



WESTLAKE

Porter Public Library

27333 Center Ridge Road • Westlake, Ohio 44145 • (440) 871-2600 • Fax (440) 871-6969 • www.westlakelibrary.org

Regular Board Meeting

April 19, 2023 ♦ 6:30 p.m.

AGENDA

6:30 – 6:40 Call to Order

Minutes

- Regular Meeting: March 15, 2023

Communications

- Received to Date: Letter to Board and Response
- Public comments (if any)
- Retirements and Awards
- Staff Members – Corinne Abbiss, Building Services; Katie Cooley, Adult Services Assistant Manager; Felicia Browning, Özlem Alhan and Vicki Glavinios, Circulation; Emma Dittmar, Substitute Adult Services/Youth Services Associate, Diane Dillon, Adult Services Associate

6:40 – 7:30 Administrative Reports

- Amendments to Administrative Reports
- Manager's Report – Nick Cronin, 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 increase the bonds for the Fiscal Officer and Deputy Fiscal Officer from \$50,000 to \$100,000
- Other

Adjournment

Upcoming Events

April 19: Regular Board Meeting
April 26: Legislative Day
April 27: Anniversary Pastry
May 2: Election Day/Watch Party
May 4: Trustee Dinner



The Board of Trustees Minutes

Regular Meeting:

Date: March 15, 2023

Attendees:

Trustees

Jennifer Darling
Dan Keenan
Tianyi Krupka
Jason Nolde

Will Perry
Robert Plantz

Staff

Andrew Mangels
Jana Nassif
CJ Lynce
Heather Feenaughty
Karen Hunt

Connor Hazeldine
Bonnie Laessig
Elyse Kaderli

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

Minutes

Dan Keenan moved to approve the minutes from the Regular Meeting of February 15, 2023. Jason Nolde seconded the motion. All present were in favor.

Communications

There were no communications

Public Comments

There were no public comments.

The Director introduced new employees Elyse Kaderli, Circulation and Bonnie Laessig, Adult Services. Bonnie shared she has been working in libraries since college. She has a particular interest in fashion and is very interested in the makerspace. Elyse shared she grew up in libraries all over the country. Her passion is in theater and the performing arts. Jennifer Darling thanked them for coming to the meeting.

Administrative Reports

The Director amended his Administrative Report to include updates on the neighborhood property owners commenting on glaring light coming across from the library. He believes the lights are actually cars pulling into the lot and the problem will be eliminated by adding plants along the fence on the east side of the pavilion. In addition, he will be reporting on firearms and what is allowed in the library.

Elyse Kaderli left the meeting at 6:37 pm.

Manager's Report

Connor Hazeldine, IT Manager, reported he has made security improvements by changing our anti-virus software to a product that provides better security while providing a cost savings. He has also been replacing the server architecture that will add needed capacity and power.

PR/Marketing Report

The PR/Marketing Report for February was delivered with the agenda. Heather Feenaughty, PR/Marketing Manager, reported the *Sun News* ran a front-page article of an interview with CJ Lynce. The Makerspace is gaining a lot of traction.

Assistant Director's Report

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

CJ Lynce, Assistant Director, reported the Makerspace has been open for two weeks. 108 people attended a fantastic open house. Since we opened by appointment, the space has had fourteen users. The team in the Makerspace is phenomenal.

Chip Halvorsen, Tech Services, has completed a collection inventory

Mr. Lynce reported Alisa Sicker, Nick Cronin and Rebecca Shook have done a fantastic job keeping up with handling day to day operations while he was focused on the Makerspace.

Financial/HR Reports

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

The Fiscal Officer reported the library's annual financial statements were filed with the Auditor of State's office prior to the February 28, 2023 deadline as required.

Katie Cooley, the new Adult Services Assistant Manager started this week and the new Building Services Senior Assistant II will start next week, which will once again give Building Services a full staff.

Director's Report

The Director reported the library has officially signed a contract with KOHA.

Some of the owners of neighboring property have noticed that the site line change resulting from two large trees being removed has resulted in headlights shining brightly into their homes. New trees will be planted to block the headlights. All other issues have been resolved.

The Director reported that it has come to his attention that the ORC treats open carry guns differently than concealed carry. A library cannot ban open carry guns even though they can ban concealed carry guns. He will be gathering more information for our policy manuals and so that staff knows how to handle situations.

The Director pointed out it is important to attend Legislative Day this year as the biennium budget is being discussed.

The Foundation has added a new board member, Sean Webster.

The Levy campaign is moving along nicely.

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

Board Reports

Jennifer Darling, Board President asked about a Board Meeting swap with another library. The Director has not seen interest from another library in the area.

Bob Plantz would like to set up informational tables in the lobby staffed by Trustees to get the public information they might find useful.

New Business

Amend the Compensation System to add a level 210 position.

Will Perry moved to approve the Compensation System to add a level 210 position. Tianyi Krupka seconded the motion.

Several years ago, the circulation clerk position was upgraded from a 210 level to a 220-level due, primarily, to the increased responsibility of processing passports. The 210 level was then eliminated. There is a requirement to be a US citizen to process passports. This would prohibit us from hiring non-citizens into our main entry level positions. In order to facilitate the opportunity for a more diverse staff, we are recommending adding a 210 level position as a remedy.

Roll call vote followed: : Dan Keenan – yes; Tianyi Krupka – yes; Jason Nolde – yes, Will Perry – yes, Bob Plantz – yes, Jennifer Darling – yes.

Myrna Chelko Award

Jason Nolde moved to award the Myrna Chelko Award. Bob Plantz seconded the motion. All present were in favor.

Resolution 6-23 – amend the General Fund Budget to account for donated funds

Will Perry moved to approve Resolution 6-23. Tianyi Krupka seconded the motion. Roll call vote followed: : Dan Keenan – yes; Tianyi Krupka – yes; Jason Nolde – yes, Will Perry – yes, Bob Plantz – yes, Jennifer Darling – yes.

Adjourn

The meeting adjourned at 8:28 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

Jennifer Darling, WPPL Board President

Tianyi Krupka, WPPL Board Secretary

March 27, 2023

Jennifer Darling
President, Board of Trustees, Westlake Porter Public Library
27333 Center Ridge Road
Westlake, Ohio, 44145

cc: Will Perry, Vice President
cc: Tianyi Krupka, Secretary
cc: Dan Keenan
cc: Jason Nolde
cc: Bob Plantz
cc: Elizabeth Sheehe
cc: Andrew Mangels, Director

To Ms. Darling and the Board of Trustees:

I wish to ask you for more details from various recent articles, particularly the February 1 article in the Westlife about planned library projects, which was short on specifics.

That article refers to “renovations” to the young adult area. What is wrong with the area now and why does it need to be “expanded and improved”? If, as Mr. Mangels claims, “It’s the only space that is less-than-stellar,” then why the need for a levy to raise funds for “improvements” and “upgrades” to areas which already are? Are they really necessary or for mere aesthetics? A reasonable consideration would balance the desires from a “wish list” with actual necessity.

The article also mentions an “overhaul” of the circulation department. What would an overhaul entail and what would it cost?

The most baffling to me is a proposed “teaching kitchen.” Who asked for it? How was public input sought? Hopefully not with direct mail postcards like the ones sent in the past to selected Westlake addressees. Brand me old-fashioned, but what on Earth does a public library need a kitchen for? Cooking classes? Is that not better accomplished by Westlake’s mothers and grandmothers (or chef fathers)? The Girl Scouts? Perhaps a class could be taught at the school next door without allotting money toward a working kitchen, an exorbitant waste in my view. Why is the library seemingly intent on assuming a role the schools relinquished? Is the idea to take over the function Home Economics once served?

Apparently the Avon library has a new “play area”—an idea beyond absurd. I hope beyond hope that you are not considering one for ours as well. A library simply, unequivocally, is not a playground. Why would a library feel it has to provide play areas when we have school playgrounds, public parks, green spaces, recreation centers, and our vast network of Metroparks?

What is a “whisper room”? Is there a plan to buy more costly 3-D printers besides what we already have? Are the “improvements” for outside the library just for landscaping? What are the thoughts concerning “a room devoted to local history” and where would it be located? Is there sufficient room already to be used for that purpose? Finally, what will your contemplated upgrades and improvements require in terms of hiring new staff and the associated salaries?

I offer these concerns only because of what I see as an improper fiscal balance between true needs and earnest wishes—and a lack of accounting over it. As impressive as the recording sound booth, “sublimation” shirt printing, vinyl cutting machines, and other expensive gadgets are, to name a few, I cannot help feeling incredulous—wondering at a loss to fathom a *reason* or *purpose* for such acquisitions which has not been explained. It all looks great—but why? After the initial buzz and excitement wear off, I simply find it hard to believe that their use will justify the expense—and even if it does, why are they here in the first place? We still have arts & crafts, craft stores, print shops, and, believe it or not—for those of my generation who remember it—Daffy Dan’s. Are Industrial Arts and shop classes no longer taught? The fact is, in these tough economic times of skyrocketing prices when people are despairing and forced to choose between groceries or medicine, postponing vacations, abandoning their pets, deciding against sending their kids to college, and more, a hard look at essentials and no doubt pleasing, but questionable “nice-to-haves,” is crucial—and fair. You are asking a lot of Westlake’s residents and I am asking if money could be spent more wisely elsewhere absent a clearer reckoning of where it will go. I do not see how these wishes are keeping in line with a library’s fundamental purpose which we seem to be losing sight of more and more.

With the proposed levy approaching and very significant dollars being asked for, the fundamental question remains—is all this truly necessary or just a complete imitation of what other libraries are doing, with each community seemingly vying to keep up with the next? Has there been sufficient public input and knowledge before these ideas were put into motion or will these purchases continue to be revealed after the fact?

To be sure, if the levy passes it will only impose a further burden on already-tight budgets and a particular financial sacrifice for our low-income residents and retirees living on fixed incomes—this strangely coming from a library administration which saw fit to abolish library fines because of supposed financial hardship or embarrassment. That was a careless, thoughtless move which in one stroke wiped out an invaluable opportunity to teach young people a vital lesson—to learn accountability and responsibility at the earliest age.

If you want something sensible and praiseworthy, bring back the enlightening Acorn so patrons can again enjoy some of the best presentations of history, culture, and contemporary life the channel offered—a sore loss when cancelled. And the reason given for the cancellation? Cost. Thus, you eliminate the illuminating Acorn, but invest in a heat press for t-shirts and coffee mugs. There is a serious disconnect there.

Please address our questions and concerns. If I may suggest, a fuller accounting of the specific projects contemplated and their costs could be outlined in the WestLife, Library Notes, or other community publication for all our residents to consider. It would be greatly appreciated.

Thank you. Sincerely Yours,

A handwritten signature in dark ink, appearing to read "Welford".

March 30, 2023

Westlake, OH 44145

Dear

Thank you so much for your letter and questions about the upcoming projects and our levy. I will do my best to answer all your questions, but please don't hesitate to reach out if you would like anything additional.

A major factor in the decision to ask voters for an additional .6 mills was having not asked for an increase for the past fifteen years. As costs have risen over the past several years in particular, this has made an impact. The .6 mills will equate to an increase of \$42 per year or \$3.50 a month for a homeowner in Westlake with a home value of \$200,000.

While the levy will indeed help us keep pace with rising costs, we also recognize the need to ensure the library meets the needs of the community. In 2021 as part of our strategic plan, we completed a space planning project that solicited feedback from the community to try and determine how library space should be used over the next ten years.

The initial strategic planning survey in January 2021 garnered seven hundred responses. For more specific feedback on space planning, during a week in August/September 2021, we had interactive displays and folks on hand to discuss future space needs. We advertised this on our website and social media as well as in all of the local media outlets.

In regard to your specific concerns, the renovations in the Youth Services area would be limited to our Young Adult area or lack thereof. Every day after school we get a fairly sizable crowd of teenagers that congregate out in the open. We would be looking at creating a space that gives this audience something more specific to them and less disruptive to others using the library.

Our Circulation department has three areas separated by two walls, the drive-up window, a material discharging area, and the front desk. This is extremely inefficient and requires more staff at any given time. A renovation of this space would increase our efficiency dramatically.

A teaching kitchen is simply one of the ideas that arose from our focus groups as a possibility. Libraries have always offered informational programming as an extension of our materials collection and this type of space is part of providing not just access to content but also creating content. However, your comments are appreciated and will be part of any Board discussion regarding future space planning priorities.

I have not seen the play area at the Avon library, so cannot comment. However, we do not have any plans to create a designated play area in the library.

The whisper room is part of our Makerspace area that allows people to record in a soundproof environment, again following the concept of not just accessing but creating content. Makerspaces are common in libraries all over the country and since opening the space, we have seen a tremendous

amount of use in ours. This is an area we hope to maintain with donations and financial support from the library's Foundation and local businesses.

The library currently has a respectable collection of local history materials. A possible plan would be to take over the Adult Services office space at the rear of the library and make that a dedicated local history room. Adult Services staff would be relocated to an area between the A/V materials and meeting room wing.

As to how all of this may affect our staffing levels; we are very mindful of salary costs. Through consolidating the number of public services desks and realizing other efficiencies in Circulation, we have been able to reduce our staff by approximately fifteen to twenty people.

We did eliminate overdue fines which, overall, was a very small percentage of our budget and getting smaller in part due to the increase in ematerials that do not go overdue. Moreover, the lost revenue was not only replaced but increased as a result of the library becoming certified to process passports. As for project costs, we make sure to include the cost of projects in the press releases we issue. Budget information can also be found in the minutes of Board meetings. Your point is well taken about how we can always try to be more transparent.

The removal of the Acorn platform was truly a blow to libraries and our patrons. Overdrive held the rights to it and discontinued the service in May of 2021. While not everything that was in Acorn is available, many of the titles can be found in Hoopla and streamed from home.

I hope this is helpful, but if I have missed anything or you would like more information please don't hesitate to contact me or Library Director Andrew Mangels and we will be more than happy to discuss things further.

Sincerely,

Jennifer Darling
Board President
jennifer.darling@westlakelibrary.org
440.570.4603

Andrew Mangels
Director
andrew.mangels@westlakelibrary.org
440.250.5450

cc: Dan Keenan
Tianyi Krupka
Jason Nolde
Will Perry
Robert Plantz
Elizabeth Sheehe

March 2023

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I. INFORMATION AND MATERIALS TRANSACTIONS

MONTHLY CIRCULATION, 2019 - PRESENT

	2019	2020	2021	2022	2023	%INC/DEC
January	93,535	84,831	56,030	70,245	70,931	1%
February	86,270	82,628	60,747	65,239	66,714	2%
March	94,915	132,033	71,034	69,915	74,701	7%
April	88,640	14,077	66,482	71,134		
May	87,017	88,410	65,203	66,320		
June	91,687	64,178	75,635	71,367		
July	95,176	77,533	74,130	74,532		
August	91,751	80,131	75,280	75,223		
September	84,735	70,697	67,307	66,792		
October	87,234	74,216	69,976	68,636		
November	83,056	65,662	67,226	67,403		
December	81,575	54,981	68,969	66,910		
ANN'L TTL	1,065,591	889,377	818,019	833,716	212,346	3%
AVE CIRC/MO	88,799	74,115	68,168	69,476	70,782	2%

Circulation Total

TOTAL CIRCULATION

	ADULT	YA	JUV	TOTAL	LAST YR	%INC/DEC
BOOKS						
FICTION	8,808	1,305	15,544	25,657	24,499	5%
NONFIC	8,447	197	5,497	14,141	12,874	10%
LG PRINT	2,080	--	--	2,080	1,872	11%
WORLD LANGUAGES	31	--	116	147	--	---
AV						
SUBTTL	19,366	1,502	21,157	42,025	39,245	7%
BLURAY	1,711	--	327	2,038	2,066	-1%
BLURAY 4K	26	--	--	26	100	-74%
BOOK CD	850	3	69	922	893	3%
DVD	7,912	--	1,752	9,664	9,602	1%
DVD/CD-ROM	--	--	--	--	1	-100%
LAUNCHPAD	--	--	83	83	51	63%
LAUNCHPAD View	--	--	7	7	7	0%
MUSIC CD	1,847	--	148	1,995	2,928	-32%
PLAY/VIEW	--	--	7	7	10	-30%
PLAYAWAY	260	2	111	373	324	15%
ROKU	8	--	--	8	10	-20%
VIDEO GAMES	417	--	1,428	1,845	1,294	43%
OTHER	1	--	345	346	216	60%
SUBTTL	13,032	5	4,277	17,314	17,502	-1%
ELECTRONIC						
Comics Plus	1	--	--	1	17	-94%
Flipster	330	--	--	330	396	-17%
Great Courses	6	--	--	6	5	20%
HOOPLA/Comics	171	--	--	171	185	-8%
HOOPLA/eAudio	1,496	--	--	1,496	1,359	10%
HOOPLA/Bingepass	28	--	--	28	31	-10%
HOOPLA/eBooks	763	--	--	763	973	-22%
HOOPLA/Flex	56	--	--	56	--	---
HOOPLA/Music	243	--	--	243	242	0%
HOOPLA/MOVIE/TV	633	--	--	633	744	-15%
IndieFlix	2	--	--	2	2	0%
KANOPY	594	--	--	594	315	89%
OVD/DAB	2,286	241	212	2,739	2,015	36%
OVD/EBOOK	3,894	357	477	4,728	3,366	40%
OVD/Magazines	407	--	--	407	284	43%
Press Reader	272	--	--	272	413	-34%
QELLO	--	--	--	--	7	-100%
--	--	--	--	--	--	---
--	--	--	--	--	--	---
SUBTTL	11,182	598	689	12,469	10,354	20%
NON-TRADITIONAL						
INSTRUMENT	3	--	7	10	10	0%
GAMES	24	--	163	187	221	-15%
EQUIPMENT	39	--	--	39	34	15%
--	66	0	170	236	265	0%
OTHER						
PER	1,153	9	152	1,314	1,347	-2%
LAPTOPS	77	--	--	77	96	-20%
WiFi Hotspots	81	--	--	81	62	31%
EQUIPMT	--	--	19	19	6	217%
OTHER	--	--	--	--	--	---
SUBTTL	1,311	9	171	1,491	1,511	-1%
ILL						
SRCHOHIO	1,047	--	--	1,047	841	24%
ILL	102	--	--	102	120	-15%
CPL LANG	--	--	--	--	--	---
SUBTTL	1,149	0	0	1,149	961	20%
Quarantine Renewal	0	0	0	0	0	0%
UNACCOUNTED	--	--	--	17	77	0%
TOTAL	46,106	2,114	26,464	74,701	69,915	7%
SELF CHECK				23,679	23,035	3%
SELF CHECK Percentage of Total Circ				32%		
SELF CHECK Percentage of Bldg Circ				70%		

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

Unaccounted is high because of the way we are filtering to get granular stats from five different angles. Some transactions are missing exact data and then the report rejects them and they become unaccounted.

CIRCULATION DETAIL

DATE	CIRC	HRS OPEN	CIRC/HR
HIGHEST	March 11	2,552	9
LOWEST	March 17	1,493	9
BUSIEST	March 5	1,575	4
SELF-CHECK CIRCULATION TOTAL =	23,679		
TOTAL CHECK-INS THIS MONTH =	37,000		

Highest: Saturday, March 11

Lowest: Friday, March 17

Busiest: Sunday, March 5

SEARCH OH/OH LINK

Borrowing (From)	748
Lending (To)	1,422

Services	
Passports	125
Photos	170

WESTLAKE PORTER PUBLIC LIBRARY
Monthly Statistical Summary

March 2023

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ITEMS ADDED TO & WEEDED FROM COLLECTION THIS MONTH			
	PREV NET	NEW NET	% TOTAL
ADULT	121,158	120,472	65.27%
YOUNG ADULT	7,712	7,801	4.23%
JUVENILE	55,783	56,302	30.50%
TOTAL ITEMS	184,653	184,575	

CURRENT COLLECTION SIZE BY FORMAT		
	ITEMS	% TOTAL
BOOKS	110,179	59.69%
AV	54,351	29.45%
ELECTRONIC	19,453	10.54%
OTHER	592	0.32%
TOTAL	184,575	

REGISTRATIONS					
	ADULT	YA	JUV	TOTAL	% OF TTL
DEPTL	60	0	0	60	0%
WESTLAKE	10,436	405	1,239	12,080	48%
CUY. CO.	7,654	135	237	8,026	32%
OUT OF CO.	4,835	77	180	5,092	20%
TOTAL	22,985	617	1,656	25,258	
% OF TTL	91%	2%	7%		
REGISTRATIONS ADDED THIS MONTH =					333
REGISTRATIONS THIS YR VS. LAST YR.					
Prev Year	22,387	673	1,313	24,373	
% INC/DEC	3%	-8%	26%	4%	

Borrowers

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

ELECTRONIC USAGE: SUMMARY TABLE		
	USERS	HOURS
ON-SITE	11,189	18,501.4
REMOTE	8,951	0.0
TOTAL	20,140	18,501.4

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	21,474	18,320	17%
ARTFEST DOOR	447	0	
DRIVE-UP	2,406	2,367	2%
TOTAL	24,327	20,687	18%

PUBLIC MEETING ROOM USE				
TIME PERIOD	MORNING	AFTERNOON	EVENING	TOTAL
AVAILABLE	135	155	90	380
MEETINGS	46	43	56	145
% IN USE	34%	28%	62%	38%
TOTAL MEETING ROOM ATTENDANCE				2,590

Monthly Visits 2019 to Present						
	2019	2020	2021	2022	2023	%INC/DEC
January	24,201	29,551	10,052	17,886	22,903	28%
February	20,779	29,374	11,816	16,773	20,945	25%
March	22,798	13,218	14,237	20,687	24,327	18%
April	29,498	0	12,949	19,530		
May	29,809	4,350	13,745	19,694		
June	29,082	10,419	17,452	22,054		
July	31,222	15,330	19,448	22,002		
August	28,093	15,287	19,168	21,829		
September	27,566	12,218	17,726	20,062		
October	30,464	13,994	19,959	21,776		
November	27,695	10,387	17,707	20,025		
December	25,214	7,744	19,045	18,952		
ANN'L TTL	326,420	161,872	193,304	241,270	68,175	23%
AVE Visits/MO	27,202	13,489	16,109	20,106	22,725	13%

PUBLIC PROGRAMS			
	NUMBER	ATTEND	AVE ATT.
ON-SITE	103	2,296	22
OFF-SITE	56	1,366	24

III. SUPPORT AND ADMINISTRATIVE STATISTICS

PERSONNEL CHANGES THIS MONTH				
HIRED				
NAME	POSITION	HOURS	DATE	
Corinne Abbiss	Bldg Svs. Sr. Asst II	40	Mar 20	
1 Employee(s)		1.00 FTE		
RESIGNED				
NAME	POSITION	HOURS	DATE	
Devon Smith	Circ Sr. Asst. II	20	Mar 8	
Debbie Parchem	Substitute Adult Svc Assoc.	0	Mar 31	
2 Employee(s)		0.50 FTE		
TRANSFERRED				
NAME	FROM POSITION	HOURS	TO POSITION	
0 Employee(s)				

PAYROLL SUMMARY	
PAYROLLS THIS MONTH:	2
TOTAL PAID HOURS	9,151.32
FTE (INCL. SUB HRS)	57.20

March 2023

	LAST YEAR	CURRENT YR	% CHANGE
March	69,915	74,701	7%
E-Resources	10,354	12,469	20%
Circ to Date	205,399	212,346	3%

% OF CIRC						
BluRay	BOOKS	CDs	DVD	MAGAZINES	VIDEO GAMES	
3%	56%	3%	13%	2%	2%	

Monthly Visits

LAST YEAR	CURRENT YR
20,687	24,327

MONTHLY CARDHOLDERS

LAST YEAR	CURRENT YR
24,373	25,258

Monthly Programming

	LAST YEAR		CURRENT YR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	34	481	42	804
YA	21	122	8	233
CHILDREN	96	2,140	109	2,625

Monthly Outreach

LAST YEAR		CURRENT YR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
36	962	33	836

Monthly Meeting Room Usage

CURRENT YEAR				
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	46	43	56	145
ATTENDANCE	690	838	1062	2,590
LAST YEAR				
MEETINGS	35	34	36	105
ATTENDANCE	601	360	515	1476

MONTHLY OHIO LINK/SEARCH OH


	LAST YEAR		CURRENT YR	
	FILLED	CHECKED OUT	FILLED	CHECKED OUT
BORROWING (From):	324	588	748	771


	LAST YEAR	CURRENT YEAR
LENDING (To):	497	1,422

Social Media and PR Dashboard

	Page Reach	Page Visits	New Page Likes
Jan	10,903	528	12
Feb	9,321	823	2
Mar	13,793	912	13
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Reach - The number of people who had any content from our Page or about our Page enter their screen.			

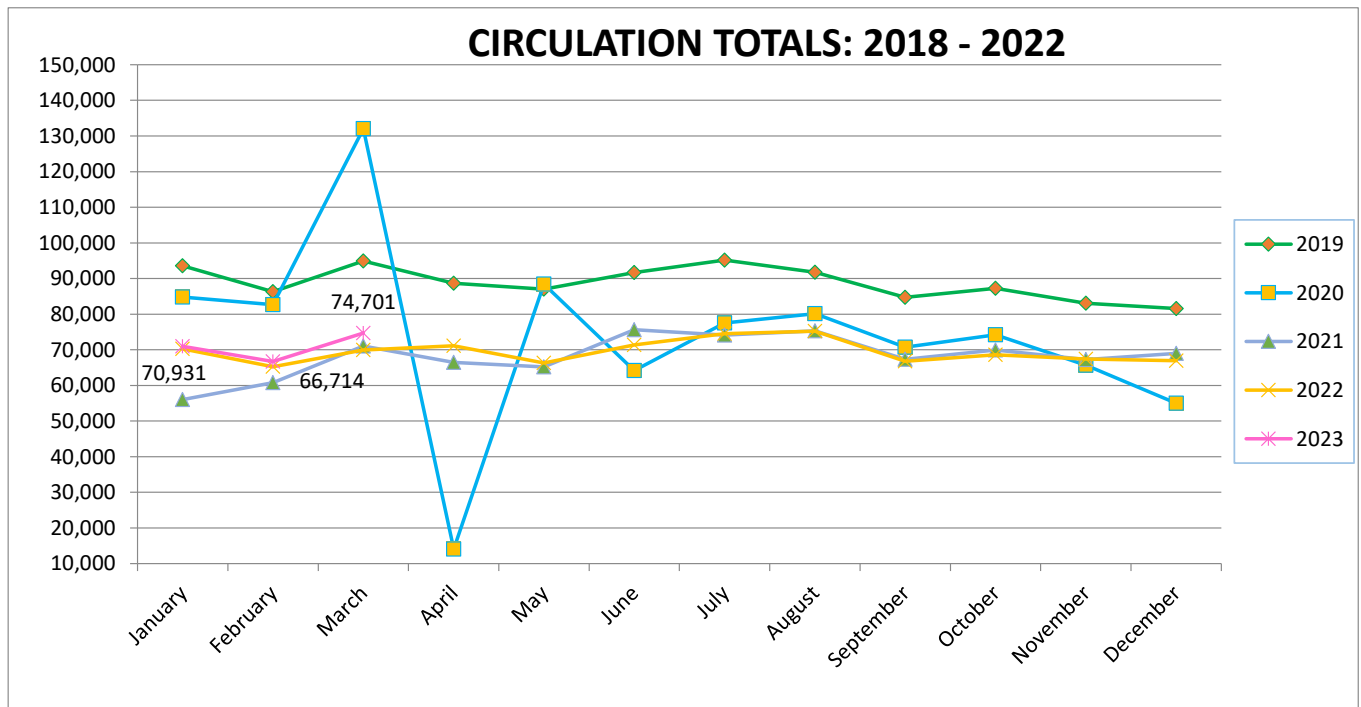
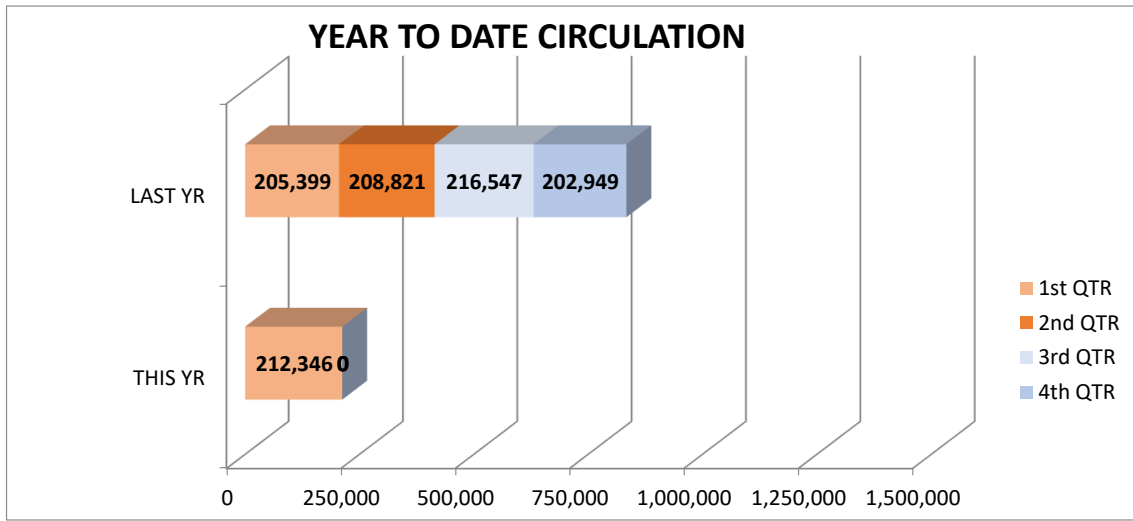
	Reach	Profile Visits	New Followers
Jan	1,029	127	15
Feb	844	111	9
Mar	1,069	103	13
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Reach - The number of people who had any content from our profile or about our profile enter their screen.			

	Followers	Impressions	Tweets
Jan	1,675	3,956	17
Feb	1,677	15,158	32
Mar	1,671	3,699	31
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Twitter Impressions are any time a Twitter user sees one of your tweets in their feed.			

	Page Views	Sessions	Users	New Visitors	Return Visitors
Jan	46,135	27,578	13,333	41.9%	58.1%
Feb	40,343	23,838	11,439	40.6%	59.4%
Mar	45,074	27,190	12,662	39.8%	60.2%
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					

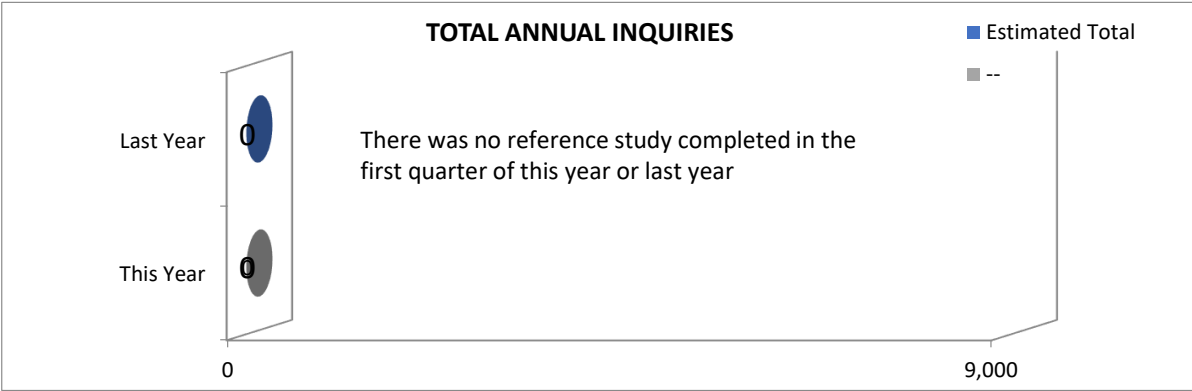
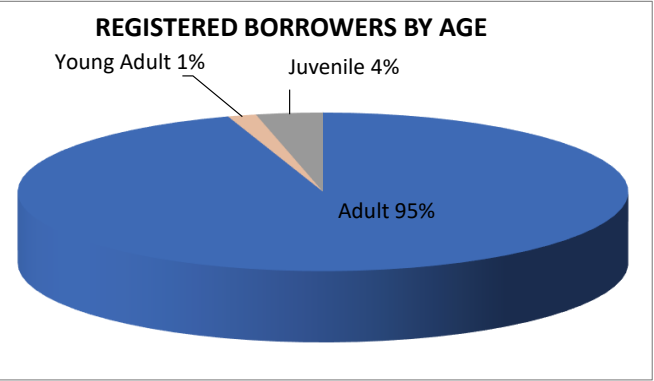
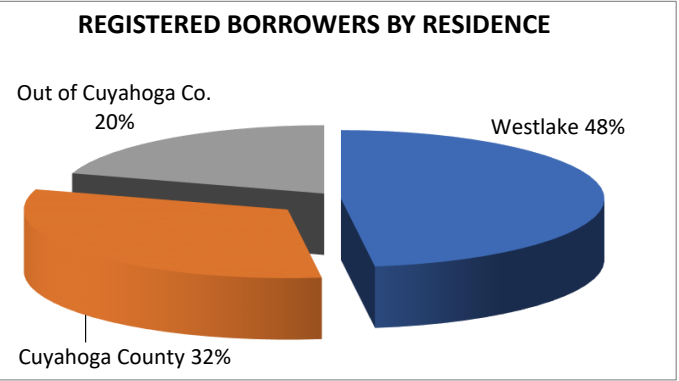
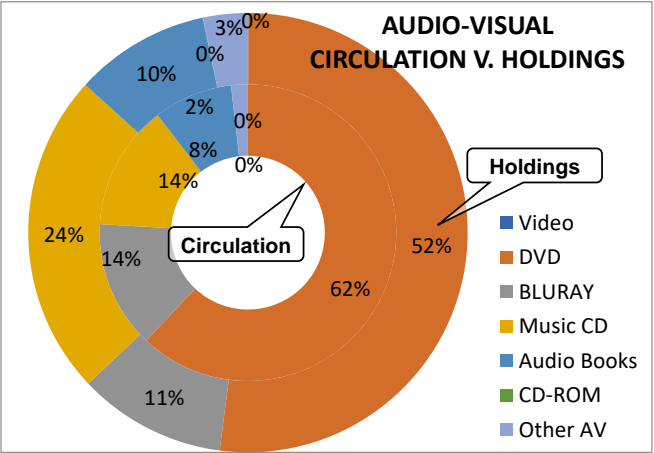
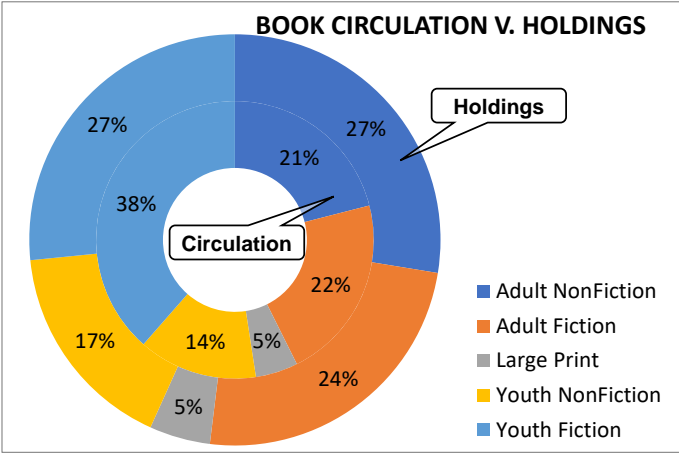
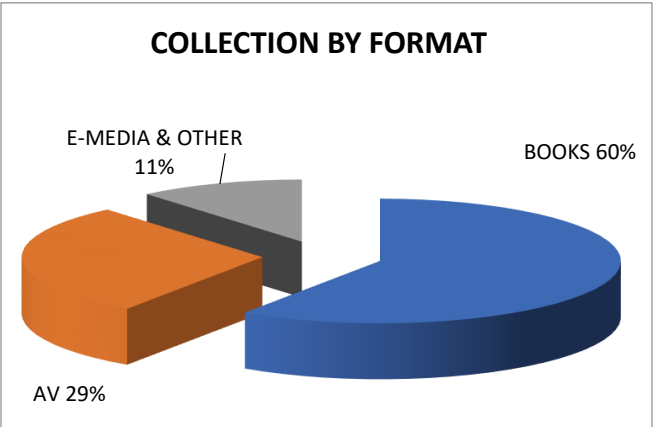
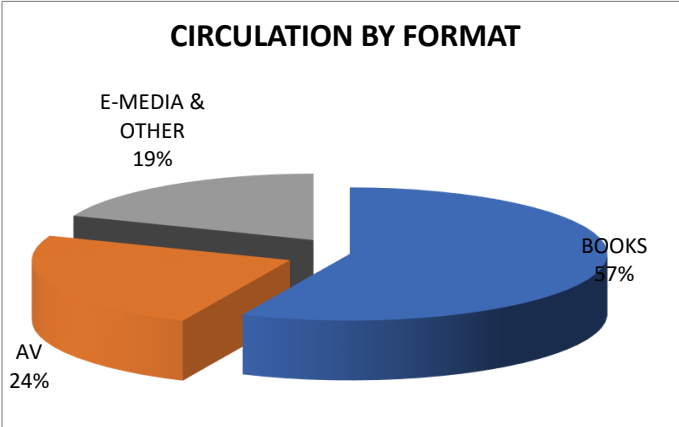
WESTLAKE PORTER PUBLIC LIBRARY
First Quarter 2023

I. INFORMATION & MATERIALS TRANSACTIONS



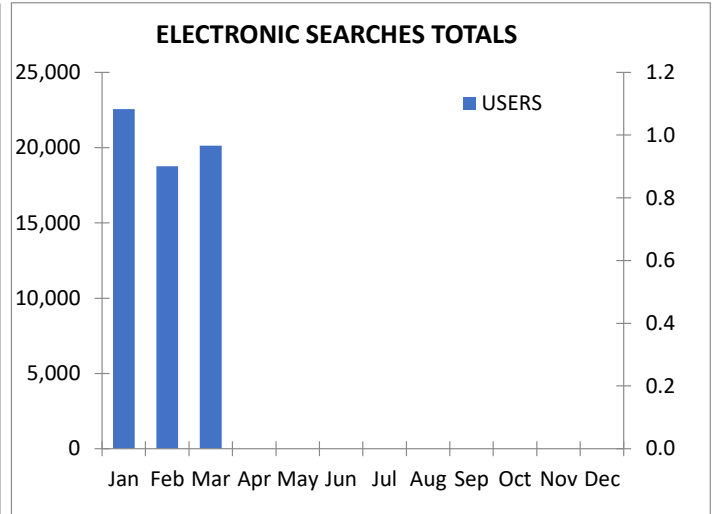
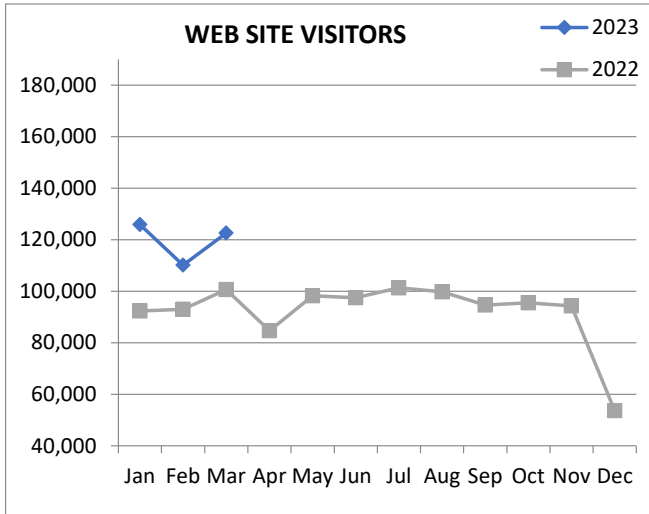
Services	
Passports	431
Photos	540

WESTLAKE PORTER PUBLIC LIBRARY
First Quarter 2023

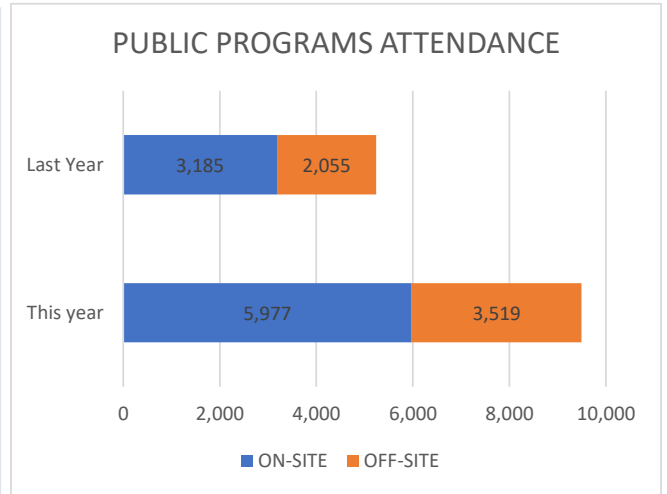
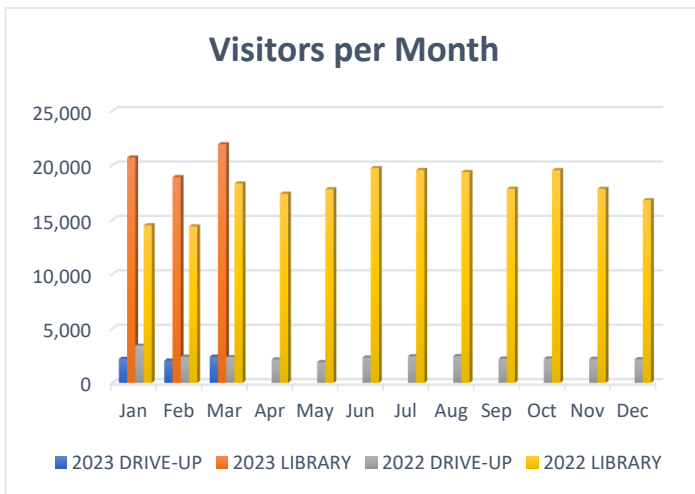


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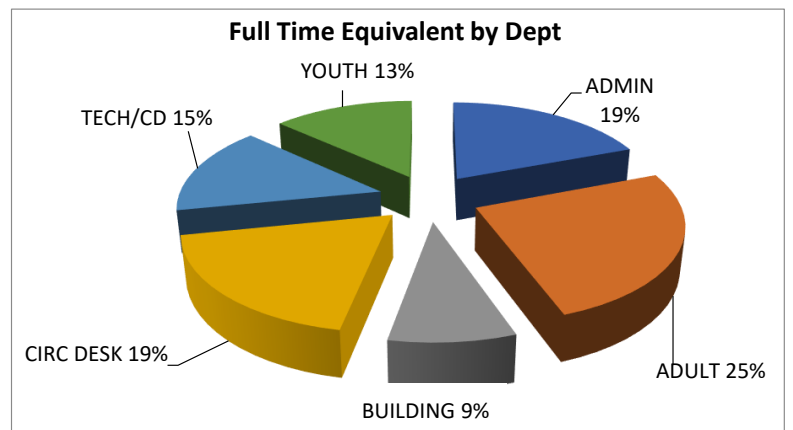
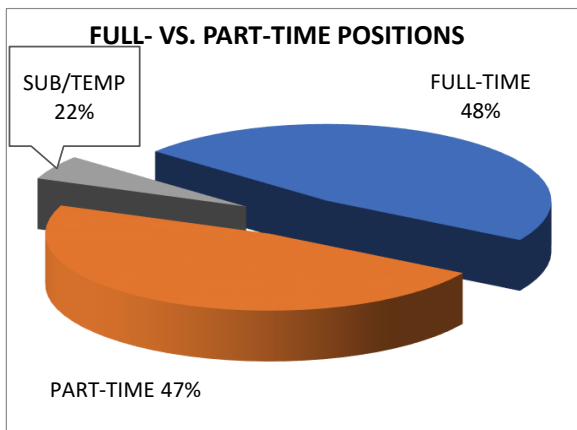
First Quarter 2023



II. PROGRAMS & SERVICES



III. SUPPORT & ADMINISTRATIVE STATISTICS



First Quarter 2023

Year to Date Circulation

	LAST YEAR	CURRENT YR	% CHANGE
First Quarter	205,399	212,346	3%
E-Resources	30,415	35,573	17%

	BOOKS	BluRay	DVD	CDs	MAGAZINES	VIDEO GAMES
% OF CIRC	56%	0%	13%	3%	2%	2%

Visits

LAST YEAR	CURRENT YR
55,346	68,175

CARDHOLDERS

LAST YEAR	CURRENT YR
24,373	25,258

Programming

	LAST YEAR		CURRENT YEAR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	84	1,226	175	2,374
YA	43	281	31	422
CHILDREN	190	3,733	297	6,700
	317	5,240	503	9,496

Outreach

LAST YEAR	
DELIVERIES	TOTAL CIRC
119	2,845

CURRENT YEAR	
DELIVERIES	TOTAL CIRC
128	2,974

Meeting Room Usage

CURRENT YEAR				
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	123	106	135	364
ATTENDANCE	1,778	2,016	2,733	6,527

LAST YEAR				
MEETINGS	74	63	65	202
ATTENDANCE	1,122	660	927	2,709

Year to Date OHIO LINK/SEARCH OH

LAST YEAR		CURRENT YEAR	
BORROWING (From):	1,829	BORROWING (From):	2,329
LENDING (To):	2,758	LENDING (To):	4,075

Mission Moment

We created a 3D fairy garden for the annual Rain and Garden Show that attendees could enter a drawing to win. This drew many questions from attendees about the makespace and how to learn the equipment and make reservations.

Projects

In the News:

- The Levy press release went to media and was printed in the *Villager* and *Observer*.
- Notice of election ran in *Westlife* for two consecutive issues.

PR inside and outside the library



- Learned the CNC machine and created a new Library Cards sign
- Learned the vinyl cutter in the makerspace and created new signage for the bulletin board by the Welcome Desk
- Photographed and created two new read posters—Rep. Bride Sweeney and WSD Superintendent Scott Goggin
- Donor wall for the Makerspace
- Assisted in the Volunteer Reception planning and presentation
- Created trifold piece for makerspace to use after the grand opening

Community, Ads and Sponsorships

- Attended the Rain and Garden Show on April 1.
- Ad ran in *Observer*, *Villager* and *Westlife* promoting the library

Web

- Created a new [Levy Facts page](#) at the request of Andrew and Jana. Created a widget with info about the new Free Little Art Gallery (FLAG). Updated the [Makerspace pages](#), [Non-Traditional Materials Collection page](#) and [Friends' page](#) relating to the Book Nook. Added

GuideStar as a new [electronic resource](#) link. Prepared an update for the [Mobile Printing page](#) at Connor's request.

- Provided links to Incident-Tracker to Andrew and Guy so they could look over the product and try it out.
- Added [New Initiatives](#) to the intranet. Changed a slideshow into a video and added background music with Adobe Premiere Pro. I posted the [WPPL Pets video on BTS](#).

Print:

- New mover postcard sent to 271 recipients

Email

Sent a second specialized World at War Forum email to our interest group list for those types of events. It sent to 87 people, 53 opened it (62% open rate), had 2 clicks. Both clicks resulted in registrations.

Digital Marketing Stats:

Email Blasts: 4 emails in February– Avg 40.8% open rate (decreased 2.45% from February)

New Book Emails: 4 emails in February– avg 50.25% open rate (decreased 4.5% from February)

Blogs: The blogs had 1726 pageviews in March.

Social stats for the month of January

- **Facebook:** 4126 page likes
- **Twitter:** 1671 followers, 3.7k impressions
- **Instagram:** 1191 followers

Website Stats:

- Number of sessions for March: 27,190
- Number of users for March: 12,662
- Average session: 2:46
- Top 5 pages
 1. Home Page: 25,269
 2. Events: 2,349
 3. Download-Stream: 2,135
 4. Kidspace: 1,234
 5. Databases: 887

Short term goals:

Create a summer reading challenge branding, and communication plan that will launch in the June/July *Notes* to include a focus on preregistration.

Makerspace

A

Adult Services

Mission Moments:

Part-time Associate Elizabeth Smith helped a patron who was stressed out about being able to read books and listen to the audio version of the same title. Elizabeth helped her to set up her account on Libby and walked her through the process of borrowing eBooks and eAudiobooks. The woman was delighted. She called back later to thank Elizabeth for her assistance and told her that she wanted to get Libby for her sister, too. Elizabeth told her that she was welcome to send her sister in or call the library for help, but the woman let her know that she wanted to be the teacher this time and felt that she could do it after what she had just learned. She told Elizabeth "You have changed my life!"

Programming:

Adult Services hosted 24 regular programs with 383 attendees, and 7 Outreach programs with 110 attendees, for a total of 493 attendees.

We also had two Bloodmobile sessions with 156 donors, and a total of 26 attended Heartsaver CPR/AED.

This month's three Library Speaker Consortium programs had a total of 56 views.

Program title + attendance	Hosted by	Program Survey Comments
Horror Film Club – 18	Erin Manning	
Microsoft Excel & Introduction to Northstar - 6	Jenny Norton	
Simple Steps for Starting a Business-SCORE - Session 2: Business Concept - 12	Katie Salis	
Simple Steps for Starting a Business-SCORE - Session 3: Marketing Plan - 16	Katie Salis	
Simple Steps for Starting a Business-SCORE - Session 4: Financial Plan - 17	Katie Salis	
Simple Steps for Starting a Business-SCORE - Session 5 Funding for your Business - 7	Katie Salis	
Fundraising for Your Nonprofit - Presented by Candid - 10	Katie Salis	"David was very informative and easy to listen to."
Why Technical Analysis? - Presented by Lou Floyd – AAll Cleveland Chapter Leader - 20	Katie Salis	
Computer Basics & Introduction to Northstar - 1	Jenny Norton	
3D Printing Orientation - 11	Jenny Norton	

iPhone & iPad User Group - 8	Jenny Norton	
Maker Monday: Smart Home Devices - 7	Jenny Norton	
10 Warning Signs of Alzheimer's - 21	Trina Thomas	"Very useful info presented understandably for the lay person. Thanks!" "Very well done."
American Red Cross Bloodmobile – two sessions – 156	Red Cross – coordinated by Andrea Tarolli	
Heartsaver CPR/AED - University Hospitals - 26	University Hospitals	
Heartsaver First Aid & Stop the Bleed - 10	University Hospitals	
Jewelry Junction: Bracelets, Bracelets, Bracelets - 15	Evelyn Finley	"More jewelry classes! Love it! Evelyn is so informative and patient." "Thank you for such a great class." "It was wonderful – Evelyn did a great job explaining and helping." "Fabulous program and so much fun!"
World at War Forum - Top Ten Tanks - 65	Chad Statler	
You Think You Know the Queen - A Tribute to Queen Elizabeth II - 32	Chad Statler	
Learn About Ramadan - Really, Not Even Water? - 25	Victoria Vogel	"Excellent program! Presenter was very informative and engaging" "I learned a lot about Ramadan. Would like more programs on this subject."
Adult Creative Writing Group - 11	Victoria Vogel	
Tuesday Evening Book Club (IN PERSON & ON ZOOM) - "The Maid" by Nita Prose - 43	Frances Brawner + Elizabeth Smith.	
Cookbook Discussion - Talk about your favorite recipe! - 2	Victoria Vogel	

One Community Reads Book Discussion - "Invisible Child" by Andrea Elliott - 4	Erin Manning	
Thursday Night Book Discussion - The Echo Wife by Sarah Gailey - 6	Joanne Penkalski	
Wednesday Afternoon Book Discussion - Take My Hand by Dolan Perkins-Valdez - 16	Joanne Penkalski	
True Crime Book Club - "A Killer by Design" by Ann Burgess - 10	Chad Statler	
Virtual Author Talk - David Epstein - "Range" and "The Sports Gene" 26 total views.	Library Speakers Consortium	
Virtual Author Talk - Jernard A. Wells - "Southern Inspired" - 13 total views	Library Speakers Consortium	
Virtual Author Talk - Pam Jenoff - "Code Name Sapphire" 17 total views	Library Speakers Consortium	
Outreach Programs – Looking Forward to Spring – 7 programs with 110 attendees	Kris Netzel	

Katie Salis set up the Why Technical Analysis Program on 3/25. The program was presented by Lou Floyd, the All Cleveland Chapter Leader of the American Association of Individual Investors. The group wrote to Katie after the program and said "I'd like to thank you, Frances, and the library support staff for providing your wonderful facilities and support in the Seminar that was presented this morning by Lou Floyd. We had a high bar to deal with presenting our first in person event in a while as well as broadcasting the meeting via Zoom Webinar to attendees remotely in two cities. All of the dots were different from what we have experienced in the recent past. We were able to handle the technical challenges with minor hitches and the glitches that persisted did not affect the total outcome of the presentation. We also came up with a plan to use for future meetings of this type."

The minor technical difficulties he described were beautifully dealt with by Frances Brawner, who hosted the program in Katie's absence. Frances did a fabulous job of making sure the attendees were able to enjoy the program and to ensure that it started on time for all the people Zooming in and in-person here at WPPL.

YMCA Book Discussion Group

Wendy Barrett, from Westshore YMCA, recently started a book discussion for Y members. She reached out to Adult Services for advice on how to grow the group and also for title suggestions. We were able to tell her about the Book Clubs in a Bag collection and provided her with a list of the available titles. We also offered ongoing support if Wendy needs additional title ideas or other guidance on how to run a successful book club.

Makerspace

During the month of March, under a soft launch model, the Makerspace staff have been encouraging patrons to visit the space during limited open hours. Visitors to the Makerspace can make reservations and request one-on-one help from a staff member to get to learn the equipment and successfully complete projects. During March, 31 separate reservations were made for patrons to visit the space and work on individual projects. Examples of projects being created in the

Makerspace are 3D printed board game pieces and narration for an audiobook in the sound recording booth. Adrien, Taylor, and Katie have been hard at work learning the technology involved and are looking forward to the grand opening event on April 29th.

High School Wellness Fair

Fran Storch from YS and Trina Thomas from AS attended the Wellness Day Health Fair at Westlake High School on March 21. Attendance at the WPPL table was 172. The number of PR items distributed was 217. This included lens wipes, sticky cell phone wallets, magnetic chip clips, pens, and silly putty. Students were excited to enter a raffle for 1 of 2 WPPL backpacks filled with additional prizes from Youth Services.

Blogs

- T The Classic of the Month: Beau Geste – Erin Manning
- I Can Hear Lies: Usotoki Rhetoric – Erin Manning
- Learn a New Language from the Comfort of Home – Victoria Vogel
- Asadora!: A Historical Manga Mystery – Erin Manning

Displays

- Nutritious Notables -Trina Thomas
- In a sentence - titles that are complete sentences – Joanne Penkalski
- Clague Playhouse Promo /Women in STEAM – Erin Manning
- Going Green – Katie Salis
- Women's History Month – Victoria Vogel
- Cleveland International Film Festival movies – Robin Shapiro
- Tax Forms – Katie Salis
- Women's History Month – Katie Salis
- Connecting for Kids/Disability Month/Fair - Youth Services on the lobby bulletin board

Circulation

A total of 125 passport applications were processed and 170 passport pictures taken in January. After-Hours Lockers were used by 79 users to pick up 124 items.

Collection Development/Technical Services

2,062 items (physical and electronic) were added to the collection, with a total value of \$31,778.63.

Chip continues the database cleanup project in preparation for our ILS migration later this year: Lingering issues and outdate entries in the patron database are being addressed.

Information Technology

Worked with Building Services to install a Wi-Fi access point in the Book Nook, as well as move an access point into the Makerspace from the lobby.

Sought quotes to run fiber from one of the interior data closets out to the new Friend's Pavilion. This is to get a Wi-Fi Access Point and security camera operational for the pavilion. Currently in the process of coordinating the install.

Set up a new Windows Server 2022 virtual server to replace our Server 2012 Building Services server which contained Building Services related software, successfully moved all services over to the new server. The old server is powered off and will be fully decommissioned at a later date.

Youth Services

Mission Moment: from Fran:

A parent asked for a book recommendation for their 5th grader. I pulled several books and the student commented excitedly that they have been wanting to read two of the selected books.

Programming Highlights:

Natalie hosted her final two programs for the **CCBDD Grant Program: Feathered Friends: Meet and Greet the Animals** and **Inclusive Storytime and Craft with Author Lindsay Bonilla** and both programs were both well attended and had many attendees who appreciated a chance to see animals like an owl in person. Ms. Bonilla did a great job interacting with patrons with disabilities and really helped provide a program that was inclusive and fun for everyone.

Next Chapter Book Club continues reading, *The House With A Clock In Its Walls*. The club has 6 members and met twice this month.

School Partnerships:

Outreach Preschool Storytimes continue. Jamie and Rachel visited 12 locations for 28 total storytimes reaching 786 listeners. Jamie pulled together 13 book bins delivered by Pina to 11 locations circulating 335 books. Jamie also created outreach newsletters and teacher resource pages for all locations.

Shining Star Preschool made **field trips** to the library where Jamie hosted 3 storytimes for those field trips. From Jamie: I hosted 3 field trips for Shining Star Preschool. The kids were in awe of how big "Ms. Jamie's house" was and so excited to see all the books and toys that were available to them. It was a wonderful opportunity to explain to the kids AND their parents that this is their library, and that they can come visit as often as they like (no invitation from Ms. Jamie needed).

Natalie visited 4 locations for 15 total **storytimes** reaching 192 listeners. She also pulled together 4 book bins delivered by Pina and/or Julie to 2 locations circulating 100 books. She also created outreach newsletters to provide to teachers at all her visits.

LINK was visited by Holly, Fran and Emily providing another month of programming for those kids, seeing 93 total students. Holly continues to coordinate the schedule with LINK and we are looking forward to another great month of visits.

Fran and Trina attended the **Westlake High School Health Fair** staffing a table showcases health related databases, materials and providing some giveaways and raffled off prizes. They chatted with 172 students and said that the event was very well run and attended. Silly putty and vendors with food giveaways or activities were the most popular so we have already made plans on how to update our table if we return next year.

Aaron hosted February sessions of **book clubs at LBMS**. LBMS read "*Every Day*" and "*Unwind*." 13 students have joined these book clubs. There was no March meeting at WHS.

Rachel and Cat attended the **WES Bingo Night**. Rachel pulled together some prizes for Bingo winners and they were so thankful that we were in attendance. From Diane Metzger (WES PTA Communications VP): We all love the library so much and look forward to partnering more and more as we continue to host new and recurring events.



Rachel continues to coordinate with YS Staff the logistics of the **3rd Grade Monthly Visits**. All YS Staff helped host and/or work the desk during our visits to ensure we had enough staff to help the kids as they are searching for items. You can tell between last month and this month that most of the kids felt more comfortable using the catalog and finding items. They were all excited to be back. 6 classes, 175 participants.

In addition, Rachel planned and scheduled **2nd Grade Field Trips** to the library this month, hosted and helped by all YS Staff. The 2nd graders received a library tour including a tour of the beast. They then received a short lesson on using the public catalog and then were given time to browse and check out books if they received/had a library card. The kids were very excited to be here. 10 classes, 272 participants.

Rachel continues to market upcoming library events to **the WCS PTA eBlast newsletters**. In addition, this month she:

- Inquired with WES 4th grade teachers about interest in field trips this May, as that was when they joined us last year. She created an online form so teachers could read the email and immediately sign-up if desired. We have had 8/10 teachers already sign-up for May field trips.
- Created a survey to provide to 3rd grade teachers about how their visits went this year and if they intend to continue monthly trips in the 2023/2024 school year.
- Started planning Summer Library Challenge school visit solicitations, and handled any requests from teachers that came in directly to her.

Connecting for Kids:

Natalie and Rebecca attended the **Connecting for Kids Westside Meet and Greet** and had a wonderful time sharing our resources with the community. **113 participants** stopped by, and we were able to highlight some upcoming programming for the elementary age group that we are able to support in part to the CCBDD Grant. We heard tons of comments about how great the Westlake Porter Public Library is and from our perspective the Saturday 11-1 time seemed to really work. We also were able to take some of the Meet and Greet To-Go bags back to the library as a place for patrons to get if they missed attending but wanted the information flyers that vendors provided.



Cuyahoga County Board of Developmental Disabilities Grant Update

Natalie hosted 2 programs related to the grant (See above). She also was successful in earning the grant for another year through March 2024. They have upped the number of programs offered (6 for kids and 3 for adults, both populations for people with disabilities) and the amount of money we received (\$4500).

Literacy Initiatives:

The **Myrna Chelko Reading is Elementary** program saw 3 new registrations, with 8 children receiving a milestone sticker award. 51 children are registered for the program.

10 new participants registered for the **Myrna Chelko Little Sprouts** program (formerly **Myrna Chelko Early Literacy Initiative**.) 5 children completed the program. There are 277 children registered for the program.

In the **1000 Books Before Kindergarten** program 15 participants achieved milestones, 1 child completed the program and 8 children registered as new participants. One child completed the program this month! There are currently 759 registrants for this program.

Blogs

- The Doctor is (still) in (Jessica)

Displays

- Christina Corner books rotated (Rachel)
- Created April Calendar (Cat)
- Bullying, Princesses, Death, Divorce Booklists updated (Jessica)
- Displays this month included: Wheelie Good Books, Cats, Sports, Pirates, St. Patrick's Day, Ramadan, School Drama, Remember Summer?, Reimagined Classics
- Fantasy, Historical Fiction, Horror, Graphic Novel, Science Fiction Bibliographies updated (Cat)
- Flyers created and rotated (all)
- Maintain and update all Communico (Rachel, Natalie, Aaron)
- March Kindergarten Literacy Packet (Rachel, Jamie) 185 packets taken
- March Preschool Outreach Newsletter and Teacher Resource Page created (Jamie, Natalie)
- Picture Book Bibliographies on Senses and Top Picks updated (Cat)
- Read a likes for Wings of Fire and Dog Man updated (Cat)
- Science and Historical Fiction booklist updated (Cat)
- Skills Packet Grades 3-6 (Rachel) 50 packets taken
- Skills Packet Grades K-2 (Rachel) 50 packets taken
- Who Was Bibliography Updated (Emily)
- YA Flippy Books: Ohio, Fandom, Food, updated (Jessica)

Meetings/Training

Met with Katie Cooley twice a week for the last month for transitioning of management of the Makerspace.

Attended the NEO-RLS Board Meeting on 3/21.

Participated in the Tornado Drill on 3/22.

Worked with Heather on 3/22 and 3/23 to train her on the use of the CNC machine to create a sign designating where to get new library cards.

Provided a tour of the Makerspace on 3/24 for two people interested in starting a new podcast using the WhisperRoom. Also conducted a training session on 4/12 for the same patrons on the use of the equipment and software in the recording booth.

Met with Ill on 3/27 to discuss transitioning Search Ohio from our Sirsi system to Koha.

Met individually with managers on 3/27 and 4/10.

Attended Admin meetings on 3/28, 4/4, 4/11, and 4/18.

Met on 3/28 and 4/11 to discuss plans for a *Lobby Grand Re-opening* to be held on Saturday, April 29, celebrating both the new Book Nook location as well as the Makerspace.

Attended the Adult Services Department meeting on 3/29.

Met with Andrew, Duane, and Connor on 3/30 to discuss wireless access in the pavilion.

Attended the Managers meeting on 4/4.

Attended the Tech Support Team meeting on 4/11.

Met with Heather and Rebecca on 4/12 to discuss plans for the addition to a Poem dedicated to Christina Ryook in Christina's corner.

Conducted a staff training session on 4/13 for Makerspace staff on the use of the software related to the CNC machine.

Met with Andrew on 4/14 to discuss implementation teams for Koha.

Met with Jenny Norton on 4/14.

Attended the NEO-RLS Membership Discussion via Zoom on 4/18.

Attended the Youth Services staff meeting on 4/18.

Agenda Items

- Increase the bond amounts for the Fiscal Officer and Deputy Fiscal Officer from \$50K to \$100K - this was brought up at the Organizational Meeting in January. Upon discussion with other Fiscal Officers, \$100K seems to be a more appropriate amount for the bond. The amount will be updated prior to the bonds being renewed in June.

Financial Highlights

- 2023 year-to-date revenue of \$2.3MM is 3.8%, or \$89K, higher than the same period last year.
- 2023 year-to-date expenses of \$1.3MM are 10%, or \$124K, higher than the same period last year

Library Meetings/Trainings

- Attended the **Manager's meeting** on Tuesday, April 4
- Attended the **EAC meeting** on Tuesday, April 4
- Attended the **Tech Support Team Meeting** on Tuesday, April 11
- Attended the **Volunteer Reception** on Sunday, April 16
- Attended weekly **Admin meetings**

Finance

- The Library's 2024 Tax Budget will be presented at the May Board meeting after the election so the tax budget includes the correct amount for expected property tax income for next year. After approval by the Library Board, the tax budget is approved by the School Board and the deadline for submitting it to the County Budget Commission is July 20.
- Contacted by the Auditor of State's (AOS) office to discuss scheduling of the Library's 2022 audit. We were informed that the AOS has a new initiative - they will be conducting fraud inquiries with all Board members. In the past, the fraud inquiry was completed only by the Board president.
- Met with Shelly and Julie on Wednesday, April 5 to go over their performance evaluations
- The Finance department met on Wednesday, April 19

Human Resources

- Conducting onboarding for new employees:
 - Monday, March 20 – Corinne Abbiss, a 40 hr Senior Assistant II in Building Services
 - Monday, April 10 – Ozlem Alhan, Sr. Assistant and Felicia Browning, Sr. Assistant II (Substitute), both in the Circulation department
 - Tuesday, April 11 – Vicki Glavinos, Sr. Assistant II in Circulation (Vicki used to be a Circulation Supervisor!)
 - Monday, April 17 – Diane Dillon, 20 hr Adult Services Associate, and Emma Dittmar, Substitute Associate Adult and Youth Services
- Debbie Parchem, a Substitute Associate for Adult & Youth Services, resigned from the library effective March 31

Open Positions – Status – There are currently no open positions.

EAC Update

- Brainstormed ideas for Staff Appreciation Week which will be held the week of September 17.
- Comments submitted and discussed by the team:
 - It's been nice to have the banana plants in the library during the dreary winter months. Is it possible to get plants for inside the library year round.
I think it makes people feel better and also has the health benefit of cleaning the air.
 - The one week period is not long enough for switching. Can it be a two week period, if not - why?
 - Why can't we take non-paid time off?

WESTLAKE PORTER PUBLIC LIBRARY

General Fund Financial Summary

As of: March 31, 2023

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
Revenue				
Property Tax	971,664	2,010,866	1,039,202	on track; 1st half of property tax income received; 2nd half will be distributed in July & August
PLF	362,673	365,664	2,990	
Other	38,119	61,253	23,134	Interest income is coming in higher than originally budgeted
TOTAL	1,372,456	2,437,782	1,065,326	
Expenses				
Salaries & Benefits	932,964	779,866	(153,098)	on track
Supplies	24,148	12,290	(11,858)	
Contracted Services	194,492	209,371	14,879	
Library Materials	204,638	154,156	(50,482)	on track
Capital	55,540	160,761	105,221	annual payment for Sirsi made in February, which represents a large portion of this expense category
Miscellaneous	7,763	7,681	(81)	
Other Expenses	120,000	-	(120,000)	Transfers out to Perm Improvement & Automation funds, which occur at the end of the year
TOTAL	1,539,545	1,324,125	(215,420)	

WESTLAKE PORTER PUBLIC LIBRARY
YEAR TO DATE BANK REPORT
As of: March 31, 2023

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	\$ 965.49	\$ 16,100.82	\$ 524.37	\$ -	\$ 15,400.00	\$ 1,141.94
FFL - GENERAL CHECKING	\$ 194,935.05	\$ 13,141.65	\$ 1,739,587.83	\$ 1,683,779.05	\$ 26,620.68	\$ 125,647.24
FFL - RETAINAGE	\$ 38,454.25	\$ 82.24	\$ -	\$ 26,620.68	\$ -	\$ 65,157.17
PETTY CASH & CHANGE	\$ 1,343.50	\$ -	\$ -	\$ -	\$ -	\$ 1,343.50
TOTAL	\$ 235,698.29	\$ 29,324.71	\$ 1,740,112.20	\$ 1,710,399.73	\$ 42,020.68	\$ 193,289.85
FFL - MONEY MARKET	\$ 176,060.56	\$ 2,138.24	\$ -	\$ 1,750,000.00	\$ 1,668,379.05	\$ 259,819.75
US BANK	\$ 4,368,969.00	\$ 13,930.01	\$ 1,250.13	\$ -	\$ -	\$ 4,381,648.88
STAR OHIO	\$ 1,540,180.54	\$ 2,395,772.55	\$ 32,882.80	\$ -	\$ 1,750,000.00	\$ 2,153,070.29
TOTAL	\$ 6,085,210.10	\$ 2,411,840.80	\$ 34,132.93	\$ 1,750,000.00	\$ 3,418,379.05	\$ 6,794,538.92
TOTAL - ALL BANKS	\$ 6,320,908.39	\$ 2,441,165.51	\$ 1,774,245.13	\$ 3,460,399.73	\$ 3,460,399.73	\$ 6,987,828.77

WESTLAKE PORTER PUBLIC LIBRARY

STATEMENT OF CASH POSITION

As of: March 31, 2023

FUND DESCRIPTION	BEGINNING BALANCE	Y-T-D REVENUE	Y-T-D EXPENSE	UNEXPENDED BALANCE	OUTSTANDING ENCUMBERANCE	ENDING BALANCE
101 GENERAL FUND	\$ 4,507,076.26	\$ 2,437,782.30	\$ 1,324,125.14	\$ 5,620,733.42	\$ 1,731,407.06	\$ 3,889,326.36
410 DEVELOPMENT FUND	\$ 42,179.77	\$ 201.76	\$ 6,688.72	\$ 35,692.81	\$ 19,051.05	\$ 16,641.76
420 FRIENDS OF THE LIBRARY	\$ 10,359.81	\$ -	\$ 2,087.80	\$ 8,272.01	\$ 26,053.20	\$ (17,781.19)
450 PERMANENT IMPROVEMENT	\$ 1,312,565.83	\$ 2,386.14	\$ 364,104.82	\$ 950,847.15	\$ 681,854.70	\$ 268,992.45
475 AUTOMATION FUND	\$ 421,753.65	\$ 746.05	\$ 77,238.65	\$ 345,261.05	\$ 107,664.60	\$ 237,596.45
703 FRANCIS EGGER TRUST	\$ 26,973.07	\$ 49.26	\$ -	\$ 27,022.33	\$ -	\$ 27,022.33
TOTAL:	\$ 6,320,908.39	\$ 2,441,165.51	\$ 1,774,245.13	\$ 6,987,828.77	\$ 2,566,030.61	\$ 4,421,798.16

WESTLAKE PORTER PUBLIC LIBRARY

REVENUE REPORT - GENERAL FUND

As of: March 31, 2023

% 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	3,504,712	407,830	2,010,866	1,493,846	57.4%
Homestead Rollback	381,945	-	-	381,945	0.0%
Subtotal	3,886,657	407,830	2,010,866	1,875,791	51.7%
PLF	1,450,693	105,519	365,664	1,085,029	25.2%
Grants	24,380	-	-	24,380	0.0%
Patron Fines & Fees	8,833	890	2,451	6,381	27.8%
Interest	43,342	12,779	32,212	11,130	74.3%
Contributions	500	-	-	500	0.0%
Refunds/Reimbursements/Misc	75,420	7,894	26,589	48,831	35.3%
Transfers	-	-	-	-	0.0%
TOTAL	\$ 5,489,825	\$ 534,912	\$ 2,437,782	\$ 3,052,042	44.4%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - GENERAL FUND

As of: March 31, 2023

% through the year: 25%

<i>Expenditure Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Month-to-Date Expenses</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>Salaries & Benefits</u>						
Salaries	2,861,200	207,035	614,998	-	2,246,202	21.5%
OPERS	399,168	28,599	56,994	-	342,174	14.3%
Insurance	466,487	35,751	107,874	325,462	358,613	23.1%
Other Employee Benefits	5,000	-	-	5,000	5,000	0.0%
Subtotal	3,731,855	271,385	779,866	330,462	2,951,989	20.9%
<u>Supplies</u>						
Administrative Supplies	63,194	3,263	8,128	55,056	55,066	12.9%
Maintenance Supplies	30,000	957	3,922	26,078	26,078	13.1%
Vehicle Fuel & Supplies	3,400	105	241	3,159	3,159	7.1%
Subtotal	96,594	4,325	12,290	84,293	84,303	12.7%
<u>Contracted Services</u>						
Travel & Training	26,200	704	5,952	20,248	20,248	22.7%
PR/Postage/Phone	85,190	21,182	28,940	56,237	56,250	34.0%
Maintenance	281,769	8,323	52,303	229,438	229,466	18.6%
Insurance	40,000	-	-	40,000	40,000	0.0%
Leases	10,062	382	6,786	2,888	3,276	67.4%
Utilities	131,406	9,736	30,077	101,080	101,329	22.9%
Professional Services	147,792	9,895	51,178	96,180	96,614	34.6%
Library Material Control	41,800	-	34,136	7,664	7,664	81.7%
Interlibrary Delivery Service	13,750	-	-	13,750	13,750	0.0%
Subtotal	777,969	50,224	209,371	567,486	568,597	26.9%
<u>Library Materials</u>						
Books	277,849	19,848	50,340	227,509	227,509	18.1%
Periodicals	22,201	314	887	21,314	21,314	4.0%
Audio/Visual	139,786	7,349	16,163	123,622	123,622	11.6%
Portable Audio	14,178	1,596	2,492	11,686	11,686	17.6%
Electronic Data	342,948	30,834	80,044	262,904	262,904	23.3%
Interlibrary Loan Fees	100	-	-	100	100	0.0%
Library Material Repair	15,853	1,457	3,394	12,460	12,460	21.4%
Library Material, Other	5,637	99	836	4,802	4,802	0.0%
Subtotal	818,553	61,496	154,156	664,397	664,397	18.8%
<u>Capital</u>						
Land Improvements	-	-	-	-	-	0.0%
Building Improvements	6,000	774	1,050	4,950	4,950	17.5%
Furniture/Hardware/Software	216,161	577	159,711	56,450	56,450	73.9%
Subtotal	222,161	1,350	160,761	61,400	61,400	72.4%
<u>Miscellaneous</u>						
Dues/Memberships	19,500	90	7,036	12,464	12,464	36.1%
Special Assessments	11,200	-	588	10,612	10,612	0.0%
Refunds/Reimbursements	350	-	57	293	293	16.3%
Other Misc Expenses	-	-	-	-	-	0.0%
Subtotal	31,050	90	7,681	23,369	23,369	24.7%
<u>Other Expenses</u>						
Contingency Fund	20,000	-	-	-	20,000	0.0%
Transfers	460,000	-	-	-	460,000	0.0%
Subtotal	480,000	-	-	-	480,000	0.0%
Grand Total	\$ 6,158,181	\$ 388,870	\$ 1,324,125	\$ 1,731,407	\$ 4,834,056	21.5%

WESTLAKE PORTER PUBLIC LIBRARY
EXPENSE REPORT - OTHER FUNDS
As of: March 31, 2023

<i>Expenditure Fund/Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>% through the year:</i>	
				<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<i><u>410 - Development Fund</u></i>					
Supplies	10,300	458	9,842	9,842	4.45%
Contracted Services	5,750	-	5,750	5,750	0.00%
Library Materials	9,690	6,231	3,459	3,459	64.30%
Capital Outlay	-	-	-	-	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 25,740	\$ 6,689	\$ 19,051	\$ 19,051	25.99%
<i><u>420 - Friends of Library Fund</u></i>					
Supplies	18,091	1,813	16,278	16,278	10.02%
Contracted Services	10,050	275	9,775	9,775	2.74%
Library Materials	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 28,141	\$ 2,088	\$ 26,053	\$ 26,053	7.42%
<i><u>450 - Permanent Imp. Fund</u></i>					
Contracted Services	73,350	6,399	66,950	66,950	8.72%
Capital Outlay	972,851	357,705	614,905	615,146	36.77%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 1,046,201	\$ 364,105	\$ 681,855	\$ 682,096	34.80%
<i><u>475 - Automation Fund</u></i>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	185,491	77,239	107,665	108,252	41.64%
Total	\$ 185,491	\$ 77,239	\$ 107,665	\$ 108,252	41.64%

Westlake Porter Public Library
Public Library Fund
2019 - 2023

	2019	2020	2021	2022	2023
Original Estimate	1,176,677.88	1,224,607.07	1,220,878.60	1,277,952.48	1,530,593.60
Actual	1,212,642.99	1,210,379.78	1,364,961.70	1,476,595.82	
Difference	35,965.11	(14,227.29)	144,083.10	198,643.34	

Month	2019	2020	2021	2022	2023
Jan	93,343.11	97,796.10	102,455.24	117,102.76	120,175.88
Feb	112,221.83	117,550.40	118,200.71	131,419.43	139,969.12
Mar	80,785.12	86,227.90	97,966.59	98,612.84	105,518.63
Apr	74,575.10	69,968.09	83,644.67	96,222.48	
May	124,930.53	80,899.48	116,198.57	169,367.26	
Jun	110,059.03	92,970.31	149,215.96	129,742.03	
Jul	111,530.61	113,945.67	137,767.22	138,955.50	
Aug	90,756.56	124,729.08	100,700.83	104,169.09	
Sep	109,034.87	115,601.98	119,250.24	127,626.25	
Oct	99,444.27	99,265.09	112,106.18	119,181.99	
Nov	102,739.64	104,468.13	111,223.59	117,142.59	
Dec	103,222.32	106,957.55	116,231.90	127,053.60	

TOTALS **\$1,212,642.99** **\$1,210,379.78** **\$1,364,961.70** **\$1,476,595.82** **\$ 365,663.63**

Change from previous year:			
2020	2021	2022	2023
Dollar amount change:			
\$ (2,263)	\$ 154,582	\$ 111,634	

Percentage Change			
2020	2021	2022	2023
4.77%	4.76%	14.30%	2.62%
4.75%	0.55%	11.18%	6.51%
6.74%	13.61%	0.66%	7.00%
-6.18%	19.55%	15.04%	
-35.24%	43.63%	45.76%	
-15.53%	60.50%	-13.05%	
2.17%	20.91%	0.86%	
37.43%	-19.26%	3.44%	
6.02%	3.16%	7.02%	
-0.18%	12.94%	6.31%	
1.68%	6.47%	5.32%	
3.62%	8.67%	9.31%	

(2023 vs 2022)
3,073.12
8,549.69
6,905.79

2023 Year-to-Date Compared to 2022	
2022	347,135.03
2023	365,663.63
\$ Difference	18,528.60
% Difference	5.34%

1st Quarter 2023

Monetary Donations:

<u>Donor</u>	<u>Amount</u>	<u>Purpose</u>
Q-Lab	150.00	
Ahmed Sulaiman	40.00	
Anonymous	5.00	
Total Received	195.00	

Non Monetary Donations:

<u>Donor</u>	
Top Tier Cakes	\$16.50 gift card for 6 cupcakes for customer appreciation basket
Alexis Tomoff	Framed vintage poster (Yoda)
Lenore Maxa	Bag of yarn
Trader Joe's	Food items for customer appreciation basket
Amanda's Own Confections	Gift basket for customer appreciation week
Dani Marinucci/DAMFineArt	Artwork on Free Little Art Gallery bookcase

WESTLAKE PORTER PUBLIC LIBRARY**Account Transfer - General Fund****Informational****April 19, 2023**

FROM:			TO:	
101-00-51234 SR. ASST II CIRCULATION	\$	(9,250.00)	101-00-51224 SR ASST CIRCULATION	\$ 9,250.00

Westlake Porter Public Library
Check Register 3/1/23 - 3/31/23

Payment Date	Check Number	Vendor	Description	Payment Amount
3/9/2023	42108	American Interiors, Inc	2022 Library Renovation- Furniture	21,376.45
3/9/2023	42118	MIDWEST TAPE	Hoopla Downloadables & eBooks	6,150.20
3/9/2023	42119	PLAIN DEALER	Plain Dealer - Jan & Feb 2023	313.50
3/9/2023	42114	Royally Amused	Tribute to Queen Elizabeth II	75.00
3/9/2023	42124	UNIQUE MANAGEMENT SERVICES INC	Collection Agency & Phone Notifications - Feb 2023	322.45
3/9/2023	42117	Lindsay Rene Bonilla Orrego	Storytime with Crafts	475.00
3/9/2023	42111	BPI INFORMATION SYSTEMS	HPE Ethernet Adapter (2) & APC Smart UPS	1,169.00
3/9/2023	42120	U.S. Postal Service	PR Postage Deposit	9,000.00
3/9/2023	42109	BAKER & TAYLOR	Juvenile/YA Books	259.78
3/9/2023	42122	Tsai Fong Books	World Languages	241.93
3/9/2023	42112	Cengage Learning Inc	Adult Books	77.97
3/9/2023	42116	Kanopy Inc	Kanopy videos	489.60
3/9/2023	42115	Khan Spryre, LLC	Comic Books	52.98
3/9/2023	42123	TUMBLEWEED PRESS INC	TumblePlatinum thru 5/1/24	2,396.00
3/9/2023	42113	Coughlan Companies, LLC	Juvenile/YA Books	23.49
3/9/2023	42125	Weston Woods Studios, Inc	Audiobooks	266.94
3/9/2023	42121	Sylvia Masek	Porter J Mouse art update	400.00
3/9/2023	42110	Blue Technologies	Blue Tech Copiers 1/22 - 2/21/23	446.82
3/15/2023	42126	Bialosky + Partners Architects, LLC	Architect Fees - 2022 Renovations	1,155.57
3/15/2023	42130	JULIAN & GRUBE INC	2022 OCBOA Statements	2,400.00
3/15/2023	42132	THOMSON REUTERS - WEST	Ohio Bldg Code 2022	317.00
3/15/2023	42129	GO GREEN LANDSCAPING LLC	Snow Removal - March 2023	6,299.00
3/15/2023	42131	SMITH & OBY SERVICE COMPANY	HVAC Boiler #3 Leak	519.00
3/15/2023	42128	CENTER POINT PUBLISHING	Adult Books	195.36
3/15/2023	42127	Cengage Learning Inc	Adult Books	329.13
3/15/2023	2023000004	COUNTY AUDITOR	Treasurer & Auditor Fees	4,847.05
3/22/2023	2023000020	PNC BANK N.A.	CC Payment	46,296.49
3/29/2023	42137	BPI INFORMATION SYSTEMS	Windows Server 2022 Standard (4) & Wireless Access Point for Pavilion	3,040.07
3/29/2023	42134	American Interiors, Inc	2022 Library Renovation - Furniture	7,814.80
3/29/2023	42138	Cengage Learning Inc	Adult Books	629.00
3/29/2023	42142	UNIQUE MANAGEMENT SERVICES INC	NCOA Searches	241.59
3/29/2023	42141	Villager Newspaper	PR Ads - Villager	215.00
3/29/2023	42139	MIDWEST TAPE	Hoopla eBooks	257.48
3/29/2023	42136	BAKER & TAYLOR	Juvenile/YA Books	175.02
3/29/2023	42133	Aaron Schillinger	A Detroit Ferry Tale DVD	30.00
3/29/2023	42135	APPLE BOOKS	Juvenile/YA Books	1,702.09
3/29/2023	42140	U.S. Postal Service	Postage Deposit	7,000.00
3/30/2023	2023000022	The Illuminating Company	Electricity 12/30/22 - 1/30/23	5,773.82
3/30/2023	2023000023	INGRAM BOOK COMPANY	Juvenile/YA Books, World Languages, Audiobooks, Adult Books	16,963.82
3/30/2023	2023000024	Columbia Gas	Natural Gas 1/25 - 2/23/23	3,553.23

Westlake Porter Public Library
Check Register 3/1/23 - 3/31/23

Payment Date	Check Number	Vendor	Description	Payment Amount
3/30/2023	2023000025	City of Cleveland Division of Water	Water Usage 1/21 - 2/21/23	409.43
3/30/2023	2023000026	Stark County Educational Service Center	Medical, Dental & Life Insurance - March 2023	32,938.69
3/31/2023	2023000027	PAYCHEX INC	Bank & Investment Fees	1,154.90
3/31/2023	2023000004	BANKS	Bank & Investment Fees	161.82
3/31/2023	2023000004	BANKS	Bank & Investment Fees	416.78
			TOTAL	188,373.25

Visa Payment Detail
For Check # 2023000020 dated 03/22/2023

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
2/23/2023	ALDI	Crackers, Bread, Cream Cheese	Aldi	225099	15.17
2/23/2023	DOLLAR TREE STORES INC	Baking Supplies	Dollar Tree	225099	26.25
2/25/2023	DOLLAR TREE STORES INC	Baking Supplies	Dollar Tree	225099	22.50
2/23/2023	WALMART	Snacks - CCBDD	Walmart	225099	3.48
2/17/2023	4AllPromos	Bendeez Sticks (150)	1274008	232006	363.68
2/27/2023	AMAZON.COM	Pizza boxes	3768226	232008	41.80
2/8/2023	AMAZON.COM	Acrylic shelves & wood easels	5349819	232011	40.82
3/1/2023	AMAZON.COM	Swivel clasp hooks for kits	2801039	232011	11.89
2/9/2023	FRAGAPANE BAKERIES	Anniversary Pastry	Fragapane	233001	81.29
2/21/2023	FRAGAPANE BAKERIES	Fat Tuesday Paczki	Fragapane	233001	168.00
2/17/2023	ORIENTAL TRADING COMPANY	Shark Finger Puppets	722977405	233002	27.16
2/13/2023	AMAZON.COM	Foam cups	0096213	233003	35.88
2/13/2023	AMAZON.COM	Pencil sharpeners	9233024	233003	5.98
2/14/2023	AMAZON.COM	Headphones	4417863	233003	191.35
2/15/2023	AMAZON.COM	Blending stumps	2956201	233003	5.99
2/16/2023	AMAZON.COM	Kids rolling pins	4853044	233003	23.38
2/21/2023	AMAZON.COM	Foam shapes, cookie cutters, feathers	4882606	233003	30.46
2/21/2023	AMAZON.COM	Headphones	6430618	233003	95.40
2/26/2023	AMAZON.COM	Hole punches, play putty, etc	6248269	233003	55.33
2/26/2023	AMAZON.COM	Party Noisemakers	9636235	233003	11.98
2/26/2023	AMAZON.COM	Tennis balls, play putty	4468231	233003	32.94
2/25/2023	APPLE STORE	iCloud 200GB Storage Plan	MQVL1X2NJQ	233003	2.99
2/10/2023	HEINEN'S	Dum Dum Pops	Heinen's	233003	9.18
2/17/2023	ORIENTAL TRADING COMPANY	Penguin Ornaments, Polar Bear Magnets	722977405	233003	32.96
3/3/2023	Fire Mountain Gems & Beads	Jewelry Program Supplies	P805551501014	233010	57.39
2/28/2023	MARC'S	Popcorn, Cupcakes, Drinks	Marc's	233010	14.56
2/28/2023	MICHAELS	Mod Podge, Flowers	Michaels	233010	25.43
2/28/2023	AMAZON.COM	Cupcake stand	6177039	233011	22.99
2/15/2023	MARC'S	Snacks, Drinks, Cups, Plates	Marc's	233026	60.24
2/15/2023	BEST BUY	65" Smart Roku TV	Best Buy	234001	399.99
2/23/2023	AMAZON.COM	Ender 3 Upgraded Hotend	9393064	234015	17.99
2/24/2023	AMAZON.COM	3D printer leveling kits, webcam, etc	1834632	234015	144.96

Visa Payment Detail
For Check # 2023000020 dated 03/22/2023

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
3/3/2023	AMAZON.COM	Tweezers	2269003	234015	9.99
3/4/2023	AMAZON.COM	3D Printer Extruder Upgrade, Leveling Kit	5285053	234015	54.98
3/5/2023	AMAZON.COM	Photo Studio Light Box	4675408	234015	65.99
2/28/2023	HARBOR FREIGHT	Digital Safe, Rulers, Magnetic Tray	595742	234015	83.93
2/24/2023	Micro Center	3D Printer, Filament, etc	051-PO-10192035	234015	305.12
2/16/2023	Tecre Co, Inc	Button Machine, Punch, Supplies	00302294	234015	541.35
2/6/2023	USCutter, Inc	Tape Application Roller	324217	234015	73.98
2/16/2023	AMERICAN LIBRARY ASSOCIATION	Mangels - Reg - ALA 2023 Conf	1156200	235001	385.00
2/21/2023	STAPLES BUSINESS ADVANTAGE	Cardstock, Packing Tape, Invisible Tape	7605289839	235004	87.50
2/17/2023	U.S. Postal Service	Postage - Finance Dept	USPS	235005	4.78
3/3/2023	FP Mailing Solutions	Postage Machine Lease 3/1 - 5/31/23	RI105680968	235006	180.00
2/16/2023	STAPLES BUSINESS ADVANTAGE	Toner	7605083410	235010	130.04
3/2/2023	ACE HARDWARE	Toggle Bolt, Keys	Ace Hardware	235012	19.15
2/17/2023	AMAZON.COM	Isopropyl Alcohol, Ethyl Rubbing Alcohol	5801804	235012	23.59
2/19/2023	AMAZON.COM	Painters Tape	5801804	235012	27.83
3/3/2023	AMAZON.COM	Batteries, Belt Clips for Talkabouts, etc,	0468200	235012	190.07
3/3/2023	AMAZON.COM	Command Small Hooks	1110669	235012	32.97
3/3/2023	AMAZON.COM	Tool Boxes (2)	8169830	235012	24.58
3/4/2023	AMAZON.COM	Sheet Metal Hand Seamer	3055415	235012	25.89
2/14/2023	HOME DEPOT CREDIT SERVICES	Lumber, Drywall Screws, Tape Measure	Home Depot	235012	56.76
2/20/2023	HOME DEPOT CREDIT SERVICES	Flip Toggles, Tire Gauge, Wood Screws	Home Depot	235012	31.70
2/25/2023	HOME DEPOT CREDIT SERVICES	Padlocks	Home Depot	235012	85.84
2/8/2023	SHERWIN WILLIAMS	Paint, Brushes	Sherwin Williams	235012	51.24
2/21/2023	SHERWIN WILLIAMS	Paint, Roller Covers	Sherwin Williams	235012	36.76
3/3/2023	SHERWIN WILLIAMS	Paint, Roller Covers, Pail Liner	Sherwin Williams	235012	106.38
2/10/2023	AMAZON.COM	Magic Eraser Sponges	0905801	235013	14.83
2/23/2023	Southeastern Equipment & Supply, Inc	Vacuum Motor 120V	67113	235013	229.00
2/23/2023	ACE HARDWARE	Rain-x Car Wash	Ace Hardware	235014	8.99
2/10/2023	GAS STATIONS	Gasoline for 2008 Van	Speedway	235014	56.00
3/2/2023	GAS STATIONS	Gasoline for 2017 Van	Speedway	235014	40.35
2/21/2023	RUMPKE	Waste & Recycling - Feb 2023	1261169	235015	383.65
2/10/2023	AMAZON.COM	Vinyl Sticker Paper	5235446	235018	9.99

Visa Payment Detail
For Check # 2023000020 dated 03/22/2023

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
2/11/2023	AMAZON.COM	Postal Scale, Card Stock, Sublimation Vinyl	5195419	235018	150.27
2/12/2023	AMAZON.COM	Hemostat Set	5353846	235018	13.75
2/14/2023	AMAZON.COM	Utility Knives	8288260	235018	15.33
2/15/2023	AMAZON.COM	Stainless Tweezers	0560215	235018	46.72
2/22/2023	AMAZON.COM	3D Printer Nozzles	2441005	235018	10.99
2/23/2023	AMAZON.COM	Vinyl Sticker Paper	9393064	235018	22.94
3/2/2023	AMAZON.COM	Baby Wipes	2051423	235018	19.29
3/5/2023	AMAZON.COM	Digital Timers	9458634	235018	11.99
2/9/2023	BuyPlastic.com	Colorcore Plastic Sheets	8183	235018	316.03
2/13/2023	Micro Center	3D Printer Filament	051-PO-10182604	235018	405.36
2/9/2023	USCutter, Inc	Heat Transfer Vinyl	325190	235018	271.30
2/9/2023	USCutter, Inc	Sublimation Mugs, Transfer Tape	325359	235018	140.45
2/27/2023	Caster Specialists	Nylon Twin Wheel Casters	CSP1655	235023	170.11
3/1/2023	INDEED INC	Indeed Job Applies	75391971	235028	126.00
2/27/2023	ROYAL PUBLISHING	PR Ads - 2023 NE District Boys	8079365	235028	80.00
2/13/2023	WESTLIFE	PR Ads - Westlife	850648	235028	108.00
2/28/2023	BOOKPAGE	BookPage Feb 2023 - Jan 2024	S63861	235031	3,510.00
2/16/2023	OHIO LIBRARY COUNCIL	Mangels - OLC Trustee Workshop	24043	235039	95.00
3/2/2023	Corporate Screening Services	Background Checks	0615133	235041	181.98
2/16/2023	ACE HARDWARE	Fasteners - YS TV Mount	Ace Hardware	235043	4.40
2/19/2023	AMAZON.COM	Cables	0021013	235043	21.10
2/19/2023	AMAZON.COM	HDMI & Charging Cables	0791422	235043	41.96
2/21/2023	AMAZON.COM	Monitor Pole Mount Bracket	8285026	235043	19.79
2/21/2023	AMAZON.COM	Thin Client Mount Bracket	0112230	235043	19.98
2/25/2023	AMAZON.COM	Monitor privacy screen	5925061	235043	108.00
2/6/2023	BAYSCAN TECHNOLOGIES	2D Area Imager	73511	235043	241.69
2/9/2023	Bitwarden Inc	Bitwarden - add 1 license seat	FA312CB9-0002	235043	22.45
2/17/2023	DELL MARKETING L P	Power Button	10652512578	235043	0.62
2/20/2023	GODADDY	Standard SSL Certificate	2478198558	235043	99.99
2/17/2023	iVideo Technologies LLC	Service Call - Mtg Room Computer/Speakers	0007699-IN	235044	235.00
2/25/2023	VIRTUAL SYSTEMS	VCC Performance Tier Backup	412736	235044	440.00
2/20/2023	PAYCHEX INC	Paychex Onboarding Monthly Fee	3191874	235060	100.00

Visa Payment Detail
For Check # 2023000020 dated 03/22/2023

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
2/13/2023	AMAZON.COM	Storage containers	1657829	235062	74.96
2/23/2023	W B MASON	Copier Paper	S127770471	235064	799.80
2/16/2023	OHIO LIBRARY COUNCIL	Krupka/Keenan - OLC Trustee Workshop	24043	235066	190.00
3/4/2023	RESTAURANTS	Lunch - Board Training	20230304	235066	34.00
2/21/2023	AMAZON.COM	Ink Cartridges	5778609	235078	39.98
2/9/2023	FASTSIGNS	ADA signs, Donor Plaque	141-4368	235079	640.00
2/9/2023	FASTSIGNS	Bookshelf graphics	141-4526	235079	133.90
2/23/2023	OHIO LIBRARY COUNCIL	Statler - OLC Membership 2023	0041565	235080	90.00
2/16/2023	Breezeline	Breezeline Phone Svc 1/26 - 2/25/23	0060250	235083	62.12
2/28/2023	EASTON TELECOM SERVICES LLC	Easton Phone Svc 2/10 - 3/9/23	1145767	235083	626.19
2/6/2023	T-Mobile USA Inc	T-Mobile Cell Phone 12/29/22 - 1/28/23	981225743	235083	10.29
3/2/2023	VERIZON WIRELESS	VZ Mobile Brdbnd 2/13 - 3/12/23	9927562647	235083	40.11
3/1/2023	Cubesmart	Off-Site Storage - March 2023	246912	235091	202.00
2/27/2023	AMAZON.COM	Flash drives	8740255	235098	49.22
2/7/2023	AMAZON.COM	Adult Books	2604207	236001	34.68
2/9/2023	AMAZON.COM	Adult Books	8921808	236001	11.99
2/10/2023	AMAZON.COM	Adult Books	7590618	236001	11.35
2/12/2023	AMAZON.COM	Adult Books	8921808	236001	11.99
2/18/2023	AMAZON.COM	Adult Books	0520237	236001	9.99
2/21/2023	AMAZON.COM	Adult Books	2381810	236001	19.99
2/22/2023	AMAZON.COM	Adult Books	7525018	236001	19.90
2/24/2023	AMAZON.COM	Adult Books	8533027	236001	22.00
2/26/2023	AMAZON.COM	Adult Books	1867410	236001	16.42
2/27/2023	AMAZON.COM	Adult Books	8535450	236001	23.21
2/28/2023	AMAZON.COM	Adult Books	2517046	236001	15.70
3/1/2023	AMAZON.COM	Adult Books	1019421	236001	14.99
3/4/2023	AMAZON.COM	Adult Books	5239443	236001	31.40
3/5/2023	AMAZON.COM	Adult Books	0466628	236001	27.13
2/7/2023	AMAZON.COM	Juvenile/YA Books	8968214	236002	7.99
2/9/2023	AMAZON.COM	Juvenile/YA Books	2015445	236002	9.99
2/13/2023	AMAZON.COM	Juvenile/YA Books	1629057	236002	21.95
2/17/2023	AMAZON.COM	Juvenile/YA Books	3963404	236002	15.58

Visa Payment Detail
For Check # 2023000020 dated 03/22/2023

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
2/17/2023	AMAZON.COM	Juvenile/YA Books	7098621	236002	19.95
2/17/2023	AMAZON.COM	Juvenile/YA Books	2173024	236002	31.36
2/26/2023	AMAZON.COM	Juvenile/YA Books	6796211	236002	39.96
2/28/2023	AMAZON.COM	Juvenile/YA Books	6621832	236002	12.32
3/2/2023	AMAZON.COM	Juvenile/YA Books	6851465	236002	12.99
3/2/2023	AMAZON.COM	Juvenile/YA Books	7024224	236002	15.95
3/2/2023	AMAZON.COM	Juvenile/YA Books	3222615	236002	29.76
2/27/2023	Book Farm LLC	Juvenile/YA Books	PCC13749	236002	41.95
2/9/2023	FINDAWAY WORLD, LLC	Audiobooks	420099	236006	392.93
2/6/2023	LIVE OAK MEDIA	Audiobooks	5002	236006	106.80
2/16/2023	MIDWEST TAPE	Audiobooks	20230216	236006	219.94
2/23/2023	MIDWEST TAPE	Audiobooks	20230223	236006	250.94
3/2/2023	MIDWEST TAPE	Audiobooks	20230302	236006	209.95
2/6/2023	AMAZON.COM	Music CDs	5533056	236007	13.05
2/10/2023	AMAZON.COM	Music CDs	9988218	236007	14.00
2/13/2023	AMAZON.COM	Music CDs	4377812	236007	36.98
2/17/2023	AMAZON.COM	Music CDs	6146651	236007	19.98
2/24/2023	AMAZON.COM	Music CDs	3429038	236007	22.71
2/28/2023	AMAZON.COM	Music CDs	6570651	236007	11.99
3/1/2023	AMAZON.COM	Music CDs	6244242	236007	38.38
3/5/2023	AMAZON.COM	Music CDs	9117850	236007	12.98
2/16/2023	MIDWEST TAPE	Music CDs	20230216	236007	224.97
2/23/2023	MIDWEST TAPE	Music CDs	20230223	236007	100.71
3/2/2023	MIDWEST TAPE	Music CDs	20230302	236007	106.85
2/28/2023	AMAZON.COM	Adult/Juvenile DVDs	4506610	236008	20.99
2/16/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230216	236008	1,744.84
2/23/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230223	236008	725.83
3/2/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230302	236008	338.81
2/10/2023	AMAZON.COM	Video games/Hotspots	9993001	236009	47.90
2/12/2023	AMAZON.COM	Video games/Hotspots	2061849	236009	69.99
2/13/2023	AMAZON.COM	Video games/Hotspots	4324247	236009	149.86
2/14/2023	AMAZON.COM	Video games/Hotspots	8805058	236009	59.99

Visa Payment Detail
For Check # 2023000020 dated 03/22/2023

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
2/16/2023	AMAZON.COM	Credit: Video games/Hotspots	2061849	236009	(1.96)
2/16/2023	AMAZON.COM	Video games/Hotspots	9105007	236009	34.99
2/16/2023	AMAZON.COM	Video games/Hotspots	4271452	236009	69.88
2/16/2023	AMAZON.COM	Video games/Hotspots	6629057	236009	138.00
2/19/2023	AMAZON.COM	Video games/Hotspots	4066660	236009	79.98
2/21/2023	AMAZON.COM	Video games/Hotspots	4066660	236009	139.98
2/22/2023	AMAZON.COM	Video games/Hotspots	6629057	236009	29.99
2/27/2023	AMAZON.COM	Video games/Hotspots	4066660	236009	39.99
2/27/2023	AMAZON.COM	Video games/Hotspots	4271452	236009	59.88
2/28/2023	AMAZON.COM	Credit: Video games/Hotspots	4271452	236009	(3.98)
2/28/2023	AMAZON.COM	Video games/Hotspots	8805058	236009	39.99
3/1/2023	AMAZON.COM	Video games/Hotspots	6629057	236009	59.99
3/2/2023	AMAZON.COM	Video games/Hotspots	0635467	236009	39.99
3/5/2023	AMAZON.COM	Video games/Hotspots	6629057	236009	119.98
2/6/2023	T-Mobile USA Inc	Hotspots 12/29/22 - 1/28/23	981225743	236009	1,161.39
2/6/2023	FINDAWAY WORLD, LLC	Playaways & Launchpads	419775	236010	404.92
2/6/2023	FINDAWAY WORLD, LLC	Playaways & Launchpads	419776	236010	408.68
2/13/2023	FINDAWAY WORLD, LLC	Playaways & Launchpads	420583	236010	127.48
2/20/2023	FINDAWAY WORLD, LLC	Playaways & Launchpads	421117	236010	93.73
3/2/2023	FINDAWAY WORLD, LLC	Playaways & Launchpads	422345	236010	89.99
3/2/2023	FINDAWAY WORLD, LLC	Playaways & Launchpads	422346	236010	131.23
3/2/2023	MIDWEST TAPE	Playaways & Launchpads	20230302	236010	339.94
2/6/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230206	236012	119.99
2/13/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230213	236012	11,928.82
2/23/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230223	236012	2,136.20
3/2/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230302	236012	43.49
2/6/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230206	236013	783.86
2/23/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230223	236013	743.77
3/1/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230301	236013	480.96
2/6/2023	OVERDRIVE, INC	e-audio	20230206	236014	269.30
2/13/2023	OVERDRIVE, INC	e-audio	20230213	236014	231.76
2/23/2023	OVERDRIVE, INC	e-audio	20230223	236014	3,803.96

Visa Payment Detail
For Check # 2023000020 dated 03/22/2023

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
3/1/2023	OVERDRIVE, INC	e-audio	20230301	236014	959.49
2/6/2023	OVERDRIVE, INC	Downloadable video	20230206	236016	14.95
3/2/2023	OVERDRIVE, INC	Downloadable video	20230302	236016	23.92
2/9/2023	AMAZON.COM	6-Sided Dice	8038622	236019	13.99
2/12/2023	AMAZON.COM	Lego Building Kit	9962663	236019	49.99
2/16/2023	AMAZON.COM	Game	6096217	236019	15.89
2/17/2023	AMAZON.COM	Circulating Kits	9711420	236020	18.99
2/8/2023	AMAZON.COM	World Languages	4420228	236021	15.04
2/8/2023	AMAZON.COM	World Languages	2677030	236021	52.55
2/6/2023	BARNES & NOBLE INC	World Languages	4136608602	236021	12.95
				TOTAL	46,296.49



Westlake Porter Public Library Operating Account

Monthly Investment Report
March 31, 2023

Your Investment Representative:

Eileen Stanic

(440) 662-8268

estanic@meederinvestment.com

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

Dublin, Ohio | Lansing, Michigan | Long Beach, California | Austin, Texas | 866-633-3371 | www.meederpublicfunds.com

PORTFOLIO SUMMARY

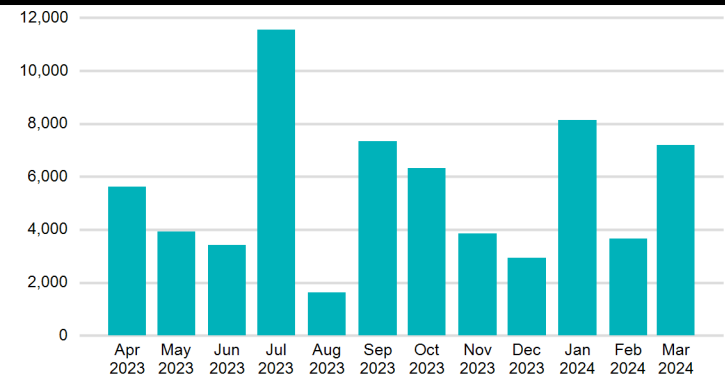
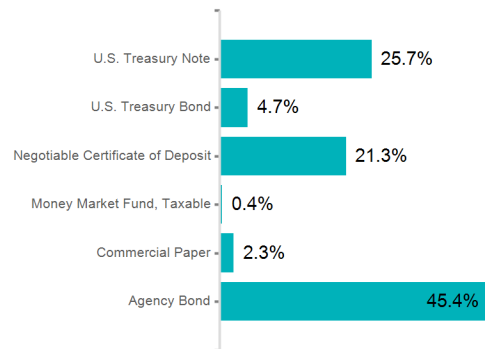
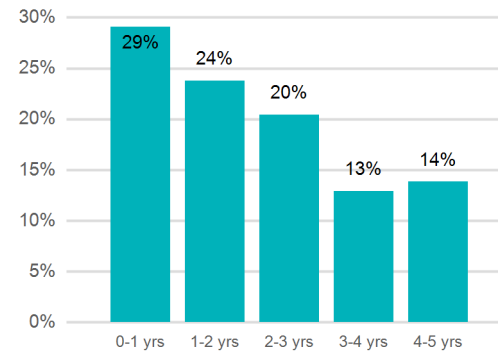
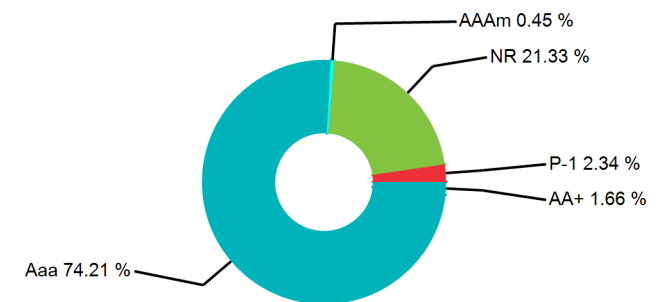
As of March 31, 2023

MONTHLY RECONCILIATION

Beginning Book Value	4,377,476.39
Contributions	25.00
Withdrawals	
Prior Month Management Fees	(382.10)
Prior Month Custodian Fees	(34.68)
Realized Gains/Losses	292.50
Purchased Interest	(682.14)
Gross Interest Earnings	4,953.91
Ending Book Value	4,381,648.88

PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	1.65%
Portfolio Effective Duration	1.96 yrs
Weighted Average Maturity	2.07 yrs

PROJECTED MONTHLY INCOME SCHEDULE**SECTOR ALLOCATION****MATURITY DISTRIBUTION****CREDIT QUALITY**

Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of March 31, 2023



CUSIP	SECURITY DESCRIPTION	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024
066519QK8	BankUnited, FSB 0.650% 03/05/2026			205			205			203			203
14042RME8	Capital One, National Association 2.150% 07/17/2024				2,623						2,666		
300185JX4	Evergreen Bank Group 0.400% 06/26/2023	34	33	134									
3130AM5C2	FHLB 0.420% 05/06/2024		420						420				
3130AM7F3	FHLB 0.750% 05/13/2025		750						750				
3130AMYS5	FHLB 0.850% 07/15/2025				531						531		
3130ANBF6	FHLB 0.650% 01/29/2025				488						488		
3130APB87	FHLB 1.100% 10/13/2026	550						550					
3130APTR6	FHLB 1.320% 11/23/2027		429						429				
3130ATHW0	FHLB 4.125% 09/10/2027						1,547						1,547
3133EK3M6	FFCB 1.625% 10/23/2023	1,219						1,351					
3133EN3H1	FFCB 4.000% 11/29/2027		1,300						1,300				
3133ENW63	FFCB 4.375% 10/27/2027	1,641						1,641					
3135G0V75	FNMA 1.750% 07/02/2024				2,188						2,188		
3136G44F7	FNMA 0.550% 09/30/2025						1,073						1,073
3137EAEW5	FMCC 0.250% 09/08/2023						369						
59013KJL1	Merrick Bank Corporation 0.350% 06/30/2023	39	38	336									
61690ULN8	Morgan Stanley Bank, National Association 1.900% 10/10/2023	1,184						1,847					
880591EZ1	TVA 3.875% 03/15/2028						1,243						1,356
8923A1UU3	Toyota Credit de Puerto Rico Corp. 07/28/2023				3,856								
9128282R0	UST 2.250% 08/15/2027					844						844	
912828R36	UST 1.625% 05/15/2026		447						447				
912828T26	UST 1.375% 09/30/2023						1,828						

Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of March 31, 2023



CUSIP	SECURITY DESCRIPTION	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024
912828YG9	UST 1.625% 09/30/2026						447						447
91282CAJ0	UST 0.250% 08/31/2025					125						125	
91282CBM2	UST 0.125% 02/15/2024					63						2,406	
91282CBR1	UST 0.250% 03/15/2024						125						2,375
91282CCF6	UST 0.750% 05/31/2026		188						188				
91282CCJ8	UST 0.875% 06/30/2026			328						328			
91282CCP4	UST 0.625% 07/31/2026				234						234		
91282CCW9	UST 0.750% 08/31/2026					281						281	
91282CCX7	UST 0.375% 09/15/2024						188						188
91282CDB4	UST 0.625% 10/15/2024	313						313					
91282CDG3	UST 1.125% 10/31/2026	309						309					
91282CDQ1	UST 1.250% 12/31/2026			344						344			
91282CGC9	UST 3.875% 12/31/2027			1,744						1,744			
91282CGH8	UST 3.500% 01/31/2028				1,313						1,313		
949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	323	312	323	312	323	323	312	323	312	723		
TOTAL		5,611	3,917	3,413	11,544	1,635	7,346	6,323	3,856	2,931	8,142	3,656	7,188

POSITION STATEMENT

As of March 31, 2023

CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	3/31/2023 3/31/2023	\$18,712.72	\$18,712.72	\$18,712.72	4.61%	0.003 0.003	\$1.00 \$18,712.72	\$0.00	0.30%	AAAm
STAROHIO	STAR Ohio XX019	3/31/2023 3/31/2023	\$2,145,085.00	\$2,145,085.00	\$2,145,085.00	5.02%	0.003 0.003	\$1.00 \$2,145,085.00	\$0.00	33.84%	AAAm
SubTotal			\$2,163,797.72	\$2,163,797.72	\$2,163,797.72	5.02%		\$2,163,797.72	\$0.00	34.14%	
Agency Bond											
3137EAEW5	FMCC 0.250% 09/08/2023	10/15/2021 10/18/2021	\$100,000.00	\$99,756.30	\$99,756.30	0.38%	0.441 0.433	\$98.00 \$98,002.00	(\$1,754.30)	1.55%	Aaa AA+
3133EK3M6	FFCB 1.625% 10/23/2023	10/15/2019 10/23/2019	\$150,000.00	\$149,868.00	\$149,868.00	1.65%	0.564 0.549	\$98.22 \$147,324.00	(\$2,544.00)	2.32%	Aaa AA+
3130AM5C2	FHLB 0.420% 05/06/2024	5/7/2021 5/10/2021	\$200,000.00	\$200,000.00	\$200,000.00	0.42%	1.101 1.074	\$95.33 \$190,658.00	(\$9,342.00)	3.01%	Aaa AA+
3135G0V75	FNMA 1.750% 07/02/2024	7/19/2019 7/22/2019	\$250,000.00	\$248,612.50	\$248,612.50	1.87%	1.258 1.217	\$96.37 \$240,922.50	(\$7,690.00)	3.80%	Aaa AA+
3130ANBF6	FHLB 0.650% 01/29/2025	7/20/2021 7/29/2021	\$150,000.00	\$150,000.00	\$150,000.00	0.65%	1.836 1.784	\$93.14 \$139,702.50	(\$10,297.50)	2.20%	Aaa AA+
3130AM7F3	FHLB 0.750% 05/13/2025	5/7/2021 5/13/2021	\$200,000.00	\$200,000.00	\$200,000.00	0.75%	2.121 2.051	\$92.57 \$185,138.00	(\$14,862.00)	2.92%	Aaa AA+
3130AMYS5	FHLB 0.850% 07/15/2025	6/23/2021 7/15/2021	\$125,000.00	\$125,000.00	\$125,000.00	0.85%	2.293 2.215	\$92.24 \$115,300.00	(\$9,700.00)	1.82%	Aaa AA+
3136G44F7	FNMA 0.550% 09/30/2025	9/15/2020 9/30/2020	\$390,000.00	\$390,000.00	\$390,000.00	0.55%	2.504 2.431	\$90.99 \$354,849.30	(\$35,150.70)	5.60%	Aaa AA+
3130APB87	FHLB 1.100% 10/13/2026	10/14/2021 10/15/2021	\$100,000.00	\$99,730.00	\$99,730.00	1.16%	3.540 3.340	\$89.03 \$89,032.00	(\$10,698.00)	1.40%	Aaa AA+
3130ATHW0	FHLB 4.125% 09/10/2027	10/31/2022 11/1/2022	\$75,000.00	\$74,419.28	\$74,419.28	4.30%	4.449 4.020	\$100.87 \$75,653.25	\$1,233.97	1.19%	Aaa AA+
3133ENW63	FFCB 4.375% 10/27/2027	10/31/2022 11/1/2022	\$75,000.00	\$75,218.25 \$36.46	\$75,254.71	4.31%	4.578 4.042	\$101.51 \$76,128.75	\$910.50	1.20%	Aaa AA+
3130APTR6	FHLB 1.320% 11/23/2027	3/31/2023 3/31/2023	\$65,000.00	\$57,535.40 \$305.07	\$57,840.47	4.06%	4.652	\$88.44 \$57,487.43	(\$47.97)	0.91%	Aaa AA+
3133EN3H1	FFCB 4.000% 11/29/2027	11/22/2022 11/29/2022	\$65,000.00	\$64,779.00	\$64,779.00	4.08%	4.668 4.160	\$99.94 \$64,963.60	\$184.60	1.02%	Aaa AA+

POSITION STATEMENT

As of March 31, 2023

CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
880591EZ1	TVA 3.875% 03/15/2028	3/28/2023 3/30/2023	\$70,000.00	\$69,736.10	\$69,736.10	3.89%	4.962 4.465	\$99.63 \$69,738.90	\$2.80	1.10%	AA+
SubTotal			\$2,015,000.00	\$2,004,654.83 \$341.53	\$2,004,996.36	1.50%		\$1,904,900.23	(\$99,754.60)	30.05%	
Commercial Paper											
8923A1UU3	Toyota Credit de Puerto Rico Corp. 07/28/2023	11/1/2022 11/1/2022	\$100,000.00	\$96,144.33	\$96,144.33	5.37%	0.326 0.319	\$98.29 \$98,288.00	\$2,143.67	1.55%	P-1 A-1+
SubTotal			\$100,000.00	\$96,144.33	\$96,144.33	5.37%		\$98,288.00	\$2,143.67	1.55%	
Negotiable Certificate of Deposit											
300185JX4	Evergreen Bank Group 0.400% 06/26/2023	6/12/2020 6/26/2020	\$100,000.00	\$99,900.00	\$99,900.00	0.43%	0.238 0.235	\$98.89 \$98,891.00	(\$1,009.00)	1.56%	
59013KJL1	Merrick Bank Corporation 0.350% 06/30/2023	6/17/2020 6/30/2020	\$132,000.00	\$131,703.00	\$131,703.00	0.43%	0.249 0.246	\$98.83 \$130,450.32	(\$1,252.68)	2.06%	
61690ULN8	Morgan Stanley Bank, National Association 1.900% 10/10/2023	10/4/2019 10/10/2019	\$125,000.00	\$124,343.75	\$124,343.75	2.04%	0.529 0.513	\$98.35 \$122,932.50	(\$1,411.25)	1.94%	
949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	1/13/2020 1/17/2020	\$200,000.00	\$199,600.00	\$199,600.00	1.95%	0.800 0.776	\$97.45 \$194,894.00	(\$4,706.00)	3.07%	
14042RME8	Capital One, National Association 2.150% 07/17/2024	7/11/2019 7/17/2019	\$246,000.00	\$244,450.20	\$244,450.20	2.28%	1.299 1.252	\$96.37 \$237,067.74	(\$7,382.46)	3.74%	
066519QK8	BankUnited, FSB 0.650% 03/05/2026	2/22/2021 3/5/2021	\$125,000.00	\$124,375.00	\$124,375.00	0.75%	2.932 2.826	\$88.20 \$110,243.75	(\$14,131.25)	1.74%	
SubTotal			\$928,000.00	\$924,371.95	\$924,371.95	1.51%		\$894,479.31	(\$29,892.64)	14.11%	
U.S. Treasury Bond											
91282CBR1	UST 0.250% 03/15/2024	2/7/2022 2/8/2022	\$100,000.00	\$97,750.00	\$97,750.00	1.34%	0.959 0.938	\$95.90 \$95,902.00	(\$1,848.00)	1.51%	Aaa AA+
912828R36	UST 1.625% 05/15/2026	1/11/2022 1/12/2022	\$55,000.00	\$55,378.13	\$55,378.13	1.46%	3.126 2.978	\$93.38 \$51,356.25	(\$4,021.88)	0.81%	Aaa AA+

POSITION STATEMENT

As of March 31, 2023

CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
912828YG9	UST 1.625% 09/30/2026	1/11/2022 1/12/2022	\$55,000.00	\$55,345.90	\$55,345.90	1.49%	3.504 3.320	\$92.78 \$51,029.55	(\$4,316.35)	0.81%	Aaa AA+
SubTotal			\$210,000.00	\$208,474.03	\$208,474.03	1.41%		\$198,287.80	(\$10,186.23)	3.13%	
U.S. Treasury Note											
912828T26	UST 1.375% 09/30/2023	10/22/2019 10/23/2019	\$120,000.00	\$118,996.88	\$118,996.88	1.59%	0.501 0.489	\$98.35 \$118,022.40	(\$974.48)	1.86%	Aaa AA+
91282CBM2	UST 0.125% 02/15/2024	2/7/2022 2/8/2022	\$100,000.00	\$97,656.25	\$97,656.25	1.30%	0.879 0.860	\$96.10 \$96,098.00	(\$1,558.25)	1.52%	Aaa AA+
91282CCX7	UST 0.375% 09/15/2024	1/28/2022 1/31/2022	\$100,000.00	\$97,605.47	\$97,605.47	1.31%	1.463 1.430	\$94.35 \$94,348.00	(\$3,257.47)	1.49%	Aaa AA+
91282CDB4	UST 0.625% 10/15/2024	10/13/2021 10/15/2021	\$100,000.00	\$99,929.69	\$99,929.69	0.65%	1.545 1.504	\$94.45 \$94,453.00	(\$5,476.69)	1.49%	Aaa AA+
91282CAJ0	UST 0.250% 08/31/2025	8/25/2021 8/26/2021	\$100,000.00	\$98,289.06	\$98,289.06	0.68%	2.422 2.367	\$91.39 \$91,387.00	(\$6,902.06)	1.44%	Aaa AA+
91282CCF6	UST 0.750% 05/31/2026	6/29/2021 6/30/2021	\$50,000.00	\$49,701.17	\$49,701.17	0.87%	3.170 3.065	\$90.70 \$45,349.50	(\$4,351.67)	0.72%	Aaa AA+
91282CCJ8	UST 0.875% 06/30/2026	6/29/2021 6/30/2021	\$75,000.00	\$74,912.11	\$74,912.11	0.90%	3.252 3.140	\$90.90 \$68,171.25	(\$6,740.86)	1.08%	Aaa AA+
91282CCP4	UST 0.625% 07/31/2026	8/25/2021 8/26/2021	\$75,000.00	\$74,305.66	\$74,305.66	0.82%	3.337 3.236	\$89.90 \$67,423.50	(\$6,882.16)	1.06%	Aaa AA+
91282CCW9	UST 0.750% 08/31/2026	8/26/2021 8/31/2021	\$75,000.00	\$74,660.16	\$74,660.16	0.84%	3.422 3.312	\$90.08 \$67,561.50	(\$7,098.66)	1.07%	Aaa AA+
91282CDG3	UST 1.125% 10/31/2026	1/10/2022 1/11/2022	\$55,000.00	\$53,990.23	\$53,990.23	1.52%	3.589 3.436	\$90.91 \$49,998.30	(\$3,991.93)	0.79%	Aaa AA+
91282CDQ1	UST 1.250% 12/31/2026	1/7/2022 1/10/2022	\$55,000.00	\$54,355.47	\$54,355.47	1.50%	3.756 3.592	\$91.05 \$50,078.05	(\$4,277.42)	0.79%	Aaa AA+
9128282R0	UST 2.250% 08/15/2027	10/31/2022 11/1/2022	\$75,000.00	\$68,525.39	\$68,525.39	4.26%	4.378 4.092	\$93.93 \$70,450.50	\$1,925.11	1.11%	Aaa AA+
91282CGC9	UST 3.875% 12/31/2027	1/20/2023 1/23/2023	\$90,000.00	\$91,325.39 \$221.58	\$91,546.97	3.55%	4.756 4.266	\$100.70 \$90,629.10	(\$696.29)	1.43%	Aaa AA+

POSITION STATEMENT

As of March 31, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
91282CGH8	UST 3.500% 01/31/2028	3/23/2023 3/24/2023	\$75,000.00	\$75,038.09 \$377.07	\$75,415.16	3.49%	4.841 4.381	\$99.13 \$74,343.75	(\$694.34)	1.17%	Aaa AA+
SubTotal			\$1,145,000.00	\$1,129,291.02 \$598.65	\$1,129,889.67	1.67%		\$1,078,313.85	(\$50,977.17)	17.01%	
Grand Total			\$6,561,797.72	\$6,526,733.88 \$940.18	\$6,527,674.06	2.79%		\$6,338,066.91	(\$188,666.97)	100.00%	

TRANSACTION STATEMENT

As of March 31, 2023



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
Purchase									
Purchase	3/23/2023	3/24/2023	91282CGH8	UST 3.500% 01/31/2028	75,000.00	75,038.09	377.07	75,415.16	3.49%
Purchase	3/28/2023	3/30/2023	880591EZ1	TVA 3.875% 03/15/2028	70,000.00	69,736.10		69,736.10	3.89%
Purchase	3/31/2023	3/31/2023	3130APTR6	FHLB 1.320% 11/23/2027	65,000.00	57,535.40	305.07	57,840.47	4.06%
Total					210,000.00	202,309.59	682.14	202,991.73	

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Maturity								
Maturity	3/13/2023	3/13/2023	29278TNM8	EnerBank USA 1.000% 03/13/2023	195,000.00	194,707.50	195,000.00	292.50
Total						195,000.00	194,707.50	292.50

TRANSACTION STATEMENT

As of March 31, 2023

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	3/1/2023	3/1/2023	31846V567	First American Funds, Inc.	69.75
Interest/Dividends	3/6/2023	3/6/2023	066519QK8	BankUnited, FSB 0.650% 03/05/2026	200.34
Interest/Dividends	3/8/2023	3/8/2023	3137EAEW5	FMCC 0.250% 09/08/2023	125.00
Interest/Dividends	3/10/2023	3/10/2023	3130ATHW0	FHLB 4.125% 09/10/2027	1,392.19
Interest/Dividends	3/13/2023	3/13/2023	29278TNM8	EnerBank USA 1.000% 03/13/2023	149.59
Interest/Dividends	3/15/2023	3/15/2023	91282CBR1	UST 0.250% 03/15/2024	125.00
Interest/Dividends	3/15/2023	3/15/2023	91282CCX7	UST 0.375% 09/15/2024	187.50
Interest/Dividends	3/17/2023	3/17/2023	949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	291.51
Interest/Dividends	3/27/2023	3/27/2023	300185JX4	Evergreen Bank Group 0.400% 06/26/2023	30.68
Interest/Dividends	3/30/2023	3/30/2023	59013KJL1	Merrick Bank Corporation 0.350% 06/30/2023	37.97
Interest/Dividends	3/30/2023	3/30/2023	3136G44F7	FNMA 0.550% 09/30/2025	1,072.50
Interest/Dividends	3/31/2023	3/31/2023	912828T26	UST 1.375% 09/30/2023	825.00
Interest/Dividends	3/31/2023	3/31/2023	912828YG9	UST 1.625% 09/30/2026	446.88
Total					4,953.91

TRANSACTION STATEMENT

As of March 31, 2023



Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Contribution				
Contribution	3/10/2023	3/10/2023	Cash In	25.00
Total				25.00
Custodian Fee				
Custodian Fee	3/27/2023	3/27/2023	Cash Out	(34.68)
Total				(34.68)
Management Fee				
Management Fee	3/16/2023	3/16/2023	Cash Out	(382.10)
Total				(382.10)

STATEMENT DISCLOSURE

As of March 31, 2023



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Mission Moment

I was connected with Dr. Jay Haar who was ten years old in Seoul, Korea in June, 1950. Dr. Haar is going to be our May WaW Forum speaker to talk about the Korean War. Dr. Haar's appearance will bring a different and diverse perspective to this popular program that meets our mission to provide an inclusive environment that fosters learning and community growth.

Upcoming Dates/Events

April 26th Legislative Day

May 4th Trustee Dinner

May 9th Foundation

June 4th Pavilion Dedication

Meetings/Training/Programs

Met with City Planner Jim Bedell and residents from Dover Center across from the library to discuss buffering of light coming from the library parking lot.

Planning for Art Festival, featured artist Cleveland Museum of Art

Met with representative from the Cleveland Foundation to discuss WPPL Foundation

Planning for Koha

Farrell Foundation

Rotary

Town Criers

Cuyahoga Reads – This is an 18th month program. We will have approximately 20K for early literacy programming

Rain & Garden Show

Managers Meeting – EAC, Leadership Training Program, Blog postings oversight, PIC closing schedule, FMLA, Incident Tracker, Signage in the library

Friends/Foundation

Friends

Planning for Pavilion dedication

Book Nook – going extremely well, revenues have increased

Gala discussion

Foundation

Working on an art auction partnership with local artist David Noss

Sean Webster joined the Board as a new Trustee

Safety and Security

8 Incident Rpts were written in March.

3 Disruptive Behavior

2 Patron Assistance/Policy Issue,

2 Harassment

1 Illness Accident.

4 occurred in YS, 2 in the lobby, and 1 each in the Parking Lot and Circ.

A tornado drill was held on April 22 at 950am, as part of a statewide tornado safety exercise.

Building Services

Access Point cabling was run for the Makerspace and new Book Nook areas

Recessed round fixtures were ordered for the replacement of multiple fixtures in the building that had reached their life expectancy.

Follow up was made with JCI for the security system upgrade. Some parts are still not available.

Significant changes were made to the garage area to allow for possible Gator storage and ease of use applications.

Cameras were moved in the Book Nook to allow for better monitoring.

New toilet paper dispensers were acquired from a supply vendor, replacing our current that were in disrepair.

A cabinet was removed in YS to allow for construction of a work area. The work surface was cut and installed

Corrine Abbiss was hired as our new full-time custodian

Comprehensive training is planned for all members of Bldg. Services including cleaning and chemical safety issues and maintenance and operational issues.

Other Projects/Planning

All of the furniture has arrived for the alcove and study room space and has been installed.

The landscaping for the pavilion has been completed. We are waiting on a final punch list to be completed. We are also working on adding a few trees to help with buffering between the library and the neighbors on Dover Center Road.

Pavilion Dedication Planning
Volunteer Reception Planning
Lobby Open House Planning