

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, Mrs. Prengaman, Dr. Valentino.

Absent: Ms. Thayer-Styes

Also present: Director Eric Linderman; 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:

- January 26, 2026, Finance and Planning/Audit Committee Meeting
- January 26, 2026, Regular Meeting of the Board of Trustees

MOTION 10-26

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

- January 26, 2026, Finance and Planning/Audit Committee Meeting
- January 26, 2026, Regular Meeting of the Board of Trustees

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

FISCAL OFFICER’S REPORT

PLF	2025	2026	% Increase
February	\$239,915.66	\$199,481.67	-16.85%
YTD	\$445,062.04	\$392,805.68	-11.74%

MOTION 11-26

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the January 2026 Fiscal Officer’s report:

JANUARY LIST OF BILLS PAID:	\$852,138.10
JANUARY FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$207,185.70	\$734,059.25	\$1,482,609.30
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$2,220.87	\$103,365.53	\$1,355,218.44
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$30,624.45	\$24,575.55
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$0.00	\$0.00	\$13,537.79
TOTALS	\$209,406.57	\$868,049.23	\$2,875,941.08
JANUARY INVESTMENTS	\$2,537,709.13		

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 “Yes”, Dr. Valentino “Yes”. Motion carried.

MOTION 12-26

Mr. Monin moved and Mrs. Prengaman seconded that the Board approve the 2026 Compensation Report 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 “Yes”, Dr. Valentino “Yes”. Motion carried.

MOTION 13-26

Mr. Monin moved and Dr. Valentino seconded that the Board approve the transfer of \$1,500.00 from Program Presenters to Programming Supplies.

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 “Yes”, Dr. Valentino “Yes”. Motion carried.

COMMITTEE REPORTS

- BUILDINGS (**Petruccio**, Mackey, Prengaman) *did not meet*
- FINANCE AND PLANNING/AUDIT (**Monin**, Valentino, Prengaman, *citizen-vacant*) *did not meet*
- PERSONNEL (**El-Khoury**, Mackey, Roseum) *did not meet*

MOTION 14-26

Ms. Clampitt moved and Mr. Monin 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

MOTION 15-26

Mr. Mackey moved and Dr. Valentino seconded that the Board approve the Museum Pass policy.

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

ADMINISTRATION REPORT

MOTION 16-26

Mr. Monin moved and Mrs. Petruccio seconded that the Board approves the February surplus list.

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

Director’s Report/Eric Linderman

Strategic Plan

The community survey has been released and will be available to the public for one month. We are distributing this through the website and social media and taking it directly to organizations in the community.

Notably, the mayor of Lakeline has emailed the survey directly to many residents of that village, and we have taken paper copies to coffee shops, restaurants and other businesses. Sarah Vargo is working with the schools to get the survey into the hands of parents, and we are promoting the survey at senior centers.

I will discuss the results of this survey at the March meeting, and we can begin discussing next steps, which will include meetings with community stakeholders, the WEPL Board and library staff.

Museum Pass Policy

Cassie shared a proposed policy for the circulation of museum passes with the Board Policy Committee. As with many of our special non-book items, our managers are recommending specific policies to manage high demand and to account for higher replacement costs. The approval of this policy proposal is on the agenda for

the monthly meeting on February 16. However, if the Policy Committee would like to have more discussion, we can delay the vote and schedule a committee meeting prior to the March meeting.

[Remaining Work at the New Administration Building](#)

I am pleased to report that our certificate of occupancy has finally been approved following the inspection by the fire marshal on February 11. We have been operating under a temporary occupancy permit while work was being completed on our fire and security alarm systems.

The reason for this delay was communication problems between different people involved in the project. Our fire alarm system and security system, each installed by different companies, are tied together and communicate with police and fire over phone lines. Despite the difficulty getting all this put in place, the systems are up and running.

I, and Tom Johnson from our maintenance department, are meeting with a group from Trane on February 13 to go over problems regulating the temperatures in some rooms of the building. Most of our rooms on the ground level are comfortable, but there are rooms on the upper level that are either too warm or too cold. According to Trane, this is related to part of the system that pulls in air from outside the building, which needs to be adjusted.

[Partnership with the Willoughby Western Lake County Chamber of Commerce](#)

As a member of the board of directors of the WWLCC, I have had the opportunity to share news about the library's work with many leaders in the community. The Chamber helped us to plan the ribbon cutting for our administration office in December. The Chamber is also working with us on a coffee networking breakfast event on February 17 at our administration office.

WWLCC also organizes the annual arts festival (ArtsFest) in downtown Willoughby. As chair of the ArtsFest planning committee, I have started working with the Chamber staff and a group of volunteers on the 2026 event on July 18. Chris Gumal, the assistant manager of the Willoughby Library, and Cara Speros, the children's librarian at that location, are also on the committee this year. ArtsFest is a very large and successful event in downtown Willoughby, and the children's programming provided by the library draws families to the event and to WEPL.

[Meeting with Mayor Hallum](#)

I have quarterly meetings with Chris Hallum, the mayor of Willoughby Hills, and met with him on January 28. At that meeting, we agreed to move forward on the lease of the Schaefer Room at the community center. Chris agreed that their legal department would work on a lease agreement for us to review. We also continued the discussion about putting information about our programs on the city's digital sign. The mayor is looking into the cost of a software agreement and how that would be shared with us.

I am finding my meetings with Mayor Hallum to be effective. The city is very interested in partnering with us on programming. I believe that last year's monster truck program was influential and there is an interest in more collaboration. Chris and I talked about organizing outdoor movies like we have done at the Willoughby Library, and I agreed to help put that together.

Boosters Annual Meeting

I attended the annual meeting of the WEPL Boosters on February 11. Local historian Rebecca McFarland gave a nice presentation on breweries in Cleveland prior to official business. I gave an update on the libraries and read the Board's resolution thanking the Boosters.

The terms of all Boosters officers have now expired, and they have transitioned all of these positions to new people. The new president, Beth Frankos, is excited to start working with us. Michelle Hudson, our staff liaison to the Boosters, and I are going to meet with Beth later this month to discuss library plans and how we hope to facilitate effective support from the WEPL Boosters.

Assistant Director's Report/Cassie Thayer-Styes

Willoughby Shadowing

After being postponed due to the new admin move and the holidays, I began shadowing at the Reference, Children's, and Circulation departments at Willoughby Library this month. I have learned a great deal about our patrons, the services they value, and what they would like to see in our spaces. I hope to make shadowing at the branches a regular occurrence. It has also been valuable to get to know staff better and hear their ideas and insights about space and future programs.

Brodart Update

After several weeks of uncertainty, Brodart orders began arriving on January 31, as promised. I have been working with Technical Services to support their workflow and address the backlog. Materials and Processing have experienced unexpected staff shortages, so the limited assistance I have been able to provide has helped ensure that the backlog of new releases remains minimal.

Other CLEVNET libraries have experienced delays in receiving materials. Patrons have commented on how pleased they are to see our library receiving new books ahead of other locations. The Technical Services Department has done an excellent job adjusting quickly to new workflows and adapting to the many challenges this transition has presented. The reference staff at the library branches have also adjusted well to these workflow changes and we are grateful for their insight.

Aunt Flow Partnership

After requests from the community and discussions with surrounding libraries, we will be partnering with Aunt Flow to provide complimentary menstrual hygiene products to patrons at the Willoughby, Willowick, and Eastlake branches, as well as at the new Administration Building.

Aunt Flow is a mission-driven organization founded to combat period poverty and stigma by advocating for free, accessible menstrual products in restrooms, similar to toilet paper. The company provides high-quality, organic cotton products and dispensers to businesses and schools to purchase and donates one product for every ten sold to individuals in need.

Dispensers will be installed in the women's and family restrooms at these locations. In addition to enhancing customer service, this partnership aligns with our mission to reduce waste, as the products are eco-friendly and organic. The dispensers are ADA-compliant and dispense products with the push of a button.

Marketing & Publishing Relations Report/Patrick Culliton

[WEPL News](#)

Thanks for Miranda's hard work and enthusiasm, we launched our internal newsletter, WEPL News. This is a chance for all staff to be kept in the loop on WEPL happenings, in addition to fun features like book reviews, horoscopes, program and other funny library-related pictures, and more!

If any members of the Board would like to be added to the email list for this newsletter, please let us know!

Great work, Miranda, and thank you to all WEPL staff who have contributed!

[Resilient Communities: Advancing Sustainability in and through Libraries](#)

Patrick started his Sustainability course with ALA. The advisors and near 100 fellow students are all wonderful library employees from across the country. The discussions have been lively and insightful, the homework engaging, and the ideas for ways to improve WEPL's sustainability efforts keep coming!

[News-Herald](#)

Lake County treasurer to discuss consequences of eliminating property taxes, 1.6.26

Willoughby Public Library hosts talk on Fair Trade, 1.15.26

[Paid Ads \(Print and Digital\)](#)

Camp Guide Listing (NEO Parent)

[Facebook ads:](#)

Gale Courses, 1.16.26

Hoopla Magazines, 1.21.26

[Photos](#)

Next Chapter Book Club pictures, 1.12.26 (PC)

Photos and Live Social Media Coverage at Bluey Bash 1.17.26 (MR)

[Professional Development & Outreach](#)

Community Volunteer Planning Mtg., 1.12.26 (MH)

Consultation Call, Accessible Ohio (accessible signage/outdoor spaces), 1.12.26 (PC)

Breckenridge Book Club, 1.13.26 (MH)

Project Kick-off call: Resilient Communities: Advancing Sustainability in and through Libraries, ALA, 1.15.26 (PC)

Breckenridge Book Discussion, 1.22.26 (MH)

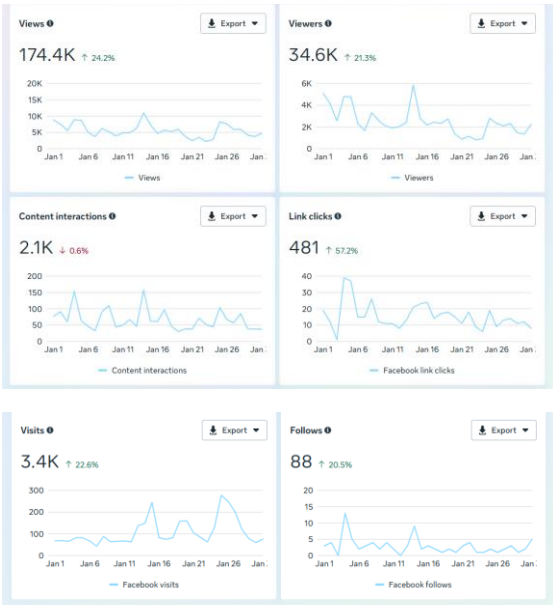
All About Disability Etiquette, Opportunities for Ohioans with Disabilities, 1.22.26 (PC)

Koios check-in (Google Ad Grant), 1.28.26 (PC)

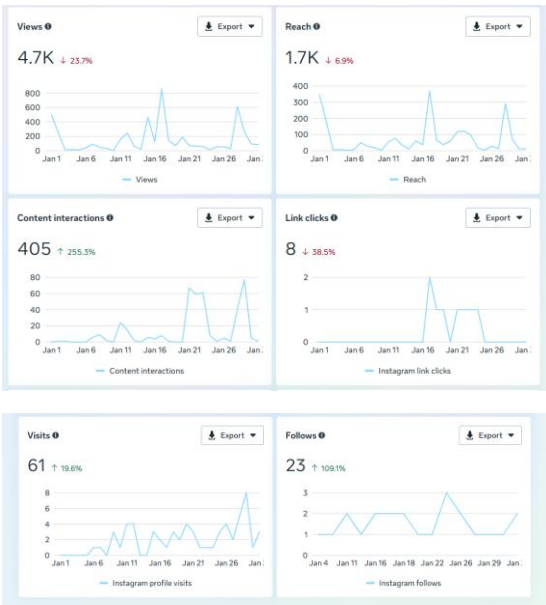
[Digital Media Stats](#)

[Facebook](#)

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
Monday, February 16th, 2026, WEPL Administrative Offices, 6:00 p.m.



Instagram



e-newsletters

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
 Monday, February 16th, 2026, WEPL Administrative Offices, 6:00 p.m.

Emails - sort by date ▼	Unique Opens	Unique Views	Total Clicks	Unique Clicks	Individual Link Clicks	Bounces	Unsubscribes
Folder: WEPL E-Newsletters Subject: It's a Beautiful (and cold) Day in the Neighborhood to 10,782 people on 1/29/26	40.78%	0.03%		1.48%			
Delayed Opening 1.26.26 (★ item)	<u>4,596</u>	<u>2</u>	<u>51</u>	<u>26</u>	<u>36</u>	<u>40</u>	0
Folder: WEPL E-Newsletters Subject: Delayed Opening, 11 am, Jan. 26 to 10,796 people on 1/26/26	42.73%	0.02%		0.24%			
Closing 1.25.26 (★ item)	<u>4,505</u>	<u>11</u>	<u>190</u>	<u>40</u>	<u>126</u>	<u>56</u>	0
Folder: WEPL E-Newsletters Subject: Library Closed Today, January 25 to 10,822 people on 1/25/26	41.84%	0.1%		0.37%			
1.19.26 (★ item)	<u>4,473</u>	<u>8</u>	<u>256</u>	<u>105</u>	<u>200</u>	<u>60</u>	0
Folder: WEPL E-Newsletters Subject: Closed Today, Catalog Maintenance, Upcoming Programs, and More to 10,843 people on 1/19/26	41.48%	0.07%		0.97%			
Delayed Opening 1.15.25 (★ item)	<u>4,578</u>	<u>12</u>	<u>49</u>	<u>13</u>	<u>32</u>	<u>63</u>	0
Folder: WEPL E-Newsletters Subject: Delayed Opening, 10 am, Jan. 15 to 10,862 people on 1/15/26	42.39%	0.11%		0.12%			
1.5.26 (★ item)	<u>4,521</u>	<u>13</u>	<u>402</u>	<u>227</u>	<u>340</u>	<u>63</u>	0
Folder: WEPL E-Newsletters Subject: WE Can Help to 10,896 people on 1/5/26	41.73%	0.12%		2.08%			

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Koios (Google Ad Grant)

	Impressions	Clicks	CTR	Conversions	Grant Spent
● Catalog	3,274	213	6.5%	91	\$3548.15
● Cross Network Ads	2,227	356	16.0%	257	\$2959.48
● Digital Media	1,625	256	15.8%	141	\$1887.03
● Kanopy	1,493	90	6.0%	42	\$441.54
● Website Discovery	777	117	15.1%	141	\$169.44
● Libby	468	43	9.2%	34	\$217.15
● Notary Services	264	12	4.5%	3	\$136.97
● Library Card	195	74	37.9%	102	\$59.24
● Hoopla	173	18	10.4%	11	\$245.26
● ABC Mouse	49	9	18.4%	0	\$113.34
● Online Learning	42	11	26.2%	10	\$86.27
● Passports	36	9	25.0%	4	\$31.24
● Book Sales	35	13	37.1%	16	\$118.02
● Newspapers	32	3	9.4%	0	\$35.17
● Meeting Space	29	3	10.3%	3	\$35.09
● Featured Events	25	12	48.0%	22	\$81.10
● Library Services	21	8	38.1%	3	\$37.05
● Local History and Genealogy	15	2	13.3%	0	\$35.16
● Toy Library	12	1	8.3%	2	\$6.41
● Mango Languages	9	0	0.0%	0	\$0.00
● Electronic Device Lending	3	0	0.0%	0	\$0.00
● Homework Help	2	0	0.0%	0	\$0.00
● Tax Info	1	0	0.0%	0	\$0.00
● LinkedIn Learning	1	0	0.0%	0	\$0.00

Children’s Services Manager’s Report/Sarah Vargo

Payments have all been sent, and we are starting to receive our new museum passes! It will still be some time before we are ready to circulate them, but we are so excited to be able to bring this service to our patrons. I have been calling them Discovery Passes since they aren’t all to museums. Several places that had previously told us that we couldn’t work together decided to say yes. We will have passes from the Akron Art Museum, Akron Zoo, Cleveland Museum of Art, Cleveland Museum of Natural History, Holden Forests and Gardens, McKinley Library and Presidential Museum, Stan Hywett Hall and Gardens, and the Western Reserve Historical Society (The Cleveland History Center Museum, Crawford Auto Aviation Museum, and Hale Farm & Village.)

We are celebrating Take Your Child to the Library Day all week in the children’s department. Each building has bracelet-making supplies, including a special charm. Patrons can visit all of us to collect the charms to add to their bracelets. Miranda created a super fun video that she shared on social media featuring the charms.

As always, the children’s staff are already thinking about summer! This year’s Summer Reading Challenge theme is Unearth a Story. We’ve already ordered and received our dinosaur themed prizes. Huge thank you to Vicki and Debbie for processing a million requisitions between TYCLD and SRC!

Willoughby Hills Branch Report/Holly Ferkol

Josef Riccio started this week as our Head of Circulation. He worked at Trinity College in Hartford Connecticut. He just began his studies to earn an MLIS. We will be getting some additional lights in the library changed to use LED bulbs. Our lockers were removed and we will be getting our new lockers soon. Eric has met with Mayor Hallum regarding us renting the Schaefer Room for our programming. The Schaefer Room would give us a special room for our programs and also provide another space for staff to use for off the floor work. We would have materials and a computer for us to check out these materials to patrons.

We had many successful programs in 2026. Our Lego Club had 22 children in attendance, and our Storytime program had 18 children in attendance. Our Homeschool Coding Class had 17 kids in attendance. Music and Movement had 22 children in attendance. There were 9 patrons in attendance for our Take Control of Your Passwords program and 4 in attendance for our Rainbow Roundtable program. Our Joe the Coupon Guy program had 20 people in attendance.

Willowick Branch Report/Kathleen Jozwiak

Programs

- Many kudos to Lora Scibelli for the idea to hold a program on property tax. Lake County Treasurer Mike Zuren presented "The Consequences of Eliminating the Property Tax" on January 14. Despite the snowstorm that evening, out of the 100 (maxed out) registrants, 66 attended. Mike made a fantastic, thoroughly researched presentation and he allowed everyone to voice an opinion. It was also recorded by a member of the community. Lake County Auditor Chris Galloway will be presenting a program on property tax on April 9.
- North Coast Lions and the Eastlake Women's Club are partnering with us for a food drive from Feb. 1 - Mar. 12 in support of the Empty Bowls initiative. The fundraiser is March 12 from 5-7 pm at Willow Praise Church. For \$20, attendees get a handcrafted artisan bowl, soup, bread and dessert. All of the food and monetary donations collected go to local food banks. See emptybowls.com for more info.
- Our Signature Event "Things That Go Bump in the Night" will be Oct. 17. We have presenters booked.
- Alex Juarez-Young and Heather Shadle are partnering to present an escape room on Sep. 19.
- The assistant managers are coordinating the seed library again this year. Kickoff is tentatively scheduled for March 16. Thanks to MaryAnn Cirino for coordinating and ordering all the seeds.

Personnel

- We have hired Ariana Reinke as our 16-hour reference associate one. This allows us to cover the teen desk more often during peak times.

Passports

- We finally received word that we are greenlighted to continue to accept passports as a passport acceptance agency. Thanks to Lori Vayo for overseeing the program.

Home Delivery

- Home delivery was delayed due to a snowstorm. The rescheduled date resulted in below zero wind chills. Melissa Caldwell and Sharon Juchnowski were troopers and still made the delivery despite adverse conditions.
-

OLD BUSINESS *no old business*

NEW BUSINESS

OLC Trustee Workshop (in person) Saturday, March 7th, 10:00 am - 4:30 pm, or (hybrid event) available for 30 days after workshop. RSVP to Trish by Wednesday, February 23rd

OLC Trustee Dinner, 6:00-8:00, Thursday, May 7th at the Embassy Suites by Hilton Cleveland Rockside
OLC Executive Director Michelle Francis and Jay Smith, OLC Director of Government and Legal Services, will present the latest updates from the Statehouse and highlight key financial and policy issues impacting Ohio's public libraries, including recent developments related to property taxes. RSVP to Trish by Monday, April 20th

NEXT MEETING, Monday, March 16th, 2026, 6:00 p.m., **Willoughby Hills Library**

ADJOURNMENT

MOTION 17-26

Mrs. Petruccio moved and Mr. Monin seconded that the Board adjourn at 6:36 p.m.

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

Respectfully submitted,

Board President

Board Secretary