



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: **LIBRARY MEETING ROOM, Children's Department**

Date: **November 17, 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: November 17, 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. FY27 Budget
- I. New business
 - 1. Downtown Boone reception
 - 2. December 26, 2026 closure request
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: **Monday, December 15, 2025, 5PM**

The Board of Trustees of the Ericson Public Library met in regular session on Monday, October 20, 2025 at 5:00 p.m. at the library.

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

The meeting minutes for September 15, 2025, were presented by Williams. A motion to approve minutes was made by Frese and seconded by Carr; the motion carried unanimously.

The Director's report contained the following items for October 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!

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

No committee reports.

Old business included an update regarding the north garden space. Williams received pricing from Elite Outdoors on removing volunteer trees and shrubs. She will seek clarification on installing plants. This will probably be a spring project.

New business included a presentation of Little Engines by Zach Stier and Constance Beecher. Trustees had questions and appreciated an overview and summary of the project. Williams reminded Trustees that the upcoming FY27 budget was quickly approaching. She will send out the budget calendar when she receives it and to plan for initial budget discussions at the November meeting. Williams also provided information about a gift to the library for the property south of the library. The current owner indicated he would gift it to the library and was hoping that it could be enhanced as an outdoor library community space. He would be open to helping fund part of the project. Trustees discussed the maintenance required, how it would fit

within the mission of the library and timing. No decisions were made as Trustees want discussion and a plan to consider before accepting the gift.

The meeting was adjourned at 5:46 p.m. on a motion by Carr and seconded by Frese and carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie Williams". The signature is written in black ink and is positioned below the phrase "Respectfully submitted,".

Jamie Williams, Director

Director's Report
Ericson Public Library
November 17, 2025

1. The circulation for October was 12,272. Computer usage was 579, Wi-fi usage was 1,194 sessions, and we had 1,992 visits to our website. The meeting rooms were reserved 87 times.
2. The library received reimbursement funding from the FOEPL for Bookpage (\$420). The library also received donations for notary services for \$75, a donation from Connors (\$50), and a donation towards the digitization of BNR (\$100).
3. I attended an Employment Law Seminar in October, which provided some presentations on handling the chronically absent employee, how to respond to complaints about employees, completing employee evaluations, how to handle letters from the ICRC/EEOC, avoiding benefits pitfalls, and a panel on hot topics. The day-long seminar was informative and helpful.
4. As you may be aware, the FY25 Annual report is out and hot off the press! I'm so proud of all the hard work that has gone into the strategic plan from the staff and Trustees. I am excited to get started on our goals. Our library has much to be proud of. Just a reminder that we do have a way to collect impact stories on our website! I have two really amazing impact stories already for FY26!
5. Reaccreditation is coming up. However, a little snafu was encountered with the State Library data collection software platform. Bibliostat Collect Connect, the platform we use for data collection and comparison, is owned by Baker & Taylor. Following the announcement of the company's closure, we were informed that the Bibliostat platform will also be shut down. The state is having WhoFi work on setting up a new platform, which will function similarly to their Question Sets and should have a familiar workflow to the previous application. Internal testing will be conducted before the launch. Their target date for launching the new WhoFi Accreditation platform is Monday, December 8. The deadline of February 28 will not change.
6. Budget season is upon us! I've included the calendar in the packet. Important dates include December 2nd at 6pm at the Library, City Goal Setting Session. December 10th departmental budgets due for Admin review. January 13th at 6pm at City Hall, City budget session 14th at 6pm (if needed). Boone County funding applications due December 31st.
7. We have a new library page hired, welcome Conner!

8. The Friends of the Ericson Public Library are seeking new Board members. If you know of library advocates who want to support, be engaged, and active in helping the Friends with fundraising, please pass the word along, or give them my contact information. The Friends are an amazing non-profit group that does so much for our library and supports us in so many ways!
9. The Maurice & Velda Fitzgerald Foundation application has been submitted for our digitization project.

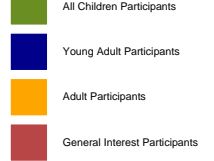
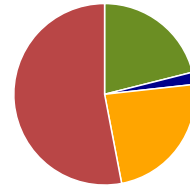
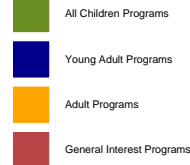
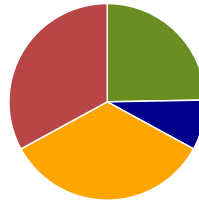
Ericson Public Library

July, 2025 - October, 2025

July

Overview

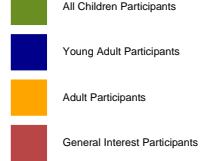
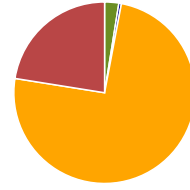
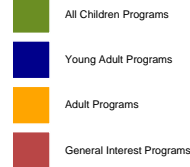
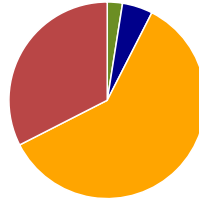
All Children Programs	21	24.71%	All Children Participants	525	21.08%
Young Adult Programs	7	8.24%	Young Adult Participants	54	2.17%
Adult Programs	29	34.12%	Adult Participants	591	23.73%
General Interest Programs	28	32.94%	General Interest Participants	1320	53.01%
Total Programs	85		Total Participants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



August

Overview

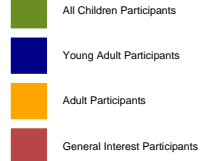
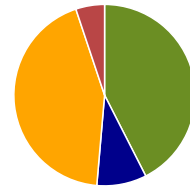
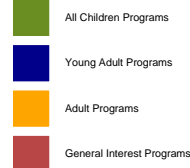
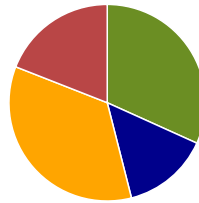
All Children Programs	1	2.5%	All Children Participants	11	2.52%
Young Adult Programs	2	5%	Young Adult Participants	2	0.46%
Adult Programs	24	60%	Adult Participants	325	74.54%
General Interest Programs	13	32.5%	General Interest Participants	98	22.48%
Total Programs	40		Total Participants	436	



September

Overview

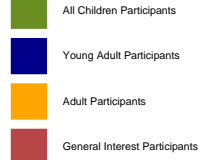
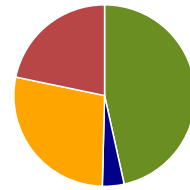
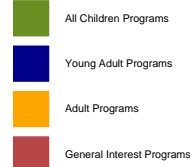
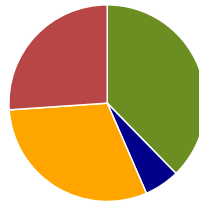
All Children Programs	20	31.75%	All Children Participants	340	42.5%
Young Adult Programs	9	14.29%	Young Adult Participants	71	8.88%
Adult Programs	22	34.92%	Adult Participants	348	43.5%
General Interest Programs	12	19.05%	General Interest Participants	41	5.13%
Total Programs	63		Total Participants	800	



October

Overview

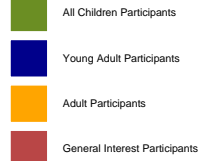
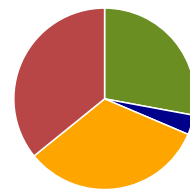
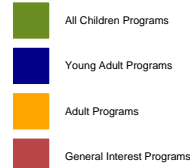
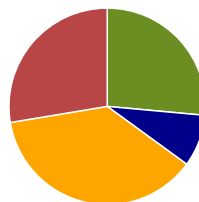
All Children Programs	26	37.68%	All Children Participants	409	46.53%
Young Adult Programs	4	5.8%	Young Adult Participants	34	3.87%
Adult Programs	21	30.43%	Adult Participants	245	27.87%
General Interest Programs	18	26.09%	General Interest Participants	191	21.73%
Total Programs	69		Total Participants	879	



Year in Review

Overview

All Children Programs	68	26.46%	All Children Participants	1285	27.9%
Young Adult Programs	22	8.56%	Young Adult Participants	161	3.5%
Adult Programs	96	37.35%	Adult Participants	1509	32.77%
General Interest Programs	71	27.63%	General Interest Participants	1650	35.83%
Total Programs	257		Total Participants	4605	



Ericson Public Library

Iowa Public Library General Information Survey Fiscal 2026

Circulation: Adult Books

	Sep	Oct	YTD
	2,948	2,800	12,001

Circulation: Children Books

	Sep	Oct	YTD
	5,313	5,108	22,071

Circulation: Audio

	Sep	Oct	YTD
	317	252	1,193

Circulation: Other

	Sep	Oct	YTD
	155	160	526

Circulation: YA Books

	Sep	Oct	YTD
	483	562	2,352

Circulation: Video

	Sep	Oct	YTD
	845	843	3,679

Circulation: Serials

	Sep	Oct	YTD
	31	19	105

Rural Circulation

	Sep	Oct	YTD
	2,721	1,607	9,916

In October, 397 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



1194 ↑ 9.74%

Monthly Sessions



963 ↑ 10.69%

Total Visits



397 ↑ 6.43%

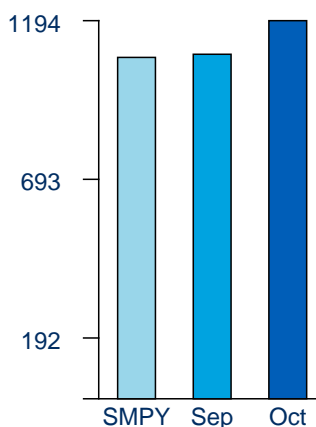
Unique Visitors



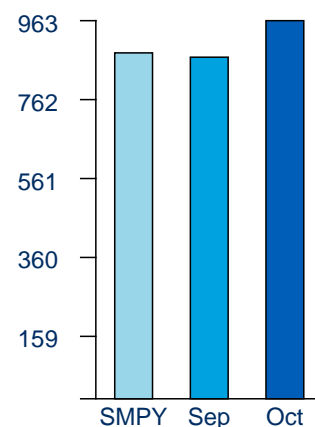
2.43 ↑ 4.29%

Average Return Rate

Total Monthly Session Count

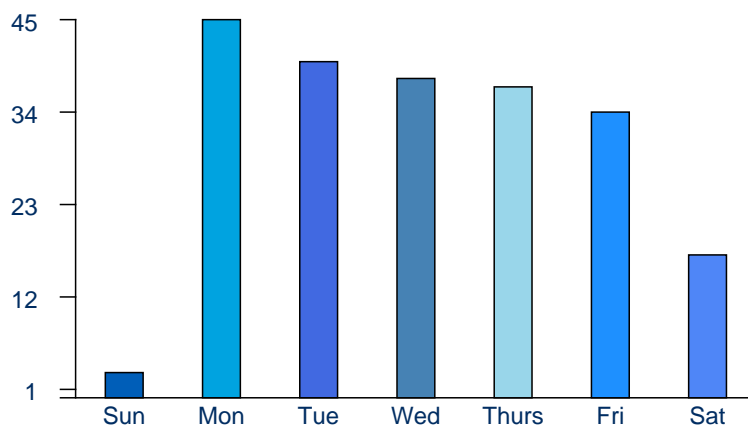


Total Monthly Visits

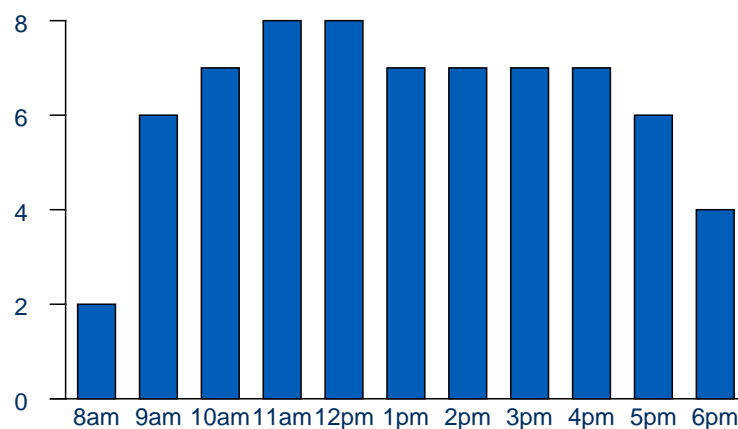


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



In October, you had 87 bookings overall with a cumulative attendance of 656 patrons.

Change from prior month



87 ↑ 29.85%

Total Bookings



656 ↑ 38.4%

Total Attendance



7.5 ↑ 5.63%

Average Attendance

21 ↓ -4.55%
Internal Bookings

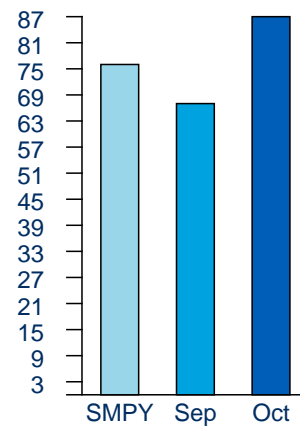
55 ↑ 57.14%
Patron Bookings

11 ↑ 10%
Non-Profit Bookings

0 ↑ -
For-Profit Bookings

Booking Breakdown

Total Monthly Bookings



*SMPY: Same Month Prior Year

Booking Breakdowns By Percentage

