



# ERICSON PUBLIC LIBRARY

## AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

**Place:** LIBRARY MEETING ROOM  
**Date:** May 18, 2026 | 5PM – MEETING CANCELLED

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:

Time:

- 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.
  
- I. New business
  - 1.
  - 2.
  - 3.

J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: **Monday, June 15, 2026, 5PM**

The Board of Trustees of the Ericson Public Library met in regular session on Monday, April 20, 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 Gradoville at 5:00 p.m. There was a quorum present.

The meeting minutes for March 16, 2026, 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 April 2026:

1. The circulation for March was 12,688. Computer usage was 569, Wi-Fi usage was 1,309 sessions, and we had 2,488 website visits. The meeting rooms were reserved 100 times.
2. The library received \$5,000 from the Lowrey Foundation for Youth Summer programming; they also received the second allocation from Boone County library funding (\$41,112.50). The library deposited \$147 from adult library sales and \$121.50 for adult desk donations.
3. Grants: Flight Path awarded \$500 for programming tied to bird education through the Friends of the Library. Williams has submitted a 50% matching grant proposal to the State Historical Society of Iowa's Historical Resource Development Program. The total request is for \$19,305, with \$9,652.50 requested from the State. The required cash match will be met through a \$5,000 award from the Boone County Community Endowment Foundation and anticipated funds from a pending United Way grant. This submission marks the final phase of a multi-year digitization project, successfully covering historical records from the Boone County Newspapers, 1865 to 2026. With a total investment of \$82,673, this initiative has been a true community effort, made possible by the sustained support of: State Historical Society of Iowa, Friends of the Ericson Public Library, United Way of Boone County, Fitzgerald Foundation, Boone County Community Endowment Foundation.
4. The City is evaluating two to three vendors to design a new website. Williams will attend the platform demos to determine if these systems are suitable for a library migration. The library has used the State Library's platform at no cost. However, the current site offers limited functionality, a poor user experience, and fails to meet modern accessibility standards. During the demos, Williams will focus on library-specific design needs, content management, and integration capabilities with our ILS and specialized library tools.

5. The library is pleased to announce that the Book Bike will be featured at the Reading Ramble at Ledges State Park on Saturday, May 2, 2026, from 10:00 a.m. to 12:00 p.m. Logistics for the Book Bike will be managed by Bartlett, and representatives from the Friends of the Library will be in attendance to support the event.
6. Planning is underway for our 125th Anniversary celebration! To honor 125 years of service to the Boone community, we have curated a diverse series of programs running from May through October 2nd. This milestone celebration focuses on appreciating our cultural, natural and architectural history as we venture beyond the library walls to engage with the place we call home. We invite you to join us for this commemorative series; please stay tuned for special monthly bookmarks featuring our full schedule of historical programming.
7. The landscaping in the garden north of the library has become significantly overgrown. While volunteers provided initial cleanup last fall and this spring, the current state—characterized by volunteer trees and mature plants obstructing the sidewalks—requires professional intervention. A landscape expert is needed with specialized tools and heavy machinery to perform major structural trimming. Additionally, I recommend the Board consider removing the trees located between the garden and the bank parking area to prevent future overgrowth. I have a quote to review after reaching out to three companies.
8. Congratulations to Zach on receiving the I Love My Librarian Award—such an incredible achievement!
9. Tammy has been instrumental in preparing our library data for analysis. Leveraging her extensive expertise, she established a robust tagging system that tracks program types, presenters, and Strategic Long-Range Plan (LRP) priorities. This framework enables more impactful data storytelling, clearly demonstrating how our programs align with our goals. The chart illustrates LRP alignment and attendance from July 2025 to March 2026, highlighting our progress toward these long-term objectives

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

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

Old business covered the current status of our website. With our website hosted by the State Library of Iowa, we have been able to save on website expenses, but the limited functionality and accessibility issues need to be addressed. Williams provided

an update regarding the city's investigation into three website providers. After sitting through the presentations and asking questions that allows the library to make some changes, along with the associated costs, and whether the library should either join the city's website or go with its own more library-centric website provider, Williams recommended going with the city's new website. Trustees agreed that the added expense would be cost-prohibitive. Williams will work on creating a new website with Revize and ensure that it's user-friendly and follows library design standards.

New business included budget amendments. A motion to increase \$15,000 for both the expense and revenue line items for the memorial account as well amending an increase of \$2500 to the County revenue line was made by Carr and seconded by Frese and carried unanimously. Williams provided current contracts with Luther and Pilot Mound and asked Trustees to review with suggested changes. Discussion ensued among Trustees with no changes and to send out contracts in May. Williams has noted that the landscaping in the garden north of the library needs addressed. There is an overgrowth of mature plants and many volunteer trees that need to be taken out. The cedar trees in between the bank parking and library could be taken out as they don't look healthy and are messy trees. Trustees agreed that now would be a good time to schedule the work. Carr mentioned having something in between would still be a good idea whether it is a barrier of plants or landscaping material or something more structural like a fence. Williams will find some options and also look into getting the benches refinished if possible. Some Trustees will be unable to make the May meeting, with no quorum, Williams will get bills submitted and email them out in May and requested two signees with approval at the June meeting.

The meeting was adjourned at 5:47 p.m. on a motion by Frese and seconded by Carr and carried unanimously.

Respectfully submitted,

Jamie Williams, Director

Director's Report  
Ericson Public Library  
May 18, 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 125<sup>th</sup> 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 18-26<sup>th</sup>. Should you have any questions, concerns, please reach out to Andrea.

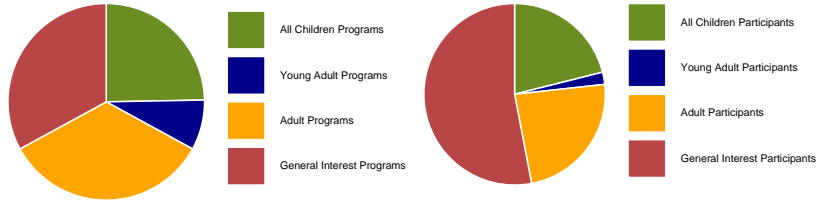
# Ericson Public Library

## July, 2025 - April, 2026

### July

#### Overview

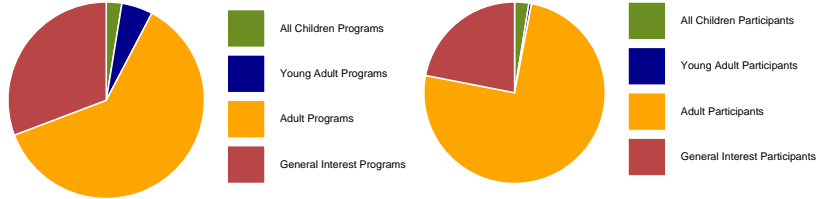
All Children Programs	21	24.71%	All Children Participants	525	21.08%
Young Adult Programs	7	8.24%	Young Adult Participants	54	2.17%
Adult Programs	29	34.12%	Adult Participants	591	23.73%
General Interest Programs	28	32.94%	General Interest Participants	1320	53.01%
<b>Total Programs</b>	<b>85</b>		<b>Total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



### August

#### Overview

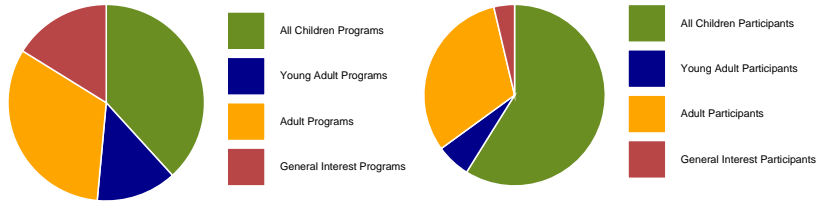
All Children Programs	1	2.56%	All Children Participants	11	2.54%
Young Adult Programs	2	5.13%	Young Adult Participants	2	0.46%
Adult Programs	24	61.54%	Adult Participants	325	75.06%
General Interest Programs	12	30.77%	General Interest Participants	95	21.94%
<b>Total Programs</b>	<b>39</b>		<b>Total Participants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



### September

#### Overview

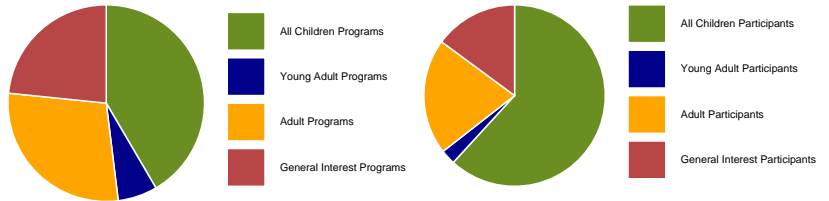
All Children Programs	26	38.24%	All Children Participants	654	58.87%
Young Adult Programs	9	13.24%	Young Adult Participants	68	6.12%
Adult Programs	22	32.35%	Adult Participants	348	31.32%
General Interest Programs	11	16.18%	General Interest Participants	41	3.69%
<b>Total Programs</b>	<b>68</b>		<b>Total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



### October

#### Overview

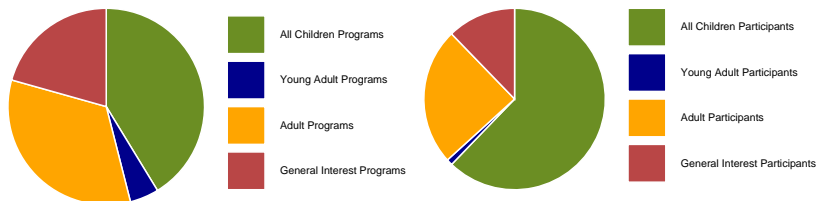
All Children Programs	32	41.56%	All Children Participants	793	61.81%
Young Adult Programs	5	6.49%	Young Adult Participants	34	2.65%
Adult Programs	22	28.57%	Adult Participants	265	20.65%
General Interest Programs	18	23.38%	General Interest Participants	191	14.89%
<b>Total Programs</b>	<b>77</b>		<b>Total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



### November

#### Overview

All Children Programs	26	41.27%	All Children Participants	635	62.19%
Young Adult Programs	3	4.76%	Young Adult Participants	11	1.08%
Adult Programs	21	33.33%	Adult Participants	250	24.49%
General Interest Programs	13	20.63%	General Interest Participants	125	12.24%
<b>Total Programs</b>	<b>63</b>		<b>Total Participants</b>	<b>1021</b>	



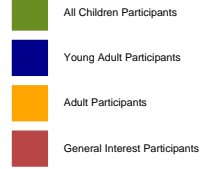
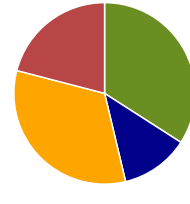
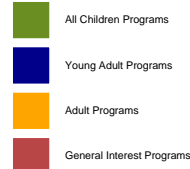
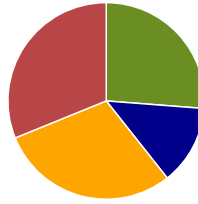
# Ericson Public Library

## July, 2025 - April, 2026

### December

#### Overview

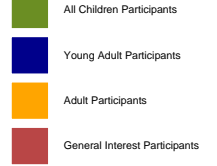
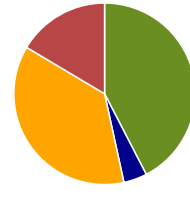
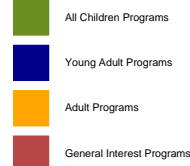
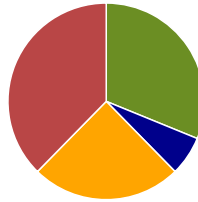
All Children Programs	16	26.23%	All Children Participants	288	34.08%
Young Adult Programs	8	13.11%	Young Adult Participants	103	12.19%
Adult Programs	18	29.51%	Adult Participants	277	32.78%
General Interest Programs	19	31.15%	General Interest Participants	177	20.95%
<b>Total Programs</b>	<b>61</b>		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



### January

#### Overview

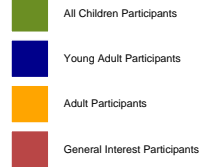
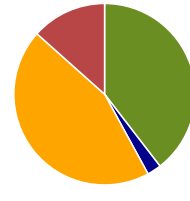
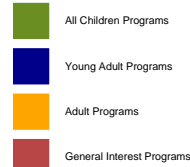
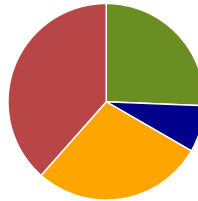
All Children Programs	24	31.17%	All Children Participants	335	42.41%
Young Adult Programs	5	6.49%	Young Adult Participants	33	4.18%
Adult Programs	19	24.68%	Adult Participants	292	36.96%
General Interest Programs	29	37.66%	General Interest Participants	130	16.46%
<b>Total Programs</b>	<b>77</b>		<b>Total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



### February

#### Overview

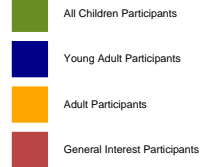
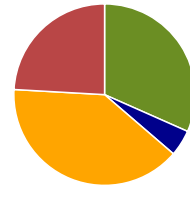
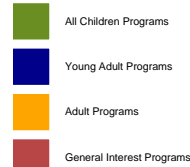
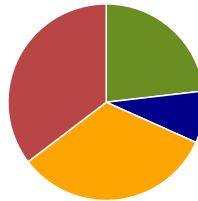
All Children Programs	20	25.64%	All Children Participants	316	39.55%
Young Adult Programs	6	7.69%	Young Adult Participants	20	2.5%
Adult Programs	22	28.21%	Adult Participants	356	44.56%
General Interest Programs	30	38.46%	General Interest Participants	107	13.39%
<b>Total Programs</b>	<b>78</b>		<b>Total Participants</b>	<b>799</b>	



### March

#### Overview

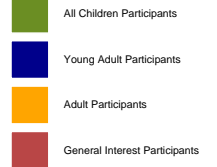
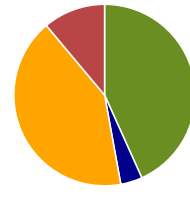
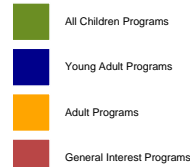
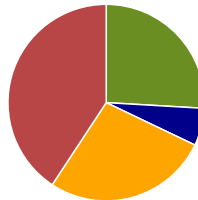
All Children Programs	19	23.17%	All Children Participants	298	31.63%
Young Adult Programs	7	8.54%	Young Adult Participants	44	4.67%
Adult Programs	27	32.93%	Adult Participants	373	39.6%
General Interest Programs	29	35.37%	General Interest Participants	227	24.1%
<b>Total Programs</b>	<b>82</b>		<b>Total Participants</b>	<b>942</b>	



### April

#### Overview

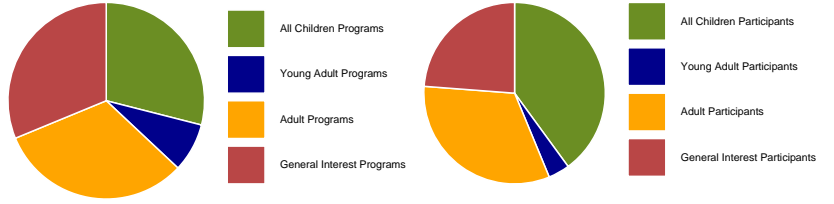
All Children Programs	21	25.93%	All Children Participants	347	43.27%
Young Adult Programs	5	6.17%	Young Adult Participants	31	3.87%
Adult Programs	22	27.16%	Adult Participants	335	41.77%
General Interest Programs	33	40.74%	General Interest Participants	89	11.1%
<b>Total Programs</b>	<b>81</b>		<b>Total Participants</b>	<b>802</b>	



# Ericson Public Library

## July, 2025 - April, 2026

Year in Review					
Overview					
All Children Programs	206	28.97%	All Children Participants	4202	39.96%
Young Adult Programs	57	8.02%	Young Adult Participants	400	3.8%
Adult Programs	226	31.79%	Adult Participants	3412	32.45%
General Interest Programs	222	31.22%	General Interest Participants	2502	23.79%
Total Programs	711		Total Participants	10516	



# Ericson Public Library

April-2026

In April, 345 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



1195 ↓ -8.71%

Monthly Sessions



888 ↓ -7.98%

Total Visits



345 ↓ -5.74%

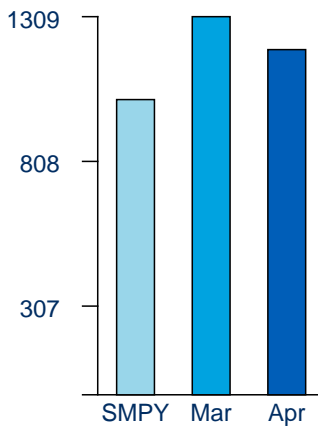
Unique Visitors



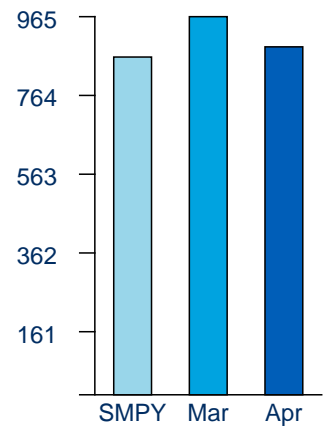
2.57 ↓ -2.65%

Average Return Rate

Total Monthly Session Count

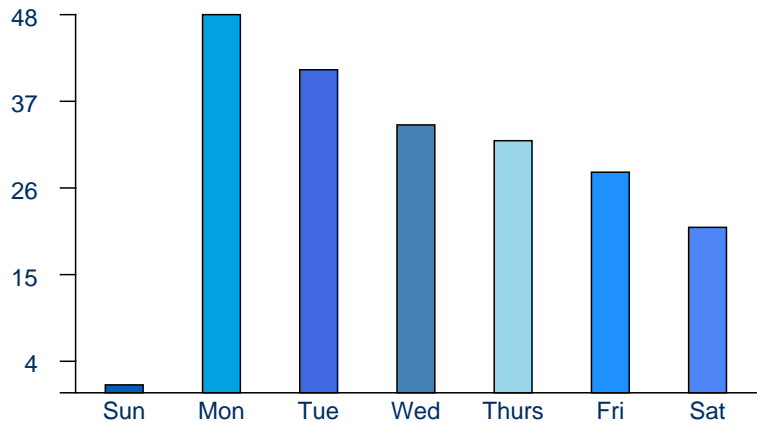


Total Monthly Visits

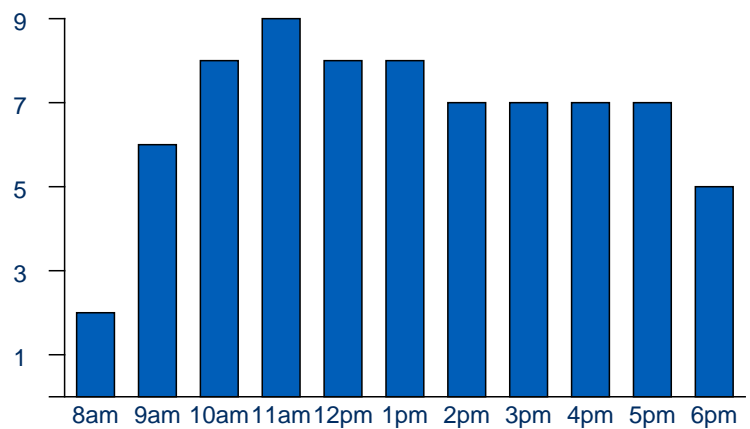


\*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



In April, you had 102 bookings overall with a cumulative attendance of 696 patrons.

Change from prior month



102 ↑ 0.99%

Total Bookings



696 ↓ -13.43%

Total Attendance



6.8 ↓ -15%

Average Attendance

59 ↑ 15.69%  
Internal Bookings

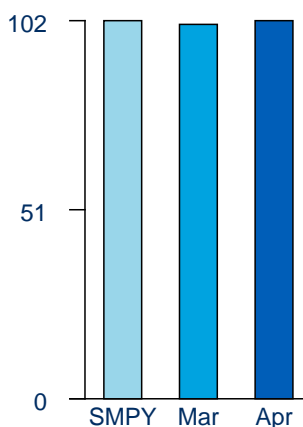
31 ↓ -20.51%  
Patron Bookings

12 ↑ 9.09%  
Non-Profit Bookings

0 ↑ -  
For-Profit Bookings

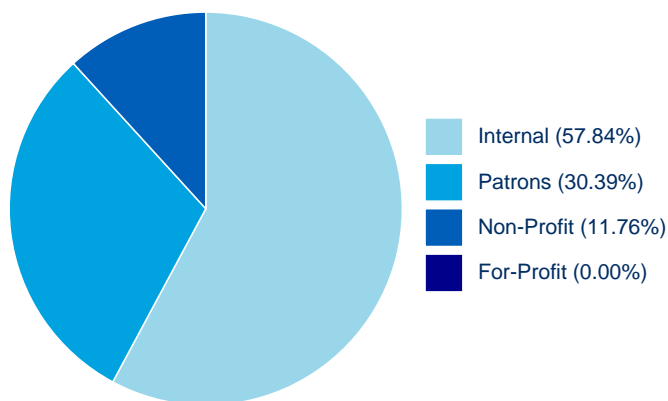
Booking Breakdown

Total Monthly Bookings



\*SMPY: Same Month Prior Year

Booking Breakdowns By Percentage



# Ericson Public Library

## Iowa Public Library General Information Survey Fiscal 2026

### Circulation: Adult Books

	Mar	Apr	YTD
	2,863	2,507	27,466

### Circulation: Children Books

	Mar	Apr	YTD
	5,218	4,591	48,245

### Circulation: Audio

	Mar	Apr	YTD
	240	162	2,345

### Circulation: Other

	Mar	Apr	YTD
	152	150	1,364

### Circulation: YA Books

	Mar	Apr	YTD
	670	531	5,751

### Circulation: Video

	Mar	Apr	YTD
	826	744	8,589

### Circulation: Serials

	Mar	Apr	YTD
	22	22	210

### Rural Circulation

	Mar	Apr	YTD
	1,412	1,511	18,459

# Ericson Public Library

## Iowa Public Library General Information Survey Fiscal 2026

### Make and Take Kits Provided

	Mar	Apr	YTD
	0	0	68

### Coloring Sheets Provided

	Mar	Apr	YTD
	0	0	239

### Scavenger Hunt Participants

	Mar	Apr	YTD
	0	0	0

### Trivia Contest Participants

	Mar	Apr	YTD
	0	0	0

### Maker Space Use

	Mar	Apr	YTD
	0	0	13

### STEAM/STEM Use

	Mar	Apr	YTD
	0	0	265

### Story-Walk Participants

	Mar	Apr	YTD
	0	0	861

### Reading Log Participants

	Mar	Apr	YTD
	0	0	308