/CALL TO ORDER

The meeting was called to order by Vice-President Monin at 6:01 p.m.

Roll Call:

Present: Ms. Clampitt, Mr. Monin, Mrs. Petruccio, Mrs. Prengaman

Absent: Mrs. El-Khoury, Mr. Mackey, Dr. Valentino

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

Citizens present: John Budnik (arrived at 6:07 p.m.)

Additions to the agenda: *no additions*

Citizen's Comment:
Mr. Budnik is the owner of Pfabes Music Academy which is next door to the new administration building. He is asking if a section of our fence can be taken out for his customers to enter the driveway on Clark Ave., drop off students at the academy and exit on to Euclid Ave., this would be a one-way driveway. Mr. Linderman and Mr. Monin stated that we are still moving into our building and that we need to determine what our parking needs are first, and they will be in touch.

Vice-President Monin presented the following minutes:

- October 20, 2025 Regular Meeting of the Board of Trustees

MOTION 114-25

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

- October 20, 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 Fund Distribution

PLF	2024	2025	% Increase
November	$ 201,202.11	$ 201,017.21	-0.09 %
YTD	$ 2,159,282.65	$ 2,253,941.11	4.38 %

MOTION 115-25

Mrs. Petruccio moved and Mrs. Prengaman seconded that the Board approve the October 2025 Fiscal Officer's report:

OCTOBER LIST OF BILLS PAID:	**$642,556.60**
OCTOBER FINANCIAL STATEMENT:	YTD

	RECEIPTS	**EXPENDITURES**	**BALANCES**
General Fund	$7,655,144.16	$6,034,335.85	$3,092,089.36
Grants	$0.00	$0.00	$0.00
Corona Virus Relief Fund Public Library	$0.00	$0.00	$0.00
Capital Projects Fund	$52,418.57	$2,050,104.34	$1,553,175.13
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	**$7,707,856.61**	**$8,115,064.64**	**$4,688,300.15**
OCTOBER INVESTMENTS	**$4,111,648.57**		

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

COMMITTEE REPORTS

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

BUILDINGS **(Petruccio,** Mackey, Prengaman) *did not meet*

FINANCE AND PLANNING **(Monin,** Valentino, Prengaman) *did not meet*

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

MOTION 116-25

Mrs. Petruccio moved and Mrs. Prengaman 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 117-25

Mrs. Prengaman moved and Mrs. Petruccio seconded that the Board approve the November 2025 Surplus List.

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

Director's Report/Eric Linderman

New Administration Location

General Update

The renovation work is mostly completed. Furniture has been moved, and staff are unpacking and setting up their work areas. There was a delay in securing the certificate of occupancy due to an incomplete fire alarm system. That means we are allowed to continue with our unpacking and arranging but cannot begin our regular work. So, we have adjusted our plans to allow operations to continue at Eastlake City Hall for the next week.

Ribbon Cutting/Open House

In late October, Patrick, Cassie and I met with Mayor Fiala to discuss plans for a ribbon cutting ceremony and open house for the new location. We decided to plan for an event on Thursday, December 11, from 6:00 to 8:00 p.m. The Willoughby Western Lake County Chamber of Commerce will manage the ceremony, which will happen in the public meeting space of the new Administration building.

The event will be open to the public and invitations will be sent to many of our friends and colleagues, including public officials, Willoughby business owners, and people involved in the renovation project. We are also working with our children's staff to offer an activity for families.

Taxing District Roundtable

On October 27, Vicki, Cassie and I attended a roundtable organized by the Lake County Commissioners. At this meeting, leaders from schools, libraries, and other organizations funded by property levies learned about commissioners' strategies for reducing the tax burden on residents.

The immediate plan, which was shared at this meeting and approved later that week, will increase the 2025 Homestead exemption for some residents, and thereby reduce revenue for levy-funded organizations. Our estimated reduction, to be collected in 2026, will be about $143,000.

Issue 21

The passing of Issue 21 was an encouraging success. Despite the rising general resistance to property levies, the library's 2-mill renewal passed with an approval of 69.12%. That is consistent with our past renewals, which passed with approvals between 64% and 71%. So, it is clear that our services remain popular with residents in our service area.

Cargo Van

Our new van has arrived at the Ford dealer in Mentor and is having the barrier installed between the driver's seat and the cargo area. This is the van that our driver, Kara Hilston will use to make book deliveries between our administration building and the four libraries. We are retiring our oldest van that was purchased in 2013 and will reassign our 2019 van to our building maintenance crew.

Budgets

We are working on 2026 budgets. Cassie and I met with managers in recent weeks to discuss plans for next year's programs and the associated costs for presenters and supplies. I will meet with Tom Johson and Patrick Culliton soon to discuss the budgets for 2026 facilities and for marketing.

For next year, I am planning to improve the signage at the four libraries. Our recent renovations have resulted in very nice public environments, but we still have signs that look basic and inconsistent, with some of our signage produced in-house. I met with our architect and interior designer at GPD and they are working on a quote so I can estimate a cost for the 2026 budget.

I am also budgeting for our next strategic plan. After several of us met with the Northeast Ohio Regional Library System (NEO-RLS) and then the State Library of Ohio, we have decided to work with NEO-RLS to facilitate this process. Depending on the options and duration of the process, the cost for this will be about $8,000 to $10,000.

Assistant Director's Report/Cassie Thayer-Styes

Search for New Willoughby Hills Circulation Supervisor

On December 15, the Willoughby Hills Circulation Department will lose its supervisor, Tammie Carrabota, upon her retirement. Building Manager Holly Ferkol, Assistant Building Manager Brianna Mayle, and I are currently interviewing candidates to fill this position. We have narrowed our search to one finalist and hope to make a hiring announcement soon.

Move to the New Administration Building

On Monday, November 10, we began relocating from Eastlake City Hall to the new administration building in downtown Willoughby. The move required extensive preparation, time, and effort from everyone involved.

Despite having Interlibrary Loan operations and select Materials and Processing staff still working out of Eastlake City Hall, there was minimal disruption to patron holds.

We expect to be fully settled into the new building within the next few days. Staff not stationed at City Hall have been either working remotely when possible or assisting with unpacking and setup efforts. I am deeply appreciative of our flexible and dedicated staff for their willingness to adapt during this transition. Library staff at other branches have also been an integral part of this process.

Baker & Taylor

Technical Services continues to manage both the relocation process and a backlog resulting from Baker & Taylor. We have successfully canceled all outstanding Baker & Taylor orders and have transitioned our orders to Amazon for the remainder of 2025. Our standing orders—including test preparation guides and travel books—have been moved to Midwest Library Service.

The Brodart test orders were successfully processed. Sarah Osinsky, Collection and Digital Services Manager, and I have been preparing Brodart training sessions for staff and completing orders as we continue settling into the new building.

Marketing & Publishing Relations Report/Patrick Culliton

New team member!

Miranda Richmond joined the Marketing & Outreach Department in early October. She has made an immediate impact, helping to cover events (taking photographs, doing live social media posts and reels), grow our social media, Instagram especially, along with handling print and supply needs for all buildings, under Michelle's guidance. Welcome, Miranda! We are very happy to have you!

Photographs/Event Coverage

WEPLcon, 10.4.25
WBY Storytime, 10.7.25
Spooky Sing-O, 10.10.25
Wick Signature Event, 10.11.25
Alphabet Adventures, 10.28.25

News-Herald

Willowick Public Library hosts talk by author Anna Lee Huber, 10.1.25
Willowick Public Library hosts night of ghostly campfire stories, other activities, 10.3.25
Willowick Public Library hosts history talk on Severance Hall, Blossom Music Center, 10.6.25

Paid Print & Digital Ads

Banned Book Ad in Mimi Magazine
Lake Metroparks Halloween Sponsorship

Paid Facebook Ads

Chromebooks and Hotspots, 10.10.25
My First Library Card sign, 10.17.25

Boosters Funding

Severance Hall Program, $198.38

Professional Development and Outreach

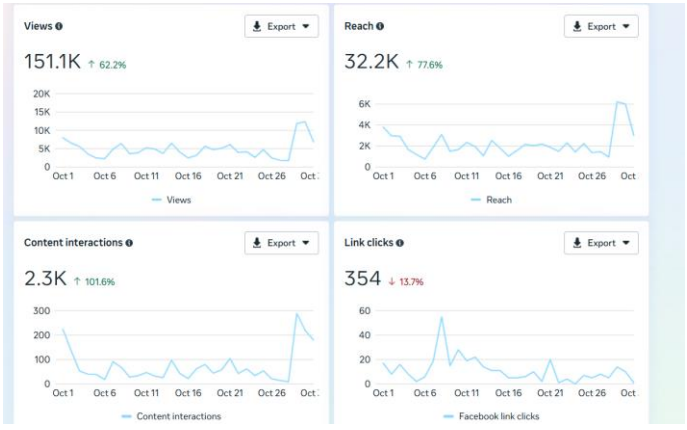
Call with Accessible Ohio, 10.8.25 (PC)
Call with Statewide Toni Morrison Celebration, 10.8.25 (PC)
Halloween Bash, Captains Stadium, 10.11.25 (PC & EL)
Marketing and Outreach: Creating Engagement and Awareness NEO RLS, 10.15.25 (PC, MH, MR)Trunk or Treat, WBY Middle School, 10.16.25 (MR)
Library Journal Day of Dialog, 10.23.25 (MH)

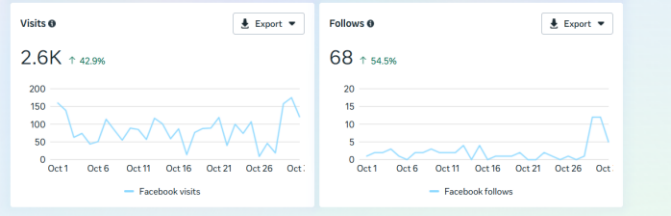
Digital Media Stats

e-Newsletter

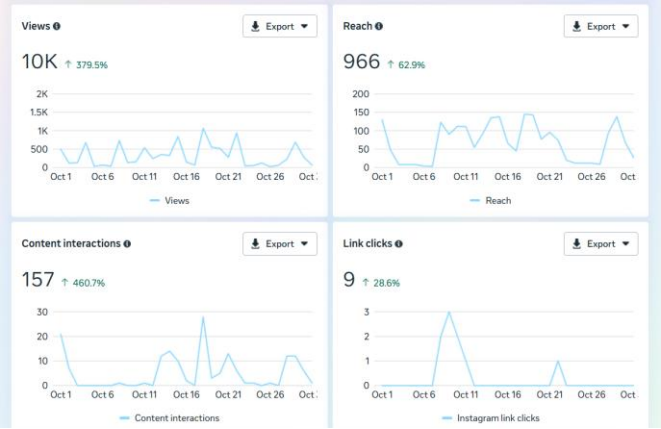
Copy of 10.6.25 (★ item) Folder: WEPL E-Newsletters Subject: Upcoming Programs, New Book Bench, Tech Help, and More! to 11,124 people on 10/20/25	4,590 **41.66%**	13 **0.12%**	305	173 **1.56%**	236	107	0
10.6.25 (★ item) Folder: WEPL E-Newsletters Subject: Celebrate Spooky Season with Us: Fun Programs, Streaming S... to 11,151 people on 10/6/25	4,506 **40.7%**	11 **0.1%**	265	111 **1%**	206	81	0

Facebook





Instagram





Collections & Digital Manager's Report/Sarah Osinsky

Digital Services

Overdrive and hoopla continue to be popular services. I anticipate that there will be an increase in purchasing this December from money left in book budgets. Cost per Circ is also a purchasing model to explore and discuss for 2026 Overdrive.

MAP/Collection Services

On October 13, WEPL's primary book vendor, Baker & Taylor, emailed an official announcement that they would be shutting down operations. Anticipating that this may happen, MAP staff were prepared. They were cancelling orders and closing POs that day. We shifted orders to Amazon for these back-ordered and canceled titles. The building selectors also pivoted and created lists in Amazon. Our goal is to minimize disruption in receiving new books for patrons, as Amazon has been consistent in delivering books on time. MAP staff have demonstrated adaptability and resilience in negotiating these changes.

We ordered large print titles from another established vendor, Gale/Thorndike, which has also been consistent with delivering books on time.

With the dissolution of Baker & Taylor, Cassie Thayer-Styes and I established an account with another library book vendor: Brodart. We have taken a measured approach to make sure this process is working properly with invoicing and catalog entry. Cassie Thayer-Styes, Mitz Horrigan-Bartolucci and I met with our Brodart sales rep on October 21 for a brief online training. I plan on holding Brodart training sessions with the book selectors during the month of December, so we can shift ordering to them as our main book vendor in 2026. We will continue to order from Amazon in the interim.

Cassie Thayer-Styes and I met with the building managers in October to review the physical materials budgets. All agreed that no major changes would be made for 2026. A few small adjustments were made within the buildings based on popular categories.

MAP & ILL staff are also preparing for the coming move to the new Administrative Building in Willoughby. Everyone is willing to pitch in & help out where needed.

ILL/CLEVnet

Shaley Vahcic joined the ILL staff on October 6, 2025. She is enthusiastic, a quick learner, and a good worker. She has caught on to the job quickly and has been a great addition to the department.

September 2025 Packages (Boxes or Bags): Received 803; Sent 941

October 2025 Packages (Boxes or Bags): Received 876; Sent 1,041

Professional Development

October 3: NOTSL Fall General Meeting: Tectonic Shifts: Technical Services of Today

October 21: Brodart overview

Eastlake Library Branch Report/Amy Winter

Eastlake Library has had a program filled time these past couple of months.

We have hosted our usual Fireside chats and Make it Mondays but also a special session of Spooky shirt making. Tammy brought in the Lake County Historical Society to present Old Crimes of Old times to a full house of patrons. Jenni hosted Sew 4 Service to teach Knitting on one night and then Hand sewing birds on another. MaryAnn hosted Master Garden Kathy Terrell to talk about winter herbs. Amy and Bryn lead two tables of D&D adventures for Grownups, the series is aptly called Libraries and Legends. (Huge shout out to the Gilmer Family for painting the minis made in the Makerspace). Bryn also hosted Palmer Fine Teas for a Tea blending workshop.

Eastlake also held their Annual Mystery after Dark. The Candlelight players were a huge success as always and the staff has our sincerest gratitude for all the help with setting up, making handouts, games, and preparing the raffle baskets.

Cathy led the teen art club in Ghost paintings for Spooky season where teens added ghosts and other spooky vibes to pages of old calendars and Hot Glue gun art in September where teens "painted" on canvases with hot glue and then added color and sparkle. She also teamed up with Jennifer for a family pumpkin carving night that gave the messy play pumpkins a second chance at fun.

Eastlake also Hosted the Teen Signature event WEPLcon! We had over 100 participants, over half of which were teens, come through for crafts, vendors, anime, photo ops, an onigiri class, a costuming talk, and a cosplay contest. Heather found the Gingersnaps Cosplay group out of Akron and they were a delight to work with. Pop Culture Friends also made a return visit for photos and fun.

Besides the usual offerings of Story Lab, Messy Play, Story craft & Play, and Bark Break, the Children's Department hosted a number of very successful events as well. Jennifer and Amy threw a Mad Hatter Tea party with tea, snacks, crafts, and photo op. Sam hosted the Lake metro parks for a raptor encounter with Apollo. Sam and Jennifer and Khin had two very successful Halloween Hallopaloozas. A sensory friendly hour started the usual hubbub (117 people) that is the Halloween party with games, crafts, glitter tattoos, coloring tables, scavenger hunt, and trick or treating at the desks. Jennifer held a mini maker session of Ghost painting so kids could make a ghostly family portrait. Creepy tales made a return for the second year, with an evening story time centered around the creep carrots and creepy underwear books. Jennifer and Amy hosted an interactive Nightmare before Christmas movie night to help move away from spooky season and into the next set of holidays.

Children's is gearing up for the Polar Express story time for the believers out there.





Mad Hatter Tea Party



Tea Party cups and Desserts



Gingersnaps Cosplay Judges and MC of the Cosplay contest



WEPLcon 2025 cosplay contestants.



Minis by the Gilmer Family





Mystery After Dark 2025



Tea Blending







Messy Play Adventures


Mini makers: Ghost Paintings

Willoughby Branch Report/Brian Campbell

November is an interesting time at Willoughby. We are further removed from the excitement brought about by summer events in Downtown Willoughby and SRC. But we have a few major events to plan for and participate in also. We participated in three large Halloween events this year in the week leading up to the holiday. Between the city's Trick-or-Treat Trail, South High's Trunk or Treat, and Willo-Boo, our staff engaged with nearly 2,500 patrons! Massive thanks to all the staff who participated in these events to make them so successful. We have several exciting programs coming up in the next couple months to round out the year, including a presentation on the Normandy Invasion and Teen Laser Tag.

After leading the charge on our Halloween programming, our children's department is getting ready for our annual holiday celebrations during the first couple weeks of December. As in years passed we will be presenting programs about Kwanzaa and Hanukkah, as well as having a large presence during Miracle on Erie Street. Our Miracle offerings include photos with Santa, a morning storytime, and several crafts to do. Miracle on Erie Street is the first Saturday of December, so if you're in the area please stop by for some festive fun.

Our teen department will also have crafts at Miracle on Erie Street this year. Anthony has several interesting programs coming up, including a monthlong series about learning guitar, a puzzle building contest, and the aforementioned laser tag. Laser tag takes place after hours the day after Thanksgiving and will be a great way to get teens engaged with the library in new and exciting ways.

Our circulation department continues to demonstrate the type of customer service that Willoughby Library is known for. They have had to take on even more passport appointments in the last couple of months because the post office up the road is no longer taking applicants. The management team is also very proud of the way the circulation staff has stepped up to manage our food pantry. We have seen an uptick in food donations in the last few weeks, and staff have kept on top of checking the food for best-by dates, stocking the cupboard, and even creating a rotation system in the workroom so they know what to put out next. This type of direct engagement with patrons dealing with food insecurity is a wonderful thing. I am glad we have the food pantry here, and equally glad to have the empathetic staff that we do.

OLD BUSINESS
Mrs. Petruccio asked when the search should begin for Ms. Simmon's position. It was agreed that the first step is for Ms. Simmon's to update her job description.

NEW BUSINESS *no new business*

NEXT MEETING, Organizational Meeting, Monday, December 15th, 2025, 6:00 p.m.
NEW WEPL Administrative offices 38115 Euclid Avenue, Willoughby

ADJOURNMENT

MOTION 118-25

Mrs. Petruccio moved and Mrs. Prengaman seconded that the Board adjourn at 6:31p.m.

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

Respectfully submitted,

_____ _____

Board Vice-President Board Secretary