

**Atkins Public Library Board Agenda**  
**Monday, December 4, 2023 @ 4:00pm**  
**City Council Chambers**

**Call meeting to order**

**Secretary's Report approval**

**Financial Report**

- Requested

**Unfinished Business**

- Unpaid bills (Quill, Jeff Quinn, Absolute Science)
- Vendors (unauthorized/authorized?) From July 11<sup>th</sup> meeting?
- Absolute Science (Amended April 3rds minutes.) Waiting for your response.
- Minors Policy
- Director's annual review

**New Business**

Training (Talk about what we took away from Modules-Budget and Processes, Budget Presentation)

Library Logo

Letter to Council for rollover of unused expenditures.

Amazon Account

**Public Comments**

**Reports**

Board's Report

Director's Report

**Bills**

<b>ATC</b>	<b>Phone</b>	<b>0013000600</b>	<b>\$67.85</b>
<b>Baker&amp;Taylor</b>	<b>Books</b>	<b>2037915386</b>	<b>\$214.78</b>
<b>Baker&amp;Taylor</b>	<b>Books</b>	<b>2037939167</b>	<b>\$56.90</b>
<b>Baker&amp;Taylor</b>	<b>Books</b>	<b>2037940454</b>	<b>\$184.96</b>
<b>DP Properties LLC</b>	<b>Cleaning</b>	<b>100510</b>	<b>\$508.00</b>
<b>Baker &amp; Taylor</b>	<b>Books</b>	<b>2037963916</b>	<b>\$17.10</b>

**Total Expenses-** **\$1,049.59**

**Bills previously approved and submitted for payment. (Highlighted is on list to be paid)**

Quill (open acct 2009)	INVQL6299697	\$309.71	Submitted 5/3/2023
Jeff Quinn	SRP 7/13/2023	\$350.00	Submitted 6/5/2023
<b>Overdrive</b>	<b>CD0649723208280</b>	<b>\$731.76</b>	<b>Submitted 8/17/2023</b>
Absolute Science	Invoice	\$500.00	Submitted 8/17/2023
<b>Book Systems, Inc</b>	<b>INV135186</b>	<b>\$1210.00</b>	<b>Submitted 9/7/2023</b>

**Income**

Copies for November	\$11.20
Park Rentals for City	\$495.00
<b>Total Income</b>	<b>\$506.20</b>

**Set next board meeting.**

**Adjournment**