



# ERICSON PUBLIC LIBRARY

## AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

**Place:** LIBRARY MEETING ROOM

**Date:** November 20, 2023 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**

<https://us02web.zoom.us/j/82323231700?pwd=Q3Zra3UvSVcrODJtdVNmSEdLbHA4dz09>

Meeting ID: 823 2323 1700 Passcode: 846322

- 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. FY25 Budget
- I. New business
  - 1. Completion and close out of HVAC project acceptance
  - 2. FY26-FY31 CIP
  - 3. Hoopla
  - 4. Stier PLA conference
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, December 18, 2023, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, October 16, 2023 at 5:00 p.m. at the library.

Those present were: Levi Baber, Michael Carr, Sarah Dvorsky, Travis Estep, Sue Gradoville, Heather Frese, Rachel McKenny, Corey Melhus, Barb Rardin. The meeting was called to order by Carr at 5:00 p.m. There was a quorum present.

The September 18th meeting minutes were presented by Williams. A motion to approve minutes was made by Frese and seconded by Gradoville, motion carried unanimously.

The Director's report contained the following items for October 2023:

1. The circulation for September was 11,751. Computer usage was 910, Wi-fi usage was 885 sessions, the website was visited 1,850 times. The meeting rooms were reserved 32 times.
2. The library received a donation from Boone Garden Club (\$75) and Class of 64, Richard Musser (\$300). The library also received a memorial for Shirley Dahl from Wanda Goeppinger (\$70). The library received \$455 for adult library sales and \$91 in adult donations. We also received the Enrich Iowa funding for FY24 (\$4391.67).
3. The state annual survey has been submitted and the FY23 Annual Report is published. I am pleased with our numbers as most went up from circulation to programs, specifically outreach and we spent more! However with our capital improvement projects we can attribute it to making planned improvements and having fiscal responsibility. Capital improvement projects are a part of budgets and are required for taking care of buildings and making sure we keep them going for use by the community and for the future generations of those in Boone.

We utilized our memorial funding in some important ways too; supporting many of the Board's long range goals.

Something we can be proud of and thought I'd point out is our Adult grab and go kits which are very popular! Adult grab 'n go kits that were made and given out from July 2022 - July 2023:

July '22 - Birdhouse kits = 130

Oct. '22 - Muslin ghost kits = 46

Nov. '22 - Pumpkin pie banner kits = 41

Dec. '22 - Folded book page angel kits = 96

Dec. '22 - 3-D folded book page Christmas tree kits = 16

Feb. '23 - Book page heart wreath kits = 36

Apr. '23 - Free trees (red maple) from Neighborhood Forest = 100

Apr. '23 - Peeps bunny kits = 49

May '23 - Mother's Day card kit = 50

**Total = 564 kits**

Candy's creativity and ability to plan cost effective kits has been key in our ability to do these. We also have seen great use of our seed and bead catalog along with our Mad Potters plant swap and craft swap table. The resource sharing as well as reusing or repurposing what we have is a way for our community to support each other. We also have done a spectacular job of connecting with those in our community through programming to make an impact in their daily lives. Another great statistic is the 80 outreach visits reaching 3,554 people. Zach and Ronda have done a great job connecting with the schools! Please look through the Annual Report as it is something all of us should be proud of. The report will be presented to Council on the October 16<sup>th</sup> meeting.

4. Our intern will start in January and will be here approximately 9 hours a week through March. We have also hired a new library page.
5. The city's new software for financials continue to be a work in progress. Department heads were trained on using the software to create and submit our FY25 budget. We soon will be migrating to using it as a time / payroll system too. Some of it is still clunky and I am not able to pull up the bills I scanned, I've also heard that the budget reporting isn't quite right so I will continue to do copies until all the kinks are worked out.
6. Our Ancestry Library subscription had good usage in FY23. This is in part due to programming around genealogy and doing family history research. We have been having difficulties finding someone to be lead that program and are looking for partnerships with either folks who have a passion for it, or historical societies to provide some suggestions, but we hope to continue the program when we find the right person to lead it.

More about Ancestry Library Edition-

Allows you to search over 800 million obituaries and 220 million marriages in our Newspapers.com indexes.

SEARCH CENSUS-Find ancestors in the complete set of U.S. Federal Census images from 1790-1950, including name indexes.

SEARCH VITALS -When did those significant life changing events happen in your ancestor's life? Search our Vital Records to find out.

SEARCH MILITARY-Did your ancestors serve in the Military? Our collection of military records holds the answers.

SEARCH IMMIGRATION-When did your ancestors arrive in the U.S.? And how did they get here? Search our passenger lists and other immigration records to learn more.

Also available on Ancestry Library Edition:

[Public Member Trees](#)

[Birth, Marriage & Death Records](#)

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[Tax, Criminal, Land & Wills](#)

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Pictures

Message Boards

City Directories

Immigration & Travel

Schools, Directories & Church Histories

Reference, Dictionaries & Almanacs

Newspaper Obits

Maps, Atlases & Gazetteers

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

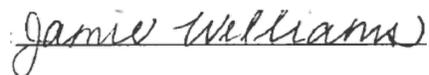
The financial reports for October were examined and filed. A motion approving the financial reports and payment of warrants was made by Rardin and seconded by Baber and carried unanimously.

No old business.

Under new business Williams provided the Board with FY23 Annual Report, went over the information and asked for questions. Trustees appreciated the layout and information and are satisfied with the work staff have been doing! Williams also updated Board on preliminary budget and asked for input on FY25 changes. She also provided information on recent building priorities and asked if there were any projects we should budget for in LOST. Discussion ensued and a request to add to old business next month.

The meeting was adjourned at 5:25 p.m. on a motion by Gradoville and seconded by Frese and carried unanimously.

Respectfully submitted,



Jamie Williams, Director