



# ERICSON PUBLIC LIBRARY

## AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

**Place:** LIBRARY MEETING ROOM

**Date:** June 15, 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: Jun 15, 2026 05:00 PM Central Time (US and Canada)

- 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
- H. Old business
  - 1. FY27 salaries
- I. New business
  - 1. FY26 Year end bills
  - 2. Website
  - 3. August meeting
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: **Monday, July 20, 2026, 5PM**

The Board of Trustees of the Ericson Public Library met in regular session on Monday, April 20, 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 March 16, 2026, were presented by Williams. A motion to approve minutes was made by Frese and seconded by Rardin; the motion carried unanimously.

The Director's report contained the following items for April 2026:

1. The circulation for March was 12,688. Computer usage was 569, Wi-Fi usage was 1,309 sessions, and we had 2,488 website visits. The meeting rooms were reserved 100 times.
2. The library received \$5,000 from the Lowrey Foundation for Youth Summer programming; they also received the second allocation from Boone County library funding (\$41,112.50). The library deposited \$147 from adult library sales and \$121.50 for adult desk donations.
3. Grants: Flight Path awarded \$500 for programming tied to bird education through the Friends of the Library. Williams has submitted a 50% matching grant proposal to the State Historical Society of Iowa's Historical Resource Development Program. The total request is for \$19,305, with \$9,652.50 requested from the State. The required cash match will be met through a \$5,000 award from the Boone County Community Endowment Foundation and anticipated funds from a pending United Way grant. This submission marks the final phase of a multi-year digitization project, successfully covering historical records from the Boone County Newspapers, 1865 to 2026. With a total investment of \$82,673, this initiative has been a true community effort, made possible by the sustained support of: State Historical Society of Iowa, Friends of the Ericson Public Library, United Way of Boone County, Fitzgerald Foundation, Boone County Community Endowment Foundation.
4. The City is evaluating two to three vendors to design a new website. Williams will attend the platform demos to determine if these systems are suitable for a library migration. The library has used the State Library's platform at no cost. However, the current site offers limited functionality, a poor user experience, and fails to meet modern accessibility standards. During the demos, Williams will focus on library-specific design needs, content management, and integration capabilities with our ILS and specialized library tools.

5. The library is pleased to announce that the Book Bike will be featured at the Reading Ramble at Ledges State Park on Saturday, May 2, 2026, from 10:00 a.m. to 12:00 p.m. Logistics for the Book Bike will be managed by Bartlett, and representatives from the Friends of the Library will be in attendance to support the event.
6. Planning is underway for our 125th Anniversary celebration! To honor 125 years of service to the Boone community, we have curated a diverse series of programs running from May through October 2nd. This milestone celebration focuses on appreciating our cultural, natural and architectural history as we venture beyond the library walls to engage with the place we call home. We invite you to join us for this commemorative series; please stay tuned for special monthly bookmarks featuring our full schedule of historical programming.
7. The landscaping in the garden north of the library has become significantly overgrown. While volunteers provided initial cleanup last fall and this spring, the current state—characterized by volunteer trees and mature plants obstructing the sidewalks—requires professional intervention. A landscape expert is needed with specialized tools and heavy machinery to perform major structural trimming. Additionally, I recommend the Board consider removing the trees located between the garden and the bank parking area to prevent future overgrowth. I have a quote to review after reaching out to three companies.
8. Congratulations to Zach on receiving the I Love My Librarian Award—such an incredible achievement!
9. Tammy has been instrumental in preparing our library data for analysis. Leveraging her extensive expertise, she established a robust tagging system that tracks program types, presenters, and Strategic Long-Range Plan (LRP) priorities. This framework enables more impactful data storytelling, clearly demonstrating how our programs align with our goals. The chart illustrates LRP alignment and attendance from July 2025 to March 2026, highlighting our progress toward these long-term objectives

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

The financial reports for April were examined and filed. A motion approving the financial reports and payment of warrants was made by Davis and seconded by Baber and carried unanimously.

Old business covered the current status of our website. With our website hosted by the State Library of Iowa, we have been able to save on website expenses, but the limited functionality and accessibility issues need to be addressed. Williams provided

an update regarding the city's investigation into three website providers. After sitting through the presentations and asking questions that allows the library to make some changes, along with the associated costs, and whether the library should either join the city's website or go with its own more library-centric website provider, Williams recommended going with the city's new website. Trustees agreed that the added expense would be cost-prohibitive. Williams will work on creating a new website with Revize and ensure that it's user-friendly and follows library design standards.

New business included budget amendments. A motion to increase \$15,000 for both the expense and revenue line items for the memorial account as well amending an increase of \$2500 to the County revenue line was made by Carr and seconded by Frese and carried unanimously. Williams provided current contracts with Luther and Pilot Mound and asked Trustees to review with suggested changes. Discussion ensued among Trustees with no changes and to send out contracts in May. Williams has noted that the landscaping in the garden north of the library needs addressed. There is an overgrowth of mature plants and many volunteer trees that need to be taken out. The cedar trees in between the bank parking and library could be taken out as they don't look healthy and are messy trees. Trustees agreed that now would be a good time to schedule the work. Carr mentioned having something in between would still be a good idea whether it is a barrier of plants or landscaping material or something more structural like a fence. Williams will find some options and also look into getting the benches refinished if possible. Some Trustees will be unable to make the May meeting, with no quorum, Williams will get bills submitted and email them out in May and requested two signees with approval at the June meeting.

The meeting was adjourned at 5:47 p.m. on a motion by Frese and seconded by Carr and carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie Williams".

Jamie Williams, Director

Director's Report  
Ericson Public Library  
June 15, 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.

In May, you had 67 bookings overall with a cumulative attendance of 466 patrons.

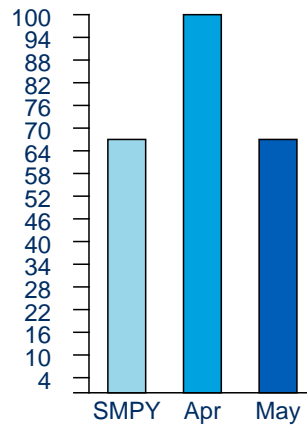
Change from prior month



67 ↓ -33%

Total Bookings

Total Monthly Bookings



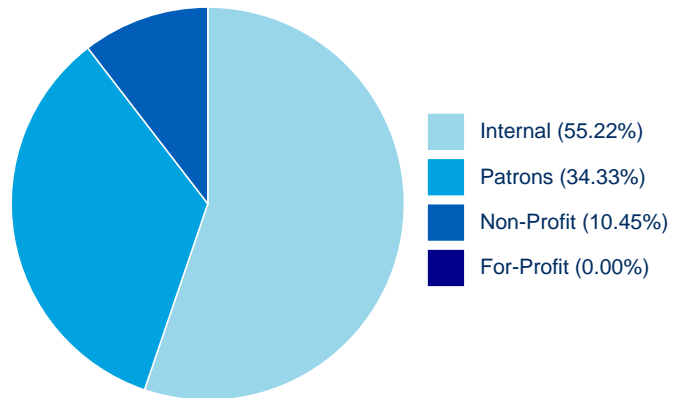
\*SMPY: Same Month Prior Year



466 ↓ -34.46%

Total Attendance

Booking Breakdowns By Percentage



7 ↓ -1.41%

Average Attendance

37 ↓ -35.09%  
Internal Bookings

23 ↓ -25.81%  
Patron Bookings

7 ↓ -41.67%  
Non-Profit Bookings

0 ↑ -  
For-Profit Bookings

Booking Breakdown

# Ericson Public Library

May-2026

In May, 304 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



1026 ↓ -14.14%

Monthly Sessions



734 ↓ -17.34%

Total Visits



304 ↓ -11.88%

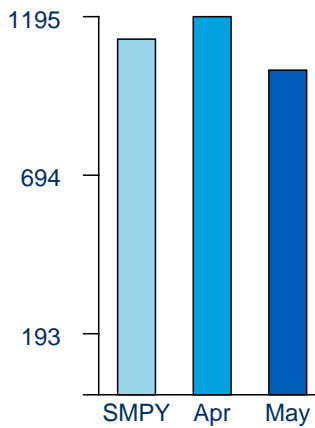
Unique Visitors



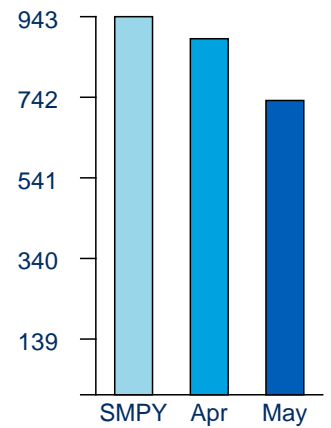
2.41 ↓ -6.23%

Average Return Rate

Total Monthly Session Count

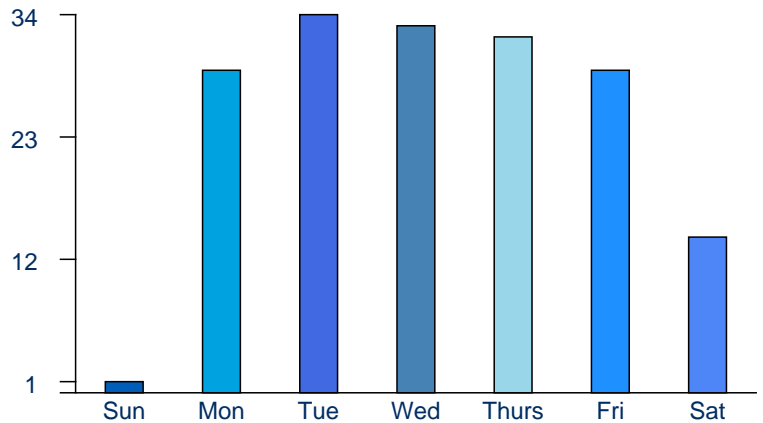


Total Monthly Visits

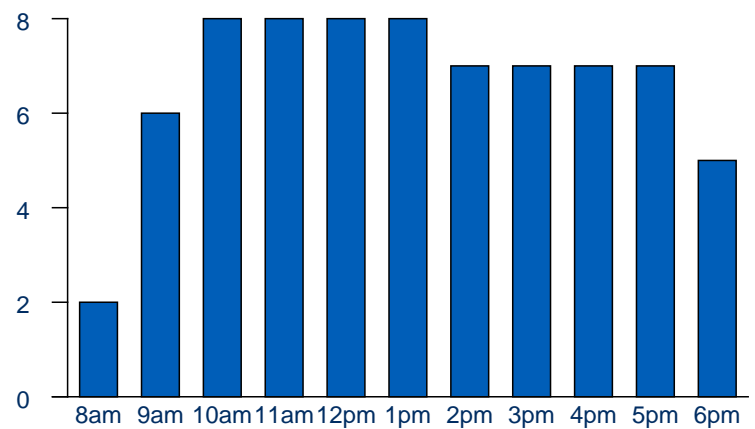


\*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



# Ericson Public Library

## Iowa Public Library General Information Survey Fiscal 2026

### Circulation: Adult Books

	Apr	May	YTD
	2,507	2,561	30,027


### Circulation: YA Books

	Apr	May	YTD
	531	560	6,311

### Circulation: Children Books

	Apr	May	YTD
	4,591	4,205	52,450


### Circulation: Video

	Apr	May	YTD
	744	742	9,331

### Circulation: Audio

	Apr	May	YTD
	162	194	2,539

### Circulation: Serials

	Apr	May	YTD
	22	25	235

### Circulation: Other

	Apr	May	YTD
	150	147	1,511

### Rural Circulation

	Apr	May	YTD
	1,511	1,300	19,759

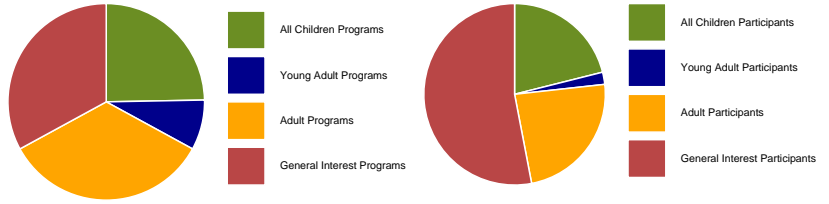
# Ericson Public Library

## July, 2025 - May, 2026

### July

#### Overview

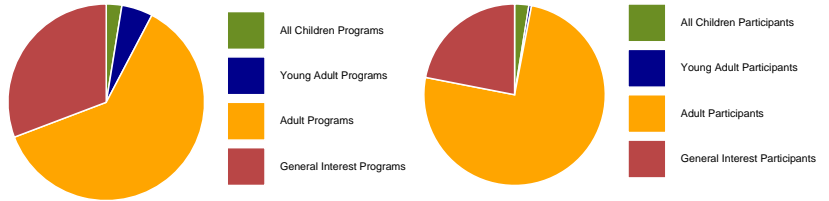
All Children Programs	21	24.71%	All Children Participants	525	21.08%
Young Adult Programs	7	8.24%	Young Adult Participants	54	2.17%
Adult Programs	29	34.12%	Adult Participants	591	23.73%
General Interest Programs	28	32.94%	General Interest Participants	1320	53.01%
<b>Total Programs</b>	<b>85</b>		<b>Total Participants</b>	<b>2490</b>	



### August

#### Overview

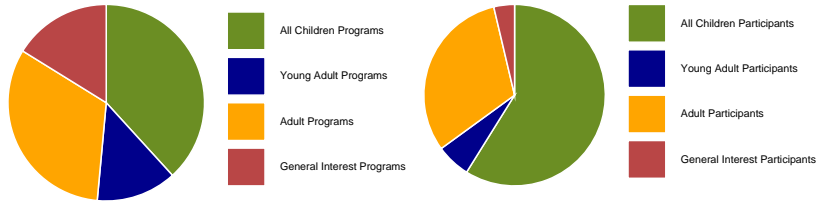
All Children Programs	1	2.56%	All Children Participants	11	2.54%
Young Adult Programs	2	5.13%	Young Adult Participants	2	0.46%
Adult Programs	24	61.54%	Adult Participants	325	75.06%
General Interest Programs	12	30.77%	General Interest Participants	95	21.94%
<b>Total Programs</b>	<b>39</b>		<b>Total Participants</b>	<b>433</b>	



### September

#### Overview

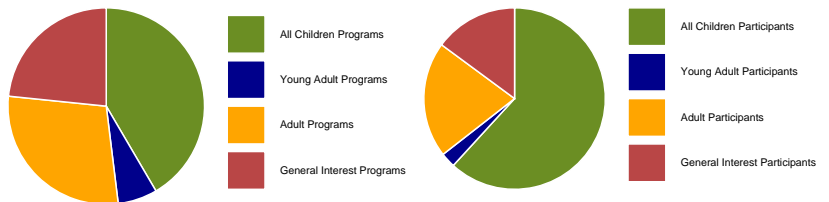
All Children Programs	26	38.24%	All Children Participants	654	58.87%
Young Adult Programs	9	13.24%	Young Adult Participants	68	6.12%
Adult Programs	22	32.35%	Adult Participants	348	31.32%
General Interest Programs	11	16.18%	General Interest Participants	41	3.69%
<b>Total Programs</b>	<b>68</b>		<b>Total Participants</b>	<b>1111</b>	



### October

#### Overview

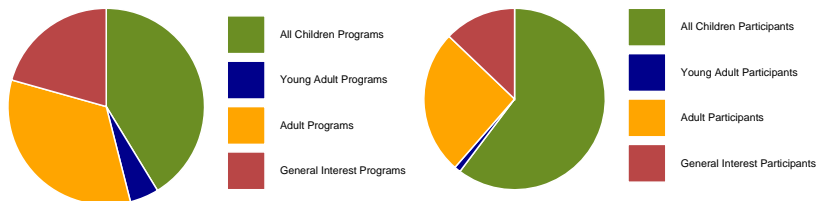
All Children Programs	32	41.56%	All Children Participants	793	61.81%
Young Adult Programs	5	6.49%	Young Adult Participants	34	2.65%
Adult Programs	22	28.57%	Adult Participants	265	20.65%
General Interest Programs	18	23.38%	General Interest Participants	191	14.89%
<b>Total Programs</b>	<b>77</b>		<b>Total Participants</b>	<b>1283</b>	



### November

#### Overview

All Children Programs	26	41.27%	All Children Participants	586	60.29%
Young Adult Programs	3	4.76%	Young Adult Participants	11	1.13%
Adult Programs	21	33.33%	Adult Participants	250	25.72%
General Interest Programs	13	20.63%	General Interest Participants	125	12.86%
<b>Total Programs</b>	<b>63</b>		<b>Total Participants</b>	<b>972</b>	



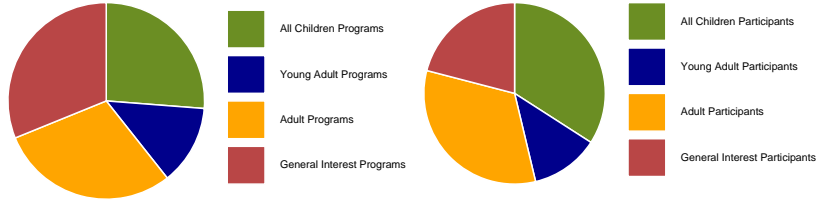
# Ericson Public Library

## July, 2025 - May, 2026

### December

#### Overview

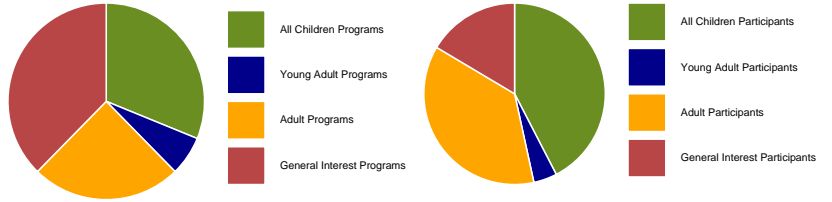
All Children Programs	16	26.23%	All Children Participants	288	34.08%
Young Adult Programs	8	13.11%	Young Adult Participants	103	12.19%
Adult Programs	18	29.51%	Adult Participants	277	32.78%
General Interest Programs	19	31.15%	General Interest Participants	177	20.95%
<b>Total Programs</b>	<b>61</b>		<b>Total Participants</b>	<b>845</b>	



### January

#### Overview

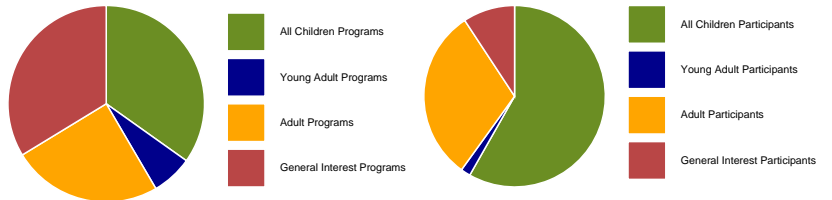
All Children Programs	24	31.17%	All Children Participants	335	42.41%
Young Adult Programs	5	6.49%	Young Adult Participants	33	4.18%
Adult Programs	19	24.68%	Adult Participants	292	36.96%
General Interest Programs	29	37.66%	General Interest Participants	130	16.46%
<b>Total Programs</b>	<b>77</b>		<b>Total Participants</b>	<b>790</b>	



### February

#### Overview

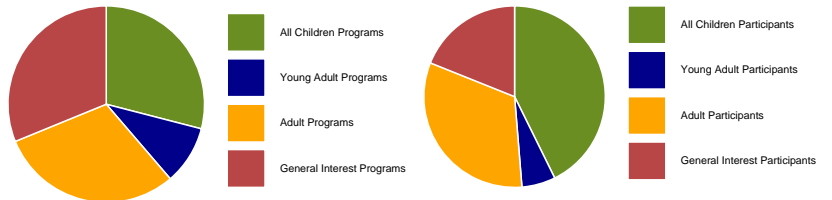
All Children Programs	31	34.83%	All Children Participants	673	58.22%
Young Adult Programs	6	6.74%	Young Adult Participants	20	1.73%
Adult Programs	22	24.72%	Adult Participants	356	30.8%
General Interest Programs	30	33.71%	General Interest Participants	107	9.26%
<b>Total Programs</b>	<b>89</b>		<b>Total Participants</b>	<b>1156</b>	



### March

#### Overview

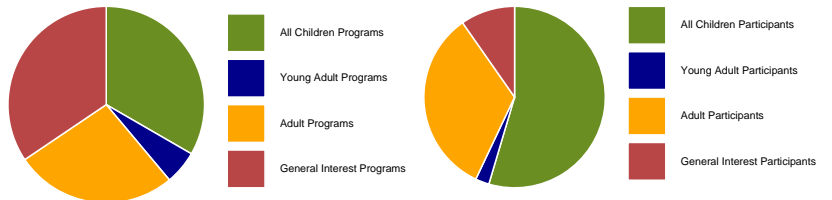
All Children Programs	27	29.03%	All Children Participants	512	42.7%
Young Adult Programs	9	9.68%	Young Adult Participants	72	6.01%
Adult Programs	28	30.11%	Adult Participants	388	32.36%
General Interest Programs	29	31.18%	General Interest Participants	227	18.93%
<b>Total Programs</b>	<b>93</b>		<b>Total Participants</b>	<b>1199</b>	



### April

#### Overview

All Children Programs	30	33.33%	All Children Participants	691	54.58%
Young Adult Programs	5	5.56%	Young Adult Participants	31	2.45%
Adult Programs	24	26.67%	Adult Participants	421	33.25%
General Interest Programs	31	34.44%	General Interest Participants	123	9.72%
<b>Total Programs</b>	<b>90</b>		<b>Total Participants</b>	<b>1266</b>	



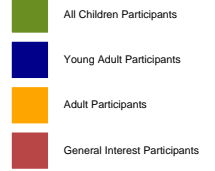
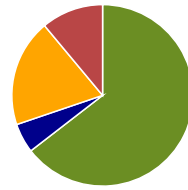
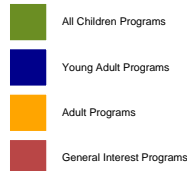
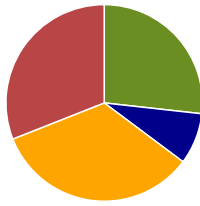
# Ericson Public Library

## July, 2025 - May, 2026

### May

#### Overview

All Children Programs	19	26.76%	All Children Participants	613	64.53%
Young Adult Programs	6	8.45%	Young Adult Participants	50	5.26%
Adult Programs	24	33.8%	Adult Participants	182	19.16%
General Interest Programs	22	30.99%	General Interest Participants	105	11.05%
<b>Total Programs</b>	<b>71</b>		<b>Total Participants</b>	<b>950</b>	



### Year in Review

#### Overview

All Children Programs	253	31.12%	All Children Participants	5681	45.47%
Young Adult Programs	65	8%	Young Adult Participants	478	3.83%
Adult Programs	253	31.12%	Adult Participants	3695	29.57%
General Interest Programs	242	29.77%	General Interest Participants	2641	21.14%
<b>Total Programs</b>	<b>813</b>		<b>Total Participants</b>	<b>12495</b>	

