

CALL TO ORDER

The meeting was called to order by President El-Khoury at 6:00 p.m.

Roll Call:

Present: Ms. Clampitt, Mrs. El-Khoury, Mr. Mackey, Mr. Monin, Mrs. Petruccio
Absent: Mr. Buttari, Mrs. Roseum

Also present:

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

Citizens present: *no citizens*

Additions to the agenda: *no additions*

Citizen’s Comment: *no comments*

President El-Khoury presented the following minutes:

- June 16, 2025 Regular Meeting of the Board of Trustees
- June 24, 2025 Special Meeting of the Board of Trustees
- July 14, 2025 Special Meeting of the Board of Trustees

MOTION 71-25

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

- June 16, 2025 Regular Meeting of the Board of Trustees
- June 24, 2025 Special Meeting of the Board of Trustees
- July 14, 2025 Special 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 |
|-------------|-----------------|-----------------|-------------------|
| July | \$ 224,876.62 | \$ 195,927.87 | -12.87% |
| YTD | \$ 1,376,935.84 | \$ 1,459,347.26 | 5.99% |

MOTION 72-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve the June 2025 Fiscal Officer’s report:

| | |
|---------------------------|---------------------|
| JUNE LIST OF BILLS PAID: | \$834,595.22 |
| JUNE FINANCIAL STATEMENT: | YTD |

| | RECEIPTS | EXPENDITURES | BALANCES |
|--|-----------------------|-----------------------|-----------------------|
| General Fund | \$4,316,770.10 | \$3,602,371.56 | \$2,185,679.59 |
| Grants | \$0.00 | \$0.00 | \$0.00 |
| Corona Virus Relief Fund Public Library | \$0.00 | \$0.00 | \$0.00 |
| Capital Projects Fund | \$38,265.29 | \$1,085,746.74 | \$2,503,379.45 |
| 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 |
| Fiduciary Fund-Worrallo | \$293.88 | \$0.00 | \$13,259.35 |
| TOTALS | \$4,355,329.27 | \$4,718,742.75 | \$4,732,094.70 |
| | | | |
| JUNE INVESTMENTS | \$4,295,909.45 | | |

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

COMMITTEE REPORTS

- AUDIT (**Clampitt**, Petruccio, Mackey, Paul Tyler citizen) *did not meet*
- BUILDINGS (**Petruccio**, Mackey, vacant) *did not meet*
- FINANCE AND PLANNING (**Monin**, vacant, vacant) *did not meet*
- PERSONNEL (**Monin**, Clampitt, vacant) *did not meet*

MOTION 73-25

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

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

- POLICY (**Mackey**, Clampitt, Petruccio) *did not meet*

ADMINISTRATION REPORT

MOTION 74-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board accept the List of Gifts for January through June 2025.

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

MOTION 75-25

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the 2025/2026 health insurance with Cigna, effective 8-1-2025 through 7-31-2026.

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

Director’s Report/Eric Linderman

Health Benefits

We are beginning a seven-day open enrollment for health insurance beginning July 16 for our insurance year that begins August 1. So far, my experience with our new insurance broker, McGohan Brabender, has been very positive. Their representatives give thorough explanations and frequent updates about our options. They also provide customized guides for our staff, which we had to do in-house in the past.

Our healthcare committee agreed to continue our relationship with Cigna as our insurance carrier for medical plans. After receiving a competing offer from Anthem, we negotiated plans similar to our current ones with a 14.1% overall increase and a 9.6% increase to the plan with most staff enrollment. We are receiving an additional 1% discount by moving our dental coverage from Guardian to Cigna, which comes with no negative impact to coverage for employees.

We offer three options for medical coverage: 1. a Cigna plan with a \$2,500 individual deductible, 2. a Cigna plan with a \$6,000 individual deductible combined with gap coverage that pays that deductible after \$500, and 3. An HSA with employer contributions and a \$3,300 individual deductible.

Last year, we had employees on all three plans. For this upcoming year, I expect that most staff members will stay with the plans they are currently on. For this enrollment, the employee cost for the two non-HSA plans will be about the same, so there will be a choice between a higher deductible with the convenience of working with one carrier, and an option that offers a lower deductible, but with a more complicated process involving two insurance companies.

New Administration Location

At the last construction meeting on July 14, Lakeland Management shared that the project is at 50% completion and with an updated substantial completion date of 9/11/2025. We are waiting for FirstEnergy to install the main electrical line so the electricians can get the new circuit panels created, and so we can get our digital network online.

We have been working directly with Trane on the HVAC for the new facility. This arrangement has been challenging, because while Trane has an interest in working directly with WEPL, the HVAC system is also part of a larger project that is being coordinated by GPD. A recent discussion involved the size of the boiler that will

provide heat for the building. Trane's proposal called for a 400k BTU boiler, but GPD's engineers recommended a 600k BTU boiler.

The decision required me to have many conversations with both parties and come to my own conclusion. I decided to move ahead with the larger boiler because this system will heat the entire first floor of the new location, and it will have to do so on the coldest days of the winter. With the recent history of HVAC challenges at our libraries, I will feel better knowing that our system is backed by the engineers and is more powerful than what the HVAC company proposed. This increase to the size of the boiler added about \$13,700 to the cost of the project.

State Budget

The state budget for FY 2026 (beginning 7/1/2025) is now in place. While the Public Library Fund has moved from a percentage of the General Revenue Fund to a line-item appropriation, the funding dollars are not drastically changed. There will be some reductions, however, because some state library programs and services that were previously outside the funding for individual libraries is now taken from this line item. These statewide library services include the State Library of Ohio, OPLIN (which supplies internet connections for libraries), the Library for the Blind, the Ohioana Library Association (programs about Ohio authors including an annual book fair), and the regional library systems including the Northeast Ohio Regional Library System. These earmarks reduce the total line item for public libraries in the state from \$490 million to \$479.7 million.

Governor DeWine did veto items to which many of us have been opposed. One of these was the proposal to require public libraries to keep parts of the collection outside the view of minors. Proposals to end replacement levies and to make budget carryovers subject to review by the County Budget Commission were also vetoed.

There may be overrides to the governor's vetoes, which would require a three-fifths majority of both the House and Senate. At this time, the vetoes under consideration for overrides do not include the library materials proposal, but do include items related to property taxation, including proposals affecting replacement levies and county budget commissions.

ArtsFest

ArtsFest 2025 is Saturday, July 16, and it will be an exciting event with 50 new artists and excellent children's programming provided by WEPL and the Willoughby Arts Collaborative. As the chair of the planning committee, I have meetings every month between January and July and then an intense week leading up to the event.

This year, the placement of artists and vendors has been more challenging because of the increased numbers. If you visit the event this year, you will see that we have increased the number of artists in the park across from the library. Children's programming will include a butterfly art project on the lawn and a return of the Tiny Art Show inside the Willoughby Library.

Assistant Director's Report/Cassie Thayer-Styes

Buildings

Over the past few months, I have been visiting the buildings to work circulation and reference shifts at each desk. I am doing this to become more familiar with the buildings and our patrons. The patrons have expressed their appreciation for the library services and for our efforts related to the state budget. Once the new Collections & Digital Services Manager settles into the role, I hope to spend more time at the branches getting to know the staff and patrons better and ensure we are providing the services they need.

Library of Things

I have been working with building managers to further develop a “Library of Things” collection at each location. These collections include items that patrons have frequently requested, such as board games, puzzles, lawn games, a metal detector, portable DVD players, wireless video game controllers, and radon detectors. We look forward to expanding these collections and working together to promote them across our libraries.

Digital Services

Since its launch in November 2024, the new CLEVNET app has caused issues for a small number of our library patrons. The app would either time them out after a few minutes or close entirely when patrons attempted to access their holds. While working with CLEVNET and the app developer, we identified a temporary workaround—using a browser on their mobile devices to access patron accounts.

After months without a permanent solution from the developer, I met with CLEVNET and an outside consultant on July 16 to further investigate. We were able to isolate the issue: some of our library locations were not recognized as valid pickup locations by the app, which caused the problems patrons experienced when trying to view their holds.

I have followed up with the twenty-four patrons who reported issues to confirm whether they are still experiencing them. So far, nine have responded and reported that the issue has been resolved on their end.

MAP/Collection Services

MAP is eagerly awaiting the start of the new Collection and Digital Services Manager on July 28. We have been updating procedures and training materials. It is my hope to make the training as seamless as possible for everyone.

Our shipping issues with Baker & Taylor have been resolved after a number of months. The publishers have finally agreed to send bestsellers ahead of time and this will benefit patrons who eagerly await bestselling authors such as James Patterson.

ILL/Clevnet

Interlibrary loan will lose a valuable team member on September 30. Karen Battaglia has announced her retirement. Karen started her WEPL career as a Willowick Page in July 2001. The next year she moved to ILL and stayed for 23 years. Since 2017, she has also served as the part-time PR Page in addition to her ILL duties. She will be missed. We have started a search for her replacement. A separate search will be done for a part-time PR Page.

Marketing & Publishing Relations Report/Patrick Culliton

[PR Xchange Awards/ALA Display](#)

While our Library Services Guide didn't win a 2025 PR Xchange Award, we were asked to submit copies of it and the Program Catalog to be displayed at event tables at the ALA Annual Conference in Philadelphia!

[Photographs](#)

Admin Exterior/Interior progress, 6.3.25

Messy Outdoor Storytime, Eastlake, 6.16.25

Willoughby Storytime, 6.17.25

Upcycle Buffet, Wick, 6.20.25

Jungle Terry, Hills, 6.23.25

[News-Herald](#)

Willowick Public Library to host two programs spotlighting local history, 6.5.25

Willowick Public Library taking donations to benefit Lake Humane Society in July, 6.27.25

Willowick library to host Lake Humane Society talk, 6.30.25

[Professional Development & Outreach](#)

NEO Designing for Diversity in Library Communications, MH, 6.12.25

Summer Lunches, PC, 6.27.25

[Paid Print & Digital Ads](#)

Best Version Media, Macaroni Kid, Mimi Magazine

[Boosters Funding](#)

Wands at the Ready \$700



Summer Reading Challenge Sponsor \$2000

[Paid Facebook Ads](#)

Home Delivery, 6.9.25

WE Recommend, 6.30.25

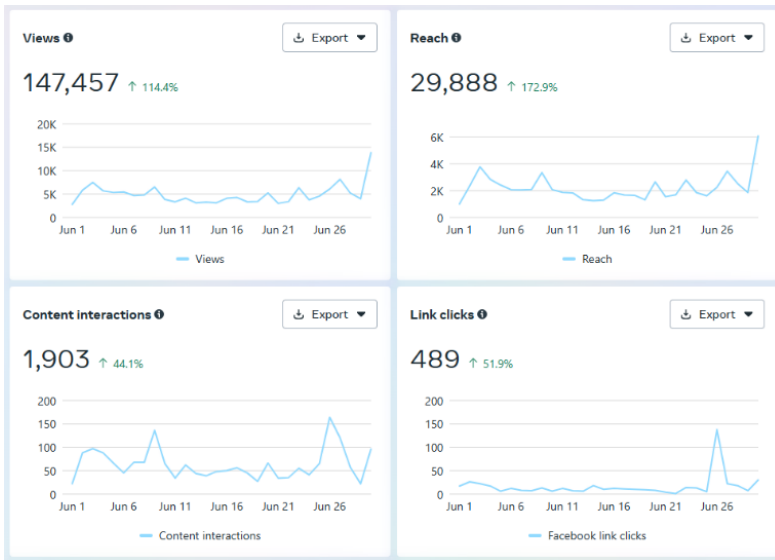
Willoughby-Eastlake Public Library, Regular Meeting of the Board of Trustees Monday, July 21, 2025, Willowick Public Library, 6:00 p.m.

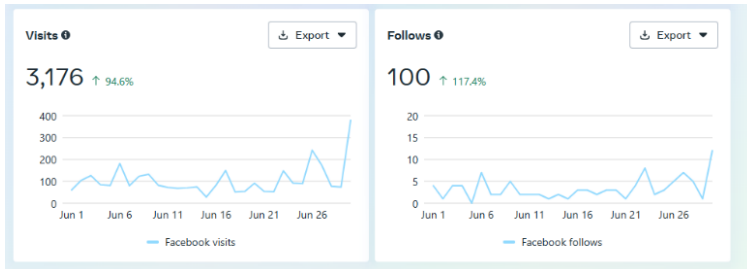
| | | | | | | | |
|---|------------------|----------------|----------------|-------------------|-------------------------------------|-----------------------------|------------------------------|
|  <p>Boosted Facebook post Jun 30 • Created by Michelle Hu... Link clicks Need a beach read before vacation? A series that is like the...</p> | Completed | 3,854 Views | 3,127 Reach | 19 Link clicks | \$29.97 Spent at \$10.00 per day | Boost again | View results |
|  <p>Boosted Facebook post Jun 9 • Created by Michelle Hud... Link clicks Did you know we offer free delivery of materials to residents i...</p> | Completed | 1,886 Views | 1,555 Reach | 9 Link clicks | \$29.95 Spent at \$10.00 per day | Boost again | View results |

Digital Marketing Stats for June E-newsletters

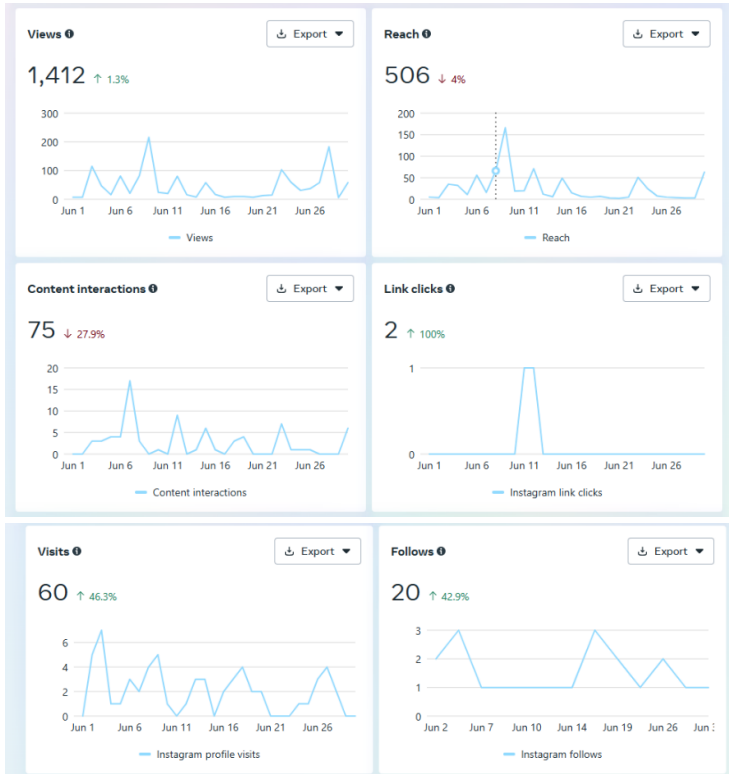
| | | | | | | | |
|--|--------|-------|-----|-------|-----|----|---|
| Board Vacancy Hills (★ item) Folder: WEPL E-Newsletters Subject: Accepting Applications for Vacancy on Board of Trustees to 11,554 people on 6/19/25 | 5,951 | 14 | 210 | 131 | 146 | 36 | 0 |
| | 51.67% | 0.12% | | 1.13% | | | |
| 6.16.25 (★ item) Folder: WEPL E-Newsletters Subject: Color Your World: Library Events, Streaming TV and Movies, and More to 11,574 people on 6/16/25 | 4,619 | 12 | 284 | 159 | 236 | 39 | 0 |
| | 40.04% | 0.1% | | 1.37% | | | |
| Board Vacancy (★ item) Folder: WEPL E-Newsletters Subject: Seeking Applications for Library Board of Trustees to 11,612 people on 6/6/25 | 5,812 | 23 | 285 | 218 | 231 | 43 | 1 |
| | 50.24% | 0.2% | | 1.88% | | | |
| 6.2.25 (★ item) Folder: WEPL E-Newsletters Subject: Let's Play! Fun Library Programs, Pride Month Resources, Summer Reading, and More to 11,638 people on 6/2/25 | 4,473 | 17 | 225 | 114 | 175 | 50 | 0 |
| | 38.6% | 0.15% | | 0.98% | | | |
| 6.30.25 (★ item) Folder: WEPL E-Newsletters Subject: July 4th Hours, Cool Programs, Free Streaming Movies, and More to 11,517 people on 6/30/25 | 4,558 | 10 | 282 | 136 | 212 | 30 | 0 |
| | 39.68% | 0.09% | | 1.18% | | | |
| Help Library 6.26.25 (★ item) Folder: WEPL E-Newsletters Subject: Help Us Save Library Books From Being Restricted to 11,533 people on 6/26/25 | 5,530 | 27 | 321 | 180 | 195 | 32 | 0 |
| | 48.08% | 0.23% | | 1.56% | | | |

Facebook





Instagram



Koios (Google Ad Grant)

| | Impressions | Clicks | CTR | Conversions | Grant Spent |
|-------------------------------|-------------|--------|-------|-------------|-------------|
| ● Kanopy | 2,326 | 186 | 8.0% | 80 | \$1263.68 |
| ● Cross Network Ads | 1,410 | 247 | 17.5% | 182 | \$2994.38 |
| ● Libby | 997 | 76 | 7.6% | 50 | \$533.19 |
| ● Catalog | 683 | 65 | 9.5% | 35 | \$819.70 |
| ● Website Discovery | 565 | 121 | 21.4% | 169 | \$164.92 |
| ● Library Card | 193 | 77 | 39.9% | 110 | \$94.69 |
| ● Hoopla | 149 | 12 | 8.1% | 6 | \$134.22 |
| ● Digital Media | 95 | 14 | 14.7% | 10 | \$208.03 |
| ● Featured Events | 73 | 13 | 17.8% | 12 | \$101.51 |
| ● Notary Services | 65 | 10 | 15.4% | 3 | \$120.19 |
| ● Summer Reading | 51 | 13 | 25.5% | 15 | \$121.76 |
| ● Passports | 25 | 3 | 12.0% | 3 | \$31.80 |
| ● Local History and Genealogy | 18 | 0 | 0.0% | 0 | \$0.00 |
| ● Online Learning | 18 | 1 | 5.6% | 0 | \$8.22 |
| ● Newspapers | 12 | 1 | 8.3% | 1 | \$17.68 |
| ● ABC Mouse | 10 | 3 | 30.0% | 0 | \$34.74 |
| ● Book Sales | 9 | 1 | 11.1% | 3 | \$1.26 |
| ● Meeting Space | 5 | 0 | 0.0% | 0 | \$0.00 |
| ● Library Services | 4 | 1 | 25.0% | 0 | \$1.75 |
| ● Mango Languages | 3 | 0 | 0.0% | 0 | \$0.00 |
| ● Electronic Device Lending | 2 | 0 | 0.0% | 0 | \$0.00 |
| ● Tax Info | 2 | 0 | 0.0% | 0 | \$0.00 |
| ● Homework Help | 1 | 0 | 0.0% | 0 | \$0.00 |
| ● Toy Library | 1 | 0 | 0.0% | 0 | \$0.00 |

Eastlake Library Branch Report/Amy Winter

Children's:

Kind words from a patron:

"Thank you Jennifer for Messy Mondays!! Hank just loves them !! The hard work and planning you do does not go unnoticed !!!!! Thank you! Enjoy your Holiday Weekend."

Candy Zontini

Wands at the Ready! On June 28th the Eastlake Library welcomed Professor Ammerman of Ilvermorny as he instructed (and entertained) families with all manner of Harry Potter inspired wizardry. Students got to witness the thrill of magic rings, a flying table, an exploding shoe, a living hanky, and so much more! This unique opportunity was thanks to the Willoughby-Eastlake Library Boosters who sponsored the event.



The Children's Department also hosted a halfway to Halloween party at the end of May. Staff and patrons had fun dressing up and playing Halloween themed games.

Teen

Roll for adventure has begun with between 10 and 14 teens playing Dungeons and Dragons every Wednesday until July 23rd. Thanks to Amanda for being our second table leader.

Teen Art Club is going strong with graffiti, Paint like Michelangelo and an upcoming tie dye adventure.

10 Teens built candy sized catapults with Cathy in July. Much fun was had by seeing who could fling their Hershey kiss the farthest.

Adult

Patrons have been making many projects with the Make it Monday classes. A photo of two of our regulars with their layering projects. We also talked about how 3d printing can support your artistic endeavors this July.



Tammy brought back the Cleveland Museum of Art for a talk about Tiffany Lamp work. 40 patrons attended.

Bryn brought local photographer Angelica Martinez in for a unique program of business style headshots.

We have also been enjoying showing intern Liv Gerhing the different departments and tasks that make libraries work. Her last day is July 24th and we will miss her.

Willoughby Branch Report/Brian Campbell

Willoughby has been busy this summer! Numbers for Summer Reading are up across the system, and we are thrilled to be part of that growth. Summer also brings several big events to the city of Willoughby, which the library is happy to be a part of. Saturday July 19th our children's staff will be outside for ArtsFest doing crafts and talking to patrons. We will also have craft offerings on August 9th for Last Stop Willoughby. That day we will also have a car in the LSW parade, and we will be throwing candy to patrons. ArtsFest will also feature the culmination of Chris' Tiny Art Show, and Anthony's Teen Photography Contest. Both programs have been running for a couple years and are patron favorites. Programs were due this week and we have a wonderful selection of things for patrons to participate in. Especially exciting is our Letters to a Librarian program, where during the month of September, patrons can write letters to staff, who then turn around and curate a selection of books based on that patron's letter.

Our Teen department continues to offer engaging programs that draw in younger patrons. Included in this batch of programs is a Laser Tag in the Library program and a Ghost Walk through Downtown Willoughby. These fun programs are supplemented by the educational offerings Anthony always puts together.

The Willoughby Children's department has been doing an exemplary job this year with Summer Reading. As previously mentioned, patron participation is up, and that is due in no small part to the enthusiasm our staff brings to the project. We have two big summer wrap-up programs coming up, Summer Tie Dye Celebration on July 22nd and Water Day on August 6th. These programs are sure to draw huge crowds! Once we are through August it will be time to start focusing on getting crafts and candy ready to pass out at Willo-Boo.

OLD BUSINESS

MOTION 76-25

Mr. Mackey moved and Mrs. Petruccio seconded that the Board accept the resignation of Susan Roseum effective until her successor is chosen and qualified.

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

NEW BUSINESS

MOTION 77-25

Mr. Mackey moved and Mr. Monin seconded that the recommendation of the reappointment of Diane Petruccio to serve another 7-year term on the WEPL Board of Trustees.

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

NEXT MEETING, Monday, August 18th, 2025, 6:00 p.m., WEPL Administrative Offices

MOTION 78-25

Mr. Monin moved and Mr. Mackey seconded that the Board will not hold an August meeting.

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

ADJOURNMENT

MOTION 79-25

Mrs. Petruccio moved and Mr. Monin seconded that the Board adjourn at 6:30 p.m.

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

Respectfully submitted,

Board President

Board Secretary