

ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: October 21, 2024 5PM

You may join the meeting via 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 21, 2024 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. Buildings and Grounds
- H. Old business
 - 1. CIP
- I. New business
 - 1. FY24 Annual Report
 - 2. FY26 Budget
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, November 18, 2024, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, September 16, 2024 at 5:00 p.m. at the library.

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

The August 19, 2024 meeting minutes were presented by Williams. A motion to approve minutes was made by Rardin and seconded by Carr, motion carried unanimously.

The Director's report contained the following items for September 2024:

1. The circulation for August was 13,254. Computer usage was 817, Wi-fi usage was 1,169 sessions and we had 2,327 visits to our website. The meeting rooms were reserved 34 times.
2. The library received a donation of \$25 from Kathleen Hakanson and a \$35 memorial for Jan Kinne from Jane Cook. \$322 was deposited from Library sales and \$112 in desk donations. The library also received the contract and payment from Pilot Mound for \$413.53.
3. Don't forget we have our Library survey out and to get yours submitted and let others know about it before October 1st. We have currently around 60 responses. It would be great to have at least 200! I will do a push on the community page with the direct link so that it coincides with the newsletter and letting folks know that they can submit it online versus filling out the paper copy.
4. Re-Accreditation updates. With this process we will need to schedule the Building and Grounds committee to do a walk through with Mike Slight for our Building and grounds checklist. It is probably more of a confirmation of the documentation/material we submitted in 2019 with any noted changes. I estimate it to take an hour. The annual review of the Director is also apart of accreditation so the Personnel committee has been given the evaluation forms to begin the annual review too. With this last submission of policy sections 5 and 6 we complete our review of policies! We also need board education, which I've sprinkled in articles, updates, videos, and included a project that we are partnering with ISU Extension and Outreach on called *Launchpad to tomorrow*.
5. Our Activating Community Voices is gearing up for more programming and discussing possible themes and topics this upcoming year to address DEI and inequality issues. If any board members are interested in attending these stakeholder meetings, please let me know and we can add you to our list!
6. We have been awarded \$6,000 in a Rotary grant to implement Little Engines, a literacy project with the preschool programs in the Boone Schools, public and private. We were also encouraged to apply for a state BooST grant to add to this project funding

and was awarded an additional \$8,000. This project will include providing books to preschoolers and their families along with literacy activities to encourage literacy at home. We are also planning programming here in the library to encourage library usage and get preschoolers and their families more active and involved in reading and the library.

7. The Friends of the Ericson Public Library have a new **fund**raising opportunity coming up at the end of October, called Haunted Library. They will host a spooky Halloweenish event here at the library on October 26th. There are two ways to participate. One is through a general admission ticket which includes a scavenger hunt and a second way is through a VIP ticket which includes an escape room opportunity. This is the first year of this type of event as they were looking for something different than trivia. I know they are looking for volunteers to help so if you have time and want to see how the Friends help the library through fun events and fundraising, contact Jessica Baber. Or make sure you get a ticket for a fun filled spooky time! There will be an afterhours at Bottled Bliss. Keep your eyes posted for upcoming details!
8. The State Library annual survey for FY23/24 is mostly finished. I'm noting that we continue our trend of utilizing grants and donations at the same high rate as last year. Total circ and library usage is up from last year which is great news. I will submit the survey and then create an annual report to publish and present at the next Board and Council meeting!

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

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

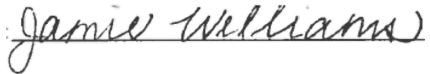
Under old business Williams provided an update to the grants the library currently has or continues to apply for. Restrictions, amounts, processes and items they fund was discussed in detail.

Under new business Williams presented revisions and updates to sections 5 and 6 of the policy manual. Discussion ensued with a recommended change to the add a statement about following internet use guidelines to our hotspots policy and to also update the salaries to be more in line with current salary was made by Baber. A motion to approve Baber's recommendations and all revisions as written was made by Carr and seconded by Rardin and carried unanimously. This completes the policy revisions! Williams requested input from Trustees for the the Building and Grounds committee for them when they update the CIP list and priorities. Williams will set up a time with committee to discuss. Williams provided an update for Trustees regarding the ending of SILO, the State Library

email service ending May 1st. Williams is evaluating options with Andy and is considering either moving to city's server, google workspace or Microsoft.

The meeting was adjourned at 5:25 p.m. on a motion by Rardin and seconded by Carr 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 above the printed name.

Jamie Williams, Director



ERICSON PUBLIC LIBRARY

CONNECT | LEARN | ENRICH



ANNUAL REPORT 2024



LETTER FROM THE DIRECTOR



JAMIE WILLIAMS | DIRECTOR

What an incredible year it has been! After fifteen years of serving this library and community, I can confidently say this year ranks at the top! While it's challenging to pinpoint a single reason, there seems to be an abundance of activity, excitement and even more to look forward to!

Doing this work has been a true joy, and I'm excited to continue offering new services, programs, and resources that provide extraordinary opportunities for our community. I genuinely believe this library is a vital asset to the people of Boone as I get to see it every day we make a difference. I take great pride in our library's accomplishments and eagerly anticipate finding solutions to the challenges we face as a library and as a community. The annual report showcases stories and highlights statistics, and insights about our current status and future direction.

As always, my primary goal is to create a meaningful impact through our services and programs. The effects of our work can be seen daily; we transform, adapt, and shape services based on the needs of our community. A significant focus for our library staff and Board is determining how we can be more responsive to our community.

Community engagement is a priority for us, often facilitated through partnerships, as we are a small team. Collaborating with engaged partners allows us to expand our reach and effectiveness. Over the past fiscal year, we have diligently worked to identify ways to enhance our relevance within partner organizations to create a greater impact.

In FY24, we received grants for technology workshops, digitized the Boone News Republican, and planned for a book bike in the spring! We provided cultural and STEM programming, legal and tax assistance, resource-sharing activities, and conducted 96 outreach visits, reaching 3,332 people. We added various new programs like Books and Bites to reach out to our teens at the High School, and participated in Middle School club days to allow us to reach kids to provide engaging activities. Fun events like Bridgerton Garden Party, Concerts, Summer Reading Carnival, meet and greet with Rapunzel or a pizza party with a Ninja Turtle and ERICON drew people into the library for something unexpected. Our programs educated the community about available services, fostering connections. We hosted story times, stitch nights, and craft series, emphasizing well-being and mental health through activities like walking clubs, gratitude journaling, yoga, and meditation. Our Library's plan continues to guide our priorities and enhance services!

THE IMPACT

With a strong focus on our Library's goals we continue to accomplish more to impact our community and hope to continue this trend to FY25!

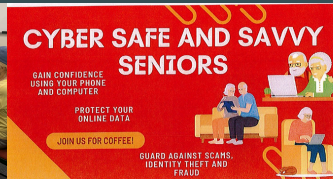


ACCESSIBILITY | CONNECTION | TECHNOLOGY GOALS

We upgraded our printer in FY24 to enhance printing capabilities and offered more convenient ways for our patrons to print directly from their devices. This allowed patrons to walk into the library and send their print jobs easily and conveniently- saving time and money! We increased access to online library services by providing user-friendly web and library catalog enhancements, and we also increased awareness of library technology offerings. Hotspot checkouts continue to be popular, and we replaced a couple of outdated units with new ones. Another way we addressed technology goals was by digitizing more content from our local newspaper from 2007 to 2023. Increased access to digital content allows not only those in our community to research the collection from anywhere but also those outside of the library walls. Boone Newspapers from 1865 to 1926, and 2007 to 2023 are available in a fully searchable database from our website! Give it a try! We also offered technology workshops to help seniors and those wanting to learn more about how to use technology!

EDUCATION | LEARNING | WELLBEING GOALS

Libraries are an essential community hub bringing people together for a variety of activities and events. While we provide our community with a variety of programming, like book clubs, writers workshops and wellness programs, Activating Community Voices focused on mental health and the Wisdom Corridor project in FY24. This group, comprised of sixteen partners, continued to focus on immersive and educational learning experiences to understand dimensions of equity. It is a crucial strategy for fostering inclusive and engaged communities. Libraries play a critical role in promoting community health and wellbeing. Not only did we have great participation, we helped build meaningful connections in the community and awareness of programs, which increased community building and conversations to spark more informed and engaged citizens!



SPACES | GOALS

We upgraded our security system and also addressed building enhancements to ensure that our facilities are welcoming, comfortable and safer than ever.

We evaluated and updated our meeting room spaces to the fullest extent. We currently offer four spaces to be reserved by the public for meetings. This includes the second floor meeting room, the children's meeting room, the children's activity room and the main floor iMac lab. Reservations can be made easily and conveniently from our website! We had 2,977 people use our meeting rooms in FY24. Our meeting room spaces also offer OneScreens for technology needs of our community. **STAY TUNED FOR OUR UPDATED LONG RANGE PLAN & GOALS IN FY25!**

THE NUMBERS

34,988

Electronic Materials Used



9,618

Public Computer Sessions



Physical Materials Circulated



25,939

Website Visits



60,554 VISITS
4,733 REFERENCE QUESTIONS



15,182

Electronic information Used



12,511

Wi-Fi Sessions

THE FUN

13,753
Program Attendees

938
Total Programs

833
Views of program content recordings

2,732
Hours open to the public

4,860
Library Card Holders

THE FINANCES

Income Sources

City of Boone

General Fund

Capital Income

Contract Cities

Boone County

State

Fines/Fees

Gifts/Grants

Capital Income (private) \$ 12,964

\$422,360

\$41,767

\$1,160

\$75,725

\$7,715

\$8,412

\$64,746

\$ 12,964

Operating Expenditures

Materials

Salaries

Benefits

Other Operational

Expenses

Capital Expenditures

\$81,396

\$327,764

\$157,312

\$144,603

\$54,732

THE STORIES

Impressive programs and library

"I brought my granddaughter to your Swifty Dance Party! My husband and I did get our library cards. And enjoyed talking with some of the friendly staff and seeing what the library has to offer. VERY IMPRESSED!" -*Cynthia on Teen program and the library*

"Great experience and so happy that our library had this program. I'd love to have it be a recurring session." -*Angie on Forest Therapy program*

"I credit this book discussion group for the inspiration and the librarians for the assistance in finding that book. I used the NYT list you have posted in the library to select the book and then the librarians extraordinaire helped me find it and other books. I LOVE THE LIBRARY! I haven't read that much so quickly in decades. Thank you and everyone for re-awakening my love for reading!" -*Jane and David on Books at the Brewery*

Grants and donations help us do more!

In fiscal year 2024 we accomplished several important things from our strategic plan as mentioned with the **\$64,746** in extra funding. Without this funding we would not be able to offer a BookBike, AdventurePass, technology classes, exciting and educational kids programming in the summer and throughout the year, snacks, Storywalk, books for wellness visits at the BCH, Hoopla, digital BNR and much more! Funding all these services or projects was only possible through grants or donations.

We want to thank our **Friends, Boone Bank, ALA/PLA, Lowrey Foundation and the Fenton Trust, United Way of Boone County, Lions Club, Rotary, BooST, Kiwanis, State Historical Society, FORCE Board and of course all our generous donors!** What an impact this has made in our community!



702 GREENE STREET
BECOME A MEMBER TODAY



Thankful for the Library!

"Thanks so much for doing the awesome program last night. I learned a ton. Now I want to see the PBS doc! We were later than we intended but major draw for my hubby was the cars. He also thought the program was interesting tho. Well done!" -*Sue on Library Programming*



"Every week when I get the newsletter from the library, I am amazed at all that is available at our library. I am not able to participate as much as I would like to, but sure hope everyone is aware and taking advantage of what you offer to all age groups. Thank you." -*Delores on Wowbrary newsletter*



Foundation Offering Recreation & Community Enrichment



Bringing health and mental health to our community

"Mindful Monday has been my Community with Intention! We are slowing down, increasing our awareness and growing together as we learn more about ourselves, our Health and the World around Us. It has connected me to so many amazing Souls and am grateful for the Connection it's brought into my Life!" -*Victoria on Mindful Monday*



Helping our writers

"As I write from Louisville, he has just come from speaking to a publisher who has asked to see both the first three chapters of his novel..."

This is a great accomplishment for him, and the Ericson Library can also be justly proud of the support that it gives to the local writers, and you can tell Ms Williams that one of your programs is delivering tangible results."

-*JMI on Writers Workshop results*

THE TEAM

Our Staff is one of a kind!

The Library Staff is dedicated, caring and creative with big ideas and big hearts! I am grateful every day that they show up ready to help and bring their best.

Thank you to the following full time staff members who are dedicated to this profession:

Andrea Williams, MLIS | Assistant Library Director | serving EPL for 11 years!

Zach Stier, MLIS, Ed.D | Children's Librarian | serving EPL for 13 years!

Grace Hanley, MLIS | Librarian | serving EPL beginning this year!

Candy Noelck | Librarian | serving EPL for 6 years

Ronda Kelley | Librarian | serving EPL for 11 years!

I also would like to thank our part time staff who do so much to help and take care of our community: Melinda, Mindy, Megan, Rebecca, Theo, Norah, Eliana and Keira

AND Mike, who takes care of our beautiful, historical building so well!



Our Library Board is committed to the very best Library for you.

Made up of eight city residents and one rural resident. Library Board (city) members are appointed by the Mayor with Council approval and the rural member is appointed by the Boone County Board of Supervisors. Terms are six years.

Heather Frese (rural), 2028

Michael Carr, 2028 Sue Gradoville, 2028

Sarah Dvorsky, 2026 Lowell Davis, 2030

Levi Baber, 2030 Rachel McKeny, 2026

Barbara Rardin, 2026 Barbara Madson, 2030

A big thanks to the Library Board of Trustees who are always keeping the library relevant and supported in our community!



Friends of the Ericson Public Library!

Our Friends are wonderful volunteers that run their own nonprofit, 501(c)3 to fundraise for the library. They meet quarterly as a board to plan fundraisers and decide how to best support the library. They fund different library resources, programs and services that are above and beyond what our budget can support! This includes:

- Hotspots
- Baby books and packets for parents & newborns
- Annual Reading Programs
- Online research databases
- Book discussion books, large print books
- BRIDGES and other online resources

Our Volunteers

Not only do our Friends of the Library Board members volunteer, our Friends members volunteer and help with programs and fundraisers! They manage book sales, put together baby packets, assist with fun events totaling thousands of volunteer hours! We also had 42 community volunteers volunteer 240 hours in FY24.



Our City Leaders

City administration, department heads, staff, Mayor and City Council support and work with the library in different capacities from assisting with projects, building issues, programs, funding and more!



Our County Leaders

County supervisors and staff also support the library with funding, projects and programs.

Our Community Partners, Organizations and Businesses

We rely heavily on organizations like Aging Resources, Boone County Hospital, Boone Schools, Iowa Legal Aid, ACCESS, RSVP, ISU Extension, Fareway, BSVRR, Boone Bank, Chamber, Dutch Oven Bakery, Book Shoppe and many other local businesses to support us and we are SO grateful. We have over 50 partners and growing!