ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: **LIBRARY MEETING ROOM**
Date: **November 16, 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: Nov 16, 2026 05:00 PM Central Time (US and Canada)
Every month on the Third Mon, until Jul 19, 2027 05:00 PM Meeting ID: 880 9985 0113
Passcode: 252205

A. Roll call & quorum

B. Approve minutes of previous meeting

C. Correspondence

D. Public comments

E. Director's Report

F. Financial report and approval of warrants

G. Committee Reports

H. Old business
1. FY28 Budget

I. New business

J. Adjournment

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

The Board of Trustees of the Ericson Public Library met in regular session on Monday, October 19, 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 McKenny at 5:00 p.m. There was a quorum present.

The meeting minutes for September 21, 2026, were presented by Williams. A motion to approve minutes was made by Hurley and seconded by Gradoville; the motion carried unanimously.

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

1. The circulation for September was 12,551. Computer usage was 646, Wi-Fi usage was 422 sessions, and we had 2,612 website visits. The meeting rooms were reserved 97 times.
2. The library received donations from the Boone 100's group ($80), Carol Robinson ($17). The library deposited desk donations ($135), Library sales ($454). The library also received reimbursement from the Friends for Wowbrary ($520). The library received the direct state aid ($4441), Boone County first allocation ($44987.50) and refund of ($250) from Science Center.
3. As we finish our celebrations for our 125th, a big thanks to our staff for planning and helping with all the programs, displays and extra work to make it extra special. We enjoyed the entire week of celebrating with our patrons and community and look forward to the next 125 years!
4. The garden square landscaping has been cleared out, and the dirt near the Children's Department windows has been built up and regraded to address standing water issues. Mike is actively monitoring the humidity levels. If the wall dries out properly, we will proceed with repairs and repainting. However, if moisture issues persist, we will remove and replace the drywall. I was able to get in touch with a company for the flooring replacement, which will include an option to have them move the books. I will update the CIP budget when I receive these figures, but this project is still pending for several years down the road.
5. Catch us at Trunk or Treat! Look for the library and the Friends of the Library with our Book Bike. The Friends are currently seeking active, engaged volunteers and board members—please spread the word if you know anyone who might be interested! Also, mark your calendar for their upcoming Trivia Night fundraiser on November 7th. Come out and support the Friends, who give so much back to our library! Check out their Facebook page for more details.
6. We are excited to welcome Carrie Jones to our team! Carrie brings fantastic library experience and started on October 12th. She is already a quick learner powering

through training at record speed. We are also thrilled to welcome our new library page, Moriah. We are so glad to have both of them on board!

7. Upcoming Webinar Opportunity: Iowa Open Meetings & Records Laws. Ahlers & Cooney is hosting a lunch-and-learn webinar on Friday, November 13, from 12:00 to 1:30 PM covering Iowa's Sunshine Laws. It provides an overview of public meetings, closed sessions, records requests, and best practices for board and staff members. Let me know if you are interested in attending so we can get you registered!

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

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

Under committee reports, Williams provided an update regarding the Personnel committee completing the Directors annual review. Williams has filed the review.

Under old business Williams provided an update on the FY28 budget and provided a preliminary budget to discuss. Trustees provided input and will discuss further after more information is received regarding salary increases and general fund budget updates from the City Administrator.

Under new business, Williams shared the FY26 Annual Report, highlighting key accomplishments for the year. She will also present the report to the City Council, and the Trustees expressed their gratitude for a successful review.

The meeting was adjourned at 5:13 p.m. on a motion by Frese and seconded by Carr and carried unanimously.

Respectfully submitted,

Jamie Williams

Director's Report
Ericson Public Library
November 16, 2026

1. The circulation for October was 11,881. Computer usage was 574, Wi-Fi usage was 428 sessions, and we had 2,178 website visits. The meeting rooms were reserved 103 times.

2. The library received donations from Ann Reed ($200), Boone Garden Club ($100), and an anonymous donor ($343).

3. We received notice that our IT professional will increase of cost for software and services. Starting January 1st, 2027, there will be a 15% cost increase on all services including labor.

4. The children's department wall remains damp, so I had Mike cut into the drywall to check for mold. Fortunately, no mold was found. The issue is that the drywall is glued directly to a concrete block that retains moisture. Given the wet weather in August and September and the basement environment, we believe this is simply seasonal humidity rather than active water seepage. We expect the wall to dry out once winter arrives. Consequently, we are holding off on any repairs or repainting until the wall is completely dry.

5. Cozy up with us for Cocoa and Crafts on Wednesday, December 9th, from 4:00 to 6:00 PM! Bring the whole family for an afternoon of festive fun, featuring delicious hot chocolate and creative crafts designed for all ages. We can't wait to see what you create!

6. A WhoFi tracking tablet has been offline for quite some time, causing a noticeable drop in our Wi-Fi numbers. A replacement is currently on the way from WhoFi

7. Strategic Planning Update: 2026–2030 Goals & Performance Framework
   To strengthen governance and operational alignment across the library, I have established a streamlined 4-year strategic goals framework (2026–2030). This initiative will help with administrative tracking with a consolidated, outcome-focused dashboard. The primary purpose of this framework is dual-fold.
   For the Library Board: It provides a high-level governance tool to monitor long-range strategic commitments, community impacts, and milestone progress efficiently through quarterly check-ins without the burden of granular, day-to-speed data entry.
   For Library Staff: It serves as a clear, manageable operational roadmap—defining targets, timelines, and individual responsibilities to keep daily programming aligned with our broader institutional goals. This framework ensures strong institutional accountability while allowing staff to focus fully on patron service and community engagement.

Ericson Public Library

October-2026

In October, 191 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

428 ↑ **1.42%**

Monthly Sessions

378 ↓ **-2.83%**

Total Visits

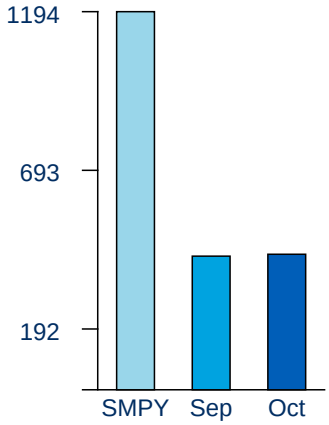
191 ↑ **7.3%**

Unique Visitors

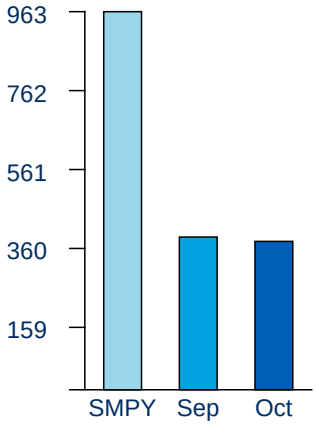
1.98 ↓ **-9.59%**

Average Return Rate

Total Monthly Session Count

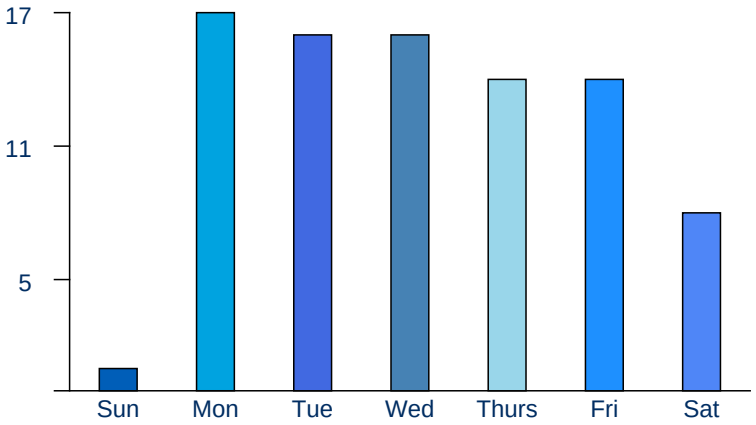


Total Monthly Visits

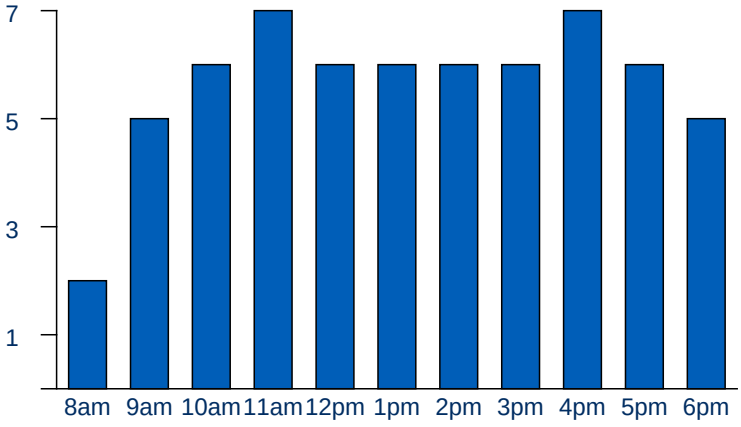


**SMPY: Same Month Prior Year*

Average Daily Visits



Average Peak Hourly



Ericson Public Library

Oct-26

In October, you had 103 bookings overall with a cumulative attendance of 892 patrons.

Change from prior month

103 ↑ **6.19%**

Total Bookings

892 ↑ **1.71%**

Total Attendance

8.7 ↓ **-3.33%**

Average Attendance

44 ↓ **-2.22%**
Internal Bookings

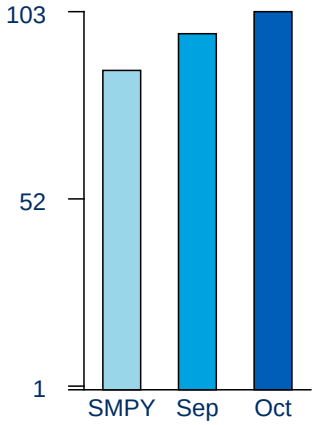
54 ↑ **12.5%**
Patron Bookings

5 ↑ **25%**
Non-Profit Bookings

0 ↑ **-**
For-Profit Bookings

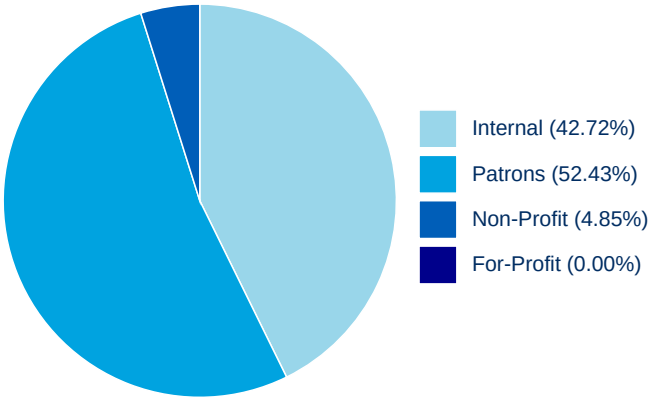
Booking Breakdown

Total Monthly Bookings



**SMPY: Same Month Prior Year*

Booking Breakdowns By Percentage



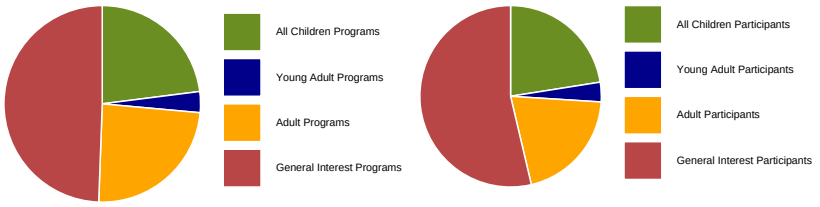
Ericson Public Library

July, 2026 - October, 2026

July

Overview

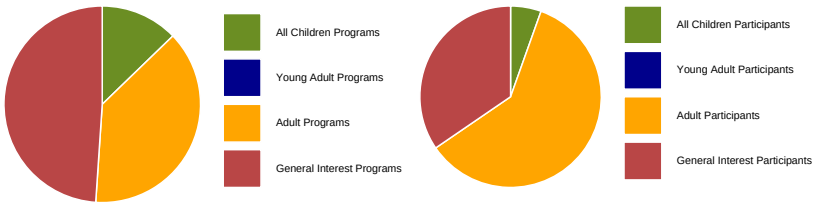
All Children Programs	20	22.99%	All Children Participants	361	22.51%
Young Adult Programs	3	3.45%	Young Adult Participants	56	3.49%
Adult Programs	21	24.14%	Adult Participants	326	20.32%
General Interest Programs	43	49.43%	General Interest Participants	861	53.68%
Total Programs	87		Total Participants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



August

Overview

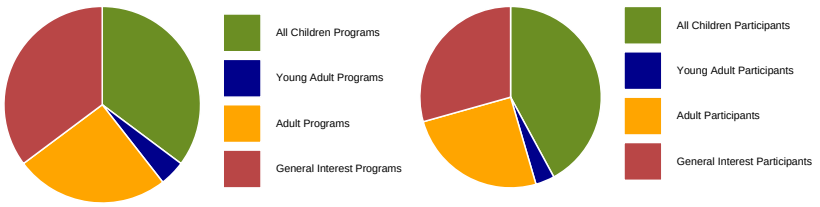
All Children Programs	6	12.77%	All Children Participants	18	5.45%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	18	38.3%	Adult Participants	198	60%
General Interest Programs	23	48.94%	General Interest Participants	114	34.55%
Total Programs	47		Total Participants	330	



September

Overview

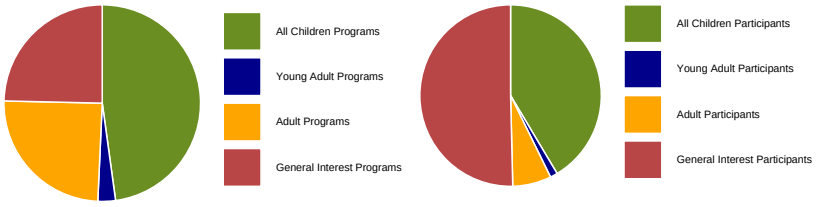
All Children Programs	25	35.21%	All Children Participants	410	42.09%
Young Adult Programs	3	4.23%	Young Adult Participants	33	3.39%
Adult Programs	18	25.35%	Adult Participants	245	25.15%
General Interest Programs	25	35.21%	General Interest Participants	286	29.36%
Total Programs	71		Total Participants	974	



October

Overview

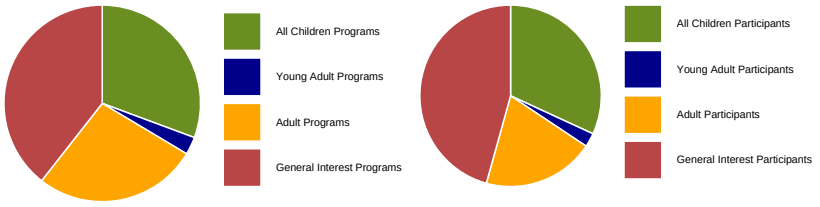
All Children Programs	33	47.83%	All Children Participants	597	41.43%
Young Adult Programs	2	2.9%	Young Adult Participants	19	1.32%
Adult Programs	17	24.64%	Adult Participants	99	6.87%
General Interest Programs	17	24.64%	General Interest Participants	726	50.38%
Total Programs	69		Total Participants	1441	



Year in Review

Overview

All Children Programs	84	30.66%	All Children Participants	1386	31.87%
Young Adult Programs	8	2.92%	Young Adult Participants	108	2.48%
Adult Programs	74	27.01%	Adult Participants	868	19.96%
General Interest Programs	108	39.42%	General Interest Participants	1987	45.69%
Total Programs	274		Total Participants	4349	



Make and Take Kits Provided



Sep	Oct	YTD
0	0	0

Coloring Sheets Provided



Sep	Oct	YTD
65	52	252

Scavenger Hunt Participants



Sep	Oct	YTD
0	0	0

Trivia Contest Participants



Sep	Oct	YTD
0	0	0

Maker Space Use



Sep	Oct	YTD
60	60	240

STEAM/STEM Use



Sep	Oct	YTD
0	0	0

Story-Walk Participants



Sep	Oct	YTD
100	100	400

Reading Log Participants



Sep	Oct	YTD
0	0	649

Ericson Public Library

Iowa Public Library General Information Survey Fiscal 2027

Circulation: Adult Books



Sep	Oct	YTD
2,861	**2,507**	**11,119**

Circulation: YA Books



Sep	Oct	YTD
498	**602**	**2,537**

Circulation: Children Books



Sep	Oct	YTD
5,366	**4,928**	**21,407**

Circulation: Video



Sep	Oct	YTD
889	**757**	**3,436**

Circulation: Audio



Sep	Oct	YTD
224	**223**	**875**

Circulation: Serials



Sep	Oct	YTD
21	**34**	**105**

Circulation: Other



Sep	Oct	YTD
149	**143**	**601**

Rural Circulation



Sep	Oct	YTD
2,136	**1,911**	**7,608**