

ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: **LIBRARY MEETING ROOM**

Date: **September 15, 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: Sep 15, 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
 - 1. Personnel, Director review
- H. Old business
 - 1. Long-range plan goals
 - 2. North garden space
- I. New business
 - 1. CIP
 - 2. Stier conference
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, October 20, 2025, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, July 21, 2025 at 5:00 p.m. at the library.

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

The June 16, 2025, meeting minutes 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 July 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!

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

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

The Personnel committee will need to complete the Directors annual review, committee members have review forms to help with the review.

Old business included a review and discussion of the drafted version of the long-range plan priorities and goals. Williams will incorporate the suggested changes and include in the next board packet for more review.

New business included a discussion of how to handle to overgrowth of the garden plants. Williams will reach out to ISU extension staff to see if any master gardeners are looking for trimming work and if no luck, will work on contacting businesses for quotes. Williams also mentioned that a foundation was asking if the library had a project to be funded in the near future. Williams was not aware of a specific amount and requested input from Trustees about specific projects that they would request to move forward after discussing insight into some of our goals. Trustees expressed support for our digitization project as well as a potential outdoor reading space project in the garden area. Williams will propose these two ideas as options.

The meeting was adjourned at 5:30 p.m. on a motion by Frese and seconded by Hurley and carried unanimously.

Respectfully submitted,

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

Jamie Williams, Director

Director's Report
Ericson Public Library
September 15, 2025

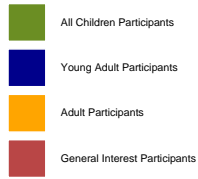
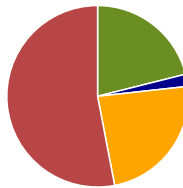
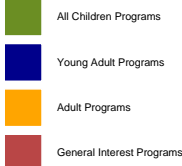
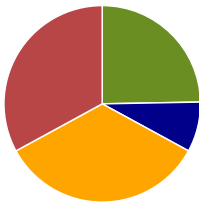
1. The circulation for August was 12,152. Computer usage was 617, Wi-fi usage was 923 sessions and we had 2,116 visits to our website. The meeting rooms were reserved 59 times.
2. The library received funding from the Lowrey Foundation for teen programs (\$3,000). The library also deposited \$162 for 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.

Ericson Public Library
July, 2025 - August, 2025

July

Overview

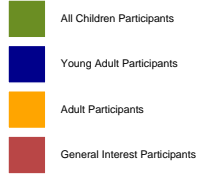
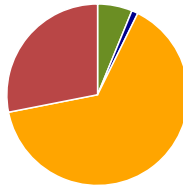
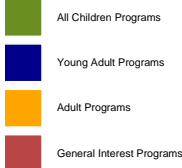
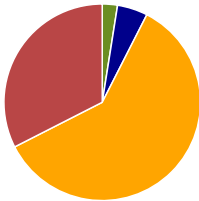
All Children Programs	21	24.71%	All Children Participants	525	21.08%
Young Adult Programs	7	8.24%	Young Adult Participants	54	2.17%
Adult Programs	29	34.12%	Adult Participants	591	23.73%
General Interest Programs	28	32.94%	General Interest Participants	1320	53.01%
Total Programs	85		Total Participants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



August

Overview

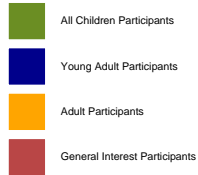
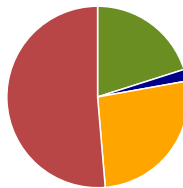
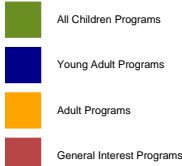
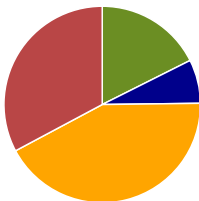
All Children Programs	1	2.5%	All Children Participants	11	6.18%
Young Adult Programs	2	5%	Young Adult Participants	2	1.12%
Adult Programs	24	60%	Adult Participants	115	64.61%
General Interest Programs	13	32.5%	General Interest Participants	50	28.09%
Total Programs	40		Total Participants	178	



Year in Review

Overview

All Children Programs	22	17.6%	All Children Participants	536	20.09%
Young Adult Programs	9	7.2%	Young Adult Participants	56	2.1%
Adult Programs	53	42.4%	Adult Participants	706	26.46%
General Interest Programs	41	32.8%	General Interest Participants	1370	51.35%
Total Programs	125		Total Participants	2668	



Ericson Public Library

Iowa Public Library General Information Survey Fiscal 2026

Circulation: Adult Books

	Jul	Aug	YTD
	3,455	2,798	6,253


Circulation: Children Books

	Jul	Aug	YTD
	6,376	5,274	11,650

Circulation: Audio

	Jul	Aug	YTD
	323	301	624

Circulation: Other

	Jul	Aug	YTD
	90	121	211

Circulation: YA Books

	Jul	Aug	YTD
	743	564	1,307

Circulation: Video

	Jul	Aug	YTD
	1,088	903	1,991

Circulation: Serials

	Jul	Aug	YTD
	21	34	55

Rural Circulation

	Jul	Aug	YTD
	2,906	2,682	5,588

Ericson Public Library

Iowa Public Library General Information Survey Fiscal 2026

Make and Take Kits Provided



Jul	Aug	YTD
0	0	0

Coloring Sheets Provided



Jul	Aug	YTD
0	0	0

Scavenger Hunt Participants



Jul	Aug	YTD
0	0	0

Trivia Contest Participants



Jul	Aug	YTD
0	0	0

Maker Space Use



Jul	Aug	YTD
0	0	0

STEAM/STEM Use



Jul	Aug	YTD
0	0	0

Story-Walk Participants



Jul	Aug	YTD
0	0	0

Reading Log Participants



Jul	Aug	YTD
0	0	0

Ericson Public Library

August-2025

In August, 363 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



1179 ↑ 11.97%

Monthly Sessions



923 ↑ 4.65%

Total Visits



363 ↓ -8.79%

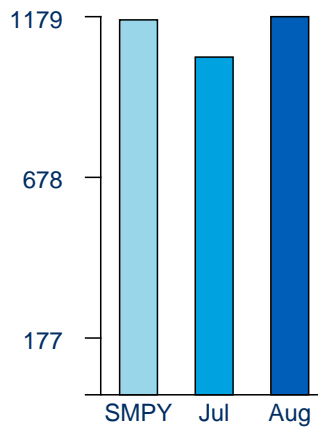
Unique Visitors



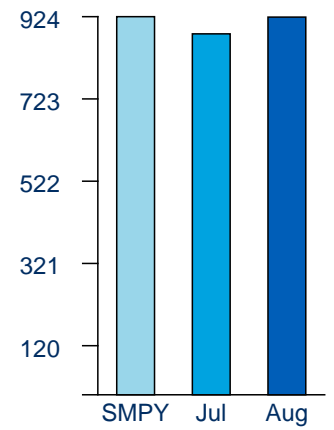
2.54 ↑ 14.41%

Average Return Rate

Total Monthly Session Count

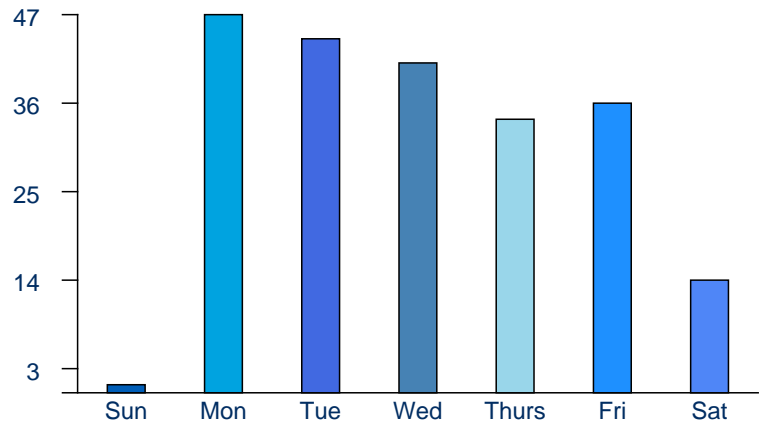


Total Monthly Visits

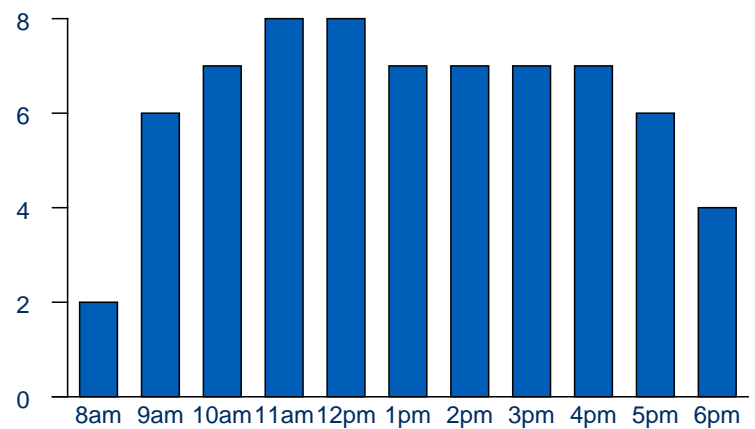


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



In August, you had 59 bookings overall with a cumulative attendance of 361 patrons.

Change from prior month



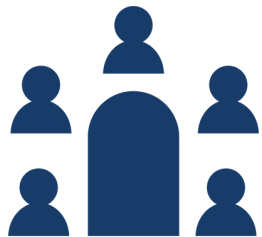
59 ↓ -23.38%

Total Bookings



361 ↓ -49.93%

Total Attendance



6.1 ↓ -35.11%

Average Attendance

16 ↓ -56.76%
Internal Bookings

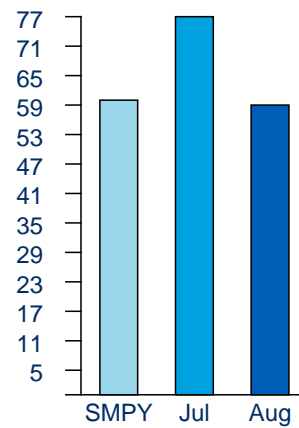
32 ↑ 3.23%
Patron Bookings

11 ↑ 22.22%
Non-Profit Bookings

0 ↑ -
For-Profit Bookings

Booking Breakdown

Total Monthly Bookings



*SMPY: Same Month Prior Year

Booking Breakdowns By Percentage

