

Atkins Public Library Board Minutes

November 3rd, 2025 @ 4pm

City Council Chambers

Call meeting to order- Fiala called the meeting to order. Present were Fiala, Carney, Lapan, Duball, Lochner, and Scheer. Public- Jane Scheer.

Secretary's Report- Motion made by Carney to approve secretary report, seconded by Scheer, motion carried.

Financial Report- September expense/revenue report was reviewed. Scheer made motion to approve financial reports, Fiala Seconded, motion carried.

Unfinished Business-

New Business-

- Discussion on Closing the Saturday after Thanksgiving. Lapan made a motion to approve the closing of the Library on the Saturday after Thanksgiving, Scheer seconded motion, motion carried.
- Board of Trustees reviewed the Personnel Policy. Carney made a motion to adopt the Personnel Policy, Scheer seconded motion, motion carried.
- Board of Trustees reviewed the Fax policy presented. Discussion on adding a disclaimer and cost for receiving. Director will have policy available at next meeting.

Public Comment- Jane Scheer asked about City Resolutions being kept at the Library for citizens to view. Scheer also asked about how employee vacations were tracked, fax price and disclaimer, employee pay for working over hours.

Boards Report-

Director's Report-

- The library had 314 patrons in the month of October, 928 attending programs, 1242 using the library, with 17 programs held for the month.
- The library had 437 check-outs, 452 check-ins, 67 renewals, and 38 in house use.
- The library had 4 patrons added to our library family this month.
- The library received 12 calls for the City Park Rental in the month of October, with 7 walk-ins and 4 agreements signed for the month of October for the City Park Rental.
- We had 145 at our 50th Birthday Celebration. We had 556 attend the Trunk -or-treat. We had an Author visit with 17 attending. We had an adult craft with 22 attending.
- Library received FY26 Benton County Allocation of \$1,695.00.
- Library mailbox it up and ready to go. We are waiting to see where they would like us to place the address on the box.
- We have been ordering books from amazon, this saves \$\$\$. Baker & Taylor have filed bankruptcy. We have not been ordering from them for a couple months due to our frustrations with their service.

- Library's new hire starts November 3rd. We are excited to have her join our team.
- Director is working on CE hours that the State Library has offered to go with the Endorsement for Directors. It is Community Engagement in Public Library's. While we are doing a small amount of this, we are hoping to do more in and with the Community!
- **Bills to be approved-** Scheer made a motion to approve bills, Lochner seconded motion, motion carried.

Walmart	Program supplies	CC payment	\$23.31
Lakeview Books	Books (children's)	INV ARP2500951	\$739.75
ATC	Phone Service	0013000600	\$70.02
Atkins Postmaster	Stamps	CC payment	\$15.60
DP Properties LLC	Cleaning	INV100550	\$508.00
Amazon	Supplies-Paper	INV1C6TLVQGRRMH	\$89.91
Amazon	Supplies	INV1GDQXQ46H3R3	\$75.33
Amazon	Book	INV174XQRMCT9L	\$26.39
Amazon	Books	INV1RWQW7C96K3C	\$29.97
Amazon	Books	INV1XX6CD11LIXV	\$71.17
Amazon	Books	INV1CW6FM4GQ4FV	\$131.08

• **Total Expenses month of October-** **\$1,780.53**

Copies	\$26.05
Park Pavilion City Income	\$565.00
FY26 Benton County allocation	\$1,695.00

• **Total Income month of October-** **\$2,286.05**

Next Meeting- December 1st, 2025

Adjournment- Lochner made a motion to adjourn the meeting, Lapan seconded, motion carried.

U. Fickelby-Lochner Date: 11/3/25

John Fiala Date: 11/3/25