

Atkins Public Library Board Minutes

Monday, January 6th @ 4:00pm

City Council Chambers

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

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

Financial Report- Financial Report was reviewed. Lochner made a motion to approve financial report, Carney seconded, motion carried.

Unfinished Business-

Staffing, was decided by the board to keep Addesyn on staff.

New Business-

Reviewed FY26 Budget Report

Director will visit with Mayor to keep up to date on Bathroom door and backroom door.

Director will visit with Mayor on part time benefits per email.

Public Comments- none

Reports

Board's Report

Director's Report-

- The library had 848 patrons in the library month of December, 462 attending programs, 386 using the library, with 24 programs held for the month.
- The library had 401 check-outs, 470 check-ins, 89 renewals, and 54 in house use.
- The library had 46 holdings added in December, with 21 modifications (these are our non-fiction being switched over from dewy decimal), along with 0 record deleted due to damage or outdated material.
- The library had 5 patrons added to our library family in December.
- The library took 21 calls for the City Park Rental in the month of December, with 10 walk ins and 8 agreements signed for the month of December for the City Park Rental.
- Working hard on growing programs, having our programs/activities prepared and scheduled 12 months out.

- We would like to hold a Festival of Trees at the library for November of 2025. Working on what this would look like.
- Working on Summer Reading Program. Scheduling performers and activities.
- Looking for another book company for ordering books. Baker&Taylor does not have some of our requests, some publisher's books appear to use a much thinner paper, and many titles are out of stock or back order. This has been common with other Libraries.
- Still looking and working on a new domain for our email. Looking for something that we can use and keep our current email addresses.
- We have moved forward requesting the help of the community in submitting a Library Logo! March 1st is the date for all submitted Logo's to be turned in. We will have the Library Board of Trustees make the final decision on the Logo!

Bills to be approved- Carney made a motion to approve bills, Scheer seconded motion, motion carried.

Baker&Taylor	Books	2038781081	\$123.87
Baker&Taylor	Books	2038768828	\$112.75
Baker&Taylor	Books	2038739436	\$35.13
Lakeview Books	Books	ARU0379625	\$66.97
Access	Patron Monitor	INV1687742	\$188.93
Walmart	Office Supplies /Program Supplies	CC	\$131.82
ATC	Phone	0013000600	\$66.05
DP Properties, LLC	Cleaning	100526	\$508.00
Atkins Postmaster/CC	Stamps	CC	\$43.80
Demco	Supplies	Order#43540508	\$598.96

Total Expense \$1,876.28

Income

December copies	\$54.00
Park Pavillion Rental for City	\$495.00
Open Access	\$543.11

Total Income for December \$1,092.41

Set next meeting- February 3rd @ 4PM

Adjournment – Lochner made a motion to adjourn the meeting, Carney seconded, motion carried.

John Fiala Date: 1/6/25

Michelle Lochner Date: 01-06-25

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