



WESTLAKE

Porter Public Library

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

Regular Board Meeting

June 21, 2023 ♦ 6:30 p.m.

AGENDA

6:30 – 6:40 Call to Order

Minutes

- Regular Meeting: May 17, 2023

Communications

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

6:40 – 7:30 Administrative Reports

- Amendments to Administrative Reports
- Adult Services Report – Katie Salis, Business Librarian
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

7:30 – 7:45 Board Reports

- Board President

7:45 – 8:10 New Business

- Motion to approve the Asset Disposal List
- Resolution 9-23 – adjustments to General Fund (101), Permanent Improvement Fund (450) and Automation Fund (475) budgets
- Motion to forgive \$257.74 in unpaid overdue OhioLINK fines.
- Other

Executive Session: Topic

Adjournment

Upcoming Events

July 19, 2023: Regular Board Meeting



The Board of Trustees Minutes

Regular Meeting:

Date: May 17, 2023

Attendees:

Trustees

Jennifer Darling
Tianyi Krupka
Jason Nolde

Will Perry
Robert Plantz
Elizabeth Sheehe

Staff

Andrew Mangels
Jana Nassif
CJ Lynce
Heather Feenaughty
Karen Hunt

Rachel Gerig
Katie Salis

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

Minutes

Elizabeth Sheehe moved to approve the minutes from the Regular Meeting of April 19, 2023. Tianyi Krupka seconded the motion. All present were in favor.

Elizabeth Sheehe moved to approve the minutes from the Board Retreat on May 13, 2023. Will Perry seconded the motion. All present were in favor.

Communications

There were no further communications.

Public Comments

There were no public comments.

Administrative Amendments

New Business was added.

Administrative Reports

Department Report

Rachel Gerig, Youth Services Elementary School Liaison, thanked the Board for the opportunity to talk about the outreach efforts in Youth Services. When she was hired in November as the school liaison, Ms. Gerig solicited feedback from the teachers. The feedback has been positive. They are providing library tours, story times and makerspace tours.

Jason Nolde asked what Ms. Gerig would like to come next. Ms. Gerig explained she is trying to get the artwalk filled and is honing in on what the teachers need.

Natalie Bota, Youth Services Disability Resource Librarian, has been using funds from a Cuyahoga County Board of Developmental Disabilities grant to hold more story times, including those for highschoolers.

Jennifer Darling thanked Ms. Gerig for coming and commented on the great job she is doing.

PR/Marketing Report

The PR/Marketing Report for April was delivered with the agenda. Heather Feenaughty, PR/Marketing Manager, reported WPPL has been in the newspapers several times in April for everything from Bob Plantz receiving the Myrna Chelko Award to the grand opening of the makerspace to the levy. In addition, there were two local news stories.

New this year, Ms. Feenaughty has been working with the Rec Center to sponsor four youth teams and a 5K run.

Assistant Director's Report

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

CJ Lynce, Assistant Director, reported 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.

Mr. Lynce reported he attended a public library safety summit that had a different approach to safety. He learned about some innovative ways to get to the root of what causes unwanted behavior.

The library is gearing up for the solar eclipse and partial eclipse. Since we are in the line of totality, he expects to see a ton of interest. We will be holding lead up events.

Financial/HR Reports

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

The Fiscal Officer reported she and the Director will attend the School Board meeting on May 22 where they will approve our tax budget.

We have received the rate increases for our medical and dental insurance, which are 7.98% and 5.75%, respectively. Information provided by the COG was included. The increases will take effect July 1, 2023.

Director's Report

The Director, Mr. Plantz, Mr. Perry and Ms. Krupka met with Senator Dolan and Representative Sweeney at Legislative Day.

The Director is working with the Friends to plan for the pavilion dedication. He will also be talking with them about a fundraiser, maybe in conjunction with the Foundation.

The Foundation will be sponsoring an online art auction. Local artist, David Noss will raffle off four pieces in conjunction with his art showing in the Library. A portion of the proceeds will be given to WPPL.

The Director has created a communications plan with the help of Falls Communications in relation to a Trustee that has been in the news. He has also sent a communication to staff to inform them it is our understanding the Trustee will not be attending library events at this time.

The Director took a call from a man that wanted him to know he would not be attending the Pride story time because he feels it is not appropriate for six year olds.

The Director is following up on an EAC request for plants in the library year round. We will be contracting with TropiCLE, a locally based plant and design company with a focus on indoor and outdoor tropical plants, 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, a contemporary German painter known for his Impressionist-styled depictions of garden parties and rustic villages. The piece is estimated to be worth approximately \$3,500.

Jennifer Darling asked if there could be a library cell phone to accept texts. Mr. Lynce explained we have been exploring options of a service that would allow sending and receiving of texts.

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

Board Reports

There were no Board Reports.

New Business

Public Policy and Procedures Manual - Core Access Cards

Elizabeth Sheehe moved to approve Public Policy and Procedures Manual – Core Access Cards. Will Perry seconded the motion.

Mr. Lynce explained this policy will solve a problem when needing proof of address to get a library card. Currently, without a permanent address, you are not eligible for a library card. With the Access Card a patron will be able to borrow a limited number of print or audio books. Libraries currently using this system are not seeing a significant loss of materials.

All present were in favor.

Resolution 7-23 – 2024 Tax Budget

Bob Plantz moved to accept Resolution 7-23. Tianyi Krupka seconded the motion.

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 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.

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

New Sections 1 and 2 of the Board Manual

Will Perry moved to accept new Sections 1 and 2 of the Board Manual. Elizabeth Sheehe seconded the motion.

Sections 1 & 2 of the Board Manual will replace Sections 1 – 4 of the current manual.

All present were in favor.

Resolution 8-23 – Adjustment to the Development Fund

Jason Nolde moved to accept Resolution 8-23. Will Perry seconded the motion.

The Fiscal Officer explained this will adjust the set aside funds to pay for special projects as they come up.

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

Adjourn

The meeting adjourned at 8:15 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

Jennifer Darling, WPPL Board President

Tianyi Krupka, WPPL Board Secretary

May 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	68,705	4%
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	350,957	2%
AVE CIRC/MO	88,799	74,115	68,168	69,476	70,191	1%

Circulation Total

TOTAL CIRCULATION

	ADULT	YA	JUV	TOTAL	LAST YR	%INC/DEC
BOOKS						
FICTION	9,319	1,417	13,068	23,804	23,195	3%
NONFIC	8,175	168	4,426	12,769	12,110	5%
LG PRINT	1,908	--	--	1,908	1,816	5%
WORLD LANGUAGES	35	--	96	131	--	---
AV						
SUBTTL	19,437	1,585	17,590	38,612	37,121	4%
BLURAY	1,508	--	289	1,797	1,896	-5%
BLURAY 4K	49	--	3	52	72	-28%
BOOK CD	796	1	65	862	886	-3%
DVD	6,781	--	1,694	8,475	9,208	-8%
DVD/CD-ROM	1	--	--	1	2	-50%
LAUNCHPAD	--	--	82	82	56	46%
LAUNCHPAD View	--	--	9	9	2	350%
MUSIC CD	1,798	--	125	1,923	2,356	-18%
PLAY/VIEW	--	--	10	10	16	-38%
PLAYAWAY	338	1	118	457	458	0%
ROKU	5	--	--	5	8	-38%
VIDEO GAMES	476	--	1,317	1,793	1,589	13%
OTHER	--	--	201	201	200	1%
SUBTTL	11,752	2	3,913	15,667	16,749	-6%
ELECTRONIC						
Comics Plus	32	--	--	32	3	967%
Flipster	237	--	--	237	353	-33%
Great Courses	1	--	--	1	3	-67%
HOOPLA/Comics	185	--	--	185	154	20%
HOOPLA/eAudio	1,497	--	--	1,497	1,385	8%
HOOPLA/Bingepass	18	--	--	18	27	-33%
HOOPLA/eBooks	795	--	--	795	846	-6%
HOOPLA/Flex	57	--	--	57	--	---
HOOPLA/Music	234	--	--	234	232	1%
HOOPLA/MOVIE/TV	492	--	--	492	589	-16%
IndieFlix	1	--	--	1	2	-50%
KANOPY	426	--	--	426	542	-21%
OVD/DAB	2,302	213	180	2,695	1,968	37%
OVD/EBOOK	3,587	289	447	4,323	3,246	33%
OVD/Magazines	373	--	--	373	251	49%
Press Reader	331	--	--	331	250	32%
QELLO	3	--	--	3	3	0%
--	--	--	--	--	--	---
--	--	--	--	--	--	---
SUBTTL	10,571	502	627	11,700	9,854	19%
NON-TRADITIONAL						
INSTRUMENT	1	--	6	7	17	-59%
GAMES	28	--	167	195	218	-11%
EQUIPMENT	38	--	--	38	28	36%
--	67	0	173	240	263	0%
OTHER						
PER	1,047	11	130	1,188	1,333	-11%
LAPTOPS	97	--	--	97	61	59%
WiFi Hotspots	74	--	--	74	53	40%
EQUIPMT	--	--	19	19	3	533%
OTHER	--	--	--	--	--	---
SUBTTL	1,218	11	149	1,378	1,450	-5%
ILL						
SRCHOHIO	993	--	--	993	751	32%
ILL	113	--	--	113	91	24%
CPL LANG	--	--	--	--	--	---
SUBTTL	1,106	0	0	1,106	842	31%
Quarantine Renewal	0	0	0	0	0	0%
UNACCOUNTED						
--	--	--	--	2	41	0%
TOTAL	44,151	2,100	22,452	68,705	66,320	4%
SELF CHECK						
SELF CHECK Percentage of Total Circ				28%	0	0%
SELF CHECK Percentage of Bldg Circ				69%	0	0%

*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	May 30	3,802	12
LOWEST	May 21	1,141	4
BUSIEST	May 7	1,422	4
SELF-CHECK CIRCULATION TOTAL =			19,553
TOTAL CHECK-INS THIS MONTH =			32,650

Highest: Daily Circ This Year!

Lowest: Sunday, May 21

Busiest: Sunday, May 7

SEARCH OH/OH LINK

Borrowing (From)	753
Lending (To)	1,395

Services

Passports	104
Photos	149

WESTLAKE PORTER PUBLIC LIBRARY
Monthly Statistical Summary

May 2023

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ITEMS ADDED TO & WEEDED FROM COLLECTION THIS MONTH			
	PREV NET	NEW NET	% TOTAL
ADULT	120,774	119,450	65.43%
YOUNG ADULT	7,822	7,897	4.33%
JUVENILE	55,777	55,202	30.24%
TOTAL ITEMS	184,373	182,549	

CURRENT COLLECTION SIZE BY FORMAT		
	ITEMS	% TOTAL
BOOKS	108,234	59.29%
AV	54,198	29.69%
ELECTRONIC	19,531	10.70%
OTHER	586	0.32%
TOTAL	182,549	

REGISTRATIONS					
	ADULT	YA	JUV	TOTAL	% OF TTL
DEPTL	57	0	0	57	0%
WESTLAKE	10,523	410	1,293	12,226	48%
CUY. CO.	7,665	140	231	8,036	32%
OUT OF CO.	4,788	76	169	5,033	20%
TOTAL	23,033	626	1,693	25,352	
% OF TTL	91%	2%	7%		
REGISTRATIONS ADDED THIS MONTH =					251
REGISTRATIONS THIS YR VS. LAST YR.					
Prev Year	22,389	662	1,298	24,349	
% INC/DEC	3%	-5%	30%	4%	

Borrowers

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

ELECTRONIC USAGE: SUMMARY TABLE		
	USERS	HOURS
ON-SITE	11,037	17,875.2
REMOTE	9,772	0.0
TOTAL	20,809	17,875.2

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	20,033	17,792	13%
ARTFEST DOOR	602	0	
DRIVE-UP	2,103	1,902	11%
TOTAL	22,738	19,694	15%

PUBLIC MEETING ROOM USE				
TIME PERIOD	MORNING	AFTERNOON	EVENING	TOTAL
AVAILABLE	130	145	90	365
MEETINGS	49	37	44	130
% IN USE	38%	26%	49%	36%
TOTAL MEETING ROOM ATTENDANCE				2,582

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	22,738	15%
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	111,607	18%
Ave Visits/MO	27,202	13,489	16,109	20,106	22,321	11%

PUBLIC PROGRAMS			
	NUMBER	ATTEND	Ave ATT.
ON-SITE	90	2,096	23
OFF-SITE	27	613	23

III. SUPPORT AND ADMINISTRATIVE STATISTICS

PERSONNEL CHANGES THIS MONTH			
HIRED			
NAME	POSITION	HOURS	DATE
0 Employee(s)		0.00 FTE	
RESIGNED			
NAME	POSITION	HOURS	DATE
0 Employee(s)		0.00 FTE	
TRANSFERRED			
NAME	FROM POSITION	HOURS	TO POSITION
0 Employee(s)			

PAYROLL SUMMARY	
PAYROLLS THIS MONTH:	2
TOTAL PAID HOURS	9,545.50
FTE (INCL. SUB HRS)	59.66

May 2023

	LAST YEAR	CURRENT YR	% CHANGE
May	66,320	68,705	4%
E-Resources	9,854	11,700	19%
Circ to Date	342,853	350,957	2%

% OF CIRC						
BluRay	BOOKS	CDs	DVD	MAGAZINES	VIDEO GAMES	
3%	56%	3%	12%	2%	3%	

Monthly Visits

LAST YEAR	CURRENT YR
19,694	22,738

MONTHLY CARDHOLDERS

LAST YEAR	CURRENT YR
24,349	25,352

Monthly Programming

	LAST YEAR		CURRENT YR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	35	577	38	636
YA	12	89	12	324
CHILDREN	50	1,403	67	1,749

Monthly Outreach

LAST YEAR		CURRENT YR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
36	878	41	908

Monthly Meeting Room Usage

CURRENT YEAR				
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	49	37	44	130
ATTENDANCE	893	1006	683	2,582
LAST YEAR				
MEETINGS	38	27	35	100
ATTENDANCE	821	752	649	2222

MONTHLY OHIO LINK/SEARCH OH


	LAST YEAR		CURRENT YR	
	FILLED	CHECKED OUT	FILLED	CHECKED OUT
BORROWING (From):	629	570	753	716


	LAST YEAR	CURRENT YEAR
LENDING (To):	1,102	1,395

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	10,269	1,358	14
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	1,892	153	17
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	1,660	3,417	14
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	42,515	25,470	12,186	40.9%	59.1%
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					

Mission Moment

I assisted in logistics and signage for the Friends Pavilion Dedication and took photos during the ceremony. I was able to supply the photos for use with the Villager and Rep. Bride Sweeney's office. Both organizations used the photos publicly.

Projects

In the News:

- Elaine wrote a press release for Summer Library Challenge, Parking lot resurfacing, and the Pavilion Dedication
- Press release and publication of the Bike Rodeo
- Cleveland.com and the Villager covered the Friends Pavilion Dedication ceremony

PR inside and outside the library

- New window coverings on outside of the Makerspace
- New door covering and window decal for the Book Nook
- Banner for Summer Library Challenge printed and submitted to city. This will hang over Hilliard Blvd from June 5-19
- Sent invitations to local elected officials inviting them to attend the pavilion dedication event on June 4
- Designed branded eclipse glasses for the October and April eclipses
- New sign in production for "New Film Releases"
- Promotion of online art auction featuring work by local artist David Noss.

Community, Ads and Sponsorships

- Ad ran in *Observer*, *Villager* and *Westlife* promoting the Summer Library Challenge.
- Ad purchased for the annual Westlake Image Book and 150-word article will also run.

Web

- Added Laminating to the [Technology & Services page](#), updated the [Outreach & Homebound Services page](#) and the [Summer Library Challenge page](#).
- Updated the badges on the Summer Library Challenges on [Beanstack](#).
- Posted on the website and social media about the library being closed on Sunday and Monday for Memorial Day as well as the parking lot being closed for sealing and restriping.
- Updated PR/Marketing Request Teams Planner tasks to include four checklist items by default.
- Viewed a two-hour training on LinkedIn Learning about migrating to the new Google Analytics 4 from Universal Analytics. UA will stop collecting information as of July 1, 2023.

Print:

- Reordered 500 bookmarks for the Makerspace and Book Nook.
- Notes in process for August/September

Email

- Sent an email to all recipients to encourage preregistration for the Summer Library Challenge 14,569 sends, 6,522 opens (46%), 197 clicks
- Sent special email at the 10-day mark for current and past participants to help with retention at the 10-day drop mark. 633 sends, 362 opens (57%), 23 clicks

Digital Marketing Stats:

Email Blasts: 4 emails in May – Avg 43.25% open rate (decreased 1.5% from April)

New Book Emails: 4 emails in May– avg 54.5% open rate (decreased 0.25% from April)

Social stats for the month of May

- **Facebook:** 4538 page likes
- **Twitter:** 1662 followers, 3.4k impressions
- **Instagram:** 1221 followers

Website Stats for May:

- Number of sessions: 27,190
- Number of users: 12,662
- Average session: 1:53
- Top 5 pages
 1. Home Page: 23,534
 2. Events: 2,143
 3. Download-Stream: 1,711
 - 4 Kidspace: 904
 5. Summer: 847

Adult Services

Mission Moment: We received a couple of really nice emails after Piano Recitals in the Porter Room:

"Thank you for this fantastic day. Your facilities were perfect. The recital was wonderful. The piano was just what we needed. The room was the right size. The other room was perfect fit for our reception."

Thank you for the opportunity to have our annual spring recital at the Westlake Porter library. I hope to schedule our 2024 recital there next May."

And...

"Dear Andrea and Library Staff, I want to thank you for allowing us to use the Porter Room last Saturday for the student piano recital. It was a wonderful event for the kids, as well as the adults who came to encourage them and capture the memories on film. The venue was perfect, the piano sounded wonderful, and the room was set up perfectly."

Programming:

Adult Services hosted 16 regular programs with 226 attendees, and 9 Outreach programs with 124 attendees, for a total of 350 attendees.

We also had two Bloodmobile sessions with 153 donors, and a total of 22 attended Heartsaver CPR/AED.

This month's three Library Speaker Consortium programs had 51 views.

Program title + attendance	Hosted by
Horror Film Club – 17	Erin Manning
Computer Basics & Introduction to Northstar - 2	Jenny Norton
Microsoft Excel & Introduction to Northstar - 1	Jenny Norton
iPhone & iPad User Group- 4	Jenny Norton
Maker Monday: Making Music with Technology - 4	Jenny Norton
Fundraising for Your Nonprofit - Presented by Candid - 12	Katie Salis
Basic Sewing Machine Techniques – 10	Evelyn Finley
Wild Edibles - 11	Elizabeth Smith
Author Visit - Weird Moments in Cleveland Sports - 22	Chad Statler
American Red Cross Bloodmobile – two sessions - 153	Red Cross – coordinated by Andrea Tarolli
Heartsaver CPR/AED - University Hospitals - 22	University Hospitals
World at War Forum – The Korean War - 60	Chad Statler
Adult Creative Writing Group - Summer edition – 9	Victoria Vogel
Tuesday Evening Book Club (IN PERSON & ON ZOOM) - Hidden Valley Road by Robert Kolker- 37	Frances Brawner + Elizabeth Smith.

Wednesday Afternoon Book Discussion - Vanderbilt by Anderson Cooper & Katherine Howe- 21	Joanne Penkalski
Thursday Night Book Discussion - Killers of a Certain Age by Deanna Raybourn - 6	Joanne Penkalski
Cookbook Discussion - Talk about your favorite recipe! - 2	Victoria Vogel
True Crime Book Club - "Norco '80" by Peter Houlihan- 8	Chad Statler
Virtual Author Talk- - Britt Hawthorne- Raising Anti-Racist Children- 25 total views	Library Speakers Consortium
Virtual Author Talk - Jena Friedman - "Not Funny" – 19 total views	Library Speakers Consortium
Virtual Author Talk - Courtney Summers - "I'm the Girl" - 7	
Outreach Programs – Amusement Parks – 9 programs with total attendance of 124	Kris Netzel

Free Comic Book Day

On May 6, Westlake Porter Public Library hosted its 15th Free Comic Book Day event. As ever, it was organized beautifully by Frances Brawner, who was helped throughout the day by Katie Salis.

413 patrons of all ages, including many families, stopped by to claim their three free comic books at the lobby (we distributed 700!) along with comic books created by our very own resident artists, Jessica Meek, and Cat Bedell from Youth Services.

As in years past, patrons were greeted by Mel Maurer's 15 papier mâché figures. The lobby was abuzz with people taking numerous selfies with Elmo, The Joker, and Charlie Brown, to name a few.

Carol & John's Comic Book Shop, our longtime event partner, provided us with fifty-one posters and four hardcover graphic novels as prizes.

Additional giveaways included buttons made by AS staff and our teen volunteers, as well as graphic novels and movies (Blu-rays and DVDs) withdrawn or weeded from our collection.

From 10-2 pm, Jessica and Cat walked 93 patrons through the comic-making process, after which participants were able to make buttons out of their own drawings.

Makerspace staff also printed mugs with drawings submitted by raffle winners using the Sublimation Printer. In other words, it was a day of smiles, doodles, selfies, and serendipitous conversations at WPPL.

Overdrive App Changes

The OverDrive app was sunset on May 1. We anticipated getting many questions from patrons who had resisted switching to the Libby app, but we were pleasantly surprised to hear almost nothing about any problems. This would argue that we have done a very good job over time of convincing our patrons that Libby is the way to go!

Senior Expo

Nick Cronin, Jenny Norton and Kris Netzel represented WPPL at the 'Living in the Digital World Senior Technology Expo' at the Don Umerly Civic Center in Rocky River on May 18. Jenny

unfortunately had to go home sick, but Nick and Kris met with and spoke to many of the 120 attendees about library technology and services.

The Expo attracted people from 16 different communities, with people coming from all the neighboring suburbs and as far away as Elyria, Amherst, Sheffield, and Strongsville.

PR supplied us with some fabulous giveaways, the most popular of which were some very cool device chargers. We also demonstrated how to use WPPL's Digital Slide Converter and had some great conversations about technology training opportunities at WPPL.

Attendance was lower than expected, but that allowed us to have some in-depth conversations with the people who did turn up.

Outreach

In news from Outreach this month Kris Netzel reported that residents loved her Amusement Parks programs and spent time reminiscing about the parks, especially Puritas Springs, Euclid Beach, and Chippewa Lake. They also recalled the rides, food, and dancing at the dance halls, and listening to the big bands.

Kris also discovered that the Greens at Westlake will be closing (located by the golf course on Crocker Road). She contacted the facility and they said they did not have an exact date for their closure. Kris has contacted her homebound patrons at this facility. One of her patrons will be moving to another facility in Westlake, while the others know to contact her if they remain in Westlake.

Kris also met with the new activity director and some residents at Asbury Care Center at the Brooke. Outreach Services have not been provided for at least two years, due to facility staffing problems. Kris was happy to get back into this facility, especially to see older residents who remember her. She will be providing a monthly program along with 'homebound' services to several residents.

Summer Reading hadn't even started at time of writing, but we already have some very impressive stats and have blown 2022 pre-registration stats out of the water!

5/30/22 - 101 registrants across all 4 challenges

5/30/23 - 426 registrants across all 4 challenges

Farmers' Market

Evelyn Finley and Jessica Meek represented WPPL at the Crocker Park Farmer's Market on May 20. They had about 50 people stop and talk to them, and they handed out lots of giveaways and answered questions. Evelyn and Jessica wisely decided not to use the laptops due to the possibility of rain. Instead, they wrote down information to register adults and children for the summer reading program. Throughout the morning, they received several compliments about the library.

Blogs

- The Classic of the Month: Ten Days in a Mad-House – Erin Manning
- Summer Scares: Horror Anthologies to Chill You to the Bone – Erin Manning

Displays

- Flowers – Evelyn Finley

- French New Wave Movies – Elizabeth Smith
- May is Mental Health Month – Robin Shapiro
- Clague Playhouse promo - Romance & Historical Fiction – Erin Manning
- Refashioning Your Wardrobe – Bonnie Laessig
- Reading Takes You Places – Katie Salis
- Learn a New Language – Robin Shapiro
- Free Comic Book Day – Frances Brawner

Makerspace

Following the grand opening of the Makerspace in late April, May saw a significant uptick in activity. Adrien Krajnik and Taylor Jacobs accommodated 87 separate reservations throughout the month of May, compared to 48 reservations in April. Multiple people have been attending appointments, with total attendance reaching 105 individuals throughout the month.

Project Examples

- Grand opening prize winners have been visiting the Makerspace to redeem their winnings, including DIY tote bags, mugs, bookmarks, and magnets.
- One young winner created the image for her tote bag using AI technology.
- A local artist has been utilizing the Cricut in an innovative way by creating stencils of still life photographs that he then layers and transforms into paintings. He generously donated several prints to the Makerspace staff.

Circulation

A total of 104 passport applications were processed and 149 passport pictures taken.

After-Hours Lockers were used by 92 users to pick up 133 items.

Collection Development/Technical Services

1760 items (physical and electronic) were added to the collection, with a total value of \$26,621.77.

The Technical Services & Collection Development department from Medina Public Library visited. Jane took them on a tour, and they met the TS team. They were very impressed with our library; in particular, the non-traditional collection, Legos, World Languages collection and the Reading Garden.

Jeni Delfs attended NOTSL. The subject of the daylong conference was migrating to a new ILS.

The symbol barcode project for library card numbers is going well. On May 9, we emailed patrons whose card numbers needed to be changed to avoid technical issues. Of affected users who have been active during the past 6 months, more than a third have received new library card numbers so far. That is 100 users out of 291 actives since Dec. 1, 2022.

Pre-migration ILS database cleanup continued in May, with cleanup of outdated addresses and other outdated categories and notations in user records. We've been handling some in batch using API scripts and others via record-by-record editing by Circulation supervisors. We began MARC record cleanup in the bibliographic databases.

Information Technology

New cameras have been installed in the Pavilion, Cozy Reading Room, and Magazine Room. The camera at the drive-up window was adjusted to no longer be blocked by the new awnings.

Work has continued on the server migration project, with the finance server and PC management and print servers being fully migrated.

Youth Services

Mission Moment: from Jamie:

One week old Violet and her mother, Sarah, attended a session of Lapsit Storytime as one of their first outings out of the house. Violet is probably the youngest attendee I have had at storytime in 17 years! After storytime, Violet's mom stopped at the desk to register her daughter for Summer Library Challenge, 1000 Books Before Kindergarten and Little Sprouts programs. It is so awesome that this mom understands, supports and encourages the importance of reading to littles at the youngest age and is excited to take on the challenge with her daughter.

Another from Natalie:

A woman came in to ask why we had a pride storytime and why it's for ages 2-6. After explaining that it was for Pride month in June, similar to how February is Black History Month, she inquired as to what we could do for 2-6 years related to print. I explained that some families have two moms or two dads or their children have friends or family members in the LGBTQ community. She was glad to hear we did storytimes for this and other recognition months and also admitted that she had not thought of how these topics relate to children. She was thankful for the information and stated that it changed the way she thought of programs like this.

Programming Highlights:

Holly received a thank you letter from a friend who attends **STEAM Club** during teacher appreciation week. The card was hand-painted watercolor and said, "Thank you for a wonderful 2022-2023 school year of STEM class at Westlake Library!"

Jessica attended the **Farmer's Market** with Evelyn and despite it being a rainy start, the weather cleared, and they had a great time chatting with people about the library, getting many compliments about the work we do. They also were able to sign 9 people up for the Summer Library Challenge.

Jessica and Cat hosted **Make Your Own Comic** as a part of **Free Comic Book Day**. Both Cat and Jessica reported an excellent program! One family that came from out of town stayed for over an hour creating comics and buttons. Cat created a Zine showcasing our library and Jessica printed some examples of work from her web comic to hand out as well. As part of this program Cat created bibliographies surrounding comics for patrons to use including: JUV Comics, YA Comics, Adult Comics, Manga, and History of Comics.

Natalie hosted another program for the **CCBDD Grant Program: Paint Play**. She worked with our facilitator, Ryan, and saw 15 participants creating t-shirts with various paints that patrons got to keep.

Natalie hosted a librarian from North Olmsted observing an **Adapted Storytime**. The librarian was here to see a storytime in action and pick Natalie's brain about her experiences and needs. It turns out, this person used to bring her kids to Adapted Storytime, and they are even the featured kids on our webpage for the Disability Resources section!

Next Chapter Book Club continued and finished reading, *The House With A Clock In Its Walls*. The club has 5 members and is off for the summer.

Jamie prepped **50 Welcome Baby Bundles** to be delivered to St. John Westshore for our partnership providing a new book, bib and library information to families attending a baby safety or baby birthing class.

School Partnerships:

Outreach Preschool Storytimes finalized this month, with our last visits due to make-up dates for the school year. Jamie, Rachel, Emily and Holly visited 5 locations for 11 total storytimes reaching 320 listeners. Jamie pulled together 12 book bins delivered by Pina to 10 locations circulating 310 books.

In addition, Jamie sent a survey to all participating classrooms. Here are the comments she received about **Book Bin Delivery** and/or **Teacher School Delivery**:

- "We love our book bin deliveries! It's like opening a Christmas present each month!"
- "Teacher delivery works well."
- "I love the idea of the book bin, but in reality we don't use them. I think we're afraid of the books not being returned to the bin."
- "Book delivery service has been great! - Great book selections!"
- "Kids love the books!"
- And here are the comments she received about the overall visit:
- "Doing a great job! Kids love when it's Library Lady day!"
- "No suggestions but wanted to add how amazing Ms. Jamie is! Our students and staff are always so excited when she comes. She does a great job!"
- "You're doing a great job and we are so grateful that you provide this service. Sadly, many of our kiddos don't go to the library, so thank you for bringing the library to them!"
- "Thank you from all the teachers at Play and Learn! Looking forward to seeing you again next fall."
- "Everything is good!"
- "Thank you so much for all your visits this year! The students and staff always look forward to your storytime."
- "We simply love the program and staff. Thank you!"
- "We love storytime!"

Natalie's **Adapted Outreach Storytimes** finalized this month, with our last visits due to make-up dates for the school year. She visited 1 location for 1 total storytimes reaching 19 listeners. She sent information about Summer Library Challenge to 4 schools: WES, BIIO/SLG, Achievement Centers and Julie Billiard Schools. She also sent a survey to participating locations and received the following comments about the overall visit:

- "Wonderful program!"
- "We LOVE Ms. Natalie!"
- "It was a wonderful experience!"

Total stats for Natalie's Adapted outreach are:

- 15 total classes seeing 1043 total listeners.
- 4 book bin locations monthly, sending 100 books each month.

LINK was visited by Holly, Fran and Emily providing another month of programming for those kids, seeing 87 total students. Their theme this month was Bike Safety sharing resources and information about how to be safe on your bike as well as featuring the upcoming Bike Rodeo.

Fran solicited **Summer Reading Lists** from area schools, compiling them into a binder for YS Staff to use to help kids seeking books over the summer. She also provided the lists received to Collection Development for consideration and FYI purposes in case holds list rise.

Aaron hosted **book club at WHS**, reading "*The Hitch-Hikers Guide to the Galaxy*" seeing 3 students. LBMS Book Club meetings read "Pet" seeing 10 students.

Rachel continued to coordinate with YS Staff the logistics of **field trips**. We had many requests this month for field trips across multiple grade levels. Field trips included a combination of the following, depending on the class: local history tour, Summer Library Challenge information, Makerspace tours, Booktalks, Browsing time, Library Tours, Receiving Library Cards, and/or Storytime. All YS Staff, Katie Cooley and Circulation staff helped host field trips and/or staff the desk during the trips. This month we had 23 visits, seeing 33 classes in grades PreK, 3, 4, 6, 7 for 838 participants (one more will happen in June). A huge thank you to everyone who made this possible and supported these trips. YS is tired (!) yet so encouraged and sustained by so many happy patrons visiting. Here are some photos from our preschool field trips we received from teachers:

Total stats for field trips are:

- Time period: January – May 2023
- 65 classes (plus one more scheduled for June)
- 1973 total students (plus whatever the count is for the field trip in June)

Rachel continued to market upcoming library events to the **WCS PTA eBlast newsletters**, this month sending information about our programming calendar, the Summer Library Challenge, and teen volunteers. This service pauses during the summer and will pick back up in the fall.

Rachel submitted a **survey to all teachers that visited for field trips** this school year (note: this is January-May only due to when her position started). We asked questions about how the trips went and what we could do to make them better. Here are the responses:

- "It was great. Speakers were engaging. Perfect length for sessions/attention of our kids."
- "This was great – we are hoping to continue the partner with WPPL next year!"
- "Not something the library could do, but as a teacher I would like to work with the librarians to provide lessons that help teach what we are working on in class. The librarians have offered this and as an ELA Team, we would like to take advantage of this next year."
- "It was a great experience for our students. Thank you for a great year!"
- "Continue the supportive lessons. I appreciated being able to request lessons based on what we were learning. It made an additional connection to concepts that was so beneficial. For example, Rachel created a fun Jeopardy game that supported our lessons involving Figurative Language. It was wonderful. If there was a way to bring even more information about Westlake History to the level of our third graders that would be helpful."

- “Nothing at the moment...the kids absolutely loved Porter Library Day!! They felt so important using their Library cards and reading their stack of books at the tables and quiet comfy chairs! Thank you.”
- “It was great! The students really enjoyed seeing all of the books and the voting process.”
- “Can we get a tour for the Makerspace so the kids can see what they can do in the Makerspace? Is it possible to take a class to do a small project?”
- “It was a wonderful field trip. I am sure the preschool will schedule a trip for next year. I will be enjoying retirement. Have a wonderful summer.”
- “I would like to have an objective planned each time my class comes.”
- “Our school loved our field trip to the library. It was so organized and well thought out. They kept the students engaged and they were excited about all the different programs the library offered.”

Connecting for Kids:

Natalie handled resource bags leftover from the meet and greet. She also worked on the MOU with Rebecca, which was signed by both WPPL and Connecting for Kids. She reserved meeting rooms for Connecting for Kids' board meetings and retreats. Rebecca updated Natalie with information about the Learning Disability Showcase that is starting to be planned for November.

Cuyahoga County Board of Developmental Disabilities Grant Update

Natalie hosted 1 program for the grant (see above). The contract was also officially signed by both WPPL and CCBDD and we are looking forward to another year working with them.

Accelerated Learning Grant / Cuyahoga Reads Update

Rebecca attended the monthly meeting. The survey ended and Rebecca contacted the winner of the gift card, provided by Making A Difference Consulting. Rebecca chose summer program dates, met with Andrew and Angela (from the consulting group) to plan what types of programs and discuss fall events. Rebecca provided PR with requests related to press releases provided from the committee on the grant. Rebecca updated Communico listings and submitted PR Requests. Additionally, the Beanstack component is in the process of being completed.

Literacy Initiatives:

The **Myrna Chelko Reading is Elementary** program saw 31 new registrations, with 15 children receiving a milestone sticker award, 1 child received a Mini Zara or Backpack AND a book, and 3 children earned a WPPL Lanyard. 86 children are registered for the program.

13 new participants registered for the **Myrna Chelko Little Sprouts** program. There are 298 children registered for the program.

In the **1000 Books Before Kindergarten** program 26 participants achieved milestones. 22 children registered as new participants. There are currently 806 registrants for this program.

Blogs

- Folklore Fun: Oceania and the Philippines (Jessica)

Displays

- May Kindergarten Literacy Packet (Rachel, Jamie) 165 packets taken.
- Created June Calendar (Cat)

- Displays this month included: Counting/Numbers, I Love My Library, Monsters, Rhyming, Reimagined Classics, Memorial Day, Mother's Day
- Flyers created and rotated (all)
- Genre Reading Challenge bibliographies created and prepping for launch (Cat)
- Juvenile End Cap signs updated for Graphic Novels and Digital Kit Shelving labels.
- 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.
- Storywalk materials updated for summer book: Finding Kindness by Deborah Underwood (Jamie)
- Summer Reads Bibliography created for picture books and juvenile fiction (Cat)
- Who Would Win / Animal Battles bibliography have created (Jessica)

Meetings/Training

Met individually with managers on 5/22 and 6/11.

Attended admin meetings on 5/23, 5/30, 6/13, and 6/20.

Attended the Chat with the Director gathering on 5/23.

Attended the NEO-RLS Nominating Committee meeting on 5/30.

Providing CNC training for Makerspace staff on 6/2 and 6/10.

Met with Andrew and Rebecca on 6/6 regarding the Cuyahoga Reads initiative.

Attended the manager's meeting on 6/6.

Attended the Book Bans and Censorship webinar on 6/6.

Met with Admin, AS managers, and Kris on 6/9 to discuss outreach services.

Met with Bibliotheca on 6/9.

Attended the GSM meetings on 6/13 and 6/15.

Attended a meeting in III on 6/13 regarding migration of Search Ohio between Sirsi and Koha.

Met with Duane regarding the Pavilion movie screen on 6/13.

Attended the Quality Council meeting on 6/15.

Attended the NEO-RLS Board meeting on 6/20.

Attended the Public Services Manager's meeting on 6/20.

Agenda Items

- **Resolution 9-23:** Increase the transfers out of the General Fund to the PI and Automation funds to help fund projects identified in the next phase of the space plan discussed at the May Board retreat; also allocates the additional grant funding we received from the Cuyahoga County Board of Developmental Disabilities
- **Asset Disposal List**

Financial Highlights

- 2023 year-to-date revenue of \$2.9MM is 2.8%, or \$79K, higher than the same period last year.
- 2023 year-to-date expenses of \$2.1MM are 8.4%, or \$166K, higher than the same period last year.

External Meetings/Trainings

- Viewed NEO-RLS webinar *HR Stuff Every Supervisor Should Know: Skills Needed to Effectively Manage People* with several Managers in the Board room on Wednesday, June 14

Library Meetings/Trainings

- Attended the **EAC meeting** on Tuesday, May 30
- Attended the **Pavilion grand opening** on Sunday, June 4
- Met with Andrew, CJ, Nick and Kris Netzel to discuss the **Outreach Services position** on Friday, June 9
- Attended the GSM and QC Meetings on June 15
- Attended weekly **Admin meetings**

Finance

- The auditors have started sending requests lists to us for documents for the audit. The audit will be conducted this summer.
- The Finance department met on Wednesday, June 21

Human Resources

- **Open Positions – Status** – Kris Netzel announced she will be leaving at the end of August. Her position, Outreach Services Specialist, has been posted internally and externally.

EAC Update

- Brainstormed ideas for Staff Appreciation Week which will be held the week of September 17.
- Comments submitted and discussed by the team:

Have we ever considered participating in this paper recycling program? It's available to nonprofits and pays per ton collected. (Upon further research, it would not pay the library, so the committee declined to pursue it further).

WESTLAKE PORTER PUBLIC LIBRARY**Account Transfer - General Fund****Informational****June 21, 2023**

FROM:			TO:	
101-00-51234 SR. ASST II CIRCULATION	\$	(4,150.00)	101-00-51236 SR ASST TECH SERVICES	\$ 4,150.00
101-00-53810 (CATALOGING)	\$	(12.06)	101-00-53820 (ONLINE ACCESS FEES)	\$ 12.06

WESTLAKE PORTER PUBLIC LIBRARY

General Fund Financial Summary

As of: May 31, 2023

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
Revenue				
Property Tax	1,619,440	2,201,159	581,719	on track; 1st half of property tax income received; 2nd half will be distributed in July & August
PLF	604,455	603,227	(1,228)	
Other	63,531	104,222	40,691	Interest income is coming in higher than originally budgeted
TOTAL	2,287,427	2,908,609	621,182	
Expenses				
Salaries & Benefits	1,554,940	1,362,443	(192,497)	on track
Supplies	40,247	30,881	(9,367)	
Contracted Services	324,154	268,993	(55,160)	
Library Materials	341,064	255,251	(85,813)	on track
Capital	92,567	196,310	103,743	annual payment for Sirsi made in February, which represents a large portion of this expense category
Miscellaneous	12,938	8,862	(4,076)	
Other Expenses	200,000	-	(200,000)	Transfers out to Perm Improvement & Automation funds, which occur at the end of the year
TOTAL	2,565,909	2,122,739	(443,170)	

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

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	\$ 965.49	\$ 26,120.55	\$ 899.05	\$ -	\$ 25,800.00	\$ 386.99
FFL - GENERAL CHECKING	\$ 194,935.05	\$ 31,339.84	\$ 2,599,695.14	\$ 2,638,806.95	\$ 28,136.45	\$ 237,250.25
FFL - RETAINAGE	\$ 38,454.25	\$ 148.44	\$ -	\$ 28,136.45	\$ -	\$ 66,739.14
PETTY CASH & CHANGE	\$ 1,343.50	\$ -	\$ -	\$ -	\$ -	\$ 1,343.50
TOTAL	\$ 235,698.29	\$ 57,608.83	\$ 2,600,594.19	\$ 2,666,943.40	\$ 53,936.45	\$ 305,719.88
FFL - MONEY MARKET	\$ 176,060.56	\$ 3,253.65	\$ -	\$ 2,500,000.00	\$ 2,613,006.95	\$ 66,307.26
US BANK	\$ 4,368,969.00	\$ 23,981.59	\$ 2,083.24	\$ -	\$ -	\$ 4,390,867.35
STAR OHIO	\$ 1,540,180.54	\$ 2,840,121.30	\$ 33,105.03	\$ -	\$ 2,500,000.00	\$ 1,847,196.81
TOTAL	\$ 6,085,210.10	\$ 2,867,356.54	\$ 35,188.27	\$ 2,500,000.00	\$ 5,113,006.95	\$ 6,304,371.42
TOTAL - ALL BANKS	\$ 6,320,908.39	\$ 2,924,965.37	\$ 2,635,782.46	\$ 5,166,943.40	\$ 5,166,943.40	\$ 6,610,091.30

WESTLAKE PORTER PUBLIC LIBRARY
STATEMENT OF CASH POSITION

As of: May 31, 2023

FUND DESCRIPTION	BEGINNING BALANCE	Y-T-D REVENUE	Y-T-D EXPENSE	UNEXPENDED BALANCE	OUTSTANDING ENCUMBERANCE	ENDING BALANCE
101 GENERAL FUND	\$ 4,507,076.26	\$ 2,908,608.78	\$ 2,122,738.95	\$ 5,292,946.09	\$ 1,446,842.71	\$ 3,846,103.38
410 DEVELOPMENT FUND	\$ 42,179.77	\$ 10,879.46	\$ 12,142.94	\$ 40,916.29	\$ 13,596.83	\$ 27,319.46
420 FRIENDS OF THE LIBRARY	\$ 10,359.81	\$ -	\$ 3,893.49	\$ 6,466.32	\$ 24,247.51	\$ (17,781.19)
450 PERMANENT IMPROVEMENT	\$ 1,312,565.83	\$ 4,107.93	\$ 394,088.24	\$ 922,585.52	\$ 651,871.28	\$ 270,714.24
475 AUTOMATION FUND	\$ 421,753.65	\$ 1,284.39	\$ 102,918.84	\$ 320,119.20	\$ 81,984.41	\$ 238,134.79
703 FRANCIS EGGER TRUST	\$ 26,973.07	\$ 84.81	\$ -	\$ 27,057.88	\$ -	\$ 27,057.88
TOTAL:	\$ 6,320,908.39	\$ 2,924,965.37	\$ 2,635,782.46	\$ 6,610,091.30	\$ 2,218,542.74	\$ 4,391,548.56

WESTLAKE PORTER PUBLIC LIBRARY

REVENUE REPORT - GENERAL FUND

As of: May 31, 2023

% through the year.

42%

<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	190,293	190,293	191,652	49.8%
Subtotal	3,886,657	190,293	2,201,159	1,685,498	56.6%
PLF	1,450,693	140,653	603,227	847,465	41.6%
Grants	24,380	-	-	24,380	0.0%
Patron Fines & Fees	8,833	829	4,415	4,417	50.0%
Interest	43,342	12,244	57,642	(14,299)	133.0%
Contributions	500	-	-	500	0.0%
Refunds/Reimbursements/Misc	75,420	8,448	42,165	33,255	55.9%
Transfers	-	-	-	-	0.0%
TOTAL	\$ 5,489,825	\$ 352,466	\$ 2,908,609	\$ 2,581,216	53.0%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - GENERAL FUND

As of: May 31, 2023

		% through the year:					42%
Expenditure Accounts	Combined Appropriations	Combined Month-to-Date Expenses	Combined Year-to-Date Expenses	Combined Encumbrances	Combined Unexpended Balance	% Combined Expended Balance	
<u>Salaries & Benefits</u>							
Salaries	2,861,200	218,113	1,048,656	-	1,812,544	36.7%	
OPERS	399,168	45,535	131,485	-	267,683	32.9%	
Insurance	466,487	37,561	181,302	257,934	285,185	38.9%	
Other Employee Benefits	5,000	1,000	1,000	4,000	4,000	20.0%	
Subtotal	3,731,855	302,208	1,362,443	261,934	2,369,412	36.5%	
<u>Supplies</u>							
Administrative Supplies	63,194	2,505	22,536	40,648	40,658	35.7%	
Maintenance Supplies	30,000	3,254	7,931	22,069	22,069	26.4%	
Vehicle Fuel & Supplies	3,400	113	414	2,986	2,986	12.2%	
Subtotal	96,594	5,872	30,881	65,703	65,713	32.0%	
<u>Contracted Services</u>							
Travel & Training	26,200	925	8,327	17,873	17,873	31.8%	
PR/Postage/Phone	85,190	2,674	38,660	46,517	46,530	45.4%	
Maintenance	281,769	7,054	62,182	219,559	219,587	22.1%	
Insurance	40,000	-	-	40,000	40,000	0.0%	
Leases	10,062	202	7,190	2,484	2,872	71.5%	
Utilities	131,406	6,851	46,634	84,523	84,772	35.5%	
Professional Services	147,792	6,068	59,295	88,063	88,497	40.1%	
Library Material Control	41,800	364	34,500	7,300	7,300	82.5%	
Interlibrary Delivery Service	13,750	12,204	12,204	1,546	1,546	88.8%	
Subtotal	777,969	36,343	268,993	507,864	508,976	34.6%	
<u>Library Materials</u>							
Books	277,849	18,633	90,861	186,988	186,988	32.7%	
Periodicals	22,201	657	1,699	20,501	20,501	7.7%	
Audio/Visual	139,786	4,916	27,911	111,875	111,875	20.0%	
Portable Audio	14,178	1,681	5,204	8,974	8,974	36.7%	
Electronic Data	342,948	18,232	122,085	220,863	220,863	35.6%	
Interlibrary Loan Fees	100	54	54	46	46	53.7%	
Library Material Repair	15,853	1,314	6,376	9,477	9,477	40.2%	
Library Material, Other	5,637	63	1,060	4,577	4,577	0.0%	
Subtotal	818,553	45,550	255,251	563,302	563,302	31.2%	
<u>Capital</u>							
Land Improvements	-	-	-	-	-	0.0%	
Building Improvements	6,000	1,151	2,266	3,734	3,734	37.8%	
Furniture/Hardware/Software	216,161	182	194,044	22,117	22,117	89.8%	
Subtotal	222,161	1,332	196,310	25,850	25,850	88.4%	
<u>Miscellaneous</u>							
Dues/Memberships	19,500	155	8,188	11,312	11,312	42.0%	
Special Assessments	11,200	-	588	10,612	10,612	0.0%	
Refunds/Reimbursements	350	-	86	264	264	24.5%	
Other Misc Expenses	-	-	-	-	-	0.0%	
Subtotal	31,050	155	8,862	22,188	22,188	28.5%	
<u>Other Expenses</u>							
Contingency Fund	20,000	-	-	-	20,000	0.0%	
Transfers	460,000	-	-	-	460,000	0.0%	
Subtotal	480,000	-	-	-	480,000	0.0%	
Grand Total	\$ 6,158,181	\$ 391,461	\$ 2,122,739	\$ 1,446,843	\$ 4,035,442	34.5%	

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - OTHER FUNDS

As of: May 31, 2023

				% through the year: 42%	
<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>
<i><u>410 - Development Fund</u></i>					
Supplies	11,960	4,675	7,285	7,285	39.09%
Contracted Services	4,090	1,100	2,990	2,990	26.89%
Library Materials	9,690	6,368	3,322	3,322	65.72%
Capital Outlay	-	-	-	-	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 25,740	\$ 12,143	\$ 13,597	\$ 13,597	47.18%
<i><u>420 - Friends of Library Fund</u></i>					
Supplies	18,091	3,468	14,623	14,623	19.17%
Contracted Services	10,050	425	9,625	9,625	4.23%
Library Materials	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 28,141	\$ 3,893	\$ 24,248	\$ 24,248	13.84%
<i><u>450 - Permanent Imp. Fund</u></i>					
Contracted Services	73,350	7,554	65,795	65,795	10.30%
Capital Outlay	972,851	386,534	586,076	586,317	39.73%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 1,046,201	\$ 394,088	\$ 651,871	\$ 652,112	37.67%
<i><u>475 - Automation Fund</u></i>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	185,491	102,919	81,984	82,572	55.48%
Total	\$ 185,491	\$ 102,919	\$ 81,984	\$ 82,572	55.48%

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	140,652.68
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** **\$ 603,227.23**

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%	-16.95%
-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
(28,714.58)

2023 Year-to-Date Compared to 2022	
2022	612,724.77
2023	603,227.23
\$ Difference	(9,497.54)
% Difference	-1.55%

Westlake Porter Public Library
Check Register 5/1/23 - 5/31/23

Payment Date	Check Number	Vendor	Description	Payment Amount
5/11/2023	42190	Kanopy Inc	Kanopy play credits	485.10
5/11/2023	42187	Khan Spryre, LLC	Juvenile/YA Books	21.55
5/11/2023	42196	Scholastic Library Publishing	Juvenile/YA Books	72.80
5/11/2023	42195	PLAIN DEALER	Plain Dealer - Apr 2023	165.00
5/11/2023	42189	Goshen College Good Library ILL	ILL Fees - Lost Item	53.68
5/11/2023	42180	American Interiors, Inc	2022 Library Renovation Projects	790.46
5/11/2023	42197	UNIQUE MANAGEMENT SERVICES INC	Collection Agency & Phone notifications - April 2023	408.30
5/11/2023	42182	Blue Technologies	Blue Tech Copiers 3/22 - 4/21/23	270.59
5/11/2023	42193	Ohio Treasurer Of State	State Wide Delivery 7/1/23 - 6/30/24	12,204.45
5/11/2023	42188	Galley Printing Company, Inc	Holds Bookmarks	196.00
5/11/2023	42185	Chicago Distribution Center	Professional Collection	59.68
5/11/2023	42186	Cleveland Door Controls, Inc	Replace Gearbox - Exterior North Door	1,801.62
5/11/2023	42183	Bugs Bee Gone Exterminating	Exterminator Service 4/27/23	340.00
5/11/2023	42191	MESSINA FLOOR MAINTENANCE LLC	Carpet Cleaning - March & April 2023	1,750.00
5/11/2023	42181	BAKER & TAYLOR	Juvenile/YA Books	569.94
5/11/2023	42192	MIDWEST TAPE	Hoopla Downloadables	6,371.68
5/11/2023	42184	Cengage Learning Inc	Adult Books	477.58
5/11/2023	42194	OHIONET	AllData 7/1/23 - 6/30/24	3,272.60
5/17/2023	42198	MIDWEST TAPE	Hoopla eBooks	92.50
5/23/2023	2023000040	PNC BANK N.A.	CC Payment	31,179.31
5/23/2023	2023000047	The Illuminating Company	Electricity 3/1 - 3/29/23	5,640.94
5/23/2023	2023000044	Columbia Gas	Natural Gas 3/24 - 4/25/23	843.68
5/23/2023	2023000042	American Interiors, Inc	Deposit - Chairs	1,001.33
5/23/2023	2023000043	City of Cleveland Division of Water	Water Usage 3/23 - 4/19/23	365.97
5/23/2023	2023000045	INGRAM BOOK COMPANY	Adult Books, Juvenile/YA books, Audiobooks, materials processing	17,797.28
5/23/2023	2023000048	TREASURER OF STATE OF OHIO	State Audit of 2022	205.00
5/23/2023	2023000046	Stark County Educational Service Center	Medical, Dental and Life Insurance - May 2023	34,593.43
5/24/2023	42206	SQUIRE PATTON BOGGS (US) LLP	Consulting Fees - Tax Levy	2,750.00
5/24/2023	42199	BAKER & TAYLOR	Juvenile/YA Books	213.19
5/24/2023	42200	BPI INFORMATION SYSTEMS	Install Fiber Optic Cable to Pavilion	2,028.00
5/24/2023	42201	Cengage Learning Inc	Adult Books	373.84
5/24/2023	42202	CENTER POINT PUBLISHING	Adult Books	195.36
5/24/2023	42204	O C L C, INC	WebDewey 2/1/23 - 1/31/24	364.24
5/24/2023	42209	WESTLAKE HISTORICAL SOCIETY	PR Ad - Westlake Historical Society	80.00
5/24/2023	42207	Stick to Your Buns Bakery LLC	Chat with Director - Cookies/Muffins	186.25
5/24/2023	42203	CJ Lynce	Tuition Assistance	1,000.00
5/24/2023	42208	TropiCLE LLC	TropiCLE - Plants, Planters and Annual Maint	2,830.00

Westlake Porter Public Library
Check Register 5/1/23 - 5/31/23

Payment Date	Check Number	Vendor	Description	Payment Amount
5/24/2023	42205	Villager Newspaper	PR Ads - Villager	215.00
5/24/2023	42210	Weston Woods Studios, Inc	Audiobooks	19.76
5/31/2023	2023000005	TREASURER OF STATE OF OHIO	Treasurer & Auditor Fees	222.23
5/31/2023	2023000006	BANKS	Bank & Investment Fees	185.68
5/31/2023	2023000006	BANKS	Bank & Investment Fees	416.63
5/31/2023	2023000050	PAYCHEX INC	Bank & Investment Fees	1,040.48
			TOTAL	133,151.13

Visa Payment Detail
For Check #2023000040 dated 5/23/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
4/13/2023	AMAZON.COM	6-Port Switch	7022607	224009	345.74
4/14/2023	AMAZON.COM	Power adapter	0335400	224009	109.99
4/14/2023	AMAZON.COM	SFP Multi-mode LC Module	0401008	224009	18.99
4/14/2023	AMAZON.COM	UPS Battery Replacement	8208229	224009	50.39
4/25/2023	STAPLES BUSINESS ADVANTAGE	Ethernet Cable	7608341570	224009	150.67
4/5/2023	Protegis Fire & Safety	Sprinkler System Repairs	12508412	225015	1,316.00
4/7/2023	AMAZON.COM	Mixer, butter maker, apple slicer	7774631	225099	39.97
4/18/2023	AMAZON.COM	Electric Skillet	6057844	225099	39.99
4/12/2023	AMAZON.COM	Coffee	8274663	233001	9.36
4/24/2023	HEINEN'S	20+ Luncheon - Drinks	Heinens	233001	11.87
4/24/2023	MALLEY'S CHOCOLATES	Malley's CLE Candy Bars	Malley's	233001	46.85
4/25/2023	RESTAURANTS	20+ Luncheon - Meal	D'Italia	233001	240.00
5/3/2023	StickTogether Products, LLC	StickTogether Poster - Caterpillar	ST32088	233002	44.35
5/3/2023	AMAZON.COM	Laminating pouches, googly eyes, etc	4641009	233003	132.96
4/25/2023	APPLE STORE	iCloud 200GB Storage Plan	MQVL5WQB68	233003	2.99
4/20/2023	AMAZON.COM	Zipper bags 2" x3"	5845860	233010	6.99
5/1/2023	MARC'S	Popcorn, Drinks	Marc's	233010	7.00
4/29/2023	MICHAELS	Jewelry Program Supplies	Michaels	233010	25.86
4/16/2023	AMAZON.COM	Monitor dock	8471421	234001	49.99
4/20/2023	AMAZON.COM	Headphone Mixer, Power Strip	4838604	234015	215.47
4/28/2023	HOTELS	Lynce - Hotel/Parking - LJ Safety Summit	118974A	235001	193.59
4/28/2023	HOTELS	Turner - Hotel - LJ Safety Summit	118975A	235001	189.00
4/26/2023	AMAZON.COM	Ink cartridges	1848203	235010	30.38
4/15/2023	ACE HARDWARE	Hoses	Ace Hardware	235012	92.96
4/25/2023	ACE HARDWARE	Drill bits, lubricant, etc	Ace Hardware	235012	59.91
4/5/2023	AMAZON.COM	US Flag, LED Bulbs, Grease Gun, etc	7266658	235012	196.45
4/5/2023	AMAZON.COM	Wall hooks	7361813	235012	19.98
4/13/2023	AMAZON.COM	Fire hydrant wrench & adapter	5527422	235012	59.98
4/21/2023	AMAZON.COM	Rubber grommet kit	7557065	235012	9.58
4/22/2023	AMAZON.COM	File cleaners	2375421	235012	12.96
4/20/2023	HARBOR FREIGHT	Storage Bins, Utility Pump	Harbor Freight	235012	136.93

Visa Payment Detail
For Check #2023000040 dated 5/23/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
4/23/2023	HARBOR FREIGHT	Hoses, ratchet ties	Harbor Freight	235012	167.94
4/6/2023	HOME DEPOT CREDIT SERVICES	Chainsaw Chain, Hose, Wood Putty, etc	WP63375196	235012	139.54
4/7/2023	HOME DEPOT CREDIT SERVICES	Electrical & Painting Supplies	Home Depot	235012	147.14
4/13/2023	HOME DEPOT CREDIT SERVICES	Hoses, sprinklers	Home Depot	235012	262.39
4/14/2023	HOME DEPOT CREDIT SERVICES	Credit: sprinklers	Home depot	235012	(39.52)
4/14/2023	HOME DEPOT CREDIT SERVICES	Hoses, sprinklers, liquid fence, etc	Home Depot	235012	360.56
4/23/2023	HOME DEPOT CREDIT SERVICES	Credit: Hose	Home Depot	235012	(39.98)
4/23/2023	HOME DEPOT CREDIT SERVICES	Credit: Hoses	Home Depot	235012	(107.94)
4/23/2023	HOME DEPOT CREDIT SERVICES	Moving boxes	Home Depot	235012	15.04
4/13/2023	LOWES	Hoses, sprinklers, deck sprayer	Lowes	235012	391.02
4/23/2023	LOWES	Drawer organizer, grommets, etc	Lowes	235012	95.72
4/26/2023	MENARD'S	Drill bits, electrical supplies	Menards	235012	93.89
4/5/2023	AMAZON.COM	Toilet mop caddy	0300213	235013	18.80
4/5/2023	AMAZON.COM	Wet floor signs	7266658	235013	127.92
4/6/2023	HOME DEPOT CREDIT SERVICES	Telescoping Pole, SS Polish	WP63375384	235013	69.93
4/10/2023	JOSHEN PAPER INC	Trash Liners	15034089	235013	557.02
4/25/2023	SENECA RIVER TRADING	Bissell battery packs (4)	20142	235013	406.16
4/15/2023	GAS STATIONS	Gasoline for 2017 Honda Van	Speedway	235014	32.87
4/27/2023	GAS STATIONS	Gasoline for Van	Speedway	235014	42.62
4/28/2023	GAS STATIONS	Gasoline for Van	Marathon	235014	37.50
4/24/2023	RUMPKE	Waste & Recycling - April 2023	1283827	235015	383.65
4/22/2023	AMAZON.COM	Plywood Squares 12"x12"	3650638	235018	49.98
4/24/2023	AMAZON.COM	Chalk Markers	4722610	235018	8.49
4/17/2023	USCutter, Inc	Sublimation Mugs, Markers	353494	235018	108.97
4/25/2023	Johnson Controls Security Solutions	Alarm Monitoring 5/1 - 7/31/23	38702502	235022	632.50
4/4/2023	Conveyor & Caster Corporation	Credit: shipping	CSP1655	235023	(19.71)
4/28/2023	Westlake Recreation Center	Gold & Full Athletics Sponsor	3245578	235025	1,000.00
4/26/2023	WESTLAKE BAY VILLAGE OBSERVER	PR Ads - WBV Observer	WBVO4378	235028	200.00
4/6/2023	WESTLIFE	Notice of Election - Westlife	853929	235028	78.75
4/19/2023	FEDEX	Business cards	Fedex	235030	115.00
4/8/2023	AMAZON.COM	Longevity Gifts - 10 yr	5256247	235038	264.95

Visa Payment Detail
For Check #2023000040 dated 5/23/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
4/4/2023	Corporate Screening Services	Background Checks	0617666	235041	379.94
5/2/2023	Corporate Screening Services	Background Checks	0619813	235041	310.84
4/15/2023	APPLE STORE	Apple Magic Mouse	AL19281910	235043	79.00
4/13/2023	DELL MARKETING L P	Cover Plates - Latitude 3510 Laptops	10664976197	235043	82.36
5/2/2023	SenSource Inc	Occupancy Monitoring 6/1/23 - 6/1/24	56206	235044	120.00
4/25/2023	VIRTUAL SYSTEMS	VCC Performance Tier Backup	413212	235044	440.00
4/20/2023	PAYCHEX INC	Paychex Onboarding Monthly Fee	3399761	235060	100.00
4/14/2023	AMAZON.COM	Acrylic Picture Frame	3129017	235062	49.94
4/14/2023	AMAZON.COM	Scratch Off Stickers	0277829	235062	11.09
4/14/2023	AMAZON.COM	Square Cards 3"x3"	4361849	235062	11.71
4/16/2023	AMAZON.COM	Square Cards 3"x3"	3485853	235062	11.71
4/19/2023	AMAZON.COM	Sublimation Totes, Bookmarks, Magnets, etc	9335469	235062	76.13
4/27/2023	AMAZON.COM	Balloon weights, ribbon	0629046	235062	25.22
4/27/2023	AMAZON.COM	Balloons	3845078	235062	8.99
4/27/2023	PARTY CITY	Balloon Pump, Helium Tank	Party City	235062	57.00
4/4/2023	AMAZON.COM	Headphones	1879445	235065	19.56
4/7/2023	AMAZON.COM	Pens	6400245	235065	6.89
4/7/2023	AMAZON.COM	Pens	0929860	235065	6.89
4/12/2023	AMAZON.COM	Scissors	7531404	235065	13.26
5/1/2023	AMAZON.COM	Hanging file folders	6742612	235065	22.94
4/4/2023	STAPLES BUSINESS ADVANTAGE	Envelopes, calculator	7607361874	235065	55.10
4/4/2023	STAPLES BUSINESS ADVANTAGE	Envelopes, calculator, glue, etc	7607349965	235065	80.33
4/8/2023	STAPLES BUSINESS ADVANTAGE	Pastel Paper, Pens	7607763015	235065	46.13
4/28/2023	STAPLES BUSINESS ADVANTAGE	Rubber Bands, Sticky Notes, etc	7608889795	235065	42.17
5/3/2023	STAPLES BUSINESS ADVANTAGE	Wide Format Roll Paper	326705905	235065	49.98
4/10/2023	OHIO LIBRARY COUNCIL	Plantz/Perry/Krupka - OLC Legislative Day	20230410	235067	180.00
4/20/2023	OHIO LIBRARY COUNCIL	Plantz/Nolde/Perry/Krupka - OLC Trustee Dinner	25044	235067	180.00
4/12/2023	WEST SHORE CHAMBER OF COMMERCE	Mangels - Chamber - CLE Guardians Lunch	20230412	235069	35.00
4/10/2023	OHIO LIBRARY COUNCIL	Mangels - OLC Legislative Day	20230410	235070	60.00
4/20/2023	OHIO LIBRARY COUNCIL	Mangels - OLC Trustee Dinner	25044	235070	45.00
4/26/2023	PARKING - VARIOUS LOTS	Mangels - Parking - Legislative Day	Columbus Commons	235070	12.00

Visa Payment Detail
For Check #2023000040 dated 5/23/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
4/4/2023	Motion Picture Licensing Corporation	MPLC Umbrella License 6/1/23 - 5/31/24	504418513	235071	250.44
4/12/2023	AMAZON.COM	Plastic silverware	5385849	235075	25.99
4/12/2023	AMAZON.COM	Plates, napkins	0743456	235075	52.31
4/16/2023	HEINEN'S	Volunteer Reception - Flowers, Creamer	Heinens	235075	56.50
4/16/2023	RESTAURANTS	Volunteer Reception - Meal	Antonios Pizza	235075	520.49
4/17/2023	AMAZON.COM	Passport Photo Supplies	9917802	235078	135.80
4/26/2023	FASTSIGNS	Makerspace Donor Plaque	141-4416	235079	735.62
4/26/2023	FASTSIGNS	Makerspace Window Vinyl	141-4770	235079	415.07
4/20/2023	OHIO LIBRARY COUNCIL	Feenaughty - OLC Membership 2023	25043	235080	120.00
4/16/2023	Breezeline	Breezeline Phone Svc 3/26 - 4/25/23	0060250	235083	62.12
4/28/2023	EASTON TELECOM SERVICES LLC	Easton Phone Svc 4/10 - 5/9/23	1149355	235083	676.27
5/3/2023	T-Mobile USA Inc	T-Mobile Cell Phone 3/1 - 3/28/23	981225743	235083	10.29
5/2/2023	VERIZON WIRELESS	VZ Mobile Brdbnd 4/13 - 5/12/23	9932363184	235083	40.11
5/1/2023	Cubalmart	Off-Site Storage - May 2023	256731	235091	202.00
4/7/2023	EVENTBRITE	Delfs - Reg - NOTSL Spring 2023 Mtg	6335987019	235096	65.87
4/6/2023	AMAZON.COM	Pizza garden	2690617	235099	161.04
4/7/2023	AMAZON.COM	Pizza stickers	3798619	235099	8.99
5/2/2023	AMAZON.COM	Texture rollers	9494665	235099	11.16
5/3/2023	AMAZON.COM	Light covers, paints, grip holders, etc	4641009	235099	135.92
4/6/2023	LAKESHORE LEARNING	Diversity Cards, Jumbo Timer	591609040623	235099	97.73
4/5/2023	AMAZON.COM	Adult Books	7457051	236001	10.99
4/5/2023	AMAZON.COM	Adult Books	8821023	236001	13.93
4/5/2023	AMAZON.COM	Adult Books	8737050	236001	16.00
4/6/2023	AMAZON.COM	Adult Books	0507424	236001	31.49
4/19/2023	AMAZON.COM	Adult Books	1677804	236001	37.47
5/2/2023	AMAZON.COM	Juvenile/YA Books	6994623	236002	24.99
5/3/2023	AMAZON.COM	Juvenile/YA Books	2953808	236002	5.99
4/10/2023	BARNES & NOBLE INC	Single Issue Periodicals (35)	Barnes & Noble	236005	492.12
4/6/2023	MIDWEST TAPE	Audiobooks	20230406	236006	274.92
4/13/2023	MIDWEST TAPE	Audiobooks	20230413	236006	331.92
4/20/2023	MIDWEST TAPE	Audiobooks	20230420	236006	154.96

Visa Payment Detail
For Check #2023000040 dated 5/23/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
4/13/2023	AMAZON.COM	Music CDs	5915428	236007	16.98
4/17/2023	AMAZON.COM	Music CDs	8656220	236007	20.98
4/18/2023	AMAZON.COM	Music CDs	4409001	236007	40.24
4/18/2023	AMAZON.COM	Music CDs	0699461	236007	21.99
4/19/2023	AMAZON.COM	Music CDs	8192217	236007	17.33
4/26/2023	AMAZON.COM	Music CDs	1205816	236007	21.21
4/6/2023	MIDWEST TAPE	Music CDs	20230406	236007	82.13
4/13/2023	MIDWEST TAPE	Music CDs	20230413	236007	145.69
4/20/2023	MIDWEST TAPE	Music CDs	20230420	236007	158.11
4/4/2023	AMAZON.COM	Adult/Juvenile DVDs	1878663	236008	29.95
4/12/2023	AMAZON.COM	Adult/Juvenile DVDs	0546669	236008	17.84
4/13/2023	AMAZON.COM	Adult/Juvenile DVDs	1769834	236008	21.95
4/13/2023	AMAZON.COM	Adult/Juvenile DVDs	1993831	236008	15.98
4/6/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230406	236008	639.20
4/13/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230413	236008	909.39
4/5/2023	AMAZON.COM	Video games/Hotspots	4454655	236009	119.87
4/7/2023	AMAZON.COM	Video games/Hotspots	8805058	236009	29.99
4/14/2023	AMAZON.COM	Video games/Hotspots	4271452	236009	69.95
4/14/2023	AMAZON.COM	Video games/Hotspots	3559457	236009	69.00
4/18/2023	AMAZON.COM	Video games/Hotspots	3559457	236009	99.93
4/18/2023	AMAZON.COM	Video games/Hotspots	9864206	236009	36.49
4/19/2023	AMAZON.COM	Credit: Video games/Hotspots	3559457	236009	(0.05)
4/21/2023	AMAZON.COM	Video games/Hotspots	0850626	236009	59.98
4/23/2023	AMAZON.COM	Video games/Hotspots	0861067	236009	58.79
4/25/2023	AMAZON.COM	Video games/Hotspots	0850626	236009	49.99
4/28/2023	AMAZON.COM	Video games/Hotspots	3559457	236009	49.94
4/29/2023	AMAZON.COM	Video games/Hotspots	4271452	236009	138.99
5/3/2023	T-Mobile USA Inc	Hotspots 3/1 - 3/28/23	981225743	236009	1,162.35
4/12/2023	Playaway Products LLC	Playaways & Launchpads	425341	236010	52.49
4/12/2023	Playaway Products LLC	Playaways & Launchpads	425340	236010	59.99
4/21/2023	Playaway Products LLC	Playaways & Launchpads	425848	236010	24.99

Visa Payment Detail
For Check #2023000040 dated 5/23/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
4/21/2023	Playaway Products LLC	Playaways & Launchpads	426494	236010	56.24
4/21/2023	Playaway Products LLC	Playaways & Launchpads	426499	236010	67.49
4/21/2023	Playaway Products LLC	Playaways & Launchpads	426495	236010	97.48
4/21/2023	Playaway Products LLC	Playaways & Launchpads	426496	236010	224.96
4/25/2023	Playaway Products LLC	Playaways & Launchpads	426996	236010	477.43
4/25/2023	Playaway Products LLC	Playaways & Launchpads	426998	236010	511.17
4/28/2023	Playaway Products LLC	Playaways & Launchpads	427586	236010	52.49
4/28/2023	Playaway Products LLC	Playaways & Launchpads	427585	236010	56.24
4/7/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230407	236012	921.82
4/14/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230414	236012	1,800.97
4/21/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230421	236012	23.10
5/2/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230502	236012	55.00
4/18/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230418	236013	771.05
5/2/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230502	236013	671.72
4/7/2023	OVERDRIVE, INC	e-audio	20230407	236014	500.04
4/14/2023	OVERDRIVE, INC	e-audio	20230414	236014	2,082.67
4/18/2023	OVERDRIVE, INC	e-audio	20230418	236014	456.92
5/2/2023	OVERDRIVE, INC	e-audio	20230502	236014	678.49
4/7/2023	OVERDRIVE, INC	Downloadable video	20230407	236016	23.92
5/2/2023	OVERDRIVE, INC	Downloadable video	20230502	236016	23.92
4/26/2023	AMAZON.COM	Magic Labyrinth	6269024	236019	34.15
4/23/2023	LAKESHORE LEARNING	Circulating Kits	431294606	236020	28.98
4/20/2023	AMAZON.COM	World Languages	6960238	236021	14.95
4/20/2023	AMAZON.COM	World Languages	3322613	236021	15.78
4/25/2023	AMAZON.COM	World Languages	8472208	236021	24.64
				TOTAL	31,179.31



Westlake Porter Public Library Operating Account

Monthly Investment Report
May 31, 2023

Your Investment Representative:

Eileen Stanic

(440) 662-8268

estanic@meederinvestment.com

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

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

PORTFOLIO SUMMARY

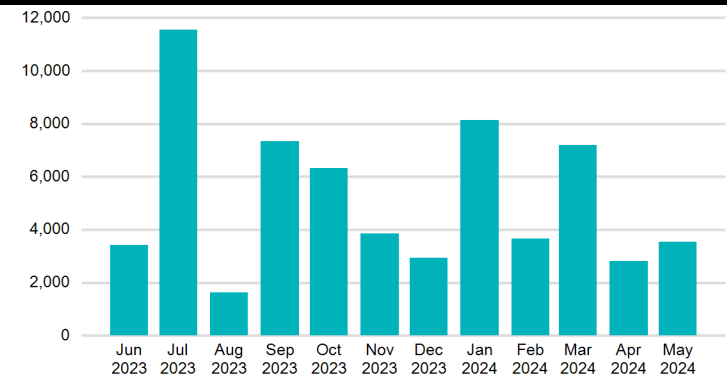
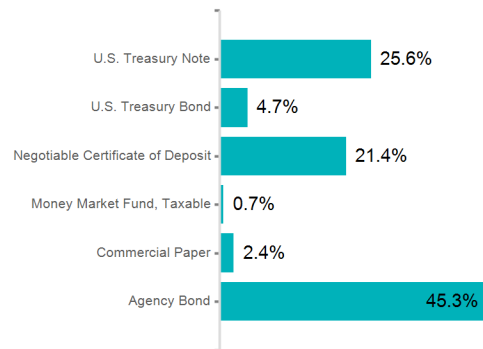
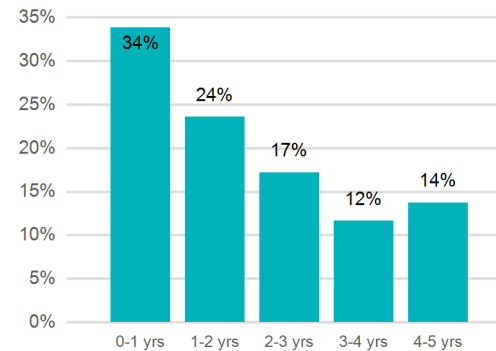
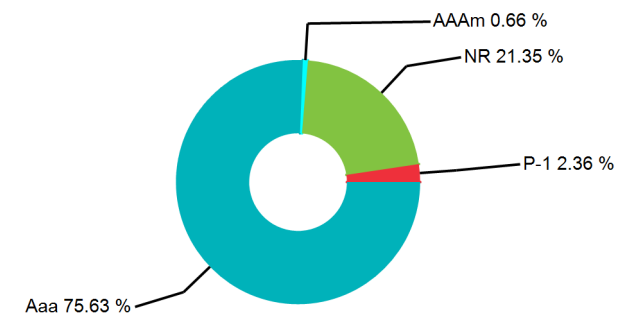
As of May 31, 2023

MONTHLY RECONCILIATION

Beginning Book Value	4,386,938.74
Contributions	
Withdrawals	
Prior Month Management Fees	(381.50)
Prior Month Custodian Fees	(35.13)
Realized Gains/Losses	
Gross Interest Earnings	4,345.24
Ending Book Value	4,390,867.35

PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	1.66%
Portfolio Effective Duration	1.79 yrs
Weighted Average Maturity	1.89 yrs

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

Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of May 31, 2023



CUSIP	SECURITY DESCRIPTION	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 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	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	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 May 31, 2023



CUSIP	SECURITY DESCRIPTION	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
912828YG9	UST 1.625% 09/30/2026				447						447		
91282CAJ0	UST 0.250% 08/31/2025			125						125			
91282CBM2	UST 0.125% 02/15/2024			63						2,406			
91282CBR1	UST 0.250% 03/15/2024				125						2,375		
91282CCF6	UST 0.750% 05/31/2026						188						188
91282CCJ8	UST 0.875% 06/30/2026	328						328					
91282CCP4	UST 0.625% 07/31/2026		234						234				
91282CCW9	UST 0.750% 08/31/2026			281						281			
91282CCX7	UST 0.375% 09/15/2024				188						188		
91282CDB4	UST 0.625% 10/15/2024					313						313	
91282CDG3	UST 1.125% 10/31/2026					309						309	
91282CDQ1	UST 1.250% 12/31/2026	344						344					
91282CGC9	UST 3.875% 12/31/2027	1,744						1,744					
91282CGH8	UST 3.500% 01/31/2028		1,313						1,313				
949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	323	312	323	323	312	323	312	723				
TOTAL		3,413	11,544	1,635	7,346	6,323	3,856	2,931	8,142	3,656	7,188	2,813	3,533

Westlake Porter Public Library Operating Account

POSITION STATEMENT

As of May 31, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	5/31/2023 5/31/2023	\$27,931.19	\$27,931.19	\$27,931.19	4.93%	0.003 0.003	\$1.00 \$27,931.19	\$0.00	0.46%	AAAm
STAROHIO	STAR Ohio XX019	5/31/2023 5/31/2023	\$1,838,917.00	\$1,838,917.00	\$1,838,917.00	5.25%	0.003 0.003	\$1.00 \$1,838,917.00	\$0.00	30.42%	AAAm
SubTotal			\$1,866,848.19	\$1,866,848.19	\$1,866,848.19	5.25%		\$1,866,848.19	\$0.00	30.88%	
Agency Bond											
3137EAEW5	FMCC 0.250% 09/08/2023	10/15/2021 10/18/2021	\$100,000.00	\$99,756.30	\$99,756.30	0.38%	0.274 0.269	\$98.63 \$98,629.00	(\$1,127.30)	1.63%	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%	0.397 0.389	\$98.53 \$147,801.00	(\$2,067.00)	2.44%	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%	0.934 0.909	\$95.38 \$190,766.00	(\$9,234.00)	3.16%	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%	1.090 1.052	\$96.54 \$241,357.50	(\$7,255.00)	3.99%	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%	1.668 1.617	\$92.98 \$139,468.50	(\$10,531.50)	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%	1.953 1.895	\$92.50 \$184,998.00	(\$15,002.00)	3.06%	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%	2.126 2.051	\$92.33 \$115,415.00	(\$9,585.00)	1.91%	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%	2.337 2.265	\$91.10 \$355,282.20	(\$34,717.80)	5.88%	Aaa AA+
3130APB87	FHLB 1.100% 10/13/2026	10/14/2021 10/15/2021	\$100,000.00	\$99,730.00	\$99,730.00	1.16%	3.373 3.192	\$89.44 \$89,444.00	(\$10,286.00)	1.48%	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%	4.282 3.854	\$100.35 \$75,261.00	\$841.72	1.24%	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%	4.411 3.963	\$101.14 \$75,857.25	\$639.00	1.25%	Aaa AA+
3130APTR6	FHLB 1.320% 11/23/2027	3/31/2023 3/31/2023	\$65,000.00	\$57,535.40	\$57,535.40	4.06%	4.485 4.106	\$88.10 \$57,266.95	(\$268.45)	0.95%	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%	4.501 4.076	\$99.66 \$64,781.60	\$2.60	1.07%	Aaa AA+

POSITION STATEMENT

As of May 31, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
880591EZ1	TVA 3.875% 03/15/2028	3/28/2023 3/30/2023	\$70,000.00	\$69,736.10	\$69,736.10	3.96%	4.795 4.302	\$99.53 \$69,672.40	(\$63.70)	1.15%	Aaa AA+
SubTotal			\$2,015,000.00	\$2,004,654.83	\$2,004,654.83	1.50%		\$1,906,000.40	(\$98,654.43)	31.53%	
Commercial Paper											
8923A1UU3	Toyota Credit de Puerto Rico Corp. 07/28/2023	11/1/2022 11/1/2022	\$100,000.00	\$96,144.33	\$96,144.33	5.37%	0.159 0.157	\$99.15 \$99,149.00	\$3,004.67	1.64%	P-1 A-1+
SubTotal			\$100,000.00	\$96,144.33	\$96,144.33	5.37%		\$99,149.00	\$3,004.67	1.64%	
Negotiable Certificate of Deposit											
300185JX4	Evergreen Bank Group 0.400% 06/26/2023	6/12/2020 6/26/2020	\$100,000.00	\$99,900.00	\$99,900.00	0.43%	0.071 0.072	\$99.64 \$99,643.00	(\$257.00)	1.65%	
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%	0.082 0.083	\$99.59 \$131,453.52	(\$249.48)	2.17%	
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%	0.362 0.354	\$98.76 \$123,453.75	(\$890.00)	2.04%	
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%	0.633 0.614	\$97.89 \$195,774.00	(\$3,826.00)	3.24%	
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%	1.132 1.087	\$96.49 \$237,365.40	(\$7,084.80)	3.93%	
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%	2.764 2.662	\$88.41 \$110,506.25	(\$13,868.75)	1.83%	
SubTotal			\$928,000.00	\$924,371.95	\$924,371.95	1.51%		\$898,195.92	(\$26,176.03)	14.86%	
U.S. Treasury Bond											
91282CBR1	UST 0.250% 03/15/2024	2/7/2022 2/8/2022	\$100,000.00	\$97,750.00	\$97,750.00	1.34%	0.792 0.773	\$96.15 \$96,145.00	(\$1,605.00)	1.59%	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%	2.959 2.836	\$93.11 \$51,208.30	(\$4,169.83)	0.85%	Aaa AA+

POSITION STATEMENT

As of May 31, 2023

CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
912828YG9	UST 1.625% 09/30/2026	1/11/2022 1/12/2022	\$55,000.00	\$55,345.90	\$55,345.90	1.49%	3.337 3.182	\$92.53 \$50,892.05	(\$4,453.85)	0.84%	Aaa AA+
SubTotal			\$210,000.00	\$208,474.03	\$208,474.03	1.41%		\$198,245.35	(\$10,228.68)	3.28%	
U.S. Treasury Note											
912828T26	UST 1.375% 09/30/2023	10/22/2019 10/23/2019	\$120,000.00	\$118,996.88	\$118,996.88	1.59%	0.334 0.327	\$98.69 \$118,429.20	(\$567.68)	1.96%	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%	0.712 0.695	\$96.39 \$96,387.00	(\$1,269.25)	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%	1.296 1.263	\$94.32 \$94,324.00	(\$3,281.47)	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%	1.378 1.341	\$94.36 \$94,356.00	(\$5,573.69)	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%	2.255 2.200	\$91.31 \$91,309.00	(\$6,980.06)	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%	3.003 2.899	\$90.61 \$45,304.50	(\$4,396.67)	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%	3.085 2.974	\$90.88 \$68,162.25	(\$6,749.86)	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%	3.170 3.069	\$89.85 \$67,389.00	(\$6,916.66)	1.11%	Aaa AA+
91282CCW9	UST 0.750% 08/31/2026	8/26/2021 8/31/2021	\$75,000.00	\$74,660.16	\$74,660.16	0.84%	3.255 3.146	\$90.00 \$67,497.00	(\$7,163.16)	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%	3.422 3.290	\$90.79 \$49,931.75	(\$4,058.48)	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%	3.589 3.425	\$90.91 \$50,002.70	(\$4,352.77)	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%	4.211 3.925	\$93.53 \$70,148.25	\$1,622.86	1.16%	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%	4.589 4.097	\$99.93 \$89,940.60	(\$1,384.79)	1.49%	Aaa AA+

POSITION STATEMENT

As of May 31, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
91282CGH8	UST 3.500% 01/31/2028	3/23/2023 3/24/2023	\$75,000.00	\$75,038.09 \$377.07	\$75,415.16	3.49%	4.674 4.213	\$98.43 \$73,822.50	(\$1,215.59)	1.22%	Aaa AA+
SubTotal			\$1,145,000.00	\$1,129,291.02 \$598.65	\$1,129,889.67	1.67%		\$1,077,003.75	(\$52,287.27)	17.82%	
Grand Total			\$6,264,848.19	\$6,229,784.35 \$598.65	\$6,230,383.00	2.75%		\$6,045,442.61	(\$184,341.74)	100.00%	

TRANSACTION STATEMENT

As of May 31, 2023

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	5/1/2023	5/1/2023	59013KJL1	Merrick Bank Corporation 0.350% 06/30/2023	39.24
Interest/Dividends	5/1/2023	5/1/2023	91282CDG3	UST 1.125% 10/31/2026	309.38
Interest/Dividends	5/1/2023	5/1/2023	31846V567	First American Funds, Inc.	80.06
Interest/Dividends	5/8/2023	5/8/2023	3130AM5C2	FHLB 0.420% 05/06/2024	420.00
Interest/Dividends	5/15/2023	5/15/2023	912828R36	UST 1.625% 05/15/2026	446.88
Interest/Dividends	5/15/2023	5/15/2023	3130AM7F3	FHLB 0.750% 05/13/2025	750.00
Interest/Dividends	5/17/2023	5/17/2023	949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	312.33
Interest/Dividends	5/23/2023	5/23/2023	3130APTR6	FHLB 1.320% 11/23/2027	429.00
Interest/Dividends	5/26/2023	5/26/2023	300185JX4	Evergreen Bank Group 0.400% 06/26/2023	32.88
Interest/Dividends	5/30/2023	5/30/2023	59013KJL1	Merrick Bank Corporation 0.350% 06/30/2023	37.97
Interest/Dividends	5/30/2023	5/30/2023	3133EN3H1	FFCB 4.000% 11/29/2027	1,300.00
Interest/Dividends	5/31/2023	5/31/2023	91282CCF6	UST 0.750% 05/31/2026	187.50
Total					4,345.24

TRANSACTION STATEMENT

As of May 31, 2023



Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	5/25/2023	5/25/2023	Cash Out	(35.13)
Total				(35.13)
Management Fee				
Management Fee	5/9/2023	5/9/2023	Cash Out	(381.50)
Total				(381.50)

STATEMENT DISCLOSURE

As of May 31, 2023



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Mission Moment

I have made a new connection that I believe can be a very strong partner in our future programming and training areas. Eldercare Professionals of Ohio is a local non-profit that can help us foster learning, growth and connection and is especially suited to our demographic.

Upcoming Dates/Events

June 23 – 27 - ALA

July 4 – Parade

July 29 – Art Fest

August 26 – Farrell Foundation Gala

Meetings/Training/Programs

Met with Bob Paponetti from the Literacy Cooperative about the Dolly Parton Imagination Library along with Mayor Clough and Superintendent Goggin.

Presented tax budget to School Board.

Managers Meeting – EAC Update, GSM agenda, Going to Conferences, Pride Programs

Met with Janelle from Regency to discuss how the construction project went overall

Farrell Foundation

Rotary

Held Director's Call Hours to talk with staff about interactions with patrons upset with our LGBTQ programs.

Art Fest planning meeting

Attended ribbon cutting for Minuteman Press

General Staff Meetings – Overview of budget, review of strategic plan, Customer Service expectations

Previewed software for making our website more accessible

Friends/Foundation

Friends – We discussed hosting a Gala at the Library. The Friends are comfortable turning the evening over to the Foundation but still having a role to play.

Foundation – Worked with David Noss to set up an art auction in conjunction with his display in our Art Gallery. David has offered, if it does not sell at auction, to donate his large painting to the library. It is a lovely piece that would look fantastic in the new cozy space.

Safety and Security

May 18 I assisted the elementary school Pre-K PTA with a muster in our parking lot as part of their annual walk to school event. This took place before WPPL opened for business on my day off.

The new Incident Report system was put into operation

6 Incident reports were written in May. 3 were for patron Assist/Policy Issue, 2 for Vandalism, and 1 for Banned Patron in Library. 2 took place in YS, and 1 each in Lobby, Parking Lot, Circ, and Adult Public PC

Building Services

The superhero figures were returned to Mr. Mauer's residence.

The shed in the Reading Garden had a new shake roof installed to replace the failing existing roof.

The fountains were cleaned and put in service which included replacement and modification of an existing pump.

The parking lot was repaired, resealed, and restriped.

The front awning was cleaned prior to removal and storage by the Awning Company.

Irrigation continued for the grass and planting beds in the new pavilion.

The Reading Garden irrigation system was put in operation along with the main system around the building.

The security system was upgraded with all devices being replaced and some devices being moved for better coverage.

Cat6 lines were run inside the pavilion for security camera along with wires for cameras in the magazine room and new "cozy room".

Other Projects/Planning

Working on getting information on consultants to assist with a new strategic plan.

Meeting with Bialosky July 6th to discuss next steps with space plan.

5/30/2023 – phone call to Rebecca

I received a call from someone who wished to express her complaint about our Pride Storytime. For what it's worth she was rather calm and unagitated throughout the phone call. Her comments included,

- "It doesn't sit well with me." "It's sex."
- "I have concerns about children ages 2-6 being exposed to differences in people."
- "It's too young."
- "It's the facts of life we may or may not agree but choosing to do this for 2–6-year-olds is preparing them for other things like pedophilia."
- "Kids shouldn't even know their parents are biracial."
- "It's not about being gay or not. It's about sex."
- "I'll pray for ya."

My responses included that we were sharing books that showcased 2 moms or 2 dads, but the books were not about sex. That we feature many storytimes to showcase families that visit our library such as black history month storytimes (when the comments about biracial came up) and that we appreciated her telling us her opinion.

We ended the phone call agreeing that we were at an impasse and that she understood we would still be hosting it, she just disagrees with it. I told her I'd pass along her comments to our admin team so they were aware of her opinion.

6/5/2023

On Saturday around 10:00 AM, I received a call from a patron who wanted to know why we were having an LGBT Financing program. She felt it would only affect 1% of our community and that no one she talked to is happy about it.

I minimally advised her that we offer programs we think our patrons want, probably timed with Gay Pride Month, but that if she'd like further information to contact our director. I'm sorry I don't have her name, but when it came to the time that I'd ask that, there could be no other reason than to give you a heads up. I gave her your phone & email.

6/6/2023 – phone call to Adult Services

I received a call from a woman who identified herself as a Westlake resident asking when the library was having "that Gay Pride event." I told her the Pride Storytime was on June 23 from 10:30 am to 11:00 am and read the description of the program to her. She responded with "So they're still having it?" I replied "Yes, I don't believe there were any intentions of cancelling it." She said "wow, that's all I can say is wow. I'm so full of wows." I asked if I could help with anything else she said no and I told her to have a nice evening.

She called back a minute later and asked for me to tell her the times again. I told her and she asked what will be going on in the storytime. I told her I hadn't planned the event, but storytimes usually consist of reading age-appropriate books. She said "oh," I asked her if I could help with anything else and she grumbled and hung up.

6/6/2023 – phone call to Andrea, then transferred to Andrew's voice mail. The woman left a lengthy message criticizing us for having a pride story time and "shame on us for promoting homosexuality."

6/6/2003 – phone call to Andrew

A man called to express his objection to pride story time. He suggested that having the program could jeopardize the operations of the library.

Feedback date: 6/12/2023

In light of some of the negative comments about Pride programming this year, thought I'd pass on this interaction.

A mom was in with her daughter (5th grade) and son (7th grade). Her daughter saw the Pride display in YA and requested some Pride books for her reading level, which is a 7-8th grade level. We worked with mom to find some age appropriate material. Her daughter was very happy to be checking out a stack of books. We said if she doesn't like those, let us know and we'll find some more. "Oh, we'll be back!" was her response.

Feedback date: 6/14/2023

Patron does not like the Pride stuff in the display case in lobby. Patron does not "mind" gay people, but it is a political statement.

I offered Andrew's business card. Patron declined. Patron just wanted me to register her complaint.

WESTLAKE PORTER PUBLIC LIBRARY
Fund 101 - General Fund
Resolution 9-23
6/21/2023

Account	Description	2023 Permanent Budget	Adjustment	2023 Revised Permanent Budget	Notes
EXPENSES:					
SUBTOTAL(PERSONNEL)		3,731,855	-	3,731,855	
52110	COMPUTER SUPPLIES	17,500		17,500	
52120	LIBRARY SUPPLIES	26,450		26,450	
52140	COPIER SUPPLIES	3,500		3,500	
52150	OFFICE SUPPLIES	7,200		7,200	
52160	PROGRAM SUPPLIES	3,030	1,970	5,000	additional grant funds received from CCBDD
52170	STAFF RECOGNITION	4,350		4,350	
52210	PROPERTY MAINT	15,000		15,000	
52220	CUSTODIAL	15,000		15,000	
52310	VEHICLE FUEL & PARTS	3,400		3,400	
SUBTOTAL(SUPPLIES)		95,430	1,970	97,400	
53110	STAFF INTERNAL TRAINING	1,500		1,500	
53120	STAFF EXTERNAL TRAINING	23,150		23,150	
53130	MILEAGE - OTHER	450		450	
53140	BOARD INTERNAL TRAINING	500		500	
53150	BOARD EXTERNAL TRAINING	600		600	
53210	TELECOMMUNICATIONS	9,750		9,750	
53220	POSTAGE	20,500		20,500	
53230	PRINTING & PUBLICITY	54,200		54,200	
53240	DATACOMMUNICATIONS	-		-	
53310	COMPUTER MAINT	94,721		94,721	
53320	EQUIPMENT MAINT	8,500		8,500	
53330	BLDG/PROPERTY MAINT	149,402		149,402	
53340	SECURITY ALARM	1,800		1,800	
53410	INSURANCE	40,000		40,000	
53510	RENT/LEASE	9,674		9,674	
53610	UTILITIES	115,500		115,500	
53710	CONSULTING SERVICES	18,500		18,500	
53720	SPEAKERS/PERFORMERS	33,600	650	34,250	additional grant funds received from CCBDD
53730	BANK FEES	32,000		32,000	
53740	AUDIT FEES	58,500		58,500	
53750	COLLECTIONS	3,000		3,000	
53760	TEMPORARY OUTSIDE SERVICES	-		-	
53770	MEDIA SERVICES	-		-	
53810	OHIONET -CATALOGING SOURCES	35,000		35,000	
53820	ONLINE ACCESS FEES	6,800		6,800	
53910	ILL DELIV SVRS	13,750		13,750	
SUBTOTAL(SERVICES)		731,397	650	732,047	
SUBTOTAL(MATERIALS)		740,032	-	736,032	
SUBTOTAL (CAPITAL)		222,000	-	222,000	
57110	MEMBERSHIPS-LIBRARY	16,750		16,750	
57120	MEMBERSHIPS-BUSINESS	2,750		2,750	
57220	ELECTION ASSESSMENT	10,000		10,000	
57250	STATE SALES TAX	1,200		1,200	
57510	REFUNDS	350		350	
57900	MISCELLANEOUS	-		-	
58110	CONTINGENCY/OTHER	20,000		20,000	
59910	TRANSFERS	460,000	220,000	680,000	increase transfers out; \$600K to PI fund and \$80K to Automation Fund
SUBTOTAL(OTHER)		511,050	220,000	731,050	
TOTAL OPERATING EXPENSES		6,031,764	222,620	6,250,384	

WESTLAKE PORTER PUBLIC LIBRARY
Resolution 9-23
Fund 450 - Permanent Improvement
6/21/2023

Account	Description	2023 Permanent Budget	Adjustment	2023 Revised Permanent Budget	Notes
REVENUE:					
450-00-44100	INTEREST	7,500	-	7,500	
450-00-49100	TRANSFER IN	400,000	200,000	600,000	increase transfer in amount
	REVENUE	407,500	200,000	607,500	
	CARRY FORWARD	690,115		690,115	
		1,097,615		1,297,615	
EXPENSES:					
450-00-53000	CONTRACTED SERVICES	48,750	-	48,750	
450-00-55000	CAPITAL	375,000	-	375,000	
	TOTAL EXPENSES	423,750	-	423,750	
	REVENUE LESS EXPENSES	(16,250)		183,750	
	EST CARRYOVER BALANCE	673,865		873,865	

WESTLAKE PORTER PUBLIC LIBRARY
Resolution 9-23
Fund 475 - Automation
6/21/2023

Account	Description	2023 Permanent Budget	Adjustment	2023 Revised Permanent Budget	Notes
REVENUE:					
475-00-44100	INTEREST	3,000	-	3,000	
475-00-49910	TRANSFER IN	60,000	20,000	80,000	increase transfer in amounts
	REVENUE	63,000	20,000	83,000	
	CARRY FORWARD	408,883		408,883	
		471,883		491,883	
EXPENSES:					
475-00-53000	CONTRACTED SERVICES	-	-	-	
475-00-55000	CAPITAL	172,620	-	172,620	
	TOTAL EXPENSES	172,620	-	172,620	
	REVENUE LESS EXPENSES	(109,620)		(89,620)	
	EST CARRYOVER BALANCE	299,263		319,263	

Asset Disposal List
June 21, 2023

Brief Description	Inventory Tag	Quantity	Disposal method	Requested by
Sony SLV-393 Video	N/A	1	Recycle	Connor Hazeldine
Samsung Plasma TV	6505	1	To Be Determined	Connor Hazeldine
3M Model 804	8438	1	Recycle	Connor Hazeldine
Buffalo Terrastation TS3400D0804	N/A	1	To Be Determined	Connor Hazeldine
Dell Optiplex 7010	NA	1	Recycle	Connor Hazeldine
Dell Optiplex 7010	NA	2	Recycle	Connor Hazeldine
Dell Optiplex 7010	N/A	1	Recycle	Connor Hazeldine
Amazon Fire Tablet	N/A	1	Recycle	Connor Hazeldine
AOC E970SWN Monitor	N/A	1	Recycle	Connor Hazeldine
Playaway Launchpad	N/A	1	Recycle	Connor Hazeldine
TP-Link TL-SF1005D 5	N/A	1	Recycle	Connor Hazeldine
dell wd15 dock	n/a	1	Recycle	Connor Hazeldine
Playaway Launchpad Tablet	N/A	2	Recycle	Connor Hazeldine
Alcatel 4044T Cell	N/A	1	Recycle	Connor Hazeldine
Samsung SPH-M370 Cell	N/A	1	Recycle	Connor Hazeldine
Brother HL-L5100DN	N/A	1	Recycle	Connor Hazeldine
Handheld Products 3800	5870	1	Recycle	Connor Hazeldine
Welch Allyn IT3800	2 Tags, both unreadable	1	Recycle	Connor Hazeldine
HHP IT3800 Barcode	5166	1	Recycle	Connor Hazeldine
Bayscan DLS4429-19 Barcode	N/A	1	Recycle	Connor Hazeldine
HP 1620-8G Switch	N/A	1	Recycle	Connor Hazeldine
Ruckus Wireless R510	N/A	2	To Be Determined	Connor Hazeldine
Ruckus Wireless ZoneFlex	N/A	1	To Be Determined	Connor Hazeldine
Netgear Prosafe5 Port	8277	1	Recycle	Connor Hazeldine
Viewsonic 4:3 Monitor	N/A	1	Recycle	Connor Hazeldine
Dell Ultrasharp 4:3	5011	1	Recycle	Connor Hazeldine
Hanns-G LCD Monitor	N/A	1	Recycle	Connor Hazeldine
Dell Optiplex 7010	N/A	1	Recycle	Connor Hazeldine
Dell 1708FPt Monitor	7988	1	Recycle	Connor Hazeldine
Dell Optiplex 3011	84,650,848,808,481	3	Recycle	Connor Hazeldine
Dell Optiplex 760	6401	1	Recycle	Connor Hazeldine
Viewsonic VA1917a Monitors	N/A	2	Recycle	Connor Hazeldine
Dell 1907FPt	5861	1	Recycle	Connor Hazeldine
Sceptre E16 Monitors	N/A	2	Recycle	Connor Hazeldine
Brother HL-5450DN Printer	8582	1	Recycle	Connor Hazeldine
AOC LCD Monitor	N/A	1	Recycle	Connor Hazeldine
blue chair/stool	n/a	1	Sale	Alisa Sicker
Wooden A/V shelving	07698, 07699	2	Sale	Jana Nassif
LifePak CR Plus	5140	1	Recycle	Duane Gibson
Pelco Power Supply	8925	1	Recycle	Duane Gibson
Long wooden electronics	none	1	To Be Determined	Jennifer Norton
Polar 3D Printer	none	1	To Be Determined	Jennifer Norton