



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: **LIBRARY MEETING ROOM**

Date: **August 10, 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: Aug 10, 2026 05:00 PM Central Time (US and Canada)

Every month on the Third Mon, until Jul 19, 2027, Changed occurrence(s): Aug 10, 2026 05:00 PM (updated). 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
 - 1. Board Appointments and committees (2 years)
 - President, Vice President, Treasurer
 - 2. Posting Library Board Meeting Agenda
- I. New business
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, September 21, 2026, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, June 15, 2026 at 5:00 p.m. at the library.

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

The meeting minutes for April 20, 2026, were presented by Williams. A motion to approve minutes was made by McKenny and seconded by Frese; the motion carried unanimously.

The Director's report contained the following items for May and June 2026:
(May 2026)

1. The circulation for April was 11,296. Computer usage was 542, Wi-Fi usage was 1,195 sessions, and we had 2,193 website visits. The meeting rooms were reserved 102 times.
2. The library received \$5,000 from the Boone County Community Foundation for the digitization project; \$2020 for Zero to Three to be used on play projects & equipment in the Children's Department The library received summer reading sponsorships from Nerem and Associates (\$250) and Boone Bank (\$200). Mannatt donated \$15 for a nonfiction book and Charles and Clare Kostelnick provided a memorial (\$100) to Frank Haggard.
3. Grants: no grant updates for the month of May.
4. The City has decided to have Revize as their new website provider. As soon as I have more details on the timeline and plan, I will provide an update.
5. The library's Book Bike was featured at the Reading Ramble at Ledges State Park on Saturday, May 2, 2026. The event had representation from the Friends and although I wasn't able to attend, I heard positive remarks and had a very thoughtful kind email from Nan. The Book Bike was a hit and made its way safely there and back thanks to Andy Bartlett!
6. Exciting Staff News at the Library! We are thrilled to welcome two new faces to our team! Delaney and Madeline have joined us as Library Pages; they'll be hard at work keeping our shelves organized and helping us navigate the busy summer season ahead. We also have several personal milestones to celebrate this month:
Academic Achievement: A huge congratulations to Library Assistant Rebecca, who recently earned her Master's in Library Science from the University of Wisconsin-Madison!
Life Milestones: We are sending our best wishes to Grace as she celebrates her wedding this month, and we are incredibly proud to share that Ronda recently became an official U.S. citizen!

Please join us in welcoming our newest team members and congratulating our staff.

7. Get Ready for a Summer of Reading and Fun!

The Summer Reading Program is just around the corner, and it's shaping up to be our best one yet, especially with our 125th celebration ongoing! We are incredibly grateful to our amazing local sponsors whose generous monetary donations and community prizes help us bring these events to life.

A huge thank you to:

Blank Park Zoo, Book Shoppe, Boone Bank and Trust, Boone Scenic Valley Railroad, Boone Theater, Daily Boss, Dutch Oven Bakery, Casey's, Central Iowa Massage, Hy-Vee, Iowa Arboretum, I-Cubs, Nerem and Associates, Rail Explorers, Scooters, Seven Oaks, and Taco Johns.

Mark Your Calendars for the program Dates: June 1st – July 25th.

Kick-off Carnival: Join us June 8th from 4:00 PM – 7:00 PM for a massive celebration featuring activities from 50 local partners!

New This Year: We are launching a special Family Engagement component to encourage families to discover the joy of reading together.

Pre-registration opens May 26, but remember—you can join the fun at any time!

If anyone is interested in joining the fun as a volunteer, please reach out to the Friends or me for a signup of helping with our program!

8. I am pleased to announce that the Boone County Board of Supervisors has approved the FY27 library funding, which includes a 12% increase (\$9,750). Under the Community Betterment Funding Allocations, the library has been granted a total of \$91,975. We received \$1,000 of this amount in April, for FY26; the remaining balance will be distributed by the county office in two installments, scheduled for October 2026 and April 2027.

9. Just a quick reminder I'll be out of the office May 18-26th. Should you have any questions, concerns, please reach out to Andrea.

June 2026

1. The circulation for May was 11,202. Computer usage was 486, Wi-Fi usage was 1,026 sessions, and we had 2,435 website visits. The meeting rooms were reserved 67 times.

2. The library received \$6402 from the Friends of the Ericson Public Library for the digitization project, hotspot service, Little Cub books. The library received \$222 from the Lions Club for the Little Cubs reading program. \$183.20 was deposited from desk donations.

3. **Grant Updates**

In collaboration with the Friends, the library will receive \$5,000 for the digitization project from United Way. We will host some sessions for the American Conversation Project and receive a \$500 stipend.

4. Following our Revize kickoff meeting on June 11th, we clarified that because our new website will operate independently from the City's platform, it must be

structured as an "add-on micro-site." I have already requested pricing from Revize for this setup and hope to have those figures soon for your consideration. Additionally, because the State Library owns our current boone.lib.ia.us domain, we will need to transition to a new URL. Please note that this domain change will eventually require a comprehensive update to our marketing materials and signage.

5. The library's Summer Reading Carnival was a tremendous success, drawing 1,400 attendees and featuring over 40 participating organizations that provided interactive booths and resources. We extend a special thank you to Mike Slight, whose timely assistance was instrumental in setting up the DNR semi-trailer. While the Scooter's booth proved to be a crowd favorite with its popular donuts and lemonade, every participating organization made a meaningful difference. We are deeply grateful to our community partners and all the attendees who came out to support the event and spark excitement for our summer reading program. We look forward to a busy and rewarding June and July!
6. We can't wait to welcome RAGBRAI riders! 🚲 We will be open for our normal operating hours, but we also have a couple of special updates:
 - **Rain or Shine:** In the event of storms or inclement weather, the library will be available as a temporary shelter during the day.
 - **Music on the West Side:** We are hosting the outdoor piano! It'll be located on the west side of the building, so feel free to stop by and play a song or two.
7. **Technology & Infrastructure Updates**
 - **Network Enhancements:** Andy was on-site last week to successfully update our wireless access points and network switches, improving overall connectivity.
 - **Server Replacement:** Following his recommendation, a new server has been ordered. Funding for this replacement will be allocated from the remaining FY26 budget.
 - **Hardware Upgrades:** We are in the process of replacing three computers and will be adding a new workstation in the children's workroom for Ronda.
 - **Software Maintenance:** I am aiming to have Cybrarian updated within the next couple of weeks to ensure our systems remain current.
8. **Grounds & Landscaping Update**
 - **Tree Removal:** You may have noticed that the trees on the north side of the building have been removed. We extend our sincere thanks to the Boone Parks Department for clearing the area, which now looks much cleaner and more open.
 - **Landscaping Project Timeline:** We are currently awaiting a response from Elite Outdoors regarding the next phases of the landscaping work. Given the busy summer programming schedule, which makes coordination difficult, I plan to defer this project to later this fall.

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

The financial reports for May and June were examined and filed. A motion approving the financial reports and payment of warrants for May was made by Hurley and seconded by McKenny and carried unanimously. A motion to approve the warrants for June was made by Hurley and seconded by Frese and carried unanimously.

Under old business Williams provided the 4% salary increase for staff and indicated it was already built into the budget but needed to be officially approved. A motion to approve the 4% increase for staff was made by McKenny and seconded by Hurley and carried unanimously.

New business included FY26 year-end bills that include some technology updates as well as regular bills that are still coming in. Williams indicated that currently she is holding on to approximately \$24,000 in invoices with the big ticket item being the server. Trustees indicated to move forward with getting invoices paid by June 24 and approving in the July meeting. Williams provided an update regarding the website at the kickoff meeting. With the library's logo and colors and general layout different than the City's, Revize indicated that it would be considered a micro-site and has an add-on charge. Williams presented the quote and costs. She also investigated the URL with the state library and is happy to report that the state library will allow the library to continue using the .lib.ia.us which makes it much more seamless. A motion to approve moving forward with the Revize website quote was made by McKenny and seconded by Hurley and carried unanimously. Williams indicated the August meeting will need to be moved to the second Monday of the month and Trustees indicated the change would work.

The meeting was adjourned at 5:20 p.m. on a motion by Baber and seconded by Louis and carried unanimously.

Respectfully submitted,

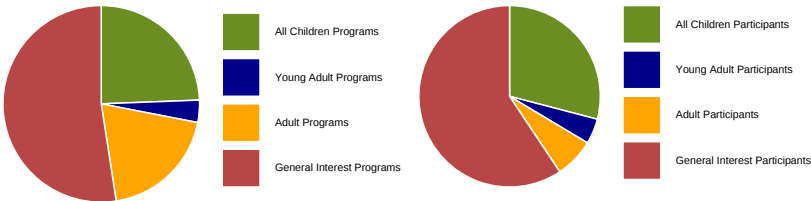
Jamie Williams, Director

Director's Report
Ericson Public Library
August 10, 2026

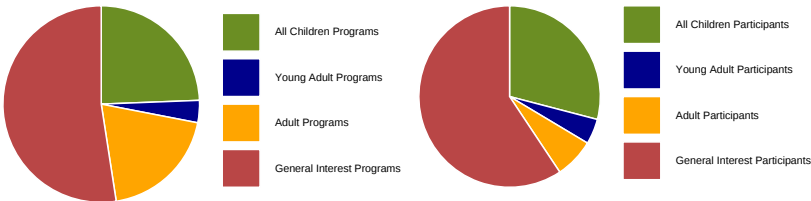
1. The circulation for July was 13,310. Computer usage was , Wi-Fi usage was 574 sessions, and we had 2,581 website visits. The meeting rooms were reserved 98 times.
2. The library received \$100 donation from Barb Rardin, contract service payments from Luther and Pilot Mound as well as the deposit refund 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!

Ericson Public Library
July, 2026 - July, 2026

July					
Overview					
All Children Programs	20	24.39%	All Children Participants	361	29.07%
Young Adult Programs	3	3.66%	Young Adult Participants	56	4.51%
Adult Programs	16	19.51%	Adult Participants	88	7.09%
General Interest Programs	43	52.44%	General Interest Participants	737	59.34%
Total Programs	82		Total Participants	1242	



Year in Review					
Overview					
All Children Programs	20	24.39%	All Children Participants	361	29.07%
Young Adult Programs	3	3.66%	Young Adult Participants	56	4.51%
Adult Programs	16	19.51%	Adult Participants	88	7.09%
General Interest Programs	43	52.44%	General Interest Participants	737	59.34%
Total Programs	82		Total Participants	1242	



In July, 261 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 2 individual days.

Change from prior month



574 ↓ -31.67%

Monthly Sessions



495 ↓ -29.69%

Total Visits



261 ↑ 3.16%

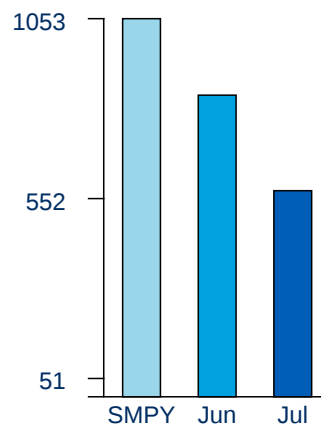
Unique Visitors



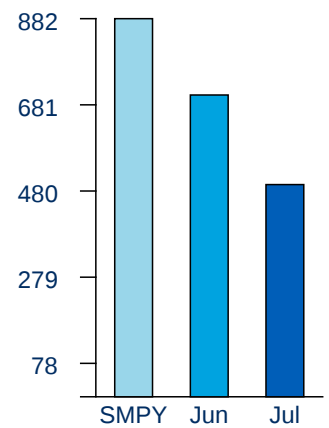
1.9 ↓ -31.65%

Average Return Rate

Total Monthly Session Count

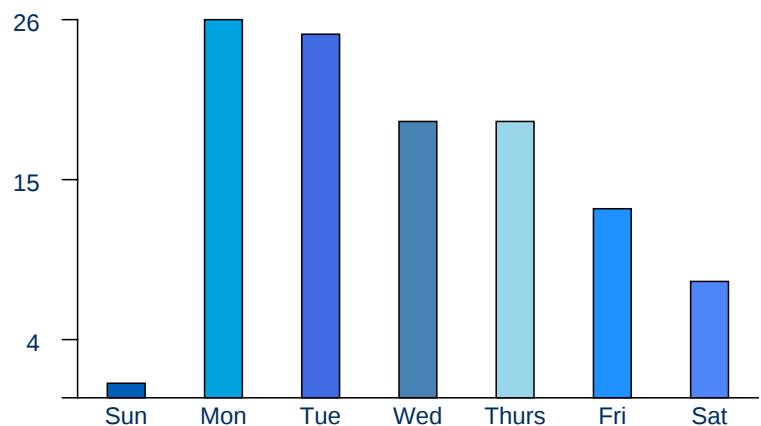


Total Monthly Visits

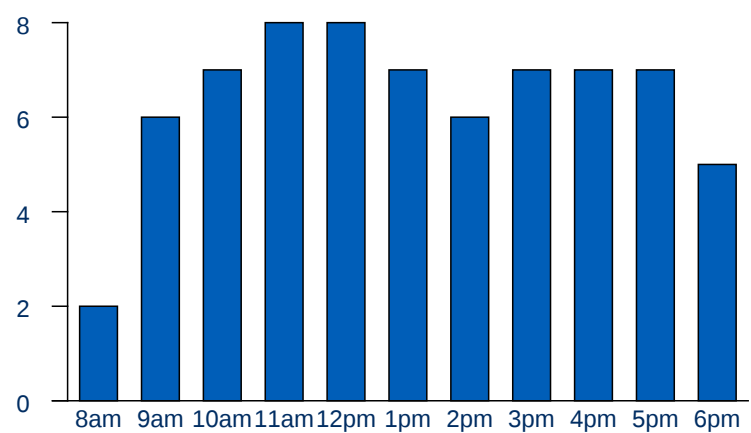


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



In July, you had 98 bookings overall with a cumulative attendance of 710 patrons.

Change from prior month



98 ↓ -2%

Total Bookings



710 ↓ -72.21%

Total Attendance



7.2 ↓ -71.88%

Average Attendance

51 ↓ -16.39%
Internal Bookings

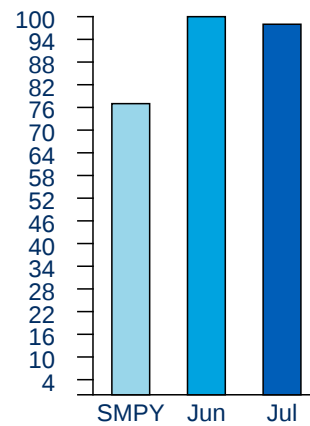
43 ↑ 43.33%
Patron Bookings

4 ↓ -55.56%
Non-Profit Bookings

0 ↑ -
For-Profit Bookings

Booking Breakdown

Total Monthly Bookings



*SMPY: Same Month Prior Year

Booking Breakdowns By Percentage

