

**AGENDA**  
**Eaton Public Library Board of Trustees**  
**March 3, 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 February 3, 2021
  - b. Minutes of February 9, 2021
  - c. Director's report dated March 2021
  - d. Financial Report February 2021
  - e. Invoice Summary February 2021
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. Board Book-Shelley
  - c. United for Libraries - Shelley
  - d. Review of Action Steps
11. New Business
  - a. 2021-2023 Strategic Plan
  - b. New Trustee Appointment Process
  - c. Reconsideration Request-Julie
12. Action Steps
13. Board Comments
14. Adjourn

Next Meeting: April 7, 2021 at 5:30 pm

\*Zoom Invitation on page 2

Topic: Eaton Public Library Board Zoom Meeting

Time: Wednesday, March 3, 2021 at 5:30 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86470935016?pwd=TTZLUitTVVVFVWmt4M3htNlFSK0ZXdz09>

Meeting ID: 864 7093 5016

Passcode: 028245

One tap mobile

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Dial by your location

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EPL Library Board Meeting Notes – FINAL  
February 3, 2021 via Zoom

EPL Board Present:

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  
Ellen Dykstra – Adult Librarian

1. Call to Order – Meeting called to order 5:36 p.m. by VP Isbell
2. Approval of Agenda – VP Isbell asked for any new business to be added, the board indicated, no new business to be added. Trustee Yancey made motion to approve the agenda. Trustee St Peter second, all approved, motion carried.
3. Public Comments – no members of the public were in attendance for comment. Director Carns introduced the new Adult Librarian Ellen Dykstra. The board welcomed our EPL new staff member.
4. Report of the President – In President Finn’s absence, no report from the president.
5. Friends of the Library Report – Trustee Sloan read the report from the Friends, **attached** to these notes, and indicated the following highlights:
  - a. The Friends continue to work on updating their bylaws.
  - b. The Friends continue to work on a memorial for former director Jerry Krois to include photos or books to be made into a plaque or collage for the library.
  - c. The Friends will take applications for scholarships this year and have indicated no members on the scholarship committee have relatives that are seniors or that will be receiving a scholarship.
  - d. The Friends indicated they are not in favor of a library art piece or fundraising but welcome a member of the art task force to join a Friends meeting to discuss.
  - e. Mary Vance provided a schedule for the Friends meetings scheduled for 2021, copy **attached** to these notes.
  - f. Secretary McLatchie asked if the Friends could provide an officer list, Trustee Sloan indicated yes, however elections will be in April for new officers and a new roster will be provided.
  - g. Secretary McLatchie asked if there was a goal or action items agenda for 2021. Trustee Sloan indicated the current goal is to update the bylaws by April 2021.
6. Director’s Update – Director Carns **attached** her full report to the meeting agenda, however highlighted the following information:
  - a. Director Carns indicated Judy out with medical issues. Director Carns continues to work with Employers Council on this matter.
  - b. Director Carns indicated Katie Rich has accepted a full time position with the library and will be taking on other outreach responsibilities.
  - c. Director Carns continues to deal with facility issues regarding the water damage and is working with the contractors and insurance to resolve this issue.
  - d. Director Carns indicated the staff continues to collaborate with programming and organizing of supplies and the library as we re-open with COVID restrictions. The staff shows great comradery and creativeness!

- e. Secretary McLatchie emailed several questions regarding the written Director's report to which Director Carns replied and all responses were good.
- 7. Approval of the Consent Agenda – Trustee Yancey made motion to approve the agenda. Trustee Sloan second, all approved, motion carried.
- 8. Items Removed from the Consent Agenda – None at this time.
- 9. Committee Reports
  - a. Strategic Plan – Trustee Ketterling indicated the strategic plan committee met and reviewed other libraries plans. The committee has discussed reformatting the plan as well as updating our mission and vision statements. The next meeting will be held February 16, 2021.
  - b. Events – Secretary McLatchie indicated the events committee will meet February 9<sup>th</sup>. The committee will also include Director Carns as not to duplicate any events that the library already has set up within the community.
  - c. Space Plan – Secretary McLatchie indicated the an invitation to bid has been sent to all general contractors on the approved contractor list, as well as furniture manufacturers. Bids are due February 11<sup>th</sup> and the space plan committee will meet February 18<sup>th</sup> to review bids. This meeting will be open to the public and other board members via Zoom. Final selections for general contractors will be made at the February 18<sup>th</sup> meeting to continue to keep our current schedule.
  - d. Policy – The policy committee met just prior to the library board meeting. The committee of VP Isbell and Secretary McLatchie with Director Carns discussed Director Carns taking the lead on updating the policies and submitting to the board when policies are updating or needing updated. Director Carns indicated she was hiring a person for clerical help that will be able to update the policies. However when the above information was reported to the board, Trustee Yancey and Ketterling indicated that it should be the boards responsibility to set policy and Director Carns and staff to implement the policy by procedures. Trustee Yancey indicating having the policies on One Drive that can be shared with the board and staff and transparency of policies through the policy matrix of what policies are in review, what policies are board approved and what new policies need to be set. The committee will set another meeting to discuss.
  - e. Bylaws – A copy of the revised bylaws were attached to this agenda for board review. The following items were discussed to make further updates:
    - i. Secretary McLatchie inquired if under Article 5 – Committees – if a definition of Task Force needed to be added. Trustee Yancey indicated the board can “dissolve” a committee as stated and therefore a separate definition is not needed.
    - ii. Trustee Ketterling asked that Article 3 – Meetings – be amended to state that a meeting of the board can consist of in-person or via electronic medium or a combination of both.
    - iii. Trustee Ketterling asked that a change in wording of Article 4 – Library Director and Staff – be changed to say The board shall “hire...” instead of “appoint” a Library Director.
    - iv. Trustee Ketterling asked that an addition be added to Article 4 – Library Director and Staff – “...and financial operation within the limitations of the budgeted appropriation...with guidance from the board.”

- v. Trustee Ketterling asked that a change in wording of Article 6 – Section 4 – Adoption of Policies – be changed from ...may “set” policies governing matters such as, instead of “adopt”, as well as add - ...working regarding “book challenges/intellectual freedom (suggested by Director Carns)”.
  - vi. Trustee Ketterling made motion to approve the revised bylaws, after the above changes have been made. VP Isbell second, all approved, motion carried.
- f. Financial/Budget –
- i. Trustee Ketterling indicated the draft final budget of 2020 was 64% under budget with the exception of periodicals. Director Carns indicated the cost of newspapers and magazines had increased. Director Carns indicated the budget for 2021 has been adjusted for these increases. Trustee Ketterling indicated she is optimistic for the 2021 budget as we will again be fully staffed and open to the public.
  - ii. Trustee St. Peter inquired about the cost of repairs for the water damage. Director Carns indicated all the repair work with the exception of the mold mitigation was covered by insurance and we would see a credit to the budget once the insurance money is received.
  - iii. Director Carns indicated the door counter needed to be replaced, and the new version has much more integrative features. It was also reported that the National Library statistics has changed their criteria for reporting programming to only report programs with live virtual or in person programming versus recorded view programming which will change our statistics going into 2021.
- g. Art Task Force – Trustee Ketterling and Trustee St. Peter set up the next task force meeting for Saturday February 13<sup>th</sup>. Trustee Ketterling will also invite members of the community who would like to participate.

## 10. Old Business

- a. Land Acquisition – Trustee Sloan indicated no update at this time.
- b. Town Handbook – A copy of the revised town “library staff” handbook was emailed to the board from Director Carns on Tuesday, February 2<sup>nd</sup>. Several board members indicated they had not had a chance to read the revised handbook, therefore a special session board meeting for board approval was set for February 9<sup>th</sup> at 5pm in order to distribute the handbook to the library staff.
- c. Board Book – Secretary McLatchie presented to the board the Board Book uploaded by section to One Drive and will share a link to all board members to review. Secretary McLatchie indicated the version updated is from her board binder and a clean copy will be provided for use. Trustee St. Peter indicated a duplicate copy of the binder should be available in the library for public information. Trustee Yancey indicated each folder should have edit access by the board secretary and director and have two copies for a working file and a published/approved file. Secretary McLatchie will continue to improve on this process and update the board.
- d. United for Libraries Resource – February Topic – Trustee Academy. The February topic for United for Libraries (UFL) directly aligns with the pilot program UFL presented this month that several board members registered to attend. Secretary McLatchie indicated the UFL is a great resource for the library, Friends and the board to utilize.

- e. Director Evaluation – VP Isbell indicated the process for director evaluation was attached to the board packet. Director evaluations will be conducted twice a year utilizing the same form from December 2020. Evaluations should be completed in June and November to be discussed at the July and December board meetings. Secretary McLatchie indicated she had some clarifications with the December 2020 form and would contact President Finn upon her return.
- f. Review of Prior Meetings Action Steps –
  - i. Secretary McLatchie indicated all action items were complete from January with clarification on the following items:
    - 1. (f) President Finn contacted the Friends regarding the art task force.
    - 2. (j) Director Carns contacted the State regarding a Weld County library trustee training and will update the board on a set date.

11. New Business – Trustee Ketterling announced the Eaton Museum is gathering materials for a “time capsule” to be displayed at the museum. Entries for the time capsule are welcomed from the library and other community organization and are due June 1, 2021. The time period for the entries should be March 2020 to May 2021.

#### 12. Action Steps

- a. Trustee Sloan continues to work with the Friends on a memorial plaque for Jerry Krois.
- b. Next Strategic Plan Committee meeting February 16<sup>th</sup>
- c. Next Events Committee meeting February 9<sup>th</sup>
- d. Special Session board meeting to approve employee handbook February 9<sup>th</sup> via Zoom
- e. Next Space Plan Committee meeting February 18<sup>th</sup> to review bids and select a general contractor.
- f. Secretary McLatchie and VP Isbell to set the next Policy Committee meeting
- g. Director Carns to make accepted revisions to bylaws and distribute to board.
- h. Trustee Ketterling set a meeting with the art task force for February 13<sup>th</sup>
- i. Secretary McLatchie will continue to work on updates for the Board Book through One Drive and share access to all board members and Director Carns.

#### 13. Board Comments –

- a. Trustee Ketterling commended Director Carns on her efforts towards the hiring process, facilities repairs and re-opening of the library!
- b. VP Isbell noted the next special session to be February 9<sup>th</sup> at 5pm via Zoom for the employee handbook vote and the next board meeting scheduled March 3, 2021 at 5:30pm.

14. Trustee Yancey made a motion to adjourn, Trustee Sloan second, all approved. Meeting adjourned at 7:13 p.m.

Respectfully submitted,  
Shelley McLatchie  
EPL Board Secretary

EPL Library Special Board Meeting Notes – FINAL  
Approve Library Employee Handbook  
February 9, 2021 via Zoom

EPL Board Present:

Julie Finn - President

Shelley McLatchie – Secretary

Nomie Ketterling – Board Trustee

Michael Yancey – Board Trustee

Others Present:

Brenda Carns – Library Director

1. Call to Order – Meeting called to order 5:07 p.m. by President Finn. President Finn stated per the Bylaws approved February 3, 2021 – “A quorum for transaction of business shall consist of a majority of the Board. The President shall be counted in the calculation of a quorum”. Therefore a quorum has been met with the above referenced board attendees.
2. Approval of Agenda – Trustee Yancey made motion to approve the agenda. Secretary McLatchie second, all approved, motion carried.
3. Public Comments – no members of the public were in attendance for comment.
4. New Business – No new business at this time.
5. Old Business – Secretary McLatchie made motion to approve the Town of Eaton Library Employee Handbook, Trustee Ketterling second, all approved, motion carried.
6. Trustee Yancey made a motion to adjourn, Trustee Ketterling second, all approved. Meeting adjourned at 5:10 p.m.

Respectfully submitted,

Shelley McLatchie

EPL Board Secretary

**Report to the Library Board**  
**Brenda Carns, Library Director**  
**February Report**

Customer Service and Community Relations

- I'm still working with the HMOC committee to bring a speaker virtually to Eaton High School.
- People are rediscovering the library now that we've reopened. A colorful display of "Blind Date with a Book" giveaway has been very effective to bring attention to our reopening and has delighted patrons of all ages. We continue to offer curbside service for those who prefer this way of using the collection.
- Tutors are using the library for one on one student assistance and individuals are using the study rooms for business Zoom calls.
- The creativity and enthusiasm of the staff is contagious. Be sure to tune in to our Facebook page to enjoy the diverse programs.
- Neal has ordered a bunch of new children's books to replace those being weeded because they aren't used or are falling apart.
- \*Kate and Katie worked on weeding the teen collection and doing inventory of the teen book series; Kate has ordered many titles to update collections
- \*Ellen worked on sorting through donations and adding and weeding, primarily the adult collection

Organizational Growth

- Kate and Katie continue to increase their ASL skills through an app the library purchased called Deafined.
- Vince continues to review our website materials to make sure there are no broken links and that the information is current and correct. He helps me with keeping track of our use statistics and putting them into charts to share with the Board.
- I met with the Board's Strategic Plan Committee, Space Planning Committee, Bylaws Committee and Art Task Force which will report in at the Board meeting.
- I designated Katie and Kate to be my stand ins for Space Planning in my absence. I plan on taking a week of my vacation in March. I plan to wait until after the remodel to take the remainder of my vacation. They have been instrumental in getting the basement organized and are working on downsizing what is stored in the work room.
- Vince, Kate, and Katie are assisting me in updating the late library annual report that I submit to HPLD which is incorporated into the District's report to the state. It is more detailed than in the past, due to extra measures for COVID services changes.
- Kate's work to establish our Instagram account is succeeding beautifully. We have 102 followers, as of this writing.
- Katie has nurtured our Facebook page which had less than 25 followers when I started working here five years ago. We now have 1400 followers! We reached 5,700 people with our posts last month and engaged nearly 700 people with what was posted.
- \*Staff worked on updating our goals for the strategic plan, and Kate is meeting regularly with the committee



## HR Management and Facilities

- The repairs are completed to the basement and the book sale room. I asked the restoration company to do a better job with blending the area which was patched in the upstairs and they are sending out their crew to improve it.
- We had a toilet repair in the Family restroom. The gasket needed replacing. The front door is intermittently failing. When I called the repair company it started working again!
- Roger assisted with moving books and shelves when needed for the repair and remodel. He also measured our stockpile of extra shelves in storage to see if we can reuse any of them for the reconfigured shelves we are planning, and to be able to offer the surplus to other libraries if we want to stop paying to store them.
- The ballasts in the children's area lighting were replaced. All the lights are functioning correctly in the building.
- Dave boxed the remaining books from the sale for removal. Stop by to see what a nice program space we it will be.
- Organization of the basement is completed, and staff have started moving stuff from the workspace down to spots in the basement to prepare for the remodel. Katie and Kate were great in taking a leadership role in this project! Roger was a great support when he brought tubs for storage, consolidated items in the storytime room to allow space for storing new items needed for our remodel and hauled away discarded items.
- Our new Librarian, Ellen Dykstra, is learning her position by shadowing other staff. She is busy with weeding the adult collection and learning how we order materials through HPLD.

## Administration

- I sent the approved handbook to Faith at the Town. She will distribute the official copy and meet with library staff to answer any questions along with me.
- I provided a word copy of the library board bylaws and library employee handbook to Shelley for the Board's One Drive. I will provide a Word copy of the policies next.
- There continues to be a high volume of administrative activity generated by the various projects and repairs we are doing.
- A request for Reconsideration of "And Tango Makes Three" was submitted by a library patron. A copy of her request is included with this packet, along with our reconsideration policy. I have compiled a packet of reviews and award information for the book to share with my recommendation to the Board Committee being appointed by Board President Finn. The patron understands that it may be April before the Committee takes its recommendation to the full board.

## Board of Trustee Relationships:

- Trustee Pilot: I started reviewing Trustee Shorts from United for Libraries.
- The Friends of the Library met at Mary's Church when they learned that anyone using the building is required to wear a mask. The staff is grateful that the mask requirement is being evenly enforced.
- HPLD and Member Libraries.
  - HPLD is hosting a Trustee workshop for Weld County Libraries to help new and interested board members learn more about their responsibilities as library board members. Shelley let me know she would be attending. It is on Thursday, Feb. 25. You

can still attend by RSVPing to the district on Thursday so you can receive a virtual invitation, or you can attend in person at their district offices.

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

\*Neal's kid project kits are a regular hit; we run out every week

\*February adult craft was a Patchwork heart, and it was gone in three days; we had several specific requests for it

\*Kate and Katie have continued virtual game night every other Tuesday evening. It has continued to get a good turnout, and our last one on 2/16 (Pictionary) was our most successful one yet, both in terms of attendance and enjoyment.

\*Kate and Katie planned a team challenge activity for the 6th and 7th grade online class using Zoom break-out rooms. Students had to solve two cryptogram puzzles as a competition. The students reported that they had fun!

\*Kate and Katie debuted Trilingual storytime (Spanish, ASL, and English) on Facebook, and it reached 486 phones with 31 one-minute views, 12 likes, and 3 shares!

\*Kate and Katie did a virtual Chinese New Year celebration on Zoom; family that attended was extremely appreciative of our program because they have two boys who were adopted from China and got extremely excited about sharing their culture

\*Katie, Kate, and Ellen did Blind Date with a Book all through February, where patrons can choose a wrapped book to take home based on a few clues; we've received a ton of positive feedback, including a cute video on Facebook; people are absolutely loving the surprise and that they get to keep the books

\*Kate and Katie redid the layout of the Spanish collection and created a YA section and a Classics section

\*Kate started meeting the Yarn Yakkers again, and Ellen joined her for their last meeting

\*Neal has added a video demo of the project for each weekly Adventure program to increase participation and engagement

\*Neal is adding Books and Bites on Feb. 20th as a family cooking and book program

\*Neal's Artemis program had 14 attendees this month

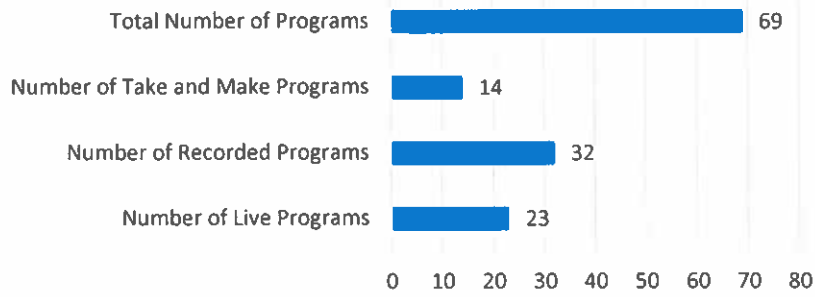
\*There is a continued focus on collaboration and planning with Ellen, Kate, Katie, and Neal

\*Ellen is being trained and integrated into program schedule- she is doing her book talk on the last Tuesday of each month.

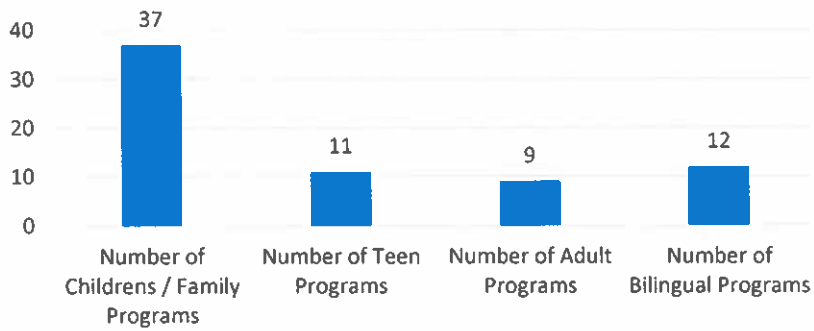




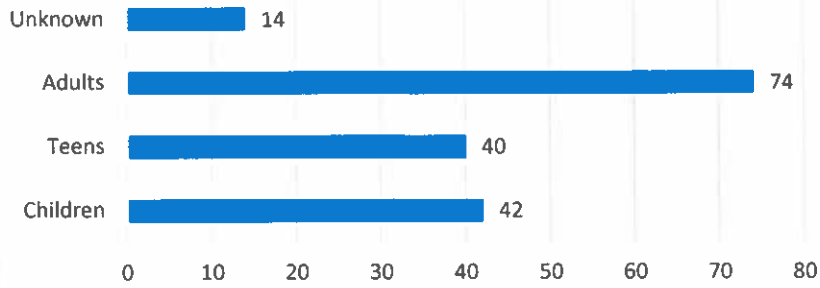
### Number of Programs



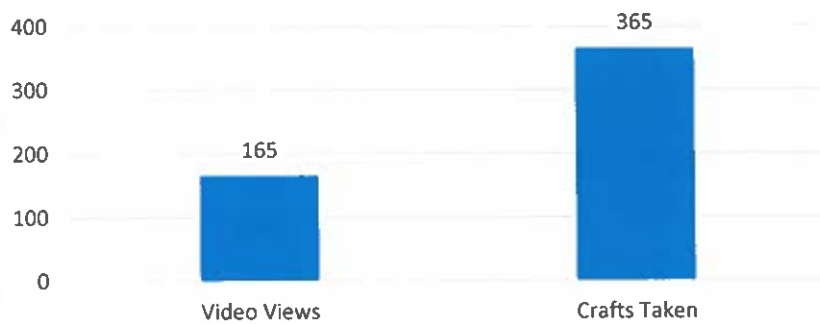
### Program Variety



### Live Program Attendees



### Recorded Program and Take Home Crafts



**Town of Eaton**

**Library Fund**

**Revenue & Expense**

	<u>Month Ending</u> <u>12/31/2020</u>	<u>YTD</u> <u>12/31/2020</u>	<u>Budget</u> <u>Full Year</u>	<u>Percentage</u> <u>Used</u>	<u>Budget</u> <u>Variance</u>
<b>REVENUES:</b>					
Property Taxes	12,167.00	1,376,623.38	1,376,561.00	100.0%	62.38
Fines & Miscellaneous	42.08	1,343.29	3,000.00	42.8%	(1,714.96)
<b>TOTAL REVENUES:</b>	<b>12,209.08</b>	<b>1,377,908.42</b>	<b>1,379,561.00</b>	<b>99.9%</b>	<b>(1,652.58)</b>
<b>EXPENDITURES:</b>					
Head Librarian	9,162.40	78,119.20	75,237.00	103.8%	(2,882.20)
Assistant Librarians	14,126.40	239,058.14	342,002.00	69.9%	102,943.86
Employee Benefits	3,219.27	49,254.68	82,110.00	60.0%	32,855.32
Emergencies	(2,169.74)	114.93	0.00	0.0%	114.93
Operating Supplies	1,083.03	10,808.05	17,000.00	53.1%	7,966.70
Public Relations	0.00	4,275.82	10,000.00	42.8%	5,724.18
Postage	0.00	110.00	500.00	22.0%	390.00
Communications	2,255.44	3,797.27	4,500.00	84.4%	702.73
Mileage Reimbursements	200.00	433.46	2,600.00	16.7%	2,166.54
Training	117.44	8,726.04	10,000.00	87.3%	1,273.96
Insurance	0.00	21,317.12	22,000.00	96.9%	682.88
Contract Services	1,014.46	29,575.54	36,000.00	82.2%	6,424.46
Utilities	1,253.65	12,040.87	20,500.00	58.7%	8,459.13
Repairs & Maintenance	10,909.30	15,619.56	20,000.00	78.1%	4,380.44
Media	613.98	16,200.93	25,000.00	64.8%	8,799.07
Print	899.74	25,548.09	32,000.00	79.8%	6,451.91
Periodicals	755.22	4,362.75	3,500.00	124.7%	(862.75)
Library Programs	(756.20)	15,928.81	30,000.00	53.1%	14,071.19
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	13,065.00	19,465.00	100,000.00	19.5%	80,535.00
<b>TOTAL EXPENDITURES</b>	<b>55,749.39</b>	<b>554,756.26</b>	<b>877,949.00</b>	<b>64.8%</b>	<b>300,082.42</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(43,540.31)</b>	<b>823,152.16</b>	<b>501,612.00</b>	<b>164.1%</b>	<b>321,540.16</b>

# Town of Eaton

## Library Fund

### Revenue & Expense

	Month Ending 1/31/2021	YTD 1/31/2021	Budget Full Year	Percentage Used	Budget Variance
<b>REVENUES:</b>					
Property Taxes			1,506,538.00	0	(1,506,538.00)
Fines & Miscellaneous	8.85	8.85	3,000.00	0.00295	(2,991.15)
<b>TOTAL REVENUES:</b>	<b>8.85</b>	<b>8.85</b>	<b>1,509,538.00</b>	<b>0.0%</b>	<b>(1,509,529.15)</b>
<b>EXPENDITURES:</b>					
Head Librarian	5,960.00	5,960.00	78,986.00	7.5%	73,026.00
Assistant Librarians	14,401.68	14,401.68	445,616.00	3.2%	431,214.32
Employee Benefits	1,455.77	1,455.77	131,151.00	1.1%	129,695.23
Emergencies				0.0%	0.00
Operating Supplies			18,000.00	0.0%	18,000.00
Public Relations	168.00	168.00	10,000.00	1.7%	9,832.00
Postage			500.00	0.0%	500.00
Communications	350.85	350.85	4,500.00	7.8%	4,149.15
Mileage Reimbursements			2,800.00	0.0%	2,800.00
Training			11,500.00	0.0%	11,500.00
Insurance	14,000.00	14,000.00	14,000.00	100.0%	0.00
Contract Services	3,083.84	3,083.84	36,000.00	8.6%	32,916.16
Utilities	1,329.54	1,329.54	15,750.00	8.4%	14,420.46
Repairs & Maintenance	(7,144.28)	(7,144.28)	20,000.00	(35.7%)	27,144.28
Media			26,000.00	0.0%	26,000.00
Print			32,000.00	0.0%	32,000.00
Periodicals			4,900.00	0.0%	4,900.00
Library Programs	911.45	911.45	30,000.00	3.0%	29,088.55
Maker Space			25,000.00	0.0%	25,000.00
Equipment Acquisition			20,000.00	0.0%	20,000.00
Capital Projects	(18,965.00)	(18,965.00)	752,769.00	(2.5%)	771,734.00
<b>TOTAL EXPENDITURES</b>	<b>15,551.85</b>	<b>15,551.85</b>	<b>1,679,472.00</b>	<b>0.9%</b>	<b>1,663,920.15</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(15,543.00)</b>	<b>(15,543.00)</b>	<b>(169,934.00)</b>	<b>9.1%</b>	<b>154,391.00</b>

# Eaton Public Library Income & Petty Cash

Feb-21

Date	Description	+	-	Comments
February 1, 2020	In Drawer	\$150.00		
February 24, 2021		\$33.93		deposit
	In Drawer	\$150.00		

## Payments

Date	Petty Cash - Paid Out	Comments
February 22, 2021	Roger \$4.24	Notebooks for record keeping
	Total	\$4.24

Date	Other Activity	+	-	Comments



# Eaton Public Library

Feb-21

Date	Invoice #	Description	Expenditure	Code
12/31/2021	2838	North Weld Herald January Ad	\$168.00	7216
1/29/2021		Poulsen Ace Hardware-\$2.77 (8600) calendar craft supplies \$56.77 (7215) trash bags, braces for shed	\$59.34	see left
1/31/2021	2018365ES-07	Wember Space planning services	\$22,485.00	9150
2/1/2021	60221055	Key People-regular cleaning	\$1,015.00	7315
2/4/2021		Greeley Tribune-subscription for 52 weeks	\$286.00	8510
2/8/2021	26439	Behrends Roofing-rivet lifted panels	\$200.00	7520
2/10/2021	2979	North Weld Herald-subscription for patrons	\$40.00	8530
2/10/2021	60221196	Key People-additional bathroom cleaning	\$412.00	7315
2/12/2021	8901	Delaney Electric-replace 2 switches in main room	\$568.80	7520
2/12/2021		Eaton Area Historical Society-dues	\$50.00	7216
2/12/2021	292485	Discount Paper-thermal print receipt paper	\$65.00	7215
2/15/2021		HPLD-\$548.47 (8510 Books) \$467.36 (8510 Periodicals) \$1259.00 (8211 Media)	\$1,028.42	see left
		<b>Total</b>	<b>\$26,377.56</b>	

## Visa Credit Card Charges - Brenda

Date	Description	Expenditure	Code
1/7/2021	Coloradoan-subscription	\$61.01	8530
1/12/2021	Oriental Trader-chinese new year craft kits, posters	\$85.18	8600
1/13/2021	Coffeehouse Ten24-staff meeting refreshments	\$29.01	7240
1/13/2021	DJs Flowers-Judy's bereavement flowers	\$52.95	7215
1/16/2021	Amazon-dinosaurs, magnetic squares, pipe cleaners for program	\$26.95	8600
1/16/2021	Staples-copy paper	\$38.11	7215
1/20/2021	Amazon-toilet paper	\$55.45	7215
1/20/2021	Staples-Thermal paper	\$146.12	7215

1/22/2021	Awards for Anything-Dave's placque	\$77.63	7215
1/22/2021	Staples-refund	-\$8.14	7215
1/23/2021	Zoom-storage	\$42.36	7215
1/25/2021	Amazon-trash bags	\$47.83	7215
	<b>Total</b>	<b>\$654.46</b>	

**Visa Credit Card Charges - Neal**

Date	Description	Expenditure	Line #
1/1/2021	Michaels; Kids Craft (Tower of Hanoi)	\$37.98	8600
1/3/2021	Amazon Web Services; Artemis Online (game server host)	\$2.91	8600
1/18/2021	Michaels; Adventures (Constellation stickers)	\$12.27	8600
		<b>\$53.16</b>	

**Visa Credit Card Charges - Kate**

Date	Description	Expenditure	Line #
1/29/2021	ASLDEAFINED-Am. Sign Language training	\$12.00	7240
		<b>\$12.00</b>	

**Visa Credit Card Charges - Katie**

Date	Description	Expenditure	Line #
1/20/2021	Teacherspayteachers Sonia Sotomayor Spanish Packet of Activities Digital Download	\$1.59	8600
1/25/2021	Heritage Sta-flo Liquid Starch for Teen Magnetic Slime Bilingual Project Kits	\$3.59	8600
	<b>Total:</b>	<b>\$5.18</b>	

Approved for Payment by:

\_\_\_\_\_ Date

Eaton Library Board

# EPL committee report form -

Committee: Art Task Force Meeting Date(s): 2/13/21

*- ad hoc committee - #1 meeting*

**Members Attending:**

Nomie Ketterling, Brenda Carns, Tom Segura, Maureen St Peters, Kate Luepschen, Shan Watkins, David Norwood,

**Type of Committee Report:**

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

**Brief statement of committee issue / area reporting:**

Brain stormed "what public art" means to me  
created a word cloud!

**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?):**

Will continue meeting to formalize  
goals, vision and future steps.  
Focus on library art & values  
hybrid: zoom or in person

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

none: Next meeting March 27th  
Sat 1030AM

*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: Nomie K  
Phone: 3813417 Email: \_\_\_\_\_

Submit via email to bcarns@highplains.us

# EPL committee report form

Committee: Space Plan Meeting Date(s): 2/18/21

**Members Attending:**

Paul Wember, Brooke Kardos - Wember, Beth O'Neal - Planning Solutions  
Julie Finn, Shelley McLatchie, Brenda Carns

**Type of Committee Report:**

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

**Brief statement of committee issue/ area reporting:**

Paul Wember presented to the committee the overall schedule, budget, as well as all contractor and furniture bids. Shelf Images was selected as the furniture manufacturer pricing all furniture specifications with no substitutions and within the overall furniture budget. A discussion regarding the general contractors bids from low bidder American Construction Services (ACS) and the various other contractors. An interview with ACS will be held via Zoom on 2/23 at 2pm.

All bids and bid tab results are on the Board One Drive.

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

Brooke Kardos was introduced as the owner rep who will assist Brenda and the staff with moving and coordinating library daily functions throughout the construction process.

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

No board action at this time, will continue to provide updates on schedule and progress.

*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:** Shelley McLatchie

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Submit via email to bcarns@highplains.us

Request for Reconsideration - Form

Library policy requires that requests for reconsideration be filed on this form so that the complaint can be discussed by the Library Board in detail. Copies of the library's materials selection policy and other documents bearing on this complaint will be made available to you. Thank you for taking the time to provide needed information.

Name Melinda Oatman

Telephone 303 775 3100 Address 300 S. Maple Ave

City Eaton Zip Code 80615

Email moatman@live.com

Author Justin Richardson + Peter Parnell

Title and tango makes three

Publisher \_\_\_\_\_

Check One Item:

Book  Magazine \_\_\_\_\_ Video \_\_\_\_\_ Other \_\_\_\_\_

1.) What is objectionable to you?

This book is a children's book about a homosexual penguin family with two dads.

2.) What do you feel might be the result of reading, hearing or seeing this material?

This is inappropriate for kids and happens to be readily available for any age of child to pick up and check out.

3.) Is there anything good about this material?

This is a book that should not be found in the penguin section of the children's books. It should either be labeled or moved to another section.

4.) Did you read/view/listen to the entire? If NO, what parts?

I did not read the entire book to my children, but I personally read it after noticing the content.

5.) Are you aware of the evaluation of this material by professional reviewers or critics?

Brenda let me know that it was evaluated highly by librarians. I did not look it up for myself.

6.) What would you like to have the library do about this material?

I am NOT asking the library to get rid of the book. I am simply asking it be well marked that the content may be controversial and placed in perhaps the "parenting" section of the library. As this should be available to parents to check out if they are aware of the content - not children.

Date 2-19-21

Signature

Melinda Oatman

If you would like <sup>me</sup> to speak with anyone or the board about this - I am willing.

Thank you for your consideration. MO

Patrons are responsible for all costs related to lost or damaged Interlibrary Loan items.

Patrons cannot request the same item again until 60 days from the return date.

#### LENDING:

The Eaton Library participates in the national interlibrary loan program by lending materials to other Colorado and out-of-state libraries. Materials are generally loaned for four weeks. Certain items loaned may be identified as "in library use only" due to condition, local interests, value, or other criteria identified by the Director. Revised 3/6/2013

### Reconsideration of Library Materials

Censorship must be exercised by the patron for him/herself alone. The staff and Board of Trustees cannot restrict the freedom of selection of the patron, and neither can that patron restrict the freedom of selection of other patrons.

Responsibility for materials read or viewed by children and adolescents rests with their parents and legal guardians. While a person may reject material for him/herself and for his/her children, he/she cannot exercise censorship to restrict access to the material by others.

The Library supports Intellectual Freedom and endorses the following Intellectual Freedom Statements: Freedom to Read and the Library Bill of Rights (American Library Association), and Freedom to View (Educational Film Library Association).

Citizens wishing reconsideration of library material owned by the Eaton Public Library will be given a copy of *Some Words for the Concerned Citizen* and be asked to complete the *Request for Reconsideration of Library Materials* form found in the Appendix.

The procedures for review of material are:

- The Director receives the form and acknowledges receipt within 48 hours.
- The Director transmits a copy to all Library Board members.
- The President of the Board will appoint a committee from the Library Board to review the request for reconsideration. The Director will be a non-voting member at the meeting.
- The committee will meet within two weeks to discuss the challenge, read or view the material in question, and read reviews for the material if available. Deliberation will consider the mission and collection development policy for the Library as well as the *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements. The committee will report its recommendation to maintain the material's status, change its location or reading level, or remove the material in question to the Library Board electronically.
- At its next regular meeting, the Board will vote to maintain the material's status, change its location or reading level, or remove the material in question.

- The Board president will, within two days after the board meeting, notify the challenger of the Board's decision.
- No record of individual votes will be kept; only the final outcome will be reported.

The form for requesting reconsideration is in the Appendix of this document.

### **Gifts and Donation Policy**

All donations to the Eaton Public Library will be processed through the Friends of the Eaton Public Library, a not for profit 501 (c) (3) public charity corporation. The Board of Directors of the Eaton Public Library, or the Friends of the Eaton Public Library, shall determine whether a donation is acceptable and appropriate. If there are restrictions attached to any donations, the Board of Directors shall determine if the restrictions are acceptable. Service and gifts to that organization are income tax-deductible to the extent allowed by law, monetary gifts should be made payable to the "Friends of the Eaton Public Library".

#### Receipt of Monetary Gifts

1. Gifts of securities, stocks, or other tangible property (e.g. auto title) will be accepted. The gift converted to cash will be encouraged.
2. Real estate offers will be handled by the Board of Library Trustees, who in consultation with the Library Director will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws. If property is not deemed appropriate for actual use of the library, the donor will be invited to sell the land and donate the proceeds to the Friends.
3. An individual may purchase a life insurance policy with the Friends as the beneficiary.
4. Donation of funds, restricted or non-restricted will be deposited in an FDIC insured account drawing the most interest at the time of deposit (i.e., CD, etc.) Copies of the deposit slip, check and thank you letter will be retained for three years.
5. Restricted funds will be managed by the Friends as defined by the gift.
6. Monetary gifts will be acknowledged with a typed thank you letter by an officer or officers on Friends letterhead as appropriate stating the date and amount of contribution. For monetary gifts over \$250, a statement will be added stating whether or not the donor received goods or services as a result of the contribution.

#### Receipt of Materials and Non-Monetary Gifts

1. Gifts of miscellaneous books, audio visual materials or other print materials in good condition are accepted with the understanding that items which are not added to