

AGENDA
Eaton Public Library Board of Trustees
January 6, 2021
5:30 pm
Via Zoom*

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. President's Report
5. Friends of the Library Report
6. Director's Update
7. Approval of the Consent Agenda
 - a. Minutes of December 2, 2020
 - b. Minutes of December 10, 2020
 - c. Minutes of December 17, 2020
 - d. Director's report dated January 2021
 - e. Financial Report December 2020
 - f. Invoice Summary December 2020
8. Items removed from the Consent Agenda
9. Committee Reports
 - a. Strategic Plan
 - b. Events
 - c. Space Plan
 - d. Policy
 - e. Bylaws
 - f. Financial/Budget
 - g. Art Task Force
10. Old Business
 - a. Land Acquisition – Dave
 - b. Town Handbook/Library Handbook– Nomie/Brenda
 - c. Board Book-Shelley
 - d. United for Libraries -Effective Meetings- Shelley
 - e. Director Evaluation-Julie
 - f. Review of Action Steps
11. New Business
 - a. Process for Staff Evaluation and Salary increases
12. Action Steps
13. Board Comments
14. Adjourn

Next Meeting: February 3, 2021 at 5:30 pm

*Zoom Invitation on page 2:

Topic: Eaton Public Library Board Zoom Meeting

Time: Wednesday, December 2, 2020 at 5:30 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86470935016?pwd=TTZLUitTVVVFVWmt4M3htNlFSKOZXdz09>

Meeting ID: 864 7093 5016

Passcode: 028245

One tap mobile

+16699006833,,86470935016#,,,,,0#,,028245# US (San Jose)

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Meeting ID: 864 7093 5016

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EPL Library Board Meeting Notes
December 2, 2020 via Zoom

EPL Board Present:

Julie Finn – President
John Isbell – Vice President
Shelley McLatchie – Secretary
Nomie Ketterling – Board Trustee
Maureen St. Peter – Board Trustee
Michael Yancey – Board Trustee
Dave Sloan – Board Trustee

Others Present:

Brenda Carns – Library Director

1. Call to Order – Meeting called to order 5:34 p.m. by President Finn
2. Approval of Agenda – President Finn indicated the following additions/changes to the agenda
 - a. Secretary McLatchie asked to add to Old Business – Completion of Action Steps from month prior and to New Business – United for Libraries Resource Review for 2021
 - b. President Finn asked to move the Executive Session after New Business.
 - c. Trustee Ketterling made motion to approve the agenda with additions/change listed above. Trustee St. Peter second, all approved, motion carried.
3. Public Comments – no members of the public were in attendance for comment.
4. Report of the President –
 - a. President Finn visited the library this past week and even though we have gone to curbside service only, the library is busy with activities and virtual programming.
 - b. President Finn asked all board members to check their Eaton emails weekly.
5. Friends of the Library Report – Trustee Sloan indicated there is no schedule Friends meeting until January 2021.
6. Director's Update – Director Carns attached her full report to the meeting agenda, however highlighted the following information:
 - a. Director Carns indicated a new board book is available for Trustee Yancey to pick up at the library.
 - b. Regarding the staff – Director Carns is still in the process of interviewing candidates for the adult librarian position, Judy is still out sick, the staff is rotating working the circulation desk to cover curbside service and hold requests.
 - c. Regarding programs – Director Carns indicated a new HPLD program “Christmas Around the World” is a great program.
 - d. Regarding Facilities – Director Carns indicated the basement flooded and she has been working with the town, the roofer and the building wash contractor to detect the leak and get it fixed, as well as with the insurance to cover the cost.
7. Approval of the Consent Agenda – Trustee Yancey made a motion to approve the consent agenda, VP Isbell second, all approved, motion carried.
8. Items Removed from the Consent Agenda – No items removed from the consent agenda.

9. Committee Reports

- a. Strategic Plan – President Finn indicated the Strategic Plan committee would meet in January to begin review for 2021.
- b. Events – Secretary McLatchie indicated no upcoming events.
- c. Space Plan – Secretary McLatchie indicated the committee has received furniture suggestions from Wember and will distribute those to the board, along with an enlarge copy of the schedule and new furniture layout plan. Secretary McLatchie asked that a special meeting be set up to review in detail the furniture style selections. After much discussion and comment from each board member regarding the pace of the schedule, furniture manufacturer procurement and fabrication delays, and using local contractors, it was determined to set a special meeting for December 10, 2020 at 5:30 to continue the discussion and involve Wember in the conversation.
- d. Policy – Secretary McLatchie indicated no update.
- e. Bylaws – Trustee Yancey asked that a copy of San Miguel’s Bylaws be attached to the board packet for review and he will set up a meeting with the committee for later this month.
- f. Financial/Budget – Trustee Ketterling inquired about the new expense of purchasing board games for the library to check out to patrons and the budget line item it is charged to. Director Carns indicated this was a program adopted from HPLD and is being used by the programmers as well. Director Carns will review if it can be charged to another line item in the budget.

10. Old Business

- a. Sculpture Art – Trustee Ketterling and President Finn indicated the Art Acquisition will form a Task Force with board members and community members. Trustee Ketterling indicated the task force will continue to move forward in 2021 for art acquisition for the library.
- b. Land Acquisition – Trustee Sloan indicated no update at this time.
- c. Town Handbook – President Finn indicated the Town Handbook continues to go through reiterations. President Finn and Director Carns discussed adding an Addendum or additional handbook to complement the Town Handbook. Director Carns and Trustee Ketterling will work on this task and provide review for the board in the coming months. Trustee St. Peter asked that the Addendum to the Town Handbook be reviewed by the Town Attorney and Town Council for legal ramifications.
- d. Board Book – Secretary McLatchie asked Trustee Yancey to help develop a EPL Board One Note/One Drive to keep a current copy of the Board Book and allow for better board collaboration. Trustee Yancey will review license issues with the town and meet with Secretary McLatchie for the site set-up of content. Trustee Yancey also indicated Director Carns will need a town email account in addition to her High Plains account for collaboration and communication of the Board Book.
- e. ADDED: Prior Month Action Items Complete – Secretary McLatchie read the November Action Items and determined all actions are complete.

11. New Business

- a. ADDED: United for Libraries Resource List – Secretary McLatchie indicated from the board input, she has developed a Top 10 list of resource topics that will be reviewed each

month in 2021. Secretary McLatchie also asked for a collaboration joint meeting with the Friends in 2021 to review Friends resources available.

- b. ADDED: Secretary McLatchie indicated since the Friends or Events Committee was not decorating the library this Christmas the books that were going to be used for a “Book Tree” could go to donation centers. Trustee Sloan indicated he would take care of the book donations at a later time.

12. Executive Session to review Director Carns Evaluation was entered into at 6:42 pm and ended at 7:24 pm. No motions or decisions were made during executive session.

13. After executive session discussion –

- a. Trustee Ketterling made a motion to provide a one-time bonus to Director Carns, Secretary McLatchie second. 3 board members approved, 2 board members voted no, and 1 board member abstained. President Finn indicated she would have voted to approve if her vote was needed.
- b. Trustee Ketterling asked for a follow up to our budget meeting if the library staff salary was being implemented to match HPLD range. President Finn will inquire with Director Carns as to how and when this will happen.

14. Action Steps

- a. Add Review of Action Steps to the monthly agenda under Old Business
- b. Add Art Acquisition Task Force under Committees
- c. Director Carns and Trustee Ketterling to draft an addendum to the Town Handbook for Library staff only.
- d. President Finn asked all board members to review their town email account weekly.
- e. Trustee Yancey to set up a bylaws meeting.
- f. Trustee Yancey to review the licensing and set up for a One Note/One Drive account.
- g. Director Carns to obtain a town email account.
- h. Secretary McLatchie to send the furniture review packet to the board via email and hard copies for pick up at the library.

15. Board Comments – no board comments at this time.

16. VP Isbell made a motion to adjourn, Trustee Yancey second, all approved. Meeting adjourned at 7:45 p.m.

Respectfully submitted,
Shelley McLatchie
EPL Board Secretary

EPL Library Board Special – Space Plan Meeting Notes
December 10, 2020 via Zoom

EPL Board Present:

Julie Finn – President
John Isbell – Vice President
Shelley McLatchie – Secretary
Nomie Ketterling – Board Trustee
Maureen St. Peter – Board Trustee (via phone)
Michael Yancey – Board Trustee
Dave Sloan – Board Trustee

Others Present:

Brenda Carns – Library Director

1. Call to Order – Meeting called to order 5:37 p.m. by President Finn
2. Approval of Agenda – Trustee Ketterling made motion to approve the agenda, Vice President Isbell second, all approved, motion carried.
3. Furniture Review – Secretary McLatchie indicated that she received comments from 2 board members regarding the furniture review sent via email on 12/3/20. Secretary McLatchie then asked each board member for their comments of the furniture review. After much discussion regarding furniture selection, fabric, durability, and computers, it was determined the board would like to do a walk through with Beth O’Neill from Planning Solutions and Paul Wember from Wember Inc. An in-person meeting was set for Thursday, December 17th at 4:30 pm at the library where Beth will bring fabric and furniture samples or other catalogs for review and walk through each area of the library under the space plan. Director Carns will order pizza for this special board meeting.
4. Secretary McLatchie made a motion to adjourn, Trustee Ketterling second, all approved. Meeting adjourned at 6:13 p.m.

Respectfully submitted,
Shelley McLatchie
EPL Board Secretary

EPL Library Board Special – Space Plan Meeting Notes
December 17, 2020 @ Library

EPL Board Present:

Julie Finn – President

Shelley McLatchie – Secretary

Nomie Ketterling – Board Trustee

Maureen St. Peter – Board Trustee

Dave Sloan – Board Trustee

Others Present:

Brenda Carns – Library Director

Beth O'Neill – Planning Solutions

1. Call to Order – Meeting called to order 4:45 p.m. by President Finn
2. Approval of Agenda – Secretary McLatchie made motion to approve the agenda, Trustee Sloan second, all approved, motion carried.
3. Furniture Review – Secretary McLatchie and Beth O'Neill provided color copies of the furniture selection review and furniture plan layout. Beth O'Neill, Library Board and Director Carns toured the library through every space of the Space Plan Utilization plan. The following items were noted in each area:
 - a. Entry/Power Wall – Bench and vinyl selection agreed upon. Single chair and side table in upholstery agreed upon. Power wall dimensions discussed and display wall to be determined by staff for use of backing to showcase upcoming events.
 - b. Makers Space – Makers space work station agreed upon with single or double stations, open under shelving and plastic sled bottom chairs. Color to be discussed.
 - c. Staff Workroom and Second Service Station – Staff desk configuration still in discussion with staff. Second service station selection as 2-tone wood and laminate with single computer hookup and single rolling storage. Staff chairs and fabric still in discussion.
 - d. Computing/Study Rooms – (2) Computing tables with taller divider agreed upon. Computing chairs and fabric selected as wood with cushion fabric seat and sled legs. Study room table and chairs agreed upon as design back and fabric seat.
 - e. Group Meeting Rooms/Friends Loft – Group meeting room table agreed as a more versatile movable furniture piece with no-arm, cushion back and seat chair. Fabric still in discussion. Friends loft lounge chairs selection agreed upon and fabric/vinyl still in discussion. Side table agreed upon, as well as using this same table in the quiet reading room. Low custom millwork shelving to match existing wood.
 - f. Library (Quiet Reading) – Original high-back chair selection is discontinued. New selection agreed upon by board with 2 matching ottomans and same side tables as Friends loft.
 - g. Library Computing/Study Areas – Computer stations agreed and linked together. Chair selection for computer station and study tables still in discussion.
 - h. Young Adult – Gaming table agreed upon. Fabric still in discussion as well as side chair selection. Study tables to be same from study rooms.

- i. Children's Computing/Seating – All suggestions agreed upon. Noted to add a “rocker” chair to the selections. Fabric for ottoman chairs, love seat and big chair suggestions made to Beth. Note from plan that only 2 computer stations needed.
 - j. Gallery – Discussion regarding flow of gallery fabric within corridor and trending into Friends loft. Note from furniture selection for 2 high top tables and 1 low table along with Friends seating at end of corridor. Also note that foot rest be added to table selection.
4. Beth indicated she would courier or overnight more fabric selections as well as continue to review more seating for the Young Adult area. Final furniture and fabric will need to be made by January 7, 2021 in order to continue to stay on schedule. Beth will also be presenting budget numbers for all selections to make sure we are staying within budget.
5. Meeting adjourned at 6:35 p.m.

Respectfully submitted,
Shelley McLatchie
EPL Board Secretary

Report to the Library Board
Brenda Carns, Library Director
January Report

Customer Service and Community Relations

- I worked with each staff member individually and as a group on ways to optimize customer experience and provide services to our patrons during our current COVID response.
- I met with each Librarian on their areas of responsibility for collection development and programs.
- I assigned responsibility to Vince for sending out our outreach letter to new residents. We will revise the welcome letter that he will send out each month as we receive new names from the town.

Organizational Growth

- I asked the staff to review our strategic plan in preparation for a group meeting about our progress to be held in January.
- See below for the summary of programs provided in December, including take and make kits, virtual programs and unique customer services given.
- Each staff member had the opportunity to participate in the hiring process for the Adult librarian.

HR Management and Facilities

- I consulted with the HPLD HR Director on salary increases at the district which provided a frame of reference for moving staff up to an appropriate salary level for their years of experience and work performance.
- I reviewed the 2020 evaluations with employees and the increases they would receive. These are based on their job performance, establishing equity with other positions in the organization and placing them and/or compensating staff near midrange if they have worked at EPL for a number of years.
- We invited two candidates to an in-person interview and selected our new Adult Librarian and all of the staff got the opportunity to participate in the process.
- We have held staff meetings on "an as needed" basis which works right now since we don't have patrons in the building.
- Judy is still out on extended medical leave.
- We were short staffed this week due to one staff taking vacation and another missing work to self-quarantine because of potential exposure to COVID. This gave me the opportunity to work closely with the remaining staff to serve our customers and handle the materials that need to be checked out and in, shelved and other tasks. I really enjoyed it! All Phase Restoration was hired to remove moisture and mold from the water damage reported last month. They were recommended by our insurance company as reputable. They have opened the ceiling upstairs which reveals a place where the roof has leaked. Behrends Roofing is returning to look for the source while the ceiling is open.
- Staff boxed up the book sale materials to clear the area for the repairs to the room and in preparation for the remodel to occur in that area.
- I spent many hours with various contractors, the town Public Works Director Matt Reed and our Facilities Tech, Roger, addressing the flooding problem in the book sale room and basement.

We still don't know what is causing the leak in the building, but I was on the roof a number of times looking for the problem. Behrend's Roofing is returning to look at the underside of the roof to see how the water is getting in on January 7th.

Administration

- I began work on the annual report data that goes to the state, via HPLD's report for the District. The statistics reported are quite different than in the past, pre-COVID for all libraries.
- I reviewed our year end bills and realized that Eaton Storage had never responded to my requests to be billed. I finally received an invoice of \$1800.00. There are no late fees associated with the bill, since they had neglected to respond to my inquiries. I am looking into setting up an auto-pay for this bill since they are so hard to contact and don't bill us in a timely manner.
- I worked with the Bylaws Committee on the new Board Bylaws and sent an updated version to Avi for review.
- I updated the Employee Handbook in consultation with Nomie and Julie to reflect the changes the Board wanted. It is being reviewed by Employer's Council and should be ready for the February Board meeting. Our attorney will also review it.
- The town is switching from twice monthly paydays to every two weeks. The next big change is to a better time card system that will track vacation and sick leave.

HPLD and Member Libraries:

- I host the Member Director Zoom meetings each week. It is a great way to share information and tips about best practices and changes. Updates about the district include:
 - The IGA with HPLD for services automatically renewed January 1st. Changes can be made at any time upon agreement of both parties.
 - Naomi Nguyen, an existing Platteville Library staff member, was selected to replace Dianne Norgren as the Library Director for Platteville and Gilcrest upon her retirement this month.
 - Tami Crossen, an existing Hudson Library staff member, was selected to replace Teri Redden as director of the Hudson Library upon her retirement this month.
 - The Town of Keenesburg has allocated a small space in their town hall for library services to be provided by the Hudson Library. Hudson Library will hire new staff to work there.
 - Johnstown Library has completed their Bookmobile garage and report that their community stops are popular.
 - Fort Lupton Library continues looking for agreement by the school district, town and library board about the site for a public library to be separate from the existing library in the high school
 - Ault Library has completed their renovations and have reopened their library.

Facility Updates:

- Roger replaced the lights that were burned out in our fixtures.
 - He noted some fixtures where replacing the bulbs didn't fix the problem
 - I called Delaney Electric, the company that installed the fixtures, to troubleshoot the problems and fix them.
 - Delaney also needs to install new switches for the spotlights over the circulation area.

Program Team-Judy, Katie, Kate and Neal (Neal reporting)

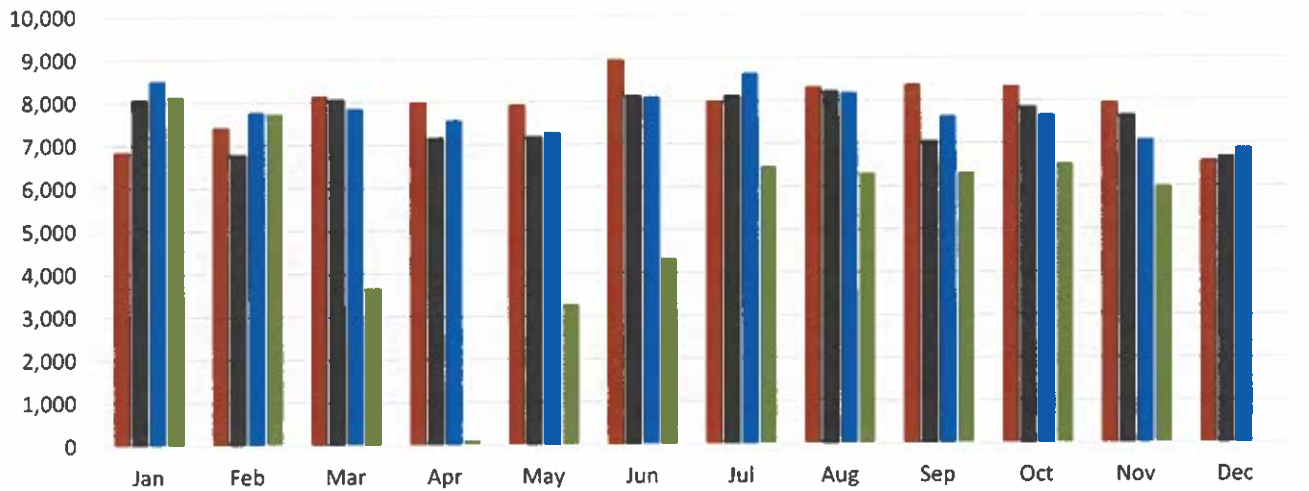
December began our new schedule of programs advertised in a flyer in the Town water bill

- Neal has a weekly kids' project with a video demo on Mondays and a live crafting session over Zoom on Fridays; kits for these have continued to be very popular and move quickly; we get many requests by phone for craft kits, and patrons are very grateful for the activities; one woman told me that she does them with her adult brother with disabilities whom she cares for, and they look forward to them every week
- Neal continues Adventures in Time and Space on Fridays with both a kit and a live session of discovery; the recent platypus craft for Australia was a huge hit
- Neal had Strategic Cuisine online in early December and Artemis online twice, all of which had good turnout
- Katie, Neal, and Kate collaborated on both the adult and teen crafts this month with video demos and kits
- Kate and Katie collaborated on the Christmas Around the World Series each Tuesday in December with a craft, recipe, and an interactive presentation on Zoom; each week has seen an increase in number of participants and people have enjoyed learning about different countries' traditions
- Katie, Neal, and Kate started doing weekly Book Talks on a rotating basis as Facebook recordings, and we have advertised that we will happily choose books for patrons based on interest in a topic, author, book, or genre...several people have used this service
- Katie continues Bilingual Storytime on Mondays and has been doing regular Storytime while Judy recuperates
- Kate put together a presentation on resume and cover letter help for the Career Services series; no one attended, but we will keep trying and collecting resources
- Kate and Katie virtually visited three classes (3rd-5th graders, 8th graders, and 9th-10th graders) to share about library programs and books
- Katie does a weekly Facebook post on Thursdays with a Spanish activity
- Katie continues to substitute for Judy's Wednesday morning virtual storytimes
- Neal, Kate, and Katie continue to collaborate and plan together for future programs

Eaton Public Library 2017, 2018, 2019 & 2020 Statistics

Circulation

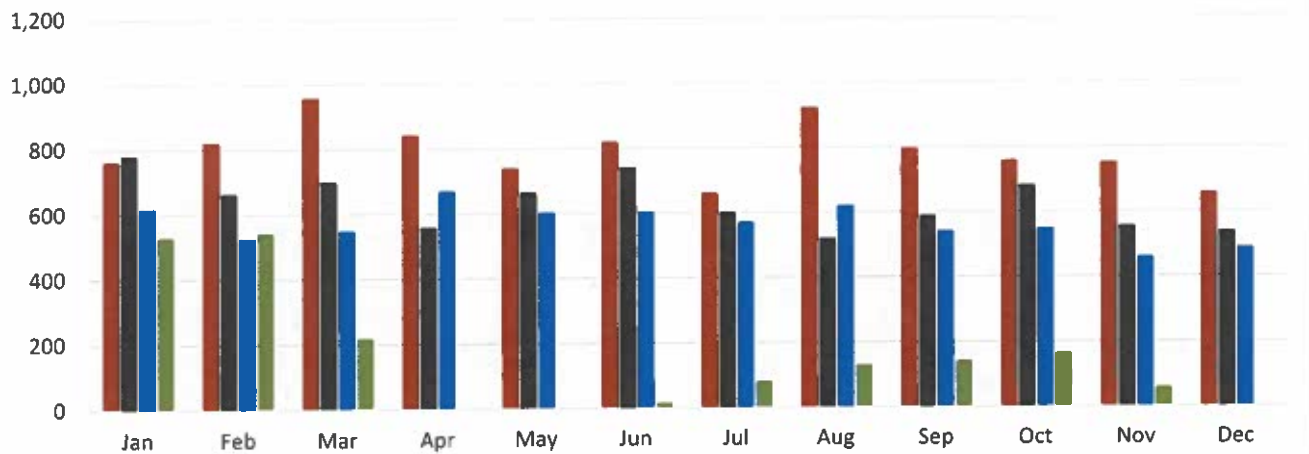
2017 - 2020 Circulation



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2017	6,820	7,379	8,115	7,969	7,900	8,956	7,977	8,296	8,341	8,308	7,920	6,558	94,539
2018	8,051	6,771	8,048	7,146	7,166	8,128	8,101	8,199	7,025	7,830	7,627	6,667	90,759
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		58,607

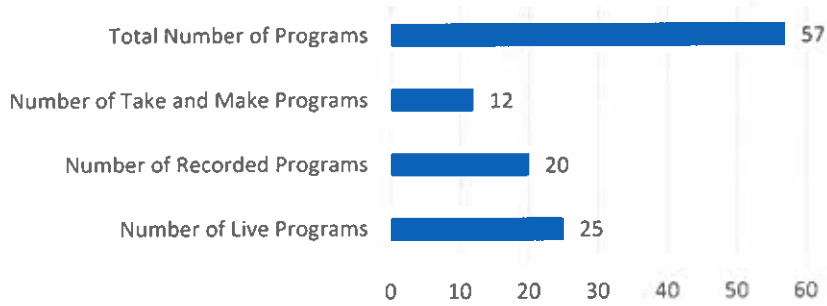
Computer Users

2017 - 2020 Computer Users

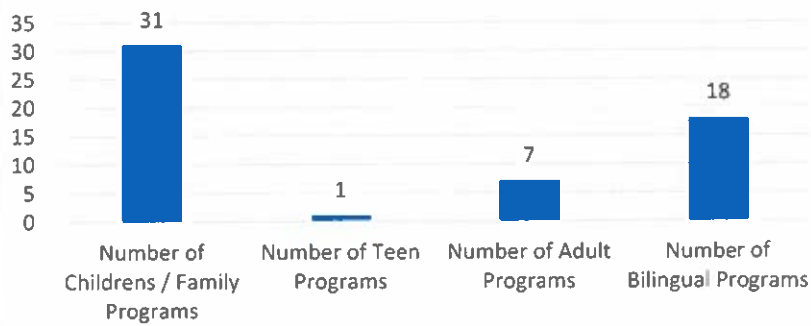


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2017	759	818	955	839	737	816	657	919	793	754	749	655	9,451
2018	778	659	699	556	662	738	597	519	588	679	552	536	7,563
2019	613	522	545	668	600	601	568	618	538	546	457	485	6,761
2020	526	538	215	0	0	13	78	128	139	160	56		1,853

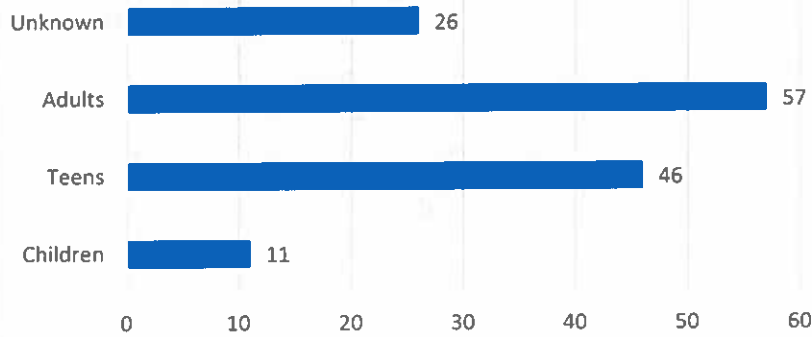
Number Of Programs



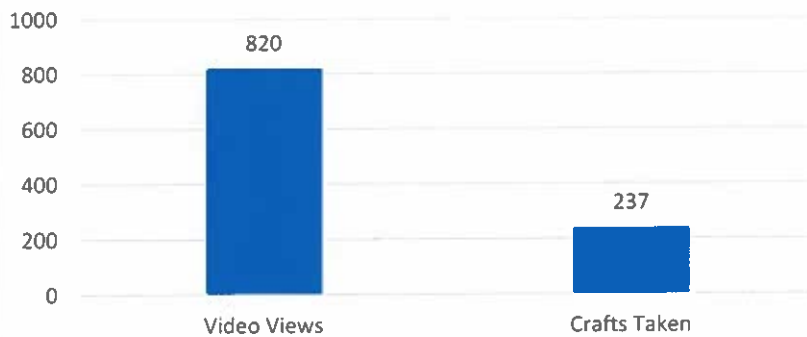
Program Variety



Live Program Attendees



Recorded Program and Take Home Craft



HAPPY NEW YEAR

Edward Jones[®] FINANCIAL FOCUS[®]

Time for New Year's Financial Resolutions

Here are some New Year's resolutions. Here are a few financial ones to consider:

Don't overreact to events. In early 2020, when the pandemic stock market plunged, but patient investors stuck around and rewarded when the market bounced back.

Be prepared. Events like the pandemic are obviously rare, but of things can disrupt your financial strategy; it's a good idea to have an emergency fund containing several months' worth of living expenses.

Focus on things you can control. For example, if your employer offers a 401(k) matching contribution, you can't do much about it – you might be able to boost the amount you put in your 401(k).

Be aware of your own ability to save. The savings rate shot up in 2020 because people simply had fewer opportunities to spend. The pandemic is over, why not use your new savings habits to pay off debts?

Don't let the only financial resolutions you can make – but following them may help you develop habits that could benefit you in the long run.

Contact Emily A. Wiedeman, your Edward Jones financial advisor, at 241 S. Elm Ave., Unit #2, Eaton, CO 970-454-2240.

SIPC

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A. WIEDEMAN, CFP[®], ChFC[®], AAMS[®]



THE LIBRARY HAS RETURNED TO CURBSIDE SERVICE ONLY.

JANUARY EVENTS AT THE EATON PUBLIC LIBRARY

THE LIBRARY HAS RETURNED TO CURBSIDE-SERVICE ONLY. PLEASE CALL US AT 970-454-2189 TO PICK UP YOUR ITEMS. *REGISTRATION REQUIRED FOR ALL ZOOM EVENTS. CALL, VISIT THE WEBSITE, OR VISIT US ON FACEBOOK. THE LIBRARY IS CLOSED NEW YEAR'S EVE & NEW YEAR'S DAY.

Weekly Events:

Bilingual Storytime, (All ages, Facebook)
Mondays @ 12pm

Off the Shelf Staff Book Talks
for all ages (Facebook/Instagram)
Tuesdays

Kids Storytime (Youth, Facebook)
Wednesdays @ 10am

Spanish Activity (Youth, Facebook)
Thursdays @ 12pm

Kids Project Live (All ages, Live Zoom)
Fridays @ 1pm

Adventures in Time and Space
(Youth, Live Zoom)
Fridays @ 3:30pm

January's Special & Monthly Events

Spaceship Artemis Online
(Teen/Adult, Live TeamSpeak)
Fri., Jan. 1 & Sat., Jan. 16 @ 5-8pm

Strategic Cuisine Cooking Class
(Family/Teen+; Live Zoom)
Sat., Jan. 2 @ 11am

Youth Writers Workshop
(Youth & Teen, Live Zoom)
Tues., Jan. 5 @ 3:30pm

Teen Themes: Communication
(Live Zoom)
Wed., Jan. 13 @ 4:30pm

Poetry Playdate (All ages, Live Zoom)
Tues., Jan. 19 @ 3:30pm

Take-and-Make Activities

(While supplies last – Pick up curbside)

Kids Project
(Craft & STEM)
Kit & Video
Every Monday

**Adventures in
Time & Space Kit**
Every Friday (Starts Jan. 8)

Teen Crafternoon Kit & Videos
Thursdays, Jan. 14 & Jan. 28

Adult Crafternoon Kit
Available Mon., Jan. 4

NEW!

Tabletop Games
Now Available For Check Out!

NEW!



**Call to schedule curbside appointment:
Mon.-Fri. 9am-6pm & Sat. 10am-4pm**

Visit <https://townofeaton.colorado.gov/library> for the latest information!
To register, visit <https://townofeaton.colorado.gov/program-registration>

EATON PUBLIC LIBRARY

Located at 132 Maple Ave. in Eaton (970) 454-2189



Town of Eaton

Library Fund

Revenue & Expense

	Month Ending 11/30/2020	YTD 11/30/2020	Budget Full Year	Percentage Used	Budget Variance
REVENUES:					
Property Taxes	3,327.04	1,364,456.38	1,376,561.00	99.1%	(12,104.62)
Fines & Miscellaneous	183.61	1,242.96	3,000.00	41.4%	(1,757.04)
TOTAL REVENUES:	3,510.65	1,365,699.34	1,379,561.00	99.0%	(13,861.66)
EXPENDITURES:					
Head Librarian	6,268.80	68,956.80	75,237.00	91.7%	6,280.20
Assistant Librarians	15,968.62	224,931.74	342,002.00	65.8%	117,070.26
Employee Benefits	3,375.97	46,035.41	82,110.00	56.1%	36,074.59
Emergencies		2,284.67	0.00	0.0%	(2,284.67)
Operating Supplies	0.00	7,950.27	17,000.00	46.8%	9,049.73
Public Relations	168.00	4,275.82	10,000.00	42.8%	5,724.18
Postage	0.00	110.00	500.00	22.0%	390.00
Communications	0.00	1,541.83	4,500.00	34.3%	2,958.17
Mileage Reimbursements	0.00	233.46	2,600.00	9.0%	2,366.54
Training	0.00	8,608.60	10,000.00	86.1%	1,391.40
Insurance	0.00	21,317.12	22,000.00	96.9%	682.88
Contract Services	2,225.29	28,509.30	36,000.00	79.2%	7,490.70
Utilities	1,087.52	10,787.22	20,500.00	52.6%	9,712.78
Repairs & Maintenance	14.71	4,710.26	20,000.00	23.6%	15,289.74
Media	0.00	15,586.95	25,000.00	62.3%	9,413.05
Print	0.00	25,372.10	32,000.00	77.0%	6,627.90
Periodicals	0.00	3,607.53	3,500.00	103.1%	(107.53)
Gift Expenses	1,000.00	1,051.00			(1,051.00)
Library Programs	3,156.80	16,685.01	30,000.00	55.6%	13,314.99
Maker Space			25,000.00	0.0%	25,000.00
Equipment Acquisition	0.00	0.00	20,000.00	0.0%	20,000.00
Capital Projects	5,900.00	6,400.00	100,000.00	6.4%	93,600.00
TOTAL EXPENDITURES	39,165.71	498,955.09	877,949.00	56.8%	378,993.91
NET SURPLUS/(DEFICIT)	(35,655.06)	866,744.25	501,612.00	172.8%	365,132.25

Eaton Public Library Income & Petty Cash December 2020

Date	Description	+	-	Comments
October 30, 2020	Starting balance	\$150.00		
December 30, 2020	Deposit	\$21.04		
December 30, 2020	In drawer	\$150.00		

Payments

Date	Petty Cash - Paid Out		Comments
	Total	\$0.00	

Date	Other Activity	+/-	Comments

Eaton Public Library Invoices December 2020

Date			Expenditure	Code
December 1, 2020	61220054	Key People-cleaning	\$1,015.00	7315
December 16, 2020		Eaton Self-storage -July 6, 2019-Jan.6, 2021	\$1,800.00	7315
December 16, 2020	201835ES-05	Wember, Inc.-November space planning services	\$13,065.00	9150
December 16, 2020	5305	HPLD-books#8510 \$519.57 and media #8211 \$539.01	\$1,058.00	see left
December 16, 2020	1781856	Monarch Professional Designs-Name tags and business cards	\$108.00	7215
December 18, 2020	5307	HPLD-books#8510 \$380.17 and media #8211 \$74.97	\$455.14	see left
December 28, 2020		Poulsen Ace-light bulbs, batteries, tote containers	\$112.92	7215
December 28, 2020		Ellen Dykstra-travel allowance for interviewee	\$200.00	7235
December 30, 2020		AP Restoration-Deposit for repair costs for water damage and mold mitigation	\$3,739.30	7520
Total			\$21,553.36	

Visa Credit Card Charges - Brenda

Date	Description	Expenditure	Line #
11/3/2020	Amazon-camcorder for filming demonstrations and programs	\$249.00	7215
11/4/2020	Amazon-camera equipment for virtual program filming	\$47.86	7215
11/9/2020	Gannett-Coloradoan subscription	\$61.01	8530
11/10/2020	Amazon-desk blotter calendar	\$10.49	7215
11/15/2020	Amazon-planner for Kate	\$7.19	7215
11/15/2020	Amazon-tabs, gloves, paper, dish soap	\$177.86	7215
11/23/2020	Zoom-cloud storage	\$42.36	7215
Total			\$595.77

Neal's card

11/2/2020	Dollar Tree; Kids Craft (Coffee filters and markers)	\$21.00	8600
11/3/2020	Amazon Web Services; Artemis Online (game server host)	\$1.78	8600
11/4/2020	Joann; Teen Craft (Ribbon for cork boards)	\$28.70	8600

11/4/2020	King Soopers; Strategic Cuisine Cheat to Win (ingredients)	\$22.31	8600
11/4/2020	Dollar Tree; Teen Craft/coloring (markers, pencils, etc)	\$17.00	8600
11/6/2020	Dollar Tree; STEM craft (balloons)	\$5.00	8600
11/10/2020	Joann; Teen craft (Tool, rotary cutter for foam core)	\$16.49	8600
11/10/2020	Dollar Tree; Teen Craft (foam core for cork boards)	\$7.00	8600
11/13/2020	GameServers; Artemis Online (voice server hosting)	\$28.36	8600
11/27/2020	King Soopers; Strategic Cuisine Deckbuilder (Ingredients)	\$16.32	8600
		\$163.96	

Katie's card

Date	Description	Expenditure	Line #
	Description	Expenditure	Line #
3-Nov	Walmart: poster board for teen craft	\$27.42	8600
3-Nov	Office Depot: mini cork boards for teen craft	\$6.90	8600
4-Nov	Office Depot: mini cork boards for Neal / kids crafts since they were out	\$23.47	8600
4-Nov	Hobby Lobby: special fall paper for an adult craft	\$21.98	8600
8-Nov	Walmart: return of poster board	(\$27.42)	8600
10-Nov	Dollar Tree: supplies for kits for Chritmas Around the World	\$11.00	8600
24-Nov	Dollar General: supplies for kits for Chritmas Around the World	\$6.00	8600
24-Nov	Target: supplies for kits for Chritmas Around the World	\$34.39	8600
29-Nov	Dollar Tree: supplies for kits for Chritmas Around the World	\$31.00	8600
		\$134.74	

Total for all three cards: **\$894.47**

Approved for Payment by:

Eaton Library Board _____ Date _____

EPL committee report form

Committee: Bylaws Committee **Meeting Date(s):** 12/15/20

Members Attending:

Julie Finn & Maureen St. Peter, also in attendance, Brenda Carns, Executive Director EPL
Michael Yancy was unable to attend

Type of Committee Report:

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

Brief statement of committee issue / area reporting:

The committee recommends implementing the revised EPL Bylaws. The revised Bylaws will be ready
For the EPL Board of Trustees to review for the January 6, 2021 meeting.

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?):

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

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:

Phone: _____ Email: _____

Submit via email to bcarns@highplains.us