration form where patrons chose between 4 pre-selected planter pot models and 6 filament colors, then printed each pot in the weeks leading up to the program. Bethany prepared kitchen herb plants (chives and mint) and potting soil, and created plant stakes with care instructions. During the program, Bethany walked patrons through planting, and Adrien presented on finding 3D print files online and submitting them via the 3D Print Request Form.

Artificial Intelligence: Forecasts for 2026 (3/18) --Miroslav Humer, Vice President for University Technology and Chief Information Officer for Case Western University gave a presentation to an

audience of 41 on what is ahead in the next year on the AI landscape. Of most interest was the emergence of agentic AI, which goes beyond generative AI and operates autonomously, without human intervention.

Makerspace Outreach

Dover Intermediate School (3/12)-Victoria and Bethany visited Dover Intermediate School to teach a STEAM class (5th and 6th graders) how to create a 3D printed keychain of their name in Tinkercad. 76 students designed their keychains which were printed out by Makerspace staff. This has been a project that has been repeated for each quarter.

First Lego League (3/19)-Victoria taught a group of 6 children in the First Lego League how to use Tinkercad to orient an object from a special collection of 3D models from the Smithsonian. The kids ranged in age from 5-12. They each learned how to choose a bust of Rutherford B Hayes and size a cube to insert under it for a stand. They had been studying archaeology, and this class was a special request to familiarize them with the process of 3D modeling. Before leaving the group followed Victoria into the Makerspace and watched one of the prints load and start printing.

Programming

Program title + attendance	Hosted by	Program Survey Comments
CNC Orientation 3/3 (4)	Adrien Krajnik	
Meet Your Makerspace-3/4-(3)	Victoria Vogel, Karen Argie	
Tech Bytes-iPhone and iPad-3/5 (3)	Adrien Krajnik and Alyssa Alcorn	Absolutely excellent. Very helpful + nonjudgmental - thank you.
CNC Orientation 3/7 (4)	Rose White	Great presentation
Tinkering with Tinkercad-3/9 (3 kids, 3 adults)	Victoria Vogel	
After School in the Space-3/11 (6)	Victoria Vogel, Karen Argie	
Print a Pot-3/17 (12)	Adrien Krajnik, Bethany Huck	Enjoyed most: This was great. The presenters did a great job + worked together so well it was perfect (Love my Pot!)
Artificial Intelligence: Forecasts for 2026 (41)	Victoria Vogel	Excellent program on the future of AI. Please continue AI services. Thank you!
Tech Bytes: Android Help Session-3/19 (3)	Adrien Krajnik	
Craft Club-3/24 (3)	Mary Kay Palazzo, Karen Argie	

Digital Transfer Stations: Analog to Digital-3/26 (15)	Adrien Krajnik	So excited to try some of this equipment!
Makerspace Basics: Knitting Machine-3/28 (4)	Mary Kay Palazzo, Karen Argie	This was a great class! Really enjoyed it.

Circulation

Mission Moment:

A patron came to the window stating we helped him with his photo for his passport application. He received his passport in just 11 days using routine service. He was very happy and thankful for our help.

Passports: 113 Passport applications were accepted along with 152 passport pictures taken.

After-Hours Lockers were used by 64 users to pick up 105 items.

Technical Services

We debuted a new screen-free audio player : The YOTO, which comes with cards that are inserted into the players. Carolyn purchased the materials and Jeni cataloged and processed all the players and corresponding cards and created artwork for the display cases. Chip set up item types and circ rules.

We began very early stages of testing Koha To Koha interlibrary loan. Successful connection was made to the Koha test system at Athens County library, and we placed a few test requests on their materials.

Information Technology

Information Security Policy

New cybersecurity requirements for local governments were passed as part the 2025-2026 State Biennium Budget. One of these requirements is that entities must adopt a cybersecurity program consistent with best practices from NIST Cybersecurity Framework or the CIS Controls. Connor has worked with CJ to draft a revised Information Security Policy, based on Ohio National Guard Ohio Cyber Reserve recommendations, that covers the requirements outlines in ORC § 9.64. The policy will be provided to the Board in the April board packet and should be passed in May.

As part of the new cybersecurity requirements, this policy must be reviewed each year by the board, along with a short presentation on the current scope of cybersecurity measures since the last review.

Other IT Projects and Issues

- The A/V Overhaul Project is near complete, with all major issues in rooms having been resolved as well as all equipment being installed and operational. The only thing remaining in the project is the configuration of wireless projection for mobile devices and tablets.
- A new reader was installed on our security gates to improve reliability of the transmission of item information to the circulation desk.
- Our normal faxing service that displays on the monitor continues to have issues, as of now the Ask Us copier is configured with a hard fax line so that it remains in operation. Our fax provider for the other service is continuing to resolve the issues on their end.

- Migrated IT ticketing to ZohoDesk from Spiceworks. Spiceworks had become unreliable and had gone completely down multiple times in the past year. This adds increased functionality and reliability to allow library IT to reliably answer and resolve technical issues.
- Late on Friday 03/13 the incline conveyor on the sorter began running nonstop, this made the patron induction portion of the sorter unusable for the weekend. On Monday, upon troubleshooting with FE technologies we found a loose connector. After re-seating the connector and performing a hard restart of the entire sorter, it started operating properly again.
- On 03/16/26 I was instructed by Guy Turner to reach out to our telephone service provider to find numbers associated with two harassing calls that were received by the library. Easton telecom provided information indicating the call was anonymous and would need a police report to send to their underlying carrier to find the source. I forwarded this as well as the contact information to our Director who is in contact with Easton.
- On Tuesday 03/31 pressing numbers to select options off our phone tree stopped working, it was out for approximately 1 hour and was a result of an outage on our phone provider's end that was affecting many customers.

Youth Services

Mission Moments: *From Jessica:*

The Mario Party went very well. I was worried that the attendance was a fluke because of the coinciding art fair that day, but there was consistent interest the whole time, with a little lull around lunch. The first sign up was a little kid who came wearing his Mario shirt and Mario hat. Another mom and son said they were having a Mario day, having just gotten the Mario happy meal for lunch. They had time to kill and played through twice. I got to see a lot of really sweet family and sibling interactions, including two parents, a big brother, and a toddler, who all played through together with no fussing or crying! The brother told me, "Next time I will be better, because I will be six!" At the end, the Song family helped me clean everything up in record time. And extra thanks to Bethany for finding me a teen volunteer, Cat for helping with setup, Rachel for taking care of Make It, Take It, and Natalie at the desk.

Programming Highlights:

Fran and Rachel continue to get comments about their **monthly craft kits** and they remain a favorite of our patrons. This month we received an email about the craft kits, "Thank you for the reminder. I picked these up yesterday and I am so looking forward to doing this with my grandchildren. As a matter of fact, my granddaughter just broke her elbow during her gymnastics class and this is the one thing that perked her up. Doing these crafts. Thank you for putting these together. Always so much fun!"

Jessica hosted our 2nd annual **Life Size Mario Party** and it was another roaring success, see mission moment.

Emily hosted two **Music Monday** sessions this month. For her first session she created an original melody to sing with text of the book I Love Yellow by Jane Foster. She was able to model for caregivers how simple it can be to turn rhyming books into songs and apply it at home. Her second session had a large crowd with 45 participants!

Holly hosted **Preschool STEAM Ahead** and it continues to be a success. This month the program was about "Going Green!". They made the color green, played a Reduce-Reuse-Recycle game, dissected lima beans to discover the tiny plant inside each bean, did an experiment on the difference between seeds, bulbs, and tubers and planted a green bean to take home. A few days after the program, a patron stopped by and [From Holly]: a regular and his mother came into the YS area to tell me about how amazing their little green bean plant is doing. She expressed this is the first time they have been successful in growing plants from seeds and remarked how they observe it each day and had the opportunity to see the seed coat fall off the leaf.

Jamie staffed our volunteer led **Chess Club** that has seen rising attendance numbers of the last few months. We are grateful to our volunteers who help us host this special program for our community.

Natalie staffed our outside presenter program **Out of this World** for 62 participants. The program reportedly went very well and Natalie was able to capture a photo of patrons engaging in the songs and dancing.



Bethany hosted **SAT Test Prep** with Sylvan Learning Center for 8 participants – providing an environment simulating the test for students to practice. After taking the test, they learn their scores and receive tips on how to study for sections if they want to try to improve their scores.

STAFF MEMBER	Programs Hosted Included (stats in STATs spreadsheet):	
Cat	Pokemon Fun; Let's Draw Seussical Creatures; NSP: Midcentury Horror Movies; Snacktivity; National Crayon Day	
Natalie	3rd Grade Field Trip; PreK ST x3; Adapted Dance; Social Hour for Kids with Autism; Little Yogis; Adult Stories; Kids in the Kitchen; Out of this World; Adapted Preschool Outreach x13	
Jamie	Lapsit ST x9; Preschool Outreach ST x15; Family ST; Chess Club; PreK ST; Guest Reader at Primrose; Preschool Field Trips x2	
Rachel	3rd Grade Field Trips x3; March Craft Kits; Bow Wow Books x2; Family ST; Outreach Preschool ST x3; Make It, Take It; 2nd Grade Field Trip	
Bethany	Teen Volunteer Orientation; Teen Lounge; Snacktivity; 3rd Grade Field Trip x3; Homework Help x4; Tabletop Game Room; SAT Test Prep; Print A Pot; Brick Builders; WHS Book Club; Tinker CAD Outreach x4	
Holly	3rd Grade Field Trip; Come Play with Me; STEAM Ahead; Homework Help; LINK	
Emily	Music Monday x2; 3rd Grade Field Trip, Preschool Outreach x 2; Homework Help; Family ST; Tapestry Weaving You & Me; LINK	
Jessica	Snacktivity; Make It, Take It; Life Size Mario Party; 2nd Grade Field Trip	
Fran	3rd Grade Field Trip; Toddler ST x9; Brick Builders; Bow Wow Books; LINK	

Total programs hosted: 76 in-library + 42 outreach = 118 programs

Total attendance: 1761 in-library + 1021 outreach = 2782 participants

School Partnerships

Natalie planned and scheduled and hosted **Outreach Adapted Storytimes** for 3 locations, seeing 13 classes for a total of 185 participants.

Jamie planned and scheduled and hosted **Outreach Preschool Storytimes** for 10 locations, seeing 20 classes for a total of 598 participants.

- Jamie hosted 15 sessions
- Rachel hosted 3 sessions
- Emily hosted 2 sessions

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

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

3rd Grade Field Trips

Rachel prepped, prepared the presentation and gathered supplies on behalf of YS. Natalie, Fran, Rachel, Holly, Emily, and Bethany presented a lesson comparing fables, myths, and legends, on request of the teachers. The classes then had time to browse and check out materials. 10 classes, 245 participants. From Emily:

During the afternoon third-grade field trip on Friday, Guy Turner assisted a student who asked him for help finding a book. I watched as Guy brought the student to the catalog computer, helped the student search for the title, and then walked with him to the shelves to look for it, returning briefly to the catalog to double-check the location. Because I was assisting a line of students placing holds, his help ensured the student still received one-on-one support. After the class left, I thanked Guy for stepping in. He laughed and shared that he initially thought the student had asked for "Crime and Punishment", but the child was actually looking for "Grime and Punishment" from the Dog-Man Series. It was a small but meaningful moment of staff collaboration that helped a student feel supported during their library visit.

2nd Grade Field Trips

Rachel prepped, prepared the presentation and gathered supplies on behalf of YS. Jessica and Rachel presented a presentation on Hoopla on request of the teachers. The classes then had time to browse and check out materials. 2 classes, 106 participants. From Jessica: *The second graders were so good on the field trip! They were engaged and asked very insightful questions. I don't do 2nd grade as often, so I wasn't sure how it would go, but everything was great.*

Emily, Fran and Holly hosted March **LINK**. 3 sessions, 85 participants.

Bethany hosted **WHS Book Club** with Jacy, at WHS. This month saw a total of 7 attendees.

Bethany worked with Victoria on an **Outreach Tinkercad Class Visit** to Dover Intermediate School. They visited 4 classes for a total of 73 participants, creating projects in tinkercad for printing at the library.

Rebecca attended **PTA Council**.

Jamie hosted 2 **Shining Star Field Trips** instead of their usual outreach visit. They come to the library for a storytime and stay and have time to play with their friends and grown ups in our play area during the visit.

Porter Express Stats, handled by Rachel:

- 33 deliveries of 301 items + 10 book bins
- 30 pick ups + 10 book bins

Other Partnerships

Connecting for Kids

Natalie and Heather attended the **Connecting for Kids Resource Fair** and had a great time. From Natalie: 138 people stopped by our table, picked up information, copies of Notes and calendars, and handouts like fidgets and chip clips. We heard lots of compliments about the library that evening!

Cuyahoga County Board of Developmental Disabilities Grant

We held our final program for this grant cycle hosting an **Adapted Dance** program. Brigid, our facilitator, was in attendance, and we had a wonderful seated tap class with many participants joining. We even had a retired couple join and they were so pleased with the event. We would like to thank the Cuyahoga County Board of Developmental Disabilities for the opportunity of the grant. Thanks to Brigid for joining us this year – we had a great time meeting and working with her. 22 participants.

Natalie and Rebecca attended the Cuyahoga Board DD Library Facilitator Luncheon to wrap up this grant cycle. We presented Brigid with a gift, and, enjoyed learning about the experiences of all the facilitators around NEO. It was a lovely way to end our year with Brigid.

Literacy Initiatives

100 Books to Graduation

- 9 completions
- 126 registrants

Genre Challenge

- 32 completions
- 264 registrants

Reading is Elementary

- 238 total registrations

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

- 4 new registrants via Beanstack
- 1 new completion (65 total)
- 451 total registrations

1000 Books Before Kindergarten

- 9 new registrants via Beanstack
- 14 children received (a) milestone rewards.
- 1 new completion
- 1007 total registrations

Blogs

- Folklore Fun: Scandinavia (Jessica)

Displays

- Coloring Page Maintenance (Natalie et. al.)
- Communico Maintenance (Rachel, Bethany, Natalie, Rebecca)
- Created April Calendar (Cat)
- Displays filled (all)
- Displays this month included but not limited to: St. Patrick's Day; Easter; Crafts; Spring; Women Biographies; Diggers/Construction; Colors; March Madness; Women's History Month; Architecture
- Flyers created and rotated (all)
- Kindergarten Literacy Packet (Rachel, Jamie) 166 packets taken
- Outreach Adapted Storytime Newsletter (Natalie)
- Preschool Storytime Newsletter (Jamie)
- Scavenger Hunt (Rainbows - Natalie) 169 participants
- Skills Packet Grades 3-5 (Rachel) 105 packets taken
- Skills Packet Grades K-2 (Rachel) 105 packets taken
- Storytime Round Up Newsletter (Jamie with submissions from all storytimers) 10 taken

Programs Team

The team is hard at work planning upcoming events including Big Read, National Library Week, Free Comic Book Day and Summer Library Challenge with many members of the team working on purchasing supplies, getting behind the scenes work done, booking programs etc. Updates on specific events below:

America250 Events

Please see Adult Services report on the following events:

- WAW Forum + Women In History Presents – Julia Child
- Ohio Not Only Goes to the Movies, Ohio is the Movies – Greater Cleveland Film Commission with Lowell Perry
- King George III: A Complex Legacy
- The SAR + Revolutionary War Patriots – Keeping Alive the Memory of the Revolution

YS Programs:

- Cat hosted Nostalgic Showcase Presents for 12 participants and received the following feedback: "Cat did a lovely job! I only wish I could have stayed longer for the entire program. 😊 Loved her passion and enthusiasm."
- Rachel hosted Family Storytime – Ohio Celebrates Music! For 28 participants.

Big Read Events

Print A Pot hosted by Adrien and Bethany was well attended, and as seen by the patron comments on the program survey (see section above), it was a positive program. 12 participants.

Bite Into Books Book Discussion hosted by Diane and Katie S. was enjoyed by a few who were engaged in discussion and enjoyed the food tasting on offer.

Monthly Activity Highlights

Met with Connor and representative from Bibliotheca on 3/23 to discuss the current status of our RFID security dates.

Met individually with Managers during the weeks of 3/23 and 4/6.

Met with the Admin Team on 3/24 and 4/7.

Attended GSM meetings on 3/24 and 3/25.

Attended the Diversity, Equity, and Inclusion Committee meeting on 3/25.

Assisted Heather Feenaughty with printing of magnetic donor wall signage in the Makerspace on 3/26.

Attended the Public Library Association Conference in Minneapolis, MN on 3/31-4/3.

Assisted with Onboarding a new Building Services staff member on 4/6.

Met with Andrew and Beth on 4/6 to review performance evaluation increases.

Assisted with a Benefits Overview session on 4/9.

Met with managers regarding their evaluations on 4/9 and 4/10.

DRAFT Information Security Policy

Westlake Porter Public Library

Effective Date: [Insert Date]

Last Reviewed: [Insert Date]

Information security is defined as the administrative, technical, or physical safeguards the Westlake Porter Public Library ("Library") uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle confidential customer or staff information ("confidential information"). The Library will take every reasonable precaution to ensure that any confidential information that is kept by the Library for any purpose is safeguarded from unauthorized access. The Library has a responsibility to ensure that the accessing, handling, sharing and disposing of confidential information complies with Confidentiality of Customer Records and Protection of Personal Information Policy of the Westlake Porter Public Library, and the Ohio Revised Code Chapters 9.64 and 1347. This policy covers all electronic information resources in the library. It applies equally to network servers, workstations, both staff and public access, network equipment, telecommunications equipment, and peripherals, such as printers, within the library. The policy applies to all library staff, administrators, and contractors using the library's computer resources.

1. CYBERSECURITY RESPONSIBILITY

The IT Manager is designated as the person responsible for overseeing cybersecurity for Westlake Porter Public Library. The role will be defined as the Cybersecurity Lead for purposes of this policy. Unless stated otherwise, the Cybersecurity Lead will be responsible for ensuring organizational compliance and coordinating the necessary activities to comply with this policy.

2. SECURITY PROGRAM SCOPE

The IT Manager is responsible for considering Westlake Porter Public Library's technical complexity and cybersecurity threat landscape, and for ensuring that Westlake Porter Public Library's security program is scoped appropriately to address risks identified by management. As necessary, elements may be added, refined, or removed from the program based on the scope review. A high-level justification for security program scope should be documented and presented to The Board of Trustees at least annually.

3. ANNUAL POLICY REVIEW

This security policy must be reviewed at least once per year and updated as needed.

4. SECURITY AWARENESS AND TRAINING

All employees must complete security awareness training at least once per year. The duration and content of the training will be sufficient to provide necessary role-based knowledge.

5. ASSET INVENTORY

An inventory of all computers, servers, network equipment, and important software, including software-as-a-service applications will be maintained. The inventory will be updated when significant changes occur, when new systems are added, and refreshed at least once per year.

6. DATA CLASSIFICATION AND PROTECTION

Establish and maintain a documented data management process. In the process, address data sensitivity, data owner, handling of data, data retention limits, and disposal requirements, based on

sensitivity and retention standards for the enterprise. Review and update documentation annually, or when significant enterprise changes occur that could impact this Safeguard.

7. VULNERABILITY AND PATCH MANAGEMENT

Computer systems, software, and other assets must be kept up to date with security patches. The Cybersecurity Lead will coordinate with stakeholders to define acceptable patch frequency and procedures. It is expected that vulnerability remediation times will generally align with manufacturer recommendations based on the severity of the vulnerability.

8. PASSWORD MANAGEMENT

Asset owners must ensure that password requirements will be met for all systems and accounts that they are responsible for.

Password Requirements:

- At least 8 characters long
- Use a mix of letters, numbers, and symbols when possible
- Do not use the same password for multiple important accounts
- Do not share passwords for personal accounts
- Change passwords if there is reason to believe they have been compromised

9. NETWORK SECURITY CONTROLS

Network security measures must be implemented to prevent unauthorized access.

Minimum Requirements:

- Use a firewall on internet connections
- Use a separate, secure wireless network for official business (if wireless is needed)
- Change default passwords on all network equipment
- Limit remote access to only those who need it
- Use encryption (VPN) for remote connections when possible

10. ANTI-MALWARE PROTECTION

Anti-malware (antivirus) software must be installed and active on all computers and devices.

11. INCIDENT RESPONSE AND CONTINGENCY PLAN

An incident response and contingency plan must be maintained to address cybersecurity incidents. The Cybersecurity Lead will be responsible for ensuring that the incident response and contingency plan is followed and may appoint other individuals as incident response leads during the event.

The Incident Response and Contingency Plan must be:

- Reviewed and updated **annually** or after any major incident.
- Tested through tabletop or functional exercises at least once per year.
- Retained with other official cybersecurity documentation, both digitally and in printed form.

12. OTHER INFORMATION SECURITY CONTROLS

In addition to the aforementioned rules and guidelines, these additional guidelines shall be followed.

- Restrict physical access to laptop computers when used in public spaces when the user is physically away from the computer.

- Secure all staff computers by locking the computer when the user physically walks away from the workspace.
- All electronic equipment, including video cameras, smartphones, tablets, etc. are to be kept in a locked cabinet when not in use. Devices should be secured with passwords, when possible.
- Secure computers and mobile devices by requiring passwords (except for public computers with no confidential information) according to password management policies.
- Use secure access-controlled methods to transfer confidential data.
- Each authorized user will be assigned a unique user ID and initial password according to established procedure to gain access to network resources. Users must not share or disclose unique user IDs/passwords unless the user ID is already designated as a departmental “shared” user ID/password.

APPROVAL AND ADOPTION

Authority for the creation and maintenance of a cybersecurity program, including the development of this information security policy and other cybersecurity standards, was granted by [Legislative/Governing Body] on [Date].

DOCUMENT HISTORY

Date	Action Taken	Reviewed By
January 2026	OhCR Template Version 1.2	
[Date]	Initial adoption	[Name]

Agenda Items

• 2027 Tax Budget

- Every year we must approve a tax budget to demonstrate to the taxing authority the need for the library's property tax revenue and allotment of our PLF share next year.
- After approving the tax budget we will present it to the school board for approval at the May 18, 2026 meeting.
- The tax budget must be filed with the Cuyahoga County Budget Commission by July 20, 2026.

Financial Highlights

- 2026 YTD Revenue of \$2.979K is 26%, or \$105K, lower than YTD March 2025 revenue as a result of lower property tax and PLF income.
- 2026 YTD Expenses of \$1.338K are 39%, or \$850K, lower than YTD March 2025 expenses. There were large transfers out to permanent improvement and automation in 2025; if we exclude those transfers, our YTD expenses are about 3.8% higher.
- On April 8th, the Cuyahoga County Budget Commission notified all fiscal officers that starting in 2027 there will no longer be tax advance payments outside of the two scheduled settlement periods during the calendar year. This will be more a timing issue versus a funding issue for the library. There has been immediate pushback from public school districts so another change to the payment schedule would not be unexpected.
- Our 2024 audit is complete and the initial report/management letter is coming soon. if we want to schedule a post audit Zoom meeting we will need to let the audit team know, otherwise we need to submit a signed waiver signed by the director, fiscal officer, and all trustees.

External Meetings/Trainings

- Andrew, Heather and I went to the OLC CPIM Conference on March 26-27, 2026.

Library Meetings/Trainings

- Attended the **Welcome Lunch/Welcome Dinner** for Heather and I on March 23.
- Attended the **General Staff Meetings** on March 24 and 25.
- Attended weekly **Admin meetings** with Andrew, CJ and Shelly.
- Met with Andrew and CJ on April 6 to review compensations.

Finance

- Andrew and I met with Laura of Sustainable Energy Solutions on March 19 to discuss the library's current energy program. We inquired about budget billing for both our gas and electric bills; so far we have heard that our gas supplier does not offer budget billing for commercial accounts.
- The **Finance department** met on March 31.

Human Resources

- **Elyse Kaderli** moved to the available full-time Adult Services Associate position starting 3/30/26.
- **Camille Emerick**, full-time Sr. Associate II in Building Services, started 4/6/26.

- **Julia Kreeger** will move to the available part-time Adult Services Associate position starting 4/27/26.
- **Justin Garibotti** moved to the available part-time Circulation Senior Assistant II position starting 4/13/26.

Open Positions

- **Circulation Sr. Assistant II (20 hours):** position was posted on April 8th as a result of an internal move. Position will close April 17th.

EAC Update

- An EAC meeting was held April 15, 2026.

EAC Suggestions/Comments submitted for discussion:

International Peace Pole

I would like to see a Peace Pole installed in the Reading Garden or near the Pavilion.
<https://www.worldpeace.org/shoppeace/>

Values: Appreciation, Communication, Growth, Leadership, Respect, Trust

Potential Benefits: I suggested this before the Pavilion was built. It would be a positive message to send to the community and one more way to promote inclusivity. In addition, we can register the location on a global map to let people know we are a peace pole location. I would recommend also adding the braille brass plate and the rainbow decal.

Impact on Departments: See above.

Provide a list of GSM locations along with their meeting times

In future Porter Pages and What's Happening newsletters, include where upcoming GSMs will meet along with their locations. We always get a list of WHEN GSMs will meet, but not where. Plus, when you accept the invitation to a GSM, the invitation disappears and there's no easy central place to check where the one you signed up for is located.

Values: Communication

Potential Benefits: Staff will have an easy reference for where each GSM will meet

Impact on Departments: Staff will have an easy reference for where each GSM will meet

WESTLAKE PORTER PUBLIC LIBRARY
General Fund Financial Summary
As of: March 31, 2026

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
Revenue				
Property Tax	1,288,168	2,547,884	1,259,716	
PLF	356,155	351,870	(4,285)	
Other	49,475	79,519	30,044	
TOTAL	1,693,798	2,979,274	1,285,475	
Expenses				
Salaries & Benefits	1,066,156	913,430	(152,726)	
Supplies	25,513	14,069	(11,444)	
Contracted Services	215,560	227,362	11,801	
Library Materials	212,817	168,099	(44,718)	
Capital	31,791	6,902	(24,889)	
Miscellaneous	5,881	9,055	3,174	
Other Expenses	167,500	-	(167,500)	
TOTAL	1,725,218	1,338,917	(386,301)	

WESTLAKE PORTER PUBLIC LIBRARY
YEAR TO DATE BANK REPORT
As of: March 31, 2026

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	\$ 929.54	\$ 18,357.21	\$ 768.90	\$ -	\$ 18,000.00	\$ 517.85
FFL - RETAINAGE (CONSTRUCTI	\$ -	\$ -	\$ -	\$ -		\$ -
FFL - GENERAL CHECKING	\$ 103,110.28	\$ 44,232.89	\$ 1,382,958.71	\$ 1,520,247.88		\$ 284,632.34
PETTY CASH & CHANGE	\$ 1,343.50	\$ -	\$ -	\$ -	\$ -	\$ 1,343.50
TOTAL	\$ 105,383.32	\$ 62,590.10	\$ 1,383,727.61	\$ 1,520,247.88	\$ 18,000.00	\$ 286,493.69
FFL - MONEY MARKET	\$ 258,257.54	\$ 1,595.12	\$ -	\$ -	\$ 102,247.88	\$ 157,604.78
US BANK	\$ 4,655,408.40	\$ 43,728.37	\$ 1,963.85	\$ -	\$ -	\$ 4,697,172.92
STAR PLUS	\$ -					\$ -
STAR OHIO	\$ 1,405,505.98	\$ 2,914,727.22	\$ 47,223.72	\$ -	\$ 1,400,000.00	\$ 2,873,009.48
TOTAL	\$ 6,319,171.92	\$ 2,960,050.71	\$ 49,187.57	\$ -	\$ 1,502,247.88	\$ 7,727,787.18
TOTAL - ALL BANKS	\$ 6,424,555.24	\$ 3,022,640.81	\$ 1,432,915.18	\$ 1,520,247.88	\$ 1,520,247.88	\$ 8,014,280.87

WESTLAKE PORTER PUBLIC LIBRARY
STATEMENT OF CASH POSITION
As of: March 31, 2026

FUND DESCRIPTION	BEGINNING BALANCE	Y-T-D REVENUE	Y-T-D EXPENSE	UNEXPENDED BALANCE	OUTSTANDING ENCUMBERANCE	ENDING BALANCE
101 GENERAL FUND	\$ 4,631,343	\$ 2,979,274	\$ 1,338,917	\$ 6,271,700	\$ 1,998,368	\$ 4,273,331
410 DEVELOPMENT FUND	\$ 56,706	\$ 218	\$ 8,803	\$ 48,122	\$ 18,037	\$ 30,085
420 FRIENDS OF THE LIBRARY	\$ 3,308	\$ 30,000	\$ 11,255	\$ 22,053	\$ 37,710	\$ (15,657)
450 PERMANENT IMPROVEMENT	\$ 1,427,383	\$ 10,678	\$ 21,647	\$ 1,416,414	\$ 158,910	\$ 1,257,504
475 AUTOMATION FUND	\$ 277,626	\$ 2,300	\$ 52,294	\$ 227,632	\$ 96,462	\$ 131,171
703 FRANCIS EGGER TRUST	\$ 28,190	\$ 171	\$ -	\$ 28,360	\$ -	\$ 28,360
TOTAL:	\$ 6,424,555	\$ 3,022,641	\$ 1,432,915	\$ 8,014,281	\$ 2,309,487	\$ 5,704,794

WESTLAKE PORTER PUBLIC LIBRARY REVENUE REPORT - GENERAL FUND

As of: March 31, 2026

% through the year.

25%

<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	4,771,957	2,146,743	2,547,884	2,224,073	53.4%
Homestead Rollback	380,715	-	-	380,715	0.0%
Subtotal	5,152,672	2,146,743	2,547,884	2,604,788	49.4%
PLF	1,424,621	118,495	351,870	1,072,751	24.7%
Grants	1,000	-	-	1,000	0.0%
Patron Fines & Fees	6,600	1,058	3,017	3,583	45.7%
Interest	100,000	18,130	47,147	52,853	47.1%
Contributions	250	-	805	(555)	322.0%
Refunds/Reimbursements/Misc	90,050	9,109	28,550	61,500	31.7%
Transfers	-	-	-	-	0.0%
TOTAL	\$ 6,775,193	\$ 2,293,535	\$ 2,979,274	\$ 3,795,920	44.0%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - GENERAL FUND

As of: March 31, 2026

% through the year: 25%

<u>Expenditure Accounts</u>	<u>Combined Appropriations</u>	<u>Combined Month-to-Date Expenses</u>	<u>Combined Year-to-Date Expenses</u>	<u>Combined Encumbrances</u>	<u>Combined Unexpended Balance</u>	<u>% Combined Expended Balance</u>
<u>Salaries & Benefits</u>						
Salaries	3,191,125	231,165	701,494	-	2,489,632	22.0%
OPERS	442,978	31,979	79,668	-	363,310	18.0%
Insurance	621,521	43,622	132,269	452,532	489,252	21.3%
Other Employee Benefits	9,000	-	-	9,000	9,000	0.0%
Subtotal	4,264,624	306,766	913,430	461,532	3,351,194	21.4%
<u>Supplies</u>						
Administrative Supplies	62,727	1,806	9,615	53,075	53,112	15.3%
Maintenance Supplies	35,323	2,709	4,231	30,221	31,092	12.0%
Vehicle Fuel & Supplies	4,000	96	223	3,777	3,777	5.6%
Subtotal	102,050	4,611	14,069	87,073	87,981	13.8%
<u>Contracted Services</u>						
Travel & Training	37,091	1,506	1,520	35,571	35,571	4.1%
PR/Postage/Phone	110,713	1,627	24,935	85,535	85,777	22.5%
Maintenance	296,600	13,701	46,243	250,357	250,357	15.6%
Insurance	41,000	-	-	41,000	41,000	0.0%
Leases	7,000	-	6,000	1,000	1,000	85.7%
Utilities	170,839	15,068	44,206	126,359	126,633	25.9%
Professional Services	134,499	30,702	65,021	69,478	69,478	48.3%
Library Material Control	51,000	322	39,436	11,564	11,564	77.3%
Interlibrary Delivery Service	13,500	-	-	13,500	13,500	0.0%
Subtotal	862,242	62,926	227,362	634,364	634,880	26.4%
<u>Library Materials</u>						
Books	305,295	23,847	61,612	243,683	243,683	20.2%
Periodicals	20,196	446	1,169	19,027	19,027	5.8%
Audio/Visual	106,830	7,260	14,467	92,362	92,362	13.5%
Portable Audio	14,214	636	1,190	13,025	13,025	8.4%
Electronic Data	379,329	45,988	84,413	292,416	294,916	22.3%
Interlibrary Loan Fees	150	125	125	25	25	83.3%
Library Material Repair	22,363	1,293	3,632	18,731	18,731	16.2%
Library Material, Other	2,891	1,147	1,491	1,399	1,399	51.6%
Subtotal	851,267	80,741	168,099	680,668	683,168	19.7%
<u>Capital</u>						
Land Improvements	-	-	-	-	-	0.0%
Building Improvements	7,484	-	-	7,484	7,484	0.0%
Furniture/Hardware/Software	119,679	4,912	6,902	112,777	112,777	5.8%
Subtotal	127,163	4,912	6,902	120,262	120,262	5.4%
<u>Miscellaneous</u>						
Dues/Memberships	20,925	7,127	8,152	12,773	12,773	39.0%
Special Assessments	2,250	-	903	1,347	1,347	0.0%
Refunds/Reimbursements	350	-	-	350	350	0.0%
Other Misc Expenses	-	-	-	-	-	0.0%
Subtotal	23,525	7,127	9,055	14,470	14,470	38.5%
<u>Other Expenses</u>						
Contingency Fund	20,000	-	-	-	20,000	0.0%
Transfers	650,000	-	-	-	650,000	0.0%
Subtotal	670,000	-	-	-	670,000	0.0%
Grand Total	\$ 6,900,871	\$ 467,083	\$ 1,338,917	\$ 1,998,368	\$ 5,561,954	19.4%

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

As of: March 31, 2026

<i>Expenditure Fund/Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>% through the year:</i>	
				<i>Combined Unexpended Balance</i>	<i>25% % Combined Expended Balance</i>
<u>410 - Development Fund</u>					
Supplies	12,494	448	12,046	12,046	3.59%
Contracted Services	5,750	-	5,750	5,750	0.00%
Library Materials	8,496	8,355	141	141	98.34%
Capital Outlay	35,000	-	-	35,000	0.00%
Miscellaneous	300	-	100	300	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 62,040	\$ 8,803	\$ 18,037	\$ 53,237	14.19%
<u>420 - Friends of Library Fund</u>					
Supplies	24,490	2,946	21,544	21,544	12.03%
Contracted Services	24,475	8,309	16,166	16,166	33.95%
Library Materials	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 48,965	\$ 11,255	\$ 37,710	\$ 37,710	22.99%
<u>450 - Permanent Imp. Fund</u>					
Contracted Services	-	-	-	-	0.00%
Capital Outlay	208,557	21,647	158,910	186,910	10.38%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 208,557	\$ 21,647	\$ 158,910	\$ 186,910	10.38%
<u>475 - Automation Fund</u>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	148,755	52,294	96,462	96,462	35.15%
Total	\$ 148,755	\$ 52,294	\$ 96,462	\$ 96,462	35.15%

Westlake Porter Public Library
Public Library Fund
2022 - 2026

	2022	2023	2024	2025	2026
Original Estimate	1,277,952.48	1,530,593.60	1,445,423.31	1,453,574.23	1,424,621.48
Revised Estimate			1,411,391.00	1,476,248.78	
Actual	1,476,595.82	1,499,516.02	1,414,324.34	1,453,080.21	
Difference	198,643.34	(31,077.58)	(31,098.97)	(494.02)	

Change from previous year:			
2023	2024	2025	2026
Dollar amount change:			
\$ 22,920	\$ (85,192)	\$ 38,756	

Month	2022	2023	2024	2025	2026
Jan	117,102.76	120,175.88	104,198.13	126,996.91	114,880.81 *
Feb	131,419.43	139,969.12	130,863.11	140,607.44	118,494.80
Mar	98,612.84	105,518.63	109,366.22	110,383.43	118,494.80
Apr	96,222.48	96,910.92	82,756.60	95,266.42	
May	169,367.26	140,652.68	123,957.56	131,826.71	
Jun	129,742.03	141,690.29	132,530.00	143,624.71	
Jul	138,955.50	140,296.37	133,099.48	115,856.15	
Aug	104,169.09	107,297.70	107,552.90	116,942.88	
Sep	127,626.25	135,110.50	130,648.57	118,799.71	
Oct	119,181.99	118,617.65	106,615.33	115,176.43	
Nov	117,142.59	123,511.26	119,302.36	118,799.71	
Dec	127,053.60	129,765.02	133,434.08	118,799.71	
TOTALS	\$ 1,476,595.82	\$ 1,499,516.02	\$ 1,414,324.34	\$ 1,453,080.21	\$ 351,870.41

2023	2024	2025	2026
2.62%	-13.30%	21.9%	-9.5%
6.51%	-6.51%	7.4%	-15.7%
7.00%	3.65%	0.9%	7.3%
0.72%	-14.61%	15.1%	
-16.95%	-11.87%	6.3%	
9.21%	-6.47%	8.4%	
0.96%	-5.13%	-13.0%	
3.00%	0.24%	8.7%	
5.86%	-3.30%	-9.1%	
-0.47%	-10.12%	8.0%	
5.44%	-3.41%	-0.4%	
2.13%	2.83%	-11.0%	
1.55%	-5.68%	2.7%	

Difference (2026 vs 2025)
(12,116.10)
(22,112.64)
8,111.37

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

2026 Year-to-Date Compared to 2025	
2025	377,987.78
2026	351,870.41
\$ Difference	(26,117.37)
% Difference	-6.91%

Westlake Porter Public Library
Check Register 3/1/26 - 3/31/26

Payment Date	Check Number	Vendor	Description	Payment Amount
3/9/2026	43443	Satron Group, LLC	Seated Dance	84.00
3/9/2026	43442	MORNINGSTAR INC	Morningstar Invest Research Ctr 12/1/25 - 12/1/26	2,704.00
3/11/2026	43448	Denison University Library	ILL Fees-Lost Item	125.00
3/11/2026	43449	Jennifer L Nebraska	Yoga with Ms. Jen 3/16/26	75.00
3/11/2026	43446	Khan Spryre, LLC	Juvenile/YA Books	56.59
3/11/2026	43445	CENTER POINT PUBLISHING	Adult Books	204.96
3/11/2026	43444	Cherry Lake Publishing	Children's Materials - Sandy Sauer	683.50
3/11/2026	43451	Kanopy Inc	Downloadable Video	423.90
3/11/2026	43457	UNIQUE MANAGEMENT SERVICES INC	Collection Agency - Feb 2026	329.60
3/11/2026	43456	The Child's World	Children's Materials - Sandy Sauer	464.05
3/11/2026	43447	Ground Works Land Design, LLC	Monthly Snow Removal	6,619.93
3/11/2026	43458	VALUE LINE PUBLISHING LLC	Value Line Library Elite 3/2026 - 5/2028	10,000.00
3/11/2026	43455	PLAIN DEALER	Plain Dealer - Feb 2026	160.00
3/11/2026	43454	MARK STROK	Juvenile/YA Books	224.00
3/11/2026	43452	Kiwanis Club of Westlake Ohio	Kiwanis Pancake Breakfast Sponsor	200.00
3/11/2026	43459	VEDDA PRINTING	Business Cards	108.14
3/11/2026	43461	WORLD BOOK, INC	Juvenile/YA Books	1,618.10
3/11/2026	43450	Julian & Grube Inc	2025 Financial Statements	2,400.00
3/11/2026	43460	Talix	KnowBe4 Training 2/16/26 - 2/15/27	1,602.00
3/11/2026	43453	Koorsen Fire & Security, Inc	Fire Alarm Monitoring 2/19 - 4/30/26 & Fire Alarm System Replacement	10,872.34
3/12/2026	2026000025	AMAZON.COM	Library Materials and Supplies	6,025.95
3/18/2026	43463	APPLE BOOKS	Children's Materials - Sandy Sauer, Juvenile/YA Books	1,959.57
3/18/2026	43469	MPP Wellness, LLC	Sound Bath and Yoga Nidra	175.00
3/18/2026	43467	Dino O'Dell	Out of this World Program	525.00
3/18/2026	43472	The Creative Company	Elementary Students Education Materials - Neidhard	1,589.80
3/18/2026	43466	Java Connections, LLC	Software and Hardware Maint (5/1/26-4/30/27)	6,485.00
3/18/2026	43471	Scholastic Library Publishing	Juvenile/YA Books	150.00
3/18/2026	43465	Cengage Learning Inc	Adult Books	1,198.00
3/18/2026	43468	KASTNER WESTMAN & WILKINS, LLC	Legal fees-misc labor	720.00
3/18/2026	43462	FlutterBee Education Group	Elementary Students Education Materials - Neidhard, Juvenile/YA Books	2,105.89
3/18/2026	43464	Backstage Library Works	MARS Authority Control Processing	321.90
3/18/2026	43470	ROSEN PUBLISHING	Elementary Students Education Materials - Neidhard	947.75
3/19/2026	2026000003	COUNTY AUDITOR	Property Tax Fees	24,082.35
3/24/2026	43477	TUMBLEWEED PRESS INC	5/1/26-5/1/27 TumblePlatinum Subscption	1,677.20
3/24/2026	43474	CENTER POINT PUBLISHING	Adult Books	204.96
3/24/2026	43478	Villager Newspaper	ad dates 1/29/26 and 2/26/26	430.00
3/24/2026	43473	Cengage Learning Inc	Adult Books	208.42
3/24/2026	43475	Royally Amused	King George III Presentation	125.00
3/24/2026	43476	Northeast Ohio Regional Library System	Vogel- Reg New Supervisor's Academy, Gold Member	180.00
3/30/2026	43479	SUSAN ALDRICH & ASSOCIATES, LLC	Knife Skills 101 Demo	150.00
3/31/2026	2026000007	PayPal	Bank fees	5.05
3/31/2026	2026000008	Square Inc	Bank & Investment Fees	182.33
3/31/2026	2026000009	Nayax Copy Services	Credit card fees - public printing	98.28
3/31/2026	2026000005	U S Bank	Trust fees	29.73
3/31/2026	2026000027	PAYCHEX INC	Payroll fees and Onboarding	1,815.42
3/31/2026	2026000006	Meeder Investment Management	Investment Management fee	625.00
3/31/2026	2026000028	Stark County Educational Service Center	Medical, Dental, & Life Insurance-March 2026	40,481.68

Westlake Porter Public Library
Check Register 3/1/26 - 3/31/26

Payment Date	Check Number	Vendor	Description	Payment Amount
3/31/2026	2026000029	City of Cleveland Division of Water	Water Usage 1/21-2/18/2026 & Fireline	352.61
3/31/2026	2026000030	The Illuminating Company	Electricity 1/02-2/01/2026, Lighting 1/27 - 2/25/2026	7,927.13
3/31/2026	2026000031	Columbia Gas	Natural Gas 1/26-2/24/2026	6,788.48
3/31/2026	2026000032	OverDrive, Inc	Downloadable Video, Adult e-books & e-Periodicals, Juvenile/YA eBooks, e-Audio	23,233.68
3/31/2026	2026000033	FP Mailing Solutions	Parcel Shipping Funds	400.00
3/31/2026	2026000034	MIDWEST TAPE	Hoopla Downloadables, Audiobooks, Music CDs, DVDs	7,949.59
3/31/2026	2026000035	Ingram Book Company	Adult Books, Juvenile/YA Books, Materials Processing	15,984.70
3/31/2026	2026000026	PNC BANK N.A.	CC Payment	26,308.51
3/31/2026	2026000036	Stark County Educational Service Center	Adjust for FSA Rounding	0.02
			TOTAL	220,399.11

Visa Payment Detail
For Check #2026000026 dated 3/31/2026

Date	Pay to Name	Description	Invoice #	PO #	Total Value
2/12/2026	Bambu Lab USA Inc	Bambu Lab P2S SKU:PF004-U+SA007-US	BBLUS2674RC60FK06	254015	799.00
2/13/2026	Snapmaker	Snapmaker U1 3D Printer	SMUS2026464993	254015	849.00
2/24/2026	Corporate Screening Services	Background Checks	0915405	255041	400.84
2/12/2026	LITTLE CAESARS PIZZA	pizza	1099305	255107	6.94
2/20/2026	4IMPRINT	Promotional Items- Hot/Cold Packs	30932213	262006	448.14
2/17/2026	FRAGAPANE BAKERIES	6 dozen Paczkis- Fat Tuesday	249663	263001	180.00
2/25/2026	APPLE STORE	Apple icloud storage	MQVQJ7W0KN	263003	2.99
2/19/2026	GIANT EAGLE INCORPORATED	green pepper	20260219	263003	3.59
2/12/2026	LITTLE CAESARS PIZZA	pizza	1099305	263003	4.84
2/19/2026	LITTLE CAESARS PIZZA	pizza	1100555	263003	31.37
2/19/2026	ORIENTAL TRADING COMPANY	craft kits	741257324	263003	78.95
3/2/2026	MARC'S	snacks and drinks	483133	263009	14.97
2/9/2026	GIANT EAGLE INCORPORATED	food for program	20260209	263010	17.35
2/28/2026	MICHAELS	Jewelry Program Supplies	20260228	263010	28.44
2/9/2026	Olive Tree	paprika	215710	263010	20.72
2/14/2026	AMAZON.COM	Amazon gift cards	112-1242216-6209836	263011	100.00
2/26/2026	MARC'S	snacks and drinks	201688	263011	23.01
2/10/2026	Westlake Council of PTAs	Gerig- Westlake Council PTA	0c1edb16f892	263011	47.84
2/18/2026	Etsy	escape room printables	3977817260	263025	72.32
3/3/2026	RECESS GAMES	games	220000011927	263025	34.12
2/11/2026	WALMART	snacks and drinks	2000145-31510724	263026	110.05
2/22/2026	HOME DEPOT CREDIT SERVICES	batteries for MS doorbells	20260222	265012	13.74
2/7/2026	Retevis.com	1400mAh 7.4V rechargeable Li-ion Battery for Retev	R20260208114027	265012	113.99
2/14/2026	HD SUPPLY	Custodial Supplies	W235382403	265013	686.05
2/17/2026	HD SUPPLY	Custodial Supplies	W235382403	265013	23.75
2/12/2026	MENARD'S	Custodial Supplies	24809	265013	104.59
2/12/2026	MENARD'S	refund of mat not shipped	24809	265013	(4.39)
2/15/2026	Sgt Clean Car Wash	monthly car wash fee	20260215	265014	33.00
2/16/2026	Sgt Clean Car Wash	monthly car wash fee	20260216	265014	33.00
2/18/2026	SPEEDWAY	gas for new van	Speedway	265014	30.00
2/18/2026	RUMPKE	waste and recycling	1749295	265015	383.65
2/10/2026	MICHAELS	Makerspace Supplies	20260210	265018	10.79
3/2/2026	INDEED INC	Indeed Job Posting-Building Services	USI26-01722871	265028	174.90
2/24/2026	Springshare LLC	PR Miscellaneous Printing- New mover postcards	26-R7028	265030	177.50
2/25/2026	APPLE STORE	Procreate	MT1DXN35LL	265043	14.03
2/6/2026	DELL MARKETING L P	replacement MB motherboard	10860715985	265043	159.59
2/11/2026	GODADDY	Standard SSL Renewal vpn.westlakelibrary.org	4015030126	265043	110.00
2/19/2026	STAPLES BUSINESS ADVANTAGE	toner cartridge replacement	7673952518	265043	81.94
2/5/2026	Vectric Ltd	VCarve Pro Makerspace Edition	VEC260205-2012-51171B	265043	99.00
2/11/2026	SiteGround	upgrade to GrowBig Hosting Plan	6383689	265044	48.00

Visa Payment Detail
For Check #202600026 dated 3/31/2026

Date	Pay to Name	Description	Invoice #	PO #	Total Value
2/25/2026	ZOHO Corporation	Zoho Desk Plan: Express Monthly Fee (2/25-3/24/26)	50101681272	265044	48.60
2/15/2026	Adobe Inc	Creative Cloud Pro x12	3366605458	265047	647.55
2/12/2026	DATA443 Risk Mitigation, Inc	Data Archive Manager 2TB hosted-base service (3/17	4329	265047	2,500.00
2/9/2026	Nayax Copy Services	Test AS Print Release Station	757886791-140-0006358	265060	0.10
2/20/2026	PAYCHEX INC	Paychex Onboarding Monthly fee	13810049	265060	100.00
2/26/2026	W B MASON	Copier/Fax Paper	260293001	265064	749.75
2/13/2026	Quench USA, Inc.	Water cooler price adjustment (2/12-12/12/26)	INV10280108	265065	53.37
2/23/2026	STAPLES BUSINESS ADVANTAGE	Office Supplies	7675521424	265065	132.26
2/23/2026	OHIO LIBRARY COUNCIL	Institutional-PL Dues	78671	265068	6,552.00
3/3/2026	West Shore Chamber of Commerce	West Shore Chamber of Commerce dues	231511	265069	485.00
2/19/2026	HOTELS	Mangels- Hotel CPIM conference	18974101	265070	136.08
2/12/2026	Ohio GFOA	Mangels- Reg Finance Seminar, GFOA	17582	265070	200.00
2/12/2026	OHIO LIBRARY COUNCIL	Mangels-Reg CPIM Conference	20260212	265070	250.00
3/2/2026	OHIO LIBRARY COUNCIL	Owen- Reg CPIM	20260302	265070	250.00
3/2/2026	OHIO LIBRARY COUNCIL	Snezek- Reg CPIM	20260302	265070	250.00
3/3/2026	OHIO LIBRARY COUNCIL	Vogel-OLC Individual Dues	77784	265080	90.00
3/16/2026	Breezeline	Phone Services (2/26-3/25/26)	8335501080060250	265083	67.06
2/21/2026	T-Mobile USA Inc	TMobile cell phone 12/29/25-1/28/26	981225743	265083	69.87
2/11/2026	Northeast Ohio Regional Library System	Sicker-Reg Customer Service Conference	20260211	265094	40.00
2/17/2026	Northeast Ohio Regional Library System	Toy-Reg Customer Service Conference	20260217	265094	40.00
2/25/2026	Northeast Ohio Regional Library System	Stanca- Reg Customer Service Conference	20260225	265094	40.00
2/26/2026	Northeast Ohio Regional Library System	Budzilek- Reg Customer Service Conference	20260226	265094	40.00
2/28/2026	Northeast Ohio Regional Library System	Jenkins- Reg Customer Service Conference	20260228	265094	40.00
3/2/2026	Northeast Ohio Regional Library System	Wagner-Reg Customer Service Conference	20260302	265094	40.00
2/18/2026	Book Farm LLC	Juvenile/YA Books	GCV15594	266002	375.18
2/4/2026	BARNES & NOBLE INC	20 Periodicals	20260204	266005	285.68
2/6/2026	MIDWEST TAPE	Audiobooks	20260206	266006	146.97
2/19/2026	MIDWEST TAPE	Audiobooks	20260219	266006	52.99
2/24/2026	Playaway Products LLC	Audiobooks	526134	266006	639.90
2/6/2026	MIDWEST TAPE	Music CDs	20260206	266007	318.36
2/19/2026	MIDWEST TAPE	Music CDs	20260219	266007	262.47
2/27/2026	MIDWEST TAPE	Music CDs	20260227	266007	249.12
2/6/2026	MIDWEST TAPE	DVDs	20260206	266008	715.85
2/19/2026	MIDWEST TAPE	DVDs	20260219	266008	2,091.94
2/27/2026	MIDWEST TAPE	DVDs	20260227	266008	968.20
2/21/2026	T-Mobile USA Inc	Hotspots 12/29/25-1/28/26	981225743	266009	1,176.70
2/5/2026	Playaway Products LLC	Playaways/Launchpads	524639	266010	234.71
2/6/2026	Playaway Products LLC	Playaways/Launchpads	524753	266010	401.19

26,308.51

Westlake Porter Public Library

Investment Report

As of March 31, 2026

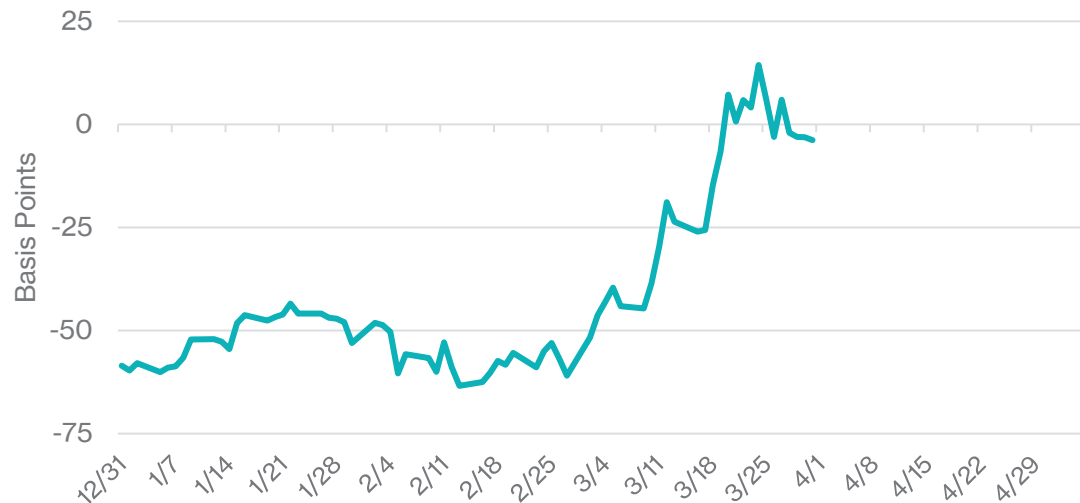


OBSERVATIONS AND EXPECTATIONS

- Interest rates were higher for March, generally due to increases of energy prices
- The Fed Funds futures market has been bouncing around, projecting no 2026 moves
- Economic growth for the fourth quarter of 2026 was revised lower to 0.7% from 1.4%
- Labor market data continue to show there's not much hiring or firing taking place
- The rate of change of inflation has slowed, but cumulative inflation is above average

Projected Fed .25% Cuts/Hikes to Dec 2026

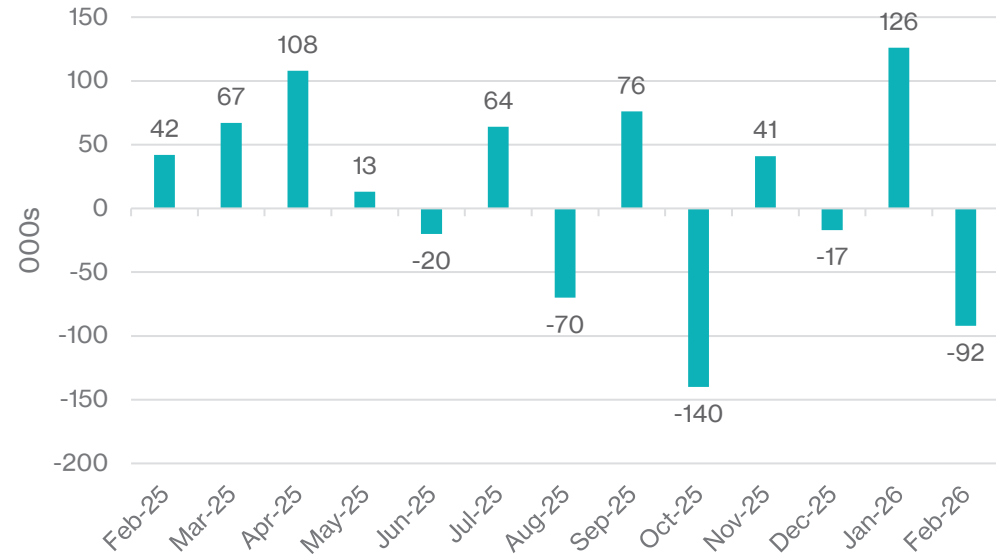
- During most of February, the Fed Funds futures market was pricing in over two .25% Fed cuts this year.
- At the end of March, futures market data are projecting the Fed to be on hold this year.



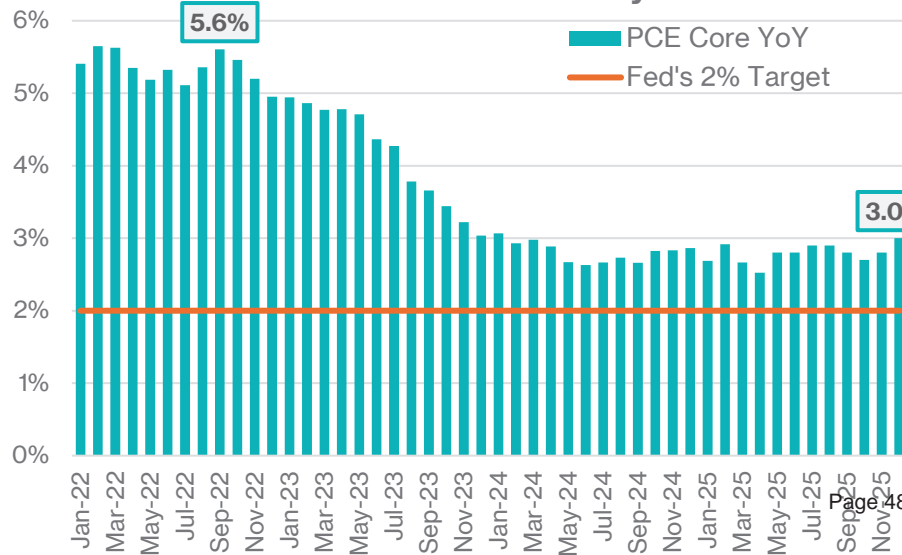
- Monthly nonfarm payrolls have alternated between negative and positive the past nine months.
- This is the highest string of consecutively contrasting job data on record.
- Many analysts and economists have stated we are experiencing a “no hire, no fire” job market.

SOURCE: BLOOMBERG,

Nonfarm Payrolls - MoM Change



PCE Core Inflation YoY

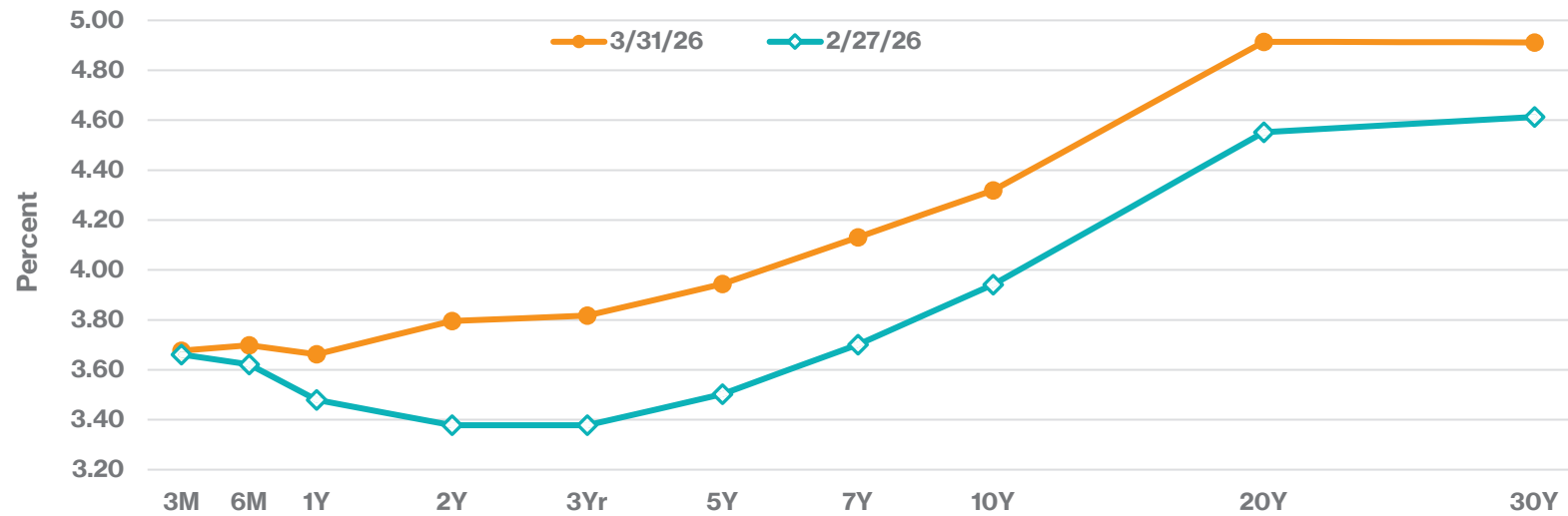


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- The Consumer Price Index's YoY rate of change has slowed materially since the COVID year highs.
- The five-year cumulative change is up over 26%, which is well above a rolling 5-year average.
- U.S. consumers say their greatest financial concern right now is affordability, due to the accumulated inflation since the pandemic.

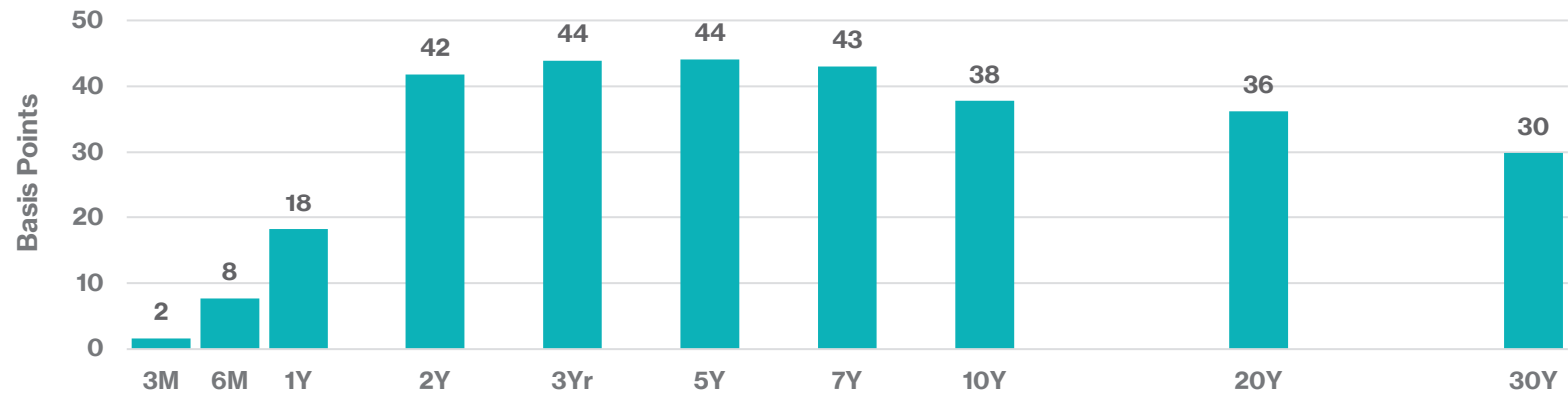
SOURCE: BLOOMBERG, *2026 YOY THROUGH FEB

U.S. Treasury Yield Curve Change



SOURCES: BLOOMBERG

Basis Point Change



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Portfolio Summary

3.77

Weighted Average Yield to Maturity

2.46

Weighted Average Maturity (Years)

2.28

Portfolio Effective Duration (Years)

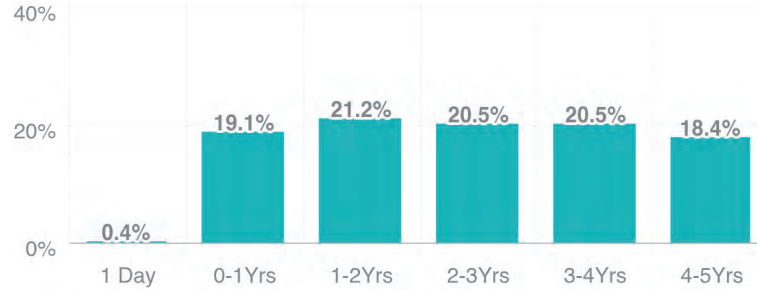
2.46

Weighted Average Life (Years)

AA+

Average Credit Rating

Maturity Distribution



Sector Allocation



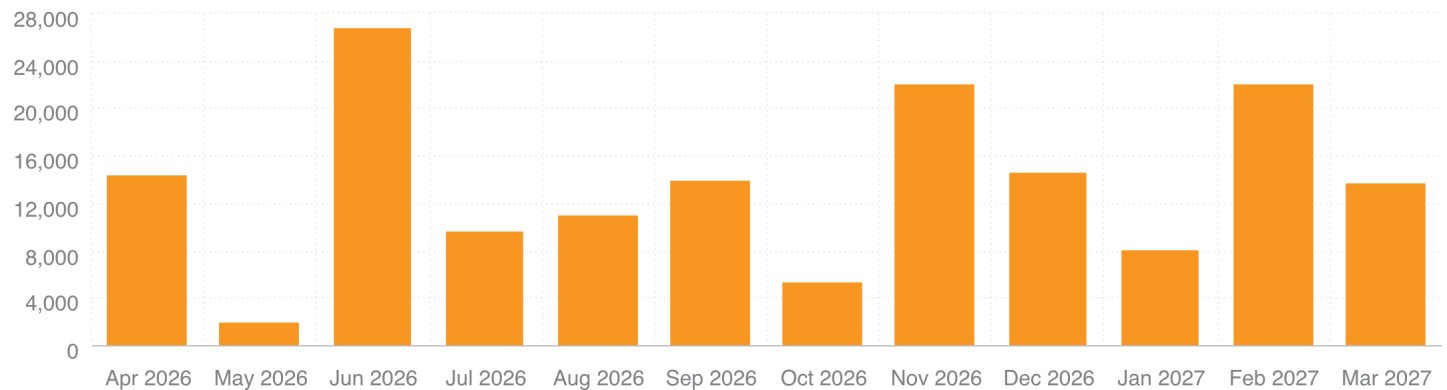
U.S. Treasuries	62.03%
U.S. Agencies	31.47%
Negotiable CD's	6.10%
Money Market Funds	0.41%



Custodial Reconciliation

	CURRENT MONTH
Beginning	4,683,060.74
Contributions/Withdrawals	0.00
Management Fees	(625.00)
Custodian Fees	(29.73)
Realized Gains Losses	625.00
Purchased Interest	(932.32)
Interest Received	15,074.23
ENDING	4,697,172.92

Projected Monthly Income Schedule



Position Statement

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD TO MATURITY	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
WESTLAKE PORTER PUBLIC LIBRARY												
LGIP												
139999999	STAR Ohio	03/31/2026 03/31/2026	2,873,009.48	2,873,009.48 0.00	2,873,009.48	3.80		1	1.00 2,873,009.48	0.00 2,873,009.48	37.72	AAA
LGIP TOTAL			2,873,009.48	2,873,009.48 0.00	2,873,009.48	3.80		1	1.00 2,873,009.48	0.00 2,873,009.48	37.72	AAA
MONEY MARKET FUNDS												
31846V567	FIRST AMER:GVT OBLG;Z	03/31/2026 03/31/2026	19,301.29	19,301.29 0.00	19,301.29	3.54		1	1.00 19,301.29	0.00 19,301.29	0.25	Aaa AAA
MONEY MARKET FUNDS TOTAL			19,301.29	19,301.29 0.00	19,301.29	3.54		1	1.00 19,301.29	0.00 19,301.29	0.25	AAA
U.S. TREASURIES												
912828R36	US TREASURY 1.625 05/15/26	01/11/2022 01/12/2022	55,000.00	55,378.13 0.00	55,378.13	1.46	05/15/2026	45	99.73 54,853.91	(524.22) 55,378.13	0.72	Aa1 AA+
91282CCJ8	US TREASURY 0.875 06/30/26	06/29/2021 06/30/2021	75,000.00	74,912.11 0.00	74,912.11	0.90	06/30/2026	91	99.29 74,466.80	(445.31) 74,912.11	0.98	Aa1 AA+
91282CCP4	US TREASURY 0.625 07/31/26	08/25/2021 08/26/2021	75,000.00	74,305.66 0.00	74,305.66	0.82	07/31/2026	122	98.97 74,229.49	(76.17) 74,305.66	0.97	Aa1 AA+
91282CCW9	US TREASURY 0.750 08/31/26	08/26/2021 08/31/2021	75,000.00	74,660.16 0.00	74,660.16	0.84	08/31/2026	153	98.76 74,071.29	(588.87) 74,660.16	0.97	Aa1 AA+
912828YG9	US TREASURY 1.625 09/30/26	01/11/2022 01/12/2022	55,000.00	55,345.90 0.00	55,345.90	1.49	09/30/2026	183	98.95 54,419.92	(925.98) 55,345.90	0.71	Aa1 AA+
91282CDG3	US TREASURY 1.125 10/31/26	01/10/2022 01/11/2022	55,000.00	53,990.23 0.00	53,990.23	1.52	10/31/2026	214	98.47 54,159.96	169.73 53,990.23	0.71	Aa1 AA+
91282CLY5	US TREASURY 4.250 11/30/26	10/03/2025 10/06/2025	100,000.00	100,656.25 0.00	100,656.25	3.66	11/30/2026	244	100.32 100,324.22	(332.03) 100,656.25	1.32	Aa1 AA+
91282CDQ1	US TREASURY 1.250 12/31/26	01/07/2022 01/10/2022	55,000.00	54,355.47 0.00	54,355.47	1.50	12/31/2026	275	98.16 53,990.23	(365.24) 54,355.47	0.71	Aa1 AA+
912828Z78	US TREASURY 1.500 01/31/27	07/12/2023 07/13/2023	70,000.00	63,639.84 0.00	63,639.84	4.29	01/31/2027	306	98.17 68,720.31	5,080.47 63,639.84	0.90	Aa1 AA+
91282CEF4	US TREASURY 2.500 03/31/27	06/27/2023 06/28/2023	60,000.00	56,432.81 0.00	56,432.81	4.23	03/31/2027	365	98.83 59,299.22	2,866.41 56,432.81	0.78	Aa1 AA+
91282CET4	US TREASURY 2.625 05/31/27	07/13/2023 07/14/2023	70,000.00	66,303.13 0.00	66,303.13	4.11	05/31/2027	426	98.65 69,053.91	2,750.78 66,303.13	0.91	Aa1 AA+
91282CEW7	US TREASURY 3.250 06/30/27	03/13/2026 03/16/2026	40,000.00	39,770.31 269.34	40,039.65	3.71	06/30/2027	456	99.31 39,723.44	(46.87) 39,770.31	0.52	Aa1 AA+
91282CEW7	US TREASURY 3.250 06/30/27	06/29/2023 06/30/2023	60,000.00	57,707.81 0.00	57,707.81	4.30	06/30/2027	456	99.31 59,585.16	1,877.35 57,707.81	0.78	Aa1 AA+
9128282R0	US TREASURY 2.250 08/15/27	10/31/2022 11/01/2022	75,000.00	68,525.39 0.00	68,525.39	4.26	08/15/2027	502	97.89 73,417.97	4,892.58 68,525.39	0.96	Aa1 AA+



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91282CGC9	US TREASURY 3.875 12/31/27	01/20/2023 01/23/2023	90,000.00	91,325.39 0.00	91,325.39	3.55	12/31/2027	640	100.07 90,063.28	(1,262.11) 91,325.39	118	Aa1 AA+
91282CGH8	US TREASURY 3.500 01/31/28	03/23/2023 03/24/2023	75,000.00	75,038.09 0.00	75,038.09	3.49	01/31/2028	671	99.44 74,578.13	(459.97) 75,038.09	0.98	Aa1 AA+
91282CHA2	US TREASURY 3.500 04/30/28	07/18/2025 07/21/2025	30,000.00	29,724.61 0.00	29,724.61	3.85	04/30/2028	761	99.37 29,810.16	85.55 29,724.61	0.39	Aa1 AA+
91282CHA2	US TREASURY 3.500 04/30/28	07/28/2023 07/31/2023	55,000.00	53,287.70 0.00	53,287.70	4.23	04/30/2028	761	99.37 54,651.95	1,364.25 53,287.70	0.72	Aa1 AA+
91282CHK0	US TREASURY 4.000 06/30/28	03/13/2026 03/16/2026	80,000.00	80,546.88 662.98	81,209.86	3.68	06/30/2028	822	100.42 80,337.50	(209.38) 80,546.88	1.05	Aa1 AA+
91282CHQ7	US TREASURY 4.125 07/31/28	12/16/2024 12/17/2024	75,000.00	74,698.24 0.00	74,698.24	4.24	07/31/2028	853	100.69 75,515.63	817.39 74,698.24	0.99	Aa1 AA+
9128284V9	US TREASURY 2.875 08/15/28	10/06/2023 10/10/2023	70,000.00	64,257.81 0.00	64,257.81	4.79	08/15/2028	868	97.88 68,517.97	4,260.16 64,257.81	0.90	Aa1 AA+
91282CJA0	US TREASURY 4.625 09/30/28	12/16/2024 12/17/2024	75,000.00	75,928.71 0.00	75,928.71	4.27	09/30/2028	914	101.91 76,435.55	506.84 75,928.71	1.00	Aa1 AA+
91282CJN2	US TREASURY 4.375 11/30/28	12/16/2024 12/17/2024	75,000.00	75,295.90 0.00	75,295.90	4.27	11/30/2028	975	101.39 76,042.97	747.07 75,295.90	1.00	Aa1 AA+
91282CJW2	US TREASURY 4.000 01/31/29	02/14/2025 02/18/2025	75,000.00	74,132.81 0.00	74,132.81	4.32	01/31/2029	1,037	100.46 75,345.70	1,212.89 74,132.81	0.99	Aa1 AA+
9128286B1	US TREASURY 2.625 02/15/29	05/20/2025 05/21/2025	45,000.00	42,866.02 0.00	42,866.02	4.00	02/15/2029	1,052	96.75 43,537.50	671.48 42,866.02	0.57	Aa1 AA+
9128286B1	US TREASURY 2.625 02/15/29	08/06/2024 08/07/2024	65,000.00	61,942.97 0.00	61,942.97	3.77	02/15/2029	1,052	96.75 62,887.50	944.53 61,942.97	0.83	Aa1 AA+
91282CEM9	US TREASURY 2.875 04/30/29	05/20/2025 05/21/2025	40,000.00	38,345.31 0.00	38,345.31	4.02	04/30/2029	1,126	97.22 38,887.50	542.19 38,345.31	0.51	Aa1 AA+
91282CEM9	US TREASURY 2.875 04/30/29	08/06/2024 08/07/2024	65,000.00	62,539.65 0.00	62,539.65	3.75	04/30/2029	1,126	97.22 63,192.19	652.54 62,539.65	0.83	Aa1 AA+
91282CES6	US TREASURY 2.750 05/31/29	10/03/2025 10/06/2025	50,000.00	48,480.47 0.00	48,480.47	3.65	05/31/2029	1,157	96.77 48,382.81	(97.66) 48,480.47	0.64	Aa1 AA+
91282CES6	US TREASURY 2.750 05/31/29	08/06/2024 08/07/2024	70,000.00	66,945.70 0.00	66,945.70	3.75	05/31/2029	1,157	96.77 67,735.94	790.24 66,945.70	0.89	Aa1 AA+
91282CLR0	US TREASURY 4.125 10/31/29	12/16/2024 12/17/2024	75,000.00	74,525.39 0.00	74,525.39	4.27	10/31/2029	1,310	100.82 75,615.23	1,089.84 74,525.39	0.99	Aa1 AA+
91282CFY2	US TREASURY 3.875 11/30/29	12/16/2024 12/17/2024	75,000.00	73,678.71 0.00	73,678.71	4.27	11/30/2029	1,340	99.98 74,988.28	1,309.57 73,678.71	0.98	Aa1 AA+
91282CMU2	US TREASURY 4.000 03/31/30	05/22/2025 05/23/2025	105,000.00	104,528.32 0.00	104,528.32	4.10	03/31/2030	1,461	100.37 105,385.55	857.23 104,528.32	1.38	Aa1 AA+
91282CMZ1	US TREASURY 3.875 04/30/30	05/22/2025 05/23/2025	105,000.00	103,892.58 0.00	103,892.58	4.11	04/30/2030	1,491	99.90 104,893.36	1,000.78 103,892.58	1.38	Aa1 AA+
91282CNG2	US TREASURY 4.000 05/31/30	05/29/2025 06/02/2025	105,000.00	104,958.98 0.00	104,958.98	4.01	05/31/2030	1,522	100.35 105,369.14	410.16 104,958.98	1.38	Aa1 AA+
91282CHJ3	US TREASURY 3.750 06/30/30	10/03/2025 10/06/2025	50,000.00	50,083.98 0.00	50,083.98	3.71	06/30/2030	1,552	99.35 49,675.78	(408.20) 50,083.98	0.65	Aa1 AA+
91282CHJ3	US TREASURY 3.750 06/30/30	07/18/2025 07/21/2025	60,000.00	59,435.16 0.00	59,435.16	3.96	06/30/2030	1,552	99.35 59,610.94	175.78 59,435.16	0.78	Aa1 AA+



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91282CHR5	US TREASURY 4.000 07/31/30	09/02/2025 09/03/2025	105,000.00	106,173.05 0.00	106,173.05	3.75	07/31/2030	1,583	100.33 105,344.53	(828.52) 106,173.05	1.38	Aa1 AA+
91282CPA3	US TREASURY 3.625 09/30/30	02/20/2026 02/23/2026	35,000.00	34,976.76 0.00	34,976.76	3.64	09/30/2030	1,644	98.77 34,567.97	(408.79) 34,976.76	0.45	Aa1 AA+
91282CPA3	US TREASURY 3.625 09/30/30	12/04/2025 12/05/2025	60,000.00	59,868.75 0.00	59,868.75	3.67	09/30/2030	1,644	98.77 59,259.38	(609.38) 59,868.75	0.78	Aa1 AA+
91282CPD7	US TREASURY 3.625 10/31/30	02/09/2026 02/10/2026	85,000.00	84,598.24 868.20	85,466.44	3.73	10/31/2030	1,675	98.71 83,904.30	(693.94) 84,598.24	1.10	Aa1 AA+
91282CPN5	US TREASURY 3.500 11/30/30	12/05/2025 12/08/2025	65,000.00	64,367.77 50.00	64,417.77	3.72	11/30/2030	1,705	98.16 63,806.64	(561.13) 64,367.77	0.84	Aa1 AA+
91282CJQ5	US TREASURY 3.750 12/31/30	02/20/2026 02/23/2026	85,000.00	85,355.27 475.48	85,830.75	3.65	12/31/2030	1,736	99.15 84,276.17	(1,079.10) 85,355.27	1.11	Aa1 AA+
U.S. TREASURIES TOTAL			2,965,000.00	2,917,782.42 2,326.00	2,920,108.42	3.55		933	99.27 2,942,935.36	25,152.94 2,917,782.42	38.63	AA+
U.S. AGENCIES												
3133EPWD3	FED FARM CR BNKS 4.875 04/20/26	10/16/2023 10/17/2023	65,000.00	64,743.25 0.00	64,743.25	5.04	04/20/2026	20	100.05 65,035.10	291.85 64,743.25	0.85	Aa1 AA+
3130APB87	FHLBANKS 1:100 10/13/26 '25	10/14/2021 10/15/2021	100,000.00	99,730.00 0.00	99,730.00	1.16	10/13/2026	196	98.47 98,473.00	(1,257.00) 99,730.00	1.29	Aa1 AA+
880591EU2	TVA 2.875 02/01/27	10/27/2023 10/30/2023	75,000.00	70,330.88 0.00	70,330.88	4.97	02/01/2027	307	99.25 74,439.00	4,108.12 70,330.88	0.98	Aa1 AA+
31424WAF9	FARMER MAC 4.875 04/01/27 MTN	10/27/2023 10/30/2023	75,000.00	74,767.50 0.00	74,767.50	4.97	04/01/2027	366	100.84 75,627.75	860.25 74,767.50	0.99	NA NA
31422XA69	FARMER MAC 3.340 07/01/27 MTN	09/12/2023 09/13/2023	100,000.00	95,298.00 0.00	95,298.00	4.67	07/01/2027	457	99.21 99,212.00	3,914.00 95,298.00	1.30	NA NA
3130ATHW0	FHLBANKS 4:125 09/10/27	10/31/2022 11/01/2022	75,000.00	74,419.28 0.00	74,419.28	4.30	09/10/2027	528	100.36 75,266.25	846.97 74,419.28	0.99	Aa1 AA+
3133ENW63	FED FARM CR BNKS 4.375 10/27/27	10/31/2022 11/01/2022	75,000.00	75,218.25 0.00	75,218.25	4.31	10/27/2027	575	100.67 75,504.75	286.50 75,218.25	0.99	Aa1 AA+
3130APTR6	FHLBANKS 1.320 11/23/27 '25	03/31/2023 03/31/2023	65,000.00	57,535.40 0.00	57,535.40	4.06	11/23/2027	602	95.70 62,205.65	4,670.25 57,535.40	0.82	Aa1 AA+
3133EN3H1	FEDERAL FARM 4.000 11/29/27	11/22/2022 11/29/2022	65,000.00	64,779.00 0.00	64,779.00	4.08	11/29/2027	608	100.14 65,090.35	311.35 64,779.00	0.85	Aa1 AA+
880591EZ1	TVA 3.875 03/15/28	03/28/2023 03/30/2023	70,000.00	69,736.10 0.00	69,736.10	3.96	03/15/2028	715	100.03 70,018.90	282.80 69,736.10	0.92	Aa1 AA+
3133EPLD5	FED FARM CR BNKS 3.875 05/30/28	12/16/2024 12/17/2024	75,000.00	74,054.77 0.00	74,054.77	4.27	05/30/2028	791	100.00 74,997.75	942.98 74,054.77	0.98	Aa1 AA+
3130AWMN7	FHLBANKS 4.375 06/09/28	07/28/2023 07/31/2023	55,000.00	55,144.65 0.00	55,144.65	4.31	06/09/2028	801	101.04 55,569.25	424.60 55,144.65	0.73	Aa1 AA+
3133EHU50	FED FARM CR BNKS 2.820 12/20/28	08/06/2024 08/07/2024	69,000.00	66,209.98 0.00	66,209.98	3.83	12/20/2028	995	97.23 67,090.77	880.79 66,209.98	0.88	Aa1 AA+
3133EP5U5	FED FARM CR BNKS 4:125 03/20/29	12/16/2024 12/17/2024	60,000.00	59,596.80 0.00	59,596.80	4.30	03/20/2029	1,085	100.59 60,351.00	754.20 59,596.80	0.79	Aa1 AA+
3130AGDY8	FHLBANKS 2.750 06/08/29	08/06/2024 08/07/2024	65,000.00	62,004.08 0.00	62,004.08	3.80	06/08/2029	1,165	96.54 62,749.05	744.97 62,004.08	0.82	Aa1 AA+



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3133EPPF6	FED FARM CR BNKS 4.125 07/05/29	12/16/2024 12/17/2024	75,000.00	74,524.56 0.00	74,524.56	4.28	07/05/2029	1,192	100.59 75,440.25	915.69 74,524.56	0.99	Aa1 AA+
3133ERN1	FED FARM CR BNKS 4.125 08/01/29	08/06/2024 08/07/2024	65,000.00	66,094.60 0.00	66,094.60	3.75	08/01/2029	1,219	100.63 65,408.85	(685.75) 66,094.60	0.86	Aa1 AA+
3133ERS7	FED FARM CR BNKS 3.500 09/10/29	12/16/2024 12/17/2024	75,000.00	72,494.63 0.00	72,494.63	4.29	09/10/2029	1,259	98.61 73,954.50	1,459.87 72,494.63	0.97	Aa1 AA+
3130ATUT2	FHLBANKS 4.500 12/14/29	12/16/2024 12/17/2024	75,000.00	75,716.63 0.00	75,716.63	4.29	12/14/2029	1,354	101.82 76,363.50	646.87 75,716.63	1.00	Aa1 AA+
3133ENMT4	FED FARM CR BNKS 2.050 02/01/30 '25	02/25/2025 02/26/2025	75,000.00	67,697.25 0.00	67,697.25	4.26	02/01/2030	1,403	92.64 69,477.00	1,779.75 67,697.25	0.91	Aa1 AA+
880591FE7	TVA 3.875 08/01/30	08/05/2025 08/08/2025	21,000.00	20,983.20 0.00	20,983.20	3.89	08/01/2030	1,584	99.60 20,916.84	(66.36) 20,983.20	0.27	Aa1 AA+
880591FE7	TVA 3.875 08/01/30	08/05/2025 08/08/2025	30,000.00	29,877.90 0.00	29,877.90	3.97	08/01/2030	1,584	99.60 29,881.20	3.30 29,877.90	0.39	Aa1 AA+
U.S. AGENCIES TOTAL			1,505,000.00	1,470,956.71 0.00	1,470,956.71	4.10		790	99.25 1,493,072.71	22,116.00 1,470,956.71	19.60	AA+
NEGOTIABLE CD'S												
178180HL2	CITY NATIONAL BK 3.850 02/14/28	02/03/2026 02/13/2026	75,000.00	74,868.75 0.00	74,868.75	3.94	02/14/2028	685	99.84 74,877.19	8.44 74,868.75	0.98	NA NA
84287PJB9	SOUTHERN FIR BK 4.850 10/17/28	10/05/2023 10/17/2023	70,000.00	69,685.00 0.00	69,685.00	4.95	10/17/2028	931	99.77 69,839.66	154.66 69,685.00	0.92	NA NA
90355GJ56	UBS USA 3.950 02/19/30	02/12/2026 02/18/2026	75,000.00	74,718.75 0.00	74,718.75	4.05	02/19/2030	1,421	99.64 74,726.83	8.08 74,718.75	0.98	NA NA
795451DY6	SALLIE MAE BNK 4.000 08/06/30	08/12/2025 08/13/2025	70,000.00	69,860.00 0.00	69,860.00	4.04	08/06/2030	1,589	99.83 69,877.78	17.78 69,860.00	0.92	NA NA
NEGOTIABLE CD'S TOTAL			290,000.00	289,132.50 0.00	289,132.50	4.24		1,153	99.77 289,321.45	188.95 289,132.50	3.80	NA
WESTLAKE PORTER PUBLIC LIBRARY TOTAL			7,652,310.77	7,570,182.40 2,326.00	7,572,508.40	3.78		560	7,617,640.29	47,457.89 7,570,182.40	100.00	AA+
GRAND TOTAL			7,652,310.77	7,570,182.40 2,326.00	7,572,508.40	3.78		560	7,617,640.29	47,457.89 7,570,182.40	100.00	AA+

Transaction Statement

WESTLAKE PORTER PUBLIC LIBRARY									
	TRADE DATE	SETTLE DATE	CUSIP	DESCRIPTION	PAR VALUE	PRINCIPAL COST	PURCHASED INTEREST	TOTAL	PURCHASE YIELD
BUY									
	03/13/2026	03/16/2026	91282CEW7	US TREASURY 3.250 06/30/27	40,000.00	39,770.31	269.34	(40,039.65)	3.71
	03/13/2026	03/16/2026	91282CHK0	US TREASURY 4.000 06/30/28	80,000.00	80,546.88	662.98	(81,209.86)	3.68
BUY TOTAL					120,000.00	120,317.19	932.32	(121,249.51)	3.69
	TRADE DATE	SETTLE DATE	CUSIP	DESCRIPTION	PAR VALUE	BOOK VALUE		TOTAL	NET REALIZED GAIN/LOSS
MATURITY									
	03/05/2026	03/05/2026	066519QK8	BankUnited, National Association 0.65 03/05/2026	(125,000.00)	124,375.00		125,000.00	625.00
MATURITY TOTAL					(125,000.00)	124,375.00		125,000.00	625.00

Income/Dividend Received

IDENTIFIER	DESCRIPTION	PAYMENT DATE	POST DATE	INTEREST/DIVIDENDS RECEIVED
STAR OHIO				
139999999	STAR Ohio	03/31/2026	03/31/2026	7,177.61
STAR OHIO - TOTAL				7,177.61
IDENTIFIER	DESCRIPTION	PAYMENT DATE	POST DATE	INTEREST/DIVIDENDS RECEIVED
US BANK				
91282CCW9	US TREASURY 0.750 08/31/26	02/28/2026	03/02/2026	281.25
31846V567	FIRST AMER:GVT OBLG;Z	02/28/2026	03/02/2026	330.98
066519QK8	BankUnited, National Association 0.65 03/05/2026	03/05/2026	03/05/2026	200.34
3133ERSP7	FED FARM CR BNKS 3.500 09/10/29	03/10/2026	03/10/2026	1,312.50
3130ATHW0	FHLBANKS 4.125 09/10/27	03/10/2026	03/10/2026	1,546.88
880591EZ1	TVA 3.875 03/15/28	03/15/2026	03/16/2026	1,356.25
90355GJ56	UBS USA 3.950 02/19/30	03/18/2026	03/18/2026	227.26
3133EP5U5	FED FARM CR BNKS 4.125 03/20/29	03/20/2026	03/20/2026	1,237.50
31424WAF9	FARMER MAC 4.875 04/01/27 MTN	03/29/2026	03/30/2026	1,828.13
91282CPA3	US TREASURY 3.625 09/30/30	03/31/2026	03/31/2026	1,721.88
91282CMU2	US TREASURY 4.000 03/31/30	03/31/2026	03/31/2026	2,100.00
912828YG9	US TREASURY 1.625 09/30/26	03/31/2026	03/31/2026	446.88
91282CJA0	US TREASURY 4.625 09/30/28	03/31/2026	03/31/2026	1,734.38
91282CEF4	US TREASURY 2.500 03/31/27	03/31/2026	03/31/2026	750.00
US BANK - TOTAL				15,074.23
TOTAL				22,251.84

Contribution/Withdrawals and Expenses

	POST DATE	PAR VALUE	TOTAL
WESTLAKE PORTER PUBLIC LIBRARY			
CUSTODY FEE			
	03/25/2026	(29.73)	(29.73)
CUSTODY FEE TOTAL		(29.73)	(29.73)
MANAGEMENT FEE			
	03/30/2026	(625.00)	(625.00)
MANAGEMENT FEE TOTAL		(625.00)	(625.00)

Projected Income

For the Period April 01, 2026 to March 31, 2027

CUSIP	DESCRIPTION	POST DATE	AMOUNT
3130APB87	FHLBANKS 1.100 10/13/26 '25	04/13/2026	550.00
84287PJB9	SOUTHERN FIR BK 4.850 10/17/28	04/17/2026	1,692.85
90355GJ56	UBS USA 3.950 02/19/30	04/20/2026	251.61
3133EPWD3	FED FARM CR BNKS 4.875 04/20/26	04/20/2026	256.75
3133EPWD3	FED FARM CR BNKS 4.875 04/20/26	04/20/2026	1,584.38
3133ENW63	FED FARM CR BNKS 4.375 10/27/27	04/27/2026	1,640.63
91282CDG3	US TREASURY 1.125 10/31/26	04/30/2026	309.38
91282CHA2	US TREASURY 3.500 04/30/28	04/30/2026	1,487.50
91282CPD7	US TREASURY 3.625 10/31/30	04/30/2026	1,540.63
91282CEM9	US TREASURY 2.875 04/30/29	04/30/2026	1,509.38
91282CMZ1	US TREASURY 3.875 04/30/30	04/30/2026	2,034.38
91282CLR0	US TREASURY 4.125 10/31/29	04/30/2026	1,546.88
APR 2026 TOTAL			14,404.33
912828R36	US TREASURY 1.625 05/15/26	05/15/2026	446.88
912828R36	US TREASURY 1.625 05/15/26	05/15/2026	(378.13)
90355GJ56	UBS USA 3.950 02/19/30	05/18/2026	243.49
3130APTR6	FHLBANKS 1.320 11/23/27 '25	05/26/2026	429.00
3133EN3H1	FEDERAL FARM 4.000 11/29/27	05/29/2026	1,300.00
MAY 2026 TOTAL			2,041.24
91282CET4	US TREASURY 2.625 05/31/27	06/01/2026	918.75
91282CES6	US TREASURY 2.750 05/31/29	06/01/2026	1,650.00
3133EPLD5	FED FARM CR BNKS 3.875 05/30/28	06/01/2026	1,453.13
91282CPN5	US TREASURY 3.500 11/30/30	06/01/2026	1,137.50
91282CJN2	US TREASURY 4.375 11/30/28	06/01/2026	1,640.63
91282CFY2	US TREASURY 3.875 11/30/29	06/01/2026	1,453.13
91282CNG2	US TREASURY 4.000 05/31/30	06/01/2026	2,100.00
91282CLY5	US TREASURY 4.250 11/30/26	06/01/2026	2,125.00
3130AGDY8	FHLBANKS 2.750 06/08/29	06/08/2026	893.75

Projected Income

For the Period April 01, 2026 to March 31, 2027

CUSIP	DESCRIPTION	POST DATE	AMOUNT
3130AWMN7	FHLBANKS 4.375 06/09/28	06/09/2026	1,203.13
3130ATUT2	FHLBANKS 4.500 12/14/29	06/15/2026	1,687.50
90355GJ56	UBS USA 3.950 02/19/30	06/18/2026	251.61
3133EHU50	FED FARM CR BNKS 2.820 12/20/28	06/22/2026	972.90
91282CJQ5	US TREASURY 3.750 12/31/30	06/30/2026	1,593.75
91282CDQ1	US TREASURY 1.250 12/31/26	06/30/2026	343.75
91282CCJ8	US TREASURY 0.875 06/30/26	06/30/2026	328.13
91282CEW7	US TREASURY 3.250 06/30/27	06/30/2026	1,625.00
91282CHJ3	US TREASURY 3.750 06/30/30	06/30/2026	2,062.50
91282CHK0	US TREASURY 4.000 06/30/28	06/30/2026	1,600.00
91282CCJ8	US TREASURY 0.875 06/30/26	06/30/2026	87.89
91282CGC9	US TREASURY 3.875 12/31/27	06/30/2026	1,743.75
JUN 2026 TOTAL			26,871.77
3133EPPF6	FED FARM CR BNKS 4.125 07/05/29	07/06/2026	1,546.88
90355GJ56	UBS USA 3.950 02/19/30	07/20/2026	243.49
912828Z78	US TREASURY 1.500 01/31/27	07/31/2026	525.00
91282CGH8	US TREASURY 3.500 01/31/28	07/31/2026	1,312.50
91282CCP4	US TREASURY 0.625 07/31/26	07/31/2026	234.38
91282CCP4	US TREASURY 0.625 07/31/26	07/31/2026	694.34
91282CHQ7	US TREASURY 4.125 07/31/28	07/31/2026	1,546.88
91282CHR5	US TREASURY 4.000 07/31/30	07/31/2026	2,100.00
91282CJW2	US TREASURY 4.000 01/31/29	07/31/2026	1,500.00
JUL 2026 TOTAL			9,703.46
3133ERN1	FED FARM CR BNKS 4.125 08/01/29	08/03/2026	1,340.63
880591FE7	TVA 3.875 08/01/30	08/03/2026	988.13
880591EU2	TVA 2.875 02/01/27	08/03/2026	1,078.13
3133ENMT4	FED FARM CR BNKS 2.050 02/01/30 '25	08/03/2026	768.75
795451DY6	SALLIE MAE BNK 4.000 08/06/30	08/06/2026	1,388.49

Projected Income

For the Period April 01, 2026 to March 31, 2027

CUSIP	DESCRIPTION	POST DATE	AMOUNT
178180HL2	CITY NATIONAL BK 3.850 02/14/28	08/13/2026	1,431.88
9128284V9	US TREASURY 2.875 08/15/28	08/17/2026	1,006.25
9128282R0	US TREASURY 2.250 08/15/27	08/17/2026	843.75
9128286B1	US TREASURY 2.625 02/15/29	08/17/2026	1,443.75
90355GJ56	UBS USA 3.950 02/19/30	08/18/2026	251.61
91282CCW9	US TREASURY 0.750 08/31/26	08/31/2026	339.84
91282CCW9	US TREASURY 0.750 08/31/26	08/31/2026	281.25
AUG 2026 TOTAL			11,162.45
3130ATHW0	FHLBANKS 4.125 09/10/27	09/10/2026	1,546.88
3133ERSP7	FED FARM CR BNKS 3.500 09/10/29	09/10/2026	1,312.50
880591EZ1	TVA 3.875 03/15/28	09/15/2026	1,356.25
90355GJ56	UBS USA 3.950 02/19/30	09/18/2026	251.61
3133EP5U5	FED FARM CR BNKS 4.125 03/20/29	09/21/2026	1,237.50
31424WAF9	FARMER MAC 4.875 04/01/27 MTN	09/29/2026	1,828.13
912828YG9	US TREASURY 1.625 09/30/26	09/30/2026	446.88
91282CPA3	US TREASURY 3.625 09/30/30	09/30/2026	1,721.88
91282CMU2	US TREASURY 4.000 03/31/30	09/30/2026	2,100.00
912828YG9	US TREASURY 1.625 09/30/26	09/30/2026	(345.90)
91282CJA0	US TREASURY 4.625 09/30/28	09/30/2026	1,734.38
91282CEF4	US TREASURY 2.500 03/31/27	09/30/2026	750.00
SEP 2026 TOTAL			13,940.08
3130APB87	FHLBANKS 1.100 10/13/26 '25	10/13/2026	550.00
3130APB87	FHLBANKS 1.100 10/13/26 '25	10/13/2026	270.00
84287PJB9	SOUTHERN FIR BK 4.850 10/17/28	10/19/2026	1,702.15
90355GJ56	UBS USA 3.950 02/19/30	10/19/2026	243.49
3133ENW63	FED FARM CR BNKS 4.375 10/27/27	10/27/2026	1,640.63
91282CDG3	US TREASURY 1.125 10/31/26	10/31/2026	1,009.77
OCT 2026 TOTAL			5,416.04

Projected Income

For the Period April 01, 2026 to March 31, 2027

CUSIP	DESCRIPTION	POST DATE	AMOUNT
91282CDG3	US TREASURY 1.125 10/31/26	11/02/2026	309.38
91282CHA2	US TREASURY 3.500 04/30/28	11/02/2026	1,487.50
91282CPD7	US TREASURY 3.625 10/31/30	11/02/2026	1,540.63
91282CEM9	US TREASURY 2.875 04/30/29	11/02/2026	1,509.38
91282CMZ1	US TREASURY 3.875 04/30/30	11/02/2026	2,034.38
91282CLR0	US TREASURY 4.125 10/31/29	11/02/2026	1,546.88
90355GJ56	UBS USA 3.950 02/19/30	11/18/2026	251.61
3130APTR6	FHLBANKS 1.320 11/23/27 '25	11/23/2026	429.00
91282CFY2	US TREASURY 3.875 11/30/29	11/30/2026	1,453.13
91282CNG2	US TREASURY 4.000 05/31/30	11/30/2026	2,100.00
91282CLY5	US TREASURY 4.250 11/30/26	11/30/2026	2,125.00
91282CET4	US TREASURY 2.625 05/31/27	11/30/2026	918.75
91282CES6	US TREASURY 2.750 05/31/29	11/30/2026	1,650.00
3133EPLD5	FED FARM CR BNKS 3.875 05/30/28	11/30/2026	1,453.13
91282CPN5	US TREASURY 3.500 11/30/30	11/30/2026	1,137.50
91282CLY5	US TREASURY 4.250 11/30/26	11/30/2026	(656.25)
3133EN3H1	FEDERAL FARM 4.000 11/29/27	11/30/2026	1,300.00
91282CJN2	US TREASURY 4.375 11/30/28	11/30/2026	1,640.63
NOV 2026 TOTAL			22,230.61
3130AGDY8	FHLBANKS 2.750 06/08/29	12/08/2026	893.75
3130AWMN7	FHLBANKS 4.375 06/09/28	12/09/2026	1,203.13
3130ATUT2	FHLBANKS 4.500 12/14/29	12/14/2026	1,687.50
90355GJ56	UBS USA 3.950 02/19/30	12/18/2026	243.49
3133EHU50	FED FARM CR BNKS 2.820 12/20/28	12/21/2026	972.90
91282CEW7	US TREASURY 3.250 06/30/27	12/31/2026	1,625.00
91282CDQ1	US TREASURY 1.250 12/31/26	12/31/2026	644.53
91282CHJ3	US TREASURY 3.750 06/30/30	12/31/2026	2,062.50
91282CHK0	US TREASURY 4.000 06/30/28	12/31/2026	1,600.00

Projected Income

For the Period April 01, 2026 to March 31, 2027

CUSIP	DESCRIPTION	POST DATE	AMOUNT
91282CGC9	US TREASURY 3.875 12/31/27	12/31/2026	1,743.75
91282CJQ5	US TREASURY 3.750 12/31/30	12/31/2026	1,593.75
91282CDQ1	US TREASURY 1.250 12/31/26	12/31/2026	343.75
DEC 2026 TOTAL			14,614.05
3133EPPF6	FED FARM CR BNKS 4.125 07/05/29	01/05/2027	1,546.88
90355GJ56	UBS USA 3.950 02/19/30	01/19/2027	251.61
912828Z78	US TREASURY 1.500 01/31/27	01/31/2027	6,360.16
JAN 2027 TOTAL			8,158.64
3133ENMT4	FED FARM CR BNKS 2.050 02/01/30 '25	02/01/2027	768.75
3133ERN1	FED FARM CR BNKS 4.125 08/01/29	02/01/2027	1,340.63
91282CHR5	US TREASURY 4.000 07/31/30	02/01/2027	2,100.00
91282CJW2	US TREASURY 4.000 01/31/29	02/01/2027	1,500.00
880591FE7	TVA 3.875 08/01/30	02/01/2027	988.13
880591EU2	TVA 2.875 02/01/27	02/01/2027	1,078.13
912828Z78	US TREASURY 1.500 01/31/27	02/01/2027	525.00
91282CGH8	US TREASURY 3.500 01/31/28	02/01/2027	1,312.50
880591EU2	TVA 2.875 02/01/27	02/01/2027	4,669.12
91282CHQ7	US TREASURY 4.125 07/31/28	02/01/2027	1,546.88
795451DY6	SALLIE MAE BNK 4.000 08/06/30	02/08/2027	1,411.51
9128284V9	US TREASURY 2.875 08/15/28	02/16/2027	1,006.25
9128282R0	US TREASURY 2.250 08/15/27	02/16/2027	843.75
9128286B1	US TREASURY 2.625 02/15/29	02/16/2027	1,443.75
178180HL2	CITY NATIONAL BK 3.850 02/14/28	02/16/2027	1,455.62
90355GJ56	UBS USA 3.950 02/19/30	02/18/2027	251.61
FEB 2027 TOTAL			22,241.60
3130ATHW0	FHLBANKS 4.125 09/10/27	03/10/2027	1,546.88
3133ERSP7	FED FARM CR BNKS 3.500 09/10/29	03/10/2027	1,312.50
880591EZ1	TVA 3.875 03/15/28	03/15/2027	1,356.25

Projected Income

For the Period April 01, 2026 to March 31, 2027

CUSIP	DESCRIPTION	POST DATE	AMOUNT
90355GJ56	UBS USA 3.950 02/19/30	03/18/2027	227.26
3133EP5U5	FED FARM CR BNKS 4.125 03/20/29	03/22/2027	1,237.50
31424WAF9	FARMER MAC 4.875 04/01/27 MTN	03/29/2027	1,828.13
91282CJA0	US TREASURY 4.625 09/30/28	03/31/2027	1,734.38
91282CEF4	US TREASURY 2.500 03/31/27	03/31/2027	750.00
91282CPA3	US TREASURY 3.625 09/30/30	03/31/2027	1,721.88
91282CMU2	US TREASURY 4.000 03/31/30	03/31/2027	2,100.00
MAR 2027 TOTAL			13,814.76
GRAND TOTAL			164,599.05

Disclosure

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Mission Moment

In the March 31st issue of Book Blast, we had a segment highlighting new fiction for Arab American Heritage Month which speaks directly to providing an inclusive environment that fosters learning, community growth and connection in an ever changing world.

Upcoming Events:

Board Retreat – Saturday, May 9

Trustee Dinner – Thursday, May 7

Agenda Items

Dress and Appearance – Updating the policy will put us in line with what other libraries around the county and those that we benchmark against do. This change was vetted with EAC and presented to all staff at a General Staff Meeting.

Tornados – These changes are mostly procedural in nature, but we still would like the Board to approve.

Community Group Meetings

Rotary – weekly meetings and art fest planning

Carolyn L. Farrell Foundation

Meetings/Training/Programs

Led the spring meeting for the ALA Interest Group Library Services for People with Dementia and Alzheimer's. It was a nationally broadcast webinar.

Had Laura Sherman from Sustainable Energy Solutions meet with me and Elizabeth for an introduction on what they do for us.

General Staff Meeting – Updated Finance Department, Mission Moments and feedback, three pillars of customer service, incident report refresher, dress code and appearance, Staff Day date and speaker

State Librarian held a listening session on the move of Search Ohio to the State Library.

Attended OLC's CPIM Fiscal Officer conference.

Training on the new Disco Memory project/program we will be offering.

PLA – Creating a Storytelling Celebration, Building Better Internal Communication, Using Staff Input to Strengthen Culture, visited vendor floor

Managers meeting – Program tracking, Tornado preparation, website conversion

Paychex demo on training module

EAC Meeting – Staff Day Planning

Friends/Foundation

Foundation did not meet in April

Friends did not meet in April

Safety and Security

On March 12, a patron left his car lights on. Staff advised me and I was able to track him down via CCTV and let him know.

27 Incident reports were written in March. Seven for Disruptive Behavior, six for Patron Assist/Policy Issue, four for Illness/Accident, four for harassment (three were vulgar phone calls on the same day), three for vandalism, and three for Banned Patron in Library (one

OTHER ISSUES

banned juvenile came back twice). Seven occurred in reference, six in the parking lot, four each in Circulation and Youth Services, 1 in the lobby, one on the second floor, one each in the youth serv

Began watching and discussing with Library Director, Web Junction webinar on Safety and Security in the Library.

Building Services

Overheard in a grocery store in another community: "I tried to get the book at [redacted] but they didn't have it or know when they will. I should have gone to Westlake. They have everything and will help you get what they don't have."

- The yearly elevator maintenance service was performed by Schindler.
- A Demand Response event was called on March 13, 2026. It called for a reduction in electrical usage. While unable to achieve the complete reduction amount, about 85% was achieved.
- Carpenters were engaged to install crown molding back onto YS wooden shelving. They also cut down and refinished a wall counter to allow for movement of copiers and catalog stations.
- The fire alarm replacement project has been completed, along with all change orders.
- The landscaping lighting was inspected and brought back to mostly complete lighting. Defective fixtures will be replaced.
- Dispensers were purchased to replace the automatic towel dispensers currently used. The toweling has become unreasonably expensive and will be replaced with multifold manual dispensers.
- The wind screen was taken down and sent to storage by the vendor.
- A set of donated pictures were hung in the Adult Services area.
- An HVAC vendor was engaged to determine the best way to address the over conditioning of the Youth Services area and the Quiet Reading Room.
- Camille Emerick was hired to replace Alex Foley. Start date was 4/6/26.

Other Projects/Planning

Planning for Art Festival

Board Retreat – Collection Development Briefing, Strategic Plan Update, other?

America 250 programs

Looking to add an HR Component to our payroll system that would give us access to an actual HR professional for assistance when needed

Dispatches From the Field

Good morning, I am sitting upstairs working remotely for the day due to work being done on my house. It is approaching lunch time, and there is no one around me, and I responsibly opened a banana. While I normally would not eat here, and was planning to leave for lunch soon, I am pregnant and dizzy. I needed a banana. A woman scoped me out and told me I was not allowed to eat a banana and for future reference I am not allowed to do this again. Really? This seems extremely nitpicky given the situation and scenario. Please make guests feel more welcomed!!!

~~~~~

"While in Teen Lounge and getting the video game equipment set up, a kid said, ""yo this library is actually sick"".

Please note in this case, ""sick"" is a compliment."

~~~~~

"I requested a children's book about Jesus. Many libraries were not able to produce my request. But this library found five for me. This one I'm turning in was so wonderful I bought a copy..."R IS FOR RISEN". I just want to thank this library for having books I love . "

~~~~~

One of our regular patrons asked if we could get something similar to the Adventure Pass that some other Ohio libraries offer. Users can check it out to visit local museums. I looked into it and the libraries that offer this are near Akron or Cincinnati. It seems to be something that museums, parks, and rec centers in that area make available. This is not the first patron to have asked for such a service.

~~~~~

A patron came to the circ desk to let someone know that the hours and information for the book nook were not listed anywhere on our website and we should add them. I told her that they were and showed her where they could be found. She then mentioned that we should make it easier for people to find that information.

~~~~~

As I was on my way to the YS office, I was stopped by the grandmother of one of our regular patrons, who shared how thrilled she was with our Youth Services Women's History Month display. She selected Brave. Black. First.: 50+ African American Women Who Changed the World to share with her granddaughter, who is also African American. She went on to say how impressed she was with the collection and mentioned that she looks forward to selecting more biographies of African American role models to share with her granddaughter.

~~~~~

Kathie called 3/28/26 to say she recently submitted 3 fiction titles to be considered for our collection and was so pleased we could take her input into consideration. She got a call saying one of the titles was already available for her to pick up!! This was all in the span of 5 days, and she was blown away at the prompt responses and generosity of staff. She was not expecting any of the items to come so soon, so she isn't through her current To-Be-Read pile, and will place the item on hold again very soon. She loves this library! (Way to go, Jane!)

~~~~~

I was just on the phone with a patron to clear up some things regarding her ILL requests. In addition to that, she also wanted to share how much she loves this library and its staff.

She mentioned how much she appreciates everything that we do for her here, also saying that our library could put the others out of business because we do everything so well. She mentioned an instance of adult services staff helping her track down a replacement copy of an out-of-print book she had once owned that was significantly cheaper than what she usually saw it going for, and was very appreciative of their going so far to help her. In general, she mentioned "the girls" all being very helpful, but also gave shout-outs to Diane and Trina specifically.

Basically, she expressed a lot of gratitude toward everyone here and wanted to share that she appreciates the work we do.

~~~~~

A patron came in with her family and said that they were visiting and had to come back because they used to come when their son was little. On their way out she stopped at the desk and said, "this is the best library. We moved to Michigan and [shakes head emphatically] this is the best library." Being from Michigan myself I asked her where they live and she said "Troy, but nothing compares."

~~~~~

A patron visited the YS department and took the time to tell us how wonderful our Teen Lounge space is. She expressed how wonderful it is for teens to have a place that is all their own and she wished that there had been a space like this when she was a teen. She was very effusive in her praise and admiration of the space and how it was being used.

~~~~~

The process of receiving help with my Android phone today was a wonderful experience. Elyse was professional and knowledgeable with her help and I am very please with the outcome of her expertise. Thank you!

~~~~~

Patron using the reading room told Justin G while he was working at the Circ desk that some of the chairs in the reading room were difficult to get out of and he suggested some chairs that are knee high.

~~~~~

Went to see a program about rescuing the hostages in 1979. It was well done. I appreciated learning more details.

~~~~~

Very nice library.. has everything you need.

~~~~~

★★★★★

★★★★★

3.13 DRESS AND APPEARANCE

Because this is a public service institution, and because customers' perceptions about quality of service frequently are influenced by appearances, neatness in personal appearance is essential. Clothing should be in good taste and be suitable and appropriate for a professional work environment.

Jeans and khakis are acceptable. All clothing should be free of holes, tears or fraying.

Shorts, jeans, athletic wear such as yoga pants and sweatpants, halters, "mini" shirts or skirts, T-shirts, etc. are not acceptable. Chewing gum or eating while on duty are not permitted in public services area.

Safety should also be considered in clothing choices. Shoes which are practical and safe should be worn: Slippers and "flip flops" are not acceptable. Protect your feet with appropriate footwear.

The dress code may be relaxed on special occasions, for specific positions, during special work assignments, or as needed for medical accommodations. The Director will approve any such relaxation of the dress code. Some positions may be given the flexibility of a relaxed dress code with consideration to regular work assignments, at the discretion of the Director.

More casual wear, primarily t-shirts, may be approved by the director for such things as supporting local sports teams during playoffs or promoting the library or libraries in general.

5.8 Tornado Safety

Revised May 17, 2012, February 17, 2021

Tornado Season:

According to Thomas W. Schmidlin [Thunder in the Heartland: a chronicle of outstanding weather events in Ohio, KSU Press, c1996], **“75% of Ohio’s tornadoes occur from April to July”. “The most common hours of occurrence follow the general trend of afternoon and evening thunderstorms. About 75% of Ohio tornadoes touch down between 2:00 p.m. and 10:00 p.m.”**

Managers need to review the safe areas of the building (no windows, reinforced walls, under tables, counters, etc.) with staff.

Difference between a Warning and a Watch

A tornado watch means conditions are favorable for tornadoes to form; be prepared and monitor updates. A tornado warning means a tornado has been sighted or indicated by weather radar; take action immediately to seek shelter. Watches cover large areas for several hours, while warnings cover specific, smaller areas where danger is imminent.

Tornado Watch Signs:

In order to improve public safety by keeping the public advised of potentially dangerous storms, the library has printed, laminated “Tornado Alert” signs.

Each department should have several of these signs to post when we are under a Tornado Watch (conditions likely) as announced by local news stations or Internet alerts.

The **Circulation Department** should make the following announcement:

“A tornado WATCH has been issued. No action is required at this time. Another announcement will be made if a tornado WARNING is issued. Thank you.” and post ~~one sign on each set of the~~ **on the front and meeting room enter/exit** doors. **Either the Meeting Room Coordinator or the Circulation Department** should post signs on all meeting room doors.

Other departments should post several signs in high-visibility areas.

We post these signs so that patrons will not drop off unattended children of any age, and so that patrons in the building with children will be less likely to leave their children in another part of the building.

Remember that we border Lorain County so that we post these signs if the watch is for either Lorain or Cuyahoga County.

~~Weather radio~~

~~The circulation department monitors the library’s weather radio. The radio should be placed where a staff member is always available to hear it; and, except for the switchboard and drive up window, there are no other locations in the building where this is possible.~~

Internet Emergency alerts

Nixle

All Persons-In-Charge should add their names to the **City of Westlake's Nixle alert system.** <https://local.nixle.com/zipcode/44145/> **The Adult Services Department is signed up and will receive email alerts.** emergency listserv which posts weather and other emergencies. When we are in the tornado season, the Librarians-In-Charge should monitor their e-mail for these alerts. Sign up page for THE EMERGENCY EMAIL NETWORK is at <http://www.emergencye.com/>

Internet

For information regarding current conditions go to weather.gov/cle for the most up to date information. Checking with local media should be considered as well; <https://www.news5cleveland.com/weather>, <https://www.wkyc.com/weather>, <https://www.cleveland19.com/weather/>

Radio

If a radio is available, The City of Westlake has a city-wide emergency radio station 1680 AM, that can be taken to a shelter area. (we need to check and see if they still broadcast as the page has been removed from the city's website but AI says they still have a station.)

TORNADO WATCH means a tornado may occur in or near the area. A **TORNADO WARNING** means a tornado has actually been sighted - take shelter immediately.

In the event of a tornado warning

The Circulation supervisor will alert customers over the P.A. with the following announcement:

"A TORNADO WARNING HAS BEEN ISSUED. PLEASE REMAIN IN THE BUILDING AND THE LIBRARY STAFF WILL DIRECT YOU TO THE SAFE AREAS."

Staff will notify patrons as they are headed for cover themselves.

On duty PICs will rely on their cell phones for up-to-date information

When possible PICs should take a walkie talkie to a shelter area to stay in contact with other areas of the building

Stay inside the building.

Stay away from the windows.

Safest places to take cover in the building are:

Public restrooms

Building Services area

Under tables and desks in building

Near walls

Kneel down, with your face to your knees and hands protecting head and face.

Stay clear of shelving.

Staff working on second floor should take shelter on first floor staff area or Building Services area.

All staff working out on the floor should take shelter under tables, desks, or public restrooms staying clear of the windows and shelving.

Adult Services Staff should notify customers in all reference areas to take shelter.

Youth Services staff should notify and assist customers from the Youth Services areas.

Meeting Room Coordinator should notify and assist customers in their area and the Reading Garden

Group Services staff should notify and assist customers in the Meeting Room Wing.

Circulation Staff should notify customers in the lobby and circulation areas. If there is no one in Group Services Circulation should also check these areas.

Urge patrons to take shelter in the building instead of leaving.

Administration will check that the second floor has been cleared before taking shelter in first floor staff area.

Front and Meeting Room entrance/exit doors should remain unlocked in order to allow people to come into the building for safety or leave if they choose.

All Clear

Once the PIC has received the all-clear notice from a reliable news or information source, they will go to all shelter areas and notify staff and patrons they may now resume library use or leave the building if it is after hours.

Staff members are strongly encouraged to stay in the building during a tornado warning but it is not mandatory. Any staff members staying during a warning, will be paid for their time if it extends beyond their normal shift or extends beyond normal operating hours.