



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: **LIBRARY MEETING ROOM**

Date: **September 21, 2026 | 5PM**

You may join the meeting via the internet. If you want to just listen to the meeting, please utilize the electronic method below:

Join Zoom Meeting: Topic: Ericson Public Library Board Meeting

Time: Sep 21, 2026 05:00 PM Central Time (US and Canada)

Every month on the Third Mon, until Jul 19, 2027 05:00 PM Meeting ID: 880 9985 0113
Passcode: 252205

- A. Roll call & quorum
- B. Approve minutes of previous meeting
- C. Correspondence
- D. Public comments
- E. Director's Report
- F. Financial report and approval of warrants
- G. Committee Reports
 - 1. Personnel Committee, Director Review, July 2025-July 2026
- H. Old business
- I. New business
 - a. Policy updates (Job descriptions, Billing/Fines/Fees)
 - b. Program and Outreach Librarian
 - c. FY28 Budget, CIP projects
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, October 19, 2026, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, August 10, 2026 at 5:00 p.m. at the library.

Those present were: Levi Baber, Michael Carr, Lowell Davis, Heather Frese, Sue Gradoville, Sarah Hurley, Barbara Louis, Rachel McKenny, and Barb Rardin. The meeting was called to order by Gradoville at 5:00 p.m. There was a quorum present.

The meeting minutes for June 15, 2026, were presented by Williams. A motion to approve minutes was made by Frese and seconded by McKenny; the motion carried unanimously. There was no July meeting due to lack of quorum.

The Director's report contained the following items for July and August 2026:

(July 2026)

1. The circulation for June was 13,090. Computer usage was 614, Wi-Fi usage was 840 sessions, and we had 3,116 website visits. The meeting rooms were reserved 45 times.
2. The library received \$125 from Joyce and Jerry Peterson.
3. **Grant Updates**
In collaboration with the Friends, the library has been awarded the match of \$9,653 from the State Historical Society of Iowa to digitize the remaining collection of the Boone newspapers! This is the final phase of a project that began in 2022 with an investment from the State Historical Society of Iowa, Friends of the Ericson Public Library, United Way, Boone Community Endowment Foundation and the Fitzgerald Foundation, totaling approximately \$80,000.
4. To comply with HF2490 the library agendas will now be posted on the City Hall door. We will also continue to share our agendas and minutes via our website, the city's e-notify system, and the council packet.
5. The library's annual ERICON – mini-Comic-Con attracted approximately 300 participants this year. Program librarian Ronda Kelley shared heartwarming feedback from families who were deeply grateful for a space where their children felt welcome, safe, and free to express themselves. Other visitors thoroughly enjoyed the creative costumes and community engagement. Although the event requires a significant amount of coordination and effort, Kelley remains highly dedicated to hosting this unique and impactful program. Please take a look on our Facebook page for some great photos of the event.
6. Mike has sourced a contractor to repair the deteriorating brickwork at the main entrance, alongside other concrete surfaces presenting potential safety hazards. This initial work is estimated at just under \$1,000. Additionally, we plan to address drywall cracks and peeling paint in the Children's Department over the coming months. Due to the high humidity in that area, we recommend repainting the entire

room for a minor addition of \$300. The total cost for all of these facility upgrades will not exceed \$1,500.

7. **Technology & Infrastructure Updates**

We have successfully replaced the library's two circ computers and a staff and public computer and updated the Cybrarian software across all stations. While we have received some feedback regarding our new meeting room screen responsiveness and potential network latency, I am actively investigating whether these issues stem from network connectivity or specific hardware components. Additionally, we are adjusting to the new Android-based system, which is currently proving less responsive than our previous OneScreen setup.

8. Planning for the library garden area remains a work in progress. One issue raised is the potential disruption to outdoor programming caused by chiller noise. To address this, we can either temporarily shut down the equipment during events or investigate soundproofing options. For our upcoming program on July 28th, we will test shutting down the chiller for one hour. Mike agrees that managing the noise on an event-by-event basis is our most practical approach for now.

August 2026

1. The circulation for July was 13,310. Computer usage was , Wi-Fi usage was 574 sessions, and we had 2,581 website visits. The meeting rooms were reserved 98 times.
2. The library received \$100 donation from Barb Rardin, contract service payments from Luther and Pilot Mound as well as the deposit refund for the DNR mobile exhibit (\$500).
3. **Grant Updates**
In collaboration with the Friends, the library has been awarded \$500 for birding backpacks. The library will seek reimbursement for the cost of the backpacks. While not technically a grant we applied for, the Lowrey Foundation awarded the library additional funds to help with youth programs and programming supplies of \$1,588.50 which we will put to good use!
4. With the Summer Reading Program officially wrapped up, staff are taking time in August to recharge before fall. Summer is always a busy season, but delivering 96 programs in June and 82 in July proved to be both immensely rewarding and hard work. Following a productive post-summer recap meeting, we have identified several great ideas to refine and enhance the program for next year.
5. We are gearing up for a fantastic week-long celebration for our 125th Anniversary at the end of September! The week will feature an ice cream social on Monday, trivia on Tuesday, a special storytime on Wednesday, and parlour games on Thursday. The festivities culminate on Friday with our main celebration, with cake and music 5:00 to 6:00 PM and the "Shaping the Future of Place" event from 6:00 to 7:00 PM.
6. Staff News & Announcements

We have some wonderful staff achievements to celebrate! Congratulations to Norah on graduating high school as she prepares for her next exciting adventure, and to Zach for renewing his state certification.

We are truly fortunate to have such a phenomenal team. A special thank you and congratulations to the following team members for their dedicated years of service in 2026:

Jamie – 17 Years

Zach – 15 Years

Ronda – 13 Years

Andrea – 13 Years

Megan – 5 Years

Thankful for all their hard work and commitment!

A motion to accept the Director's reports was made by McKenny and seconded by Rardin and carried unanimously.

The financial reports for July and August were examined and filed. A motion approving the financial reports and payment of warrants for July was made by Carr and seconded by Frese and carried unanimously. A motion to approve the warrants for August was made by Rardin and seconded by Frese and carried unanimously.

Under committee reports, Williams provided information regarding the Personnel committee completing the Directors annual review. Williams will provide the evaluation forms to committee members.

Under old business Williams provided Trustees with options for new board appointments. Rardin nominated McKenny as President, Baber as Vice President and Davis as Treasurer; a second to approve the slate of officers was made by Carr and motion carried unanimously. Williams presented Trustees with information regarding a new law of posting agendas. The Library Board of Trustees will post their agenda at City Hall on their front door. A motion approving this location was made by McKenny, seconded by Carr and carried unanimously.

No new business.

The meeting was adjourned at 5:12 p.m. on a motion by Gradoville and seconded by Carr and carried unanimously.

Respectfully submitted,

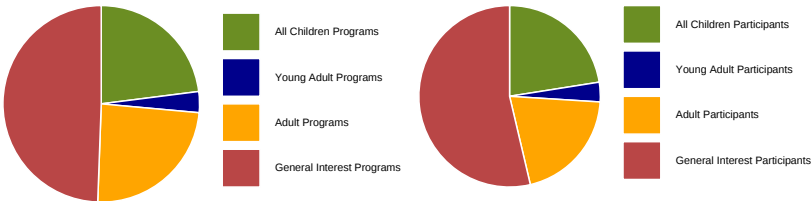
Jamie Williams,
Director

Director's Report
Ericson Public Library
September 21, 2026

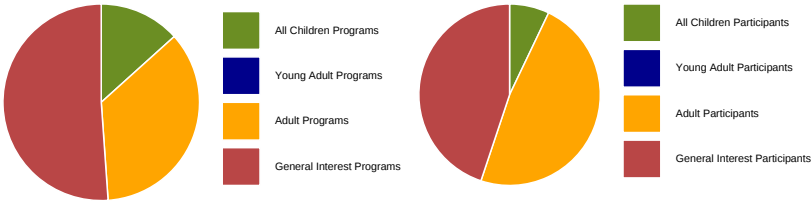
1. The circulation for August was 13,004. Computer usage was 778, Wi-Fi usage was 442 sessions, and we had 2,234 website visits. The meeting rooms were reserved 67 times.
2. The library received donations from J. & M. Jordan (\$1750), J. Miller (\$500), Lowrey for youth programming ((\$1588.50), M. Manatt (\$7) for Juv. Nonfiction. The library also received reimbursement from the Friends for Flight Path (\$500) and for electronic resources as well and summer reading prizes and digitization (\$5291.40).
3. Don't forget about our week-long celebration for our 125th Anniversary at the end of September! The week will feature an ice cream social on Monday, trivia on Tuesday, a special storytime on Wednesday. The festivities culminate on Friday, October 2nd with our main celebration, with cake and music 5:00 to 6:00 PM and the "Shaping the Future of Place" event from 6:00 to 7:00 PM.
4. **Building maintenance.** Children's Storytime Room: The room has been repainted. This was necessary due to a pipe water leak and general wall deterioration.
Drywall & Moisture Issues: We intended to repair peeling paint and repaint the wall near the children's basement windows, but discovered moisture issues. Because the drywall is glued directly to the block foundation, we cannot drill a sample or test for mold. Since the drywall is wet, we may need to remove it completely to inspect behind it. Additionally, we plan to regrade the exterior ground near the windows to address a likely cause of the water intrusion.
Building Entrance: Repairs have been completed to improve safety for visitors.
Landscaping & Garden: We received a quote to trim existing plantings and remove overgrown landscaping. Work is proceeding as planned for this fall.
HVAC/Compressor: A failed compressor required a replacement part (\$1,700 plus labor). We are hoping this recent cluster of maintenance challenges is just a temporary spike rather than an ongoing trend.
5. Look out for the library and Friends of the Library in the Pufferbilly parade—we'll be riding in style with our featured Book Bike! You can also catch the Book Bike in action during the upcoming Halloween and Christmas parades. Plus, Downtown Boone invited us to join the Downtown Haunted Tours! We accepted and will be bringing classic literary hauntings to life.
6. We have completed and approved our website design. Revize is currently migrating our pages to the new site.

Ericson Public Library
July, 2026 - August, 2026

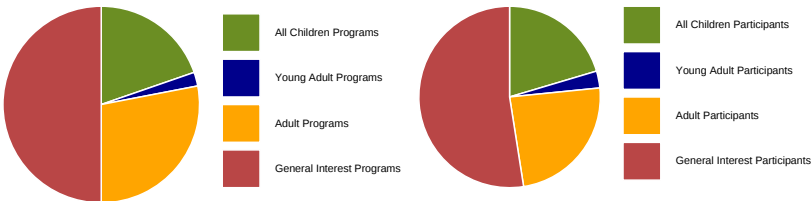
July					
Overview					
All Children Programs	20	22.99%	All Children Participants	361	22.51%
Young Adult Programs	3	3.45%	Young Adult Participants	56	3.49%
Adult Programs	21	24.14%	Adult Participants	326	20.32%
General Interest Programs	43	49.43%	General Interest Participants	861	53.68%
Total Programs	87		Total Participants	1604	



August					
Overview					
All Children Programs	6	13.33%	All Children Participants	18	7.09%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	16	35.56%	Adult Participants	122	48.03%
General Interest Programs	23	51.11%	General Interest Participants	114	44.88%
Total Programs	45		Total Participants	254	



Year in Review					
Overview					
All Children Programs	26	19.7%	All Children Participants	379	20.4%
Young Adult Programs	3	2.27%	Young Adult Participants	56	3.01%
Adult Programs	37	28.03%	Adult Participants	448	24.11%
General Interest Programs	66	50%	General Interest Participants	975	52.48%
Total Programs	132		Total Participants	1858	



In August, 176 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.

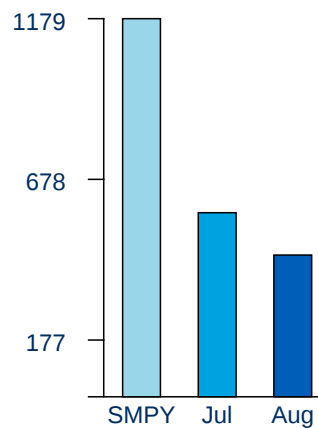
Change from prior month



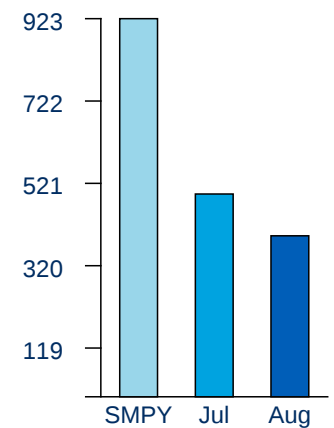
442 ↓ -23%

Monthly Sessions

Total Monthly Session Count

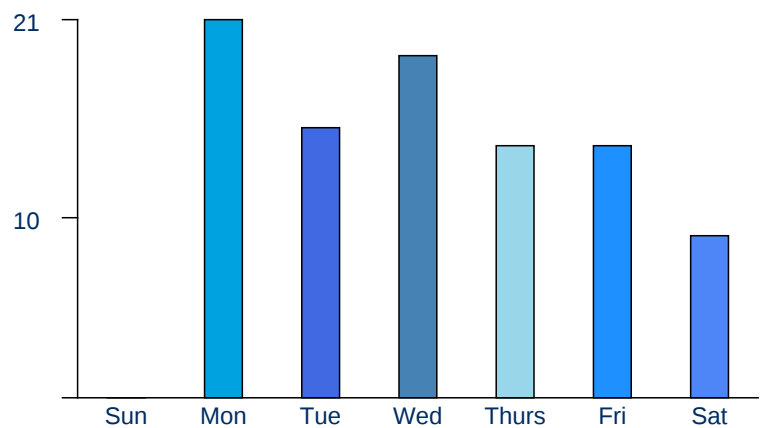


Total Monthly Visits



*SMPY: Same Month Prior Year

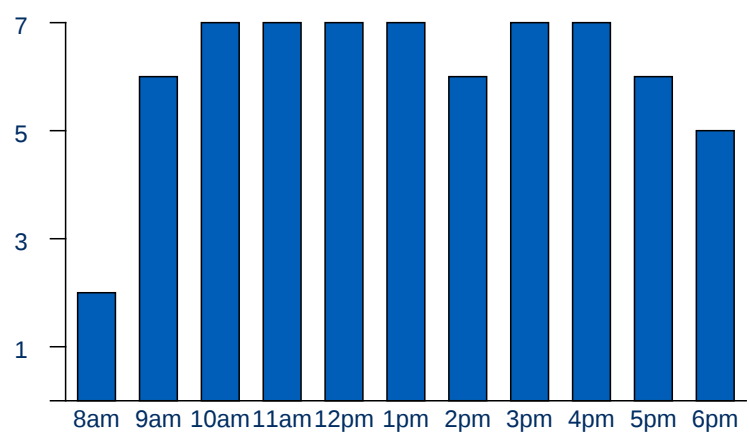
Average Daily Visits



393 ↓ -20.61%

Total Visits

Average Peak Hourly



176 ↓ -32.57%

Unique Visitors



2.23 ↑ 17.37%

Average Return Rate

In August, you had 67 bookings overall with a cumulative attendance of 315 patrons.

Change from prior month



67 ↓ -31.63%

Total Bookings



315 ↓ -57.49%

Total Attendance



4.7 ↓ -38.16%

Average Attendance

28 ↓ -45.1%
Internal Bookings

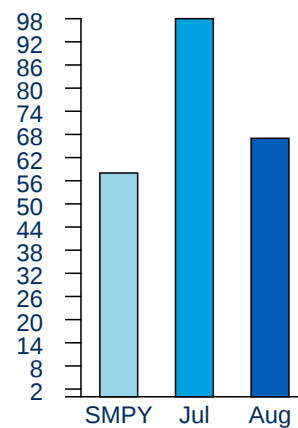
37 ↓ -13.95%
Patron Bookings

2 ↓ -50%
Non-Profit Bookings

0 ↑ -
For-Profit Bookings

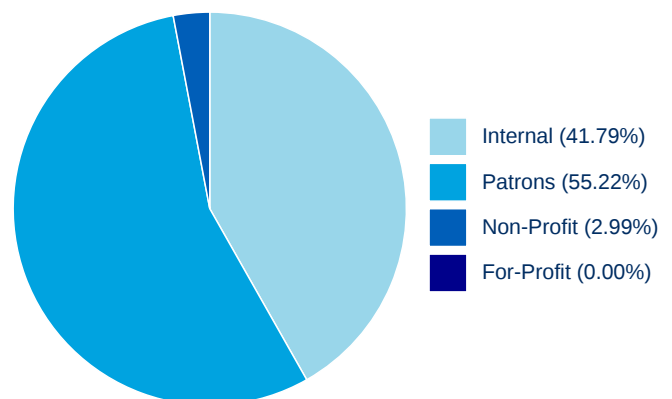
Booking Breakdown

Total Monthly Bookings



*SMPY: Same Month Prior Year

Booking Breakdowns By Percentage



Ericson Public Library

Iowa Public Library General Information Survey Fiscal 2027

Circulation: Adult Books

	Jul	Aug	YTD
	2,879	2,872	5,751

Circulation: Children Books

	Jul	Aug	YTD
	5,733	5,380	11,113

Circulation: Audio

	Jul	Aug	YTD
	224	204	428

Circulation: Other

	Jul	Aug	YTD
	154	155	309

Circulation: YA Books

	Jul	Aug	YTD
	749	688	1,437

Circulation: Video

	Jul	Aug	YTD
	851	939	1,790

Circulation: Serials

	Jul	Aug	YTD
	26	24	50

Rural Circulation

	Jul	Aug	YTD
	1,780	1,781	3,561

Ericson Public Library

Iowa Public Library General Information Survey Fiscal 2027

Make and Take Kits Provided

	Jul	Aug	YTD
	0	0	0

Scavenger Hunt Participants

	Jul	Aug	YTD
	0	0	0

Maker Space Use

	Jul	Aug	YTD
	60	0	60

Story-Walk Participants

	Jul	Aug	YTD
	100	100	200

Coloring Sheets Provided

	Jul	Aug	YTD
	75	60	135

Trivia Contest Participants

	Jul	Aug	YTD
	0	0	0

STEAM/STEM Use

	Jul	Aug	YTD
	0	0	0

Reading Log Participants

	Jul	Aug	YTD
	649	0	649