

Atkins Public Library Board Minutes

September 2nd, 2025 @ 4pm

City Council Chambers

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

Absent: Lochner and Scheer.

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

Financial Report- Reviewed July and August expense/revenue report. Carney made motion to approve July's financial report, Fiala Seconded, motion carried.

Unfinished Business-

- Discussion on hiring. Director requested to have a couple board members sit in on second interview. Lapan will attend the interview.
- Update on mailbox was given by director. We need to add Suite 1 to our address due to the City also having a mailbox curbside. City will be Suite 2.

New Business-

- Director asked if they could somehow remove the unused magazine racks from the Library? They are large, unused and take up a lot of storage space. Director will check if the local school would want them.
- Library's 50th Birthday party will be October 5th. Discussion on the event.
- Discussion on employee wages. Raises were given in June, 2024. Before that it was
- The Library has fully taken over the marquee sign. Carney made a motion to charge \$10 per message on the marquee for up to one month duration. Seconded by Fiala, motion carried.

Boards Report-

Director's Report-

- The library had 707 patrons in the library month of August, 267 attending programs, 440 using the library, with 17 programs held for the month.
- The library had 531 check-outs, 598 check-ins, 102 renewals, and 25 in house use.
- The library had 11 patrons added to our library family this month.
- The library took 27 calls for the City Park Rental in the month of August, with 16 walk-ins and 9 agreements signed for the month of August for the City Park Rental. There has been vandalism in the park pavillon more so this month than usual.
- Income this month of August: \$15.45 for copies, \$760.00 for City Park rental was collected.

•Library will be adding Suite 1 to their address. Library will receive mail curbside. City has decided to also do a curbside mailbox. The City will be Suite 2. City workers will put the boxes up as soon as the City mailbox gets delivered.

•The City has asked if the Library would like to handle the marquee. We gladly took this on. Melanie has worked hard with Watchfire and Access to finally get us up and able to work with it.

•Library is working on Trunk or Treat, Library Anniversary/Birthday, and implementing new programs the past couple months. Tween Book Club is on its 3rd month. We held a Parachute Play, 2 new Lego programs in August that have been well attended. Added a Lego play area along with a cozy carpet reading area for toddlers.

•We weeded the easy reads and better organized this area of books. We are adding more books to replace those that were weeded. Continuing to grow the YA and JF which has been a long time coming!

Bills to be approved-


Baker&Taylor	Books	INV #2039252099	\$49.56
Book Systems, Inc.	Annual Subscription	INV #144882	\$1,249.00
ATC	Phone Service	INV #0013000600	\$70.79
DP Properties LLC	Cleaning	INV #100545	\$635.00
Amazon	Books	1130809676	\$182.81
Pamela Duball	Mileage	Reimbursement form	\$7.70
DEMCO	INV	Supplies	\$227.36


Total Expenses-

\$2,422.22

Next Meeting- October 6th, 2025

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

 Date: SEPT 2 2025

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