

Atkins Public Library Board Minutes

December 1st, 2025 @ 4pm

City Council Chambers

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

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

Financial Report- October expense/revenue report was reviewed. Lochner made motion to approve financial reports, Carney seconded, motion carried.

Unfinished Business-

- Fax Policy was reviewed. Carney made a motion to adopt faxing services policy with 2-c. moved to A-8. Fiala second motion. Motion carried.

New Business-

- Resolution No. LIB2025-12-01 was reviewed. Lochner made motion to approve Resolution No. LIB2025-12-01, Fiala second motion, motion carried.

Public Comment-

Boards Report-

Director's Report-

- The library had 366 patrons in the month of November, 510 attending programs, 876 using the library, with 16 programs held for the month.
- The library had 393 check-outs, 395 check-ins, 92 renewals, and 23 in house use.
- The library had 4 patrons added to our library family this month.
- The library received 16 calls for the City Park Rental in the month of November, with 8 walk-ins and 6 agreements signed for the month of November for the City Park Rental.
- Library is holding a Holiday Trivia night on Dec. 4th for the community with Tap Haus serving mocktails.
- Director will have accreditation coming up in January 2026 with February 28th for the due date.

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

The Gazette	Newspaper	Acct#88557390	\$322.40
Mid America Books	Books	Invoice0078393	\$228.36
Menards	Refrigerator	Invoice1958	\$200.00
Amazon	Books	Invoice1CW6FM4GQ4FV	\$131.08
Amazon	Books/office supplies	Invoice1KKY94C3K9PV	\$258.59

Amazon	Book	Invoice1L3RNWGWCR3K	\$5.74
Amazon	Supplies/program	Invoice1JKCF9XDDVV4	\$81.30
ATC	Phone	Invoice0013000600	\$70.06
DP Properties	Cleaning	Invoice100552	\$635.00
Broad Reach Books	Books (children's)	InvoiceAR12101096	\$778.89
Willow Lane	Books (JF/children's)	InvoiceARR2602254	\$539.87

Total Expenses

\$3,251.29

Copies	\$12.95
Park Pavilion City Income	\$355.00

Total Income month of October-

\$367.95

Next meeting- January 5th, 2026

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

John Field Date: 12/1/25

Rita K. Lapan Date: 12.1.25

RESOLUTION NO. LIB2025-12-01

A RESOLUTION CORRECTING WAGES FOR EMPLOYEE OF THE ATKINS PUBLIC LIBRARY

BE IT RESOLVED BY THE ATKINS LIBRARY BOARD OF TRUSTEES:

"Resolution to Amend Resolution No. LIB2025-10-06

WHEREAS, Resolution No. LIB2025-10-06 titled A RESOLUTION TO APPROVE WAGES FOR EMPLOEES OF THE ATKINS was adopted on 10/13/2025; and

WHEREAS, an error was identified in the hourly pay rate stated for Pamela Duball; and

WHEREAS, it is the intent of Library Board of Trustees to correct this error to accurately reflect the original purpose and intent of the resolution; and

NOW, THEREFORE, BE IT RESOLVED by the Library Board of Trustees, that Resolution No. LIB2025-12-01, be and hereby corrects Resolution No. LIB2025-10-06 to read as follows:

Pamela Duball, Library Director; will receive an hourly wage of \$36.30 with the effective date of 10/06/2025.

NOW, THEREFORE, BE IT RESOLVED by the Library Board of Trustees, hereby amend Resolution LIB2025-10-06 on this 1st day of December 2025.

Fiala	
Carney	
Lapan	
Lochner	
Scheer	

