



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: **LIBRARY MEETING ROOM**

Date: **July 20, 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: July 20, 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
 - 1. Personnel Committee, Director Review, July 2025-July 2026
- H. Old business
- I. New business
 - 1. Board Appointments and committees (2 years)
 - President, Vice President, Treasurer
 - 2. Posting Library Board Meeting Agenda
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, August 10, 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
July 20, 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.

Iowa Public Information Board Guidance on HF2490 from the State Library of Iowa:

Recently, we reached out to the Iowa Public Information Board (IPIB) regarding HF2490, the new law that makes changes to Iowa Code Chapters 21 and 22 relating to public meetings and records. We shared some initial information about HF2490 in June's Director Digest and State Library Bulletin.

We've heard your questions about compliance with the new requirements, and after reaching out, IPIB provided some additional information and clarification. We're providing excerpts of language in the law, our questions to IPIB, and their responses below.

HF2490 language regarding posting of the public meeting notice: "(b) Posting the notice in a prominent and conspicuous place which is annually designated for such purposes by the governmental body, in a manner such that the notice is visible at all times."

State Library Q: Does this language pertain to the physical notice? If so, please provide clarity on the application.

IPIB Response: "The 'prominent place' language pertains to physical notice. This could be an outdoor bulletin board, but it could also be a notice posted in a window or on a doorway, provided it is visible at all times."

State Library Q: What should a library do if a city designated a location other than the library for notices?

IPIB Response: "The library/city can designate another location, as long as it's prominent and conspicuous and annually designated as the notice location. They do not need to designate more than one physical location for notice."

HF2490 language regarding internet posting of the public meeting notice: "(c) Posting the notice on the primary internet site owned or maintained and regularly updated by the governmental body or other primary internet presence moderated by the governmental body, if applicable."

State Library Q: How does a library determine which online presence to post the notice to, especially if they have several options i.e.: library webpage, city webpage, library social media, etc.?

IPIB Response: "The 'website owned or maintained and regularly updated by the governmental body or other internet presence moderated by the governmental body...' language means:

First, the website or profile must be owned and moderated by the governmental body. For example, if the Friends of the Library maintain a Facebook page or website, that page would not satisfy the requirement because it is not owned or moderated by the governmental body.

Second, the "if applicable" language means that if no such website or internet presence exists, the governmental body is not required to create one solely for the purpose of posting notice.

Third, I understand new subsection (c) to mean that the governmental body should post notice on each website or internet presence that it owns or maintains and regularly updates. If there are three locations that meet that definition, I would post the notice in all three. If there is only one internet location that meets that definition, then I believe posting in that one location is sufficient. Although the new requirement to annually designate the physical notice location does not require the governmental body to similarly designate an internet posting location, I would recommend doing so as a best practice."

Finally, the State Library is an IPIB-approved provider for training on Iowa's open meetings and records laws required to be completed by newly appointed board members. The State Library will update the self-paced "Open Meetings, Open Records: Compliance is the Law" course in Workday Learning to incorporate the new requirements.

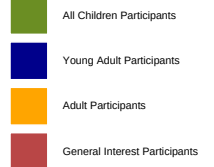
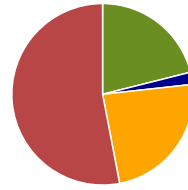
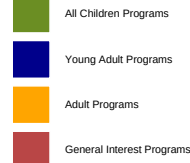
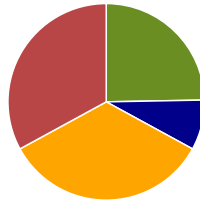
Ericson Public Library

July, 2025 - June, 2026

July

Overview

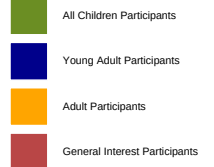
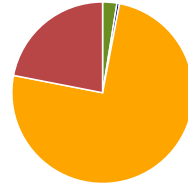
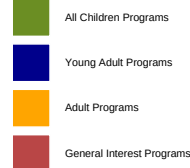
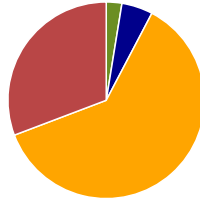
All Children Programs	21	24.71%	All Children Participants	525	21.08%
Young Adult Programs	7	8.24%	Young Adult Participants	54	2.17%
Adult Programs	29	34.12%	Adult Participants	591	23.73%
General Interest Programs	28	32.94%	General Interest Participants	1320	53.01%
Total Programs	85		Total Participants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



August

Overview

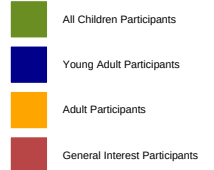
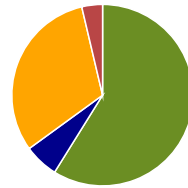
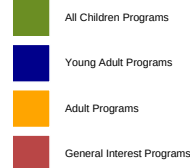
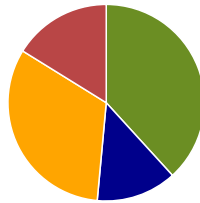
All Children Programs	1	2.56%	All Children Participants	11	2.54%
Young Adult Programs	2	5.13%	Young Adult Participants	2	0.46%
Adult Programs	24	61.54%	Adult Participants	325	75.06%
General Interest Programs	12	30.77%	General Interest Participants	95	21.94%
Total Programs	39		Total Participants	433	



September

Overview

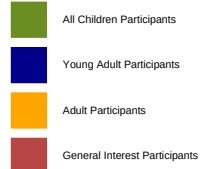
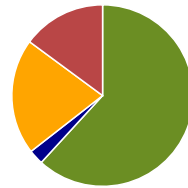
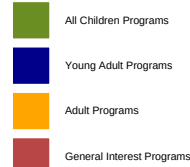
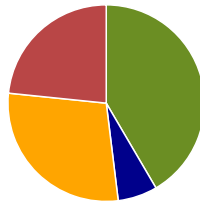
All Children Programs	26	38.24%	All Children Participants	654	58.87%
Young Adult Programs	9	13.24%	Young Adult Participants	68	6.12%
Adult Programs	22	32.35%	Adult Participants	348	31.32%
General Interest Programs	11	16.18%	General Interest Participants	41	3.69%
Total Programs	68		Total Participants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



October

Overview

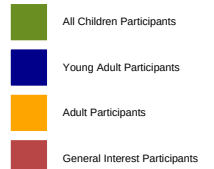
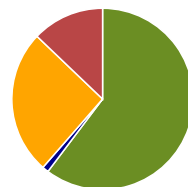
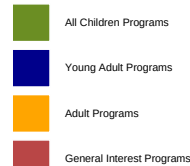
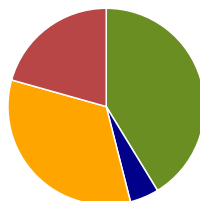
All Children Programs	32	41.56%	All Children Participants	793	61.81%
Young Adult Programs	5	6.49%	Young Adult Participants	34	2.65%
Adult Programs	22	28.57%	Adult Participants	265	20.65%
General Interest Programs	18	23.38%	General Interest Participants	191	14.89%
Total Programs	77		Total Participants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



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%
Total Programs	63		Total Participants	972	



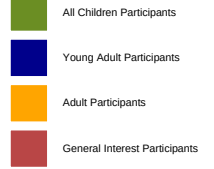
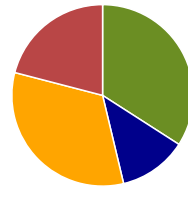
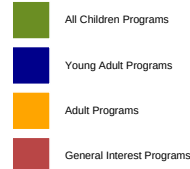
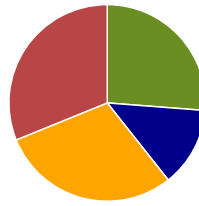
Ericson Public Library

July, 2025 - June, 2026

December

Overview

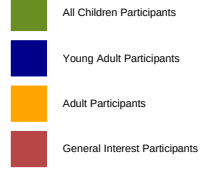
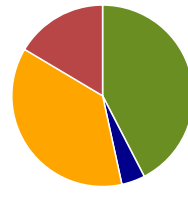
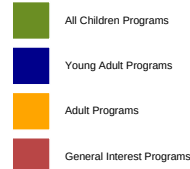
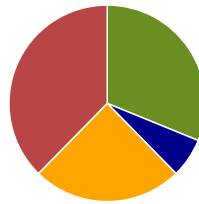
All Children Programs	16	26.23%	All Children Participants	288	34.08%
Young Adult Programs	8	13.11%	Young Adult Participants	103	12.19%
Adult Programs	18	29.51%	Adult Participants	277	32.78%
General Interest Programs	19	31.15%	General Interest Participants	177	20.95%
Total Programs	61		Total Participants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



January

Overview

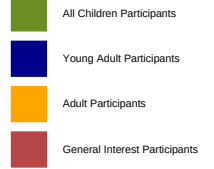
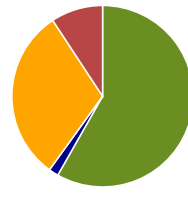
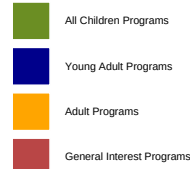
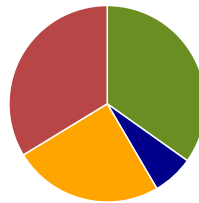
All Children Programs	24	31.17%	All Children Participants	335	42.41%
Young Adult Programs	5	6.49%	Young Adult Participants	33	4.18%
Adult Programs	19	24.68%	Adult Participants	292	36.96%
General Interest Programs	29	37.66%	General Interest Participants	130	16.46%
Total Programs	77		Total Participants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



February

Overview

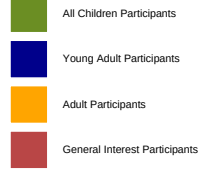
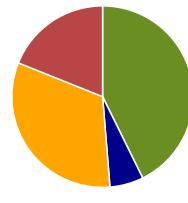
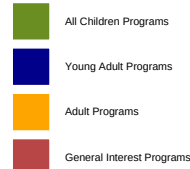
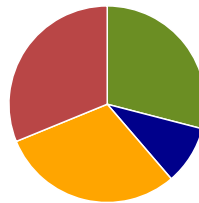
All Children Programs	31	34.83%	All Children Participants	673	58.22%
Young Adult Programs	6	6.74%	Young Adult Participants	20	1.73%
Adult Programs	22	24.72%	Adult Participants	356	30.8%
General Interest Programs	30	33.71%	General Interest Participants	107	9.26%
Total Programs	89		Total Participants	1156	



March

Overview

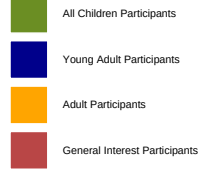
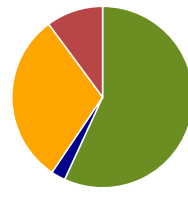
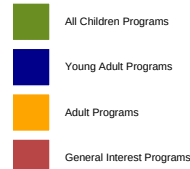
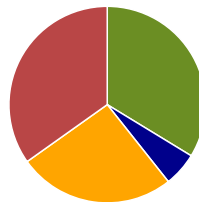
All Children Programs	27	29.03%	All Children Participants	512	42.7%
Young Adult Programs	9	9.68%	Young Adult Participants	72	6.01%
Adult Programs	28	30.11%	Adult Participants	388	32.36%
General Interest Programs	29	31.18%	General Interest Participants	227	18.93%
Total Programs	93		Total Participants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



April

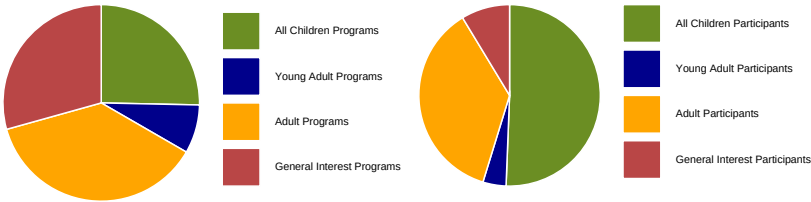
Overview

All Children Programs	30	33.71%	All Children Participants	691	56.87%
Young Adult Programs	5	5.62%	Young Adult Participants	31	2.55%
Adult Programs	23	25.84%	Adult Participants	370	30.45%
General Interest Programs	31	34.83%	General Interest Participants	123	10.12%
Total Programs	89		Total Participants	1215	

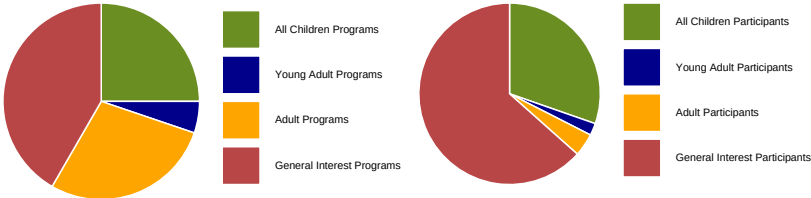


Ericson Public Library
July, 2025 - June, 2026

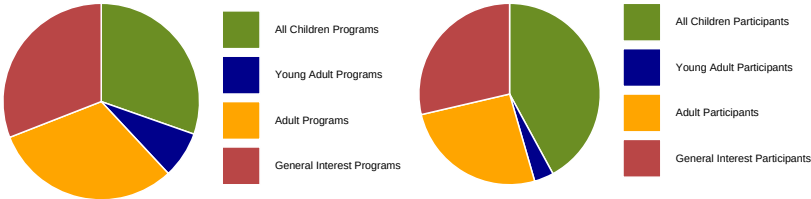
May					
Overview					
All Children Programs	19	25.33%	All Children Participants	613	50.62%
Young Adult Programs	6	8%	Young Adult Participants	50	4.13%
Adult Programs	28	37.33%	Adult Participants	443	36.58%
General Interest Programs	22	29.33%	General Interest Participants	105	8.67%
Total Programs	75		Total Participants	1211	



June					
Overview					
All Children Programs	24	25%	All Children Participants	871	30.34%
Young Adult Programs	5	5.21%	Young Adult Participants	62	2.16%
Adult Programs	27	28.13%	Adult Participants	117	4.08%
General Interest Programs	40	41.67%	General Interest Participants	1821	63.43%
Total Programs	96		Total Participants	2871	



Year in Review					
Overview					
All Children Programs	277	30.37%	All Children Participants	6552	42.06%
Young Adult Programs	70	7.68%	Young Adult Participants	540	3.47%
Adult Programs	283	31.03%	Adult Participants	4022	25.82%
General Interest Programs	282	30.92%	General Interest Participants	4462	28.65%
Total Programs	912		Total Participants	15576	



In June, 253 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



840 ↓ -18.13%

Monthly Sessions



704 ↓ -4.09%

Total Visits



253 ↓ -16.78%

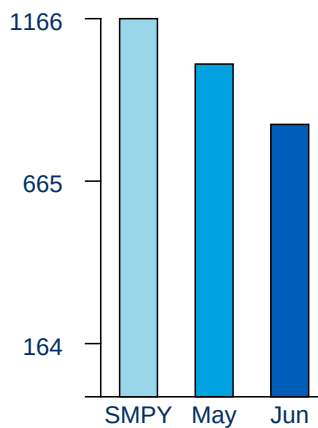
Unique Visitors



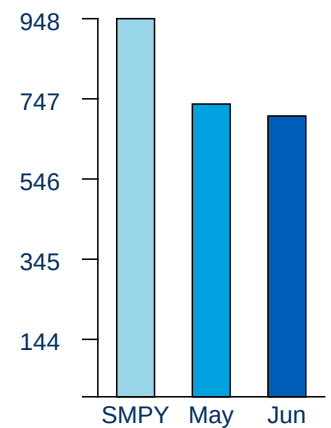
2.78 ↑ 15.35%

Average Return Rate

Total Monthly Session Count

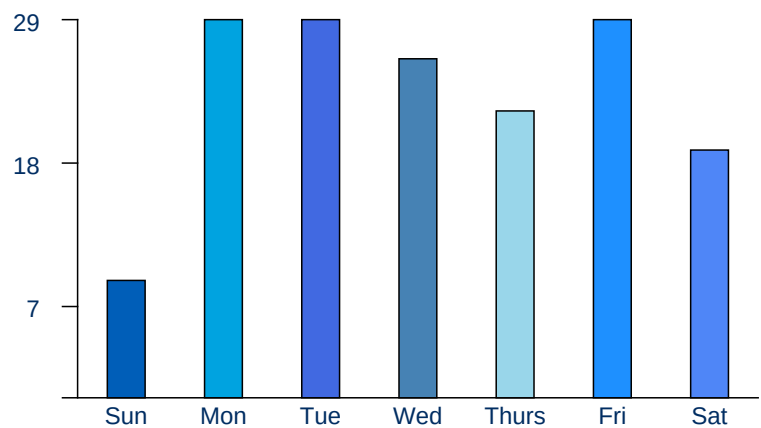


Total Monthly Visits

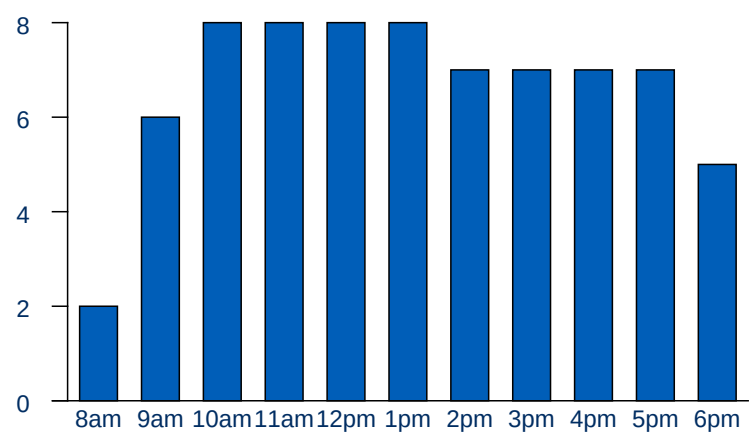


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



In June, you had 99 bookings overall with a cumulative attendance of 2543 patrons.

Change from prior month



99 ↑ 43.48%

Total Bookings



2543 ↑ 430.9%

Total Attendance



25.7 ↑ 272.46%

Average Attendance

61 ↑ 64.86%
Internal Bookings

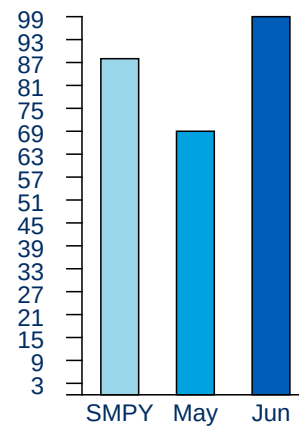
29 ↑ 16%
Patron Bookings

9 ↑ 28.57%
Non-Profit Bookings

0 ↑ -
For-Profit Bookings

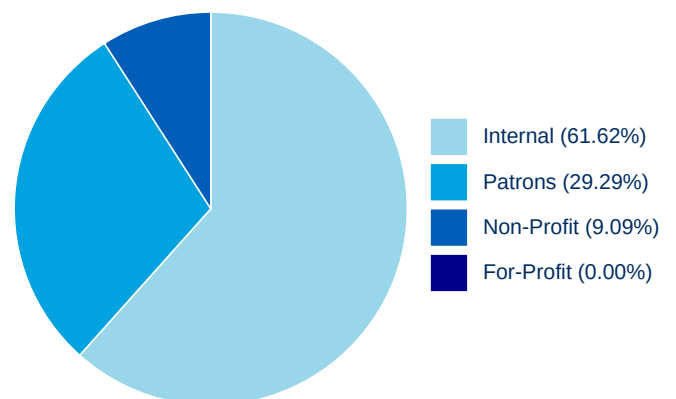
Booking Breakdown

Total Monthly Bookings



*SMPY: Same Month Prior Year

Booking Breakdowns By Percentage



Ericson Public Library

Iowa Public Library General Information Survey Fiscal 2026

Make and Take Kits Provided

	May	Jun	YTD
	0	0	68

Coloring Sheets Provided

	May	Jun	YTD
	50	0	349

Scavenger Hunt Participants

	May	Jun	YTD
	0	0	11

Trivia Contest Participants

	May	Jun	YTD
	0	0	0

Maker Space Use

	May	Jun	YTD
	0	0	13

STEAM/STEM Use

	May	Jun	YTD
	60	0	445

Story-Walk Participants

	May	Jun	YTD
	100	0	1,161

Reading Log Participants

	May	Jun	YTD
	0	0	308

Ericson Public Library

Iowa Public Library General Information Survey Fiscal 2026

Circulation: Adult Books

	May	Jun	YTD
	2,561	2,891	32,918

Circulation: Children Books

	May	Jun	YTD
	4,205	5,522	57,972

Circulation: Audio

	May	Jun	YTD
	194	287	2,826

Circulation: Other

	May	Jun	YTD
	147	151	1,662

Circulation: YA Books

	May	Jun	YTD
	560	650	6,961

Circulation: Video

	May	Jun	YTD
	742	872	10,203

Circulation: Serials

	May	Jun	YTD
	25	28	263

Rural Circulation

	May	Jun	YTD
	1,300	1,612	21,371