

Atkins Public Library Board Minutes

January 5th, 2026 @ 4pm

City Council Chambers

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

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

Financial Report- November and December expense/revenue report was reviewed. Lochner made motion to approve financial reports, Fiala seconded, motion carried.

Unfinished Business- Director shared PO BOX situation.

New Business-

- Board reviewed Circulation Policy. Carney made motion to Amend circulation policy, Scheer second motion, motion carried.
- The Proposed Budget was reviewed. Director will finalize what was discussed.

Public Comment-None

Boards Report-

Director's Report-

- The library had 401 patrons in the month of December, 485 attending programs, with a total of 886 using the library, with 26 programs held for the month.
- The library had 314 check-outs, 340 check-ins, 115 renewals, and 26 in house use.
- The library had 6 patrons added to our library family this month. With 25 patrons accounts modified.
- Library has added 49 new holdings to our library.
- The library received 19 calls for the City Park Rental in the month of December, with 16 walk-ins and 14 agreements signed for the month of December for the City Park Rental.
- Library is holding a 2nd Trivia night for the community with Tap Haus serving mocktails on Jan. 12th at 6:30.
- Library has kicked off 2 new book clubs. One is a non-fiction book club that the Library will be doing a partnership with Maui Wowi Iowa at their new location when they open. The other is a Books and Brew that the Library is doing a partnership with The Tap Haus. It will be held at the Tap Haus.
- We are working on a way to get into the local schools with some of our programs to help students build a relationship with or Library here in Atkins.
- Director has started working on the Library's accreditation which is due February 28th, 2026.

- Library had about half the traffic through for the ACC and Library Holiday Parade night with Santa. With the parade cancelled and the cold temps we did not have as many attending. We had 183 attend the Christmas with Santa.
- We have started working on the Summer Reading Program. Director is serving on a sub-committee of the BCLA. All Benton County libraries are working together on a 2026 Summer Reading promotion that encourages young readers and their families to branch out and visit all the Benton County libraries over the summer.
- We have started our toddler's story time. It has been low in attendance. Reviewing what we can do to get better attendance.
- We will be switching the FB account over to a business account soon. Please watch and share when this happens. This will have a more professional look and relieve the Director of having it on her personal feed.

Bills to be approved- Lochner made a motion to approve bills, Lapan seconded motion, motion carried.

Amazon	Books/paper towels	INV#1D7FDYXWNKW7	\$107.11
Amazon	office supplies	INV#19FLPD1FD9G3	\$100.98
Amazon	Books	INV#1LT4RJLTJX7P	\$200.31
Amazon	Books	INV#17H4XCDHHR19	\$46.83
ATC	Phone	Acct#0013000600	\$68.31
DP Properties	Cleaning	INV#100554	\$508.00
<u>Total Expenses</u>			\$1,031.43

Copies month of Dec.	\$21.05
Park Pavilion City Income/deposit	\$1,465.00
<u>Total Income month of December</u>	\$1,486.05

Next meeting- February 2nd, 2026

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

Michelle Scheer Date: 01-05-26

Rita K. Lapan Date: 1.5.26