

Atkins Public Library Board Minutes

Wednesday, April 2, @ 4:30pm, 2025

City Council Chambers

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

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

Financial Report- Received January and February in March. Requested March- was stated the goal is to close March reports on April 11th.

Unfinished Business-

- Discussion on the Board and Staff visit to the Marion Library Makerspace. We discussed our take aways and what we thought would fit in the future for our library.
- Director shared information about having a physical mailbox vs a PO Box. Carney made a motion to purchase a mailbox with a lock to have curbside. Scheer seconded motion, motion carried.

New Business-

- Director shared that we paid our annual subscription for the Gazette in November, 2024 of \$374.40. The Gazette has since then changed to only sending out Wednesday, Saturday and Sunday papers through mail. We receive Wednesday and Saturday papers. Director questioned if we would be receiving a refund for only receiving 2 papers instead of 6 papers a week. The answer was no. It would also cost more for the Sunday paper than what we are paying now. Director did get the cost down to \$322.40 for the year, which would extend our year a bit. We can receive a code from the Gazette and have it online for patrons to view in Library. Lochner made motion to cancel the Gazette subscription, Scheer seconded the motion. Motion carried.
- Discussion on Lochner's email to the Mayor in regards to needing a Library Board Member for almost 2 years.

Public Comments-

Director's Report-

- The library had 634 patrons in the library month of March, 257 attending programs, 377 using the library, with 25 programs held for the month.
- The library had 420 check-outs, 408 check-ins, 137 renewals, and 45 in house use.
- The library had 9 patrons added to our library family this month.

- The library took 32 calls for the City Park Rental in the month of March, with 13 walk ins and 11 agreements signed for the month of March for the City Park Rental.
- Working hard on seed program. We received seeds from Cedar River garden center.
- Working on Library cards with Logo on them.
- Income this month was \$18.60 copies, \$605.00 for City Park rental collected.
- Will be setting up meeting with Mayor on updates. Have not completed this at this time.

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

Mid America Books	Books	0063676	\$1,042.86
Mid America Books	Books	0064774	\$210.76
Demco	Office Supplies	7619394	\$346.22
Amazon	Books	1P96-R4WX-L4XG	\$26.36
ATC	Phone	0013000600	\$66.80
DP Properties, LLC	Cleaning	100531	\$635.00
Iowa Notary Supplies/CC	Notary Stamps	Order#598654	\$59.90
Melanie Cook	Mileage (training)		\$21.44
Pamela Duball	Mileage (training)		\$56.95
USPS	PO BOX fee		\$130.00
Amazon	Incentive SRP	114-8239345-4187401	\$39.68
Amazon	Cabinet Seed Library	114-5856357-1162605	\$67.08
Amazon	Books/Supplies/Program	114-8527548-2671417	\$251.66
Total Expense			\$2,954.71

Income for February

copies	\$18.60
Park Pavilion Rental for City	\$605.00
Total Income	\$623.60

Set next meeting- May 5th @ 4PM

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

Richard H. Lochner Date: 04-02-25

John F. Scheer Date: 4/2/25