

Atkins Public Library Board Minutes

February 2nd, 2026 @ 4pm

City Council Chambers

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

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

Financial Report- December and January expense/revenue report was reviewed. Scheer made motion to approve financial reports, Carney seconded, motion carried.

Unfinished Business- Park Pavilion Rental was discussed. Board member was asking why the library staff is still in charge of the pavillon rental process.

New Business-

- Board reviewed Collection Policy. Lapan made motion to Amend policy, Carney second motion, motion carried.
- Board reviewed and Adopted Strategic Plan. Fiala made motion to Adopted Strategic Plan FY26-FY30, Carney seconded motion, motion carried.
- Board Reviewed Priority #4 ADA checklist, Scheer made motion to approve checklist, Lapan seconded motion, motion carried.

Public Comment-None

Boards Report- None

Director's Report-

- The library had 361 patrons in the month of January, 185 attending programs, with a total of 546 using the library, with 21 programs held for the month.
- The library had 404 check-outs, 420 check-ins, 80 renewals, and 25 in house use.
- The library had 15 patrons added to our library family this month. With 31 patrons accounts modified.
- Library has added 98 new holdings to our library.
- The library received 21 calls for the City Park Rental in the month of January, with 9 walk-ins and 10 agreements signed for the month of January for the City Park Rental.
- Director visited with the President of the Community Club about helping with the replacement of the book drop. Sent the Quote for the book drop box from DEMCO. They will have this on the Thursday, February 5th agenda. We also talked about partnering with the Community Club for Watermelon Days or any other events they may have.
- New employee has also become a notary, notary stamp has been ordered.
- We are now set up as tax exempt with Dollar General.

- Waiting to receive the signed MOU from the TapHaus (The Corner Taproom LLC) for our Books & Brew. Looking at rotating the Books & Brew between The Corner Taproom LLC and the Legion. We have 25 members currently registered.
- Mocktails and Trivia has been popular. Director would like to look at volunteers to serve Mocktails, or staff. Also looking at other prize options for Trivia.
- Director is nearing the end of Accreditation. Lots of new and good things moving forward.
- Director would like to partner with the Fire Station on the Fire Station open house. Director will reach out to them.
- Staff are working on Makerspace, getting ready to open it up to the community and offering more hands opportunities. We will be starting small and patrons will need to schedule for use. Next month we will be reviewing the Makerspace Policy.

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

Amazon	Program supplies	1J97VPXWKNY9	\$53.74
Amazon	Books	14RWDJ4GQFVH	\$22.89
Amazon	Books, Program supplies	1PW9QVFLF4LY	\$184.56
Amazon	Books, office supplies	1YVPYC3W3HFF	\$188.83
Amazon	Books	14M3QYRPTCMY	\$41.27
ATC	Phone	Acct#0013000600	\$67.08
DP Properties	Cleaning	INV#100555	\$635.00
Iowa Secretary of State	Notary Service	Transaction#4736756	\$30.00
Notarystamps.com	Notary stamp	Order#2013122	\$54.58
Pamela Duball	Mileage	Form	\$28.00
<u>Total Expenses</u>			\$1305.95

Copies month of January	\$25.80
Park Pavilion City Income/Deposit	\$1190.00
Fax month of January	\$4.00
Open Access	\$501.35
Benton County Library Fund	\$1,695.00
Total Income month of January	\$3,416.15

Next meeting- March 2nd, 2026

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

Date: _____