

Atkins Public Library Board Agenda

Monday, April 1st, 2024 @ 4:00pm

City Council Chambers

Call meeting to order

Approve Secretary's Report

Financial Report

- Review November through March 1st.

Unfinished Business

- Review changes to proposed FY25 Budget
- Update Trustee's on Credit Card Limit status

New Business

- Review Quote from Welter for shelving
- Discuss purchase of task chairs
- Mississippi River Museum Program Contract
- Discussion on furniture in teen area
- Adopt Policy on Laminating Service

Public Comments

Reports

Board's Report

Director's Report

Bills to be approved

ATC	Phone	0013000600	\$69.31
Baker&Taylor	Books	2038190924	\$171.89
Mid America Books	Books	0034480	\$957.17
DEMCO	STEM/Shelf	7448439	\$858.92
DP Properties LLC	Cleaning	100514	\$635.00
Pamela Duball	Mileage		\$34.30
Demco	STEM tables	Order#40850609	\$2,520.14

Total Expenses-

\$5,246.73

Income: Will have at board meeting.

Set next meeting

Adjournment

Atkins Public Library Board Trustee Meeting Minutes

City Council Room

Monday, May 6th, 2024, @ 4PM

Meeting called to order by President John Fiala.

Present- President John Fiala, Terry Carney, Pamela Duball and Donna Scheer. Absent- Michelle Lochner.

Secretary's report for April was reviewed. Scheer made motion to approve minutes, Carney second motion. Motion carried.

Financial report- Reviewed financial report. Director explained the Insurance and Workman's Comp. Director questioned Interim City Admin about how the access systems charges are figured. Access Systems has requested a meeting with City per Interim City Admin. Not sure of the context of this meeting.

Unfinished Business-

- Director updated Trustees on the raising of the CC limit per board Trustee approval at Board meeting dated January 18th, 2023, and recent Board meeting on March 4th, 2024, raising the CC limit from \$500.00 to \$2000.00. Director and President Fiala did meet with Interim City Admin about this matter in March. The Director shared where this stands as of last week.

New Business-

- Board Adopted Volunteer Policy. Carney made a motion to adopt the Volunteer Policy, Scheer seconded motion, motion carried.
- Scheer made a motion to approve Resolution No. LIB 2024-05-06 for the sale of discarded books and retired shelves to the Friends of the Atkins Library INC, Fiala seconded motion, motion carried.
- Book drop box was discussed. Board decided to try to turn the box facing east to see if this helps with water not entering the book drop box. Carney made a motion to turn the box facing the east and if possible, move it forward a bit so it would be reachable. Scheer seconded the motion, motion carried. Director would reach out to the Interim City Administrator asking if the City workers could do this. If not, the Director will reach out to seek help elsewhere.
- Director shared that the last pay raises for the library staff were on October 9th, 2022. Discussion was had on the completion of the Director's Certification Endorsement on December 28, 2023. The Board and Director will be looking into matters discussed.
- A student at Benton Community School Internship was discussed. This Internship will be through Kirkwood Workplace Learning Connection. It will be a total of 32 hours during the summer. Director will work with Internship Coordinator from Benton County and work with the student as they complete their internship workbook. Carney made a motion to approve the Library to Host the Internship this summer, Scheer seconded the motion, motion carried.

Public Comments- None

Boards Report- None

Director's Report-

- The library had 452 check outs in April with 480 check ins. Library added 87 new holdings to our collection and 7 new patrons to our Library family. We have deleted 740 holdings from our collection. We had 53 in-house use of materials for the month of April.
- A total of 521 patrons in the Library for the month, we had 312 attending programs and 389 using the Library. Library held 26 programs in April.
- The library modified 1,385 record holdings this month in efforts to make it easier for patrons to find materials.
- Library had 17 calls for the park pavilion rental in April with 10 in house transactions. There were 6 pavilion agreements filled out in April for the park rental.
- Friends of the Atkins Library INC received donation from ATC for the summer reading program. They have discussed helping with the Prairie Patch Llama program with this donation.
- Welter storage delivered shelves and set them up for us. It was an extra cost to move them upstairs.
- Library signed Agreement with Enrich Iowa for the FY25. Was due April 30th.
- Continue planning and preparing for the summer reading program. Will be sending out registration through Atkins and Norway school Friday notes.
- Working on implementing a Library Newsletter online.
- Friends of the Library INC will be holding a Book Sale during the garage sales on June 7th and 8th here at the Library.
- We have new shelf signage for our non-fiction area. This will make guiding and engaging readers easier.

Bills to be approved- Carney made motion to pay the bills, Scheer seconded the motion, motion carried.

ATC	Phone	0013000600	\$68.26
Baker&Taylor	DVD	H68380240	\$26.58
Amazon	Supplies	114-6114438-4041826	\$224.17
Welter Storage	Shelves	C138402	\$1,475.00
DP Properties LLC	Cleaning	100515	\$508.00
Postmaster	Postage (Books)	Receipt 00001316	\$4.62
Welter Storage	Delivery (Upstairs)	C138571	\$50.00
BroadReach	Books	ARU0370409	\$661.88
Willow Lane	Books	ARU0371220	\$509.68
Workspace	Desk Chairs	152962	\$1,310.81
Postmaster	Postage (Books)	Receipt 00001325	\$4.62
Baker&Taylor	Books	2038230274	\$46.54
Walmart	Supplies(receipt books and envelopes)	CC/ Transaction#03483	\$26.87
Walmart	Supplies (paint for shelves)	CC/Transaction#00797	\$41.86
Access	Computers	INV1566450	\$4,204.01

Access	Replacement Switch	INV1566458	\$302.55
--------	--------------------	------------	----------

Total Expenses- \$ 9,458.89

Income:

Copies for April	\$36.80
Park Pavilion	\$365.00
FY24 4 th Quarter Allocation Benton County IA	\$1,461.25
Damaged Books	\$16.95
Bonnie Martin (card club donation)	\$75.00 (requested to be used in puzzle area)
Total Income for Library	\$1,590.00

Total Income for Park Pavilion (City) \$365.00

Next Board Meeting- Set for June 3rd, 2024.

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

John Fiala Date: 5/7/24

John Fiala, President

Jerry Carney Date: 5/7/24