

Atkins Public Library Board Minutes

October 6th, 2025 @ 4pm

City Council Chambers

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

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

Financial Report- August expense/revenue report. Carney made motion to approve financial reports, Scheer Seconded, motion carried.

Unfinished Business-

- Discussion on hiring. Lapan sat in on second interview. We would like to offer position to candidate. Wages were discussed with City Clerk and Board. Board decided to set wage for new hire with stipulation of 90-day probation period. Scheer made a motion to have a 90-day probation period for any new hire, Fiala seconded motion, motion carried.
- Last employee raises were in June of 2024. Before that was October 2022. Board held discussion with City Clerk on how we move forward with pay raises in the future. We will be doing raises in July along with the City moving forward. Carney made a motion to give employee raises, Fiala seconded motion, motion carries. Resolution will come. Effective 10/6/2025.

New Business-

Public Comment- Jane Scheer shared insight on new hire and raises.

Boards Report-

Director's Report-

- The library had 633 patrons in the month of September, 181 attending programs, 452 using the library, with 15 programs held for the month.
- The library had 402 check-outs, 446 check-ins, 62 renewals, and 7 in house use.
- The library had 8 patrons added to our library family this month.
- The library received 20 calls for the City Park Rental in the month of September, with 4 walk-ins and 4 agreements signed for the month of September for the City Park Rental. There has been vandalism in the park pavilion which has added some extra hours to call and move renters elsewhere.
- We had 145 at our 50th Birthday Celebration.
- Library received FY26 Direct State Aid check \$1,555.05.

Bills to be approved

Baker&Taylor	Books	INV #2039267283	\$12.79
Smart Apple Media	Books	ARG2000711	\$722.88

ATC	Phone Service	INV #0013000600	\$71.51
DP Properties LLC	Cleaning	INV #100545	\$508.00
Amazon	Books	1YQ6XVX3-4DKF	\$12.52
Amazon	Books/supplies	1H43-1XHJ-T4HN	\$417.84
Amazon	Books/supplies	113-2685142-3384256	\$225.04
Atkins Postmaster/Credit Card	Postage books	Receipt000003 Credit Card	\$4.96
Walmart/Credit Card	Office supplies	TR#04595	\$85.08
<u>Total Expenses-</u>			\$2,060.62

Next Meeting- November 3rd, 2025

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

John Fiala Date: 10/6/25

Jeff Carney Date: 10/6/25