

# Regular Meeting of the Eaton Public Library Agenda

Wednesday, October 5, 2022  
Eaton Library Board Room  
132 Maple Avenue, Eaton, CO 80615

*Agenda is preliminary and subject to change by majority vote of the Board at the meeting.  
Individuals requiring special accommodation to attend the meeting should advise the Library Director (970-673-7899) of  
their specific need(s) at least 48 hours before the meeting.*

Participants may join via Zoom: <https://us02web.zoom.us/j/82961848785>

**Facilitator:** Dennie Kutcher, President

**Opening:** Pledge of Allegiance

**1. Call to order:**

Dennie Kutcher, President (excused absence)	Maureen St. Peter
Julie Finn, Vice President	Michael Yancey
Nomie Ketterling	John Isbell

**2. Additions or Deletions to Agenda / Approval of Agenda**

**3. Approval of Minutes –**

- a. September 7, 2022 Regular Board Meeting

**4. Friends of the Library - Dave and Liz**

**5. Reports**

- a. Vice President's Report – Julie Finn
- b. Director's Report – Amber Greene
- c. Financial Report- Amber Greene
- d. Committee Reports
  - i. Art Task Force – Nomie & Maureen
  - ii. Trustee Vacancy Committee – Dennie & Michael
  - iii. Finance Committee- Julie and Nomie

**6. Old Business/Board Comments**

- a. Trustee Vacancy

**7. New Business**

- a. 2023 Budget
- b. Holiday Party

**8. Public Comment (3 minutes each)**

*Any individual who would like to speak is free to do so at this time. No other time will be allotted for public comments during the meeting. Each individual shall state their name, address, and title.*

**9. Adjournment**

Next regular Eaton Public Library meeting, November 2, 2022, at 5:30 PM.

## EPL Regular Library Board Meeting Minutes – **Final**

September 07, 2022 at 5:30 PM

### Attendees:

Dennie Kutcher – Board President  
Julie Finn – Board Vice President  
Maureen St. Peter – Board Trustee  
Nomie Ketterling – Board Trustee  
Michael Yancey – Board Trustee - Excused Absence  
John Isbell – Board Trustee - Excused Absence

Amber Greene – Library Director  
Stacie Khoury – Library Staff  
Shelley McLatchie - Guest

1. Call to Order – Meeting called to order 5:31 PM by President Kutcher.
2. Additions or Deletions to Agenda/Approval of Agenda – No additions or deletions to the agenda, Trustee Ketterling made a motion to approve the agenda, Trustee St. Peter seconded, all in favor, motion carried, agenda approved.
3. Approval of Minutes –
  - a. August 3, 2022, Regular Board Meeting Minutes– President Kutcher asked if there were any changes that needed to be made to the minutes from the August 3, 2022, Board Meeting, hearing none, Vice President Finn made a motion to approve the August 3, 2022, meeting minutes, Trustee Ketterling seconded, all in favor, motion carried.
4. Friends of the Library
  - a. The Friends of the Library met on August 16 and both Director Greene and Adult Librarian Ellen Dykstra were in attendance.
  - b. Director Greene shared discussion items from that meeting with the board including: a decrease in membership and donations, the decision to not host a Fall book sale at the library at this time, and input on the role of the Friends in supporting the library and community, the use of funding to distribute scholarships and the relationship of the Friends with the Board.
  - c. A suggestion was made to schedule a future board meeting to discuss the Friends of the Library and next steps.
5. Reports
  - a. President’s Report – President Kutcher noted the following:
    - i. Interviews were conducted for the Trustee vacancy by President Kutcher and Director Greene. Trustee Yancey was not present for interviews due to a family emergency. The discussion regarding the Trustee vacancy was tabled until the remaining Board members could review all applicants and will be on Old Business for the next meeting.
  - b. Director’s Report –

- i. Director Greene informed the board that their new Library business cards were on order and to submit their bios for inclusion on the website.
- ii. Director Greene requested input on attendance of the High Plains annual board dinner and it was agreed to move forward with scheduling in October.
- iii. Director Greene shared that Beth from Wember would be coming to the library to assess ADA compliance, as well as look at the public bathrooms and staff room for future renovation.
- iv. Director Greene explained that there was an issue with a pipe cracking and flooding the basement and that the insurance company, CIRSA, would not cover the water damage. She explained that there would need to be an assessment done by a licensed structural engineer to certify that there was no integral damage done by the leak. Director Greene noted that the initial quote of just under \$5,000 was to cover the cost of a mold and asbestos assessment and mitigation.
- v. A motion to accept the cost for AP Restoration to work on the basement was called for and Vice President Finn made a motion to approve the cost of the assessment, Trustee St. Peter seconded, all in favor, motion carried.
- vi. Staffing Update: Director Greene shared that the library had hired two new staff members, Caroline Wickes as the new Children's librarian and Rebecca Proctor as the new Executive Assistant to the Director. She also shared that the Makerspace Librarian, Kate Berry had put in her resignation and Director Greene will be working with H.R. to fill Ms. Berry's position. Director Greene also explained that she was planning on hiring two additional positions, an Assistant Manager and an Outreach Services position.

c. Financial Report –

- i. The initial estimate of 2023 tax revenue has been projected at \$1.9 million and will be finalized in December.
- ii. Director Greene, Vice President Finn and Trustee Ketterling have a finance committee meeting scheduled for the 8<sup>th</sup> of September to discuss priority budget projects in anticipation of additional funding.
- iii. Director Greene expressed the need to prepare the library to be able to expand its services including outreach and digital literacy.

6. Old Business

a. Art Task Force –

- i. Trustee Ketterling noted that the task force has received a few more donations and that in correspondence to the town, there was no need for a permit for the base of the statue, but information regarding the base will need to be researched.
- ii. Trustee Ketterling informed the Board the Art Task Force has raised about \$17,000 for the project and that Director Greene has submitted a grant request through the High Plains Library District Foundation.

- iii. Director Greene mentioned that the High School is working with the artist to have the kids design the books that will be a part of the statue.

7. Space Planning –

- a. Director Greene noted that she has contacted a government surplus site to auction the excess shelving units that reside in the storage unit.
- b. President Kutcher has tabled next steps on the library elevator due to the issues with the basement.

8. New Business –

- a. Library Board By-Law Update –
  - i. The Library Board By-Laws are in consideration for change and there was discussion regarding the process. The By-Law update will be up for further discussion at a future meeting.
- b. Policy Review –
  - i. Director Greene noted that there was a discrepancy with the Library Policies in the Board binder, but that the discrepancy has been corrected thanks to former Board Secretary Shelley McLatchie and Vice President Finn's documentation. President Kutcher thanked Vice President Finn, Director Greene and Ms. McLatchie for assisting with the fix.

9. Public Comments –

- a. Shelley McLatchie expressed her thanks to Director Greene regarding the American Legion and Auxiliary partnering with the library for future programs.

10. Adjourn –

- a. Vice President Finn made a motion to adjourn the meeting, Trustee St. Peter seconded, all in favor, meeting adjourned at 7:10 PM.

Respectfully submitted,

Stacie Khoury



# September 7, 2022

**The Eaton Public Library  
Board of Trustees  
welcomes your input**

## **PUBLIC COMMENT GUIDELINES:**

- If you wish to address the Board of Trustees, please sign in below
- When you are recognized, please stand and state your name and address
- Your comments will be limited to three (3) minutes unless the Board President chooses to extend that limit
- The Board may not respond to your comments but may take your comments and suggestions under advisement and your questions may be directed to the appropriate staff person for follow-up

**Name (please print)**

**Organization/Address**

Shelley McLatchie	Amer Legion Aux

## REPORT FROM THE FRIENDS OF THE EATON PUBLIC LIBRARY

The Friends met in August to meet the new director, Amber Greene. We had a nice visit with her and we were able to discuss some issues that we have had in the past. We had our regular meeting September 27<sup>th</sup> at the library. Several items were discussed; we are having our staff appreciation luncheon Friday, December 9<sup>th</sup> from 11:00-1:00. Friends signed up for food to bring. We would also like the Library Board to join us for the luncheon if they are available. We are also going to have our Christmas baskets for sale. Friends signed up for a variety of baskets. Baskets will be at the library to view starting November 28<sup>th</sup> until December 16<sup>th</sup>. The baskets will be sold as a silent auction and winners will be notified after December 16<sup>th</sup>. The Friends are also going to have another book sale starting the week of October 31<sup>st</sup> until November 4<sup>th</sup>. Tables will be set up and all books will be a dollar a bag. The library will also keep the Friends informed of the Open House and Job Fair.

## **Director's Report**

August saw an average of 87 visitors each day, including 18 daily adult computer users and 31 daily early literacy computer users. This translates into over half of our visitors coming to the library and using technology devices. These numbers are in addition to the many community members who take advantage of free faxing, scanning and one-on-one walk-in support of their home technology devices (phones, tablets, laptops, etc.).

Town of Eaton Community Survey Results regarding Library usage and satisfaction are included in this report. The Library received overwhelmingly positive feedback from library users in the areas of management, collections, services, programs and technology.

New programming includes a local author visit from Daniel Gossett on the topic of water in Rocky Mountain National Park, Teen Advisory Board leadership and volunteer service opportunities for middle and high school students, Tales to Tails therapy dog reading programs for early literacy and school-age children, and a Job Fair in collaboration with Weld County Business Services.

Trustees are invited to volunteer at the Trick or Treat Street event on October 31<sup>st</sup> from 3:30-5pm, handing out candy at the library, to attend the Friends-sponsored Library Lunch on December 9th from 11-1, and to attend the annual Combined HPLD Board Dinner and tour of LINC Library on November 1<sup>st</sup> at 4pm.

### **Operations (Motion not required)**

Facilities: AP Restoration has completed water damage and mold mitigation following basement flooding. Next steps include follow-up testing to confirm moisture levels are back to pre-event levels and complete inspection by a licensed engineer to assess structural damage.

Staffing: Current vacancies include 1 FTE Assistant Manager Librarian (internal vacancy), 1 FTE Librarian (unassigned), 1 FTE Librarian Assistant (unassigned), .5 FTE Facilities, and .625 FTE Children's Program and Outreach Specialist. The Assistant Manager and Technology Services Coordinator positions are next in line for recruitment and will be posted in October.

### **Strategic Planning (Motion not required)**

Recommendation to complete a [strategic planning exercise](#) at a future board meeting.

### **Policy Recommendations (Future motion required)**

Recommendation for discussion of Library Board Bylaws for future motion at 2023 meeting.

# Town of Eaton Community Survey

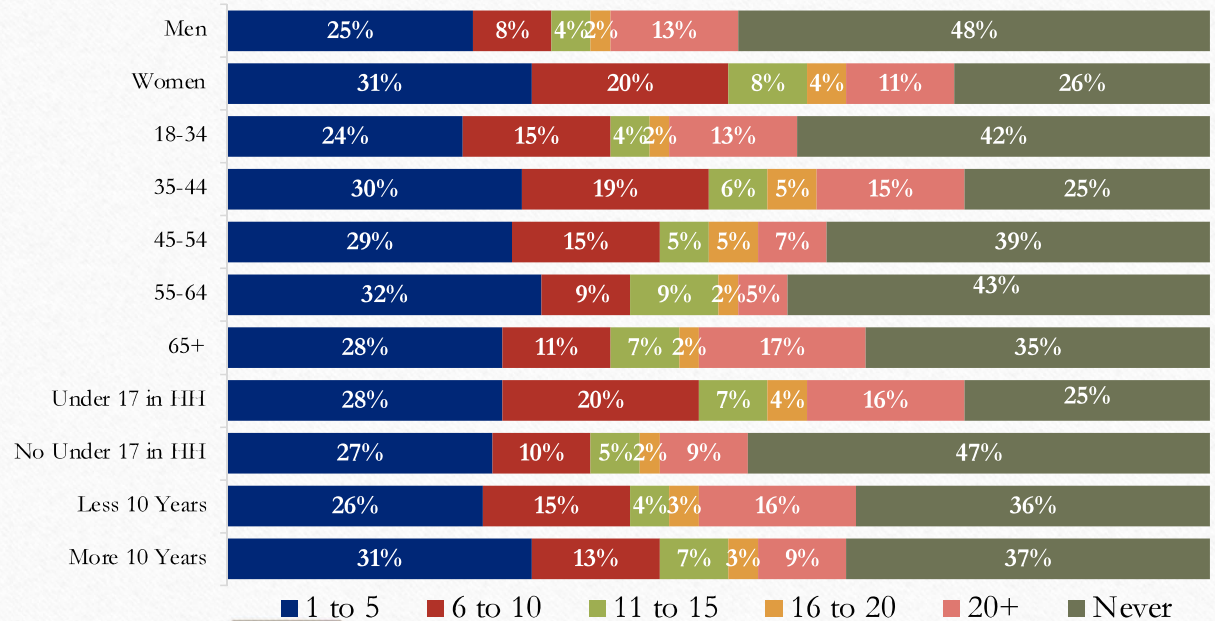
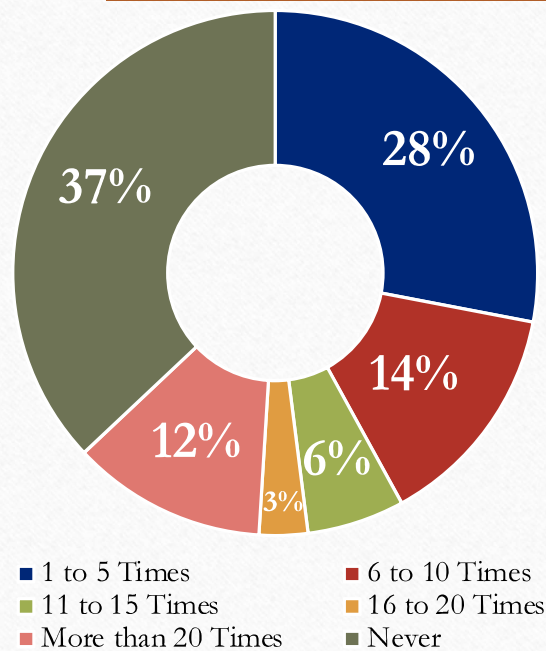
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## Eaton Public Library





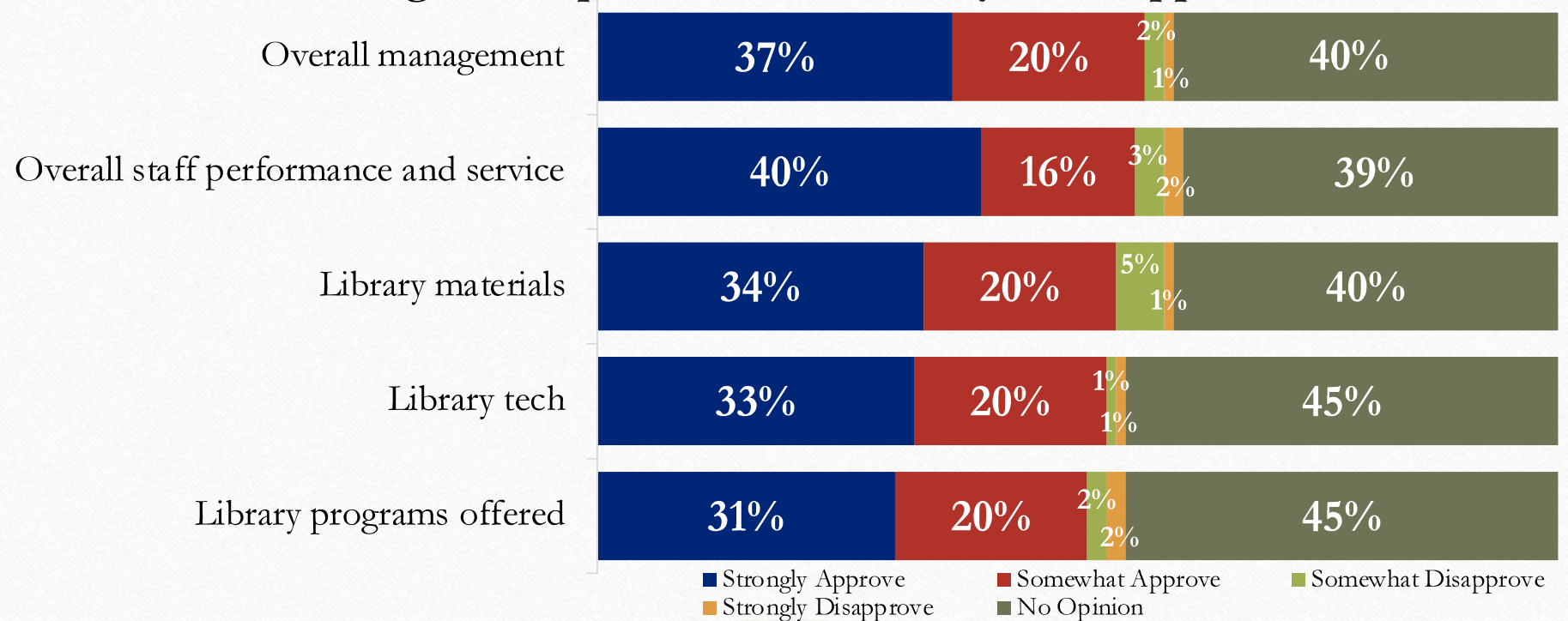
# In the past 12 months, how many times have you or someone in your household visited the library?



## Approval of Eaton Public Library

Please indicate if you approve or disapprove of the following regarding Eaton Public Library:

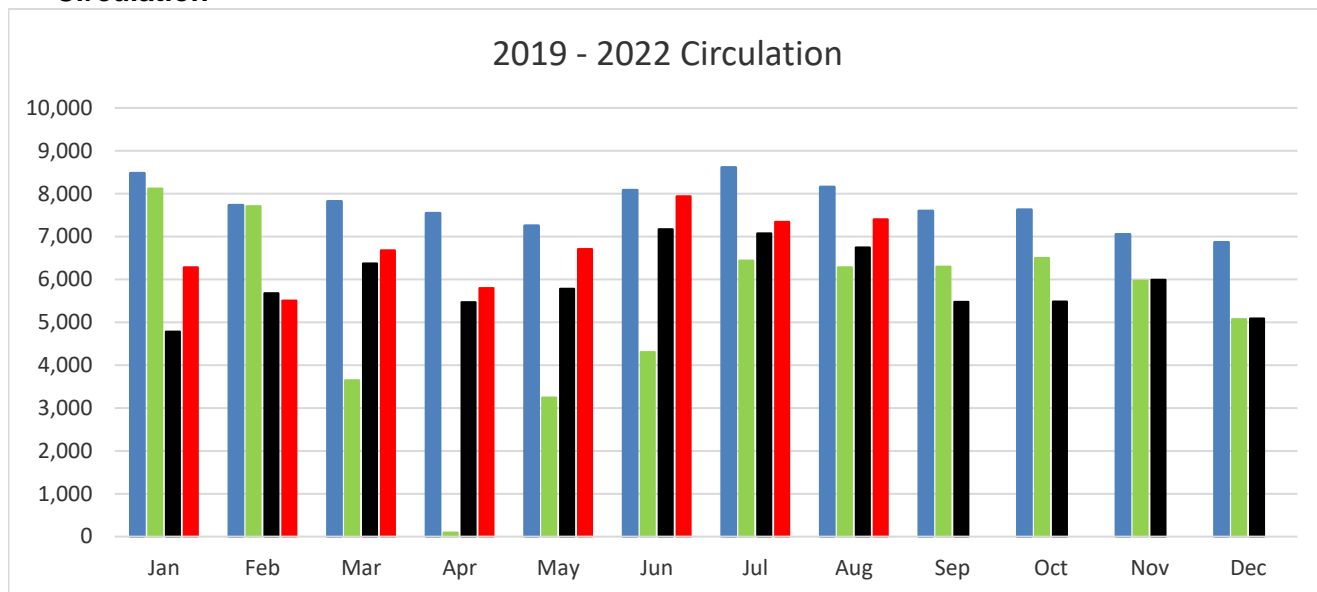
**Among All Respondents - Ranked by Total Approve**



# Eaton Public Library

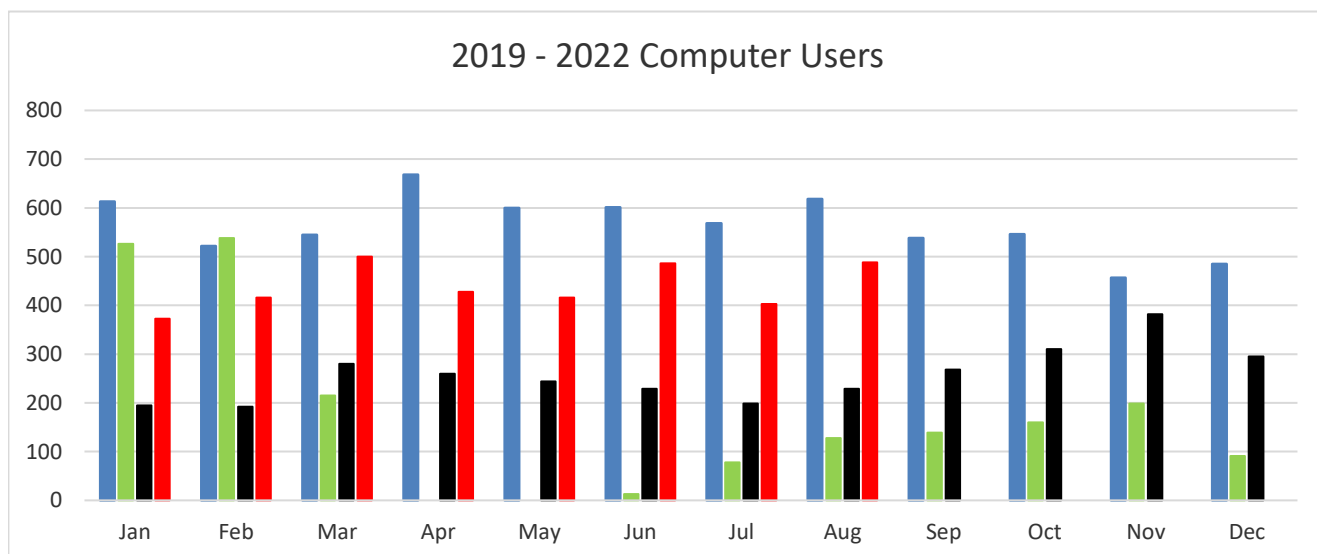
## 2019, 2020, 2021 & 2022 Statistics

### Circulation



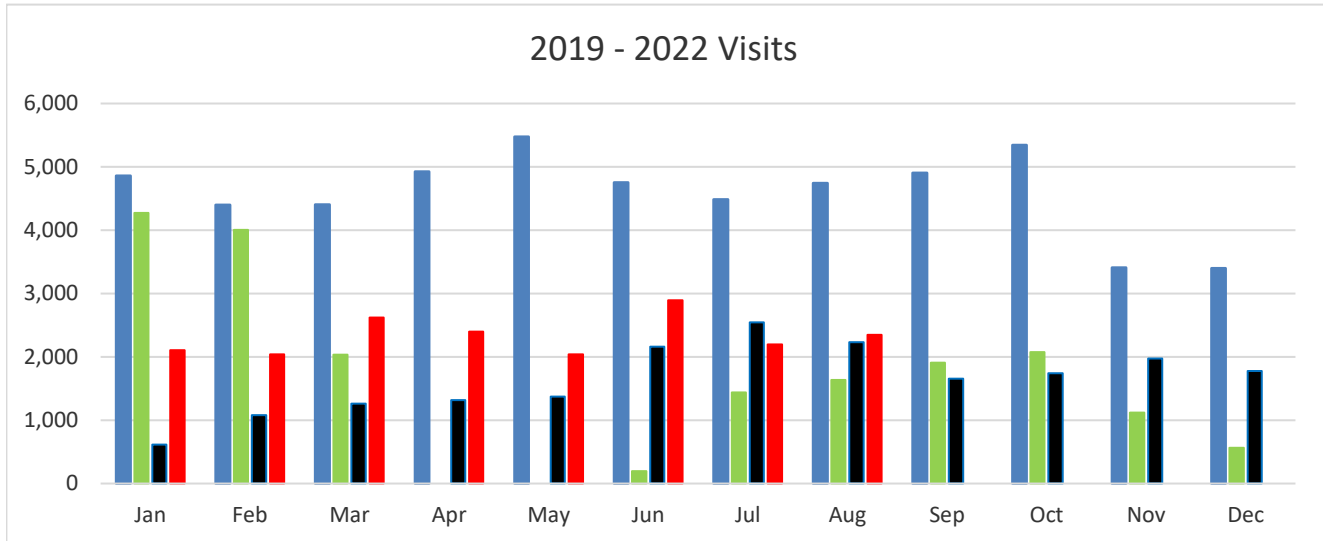
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	8,475	7,734	7,818	7,543	7,253	8,081	8,615	8,160	7,596	7,629	7,051	6,862	92,817
2020	8,121	7,706	3,650	97	3,242	4,305	6,443	6,281	6,299	6,497	5,966	5,074	63,681
2021	4,786	5,680	6,375	5,472	5,784	7,175	7,073	6,743	5,476	5,484	5,990	5,089	71,127
2022	6,281	5,504	6,680	5,795	6,711	7,938	7,343	7,406					53,658

### Computer Users



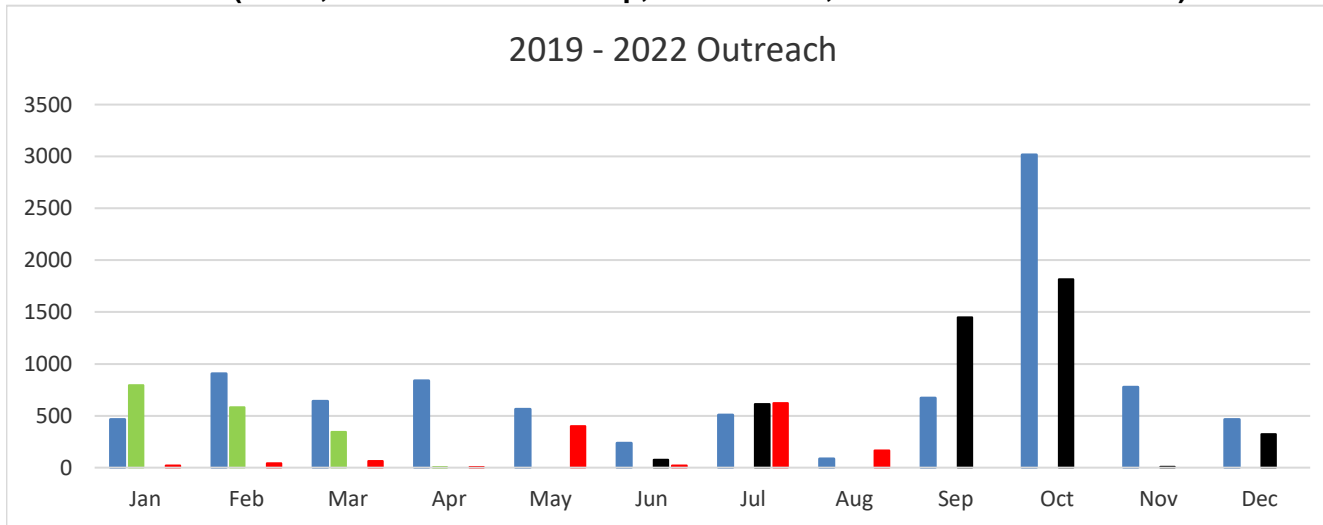
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	613	522	545	668	600	601	568	618	538	546	457	485	6,761
2020	526	538	215	0	0	13	78	128	139	160	199	91	2,087
2021	195	192	280	260	244	229	199	229	268	310	382	295	3,083
2022	373	416	500	428	416	486	403	488					3,510

## Visits



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	4,861	4,398	4,406	4,925	5,475	4,753	4,485	4,743	4,903	5,344	3,408	3,401	55,102
2020	4,273	4,007	2,036	0	0	197	1,436	1,633	1,908	2,073	1,121	563	19,247
2021	616	1,078	1,263	1,316	1,375	2,159	2,545	2,232	1,657	1,743	1,976	1,777	19,737
2022	2,103	2,041	2,621	2,399	2,041	2,892	2,195	2,350					18,642

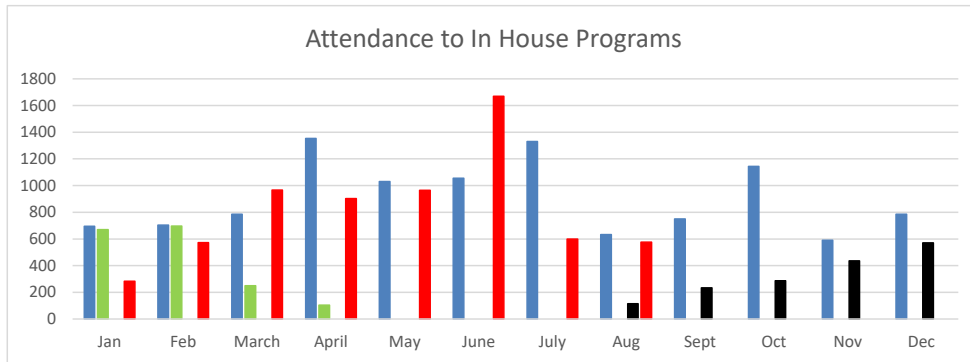
## OUTREACH (EELC, Faith Preschool Coop, Classrooms, Information Distribution)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	466	907	641	838	563	237	507	85	670	3017	775	466	9,172
2020	796	583	344	2									1,725
2021						75	612		1450	1815	7	322	4,281
2022	22	43	63	5	400	20	623	167					1343

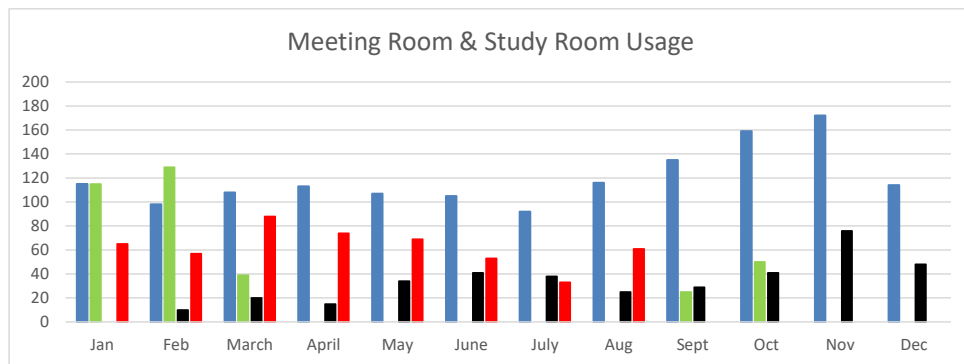
# Eaton Public Library 2019, 2020, 2021 & 2022 Statistics

## In house Programs



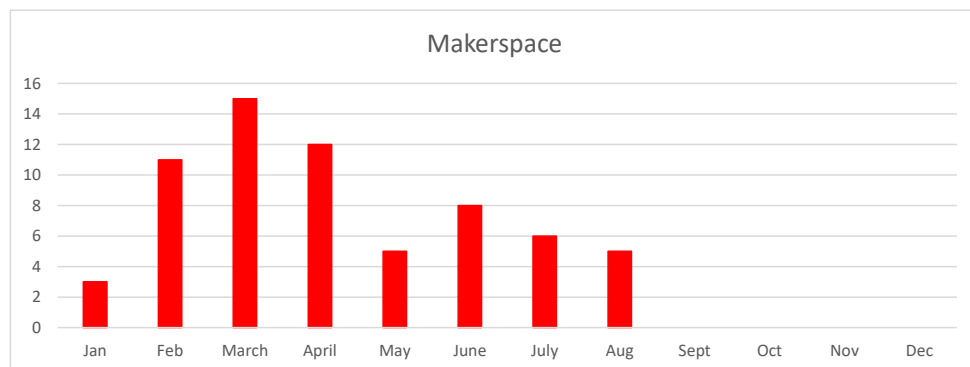
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2019	695	703	786	1354	1030	1056	1331	632	750	1144	590	786	10,857
2020	670	697	249	104									1,720
2021								114	234	286	436	570	1,640
2022	283	572	966	902	964	1670	600	576					6,533

## Meeting Room & Study Room Usage (non-library)



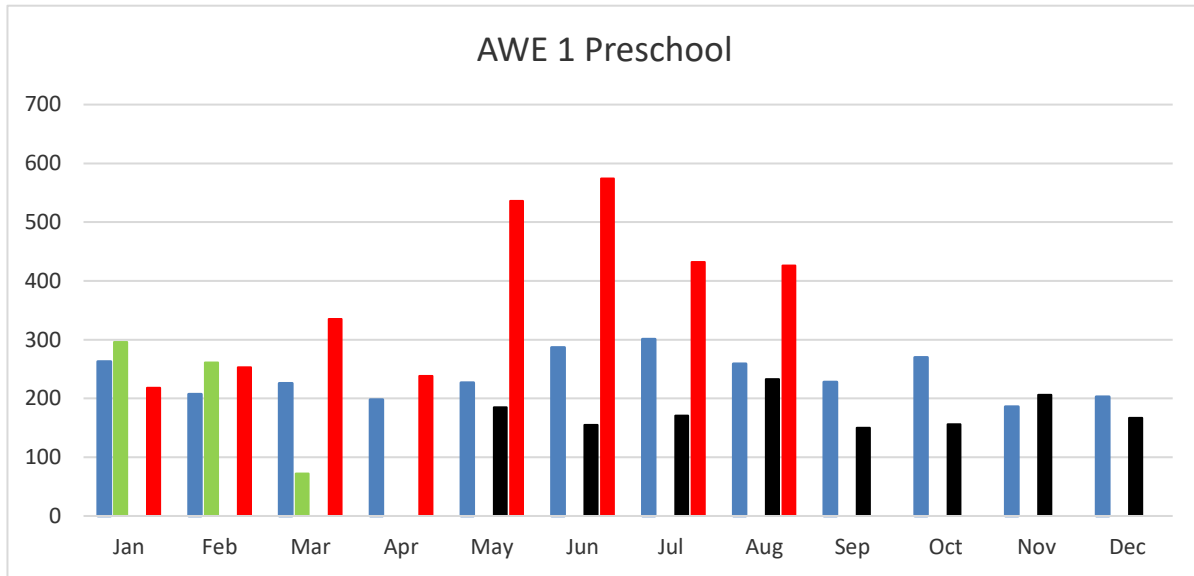
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2019	115	98	108	113	107	105	92	116	135	159	172	114	1,434
2020	115	129	39	0					25	50	0	0	358
2021	0	10	20	15	34	41	38	25	29	41	76	48	377
2022	65	57	88	74	69	53	33	61					500

## Makerspace

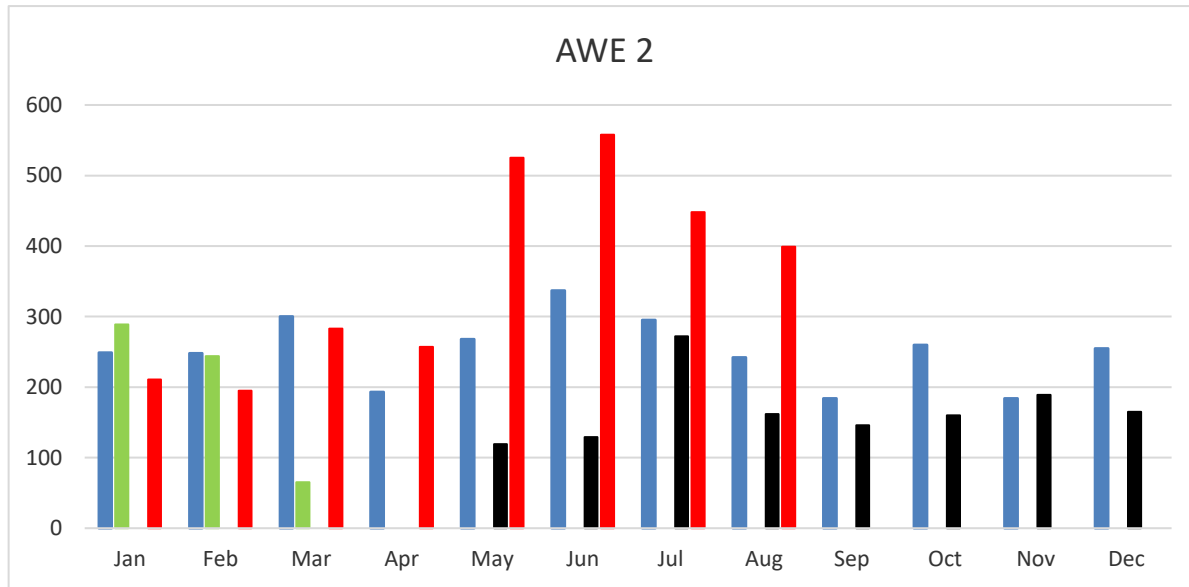


	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	3	11	15	12	5	8	6	5					65





	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
AWE 1 2019	263	207	226	198	227	287	301	259	228	270	186	203	2,855
AWE 1 2020	296	261	72	0	0	0	0	0	0	0	0	0	629
AWE 1 2021	0	0	0	0	185	155	171	233	150	156	206	167	1,423
AWE 1 2022	218	253	335	238	536	574	432	426					3,012



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
AWE 2 2019	249	248	300	193	268	337	295	242	184	260	184	255	3,015
AWE 2 2020	289	244	65	0	0	0	0	0	0	0	0	0	598
AWE 2 2021	0	0	0	0	119	129	272	162	146	160	189	165	1,342
AWE 2 2022	211	195	283	257	525	558	448	399					2876

# OCTOBER

MON	TUE	WED	THU	FRI	SAT
<b>Kids</b> <b>Teens</b> <b>Adults</b> <b>Family</b>					1
3 <b>Tales to Tails Reading Dog @ 10</b> 	4 <b>Yarn Yakkers @ 1</b> <b>Tales to Tails Reading Dog @ 4</b>	5 <b>Storytime @ 10</b> <b>Chess Buddies @ 4</b>	6 <b>Kids' Music &amp; Art @ 10</b>	7 <b>Wiggle Worms @ 10</b>	8 
10 <b>Tales to Tails Reading Dog @ 10</b>	11 <b>Yarn Yakkers @ 1</b> <b>Tales to Tails Reading Dog @ 4</b>	12 <b>Police Officer Storytime @ 10</b> <b>LEGO Club @ 4</b>	13 <b>Kids' Music &amp; Art @ 10</b>	14 <b>Wiggle Worms @ 10</b> <b>Snack Around the World: Korea @ 4</b>	15
17 <b>Tales to Tails Reading Dog @ 10</b> <b>TAB @ 4</b>	18 <b>Yarn Yakkers @ 1</b> <b>Tales to Tails Reading Dog @ 4</b>	19 <b>Chess Buddies @ 4</b>	20 <b>Kids' Music &amp; Art @ 10</b>	21 <b>Wiggle Worms @ 10</b> <b>Family Pumpkin Decorating @ 5</b>	22 
24 24 <b>Tales to Tails Reading Dog @ 10</b> <b>Trick or Treat Street @ 3:30</b> (Oct. 31 ONLY)	25 <b>Yarn Yakkers @ 1</b> <b>Tales to Tails Reading Dog @ 4</b> <b>Pajama Storytime @ 6 PM</b>	26 <b>Storytime @ 10</b> <b>Inspirational Book Club @ 1</b> <b>Job Fair @ 3:30</b> <b>LEGO Club @ 4</b>	27 <b>Library Open House 5 - 7</b>	28 <b>Wiggle Worms @ 10</b> <b>Artemis @ 5-8pm</b>	29 <b>Trunk or Treat @ 4</b>

## Kids' Snacks

Monday - Friday: 3:30 - 5 PM

Teen & Kid's craft kits available throughout the month!



EATON PUBLIC LIBRARY

Facebook: Eaton Public Library  
Instagram: @eatoncolibrary  
Phone: (970) 454-2189  
Email: eplstaff@highplains.us  
Website: mylibrary.us/eaton  
YouTube: Eaton Public Library

# OCTOBER SPECIAL EVENTS AT EATON PUBLIC LIBRARY

## Family Pumpkin Decorating

10/21, 5 - 6PM

Join us to decorate locally grown pumpkins for Halloween!

## Trunk or Treat

10/29, 4 - 6PM

Come see us at the rec center for a game and candy!

## Trick or Treat Street

10/31, 4 - 6PM

Visit the library for some yummy Halloween candy!

## Job Fair

10/26, 3:30 - 5:30PM

Are you looking for new opportunities? Join us for our very first job fair hosted by the Employment Services of Weld County - businesses will be hiring!

## Library Open House

10/27, 5 - 7PM

Come to the library to see a Makerspace demo, do a scavenger hunt, and be entered in a drawing for some cool prizes!



## LIBRARY August 2022

At the end of August, the Library's cash balance is \$5,061,303 Balance Sheet, Income Statement and detail ledger is included in this packet. The library bank balance is combined cash with the Town of Eaton funds in Bank of Colorado and Colotrust. There is not a separate bank account specifically for the library. Interest adjustments will be completed per fund, and it is based on the fund bank balance and the total in the combined cash balance, and this will be the percentage for interest. There were some technology issues to get fixed August is a preliminary and as soon as I can get the journal entries completed then I can get final August numbers out.

Included in Other Category under Expenses Emergencies, Public Relations, Art Special Project, Gift Expenses, and Maker Space. Capital projects were underway on the Library in 2021.

### Revenue

Account Title	2022 Revenue YTD	2022 Budget for Full Year	2021 Revenue YTD	2021 Budget for Full Year
Property Taxes	1,146,770	1,147,754	1,505,959	1,506,538
Art Special Projects	14,388	0	0	0
Miscellaneous	2,168	3,000	492	3,000
Gifts & Memorials	9,495	1,600		
Interest	2,548	468		
Grant Proceeds				
TOTAL REVENUE	1,175,368	1,152,822	1,506,451	1,509,538

### Revenue Synopsis:

- Expected property taxes are less this year than 2021, amount is given by High Plains Library
- Art Special projects is dedicated for the sculpture this year.

## Expenses

Fund	2022 Expenses YTD	2022 Budget for Full Year	2021 Expenses YTD	2021 Budget for Full Year
Head Librarian	59,237	83,678	50,660	78,986
Assistant Librarians	208,517	504,114	164,374	445,616
Employee Benefits	38,915	146,948	36,454	131,151
Transfers to General Fund Town Admin		14,250	0	0
Other	26,849	36,600	2,376	35,000
Operating Supplies	10,157	18,000	5,009	18,000
Postage	0	500	55	500
Communications	2,999	4,725	2,777	4,500
Mileage	46	2,800		2,800
Training	799	11,500	1,026	11,500
Insurance	9,991	18,000	14,959	14,000
Contract Services	37,798	37,350	18,102	36,000
Utilities	5,078	20,500	8,832	15,750
Repairs & Maintenance	7,016	35,000	1,209	20,000
Media	5,815	26,000	1,177	26,000
Print	20,159	32,000	7,367	32,000
Periodicals	1,049	4,900	3,710	4,900
Library Programs	19,444	32,000	10,095	30,000
Acquisition of Equipment		20,000	130	20,000
Capital Projects	67,516	45,400	225,000	752,769
<b>TOTAL EXPENSES</b>	<b>521,385</b>	<b>1,094,265</b>	<b>553,312</b>	<b>1,679,472</b>

### Expense Synopsis:

- Other – Art projects and Maker space didn't have expenditures in 2021 in August
- Transfer to Admin GF – town's time for AP, Town Administrator, payroll and Finance Director – NEW in 2022
- Repairs and Maintenance – received insurance money from Cirsa why the amount is much lower in 2021.

### August Expenses





TOWN OF EATON  
BALANCE SHEET  
AUGUST 31, 2022

LIBRARY

ASSETS

02-00-1000	CHECKING ACCOUNT - LIBRARY	5,061,303.07	
02-00-1010	CASH ON HAND	150.00	
02-00-1100	TAXES RECEIVABLE	1,147,754.00	
	TOTAL ASSETS		6,209,207.07

LIABILITIES AND EQUITY

LIABILITIES

02-00-2000	ACCOUNTS PAYABLE	8,854.99	
02-00-2100	FICA TAXES PAYABLE	( 2,548.91)	
02-00-2120	FEDERAL W/H TAXES PAYABLE	837.28	
02-00-2130	STATE W/H TAXES PAYABLE	.01	
02-00-2140	MEDICARE TAXES PAYABLE	( 400.30)	
02-00-2230	HEALTH INSURANCE PAYABLE	( 19,030.14)	
02-00-2240	VISION INSURANCE PAYABLE	601.53	
02-00-2250	BENEFITS PRETAX EMPLOYEE CONTR	( 664.14)	
02-00-2260	BENEFITS AFTER TAX EMPLOYEE CO	85.35	
02-00-2270	MISC PAYROLL PAYABLE	488.59	
02-00-2300	PENSION PAYABLE	( 5,538.90)	
02-00-2320	WAGE ASSIGNMENTS	15.76	
02-00-2350	PENSION PRETAX EMPLOYEE CONTRI	9,058.87	
02-00-2400	DEFERRED REVENUE	1,145,679.27	
	TOTAL LIABILITIES		1,137,439.26

FUND EQUITY

02-00-3020	FUND BALANCE	4,417,784.93	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	653,982.88	
	BALANCE - CURRENT DATE	653,982.88	
	TOTAL FUND EQUITY		5,071,767.81
	TOTAL LIABILITIES AND EQUITY		6,209,207.07

TOWN OF EATON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2022

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
02-00-4110 PROPERTY TAXES	.00	1,146,769.46	1,147,754.00	984.54	99.9
02-00-4500 ART SPECIAL PROJECTS	1,000.00	14,388.21	.00	( 14,388.21)	.0
02-00-4730 LIBRARY FINES & MISCELLANEOUS	.00	2,167.61	3,000.00	832.39	72.3
02-00-4805 GIFTS & MEMORIALS	.00	9,495.00	1,600.00	( 7,895.00)	593.4
02-00-4820 INTEREST INCOME	2,547.99	2,547.99	468.00	( 2,079.99)	544.4
TOTAL REVENUE	3,547.99	1,175,368.27	1,152,822.00	( 22,546.27)	102.0
TOTAL FUND REVENUE	3,547.99	1,175,368.27	1,152,822.00	( 22,546.27)	102.0

TOWN OF EATON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2022

		LIBRARY				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
02-00-6110	HEAD LIBRARIAN	6,923.08	59,237.39	83,678.00	24,440.61	70.8
02-00-6120	ASSISTANT LIBRARIANS	21,062.63	208,516.84	504,114.00	295,597.16	41.4
02-00-6180	EMPLOYEE BENEFITS	318.53	5,964.09	146,948.00	140,983.91	4.1
02-00-6181	FICA/ME TAX ER PAID	.00	14,531.28	.00	( 14,531.28)	.0
02-00-6182	HEALTH/VISION INSURANCE ER PD	.00	10,471.44	.00	( 10,471.44)	.0
02-00-6185	PENSION ER PD	.00	7,459.82	.00	( 7,459.82)	.0
02-00-6188	EMPLOYMENT TAXES ER PD	.00	488.59	.00	( 488.59)	.0
02-00-7215	OPERATING SUPPLIES	554.32	10,157.29	18,000.00	7,842.71	56.4
02-00-7216	PUBLIC RELATIONS	559.00	5,377.94	10,000.00	4,622.06	53.8
02-00-7217	POSTAGE	.00	.00	500.00	500.00	.0
02-00-7220	COMMUNICATIONS	( 1,429.50)	2,999.12	4,725.00	1,725.88	63.5
02-00-7235	MILEAGE REIMBURSEMENTS	45.63	45.63	2,800.00	2,754.37	1.6
02-00-7240	TRAINING	352.80	798.71	11,500.00	10,701.29	7.0
02-00-7270	INSURANCE	.00	9,991.33	18,000.00	8,008.67	55.5
02-00-7315	CONTRACT SERVICES	6,444.06	37,798.49	37,350.00	( 448.49)	101.2
02-00-7510	UTILITIES	( 1,558.51)	5,078.44	20,500.00	15,421.56	24.8
02-00-7520	REPAIRS & MAINTENANCE	2,655.00	7,016.02	35,000.00	27,983.98	20.1
02-00-8211	MEDIA	804.83	5,814.55	26,000.00	20,185.45	22.4
02-00-8400	ART EXPENSE SPECIAL PROJECTS	.00	11,192.00	.00	( 11,192.00)	.0
02-00-8510	PRINT	1,402.12	20,158.94	32,000.00	11,841.06	63.0
02-00-8530	PERIODICALS	687.26	1,048.52	4,900.00	3,851.48	21.4
02-00-8535	GIFT EXPENSES	153.76	653.76	1,600.00	946.24	40.9
02-00-8540	MAKERS SPACE	10.61	9,625.26	25,000.00	15,374.74	38.5
02-00-8600	LIBRARY PROGRAMS	1,229.34	19,443.87	32,000.00	12,556.13	60.8
02-00-9110	ACQ OF EQUIPMENT	.00	.00	20,000.00	20,000.00	.0
02-00-9150	CAPITAL PROJECTS	.00	67,516.07	45,400.00	( 22,116.07)	148.7
TOTAL EXPENDITURES		40,214.96	521,385.39	1,080,015.00	558,629.61	48.3
TOTAL FUND EXPENDITURES		40,214.96	521,385.39	1,080,015.00	558,629.61	48.3
NET REVENUE OVER EXPENDITURES		( 36,666.97)	653,982.88	72,807.00	( 581,175.88)	898.2

## LIBRARY

ACCOUNT NUMBER	ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED	
02-00-4110	Property Taxes	-	1,146,769.46	1,147,754.00	984.54	99.91%	
02-00-4500	Art Special Projects	1,000.00	14,388.21	-	(14,388.21)		
02-00-4730	Library Fines & Miscellaneous	-	2,167.61	3,000.00	832.39	72.25%	
02-00-4805	Gifts & Memorials	-	9,495.00	1,600.00	(7,895.00)	593.44%	
02-00-4820	Interest Income	2,547.99	2,547.99	468.00	(2,079.99)	544.44%	
02-00-4830	Grant Proceeds	-	-	-	-		
	TOTAL REVENUE	3,547.99	1,175,368.27	1,152,822.00	(22,546.27)	101.96%	
	EXPENDITURES						
02-00-6110	Head Librarian	6,923.08	59,237.39	83,678.00	24,440.61	70.79%	
02-00-6115	Library Supervisor	-	-	-	-		
02-00-6120	Assistant Librarians	21,062.63	208,516.84	504,114.00	295,597.16	41.36%	
02-00-6180	Employee Benefits	318.53	5,964.09	146,948.00	140,983.91	4.06%	26.30%
02-00-6181	FICA/ME Tax ER	-	14,531.28	-	(14,531.28)		
02-00-6182	Health/Vision Insurance ER Pd	-	10,471.44	-	(10,471.44)		
02-00-6183	Employee Supplemental ER	-	-	-	-		
02-00-6185	Pension ER Pd	-	7,459.82	-	(7,459.82)		

## LIBRARY

ACCOUNT NUMBER	ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED	
02-00-6188	Employment Taxes ER Pd	-	488.59	-	(488.59)		
02-00-6150	Transfers out General Fund Administration costs	-	-	14,250.00	14,250.00		
02-00-6266	Emergencies	-	-	-	-		
02-00-7215	Operating Supplies	554.32	10,157.29	18,000.00	7,842.71	56.43%	
02-00-7216	Public Relations	559.00	5,377.94	10,000.00	4,622.06	53.78%	
02-00-7217	Postage	-	-	500.00	500.00	0.00%	
02-00-7220	Communications	(1,429.50)	2,999.12	4,725.00	1,725.88	63.47%	
02-00-7235	Mileage Reimbursements	45.63	45.63	2,800.00	2,754.37	1.63%	
02-00-7240	Training	352.80	798.71	11,500.00	10,701.29	6.95%	
02-00-7270	Insurance	-	9,991.33	18,000.00	8,008.67	55.51%	
02-00-7315	Contract Services	6,444.06	37,798.49	37,350.00	(448.49)	101.20%	HR consulting and projects
02-00-7510	Utilities	(1,558.51)	5,078.44	20,500.00	15,421.56	24.77%	
02-00-7520	Repairs & Maintenance	2,655.00	7,016.02	35,000.00	27,983.98	20.05%	
02-00-8211	Media	804.83	5,814.55	26,000.00	20,185.45	22.36%	
02-00-8400	Art Expense Special Projects	-	11,192.00	-	(11,192.00)		
02-00-8510	Print	1,402.12	20,158.94	32,000.00	11,841.06	63.00%	
02-00-8520	Reference	-	-	-	-		
02-00-8530	Periodicals	687.26	1,048.52	4,900.00	3,851.48	21.40%	
02-00-8535	Gift Expenses	153.76	653.76	1,600.00	946.24	40.86%	

## LIBRARY

ACCOUNT NUMBER	ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED	
02-00-8540	Makers Space	10.61	9,625.26	25,000.00	15,374.74	38.50%	
02-00-8600	Library Programs	1,229.34	19,443.87	32,000.00	12,556.13	60.76%	
02-00-9110	Acq of Equipment	-	-	20,000.00	20,000.00	0.00%	
02-00-9150	Capital Projects	-	67,516.07	45,400.00	(22,116.07)	148.71%	American Constructi ons invoices
	TOTAL EXPENDITURES	40,214.96	521,385.39	1,094,265.00	572,879.61	47.65%	



## Eaton Public Library Income & Petty Cash September 2022

Date	Description	+	-	Comments
9/27/2022	Starting balance	\$150.00		
9/27/2022	Deposit	\$5.07		
9/27/2022	In drawer	\$150.00		

### Payments

Date	Petty Cash - Paid Out			Comments
	Total	\$0.00		

Date	Other Activity	+/-		Comments

# EPL committee report form

Committee:

ERL ART TASK  
Force

Meeting Date(s):

9/15/22

Members Attending:

Kathy, Tom S, Shan W, Amber G,  
Nonne K - Maureen & David

Type of Committee Report:

- ☒ Reporting/updating  
☐ Recommending Board action  
☐ Recommending policy change(s)

Brief statement of committee issue / area reporting:

1. funding updates & followup contacts
2. HRP grant to be awarded before Eoy.
3. Kathy will create & purchase a sign
4. for "future home of a Heron journey"
5. 1st Daniel Bonip to work w/ EHS

Brief background information and possible impact of issue / area (examples - Why is it an issue? Will funding, staff utilization, services and / or facility changes be necessary?):

videos,

1. Followups on contacts - hang flyers.
2. Kathy offered to write a followup
3. article featuring EHS involvement.
4. Social media will be accessed when
5. EPL web site & PB are updated.

Recommendation for Board action, if any (state in the form of motion(s) to be acted upon by the full board):

Placement of yard sign - to  
indicate where sculpture will be  
placed.

Please keep the report to one page. Please return this committee report to the executive director at least ten days prior to the Board meeting.

Questions? Contact committee chair:

Nonne Ketterling

Phone:

970 381 3417

Email:

Submit via email to [bcarns@highplains.us](mailto:bcarns@highplains.us)

Next Meeting:  
Sat Oct. 15<sup>th</sup> 9AM

# EATON PUBLIC LIBRARY 2023

## BUDGET NARRATIVE JUSTIFICATION

### A. SALARIES – TOTAL: \$643,606

INCLUDES A PROPOSED 6% INFLATIONARY AND MERIT COMBINED INCREASE FOR LIBRARY STAFF POSITIONS.

- Library Director oversees the operations of the library including staff, facilities, policies, budgeting, programs, and services. This position's annual salary is budgeted at \$95,400.00.
- Library Assistant Manager oversees the daily work tasks of staff including scheduling, procedures, circulation and customer service. This position's annual salary is budgeted at \$70,065.00.
- Library Staff performs a variety of duties including technology support, programming, community outreach, reference and reader's advisory, collection services, room reservations, and research. These annual salaries are budgeted at \$421,141.
- Library Substitutes provide vacancy, sick and vacation coverage at 1,000 hours annually. These annual salaries are budgeted at \$28,000.
- Town Administration provides finance, payroll and administrative support to the library. These annual salaries are budgeted at \$29,000.

### B. BENEFITS – TOTAL: \$153,651

INCLUDES A PROPOSED WELLNESS AND PREVENTION INCENTIVE AT \$6,000 (12 EMPLOYEES AT \$500 EACH).

- FICA, Unemployment, Retirement, Health Insurance and Taxes.

### C. CONTRACT SERVICES – TOTAL: \$75,000

INCLUDES A PROPOSED 5% INFLATIONARY INCREASE FOR PROFESSIONAL SERVICES. INCLUDES A PROPOSED INCREASE OF \$1,500 FOR WEB SERVICES, \$15,000 FOR HR SERVICES, AND \$10,000 FOR TECHNOLOGY CONTRACT SUPPORT SERVICES.

- HR, Cleaning, Website, Legal, Landscaping, Technology, etc.

### D. OPERATING SUPPLIES – TOTAL: \$20,000

INCLUDES A PROPOSED 12% INFLATIONARY INCREASE FOR OPERATING SUPPLIES.

- Meeting supplies, office supplies, cleaning supplies, printing ink and paper, etc.

#### E. PUBLIC RELATIONS – TOTAL \$11,000

INCLUDES A PROPOSED 8% GENERAL INFLATIONARY INCREASE FOR PUBLIC RELATIONS.

- Newspaper advertisements, social media marketing, etc.

#### F. COMMUNITY ENGAGEMENT- \$15,000

PROPOSES A NEW BUDGET LINE FOR EXPENSES IN SUPPORT OF COMMUNITY ORGANIZATIONS THROUGH SERVICE PROJECTS, DONATIONS, EVENTS AND SUPPLIES.

- Cards for veterans, school supply drive, care kits for Children's Hospital, student floriculture program, Holocaust presenter, Eaton Museum, etc.

#### G. POSTAGE – TOTAL: \$500

- Mailing of new resident letter and other items.

#### H. GIFTS AND EXPENSES –TOTAL: \$2,500

INCLUDES A PROPOSED \$900 INCREASE TO REFLECT THE ADDITION OF NEW FTE AND ASSOCIATED EXPENSES AND AN 8% GENERAL INFLATIONARY INCREASE.

- Employee and board recognition, anniversaries, farewells, retirements, etc.

#### I. MILEAGE – TOTAL: \$3,500

INCLUDES A PROPOSED 8% GENERAL INFLATIONARY INCREASE AND A PROPOSED \$500 INCREASE FOR OUTREACH VEHICLE MILEAGE.

- Mileage for travel, training, schooling, meetings, outreach and events.

#### J. PROFESSIONAL DEVELOPMENT - TOTAL: \$22,050

INCLUDES A PROPOSED INCREASE OF \$10,550 FOR TRUSTEE MEMBERSHIP AND CONFERENCES AND EXPANDED STAFF TRAINING AND PROFESSIONAL DEVELOPMENT.

- Colorado Association of Libraries Conference September 2023 in Denver (3 staff at \$350 each = \$1,050)
- American Library Association Conference June 2023 in Chicago (1 staff at \$3,500)

- Colorado Teen Literature Conference April 2023 in Denver (2 staff, 5 teens at \$285 each = \$2,000)
- Offsite Teambuilding (2x annually) (12 employees at \$120 each = \$1,440)
- Trustee Membership and Conferences (7 trustees at \$850 each = \$5,950)
- Other Conferences (YALSA, ALSC, Scholastic, etc.) (\$2,110)
- Meetings, Trainings, Food (\$500 monthly = \$6,000)

#### K. SUMMER READING PROGRAM TOTAL: \$10,000

PROPOSES A NEW BUDGET LINE OF \$10,000 TO INCENTIVE READING OVER THE SUMMER FOR ALL AGES.

- Prizes, programs, activities, presenters, point logs, etc.

#### L. LIBRARY PROGRAMS – TOTAL: \$60,000

INCLUDES A PROPOSED INCREASE OF \$28,200 TO EXPAND FAMILY PROGRAMMING, AUTHOR VISITS, PRESENTER-LED WORKSHOPS AND READINGS. INCLUDES A PROPOSED INCREASE OF \$800 FOR ANIMAL PROGRAMMING INCLUDING \$200 FOR ASSISTIVE THERAPY READING DOGS AND \$600 FOR PURCHASE AND CARE OF A LIBRARY PET.

- Authors, Presenters, Readings \$20,000
- Youth Programming \$24,200
- Adult Programming \$15,000
- Animal Programming \$800

#### M. MAKERSPACE – TOTAL: \$28,000

INCLUDES A PROPOSED 12% INFLATIONARY INCREASE FOR MAKER SUPPLIES AND CLASSES.

- Laser cutting, 3D printing, sewing and other maker technology hardware, supplies, presenters, etc.

#### N. INSURANCE – TOTAL: \$25,800

LISTS 2022 TOTAL AS 2023 NUMBERS WERE NOT AVAILABLE AT TIME OF PUBLICATION. INCLUDES A PROPOSED INCREASE OF \$2,000 FOR AUTO INSURANCE SHOULD WE PURCHASE AN OUTREACH VEHICLE (SEE CAPITAL PROJECTS).

- CIRSA, SUTS, Vehicle Insurance

**O. COMMUNICATION – TOTAL: \$6,018.00**

INCLUDES A PROPOSED 10% INFLATIONARY INCREASE FOR COMMUNICATION EXPENSES.

- Telephone, Zoom, etc.

**P. UTILITIES– TOTAL: \$20,000**

INCLUDES A PROPOSED \$500 REDUCTION TO REFLECT ACTUAL SPENDING FROM PRIOR BUDGETED YEARS.

- Electric, Water, Gas

**Q. REPAIR AND MAINTENANCE- TOTAL: \$38,500**

INCLUDES A PROPOSED 5% INFLATIONARY INCREASE FOR PROFESSIONAL SERVICES AND A PROPOSED ADDITION OF \$1,500 FOR VEHICLE REPAIR AND MAINTENANCE SHOULD WE PURCHASE AN OUTREACH VEHICLE (SEE CAPITAL PROJECTS).

- Facility prevention, upkeep and maintenance: painting, plumbing, electrical, inspection, HVAC, etc.

**R. PRINT – TOTAL: \$35,000**

INCLUDES A PROPOSED 5% INFLATIONARY INCREASE AND EXPANDED ACQUISITION OF SPANISH AND YOUTH MATERIALS.

- Adult Fiction, Nonfiction \$10,000
- Teen Fiction, Nonfiction \$6,000
- Children’s Fiction, Nonfiction \$13,000
- Graphic Novels and Manga \$3,000
- Spanish All Ages \$3,000

**S. MEDIA – TOTAL: \$20,000**

INCLUDES A PROPOSED DECREASE OF \$6,000 TO REFLECT ACTUAL SPENDING. INCLUDES PROPOSED ADDITION OF “E” FOR EVERYONE GAMING COLLECTION.

- Audiobooks, DVDs, Video Games, Music All Ages

**T. ART EXPENSES – TOTAL: \$10,000**

- Final payment for Sculpture Project artist and installation.

**U. PERIODICALS – TOTAL: \$5,150**

INCLUDES A PROPOSED 5% INFLATIONARY INCREASE FOR SUBSCRIPTIONS.

- Subscriptions: Denver Post, Coloradoan, Greeley Tribune, The Wall Street Journal, and the Herald-Voice.

**V. ACQ OF EQUIPMENT – TOTAL: \$32,000**

INCLUDES A PROPOSED 8% INFLATIONARY INCREASE AND ADDITION OF \$10,000 FOR TWO STORYWALKS: ONE IN A LOCAL EATON PARK AND ONE ON THE GREAT WESTERN TRAIL AT \$5,000 EACH.

- Furniture, hardware, technology, etc.

**W. CAPITAL IMPROVEMENTS -TOTAL: \$750,000**

INCLUDES PROPOSED CAPITAL IMPROVEMENT PROJECTS TOTALING \$1,003,100 WITH A RECOMMENDATION TO PRIORITIZE \$750,000 OF FUNDING FROM 2023 REVENUE

- **Art mural:** selection and installation of a children’s mural in the storytime room through the Library’s Art Task Force \$10,000\*
- **Generator:** installation and annual maintenance of a gas-powered generator to provide back-up electrical power in case of outages \$90,700
- **ADA Improvements:** update building facility to meet ADA requirements for mobility, signage, etc. \$200,000\*
- **Bathroom remodel:** update public restrooms with new lighting, fixtures, etc. \$65,400
- **Outreach vehicle:** purchase outreach bookmobile to provide library services at schools, parks, fairs, homebound seniors and other locations \$300,000
- **Kiosk:** install kiosk at Galeton location to provide check-out and return of library materials \$100,000\*
- **Outdoor children’s area:** build outdoor educational space for family programming, storytimes, meals and recreation \$62,400
- **Basement repair and remodel:** repair water damage and update basement for storage or public use purposes \$100,000\*
- **Staff workroom remodel:** add three work stations to existing work area to accommodate budgeted FTE \$24,600 (recommendation to allocate existing 2022 funds)

- **Other:** additional budget for capital improvement projects as they arise \$50,000

\*Waiting on final quotes



**TOWN OF EATON**  
**LIBRARY FUND - 2023 PROPOSED**  
**BUDGET**

ACCOUNT CODES		2019 ACTUAL	2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS	2022 BUDGET	2022 ESTIMATE	2023 PROJECTED
REVENUES:									
02-00-4110	PROPERTY TAXES	\$949,265	\$1,376,561.49	\$1,376,623.38	1,506,538	1,505,959	1,147,754	1,147,754	1,990,088
	Emergency Contributions			\$22,915.17					
02-00-4730	FINES/MISC	3,543	3,000	1,227	3,000	543	3,000	500	500
02-00-4500	ART							10,000	2,000
02-00-4820	INTEREST						468		500
02-00-4830	Grant								
02-00-4805	Donations/gifts				2,000	1,611	1,600		500
	TOTAL CURRENT REVENUE	\$952,808	\$1,379,561	\$1,400,765	\$1,511,538	\$1,508,113	\$1,152,822	\$1,158,254	\$1,993,588
JANUARY 1 BALANCE:		2,647,447	3,065,504	3,065,504	3,874,461	3,874,461	4,424,318	4,424,318	4,482,874
TOTAL AVAILABLE FUNDS		\$3,600,255	\$4,445,066	\$4,466,270	\$5,385,999	\$5,382,574	\$5,577,140	\$5,582,572	\$6,476,462
EXPENDITURES:									
02-00-6110	HEAD LIBRARIAN	\$71,654	\$75,237	\$78,119	\$78,986	\$77,480.00	\$83,678	\$86,839	\$95,400
02-00-6155	LIBRARY MANAGER								\$70,065
02-00-6120	ASSISTANT LIBRARIANS	229,541	342,002	239,058	445,617	253,542.6	504,114	489,064	\$449,141
02-00-6180	EMPLOYEE BENEFITS	61,030	82,110	60,347	131,151	52,151.0	146,948	143,976	153,651
02-00-6181	FICA/ME Tax Employer								
02-00-6182	Health/Vision Insurance Employer								
02-00-6185	Pension ER								
02-00-6188	Employment Taxes ER								
02-00-6266	Emergencies			2,560		42			
	Employee Wellness/Prevention								6,000
02-00-6150	TOWN ADMINISTRATION						14,250	14,250	29,000
02-00-7315	CONTRACT SERVICES	25,530	36,000	29,707	36,000	29,566	37,350	57,000	75,000
02-00-7215	OPERATING SUPPLIES	11,382	17,000	9,201	18,000	7,880	18,000	15,000	20,000
02-00-7216	PUBLIC RELATIONS	3,408	10,000	4,276	10,000	2,996	10,000	10,000	11,000
	COMMUNITY ENGAGEMENT								15,000
02-00-7217	POSTAGE	36	500	110	500	55	500	500	500
	GIFTS AND EXPENSES	100		1,051	2,000	-	1,600	1,000	2,500
02-00-7235	MILEAGE REIMBURSEMENTS	1,184	2,600	433	2,800		2,800	1,400	3,500
02-00-7240	PROFESSIONAL DEVELOPMENT	2,571	10,000	8,726	11,500	2,576	11,500	11,500	22,050
	SUMMER READING PROGRAM								10,000
02-00-8600	LIBRARY PROGRAMS	29,775	30,000	15,979	30,000	14,105	32,000	32,000	60,000
02-00-8540	MAKERSPACE		25,000	0	25,000	14,333	25,000	22,000	28,000
02-00-7270	INSURANCE	20,622	22,000	21,317	14,000	14,959	18,000	15,000	25,800
02-00-7220	TELEPHONE/DSL	3,482	4,500	3,797	4,500	4,604	4,725	5,471	6,018
02-00-7510	UTILITIES	14,153	20,500	12,041	15,750	13,366	20,500	17,000	20,000
02-00-7520	REPAIRS & MAINTENANCE	6,806	20,000	15,620	20,000	6,341	35,000	20,000	38,500
02-00-8510	PRINT	29,147	32,000	26,737	32,000	12,541	32,000	33,000	35,000
02-00-8211	MEDIA	20,907	25,000	17,708	26,000	2,536	26,000	12,000	20,000
	CIRCULATION	34		723.75					
02-00-8400	ART EXPENSE SPECIAL PROJECTS							31,192	10000
02-00-8530	PERIODICALS	3,389	3,500	4,363	4,900	4,091	4,900	4,900	5,150
02-00-9110	ACQ OF EQUIPMENT	0	20,000	0	20,000	130	20,000	10,000	32,000
02-00-9150	CAPITAL IMPROVEMENTS	0	100,000	39,936	752,769	444,962	45,400	70,000	750,000
TOTAL EXPENDITURES		\$534,751	\$877,949	\$591,809	\$1,681,472	\$958,256	\$1,094,266	\$1,103,091	\$1,993,276
ENDING BALANCE		\$3,065,504	\$3,567,117	\$3,874,461	\$3,704,527	\$4,424,318	\$4,482,874	\$4,479,481	\$4,483,186