



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: **LIBRARY MEETING ROOM**

Date: **July 21, 2025 | 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: Jul 21, 2025 05:00 PM Central Time (US and Canada)

Every month on the Third Mon, until Jul 19, 2027, 25 occurrence(s)

<https://us02web.zoom.us/j/88099850113?pwd=A2qM2eEPdCC407diZyNHsaH7GE3MBa.1>

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
- H. Old business
 - 1. Long-range plan goals
- I. New business
 - 1. North garden space
 - 2. Foundation funding
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: **Monday, September 15, 2025, 5PM**

The Board of Trustees of the Ericson Public Library met in regular session on Monday, June 16, 2025 at 5:00 p.m. at the library.

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

The May 19, 2025 meeting minutes were presented by Williams. A motion to approve minutes was made by Hurley and seconded by Frese, the motion carried unanimously.

The Director's report contained the following items for June 2025:

1. The circulation for May was 11,055. Computer usage was 612, Wi-fi usage was 1,124 sessions and we had 2,346 visits to our website. The meeting rooms were reserved 48 times.
2. The library received a donation from James Miller for \$500, a memorial for Donald Dodd from Ivette and Lyle Bender (\$25) and reimbursement from BooSt (\$500).
3. We have found a home at the Boone PD for our Book Bike over the winter months. Big thank you to them for letting us borrow some space! Taking it out has gone well. A lot of compliments. I do have concerns over staff and volunteers riding it and the liability risk to the city. I am having the city attorney give me some advice regarding some safety issues like bike helmets, and other concerns with Book Bike safety.
4. The library has been contacted by the Iowa Army National Guard. The Guard is conducting an environmental investigation in regard to per- and polyfluoroalkyl substances (PFAS) in the environment at one of their local installations in Boone. As part of the study, the guard must establish a local Information Repository to ensure community members have access to published reports associated with the study. They are requesting the Ericson Public Library to house these documents for community members to access. Per the Guard they indicated it is recommended the local Information Repository be kept at least five years after all installation Records of Decision (ROD) or Decision Documents (DD) have been published. They estimate 15-25 years and approximately 1-2 legal-size boxes of documents. After the project has reached closeout, the Iowa Army National Guard will pick up all documents located at the Library. I've let them know we would be willing but would like a document outlining the expectations. They will be sending it and unless the Board is opposed, I will have a space where these will be held and file the expectations so that they are available to those who will be here in 25 years.
5. Our Library Kickoff carnival was a great success. Another hot day with lots of fun activities, and with an attendance of 1400, we were pleased with how it went. The growth of space and partners has increased over time. We are now utilizing two

streets, our garden square, the alley and the grassy area to the south of the library. We also have people requesting prime spots for next year!

6. The Friends of the Library have recently added something new for memberships and donations to be entered and processed online. They are trying to make online payments work to add more convenience for their donors. Please consider becoming a member or making a one-time or recurring donation online! It is easier than ever! QR codes and links coming soon!

Williams also mentioned the storywalk renaming on July 19th. A motion to accept the Director's report was made by Hurley and seconded by McKenny and carried unanimously.

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

Old business included a quick discussion about the FY26 part-time salaries. A motion to approve a 4% increase for part-time staff was made by Hurley and seconded by Frese and carried unanimously.

New business included a discussion of upcoming bills that could be paid yet this fiscal year. Williams gave a list of supplies, building expenses, and materials. Williams will provide the final list before submitting them to be paid. Approval of bills will either occur at the next meeting or Williams will collect Trustee signatures for the payment approval report. Trustees began the strategic planning session for the long-range plan that is due to the State Library. Discussion ensued regarding top priorities and activities to pursue in the upcoming five years. Williams will work on putting the thoughts, input and discussion into a document for Trustees to review at the next board meeting. Williams informed Trustees that the August meeting will need to be moved or cancelled due to a family conflict. Trustees asked if it could be moved earlier in the month. Williams let Trustees know that not all bills would be in at that time. August meeting subject to being cancelled.

The meeting was adjourned at 6:45 p.m. on a motion by Rardin and seconded by Frese and carried unanimously.

Respectfully submitted,

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

Jamie Williams, Director

Director's Report
Ericson Public Library
July 21, 2025

1. The circulation for June was 13,517. Computer usage was 808, Wi-fi usage was 1,166 sessions and we had 3,211 visits to our website. The meeting rooms were reserved 44 times.
2. The library received a donation for Transparent Languages from the Friends (\$750), a donation from Leritta Mackie (\$200), Meg Manatt (\$20), author donation (\$10) and reimbursement from Lions for SRP glasses (\$299.40). The library had \$344.25 in library sales and \$85.50 in library desk donations. We also received FY26 contract payment from Pilot Mound (\$413.50).
3. We have been busy with all the summer programming going on. We are all looking forward to a pause in programs in August! A time to rest and plan for the fall season. In June alone we had 84 programs with 2487 attendees! EriCon in July brought in around 400 attendees. We are grateful to have such great attendance and I am grateful to have creative and invested librarians planning all these fun events.
4. The City Attorney has provided us with a Book Bike rider release of liability form for all riders to sign. Without having that in place, I have limited our rides to limit the liability. With it now in place, I feel better about the bike being out. We did notice some pulling of the brakes, and the handlebars were too loose. This was also a concern, and I was fortunate to find a dedicated library user with bike repair experience to help us make some adjustments! Thanks to Jim Pratt for his service and ability to help us out! It rides much better and more safely now.
5. Candy Noelck is retiring after her years of service to the library. Her last day of work will be August 15th. She does not want a retirement gathering, but I'm sure would appreciate some notes of appreciation. I have posted the position as we will have a bit of time without anyone in that position. The posting closes August 17th. If you have anyone you think would be a great applicant, please encourage them to apply! I plan to have someone in place in September. The position will remain the same, but have more of a collaborative nature with other programmers. We are also looking for a new library page to replace Eliana, as she graduated in May and is moving to the next step in her future! We wish them both the best of luck!
6. I have included a new page on our website to start collecting stories of library patrons and how our services and programs have been valuable to them. It will help us in data collection and aligns with some of the priorities we discussed in our long-range planning session. Check it out at: <https://www.boone.lib.ia.us/about/epl-stories>

7. Unfortunately, our OneScreen in the Children's Department has been experiencing technical difficulties over the last couple weeks. It would randomly shutdown with no warning. This has impacted programs and those who have utilized the OneScreen for meetings. They've been hooking the iMac up to the projector for a workaround. The CD OneScreen was purchased over five years ago, so it is not under warranty, and after troubleshooting with their tech support, we ran out of options unless we want to pay for someone to look at it. I researched and investigated a couple other smartscreen options. I really liked the Vibe but it was expensive, Baber let me know what they use for the schools, which would have been a good option, but I'm worried about negative reviews about lack of customer support. We had really good support and that is something we need with our staff. I opted for a Smart Board, 65" Interactive Digital Whiteboard, Electronic Smartboard with Dual System, 4K Touchscreen, Built-in 20MP Camera, for Classroom Office Home. It was a deal and reviews were favorable, so hopefully it works out well.
8. I've been approached by a local foundation asking if we have any projects that would benefit the community that are not operational to fund. I was told to think of something bigger than our normal projects that we request around \$5,000. I think this would be a project worthy of more discussion with the Board, so hoping for some thoughtful discussion and insight with a look at our upcoming strategic plan and goals!

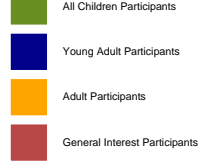
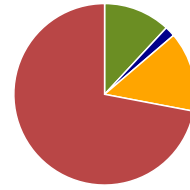
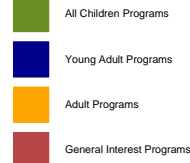
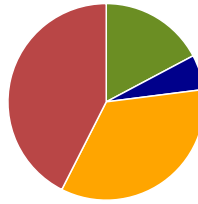
Ericson Public Library

July, 2024 - June, 2025

July

Overview

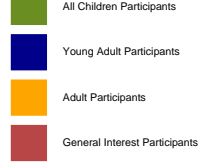
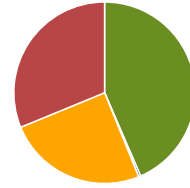
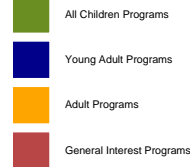
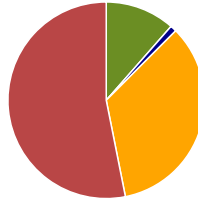
All Children Programs	15	17.24%	All Children Participants	266	11.91%
Young Adult Programs	5	5.75%	Young Adult Participants	41	1.84%
Adult Programs	30	34.48%	Adult Participants	318	14.24%
General Interest Programs	37	42.53%	General Interest Participants	1608	72.01%
Total Programs	87		Total Participants	2233	



August

Overview

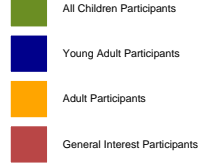
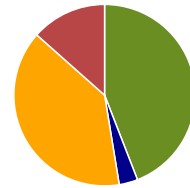
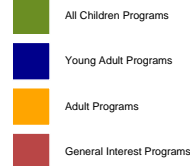
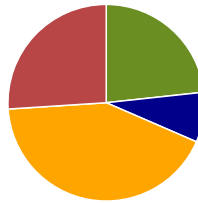
All Children Programs	11	11.46%	All Children Participants	485	43.5%
Young Adult Programs	1	1.04%	Young Adult Participants	4	0.36%
Adult Programs	33	34.38%	Adult Participants	278	24.93%
General Interest Programs	51	53.13%	General Interest Participants	348	31.21%
Total Programs	96		Total Participants	1115	



September

Overview

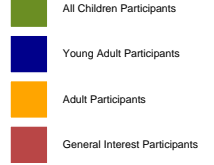
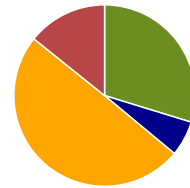
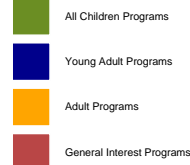
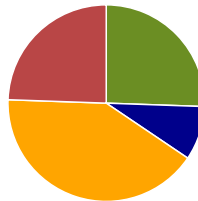
All Children Programs	17	23.29%	All Children Participants	571	44.09%
Young Adult Programs	6	8.22%	Young Adult Participants	43	3.32%
Adult Programs	31	42.47%	Adult Participants	507	39.15%
General Interest Programs	19	26.03%	General Interest Participants	174	13.44%
Total Programs	73		Total Participants	1295	



October

Overview

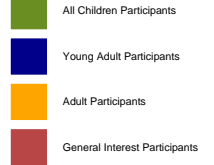
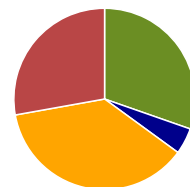
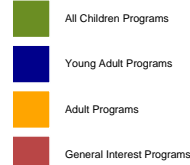
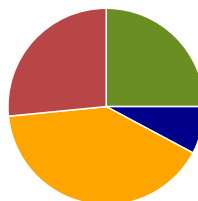
All Children Programs	23	25.56%	All Children Participants	397	29.74%
Young Adult Programs	8	8.89%	Young Adult Participants	84	6.29%
Adult Programs	37	41.11%	Adult Participants	664	49.74%
General Interest Programs	22	24.44%	General Interest Participants	190	14.23%
Total Programs	90		Total Participants	1335	



November

Overview

All Children Programs	16	25%	All Children Participants	299	30.36%
Young Adult Programs	5	7.81%	Young Adult Participants	46	4.67%
Adult Programs	26	40.63%	Adult Participants	366	37.16%
General Interest Programs	17	26.56%	General Interest Participants	274	27.82%
Total Programs	64		Total Participants	985	



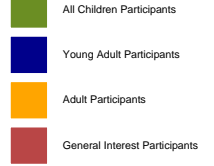
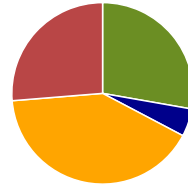
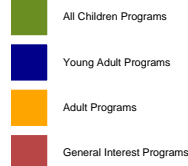
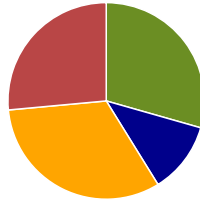
Ericson Public Library

July, 2024 - June, 2025

December

Overview

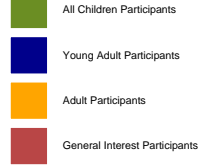
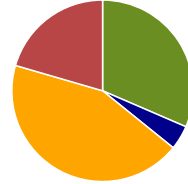
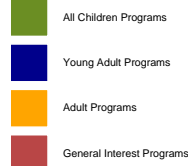
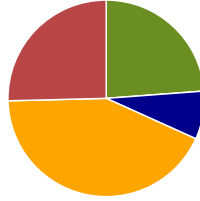
All Children Programs	20	29.41%	All Children Participants	359	27.76%
Young Adult Programs	8	11.76%	Young Adult Participants	64	4.95%
Adult Programs	22	32.35%	Adult Participants	530	40.99%
General Interest Programs	18	26.47%	General Interest Participants	340	26.3%
Total Programs	68		Total Participants	1293	



January

Overview

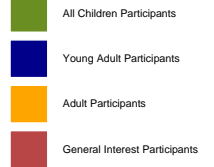
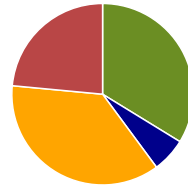
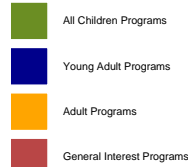
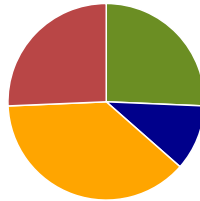
All Children Programs	15	23.81%	All Children Participants	255	31.48%
Young Adult Programs	5	7.94%	Young Adult Participants	35	4.32%
Adult Programs	27	42.86%	Adult Participants	354	43.7%
General Interest Programs	16	25.4%	General Interest Participants	166	20.49%
Total Programs	63		Total Participants	810	



February

Overview

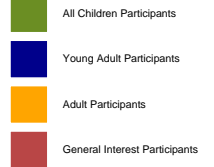
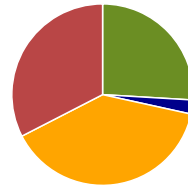
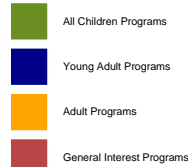
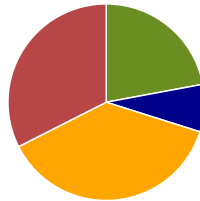
All Children Programs	19	25.68%	All Children Participants	270	33.75%
Young Adult Programs	8	10.81%	Young Adult Participants	49	6.13%
Adult Programs	28	37.84%	Adult Participants	293	36.63%
General Interest Programs	19	25.68%	General Interest Participants	188	23.5%
Total Programs	74		Total Participants	800	



March

Overview

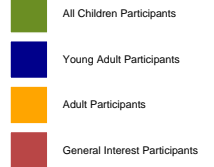
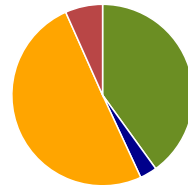
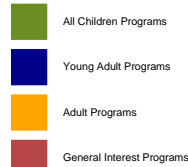
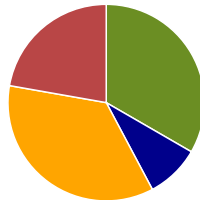
All Children Programs	17	22.08%	All Children Participants	322	25.95%
Young Adult Programs	6	7.79%	Young Adult Participants	31	2.5%
Adult Programs	29	37.66%	Adult Participants	484	39%
General Interest Programs	25	32.47%	General Interest Participants	404	32.55%
Total Programs	77		Total Participants	1241	



April

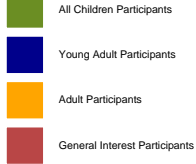
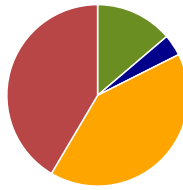
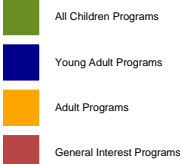
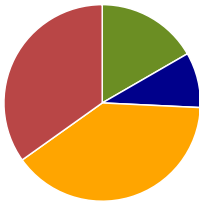
Overview

All Children Programs	30	33.33%	All Children Participants	643	40.04%
Young Adult Programs	8	8.89%	Young Adult Participants	49	3.05%
Adult Programs	32	35.56%	Adult Participants	807	50.25%
General Interest Programs	20	22.22%	General Interest Participants	107	6.66%
Total Programs	90		Total Participants	1606	

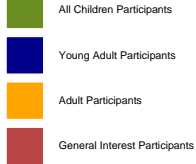
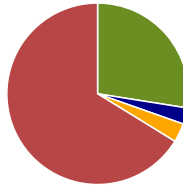
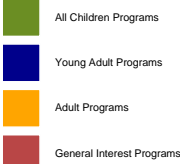
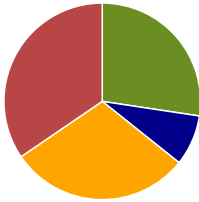


Ericson Public Library
July, 2024 - June, 2025

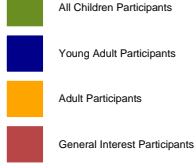
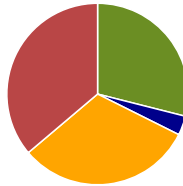
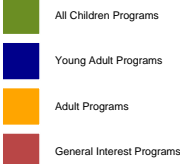
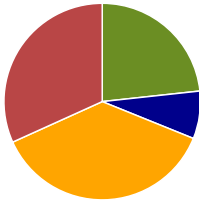
May					
Overview					
All Children Programs	11	16.67%	All Children Participants	137	13.77%
Young Adult Programs	6	9.09%	Young Adult Participants	38	3.82%
Adult Programs	26	39.39%	Adult Participants	407	40.9%
General Interest Programs	23	34.85%	General Interest Participants	413	41.51%
Total Programs	66		Total Participants	995	



June					
Overview					
All Children Programs	23	27.38%	All Children Participants	684	27.5%
Young Adult Programs	7	8.33%	Young Adult Participants	72	2.9%
Adult Programs	25	29.76%	Adult Participants	84	3.38%
General Interest Programs	29	34.52%	General Interest Participants	1647	66.22%
Total Programs	84		Total Participants	2487	



Year in Review					
Overview					
All Children Programs	217	23.28%	All Children Participants	4688	28.95%
Young Adult Programs	73	7.83%	Young Adult Participants	556	3.43%
Adult Programs	346	37.12%	Adult Participants	5092	31.44%
General Interest Programs	296	31.76%	General Interest Participants	5859	36.18%
Total Programs	932		Total Participants	16195	



Priority: Community Outreach & Partnerships

Strengthen community connections and partnerships to collaboratively work together to develop and promote resources and services both within the library and outside in the community.

Goal 1.1

Collaborate with social service agencies and providers to offer outreach programs to improve accessibility to these services for those in our community.

Success Measures: Establish a partnership or reconnect with five providers to enhance outreach efforts

Timeline:

Goal 1.2

Engage with community organizations and groups to promote and provide a gathering space for personal growth, socializing, or discovery.

Success Measures: Meeting room reservations and attendance increase by 30%

Timeline:

Goal 1.3

Seek out community partnerships to build opportunities to promote the library as a valuable resource.

Success Measures: Add 5-10 more partners. Create and maintain an updated partnership list. Utilize ACV for 1-2 collaborative projects

Timeline:

Priority: Technology and Resources Access

Integrate more technology services, skills, and equipment to provide technology training and accessibility to resources. Leverage space, staff, and community resources and relationships to provide progressive services to help keep the library more relevant.

Goal 2.1

Expand technology training to offer more technology classes and experts on a rotating schedule.

Success Measures: Attendee participation for programs of 150 participants. Survey responses indicate a 50% increase in tech skill level.

Timeline:

Goal 2.2

Develop staff training sessions to focus on learning technology skills and information for online resources to gain confidence and skills to assist patrons.

Success Measures: Each staff member completes 4 training sessions and demonstrates skill

Timeline

Goal 2.3

The community will have access to updated cutting-edge technology equipment to help meet their educational and informational needs.

Success Measures: Evaluate and consider the addition of 3-5 new technologies, considering their pros and cons and potential funding avenues. Continue updating aged equipment on a 5-7 year schedule.

Timeline:

Priority: Learning, Literacy & Collections

Invest in resources, collections, services to promote learning and literacy in all forms (civic, educational, informational, technological, financial, health).

Goal 3.1

Partner for educational skill-building workshops to promote life skills for all ages. (Ex. Budgeting 101, Time/Organization management, using AI, communication, parenting, and grocery shopping).

Success Measures: Attendance of 75 participants and survey responses support improved skill levels.

Timeline:

Goal 3.2

Host a health and wellness program series, including topics such as fitness, nutrition, cooking, maintaining healthy lifestyles, and healthy trends.

Success Measures: Attendance of 200 participants; surveys show increased health literacy knowledge and partnering with 5-10 local experts.

Timeline:

Goal 3.3

Launch a digitization fundraiser with FOEPL to complete the BNR digitization project, 1925-2006

Success Measures: Fundraising goal achieved with grant funding awarded totaling at least \$25,000, and digital archives usage increases by 50%.

Timeline:

Priority: Programs and Staff Development

Develop a variety of enriching programs from art, culture, historical, creative, interactive, and trend-driven content to showcase local experts and talent while also investing in first-rate public service to support skilled staff.

Goal 4.1

Host and create study groups to hold monthly discussion forums on current and local topics of interest, aiming to increase social connection.

Success Measures: 2-3 pilot groups consisting of 5-10 individuals who consistently attend. Surveys reveal attendees feeling more connected and developing into a self-sustaining group.

Timeline:

Goal 4.2

Facilitate local historical /cultural programs that engage Boone community pride and coincide with our 125th anniversary.

Success Measures: Quarterly program features a local expert with at least 75 attendees.

Timeline:

Goal 4.3

Promote staff development opportunities by allowing staff to attend more conferences. Supported by grant funding or other funding avenues.

Success Measures: Each staff member will work with the Director on a growth/staff development plan. Each FT staff member has 10 hours of staff development. Each PT staff member has 2-3 hours of staff development.

Timeline: