

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
Regular Meeting of the Board of Trustees
Monday, May 19th, 2025, 6:00 p.m. Willoughby Public Library

CALL TO ORDER

The meeting was called to order by President Roseum at 6:00 p.m.

ROLL CALL:

Present: Ms. Clampitt, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Roseum.

Absent: Mr. Buttari, Mrs. El-Khoury

Also present:

Director Eric Linderman; Assistant Director Cassie Thayer-Styes; Fiscal and Compliance Officer Vicki Simmons; Executive Assistant/Board Liaison Trisha Lastoria.

Additions to the agenda: *no additions*

Citizens comments: *no comments*

President Roseum presented the following minutes:

- April 21, 2025, Regular Meeting of the Board of Trustees

MOTION 46-25

Mrs. Petruccio moved and Mr. Monin seconded that the following minutes be approved as presented.

- April 21, 2025, Regular Meeting of the Board of Trustees

On roll call the following vote was cast: All “Ayes”. Motion carried.

FISCAL OFFICER’S REPORT

PLF	2024	2025	% Increase
May	\$ 209,189.98	\$ 224,659.46	7.39 %
YTD	\$ 928,159.77	\$ 1,018,261.34	9.71 %

MOTION 47-25

Mr. Mackey moved and Mr. Monin seconded that the Board approve the April 2025, Fiscal Officer’s report:

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APRIL LIST OF BILLS PAID:	\$944,320.45
APRIL FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,784,499.47	\$2,412,346.34	\$2,843,434.18
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$29,230.99	\$526,302.21	\$3,053,789.68
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$30,624.45	\$29,776.31
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$293.88	\$0.00	\$13,259.35
TOTALS	\$3,814,024.34	\$2,969,273.00	\$5,940,259.52
APRIL INVESTMENTS	\$5,064,110.54		

On roll call the following vote was cast: Mr. Buttari, “Absent”; Ms. Clampitt “Yes”; Mrs. El-Khoury “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

MOTION 48-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve the proposed 2026 Tax Budget.

On roll call the following vote was cast: Mr. Buttari, “Absent”; Ms. Clampitt “Yes”; Mrs. El-Khoury “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

COMMITTEE REPORTS

AUDIT (Clampitt, Petruccio, Mackey, Tyler-citizen) *did not meet*

BUILDINGS (Petruccio, El-Khoury, Mackey) *did not meet*

FINANCE AND PLANNING (Monin, Buttari, El-Khoury) *did not meet*

PERSONNEL (Buttari, Monin, Clampitt) *did not meet*

MOTION 49-25

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the Personnel Actions report as presented.

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On roll call the following vote was cast: All “Ayes”. Motion carried.

POLICY (Mackey, Clampitt, Petruccio)

The committee met prior to this meeting to discuss the following two policies.

MOTION 50-25

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the Virtual Meetings policy.

On roll call the following vote was cast: Mr. Buttari, “Absent”; Ms. Clampitt “Yes”; Mrs. El-Khoury “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

MOTION 51-25

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the revised Library Rules/Customer Guidelines policy.

On roll call the following vote was cast: All “Ayes”. Motion carried.

ADMINISTRATION REPORT

MOTION 52-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve the May Surplus List.

On roll call the following vote was cast: All “Ayes”. Motion carried.

Director’s Report/Eric Linderman

Policy Committee

Virtual Meetings

A meeting of the Board Policy Committee is scheduled at 5:30, just prior to the regular meeting on May 19. I recently sent information to the committee to discuss the adoption of a virtual meetings policy, as well as a draft of a revised Patron Rules/Customer Guidelines policy.

On April 9, House Bill 257 went into effect, which allows for certain public bodies, including public libraries, to hold meetings virtually. As long as the library complies with several rules, meetings may be held entirely in a virtual format. The law also allows for virtual attendance at in-person meetings. Requirements for virtual participation in meetings include proper advance notice and the use of necessary technologies. There is also the requirement of a policy that would

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note topics that require in-person meetings, including discussions about major non-routine expenditures and significant hiring decisions.

In preparation for the May Policy Committee meeting, I submitted a draft of a policy to be discussed and considered for approval Monday, or at a future meeting if more discussion is needed.

Library Rules/Customer Guidelines

A recent incident at the Willowick Library led to the question of whether a rule prohibiting the possession of alcohol should be noted in our Library Rules/Customer Guidelines Policy. The use of alcohol and drugs is already forbidden in a separate section of the Board Policy Manual; however, it is not noted in the section of the manual that is typically sent along with letters to patrons regarding violations of Library policy (Library Rules/ Customer Guidelines).

I sent a draft of this policy, with revisions, to the Board Policy Committee for consideration. The proposed amendments include the addition of alcohol and vaping to the list of prohibited items and behaviors. I also added lines addressing the possession and use of weapons in the library. Like the section on alcohol and drugs, laws and policies about weapons are already in place, but inclusion in the Library Rules/Customer Guidelines policy could aid in communication with library visitors and police.

Staff Development Day

Our Staff Development Day (SDD) on Monday, May 12, was a positive experience that provided a lot of good information and discussion. A big congratulations went to Rachael Chicone, who accepted this year's Board Award. Also, Gale Lippucci, David Zahler, Izzy Ziemak, Michelle Hudson, and Jennifer Yandle received Employee of the Year awards for their respective locations.

SDD 2025 included much information from social service agencies that will be especially useful to public services staff members who give referral information to patrons. Our afternoon speaker was Carolyn Kinkoph of the Lake County Collaborative to End Human Trafficking in Ohio. She shared her own tragic story of her daughter, who was a victim of human trafficking, and discussed ways for our staff to recognize and respond to possible situations related to human trafficking.

We also had representatives from Forbes House, the Lake County Council on Aging, the Legal Aid Society, the Lake County ADAMHS Board, Lifeline (211), and Food Not Bombs, who set up tables with mini presentations.

Staff Development Day 2025 included great in-house presentations. Amanda Schoen provided us with a lot of information about how to protect ourselves, and the library, from cybersecurity threats. Sarah Vargo gave updates on children's services and our upcoming summer reading program. Also, I gave a brief PowerPoint and question-and-answer on points covered in our 2024 annual report.

New Administration Construction Project

I am pleased to report that the work on the new Administration facility is on schedule and looking good. I have been attending weekly meetings with the architect and construction crews to participate in discussions and respond to questions about issues not anticipated in the original planning.

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Notably, I have recommended that we replace existing steel water lines with copper and some cast iron drain lines with PVC. I am awaiting costs on those and believe they will fall within the budget.

There were also substantial change orders from Trane that included re-routing of hydronic lines around a door frame, replacement of radiator fin-tubing, and the addition of an OSHA-required guard rail on the roof where the air conditioning units are located. I expressed concern that the need for guard rails was not noted from the start, and we negotiated down the price of the movement of the hydronic lines. Overall, I agreed that the work is necessary, and much of it would not have been recognized prior to construction. These costs, in addition to two prior change orders from Trane for boiler pipe repair and added insulation, amount to about \$96,000, which is covered by a contingency line item in the project budget.

[Upcoming Levy Renewal](#)

Vicki and I attended the monthly meeting of the Willoughby-Eastlake Board of Education on May 12, since the resolution to approve our November renewal levy was on the agenda. That motion was approved by the school board. We were asked this time to give a presentation to the board, so I talked about our services with a focus on our children's programming and the importance of our summer reading program. Several members expressed appreciation for the work we do.

[Usage Statistics](#)

In March, I completed the annual report to the State Library of Ohio, which includes various statistics on how people use the libraries, and I discussed some of this information at our staff development day. Notably, our attendance at programs increased by 10,501 from 2023 to 2024. Our total materials circulation, including both print and e-media, increased by 5,924. That net increase comprises large increases in downloaded titles that make up and exceed some decreases in areas of the print collections.

Assistant Director's Report/Cassie Thayer-Styes

[Update on Collections & Digital Services Manager Search](#)

I officially began on May 4 and am very excited to continue here at Willoughby-Eastlake Public Library. While the search for a new Collections & Digital Services Manager is underway, I have been going between both roles. The position closed Thursday, May 8. Our timeline was pushed back a bit due to Staff Development Day and vacation. We have 16 candidates and hope to begin interviews in the week of May 25. We hope to have someone start at the end of June/beginning of July.

[Willoughby Historical Society](#)

We received a question from the Willoughby Historical Society on when we were going to begin digitizing materials. I met with Willoughby Library manager Brian Campbell and toured the historical society collection to see what was priority and it was suggested that we start with Yearbooks. I am suggesting that we complete an inventory of what needs to be digitized as well as what equipment is needed. I think the best option to get started is to reach out to universities such as Kent State University to see if students in library related programs need independent study work in library or archives to help with the project. I am happy to take the lead on this project as I have undertaken similar projects in the past for Eastern Michigan University and the Wisconsin Historical Society prior to my time at WEPL.

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Collections & Digital Services Manager Report/Cassie Thayer-Styes

[Digital Services](#)

We added a new database requested by the Children's Librarians called LOTE4Kids. LOTE stands for Language Other Than English. This database contains over 65,000 children's eBooks in over 65 world languages. This will allow children and families to enjoy books while learning about other languages and cultures through the power of storytelling. Since the launch on April 28, it has already generated a great deal of interest and usage.

[MAP/Collection Services](#)

Staff from MAP and Collection Services attended the Northeast Ohio Regional Library System A Day for Collection Management and Technical Services at Twinsburg Public Library on May 8. Staff learned about the impact of acquisitions and processing and how to work more with CLEVNET cataloging on making collections discoverable.

The issues with publishers working with book vendors continues to be an issue with ordering. We have been working with selectors to find alternative vendors and we remain one of the few libraries in the consortium able to get bestsellers out in a timely manner.

[ILL/Clevnet](#)

The first four months saw a 6% increase in materials sent and received through interlibrary loans. We have been affected by Priority Shipping delays and truck issues this past month. We did see an increase for four weeks in ILL orders because Euclid was closed for remodel. Now, we are back to our normal ILL pace.

Marketing & Publishing Relations Report/Patrick Culliton

[Program Catalog](#)

The Summer Program Catalog went out to Branches and the public on April 25. The interactive, online version of the catalog has been opened 567 times so far.

[Annual Report](#)

Patrick met with Anne Pillot to discuss design and layout of the annual report. We hope to have a draft to share very soon.

[News-Herald](#)

Tour Lake County head to spotlight area's top destinations, 4.1.25

[Professional Development & Outreach](#)

NEO Workshop-Library Advocacy 4.1.25 (Michelle)
NEO-RLS Library Marketing Networking Group, 4.2.25 (Patrick)
Library Journal Day of Dialog 4.17.25 (Michelle)
Volunteer Fair-Lakeland 4.30.25, 88 Participants (Michelle)

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Paid Facebook Ads

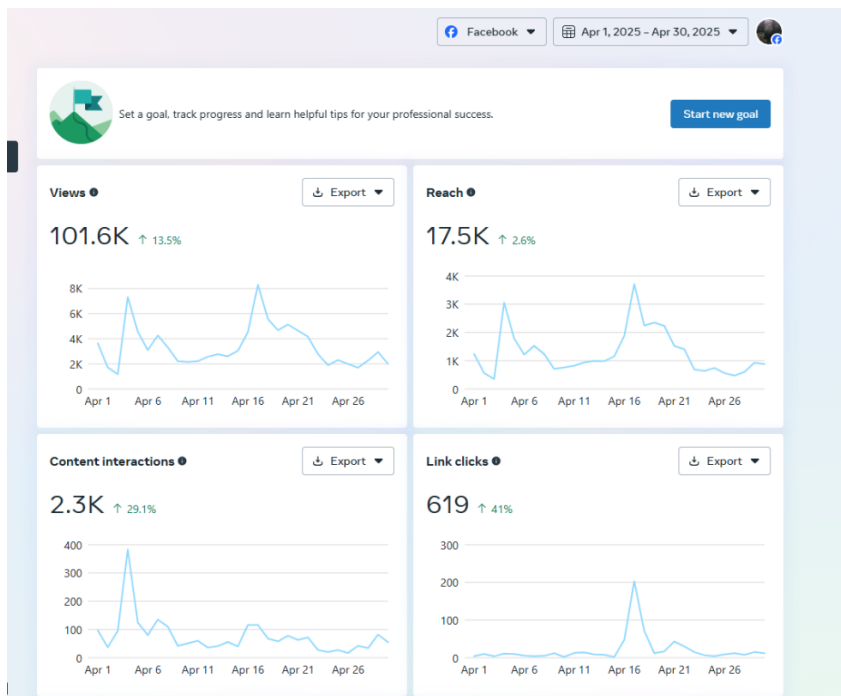
Scholastic Teachables, 4.11.25
 Toy Library/Tonies, 4.12.25
 Print, Scan, Fax, 4.14.25
 LOTE4Kids, 4.29.25

Digital Marketing Stats for March

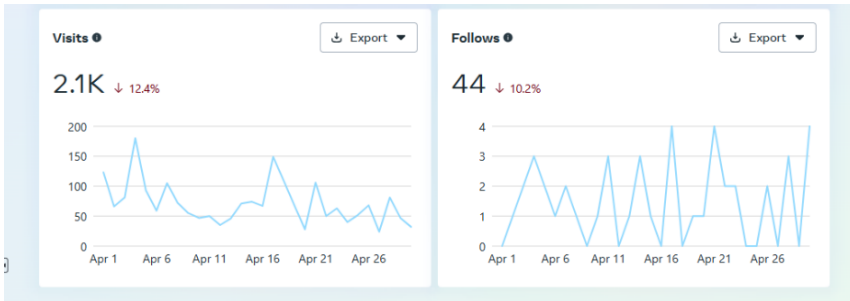
E-newsletter

Emails - sort by date ▼	Unique Opens	Unique Views	Total Clicks	Unique Clicks	Individual Link Clicks	Bounces	Unsubscribes
4.21.25 (★ item) Folder: WEPL E-Newsletters Subject: New Program Catalog! Sign up for fun programs, tell us your story, and more! to 11,780 people on 4/21/25	4,813 41.05%	19 0.16%	764	298 2.53%	427	55	0
Thank you and Next Steps (★ item) Folder: WEPL E-Newsletters Subject: Library Funding: Thank You and Next Steps to 11,800 people on 4/11/25	5,766 49.06%	12 0.1%	145	57 0.48%	77	47	0
4.7.25 (★ item) Folder: WEPL E-Newsletters Subject: (We Are) Works of Art, Programs for all Ages, and More! to 11,835 people on 4/7/25	5,310 45.04%	16 0.14%	598	164 1.39%	292	45	0
PLF Call to Action (★ item) Folder: WEPL E-Newsletters Subject: Help Protect Library Funding to 11,860 people on 4/4/25	5,938 50.29%	19 0.16%	164	49 0.41%	135	52	0

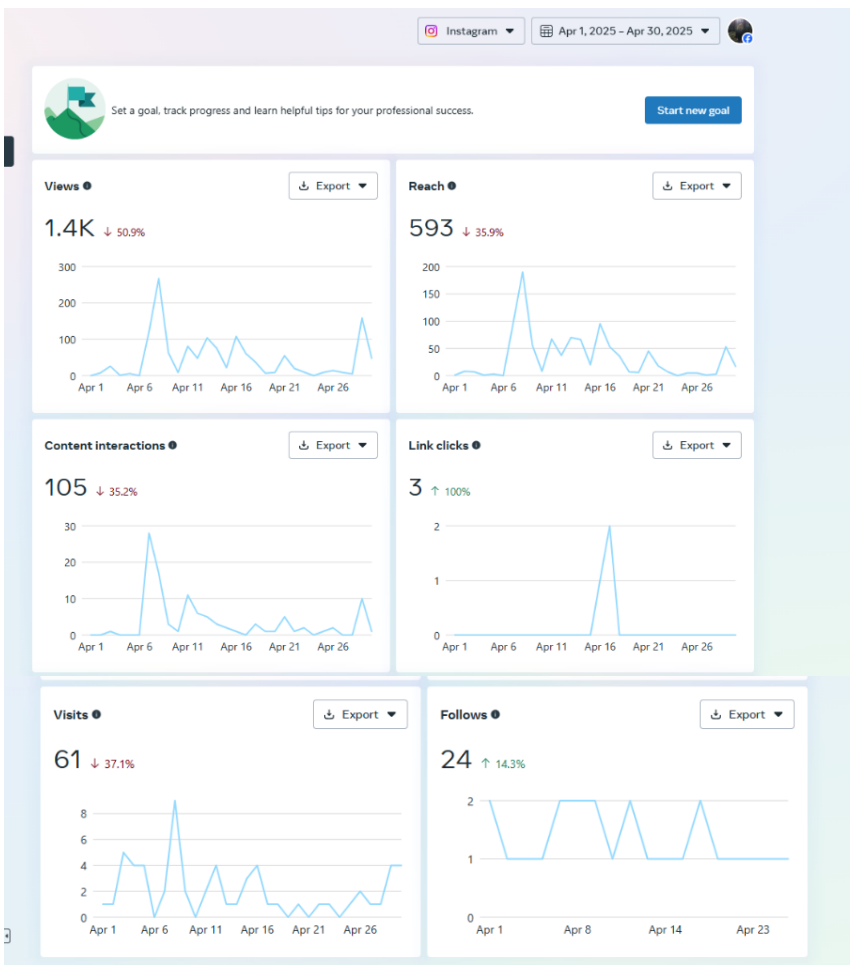
Facebook



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Instagram



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Koios (Google Ad Grant)

patrick

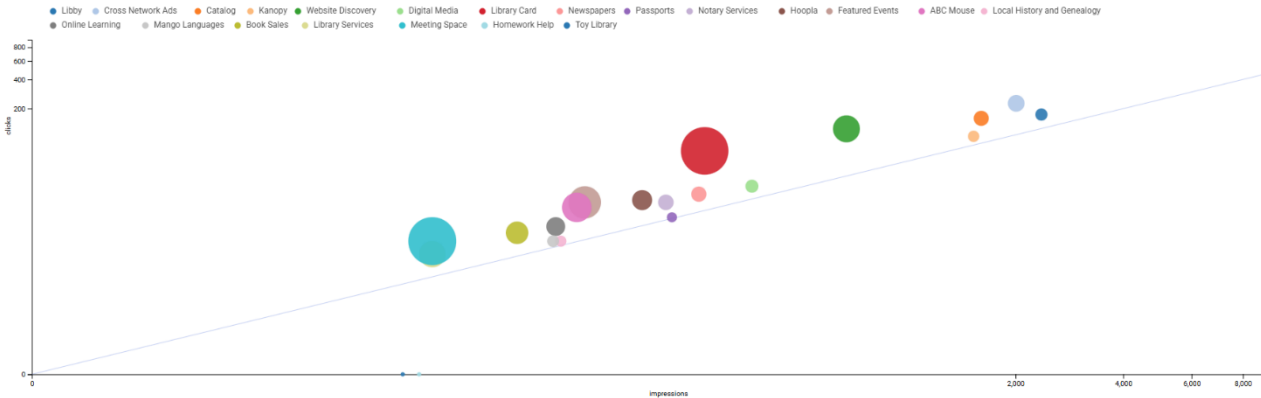
Willoughby-Eastlake Library

Willowick OH (66,639)

Impressions: 9,102 Clicks: 931 CTR: 10% Conversions: 719 Grant Spent: \$8,604.88 Real CPC: \$0.34



14.Apr.2025 - 14.May.2025



	Impressions	Clicks	CTR	Conversions	Grant Spent
Libby	2,378	172	7.2%	111	\$1407.67
Cross Network Ads	2,009	228	11.3%	157	\$2760.53
Catalog	1,579	156	9.9%	96	\$1943.39
Kanopy	1,496	96	6.4%	38	\$715.87
Website Discovery	569	118	20.7%	157	\$552.71
Digital Media	250	20	8.0%	8	\$218.34
Library Card	159	63	39.6%	93	\$81.59
Newspapers	150	15	10.0%	11	\$116.24
Passports	114	6	5.3%	3	\$95.17
Notary Services	107	11	10.3%	2	\$142.04
Hoopla	83	12	14.5%	11	\$145.89
Featured Events	43	11	25.6%	18	\$113.89
ABC Mouse	39	9	23.1%	4	\$92.57
Local History and Genealogy	32	2	6.3%	1	\$32.54
Online Learning	30	4	13.3%	3	\$77.39
Mango Languages	29	2	6.9%	1	\$33.09
Book Sales	18	3	16.7%	3	\$57.53
Library Services	5	1	20.0%	0	\$10.51
Meeting Space	5	2	40.0%	2	\$7.92
Homework Help	4	0	0.0%	0	\$0.00
Toy Library	3	0	0.0%	0	\$0.00

Eastlake Library Branch Report/Amy Winter

Eastlake Reference Department has a busy March, April, and May with many enjoyable programs.

The AARP Tax aide was wildly popular again this year. Filling up all time slots and helping between 10 and 15 people each Wednesday night until April 9th.

Tammy hosted Cleveland’s Connection to the 250th Anniversary of the Revolutionary War, Milliner Making, America’s Art Story (Cleveland Museum of Art) as well as her Fireside chat book club and her Senior Center Book Club. Bryn Hosted a Speed Friending event and helped out with Lego Club. MaryAnn hosted Honeybees. Amy Hosted Make It Monday, the Willowick Lions’ Club Make It Night, and Girl Scout Troop #70486 Make It Night, and a myriad of one-on-one appointments.

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Cathy hosted Teen Art club and has been working on Teen Summer Reading logs and the Art Scavenger Hunt for June and July for all four branches.

Sam, Jennifer and Khin have hosted Hop into Spring Story Time, Sit Stay Read, After School Adventure Club, Lego Club, Mini Makers: Beaded Flowers, Adaptive Storytime, and Muffins in May.

The Department has had 100 kids through the past two months for scavenger hunts. It is currently a Capybara theme. Last month it was an Easter Peep theme.

Eastlake also received word of the Passport agency that they have put a hold on accepting new facilities and we will contact them again in the fall to check in.

Eastlake finished integrating Mystery and Westerns into the regular fiction collection as authors are branching into various genres and this will keep them more together and easier for patrons to find.

Willoughby Branch Report/Brian Campbell

Late Spring/Early Summer is always an exciting time for the Willoughby Library. We have Summer Reading right around the corner and various Downtown Willoughby events to look forward to. In the spirit of Spring, I want to highlight Chris Gumal's ongoing Gardeners Gathering which brings tighter green thumbs from across our service area once a month. The last two months, the group participated in a rain barrel workshop and a plant swap. Meetings are on the second Monday of every month. We also have a few exciting crafts programs coming up, including DIY beaded keychains, painted tote bags, and alcohol ink bookmarks. Craft programs are always a big draw for our patrons, and we look forward to seeing them at these events. We are also excited to welcome the Victor Samalot Duo on July 12th. They will be playing music and discussing the history of Route 66.

Our teen librarian Anthony has had some really beneficial programs the last few months. Teenage patrons have enjoyed learning about financial literacy, how to make pottery, and various aspects of cycling. Saturday May 17th marked the end of the cycling programming as Anthony and co. took a bike ride from the library, through Chagrin River Park, and back again.

Our Children's department has been providing well thought out and engaging programming in the run-up to SRC. Jackie Allen hosted several families for a T-Rex Tea Party where she read dinosaur related books and served refreshments. The entire Children's Department have been making visits to preschools, daycares, and elementary schools, in order to drum up excitement about Summer Reading. Their participation in Second Saturdays, a family-friendly initiative started by the city of Willoughby, has been a huge success. And we are looking forward to being at ArtsFest this year with crafts, in partnership with the Willoughby Arts Collaborative.

OLD BUSINESS

Discussion held on extending the application deadline for the Willoughby Board Member until June 14.

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NEW BUSINESS

A discussion was held on the use and possible guidelines of the parking lot at the new admin building/Willoughby Library.

NEXT MEETING, Monday, June 16, 2025, 6:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 53-25

Mrs. Petruccio moved and Mr. Monin seconded that the Board adjourn at 6:43 p.m.

On roll call the following vote was cast: All “Ayes.” Motion carried.

Respectfully submitted,

Board President

Board Secretary