

**CALL TO ORDER**

The meeting was called to order by President El-Khoury at 6:13 p.m.

Roll Call:

Present: Ms. Clampitt, Mrs. El-Khoury, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Dr. Valentino

Absent: Mrs. Prengaman

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 present*

Additions to the agenda: *no additions*

Citizen’s Comment: *no comments*

President El-Khoury presented the following minutes:

- ◇ December 15, 2025, Finance and Planning Committee Meeting
- ◇ December 15, 2025, Personnel Committee Meeting
- ◇ December 15, 2025, Organizational Meeting of the Board of Trustees

**MOTION 01-26**

Mr. Mackey moved and Mrs. Petruccio seconded that the following minutes:

- ◇ December 15, 2025, Finance and Planning Committee Meeting
- ◇ December 15, 2025, Personnel Committee Meeting
- ◇ December 15, 2025, Organizational Meeting of the Board of Trustees

be approved as presented.

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

**FISCAL OFFICER’S REPORT**

<b>PLF</b>	<b>2025</b>	<b>2026</b>	<b>% Increase</b>
<b>January</b>	\$205,146.38	\$193,324.01	-5.76 %
<b>YTD</b>	\$205,146.38	\$193,324.01	-5.76 %

**MOTION 02-26**

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

DECEMBER LIST OF BILLS PAID:	<b>\$711,073.83</b>
DECEMBER FINANCIAL STATEMENT:	YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$8,086,758.28	\$7,548,556.48	\$2,009,482.85
Grants	\$0.00	\$	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$303,374.85	\$2,397,872.65	\$1,456,363.10
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$27,113.69	\$32,314.45	\$55,200.00
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$572.32	\$0.00	\$13,537.79
<b>TOTALS</b>	<b>\$8,417,819.14</b>	<b>\$9,978,743.58</b>	<b>\$3,534,583.74</b>
DECEMBER INVESTMENTS	<b>\$3,227,619.04</b>		

On roll call the following vote was cast:

Ms. Clampitt “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Prengaman “Absent”, Dr. Valentino “Yes”. Motion carried.

**MOTION 03-26**

Mr. Monin moved and Dr. Valentino seconded that the Board approve the IRS mileage rate at 72.5 cents per mile for 2026.

On roll call the following vote was cast:

Ms. Clampitt “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Prengaman “Absent”, Dr. Valentino “Yes”. Motion carried.

**COMMITTEE REPORTS**

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

**FINANCE AND PLANNING/AUDIT (Monin, Valentino, Prengaman, citizen-vacant)**  
Mr. Monin stated that the committee met prior to this meeting to discuss the 2026 Permanent Budget.

**MOTION 04-26**

Mr. Monin moved and Dr. Valentino seconded that the Board approve the 2026 Permanent Budget as presented.

On roll call the following vote was cast:

Ms. Clampitt “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Prengaman “Absent”, Dr. Valentino “Yes”. Motion carried.

**RESOLUTION 05-26**

Mr. Monin moved and Mr. Mackey seconded that the Board approve the use of 2026 Library funding to pay for staff recognition activities, events, and awards.

On roll call the following vote was cast:

Ms. Clampitt “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Prengaman “Absent”, Dr. Valentino “Yes”. Motion carried.

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

**MOTION 06-26**

Ms. Clampitt moved and Mrs. Petruccio 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*

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**ADMINISTRATION REPORT**

**MOTION 07-26**

Mr. Monin moved and Mr. Mackey seconded that the Board accept the list of gifts from July through December 2025.

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

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## **MOTION 08-26**

Mr. Mackey moved and Dr. Valentino seconded that the Board accept the January 2026 surplus list.

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

Discussion was held on the status of the strategic planning which will include the NEO-RLS WEPL survey that will be distributed throughout the community.

## **Director’s Report/Eric Linderman**

### **Strategic Plan**

We had a meeting on January 7 with Ragan Snead, the director of NEO-RLS, to discuss a public survey, which will be the first step of our strategic planning process. This meeting included several of our managers in addition to me, Vicki and Cassie. The survey includes questions about how patrons use, or do not use, the libraries, with questions about types of programs and services. A draft of this survey will be included with the January Board packet.

A goal I have for this survey is to learn more about district residents who do not use the libraries or use libraries outside of our service area. For that reason, we are focusing much of our attention on how the survey will get out to the communities. In addition to electronic distribution via social media, we plan to distribute the surveys to area businesses and to public buildings, including the village halls of Timberlake, Lakeline and Waite Hill.

We added a question specifically for area businesses to learn if there will be interest in developing an incentive program for library cardholders. For instance, library users might get a discount at a coffee shop on certain days for presenting a library card, which would help to bring people into the coffee shop and to the library.

### **Parking Lots at Library Administration and Willoughby Library**

On January 22, I met with Mayor Fiala and others from the city of Willoughby to discuss several topics concerning our parking lots behind the library. This included snow removal and salting as well as our plans this year for designating and enforcing policies for different sections of these lots.

The city has been helpful with the snow and ice removal in the northeast section of the lot, which has been used more for public parking and is not reserved only for library users. As the snowfall started this year, it was unclear who would be plowing and salting the small lot behind the administration building, and the traffic lanes that lead from the administration building to West Spaulding and to Euclid Avenue. The city appreciates our partnership with this and has now agreed to plow and salt all of these areas.

We also discussed a few ongoing problems that I am committed to resolving this year. One is the use of the lot immediately behind the Willoughby Library by people who are not using the library. Another has been recurring

overnight parking. The Willoughby police may be assisting us with these problems after we post new signs in these areas.

### Repairs at Eastlake City Hall

Work is being completed at Eastlake City Hall to repair damage caused mainly by book deliveries. Drywall has been repaired and painting is underway. Cherry doors, which need to be custom made, have been ordered. I am working on getting quotes for the replacement of ceramic tiles that were damaged.

The cost for this so far is \$28,860. Since the three doors, and the frame of one of these doors, must be reconstructed to match other existing doors, it was not an option to shop dealers of manufactured doors. I was referred to Rino's Woodworking in Willoughby by Lakeland Management, who has managed our recent renovation projects, and they are replicating the doors. Also, after the Eastlake service director obtained quotes for painting and drywall repair, I found it was cheapest to incorporate that into a total project, along with the doors, with Lakeland Management.

### Book Lockers

Amanda has been coordinating the purchase, installation and training for the new book lockers at all four locations. At this time, installation and testing is complete at the Eastlake Library, and Amanda has reported good results.

### Remaining Work at the New Administration Building

Our experience so far at the new office location has been very positive. There are two items that are still not completed. Delays on the installation of our security system have been a source of frustration, but that work is now underway. Key fob access panels are being installed and the system will be programmed over the next few days.

Sarah Vargo's office is not receiving adequate heat, and it was determined that the cause of this was broken hot water supply lines. These water lines, which were part of the original structure, are practically inaccessible. We had the same problem with Cassie's office, and that was resolved by adding electric baseboard heaters. The same approach will be used for Sarah's office, and the cost for that will be \$8,340.

### Assistant Director's Report/Cassie Thayer-Styes

#### Willoughby Hills Circulation Supervisor Search

I am pleased to report that the search for a Circulation Supervisor at the Willoughby Hills Branch has concluded. Josef Riccio will begin his position on Monday, February 2. Josef joins us from Trinity College in Connecticut, where he served as the Library and Information Technology Desk Manager. He brings extensive experience managing circulation desks and staff in both public and academic library settings. We look forward to welcoming Josef and benefiting from his expertise.

### [Brodart Update](#)

Our Collections & Digital Services Manager, Sarah Osinsky, spent December and January training selectors at all four library branches on searching and ordering materials through Brodart. Materials and Processing submitted the first orders during the second week of January. There is currently a slight delay in receiving materials as Brodart completes updates to their website and pricing. We are monitoring the situation closely and anticipate receiving materials soon. Despite the minor setbacks with the move and orders last year, we still received many bestsellers before other CLEVNET libraries.

### [Museum Passes](#)

Through the efforts of Sarah Vargo, Children's Services Manager, we are in the process of establishing museum passes for circulation at the Willoughby location. After consulting with neighboring libraries that offer family museum passes, the recommendation was to limit circulation to a single branch to reduce scheduling and logistical challenges. We have received confirmations from several institutions, including Holden Forests & Gardens, Cleveland Museum of Art (membership passes), the Akron Art Museum, the Western Reserve Historical Society, and the McKinley Presidential Library and Museum. We are awaiting responses from additional institutions and will provide updates as they become available.

### **Marketing & Publishing Relations Report/Patrick Culliton**

#### [New Administrative Offices Ribbon Cutting](#)

The Ribbon Cutting was a great success! We had a great turnout from staff and community. Mayor Fiala and Commissioner Plecnik both gave nice speeches, including a proclamation from the Commissioners. Mimi Magazine did a nice story on the Offices and gave us a framed picture of the article. Marah from The News-Herald attended and did a nice write-up as well. In all, it was a great success and a great way to end the year and point us toward 2026!

#### [Winter/Spring Program Catalog](#)

The new Program Catalog went out to the buildings/public in late December. It looks great! And at 32 pages, it is our largest Catalog to date, full of great programming and services.

#### [End of Year Survey](#)

We put out an end of year survey to the public in December. We received nearly 400 responses, many of them praising our amazing staff and services. We also received great suggestions, which will help us improve! Trish will share the survey results with the Board this evening.

#### [Accessible Ohio Site Visits](#)

Patrick and Eric toured all of WEPL's buildings with Brianna Seth from Accessible Ohio on Dec. 8. The goal of the tour was to see where we are succeeding and we can improve in our meeting accessibility needs in our physical spaces. This is a second part of an internal accessibility audit, which started with us working with

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Brianna to see where we are succeeding and can improve on accessibility in our digital spaces. As we get the consult reports we will work to start implementing the changes.

### News-Herald

Willoughby-Eastlake Public Library's administrative staff relocates to Willoughby, 12.17.25

### Print & Digital Ads, Sponsorships

Cleveland Magazine (Western Lake Cty Edition) \$680

Holiday Gift Guide (NEOP & Boomers) \$375

Christmas in Downtown Willoughby \$150

Miracle on Erie Street Sponsorship \$1000

Lake Metroparks Country Lights (Nov & Dec) \$100

### Paid Facebook Ads (Boosts)

Year-end survey, 12.1.25

### Boosters Funding

### Professional Development and Outreach

Random House Day of Dialog, 12.4.25 (MH)

NEO Outreach Networking Mtg., 12.9.25 (MH)

Statewide Call, Ohio Celebrates Toni Morrison, Lit Cleveland, Ohio Humanities, Ohioana Library Association, and the Toni Morrison Society, 12.10.25 (PC) The Power of Storytelling and Empathy-Centered Communication - NEO-RLS, 12.10.25 (MR) (PC)

League of Libraries, 12.16.25 (PC)

Opening Doors Online: The basics of web accessibility, OPLIN, 12.29.26

### Photos/ Event Coverage

MOES Pictures and Live Social Media Coverage- 12.6.25 (MR)

Ribbon Cutting pictures, video, live social Media - 12.11.25 (MR)

Elf School Pictures and Live Social Media Coverage- 12.20.25 (MR)

Noon Years Eve pics, videos, social, 12.31.25 (PC)

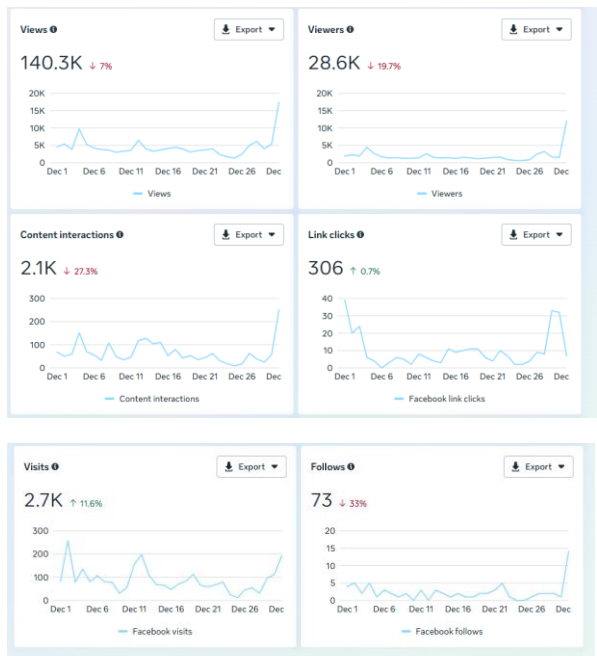
### Digital Media Stats

#### *E-newsletter*

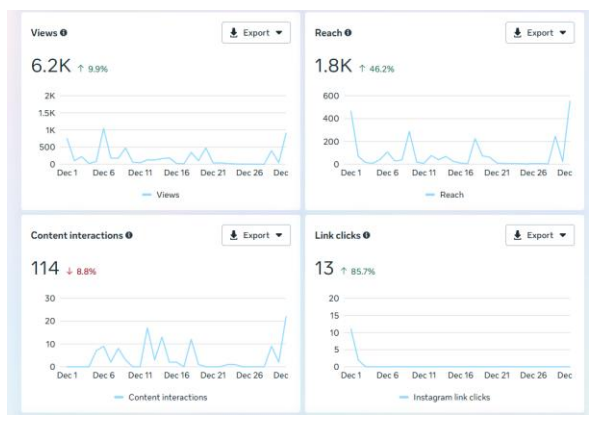
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Emails - sort by date	Unique Opens	Unique Views	Total Clicks	Unique Clicks	Individual Link Clicks	Bounces	Unsubscribes
<b>12.22.25</b> (★ item) Folder: WEPL E-Newsletters Subject: New Program Catalog, Holiday Hours, and More! to 10,927 people on 12/22/25	4,406 40.55%	19 0.17%	399	216 1.98%	296	62	0
<b>12.15.25</b> (★ item) Folder: WEPL E-Newsletters Subject: Ring in the Holidays with Your Library! Programs, Streaming Movies and Music, and Mo... to 10,955 people on 12/15/25	4,120 37.81%	12 0.11%	253	140 1.28%	214	59	0
<b>12.1.25</b> (★ item) Folder: WEPL E-Newsletters Subject: Help us Help You and You Might Win an Amazon Gift Card! to 10,980 people on 12/1/25	3,895 35.72%	9 0.08%	482	350 3.19%	409	77	0

Facebook



Instagram



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Google Ad Grant (Koios)

	Impressions	Clicks	CTR	Conversions	Grant Spent
● Catalog	3,669	196	5.3%	105	\$3280.66
● Kanopy	3,100	223	7.2%	89	\$1705.20
● Cross Network Ads	2,827	353	12.5%	254	\$2913.81
● Libby	939	67	7.1%	56	\$450.10
● Website Discovery	791	127	16.1%	166	\$172.40
● Hoopla	346	28	8.1%	10	\$302.12
● Digital Media	273	19	7.0%	9	\$266.02
● ABC Mouse	260	28	10.8%	4	\$369.45
● Notary Services	205	4	2.0%	0	\$22.00
● Library Card	168	72	42.9%	108	\$49.16
● Featured Events	53	12	22.6%	10	\$28.15
● Newspapers	38	3	7.9%	1	\$23.64
● Book Sales	32	17	53.1%	4	\$147.66
● Online Learning	30	4	13.3%	6	\$48.90
● Passports	27	3	11.1%	0	\$25.36
● Meeting Space	19	2	10.5%	1	\$25.04
● Local History and Genealogy	18	1	5.6%	2	\$18.99
● Library Services	15	2	13.3%	3	\$15.43
● Mango Languages	12	0	0.0%	0	\$0.00
● Tax Info	5	0	0.0%	0	\$0.00
● Homework Help	4	0	0.0%	0	\$0.00
● Toy Library	4	1	25.0%	0	\$9.90
● Electronic Device Lending	2	0	0.0%	0	\$0.00

Collections & Digital Manager's Report/Sarah Osinsky

Digital Services

I met with our Overdrive sales representative in December to review our Kanopy account and implement the Cost-per-Circ lending model offered through Overdrive/Libby, which went into effect at the start of January. This will allow WEPL to fill more patron requests by adding these titles for a limited time for a fraction of the cost. This will also allow us to manage holds more effectively and reduce wait times for popular titles.

I requested Marketing materials from Midwest Tape for promotion of Lifetime offerings on hoopla.

I met with our sales representative from Gale regarding the services they provide & a possible training session for staff.

MAP/Collection Services

MAP finished up 2025 by processing all books that we re-ordered through Amazon from our Baker & Taylor cancellations.

MAP placed test orders with our new book vendor, Brodart, in October and November. We had some issues with our reports loading correctly into the library catalog. These issues were resolved in December through communication with CLEVnet and Brodart.

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I held six training sessions on Brodart at Eastlake, Willoughby, and Willowick branches for the selectors in December and January, with Willoughby Hills selectors in attendance as well. The training mainly covered how to search and add titles to a cart for purchase. I reviewed procedures with MAP staff to relay to the selectors so that everyone was ready to place book orders as usual at the start of the year. I trained the processors on how to place orders and receive the books. I am pleased to report that the process is going well, and we have successfully placed orders with Brodart.

I have been meeting regularly with our Sales representative from Thorndike Press. We continue to order large print direct from Thorndike Press and Center Point Publishing. Ordering direct offers us better discounts, which is a substantial savings given that a single copy can cost over \$40. We implemented a standing order plan for bestselling titles that will be coming to us monthly from Thorndike Press. We are evaluating Center Point standing order plans as well.

MAP & ILL moved offices from Eastlake City Hall on November 10, 2025. Staff are settling in well to the new space. Recognition to Dawn Adams, MAP Supervisor, for organizing the move by her thoughtfulness in packing & labeling boxes and helping with the general layout of the workspace.

#### ILL/CLEVnet

The ILL Department is adapting well to their new space in the Administration building, with minimal disruption in service during the transition period. Thank you to the branches for storing outgoing materials during the move.

November 2025 Packages (Boxes or Bags): Received 717; Sent 761

December 2025 Packages (Boxes or Bags): Received 855; Sent 938

#### Professional Development

November 19-21: OLC Convention & Expo; Local Arrangements Committee member

December 4: NEO-RLS Technical Services Working Group meeting

December 17, 22, 23, 29, 30 & January 6: Brodart training for selectors at the branches

January 7: Strategic Plan meeting

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**OLD BUSINESS**     *no old business*

**NEW BUSINESS**     *no new business*

**NEXT MEETING:** Monday, February 16th, 2026, 6:00 p.m., WEPL Administrative offices

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**ADJOURNMENT**

**MOTION 09-26**

Mrs. Petruccio moved and Dr. Valentino seconded that the Board adjourn at 6:33 p.m.

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

Respectfully submitted,

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Board President

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Board Secretary