

ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: November 18, 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: November 18, 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. FY26 Budget
- I. New business
 - 1. Upcoming closures
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, December 16, 2024, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, October 21, 2024 at 5:00 p.m. at the library.

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

The September 16, 2024 meeting minutes were presented by Williams. A motion to approve minutes was made by Davis and seconded by Frese, motion carried unanimously.

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

1. The circulation for September was 12,066. Computer usage was 686, Wi-fi usage was 392 sessions (equipment not reading from 9/1-9/18) and we had 1,937 visits to our website. The meeting rooms were reserved 36 times.
2. The library received a donation of \$300 from Boone Lions for Little Cubs and a \$1500 reimbursement from the Friends for the Book Bike and SRP gift certificates. We deposited \$120 from Library sales and \$39,487.50 from the County and \$4,374.58 from State Library Enrich funding.
3. Library survey has ended and data has been sent to STAT COM. We received 196 responses overall, which I had a goal of 200. An analysis of the data is projected to come back to the Board around December.
4. Re-Accreditation updates. A bit of a timing update with some staff retirements at the State Library; they have decided to delay our application filing a year. So, our application will be submitted in January 2026 instead of 2025. The good news is that this gives us some time to hone in on our long-range plan and think through our goals more strategically! The Building and Grounds committee met and reviewed the checklists. Discussed CIP plans for the upcoming 5-10 years with input from Mike Slight. Big thanks to Mike for completing two priority checklists and thinking through some issues with the last one.
5. Our Activating Community Voices is gearing up for a focus on loneliness over the next two years. The group will be putting out a community survey to gather data on how prevalent the problem is, how people cope with it, as well as what kind of programming we can offer here at the library and around the community. This data will help our group be able to understand how to best support those in our community with more connection, less social isolation and what programs would benefit them.
6. We have restructured our Reach Out and Read (ROAR) program with the Boone County Hospitals and Clinics. ROAR is a national program that is run by a site coordinator who oversees parts of the program. For the most part, the library ordered the books, placed stickers on them and delivered them to the clinic. Doctors had gone through some training when we started the program over five years ago. The cost of the books has increased and reports were getting to be problematic. Our real goal in

participating in this program was to develop a partnership with our county hospital and clinics to have primary care providers (Doctors, NPs and PAs) to deliver anticipatory literacy guidance to parents and caregivers of children from infancy through 5 years of age during each well-child visit and giving child/parent an age-appropriate book. We are migrating to a program the library will oversee, *Little Cubs*, with addition of the Ogden and Madrid clinics and libraries participating. This allows more cost savings and efficiency to our real goal of providing books to children during their well-child visit. Look for upcoming remarketing of the program!

7. The Friends of the Ericson Public Library have a new **fundraising** opportunity coming up at the end of October, called Haunted Library. The registration for this was too low and I anticipate it will be cancelled. I'm hopeful next year it can be reworked and rolled out to be a successful fundraiser. They will also be having a Charcuterie workshop here at the library on November 13th. Registration is out now if you'd like to sign up.
8. The State Library annual survey for FY23/24 is submitted. The report is published online and out in the library now! I've included it the packet and will be presenting it to the Council at their meeting. As a side note, I'm very proud of all that the staff has accomplished!
9. Our Book Bike requires a design in Adobe Illustrator (AI) I will be hiring a designer to assist with the design, as no one on staff has the qualifications or experience with AI.

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

The Building and Grounds committee met and discussed the ADA checklists completed by Mike Slight and any recommendations for improvements to the building includes making the main floor men's room handicap accessible by removing the stall and adding a bar. It would be a unisex ADA complaint restroom. This could be accomplished in FY25 if funds still exist in the Buildings/grounds line item. Gradoville updated Board that Director's review was completed and filed.

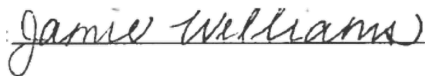
Under old business Williams provided an update on the CIP future plans. Williams will reach out to Dave Loesen for recommendations on AHU upgrade to DDC. This project will be more of a 5-10 year projection. No CIP will be submitted this year.

Under new business Williams presented the FY24 annual report that will be presented to Council. Williams mentioned that one of the ILA presenters discussed how

important it is for libraries to use more than just data and statistics to tell the library's story in the annual report. Williams included a lot of success stories and patron stories. The report is available in the library and on the website. A motion to approve the report was made by Davis and seconded by Baber and carried unanimously. Williams provided a quick overview of FY26 budget planning including dates for deadlines for the Board's initial budget and when the Director will provide that budget to the City Admin team. She also provided dates in January for Council budget work sessions. All Trustees are invited and welcome to attend these sessions.

The meeting was adjourned at 5:22 p.m. on a motion by Frese and seconded by Baber 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