



Regular Board Meeting

May 17, 2023 ♦ 6:30 p.m.

## AGENDA

**6:30 – 6:40 Call to Order**

**Minutes**

- Regular Meeting: April 19, 2023

**Communications**

- Received to Date: Email from FriendofPorter@live.com
- Public comments (if any)

**6:40 – 7:30 Administrative Reports**

- Amendments to Administrative Reports
- Youth Services Report – Rachel Gerig
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

**7:30 – 7:45 Board Reports**

- Board President

**7:45 – 8:10 New Business**

- Motion to Approve Public Policy and Procedures Manual – CORE Access Cards
- Motion to Approve Resolution 7-23 – 2024 Tax Budget
- Motion to Approve new sections 1 & 2 of the Board Manual
- 
- Other

**Adjournment**

**Upcoming Events**

June 4: New Pavilion Grand Opening  
June 21: Regular Board Meeting



## The Board of Trustees Minutes

### Regular Meeting:

**Date: April 19, 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

Nick Cronin  
Katie Cooley  
Corinne Abbiss  
Felicia Browning  
Emma Dittmar  
Diane Dillon

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

#### **Minutes**

Will Perry moved to approve the minutes from the Regular Meeting of March 15, 2023. Dan Keenan seconded the motion. All present were in favor.

#### **Communications**

There were no further communications.

#### **Public Comments**

There were no public comments.

Jason Nolde entered the meeting at 6:33 pm.

#### **Staff Members**

The Director introduced new staff members: Corinne Abbiss, Felicia Browning, Emma Dittmar and Diane Dillon.

Felicia Browning and Corinne Abbiss left the meeting at 6:42 pm.

#### **Administrative Reports**

##### Manager's Report

Nick Cronin, Adult Services Manager, began by welcoming the new staff aboard and commented it is terrific being fully staffed. Adult Services has eighteen staff members: ten full time and eight part time. They are all involved in the entire library operations by serving on teams as well as their regular duties. The department does an awesome amount of programming and are always looking at new and unique programming.

Recently, the need for 1 on 1 tech sessions has gone through the roof. The Tuesday night book discussion has dedicated participants, regularly averaging 35 in attendance. Erin Manning provides feedback on readers advisory on a monthly basis. Joanne Penkalski creates beautiful displays that need to be refilled frequently because patrons are checking out materials from them.

Adult Services regularly participates in community engagement. They were at the Rocky River Senior Center and will be at the Farmers market at Crocker Park and movies under the stars as well as facilitating pick up with City Fresh. The YMCA has asked for help in making a book club work. They are also working on a partnership with Clague Playhouse on something like a Page to Stage program.

The author consortium continues to be really interesting. Many people are looking at the recording archives.

Mr. Cronin commented that our patrons and staff love the renovated space back in Adult Services. The space has been discovered by a whole range of new people.

Bob Plantz asked what would be on his wish list. Mr. Cronin answered he would like to get the My Librarian Page up and running and focus on readers advisory and making reading recommendations.

Mr. Nolde asked about plans for the pavilion other than movies. Mr. Cronin would ideally like to have some of the Welcome Fair there, starting with a big jamboree and then moving inside.

Mr. Mangels commented Youth Services has been scheduling some programming out there and we would like to host a music program out there at least monthly.

Emma Dittmar and Diane Dillon left the meeting at 7:05 pm.

Jennifer Darling commented the Tuesday night book discussion is amazing and Frances Brawner is masterful in managing the discussion and the large group that attends.

### PR/Marketing Report

The PR/Marketing Report for March was delivered with the agenda. Heather Feenaughty, PR/Marketing Manager, reported the Rain and Garden Show went very well. She is focusing, when time permits, on replacing a lot of the temporary signage with permanent, consistent signage.

### Assistant Director's Report

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

CJ Lynce, Assistant Director, reported the Cuyahoga County Board of Developmental Disabilities granted us a 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) because they liked so much what we are doing. Kudos to Natalie Bota for the programs success.

Connor Hazeldine, IT Manager, is making the pavilion high tech and it will be fully wired with internet and Wi-Fi.

We will hold the lobby grand reopening on Saturday, April 29 to showcase the makerspace and the new BookNook space.

We are looking at library cards for patrons experiencing homelessness so they have no permanent address. They would be able to borrow a limited amount of materials.

Jennifer Darling commented what a great job the staff has done with all of the activities with the schools.

Jason Nolde commented it might be nice to have a drone to capture any outside activities. Mr. Lynce reported someone would need a commercial drone license to be able to use the footage.

#### Financial/HR Reports

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

The Fiscal Officer reported she will present the Library's 2024 Tax Budget 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. The deadline for submitting it to the County Budget Commission is July 20.

The Fiscal Officer was contacted by the Auditor of State (AOS) 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.

#### Director's Report

The Volunteer Reception was fantastic. Jennifer Cirincione was surprised and pleased by her special recognition and the volunteers really enjoyed the event. Bob Plantz was the well-deserved recipient of the Myrna Chelko Award, to his complete surprise.

The Director was going to present on the Korean War at the next World at War (WaW) Forum but he was connected with Dr. Jay Haar who was ten years old in Seoul, Korea in June, 1950. Dr. Haar is going to be the 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.

The Ohio House is holding testimony right now on HB 33, which establishes operating appropriations for fiscal years 2024-2025. They will come up with a temporary bill and are obligated to have a reconciled bill by the end of June.

The Director will attend the Friends meeting that will discuss a gala fundraiser at the library in collaboration with the Foundation.

Jason Nolde asked if the Foundation can contribute to the PAC? The Director said no.

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

### Board Reports

Jennifer Darling, Board President, thanked the Trustees for their work on the library levy.

### New Business

Increase the bonds for the Fiscal Officer and Deputy Fiscal Officer to \$100,000

Bob Plantz moved to increase the bonds for the Fiscal Officer and Deputy Fiscal Officer from \$50,000 to \$100,000. Will Perry seconded the motion.

The Fiscal Officer explained a \$100,000 bond is in keeping with other area libraries.

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 8:22 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

\_\_\_\_\_  
Jennifer Darling, WPPL Board President

\_\_\_\_\_  
Tianyi Krupka, WPPL Board Secretary

Below is a completed form, Contact Human Resources, submitted via Communico:

Your name Westlake Resident

Your email address [FriendofPorter@live.com](mailto:FriendofPorter@live.com)

Message Even though it's been 15 years for the library levy, this is on top of other levies for other entities that have been passed over the years adding to the tax burden of Westlake residents. The additional taxes contribute to people moving to other counties. Just like a household, the library needs to ensure proper management of its funding and make cuts when needed instead of asking for more income. I hope that the library leadership team members are good stewards of this additional revenue as the tax well is only so deep.

Good afternoon,

Thank you for contacting the library and for expressing your concerns. I would like to assure you that the leadership team at Westlake Porter Public Library prides itself on being fiscally responsible with its funding and consistently looks for opportunities to cut costs. Unfortunately, the cost of library materials has been steadily increasing, especially with regard to e-materials, along with the maintenance costs associated with an 80,000 square foot, 20-year-old building. We do not expect to have to come back to the taxpayers of Westlake to ask for additional funding for at least ten years, probably longer than that. If you have additional questions, please don't hesitate to contact me.

Best regards,  
Jana

April 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	69,906	-2%
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	282,252	2%
AVE CIRC/MO	88,799	74,115	68,168	69,476	70,563	2%

Circulation Total

TOTAL CIRCULATION

	ADULT	YA	JUV	TOTAL	LAST YR	%INC/DEC
<b>BOOKS</b>						
FICTION	8,538	1,380	14,253	24,171	25,388	-5%
NONFIC	8,099	186	4,766	13,051	13,057	0%
LG PRINT	1,776	--	--	1,776	1,894	-6%
WORLD LANGUAGES	25	--	109	134	--	--
<b>AV</b>	<b>18,438</b>	<b>1,566</b>	<b>19,128</b>	<b>39,132</b>	<b>40,339</b>	<b>-3%</b>
BLURAY	1,323	--	295	1,618	2,047	-21%
BLURAY 4K	35	--	1	36	92	-61%
BOOK CD	751	--	44	798	1,002	-20%
DVD	7,008	--	1,913	8,921	10,316	-14%
DVD/CD-ROM	--	--	--	--	2	-100%
LAUNCHPAD	--	--	78	78	90	-13%
LAUNCHPAD View	--	--	11	11	3	267%
MUSIC CD	1,824	--	139	1,963	2,468	-20%
PLAY/VIEW	--	--	10	10	11	-9%
PLAYAWAY	275	3	134	412	418	-1%
ROKU	2	--	--	2	7	-71%
VIDEO GAMES	391	--	1,483	1,874	1,549	21%
OTHER	1	--	215	216	227	-5%
<b>SUBTTL</b>	<b>11,610</b>	<b>6</b>	<b>4,323</b>	<b>15,939</b>	<b>18,232</b>	<b>-13%</b>
<b>ELECTRONIC</b>						
Comics Plus	39	--	--	39	18	117%
Flipster	236	--	--	236	350	-33%
Great Courses	3	--	--	3	2	50%
HOOPLA/Comics	131	--	--	131	260	-50%
HOOPLA/eAudio	1,299	--	--	1,299	1,303	0%
HOOPLA/Bingepass	21	--	--	21	17	24%
HOOPLA/eBooks	736	--	--	736	816	-10%
HOOPLA/Flex	56	--	--	56	--	--
HOOPLA/Music	218	--	--	218	238	-8%
HOOPLA/MOVIE/TV	644	--	--	644	656	-2%
IndieFlix	1	--	--	1	2	-50%
KANOPY	639	--	--	639	652	-2%
OVD/DAB	2,254	189	192	2,635	1,842	43%
OVD/EBOOK	3,896	336	429	4,661	3,220	45%
OVD/Magazines	312	--	--	312	286	9%
Press Reader	343	--	--	343	303	13%
QELLO	4	--	--	4	3	33%
	--	--	--	--	--	--
	--	--	--	--	--	--
<b>SUBTTL</b>	<b>10,832</b>	<b>525</b>	<b>621</b>	<b>11,978</b>	<b>9,968</b>	<b>20%</b>
<b>NON-TRADITIONAL</b>						
INSTRUMENT	6	--	8	14	14	0%
GAMES	32	--	178	210	226	-7%
EQUIPMENT	48	--	--	48	41	17%
	86	0	186	272	281	0%
<b>OTHER</b>	<b>1,116</b>	<b>7</b>	<b>181</b>	<b>1,304</b>	<b>1,537</b>	<b>-15%</b>
PER	83	--	--	83	47	77%
LAPTOPS	64	--	--	64	67	-4%
WIFI Hotspots	1	--	9	10	6	67%
EQUIPMT	--	--	--	--	--	--
<b>SUBTTL</b>	<b>1,264</b>	<b>7</b>	<b>190</b>	<b>1,461</b>	<b>1,657</b>	<b>-12%</b>
<b>ILL</b>						
SRCHOHIO	990	--	--	990	398	149%
ILL	118	--	--	118	205	-42%
CPL LANG	--	--	--	--	--	--
<b>SUBTTL</b>	<b>1,108</b>	<b>0</b>	<b>0</b>	<b>1,108</b>	<b>603</b>	<b>84%</b>
Quarantine Renewal	0	0	0	0	0	0%
UNACCOUNTED	--	--	--	16	54	0%
<b>TOTAL</b>	<b>43,338</b>	<b>2,104</b>	<b>24,448</b>	<b>69,906</b>	<b>71,134</b>	<b>-2%</b>
<b>SELF CHECK</b>				<b>21,052</b>	<b>21,092</b>	<b>0%</b>
SELF CHECK Percentage of Total Circ				30%		
SELF CHECK Percentage of Bldg Circ				71%		

\*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	April 10	2,627	12
LOWEST	April 30	1,025	4
BUSIEST	April 2	1,990	4
SELF-CHECK CIRCULATION TOTAL =		21,052	
TOTAL CHECK-INS THIS MONTH =		34,363	

Highest: Monday, April 10

Lowest: Sunday, April 30

Busiest: Day So Far This Year!

SEARCH OH/OH LINK

Borrowing (From)	801
Lending (To)	1,100

Services	
Passports	118
Photos	156

WESTLAKE PORTER PUBLIC LIBRARY  
Monthly Statistical Summary

April 2023

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ITEMS ADDED TO & WEEDED FROM COLLECTION THIS MONTH			
	PREV NET	NEW NET	% TOTAL
ADULT	120,472	120,774	65.51%
YOUNG ADULT	7,801	7,822	4.24%
JUVENILE	56,302	55,777	30.25%
<b>TOTAL ITEMS</b>	<b>184,575</b>	<b>184,373</b>	

CURRENT COLLECTION SIZE BY FORMAT		
	ITEMS	% TOTAL
BOOKS	109,874	59.59%
AV	54,424	29.52%
ELECTRONIC	19,487	10.57%
OTHER	588	0.32%
<b>TOTAL</b>	<b>184,373</b>	

REGISTRATIONS					
	ADULT	YA	JUV	TOTAL	% OF TTL
DEPTL	179	0	0	179	1%
WESTLAKE	10,260	408	1,234	11,902	48%
CUY. CO.	7,560	138	234	7,932	32%
OUT OF CO.	4,757	76	174	5,007	20%
<b>TOTAL</b>	<b>22,756</b>	<b>622</b>	<b>1,642</b>	<b>25,020</b>	
% OF TTL	91%	2%	7%		
REGISTRATIONS ADDED THIS MONTH =					258
REGISTRATIONS THIS YR VS. LAST YR.					
Prev Year	22,346	665	1,312	24,323	
% INC/DEC	2%	-6%	25%	3%	

Borrowers

REFERENCE SAMPLING		
	FROM	TO
SAMPLING DATE(S)	4/17/2023	4/23/2023
DAY(S) OF WEEK	Monday	Sunday
HOURS OPEN		70
TOTAL QUESTIONS		1,911
QUESTIONS/HOUR		27.3

ELECTRONIC USAGE: SUMMARY TABLE		
	USERS	HOURS
ON-SITE	9,862	16,213.0
REMOTE	10,387	0.0
<b>TOTAL</b>	<b>20,249</b>	<b>16,213.0</b>

Total Electronic usage includes OPLIN Resource usage figures, which are not broken down to On-Site & Remote usage statistics.

## II. PROGRAMS & SERVICES

TOTAL VISITORS THIS MONTH			
	THIS YEAR	LAST YEAR	INC/DEC
LIBRARY	18,474	17,381	6%
ARTFEST DOOR	189	0	
DRIVE-UP	2,031	2,149	-5%
<b>TOTAL</b>	<b>20,694</b>	<b>19,530</b>	<b>6%</b>

PUBLIC MEETING ROOM USE				
TIME PERIOD	MORNING	AFTERNOON	EVENING	TOTAL
AVAILABLE	125	145	80	350
MEETINGS	38	32	38	108
% IN USE	30%	22%	48%	31%
<b>TOTAL MEETING ROOM ATTENDANCE</b>				<b>2,171</b>

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	20,694	6%
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	88,869	-6%
AVE Visits/MO	27,202	13,489	16,109	20,106	22,217	11%

PUBLIC PROGRAMS			
	NUMBER	ATTEND	AVE ATT.
ON-SITE	76	1,393	18
OFF-SITE	44	1,036	24

## III. SUPPORT AND ADMINISTRATIVE STATISTICS

PERSONNEL CHANGES THIS MONTH				
HIRED				
NAME	POSITION	HOURS	DATE	
Vicki Glavinos	Circulation Sr. Asst. II	20	Apr 11	
Özlem Alhan	Circulation Sr. Asst.	20	Apr 10	
Felicia Browning	Circ Substitute Sr. Asst. II	0	Apr 10	
Emma Dittmar	AS/YS Substitute Assoc	0	Apr 17	
Diane Dillon	Adult Services Associate	20	Apr 17	
5 Employee(s)		1.50 FTE		
RESIGNED				
NAME	POSITION	HOURS	DATE	
0 Employee(s)		0.00 FTE		
TRANSFERRED				
NAME	FROM POSITION	HOURS	TO POSITION	
0 Employee(s)				

PAYROLL SUMMARY	
PAYROLLS THIS MONTH:	2
TOTAL PAID HOURS	9,029.95
<b>FTE (INCL. SUB HRS)</b>	<b>56.44</b>



# April 2023

	LAST YEAR	CURRENT YR	% CHANGE
April	71,134	69,906	-2%
E-Resources	9,968	11,978	20%
Circ to Date	276,533	282,252	2%

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

## Monthly Visits

LAST YEAR	CURRENT YR
19,530	20,694

## MONTHLY CARDHOLDERS

LAST YEAR	CURRENT YR
24,323	25,020

## Monthly Programming

	LAST YEAR		CURRENT YR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	37	560	34	549
YA	12	157	8	65
CHILDREN	70	1,304	78	1,815

## Monthly Outreach

LAST YEAR		CURRENT YR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
37	917	37	830

## Monthly Meeting Room Usage

CURRENT YEAR				
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	38	32	38	108
ATTENDANCE	871	568	732	2,171
LAST YEAR				
MEETINGS	36	26	36	98
ATTENDANCE	536	308	581	1425

## MONTHLY OHIO LINK/SEARCH OH


	LAST YEAR		CURRENT YR	
	FILLED	CHECKED OUT	FILLED	CHECKED OUT
BORROWING (From):	342	170	801	676


	LAST YEAR	CURRENT YEAR
LENDING (To):	403	1,100

# 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	11,778	1,033	9
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	2,594	156	21
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	1,660	3,005	30
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	38,220	23,129	10,795	39.3%	60.7%
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					

## Mission Moment

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I read to Mrs. Kasunick's 3<sup>rd</sup> Grade Class as a mystery reader. I read *Sideways Stories from Wayside School* by Louis Sachar, who is also the same author of the class assigned book, *Holes*. Since we have limited copies in circulation, I handed out Hoopla bookmarks to each student in case they chose to read the eBook.

## Projects

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### In the News:

- Sent photo/cutline release for the Free Little Art Gallery, published in *Westlife* and *Observer*
- Facilitated interview for News Channel 3 and the Legal Aid Society inside the library
- Facilitated interview with Andrew and News Channel 5 about the levy
- The *Villager* and *Westshore Sun* reported on the Makerspace/Book Nook Grand Opening
- Myrna Chelko award and Book Nook/Makerspace press releases published in *The Villager*, *Observer*, and *Westshore Sun*.
- Elaine wrote a press release for Summer Library Challenge, Parking log resurfacing, and the Pavilion Dedication

### PR inside and outside the library

- Promoted grand opening of Makerspace and Book Nook with email, social, and press release Also created bookmarks and trifolds for the event.
- Promoted National Library Week with a "Why I Love the Library" wall that was interactive.
- Facilitated the install of makerspace window decals and the donor wall
- Coordinated with the WES Link for a *Notes* photoshoot to promote summer reading. WES received a copy of the main photo as a READ poster for their library.
- Attempted a 'May the 4th Be With You' display in the circulation area for Star Wars Day.
- Promoted Free Comic Book Day and "The Guys"
- Recorded segment for our new upcoming podcast with Aaron S. and Chad S.

### Community, Ads and Sponsorships

- Facilitated staff to attend Earthfest on April 29
- Ad ran in *Observer*, *Villager* and *Westlife* promoting the Summer Library Challenge.
- Committed to Gold sponsorship for the Westlake Rec Center's 5k in September and athletic sponsorship for the Fall '23, Winter/Spring 2024 which includes 4 total teams (2 basketball and 2 volleyball).

**Web**

- Created an Art Exhibits page including the new Free Little Art Gallery, Gallery Wall and Display Cases.
- Updated the Mobile Printing page for an updated interface and returned to the old instructions later.
- Added LEGO® Sets to the Non-Traditional Materials page. Added Laminating to the Technology & Services page. Promoted ClIFF Streams, the Beanstack Genre Reading challenge and Summer ArtWalk submissions on the website. Added the Memorial Day parade to the calendar.
- Switched BTS links to Incident-Tracker software for Incident Reports and made final adjustments for staff use. Added a New Initiative about the Accelerated Learning Grant and Cuyahoga/Westlake Reads.
- Added PDF form controls to the updated Teen Volunteer Application for Summer 2023 and added it to the website. Shared with the Office Manager a document with multiple versions of library-branded letterhead.

**.Print:**

- *Notes* June/July issue went to print for an estimated delivery date of May 24. This issue will have 16 pages rather than the typical 12, which is routine for this issue.
- Ordered 1000 additional bookmarks for circulation to promote customizing your holds pick up location.
- Created/Ordered 500 bookmarks for the Makespace/Book Nook Grand Opening

**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, 69 opened it (73% open rate), had 15 clicks.

**Digital Marketing Stats:**

**Email Blasts:** 4 emails in April – Avg 44.75% open rate (increased 3.95% from March)

**New Book Emails:** 4 emails in April– avg 54.75% open rate (increased 4.5% from March)

**Blogs:** The blogs had 1580 pageviews in April.

**Social stats for the month of April**

- **Facebook:** 4135 page likes
- **Twitter:** 1662 followers, 3k impressions
- **Instagram:** 1207 followers

**Website Stats:**

- Number of sessions for April: 27,190
- Number of users for April: 12,662
- Average session: 1:53
- Top 5 pages
  1. Home Page: 22,710
  2. Events: 1,711
  3. Download-Stream: 1,690
  4. Kidspace: 846
  5. Databases: 759

## Adult Services

### Mission Moment: From Nick:

*One of her colleagues commented that Bonnie Laessig always asks if her co-workers need assistance. She also mentioned that Bonnie will try to get the best answer possible for WPPL patrons by asking co-workers if she could have handled things differently. We have some terrific new staff, and they are already learning the WPPL way.*

### Programming:

Adult Services hosted 19 regular programs with 314 attendees, and 7 Outreach programs with 106 attendees, for a total of 420 attendees.

We also had one Bloodmobile session with 68 donors, and a total of 26 attended Heartsaver CPR/AED.

This month's two Library Speaker Consortium programs had a total of 22 views.

Program title + attendance	Hosted by	Program Survey Comments
Horror Film Club – 17	Erin Manning	
Microsoft Word & Introduction to Northstar - 4	Jenny Norton	
Internet and Email Basics with Introduction to Northstar - 0	Jenny Norton	
Android Smartphone & Tablet User Group - 8	Jenny Norton	
Maker Monday: Transfer Memories to Digital - 23	Jenny Norton	
Financial Literacy Kit for Kids - Celebrate Financial Literacy Month with The Money Monsters – 25 kits picked up	Katie Salis	
Financial Planning Basics - Dave Herwerden, WestPoint Wealth Management LLC - 12	Katie Salis	"Helpful overview. Covered many topics."
Estate Planning Basics - Dave Herwerden, WestPoint Wealth Management LLC - 31	Katie Salis	"Very informative and interesting. Excellent professional presenters." "Very informative and helpful with nice approachable speakers to approach afterwards!" "Good information to think about. <u>Thank you.</u> "
All About Asset Types - Presented by Dennis Lewis, AAIL Cleveland Chapter - 22	Katie Salis	"So good!! Bravo!"

American Red Cross Bloodmobile – 68	Red Cross – coordinated by Andrea Tarolli	
Heartsaver CPR/AED - University Hospitals - 19	University Hospitals	
Successful Strategies for Sitting, Standing & Stopping - 18	Trina Thomas	"I got some very good tips today. Thanks!"
Medicare - Ins and Outs - 18	Trina Thomas	"Very good intro to Medicare." "Thanks for having this event. Very informative!" "Very competent speaker – thorough."
In Vogue Jewelry Making - 12	Evelyn Finley	"Very informative, fun to learn techniques, and got to leave with new jewelry!" "Thanks so much for having this class!" "It was really fun and I learned a lot. Thank you! 😊" "Do more of these! Totally fun!"
World at War Forum - Hitler's War Aims and the Holocaust - 30	Chad Statler	
Adult Creative Writing Group - poetry edition –9	Victoria Vogel	
Jane Turzillo - Author of "Wicked Cleveland" - 53	Chad Statler	
Spring Into Organic Lawns - Learn the Basics of Organic Lawn Care - 14	Frances Brawner	
Tuesday Evening Book Club (IN PERSON & ON ZOOM) - Bride of the Sea by Eman Quotah - 23	Frances Brawner + Elizabeth Smith.	Summary below
Wednesday Afternoon Book Discussion - Rock Paper Scissors by Alice Feeney - 17	Joanne Penkalski	
True Crime Book Club - "The Killer Across the Table" by John E. Douglas - 7	Chad Statler	
Virtual Author Talk - Katie Beaton - "Ducks" – 9 total views	Library Speakers Consortium	
Virtual Author Talk - William Kent Krueger - "Fox Creek" - 13 total views	Library Speakers Consortium	

Outreach Programs – ‘Enjoy a Good Laugh – 7 programs. Total attendance 106	Kris Netzel	
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### **Tuesday evening book discussion**

On April 11th, we discussed *Bride of the Sea*, the debut novel by Saudi-American and former Cleveland Heights resident, Eman Quotah.

We all enjoyed the vivid descriptions of cold, blustery Northeast Ohio and swelteringly hot Jidda, Saudi Arabia. It was illuminating to read about Saudi Arabian food, dress, customs and cultural norms. However, the alternating points of view, the dream sequences and the flashbacks made for a choppy and confusing read for many of us. Portions of the characters' lives were left unmentioned, leaving us guessing about those times. The protagonists seemed poorly fleshed out. Additionally, most of us found them to be unlikeable and difficult to empathize with. For instance, how could Saeedah go on the run, depriving her daughter, Hanadi, of a stable and secure childhood? Meanwhile, a small minority (three to be exact) admired the novel's lyrical prose, the evocative setting, and the richly drawn interior lives of its characters. Differences of opinions aside, this book about a man, a woman, their daughter - each one trapped by societal rules and expectations, each one navigating their path to freedom - this story was the source of an enriching discussion. There were 23 of us and we gave the book 2.166 stars out of 5.

### **National Library Week/Customer Appreciation Week**

In a week where libraries celebrate their patrons, I can't do any better than including Rebecca Shook's thank you to the Programs Team for a very successful week. Rebecca wrote "Thank you to Katie and Frances for setting up the Customer of the Day giveaways and to those of you that helped take their photos, it was clear there was a lot of excitement for those that won! Thank you to Andrea for helping to solidify prizes and support Katie and Frances in the giveaways. Thank you to Heather and PR for getting the I Love My Library board set-up and posting all our blogs and pictures. Thank you to Kris and Holly for getting the crossword and coloring page out on the floor. Thank you to Jenny for getting the scavenger hunt pulled together and distributed (we had 20 finish!). Thank you to everyone I forgot to mention specifically, but for whatever you did and however you supported the team and your colleagues, thank you.

### **Free Little Art Gallery**

WPPL's new **Free Little Art Gallery** (aka the **FLAG**) opened for business on April 24. Beautifully painted by local artist Dani Altieri Marinucci, the FLAG is Cleveland's first Free Little Art Gallery. It is a micro-art gallery and is intended to inspire creativity and build community. Community members are encouraged to "Make Art and Take Art." While we aren't keeping statistics on how much art is donated and taken, people really seem to be taking to the FLAG. New pieces of art appear on a daily basis, and the FLAG blog entry was easily the most popular one created in April with a terrific 122 views. Kudos to Julie Hulver and Andrea Tarolli, who looked after all the details on this creative and exciting new initiative.

### **Financial literacy**

Katie Salis celebrated Financial literacy month by introducing youngsters to The Money Monsters, courtesy of the Consumer Financial Protection Bureau. Using a variety of requested financial giveaways, including books, bookmarks, stickers, and posters, Katie created 25 financial literacy

kits for children aged 3-8. The kits were available at the drive through window, and they were all picked up very quickly!

## **Makerspace**

Adrien Krajnik, Taylor Jacobs, and Katie Cooley coordinated and assisted 47 reservations in the Makerspace during the month of April. Learning objectives ranged from understanding the basics of 3D printing to threading the sewing machine. A trio of friends have routinely visited to create personalized mugs to gift to family members. Makerspace staff have begun training on the CNC Router and hope to begin offering appointments to the public in June.

On April 29th, the Makerspace hosted a grand opening open house. The celebration welcomed 191 visitors to the space, as staff gave tours and oversaw demonstrations on the machines. Paper flowers, stickers made on the vinyl cutter, and 3D printed rings were fan favorites. The staff raffled off prizes including a number of DIY items patrons may design and create themselves at a future date. The grand opening also marked the increase in operating hours, previously 18 hours during four days to a total of 31 hours, 7 days a week.

## **Blogs**

- Looking at Poetry in a New Light – Victoria Vogel
- Travels With a Good Book – Erin Manning
- Classic of the Month: The Mating Season – Erin Manning
- There's More to the Story: Non-Traditional Items – Victoria Vogel
- Are You Scared Yet: The Horror Film Club Wants You – Erin Manning
- Free Little Art Gallery – Andrea Tarolli
- What is the Law? Island of Dr. Moreau Retellings – Erin Manning
- Dig into a Story – Chad Statler

## **Displays**

- Wild Edibles – Elizabeth Smith
- Spring Reads – Jenny Norton
- Spring Clean Eating – Trina Thomas
- Earth Day – Robin Shapiro/TSD
- Financial Literacy Month – Katie Salis
- Deaf History Month – Victoria Vogel
- Tax Forms – Katie Salis/Victoria Vogel
- Large Print Westerns – Kris Netzel
- National Library Week/Customer Appreciation – Andrea Tarolli

## **Circulation**

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A total of 118 passport applications were processed and 156 passport pictures taken.

In an effort to cut back on passport appointment "no-shows" we began making reminder calls in the evenings. The calls will be made to applicants with appointments the next day.

Circulation is working with Chip Halvorsen to identify library cards with symbols in them (as opposed to all letters/numbers) and contact patrons to replace these cards. Card numbers with symbols in them are a non-standard practice among libraries and are not supported by some of our current databases, and will not be supported by Koha.



After-Hours Lockers were used by 58 users to pick up 118 items.

## Collection Development/Technical Services

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1785 items (physical and electronic) were added to the collection, with a total value of \$25,485.28.

Progress is continuing on the project to simplify the call numbers on all non-fiction items in our collection to be more easily readable by patrons and staff. Jeni Delfs has been assigning new call numbers to items, and we will soon start the process of re-labeling all items.

## Information Technology

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Two fiber-optic lines have been installed between the library building and the outdoor pavilion. One is currently in use, and the other is for in the event the first cable were to ever become damaged. A wireless access point has been installed in the pavilion making Wi-Fi accessible to the pavilion and law area.

Work continues on the server migration process, with several virtual services and services having completed migration to the new infrastructure.

Connor has been working with the Fiscal Office to install a new service for the finance software.

## Youth Services

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**Mission Moment:** from Aaron:

*One of our longtime volunteers stopped in on April 13th to chat and let me know that he has been accepted to Ohio Wesleyan University this fall with a sizable scholarship! Over the last few months he has been reserving YS meeting rooms to use for his college entrance interviews. He said the room was the perfect public meeting place because they could chat without distractions, and he got to show off where he's been volunteering for the past three years.*

### Programming Highlights:

Natalie and Fran hosted **Stories and Signs** during our storytime break and had a record 45 participants join for the fun. They read some stories, taught a few words in sign language and had fun dancing to music. From Fran: *"Natalie and I had a large group for Stories & Signs. After the program, a patron who attended commented that she wondered how we were going to accommodate such a large crowd, but she thought we did an "excellent job involving all the children."*

Jamie hosted **My First Spring** for 30 participants. The program is for babies under 2 and it is always fun to see how they approach one of their first projects using paint. One little guy who is a regular at storytime, and usually very active and into everything, was one of the only ones who sat and worked diligently on his painting! It was such a turnaround for what we know of him it was fun to see.

Rachel brought back **Make It Take It**, an in-person craft program for kids of elementary age where they can come and do the one craft we have on offer, or if needed, can take it home with them. We used to have these events once a month pre-covid, so bringing it back has been a nice change. She had 37 participants.

Emily's **Music Monday** had a bigger turnout this month reaching 27 participants. The theme of the program was "rain", and they sang three versions of "*It Ain't Gonna Rain No More*" and read "*I Ain't Gonna Paint No More*" by Karen Beaumont. A patron told her at the end, "thank you, that was very well thought out!."

Holly stepped in to help host *Illustration Creation*. They covered Beatrix Potter and had a good time in the process sharing about the illustrator and then creating in a like manner as her artwork. They reached 9 participants.

**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 with a majority of visits ending this month, though there will still be some reflected in May due to makeup dates. Jamie, Rachel, and Holly visited 9 locations for 18 total storytimes reaching 438 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.

Natalie's **Adapted Outreach Storytimes** continue with a majority of visits ending this month, though there will still be some reflected in May due to makeup dates. She visited 4 locations for 13 total storytimes reaching 158 listeners. She also pulled together 4 book bins delivered by Pina and/or Julie to 2 locations circulating 100 books.

**LINK** was visited by Holly, Fran and Emily providing another month of programming for those kids, seeing 79 total students. Their theme this month was Earth Day sharing resources and information about how to care for our planet.

Emily visited **Westside Christian Academy after school program** and hosted a half hour program like our LINK program at WCS. They were very appreciative, sending the following to us in an email, "*On behalf of WCA, I wanted to say thank you for a really wonderful visit yesterday! Miss Emily provided a fantastic experience for our students. The bear bells especially were a big hit. Thank you Westlake Porter Public Library for providing this opportunity to our students!*"

Aaron hosted the **book club at WHS**, reading "*The Hitch-Hikers Guide to the Galaxy*" seeing 5 students. LBMS Book Club meetings were cancelled due to Spring Break and State Testing conflicts.

Rachel continues to coordinate with YS Staff the logistics of the **3rd Grade Monthly Visits**. She was asked to host a lesson on figurative language for one class and created a Canva jeopardy game, and you could hear the excitement from the programming room all the way at the desk as the teams succeeded in the event. The teacher, Ms. Sammon, came out and complimented the lesson and said, "*I'm going to tell the other teachers they might want this too!*" 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. The kids are truly becoming library users – they are learning how to utilize the catalog and know where all their favorite spots for browsing are! 7 classes, 189 participants.

Rachel continues to market upcoming library events to **the WCS PTA eBlast newsletters**, this month sending information about our programming calendar, the Accelerated Learning Grant Survey and highlighted our genre reading challenge that launched.

Rachel scheduled remaining **4th grade visits** for May and is working on logistics of those visits to provide to staff.

Rachel worked with Jamie to display art from St. Paul Lutheran School on the **ArtWalk** for the month of May. We received 14 submissions and placed them all on the ArtWalk except for 3 that were too big and are hanging in the YS windows. We are excited to have one class take us up on the offer and will hopefully get more takers next school year.

### **Connecting for Kids:**

Natalie handled getting remaining **Greet and Meet Resource Bags** out to patrons through our drive up window and at the desk. She coordinated some PR with Connecting for Kids and handled changes to room set-ups/need.

Rebecca met with Sarah and Andrew to discuss programming options for the **Accelerated Learning Grant** funds that were allocated to WPPL. We are partnering with Connecting for Kids for these funds with the goal to create 3 resource guides on dyslexia, dyscalculia, and dysgraphia; host a provider showcase at WPPL in November 2023; and create podcast or other living document of Paula Papp's institutional knowledge on Teach Me to Play before her retirement.

### **Cuyahoga County Board of Developmental Disabilities Grant Update**

Natalie hosted her first program for the start of year 2 of the **CCBDD Grant Program**: Sensory Workshop. This event is for kids in upper elementary to young tween age and is meant to help start both programming for older children and offer some more inclusive events. She worked with our facilitator, Ryan, and saw 5 participants. We anticipate this program growing as word gets out – this was the first time hosting for this age group with this program.

### **Accelerated Learning Grant / Cuyahoga Reads Update**

Rebecca and Andrew attended the monthly meeting. The survey was posted, and though we had an issue with bots taking over at the beginning, ended up with at least 35 responses. The grant is working with Making A Difference Consulting, so we are waiting for them to send us scheduling options for the first programs which are slated to start in June. Heather and Brenda helped get the word out about the survey. Andrew and Rebecca met with Connecting for Kids to discuss a partnership option for the funds provided to WPPL.

### **Other outreach**

Jessica attended **EarthFest** with Chip supporting PR / Marketing at that event. She reported that it appeared a majority of people were there in the morning, but that people were excited about the handouts and giveaways we had. One question we received was if the seeds we were giving were for flowers that were native to Ohio, so we will consider that if we go back next year.

Aaron and Robin worked with **CIFF** on our partnership again this year, hosting a craft table event at the festival and supporting the sponsored film, "*Makva: The Forest Song*." The pictures CIFF posted of the event, and the reports from Aaron and Robin, show that they had a great crafting event with a lot of families joining in the fun. At least 75 participants did the provided craft. 175 attended the film.

### **Literacy Initiatives:**

The **Myrna Chelko Reading is Elementary** program saw 4 new registrations, with 6 children receiving a milestone sticker award. 55 children are registered for the program.

8 new participants registered for the **Myrna Chelko Little Sprouts** program. 3 children completed the program. There are 285 children registered for the program.

In the **1000 Books Before Kindergarten** program 15 participants achieved milestones, 1 child completed the program and 12 children registered as new participants. One child completed the program this month! There are currently 784 registrants for this program.

### **Blogs**

- An Illustration Celebration (Jessica)

### **Displays**

- April Kindergarten Literacy Packet (Rachel, Jamie) 172 packets taken
- April Preschool Outreach Newsletter and Teacher Resource Page created (Jamie, Natalie)
- Christina Corner books rotated (Rachel)
- Created May Calendar (Cat)
- Displays this month included: Fairy Tales; Things that Fly; Counting/Numbers; I Love My Library; Earth Day; Passover; Easter; Ramadan; Financial Literacy; School Drama; Tasty Reads; Reimagined Classics
- Flyers created and rotated (all)
- Maintain and update all Communico (Rachel, Natalie, Aaron)
- Skills Packet Grades 3-6 (Rachel) 60 packets taken
- Skills Packet Grades K-2 (Rachel) 60 packets taken

### **Meetings/Training**

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Met with Aaron and Katie C. on 4/19 to provide training on the Makerspace sound booth equipment.

Attended the Quality Council meeting on 4/20.

Attended the Anniversary Pastry gathering on 4/20.

Provided initial training on the CNC machine on 4/24 for Katie C., Adrien, and Taylor.

Met individually with managers the weeks of 4/24 and 5/8.

Attended Admin Meetings on 4/25, 5/3, and 5/9.

Attended the Diversity, Equity and Inclusion Committee meeting on 4/25.

Attended the Library Journal *Library Safety and Security Summit* in Columbus, Ohio on 4/27 and 4/28.

Participated in the Lobby Grand (Re)Opening events with Book Nook and the Makerspace on 4/29.

Met with Rebecca, Nick, and Katie C. on 5/3 to discuss planning for the upcoming solar eclipses in October 2023 and April 2024.

Attended the Managers' Meeting on 5/4.

Met with Andrew and Jana on 5/8 to discuss topics for the Board Retreat.

Attended the Board of Trustees retreat on 5/13.

Provided additional CNC training for Adrien on 5/15.

Attended the NEO-RLS Board of Trustees meeting on 5/16.

## Agenda Items

- **2024 Tax Budget:** the tax budget demonstrates to the taxing authority the need for the library's property tax revenue and allotment of our share of the PLF for next year. The 2024 tax budget includes the property tax income for the levy approved by voters earlier this month. The School Board will approve our tax budget at its **May 22 meeting** and the deadline to file it with the County Budget Commission is July 20.
- **Board Manual Sections 1 & 2:** Sections 1 & 2 of the Board Manual were reviewed at the Board retreat on May 13 and will replace Sections 1 – 4 of the current manual.

## Financial Highlights

- 2023 year-to-date revenue of \$2.6MM is 3.4%, or \$89K, lower than the same period last year. This is a timing difference – last year, we received our \$190K of Homestead Rollback funds in April, and this year we received them in May.
- 2023 year-to-date expenses of \$1.7MM are 10%, or \$163K, higher than the same period last year. This is the result of paying for several services earlier in the year than last year. We are on track with regard to our expenses for this year.

## External Meetings/Trainings

- Viewed NEO-RLS webinars: *New Trends and Developments in Employment Law and HR Challenges and Opportunities in 2023*

## Library Meetings/Trainings

- Attended **Anniversary Pastry** on Thursday, April 20
- Attended the **Quality Council** meeting on Thursday, April 20
- Attended the **EAC meeting** on Tuesday, May 2
- Attended the **Manager's Meeting** on Thursday, May 4
- Andrew, CJ & I met to discuss the Board Retreat on Monday, May 8; attended weekly **Admin meetings**
- Attended the **Board Retreat** on Saturday, May 13

## Finance

- The Library's 2024 Tax Budget will be presented at the **May 22 School Board Meeting**.
- The Finance department met on Wednesday, May 17

## Human Resources

- **Health insurance:** WPPL received the rate increases for our medical and dental insurance, which are 7.98% and 5.75%, respectively. Information provided by the COG has been included. The increases will take effect 7/1/23. Some items to note:
  - The library budgeted for a 7.5% increase in medical insurance. We also budgeted for the addition of several staff to our plan, which has not been fully realized, so we shouldn't need to adjust the budget for health insurance.

- Monthly increase in health insurance cost for staff is: \$7.92 for single coverage and \$57.73 for family coverage.
- Monthly increase in dental for staff: \$5.39 for single coverage and \$13.79 for family coverage
- **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:
  - Quiet room - If people are going to use the quiet room to eat their lunches, could we have an additional actual quiet room available for staff
  - I am concerned about overall customer service. Section 3.13 Dress and Appearance covers chewing gum or eating while at the public service desk. In addition, I'm going to bring up reading personal items or working on personal items while at the public service desks again. When I was initially trained, we were not to read personal items at the public service desks and our breaks were for grabbing a snack in the office. I am still hearing comments from coworkers and patrons regarding reading personal books and/or scrolling on phones at the public service desks.

## WESTLAKE PORTER PUBLIC LIBRARY

### General Fund Financial Summary

As of: April 30, 2023

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
<b>Revenue</b>				
Property Tax	1,295,552	2,010,866	715,314	on track; 1st half of property tax income received; 2nd half will be distributed in July & August
PLF	483,564	462,575	(20,990)	
Other	50,825	82,702	31,877	Interest income is coming in higher than originally budgeted
<b>TOTAL</b>	<b>1,829,942</b>	<b>2,556,142</b>	<b>726,201</b>	
<b>Expenses</b>				
Salaries & Benefits	1,243,952	1,060,234	(183,717)	on track
Supplies	32,198	25,008	(7,190)	
Contracted Services	259,323	232,650	(26,672)	
Library Materials	272,851	209,701	(63,150)	on track
Capital	74,054	194,978	120,924	annual payment for Sirsi made in February, which represents a large portion of this expense category
Miscellaneous	10,350	8,707	(1,643)	
Other Expenses	160,000	-	(160,000)	Transfers out to Perm Improvement & Automation funds, which occur at the end of the year
<b>TOTAL</b>	<b>2,052,727</b>	<b>1,731,278</b>	<b>(321,449)</b>	

**WESTLAKE PORTER PUBLIC LIBRARY**  
**YEAR TO DATE BANK REPORT**  
As of: April 30, 2023

<b>BANK DESCRIPTION</b>	<b>BEGINNING BALANCE</b>	<b>YTD REVENUE</b>	<b>YTD EXPENSE</b>	<b>TRANSFERS IN</b>	<b>TRANSFERS OUT</b>	<b>CURRENT BALANCE</b>
FFL - CREDIT CARD	\$ 965.49	\$ 21,307.52	\$ 713.37	\$ -	\$ 21,100.00	\$ 459.64
FFL - GENERAL CHECKING	\$ 194,935.05	\$ 21,365.89	\$ 2,200,753.58	\$ 2,146,097.45	\$ 28,136.45	\$ 133,508.36
FFL - RETAINAGE	\$ 38,454.25	\$ 112.26	\$ -	\$ 28,136.45	\$ -	\$ 66,702.96
PETTY CASH & CHANGE	\$ 1,343.50	\$ -	\$ -	\$ -	\$ -	\$ 1,343.50
<b>TOTAL</b>	<b>\$ 235,698.29</b>	<b>\$ 42,785.67</b>	<b>\$ 2,201,466.95</b>	<b>\$ 2,174,233.90</b>	<b>\$ 49,236.45</b>	<b>\$ 202,014.46</b>
FFL - MONEY MARKET	\$ 176,060.56	\$ 2,678.55	\$ -	\$ 2,150,000.00	\$ 2,124,997.45	\$ 203,741.66
US BANK	\$ 4,368,969.00	\$ 19,636.35	\$ 1,666.61	\$ -	\$ -	\$ 4,386,938.74
STAR OHIO	\$ 1,540,180.54	\$ 2,500,895.83	\$ 32,882.80	\$ -	\$ 2,150,000.00	\$ 1,858,193.57
<b>TOTAL</b>	<b>\$ 6,085,210.10</b>	<b>\$ 2,523,210.73</b>	<b>\$ 34,549.41</b>	<b>\$ 2,150,000.00</b>	<b>\$ 4,274,997.45</b>	<b>\$ 6,448,873.97</b>
<b>TOTAL - ALL BANKS</b>	<b>\$ 6,320,908.39</b>	<b>\$ 2,565,996.40</b>	<b>\$ 2,236,016.36</b>	<b>\$ 4,324,233.90</b>	<b>\$ 4,324,233.90</b>	<b>\$ 6,650,888.43</b>



# WESTLAKE PORTER PUBLIC LIBRARY

## STATEMENT OF CASH POSITION

As of: April 30, 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	\$ 2,556,142.42	\$ 1,731,278.36	\$ 5,331,940.32	\$ 1,571,688.33	\$ 3,760,251.99
410 DEVELOPMENT FUND	\$ 42,179.77	\$ 5,369.26	\$ 9,312.94	\$ 38,236.09	\$ 16,426.83	\$ 21,809.26
420 FRIENDS OF THE LIBRARY	\$ 10,359.81	\$ -	\$ 3,179.01	\$ 7,180.80	\$ 24,961.99	\$ (17,781.19)
450 PERMANENT IMPROVEMENT	\$ 1,312,565.83	\$ 3,363.61	\$ 389,592.67	\$ 926,336.77	\$ 656,366.85	\$ 269,969.92
475 AUTOMATION FUND	\$ 421,753.65	\$ 1,051.67	\$ 102,653.38	\$ 320,151.94	\$ 82,249.87	\$ 237,902.07
703 FRANCIS EGGER TRUST	\$ 26,973.07	\$ 69.44	\$ -	\$ 27,042.51	\$ -	\$ 27,042.51
TOTAL:	\$ 6,320,908.39	\$ 2,565,996.40	\$ 2,236,016.36	\$ 6,650,888.43	\$ 2,351,693.87	\$ 4,299,194.56

# WESTLAKE PORTER PUBLIC LIBRARY

## REVENUE REPORT - GENERAL FUND

As of: April 30, 2023

% through the year: 33%

<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	-	2,010,866	1,493,846	57.4%
Homestead Rollback	381,945	-	-	381,945	0.0%
Subtotal	3,886,657	-	2,010,866	1,875,791	<b>51.7%</b>
PLF	1,450,693	96,911	462,575	988,118	31.9%
Grants	24,380	-	-	24,380	0.0%
Patron Fines & Fees	8,833	1,135	3,587	5,246	40.6%
Interest	43,342	13,186	45,398	(2,056)	104.7%
Contributions	500	-	-	500	0.0%
Refunds/Reimbursements/Misc	75,420	7,128	33,717	41,703	44.7%
Transfers	-	-	-	-	0.0%
<b>TOTAL</b>	<b>\$ 5,489,825</b>	<b>\$ 118,360</b>	<b>\$ 2,556,142</b>	<b>\$ 2,933,682</b>	<b>46.6%</b>

# WESTLAKE PORTER PUBLIC LIBRARY

## EXPENSE REPORT - GENERAL FUND

As of: April 30, 2023

		% through the year:					33%
<b>Expenditure Accounts</b>	<b>Combined Appropriations</b>	<b>Combined Month-to-Date Expenses</b>	<b>Combined Year-to-Date Expenses</b>	<b>Combined Encumbrances</b>	<b>Combined Unexpended Balance</b>	<b>% Combined Expended Balance</b>	
<b><u>Salaries &amp; Benefits</u></b>							
Salaries	2,861,200	215,545	830,543	-	2,030,657	29.0%	
OPERS	399,168	28,956	85,949	-	313,219	21.5%	
Insurance	466,487	35,868	143,742	292,528	322,745	30.8%	
Other Employee Benefits	5,000	-	-	5,000	5,000	0.0%	
Subtotal	3,731,855	280,368	1,060,234	297,528	2,671,621	28.4%	
<b><u>Supplies</u></b>							
Administrative Supplies	63,194	11,903	20,030	43,153	43,163	31.7%	
Maintenance Supplies	30,000	755	4,676	25,324	25,324	15.6%	
Vehicle Fuel & Supplies	3,400	60	301	3,099	3,099	8.9%	
Subtotal	96,594	12,718	25,008	71,575	71,585	25.9%	
<b><u>Contracted Services</u></b>							
Travel & Training	26,200	1,450	7,402	18,798	18,798	28.3%	
PR/Postage/Phone	85,190	7,047	35,986	49,191	49,204	42.2%	
Maintenance	281,769	2,825	55,128	226,613	226,641	19.6%	
Insurance	40,000	-	-	40,000	40,000	0.0%	
Leases	10,062	202	6,988	2,686	3,074	69.5%	
Utilities	131,406	9,707	39,783	91,374	91,622	30.3%	
Professional Services	147,792	2,049	53,227	94,131	94,565	36.0%	
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	23,279	232,650	544,207	545,318	29.9%	
<b><u>Library Materials</u></b>							
Books	277,849	21,888	72,229	205,621	205,621	26.0%	
Periodicals	22,201	155	1,042	21,159	21,159	4.7%	
Audio/Visual	139,786	6,831	22,995	116,791	116,791	16.4%	
Portable Audio	14,178	1,031	3,523	10,655	10,655	24.8%	
Electronic Data	342,948	23,810	103,854	239,095	239,095	30.3%	
Interlibrary Loan Fees	100	-	-	100	100	0.0%	
Library Material Repair	15,853	1,669	5,062	10,791	10,791	31.9%	
Library Material, Other	5,637	161	997	4,640	4,640	0.0%	
Subtotal	818,553	55,545	209,701	608,852	608,852	25.6%	
<b><u>Capital</u></b>							
Land Improvements	-	-	-	-	-	0.0%	
Building Improvements	6,000	66	1,116	4,884	4,884	18.6%	
Furniture/Hardware/Software	216,161	34,151	193,862	22,298	22,298	89.7%	
Subtotal	222,161	34,217	194,978	27,183	27,183	87.8%	
<b><u>Miscellaneous</u></b>							
Dues/Memberships	19,500	997	8,033	11,467	11,467	41.2%	
Special Assessments	11,200	-	588	10,612	10,612	0.0%	
Refunds/Reimbursements	350	28	86	264	264	24.5%	
Other Misc Expenses	-	-	-	-	-	0.0%	
Subtotal	31,050	1,025	8,707	22,343	22,343	28.0%	
<b><u>Other Expenses</u></b>							
Contingency Fund	20,000	-	-	-	20,000	0.0%	
Transfers	460,000	-	-	-	460,000	0.0%	
Subtotal	480,000	-	-	-	480,000	0.0%	
<b>Grand Total</b>	<b>\$ 6,158,181</b>	<b>\$ 407,153</b>	<b>\$ 1,731,278</b>	<b>\$ 1,571,688</b>	<b>\$ 4,426,903</b>	<b>28.1%</b>	

# WESTLAKE PORTER PUBLIC LIBRARY

## EXPENSE REPORT - OTHER FUNDS

As of: April 30, 2023

				% through the year: 33%	
<i>Expenditure Fund/Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<b><u>410 - Development Fund</u></b>					
Supplies	10,300	2,945	7,355	7,355	28.59%
Contracted Services	5,750	-	5,750	5,750	0.00%
Library Materials	9,690	6,368	3,322	3,322	65.72%
Capital Outlay	-	-	-	-	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
<b>Total</b>	<b>\$ 25,740</b>	<b>\$ 9,313</b>	<b>\$ 16,427</b>	<b>\$ 16,427</b>	<b>36.18%</b>
<b><u>420 - Friends of Library Fund</u></b>					
Supplies	18,091	2,754	15,337	15,337	15.22%
Contracted Services	10,050	425	9,625	9,625	4.23%
Library Materials	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
<b>Total</b>	<b>\$ 28,141</b>	<b>\$ 3,179</b>	<b>\$ 24,962</b>	<b>\$ 24,962</b>	<b>11.30%</b>
<b><u>450 - Permanent Imp. Fund</u></b>					
Contracted Services	73,350	7,554	65,795	65,795	10.30%
Capital Outlay	972,851	382,039	590,571	590,812	39.27%
Interfund Transfers	-	-	-	-	0.00%
<b>Total</b>	<b>\$ 1,046,201</b>	<b>\$ 389,593</b>	<b>\$ 656,367</b>	<b>\$ 656,608</b>	<b>37.24%</b>
<b><u>475 - Automation Fund</u></b>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	185,491	102,653	82,250	82,837	55.34%
<b>Total</b>	<b>\$ 185,491</b>	<b>\$ 102,653</b>	<b>\$ 82,250</b>	<b>\$ 82,837</b>	<b>55.34%</b>

**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	96,910.92
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**   **\$ 462,574.55**

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%	0.72%
-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  
688.44

2023 Year-to-Date Compared to 2022	
2022	443,357.51
2023	462,574.55
\$ Difference	19,217.04
% Difference	4.33%

**Westlake Porter Public Library**  
**Check Register 4/1/23 - 4/30/23**

Payment Date	Check Number	Vendor	Description	Payment Amount
4/5/2023	42143	BAKER & TAYLOR	Juvenile/YA Books	185.34
4/5/2023	42147	MIDWEST TAPE	Hoopla Downloadables	7,066.17
4/5/2023	42151	VEDDA PRINTING	Notes Apr/May 2023	5,420.00
4/5/2023	42148	NEWSBANK INC	Cle Plain Dealer 7/2023 - 6/2024	1,285.00
4/5/2023	42152	Westlake High School PTSA	PR Ads - Green & White Revue	75.00
4/5/2023	42145	Kanopy Inc	Kanopy Videos	483.30
4/5/2023	42144	INNOVATIVE INTERFACES, INC	INN-Reach 5/1/23 - 4/30/24	33,956.79
4/5/2023	42150	Scholastic Library Publishing	Juvenile/YA Books	75.40
4/5/2023	42153	WESTLAKE-WESTSHORE ARTS COUNCIL	Tarolli- W-WAC Membership	25.00
4/5/2023	42146	Life Safety Systems, LLC	Fire Alarm Monitoring 4/2023 - 3/2024	336.00
4/5/2023	42149	Regency Construction Services, Inc	2022 Library Renovation Projects	17,431.41
4/5/2023	42154	Weston Woods Studios, Inc	Audiobooks	19.76
4/10/2023	42155	Jarir Bookstore	Re-Issue Payment for 0000042051	369.31
4/12/2023	42163	UNIQUE MANAGEMENT SERVICES INC	Collection Agency - March 2023	490.20
4/12/2023	42160	Villager Newspaper	PR Ads - Villager	215.00
4/12/2023	42157	Blue Technologies	Blue Tech Copiers 2/22 - 3/21/23	244.03
4/12/2023	42161	SETTA TROPHY INC	Plaque - Myrna Chelko Award	18.00
4/12/2023	42156	Automation Mailing & Shipping Solutions Inc	Postage Mach Ink Cartridge, Labels	286.87
4/12/2023	42159	PLAIN DEALER	Plain Dealer - Mar 2023	155.10
4/12/2023	42162	Stick to Your Buns Bakery LLC	Cookies - Volunteer Reception	135.00
4/12/2023	42158	Jane A Turzillo	Wicked Cleveland	100.00
4/19/2023	42167	CENTER POINT PUBLISHING	Adult Books	195.36
4/19/2023	42165	Bialosky + Partners Architects, LLC	Architect Fees - 2022 Renovations	1,154.81
4/19/2023	42166	Cengage Learning Inc	Adult Books	305.14
4/19/2023	42168	Khan Spryre, LLC	Juvenile/YA Books	51.19
4/19/2023	42169	Stick to Your Buns Bakery LLC	Anniversary Pastries	97.50
4/19/2023	42164	BAKER & TAYLOR	Juvenile/YA Books	211.49
4/19/2023	2023000029	PNC BANK N.A.	CC Payment	47,591.42
4/24/2023	2023000031	Columbia Gas	Natural Gas 2/23 - 3/24/23	3,355.07
4/24/2023	2023000032	CITY OF WESTLAKE - SEWERS	Sewers 12/31/22 - 3/31/23	227.50
4/24/2023	2023000033	Stark County Educational Service Center	Medical, Dental & Life Insurance - April 2023	32,934.00
4/24/2023	2023000034	The Illuminating Company	Electricity 1/31 - 2/28/23	5,743.47
4/24/2023	2023000035	INGRAM BOOK COMPANY	Children's Materials - Sandy Sauer	18,913.52
4/24/2023	2023000036	City of Cleveland Division of Water	Water Usage 2/22 - 3/22/23	380.46
4/26/2023	42172	BAKER & TAYLOR	Juvenile/YA Books	48.18
4/26/2023	42171	Alison McKim	Wild Edibles	50.00

**Westlake Porter Public Library**  
**Check Register 4/1/23 - 4/30/23**

<b>Payment Date</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Description</b>	<b>Payment Amount</b>
4/26/2023	42174	Galley Printing Company, Inc	Bookmarks - Book Nook/Makerspace	163.00
4/26/2023	42173	Cengage Learning Inc	Adult Books	328.36
4/26/2023	42177	Carolyn Fain	Fain - Aflac Refund	28.44
4/26/2023	42176	MIDWEST TAPE	Hoopla eBooks & eAudio	102.50
4/26/2023	42170	Air Rite Service Supply, Inc	HVAC Filters & vacuum filters	616.96
4/26/2023	42175	Messina Floor Covering, LLC	Carpet patching	753.92
4/26/2023	42178	SMITH & OBY SERVICE COMPANY	Boiler Repair	6,147.71
4/27/2023	42179	ByWater Solutions	New ILS	25,280.00
			<b>TOTAL</b>	<b>213,052.68</b>

**Visa Payment Detail**  
**For Check #2023000029 dated 4/19/23**

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
3/15/2023	4IMPRINT	Cable Pouches, Seed Bookmarks	24571728	232006	766.53
3/17/2023	4IMPRINT	Junior Utility Totes (50)	2461560	232006	407.14
3/28/2023	4IMPRINT	Umbrellas, Lunch Containers	24680656	232006	1,312.87
3/30/2023	G F S MARKETPLACE	Guardians Opening Day - Food	GFS	233001	10.98
3/30/2023	G F S MARKETPLACE	Guardians Opening Day - Food	GFS	233001	78.69
3/29/2023	GIANT EAGLE INCORPORATED	Guardians Opening Day - Food & Drinks	Giant Eagle	233001	44.94
3/28/2023	AMAZON.COM	Pool Noodles	9877046	233002	29.99
3/29/2023	AMAZON.COM	Aquarium Gravel, Mini Dino Toys, etc	2236220	233002	41.46
3/8/2023	ORIENTAL TRADING COMPANY	Paper Mache Telescopes, Sand Art Necklaces	723292881	233002	63.96
3/30/2023	ORIENTAL TRADING COMPANY	Weather Wheels	723735451	233002	19.98
3/21/2023	AMAZON.COM	Stickers	4021029	233003	12.98
3/28/2023	AMAZON.COM	Brass Paper Fasteners	3963430	233003	5.99
3/29/2023	AMAZON.COM	Poke-Ball Toy Set, Bamboo Straws, etc	2236220	233003	79.59
3/29/2023	AMAZON.COM	Pokemon Card Box Set	0050621	233003	16.49
3/30/2023	AMAZON.COM	Wite-Out Correction Fluid	2298617	233003	17.98
3/25/2023	APPLE STORE	iCloud 200GB Storage Plan	MQVL3TQX56	233003	2.99
3/8/2023	ORIENTAL TRADING COMPANY	Plastic Tweezers, Fun Loops	723292881	233003	10.96
3/30/2023	ORIENTAL TRADING COMPANY	Lacing Craft Kits, Paint Brushes	723735451	233003	37.76
3/8/2023	SchoolLife	Brag Tags & Cable Rings	200068602	233003	186.60
4/3/2023	MARC'S	Popcorn, Drinks	Marc's	233010	8.58
3/31/2023	MICHAELS	Jewelry Program Supplies	Michaels	233010	30.12
3/16/2023	The Nut Shop	Za'atar herb	The Nut Shop	233010	2.34
3/24/2023	AMAZON.COM	Supersized Crossword Puzzle	7793033	233011	16.99
3/29/2023	AMAZON.COM	Coloring Poster	2566666	233011	20.00
3/7/2023	AMAZON.COM	Vinyl Sticker Paper, Laminating Sheets, etc	7630644	233025	45.36
3/20/2023	AMAZON.COM	32GB SD Card	2977849	233025	8.98
3/6/2023	Meta Platforms, Inc	Meta Quest Gift Card	183752227730048	233025	50.00
3/6/2023	AMAZON.COM	3D printer leveling sensor	2484229	234015	40.78
3/26/2023	AMAZON.COM	Computer mount, cables	0042632	234015	93.95
3/22/2023	AMERICAN LIBRARY ASSOCIATION	Halvorsen - Reg - ALA Conf 2023	1267443	235001	385.00
3/22/2023	AMERICAN LIBRARY ASSOCIATION	Shields - Reg - ALA Conf 2023	1267592	235001	385.00
3/22/2023	AMERICAN LIBRARY ASSOCIATION	Statler - Reg - ALA Conf 2023	1267286	235001	385.00
3/23/2023	AMERICAN LIBRARY ASSOCIATION	Smith, E - Reg - ALA Conf 2023	1271418	235001	240.00
3/14/2023	AMAZON.COM	Laminating Pouches	3525038	235002	25.00
3/14/2023	AMAZON.COM	Laminating Pouches	3566630	235002	48.10
3/31/2023	AMAZON.COM	Neon Labels	1507461	235004	117.70
3/21/2023	HEWLETT-PACKARD COMPANY	Fuser Kit	H353730215	235010	211.99



**Visa Payment Detail**  
**For Check #2023000029 dated 4/19/23**

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
3/21/2023	HEWLETT-PACKARD COMPANY	Fuser Kits (2)	H353730166	235010	423.98
3/31/2023	STAPLES BUSINESS ADVANTAGE	Toner	7375608835	235010	934.79
3/6/2023	PARKING - VARIOUS LOTS	Mangels - Parking - Community Reads	Playhouse Square	235011	20.00
3/17/2023	ACE HARDWARE	Sprayrator, fasteners, thread rod	Ace Hardware	235012	26.72
3/6/2023	AMAZON.COM	Space Heater	2474648	235012	39.98
3/12/2023	AMAZON.COM	Wall Hooks	7361813	235012	19.98
4/4/2023	AMAZON.COM	Button Batteries	2811419	235012	6.90
3/24/2023	HOME DEPOT CREDIT SERVICES	Shelf Pins	Home Depot	235012	8.48
3/24/2023	LOWES	Wire Shelving, Anchors, etc	Lowes	235012	264.22
3/26/2023	LOWES	Wire Shelving, Shelf Brackets	Lowes	235012	95.78
3/27/2023	LOWES	Pipe Insulation, Washers	Lowes	235012	20.72
3/7/2023	MENARD'S	Saw & Blades, Coupling	Menards	235012	89.45
3/6/2023	AMAZON.COM	Universal Control Knobs	8970635	235013	10.67
4/4/2023	AMAZON.COM	Toilet Bowl Mops	1741046	235013	33.22
4/3/2023	Betty Mills Company	Soap Dispenser Bottles	1680529929	235013	75.77
3/28/2023	GAS STATIONS	Gasoline for gator	Speedway	235014	15.37
3/30/2023	GAS STATIONS	Gasoline for 2008 Honda Van	Speedway	235014	45.00
4/3/2023	E-CONOLIGHT	Recessed Light Fixtures	1402709	235015	764.83
3/21/2023	RUMPKE	Waste & Recycling - March 2023	1271618	235015	383.65
3/27/2023	AMAZON.COM	Flash drives	5001063	235018	26.53
3/31/2023	AMAZON.COM	Engineering Paper Rolls	2737028	235018	74.45
4/1/2023	AMAZON.COM	3D printer filament, sublimation paper, etc	1193876	235018	147.77
4/1/2023	AMAZON.COM	Vinly sticker paper	4505816	235018	91.75
3/31/2023	Tecre Co, Inc	Button components	00302295	235018	88.73
3/31/2023	USCutter, Inc	Heat transfer vinyl & tape	340590	235018	115.92
3/21/2023	GRAINGER INC	Bearing Grease, Combo Wrenches	9647830448	235019	83.12
4/1/2023	WESTLAKE BAY VILLAGE OBSERVER	PR Ad - WBVO	WBVO4367	235028	200.00
3/9/2023	WESTLIFE	Legal Notice	852504	235028	22.50
3/13/2023	WESTLIFE	PR Ad - Westlife	851785	235028	75.00
4/3/2023	WESTLIFE	Election notice	853614	235028	78.75
3/22/2023	Sedgwick Claims Management Services Inc	BWC Group Rating Fee	1417914	235042	655.00
3/31/2023	AMAZON.COM	USB to Aux Cable	5370654	235043	8.99
3/8/2023	GODADDY	Standard SSL Renewal	2497546780	235043	99.99
3/20/2023	GODADDY	Standard SSL Renewal	2510741621	235043	99.99
3/23/2023	WPForms, LLC	WP Forms Basic	2408114	235043	49.50
3/7/2023	Bitwarden Inc	Bitwarden - add 1 license	FA312CB9-0003	235044	19.24
3/25/2023	VIRTUAL SYSTEMS	VCC Performance Tier Backup	412978	235044	440.00

**Visa Payment Detail**  
**For Check #2023000029 dated 4/19/23**

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
3/20/2023	PAYCHEX INC	Paychex Onboarding Monthly Fee	3293885	235060	100.00
3/27/2023	GALES WESTLAKE GARDEN CENTER	Fairy garden supplies	28183	235062	23.96
3/14/2023	AMAZON.COM	Cork Bulletin Board	4178632	235065	17.99
3/22/2023	AMAZON.COM	Dry Erase Accessory Trays	9021802	235065	16.52
3/22/2023	AMAZON.COM	Tape Dispenser	5140253	235065	4.75
3/25/2023	AMAZON.COM	Whiteboard Eraser	3201844	235065	24.71
3/30/2023	AMAZON.COM	Custom Self-Inking Stamp	4330653	235065	9.99
3/30/2023	AMAZON.COM	Planner 2023-2024	4860265	235065	9.98
3/6/2023	AMAZON.COM	Hanging sign bracket	9256203	235079	65.59
3/23/2023	AMERICAN LIBRARY ASSOCIATION	Shields - ALA Membership	2343767	235080	78.00
3/23/2023	AMERICAN LIBRARY ASSOCIATION	Stalter - ALA membership thru 3/31/24	2343759	235080	78.00
3/24/2023	AMERICAN LIBRARY ASSOCIATION	Smith, E - ALA Membership thru 3/31/24	2343899	235080	41.00
3/27/2023	OHIO LIBRARY COUNCIL	Gibson - OLC Membership 2023	0044956	235080	120.00
3/29/2023	BAYSCAN TECHNOLOGIES	Labels	73971	235081	650.00
3/8/2023	DEMCO INC	Label protectors, laminate, labels, CD cases, etc	7273203	235081	7,707.96
3/9/2023	MIDWEST TAPE	Tech Processing Supplies	20230309	235081	431.99
3/16/2023	Breezeline	Breezeline Phone Svc 2/26 - 3/25/23	0060250	235083	62.12
3/28/2023	EASTON TELECOM SERVICES LLC	Easton Phone Svc 3/10 - 4/9/23	1147563	235083	684.85
3/23/2023	T-Mobile USA Inc	T-Mobile Cell Phone 1/29 - 2/28/23	981225743	235083	10.29
4/2/2023	VERIZON WIRELESS	VZ Mobile Brdbnd 3/13 - 4/12/23	9929958663	235083	40.11
4/1/2023	Cubsmart	Off-Site Storage - April 2023	252134	235091	202.00
3/9/2023	Northeast Ohio Regional Library System	Kirkland - Reg - Book Challenges	20230309	235096	35.00
3/27/2023	OVERDRIVE, INC	Neff YA eBooks	20230327	235104	728.50
3/11/2023	AMAZON.COM	Adult Books	1564268	236001	14.55
3/14/2023	AMAZON.COM	Adult Books	7729031	236001	53.49
3/16/2023	AMAZON.COM	Adult Books	8817809	236001	107.91
3/22/2023	AMAZON.COM	Adult Books	2417823	236001	4.30
3/26/2023	AMAZON.COM	Adult Books	6776222	236001	28.00
3/31/2023	AMAZON.COM	Adult Books	9609057	236001	11.99
3/31/2023	AMAZON.COM	Adult Books	6902605	236001	14.95
3/31/2023	AMAZON.COM	Adult Books	236001	236001	22.97
3/6/2023	AMAZON.COM	Juvenile/YA Books	9740211	236002	42.87
3/8/2023	AMAZON.COM	Juvenile/YA Books	6277814	236002	27.00
3/26/2023	AMAZON.COM	Juvenile/YA Books	6142653	236002	21.32
3/27/2023	AMAZON.COM	Juvenile/YA Books	2789828	236002	6.75
3/27/2023	AMAZON.COM	Juvenile/YA Books	6173844	236002	23.98
3/28/2023	AMAZON.COM	Juvenile/YA Books	0277046	236002	50.89

**Visa Payment Detail**  
**For Check #2023000029 dated 4/19/23**

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
3/31/2023	AMAZON.COM	Juvenile/YA Books	1061800	236002	24.52
4/1/2023	AMAZON.COM	Juvenile/YA Books	9517076	236002	24.98
4/3/2023	AMAZON.COM	Juvenile/YA Books	2793812	236002	9.99
4/3/2023	AMAZON.COM	Juvenile/YA Books	0683425	236002	41.00
4/3/2023	AMAZON.COM	Juvenile/YA Books	2021838	236002	39.04
3/10/2023	Book Farm LLC	Juvenile/YA Books	PCC13756	236002	2,903.64
3/9/2023	MIDWEST TAPE	Audiobooks	20230309	236006	604.85
3/16/2023	MIDWEST TAPE	Audiobooks	20230316	236006	205.95
3/23/2023	MIDWEST TAPE	Audiobooks	20230323	236006	489.89
3/30/2023	MIDWEST TAPE	Audiobooks	20230330	236006	206.95
3/10/2023	AMAZON.COM	Credit: Music CDs	6244242	236007	(38.38)
3/22/2023	AMAZON.COM	Credit: Music CDs	9988218	236007	(14.00)
3/25/2023	AMAZON.COM	Music CDs	4502610	236007	6.71
3/27/2023	AMAZON.COM	Music CDs	7413052	236007	11.69
3/31/2023	AMAZON.COM	Music CDs	2550666	236007	18.64
4/1/2023	AMAZON.COM	Music CDs	2249860	236007	14.99
3/9/2023	MIDWEST TAPE	Music CDs	20230309	236007	65.34
3/16/2023	MIDWEST TAPE	Music CDs	20230316	236007	86.18
3/23/2023	MIDWEST TAPE	Music CDs	20230323	236007	78.08
3/30/2023	MIDWEST TAPE	Music CDs	20230330	236007	91.13
3/23/2023	AMAZON.COM	Adult/Juvenile DVDs	2305860	236008	32.78
3/9/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230309	236008	935.66
3/16/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230316	236008	743.04
3/23/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230323	236008	742.44
3/30/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230330	236008	626.29
3/11/2023	AMAZON.COM	Video games/Hotspots	6629057	236009	149.97
3/17/2023	AMAZON.COM	Video games/Hotspots	8805058	236009	119.76
3/24/2023	AMAZON.COM	Video games/Hotspots	4271452	236009	79.98
3/26/2023	AMAZON.COM	Video games/Hotspots	0078658	236009	187.99
3/27/2023	AMAZON.COM	Video games/Hotspots	6031468	236009	79.98
3/28/2023	AMAZON.COM	Video games/Hotspots	1697016	236009	19.99
3/23/2023	T-Mobile USA Inc	Hotspots 1/29 - 2/28/23	981225743	236009	1,171.92
3/13/2023	Playaway Products LLC	Playaways & Launchpads	422564	236010	63.74
3/13/2023	Playaway Products LLC	Playaways & Launchpads	422821	236010	74.99
3/13/2023	Playaway Products LLC	Playaways & Launchpads	422820	236010	179.97
3/13/2023	Playaway Products LLC	Playaways & Launchpads	422818	236010	239.96
3/15/2023	Playaway Products LLC	Playaways & Launchpads	423056	236010	251.21

**Visa Payment Detail**  
**For Check #2023000029 dated 4/19/23**

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
3/21/2023	Playaway Products LLC	Playaways & Launchpads	423377	236010	56.24
3/21/2023	Playaway Products LLC	Playaways & Launchpads	423376	236010	164.97
3/6/2023	PressReader Inc	PressReader 3/1/23 - 2/28/24	SI002191	236011	8,373.00
3/10/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230310	236012	46.49
3/16/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230316	236012	75.00
3/21/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230321	236012	1,992.38
3/23/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230323	236012	145.54
3/31/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230331	236012	108.48
3/10/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230310	236013	22.50
3/15/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230315	236013	537.41
3/27/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230327	236013	280.38
3/31/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230331	236013	60.00
3/15/2023	OVERDRIVE, INC	e-audio	20230315	236014	557.54
3/21/2023	OVERDRIVE, INC	e-audio	20230321	236014	1,227.93
3/23/2023	OVERDRIVE, INC	e-audio	20230323	236014	190.00
3/27/2023	OVERDRIVE, INC	e-audio	20230327	236014	527.57
3/6/2023	AMAZON.COM	Dominoes	0275415	236019	12.99
3/8/2023	LAKESHORE LEARNING	Circuit Kit	419094893	236020	148.35
				<b>TOTAL</b>	<b>47,591.42</b>



## **Westlake Porter Public Library Operating Account**

Monthly Investment Report  
April 30, 2023

**Your Investment Representative:**

Eileen Stanic  
(440) 662-8268  
[estanic@meederinvestment.com](mailto:estanic@meederinvestment.com)

For questions about your account please contact your investment representative or contact [publicfundsoperations@meederinvestment.com](mailto:publicfundsoperations@meederinvestment.com)  
**Dublin, Ohio | Lansing, Michigan | Long Beach, California | Austin, Texas | 866-633-3371 | [www.meederpublicfunds.com](http://www.meederpublicfunds.com)**

**PORTFOLIO SUMMARY**

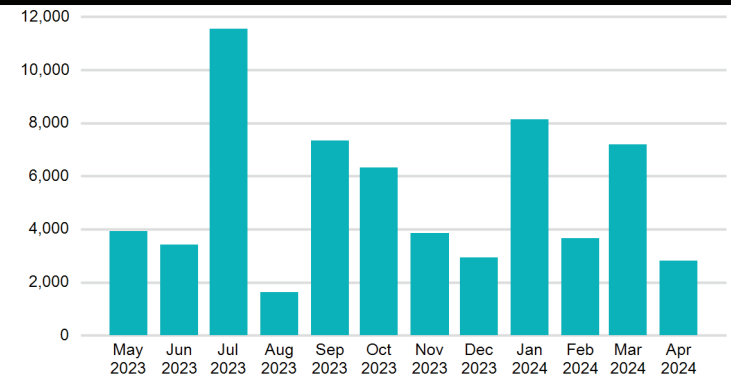
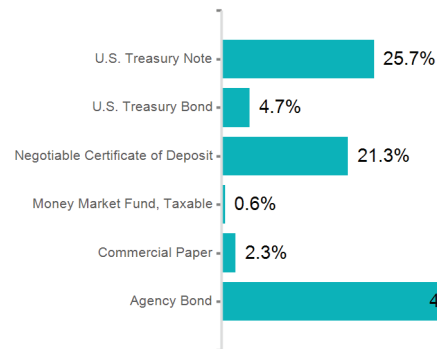
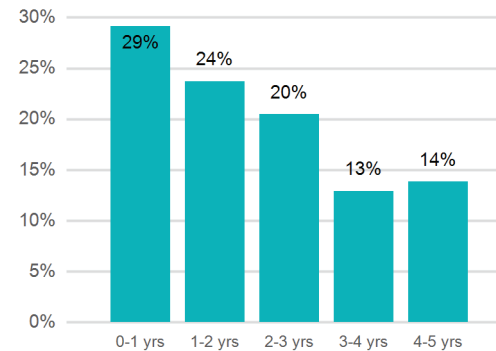
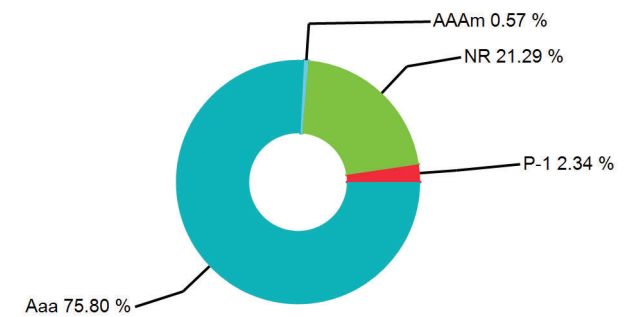
As of April 30, 2023

**MONTHLY RECONCILIATION**

<b>Beginning Book Value</b>	<b>4,381,648.88</b>
Contributions	
Withdrawals	
Prior Month Management Fees	(381.62)
Prior Month Custodian Fees	(34.86)
Realized Gains/Losses	
Gross Interest Earnings	5,706.34
<b>Ending Book Value</b>	<b>4,386,938.74</b>

**PORTFOLIO CHARACTERISTICS**

Portfolio Yield to Maturity	1.65%
Portfolio Effective Duration	1.88 yrs
Weighted Average Maturity	1.99 yrs

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

## Westlake Porter Public Library Operating Account

**PROJECTED INCOME SCHEDULE**

As of April 30, 2023



CUSIP	SECURITY DESCRIPTION	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 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	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						1,351						
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	38	336										
61690ULN8	Morgan Stanley Bank, National Association 1.900% 10/10/2023						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 April 30, 2023



CUSIP	SECURITY DESCRIPTION	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 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	312	323	312	323	323	312	323	312	723			
<b>TOTAL</b>		<b>3,917</b>	<b>3,413</b>	<b>11,544</b>	<b>1,635</b>	<b>7,346</b>	<b>6,323</b>	<b>3,856</b>	<b>2,931</b>	<b>8,142</b>	<b>3,656</b>	<b>7,188</b>	<b>2,813</b>



**POSITION STATEMENT**

As of April 30, 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
<b>Cash and Cash Equivalents</b>											
31846V567	First American Funds, Inc.	4/28/2023 4/28/2023	\$24,002.58	\$24,002.58	\$24,002.58	4.68%	0.003 0.003	\$1.00 \$24,002.58	\$0.00	0.40%	AAAm
STAROHIO	STAR Ohio XX019	4/28/2023 4/28/2023	\$1,849,981.00	\$1,849,981.00	\$1,849,981.00	5.07%	0.003 0.003	\$1.00 \$1,849,981.00	\$0.00	30.49%	AAAm
<b>SubTotal</b>			<b>\$1,873,983.58</b>	<b>\$1,873,983.58</b>	<b>\$1,873,983.58</b>	<b>5.06%</b>		<b>\$1,873,983.58</b>	<b>\$0.00</b>	<b>30.88%</b>	
<b>Agency Bond</b>											
3137EAEW5	FMCC 0.250% 09/08/2023	10/15/2021 10/18/2021	\$100,000.00	\$99,756.30	\$99,756.30	0.38%	0.364 0.357	\$98.24 \$98,238.00	(\$1,518.30)	1.62%	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%	0.488 0.478	\$98.35 \$147,528.00	(\$2,340.00)	2.43%	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%	1.025 0.998	\$95.51 \$191,022.00	(\$8,978.00)	3.15%	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%	1.181 1.143	\$96.72 \$241,805.00	(\$6,807.50)	3.98%	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%	1.759 1.708	\$93.53 \$140,293.50	(\$9,706.50)	2.31%	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%	2.044 1.975	\$93.14 \$186,278.00	(\$13,722.00)	3.07%	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%	2.216 2.135	\$93.01 \$116,260.00	(\$8,740.00)	1.92%	Aaa AA+
3136G44F7	FNMA 0.550% 09/30/2025	9/15/2020 9/30/2020	\$390,000.00	\$390,000.00	\$390,000.00	0.55%	2.427 2.351	\$91.84 \$358,160.40	(\$31,839.60)	5.90%	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%	3.463 3.259	\$90.61 \$90,605.00	(\$9,125.00)	1.49%	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%	4.373 3.948	\$101.27 \$75,950.25	\$1,530.97	1.25%	Aaa AA+
3133ENW63	FFCB 4.375% 10/27/2027	10/31/2022 11/1/2022	\$75,000.00	\$75,218.25	\$75,218.25	4.31%	4.501 4.058	\$102.08 \$76,560.75	\$1,342.50	1.26%	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%	4.575 4.123	\$89.47 \$58,154.20	\$618.80	0.96%	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%	4.592 4.090	\$100.55 \$65,358.15	\$579.15	1.08%	Aaa AA+

**POSITION STATEMENT**

As of April 30, 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	3.96%	4.885 4.395	\$100.24 \$70,168.00	\$431.90	1.16%	Aaa AA+
<b>SubTotal</b>			<b>\$2,015,000.00</b>	<b>\$2,004,654.83 \$305.07</b>	<b>\$2,004,959.90</b>	<b>1.50%</b>		<b>\$1,916,381.25</b>	<b>(\$88,273.58)</b>	<b>31.58%</b>	
<b>Commercial Paper</b>											
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%	0.249 0.245	\$98.66 \$98,660.00	\$2,515.67	1.63%	P-1 A-1+
<b>SubTotal</b>			<b>\$100,000.00</b>	<b>\$96,144.33</b>	<b>\$96,144.33</b>	<b>5.37%</b>		<b>\$98,660.00</b>	<b>\$2,515.67</b>	<b>1.63%</b>	
<b>Negotiable Certificate of Deposit</b>											
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%	0.162 0.160	\$99.26 \$99,259.00	(\$641.00)	1.64%	
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%	0.173 0.171	\$99.20 \$130,942.68	(\$760.32)	2.16%	
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%	0.452 0.443	\$98.63 \$123,290.00	(\$1,053.75)	2.03%	
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%	0.723 0.703	\$97.89 \$195,778.00	(\$3,822.00)	3.23%	
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%	1.222 1.178	\$96.77 \$238,056.66	(\$6,393.54)	3.92%	
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%	2.855 2.751	\$88.60 \$110,745.00	(\$13,630.00)	1.83%	
<b>SubTotal</b>			<b>\$928,000.00</b>	<b>\$924,371.95</b>	<b>\$924,371.95</b>	<b>1.51%</b>		<b>\$898,071.34</b>	<b>(\$26,300.61)</b>	<b>14.80%</b>	
<b>U.S. Treasury Bond</b>											
91282CBR1	UST 0.250% 03/15/2024	2/7/2022 2/8/2022	\$100,000.00	\$97,750.00	\$97,750.00	1.34%	0.882 0.862	\$96.07 \$96,070.00	(\$1,680.00)	1.58%	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%	3.049 2.904	\$93.77 \$51,571.30	(\$3,806.83)	0.85%	Aaa AA+

**POSITION STATEMENT**

As of April 30, 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%	3.427 3.275	\$93.19 \$51,253.40	(\$4,092.50)	0.84%	Aaa AA+
<b>SubTotal</b>			<b>\$210,000.00</b>	<b>\$208,474.03</b>	<b>\$208,474.03</b>	<b>1.41%</b>		<b>\$198,894.70</b>	<b>(\$9,579.33)</b>	<b>3.28%</b>	
<b>U.S. Treasury Note</b>											
912828T26	UST 1.375% 09/30/2023	10/22/2019 10/23/2019	\$120,000.00	\$118,996.88	\$118,996.88	1.59%	0.425 0.416	\$98.52 \$118,219.20	(\$777.68)	1.95%	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%	0.803 0.785	\$96.27 \$96,270.00	(\$1,386.25)	1.59%	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%	1.386 1.354	\$94.53 \$94,531.00	(\$3,074.47)	1.56%	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%	1.468 1.433	\$94.61 \$94,613.00	(\$5,316.69)	1.56%	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%	2.345 2.292	\$91.71 \$91,711.00	(\$6,578.06)	1.51%	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%	3.093 2.992	\$91.14 \$45,568.50	(\$4,132.67)	0.75%	Aaa AA+
91282CCJ8	UST 0.875% 06/30/2026	6/29/2021 6/30/2021	\$75,000.00	\$74,912.11	\$74,912.11	0.90%	3.175 3.066	\$91.42 \$68,563.50	(\$6,348.61)	1.13%	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%	3.260 3.163	\$90.41 \$67,810.50	(\$6,495.16)	1.12%	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%	3.345 3.239	\$90.57 \$67,924.50	(\$6,735.66)	1.12%	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%	3.512 3.363	\$91.40 \$50,268.90	(\$3,721.33)	0.83%	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%	3.679 3.518	\$91.51 \$50,329.40	(\$4,026.07)	0.83%	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%	4.301 4.020	\$94.40 \$70,796.25	\$2,270.86	1.17%	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%	4.679 4.193	\$100.99 \$90,889.20	(\$436.19)	1.50%	Aaa AA+

**POSITION STATEMENT**

As of April 30, 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%	4.764 4.309	\$99.43 \$74,575.50	(\$462.59)	1.23%	Aaa AA+
<b>SubTotal</b>			<b>\$1,145,000.00</b>	<b>\$1,129,291.02 \$598.65</b>	<b>\$1,129,889.67</b>	<b>1.67%</b>		<b>\$1,082,070.45</b>	<b>(\$47,220.57)</b>	<b>17.83%</b>	
<b>Grand Total</b>			<b>\$6,271,983.58</b>	<b>\$6,236,919.74 \$903.72</b>	<b>\$6,237,823.46</b>	<b>2.69%</b>		<b>\$6,068,061.32</b>	<b>(\$168,858.42)</b>	<b>100.00%</b>	

**TRANSACTION STATEMENT**

As of April 30, 2023



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
<b>Interest/Dividends</b>					
Interest/Dividends	4/3/2023	4/3/2023	31846V567	First American Funds, Inc.	443.50
Interest/Dividends	4/10/2023	4/10/2023	61690ULN8	Morgan Stanley Bank, National Association 1.900% 10/10/2023	1,184.25
Interest/Dividends	4/13/2023	4/13/2023	3130APB87	FHLB 1.100% 10/13/2026	550.00
Interest/Dividends	4/17/2023	4/17/2023	949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	322.74
Interest/Dividends	4/17/2023	4/17/2023	91282CDB4	UST 0.625% 10/15/2024	312.50
Interest/Dividends	4/24/2023	4/24/2023	3133EK3M6	FFCB 1.625% 10/23/2023	1,218.75
Interest/Dividends	4/26/2023	4/26/2023	300185JX4	Evergreen Bank Group 0.400% 06/26/2023	33.97
Interest/Dividends	4/27/2023	4/27/2023	3133ENW63	FFCB 4.375% 10/27/2027	1,640.63
<b>Total</b>					<b>5,706.34</b>

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
<b>Custodian Fee</b>				
Custodian Fee	4/26/2023	4/26/2023	Cash Out	(34.86)
<b>Total</b>				<b>(34.86)</b>

<b>Management Fee</b>				
Management Fee	4/19/2023	4/19/2023	Cash Out	(381.62)
<b>Total</b>				<b>(381.62)</b>

## STATEMENT DISCLOSURE

As of April 30, 2023



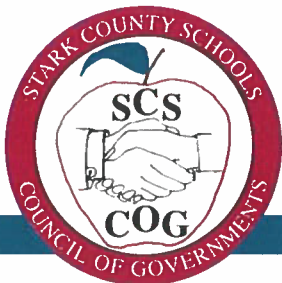
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# Stark County Schools Council of Governments

6057 Strip Avenue NW • North Canton, OH 44720 • PH: 330-492-8136

*Insurance • Shared Services • Purchasing*

Joe Chaddock  
*Chairman*

James Carman  
*Treasurer*

[www.starkcouncilofgov.org](http://www.starkcouncilofgov.org)

May 3, 2023

## Members and Affiliates:

I wanted to take a moment to inform you about the health care rate increases for the upcoming 2023-2024 year. Due to a variety of factors, including rising medical costs and increased utilization of healthcare services, we will be implementing the following:

- 7.98% premium increase for medical/prescription drug
- 5.75% premium increase for dental
- 2.50% premium increase for vision

We will also be recommending one (1) premium holiday, for those who are eligible, to be taken in fiscal year 2024.

While an increase in health care rates may be concerning, it is important to note that our increase is still beating state and national trends. In fact, many other sectors across the country and throughout Ohio are experiencing double-digit rate increases. Our team has worked tirelessly to negotiate with our health care providers to ensure that we are getting the best possible rates for our groups, while still providing the highest and most comprehensive coverage available.

The actual rates will be calculated and sent to you. Please contact Kim Sanford if you need additional information or have questions regarding this premium increase. If you are an employer with a bargaining unit(s) and you will be bargaining a contract, please contact Julie Morgan, COG Director of Insurance Programs, 6057 Strip Avenue NW, North Canton, OH 44720, [Julie.Morgan@apps.sparcc.org](mailto:Julie.Morgan@apps.sparcc.org), 330/492-8136 for the most up to date contract language.

Thank you for your continued commitment to the Stark County Schools' Council of Governments Health Benefit Program. We believe that by working together, we can continue to provide affordable, high-quality health care coverage for all of our employees.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Chaddock".

Joe Chaddock  
Chairman

Stark County Schools Council of Governments



# Stark County Schools Council of Government Update

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# Rate and Premium History

The heat map illustrates a visual representation of rate increases:

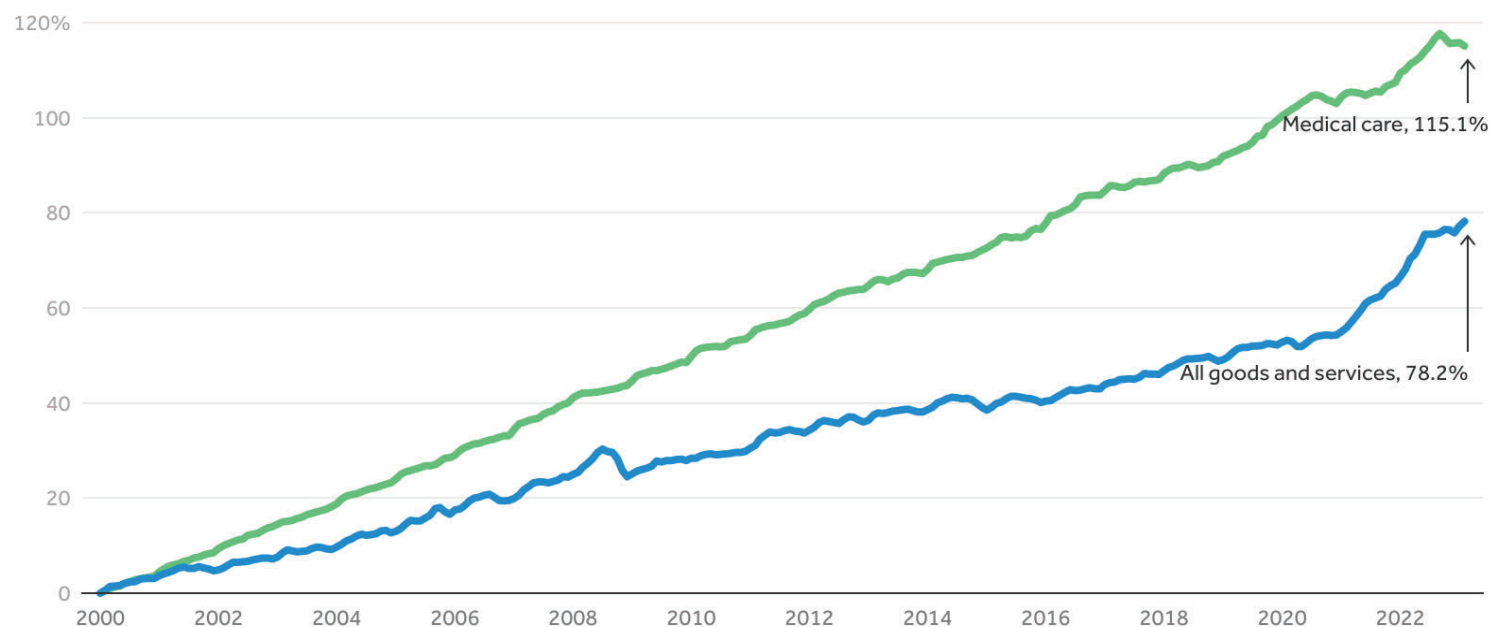
- **Green** – 5% or less
- **Yellow** – 5.1% - 10%
- **Red** – 10.1%+



YEAR	Premium Holidays	Percentage Increase		
		Medical & RX	Dental	Vision
97/98	1	5.0%	5.0%	5.0%
98/99	2	2.0%	2.0%	2.0%
99/00	1	2.0%	2.0%	2.0%
00/01	1	9.90%	9.90%	9.90%
01/02	1	8.0%	8.0%	8.0%
02/03	1	14.0%	14.0%	14.0%
03/04	1	8.0%	8.0%	8.0%
04/05	1	10.0%	10.0%	10.0%
05/06	1	10.0%	10.0%	10.0%
06/07	1	9.0%	9.0%	9.0%
07/08	1	9.80%	9.80%	9.80%
08/09	1	6.75%	6.75%	6.75%
09/10	2	9.80%	9.80%	9.80%
10/11	2	9.8%	9.8%	9.8%
11/12	3	5.0%	5.0%	5.0%
12/13	3	5.0%	5.0%	5.0%
13/14	2	4.5%	4.5%	4.5%
14/15	2	5.0%	5.0%	5.0%
15/16	2	2.6%	2.6%	2.6%
16/17	3	2.5%	2.5%	2.5%
17/18	2	5.4%	5.4%	5.4%
18/19	3	6.85%	6.85%	6.85%
19/20	2	3.25%	0.00%	0.00%
20/21	2	3.85%	0.00%	0.00%
21/22	2	3.90%	0.00%	0.00%
22/23	1	7.35%	0.00%	0.00%
23/24	1	7.98%	5.75%	2.50%

# Inflationary Pressures

Cumulative percent change in Consumer Price Index for All Urban Consumers (CPI-U) for medical care and for all goods and services, January 2000 - February 2023



Note: Medical care includes medical services as well as commodities such as equipment and drugs.

Source: KFF analysis of Bureau of Labor Statistics (BLS) Consumer Price Index (CPI) data

Peterson-KFF  
**Health System Tracker**

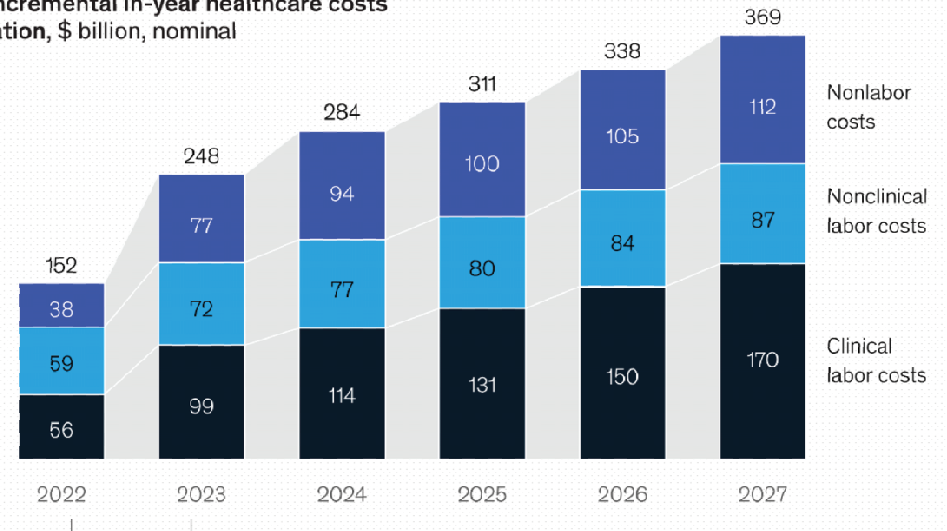


# Inflationary Environment in Healthcare

- By 2027:
  - U.S. national health expenditure is likely to be \$370 billion higher by 2027 due to inflation.
  - Expected healthcare non-labor costs to increase by up to \$110 billion in 2027.
  - Expected increase in cost of \$260 billion for labor in the healthcare system.
- Labor costs grew 25% between 2019 and 2022, closely followed by pharmaceuticals at 21%, supplies at 18%, and services at 16%.

**The largest portion of potential extra healthcare costs are introduced to the system in 2022–23.**

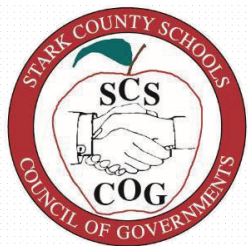
**Potential incremental in-year healthcare costs due to inflation, \$ billion, nominal**



*Inflation and clinical labor wage growth are significantly above baseline trends in 2022 and 2023 before returning to a lower rate of growth on this elevated baseline*

<https://www.mckinsey.com/industries/healthcare-systems-and-services/our-insights/the-gathering-storm-the-transformative-impact-of-inflation-on-the-healthcare-sector>

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# Market Pressures

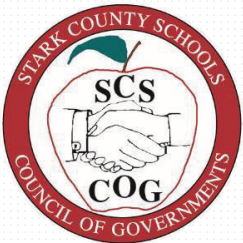
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- **Health System Losses**

- The Cleveland Clinic Foundation posted \$1.2 billion loss in 2022
- University of Pittsburgh Medical Center reported \$916 million loss in 2022
- Kaiser Permanente reported a \$4.5 billion loss in 2022

- **Other Factors**

- 100,000 nurses left the healthcare field
- Autism was added/needed to be covered in accordance with the Mental Health Parity Act
- Specialty medications continue to drive overall drug spend
- Diabetes and associated diagnoses
  - Our most costly conditions for both medical and drug spending
- While the evolution of gene therapy medication is beneficial, it comes at a great cost



# How Do We Keep Our Increase Less Than 10%?

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- **Positive Factors**

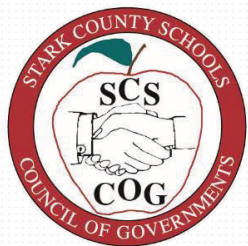
- One plan design evenly disperses risk across the entire population and allows for stable and efficient funding
- Cost savings through efficiency by eliminating duplication of efforts
- Disease Management programs are in place to close gaps in care
  - This helps to ensure proper management of chronic conditions, which helps to control costs
- Our relationship with Employers Health enables us to buy drugs below wholesale
- Implemented cost savings programs to maximize manufacturer's assistance
- Deductible and out-of-pocket maximum increases began in January 2023
- Emergency Room usage for non-emergent cases is down 48%
  - **This is a \$3 million savings**



# How Do We Compare?

- Based on data from the SERB (State Employment Relations Board) Statewide Average CY22 for Schools, **Stark COG provides a significant savings to our employees.**

	Stark COG FY23	SERB Statewide Average CY22 for Schools	Price Difference Savings
Annual Cost Single Medical & RX	\$9,742.92	\$10,973.52	<b>\$1,230.60</b>
Annual Cost Family Medical & RX	\$23,668.04	\$27,601.68	<b>\$3,933.64</b>
In-Network Deductible Single	\$300	\$1,582	<b>\$1,282</b>
In-Network Deductible Family	\$600	\$3,087	<b>\$2,487</b>
In-Network Max Out-of-Pocket Single Including Deductible	\$1,200	\$3,179	<b>\$1,979</b>
In-Network Max Out-of-Pocket Family Including Deductible	\$2,400	\$6,305	<b>\$3,905</b>
<b>COG rates continue to beat the State average despite having a lower deductible and max out-of-pocket.</b>			



## Mission Moment

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Passing our levy with a 76% approval is indicative that we are meeting our mission and connecting with our community.

## Upcoming Dates/Events

---

Monday May 29<sup>th</sup> – Parade

Sunday June 4<sup>th</sup> – Pavilion Dedication

Sunday June 11<sup>th</sup> – David Noss Art Reception

## Meetings/Training/Programs

---

Quality Council Meeting – Guns/Knives/Weapons policy, Incident Report training, Leadership Training Program, Library Signage, Koha Work Teams, Access Library Card,

Farrell Foundation

Rotary

Kiwanis

Town Criers

20+ Club Lunch

OLC Legislative Day – met with Sen. Dolan and Rep. Sweeney

ETM – Statewide Directors meeting of medium sized libraries

Board Retreat –

Managers Meeting – EAC update, Call Number project update, Koha update, Pavilion programming, upcoming projects, Plants in the library

## Friends/Foundation

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Friends

Planning for Pavilion dedication

Foundation

Lunch with Bob and Richard from the Foundation to discuss agenda for upcoming meeting

Worked on Art Auction with artist David Noss

## Safety and Security

---

Assisted Heather F with an event at the Community Center on April . On my own time, obtained and distributed levy signs to neighbors.

Library safety training April 27 and 28 in Columbus through Library Journal

8 Incident rpts were written in April.

4 Illness/Accident

2 Disruptive Behavior



1 Policy/Patron Assist (the patron concerned was also involved in a Disruptive Behavior),

1 Vandalism.

2 each took place in YS, Circ, and AS, while 1 each occurred in Lobby and Meeting rooms

## Building Services

---

Speaking with the elevator maintenance company representatives who showed up at the library to introduce themselves, I conducted a tour of the facility to which they stated, "I didn't know libraries did this kind of stuff" They both applied for cards before leaving.

Superhero action figures were picked up from Mr. Mauer's home and transported to the library in preparation for Comic Book Day and display.

Wheels were installed on the PC Lab tables to assist in moving for additional flexibility in this room.

Reorganization of Building Services area continued with cabinet and counter modifications or installations in the Bldg. Services Mgr. office, Receiving Room, and garage storage area.

Irrigation bids were solicited for irrigation expansion into the pavilion area. The cost proved to be prohibitive at this time.

The garage sprinklers were inspected and catalogued for replacement along with required inspections of a sampling of building sprinklers.

Parking lot repair, resealing, and stripping bids were solicited. A vendor was chosen and repairs will be done early May while sealing will be done the Memorial Day weekend.

A desk was made and installed in place of a cabinet in Youth Services office to create an additional work area.

## Other Projects/Planning

---

TropiCLE is a locally based plant and design company with a focus on indoor and outdoor tropical plants. We are working with them to provide adequate plant life around the library and a plan to handle the maintenance.

We have been approached about a donation of a piece of original art by Willi Bauer.

Willi Bauer is a contemporary German painter known for his Impressionist-styled depictions of garden parties and rustic villages. Born on July 7, 1923 in Spessart, Germany, Bauer studied at the Staedel College of Fine Art in Frankfurt under the artist Della Villa. In the spirit of German painters like Otto Eduard Poppel, Bauer often painted people in flower markets and outdoor cafés in a style that his dealer Herbet Arnot describes as, "very laid back and calming." His paintings can be found in many private collections worldwide. Now retired, Bauer lives in Germany.

The piece is estimated to be worth approximately \$3,500.





### **6.1.5 CORE Access Card**

#### **Policy**

If a library card applicant is unable to provide a permanent address, they are eligible for a CORE Access card. This card type allows the user to borrow up to 5 Westlake print or audiobook items as well as providing access to public computers and all e-materials. Lost or damaged materials will block access to this card and are the responsibility of the patron. All other borrowing policies apply to a CORE Access card. If the patron can later provide proof of address the card will be changed to a full-access library card with no restrictions.

Juvenile and YA patrons may be issued a CORE Access card when authorized by a parent or guardian.

Unlike the current Verify Card status, which requires the card to be mailed to the patron's address and shown at the library within 3 months, the CORE Access Card status would be permanent until proof of address can be shown.

# WESTLAKE PORTER PUBLIC LIBRARY

## Resolution 7-23

### 2024 Proposed Tax Budget

May 17, 2023

Account	Description	2022 Actual	2023 Tax Budget	2023 Permanent Budget	2024 Proposed Tax Budget	Notes
<b>REVENUE:</b>						
41200	PROPERTY TAX	3,944,134	3,863,553	3,886,657	4,908,145	includes funds from add'l 0.6 mills
42210	PLF	1,476,596	1,275,000	1,450,693	1,275,000	
42400	GRANTS	3,375	1,000	24,380	1,000	
43100	FINES & FEES	8,911	9,000	8,833	9,000	
44100	INTEREST	73,430	45,000	43,342	45,000	
46100	CONTRIBUTIONS	4,230	2,500	500	2,500	
48000	FEES/MISC	86,703	75,000	75,420	75,000	
49000	TRANSFERS	-	-	-	-	
	<b>REVENUE</b>	<b>\$ 5,597,378</b>	<b>\$ 5,271,053</b>	<b>\$ 5,489,825</b>	<b>\$ 6,315,645</b>	
	CARRY FORWARD	4,300,040		4,380,659		
		<b>\$ 9,897,419</b>	<b>\$ 5,271,053</b>	<b>\$ 9,870,484</b>	<b>\$ 6,315,645</b>	
<b>EXPENSES:</b>						
51000	SALARIES	2,651,188	2,765,000	2,861,200	2,947,036	3% salary increases
51410	OPERS	365,043	384,300	399,168	409,785	
51610	INSURANCES	321,247	405,000	415,000	501,500	10% increase; does not include premium holiday
51620	MEDICARE	36,532	40,093	41,487	42,732	
51630	WORKERS COMP	5,310	7,500	7,500	10,000	
51640	UNEMP COMP	-	1,500	2,500	5,000	
51650	FLEX SAVINGS PLAN	-	-	-	-	
51910	WELLNESS	2,250	2,500	2,500	3,500	
51920	EDUCATION	1,500	2,000	2,500	5,000	
	<b>SUBTOTAL(PERSONNEL)</b>	<b>\$ 3,383,071</b>	<b>\$ 3,607,893</b>	<b>\$ 3,731,855</b>	<b>\$ 3,924,553</b>	
52110	COMPUTER SUPPLIES	17,246	14,000	17,500	20,000	
52120	LIBRARY SUPPLIES	18,852	16,750	26,450	30,000	
52140	COPIER SUPPLIES	2,981	1,500	3,500	4,500	
52150	OFFICE SUPPLIES	4,527	3,500	7,200	8,000	
52160	PROGRAM SUPPLIES	1,378	-	3,030	5,000	
52170	STAFF RECOGNITION	2,914	2,500	4,350	5,000	
52210	PROPERTY MAINT	15,428	12,500	15,000	20,000	
52220	CUSTODIAL	11,096	13,500	15,000	20,000	
52310	VEHICLE FUEL & PARTS	2,294	2,400	3,400	5,000	
	<b>SUBTOTAL(SUPPLIES)</b>	<b>\$ 76,715</b>	<b>\$ 66,650</b>	<b>\$ 95,430</b>	<b>\$ 117,500</b>	
53110	STAFF INTERNAL TRAINING	250	2,000	1,500	4,000	
53120	STAFF EXTERNAL TRAINING	16,562	20,000	23,150	30,000	
53130	MILEAGE - OTHER	169	200	450	750	
53140	BOARD INTERNAL TRAINING	56	200	500	750	
53150	BOARD EXTERNAL TRAINING	240	500	600	1,000	
53210	TELECOMMUNICATIONS	10,037	9,000	9,750	11,000	
53220	POSTAGE	20,988	26,750	20,500	25,000	
53230	PRINTING & PUBLICITY	45,973	43,000	54,200	60,000	
53240	DATACOMMUNICATIONS	-	-	-	-	
53310	COMPUTER MAINT	88,148	82,000	94,721	100,000	
53320	EQUIPMENT MAINT	7,905	11,000	8,500	11,000	
53330	BLDG/PROPERTY MAINT	107,835	135,000	149,402	160,000	
53340	SECURITY ALARM	2,330	2,350	1,800	2,200	
53410	INSURANCE	34,981	40,000	40,000	45,000	
53510	RENT/LEASE	9,751	10,000	9,674	12,000	
53610	UTILITIES	104,283	115,000	115,500	125,000	
53710	CONSULTING SERVICES	5,653	15,000	18,500	30,000	
53720	SPEAKERS/PERFORMERS	1,173	500	33,600	35,000	
53730	BANK FEES	26,714	27,500	32,000	32,000	
53740	AUDIT FEES	55,774	55,000	58,500	60,000	
53750	COLLECTIONS	2,582	3,000	3,000	3,300	
53760	TEMPORARY OUTSIDE SERVICES	-	-	-	-	
53770	MEDIA SERVICES	-	-	-	-	
53810	OHIONET -CATALOGING SOURCES	34,243	34,000	35,000	38,000	
53820	ONLINE ACCESS FEES	6,676	6,750	6,800	8,000	
53910	ILL DELIV SERV	11,178	9,000	13,750	17,000	
	<b>SUBTOTAL(SERVICES)</b>	<b>\$ 593,501</b>	<b>\$ 647,750</b>	<b>\$ 731,397</b>	<b>\$ 811,000</b>	
54000	BOOKS	656,765	710,211	740,032	763,092	3% increase
	<b>SUBTOTAL(MATERIALS)</b>	<b>\$ 656,765</b>	<b>\$ 710,211</b>	<b>\$ 740,032</b>	<b>\$ 763,092</b>	
55200	LAND IMPROVEMT	-	-	-	-	
55300	CONSTRUCTION	-	-	-	-	
55410	BLDG IMPROVEMT/INSTALLATIONS	1,996	1,500	6,000	15,000	
55510	FURN/EQUIPMENT	2,274	1,500	3,000	10,000	
55520	OPERATING HARDWARE	-	-	-	-	
55530	OPERATING SOFTWARE	196,616	192,000	213,000	225,000	
	<b>SUBTOTAL (CAPITAL)</b>	<b>\$ 200,886</b>	<b>\$ 195,000</b>	<b>\$ 222,000</b>	<b>\$ 250,000</b>	

					2024	Notes
Account	Description	2022 Actual	2023 Tax Budget	2023 Permanent Budget	Proposed Tax Budget	
57110	MEMBERSHIPS-LIBRARY	16,071	14,500	16,750	25,000	
57120	MEMBERSHIPS-BUSINESS	2,303	3,000	2,750	7,500	
57220	ELECTION ASSESSMENT	-	-	10,000	-	
57250	STATE SALES TAX	989	800	1,200	1,500	
57510	REFUNDS	42	250	350	500	
57900	MISCELLANEOUS	-	-	-	-	
58110	CONTINGENCY/OTHER	-	-	20,000	25,000	
59910	TRANSFERS	460,000	25,000	460,000	390,000	funds needed for permanent improvement and automation fund projects
	<b>SUBTOTAL(OTHER)</b>	<b>\$ 479,405</b>	<b>\$ 43,550</b>	<b>\$ 511,050</b>	<b>\$ 449,500</b>	
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 5,390,342</b>	<b>\$ 5,271,053</b>	<b>\$ 6,031,764</b>	<b>\$ 6,315,645</b>	
	<b>REVENUE LESS EXPENSES</b>	<b>\$ 207,036</b>	<b>\$ -</b>	<b>\$ (541,939)</b>	<b>(0)</b>	
	<b>EST CARRYOVER BALANCE</b>	<b>\$ 4,507,076</b>		<b>\$ 3,838,721</b>		

**TO:** Board of Library Trustees  
**FROM:** Jana Nassif, Fiscal Officer  
**SUBJECT:** Board Manual  
**DATE:** May 2023

The first four sections of the Board Manual were reviewed and consolidated into the two sections presented. Sections two, three and four of the current Board Manual all relate to the Board of Trustees, and became Section two of the proposed Board Manual, Board of Trustees By-Laws.

There was nothing removed from Sections 1 – 4 of the current manual that would change the way the Board currently operates, makes or develops policies, etc. The information removed includes direct citations from the Ohio Revised Code; redundant/repetitive information; and procedural information that isn't policy (i.e. Oaths of Office, memos, forms, etc.).

Items highlighted in yellow are new and are not contained in the current Board Manual.

There are a few items lined out that we propose removing from the manual.

The current Board Manual can be found at this link by holding down the Ctrl key and clicking: [Brd Man Complete 03 2020.pdf](#)

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## SECTION 1: OVERVIEW

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### 1.1 LIBRARY MISSION STATEMENT

Porter Public Library's mission statement: We commit to provide an inclusive environment that fosters learning, community growth and connection in an ever-changing world.

### 1.2 LIBRARY FUNDING

Westlake Porter Public Library is supported by two primary sources of tax income:

**State:** Through Ohio's Public Library Fund (PLF), all Ohio residents pay taxes to support all public libraries in Ohio. The funds that Cuyahoga County receives from the state are distributed to all nine libraries systems within the county via a formula that is re-established every five years. Cuyahoga County libraries consist of the Cleveland Public Library system, the Cuyahoga County Library system, and seven other independent public libraries, including Porter.

**Local:** Within each community in Ohio, additional local funds for the library are sometimes supplied by a tax levy on property. Westlake residents have voted to provide this type of tax revenue to support Westlake's Porter Public Library.

Additional funding comes from:

**Foundation:** Long-term financial needs of the library are also periodically met by the WPPL Foundation. The Foundation was established in 1988 to provide a means for individuals, organizations, and corporations to make financial donations toward the support of the library.

**Friends:** Friends of the Porter Public Library was established in 1972 "to do any and all things necessary or incident hereto in connection with assisting in the operation and management of a public library." The Friends organization contributes annually to the operation of the library.

**Other:** Grants, donations, borrowing as allowed by the Ohio Revised Code, and library generated funds such as ~~fin~~es and fees for services and interest on investments are other types of funding used by the library.

### 1.3 TAX STATUS

Ohio public libraries organized under Chapter 3375 of the Ohio Revised Code are political subdivisions of the State of Ohio, (see, for example, Opinions of the Ohio Attorney General, Volume 93, No. 031) and, as provided in Ohio Revised Code Section 3375.33, are bodies corporate and politic. As such, Ohio public libraries are organizations described in Section 170 (C) (1) of the Internal Revenue Code of 1986, as amended (the "Code"). Contributions to organizations described in Section 170 (C) (1) of the Code are "charitable contributions" and are therefore deductible under Section 170 (a) (1) of the Code.

### 1.4 LEGAL ISSUES

#### COUNTY PROSECUTOR/INDEPENDENT COUNSEL

The Cuyahoga County Prosecutor serves as legal counsel for Porter Public Library. However, the prosecutor cannot represent the library in cases between library systems in the same county (such as tax distribution disagreements) or when the library is involved in a legal matter against another county agency. In cases where the county prosecutor cannot serve because he or she is adversely interested in the matter at issue, the library

will employ independent legal counsel at its own expense. In addition, the library will employ at its own expense independent legal counsel where the prosecutor is unable to represent the library (such as, where the prosecutor is tied up in court and the library needs a quick answer; or, where the library seeks advice in a technical area in which the prosecutor does not have the expertise such as human resource issues).

#### OHIO LIBRARY COUNSEL

Ohio Library Council provides statewide free initial legal consultation on public library law.

## SECTION 2: BOARD OF TRUSTEES BY-LAWS

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### ARTICLE I. – NAME AND PURPOSE

This organization shall be called “The Board of Trustees of the Westlake Porter Public Library.”

**The purpose of this organization shall be to provide public library services to the people in the community in accordance with the laws of the State of Ohio and the library’s mission statement.**

### Article II - A STATEMENT OF ETHICS FOR LIBRARY TRUSTEES

Trustees are public servants and both the public and library expect trustees to practice ethical behavior at all times. The intent of the Ohio Ethics Law is to prevent public officials and employees with conflicts of interest from acting on those conflicts. This applies to all public officials and employees at every level of government in Ohio, and those who do business with them.

Summary of Law: A public official and/or employee cannot:

1. Authorize a contract or use authority to secure authorization of a contract for self, family, or business associates;
2. Solicit or accept things of value;
3. Disclose or use confidential information;
4. Receive additional compensation for performance of official duties;
5. Represent parties on matters in which public servant is involved;
6. Participate in matters where public servant has a conflict of interest – *i.e.*, where something of value will result for self, family members, or others.

Thus, the adoption of a Code of Ethics to guide trustees and employees in their conduct is paramount in establishing a foundation for sound ethical practices. Westlake Porter Public Library has adopted the following Code of Ethics, which, with slight modifications to include employees, was developed by the American Library Association and the American Library Trustee Association, and subsequently also adopted by the Ohio Library Council.

1. Trustees and Employees must promote a high level of library service while observing ethical standards.
2. Trustees and Employees must avoid situations in which personal interest might be served or financial benefits gained at the expense of library users, colleagues or the institution.
3. It is incumbent upon any trustee and employee to disqualify himself immediately whenever the appearance of a conflict of interest exists.
4. Trustees and Employees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
5. Trustees and Employees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
6. Trustees and Employees must be prepared to support to the fullest the efforts of the library in resisting censorship of library materials by groups or individuals.
7. Trustees who accept appointment to a library board are expected to perform all of the functions of library trustee.

### **Article III. – MEMBERSHIP**

Porter Public Library is organized as a school district library according to the provisions of Ohio Revised Code Section 3375.15. The Library Board of Trustees consists of seven (7) members who are recommended by its Nominating Committee, approved by the Library Board of Trustees, and appointed by the Westlake City Schools Board of Education.

#### **Tenure and Qualifications**

Each Library Trustee is appointed to a seven (7) year term. Appointments are staggered, with terms expiring on a rotating basis. A majority of the Trustees shall be qualified electors of the Westlake City School District, but a minority may be qualified electors of Cuyahoga County who reside outside the school district. No one is eligible for membership on the Library Board of Trustees who is, or has been in the year previous to his or her appointment, a member of the Westlake City Schools Board of Education. No Trustee shall serve more than two full term appointments.

All Library Trustees serve without compensation. In general, Trustees are guided in the performance of their duties by the most recent edition of the Ohio Public Library Trustees' Handbook published by the Ohio Library Council.

#### **Oath of Office**

Each Board member shall, before commencing his or her duties of office take an oath of office to support the Constitution of the United States, the Constitution of the State of Ohio, and to perform faithfully the duties of his or her office. A public official or a notary public must administer the Oath.

#### **New Member Orientation**

New Board members shall receive an orientation to Board service to acquire knowledge related to the operation of the Library, to understand the functions of the Board, and to learn Board procedures.

New Board members shall receive and acknowledge receipt of the Ohio Ethics Law, the Auditor of State Fraud Reporting System, the Board Manual, documents explaining Library funding and budgeting, the Ohio Library Council's publication Ohio Public Library Trustees' Handbook, and other appropriate training materials.

New member orientation shall be conducted by the Director and Fiscal Officer as soon as possible after the appointment is made and shall include a tour of the Library and introduction to Library staff.

#### **Filling Vacancies**

Vacancies on the Board can be created by several events. Vacancies occur upon resignation of a member, completion of a Board term when the member requests to not be considered for re-appointment, failure to meet residency requirements of Ohio Revised Code 3375.15, excessive absences, death, or removal from office. Any member may be removed from office in accordance with Ohio Revised Code 3.07 for misconduct in office.

Any member who chooses to voluntarily resign from the Board shall do so in writing to the Board President and include the effective date of the resignation.

When a vacancy occurs on the Board of Trustees, it shall be the practice of the Nominating Committee to solicit viable candidates for the vacancy, keeping in mind the proper geographic requirements as outlined in Ohio Revised Code 3375.15 and the professional balance required

of such a Board. An attempt will be made to have a Board whose makeup reflects the communities it serves.

After review, the Board shall by resolution select a candidate for the vacant position and request that the Westlake City Schools Board of Education appoint that candidate as a Trustee. Trustees appointed to fill an unexpired term will complete the unexpired term of their predecessor.

## **ARTICLE IV. - DUTIES OF THE BOARD**

The Board of Trustees is a policy making body that oversees the management of the Westlake Porter Public Library and acts as a steward of the community's investment in the library and shall have all the powers and duties granted to it by law and detailed in Ohio Revised Code 3375 and other statutes.

The Board shall determine and establish in accordance with the law, the basic policies of the Library with respect to:

- Hiring the Director and Fiscal Officer and evaluating their performance
- Setting long-range goals for the library and evaluating programs
- Setting library personnel, operation, service and management policies
- Ensuring adequate funds for programming, operations, and maintenance of collections and facilities
- Approving the annual library budget and maintaining fiscal accountability
- Serving as public advocates of the library

As a trustee and public official, Board members are responsible for:

1. Having a broad, current knowledge of basic legal concepts and principals and of the relevant local, state, and federal library and general laws (and any major applicable judicial opinion) of significance in the library's administration and operation.
2. A detailed understanding of the governance, organization, financing, and administration, under law, of the trustee's library.
3. Recognizing the administrative law powers, duties, and functions of the trustee's own board of trustees, and encouraging and supporting the adoption of such administrative laws as will facilitate the library operation.
4. Securing for the board on a regular, continuing basis, the services of a competent, responsive, and effective legal counsel, knowledgeable in library and governmental law.
5. Complying at all times with the letter of the law, or in the absence of a specific law, complying with the spirit of the law, and supporting the fullest compliance of the board and its members, of the director and other staff members, and of the library's agents with all applicable laws.
6. Using the law to the fullest capacity to achieve the board's goals and objectives.
7. Knowing and being involved regularly in the legislative process in order to secure passage of legislation favorable to libraries, or to prevent such existing legislation from being unfavorably amended or repealed.
8. Knowing and using the rules of parliamentary procedures to expedite and to facilitate the conduct of meetings of the board of library trustees.

## Library Staff

**Director:** The Board shall appoint and approve the compensation for a qualified library director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Director is responsible for all operations of the library: for personnel issues, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for maintaining financial operations within the limitations of the budgeted appropriations. At each regular meeting of the Board, the Director shall provide sufficient detail as may be necessary to enable the Board to understand the general condition of library operations. They shall attend all Board meetings and take part in its deliberations, and recommend such actions as are in the best interests of the library. In accordance with state guidelines, the Director is also responsible for preparing an annual report for the Board, for submission to the State Library of Ohio, and for the public.

**Fiscal Officer:** The Board shall appoint and approve the compensation of the Fiscal Officer. The Fiscal Officer is appointed for a one-year term annually at the Organizational Meeting and is the treasurer of library funds, the disbursing officer of the Board, cosigner on all checks with one of the other Officers of the Board, and performs such duties as generally devolve upon the office. They shall be bonded in the amount set by the Board. To perform the duties of this position in the absence or inability of the Fiscal Officer, a Deputy Fiscal Officer shall be appointed by the Board. At the end of the fiscal year, the Fiscal Officer shall submit to the Board, to the State Library of Ohio, and to the public a complete financial statement showing the receipts and expenditures for the entire fiscal year.

**Assistant Director:** The role of the Assistant Director is to provide support to the Director in all of their duties and to perform all of those duties in the absence of the Director.

**All other library staff:** The Director shall recommend to the Board the appointment and duties of all other employees and shall be held responsible for the proper direction and supervision of the staff. The Director shall have interim authority to hire new employees without prior approval of the Board, provided that any such appointment shall be reported to the Board at its next regular meeting and is approved by accepting the monthly report at each regular meeting.

## ARTICLE V. - OFFICERS OF THE BOARD

The officers shall be a president, a vice president, and a secretary, elected from among the appointed trustees at the annual organizational meeting of the Board in January.

### Terms

Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

### President

The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office. ~~The President shall be expected to serve two full one-year terms.~~

### Vice-President

The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.



**Secretary**

The secretary shall be responsible for correspondence originating directly from the Board, **sign minutes of the Board meeting**, and shall perform or delegate to the Fiscal Officer such duties as are generally associated with that office.

**Vacancies**

A vacancy in any office of the Board shall be filled for the unexpired term as soon as is practicable after the vacancy occurs.

**ARTICLE VI. - COMMITTEES OF THE BOARD**

**Committees serve an advisory role and make recommendations to the Board.** A committee has no other power, unless, by suitable action of the Board, it is granted a specific power to act. **All committees' actions are subject to approval by a majority of the quorum present at the Board meeting in which the business is brought forth. In general, committees will work in conjunction with the Library Director and Fiscal Officer.** Minutes from committee meetings will be approved at Board meetings.

**Committee meetings are subject to Ohio Open Meetings Act requirements and the time and location will be publicly announced.**

**Per Ohio Revised Code Section 149.411, the Records Commission Committee will be comprised of all Board Members and the Fiscal Officer and will meet at least once every twelve months.**

**Section 1. Standing Committees**

The president appoints members to each Standing Committee. Each committee will have a minimum of three Trustees.

**Section 1a. Operations**

The Operations Committee is responsible for reviewing new public services and policies, for reviewing all library personnel and internal policies, and for reviewing and making recommendations regarding staff compensation and benefits, and will review the Board Manual and Bylaws. It will also review legal and policy issues of the Board and provide for Board development through recruitment and educational opportunities for trustees, including any board retreats.

**Section 1b. Finance and Facility**

The Finance and Facility Committee is responsible for the budgetary process, for reviewing capital improvement recommendations, and for ensuring adequate operating revenues and efficient expenditures through responsible stewardship of tax dollars generated for the library. It will also serve as the Audit Committee.

**Section 1c. Nominating Committee**

The Nominating Committee will be responsible for Trustee Recruitment and make recommendations to the Board to fill vacancies.

**Section 2. Special/Ad hoc Committees**

The president may appoint additional special or ad hoc committees of two or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

## ARTICLE VII. - MEETINGS OF THE BOARD

Meetings shall be conducted in accordance with the State of Ohio's Sunshine Laws.

### Section 1. *Regular meetings*

Regular meetings of the Board shall be held, preferably, the *third Wednesday of each month, except August (no meeting)*. ~~Special meetings may be called at any time by vote of the Board or by the President or, in the President's absence or inability, the Vice President.~~

### Section 2. *Notification*

Notification of scheduled meetings of the Board shall be posted on a public bulletin board in the library at least 24 hours in advance of the meeting.

### Section 3. *Special meetings*

Special meetings of the Board shall be called ~~by the Fiscal Officer~~ upon the request of the President or, in the President's absence or inability, the Vice President, or by any two trustees, and only such business shall be transacted as is stated in the call therefore. In the event of an emergency special meeting, the notice shall be posted and shall be provided to each trustee at least 24 hours in advance of the meeting. In a dire emergency, if 24-hour notice proves impossible, a notice will be posted on a public bulletin board promptly after the meeting is called stating the purpose of the meeting.

### Section 4. *Organizational meeting*

An annual organizational meeting will be held in January. At the annual meeting, the Board will administer oaths to new trustees, elect officers, and appoint and set the bond amounts for the Fiscal Officer and Deputy Fiscal Officer.

### *Executive Session*

The Board may hold executive session only after a majority of a quorum of the Board's approval, as determined by roll call vote. The purpose of the executive session must be stated for the record, i.e., the purpose must be included in the motion to hold the session.

## ARTICLE VIII. - RULES OF ORDER

The Board will follow the rules of procedure for voting found in ORC 3375.35 which states, "For the purpose of transacting any business a quorum is a majority of the full membership of the board. The purchase of any real property requires a two-thirds vote of the full membership of the board making such purchase." State law also requires a roll call vote, which requires the majority of the full Board, in the following instances:

When a motion is made and seconded to adopt a resolution authorizing:

- The purchase or sale of real or personal property;
- The appointment of any officer;
- The payment of any debt or claim;
- The contracting or incurrence of any obligation;
- The payment of money;
- The transfer of property;
- The adoption of the annual budget or appropriations; or
- The request of any member of the Board.

A record of the votes, by name, shall be entered into the minutes of the meeting. The President may vote upon and may move or second a proposal before the Board.



Where not otherwise governed by Ohio law or these bylaws, proceedings of all meetings shall be in accordance with Roberts Rules of Order, as currently revised and published at the time of the meeting.

***Amending the bylaws***

The bylaws may be amended at any regular meeting by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been provided to all members prior to the meeting at which such action is voted upon.

***Suspension of rules***

Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (five) of the members of the Board shall be present and two-thirds of those present shall so approve.