

Regular Board Meeting
April 17, 2024 ♦ 6:30 p.m.

AGENDA

6:30 – 6:40 Call to Order

Minutes

- Regular Meeting: March 20, 2024

Communications

- Received to Date:
- Public comments (if any)
- Retirements and Awards – Emily Lindberg, Bright Idea Award
- Staff Members

6:40 – 7:30 Administrative Reports

- Amendments to Administrative Reports
- Manager's Report – Connor Hazeldine, IT Manager
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

7:30 – 7:45 Board Reports

- Board President

7:45 – 8:10 New Business

- Resolution 7-24 Adjustment to General Fund 101 budget
- Resolution to Issue Then and Now Certificate for PO 245074 Fees for Levy in the amount of \$62,452
- Resolution 8-24 Adjustment to Friends Fund 420 budget
- Resolution 9-24 Adjustment to Automation Fund 450
- Appoint the Fiscal Officer the Prevailing Wage Coordinator for Phase 2, Renovating, improving and equipping of the Westlake Porter Public Library
- Resolution to approve the public opening and reading of the bids for Phase 2, Renovating, improving and equipping of the Westlake Porter Public Library by the Fiscal Officer, or another representative of the library, immediately after the time the filing has expired, at the usual place of meeting of the Board, and for the tabulation of the bids and a report of the tabulation to the Board at its next meeting.
- Motion to award the Myrna Chelko Award
- Other

Adjournment

Upcoming Events

April 24: Legislative Day
May 1 @ 6: Volunteer Reception
May 2: OLC Trustee Dinner
May 15: Regular Board Meeting
May 18: Spring Board Retreat

The Board of Trustees Minutes

Regular Meeting:

Date: March 20, 2024

Attendees:

	<i>Trustees</i>	<i>Staff</i>	<i>Guests</i>
Lauren Golick	Will Perry	Andrew Mangels	Aaron Hill
Jason Nolde	Robert Plantz	Jana Nassif	Jill Berris
	Peter Schindler	CJ Lynce	
	Elizabeth Sheehe	Heather Feenaughty	
		Karen Hunt	
		Nick Cronin	

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

Minutes

Peter Schindler moved to approve the minutes from the Regular Meeting of February 21, 2024. Lauren Golick seconded the motion. All present were in favor.

Jason Nolde moved to approve the minutes from the Board Retreat on February 26, 2024. Lauren Golick seconded the motion. All present were in favor.

Communications

There were no communications.

Public Comments

There were no public comments.

Bialosky Presentation

Aaron Hill and Jill Berris from Bialosky Architects introduced themselves and said they are excited to implement phase II of our construction projects. They thanked the Board for the opportunity to work with WPPL.

They explained we are currently in the design and development phase and are wrapping up the big picture and how to approach the project. They will be refining these design decisions and working on creating the documents that will ultimately go out for bidding and then construction. They welcome any feedback.

They reviewed the second floor plans to make the area accessible to the public. The Board Room will seat 35 and the new tables will create more flexibility. The small meeting room will have the same flexibility with seating for eight.

A study area will be created by the windows.

The open area will have a display case to house the Hakata dolls. Jason Nolde asked if the display case will be lockable. Aaron responded it will be. The public will not be able to access the staff room but those doors will be equipped with panic bars in the event of an emergency.

The vending area will be an alcove off the lobby area using the existing cabinetry. There will be one snack and one drink machine and a self-service coffee station.

Jason Nolde asked if there would be signage in the meeting room wing to show what is going on. The Director explained we currently have a standalone screen that shows meeting room use and will be adding another one at the other end of the hall. Mr. Nolde explained he was talking about outside each room themselves. The Director explained not at each door there is not. But that is something we talked about with Communico to have that ability, and that is probably a separate project we may see in the future. Mr. Nolde explained he was thinking more so about the rooms on the second floor. Mr. Lynce explained we might be able to add digital sign options to the second floor meeting rooms..

In the Circulation area, the goal is to move the automated materials handler, improve sight lines from the circ desk to the pick up window and to just reconfigure this work area for optimal functionality.

Jason Nolde asked if staff was asked for input. The Director explained the plan has been thoroughly vetted by staff and the response has been positive.

Jason Nolde asked if there is a phasing plan. Aaron explained that is the next step.

The Young Adult and Youth AV areas will be flip flopped to create a dedicated space for the teens. A display honoring Sunny Thompson will be added thanks to a donation from her husband.

Jason Nolde asked if the collection size will remain the same. The Director replied it will.

Mr. Nolde mentioned he would like to see more color and more vibrant colors in the space.

Elizabeth Sheehe entered the meeting at 7:10 pm.

Aaron and Jill will work with Admin on the colors. They believe the rendering is not showing the colors well but color could be added to the graphics and fabrics.

Jason Nolde asked about signage. Jill commented signs can be designated on the glass as you enter the space.

Jason Nolde commented more study rooms might have been more beneficial. The Director explained the current study rooms are not solidly booked so there is room for the teens to use as needed. Quite often, use of study rooms leads to teen expulsions for behavior. Nick Cronin commented Adult Services has been able to accommodate the teens in Adult Services when Youth Services does fill up.

Jana Nassif commented teens can collaborate more in their own space and are allowed to be more themselves. If they collaborate in the teen designated space, it leaves the study rooms for those that are actually studying. The Director commented, the Craft Room could be opened up as a study room if needed.

Aaron Hill and Jill Berris left the meeting at 7:20 pm.

Administrative Reports

Manager's Report

Nick Cronin, Adult Services Manager, gave an update on Adult Services.

There is a spare office in Adult Services that is currently being used for training, planning and collaboration.

The Adult Services staff has done a fabulous job with programming. There are serious core programs that are successful and keep people coming back as well as creative programming to pull people in.

Jason Nolde asked if there is a plan to address the disjointed office space for the department. Mr. Cronin responded they are doing okay with the current arrangement. There is a good division of responsibility.

The Director reported in phase 3 of the reorganization, we may be able to bring everyone back together again.

Nick Cronin left the meeting at 7:50 pm.

Amendment to Administrative Reports

The Director amended his report to include communication with a brother and sister who would like to honor their mother with an in-kind donation of a rose bush. The landscaper will add the bush to the garden and do the work of maintenance.

There were no questions about the Administrative Reports.

Bob Plantz asked the next steps for the renovation plan. The Director explained we will be getting cost estimates so a bid can go out. All colors and fixtures will be refined. Mr. Plantz commented he is worried about the color scheme. Mr. Nolde commented it could have been the rendering in the presentation did not show the colors well. Samples will be a better representation. Ms. Nassif commented administration saw the samples in person and the colors did not look so drab. Mr. Nolde suggested adding pops of color. Mr. Mangels commented we will emphasize that color is a concern.

Lauren Golick suggested exploring having teens who visit design a wall. The wall could even be painted over each year.

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

Board Reports

Will Perry, Board President, reported he will not be able to make the April meeting. Peter Schindler will also not be present and Elizabeth Sheehe will miss the next few meetings.

The Spring Board Retreat will be Saturday, May 18 from 8:30-12:30.

Mary Peden has done a lot of work with library boards over the years to build board cohesion and solidify the board culture. It is sometimes helpful to bring in a third party to help. Ms. Peden will facilitate the exercise and give best practices. Bob Plantz asked if it would be helpful to ask for questions in advance to give more substance to the meeting.

Will Perry would like to add time for the Board to ask questions about various services we offer. Would like to add a rapid fire Q&A to the agenda.

Strategic Planning

The Board has a draft of the proposed mission statement and have refined our goals and objectives. Will Perry asked for feedback from the Board: Do they realistically reflect our plan? If yes, the leadership team will implement. Lauren Golick thinks the goals look good. Jason Nolde asked how long this plan is intended to span. The Director reported typically our strategic plans have lasted for three years.

New Business

Motion to remove all references to Portables in the Public Policy and Procedures Manual

Elizabeth Sheehe moved to accept the motion to remove all references to Portables in the Public Policy and Procedures Manual. Peter Schindler seconded the motion. All present were in favor.

Resolution 6-24: adjustments to Permanent Improvement Fund 450 budget

Bob Plantz moved to approve Resolution 6-24. Jason Nolde seconded the motion.

The Fiscal Officer explained the adjustments were included in board packet based on the first Phase II Renovations: Contracted Services: The remaining \$135K for Bialosky's fee and \$40.5K for Other Soft Costs and Capital: \$67.5K for Owner Contingency Costs

Additional budget adjustments will be made when the library receives the bids for the project. This will allow finance to begin creating purchase orders for the construction projects.

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

Adjourn

The meeting adjourned at 8:31 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

Will Perry, WPPL Board President

Bob Plantz, WPPL Board Vice President

Mission Moment

On April 1, we posted an April Fools post on social media about the library getting chickens and hiring for a “Chicken Tender” position. The post generated a lot more popularity than expected. The Facebook post had over 45,000 reach and 5000 engagements which included 70 shares, 119 comments, and 877 reactions. It also resulted in some people visiting the library to see the chickens, phone calls to apply for the position and one interview request with a news agency. The overall feeling from our patrons is they love chickens and wish the post was not a prank.

Projects

In the News

- Elaine wrote press releases about our new partnership with the Rust Belt Riders and National Library Week

PR inside and outside the library

- Assisted in the promotion of the Youth Services Young Adult Librarian position
- Began preparation for the Summer Library Challenge – there will be a banner across Hilliard Blvd in June, ads have been sent to the PTA and Cuyahoga Reads, a log has been created by a talented member of Youth Services, Cat Bedell.
- Promoted Eclipse Programming and Eclipse Glasses distribution
- Worked with Building Services to create a “What’s unique about your library?” engagement wall for the lobby during National Library Week
- Promoted National Library Week and Patron Appreciation Week

Community, Ads and Sponsorships

- Submitted Ad to Westlife and Villager to promoting Financial Literacy Month
- Attended the Westlake Rain and Garden Show and raffled off a compost bucket/free month of composting with our newest partner, Rust Belt Riders
- Committed to sponsoring the Westlake Community 5k, taking place this September. This is a great way to advertise to the community since we can put flyers in each runner’s bag.

Web

- Web page for Financial Literacy Month
- Added information to the home page on how to sign up for Patron of the Day, updated the [NLW web page](#) for 2024, and updated the [Makerspace pages](#) with current information.
- Switched [IT Support](#) to links to send email to Spiceworks and posted instructions, created a new page for a [Koha/Aspen support](#) form
- Added images to all [eResources listed in Aspen](#).
- Created Microsoft automation that updates items on the PR/Marketing Request List when the corresponding Planner Task is updated.

Print:

- Notes for June/July is in progress and will be 16 pages to accommodate summer reading.
- The new mover postcard that mailed in April went to 250 recipients.

Email

- Sent a World at War forum email for April 2's program. 124 sends, 85 opens (69%), 18 clicks
- The Annual Report went out by email on 2/13 to 14,848 recipients. It had 7,324 (50%) opens, 292 clicks (2%)

Digital Marketing Stats:

Email Blasts: 4 emails in February– Avg 46.75% open rate (increased 1% from January)

New Book Emails: 4 emails in March– Avg 54.75% open rate (increased 2% from February)

Social stats for the month of February:

- **Facebook:** 4702 page likes
- **X (formally Twitter):** 1649 followers, 1.6k impressions
- **Instagram:** 1330 followers

Website Stats for February:

- Number of sessions: 30,925
- Number of users: 15,570
- Average session: 1:09

Top 5 pages

1. Home Page: 25,242
2. Events: 3,246
3. Eclipse Glasses Pre-registration 2,547
4. Download and Stream: 1,574
5. Eclipse page: 1,504

Solar Eclipse

Nearly 3600 solar eclipse glasses were distributed prior to the 4/8 eclipse. Response from patrons was overwhelmingly thankful, with patrons even donating additional glasses to distributed.

Rebecca Shook deserves special recognition for her contributions to making the solar eclipse events successful at WPPL. In addition to leading the Programming Team in planning for eclipse-related programming, she was very helping in arranging for staffing logistics for both Youth and Adult services departments, and even compiled information to send out to staff in advance of eclipse day to prepare them for possible issues resulting from high traffic and crowds.

Eclipse Day was a great success! We did not see the overwhelming crowds or traffic that area agencies were warning about, but we did have a large crowd who participating in an eclipse viewer craft and stayed to view eclipse totality.

In addition to patrons, all staff working on 4/8 had the opportunity to come outside to view totality, and also rotated around to allow viewing of the start and eclipse of the partial eclipse.

Roblox Club

Due to the vacancy of the Young Adult Specialist Librarian, who headed the popular bi-weekly Roblox Club, I volunteered to take over leading the group through the end of May, at which time it will be on hiatus until fall, led by the new YA librarian.

Adult Services

Mission Moment: Andrea Tarolli received a nice email from the organizer of the Toastmasters group that meets regularly in WPPL meeting rooms. She said:

“On behalf of Westside Advanced Toastmasters, I'd like to thank you and Frances for your help with the Zoom cart at our meeting today. It went very smoothly. Our club never takes for granted the support and assistance we receive from the library.”

Programming:

March was another busy month for Adult Services programming! We hosted 22 regular programs with 630 attendees, and 15 Outreach programs with 182 attendees, for a total of 812 attendees.

We also had 2 Bloodmobile sessions with 128 donors, and a total of 23 attended Heartsaver CPR/AED.

This month's 3 Library Speaker Consortium programs had 142 views.

Along with the Makerspace programs, 1,113 people attended some form of Adult Services programming this month. We believe this is the first time in the past couple of years where we have broken the 1000-person attendance barrier!

Program title + attendance	Hosted by	Program Survey Comments
Horror Film Club: <i>“It Came From Beneath the Sea”</i> -20	Erin Manning	
Microsoft Excel: 8	Jenny Norton	“Jennifer did a great job. Spoke clearly, gave time to work along and was able to assist when needed.”

Computer Basics: 1	Jenny Norton	"Great class – Good Instructor!"
Maker Monday: Alternatives to Cable TV - 38	Jenny Norton	"Well presented. Numerous options explained in clear concise terms. Found the program took a lot of confusion out of streaming options. Thank you" "Really wonderful presentation skills, full of helpful tips, navigated tricky subject effectively"
Eclipse Photography - 22	Jenny Norton	
iPhone and iPad User Group - 12	Jenny Norton	
Makerspace Foundations: CNC Orientation - 4	Adrien Krajnik	"Would be helpful if makerspace was closed for program so instructor & participants are able to focus on program without interruption." "GOOD JOB!"
Makerspace Foundations: Cricut: - 3/12: 7; 3/26: 4	Taylor Jacobs	'Taylor did a great job! Thank you for scheduling a second class for those of us on the waitlist!'
American Red Cross Bloodmobile: 3/7 - 68; 3/25 - 60	Red Cross – coordinated by Andrea Tarolli	
Heartsaver CPR/AED - University Hospitals - 23	University Hospitals	
Jewelry Junction: Jewelry Workshop- 15	Evelyn Finley	"More like this. I am happy!" "Evelyn is a delightful fun lady! Detail work requiring dexterity and patience. Thanks."
Jazz Up Your Accessory - 7	Evelyn Finley	"Would come again and will tell many others." "Fabulous as is, everyone friendly and helpful. Laid back atmosphere was great. I had fun!!"
World at War Forum: The Battle of the Atlantic - 68	Chad Statler	"Another good and educational program. Chad does a great job!!"
Cleveland's Millionaires' Row: Its Birth, Glamor, Decline, and Renaissance- 104	Chad Statler	"Awesome, funny and entertaining, knowledgeable." "Alan was so interesting, informative, and funny. He made a historical topic come to life with his stories and memories."
Adult Creative Writing Group: Theatre Edition – 9	Victoria Vogel	

Learn About Ramadan: 42	Victoria Vogel	"Very informative and well presented."
Master Gardeners of Cuyahoga County: Seed Starting – 57	Victoria Vogel	"I loved the energy of the presenter. She seemed super knowledgeable and approachable!"
Master Gardeners of Cuyahoga County: Embracing Life in Your Garden- 25	Bonnie Laessig	'Informative and humorous! Very good!'
Retirement Income Planning: Dave Herwerden of WestPoint Wealth Management, LLC- 33	Katie Salis	"Porter Library does a wonderful job providing info & programs to the community - thank you."
Tuesday Evening Book Club (IN PERSON & ON ZOOM) - " <i>The Violin Conspiracy</i> " by Brendan Slocumb: 23	Elizabeth Smith	Summary below
Wednesday Afternoon Book Discussion: " <i>The Stranger in the Lifeboat</i> " by Mitch Albom - 18	Joanne Penkalski	
Thursday Evening Book Discussion: " <i>Two Nights in Lisbon</i> " by Chris Pavone- 4	Diane Dillon	
True Crime Book Club: "True Confessions of a Serial Killer" by Katherine Ramsland - 7	Chad Statler	
Author Talk: Paul Landis- 127	Chad Statler	"Great author and topic! Would love to (have) more historically relevant figures." "Very difficult to hear. Even after the microphone was used. This is a common problem at WPPL."
Virtual Author Talk - Nina Totenberg: " <i>Dinners with Ruth</i> " - 85 total views	Library Speakers Consortium	
Virtual Author Talk - Christopher Paolini: " <i>Murtagh</i> " - 18 total views	Library Speakers Consortium	
Virtual Author Talk- Madeline Miller: " <i>Circe</i> " - 39 total views	Library Speakers Consortium	
Outreach Programs – Women in History – 15 programs. Total attendance 182	Sarah Beebe	

Tuesday evening book discussion

On February 13, we discussed *The Violin Conspiracy*, the debut novel by Brendan Slocumb that follows Ray, a Black violinist, after his Stradivarius - a family heirloom originally owned by his formerly enslaved great grandfather - is stolen on the eve of the Tchaikovsky competition.

Members of the group unanimously loved this story about Ray overcoming obstacle after obstacle to become a world-class violinist. The biggest barriers he encountered were racist experiences with people who assumed he couldn't possibly be a classical violinist - many of these encounters were based on the authors own experiences. As the story progressed, Ray's character became more confident to stand up to ignorant people who doubted his abilities, while maintaining his composure - and throwing in some zingers at the end. We discussed the many barriers to entry facing up and

coming musicians including connections, wealth, support, and exposure to classical music. Some members found the musical references to be a little obscure and difficult to understand. Overall, the group found this novel to be a compelling and inspiring story with thought-provoking messages on racism and biases. There were 23 of us and we gave the book 4.53 stars out of 5.

Outreach

March was another successful month in Outreach. This month's program topic was about groundbreaking women from history that you probably didn't learn about in school. Outreach Specialist Sarah Beebe split it into four categories:

- **The entertainers** (Sister Rosetta Tharpe, Annette Kellerman, Maria Tallchief, and Josephine Baker.
- **Hidden Heroines:** Miep Gies, Ida/Louise Cook, Irena Sendler
- **The adventurers:** Grandma Gatewood, Junko Tabai, Nellie Bly, Libby Riddles, Bessie Stringfield
- **The inventors:** Julia Child, women who invented windshield wipers/turn signals, Marie Van Brittan Brown, Patsy O Sherman, Bette Nesmith Graham, Hedy Lamarr

Sarah had been concerned that residents might find the presentation boring because it was unfamiliar history, but every group was very engaged. Attendees enjoyed seeing some familiar faces on the screen and learning new facts. Many of them approached Sarah at the end to ask additional questions and to thank her for all the research done for the presentation. They really love to learn!

Sarah read a poem at the end that Hedy Lamarr loved and read during her documentary "Bombshell." She made extra copies because multiple residents and staff asked her for a copy.

Sarah hosted this presentation at 15 facilities throughout the month. Additionally, she did February's Price is Right Program at the Farrell Foundation on March 20. The total was 182 participants, 12 of those being at the Farrell Foundation.

NorthStar Digital Literacy

We currently have 123 unique users of NorthStar Digital Literacy, an increase of 7 over February's figures. They have taken 174 assessments, a slight increase over February. Basic Computer Skills remains the most popular module with 54 assessments, followed by Internet Basics (27), MS Word Office 2016 (20) Windows (19), and MS Excel Office 2016 (16)

8 people attended March's Microsoft Excel program and there was one attendee at Computer Basics.

One-on-one Technology appointments

STEAM librarian Jenny Norton completed 12 one-on-one technology appointments in March covering the following topics:

- 8mm film conversion
- Android
- Copying CDs
- Gmail
- Google Drive folders
- Laptop camera access
- PDF software via phone

- Phone and computer help.
- Photos from phone to computer
- Reset password.

Blogs

- Do You Know Dewey? The 100's - Erin Manning
- Do You Know Dewey? The 200's - Erin Manning
- Do You Know Dewey? The 300's - Erin Manning
- Do You Know Dewey? The 400's - Erin Manning

Displays

- Developmental Disability Awareness – Natalie Bota (YS)
- Eclipse – Joanne Penkalski
- Ireland – Jenny Norton
- Learn a New Instrument – Bonnie Laessig
- Library Speakers Consortium – Victoria Vogel
- Seeds/Starting a Garden – Victoria Vogel
- St. Patrick's Day – Diane Dillon
- Tax Forms – Victoria Vogel
- Women's History Month – Sarah Beebe

Makerspace

The Makerspace was rocking this March, with 151 appointments, 91 of which were one-on-one. Many families visited the Makerspace during their spring breaks, with a total of 184 attending appointments. This was the second busiest month since the opening of the Makerspace, following the hustle and bustle of December.

The demand for 3D prints has increased, as 136 prints were requested. The long queue prompted the purchase of a new 3D printer that has faster printing capabilities. Hopefully this will help cut down on the wait time for folks to receive their finished products.

Makerspace Programs

The Makerspace staff facilitated the CNC orientation to 4 attendees on the first Wednesday of the month. The program filled within moments of registration opening. A patron and her sister were interested in attending the orientation, and Adrien completed their orientation during a one-on-one appointment. Makerspace staff will continue to monitor the interest in the CNC orientations and may need to offer more training opportunities in the future.

Taylor Jacobs hosted a Cricut program, inviting attendees to learn about the Cricut Design Space software and create stickers. The program was so popular, with a full wait list. Taylor accommodated the wait list folks by hosting a second program two weeks later. Makerspace staff are still getting a handle on the demands and interest patrons have in programs offered in the space and are making accommodations to welcome as many folks as possible.

Circulation

Mission Moment: A patron came in looking to have photos taken for renewing his green card. He said he had looked all over for someone to take them but couldn't find anywhere. He said that finally

a professional photographer told him to try Porter Library! We were able to take the specially-sized photos. The patron was so happy he donated his change of \$17!

Passports: 140 passport applications were accepted, and 160 passport pictures were taken.

After-Hours Lockers were used by 91 users to pick up 136 items.

The Circulation department distributed Eclipse glasses beginning March 25.

Lending of WPPL items to other SearchOhio libraries resumed on 4/10.

Collection Development/Technical Services

25 new Russian and 25 new Ukrainian titles have been added to the World Languages Collection.

Jane attended the NEO-RLS Technical Services Networking Meeting and the Koha Acquisitions Group meeting.

Jane and Chip met with ByWater to discuss using EDI to ordering in invoicing.

Jane reached out to Ingram to investigate the option for outsourcing cataloging and processing of some materials.

Information Technology

Worked with Building services to install a new Meeting Room Information display in the Meeting Room Lobby.

Transitioned our IT ticketing system to Spiceworks, a free and more capable ticket tracking system.

On 03/13 and 03/14 AT&T was experiencing issues communicating with our Phone Service provider - Easton. The issue appeared to be on AT&T's end and was affecting multiple libraries outside of us. They worked with AT&T, and it was fixed the morning of 03/15.

Worked with CJ to assist in rolling out the Desktop software version of Slack to select employees and integrated it with O365 and Zoom.

Started experiencing random belt movements on the sorter, blew it out with dust, called Bibliotech out to inspect it. No issues found, and the issues stopped after a thorough cleaning.

Youth Services

Mission Moment: From Holly:

"I had a meaningful encounter a couple weeks ago with a grieving patron at the YS desk. She had recently lost her mother and needed help explaining the death to her young child. I helped her find a book called, Something Very Sad Happened, by Bonnie Zucker. Tonight, the same patron came in again to tell me the book was perfect and gave me an emotional thank you. She told me all about the book and how her toddler understood the finality of his grandmother's passing but could hold onto his happy memories of her forever. The mother was very appreciative, grateful and reassured."

Programming Highlights:

Fran set a record 300 total participants at her **Toddler Storytimes** this month. Congrats, Fran!

Emily hosted **Family Storytime** for 14 participants including a family with all school-aged children. The older children were engaged and acted as models for the younger children, which is always fun

to see. During one of the transitions between activities, the oldest child asked if she could share a knock-knock joke from a book she borrowed from our juvenile non-fiction collection and I said, "of course!" After storytime she shared three more jokes with me from the same book before leaving.

Rachel hosted a **field trip request** with Centers for Family and Children which included a storytime, and then the group stayed to play, did some crafts, and offered a snack to participants. 27 participants.

Holly hosted a lead-up program to the eclipse **Shadows & Sunshine** sharing information all about how the sun and shadows. Participants received eclipse glasses, and everyone seemed very pleased about her program. 36 participants.

Fran and Rachel's **monthly craft kits** are ever popular, and this month seemed to be an even bigger hit than before. From Fran:

"Several patrons have mentioned how much fun their children had with this month's Marvelous March craft kits. Another commented that they love the new format celebrating a diversity of monthly holidays, including wacky days."

From Rachel:

"A mom stopped by the desk to say how great the craft kits were this month. She said they always enjoy them, but this month was a lot of fun."

Next Chapter Book Club completed reading *The One and Only Ivan* and had their final meeting viewing the movie. The team also voted on their next book choice and meetings will start up again soon. 5 participants.

STAFF MEMBER	Programs Hosted Included (stats in STATs spreadsheet):
Cat	Field Trips x3; Tween Craft Kit; Bow Wow Books; LINK
Natalie	PreK ST x2; NCBC x2; Quill Pottery; Adapted ST x2; Field Trip x1; WES CCBDD ST Outreach; Adapted PreK Outreach
Jamie	Lapsit ST x7; PreK ST x1; Family ST x1; Field Trips x8; PreK Outreach x15
Rachel	Family ST; Pokemon Fun; Field Trips x3; PreK Outreach x5; Craft Kit; Make It Take It; PreK ST
Holly	Super Readers; Field Trip x2; Fun Science Friday; Shadows & Sunshine; Family ST; Come Play With Me; LINK
Emily	Field Trips x3; Read It Make It x2; Family ST x2; Stuffed Animal Hospital; Bow Wow Books; Music Monday; Brick Builders; LINK;
Jessica	Anime Club; Make Your Own Treasure Tin; Super Readers; Illustration Creation; Art Smarts
Rebecca	Connecting for Kids Meet and Greet
Aaron	Teen Craft; Roblox Arcade x2; Field Trip x2; LBMS Book Club x2; WHS Book Club;
Fran	Toddler ST; Illustration Creation; Field Trip; Brick Builders; Bow Wow Books

School Partnerships:

Jamie put together 9 **book bins** to be delivered to 8 locations circulating 225 books. Natalie put together 4 book bins to 2 locations, circulating 100 books.

Jamie scheduled and planned **Preschool Outreach Storytimes** for 11 locations, seeing 544 participants.

- Jamie hosted 15 sessions.
- Rachel hosted 6 sessions.
- Emily hosted 1 session.

Jamie and Emily hosted **Shining Star Preschool Field Trips** sharing a storytime and view of “the beast”. This was in place of their outreach visit and the families always enjoy coming to visit us every spring. Participants included in preschool outreach numbers above.

Holly, Emily, and Cat attended **LINK** for 3 sessions, seeing 95 participants.

Natalie scheduled and planned **Adapted Outreach Storytimes** for 2 locations, seeing 56 participants.

- Natalie hosted 4 sessions.
- Westlake Elementary School visits were included in the week of storytimes listed below, which is why we have a discrepancy in numbers this month.

Natalie worked with **Cuyahoga Board of Developmental Disabilities** staff and **Westlake Elementary School** to host storytimes focused on sharing and celebrating diverse populations and people with disabilities. Each class met with adults with disabilities, heard an inclusive story and then Natalie and a staff member from CCBDD led developmentally appropriate discussions and activities related to inclusion, fairness and disability awareness. Channel 19 covered the week-long storytimes. In total, Natalie, facilitators and staff from CCBDD saw every classroom at Westlake Elementary School and had a great time! 1200 participants.

Aaron met with his **book clubs at WHS and LBMS**.

Rachel sent information and program links to the **PTA eBlasts** at WES/DIS/LBMS/WHS.

Rachel prepared staff for upcoming **field trips** by emailing out lesson plans and structure of the trips.

- 3rd grade visited and heard a prepared lesson and group activity on alphabetical order and number sequencing, practicing how to find items on the shelves in ABC and Dewey Decimal Order. They also received time to browse and check-out material. Jamie, Cat, Rachel, Emily, Jessica, and Fran hosted 250 participants.
- 2nd grade visited and received a library tour, presentation about general library materials and using a library card, many children received library cards and they also had time to browse and check out material. Holly, Aaron, Jamie, Emily, Rachel and Cat hosted 274 participants.
 - 116 library cards created! Thank you to circulation for helping us prepare library cards for these visits.
- From Rachel: 3rd grade teacher Nora Dick stopped me after a field trip and commented on how well the lesson was organized and that this lesson.

Porter Express Stats:

- 30 deliveries of 255 items
- 29 pick-ups
- 14 schools (includes Book Bin Delivery)

Connecting for Kids

Natalie received recognition at the Connecting for Kids Board Meeting what an amazing community resource she is. They thanked her for all that she does and included a letter of recognition (attached at the end of this monthly report). Congratulations, Natalie!

Rebecca attended the Connecting for Kids Meet and Greet. We are always happy to support Connecting for Kids and see participants at this event. Many compliments were given about the library and Natalie's work with us. We look forward to continuing to serve our patrons who find us through Connecting for Kids. 90 participants.

Natalie prepped Meet and Greet material including gathering supplies, ordering giveaways and prepping all literature to hand out.

Natalie handled all Communico maintenance.

Cuyahoga County Board of Developmental Disabilities Grant Update

Natalie continued work on booking programs for the new grant cycle.

Accelerated Learning Grant / Cuyahoga Reads Update

Jessica and Hollye hosted **Super Readers** for 12 participants.

Rebecca maintained programming changes, bookmarks on the floor and responded to questions as needed; sent PR re. Summer Reading to Euclid.

Cuyahoga Reads: Westlake Reads Beanstack Challenge registration statistics:

- 237 registered
- 1005 badges earned.

Literacy Initiatives:

The **Myrna Chelko Reading is Elementary** program has 1 new registration and had 1 child earn a milestone WPPL sticker reward and 1 child earn a WPPL lanyard reward.

3 new participants registered for the **Myrna Chelko Little Sprouts** program and 2 children completed the program. There are 340 children registered for the program.

In the **1000 Books Before Kindergarten** program 20 participants achieved milestones, with 1 child completing the program. 3 children registered as new participants. There are currently 872 registrants for this program.

Blogs

- Medium Monday: Graphite & Charcoal (Jessica)
- NSP: Laugh-o-gram Studio (Cat)

Displays

- Created April Calendar (Cat)
- Created April school newsletters for outreach visits and distributed March newsletters (Jamie, Natalie)
- Displays this month included: Women's History, Ramadan, Easter, spring, cats, St. Patrick's Day, Space/Eclipse
- Flyers created and rotated (all)
- Kindergarten Literacy Packet (Rachel, Jamie) 216 packets taken.
- Maintain and update all Communico (Rachel, Natalie, Aaron)
- Maintained picture book and JFic bibliographies (Cat)
- Posters/Bulletin Board display: Programs, Bow Wow Books, ComicsPlus, Genre Reading Challenge
- Skills Packet Grades 3-5 (Rachel) 70 packets taken.

- Skills Packet Grades K-2 (Rachel) 60 packets taken.
- Storytime Round Up Newsletter (Fran, Natalie, Emily, Holly, Rachel) 15 taken.
- Personnel Changes

Personnel Changes

Aaron Spears resigned and is working out the remainder of his notice period. We wish him the best in his future endeavors.

Meetings/Training

Attended a webinar from Ryan Dowd on 3/21.

Met with Andrew and the PR/Marketing department on 3/21 to talk about the new card welcome experience.

Arranged a pre-conference logistics meeting with PLA Conference attendees on 3/21.

Attended meeting for SearchOhio Lending resumption on 3/22, 3/29, and 4/12.

Attended a virtual meeting with ByWater on 3/25 to discuss EDI (Electronic Data Interchange) for Purchasing and Invoicing in Koha.

Met with a representative from the Calm App on 3/25.

Meet with the Admin Team on 3/26, 4/9, and 4/15.

Met with Aaron Spears on 3/26 to discuss logistics for the Roblox Club.

Met with Peter on 3/27 to discuss logistics for the PLA Conference.

Interviewed for the Young Adult Specialist Librarian position on 3/28.

Attended a webinar 3/28. on the Aspen Discovery system's using in a consortia setting.

Assisted with the Roblox Club on 3/28.

Met individually with Managers on 4/1 and 4/15.

Attended the PLA Conference in Columbus, OH on 4/4 – 4/5.

Assisting with activities for the Total Solar Eclipse on 4/8.

Met with the Admin Team, Bialosky and WPPL's owner's rep on 4/9 Met with Andrew on 4/9 to discuss options for construction phasing.

Attended the Manager's meeting on 4/11.



Connecting for Kids

30628 Detroit Road #252
Westlake, OH 44145
1-440-570-5908
www.connectingforkids.org

Executive Director

Sarah Rintamaki
SarahRintamaki@connectingforkids.org

Board President

Tish Henry
TishHenry@connectingforkids.org

March 3, 2024

Dear Natalie,

As you know, Connecting for Kids is a local nonprofit with a mission to provide resources, support and community to families who have concerns about their child. Every year, we recognize professionals who exemplify our mission and go “above and beyond” their regular job responsibilities for families in Northeast Ohio.

I am so pleased to inform you that you were formally recognized by our board. I wanted to share with you the information from your nomination that was reviewed at our meeting:

“Natalie, who is very VERY familiar with CFK, is my much depended upon Information Specialist! Whenever I have concerns and am looking for information (even if I don't know what I'm looking for), she goes above and beyond trying to figure out exactly what could be the best resource tool for us. She takes the time to ask probing questions and to discover what might work best. Then she combs her resource materials and provides offerings! I depend on her. And she accepts that responsibility. Needless to say, like CFK, Natalie is a very important part of my "village" on this journey supporting our child. And thank you for the opportunity to recognize Natalie's unconditional acceptance of all and for professionalism that goes above and beyond!”

I am so grateful for dedicated professionals like you in our community.

Sincerely,

Sarah Rintamaki
Executive Director

Agenda Items

- **Resolution 7-24 Adjustment to General Fund 101 budget:** the library was charged for the costs of the May 2023 election expenses when our levy was on the ballot in March 2024. Based on past election expenses, \$14,750 was budgeted for the May 2023 election expenses. The actual election expenses were \$77,201.35. Therefore, an additional \$62,452 is needed to cover the cost of the May 2023 election.
- **Resolution to Issue Then and Now Certificate for PO 245074 Fees for Levy in the amount of \$62,452:** because the election expenses were incurred prior to the Board approving the budget adjustment, a "then and now certificate" needs to be approved.

It is hereby certified that the amount required to meet the payment or expenditure for the above, both at the time that the contract or order was made (then) and at the time I complete this certification (now), was available (or in the process of collection) to the credit of a proper fund, properly appropriated and free from any previous encumbrances.

- **Resolution 8-24 Adjustment to Friends Fund 420 budget:** moving funds from Program Team Speakers PO into Program Team Supplies PO
- **Resolution 9-24 Adjustment to Automation Fund 475 budget:** adjusting the budget to purchase new Patron point product
- Appoint the Fiscal Officer the Prevailing Wage Coordinator for Phase 2, Renovating, improving, and equipping of the Westlake Porter Public Library
Mandated by Ohio Revised Code Section 4115.071
- Resolution to approve the public opening and reading of the bids for Phase 2, Renovating, improving and equipping of the Westlake Porter Public Library by the Fiscal Officer, or another representative of the library, immediately after the time the filing has expired, at the usual place of meeting of the Board, and for the tabulation of the bids and a report of the tabulation to the Board at its next meeting.

Ohio Revised Code section 3375.41 states that bids must be opened at the next meeting of the Board, unless the Board approves a resolution to allow them to be opened immediately after the filing deadline.

Financial Highlights

- 2024 Revenue of \$3MM is 25%, or \$609K, higher than the same period last year because of the higher property tax revenue from the additional millage from the levy.
- 2024 Expenses of \$1.4MM are 4%, or \$52K, higher than the same period last year.

External Meetings/Trainings

- CJ and I had a meeting with the representative from the **Calm app** to learn more about it as a potential benefit for staff on Monday, March 25
- Met with **Bialosky and Richard Riachi** on Monday, April 8 to review staging plans for the renovation project and project timeline.

Library Meetings/Trainings

- **EAC meeting** was held on Thursday, March 21
- Attended a **Ryan Dowd training** on Thursday, March 21 along with other members of the WPPL management team and staff.
- Attended the **Manager's meeting** on Thursday, April 11; worked on the strategic plan
- Attended weekly **Admin meetings**
- Vacation April 1 - 8

Finance

- Proposed timeline for renovation project included in packet.
- Jana met with Shelly and Julie to review their performance evaluations, goals and compensation increases on Wednesday, April 17.
- The Finance department met on Wednesday, April 17.

Human Resources

Open Positions

- **Victoria Vogel**, currently an Associate in the Adult Services department, accepted the **Young Adult librarian position** and will begin in her new role on Monday, April 22.
- **A full-time, Adult Services Associate position** was posted internally on Tuesday, April 2 and applications will be accepted until Tuesday, April 16. This position is available as a result of Victoria moving into the Young Adult Librarian position.

Performance Evaluations/ Compensation Increases

- Managers are meeting with 300 level staff and above to review their performance evaluations, goals, and compensation increases. Compensation increases will be effective in staff paychecks dated April 18, 2024.

EAC Update

- The EAC meeting was held on Thursday, March 21. The committee began discussing themes and possible topics for speakers Staff Appreciation and Development Day.
- Suggestions/Comments submitted for discussion:
 - **The staff picnic table could use a new umbrella**
 - **Staff member requested that the Rustbelt Riders bins not be placed near the staff picnic table, to help staff have privacy at their breaks and avoid compost odors where they eat.**
 - **social media/videos:** Cuyahoga County library and a lot of other libraries do some really fun tiktoks/instagram/facebook videos about different topics
 - **shelter for bus stop** - Our bus stop does not have a shelter. Only a bench and garbage can. I know a few staff members and some patrons use the bus to get to the library. The bus stop is far away from any place to stand sheltered from bad weather while waiting for the bus. A shelter would provide cover from rain and snow.

Renovation Projects: Proposed Timeline

Project Name: Phase 2, Renovating, improving and equipping of the Westlake Porter Public Library

- May 10: deadline for drawing completion and final review by all parties
- Weeks of May 13 and May 20: Advertise for bids; advertisement will be entered into record at the May Board meeting
- June 7: Receive Bids at noon
- Week of June 10: bids reviewed and recommend award to Owner
- June 19: Board approves contract
- June 21: Contractor award and contract issuance
- June 24: start submittal process and material ordering
- August 5: construction begins

WESTLAKE PORTER PUBLIC LIBRARY

Account Adjustments - Informational

April 17, 2024

FROM:		TO:	
101-00-54110 (BOOKS)	\$ (200.00)	101-00-54150 (PROFESSIONAL COLLECTION)	\$ 200.00
101-00-53120 (EXTERNAL TRAINING)	\$ (800.00)	101-00-53150 (BOARD EXTERNAL TRAINING)	\$ 800.00

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

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
Revenue				
Property Tax	1,258,135	2,623,815	1,365,680	
PLF	357,653	344,427	(13,225)	
Other	56,211	78,656	22,445	
TOTAL	1,671,998	3,046,898	1,374,900	
Expenses				
Salaries & Benefits	972,680	852,229	(120,451)	
Supplies	26,980	15,589	(11,391)	
Contracted Services	200,857	226,194	25,337	several one-time, annual payments made in January such as annual maintenance for Communico, OCLC cataloging fees, and three year support & licenses for Meraki
Library Materials	193,958	164,447	(29,511)	
Capital	24,238	38,749	14,511	paid annual INN-Reach fee for SearchOhio this month
Miscellaneous	9,000	79,371	70,371	election expense from last year's levy paid this month
Other Expenses	305,000	-	(305,000)	transfers out to PI and Automation funds
TOTAL	1,732,713	1,376,579	(356,134)	

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

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	\$ 363.25	\$ 16,828.30	\$ 642.56	\$ -	\$ 16,000.00	\$ 548.99
FFL - GENERAL CHECKING	\$ 130,350.71	\$ 65,119.83	\$ 1,434,127.66	\$ 1,474,916.45	\$ -	\$ 236,259.33
PETTY CASH & CHANGE	\$ 1,343.50	\$ -	\$ -	\$ -	\$ -	\$ 1,343.50
TOTAL	\$ 132,057.46	\$ 81,948.13	\$ 1,434,770.22	\$ 1,474,916.45	\$ 16,000.00	\$ 238,151.82
FFL - MONEY MARKET	\$ 100,736.67	\$ 1,986.67	\$ -	\$ 1,650,000.00	\$ 1,458,916.45	\$ 293,806.89
US BANK	\$ 4,424,350.80	\$ 30,183.24	\$ 1,249.69	\$ -	\$ -	\$ 4,453,284.35
STAR OHIO	\$ 1,273,865.97	\$ 2,989,356.09	\$ 114,769.99	\$ -	\$ 1,650,000.00	\$ 2,498,452.07
TOTAL	\$ 5,798,953.44	\$ 3,021,526.00	\$ 116,019.68	\$ 1,650,000.00	\$ 3,108,916.45	\$ 7,245,543.31
TOTAL - ALL BANKS	\$ 5,931,010.90	\$ 3,103,474.13	\$ 1,550,789.90	\$ 3,124,916.45	\$ 3,124,916.45	\$ 7,483,695.13

WESTLAKE PORTER PUBLIC LIBRARY
STATEMENT OF CASH POSITION

As of: March 31, 2024

FUND DESCRIPTION	BEGINNING BALANCE	Y-T-D REVENUE	Y-T-D EXPENSE	UNEXPENDED BALANCE	OUTSTANDING ENCUMBERANCE	ENDING BALANCE
101 GENERAL FUND	\$ 3,816,781	\$ 3,046,898	\$ 1,376,579	\$ 5,487,101	\$ 1,727,551	\$ 3,759,550
410 DEVELOPMENT FUND	\$ 56,509	\$ 13,100	\$ 5,117	\$ 64,492	\$ 38,531	\$ 25,961
420 FRIENDS OF THE LIBRARY	\$ 3,604	\$ 38,744	\$ 3,820	\$ 38,528	\$ 38,529	\$ (0)
450 PERMANENT IMPROVEMENT	\$ 1,692,859	\$ 3,248	\$ 58,241	\$ 1,637,866	\$ 469,909	\$ 1,167,957
475 AUTOMATION FUND	\$ 334,041	\$ 1,362	\$ 107,033	\$ 228,370	\$ 91,386	\$ 136,984
703 FRANCIS EGGER TRUST	\$ 27,216	\$ 122	\$ -	\$ 27,337	\$ -	\$ 27,337
TOTAL:	\$ 5,931,011	\$ 3,103,474	\$ 1,550,790	\$ 7,483,695	\$ 2,365,906	\$ 5,117,789

WESTLAKE PORTER PUBLIC LIBRARY REVENUE REPORT - GENERAL FUND

As of: March 31, 2024

% through the year. 25%

<i>Revenue Accounts</i>	<i>Budgeted Revenue</i>	<i>Month-to- Date Revenues</i>	<i>Year-to-Date Revenue</i>	<i>Uncollected Balance</i>	
Property Tax	4,651,823	1,150,174	2,623,815	2,028,008	56.4%
Homestead Rollback	380,715	-	-	380,715	0.0%
Subtotal	5,032,538	1,150,174	2,623,815	2,408,723	52.1%
PLF	1,430,611	109,366	344,427	1,086,184	24.1%
Grants	2,500	-	-	2,500	0.0%
Patron Fines & Fees	9,743	411	1,134	8,610	11.6%
Interest	123,400	18,170	48,552	74,848	39.3%
Contributions	250	-	672	(422)	268.7%
Refunds/Reimbursements/Misc	88,950	9,347	28,298	60,652	31.8%
Transfers	-	-	-	-	0.0%
TOTAL	\$ 6,687,993	\$ 1,287,468	\$ 3,046,898	\$ 3,641,094	45.6%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - GENERAL FUND

As of: March 31, 2024

% through the year: 25%

<u>Expenditure Accounts</u>	<u>Combined Appropriations</u>	<u>Combined Month-to-Date Expenses</u>	<u>Combined Year-to-Date Expenses</u>	<u>Combined Encumbrances</u>	<u>Combined Unexpended Balance</u>	<u>% Combined Expended Balance</u>
<u>Salaries & Benefits</u>						
Salaries	2,946,400	220,372	664,861	-	2,281,539	22.6%
OPERS	411,096	31,003	61,808	-	349,288	15.0%
Insurance	528,723	41,133	125,559	369,425	403,164	23.7%
Other Employee Benefits	4,500	-	-	4,500	4,500	0.0%
Subtotal	3,890,719	292,508	852,229	373,925	3,038,490	21.9%
<u>Supplies</u>						
Administrative Supplies	71,920	2,997	10,249	57,571	61,671	14.3%
Maintenance Supplies	32,000	2,357	4,982	27,018	27,018	15.6%
Vehicle Fuel & Supplies	4,000	208	358	3,642	3,642	8.9%
Subtotal	107,920	5,562	15,589	88,231	92,331	14.4%
<u>Contracted Services</u>						
Travel & Training	31,600	1,523	1,563	30,037	30,037	4.9%
PR/Postage/Phone	90,704	13,538	29,780	60,923	60,923	32.8%
Maintenance	293,282	6,112	68,026	225,257	225,257	23.2%
Insurance	40,000	-	-	40,000	40,000	0.0%
Leases	9,950	240	6,720	3,230	3,230	67.5%
Utilities	132,380	9,661	30,415	101,965	101,965	23.0%
Professional Services	146,613	16,469	53,545	92,560	93,068	36.5%
Library Material Control	45,400	-	36,145	9,255	9,255	79.6%
Interlibrary Delivery Service	13,500	-	-	13,500	13,500	0.0%
Subtotal	803,429	47,545	226,194	576,727	577,235	28.2%
<u>Library Materials</u>						
Books	279,782	19,629	47,691	232,090	232,090	17.0%
Periodicals	20,909	165	936	19,973	19,973	4.5%
Audio/Visual	116,169	7,474	12,532	103,636	103,636	10.8%
Portable Audio	18,257	2,663	3,030	15,227	15,227	16.6%
Electronic Data	318,925	42,769	95,713	223,213	223,213	30.0%
Interlibrary Loan Fees	100	35	35	65	65	35.0%
Library Material Repair	18,653	1,177	3,098	15,555	15,555	16.6%
Library Material, Other	3,036	256	1,411	1,625	1,625	0.0%
Subtotal	775,831	74,169	164,447	611,384	611,384	21.2%
<u>Capital</u>						
Land Improvements	-	-	-	-	-	0.0%
Building Improvements	6,886	-	1,251	5,635	5,635	18.2%
Furniture/Hardware/Software	90,066	35,296	37,498	52,568	52,568	41.6%
Subtotal	96,952	35,296	38,749	58,203	58,203	40.0%
<u>Miscellaneous</u>						
Dues/Memberships	19,200	356	1,317	17,883	17,883	6.9%
Special Assessments	16,450	77,201	77,965	936	(61,515)	0.0%
Refunds/Reimbursements	350	-	88	262	262	25.3%
Other Misc Expenses	-	-	-	-	-	0.0%
Subtotal	36,000	77,557	79,371	19,081	(43,371)	220.5%
<u>Other Expenses</u>						
Contingency Fund	20,000	-	-	-	20,000	0.0%
Transfers	1,200,000	-	-	-	1,200,000	0.0%
Subtotal	1,220,000	-	-	-	1,220,000	0.0%
Grand Total	\$ 6,930,851	\$ 532,637	\$ 1,376,579	\$ 1,727,551	\$ 5,554,273	19.9%

WESTLAKE PORTER PUBLIC LIBRARY
EXPENSE REPORT - OTHER FUNDS
As of: March 31, 2024

<i>Expenditure Fund/Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>% through the year: 25%</i>	
				<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>410 - Development Fund</u>					
Supplies	9,939	385	9,554	9,554	3.88%
Contracted Services	9,750	-	9,750	9,750	0.00%
Library Materials	10,960	4,732	6,228	6,228	43.18%
Capital Outlay	13,000	-	13,000	13,000	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 43,649	\$ 5,117	\$ 38,531	\$ 38,531	11.72%
<u>420 - Friends of Library Fund</u>					
Supplies	18,298	2,573	15,726	15,726	14.06%
Contracted Services	9,050	1,247	7,803	7,803	13.78%
Library Materials	-	-	-	-	0.00%
Capital Outlay	15,000	-	15,000	15,000	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 42,348	\$ 3,820	\$ 38,529	\$ 38,529	9.02%
<u>450 - Permanent Imp. Fund</u>					
Contracted Services	308,450	55,333	253,117	253,117	17.94%
Capital Outlay	219,700	2,908	216,792	216,792	1.32%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 528,150	\$ 58,241	\$ 469,909	\$ 469,909	11.03%
<u>475 - Automation Fund</u>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	198,419	107,033	91,386	91,386	53.94%
Total	\$ 198,419	\$ 107,033	\$ 91,386	\$ 91,386	53.94%

Westlake Porter Public Library
Public Library Fund
2020 - 2024

	2020	2021	2022	2023	2024
Original Estimate	1,224,607.07	1,220,878.60	1,277,952.48	1,530,593.60	1,445,423.31
Actual	1,210,379.78	1,364,961.70	1,476,595.82	1,499,516.02	
<i>Difference</i>	<i>(14,227.29)</i>	<i>144,083.10</i>	<i>198,643.34</i>	<i>(31,077.58)</i>	

Month	2020	2021	2022	2023	2024
Jan	97,796.10	102,455.24	117,102.76	120,175.88	104,198.13
Feb	117,550.40	118,200.71	131,419.43	139,969.12	130,863.11
Mar	86,227.90	97,966.59	98,612.84	105,518.63	109,366.22
Apr	69,968.09	83,644.67	96,222.48	96,910.92	
May	80,899.48	116,198.57	169,367.26	140,652.68	
Jun	92,970.31	149,215.96	129,742.03	141,690.29	
Jul	113,945.67	137,767.22	138,955.50	140,296.37	
Aug	124,729.08	100,700.83	104,169.09	107,297.70	
Sep	115,601.98	119,250.24	127,626.25	135,110.50	
Oct	99,265.09	112,106.18	119,181.99	118,617.65	
Nov	104,468.13	111,223.59	117,142.59	123,511.26	
Dec	106,957.55	116,231.90	127,053.60	129,765.02	
TOTALS	\$ 1,210,379.78	\$ 1,364,961.70	\$ 1,476,595.82	\$ 1,499,516.02	\$ 344,427.46

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

Percentage Change			
2021	2022	2023	2024
4.76%	14.30%	2.62%	-13.30%
0.55%	11.18%	6.51%	-6.51%
13.61%	0.66%	7.00%	3.65%
19.55%	15.04%	0.72%	
43.63%	45.76%	-16.95%	
60.50%	-13.05%	9.21%	
20.91%	0.86%	0.96%	
-19.26%	3.44%	3.00%	
3.16%	7.02%	5.86%	
12.94%	6.31%	-0.47%	
6.47%	5.32%	5.44%	
8.67%	9.31%	2.13%	
12.77%	8.18%	1.55%	

Difference (2024 vs 2023)
(15,977.75)
(9,106.01)
3,847.59

2024 Year-to-Date Compared to 2023	
2023	365,663.63
2024	344,427.46
\$ Difference	(21,236.17)
% Difference	-5.81%

**Westlake Porter Public Library
1st Quarter 2024 Donations**

<u>Donor</u>	<u>Amount</u>	<u>Purpose</u>
Margaret Weekley	500.00	
Q-Lab	300.00	
OH Genealogical Society - Cuy. West Chapter	671.86	
Gladys C. Gulan Trust	2,000.00	
Bruce & Marcia Clark	20.00	In honor of Jenny Norton for tech support
Anonymous	30.00	In thanks for Jenny Norton's help
Sharon Didion	50.00	In memory of Tom Fox
West Tech Alumni Association Inc	100.00	
Friends of Porter Public Library	38,744.00	
Robert Homer	50.00	Designated for Adult Services
Alice Kuhn	10,000.00	Support renovation of the new teen space; memory of Phillip E. Kuhn
Total	\$ 52,465.86	

Non Monetary Donations:

<u>Donor</u>	
Nancy & Adnan Elhallak	Guitar
Jo Higgins	Book: Cassandra the Cat
Rock & Roll Hall of Fame	2 Tickets to Rock Hall

Westlake Porter Public Library
Check Register 3/1/24 - 3/31/24

Payment Date	Check Number	Vendor	Description	Payment Amount
3/7/2024	42563	APPLE BOOKS	Juvenile/YA Books	194.55
3/7/2024	42564	BAKER & TAYLOR	Juvenile/YA Books, materials processing	121.76
3/7/2024	42567	MARK STROK	Juvenile/YA Books	432.00
3/7/2024	42572	Stick to Your Buns Bakery LLC	Muffins - Strategic Planning Mtg	60.00
3/7/2024	42569	MIDWEST TAPE	Hoopla Downloadables	8,867.14
3/7/2024	42573	The Child's World	Juvenile/YA Books	235.50
3/7/2024	42565	Coughlan Companies, LLC	Juvenile/YA Books	440.79
3/7/2024	42568	MGCC Speakers Bureau	Seed Starting	100.00
3/7/2024	42571	United States Postal Service	PR Postage Deposit	9,000.00
3/7/2024	42566	Kanopy Inc	Kanopy Videos	502.20
3/7/2024	42570	North Union Farmers Market	Farmers Market Stall Fee	200.00
3/14/2024	42577	CENTER POINT PUBLISHING	Adult Books	195.36
3/14/2024	42576	Cengage Learning Inc	Adult Books	602.05
3/14/2024	42578	Debra Angela Parker	Jazz Up Your Accessory	200.00
3/14/2024	42574	Alan Dutka	Cleveland's Millionaire's Row	125.00
3/14/2024	42585	UNIQUE MANAGEMENT SERVICES INC	ILS Notices & Collection Agency - Feb 2024	397.00
3/14/2024	42579	DELL MARKETING L P	PC Refresh	99,429.54
3/14/2024	42583	PLAIN DEALER	Plain Dealer - Feb 2024	148.50
3/14/2024	42584	Scholastic Library Publishing	Juvenile/YA Books	163.80
3/14/2024	42581	KASTNER WESTMAN & WILKINS, LLC	Legal Fees - Misc Labor	29.50
3/14/2024	42582	MGCC Speakers Bureau	Embrace Life in Your Garden	100.00
3/14/2024	42580	Mississippi Valley Library District	ILL Fees - Lost Item	34.95
3/14/2024	42575	Jarir Bookstore	World Languages Collection	420.65
3/14/2024	42586	Westshore Arts Council	Tarolli - Westshore Arts Council	25.00
3/15/2024	2024000003	COUNTY AUDITOR	Treasurer & Auditor Fees - March 2024	10,927.57
3/15/2024	2024000004	CUYAHOGA CO BOARD OF ELECTIONS	Fees for Levy	77,201.35
3/20/2024	42587	BAKER & TAYLOR	Adult Books, materials processing	415.16
3/20/2024	42588	Bellwether Media	Juvenile/YA Books	1,207.00
3/20/2024	42589	Blue Technologies	Blue Tech Copiers 1/22 - 2/21/24	451.09
3/20/2024	42590	Cengage Learning Inc	Adult Books	296.89
3/20/2024	42595	Center for Aging in the Digital World	Senior Expo Exhibitor Fee	50.00
3/20/2024	42596	Westlake High School PTSA	PR Ads - Green & White Revue	75.00
3/20/2024	42594	ROSEN PUBLISHING	Juvenile/YA Books	92.50
3/20/2024	42593	Innovative Interfaces, Inc	INN-Reach 5/1/24 - 4/30/25	35,145.28
3/20/2024	42592	GREAT LAKES PUBLISHING	PR Ads - Westlake Magazine	649.00
3/20/2024	42597	Westlake Town Criers	Mangels - Westlake Town Criers	50.00
3/20/2024	42591	FairVega Library Services	World Languages Collection	880.00
3/25/2024	2024000021	PNC BANK N.A.	CC Payment	60,345.23

Westlake Porter Public Library
Check Register 3/1/24 - 3/31/24

Payment Date	Check Number	Vendor	Description	Payment Amount
3/27/2024	42599	Connecting for Kids of Westlake, OH	Adapted Storytime Training	1,000.00
3/27/2024	42604	Jennifer Budzilek	Budzilek - Mileage - New Supervisor Academy	34.84
3/27/2024	42598	Bialosky + Partners Architects, LLC	2024 Renovation Architect Fees	23,704.04
3/27/2024	42605	Westside Advanced Toastmasters Club	Speak Confidently in Six Weeks	100.00
3/27/2024	42602	mk Solutions, Inc	Self Checks Service Agreement 2024	4,069.74
3/27/2024	42603	Villager Newspaper	PR Ads - Villager	215.00
3/27/2024	42600	Julian & Grube Inc	2023 Financial Statements	2,400.00
3/27/2024	42601	Life Safety Systems, LLC	Fire Alarm Monitoring 4/2024 - 3/2025	336.00
3/27/2024	2024000023	Columbia Gas	Natural Gas 1/25 - 2/23/24	3,493.59
3/27/2024	2024000024	INGRAM BOOK COMPANY	Adult Books, Juv/YA Books, World Languages, materials processing	14,429.80
3/27/2024	2024000025	City of Cleveland Division of Water	Water Usage 1/20 - 2/20/24	386.79
3/27/2024	2024000026	The Illuminating Company	Lighting 1/2 - 1/29/24	5,781.09
3/27/2024	2024000027	Stark County Educational Service Center	Medical, Dental and Life Insurance - March 2024	38,155.67
3/31/2024	2024000005	Meeder Investment Management	Bank & Investment Fees	380.53
3/31/2024	2024000006	PayPal	Bank & Investment Fees	4.73
3/31/2024	2024000007	Nayax Copy Services	Bank & Investment Fees	56.00
3/31/2024	2024000028	PAYCHEX INC	Bank & Investment Fees	1,129.31
3/31/2024	2024000008	Square Inc	Bank & Investment Fees	159.33
3/31/2024	2024000006	U S Bank	Bank & Investment Fees	36.16
			TOTAL	405,683.98

Visa Payment Detail
For Check #202400021 dated 3/25/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
3/1/2024	AMAZON.COM	Wooden Puzzles	7297845	235099	28.62
2/14/2024	AMAZON.COM	Parenting guide/boys w/ Dyslexia	2928239	235105	14.97
2/15/2024	AMAZON.COM	Libraries Accelerating Learning Materials	6707439	235105	1.07
3/2/2024	AMAZON.COM	Children's Materials - Sandy Sauer	9204220	242003	41.01
2/8/2024	4IMPRINT	Reflector Lights	26599554	242006	365.62
2/6/2024	AMAZON.COM	Eclipse Treats for Staff	8282652	243001	21.44
2/12/2024	AMAZON.COM	Eclipse Treats for Staff	9364221	243001	96.26
2/26/2024	AMAZON.COM	Chalk, Craft Rocks	7479425	243001	113.86
2/13/2024	FRAGAPANE BAKERIES	Fat Tuesday - Paczkis	Fragapane	243001	120.00
2/17/2024	STAPLES BUSINESS ADVANTAGE	Paper Plates, Knives, Forks	7626303367	243001	70.29
2/26/2024	AMAZON.COM	Baby Wipes	7479425	243002	17.97
3/3/2024	AMAZON.COM	Mini Planter Pots	0326612	243002	20.89
2/11/2024	AMAZON.COM	Plastic Zip Document Folders	3965054	243003	14.79
2/23/2024	AMAZON.COM	Crayola Washable Paint	5491411	243003	5.69
2/26/2024	AMAZON.COM	Portion Cups with Lids	1039415	243003	8.90
2/26/2024	AMAZON.COM	Pony Beads, Stickers	7479425	243003	34.94
3/3/2024	AMAZON.COM	Puzzles, Magnets, Pencils, etc	0326612	243003	222.00
2/25/2024	APPLE STORE	iCloud 200GB Storage Plan	MQVM0Y071Y	243003	2.99
2/6/2024	RESTAURANTS	Donuts	Dunkin'	243003	22.98
2/25/2024	Jo-Ann Stores, LLC	Ribbon Trimmings	Joann	243010	9.58
2/29/2024	AMAZON.COM	Gift card - winter reading	9401826	243011	25.00
2/29/2024	Learning Express Toys	Gift card - winter reading	Learning Express Toys	243011	25.00
2/29/2024	RESTAURANTS	Gift card - winter reading	Starbucks	243011	25.00
2/29/2024	RESTAURANTS	Gift card - winter reading	Mitchell's	243011	25.00
2/26/2024	AMAZON.COM	Wolverine Film Digitizer	1042647	243022	399.99
2/26/2024	AMAZON.COM	Plastic Cups, Paper Food Trays	2176242	243025	29.78
2/10/2024	MICHAELS	Jewelry Program Supplies	Michaels	243025	12.97
2/10/2024	MICHAELS	Jewelry Program Supplies	Michaels	243025	-
2/22/2024	G F S MARKETPLACE	Snacks, Bowls, Spoons	GFS	243026	65.91
2/7/2024	AMAZON.COM	Return - Viewsonic 24" Monitor	5154609	244001	(349.00)
2/26/2024	AMAZON.COM	TV Wall Mount	2562617	244001	14.95
2/28/2024	AMAZON.COM	Passport Photo Printer System	0098609	244001	424.58
2/27/2024	LG Electronics USA	LG 50" TV	2008018558	244001	715.00
2/16/2024	Budget Blinds of Strongsville	Window Roller Shades	3339	244008	888.00
2/6/2024	AMAZON.COM	Crucial RAM 32GB Memory	3333003	244009	89.40
2/20/2024	AMERICAN LIBRARY ASSOCIATION	Mangels - Reg - ALA Conf 2024	1154316	245001	410.00
2/29/2024	United States Postal Service	Postage - Circ Dept	USPS	245005	79.80

Visa Payment Detail
For Check #202400021 dated 3/25/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
2/22/2024	AMAZON.COM	Ink Cartridges	1476214	245010	78.02
2/23/2024	AMAZON.COM	Ink Cartridges	2025011	245010	227.65
2/5/2024	Westlake Council of PTAs	Founders Day Dinner - Shook	20240205	245011	36.92
2/16/2024	ACE HARDWARE	Ratchet & socket	Ace Hardware	245012	23.98
2/19/2024	AMAZON.COM	Signs - No Skateboarding	6278611	245012	43.14
2/20/2024	AMAZON.COM	Signs, Mounting Brackets	0323421	245012	600.52
2/21/2024	AMAZON.COM	Signs - Reserved Parking	9223421	245012	62.97
2/13/2024	Automatic Door and Hardware	Automatic Door Decal Kit	28508	245012	132.68
2/7/2024	Ballastshop	LED Drivers (3)	539714	245012	159.80
2/9/2024	Graybar Electric Company, Inc.	Contacto, Pull Box Screw Cover	9335893665	245012	107.88
2/6/2024	HOME DEPOT CREDIT SERVICES	Gorilla adhesive	Home Depot	245012	9.98
2/9/2024	HOME DEPOT CREDIT SERVICES	Dremel kit, Varathane, Sanding Drum, etc	Home Depot	245012	95.37
2/20/2024	KIRK BATTERY CO INC	Mart Cart batteries	110103851	245012	277.90
2/21/2024	Safetysign.com	Signs - Yield, Stop	SS839964787	245012	134.47
2/15/2024	SHERWIN WILLIAMS	Paint	Sherwin Williams	245012	251.07
2/15/2024	AMAZON.COM	Nitrile gloves	1257057	245013	99.42
2/15/2024	AMAZON.COM	Zep Disinfectant	1127412	245013	74.90
2/17/2024	HOME DEPOT CREDIT SERVICES	Disinfectant, Bathroom Cleaner	790150379	245013	163.24
2/23/2024	HOME DEPOT CREDIT SERVICES	Hand soap	791055692	245013	29.68
2/25/2024	HOME DEPOT CREDIT SERVICES	Zep floor finish	Home Depot	245013	89.98
2/14/2024	GAS STATIONS	Gasoline for 2017 Honda Van	Speedway	245014	48.14
2/16/2024	GAS STATIONS	Gasoline for Van - Mangels OLC	BP	245014	55.30
2/23/2024	GAS STATIONS	Gasoline for Van - Mangels ETM Mtg	Speedway	245014	44.35
2/15/2024	Sgt Clean Car Wash	Monthly Car Wash Fee	20240215	245014	29.97
2/16/2024	Sgt Clean Car Wash	Monthly Car Wash Fee	20240216	245014	29.97
2/20/2024	RUMPKE	Waste & Recycling - Feb 2024	1410258	245015	383.65
2/21/2024	AMAZON.COM	Vinyl Roll Storage Rack	1981044	245018	124.66
2/27/2024	AMAZON.COM	Heat Transfer Paper for T-Shirts	6868243	245018	39.40
2/7/2024	Constant Contact	Constant Contact Email Plus	20240207	245031	2,421.30
2/26/2024	AMAZON.COM	Staff Longevity Gift	8598602	245038	56.40
3/1/2024	AWE ACQUISITION, INC	AWE Keyboards (2), Mice (5)	16422	245043	262.78
2/6/2024	B & H PHOTO-VIDEO-PROAUDIO	APC Replacement Battery	904125983	245043	99.99
2/20/2024	DISCOUNT DRUG MART	Distilled Water	Drug Mart	245043	7.14
2/7/2024	GODADDY	Standard SSL Renewal	2926042303	245043	99.99
3/3/2024	STAPLES BUSINESS ADVANTAGE	Logitech Computer Headsets	7627575996	245043	49.98
2/8/2024	SenSource Inc	Data Hosting Service 3/31/24 - 3/31/25	58556	245044	432.00
2/25/2024	VIRTUAL SYSTEMS	VCC Performance Tier Backup	415490	245044	440.00

Visa Payment Detail
For Check #202400021 dated 3/25/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
2/20/2024	PAYCHEX INC	Paychex Onboarding Monthly Fee	4671097	245060	100.00
2/13/2024	AMAZON.COM	Plastic Storage Containers	2389003	245065	25.49
2/28/2024	AMAZON.COM	Typewriter Correction Ribbon Tape	1732202	245065	16.99
2/28/2024	AMAZON.COM	Typewriter Correction Ribbon Tape	1267441	245065	7.28
2/20/2024	CHECKS IN THE MAIL INC	Deposit slips	72473822	245065	51.99
2/13/2024	Quench USA, Inc.	Price Adjust Pure Water System 2/12/24 - 12/12/24	INV06973299	245065	60.20
2/18/2024	STAPLES BUSINESS ADVANTAGE	Envelopes	7626526984	245065	100.96
2/23/2024	STAPLES BUSINESS ADVANTAGE	Envelopes	7626526984	245065	100.96
2/12/2024	OHIO LIBRARY COUNCIL	Golick - Reg - Library Trustee Workshop	0032105	245066	95.00
2/26/2024	OHIO LIBRARY COUNCIL	Schindler - Reg - Library Trustee Workshop	20240226	245066	95.00
2/14/2024	PARKING - VARIOUS LOTS	Parking - City Club of Cleveland	Playhouse Square Parkin	245067	3.00
2/6/2024	The City Club of Cleveland	Group Reg - Can Libraries be Everything	72042	245067	450.00
2/29/2024	AMAZON.COM	Amazon Business Membership Refund	20240229	245069	(138.90)
2/20/2024	Westshore Chamber of Commerce	Mangels - Chamber Mtg	20240220	245069	30.00
2/24/2024	HOTELS	Mangels - Hotel/Parking - ETM Mtg	TownePlace Suites	245070	158.40
2/25/2024	LAKESHORE LEARNING	Headphones	540170747	245072	46.97
2/27/2024	AMAZON.COM	Trustee Gift for J Darling	9338650	245075	54.80
2/24/2024	AMAZON.COM	Passport Photo Supplies	2685047	245078	133.64
2/7/2024	OHIO LIBRARY COUNCIL	Lynce - OLC Membership 2024	0027202	245080	150.00
2/15/2024	OHIO LIBRARY COUNCIL	Feenaughty - OLC Membership 2024	0047177	245080	120.00
2/15/2024	OHIO LIBRARY COUNCIL	Cooley - OLC Membership 2024	0048379	245080	120.00
2/12/2024	AMAZON.COM	DVD Cases	0965835	245081	36.30
2/9/2024	Demco Inc	Label Protectors, Labels, CD Boxes, etc	7436184	245081	1,287.26
2/16/2024	Breezeline	Breezeline Phone Svc 1/26 - 2/25/24	0060250	245083	66.68
2/29/2024	EASTON TELECOM SERVICES LLC	Easton Phone Svc 2/10 - 3/9/24	1166670	245083	720.30
2/23/2024	T-Mobile USA Inc	T-Mobile Cell Phone 12/29/23 - 1/28/24	981225743	245083	20.86
3/2/2024	VERIZON WIRELESS	VZ Mobile Brdbnd 2/13 - 3/12/24	9956526031	245083	40.11
3/1/2024	Cubsmart	Off-Site Storage - March 2024	306465	245091	240.00
2/6/2024	Northeast Ohio Regional Library System	Budzilek - Reg - New Supervisors' Academy	20240206	245094	120.00
2/7/2024	Northeast Ohio Regional Library System	Stanca - Reg - New Supervisors' Academy	20240207	245094	120.00
2/6/2024	AMAZON.COM	Adult Books	3758607	246001	20.98
2/12/2024	AMAZON.COM	Adult Books	1136214	246001	43.60
2/14/2024	AMAZON.COM	Adult Books	9127459	246001	96.91
2/14/2024	AMAZON.COM	Adult Books	9127459	246001	19.79
2/15/2024	AMAZON.COM	Adult Books	6420215	246001	35.61
2/15/2024	AMAZON.COM	Adult Books	0977867	246001	14.99
2/20/2024	AMAZON.COM	Adult Books	0781860	246001	35.40

Visa Payment Detail
For Check #202400021 dated 3/25/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
2/21/2024	AMAZON.COM	Adult Books	1283438	246001	19.72
2/21/2024	AMAZON.COM	Adult Books	6343441	246001	14.95
2/26/2024	AMAZON.COM	Adult Books	2273026	246001	40.80
2/26/2024	AMAZON.COM	Adult Books	2846636	246001	37.98
2/27/2024	AMAZON.COM	Adult Books	8023461	246001	15.04
2/28/2024	AMAZON.COM	Adult Books	3248259	246001	32.97
2/29/2024	AMAZON.COM	Adult Books	9959457	246001	19.79
3/1/2024	AMAZON.COM	Adult Books	0568207	246001	25.99
2/15/2024	AMAZON.COM	Move to PO 235105	6707439	246002	(1.07)
2/15/2024	AMAZON.COM	Juvenile/YA Books	6707439	246002	6.92
2/20/2024	AMAZON.COM	Juvenile/YA Books	8125840	246002	9.45
2/21/2024	AMAZON.COM	Juvenile/YA Books	8600214	246002	8.90
3/1/2024	AMAZON.COM	Juvenile/YA Books	0577000	246002	12.82
3/3/2024	AMAZON.COM	Juvenile/YA Books	4920219	246002	41.32
2/22/2024	MagCloud	The Violet Edge - Winter Edition	2084959	246004	16.97
2/7/2024	MIDWEST TAPE	Audiobooks	20240207	246006	699.84
2/16/2024	MIDWEST TAPE	Audiobooks	20240216	246006	536.87
2/22/2024	MIDWEST TAPE	Audiobooks	20240222	246006	179.96
2/29/2024	MIDWEST TAPE	Audiobooks	20240229	246006	190.96
2/20/2024	Playaway Products LLC	Audiobooks	453755	246006	59.99
2/6/2024	AMAZON.COM	Music CDs	0408216	246007	44.48
2/20/2024	AMAZON.COM	Music CDs	2573067	246007	17.03
2/21/2024	AMAZON.COM	Music CDs	9873849	246007	26.20
2/22/2024	AMAZON.COM	Music CDs	7205868	246007	17.98
2/22/2024	AMAZON.COM	Music CDs	3945859	246007	21.00
2/27/2024	AMAZON.COM	Credit: Music CDs	7205868	246007	(17.98)
3/1/2024	AMAZON.COM	Music CDs	3090636	246007	17.23
3/1/2024	AMAZON.COM	Music CDs	6440264	246007	9.49
2/7/2024	MIDWEST TAPE	Music CDs	20240207	246007	128.74
2/16/2024	MIDWEST TAPE	Music CDs	20240216	246007	277.29
2/22/2024	MIDWEST TAPE	Music CDs	20240222	246007	238.17
2/29/2024	MIDWEST TAPE	Music CDs	20240229	246007	281.94
2/5/2024	AMAZON.COM	DVDs	9393038	246008	79.92
2/5/2024	AMAZON.COM	DVDs	4936219	246008	53.58
2/6/2024	AMAZON.COM	DVDs	4963435	246008	68.94
2/8/2024	AMAZON.COM	DVDs	6205800	246008	43.96
2/12/2024	AMAZON.COM	DVDs	9222621	246008	271.41

Visa Payment Detail
For Check #202400021 dated 3/25/24

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
2/12/2024	AMAZON.COM	DVDs	6205800	246008	103.04
2/12/2024	AMAZON.COM	DVDs	4500220	246008	99.80
2/14/2024	AMAZON.COM	DVDs	3193811	246008	20.98
2/14/2024	AMAZON.COM	Credit: DVDs	9222621	246008	(28.68)
2/14/2024	AMAZON.COM	Credit: DVDs	6205800	246008	(14.88)
2/22/2024	AMAZON.COM	DVDs	3777810	246008	72.93
2/23/2024	AMAZON.COM	DVDs	0737829	246008	44.56
2/23/2024	AMAZON.COM	DVDs	2246603	246008	40.07
2/26/2024	AMAZON.COM	DVDs	5965827	246008	119.76
2/26/2024	AMAZON.COM	DVDs	5001838	246008	59.84
2/26/2024	AMAZON.COM	DVDs	1930648	246008	106.94
2/26/2024	AMAZON.COM	DVDs	6986636	246008	26.99
2/26/2024	AMAZON.COM	DVDs	6308207	246008	9.99
2/27/2024	AMAZON.COM	DVDs	3057816	246008	24.95
2/27/2024	AMAZON.COM	DVDs	4500220	246008	32.37
2/7/2024	MIDWEST TAPE	DVDs	20240207	246008	184.37
2/16/2024	MIDWEST TAPE	DVDs	20240216	246008	435.08
2/22/2024	MIDWEST TAPE	DVDs	20240222	246008	224.13
2/29/2024	MIDWEST TAPE	DVDs	20240229	246008	671.61
2/6/2024	AMAZON.COM	Video Games/Hotspots	4897809	246009	39.88
2/12/2024	AMAZON.COM	Video Games/Hotspots	4856215	246009	59.99
2/14/2024	AMAZON.COM	Video Games/Hotspots	4897809	246009	149.82
2/14/2024	AMAZON.COM	Video Games/Hotspots	8805058	246009	69.99
2/14/2024	AMAZON.COM	Video Games/Hotspots	4856215	246009	69.99
2/15/2024	AMAZON.COM	Video Games/Hotspots	4856215	246009	69.99
2/19/2024	AMAZON.COM	Video Games/Hotspots	6473826	246009	94.20
2/29/2024	AMAZON.COM	Video Games/Hotspots	4856215	246009	69.99
2/23/2024	T-Mobile USA Inc	Hotspots 12/29/23 - 1/28/24	981225743	246009	1,369.48
2/14/2024	Playaway Products LLC	Playaways/Launchpads	453491	246010	877.31
2/14/2024	Playaway Products LLC	Playaways/Launchpads	453492	246010	679.64
2/14/2024	Playaway Products LLC	Playaways/Launchpads	453490	246010	431.18
2/14/2024	Playaway Products LLC	Playaways/Launchpads	453482	246010	292.45
2/14/2024	Playaway Products LLC	Playaways/Launchpads	453481	246010	194.96
2/14/2024	Playaway Products LLC	Playaways/Launchpads	453554	246010	119.98
2/27/2024	Playaway Products LLC	Playaways/Launchpads	454612	246010	67.49
2/20/2024	PressReader Inc	PressReader 3/1/24 - 2/28/25	SI006877	246011	8,624.00
2/7/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240207	246012	12,771.45

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INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE NUMBER	PO #	TOTAL VALUE
2/12/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240212	246012	479.98
2/16/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240216	246012	255.22
2/22/2024	OVERDRIVE, INC	Adult eBooks/e-Periodicals	20240222	246012	2,771.94
2/7/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240207	246013	987.81
2/12/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240212	246013	106.95
2/22/2024	OVERDRIVE, INC	Juvenile/YA eBooks	20240222	246013	1,065.55
2/7/2024	OVERDRIVE, INC	e-Audio	20240207	246014	2,142.88
2/12/2024	OVERDRIVE, INC	e-Audio	20240212	246014	414.95
2/16/2024	OVERDRIVE, INC	e-Audio	20240216	246014	153.92
2/22/2024	OVERDRIVE, INC	e-Audio	20240222	246014	3,597.63
2/7/2024	OVERDRIVE, INC	Downloadable Video	20240207	246016	26.91
2/7/2024	AMAZON.COM	Portable CD Player	1744236	246019	39.95
2/13/2024	AMAZON.COM	Plastic storage boxes	1958655	246019	24.95
2/16/2024	AMAZON.COM	Credit: Nontraditional Materials	1917810	246019	(43.99)
2/21/2024	AMAZON.COM	Game	2855432	246019	17.81
2/26/2024	AMAZON.COM	Blu-ray Writer Bundle	8125818	246019	110.00
2/26/2024	AMAZON.COM	Games	3212209	246019	63.97
2/25/2024	AMAZON.COM	Circulating Kits	5919404	246020	43.62
2/9/2024	AMAZON.COM	World Languages Collection	9313849	246021	29.99
2/9/2024	AMAZON.COM	World Languages Collection	6666624	246021	32.09
2/12/2024	AMAZON.COM	World Languages Collection	3449844	246021	47.50
				TOTAL	60,345.23



Westlake Porter Public Library Operating Account

Monthly Investment Report
March 31, 2024

Your Investment Representative:

Eileen Stanic
(440) 662-8268
estanic@meederinvestment.com

For questions about your account please contact your investment representative or contact publicfundsoperations@meederinvestment.com
Dublin, Ohio | Lansing, Michigan | Long Beach, California | Austin, Texas | 866-633-3371 | www.meederpublicfunds.com

PORTFOLIO SUMMARY

As of March 31, 2024



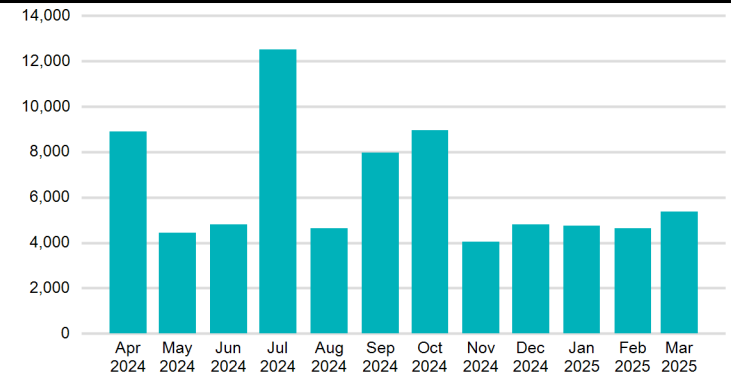
MONTHLY RECONCILIATION

Beginning Book Value	4,444,991.29
Contributions	
Withdrawals	
Prior Month Management Fees	(380.53)
Prior Month Custodian Fees	(36.16)
Realized Gains/Losses	2,250.00
Gross Interest Earnings	6,459.75
Ending Book Value	4,453,284.35

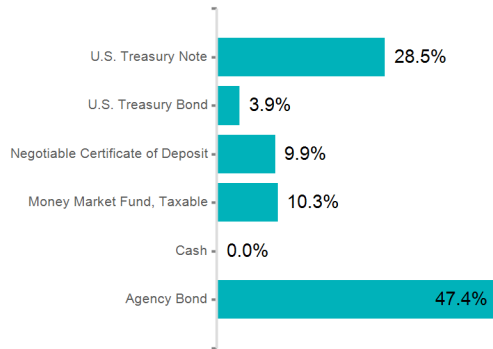
PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	2.58%
Portfolio Effective Duration	1.70 yrs
Weighted Average Maturity	1.82 yrs

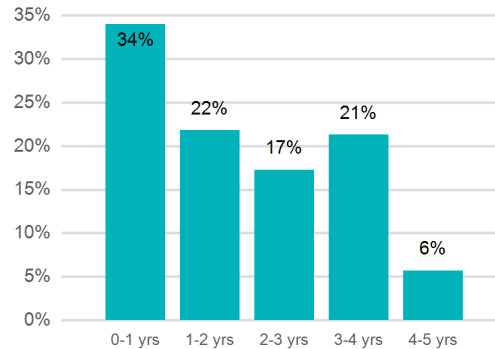
PROJECTED MONTHLY INCOME SCHEDULE



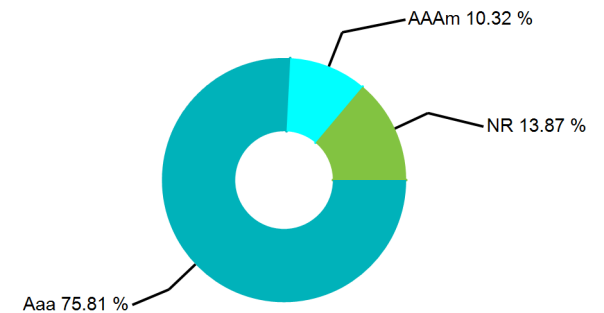
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY



Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of March 31, 2024



CUSIP	SECURITY DESCRIPTION	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025
066519QK8	BankUnited, FSB 0.650% 03/05/2026			205			205			203			200
14042RME8	Capital One, National Association 2.150% 07/17/2024				4,187								
3130AM5C2	FHLB 0.420% 05/06/2024		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
3130AWMN7	FHLB 4.375% 06/09/2028			1,203						1,203			
3133EN3H1	FFCB 4.000% 11/29/2027		1,300						1,300				
3133ENW63	FFCB 4.375% 10/27/2027	1,641						1,641					
3133EPWD3	FFCB 4.875% 04/20/2026	1,584						1,584					
3135G0V75	FNMA 1.750% 07/02/2024				3,575								
3136G44F7	FNMA 0.550% 09/30/2025						1,073						1,073
31422XA69	AGM 3.340% 07/01/2027				1,670						1,670		
31424WAF9	AGM 4.875% 04/01/2027	1,828						1,828					
84287PJB9	Southern First Bank 4.850% 10/17/2028	1,702						1,702					
880591EU2	TNNLL 2.875% 02/01/2027					1,078						1,078	
880591EZ1	TVA 3.875% 03/15/2028						1,356						1,356
9128282R0	UST 2.250% 08/15/2027					844						844	
9128284V9	UST 2.875% 08/15/2028					1,006						1,006	
912828R36	UST 1.625% 05/15/2026		447						447				
912828YG9	UST 1.625% 09/30/2026						447						447

Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of March 31, 2024



CUSIP	SECURITY DESCRIPTION	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025
912828Z78	UST 1.500% 01/31/2027				525						525		
91282CAJ0	UST 0.250% 08/31/2025					125						125	
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						2,582						
91282CDB4	UST 0.625% 10/15/2024	313						383					
91282CDG3	UST 1.125% 10/31/2026	309						309					
91282CDQ1	UST 1.250% 12/31/2026			344						344			
91282CEF4	UST 2.500% 03/31/2027						750						750
91282CET4	UST 2.625% 05/31/2027		919						919				
91282CEW7	UST 3.250% 06/30/2027			975						975			
91282CGC9	UST 3.875% 12/31/2027			1,744						1,744			
91282CGH8	UST 3.500% 01/31/2028				1,313						1,313		
91282CGL9	UST 4.000% 02/15/2026					1,300						1,300	
91282CHA2	UST 3.500% 04/30/2028	963						963					
TOTAL		8,890	4,452	4,799	12,523	4,634	7,959	8,960	4,032	4,796	4,761	4,634	5,373

POSITION STATEMENT

As of March 31, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
CASH	Custodial Cash	3/28/2024 3/28/2024	\$1,828.13	\$1,828.13	\$1,828.13	0.00%	0.003 0.003	\$1.00 \$1,828.13	\$0.00	0.03%	
31846V567	First American Funds, Inc.	3/28/2024 3/28/2024	\$449,059.53	\$449,059.53	\$449,059.53	5.19%	0.003 0.003	\$1.00 \$449,059.53	\$0.00	6.56%	AAAm
STAROHIO	STAR Ohio XX019	3/28/2024 3/28/2024	\$2,498,452.07	\$2,498,452.07	\$2,498,452.07	5.47%	0.003 0.003	\$1.00 \$2,498,452.07	\$0.00	36.47%	AAAm
SubTotal			\$2,949,339.73	\$2,949,339.73	\$2,949,339.73	5.42%		\$2,949,339.73	\$0.00	43.05%	
Agency Bond											
3130AM5C2	FHLB 0.420% 05/06/2024	5/7/2021 5/10/2021	\$200,000.00	\$200,000.00	\$200,000.00	0.42%	0.107 0.107	\$99.47 \$198,936.00	(\$1,064.00)	2.90%	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%	0.263 0.259	\$99.06 \$247,637.50	(\$975.00)	3.62%	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%	0.841 0.820	\$96.33 \$144,496.50	(\$5,503.50)	2.11%	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%	1.126 1.094	\$95.42 \$190,834.00	(\$9,166.00)	2.79%	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%	1.299 1.263	\$95.06 \$118,818.75	(\$6,181.25)	1.73%	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%	1.510 1.466	\$93.71 \$365,461.20	(\$24,538.80)	5.34%	Aaa AA+
3133EPWD3	FFCB 4.875% 04/20/2026	10/16/2023 10/17/2023	\$65,000.00	\$64,743.25	\$64,743.25	5.04%	2.063 1.903	\$100.38 \$65,248.30	\$505.05	0.95%	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%	2.545 2.434	\$91.65 \$91,651.00	(\$8,079.00)	1.34%	Aaa AA+
880591EU2	TNNLL 2.875% 02/01/2027	10/27/2023 10/30/2023	\$75,000.00	\$70,330.88	\$70,330.88	4.97%	2.849 2.681	\$95.84 \$71,876.25	\$1,545.37	1.05%	Aaa AA+
31424WAF9	AGM 4.875% 04/01/2027	10/27/2023 10/30/2023	\$75,000.00	\$74,767.50 \$314.85	\$75,082.35	4.97%	3.011 2.710	\$101.18 \$75,884.25	\$1,116.75	1.11%	
31422XA69	AGM 3.340% 07/01/2027	9/12/2023 9/13/2023	\$100,000.00	\$95,298.00	\$95,298.00	4.67%	3.260 3.043	\$96.68 \$96,683.00	\$1,385.00	1.41%	
3130ATHW0	FHLB 4.125% 09/10/2027	10/31/2022 11/1/2022	\$75,000.00	\$74,419.28	\$74,419.28	4.30%	3.455 3.176	\$99.19 \$74,394.00	(\$25.28)	1.09%	Aaa AA+

Westlake Porter Public Library Operating Account

POSITION STATEMENT

As of March 31, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3133ENW63	FFCB 4.375% 10/27/2027	10/31/2022 11/1/2022	\$75,000.00	\$75,218.25	\$75,218.25	4.31%	3.584 3.223	\$99.81 \$74,856.75	(\$361.50)	1.09%	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%	3.658 3.431	\$89.15 \$57,949.45	\$414.05	0.85%	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%	3.674 3.330	\$98.56 \$64,062.05	(\$716.95)	0.94%	Aaa AA+
880591EZ1	TVA 3.875% 03/15/2028	3/28/2023 3/30/2023	\$70,000.00	\$69,736.10	\$69,736.10	3.96%	3.967 3.626	\$98.39 \$68,870.90	(\$865.20)	1.01%	Aaa AA+
3130AWMN7	FHLB 4.375% 06/09/2028	7/28/2023 7/31/2023	\$55,000.00	\$55,144.65	\$55,144.65	4.31%	4.203 3.751	\$100.20 \$55,110.55	(\$34.10)	0.80%	Aaa AA+
SubTotal			\$2,135,000.00	\$2,115,314.81 \$314.85	\$2,115,629.66	2.11%		\$2,062,770.45	(\$52,544.36)	30.11%	
Negotiable Certificate of Deposit											
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%	0.304 0.298	\$99.01 \$243,574.44	(\$875.76)	3.56%	
066519QK8	BankUnited, FSB 0.650% 03/05/2026	2/22/2021 3/5/2021	\$125,000.00	\$124,375.00	\$124,375.00	0.75%	1.937 1.878	\$92.22 \$115,271.25	(\$9,103.75)	1.68%	
84287PJB9	Southern First Bank 4.850% 10/17/2028	10/5/2023 10/17/2023	\$70,000.00	\$69,685.00	\$69,685.00	4.95%	4.559 3.976	\$102.51 \$71,753.50	\$2,068.50	1.05%	
SubTotal			\$441,000.00	\$438,510.20	\$438,510.20	2.32%		\$430,599.19	(\$7,911.01)	6.29%	
U.S. Treasury Bond											
912828R36	UST 1.625% 05/15/2026	1/11/2022 1/12/2022	\$55,000.00	\$55,378.13	\$55,378.13	1.46%	2.132 2.043	\$94.08 \$51,745.10	(\$3,633.03)	0.76%	Aaa AA+
912828YG9	UST 1.625% 09/30/2026	1/11/2022 1/12/2022	\$55,000.00	\$55,345.90	\$55,345.90	1.49%	2.510 2.393	\$93.39 \$51,365.05	(\$3,980.85)	0.75%	Aaa AA+
9128284V9	UST 2.875% 08/15/2028	10/6/2023 10/10/2023	\$70,000.00	\$64,257.81	\$64,257.81	4.79%	4.386 4.039	\$94.57 \$66,196.20	\$1,938.39	0.97%	Aaa AA+
SubTotal			\$180,000.00	\$174,981.84	\$174,981.84	2.77%		\$169,306.35	(\$5,675.49)	2.47%	
U.S. Treasury Note											
91282CCX7	UST 0.375% 09/15/2024	1/28/2022 1/31/2022	\$100,000.00	\$97,605.47	\$97,605.47	1.31%	0.468 0.459	\$97.78 \$97,777.00	\$171.53	1.43%	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%	0.551 0.537	\$97.54 \$97,535.00	(\$2,394.69)	1.42%	Aaa AA+

Westlake Porter Public Library Operating Account

POSITION STATEMENT

As of March 31, 2024



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
91282CAJ0	UST 0.250% 08/31/2025	8/25/2021 8/26/2021	\$100,000.00	\$98,289.06	\$98,289.06	0.68%	1.427 1.393	\$93.80 \$93,797.00	(\$4,492.06)	1.37%	Aaa AA+
91282CGL9	UST 4.000% 02/15/2026	10/16/2023 10/17/2023	\$65,000.00	\$63,580.66	\$63,580.66	5.00%	1.888 1.788	\$98.86 \$64,258.35	\$677.69	0.94%	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%	2.175 2.107	\$92.20 \$46,101.50	(\$3,599.67)	0.67%	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%	2.258 2.185	\$92.29 \$69,219.75	(\$5,692.36)	1.01%	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%	2.342 2.274	\$91.47 \$68,598.75	(\$5,706.91)	1.00%	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%	2.427 2.354	\$91.51 \$68,631.00	(\$6,029.16)	1.00%	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%	2.595 2.493	\$91.95 \$50,574.15	(\$3,416.08)	0.74%	Aaa AA+
91282CDQ1	UST 1.250% 12/31/2026	1/7/2022 1/10/2022	\$55,000.00	\$54,355.47	\$54,355.47	1.50%	2.762 2.653	\$91.92 \$50,557.10	(\$3,798.37)	0.74%	Aaa AA+
91282Z78	UST 1.500% 01/31/2027	7/12/2023 7/13/2023	\$70,000.00	\$63,639.84	\$63,639.84	4.29%	2.847 2.726	\$92.34 \$64,638.00	\$998.16	0.94%	Aaa AA+
91282CEF4	UST 2.500% 03/31/2027	6/27/2023 6/28/2023	\$60,000.00	\$56,432.81	\$56,432.81	4.23%	3.008 2.813	\$94.81 \$56,887.80	\$454.99	0.83%	Aaa AA+
91282CET4	UST 2.625% 05/31/2027	7/13/2023 7/14/2023	\$70,000.00	\$66,303.13	\$66,303.13	4.11%	3.175 2.970	\$94.90 \$66,431.40	\$128.27	0.97%	Aaa AA+
91282CEW7	UST 3.250% 06/30/2027	6/29/2023 6/30/2023	\$60,000.00	\$57,707.81	\$57,707.81	4.30%	3.258 3.023	\$96.71 \$58,026.60	\$318.79	0.85%	Aaa AA+
91282R0	UST 2.250% 08/15/2027	10/31/2022 11/1/2022	\$75,000.00	\$68,525.39	\$68,525.39	4.26%	3.384 3.191	\$93.50 \$70,128.00	\$1,602.61	1.02%	Aaa AA+
91282CGC9	UST 3.875% 12/31/2027	1/20/2023 1/23/2023	\$90,000.00	\$91,325.39	\$91,325.39	3.55%	3.762 3.426	\$98.54 \$88,681.50	(\$2,643.89)	1.29%	Aaa AA+
91282CGH8	UST 3.500% 01/31/2028	3/23/2023 3/24/2023	\$75,000.00	\$75,038.09	\$75,038.09	3.49%	3.847 3.530	\$97.22 \$72,917.25	(\$2,120.84)	1.06%	Aaa AA+
91282CHA2	UST 3.500% 04/30/2028	7/28/2023 7/31/2023	\$55,000.00	\$53,287.70	\$53,287.70	4.23%	4.093 3.706	\$97.14 \$53,427.55	\$139.85	0.78%	Aaa AA+
SubTotal			\$1,305,000.00	\$1,273,589.84	\$1,273,589.84	2.49%		\$1,238,187.70	(\$35,402.14)	18.08%	
Grand Total			\$7,010,339.73	\$6,951,736.42 \$314.85	\$6,952,051.27	3.63%		\$6,850,203.42	(\$101,533.00)	100.00%	

TRANSACTION STATEMENT

As of March 31, 2024



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Maturity								
Maturity	3/15/2024	3/15/2024	91282CBR1	UST 0.250% 03/15/2024	100,000.00	97,750.00	100,000.00	2,250.00
Total					100,000.00	97,750.00	100,000.00	2,250.00

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	3/1/2024	3/1/2024	31846V567	First American Funds, Inc.	1,213.42
Interest/Dividends	3/5/2024	3/5/2024	066519QK8	BankUnited, FSB 0.650% 03/05/2026	202.57
Interest/Dividends	3/11/2024	3/11/2024	3130ATHW0	FHLB 4.125% 09/10/2027	1,546.88
Interest/Dividends	3/15/2024	3/15/2024	91282CBR1	UST 0.250% 03/15/2024	125.00
Interest/Dividends	3/15/2024	3/15/2024	91282CCX7	UST 0.375% 09/15/2024	187.50
Interest/Dividends	3/15/2024	3/15/2024	880591EZ1	TVA 3.875% 03/15/2028	1,356.25
Interest/Dividends	3/28/2024	3/28/2024	31424WAF9	AGM 4.875% 04/01/2027	1,828.13
Total					6,459.75

TRANSACTION STATEMENT

As of March 31, 2024



Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	3/25/2024	3/25/2024	Cash Out	(36.16)
Total				(36.16)
Management Fee				
Management Fee	3/18/2024	3/18/2024	Cash Out	(380.53)
Total				(380.53)

STATEMENT DISCLOSURE

As of March 31, 2024



Meeder provides monthly statements for its investment management clients to provide information about the investment portfolio. The information should not be used for audit or confirmation purposes. Please review your custodial statements and report any inaccuracies or discrepancies.

Certain information and data has been supplied by unaffiliated third parties. Although Meeder believes the information is reliable, it cannot warrant the accuracy of information offered by third parties. Market value may reflect prices received from pricing vendors when current market quotations are not available. Prices may not reflect firm bids or offers and may differ from the value at which the security can be sold.

Statements may include positions from unmanaged accounts provided for reporting purposes. Unmanaged accounts are managed directly by the client and are not included in the accounts managed by the investment adviser. This information is provided as a client convenience and the investment adviser assumes no responsibility for performance of these accounts or the accuracy of the data reported.

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

Meeder Investment Management is the global brand for the Meeder group of affiliated companies. Investment advisory services are provided through Meeder Public Funds, Inc. Please contact us if you would like to receive a copy of our current ADV disclosure brochure or privacy policy.

Mission Moment

We took 11 people to the National PLA conference in Columbus. Included were full time and part time, librarians and non-librarians, and one Trustee. This was an amazing opportunity to help further our mission of an inclusive environment that fosters learning.

Meetings/Training/Programs

Farrell Foundation
Rotary
Lunch & Learn – Ryan Dowd, Orner Teenagers
OLC Government Relations Committee
Koha/Aspen webinar
Art Fest Planning Meeting
Managers Meeting – Strat Planning

Friends/Foundation

Safety and Security

Assisted patron in signing up for eclipse glasses
14 Incident Rpts were written in March.
7 Disruptive Behavior
2 Banned Patron
2 Patron Assist/Policy Issue
1 Harassment
1 Animal in the Library
1 Illness/Accident
Two incidents involved the same juvenile patron. 6 took place in YS, 2 in Reference, 2 in the Reading Room, 2 in Circ, and 1 each in Lobby and Adult Public PC.

Building Services

Highlights of completed tasks or projects and those started include:

Blinds were installed by an outside vendor in the Maker Space to alleviate sun glare issues.

Opaque film was applied to the Adult Services office door to assess the appropriateness and feasibility of use throughout the library.

A monitor was installed in the meeting room entrance lobby which entailed bringing ethernet and electrical power to the mounting area.

Assistance was given to the architects engaged for the redesign of the Circulation area and second floor. This also included taking pictures of the exterior and interior electric panels that may be used.

A foghorn type sound was eliminated in the staff rest rooms and was diagnosed as worn cartridges and vacuum breakers.

Additional signage was constructed to direct parking for the eclipse event.

A Fire Department Connection sign was ordered for the FDC connection near Center Ridge Road.

Other Projects/Planning

Strategic Plan – Managers' met to review NEO's work on Objective's and Tactics. We need to send that feedback back to NEO for a bit more revising.

Construction Project – We now have a timeline in place with a likely start date of Aug 5.

Patron Point – We will be implementing a new product that will assist us with more sophisticated means of PR and Marketing.

Dispatches From the Field

Feedback date: 3/23/2024

This is the BEST library ever! I love all of your books!

Mollie is one of our youth patrons that asked for paper and markers so she could draw while in the library. She created several pictures and handwritten notes for the library. One of her notes included the comment submitted above.

Feedback date: 3/28/2024

Patron came out of iPad/iPhone User Group program with Jenny Norton and said, "I just came out of a very useful program put on by the wonderful Ms. Norton. Everyone should book a one on one with her - she is so knowledgeable and helpful."

Feedback date: 3/28/2024

Mrs. Scholtz called and wanted to let us know that we (WPPL) set the bar higher for other libraries. She is so use to us and our service and cannot believe how other libraries send out their items. The items she receives from WPPL are nice and neat. It's a disgrace what she's received from ILL WPPL would never send out such scratched up, beat up items. She loves our library and the service we provide. She asked me to let everyone know how thankful she is of all of us.

Feedback date: 4/5/2024

Received in reply to help with finding a single issue magazine:

Thank you so much for your attention to detail. It was very nice of you to find an alternative as well. I appreciate your help. You are part of what makes that library so wonderful! Have a great day!

Feedback date: 4/10/2024

Men's bathroom door handle going out must be full of germs. Does not matter if you wash your hands because as soon as you touch the handle you have germs. Nice to have paper towel or gloves you can use then throw in the basket by the door. Do something about it, Walmart does it. (Transcribed from green form CJL)

WESTLAKE PORTER PUBLIC LIBRARY
Fund 101 - General Fund
4/17/2024
Resolution 7-24

Account	Description	2024 Permanent Budget	Adjustment	2024 Revised Permanent Budget	Notes
EXPENSES:					
51000	Personnel	3,890,719	-	3,890,719	
52000	Supplies	102,300	-	102,300	
53000	Services	754,935	-	754,935	
54000	Materials	741,000	-	741,000	
55000	Capital	95,975	-	95,975	
57000	Miscellaneous	26,250	62,452	88,702	Increase to pay for election expenses associated with library's most recent levy
58000	Contingency	20,000	-	20,000	
59000	Interfund transfers	1,200,000	-	1,200,000	
TOTAL OPERATING EXPENSES		6,831,179	62,452	6,893,631	

WESTLAKE PORTER PUBLIC LIBRARY
Fund 420 - Friends
4/17/2024
Resolution 8-24

2024 Permanent Budget						2024 Revised Permanent Budget					
Account	Description	2024 Permanent Budget		Adjustment	2024 Revised Permanent Budget		Notes				
REVENUE:											
420-00-46100	DONATIONS	38,744		-	38,744						
REVENUE		38,744		-	38,744						
EXPENSES:											
420-00-52000	SUPPLIES	18,200		1,000	19,200		moving funds from speakers to				
420-00-53000	CONTRACTED SERVICES	9,050		(1,000)	8,050		supplies				
420-00-54000	MATERIALS	-		-	-						
420-00-55000	CAPITAL	15,000		-	15,000						
420-00-59000	TRANSFER	-		-	-						
TOTAL EXPENSES		42,250		-	42,250						

WESTLAKE PORTER PUBLIC LIBRARY
Fund 475 - Automation
4/17/2024
Resolution 9-24

WESTLAKE PORTER PUBLIC LIBRARY					
Fund 475 - Automation					
4/17/2024					
Resolution 9-24					
Account	Description	2024 Permanent Budget	Adjustment	2024 Revised Permanent Budget	Notes
REVENUE:					
475-00-44100	INTEREST	3,000	-	3,000	
475-00-49910	TRANSFER IN	200,000	-	200,000	
REVENUE		203,000	-	203,000	
	CARRY FORWARD	315,242			
		518,242		203,000	
EXPENSES:					
475-00-53000	CONTRACTED SERVICES	-	-	-	
475-00-55000	CAPITAL	179,620	10,000	189,620	new Patron Point product
TOTAL EXPENSES		179,620	10,000	189,620	