



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: **LIBRARY MEETING ROOM**

Date: **October 20, 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: October 20, 2025 05:00 PM Central Time (US and Canada)

<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. North garden space
- I. New business
 - 1. Little Engines presentation
 - 2. FY27 Budget
 - 3. Donation/gift to library
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, November 17, 2025, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, September 15, 2025 at 5:00 p.m. at the library.

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

The July 21, 2025, meeting minutes were presented by Williams. A motion to approve minutes was made by McKenny and seconded by Frese; the motion carried unanimously. The Board did not meet in August.

The Director's report contained the following items for August and September 2025:

August 2025

1. The circulation for July was 14,434. Computer usage was 899, Wi-fi usage was 882 sessions and we had 2,665 visits to our website. The meeting rooms were reserved 77 times.
2. The library received a donation from June Isaacson (\$100), a donation from Joyce Peterson (\$100), and reimbursement from Boost for Little Engines (\$575). We also received FY26 contract payment from Luther (\$426.11).
3. We had a very busy but successful summer reading program. There were 76 programs and over 1100 participants in the month of July! We do have some limited programming in August, but mostly we are gearing up for a great fall season!
4. The library is in need of more library cards. I'm going out and getting pricing, but am looking into updating the card's look. It might be nice to include the 125 year upcoming anniversary into the design.
5. As we transition to a new librarian, we will have some slight modifications for adult programming until our new staff member is hired. I will be taking over updating the digital sign until we have the new hire in place and trained. We have hired Lucy as a page who volunteered here last school year.
6. After meeting with the foundation, they recommended applying for each separate project. I have asked for a formalized quote from Advantage Archives. They have access to film up to 1995 and will need to utilize ours for 1996-2006. I will be working on putting together a plan and pricing for the outdoor garden area. I plan to reach out to ISU Extension but if anyone has any recommendations for landscape architects, please let me know!
7. We had a leak in the glycol tank, which has been repaired. The expansion tank had a pin sized hole in it which leaked usually during night, so it was hard to assess where the leak was. Thanks to Mike for being dedicated to finding it and getting Kruck in to replace it. Mike also has worked on updating the main floor restroom to be

handicapped accessible. I am working up ordering updated signage for it from our sign vendor.

8. You will notice that our statistics are coming to you in a slightly different format. WhoFi allows you to create reports with circulation and collection. It is supposed to be easier to read with infographics, but I want to ensure that it includes everything you want to see and if it doesn't, what is missing. Please send me your feedback if you have any!

September 2025

1. The circulation for August was 12,152. Computer usage was 617, Wi-fi usage was 923 sessions and we had 2,116 visits to our website. The meeting rooms were reserved 59 times.
2. The library received funding from the Lowrey Foundation for teen programs (\$3,000). The library also deposited \$162 for book sales and \$117.64 for desk donations.
3. Fall programming is underway! Writers Workshop continues to meet every Saturday and will have a presence at the Ames Book Fair. Tech help drop in continues to be popular and keeps Ian busy. Stitch night is a great time for connection and working on projects. They will be helping the FOEPL with some fun giveaways for the upcoming November 1st fundraiser. Teens are loving Ronda's extra special programming with the Lowrey funding she's received. Book Clubs are active and the Coffee, Books & Conversation will be moving to the Blissful Brew Coffee Shop at a new time on Saturday. We will be offering a MoneySmart series in October presented by ISU Extension and Outreach and a fun junk journaling program will be October as well! A complete rundown is on our website!
4. The library cards will be ordered shortly and will feature our beautiful building!
5. We have reposted the Librarian position, which will close September 25th. A big thank you to Zach and Ronda for taking on some adult programming!
6. Zach has proposed a presentation: "Little Engines: On the Right Track for Early Literacy," which has been accepted at the 2025 American Reading Forum annual conference. He is requesting that the registration cost of \$240 be covered from our CE budget.
7. Capital Improvement Projects (CIP) are due to the committee at the end of September. I am working on submitting two projects and am open to having discussions on other building projects we should consider.
8. The iPhone I have through the city is having some issues and needs to be replaced. I had Ondrea order me a new phone which will arrive shortly. The library phones have also noticed more static recently. Other city departments have noticed similar issues and they are working on a plan.
9. The Friends of the Library have worked hard on getting the storage room organized to be able to offer the space for browsing book sales. Come take a "sneak peek" of their newly organized Book Sale Storage Room. You can browse the shelves and see what

we have in stock. All sales will be free will donation. Event scheduled for September 13th.

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

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

The Personnel committee met and completed the Director's annual review. Committee members had favorable review.

Old business included an updated and edited version of the long-range plan priorities and goals. A motion to approve the five year long range plan was made by Frese and seconded by McKenny and carried unanimously. Williams also provided an update regarding the north garden space on trimming and removing volunteer trees and overgrown bushes. She met with landscaping company and they will provide a quote on cleaning up existing landscaping and doing a redesign for foundation funding. Williams will provide an update when received.

New business included a discussion of projects we've completed over the last decade and a look to the future of upcoming projects to start thinking about and planning for. Williams provided a detailed list for the Board and wanted input on their priorities for CIP planning. A discussion ensued on reflooring and updating pneumatics to DDC on the air handling unit systems. Williams will put together the CIP items on for the city's CIP committee. Williams requested funding for Stier's conference registration fee. A motion to approve paying the \$240 conference registration was made by McKenny and seconded by Frese and carried unanimously.

The meeting was adjourned at 5:29 p.m. on a motion by Carr and seconded by Frese and carried unanimously.

Respectfully submitted,

Jamie Williams, Director

Director's Report
Ericson Public Library
October 20, 2025

1. The circulation for September was 12,492. Computer usage was 481, Wi-fi usage was 1,088 sessions, and we had 1,845 visits to our website. The meeting rooms were reserved 65 times.
2. The library received reimbursement funding from the FOEPL for Bridges, SRP prizes, hotspots, and baby books (\$6981.40). The library also deposited \$4369.14 from the State Library of Iowa for Direct State aid, and also received the first half of the county allocation for library services for \$42,112.50
3. The library cards have arrived and look fantastic! We're still using the old style until we run out.
4. As I am still awaiting Elite Outdoors' pricing/budget for our north garden square, I am taking the re-design idea off as an idea for the foundation application. I've been approached from a property owner to our south about gifting a parcel of land to the library for outdoor space. With many moving parts, ideas, and plans, I want to make sure we have the best plan to submit. Taking the time to investigate which space is a better option makes sense if we are thinking about putting quite a bit of funding towards investing in an outdoor library space.
5. We have hired Tammy as our new librarian. She comes to us with a lot of technology and library experience! We're excited to have her on board and to start planning more programs and reaching out to our community partners, and implementing some great new programs! Please stop by and introduce yourself!
6. Nate, the city's Rec Director, is hosting a "Fireside Chat, with Coffee!" — Senior Social Connections Wednesdays here at the library in our fireplace room starting the end of October. We continue to partner with our city departments to ensure we all work together for our community.
7. Capital Improvement Projects (CIP) have been submitted to the City. A committee will review these, and we will have a better idea of timing after that. A goal planning session is scheduled at the library for all City Department heads and Council on December 2nd at 6 pm. This will be a great time to feature the goals we have slated in our long-range plan, as well as discuss the priorities our library board has in the next couple of years.
8. The state annual survey has been submitted to the State Library. I am currently working on updating our Library's annual report and will be presenting it to the Council as soon as it's finished. It will also be published online and printed in the library. Along with that,

we also had Bill Gebhardt put together a video for our summer reading carnival featuring all the fun activities that occurred at the carnival last summer. This will be available as a way to increase our marketing of the event, but also the impact it has on many of our families that come and attend.

9. The Friends of the Library have a fundraising event coming up. Please support and join the Friends on November 1st for Dia De Los Muertos. Tickets are available online or in the library. The evening begins with a Linwood Cemetery Walk from 5:00 to 5:30 and Library Activities starting at 6:00, featuring a presentation by Cultureall. Snacks, crafts, and fun to be had by all!

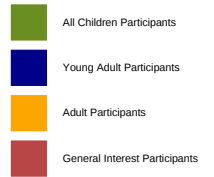
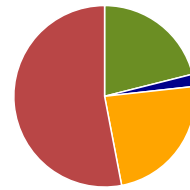
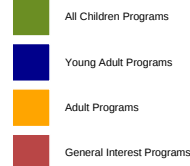
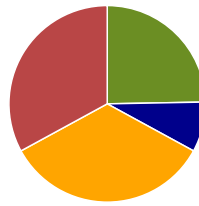
Ericson Public Library

July, 2025 - September, 2025

July

Overview

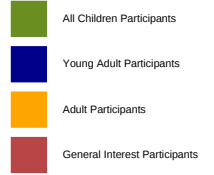
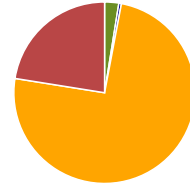
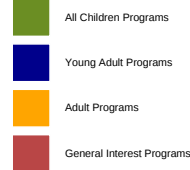
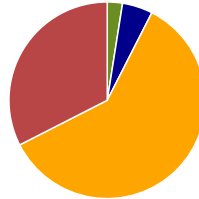
All Children Programs	21	24.71%	All Children Participants	525	21.08%
Young Adult Programs	7	8.24%	Young Adult Participants	54	2.17%
Adult Programs	29	34.12%	Adult Participants	591	23.73%
General Interest Programs	28	32.94%	General Interest Participants	1320	53.01%
Total Programs	85		Total Participants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



August

Overview

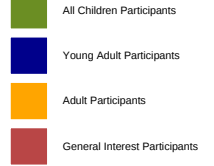
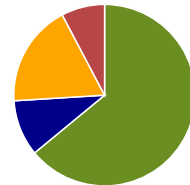
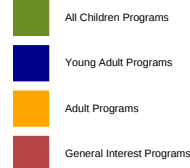
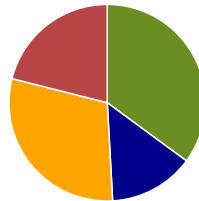
All Children Programs	1	2.5%	All Children Participants	11	2.52%
Young Adult Programs	2	5%	Young Adult Participants	2	0.46%
Adult Programs	24	60%	Adult Participants	325	74.54%
General Interest Programs	13	32.5%	General Interest Participants	98	22.48%
Total Programs	40		Total Participants	436	



September

Overview

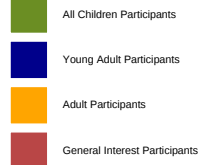
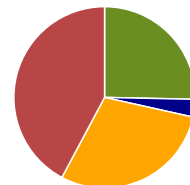
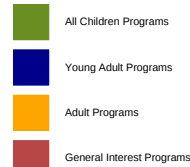
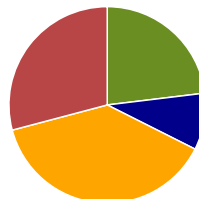
All Children Programs	20	35.09%	All Children Participants	340	64.03%
Young Adult Programs	8	14.04%	Young Adult Participants	53	9.98%
Adult Programs	17	29.82%	Adult Participants	97	18.27%
General Interest Programs	12	21.05%	General Interest Participants	41	7.72%
Total Programs	57		Total Participants	531	



Year in Review

Overview

All Children Programs	42	23.08%	All Children Participants	876	25.34%
Young Adult Programs	17	9.34%	Young Adult Participants	109	3.15%
Adult Programs	70	38.46%	Adult Participants	1013	29.3%
General Interest Programs	53	29.12%	General Interest Participants	1459	42.2%
Total Programs	182		Total Participants	3457	



Ericson Public Library

Iowa Public Library General Information Survey Fiscal 2026

Circulation: Adult Books

	Aug	Sep	YTD
	2,798	2,948	9,201

Circulation: Children Books

	Aug	Sep	YTD
	5,274	5,313	16,963

Circulation: Audio

	Aug	Sep	YTD
	301	317	941

Circulation: Other

	Aug	Sep	YTD
	121	155	366

Circulation: YA Books

	Aug	Sep	YTD
	564	483	1,790

Circulation: Video

	Aug	Sep	YTD
	903	845	2,836

Circulation: Serials

	Aug	Sep	YTD
	34	31	86

Rural Circulation

	Aug	Sep	YTD
	2,682	2,721	8,309

Ericson Public Library

September-2025

In September, 373 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



1088 ↓ -7.72%

Monthly Sessions



870 ↓ -5.74%

Total Visits



373 ↑ 2.75%

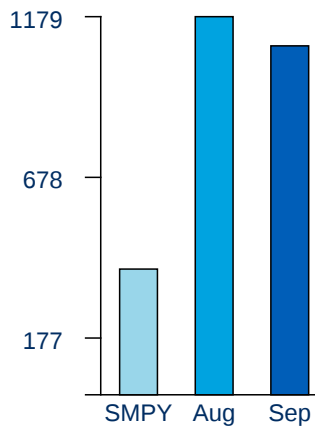
Unique Visitors



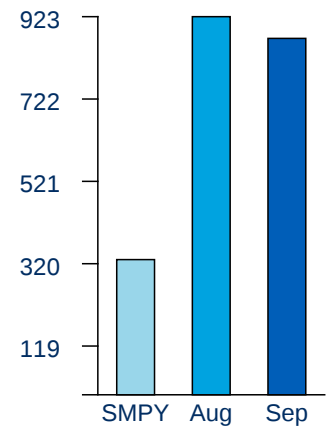
2.33 ↓ -8.27%

Average Return Rate

Total Monthly Session Count

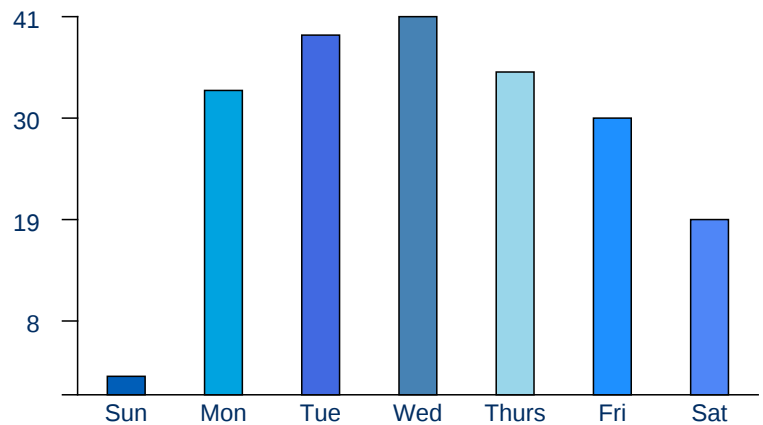


Total Monthly Visits

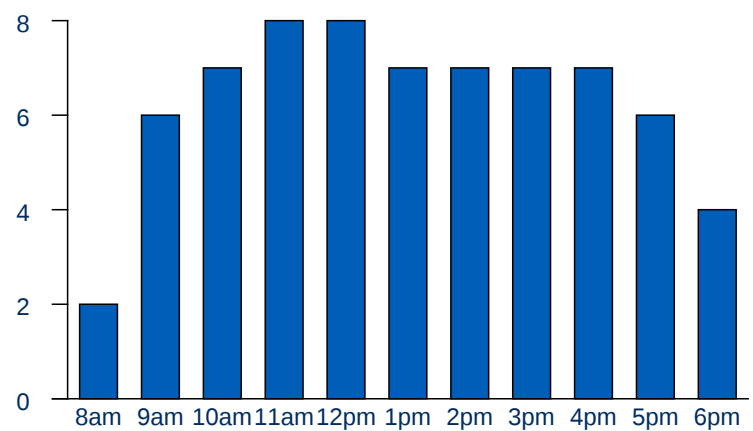


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



In September, you had 65 bookings overall with a cumulative attendance of 468 patrons.

Change from prior month



65 ↑ 10.17%

Total Bookings



468 ↑ 28.22%

Total Attendance



7.2 ↑ 16.13%

Average Attendance

22 ↑ 37.5%
Internal Bookings

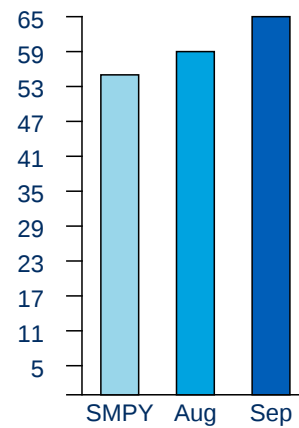
34 ↑ 6.25%
Patron Bookings

9 ↓ -18.18%
Non-Profit Bookings

0 ↑ -
For-Profit Bookings

Booking Breakdown

Total Monthly Bookings



*SMPY: Same Month Prior Year

Booking Breakdowns By Percentage

