



WESTLAKE

Porter Public Library

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

Regular Board Meeting

July 19, 2023 ♦ 6:30 p.m.

AGENDA

6:30 – 6:40 Call to Order

Minutes

- Regular Meeting: June 21, 2023

Communications

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

6:40 – 7:30 Administrative Reports

- Amendments to Administrative Reports
- Department Report – Robin Shapiro, Collection Development; ALA Reports
- PR/Marketing
- Assistant Director
- Financial/HR
- Director

7:30 – 7:45 Board Reports

- Board President – Trustee Vacancy

7:45 – 8:10 New Business

- Motion to approve ongoing Outstanding Fee Cleanup Policy and clear from the system all outstanding bills and fees incurred prior to January 1, 2017.
- Motion to approve a change order for the Westlake Porter Public Library Phase 1 Renovations project in the amount of -\$10,815.45.
- Resolution 10-23: Adjustments to General Fund 101 revenue
- Other

Executive Session – Personnel Issue

Adjournment

Upcoming Events

July 29: Art Festival

September 18: Staff Week

September 20: Regular Board Meeting



The Board of Trustees Minutes

Regular Meeting:

Date: June 21, 2023

Attendees:

Trustees

Jennifer Darling
Tianyi Krupka
Jason Nolde

Will Perry
Robert Plantz
Elizabeth Sheehe

Staff

Andrew Mangels
Jana Nassif
CJ Lynce
Heather Feenaughty
Karen Hunt
Katie Salis

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

Minutes

Jason Nolde moved to approve the minutes from the Regular Meeting of May 17, 2023. Will Perry seconded the motion. All present were in favor.

Communications

There were no further communications. The Director did include, as part of his report, recent comments, emails and calls asking about the Pride story time planned for the end of June. Much of it is misinformation naming it a Drag Queen storytime, which it is not.

Will Perry asked if there is a concern about safety. The Director responded there is no indication of violence. Police will be on site outside of the building as a precaution.

Public Comments

There were no public comments.

Administrative Reports

Department Report

Katie Salis, Business Librarian, thanked the Board for inviting her, introduced herself and gave an overview of her duties.

Jason Nolde asked if she helps local businesses get started. Ms. Salis explained she has helped a small business owner look at a database program to learn how to use it and she is happy to help anyone on a one-on-one basis. Mr. Nolde suggested a new business pamphlet sent to new businesses. Mr. Mangels suggested getting leads through the City Planning Commission.

Jennifer Darling asked if there was a way to help high schoolers with financial literacy programs. Ms. Salis will talk to the school to see what she can do to support the high school program.

Katie Salis left the meeting at 7:01 pm.

PR/Marketing Report

The PR/Marketing Report for May was delivered with the agenda. Heather Feenaughty, PR/Marketing Manager, reported there is new signage in the Makerspace and Book Nook.

Preregistration for the Summer Library Challenge has already exceeded 2022 participation. She is continually reevaluating what works to reach new users.

Assistant Director's Report

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

CJ Lynce, Assistant Director, reported programming has begun in the pavilion. It was a great venue to hold a movie!

An additional 150 students have toured the Makerspace during field trips set up by Rachel Gerig. There have been a significant number of returnees from the group.

Kris Netzel, Outreach Facilitator, has announced her retirement, which will leave a massive gap. The position has been posted.

Mr. Lynce will be speaking at OLC's Facilities Conference in July on Lessons Learned: Facility Considerations for Creative and Makerspaces.

Financial/HR Reports

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

The Fiscal Officer reported the May PLF was down significantly from last year due to a timing issue. It has since rebounded.

Jason Nolde asked about expenses being up. The Fiscal Officer explained this was also a timing issue.

Director's Report

The Director reported we have seen a circulation increase four out of the five months of this year!

Mr. Mangels pointed to the Adult Services mission moment about the enjoyment of the grand piano with the sad news that Cynthia Hall, who worked here and wrote a grant to get the piano, just passed away.

One of the Rotarians commented that the Rotary should give something back to the Library based on how much the Library does for the Art Festival.

We are currently previewing software to make the library website more accessible. Tools would overlay our website to accommodate a variety of needs such as language, controlling the contrast or overlaying a dyslexia font, among other functions.

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

The Foundation worked with David Noss to set up an art auction to benefit the library in conjunction with his display in our Art Gallery.

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

Board Reports

The EAC is planning Staff Appreciation Week for the week of September 18. Ms. Darling invited the Board to participate in Board driven activities as well as other activities throughout the week.

New Business

Asset Disposal List

Bob Plantz moved to accept the Asset Disposal List. Will Perry seconded the motion. All present were in favor.

Resolution 9-23 Adjustments to General Fund (101), Permanent Improvement Fund (450) and Automation Fund (475) Budgets

Elizabeth Sheehe moved to accept Resolution 9-23. Will Perry seconded the motion.

This resolution is twofold: It will allocate additional grant funds from the Cuyahoga County Board of Developmental Disabilities and includes increases to the transfers to the Permanent Improvement Fund and Automation Fund to account for additional building projects and equipment discussed at the May Board Retreat.

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

Motion to forgive \$257.74 in unpaid overdue OhioLINK fines

Will Perry moved to forgive \$257.74 in unpaid overdue OhioLINK fines. Jason Nolde seconded the motion.

Recently there was a change in the agreement with Search Ohio and OhioLINK to allow the borrowing library to set fines for overdue materials. We have matched this policy to our no fines policy. Forgiving these outstanding fines will allow us to clean up the database before the KOHA migration.

We will rollover to KOHA in December with a live date of December 4.

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

Executive Session to discuss Personnel Issue

Bob Plantz moved to go to Executive Session to discuss a Personnel Issue at 8:17 pm. Jason Nolde seconded the motion. Roll call vote followed: : Tianyi Krupka – yes; Jason Nolde – yes, Will Perry – yes, Bob Plantz – yes, Elizabeth Sheehe – yes, Jennifer Darling – yes.

Elizabeth Sheehe moved to leave Executive Session at 8:25 pm. Will Perry seconded the motion. Roll call vote followed: : Tianyi Krupka – yes; Jason Nolde – yes, Will Perry – yes, Bob Plantz – yes, Elizabeth Sheehe – yes, Jennifer Darling – yes.

Adjourn

The meeting adjourned at 8:25 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

Jennifer Darling, WPPL Board President

Tianyi Krupka, WPPL Board Secretary

June 2023

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I. INFORMATION AND MATERIALS TRANSACTIONS

MONTHLY CIRCULATION, 2019 - PRESENT

	2019	2020	2021	2022	2023	%INC/DEC
January	93,535	84,831	56,030	70,245	70,931	1%
February	86,270	82,628	60,747	65,239	66,714	2%
March	94,915	132,033	71,034	69,915	74,701	7%
April	88,640	14,077	66,482	71,134	69,906	-2%
May	87,017	88,410	65,203	66,320	68,705	4%
June	91,687	64,178	75,635	71,367	73,439	3%
July	95,176	77,533	74,130	74,532		
August	91,751	80,131	75,280	75,223		
September	84,735	70,697	67,307	66,792		
October	87,234	74,216	69,976	68,636		
November	83,056	65,662	67,226	67,403		
December	81,575	54,981	68,969	66,910		
ANNUAL TTL	1,065,591	889,377	818,019	833,716	424,396	2%
AVE CIRC/MO	88,799	74,115	68,168	69,476	70,733	2%

Circulation Total

TOTAL CIRCULATION

	ADULT	YA	JUV	TOTAL	LAST YR	%INC/DEC
BOOKS						
FICTION	9,985	1,758	15,629	27,372	27,123	1%
NONFIC	7,873	177	4,927	12,977	12,550	3%
LG PRINT	1,969	--	--	1,969	2,043	-4%
WORLD LANGUAGES	43	--	61	104	--	---
SUBTTL	19,870	1,935	20,617	42,422	41,716	2%
AV						
BLURAY	1,490	--	297	1,787	1,890	-5%
BLURAY 4K	53	--	10	63	65	-3%
BOOK CD	760	3	69	832	887	-6%
DVD	6,636	--	2,038	8,674	9,749	-11%
DVD/CD-ROM	--	--	--	--	3	-100%
LAUNCHPAD	--	--	114	114	101	13%
LAUNCHPAD View	--	--	7	7	15	-53%
MUSIC CD	2,037	--	114	2,151	2,035	6%
PLAY/VIEW	--	--	16	16	31	-48%
PLAYAWAY	315	3	153	471	556	-15%
ROKU	9	--	--	9	4	125%
VIDEO GAMES	421	--	1,330	1,751	1,620	8%
OTHER	--	--	278	278	247	13%
SUBTTL	11,721	6	4,426	16,153	17,203	-6%
ELECTRONIC						
Comics Plus	59	--	--	59	27	119%
Flipster	266	--	--	266	325	-18%
Great Courses	--	--	--	--	--	---
HOOPLA/Comics	180	--	--	180	165	9%
HOOPLA/eAudio	1,405	--	--	1,405	1,280	10%
HOOPLA/Bingepass	15	--	--	15	13	15%
HOOPLA/eBooks	752	--	--	752	808	-7%
HOOPLA/Flex	72	--	--	72	--	---
HOOPLA/Music	246	--	--	246	218	13%
HOOPLA/MOVIE/TV	587	--	--	587	595	-1%
IndieFlix	2	--	--	2	--	---
KANOPY	496	--	--	496	462	7%
OVD/DAB	2,329	210	196	2,735	1,970	39%
OVD/EBOOK	3,742	365	473	4,580	3,255	41%
OVD/Magazines	489	--	--	489	215	127%
Press Reader	286	--	--	286	220	30%
QELLO	4	--	--	4	1	300%
--	--	--	--	--	--	---
--	--	--	--	--	--	---
SUBTTL	10,930	575	669	12,174	9,554	27%
NON-TRADITIONAL						
INSTRUMENT	4	--	4	8	9	-11%
GAMES	34	--	171	205	218	-6%
EQUIPMENT	36	--	--	36	30	20%
--	74	0	175	249	257	0%
SUBTTL	1,213	4	122	1,339	1,534	-13%
OTHER						
PER	72	--	--	72	54	33%
LAPTOPS	68	--	--	68	70	-3%
WIFI Hotspots	7	--	1	8	3	167%
EQUIPMT	--	--	--	--	--	---
OTHER	--	--	--	--	--	---
SUBTTL	1,360	4	123	1,487	1,661	-10%
ILL						
SRCHOHIO	813	--	--	813	814	0%
ILL	122	--	--	122	82	49%
CPL LANG	--	--	--	--	--	---
SUBTTL	935	0	0	935	896	4%
Quarantine Renewal	0	0	0	0	0	0%
UNACCOUNTED	--	--	--	19	80	0%
TOTAL	44,890	2,520	26,010	73,439	71,367	3%
SELF CHECK				24,875	24,226	3%
SELF CHECK Percentage of Total Circ						
SELF CHECK Percentage of Bldg Circ						

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

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

CIRCULATION DETAIL

DATE	CIRC	HRS OPEN	CIRC/HR
HIGHEST	June 20	2,922	12
LOWEST	June 18	796	4
BUSIEST	June 11	1,518	4
SELF-CHECK CIRCULATION TOTAL =			24,875
TOTAL CHECK-INS THIS MONTH =			35,482

Highest: Tuesday, June 20

Lowest: Sunday, June 18

Busiest: Sunday, June 11

SEARCH OH/OH LINK

Borrowing (From)	987
Lending (To)	1,270

Services	
Passports	117
Photos	146

WESTLAKE PORTER PUBLIC LIBRARY
Monthly Statistical Summary

June 2023

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ITEMS ADDED TO & WEEDED FROM COLLECTION THIS MONTH			
	PREV NET	NEW NET	% TOTAL
ADULT	119,450	119,831	65.43%
YOUNG ADULT	7,897	7,979	4.36%
JUVENILE	55,202	55,327	30.21%
TOTAL ITEMS	182,549	183,137	

CURRENT COLLECTION SIZE BY FORMAT		
	ITEMS	% TOTAL
BOOKS	108,590	59.29%
AV	54,361	29.68%
ELECTRONIC	19,600	10.70%
OTHER	586	0.32%
TOTAL	183,137	

REGISTRATIONS					
	ADULT	YA	JUV	TOTAL	% OF TTL
DEPTL	180	0	0	180	1%
WESTLAKE	10,370	427	1,313	12,110	48%
CUY. CO.	7,633	136	225	7,994	32%
OUT OF CO.	4,699	75	166	4,940	20%
TOTAL	22,882	638	1,704	25,224	
% OF TTL	91%	3%	7%		
REGISTRATIONS ADDED THIS MONTH =					296
REGISTRATIONS THIS YR VS. LAST YR.					
Prev Year	22,336	666	1,324	24,326	
% INC/DEC	2%	-4%	29%	4%	

Borrowers

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

ELECTRONIC USAGE: SUMMARY TABLE		
	USERS	HOURS
ON-SITE	10,627	19,013.1
REMOTE	10,209	0.0
TOTAL	20,836	19,013.1

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

II. PROGRAMS & SERVICES

TOTAL VISITORS THIS MONTH			
	THIS YEAR	LAST YEAR	INC/DEC
LIBRARY	21,304	19,732	8%
ARTFEST DOOR	0	0	
DRIVE-UP	2,051	2,322	-12%
TOTAL	23,355	22,054	6%

PUBLIC MEETING ROOM USE				
TIME PERIOD	MORNING	AFTERNOON	EVENING	TOTAL
AVAILABLE	130	150	85	365
MEETINGS	36	36	29	101
% IN USE	28%	24%	34%	28%
TOTAL MEETING ROOM ATTENDANCE				2,385

Monthly Visits 2019 to Present						
	2019	2020	2021	2022	2023	%INC/DEC
January	24,201	29,551	10,052	17,886	22,903	28%
February	20,779	29,374	11,816	16,773	20,945	25%
March	22,798	13,218	14,237	20,687	24,327	18%
April	29,498	0	12,949	19,530	20,694	6%
May	29,809	4,350	13,745	19,694	22,738	15%
June	29,082	10,419	17,452	22,054	23,355	6%
July	31,222	15,330	19,448	22,002		
August	28,093	15,287	19,168	21,829		
September	27,566	12,218	17,726	20,062		
October	30,464	13,994	19,959	21,776		
November	27,695	10,387	17,707	20,025		
December	25,214	7,744	19,045	18,952		
ANN'L TTL	326,420	161,872	193,304	241,270	134,962	16%
AVE Visits/MO	27,202	13,489	16,109	20,106	22,494	12%

PUBLIC PROGRAMS			
	NUMBER	ATTEND	AVE ATT.
ON-SITE	88	1,949	22
OFF-SITE	8	167	21

III. SUPPORT AND ADMINISTRATIVE STATISTICS

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

PAYROLL SUMMARY	
PAYROLLS THIS MONTH:	3
TOTAL PAID HOURS	14,297.25
FTE (INCL. SUB HRS)	59.57

June 2023

	LAST YEAR	CURRENT YR	% CHANGE
June	71,367	73,439	3%
E-Resources	9,554	12,174	27%
Circ to Date	414,220	424,396	2%

% OF CIRC						
BluRay	BOOKS	CDs	DVD	MAGAZINES	VIDEO GAMES	
2%	58%	3%	12%	2%	2%	

Monthly Visits

LAST YEAR	CURRENT YR
22,054	23,355

MONTHLY CARDHOLDERS

LAST YEAR	CURRENT YR
24,326	25,224

Monthly Programming

	LAST YEAR		CURRENT YR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	32	504	35	644
YA	6	59	6	110
CHILDREN	70	1,584	55	1,362

Monthly Outreach

LAST YEAR		CURRENT YR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
34	880	34	868

Monthly Meeting Room Usage

CURRENT YEAR				
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	36	36	29	101
ATTENDANCE	684	974	727	2,385
LAST YEAR				
MEETINGS	30	27	31	88
ATTENDANCE	544	439	669	1652

MONTHLY OHIO LINK/SEARCH OH


	LAST YEAR		CURRENT YR	
	FILLED	CHECKED OUT	FILLED	CHECKED OUT
BORROWING (From):	780	796	987	606


	LAST YEAR	CURRENT YEAR
LENDING (To):	1,234	1,270

Social Media and PR Dashboard

	Page Reach	Page Visits	New Page Likes
Jan	10,903	528	12
Feb	9,321	823	2
Mar	13,793	912	13
Apr	11,778	1,033	9
May	10,269	1,358	14
Jun	25,556	1,727	7
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Reach - The number of people who had any content from our Page or about our Page enter their screen.			

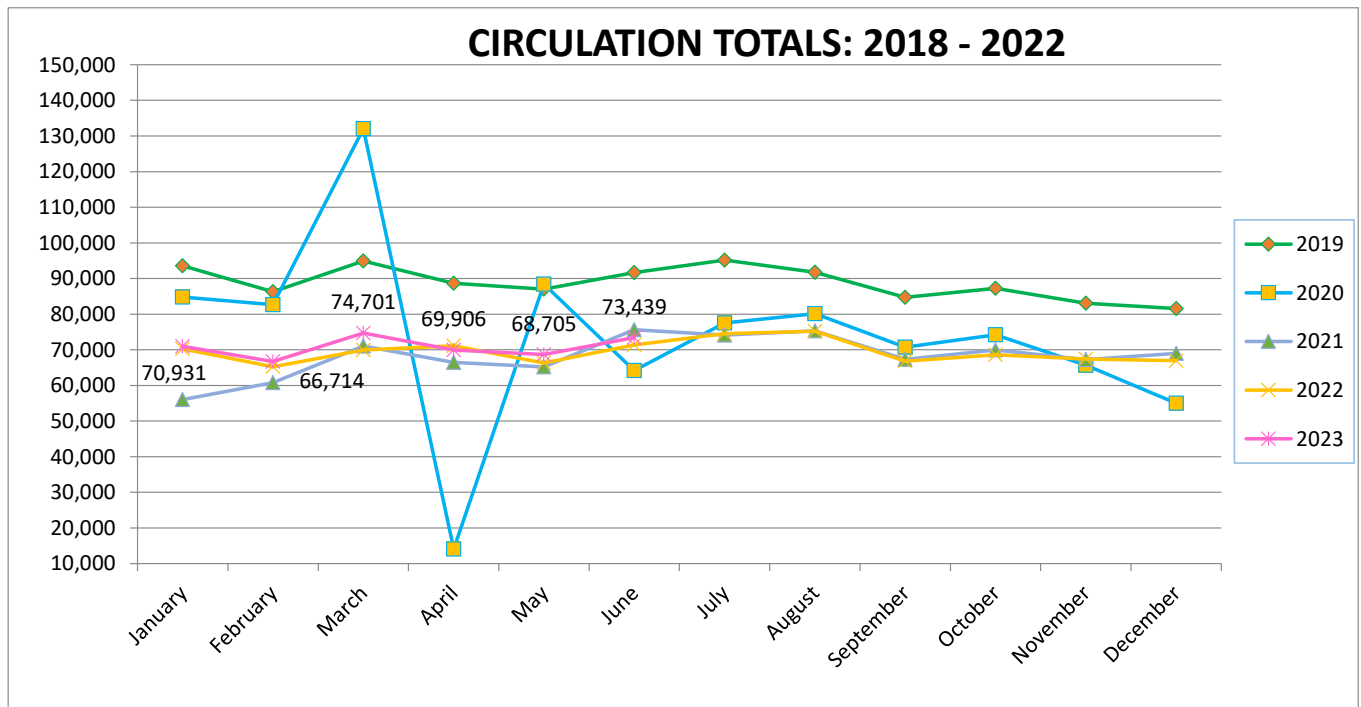
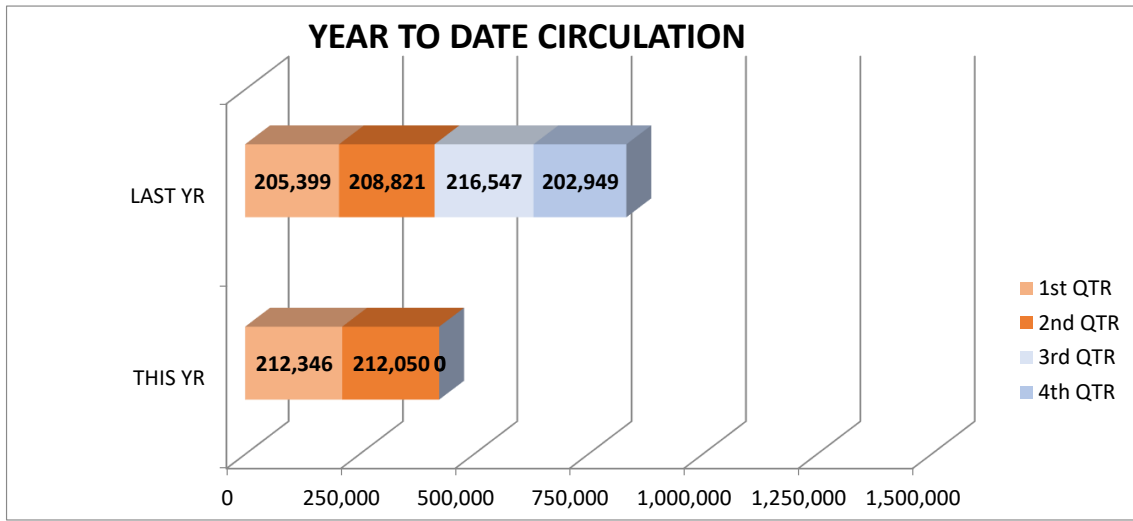
	Reach	Profile Visits	New Followers
Jan	1,029	127	15
Feb	844	111	9
Mar	1,069	103	13
Apr	2,594	156	21
May	1,892	153	17
Jun	850	142	12
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Reach - The number of people who had any content from our profile or about our profile enter their screen.			

	Followers	Impressions	Tweets
Jan	1,675	3,956	17
Feb	1,677	15,158	32
Mar	1,671	3,699	31
Apr	1,660	3,005	30
May	1,660	3,417	14
Jun	1,660	3,225	23
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Twitter Impressions are any time a Twitter user sees one of your tweets in their feed.			

	Page Views	Sessions	Users	New Visitors	Return Visitors
Jan	46,135	27,578	13,333	41.9%	58.1%
Feb	40,343	23,838	11,439	40.6%	59.4%
Mar	45,074	27,190	12,662	39.8%	60.2%
Apr	38,220	23,129	10,795	39.3%	60.7%
May	42,515	25,470	12,186	40.9%	59.1%
Jun	43,998	26,462	13,024	42.4%	57.6%
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					

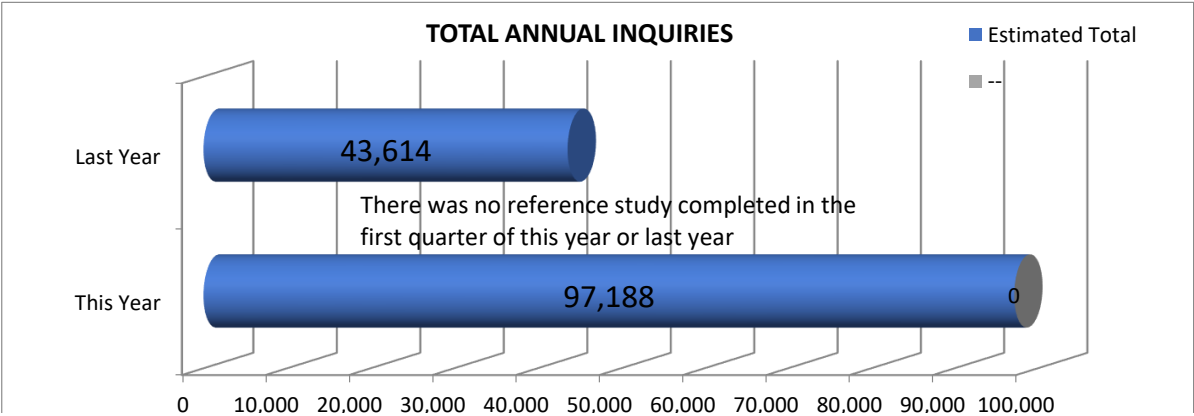
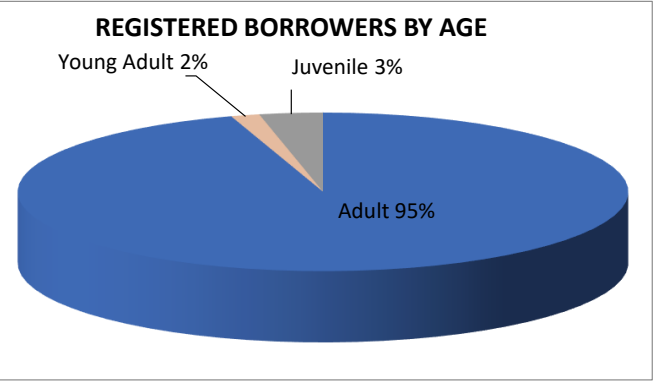
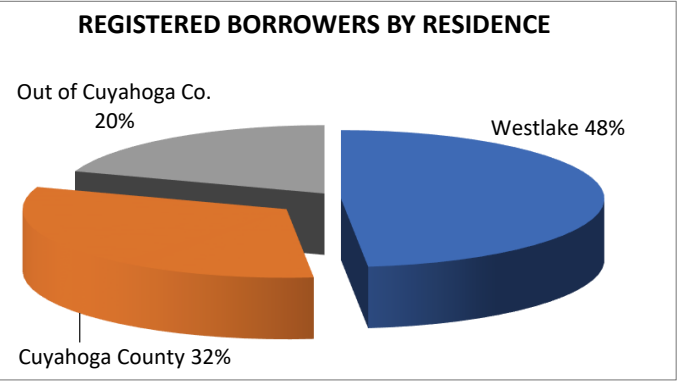
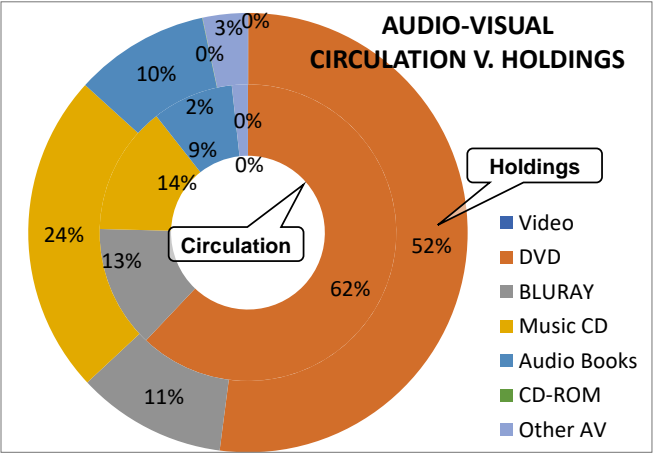
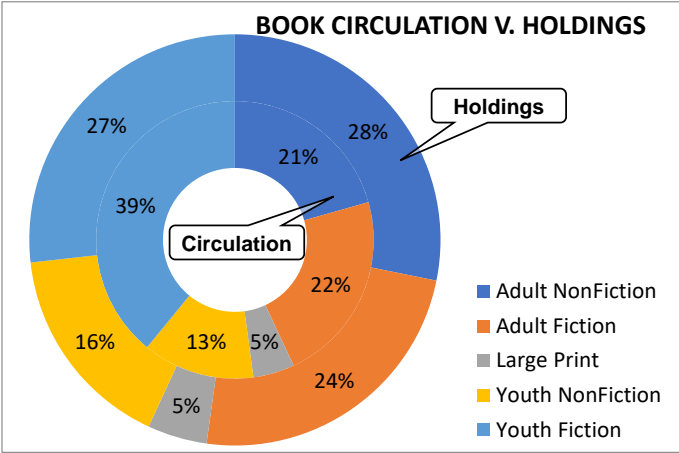
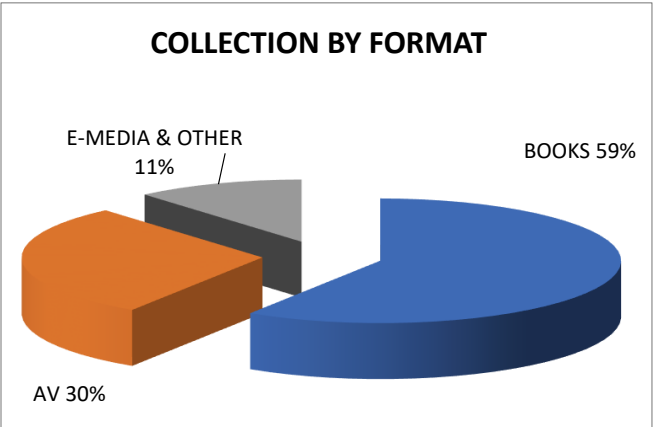
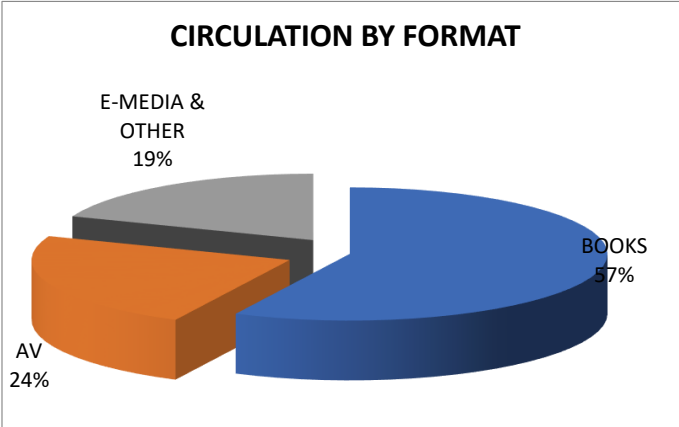
WESTLAKE PORTER PUBLIC LIBRARY
Second Quarter 2023

I. INFORMATION & MATERIALS TRANSACTIONS

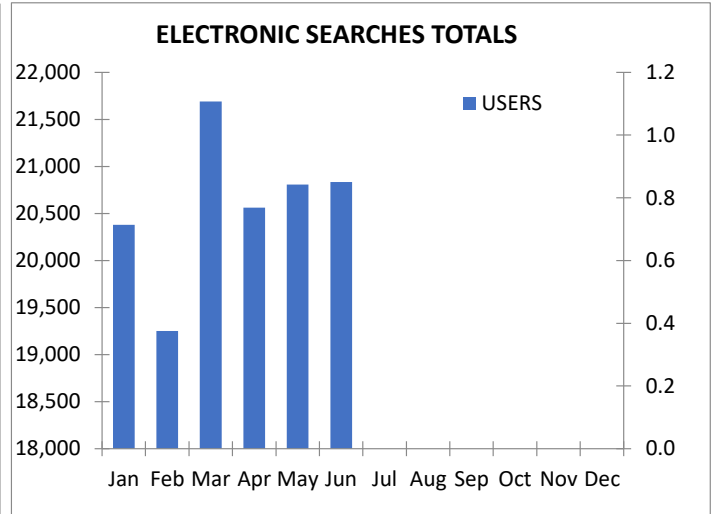
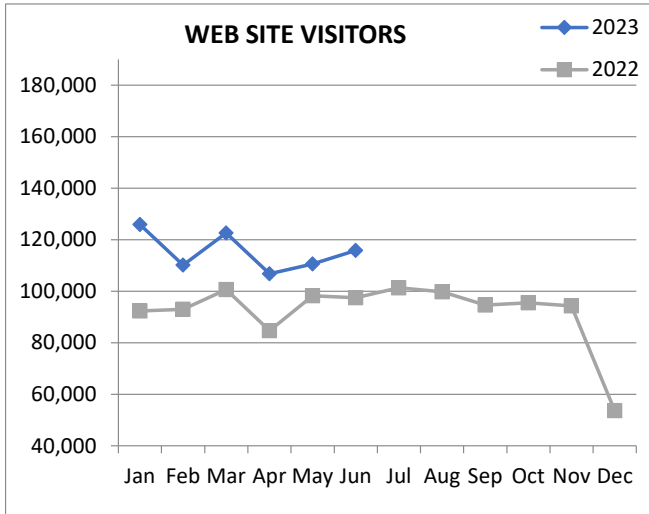


Services	
Passports	770
Photos	991

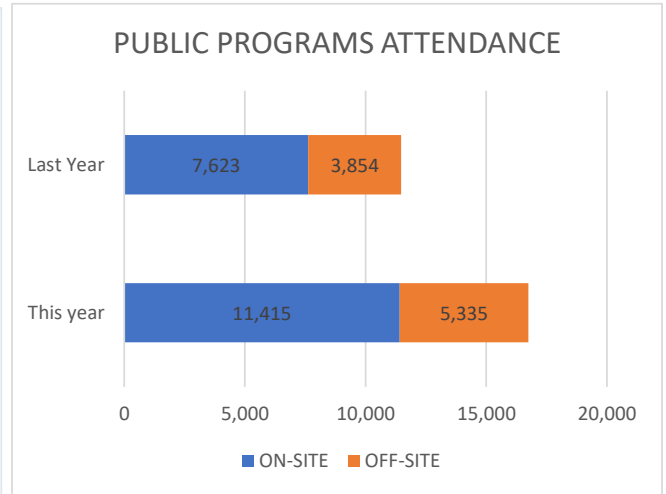
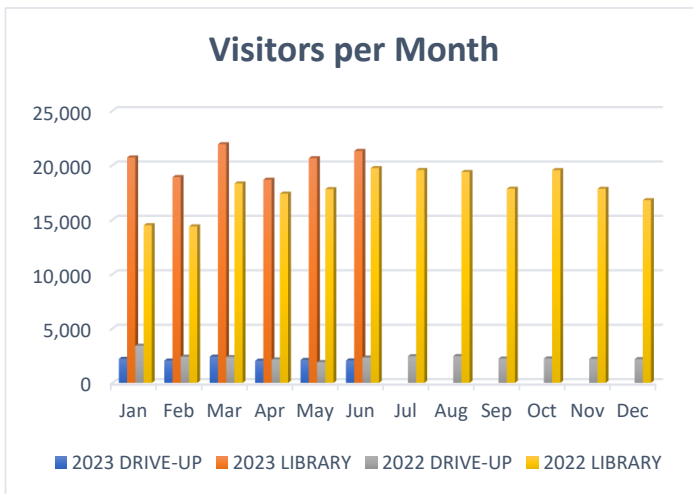
WESTLAKE PORTER PUBLIC LIBRARY
Second Quarter 2023



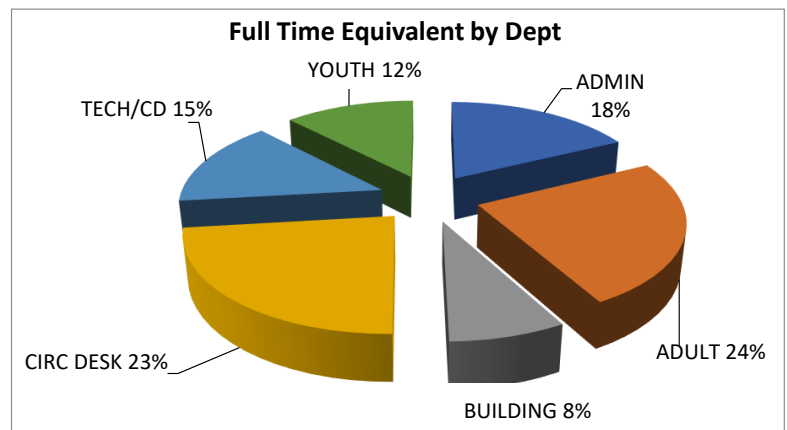
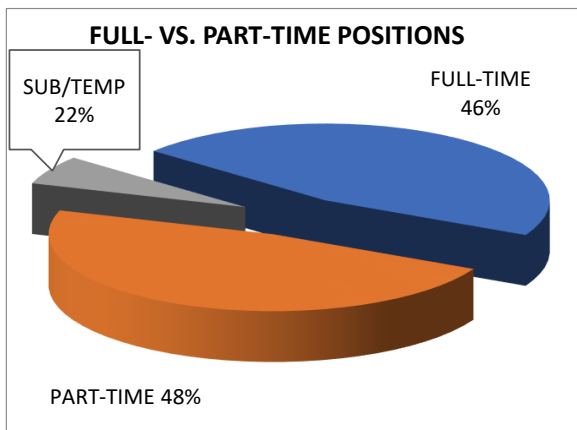
WESTLAKE PORTER PUBLIC LIBRARY Second Quarter 2023



II. PROGRAMS & SERVICES



III. SUPPORT & ADMINISTRATIVE STATISTICS



Second Quarter 2023

Year to Date Circulation

	LAST YEAR	CURRENT YR	% CHANGE
First Quarter	414,220	424,396	2%
E-Resources	59,791	71,425	19%

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

Visits

LAST YEAR	CURRENT YR
116,624	134,962

CARDHOLDERS

LAST YEAR	CURRENT YR
24,326	25,224

Programming

	LAST YEAR		CURRENT YEAR	
	PROGRAMS	ATTENDANCE	PROGRAMS	ATTENDANCE
ADULT	188	2,867	232	4,203
YA	73	586	57	921
CHILDREN	380	8,024	497	11,626
	641	11,477	786	16,750

Outreach

LAST YEAR		CURRENT YEAR	
DELIVERIES	TOTAL CIRC	DELIVERIES	TOTAL CIRC
226	5,520	267	5,816

Meeting Room Usage

CURRENT YEAR				
	MORNING	AFTERNOON	EVENING	TOTAL
MEETINGS	246	211	246	703
ATTENDANCE	4,226	4,564	4,875	13,665

LAST YEAR				
MEETINGS	178	143	167	488
ATTENDANCE	3,023	2,159	2,826	8,008

Year to Date OHIO LINK/SEARCH OH

LAST YEAR		CURRENT YEAR	
BORROWING (From):	3,580	BORROWING (From):	4,859
LENDING (To):	5,497	LENDING (To):	7,840

Mission Moment

I brought my child to walk in the 4th of July parade to walk with the library. It was his first time ever walking in a parade and it was a wonderful experience for the both of us. A lot of his friends were on the street and he enjoyed throwing candy to them, and I couldn't count the number of "We love the library!" call outs. I made sure those folks received an airborne tootsie roll for their support.

Projects

In the News:

- Elaine wrote a press release about STEAM week. It was ran in *Observer*, *Villager*, *Westshore Sun* and *Cleveland.com*.

PR inside and outside the library

- New signage for New Film Releases



- Developed a communications plan to encourage Westlake residents to renew, replace, or acquire a library card during the month of September that will include email, print, social media, and web marketing.
- Created banner for National Library Card Sign-up Month that will hang across Hilliard Blvd August 31 through September 11.
- Submitted 12 pole banner to the City of Westlake to promote the Art Festival-these are the same banners as last year and will hang from July 5 through July 31 around Westlake's intersections.
- In collaboration with Building Services, created roadside signage for the Art Festival.



Community, Ads and Sponsorships

- Ad ran in *Observer*, *Villager* and *Westlife* promoting the makerspace
- Purchased ad for Westlake Girls Volleyball sectionals to run in October's Sectional Games
- Solicited local businesses for sponsorships for our National Library Card Sign Up month. Mitchell's Ice Cream and Sgt. Cleans Car Wash both contributed to a prize pack for those in the September Raffle

- Sponsored \$125 to the Corley Foundation's Hole Sponsorship
- Sponsored \$500 to the Farrell Foundation's Inspire Joy Gala
- Entered the library in the Westlake in Bloom competition and coordinated with Building Services on judging criteria.

Web

- Updated the [STEAM Week page](#) and created promotional posts for the [Cuyahoga Reads](#) program and other events. Posted a photo of [Friends members](#) planting the Porter Library box on Hilliard Blvd.
- Posted on the website and social media about the library being closed for Independence Day, July 4.
- Updated the [Meetings page](#) on Behind the Stacks with the latest General Staff Meeting information. Replaced the Streams (Classic) video web part with more modern tools on the page.

Print:

- *Notes* for August/September has gone to print and will deliver by July 24. This issue will promote Library Card Sign Up month, a Friend's fundraiser, Welcoming Week/Fair, trustee opening, etc.
- New mover postcard sent to 309 recipients for movers between April-June.

Email

- Sent special email at the 40-day mark for current and past participants to promote retention and prize pick ups. 680 sends, 426 opens (63%), 22 clicks

Digital Marketing Stats:

Email Blasts: 5 emails in June – Avg 43.2% open rate (decreased 0.05% from May)

New Book Emails: 4 emails in June– Avg 54% open rate (decreased 0.5% from May)

Social stats for the month of June

- **Facebook:** 4538 page likes
- **Twitter:** 1660 followers, 3.2k impressions
- **Instagram:** 1227 followers

Website Stats for June:

- Number of sessions: 26,462
- Number of users: 13,024
- Average session: 1:46

Top 5 pages

1. Home Page: 23,922
2. Events: 2,266
3. Download-Stream: 1,568
4. Summer: 1076
5. Kidspace/WPPLjobs: 975

Adult Services

Motion to approve ongoing Outstanding Fee Cleanup Policy and clear from the system all outstanding bills and fees incurred prior to January 1, 2017.

Adult Services

Mission Moment:

A patron who uses the Makerspace is a member of a miniatures club with local artists. She utilized the Makerspace to create a mini bench made out of wood that was cut using the Cricut. Taylor Jacobs was able to help her edit her pattern to make it compatible with Makerspace software. The patron was thrilled with the service she received, and all she learned during the process.

Programming:

Adult Services hosted 16 regular programs with 270 attendees, and 7 Outreach programs with 117 attendees, for a total of 387 attendees. Additionally, 25 Spice It Up take home kit were picked up at the drive through window.

We also had 1 Bloodmobile session with 85 donors, and a total of 19 attended Heartsaver CPR/AED.

This month's 3 Library Speaker Consortium programs had a total of 56 views.

Program title + attendance	Hosted by
Horror Film Club – <i>It Came From Outer Space</i> – 12	Erin Manning
Microsoft Word & Introduction to Northstar - 5	Jenny Norton
Internet and Email Basics with Introduction to Northstar – 2	Jenny Norton
Android Smartphone & Tablet User Group – 5	Jenny Norton
Maker Monday: Beginning Coding for Adults – 10	Jenny Norton
American Red Cross Bloodmobile - 85	Red Cross – coordinated by Andrea Tarolli
Heartsaver CPR/AED - University Hospitals - 19	University Hospitals
Long Term Care Ombudsman – 4	Trina Thomas
Jewelry Making - You and Me – Earring Making (adult with tween or teen)- 14 (7 adults, 7 youth)	Evelyn Finley
World at War Forum - Prisoners of War – 70	Chad Statler
Adult Creative Writing Group – Pride edition – 5	Victoria Vogel
Tuesday Evening Book Club (IN PERSON & ON ZOOM) - Persuasion – 22	Frances Brawner + Elizabeth Smith.
Wednesday Afternoon Book Discussion - The Displacements by Bruce W. Holsinger – 18	Joanne Penkalski
Introduction to Sign Language – 6/14 (20), 6/21 (16), 6/28 – 17	Victoria Vogel
Trivia and Pop Music of 1970's – 10	Erin Manning
Spice It Up! Take home kit – Za'atar – 25	Victoria Vogel

Open Heart: Conversation and Book Signing with Akil Taher, MD – 40	Trina Thomas
Virtual Author Talk - Mike Rucker, "The Fun Habit" -28 total views.	Library Speakers Consortium
Virtual Author Talk - Jamie Beck, "An American in Provence" – 26 total views	Library Speakers Consortium
Virtual Author Talk – Tananarive Due – 2	Library Speakers Consortium
Outreach Programs – 'The Crooners' – 7 programs. Total attendance 117	Kris Netzel

Tuesday evening book discussion –

On June 13, we discussed *Persuasion*, the final novel from the timeless Jane Austen. Many, if not all of us, found it difficult to read and understand prose written over 200 years ago. Most people did not find the romance between Anne and Wentworth to be the interesting part of the story, instead favoring the family and social interactions, but a few were enamored by the relationship that blossomed between the two. We commented on and discussed the difficulties women faced during this period, such as inability to own property, inherit from a deceased spouse, and other social restrictions and expectations. One member spoke from the heart and shared her thoughts on the deceased women in the novel, like Lady Elliot, whose presence, or lack thereof, were at the forefront of her reading experience, and how their memories were or were not kept alive by those who survived them. Several new members joined us because of their love for Jane Austen and discussed where *Persuasion* fell in their ranking of her works and the merits of various film and television adaptations. There were 22 of us and we gave the book 4.062 stars out of 5.

Home Recipe Kits

Victoria Vogel is making use of an excellent local business, The Nut Shop, which is located just down the road at the Brookpark Extension. She purchased a supply of the spice Za'atar from the store and created a take home kit that included a sample of Za'atar, a handout with some information on the spice, and recipes, a booklist and a 3D printed teaspoon for measuring. A big thank you to the Makerspace staff for printing the teaspoons. This endeavor was so successful that all 25 kits were claimed within five minutes of the program opening for registration.

Hansoku

One of our regular patrons created a sudoku type puzzle which has been added to the Brain Boosters corner in the Magazine Room. It's a real brain teaser that promises to be popular with the patrons who make use of this wonderful little nook in the library.

Sign Language

In a very nice addendum to Victoria Vogel's popular and successful American Sign Language series of programs (five in all, spanning June and July) a number of the students asked if it would be possible for them to meet to practice their newly learned sign language skills on July 5, despite there being no class scheduled that day. Victoria was happy to oblige by booking the Porter Room for them. No more need be said about the success of a program than when it prompts attendees to continue learning on their own!

Key Bank volunteers

We had three terrific KeyBank volunteers join us in Adult Services on the afternoon of June 13. They did a very nice job of scanning nearly 150 slides for the local history collection. This was a

detail-oriented project that required concentration and a fine eye for detail. When the slides had been saved to an SD card, they had to be renamed using a specific numbering format. The volunteers stuck to the task with great good humor and enthusiasm. One of them even contacted us later to ask if she could come back to finish the job!

Later, we took them down to the MakerSpace where they put together a couple of boxes of button backs, thereby saving the Makerspace staff a lot of time.

Outreach

Kris Netzel's Outreach program for June was "The Crooners." Residents loved listening to the music of these romantic crooners and some of their favorites from this era. Even a little chair dancing was going on!

Kris was also grateful to Joanne Penkalski and Andrea Tarolli for driving her around to make several homebound deliveries while she was unable to drive. We have a great team in Adult Services and it was very pleasing to see Joanne and Andrea step up.

Kris also mentioned that while she was making a delivery to Westlake Village, she ran into the new activity director for skilled nursing. Having worked with him before at other facilities, Kris will be adding a program to the schedule for Westlake Village Care Center.

Consumer Health Information Specialization Certification level 1.

Health & Wellness Librarian Trina Thomas completed her level 1 Consumer Health Information Specialization certificate. This certification covered five elements that will be helpful to Trina in her job as well as to WPPL patrons accessing health and medical information.

Blogs

- Classic of the Month: Manalive – Erin Manning
- Creating Your Own Summer Reading Challenge – Erin Manning
- Find Your Next Read: Cozy Horror – Chad Statler
- Video Game Movies and Shows – Erin Manning
- Porter Poetry – Victoria Vogel
- More Summer Scares: Additional Horror Anthologies to Scare You Silly – Erin Manning
- Artist Highlight: The Oh Hellos – Erin Manning

Displays

- Outdoor Cooking and Seasonal Vegetables – Bonnie Laessig
- For Dummies – Robin Shapiro (TSD)
- DIY Beauty and Natural Cosmetics – Bonnie Laessig
- Cookbook Discussion – Victoria Vogel
- Birds and Blooms – Katie Salis
- Pride Month – Elizabeth Smith
- How Does Your Garden Grow? – Robin Shapiro (TSD)
- Sign Language – Victoria Vogel
- Cormac McCarthy – Bonnie Laessig, Emma Dittmar and Nick Cronin
- Father's Day
- Summer Reading

Makerspace

On June 5, approximately 75 6th graders visited the Makerspace. The students learned about what the Makerspace has to offer and how they can utilize the space. Several students have already visited to work on projects after being inspired on their field trip.

Katie Cooley met with Cuyahoga County Public Library staff on June 19 to discuss the Makerspace and how the libraries can work together to support local makers and innovators. The meeting was very beneficial as there is a lot of patron cross-over from Bay Village, and the soon to open Fairview Park Innovation Center.

A frequent MakerSpace user was hosting a slumber party for her daughter and her friends. She used Makerspace technology to create designs to heat press onto pouches, and sleep masks to give away to the party-goers.

Makerspace staff assisted Adult Services staff member, Victoria Vogel, with making teaspoons on the 3D printers. The teaspoons will be an addition to the recipe kits passed out to participants of the Spice Club on June 26. This month's theme was the spice za'atar.

The Makerspace has seen steady usage with 82 reservations, with 104 attendees during the month. The month of June also welcomed 39 new registered users of the Makerspace. Staff completed 44 one-on-one appointments to help acclimate patrons to the equipment and get them started on their personal projects.

The 3D printing role has now been taken over by the MakerSpace staff. This was completed seamlessly and successfully with minimal disruption to our patrons, many of whom probably don't even realize the change has happened. Great teamwork by all involved.

Circulation

A monitor showing the drive-up window and front desk was installed in the sort room to allow staff to easily see if patrons are waiting at either service point.

Due to a change in policy with SearchOhio and OhioLink, libraries are now allowed to set their own fine rate on OhioLink items. In following with our fine-free policy, overdue fines will no longer be charged on OhioLink items.

A total of 117 passport applications were processed and 146 passport pictures taken.

After-Hours Lockers were used by 75 users to pick up 119 items.

Collection Development/Technical Services

1699 items (physical and electronic) were added to the collection, with a total value of \$26,739.90.

Work is continuing with the non-fiction call number simplification project. Jeni Delfs has assigned new call and cutter numbers to all non-fiction items in the collection, and Wendy DeYong has been pulling items from the shelves and reprocessing spine labels with the new call numbers. The YA non-fiction collection has been completed, and the Juvenile non-fiction collection has been completed up to the 500's.

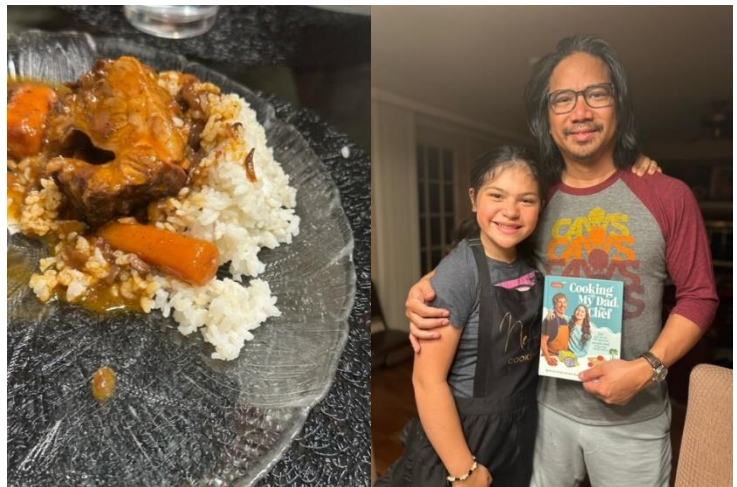
Information Technology

Much work was done updating IT documentation and processes to prepare for an extended vacation of the IT Manager. During their absence, the Technology Team will be handling most routine IT issues, with CJ handling more complex issues and monthly IT processes, as well as Jana acting as an emergency backup for IT issues. BPI was also alerted to absence and will be contacted as needed for significant issues. BPI was onsite in early June update their information regarding our systems.

Youth Services

Mission Moment: From Holly: *I received an email (below) from a patron expressing her gratitude for a children's cookbook her daughter checked out to make a special Father's Day dinner.*

"So [my daughter] checked this book out to make something from, and we might need to actually buy it. The recipes are so good. Pics attached of her beef bourguignon & chocolate cake with peanut butter sauce she made for Father's Day. We'll return this book when we have to. And he's a project manager for a tech company, but he's our family's chef, so that's why she wanted to check it out and make something for him."



Programming Highlights:

Rachel staffed a **Magic Show** hosted by Cleveland Magic and Balloons, our resident "balloon guy." He reportedly did a great job, and since we routinely get requests for a summer magician, we were happy to be able to support someone that has donated balloons to the library over the last couple of years. 170 attended.

Cat hosted **Sidewalk Chalk! With Sniff the Rainbow Monster** out at the Pavilion and everyone had a great time creating sidewalk art after listening to some stories with Sniff. Photos were posted on our social media channels, and it looks like we have a lot of creative patrons! 22 attended.

Cat and Natalie staffed **Children's Planting Workshop: Where Does Your Food Come From Project: Garden Salad Planter** in a partnership with the Herb Guild Garden Club. Despite power outages, rain and much cooler than typical weather, everyone enjoyed using the covered Pavilion to learn a bit about planting practices and plant their own projects. 40 attended. Afterwards we received the following email,

Thank you! My son loved the herb program last year and we were so excited to participate in this salad one this year. Please thank the herb guild for us too- he helped me plant some flowers and herbs this year and remembered what he learned last year (showing me how to spread the roots- it was so cute to see him share his knowledge).

Next Chapter Book Club is on hiatus for the summer.

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

Jessica and Evelyn co-hosted another tween “**Grownup and Me**” **jewelry program** with a lot of attendees enjoying what they made. They have another one planned for later in the year – it seems like this format of programming is really working for our patrons.

Reading Buddies is back for the summer. Jessica hosted the sessions this month, pairing teen volunteers with kids in grades 1-3 who are practicing their reading. Everyone enjoys the time to read, and we have a lot of happy readers by the end of the program.

Emily hosted **Pride Storytime** and did an excellent job. We had 3 families, plus staff and interested adults in attendance. One woman gave her the following compliment, “You have a very nice voice, that was such a lovely way to spend a half hour. Thank you.” and another asked her about the song she played on the ukulele as she was learning how to play.

School Partnerships:

Jamie put together 7 **book bins** to be delivered to 6 locations, circulating 185 books.

Jamie, Aaron, and Katie C. hosted our final **field trip** of the 2022/2023 school year, seeing 83, 6th graders. They toured the makerspace, learned about the Summer Library Challenge and some received library cards. They seemed excited to learn that they could check out things like projectors. Thank you to Katie C. for helping host tours of the makerspace!

Rachel did an excellent job strengthening our partnership with the schools this year, and, we have tons of ideas for next year and are going to begin work on figuring out what is practical given our outreach and in-house programming commitments and the staffing hours we have in the department.

Total stats for **field trips** are:

- Time period: January – June 2023
- 68 classes
- 2056 total students

Holly visited **Summer LINK** seeing 128 students in grades K-8. She enjoyed sharing books and games with the kids and they are all very excited for our next visit in July. Emily received a thank you card from the Kindergarteners she visited over the school year thanking her for sharing with them! It was very sweet.

Fran continued to solicit **Summer Reading Lists** from area schools and has been instrumental in organizing our binder for both staff and patrons to use, and for collection development so they have the intel on what books schools are requiring, and to help explain any uptick in holds.

Connecting for Kids:

Rebecca worked with CJ and Jane to order book club books for Connecting for Kids to use this fall for their book club.

Natalie met their deadline for WPPL program submissions for their fall newsletter/website. She also reserved program rooms through May 2024.

Cuyahoga County Board of Developmental Disabilities Grant Update

Natalie hosted 2 programs that fell under the grant purview, **Spread Kindness** and **Sensory Workshop** seeing 18 participants. Staff from the Cuyahoga Board of Developmental Disabilities attended, and with leading by Ryan, our facilitator match, participants made 21 peanut butter and jelly sandwiches which were then donated to St. Herman's House in Cleveland. When Natalie dropped off the sandwiches, the director told her that they were so grateful to accept them as they desperately need them, especially on Tuesdays and Thursdays. The men present were also pleased and excited for the donation.

Accelerated Learning Grant / Cuyahoga Reads Update

Rebecca attended the monthly meeting and completed building the Beanstack Challenge, which is now available for pre-registration if people see it on Beanstack. While a bigger push for registration will happen later in the summer, we currently have 47 people pre-registered for the challenge. In addition, the first programs, "**Super Readers**," for the grant were held, hosted by Making A Difference Consulting seeing 41 total participants. Lastly, Rebecca scheduled programs for September – January 2024.

Literacy Initiatives:

The **Myrna Chelko Reading is Elementary** program saw 11 new registrations, with 16 children receiving a milestone sticker award, and 5 children earned a WPPL Lanyard. 97 children are registered for the program.

8 new participants registered for the **Myrna Chelko Little Sprouts** program. There are 306 children registered for the program.

In the **1000 Books Before Kindergarten** program 24 participants achieved milestones. 16 children registered as new participants. There are currently 822 registrants for this program.

Blogs

- Medium Monday: Watercolor (Jessica)
- David Macaulay: When Art and Science Meet (Jessica)

Displays

- June Kindergarten Literacy Packet (Rachel, Jamie) 223 packets taken.
- Created July Calendar (Cat)
- Displays this month included: Summer, Friends, Travel/Vacation, Bugs, Pride, Flag Day, Father's Day, The One Where... (Books About Friends), No-Ro, Read with Pride, Pride
- Early Literacy @ Your Library Brochure updated (Jamie)
- Flyers created and rotated (all)
- Juvenile End Cap signs updated for Graphic Novels and Digital Kit Shelving labels.
- Maintain and update all Communico (Rachel, Natalie, Aaron)
- Skills Packet Grades 3-6 (Rachel) 80 packets taken.
- Skills Packet Grades K-2 (Rachel) 80 packets taken.
- Movie Recommendation Lists updated (Cat)
- Readers' Advisory updated for: Wordless books, Fire Fighters, Ninja, Muslim Interest (Jessica)

Meetings/Training

Attended my final NEO-RLS Board of Trustees meeting as a board member on 6/20.

Met individually with managers with weeks of 6/26 and 7/10.

Met with Heather regarding a podcast idea on 6/26.

Participated in interviews for the Outreach Specialist position on 6/29 and 7/3.

Prepared the sound system for the Wayne Dawson program on 7/1.

Attended admin meetings on 7/5, 7/11, and 7/18.

Provided a 1-on-1 technology session to the Farrell Foundation on 7/10.

Worked the Movie Under the Stars program on 7/14.

Attended the manager's meeting on 7/18.

Agenda Items

- Motion to approve a change order for the Westlake Porter Public Library Phase 1 Renovations project in the amount of -\$10,815.45

The change order consists of the following: a credit of \$247.25 for signs and the unused contingency and bid day savings of \$10,568.20.

- **Resolution 10-23: adjustments to General Fund 101 revenue** – we are adjusting our expected revenue for the year to reflect the revised 2023 PLF estimate based on the new State budget, in addition to increasing the amount of interest income and income from passports we expect to receive this year.

Financial Highlights

- 2023 year-to-date revenue of \$3.1MM is 3.3%, or \$99K, higher than the same period last year.
- 2023 year-to-date expenses of \$2.7MM are 8.6%, or \$211K, higher than the same period last year.

External Meetings/Trainings

- The **Auditor of State's Office** was onsite at the library conducting testing for our audit on Thursday, July 6
- Attended an event sponsored by **First Federal of Lakewood** to learn more about new product offerings on Tuesday, July 11

Library Meetings/Trainings

- Attended the **EAC meeting** on Tuesday, June 27
- Attended the **Manager's meeting** on Tuesday, July 18
- Attended weekly **Admin meetings**

Finance

- The **library's audit** is underway and wrapping up. Once the exit conference has been scheduled, I will provide the meeting information to the Trustees. Thanks to everyone that completed the Fraud questionnaires!
- Implemented Positive Pay banking service on all of our First Federal of Lakewood accounts
- The Finance department met on Monday, July 17

Human Resources

- **Open Positions – Status**

Outreach Specialist position has been filled; Sarah Beebe will be starting at the library on Monday, August 14

Pina Vondruska, who works in Circulation and is responsible for delivering materials to local schools and daycares, is resigning effective August 17.

EAC Update

- Continued planning Staff Appreciation Week – the team is working hard to plan a great week for staff!
- Comments submitted and discussed by the team:

Has the library ever considered being closed on Mother's Day and Father's Day? It would be a boost to employee morale.

The covid-19 corner should be removed from the BTS landing page. I think we're all ready to move on and much of that information lagged even during the active phase.

Values: Communication, Accountability

Potential Benefits: This information is no longer current or relevant to daily library procedures so it should be archived elsewhere on BTS. It doesn't boost anyone's morale to see that front and center when you open that page.

WESTLAKE PORTER PUBLIC LIBRARY

General Fund Financial Summary

As of: June 30, 2023

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Notes</u>
Revenue				
Property Tax	1,943,329	2,201,159	257,831	on track; 1st half of property tax income received; 2nd half will be distributed in July & August
PLF	725,346	744,918	19,571	
Other	76,237	121,814	45,576	Interest income is coming in higher than originally budgeted
TOTAL	2,744,912	3,067,890	322,978	
Expenses				
Salaries & Benefits	1,865,928	1,760,448	(105,480)	on track
Supplies	49,282	41,686	(7,596)	
Contracted Services	389,309	333,592	(55,717)	
Library Materials	409,276	306,316	(102,960)	on track
Capital	111,080	198,189	87,109	annual payment for Sirsi made in February, which represents a large portion of this expense category
Miscellaneous	15,525	10,219	(5,306)	
Other Expenses	350,000	-	(350,000)	Transfers out to Perm Improvement & Automation funds, which occur at the end of the year
TOTAL	3,190,401	2,650,451	(539,950)	

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

BANK DESCRIPTION	BEGINNING BALANCE	YTD REVENUE	YTD EXPENSE	TRANSFERS IN	TRANSFERS OUT	CURRENT BALANCE
FFL - CREDIT CARD	\$ 965.49	\$ 30,815.34	\$ 1,080.29	\$ -	\$ 30,000.00	\$ 700.54
FFL - GENERAL CHECKING	\$ 194,935.05	\$ 34,584.52	\$ 3,217,371.42	\$ 3,108,137.59	\$ 32,533.01	\$ 87,752.73
FFL - RETAINAGE	\$ 38,454.25	\$ 182.44	\$ -	\$ 32,533.01	\$ -	\$ 71,169.70
PETTY CASH & CHANGE	\$ 1,343.50	\$ -	\$ -	\$ -	\$ -	\$ 1,343.50
TOTAL	\$ 235,698.29	\$ 65,582.30	\$ 3,218,451.71	\$ 3,140,670.60	\$ 62,533.01	\$ 160,966.47
FFL - MONEY MARKET	\$ 176,060.56	\$ 3,674.02	\$ -	\$ 2,975,000.00	\$ 3,078,137.59	\$ 76,596.99
US BANK	\$ 4,368,969.00	\$ 27,136.01	\$ 2,499.98	\$ -	\$ -	\$ 4,393,605.03
STAR OHIO	\$ 1,540,180.54	\$ 2,988,899.58	\$ 33,105.03	\$ -	\$ 2,975,000.00	\$ 1,520,975.09
TOTAL	\$ 6,085,210.10	\$ 3,019,709.61	\$ 35,605.01	\$ 2,975,000.00	\$ 6,053,137.59	\$ 5,991,177.11
TOTAL - ALL BANKS	\$ 6,320,908.39	\$ 3,085,291.91	\$ 3,254,056.72	\$ 6,115,670.60	\$ 6,115,670.60	\$ 6,152,143.58

WESTLAKE PORTER PUBLIC LIBRARY

STATEMENT OF CASH POSITION

As of: June 30, 2023

FUND DESCRIPTION	BEGINNING BALANCE	Y-T-D REVENUE	Y-T-D EXPENSE	UNEXPENDED BALANCE	OUTSTANDING ENCUMBERANCE	ENDING BALANCE
101 GENERAL FUND	\$ 4,507,076.26	\$ 3,067,890.48	\$ 2,650,450.83	\$ 4,924,515.91	\$ 1,226,568.80	\$ 3,697,947.11
410 DEVELOPMENT FUND	\$ 42,179.77	\$ 11,203.86	\$ 12,912.33	\$ 40,471.30	\$ 12,431.90	\$ 28,039.40
420 FRIENDS OF THE LIBRARY	\$ 10,359.81	\$ -	\$ 7,450.20	\$ 2,909.61	\$ 20,690.80	\$ (17,781.19)
450 PERMANENT IMPROVEMENT	\$ 1,312,565.83	\$ 4,648.27	\$ 478,197.99	\$ 839,016.11	\$ 566,040.61	\$ 272,975.50
475 AUTOMATION FUND	\$ 421,753.65	\$ 1,453.33	\$ 105,045.37	\$ 318,161.61	\$ 79,857.88	\$ 238,303.73
703 FRANCIS EGGER TRUST	\$ 26,973.07	\$ 95.97	\$ -	\$ 27,069.04	\$ -	\$ 27,069.04
TOTAL:	\$ 6,320,908.39	\$ 3,085,291.91	\$ 3,254,056.72	\$ 6,152,143.58	\$ 1,905,589.99	\$ 4,246,553.59

WESTLAKE PORTER PUBLIC LIBRARY

REVENUE REPORT - GENERAL FUND

As of: June 30, 2023

% through the year.

50%

<i>Revenue Accounts</i>	<i>Budgeted Revenue</i>	<i>Month-to- Date Revenues</i>	<i>Year-to-Date Revenue</i>	<i>Uncollected Balance</i>	
Property Tax	3,504,712	-	2,010,866	1,493,846	57.4%
Homestead Rollback	381,945	-	190,293	191,652	49.8%
Subtotal	3,886,657	-	2,201,159	1,685,498	56.6%
PLF	1,450,693	141,690	744,918	705,775	51.3%
Grants	24,380	-	-	24,380	0.0%
Patron Fines & Fees	8,833	699	5,115	3,718	57.9%
Interest	43,342	9,976	67,618	(24,276)	156.0%
Contributions	500	-	-	500	0.0%
Refunds/Reimbursements/Misc	75,420	6,916	49,081	26,339	65.1%
Transfers	-	-	-	-	0.0%
TOTAL	\$ 5,489,825	\$ 159,282	\$ 3,067,890	\$ 2,421,934	55.9%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - GENERAL FUND

As of: June 30, 2023

% through the year: 50%

<i>Expenditure Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Month-to-Date Expenses</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>Salaries & Benefits</u>						
Salaries	2,861,200	327,636	1,376,292	-	1,484,908	48.1%
OPERS	399,168	30,413	161,898	-	237,270	40.6%
Insurance	466,487	39,956	221,258	222,511	245,229	47.4%
Other Employee Benefits	5,000	-	1,000	4,000	4,000	20.0%
Subtotal	3,731,855	398,005	1,760,448	226,511	1,971,407	47.2%
<u>Supplies</u>						
Administrative Supplies	65,164	7,519	30,054	35,099	35,109	46.1%
Maintenance Supplies	30,000	3,044	10,975	19,025	19,025	36.6%
Vehicle Fuel & Supplies	3,400	243	657	2,743	2,743	19.3%
Subtotal	98,564	10,806	41,686	56,867	56,877	42.3%
<u>Contracted Services</u>						
Travel & Training	26,200	300	8,627	17,573	17,573	32.9%
PR/Postage/Phone	85,190	9,568	48,228	36,950	36,962	56.6%
Maintenance	281,769	29,357	91,540	190,202	190,229	32.5%
Insurance	40,000	1,808	1,808	38,192	38,192	4.5%
Leases	10,062	347	7,537	2,137	2,525	74.9%
Utilities	131,406	10,355	56,989	74,168	74,417	43.4%
Professional Services	148,442	9,329	68,624	79,384	79,818	46.2%
Library Material Control	41,800	3,535	38,035	3,765	3,765	91.0%
Interlibrary Delivery Service	13,750	-	12,204	1,546	1,546	88.8%
Subtotal	778,619	64,599	333,592	443,915	445,027	42.8%
<u>Library Materials</u>						
Books	277,849	17,818	108,679	153,981	169,170	39.1%
Periodicals	22,201	227	1,926	18,229	20,274	8.7%
Audio/Visual	139,786	11,168	39,079	85,806	100,707	28.0%
Portable Audio	14,178	1,484	6,688	7,312	7,490	47.2%
Electronic Data	342,948	18,354	140,439	179,925	202,509	41.0%
Interlibrary Loan Fees	100	-	54	46	46	53.7%
Library Material Repair	15,853	1,358	7,734	7,890	8,119	48.8%
Library Material, Other	5,637	656	1,717	1,283	3,921	0.0%
Subtotal	818,553	51,066	306,316	454,472	512,237	37.4%
<u>Capital</u>						
Land Improvements	-	-	-	-	-	0.0%
Building Improvements	6,000	853	3,119	2,881	2,881	52.0%
Furniture/Hardware/Software	216,161	1,027	195,071	21,090	21,090	90.2%
Subtotal	222,161	1,879	198,189	23,971	23,971	89.2%
<u>Miscellaneous</u>						
Dues/Memberships	19,500	1,340	9,528	9,972	9,972	48.9%
Special Assessments	11,200	-	588	10,612	10,612	0.0%
Refunds/Reimbursements	350	17	103	247	247	29.4%
Other Misc Expenses	-	-	-	-	-	0.0%
Subtotal	31,050	1,357	10,219	20,831	20,831	32.9%
<u>Other Expenses</u>						
Contingency Fund	20,000	-	-	-	20,000	0.0%
Transfers	680,000	-	-	-	680,000	0.0%
Subtotal	700,000	-	-	-	700,000	0.0%
Grand Total	\$ 6,380,801	\$ 527,712	\$ 2,650,451	\$ 1,226,569	\$ 3,730,350	41.5%

WESTLAKE PORTER PUBLIC LIBRARY

EXPENSE REPORT - OTHER FUNDS

As of: June 30, 2023

				% through the year: 50%	
<i>Expenditure Fund/Accounts</i>	<i>Combined Appropriations</i>	<i>Combined Year-to-Date Expenses</i>	<i>Combined Encumbrances</i>	<i>Combined Unexpended Balance</i>	<i>% Combined Expended Balance</i>
<u>410 - Development Fund</u>					
Supplies	11,960	5,253	6,707	6,707	43.92%
Contracted Services	4,090	1,100	2,990	2,990	26.89%
Library Materials	9,690	6,559	2,735	3,130	67.69%
Capital Outlay	-	-	-	-	0.00%
Miscellaneous	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 25,740	\$ 12,912	\$ 12,432	\$ 12,827	50.16%
<u>420 - Friends of Library Fund</u>					
Supplies	18,091	5,457	12,634	12,634	30.16%
Contracted Services	10,050	1,993	8,057	8,057	19.83%
Library Materials	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	0.00%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 28,141	\$ 7,450	\$ 20,691	\$ 20,691	26.47%
<u>450 - Permanent Imp. Fund</u>					
Contracted Services	73,350	8,709	64,641	64,641	11.87%
Capital Outlay	972,851	469,489	501,400	503,362	48.26%
Interfund Transfers	-	-	-	-	0.00%
Total	\$ 1,046,201	\$ 478,198	\$ 566,041	\$ 568,003	45.71%
<u>475 - Automation Fund</u>					
Supplies	-	-	-	-	0.00%
Contracted Services	-	-	-	-	0.00%
Capital Outlay	185,491	105,045	79,858	80,445	56.63%
Total	\$ 185,491	\$ 105,045	\$ 79,858	\$ 80,445	56.63%

Westlake Porter Public Library
Public Library Fund
2019 - 2023

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

Month	2019	2020	2021	2022	2023
Jan	93,343.11	97,796.10	102,455.24	117,102.76	120,175.88
Feb	112,221.83	117,550.40	118,200.71	131,419.43	139,969.12
Mar	80,785.12	86,227.90	97,966.59	98,612.84	105,518.63
Apr	74,575.10	69,968.09	83,644.67	96,222.48	96,910.92
May	124,930.53	80,899.48	116,198.57	169,367.26	140,652.68
Jun	110,059.03	92,970.31	149,215.96	129,742.03	141,690.29
Jul	111,530.61	113,945.67	137,767.22	138,955.50	
Aug	90,756.56	124,729.08	100,700.83	104,169.09	
Sep	109,034.87	115,601.98	119,250.24	127,626.25	
Oct	99,444.27	99,265.09	112,106.18	119,181.99	
Nov	102,739.64	104,468.13	111,223.59	117,142.59	
Dec	103,222.32	106,957.55	116,231.90	127,053.60	

TOTALS \$1,212,642.99 \$1,210,379.78 \$1,364,961.70 \$1,476,595.82 \$ 744,917.52

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

Percentage Change			
2020	2021	2022	2023
4.77%	4.76%	14.30%	2.62%
4.75%	0.55%	11.18%	6.51%
6.74%	13.61%	0.66%	7.00%
-6.18%	19.55%	15.04%	0.72%
-35.24%	43.63%	45.76%	-16.95%
-15.53%	60.50%	-13.05%	9.21%
2.17%	20.91%	0.86%	
37.43%	-19.26%	3.44%	
6.02%	3.16%	7.02%	
-0.18%	12.94%	6.31%	
1.68%	6.47%	5.32%	
3.62%	8.67%	9.31%	

**(2023 vs
2022)**

3,073.12
8,549.69
6,905.79
688.44
(28,714.58)
11,948.26

2023 Year-to-Date Compared to 2022	
2022	742,466.80
2023	744,917.52
\$ Difference	2,450.72
% Difference	0.33%

Westlake Porter Public Library
2Q 2023 Donations

<u>Donor</u>	<u>Amount</u>	<u>Purpose</u>
Joanne Darling	5,000.00	
Gail Paserba	50.00	
Michael Monaco	500.00	In memory of Louise Anderson
Janet Snider	5,000.00	Financial Literacy
Liisa (sic) Miller	10.00	
Rahul Aslot	20.00	
Robert Homer	50.00	
Janet Philpott	240.00	In memory of Louise Anderson
Total Received	10,870.00	

Non Monetary Donations:

<u>Donor</u>	
Sportsville	2 Mini golf & 2 range ball vouchers for summer reading
Phillips Syrup	3 Coffee syrups & 3 pumps for summer reading
b.a. Sweetie Candy Co.	\$25 gift certificate for summer reading
Mark Bobal	8mm Projector
Holden Forests & Gardens	4 general admission passes
Petitti Garden Center	\$25 gift card for summer reading
Chagrin Valley Soap & Salve	Bug Repellent Bundle
Mitchell's Ice Cream	2 \$20 gift cards for library card sign-up prize

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

FROM:		TO:	
101-00-52150 (OFFICE SUPPLIES)	\$ (100.00)	101-00-52120 (LIBRARY SUPPLIES)	\$ 100.00

Westlake Porter Public Library
Check Register 6/1/23 - 6/30/23

Payment Date	Check Number	Vendor	Description	Payment Amount
6/7/2023	42212	BAKER & TAYLOR	Juvenile/YA Books & materials processing	204.03
6/7/2023	42214	CAVENDISH SQUARE PUBLISHING LLC	Juvenile/YA Books	204.44
6/7/2023	42213	Blue Technologies	Blue Tech Copiers 4/22 - 5/21/23	362.19
6/7/2023	42218	Joel S Keller	Trivia & Pop Music of 1970s	75.00
6/7/2023	42222	MIDWEST TAPE	Hoopla Downloadables	6,577.29
6/7/2023	42215	CENTER POINT PUBLISHING	Adult Books	20.97
6/7/2023	42217	Integrated Precision Systems Inc	Security Cameras - Pavillion, Magazines, Alcove	4,581.00
6/7/2023	42211	Jet Signs	Banner - Summer Reading	500.00
6/7/2023	42220	Kanopy Inc	Kanopy Videos	420.30
6/7/2023	42223	O C L C, INC	Contentdm 6/1/23 - 5/31/24	3,535.11
6/7/2023	42225	OHIONET	Ohionet Membership Fee 7/1/23 - 6/30/24	1,000.00
6/7/2023	42226	Nancy Kubiak	Refund of Pmt for Lost Item	17.40
6/7/2023	42216	GO GREEN LANDSCAPING LLC	Landscape Maint - June 2023	1,313.63
6/7/2023	42228	Pavement Maintenance Specialties	Parking Lot Patch, Seal, Stripe	15,650.00
6/7/2023	42224	OHIO VALLEY SUPPLY & MAINTENANCE COMPANY	TP, Towels, Kleenex	1,150.80
6/7/2023	42219	Johnson Controls Security Solutions	Security System	25,624.50
6/7/2023	42227	Summit Fire & Security LLC	Backflow Inspection	1,267.70
6/7/2023	42221	The Awning Company	Remove & Store Winter Awnings	428.80
6/7/2023	42229	West Side Roofing Co Inc	Replace Storage Shed Roof	3,385.00
6/15/2023	42230	BAKER & TAYLOR	Juvenile/YA Books	209.04
6/15/2023	42234	Khan Spryre, LLC	Comic Books	49.40
6/15/2023	42232	CENTER POINT PUBLISHING	Adult Books	195.36
6/15/2023	42239	Shirley R Swindell	Potting Soil - YS Planting Project	17.97
6/15/2023	42236	Library Pass, Inc	Comics Plus 7/1/23 - 6/30/24	1,125.00
6/15/2023	42231	Cengage Learning Inc	Adult Books	418.35
6/15/2023	42235	Image Builders Marketing, Inc	Ad - Westlake Image Book	595.00
6/15/2023	42237	PLAIN DEALER	Plain Dealer - May 2023	155.10
6/15/2023	42240	UNIQUE MANAGEMENT SERVICES INC	Collection Agency & Phone notifications - May 2023	364.00
6/15/2023	42238	Regency Construction Services, Inc	2022 Library Renovation Projects	50,560.44
6/15/2023	42241	VEDDA PRINTING	Notes - June/July 2023	6,695.00
6/15/2023	42233	Cleveland Magic and Balloons LLC	Magic Show	150.00
6/28/2023	2023000057	PNC BANK N.A.	CC Payment	44,291.68
6/29/2023	42242	Automation Mailing & Shipping Solutions Inc	Postage Machine Annual Rental	60.00
6/29/2023	42243	BAKER & TAYLOR	Juvenile/YA Books	204.27
6/29/2023	42245	Bialosky + Partners Architects, LLC	Architect Fees - 2022 Renovations	1,154.81
6/29/2023	42246	Carolyn L Farrell Foundation	Farrell Foundation - Inspire Joy Gala	500.00
6/29/2023	42247	Cengage Learning Inc	Adult Books	460.31
6/29/2023	42244	BAY SHORE INSURANCE	Insurance - Art Festival 2023	864.00
6/29/2023	42253	GREAT LAKES PUBLISHING	PR Ad - Westlake Magazine 2023	649.00
6/29/2023	42248	Corley Foundation	Corley Foundation - 2023 Hole Sponsor	125.00
6/29/2023	42252	GO GREEN LANDSCAPING LLC	Landscape Maint - April & May 2023; mulch	5,209.81
6/29/2023	42254	MESSINA FLOOR MAINTENANCE LLC	Carpet Cleaning - May 2023	875.00
6/29/2023	42249	DEAN'S GREENHOUSE INC	Plants & Flowers 2022	2,329.06
6/29/2023	42250	Falls & Co	Counsel & Support	4,391.25

Westlake Porter Public Library
Check Register 6/1/23 - 6/30/23

Payment Date	Check Number	Vendor	Description	Payment Amount
6/29/2023	42258	Villager Newspaper	PR Ads - Villager	215.00
6/29/2023	42257	Paul Adams Productions, Inc	Freddy Fossil's Dino Show	895.00
6/29/2023	42255	MIDWEST TAPE	Hoopla eBooks	75.00
6/29/2023	42260	Wayne D Dawson	Seeds of Greatness Are Within You	200.00
6/29/2023	42256	OHIO VALLEY SUPPLY & MAINTENANCE COMPANY	TP, Towels, Kleenex	1,035.72
6/29/2023	42259	Rotary Club of Westlake/Bay Village	Mangels - Rotary Dues 2023-2024	250.00
6/29/2023	42251	FIRST FEDERAL OF LAKEWOOD	Safe Deposit Box	85.00
6/29/2023	2023000059	Columbia Gas	Natural Gas 4/25 - 5/24/23	3,555.89
6/29/2023	2023000060	City of Cleveland Division of Water	Water Usage 4/20 - 5/19/23	394.94
6/29/2023	2023000061	INGRAM BOOK COMPANY	Adult Books, Juvenile/YA books, Audiobooks, World Lang, Materials processing	16,831.68
6/29/2023	2023000062	TREASURER OF STATE OF OHIO	State Audit of 2022	246.00
6/29/2023	2023000063	Stark County Educational Service Center	Medical, Dental & Life Insurance - June 2023	35,423.15
6/29/2023	2023000064	The Illuminating Company	Electricity 3/30 - 4/30/23	6,404.32
6/30/2023	2023000007	BANKS	Bank & Investment Fees	181.24
6/30/2023	2023000065	PAYCHEX INC	Bank & Investment Fees	1,515.46
6/30/2023	2023000007	BANKS	Bank & Investment Fees	416.74
			TOTAL	255,692.15

Visa Payment Detail
For Checks # 2023000056 and 2023000057 dated 6/28/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
5/24/2023	OHIO MOBILE GAMING CORP	Laser Taggers Rental	14507327	233005	48.16
5/24/2023	OHIO MOBILE GAMING CORP	Laser Taggers Rental	14507327	233029	200.00
6/4/2023	TECHSMITH CORPORATION	Snagit thru 6/3/24	25164B	235044	10.75
5/31/2023	OHIO LIBRARY COUNCIL	Lynce - Reg - Library Facilities Conf	25178	235070	75.00
5/31/2023	OHIO LIBRARY COUNCIL	Lynce - OLC Membership 2023	25177	235080	90.00
6/4/2023	AMAZON.COM	Epson ET-8550 Wireless Printer	0276255	234015	749.99
5/12/2023	Zoom Video Communications Inc	Zoom 5/12/23 - 5/11/24	INV201800655	235047	849.70
5/24/2023	Nayax Copy Services	Test Credit Card Reader	Nayax	235060	0.10
6/2/2023	Precision Roller	Roller Assembly Kit	3043292	235010	26.95
5/18/2023	STAPLES BUSINESS ADVANTAGE	Headphones (3)	7609748961	235043	27.03
5/18/2023	STAPLES BUSINESS ADVANTAGE	Toner	7609748961	235010	65.02
6/1/2023	Microsoft Corporation	Add 2 M365 Licenses	E0700NQM9	235044	79.77
5/18/2023	GODADDY	Standard SSL Certificate	2579530277	235043	99.99
5/30/2023	GODADDY	Standard SSL Certificate	2594443194	235043	99.99
6/1/2023	STAPLES BUSINESS ADVANTAGE	Toner	7377043637	235010	103.00
5/31/2023	Precision Roller	Toner	3042660	235010	103.86
5/31/2023	Battery Junction	Power-Sonic 12V Batteries	2111361	234001	180.54
6/1/2023	Microsoft Corporation	Microsoft 365 5/20/23 - 5/19/24	E0700NQV03	235044	243.00
5/5/2023	Adobe Inc	Creative Cloud 5/4/23 - 5/3/24	2444677829	235043	359.88
5/30/2023	Precision Roller	Toner, Roller Assembly Kits	3042348	235010	388.45
5/25/2023	VIRTUAL SYSTEMS	VCC Performance Tier Backup	413462	235044	440.00
5/31/2023	STAPLES BUSINESS ADVANTAGE	Toner	7376896731	235010	999.81
5/22/2023	MENARD'S	Rodent Trap, Drill Bit, Hose Barb	Menards	235012	9.63
5/24/2023	GAS STATIONS	Gasoline for Gator	Speedway	235014	11.17
5/6/2023	MENARD'S	Hose Nozzle, Cable Clamps, etc	Menards	235012	11.68
5/25/2023	GAS STATIONS	Gasoline for 2017 Honda Van	Speedway	235014	26.28
5/4/2023	SHERWIN WILLIAMS	Paint, Roller Covers	Sherwin Williams	235012	39.53
5/16/2023	GAS STATIONS	Gasoline for 2008 Honda Van	Speedway	235014	56.58
5/8/2023	SHERWIN WILLIAMS	Paint, Paint Brush, Pail Liner	Sherwin Williams	235012	78.96
5/16/2023	AMAZON.COM	USB C Adapter	0197817	235012	6.99
5/26/2023	ACE HARDWARE	Solder, Speaker Wire	Ace Hardware	235012	12.36
5/17/2023	LOWES	Wire Marker Booklet, Grommets	Lowe's	235012	14.84
5/17/2023	AMAZON.COM	Hole Cutter Pilot bit	6329066	235012	20.97
5/15/2023	Sgt Clean	Monthly Car Wash Fee	34091503950	235014	26.97
5/16/2023	Sgt Clean	Monthly Car Wash Fee	34112016718	235014	26.97

Visa Payment Detail
For Checks # 2023000056 and 2023000057 dated 6/28/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
5/17/2023	HOME DEPOT CREDIT SERVICES	Glass Cleaner	WP67126952	235013	33.10
5/19/2023	HOME DEPOT CREDIT SERVICES	Screws, Picture Hangers, Shims, etc	Home Depot	235012	39.67
5/17/2023	EBAY	Emergency Light Charging Board	Wolfbaysupply	235012	39.95
6/2/2023	VERIZON WIRELESS	VZ Mobile Brdbnd 5/13 - 6/12/23	9934748626	235083	40.11
5/16/2023	Breezeline	Breezeline Phone Svc 4/26 - 5/25/23	0060250	235083	61.92
6/1/2023	LOWES	Weed Killer, Trash Liners, etc	Lowe's	235012	69.87
5/18/2023	HOME DEPOT CREDIT SERVICES	Hole Cutter, Drill Bit, Grommets, etc	Home Depot	235012	72.33
5/17/2023	HOME DEPOT CREDIT SERVICES	Electrical Supplies, Drill Bit	Home Depot	235012	73.66
5/16/2023	WiperBlades USA	Wiper Blades	324711	235014	94.94
5/31/2023	OHIO LIBRARY COUNCIL	Gibson - Reg - Library Facilities Conf	25173	235070	150.00
5/18/2023	AMAZON.COM	Water Pump, First Aid Kit, etc	0069852	235012	161.82
5/30/2023	HOME DEPOT CREDIT SERVICES	Hose, Hose Repair Kit	Home Depot	235012	171.92
6/1/2023	Cubsmart	Off-Site Storage - June 2023	261799	235091	202.00
5/19/2023	HOME DEPOT CREDIT SERVICES	Ryobi Push Lawnmower	Home Depot	235021	349.00
5/22/2023	RUMPKE	Waste & Recycling - May 2023	1295504	235015	383.65
6/2/2023	National Fuse Products	Fuses	086422	235019	400.00
5/30/2023	EASTON TELECOM SERVICES LLC	Easton Phone Svc 5/10 - 6/9/23	1151137	235083	676.27
6/4/2023	MICHAELS	Jewelry Program Supplies	Michaels	233002	11.08
6/4/2023	MICHAELS	Jewelry Program Supplies	Michaels	233010	11.09
5/10/2023	AMAZON.COM	Bob Ross Paint with Water Book	2488225	235099	17.44
5/24/2023	AMAZON.COM	Poster Frames	9399406	235062	319.92
5/20/2023	MICHAELS	T-Shirts	7700109073708345	235099	19.95
5/20/2023	MICHAELS	T-Shirts	Michaels	235099	28.93
6/1/2023	AMAZON.COM	Amazon Gift Card	7541069	233002	25.00
5/9/2023	United Art & Education	Fabric Paint	298-S200990	235099	88.85
5/25/2023	Uncommon Goods LLC	Support Kits	19071335-1	225099	162.73
5/25/2023	Uncommon Goods LLC	Worry Monsters, Support Kits	19071335-1	235099	850.22
5/25/2023	APPLE STORE	iCloud 200GB Storage Plan	MQVL7ZFVV3	233003	2.99
5/9/2023	ORIENTAL TRADING COMPANY	Unicorn Crowns	724394207	233003	31.16
5/10/2023	WALMART	Pokemon Battle Figures	88527875	233003	35.98
5/5/2023	ORIENTAL TRADING COMPANY	Mermaid Spoons	724339065	233003	51.96
5/9/2023	ORIENTAL TRADING COMPANY	Zoo Animal Necklaces	724394207	233002	59.96
5/22/2023	FIVE BELOW	Beach Pails	Five Below	233002	84.00
5/18/2023	The Nut Shop	Spices	The Nut Shop	233010	11.82
6/1/2023	The Nut Shop	Spices	The Nut Shop	233010	16.38

Visa Payment Detail
For Checks # 2023000056 and 2023000057 dated 6/28/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
5/11/2023	CANVA PTY LTD	Canva Pro Subscription	03782-23420468	235044	15.09
5/24/2023	SETTA TROPHY INC	Bench Plate	20583	235079	10.00
6/1/2023	LOWES	Nylon Rope	Lowes	232001	78.26
5/30/2023	Eco Promotional Products	Bookmarks with Plantable Square	13545	233002	515.42
6/1/2023	FASTSIGNS	Makerspace Window Vinyl	141-4762	235079	842.50
5/13/2023	FRAGAPANE BAKERIES	Board Retreat - Pastries	Fragapane	235066	25.59
5/22/2023	CNA SURETY	Bond - Nassif 7/1/22 - 7/1/23	71886433	235053	34.52
5/22/2023	CNA SURETY	Bond - Waryk 7/1/22 - 7/1/23	71886438	235053	34.52
5/22/2023	PAYCHEX INC	Paychex Onboarding Monthly Fee	3503879	235060	100.00
5/22/2023	CNA SURETY	Bond - Hulver 7/1/23 - 7/1/24	71886442	235053	175.00
5/22/2023	CNA SURETY	Bond - Waryk 7/1/23 - 7/1/24	71886438	235053	350.00
5/22/2023	CNA SURETY	Bond - Nassif 7/1/23 - 7/1/24	71886433	235053	350.00
5/9/2023	T-Mobile USA Inc	T-Mobile Cell Phone 3/29 - 4/28/23	981225743	235083	10.29
5/9/2023	T-Mobile USA Inc	Hotspots 3/29 - 4/28/23	981225743	236009	1,117.39
5/18/2023	DEMCO INC	Labels, Label Protectors, CD Cases, etc	7311572	235081	1,916.31
5/8/2023	Swank Movie Licensing USA	Movie License 6/1/23 - 5/31/25	3376996	235071	2,291.00
5/12/2023	Sky & Telescope Magazine	Sky & Telescope thru 8/1/24	20230512	236004	57.75
5/17/2023	STAPLES BUSINESS ADVANTAGE	Staples	7608889795	235065	3.83
5/11/2023	AMAZON.COM	Zip Tie Cable Labels	9909823	235043	6.92
5/23/2023	AMAZON.COM	Googly Eyes	9666658	233002	7.98
5/29/2023	WALGREENS	Bubble Wands for Parades	Walgreens	235062	8.75
5/23/2023	AMAZON.COM	USB Desk Fans	4847429	235002	22.74
5/26/2023	FRAGAPANE BAKERIES	Chat with Director - Donuts	Fragapane	233001	25.80
5/16/2023	AMAZON.COM	Kids Pencils, Bookmarks	8015463	233003	30.45
5/31/2023	AMAZON.COM	Plant Grow Bags	0491459	233002	39.98
5/23/2023	AMAZON.COM	Pencil Baskets, Photo Printing Paper	2100247	233002	48.93
5/18/2023	Libraryworks Inc	Mangels - Reg - Book Bans/Censorship	1952-1103	235070	49.00
5/23/2023	AMAZON.COM	Flash Drives	4223411	235098	51.22
5/19/2023	STAPLES BUSINESS ADVANTAGE	Sharpies, Golf Pencils, Calculator, etc	7609839201	235065	57.32
5/16/2023	AMAZON.COM	Chalk Paint, Mini Mason Jars	3175461	233002	59.44
6/1/2023	STAPLES BUSINESS ADVANTAGE	Paper Plates, Knives, Forks	7376956749	233001	63.75
5/24/2023	AMAZON.COM	Backpack Cooler, Cold Brew Maker, etc	0369850	233009	74.08
5/9/2023	W B MASON	Copy Paper 11x17	238287499	235064	89.98
5/5/2023	STAPLES BUSINESS ADVANTAGE	Wide Format Roll Paper	7609264035	235065	93.94
5/16/2023	AMAZON.COM	Kids Erasers	0299400	233002	98.78

Visa Payment Detail
For Checks # 2023000056 and 2023000057 dated 6/28/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
5/27/2023	AMAZON.COM	Cupcake Stand, Blanket, BBQ Set, etc	1393807	233009	138.52
5/16/2023	AMAZON.COM	Rubber Duckies, Erasers, Seed Beads, etc	1288266	233002	295.45
5/17/2023	AMAZON.COM	Stress Balls	5125860	233002	296.91
5/18/2023	AMAZON.COM	Parade Candy	5616222	235062	449.80
5/9/2023	STAPLES BUSINESS ADVANTAGE	Copier Paper	7376392210	235064	829.80
5/30/2023	USCutter, Inc	Mugs ,transfer vinyl, accessories	385126	235018	133.93
5/30/2023	AMAZON.COM	Credit: Video games/Hotspots	0850626	236009	(29.94)
6/2/2023	AMAZON.COM	Credit: Video games/Hotspots	0850626	236009	(29.94)
5/6/2023	AMAZON.COM	Credit: Video games/Hotspots	9512261	236009	(0.57)
5/6/2023	AMAZON.COM	Credit: Video games/Hotspots	9306634	236009	(0.57)
6/4/2023	AMAZON.COM	Credit: Video games/Hotspots	1584248	236009	(0.05)
5/17/2023	AMAZON.COM	Juvenile/YA Books	0711454	236002	7.95
5/25/2023	AMAZON.COM	Adult/Juvenile DVDs	1576223	236008	8.99
5/24/2023	AMAZON.COM	Juvenile/YA Books	8794667	236002	9.99
5/19/2023	AMAZON.COM	Music CDs	8004216	236007	10.99
6/1/2023	AMAZON.COM	Circulating Kits	0884218	236020	11.27
5/15/2023	AMAZON.COM	Juvenile/YA Books	9081859	236002	14.17
5/23/2023	AMAZON.COM	People - Chip & Joanna Gaines	8189836	236005	14.32
5/19/2023	AMAZON.COM	Music CDs	3707456	236007	14.94
6/2/2023	OVERDRIVE, INC	Downloadable video	20230602	236016	14.95
5/12/2023	AMAZON.COM	Juvenile/YA Books	5969046	236002	16.41
5/28/2023	AMAZON.COM	Adult Books	3313816	236001	16.95
5/23/2023	AMAZON.COM	Juvenile/YA Books	7261823	236002	16.95
5/23/2023	AMAZON.COM	Music CDs	7101845	236007	18.27
5/4/2023	AMAZON.COM	Juvenile/YA Books	1763452	236002	18.99
5/31/2023	AMAZON.COM	Adult Books	1467449	236001	19.95
5/17/2023	AMAZON.COM	Adult Books	7189024	236001	21.95
5/8/2023	AMAZON.COM	Juvenile/YA Books	0474648	236002	24.99
5/31/2023	AMAZON.COM	Music CDs	3157032	236007	25.81
5/14/2023	AMAZON.COM	6-Disc DVD Cases (10)	0102609	235081	26.00
5/23/2023	AMAZON.COM	Adult/Juvenile DVDs	1089058	236008	28.27
5/22/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230522	236012	28.99
5/30/2023	AMAZON.COM	Adult Books	9905810	236001	31.46
5/19/2023	AMAZON.COM	Juvenile/YA Books	4104220	236002	33.98
5/11/2023	AMAZON.COM	Video games/Hotspots	0850626	236009	34.99

Visa Payment Detail
For Checks # 2023000056 and 2023000057 dated 6/28/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
5/18/2023	AMAZON.COM	Video games/Hotspots	3559457	236009	34.99
6/2/2023	MIDWEST TAPE	Serious Music Books/Materials - Sonenfield	20230602	232013	35.08
5/22/2023	OVERDRIVE, INC	Neff Adult eBooks	20230522	235103	35.54
5/25/2023	Book Farm LLC	Juvenile/YA Books	PCC13862	236002	45.90
6/4/2023	AMAZON.COM	Plastic storage bins	6857066	236019	46.07
6/2/2023	OVERDRIVE, INC	e-audio	20230602	236014	47.96
5/12/2023	AMAZON.COM	Adult Books	1824256	236001	48.23
5/23/2023	AMAZON.COM	Adult/Juvenile DVDs	9962637	236008	49.98
5/9/2023	AMAZON.COM	Adult Books	9793808	236001	49.99
5/18/2023	MIDWEST TAPE	Serious Music Books/Materials - Sonenfield	20230518	232013	51.71
5/11/2023	AMAZON.COM	Video games/Hotspots	6529030	236009	53.75
5/4/2023	AMAZON.COM	Video games/Hotspots	8989821	236009	59.88
5/5/2023	AMAZON.COM	Video games/Hotspots	9306634	236009	59.88
5/5/2023	AMAZON.COM	Video games/Hotspots	2061849	236009	59.88
6/4/2023	AMAZON.COM	Video games/Hotspots	1650653	236009	59.99
5/25/2023	Playaway Products LLC	Playaways & Launchpads	430057	236010	59.99
5/24/2023	AMAZON.COM	Lego Building Kit	1298617	236019	63.99
5/8/2023	OVERDRIVE, INC	e-audio	20230508	236014	65.00
5/25/2023	Playaway Products LLC	Playaways & Launchpads	430056	236010	67.49
5/31/2023	AMAZON.COM	Video games/Hotspots	6079412	236009	67.69
5/25/2023	MIDWEST TAPE	Playaways & Launchpads	20230525	236010	67.99
5/11/2023	AMAZON.COM	Video games/Hotspots	3559457	236009	69.00
5/30/2023	OVERDRIVE, INC	Neff Adult eBooks	20230530	235103	69.99
5/10/2023	AMAZON.COM	Video games/Hotspots	5438622	236009	69.99
5/8/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230508	236012	102.50
5/25/2023	MIDWEST TAPE	Serious Music Books/Materials - Sonenfield	20230525	232013	104.34
5/25/2023	AMAZON.COM	Video games/Hotspots	1292256	236009	109.98
5/5/2023	AMAZON.COM	Video games/Hotspots	9512261	236009	119.76
6/2/2023	AMAZON.COM	Video games/Hotspots	4066660	236009	119.98
5/24/2023	AMAZON.COM	Video games/Hotspots	9772200	236009	141.93
5/26/2023	AMAZON.COM	Banjo	1163407	236019	153.99
5/12/2023	MIDWEST TAPE	Music CDs	20230512	236007	179.10
5/19/2023	AMAZON.COM	Video games/Hotspots	0850626	236009	179.75
5/18/2023	Playaway Products LLC	Playaways & Launchpads	429413	236010	183.72
5/25/2023	MIDWEST TAPE	Music CDs	20230525	236007	199.49

Visa Payment Detail
For Checks # 2023000056 and 2023000057 dated 6/28/23

INVOICE DATE	PAY TO NAME	DESCRIPTION	INVOICE #	PO #	TOTAL VALUE
5/12/2023	MIDWEST TAPE	Audiobooks	20230512	236006	201.95
5/25/2023	Playaway Products LLC	Playaways & Launchpads	430055	236010	202.47
6/4/2023	AMAZON.COM	Video games/Hotspots	1584248	236009	209.96
6/2/2023	MIDWEST TAPE	Music CDs	20230602	236007	225.87
5/12/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230512	236013	234.59
5/18/2023	MIDWEST TAPE	Music CDs	20230518	236007	249.26
5/18/2023	MIDWEST TAPE	Audiobooks	20230518	236006	256.94
5/12/2023	OVERDRIVE, INC	Neff YA eBooks	20230512	235104	268.29
5/4/2023	MIDWEST TAPE	Music CDs	20230504	236007	339.37
6/2/2023	MIDWEST TAPE	Audiobooks	20230602	236006	364.91
5/24/2023	AMAZON.COM	Digitizer - 8mm & Super 8	1152256	236019	381.13
5/30/2023	OVERDRIVE, INC	e-audio	20230530	236014	389.51
5/9/2023	Playaway Products LLC	Audiobooks	428301	236006	408.93
5/31/2023	Playaway Products LLC	Playaways & Launchpads	430537	236010	443.67
5/11/2023	Playaway Products LLC	Playaways & Launchpads	428594	236010	458.68
5/25/2023	MIDWEST TAPE	Audiobooks	20230525	236006	468.89
5/4/2023	MIDWEST TAPE	Audiobooks	20230504	236006	511.85
5/12/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230512	236008	616.44
5/30/2023	OVERDRIVE, INC	Juvenile/YA ebooks	20230530	236013	662.65
6/2/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230602	236008	762.86
5/25/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230525	236008	805.89
5/18/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230518	236008	992.21
5/11/2023	OVERDRIVE, INC	Adult ebooks & e-periodicals	20230511	236012	1,028.17
5/12/2023	OVERDRIVE, INC	e-audio	20230512	236014	1,511.66
5/4/2023	MIDWEST TAPE	Adult/Juvenile DVDs	20230504	236008	1,919.30
5/12/2023	OVERDRIVE, INC	Neff Adult eBooks	20230512	235103	2,742.03
5/11/2023	OVERDRIVE, INC	e-audio	20230511	236014	2,954.71
				Total	44,291.68



Westlake Porter Public Library Operating Account

Monthly Investment Report
June 30, 2023

Your Investment Representative:

Eileen Stanic

(440) 662-8268

estanic@meederinvestment.com

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

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

PORTFOLIO SUMMARY

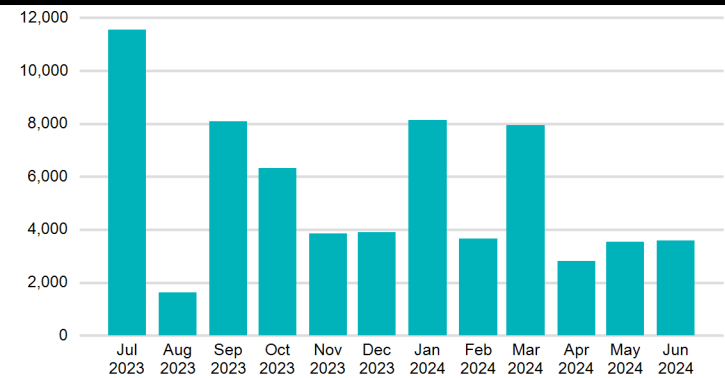
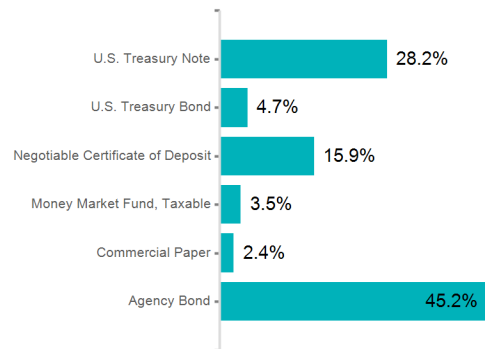
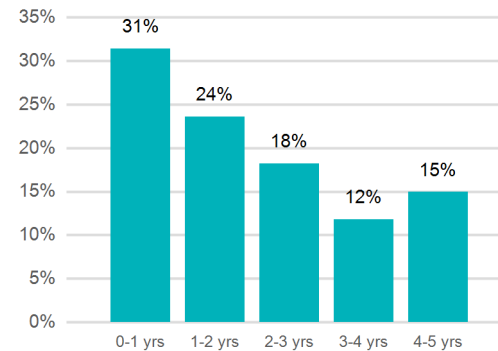
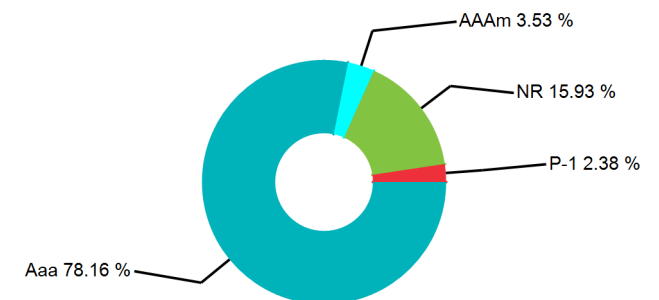
As of June 30, 2023

MONTHLY RECONCILIATION

Beginning Book Value	4,390,867.35
Contributions	
Withdrawals	
Prior Month Management Fees	(381.60)
Prior Month Custodian Fees	(35.14)
Realized Gains/Losses	397.00
Purchased Interest	(364.76)
Gross Interest Earnings	3,122.18
Ending Book Value	4,393,605.03

PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	1.89%
Portfolio Effective Duration	1.80 yrs
Weighted Average Maturity	1.91 yrs

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

Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of June 30, 2023



CUSIP	SECURITY DESCRIPTION	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
066519QK8	BankUnited, FSB 0.650% 03/05/2026			205			203			203			205
14042RME8	Capital One, National Association 2.150% 07/17/2024	2,623						2,666					
3130AM5C2	FHLB 0.420% 05/06/2024					420						420	
3130AM7F3	FHLB 0.750% 05/13/2025					750						750	
3130AMYS5	FHLB 0.850% 07/15/2025	531						531					
3130ANBF6	FHLB 0.650% 01/29/2025	488						488					
3130APB87	FHLB 1.100% 10/13/2026				550						550		
3130APTR6	FHLB 1.320% 11/23/2027					429						429	
3130ATHW0	FHLB 4.125% 09/10/2027			1,547						1,547			
3133EK3M6	FFCB 1.625% 10/23/2023				1,351								
3133EN3H1	FFCB 4.000% 11/29/2027					1,300						1,300	
3133ENW63	FFCB 4.375% 10/27/2027				1,641						1,641		
3135G0V75	FNMA 1.750% 07/02/2024	2,188						2,188					
3136G44F7	FNMA 0.550% 09/30/2025			1,073						1,073			
3137EAEW5	FMCC 0.250% 09/08/2023			369									
61690ULN8	Morgan Stanley Bank, National Association 1.900% 10/10/2023				1,847								
880591EZ1	TVA 3.875% 03/15/2028			1,243						1,356			
8923A1UU3	Toyota Credit de Puerto Rico Corp. 07/28/2023	3,856											
9128282R0	UST 2.250% 08/15/2027		844						844				
912828R36	UST 1.625% 05/15/2026					447						447	
912828T26	UST 1.375% 09/30/2023			1,828									
912828YG9	UST 1.625% 09/30/2026			447						447			
91282CAJ0	UST 0.250% 08/31/2025		125						125				

Westlake Porter Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of June 30, 2023



CUSIP	SECURITY DESCRIPTION	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
91282CBM2	UST 0.125% 02/15/2024		63						2,406				
91282CBR1	UST 0.250% 03/15/2024			125						2,375			
91282CCF6	UST 0.750% 05/31/2026					188						188	
91282CCJ8	UST 0.875% 06/30/2026						328						328
91282CCP4	UST 0.625% 07/31/2026	234						234					
91282CCW9	UST 0.750% 08/31/2026		281						281				
91282CCX7	UST 0.375% 09/15/2024			188						188			
91282CDB4	UST 0.625% 10/15/2024				313						313		
91282CDG3	UST 1.125% 10/31/2026				309						309		
91282CDQ1	UST 1.250% 12/31/2026						344						344
91282CEF4	UST 2.500% 03/31/2027			750						750			
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					
949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	312	323	323	312	323	312	723					
TOTAL		11,544	1,635	8,096	6,323	3,856	3,906	8,142	3,656	7,938	2,813	3,533	3,595

POSITION STATEMENT

As of June 30, 2023

CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	6/30/2023 6/30/2023	\$148,131.25	\$148,131.25	\$148,131.25	4.97%	0.003 0.003	\$1.00 \$148,131.25	\$0.00	2.60%	AAAm
STAROHIO	STAR Ohio XX019	6/30/2023 6/30/2023	\$1,513,887.00	\$1,513,887.00	\$1,513,887.00	5.28%	0.003 0.003	\$1.00 \$1,513,887.00	\$0.00	26.53%	AAAm
SubTotal			\$1,662,018.25	\$1,662,018.25	\$1,662,018.25	5.25%		\$1,662,018.25	\$0.00	29.12%	
Agency Bond											
3137EAEW5	FMCC 0.250% 09/08/2023	10/15/2021 10/18/2021	\$100,000.00	\$99,756.30	\$99,756.30	0.38%	0.192 0.189	\$99.04 \$99,038.00	(\$718.30)	1.74%	Aaa AA+
3133EK3M6	FFCB 1.625% 10/23/2023	10/15/2019 10/23/2019	\$150,000.00	\$149,868.00	\$149,868.00	1.65%	0.315 0.309	\$98.81 \$148,221.00	(\$1,647.00)	2.60%	Aaa AA+
3130AM5C2	FHLB 0.420% 05/06/2024	5/7/2021 5/10/2021	\$200,000.00	\$200,000.00	\$200,000.00	0.42%	0.852 0.828	\$95.53 \$191,056.00	(\$8,944.00)	3.35%	Aaa AA+
3135G0V75	FNMA 1.750% 07/02/2024	7/19/2019 7/22/2019	\$250,000.00	\$248,612.50	\$248,612.50	1.87%	1.008 0.970	\$96.43 \$241,077.50	(\$7,535.00)	4.22%	Aaa AA+
3130ANBF6	FHLB 0.650% 01/29/2025	7/20/2021 7/29/2021	\$150,000.00	\$150,000.00	\$150,000.00	0.65%	1.586 1.533	\$92.49 \$138,733.50	(\$11,266.50)	2.43%	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%	1.871 1.811	\$92.01 \$184,026.00	(\$15,974.00)	3.22%	Aaa AA+
3130AMYS5	FHLB 0.850% 07/15/2025	6/23/2021 7/15/2021	\$125,000.00	\$125,000.00	\$125,000.00	0.85%	2.044 1.969	\$91.58 \$114,480.00	(\$10,520.00)	2.01%	Aaa AA+
3136G44F7	FNMA 0.550% 09/30/2025	9/15/2020 9/30/2020	\$390,000.00	\$390,000.00	\$390,000.00	0.55%	2.255 2.182	\$90.34 \$352,310.40	(\$37,689.60)	6.17%	Aaa AA+
3130APB87	FHLB 1.100% 10/13/2026	10/14/2021 10/15/2021	\$100,000.00	\$99,730.00	\$99,730.00	1.16%	3.290 3.125	\$88.41 \$88,406.00	(\$11,324.00)	1.55%	Aaa AA+
3130ATHW0	FHLB 4.125% 09/10/2027	10/31/2022 11/1/2022	\$75,000.00	\$74,419.28	\$74,419.28	4.30%	4.200 3.762	\$98.70 \$74,023.50	(\$395.78)	1.30%	Aaa AA+
3133ENW63	FFCB 4.375% 10/27/2027	10/31/2022 11/1/2022	\$75,000.00	\$75,218.25	\$75,218.25	4.31%	4.329 3.874	\$99.79 \$74,845.50	(\$372.75)	1.31%	Aaa AA+
3130APTR6	FHLB 1.320% 11/23/2027	3/31/2023 3/31/2023	\$65,000.00	\$57,535.40	\$57,535.40	4.06%	4.403 4.077	\$86.79 \$56,415.45	(\$1,119.95)	0.99%	Aaa AA+
3133EN3H1	FFCB 4.000% 11/29/2027	11/22/2022 11/29/2022	\$65,000.00	\$64,779.00	\$64,779.00	4.08%	4.419 3.986	\$98.34 \$63,920.35	(\$858.65)	1.12%	Aaa AA+

POSITION STATEMENT

As of June 30, 2023

CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
880591EZ1	TVA 3.875% 03/15/2028	3/28/2023 3/30/2023	\$70,000.00	\$69,736.10	\$69,736.10	3.96%	4.712 4.213	\$98.35 \$68,845.70	(\$890.40)	1.21%	Aaa AA+
SubTotal			\$2,015,000.00	\$2,004,654.83	\$2,004,654.83	1.50%		\$1,895,398.90	(\$109,255.93)	33.21%	
Commercial Paper											
8923A1UU3	Toyota Credit de Puerto Rico Corp. 07/28/2023	11/1/2022 11/1/2022	\$100,000.00	\$96,144.33	\$96,144.33	5.37%	0.077 0.077	\$99.60 \$99,604.00	\$3,459.67	1.75%	P-1 A-1+
SubTotal			\$100,000.00	\$96,144.33	\$96,144.33	5.37%		\$99,604.00	\$3,459.67	1.75%	
Negotiable Certificate of Deposit											
61690ULN8	Morgan Stanley Bank, National Association 1.900% 10/10/2023	10/4/2019 10/10/2019	\$125,000.00	\$124,343.75	\$124,343.75	2.04%	0.279 0.274	\$99.04 \$123,795.00	(\$548.75)	2.17%	
949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	1/13/2020 1/17/2020	\$200,000.00	\$199,600.00	\$199,600.00	1.95%	0.551 0.535	\$98.15 \$196,304.00	(\$3,296.00)	3.44%	
14042RME8	Capital One, National Association 2.150% 07/17/2024	7/11/2019 7/17/2019	\$246,000.00	\$244,450.20	\$244,450.20	2.28%	1.049 1.007	\$96.65 \$237,768.84	(\$6,681.36)	4.17%	
066519QK8	BankUnited, FSB 0.650% 03/05/2026	2/22/2021 3/5/2021	\$125,000.00	\$124,375.00	\$124,375.00	0.75%	2.682 2.584	\$88.19 \$110,233.75	(\$14,141.25)	1.93%	
SubTotal			\$696,000.00	\$692,768.95	\$692,768.95	1.89%		\$668,101.59	(\$24,667.36)	11.71%	
U.S. Treasury Bond											
91282CBR1	UST 0.250% 03/15/2024	2/7/2022 2/8/2022	\$100,000.00	\$97,750.00	\$97,750.00	1.34%	0.710 0.692	\$96.44 \$96,438.00	(\$1,312.00)	1.69%	Aaa AA+
912828R36	UST 1.625% 05/15/2026	1/11/2022 1/12/2022	\$55,000.00	\$55,378.13	\$55,378.13	1.46%	2.877 2.750	\$92.23 \$50,728.70	(\$4,649.43)	0.89%	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%	3.255 3.095	\$91.58 \$50,370.10	(\$4,975.80)	0.88%	Aaa AA+
SubTotal			\$210,000.00	\$208,474.03	\$208,474.03	1.41%		\$197,536.80	(\$10,937.23)	3.46%	

POSITION STATEMENT

As of June 30, 2023

CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
U.S. Treasury Note											
912828T26	UST 1.375% 09/30/2023	10/22/2019 10/23/2019	\$120,000.00	\$118,996.88	\$118,996.88	1.59%	0.252 0.248	\$99.01 \$118,816.80	(\$180.08)	2.08%	Aaa AA+
91282CBM2	UST 0.125% 02/15/2024	2/7/2022 2/8/2022	\$100,000.00	\$97,656.25	\$97,656.25	1.30%	0.630 0.615	\$96.76 \$96,762.00	(\$894.25)	1.70%	Aaa AA+
91282CCX7	UST 0.375% 09/15/2024	1/28/2022 1/31/2022	\$100,000.00	\$97,605.47	\$97,605.47	1.31%	1.214 1.180	\$94.19 \$94,188.00	(\$3,417.47)	1.65%	Aaa AA+
91282CDB4	UST 0.625% 10/15/2024	10/13/2021 10/15/2021	\$100,000.00	\$99,929.69	\$99,929.69	0.65%	1.296 1.259	\$94.17 \$94,172.00	(\$5,757.69)	1.65%	Aaa AA+
91282CAJ0	UST 0.250% 08/31/2025	8/25/2021 8/26/2021	\$100,000.00	\$98,289.06	\$98,289.06	0.68%	2.173 2.115	\$90.71 \$90,707.00	(\$7,582.06)	1.59%	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%	2.921 2.825	\$89.81 \$44,902.50	(\$4,798.67)	0.79%	Aaa AA+
91282CCJ8	UST 0.875% 06/30/2026	6/29/2021 6/30/2021	\$75,000.00	\$74,912.11	\$74,912.11	0.90%	3.003 2.888	\$90.10 \$67,573.50	(\$7,338.61)	1.18%	Aaa AA+
91282CCP4	UST 0.625% 07/31/2026	8/25/2021 8/26/2021	\$75,000.00	\$74,305.66	\$74,305.66	0.82%	3.088 2.983	\$89.08 \$66,808.50	(\$7,497.16)	1.17%	Aaa AA+
91282CCW9	UST 0.750% 08/31/2026	8/26/2021 8/31/2021	\$75,000.00	\$74,660.16	\$74,660.16	0.84%	3.173 3.059	\$89.18 \$66,885.00	(\$7,775.16)	1.17%	Aaa AA+
91282CDG3	UST 1.125% 10/31/2026	1/10/2022 1/11/2022	\$55,000.00	\$53,990.23	\$53,990.23	1.52%	3.340 3.203	\$89.90 \$49,442.25	(\$4,547.98)	0.87%	Aaa AA+
91282CDQ1	UST 1.250% 12/31/2026	1/7/2022 1/10/2022	\$55,000.00	\$54,355.47	\$54,355.47	1.50%	3.507 3.338	\$89.99 \$49,493.40	(\$4,862.07)	0.87%	Aaa AA+
91282CEF4	UST 2.500% 03/31/2027	6/27/2023 6/28/2023	\$60,000.00	\$56,432.81 \$364.76	\$56,797.57	4.23%	3.753 3.498	\$93.70 \$56,221.80	(\$211.01)	0.99%	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%	4.003 3.637	\$96.18 \$57,705.60	(\$2.21)	1.01%	Aaa AA+
9128282R0	UST 2.250% 08/15/2027	10/31/2022 11/1/2022	\$75,000.00	\$68,525.39	\$68,525.39	4.26%	4.129 3.836	\$92.42 \$69,313.50	\$788.11	1.21%	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%	4.507 4.007	\$98.58 \$88,723.80	(\$2,601.59)	1.55%	Aaa AA+
91282CGH8	UST 3.500% 01/31/2028	3/23/2023 3/24/2023	\$75,000.00	\$75,038.09 \$377.07	\$75,415.16	3.49%	4.592 4.123	\$97.08 \$72,808.50	(\$2,229.59)	1.28%	Aaa AA+

POSITION STATEMENT

As of June 30, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
SubTotal			\$1,265,000.00	\$1,243,431.64 \$741.83	\$1,244,173.47	1.92%		\$1,184,524.15	(\$58,907.49)	20.75%	
Grand Total			\$5,948,018.25	\$5,907,492.03 \$741.83	\$5,908,233.86	2.79%		\$5,707,183.69	(\$200,308.34)	100.00%	

TRANSACTION STATEMENT

As of June 30, 2023

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
Purchase									
Purchase	6/27/2023	6/28/2023	91282CEF4	UST 2.500% 03/31/2027	60,000.00	56,432.81	364.76	56,797.57	4.23%
Purchase	6/29/2023	6/30/2023	91282CEW7	UST 3.250% 06/30/2027	60,000.00	57,707.81		57,707.81	4.30%
Total					120,000.00	114,140.62	364.76	114,505.38	

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Maturity								
Maturity	6/26/2023	6/26/2023	300185JX4	Evergreen Bank Group 0.400% 06/26/2023	100,000.00	99,900.00	100,000.00	100.00
Maturity	6/30/2023	6/30/2023	59013KJL1	Merrick Bank Corporation 0.350% 06/30/2023	132,000.00	131,703.00	132,000.00	297.00
Total					232,000.00	231,603.00	232,000.00	397.00

TRANSACTION STATEMENT

As of June 30, 2023

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	6/1/2023	6/1/2023	31846V567	First American Funds, Inc.	105.81
Interest/Dividends	6/5/2023	6/5/2023	066519QK8	BankUnited, FSB 0.650% 03/05/2026	204.79
Interest/Dividends	6/20/2023	6/20/2023	949763R81	Wells Fargo Bank, National Association 1.900% 01/17/2024	322.74
Interest/Dividends	6/26/2023	6/26/2023	300185JX4	Evergreen Bank Group 0.400% 06/26/2023	33.97
Interest/Dividends	6/30/2023	6/30/2023	59013KJL1	Merrick Bank Corporation 0.350% 06/30/2023	39.24
Interest/Dividends	6/30/2023	6/30/2023	91282CCJ8	UST 0.875% 06/30/2026	328.13
Interest/Dividends	6/30/2023	6/30/2023	91282CDQ1	UST 1.250% 12/31/2026	343.75
Interest/Dividends	6/30/2023	6/30/2023	91282CGC9	UST 3.875% 12/31/2027	1,743.75
Total					3,122.18

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	6/23/2023	6/23/2023	Cash Out	(35.14)
Total				(35.14)

Management Fee				
Management Fee	6/13/2023	6/13/2023	Cash Out	(381.60)
Total				(381.60)

STATEMENT DISCLOSURE

As of June 30, 2023



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

My mission moment is the Month of June. "We commit to provide an inclusive environment". This year has seen an all time high of negative comments regarding our programs and displays, and yet the staff of WPPL stood tall for inclusion and diversity

Upcoming Dates/Events

July 29 – Art Festival

August 26 – Farrell Foundation Gala

Meetings/Training/Programs

Attended the Annual ALA Conference in Chicago – I spent time working with my committee (Awards), visiting the vendor floor (did not find the next big thing), and attended several programs.

Interviewed candidates for Outreach position

Created a Rotary display in lobby display case.

Marched in July 4 parade

Met with Bialosky to discuss new priorities for space planning projects

Met with Mary Macias of Footpath Foundation and Director of Euclid Public Library to help facilitate a partnership program

Pre-Foundation meeting with Bob Plantz

Friends/Foundation

Friends – Met with Lynn Pettyjohn to discuss signage in Book Nook.

Foundation

Currently has \$124,000 in account, looking at a five year goal of reaching \$250 K

Presentation by Cleveland Foundation

Donated Art Works

Fundraiser

Safety and Security

Mission Moment: I noticed a daily male patron has been using different areas of the building to search for and apply for jobs, including the revamped cozy corner. I asked him what he thought of it; he replied "this is a great library."

Worked the outdoor movie June 17, with special attention to seeing how the audio carried out to Dover Center Rd. Passing traffic was louder.

There were 7 Incident Reports written in June.

2 Illness/Accident

2 Disruptive Behavior,

1 Harassment

1 Inappropriate use of Internet

1 Banned Patron in Library.

2 occurred in Adult Public PC, 1 in the parking lot, 1 in maker Space, 1 in YS, 1 in Quiet Reading Room, and 1 in lobby restrooms

Building Services

Our custodial supply vendor was unable to fulfill our needs so new vendors were solicited and found for required products and services.

The stairwell Rescue Assistance system had a circuit board go faulty in the power supply. A new power supply is over \$800. A new board was found for \$150.00 The board will be installed when it arrives.

BCI (HVAC automation vendor) was engaged to diagnose "surging" in the air handler (AHU-2). The problem was found in the program code and rectified.

The backflow preventers were inspected as required by law. Two were found to be failing and in need of rebuilding.

Concrete bids were solicited, and a vendor chosen. The vendor is securing the permits and work will be done as soon as scheduled.

A bike rack for staff was purchased and built. It is installed behind Building Services area.

Certification for the elevator was secured from the State along with required certificates.

Certification for the three heating boilers were secured from the State along with required certificates.

The Story Walk book was changed with all stanchions being cleaned. The new YS calendars will be changed July 1.

The pavilion storage area was cleared out, cleaned and arranged for efficient storage and use of space.

New security system alarm codes were programmed into the new panels and given to applicable staff.

All-Tech Electric will be engaged to look at 3 parking lot poles with failing lights which may be tied to deteriorated wiring.

5 trees will be purchased and installed to the east of the pavilion to help block headlights from the parking lot being directed into neighboring houses.

Other Projects/Planning

TRUSTEE VACANCY TIMELINE 2023

Term: 2024-2030

NOTIFY:

Westlake Board of Education (BOE).....Friday, July 21, 2023
All WPPL Staff.....Friday, July 21, 2023

ADVERTISE:

Press Releases (Observer, West Side Chatter).....August, 2023
NOTES/eNewsletterAugust/September 2023

WPPL PUBLIC & STAFF:

Bulletin Boards and Flat Panel Screen:..... July 21 – September 9, 2023
WPPL Website, Facebook, etc. July 21 – September 9, 2023

ACCEPT APPLICATIONS UNTIL:

September 9, 2023

Search Committee examines applications and interviews: .. Sept 9 - October 18, 2023
Search Committee reports
and makes recommendation at Board Meeting:October 18, 2023
Board of Education Regular Meetings:..... October 23 & November 27, 2023
Notification of applicants:.....October 24-26 or November 27-30, 2023
WPPL Board Organizational Meeting.....January 17, 2024
Deadline for trustee appointment by BOE..... February 18, 2024

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Westlake Porter Public Library
Phase 1 Renovations

27333 Center Ridge Rd
Westlake, OH 44145

OWNER: *(Name and address)*
Westlake Porter Public Library
27333 Center Ridge Rd
Westlake, OH 44145

CONTRACT INFORMATION:

Contract For: Renovating, improving, and equipping of Westlake Porter Public Library.

Date: 04/20/22

ARCHITECT: *(Name and address)*
Bialosky & Partners Architects LLC
6555 Carnegie Ave
Cleveland, OH 44103

CHANGE ORDER INFORMATION:

Change Order Number: 003

Date: 07/05/23

CONTRACTOR: *(Name and address)*
Regency Construction Services
5475 Engle Rd
Brook Park, OH 44142

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Credits back to the Owner for interior signage, bid day savings, and unused contingency.

The original Contract Sum was

\$ 879,752

The net change by previously authorized Change Orders

\$ 24,121.21

The Contract Sum prior to this Change Order was

\$ 903,873.21

The Contract Sum will be increased by this Change Order in the amount of

\$ -10,815.45

The new Contract Sum including this Change Order will be

\$ 893,057.76

The Contract Time will be unchanged by zero (0) days.

The new date of Substantial Completion will be 02/28/2023

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Bialosky & Partners Architects

ARCHITECT *(Firm name)*


SIGNATURE

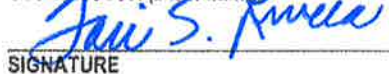
Ben Crabtree, Senior Associate

PRINTED NAME AND TITLE

07/06/23
DATE

Regency Construction Services

CONTRACTOR *(Firm name)*


SIGNATURE

Tari Rivera President

PRINTED NAME AND TITLE

7/10/23
DATE

Westlake Porter Public Library

OWNER *(Firm name)*


SIGNATURE

Jana Nassif, Fiscal Officer

PRINTED NAME AND TITLE

7/6/2023
DATE

March 27, 2023
Revised June 7, 2023

Jana Nassif
Westlake Porter Public Library
27333 Center Ridge Road
Westlake, Ohio 44145



Re: Westlake Porter Public Library Renovations
B22-19: PCO #4C
Source: Contingency

Starting contingency:
\$6,820.30
Remaining contingency
after this PCO:
\$6,820.30

Dear Ms. Jana Nassif,

Description of Change: Additional labor and material to add a lighting timer at the pavilion.

Requested by:	N/A
Change Order Request Amount:	\$ -
Change in Contract Time:	N/A

Breakdown:

Subcontractors

Scharton Electric- Pavilion Revisions	\$ 3,388.36
Scharton Electric- Timer	\$ 266.12
Allowance: Lighting Timer	\$ (1,000.00)
Allowance: Lighting Revisions	\$ (2,500.00)

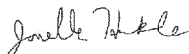
*Per discussions with Bialosky, there will be no additional costs beyond the use of allowances for the lighting revisions at the pavilion.

Total = \$0.00

CMR Fee	2%	N/A
Bond	1%	N/A
Sub Total=		\$0.00

If you have any questions please don't hesitate to call me at (216) 529-1188.

Sincerely,


Janelle Hinkle
VP of Construction Ops

Approved by:



COR#3

FWO#002 - Pavilion Additional Labor



Ms. Janelle Hinkle
Ms. Brittany Festa
Regency Construction Services
5475 Engle Road
Brook Park, OH 44142

March 3, 2023
Job: Westlake Porter Public Library
B22-19-11-16000-GMP 1/22321

I am pleased to present the following quotation:

Provide additional labor to devise a way to accomplish installation of the required wiring within the pavilion tubular steel framing as detailed on FWO#002 attached.

Actual Labor - 57 hrs:	\$4,739.55
Less Base Bid Labor - 16.25 hrs:	<u>(1,351.19)</u>
Total:	\$3,388.36

Respectfully,

John A. Scharton

John A. Scharton, Director of Operations
216-210-0038 johnscharton@schartonelectric.net

Phone: 440-248-3300

Fax: 440-248-3362

Email: info@schartonelectric.net

OH LIC#:45384

Scharton Electric Company, Inc.

PO Box 391435

Solon, OH 44139

WORK ORDER

FWO#: 002
Page 1 of 1



Bill To: Regency Construction Services Inc.

Job Name/Location: Westlake Porter Library Pavilion

Description of Work: Additional labor to devise a way to Date Ordered: 1-12-23
accomplish installation of the required wiring within the pavilion tubular
steel framing. Install required wiring.

[illegible]

Labor:

{Date}

(Reg-1st Shift, OT-2nd, etc.)

1/12/23 5 Hrs. (1st shift) @ \$ 83.15 /Hr. = \$ 415.75
1/13/23 4 Hrs. (" ") @ \$ 83.15 /Hr. = \$ 332.60
1/24/23 16 Hrs. (" ") @ \$ 83.15 /Hr. = \$ 1,330.40
2/06/23 16 Hrs. (" ") @ \$ 83.15 /Hr. = \$ 1,330.40
2/07/23 16 Hrs. (" ") @ \$ 83.15 /Hr. = \$ 1,330.40

Subtotal Matl's:

Markup:

Total Matl's:

➤ Subtotal Labor: 4,739.55

Markup:

Total Labor: 4,739.55

Grand Total: 4,739.55

I hereby acknowledge the satisfactory completion of the above described work:

Signature: _____ Print Name: _____

Date Completed: / /

COR#4

FWO#003 - Timeclock Add



Ms. Janelle Hinkle
Ms. Brittany Festa
Regency Construction Services
5475 Engle Road
Brook Park, OH 44142

March 3, 2023

Job: Westlake Porter Public Library
B22-19-11-16000-GMP 1/22321

I am pleased to present the following quotation:

Provide labor and material for the installation of one timeclock as directed and as detailed on FWO#003 attached.

Labor:	\$207.88
Material:	<u>58.24</u>
Total:	\$266.12

Respectfully,

John A. Scharton

John A. Scharton, Director of Operations
216-210-0038 johnscharton@schartonelectric.net

Phone: 440-248-3300
Fax: 440-248-3362
Email: info@schartonelectric.net
OH LIC#45384

Scharton Electric Company, Inc.
PO Box 391435
Solon, OH 44139

WORK ORDER

FWO#: 003
Page 1 of 1

Bill To: Regency Construction Services Inc.

Job Name/Location: Westlake Porter Library Time Clock

Description of Work: Provide labor + material for the installation Date Ordered: 2-7-23
of one time clock as directed.

[illegible]

Labor:

{Date}

(Reg-1st Shift, OT-2nd, etc.)

2/08/23 2.5 Hrs. (1st shift) @ \$ 83.15 /Hr. = \$ 207.88

___/___/___ Hrs. (___) @ \$___/Hr. = \$___

____/____/____ Hrs. (____) @ \$____ /Hr. = \$____

____/____/____ Hrs. (____) @ \$____ /Hr. = \$____

/ / Hrs. () @ \$ /Hr. - \$

Subtotal Matl's:	52.95
------------------	-------

10 1/2 Markup:	5.29
----------------	------

Total Mat'l's: 58.24

➤ Subtotal Labor: 207.88

Markup: ~~XXXXXXXXXXXX~~

Total Labor: 207.88

Grand Total: 266.13

I hereby acknowledge the satisfactory completion of the above described work:

Signature:

Print Name: _____

Date Completed: 11/1/01

March 3, 2023

Jana Nassif
Westlake Porter Public Library
27333 Center Ridge Road
Westlake, Ohio 44145



Re: Westlake Porter Public Library Renovations
B22-19: PCO #5
Source: Change Order

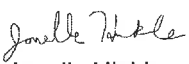
Dear Ms. Jana Nassif,

Description of Change: Credit for removing the interior signage.

Requested by:		N/A
Change Order Request Amount:	\$	(247.25)
Change in Contract Time:		N/A
Breakdown:		
<u>Subcontractors</u>		
Ellet Sign Co	\$	(240.00)
Total =	\$	(240.00)
CMR Fee	2%	\$ (4.80)
Bond	1%	\$ (2.45)
Sub Total=	\$	(247.25)
<u>Regency Labor & Materials</u>		
Supervision	\$	-
CMR Fee	\$	-
Bond	\$	-
Sub Total=	\$	-
Grand Total=	\$	(247.25)

If you have any questions please don't hesitate to call me at (216) 529-1188.

Sincerely,


Janelle Hinkle
Project Executive

Approved by:





SALES & SERVICE, INC.

3041 EAST WATERLOO ROAD BOX 6063 AKRON, OHIO 44312

330-628-9907 ■ FAX 330-628-8347 ■ ELLETNEON.COM

PLASTIC ■ METAL LETTERS ■ ELECTRIC SIGNS
SIGN & AREA LIGHTING MAINTENANCE ■ INTERIOR & ARCHITECTURAL SIGNAGE

December 1, 2022

To: Regency
Brittany Festa

From: Hayley Bedard
hayley@elletneon.com

Phone:

Fax:

Email:

Fax: 330-628-8347

Pages: 1

RE: Westlake Porter Library Signage Changes Per Submittals

Please accept our quote to furnish and install the signage detailed below.

This quote is limited to the items actually listed.

Project to include:

Signage Changes – Removes the Following Per Submittals

- (2) 6" x 6" Room Identification Signs
- (1) 6" x 6" Exit Sign
- Installation

For this we propose a credit of: (\$240.00)

Thank you,
Hayley Bedard

- All materials remain property of Ellet Neon Sales and Service Inc until invoice is paid in full. We reserve the right to remove said materials and file a lien for any labor charges not paid.
- **Any sign permits, engineering stamps, etc needed will be supplied at cost plus an administrative fee.**
- Any required out-of-office staff-time representing your project would be additional at \$95 per hour with your written authorization received before proceeding with such representation.
- Applicable state sales tax to be additional at actual cost.
- No penetration of an existing rubber membrane roofing will be permitted unless a written agreement exists with Ellet Neon Sales and Service Inc., client, property owner or landlord; noting the responsibilities of both parties and signed/dated by each.
- Customer's electrician to secure electrical permit and make final connection, unless an additional written agreement exists with specific instructions for the electrical feed and connection to the sign.
- We request a 50% deposit or company PO upon acceptance with the balance being due upon completion of the work. Service Charge of 1½% per month (18% per annum) or the maximum rate allowed by applicable law, whichever is lower will be made to all invoices not paid per terms.
- Ellet reserves the right to charge the client \$100.00 a day from the date of this contract if necessary artwork approvals are not received within three days after acceptance of this contract

Accepted: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

By: _____

Of: _____

Respectfully Submitted,
Ellet Neon Sales and Service Inc.

By #88
Hayley Bedard

Note: this proposal may be withdrawn by us if not accepted within 90 days

June 29, 2023

Jana Nassif
Westlake Porter Public Library
27333 Center Ridge Road
Westlake, Ohio 44145



Re: Westlake Porter Public Library Renovations
B22-19: PCO #6
Source: Change Order

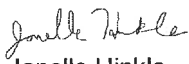
Dear Ms. Jana Nassif,

Description of Change: Credit back to the owner for unused contingency and bid day savings.

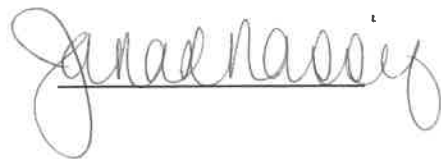
Requested by:		N/A
Change Order Request Amount:		\$ (10,568.20)
Change in Contract Time:		N/A
Breakdown:		
Remaining Project Contingency Credit		\$ (6,820.30)
Added Contingency from Alternates Credit		\$ ✓ (459.10)
Bid Day Savings Credit		\$ (2,979.00)
Total =		-\$10,258.40
CMR Fee	2%	\$ (205.17)
Bond	1%	\$ (104.64)
Sub Total=		-\$10,568.20

If you have any questions please don't hesitate to call me at (216) 529-1188.

Sincerely,


Janelle Hinkle
VP of Construction Ops

Approved by:



WESTLAKE PORTER PUBLIC LIBRARY
Fund 101 - General Fund
Resolution 10-23
7/19/2023

Account	Description	2023 Permanent Budget	Adjustment	2023 Revised Permanent Budget	Notes
REVENUE:					
41200	PROPERTY TAX	3,886,657	-	3,886,657	
42210	PLF	1,450,693	15,555	1,466,248	received updated PLF estimate based on new State budget
42400	GRANTS	24,380	-	24,380	
43100	FINES & FEES	8,833	-	8,833	
44100	INTEREST	43,342	96,658	140,000	updated to reflect expected interest income for the remainder of the year
46100	CONTRIBUTIONS	500	-	500	
48000	FEES/MISC	75,420	35,000	110,420	updated to reflect expected passport income for the remainder of the year
49000	TRANSFERS	-	-	-	
REVENUE		5,489,825	147,213	5,637,038	