



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: **LIBRARY MEETING ROOM**

Date: **January 19, 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: January 19, 2026 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, update on Dept Head benefits policy
- H. Old business
 - 1. FY27 Budget
- I. New business
 - 1. Benefits policy
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: **Tuesday, February 17, 2026, 5PM**

The Board of Trustees of the Ericson Public Library met in regular session on Monday, December 15, 2025 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 November 17, 2025, were presented by Williams. A motion to approve minutes was made by Baber and seconded by Carr; the motion carried unanimously.

The Director's report contained the following items for December 2025:

1. The circulation for November was 11,226. Computer usage was 457, Wi-fi usage was 856 sessions, and we had 2,009 visits to our website. The meeting rooms were reserved 73 times.
2. The library received reimbursement funding from the FOEPL for baby books, Wowbrary, and Christmas supplies for staff (\$968.12). The library also received donations from Anna Mae Reed (\$20), Ann Reed (\$200), Beta Sigma Phi XI Alpha (\$50) Boone Bank and Trust Co. (\$1000), a sponsorship for storywalk from Chapter DD PEO (\$50), and a memorial for Jeff Nall from Frances Fleck and Terence Greenley towards children's programming (\$500).
3. The City's goal-setting session occurred at the Ericson Public Library at the beginning of December. This year's goal-setting session focused on four areas: personnel, quality of life for the community's residents, economic vitality and growth, and infrastructure improvements. *Personnel*: emergency services; applying for a federal Staffing for Adequate Fire and Emergency Response (SAFER) grant for the potential hiring of three new firefighters; a staffing/salary study; the hiring of one full-time parks employee; and a review of city services. *Quality of Life*: rebuilding of the greenspace, funding the 10-year Boone Municipal Parks Comprehensive Plan, and increasing activities for children, teens, and older residents. *Growth*: economic development priorities, housing needs, debt service utilization, downtown building improvements and incentives, and updating the city's comprehensive plan. *Infrastructure*: water, sanitary sewer, and street improvements.
4. An extra special thanks to Boone Bank and Trust Co. not only for their donation which will help sponsor Adventure Pass but also for donating some filing cabinets!

5. Reaccreditation is open! I will work on getting this submitted before the deadline. Much of this has been accomplished before this year. Most of it is uploading documentation to verify we meet certain standards.
6. Budget season is upon us! Some upcoming dates of importance: January 13th at 6pm at City Hall, City budget session 20th at 6pm (if needed). Boone County funding applications due December 31st.
7. An oil painting that was commissioned by former Boone resident, Judy Loveless (class of 56), around 1978, titled "Traveling to a Distant Sun" is looking to see if the library would like to display the painting. Some background is that the oil on canvas is 50.5 inches wide by 44.5 inches high. It was painted by Ingo Swann in 1978. Swann was conducting experiments at Stanford Research Institute when Judy worked.
8. Phone issues have been randomly occurring over the last year where our extension goes to wastewater treatment, or there is some message about the mailbox is not set up. We realized other departments were having issues as well, so we believed that it was city-wide. Infobunker was around last month to replace their routers. I was hoping this would fix our issue; however, it is still a problem. The next piece to Infobunker is not scheduled until after the new year, probably late February or March. If, after that, new equipment is installed and we still have problems, we will look into E5 diagnosing if the equipment is defective. The only good news is that we are able to reset it and it works; however, we miss more calls than I'd like. I will follow up after March.
9. Our county funding request for FY27 will be for a substantial increase of \$185,000. This would be more in line with the state average, bringing Boone County library funding to \$21.96 per capita or .14 cents per thousand.

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

The financial reports for December 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.

No committee reports.

Old business included an initial FY27 budget for Trustees to review. Williams provided an update on the CIP LOST projects and the status of funding. Williams also provided an update on the budget meeting with Elmquist.

New business included a request from Schmickley to see if Trustees had any interest in a painting, oil on canvas. A picture of the painting was provided, and discussion ensued with agreement that if it is donated, it could be displayed on the second floor. A motion to approve the request was made by Hurley and seconded by Rardin and carried unanimously. meeting.

The meeting was adjourned at 5:32 p.m. on a motion by Carr and seconded by Gradoville and carried unanimously.

Respectfully submitted,

Jamie Williams, Director

Director's Report
Ericson Public Library
January 19, 2026

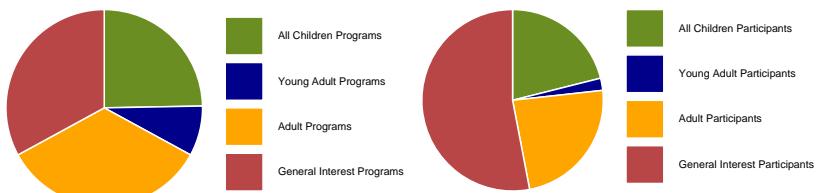
1. The circulation for December was 10,688. Computer usage was 427, Wi-fi usage was 942 sessions, and we had 1,833 visits to our website. The meeting rooms were reserved 71 times.
2. The library received donations from Julie McWilliams (\$100), Betty Cox (\$500), and Willow Tree donations for Storywalk (\$290). The library also received funding from Zero the Three for the children's department (\$2020), and funding for juvenile non-fiction books from Pratt-Fenton Charitable Foundation (\$3,500). The library also received Open Access funding from the State Library of Iowa for \$3180.
3. The City's FY27 budget session was held on January 13th, and all departments presented their FY27 departmental budgets to Council and the Mayor. City Administrator Elmquist presented a balanced budget but discussed concerns with Trust and Agency in the upcoming years, along with declining revenue from CDs' interest rates. This may impact future budget years if we don't plan for it in a fiscally responsible way. Council directed no change in levy and using debt service funding for a temporary solution to save approximately \$96 per household on their utility bill.
4. Reaccreditation is complete! All documentation has been submitted. The library met all tier 1 standards (29), all tier 2 standards (12), and all tier 3 standards (6). We also met 35 of the 38 non-tier standards, of which 20 are required. This is an amazing accomplishment of the Library Board and a true testament to the excellent library service we continue to provide to our community. On behalf of the library staff, thank you for your commitment and support in making a difference in quality-of-life issues for our community and patrons.
5. *Reel Reads*, a grant-funded program launched this month for tweens and teens in grades 6–12, supported by the Lowrey Charitable Foundation. Each month, participants receive a free book box featuring a middle-grade or young adult book adapted into a movie, along with a book-related item to keep and a snack—providing an experience similar to popular subscription boxes at no cost to our participants. The program has two components: pizza and book discussion, and a movie screening with popcorn, encouraging both literacy and social connection. Ronda reports that the launch was very successful, with strong engagement during the first discussion of *The Book Thief*. Older teens naturally mentored younger participants, fostering meaningful conversation and a sense of belonging. Participants expressed excitement about being part of a book club and anticipation for the movie screening. Future titles will include *Holes*, *The Giver*, *The Outsiders*, and more, continuing to promote teen engagement at the library.

6. I reapplied to the Masterclass grant for gift subscriptions. If you recall, back in 2022, I had applied, and we were one of the first libraries to be chosen. The concept in theory was amazing, but in the management of the grant, it was cumbersome, and the gift links provided many times would give users an error and direct them to the payment subscription. I decided at the time it wasn't worth reapplying. Since their initial deployment, they now have an admin dashboard, which I'm hoping will make the process less frustrating for me and for our patrons. We were awarded 250 Masterclass annual gift subscriptions, which we can provide to our patrons! Look for upcoming details online!
7. We will be the site for the Monday Matters legislative forum that the Chamber hosts. The first one will be held in the 2nd-floor meeting room on February 2nd at 9 am. Stop by for updates from Jesse Green and Chad Behn.
8. As we get closer to our 125th anniversary, I wanted to mention that we will want to start planning special events and programs. We will be a host location for the Iowa PBS *Revolutionary Iowans* display. We are looking for historical-type programs to celebrate America's 250th anniversary as well. The *Revolutionary Iowans* connects Iowa's local stories to the broader themes of American democracy and independence. I'm open to any suggestions and ideas to make this a truly special year!
9. The Maurice & Velda Fitzgerald Foundation has notified me that we will be receiving \$25,000 for our digitization of Boone's history. Boone newspapers from the late 1800s to 1921, 2007-2023 are currently available on our website. As of 1/13, we've had over 21,000 searches from all over the state, country, and world! We will be able to expand coverage from 1922 to the late 1970's with this funding. Advantage Archives has up to July 1981 in their vault, so I'd like to do some fundraising for the additional \$3,860 to get there. As a reminder, *Goal 3.3* in our long-range plan was to launch a digitization fundraiser with FOEPL to complete the Boone newspapers digitization project, 1922-2006. I am so thankful that the Fitzgerald Foundation has greatly assisted this goal, but I know we can do more, and it would be wonderful to see complete coverage. I will reach out to the Friends for ideas!

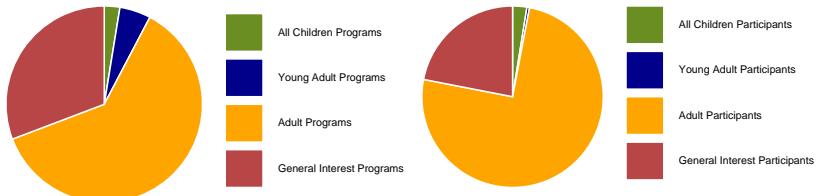
Ericson Public Library

July, 2025 - December, 2025

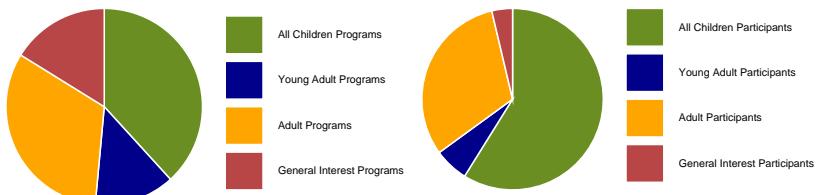
July					
Overview					
All Children Programs	21	24.71%	All Children Participants	525	21.08%
Young Adult Programs	7	8.24%	Young Adult Participants	54	2.17%
Adult Programs	29	34.12%	Adult Participants	591	23.73%
General Interest Programs	28	32.94%	General Interest Participants	1320	53.01%
Total Programs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



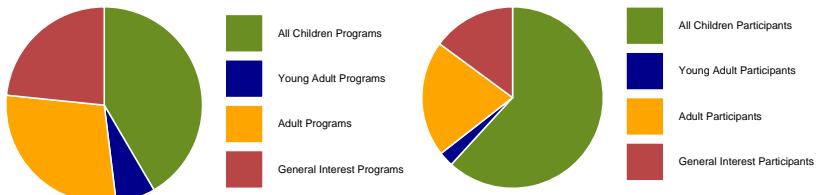
August					
Overview					
All Children Programs	1	2.56%	All Children Participants	11	2.54%
Young Adult Programs	2	5.13%	Young Adult Participants	2	0.46%
Adult Programs	24	61.54%	Adult Participants	325	75.06%
General Interest Programs	12	30.77%	General Interest Participants	95	21.94%
Total Programs	39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



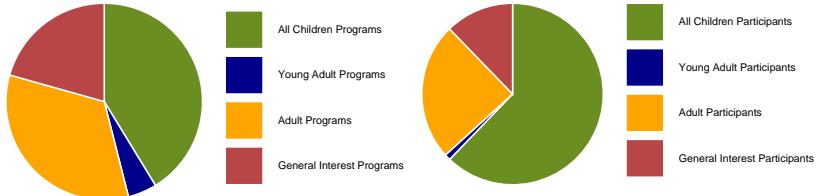
September					
Overview					
All Children Programs	26	38.24%	All Children Participants	654	58.87%
Young Adult Programs	9	13.24%	Young Adult Participants	68	6.12%
Adult Programs	22	32.35%	Adult Participants	348	31.32%
General Interest Programs	11	16.18%	General Interest Participants	41	3.69%
Total Programs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



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%
Total Programs	77		Total Participants	1283	



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%
Total Programs	63		Total Participants	1021	



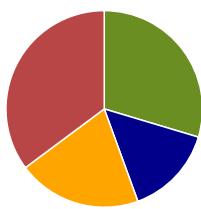
Ericson Public Library

July, 2025 - December, 2025

December

Overview

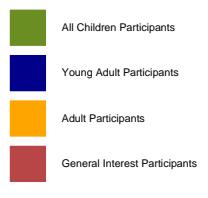
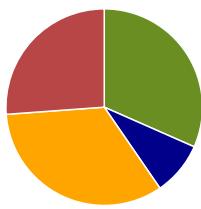
All Children Programs	16	29.63%	All Children Participants	270	46.71%
Young Adult Programs	8	14.81%	Young Adult Participants	103	17.82%
Adult Programs	11	20.37%	Adult Participants	28	4.84%
General Interest Programs	19	35.19%	General Interest Participants	177	30.62%
Total Programs	54		Total Participants	578	



Year in Review

Overview

All Children Programs	122	31.61%	All Children Participants	2888	41.76%
Young Adult Programs	34	8.81%	Young Adult Participants	272	3.93%
Adult Programs	129	33.42%	Adult Participants	1807	26.13%
General Interest Programs	101	26.17%	General Interest Participants	1949	28.18%
Total Programs	386		Total Participants	6916	



Ericson Public Library

Dec-25

In December, you had 71 bookings overall with a cumulative attendance of 575 patrons.

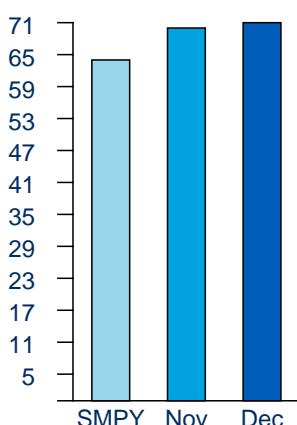
Change from prior month



71 ↑ 1.43%

Total Bookings

Total Monthly Bookings

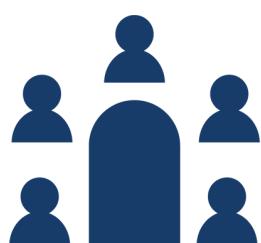


*SMPY: Same Month Prior Year



575 ↓ -13.14%

Total Attendance



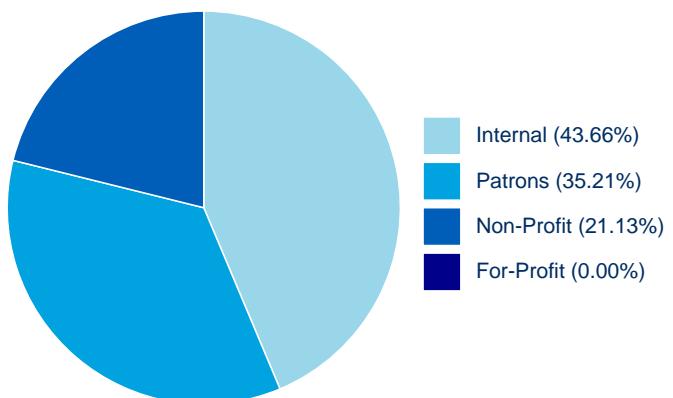
8.1 ↓ -14.74%

Average Attendance

31 ↑ 40.91%
Internal Bookings

25 ↓ -35.9%
Patron Bookings

Booking Breakdowns By Percentage



15 ↑ 66.67%
Non-Profit Bookings

0 ↑ -
For-Profit Bookings

Booking Breakdown

Ericson Public Library

December-2025

In December, 283 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

942 **10.05%**

Monthly Sessions



700 **3.4%**

Total Visits



283 **-8.12%**

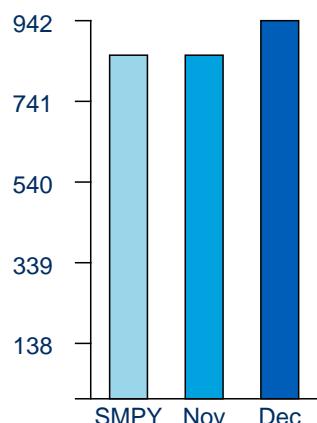
Unique Visitors



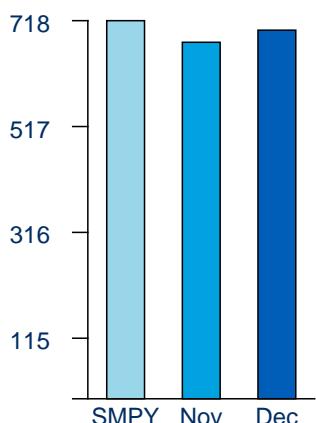
2.47 **12.27%**

Average Return Rate

Total Monthly Session Count

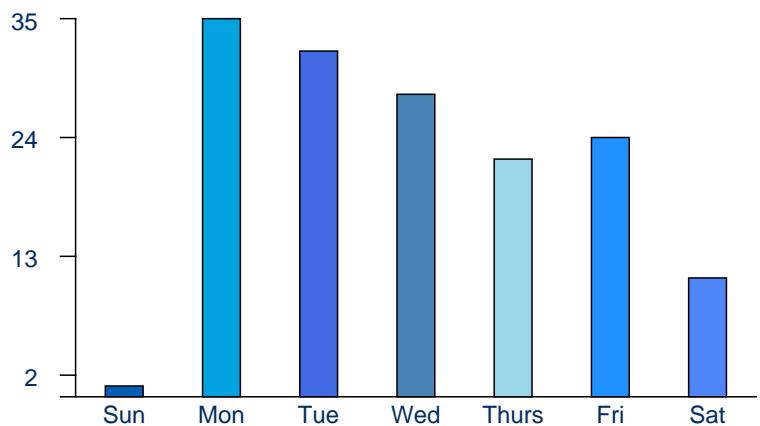


Total Monthly Visits

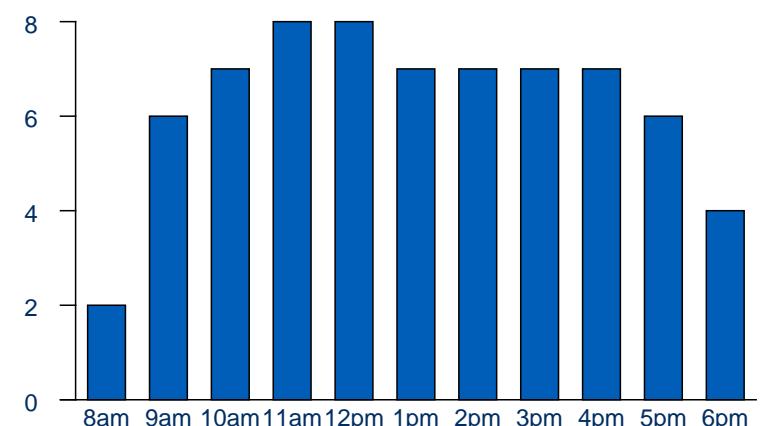


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



Ericson Public Library
Iowa Public Library General Information Survey Fiscal 2026

Circulation: Adult Books



	Nov	Dec	YTD
2,483	2,596	17,080	

Circulation: YA Books



	Nov	Dec	YTD
537	476	3,365	

Circulation: Children Books



	Nov	Dec	YTD
4,763	3,783	30,617	

Circulation: Video



	Nov	Dec	YTD
764	860	5,303	

Circulation: Audio



	Nov	Dec	YTD
170	196	1,559	

Circulation: Serials



	Nov	Dec	YTD
14	14	133	

Circulation: Other



	Nov	Dec	YTD
117	123	766	

Rural Circulation



	Nov	Dec	YTD
1,300	1,370	12,586	

Ericson Public Library
Iowa Public Library General Information Survey Fiscal 2026

Make and Take Kits Provided



	Nov	Dec	YTD
	0	25	68

Coloring Sheets Provided



	Nov	Dec	YTD
	50	50	132

Scavenger Hunt Participants



	Nov	Dec	YTD
	0	0	0

Trivia Contest Participants



	Nov	Dec	YTD
	0	0	0

Maker Space Use



	Nov	Dec	YTD
	0	0	13

STEAM/STEM Use



	Nov	Dec	YTD
	60	60	145

Story-Walk Participants



	Nov	Dec	YTD
	0	220	661

Reading Log Participants



	Nov	Dec	YTD
	0	151	151