

AGENDA
Eaton Public Library Board of Trustees
August 4, 2021
5:30 pm
Old Town Hall Council Chambers, 223 1st Street

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 July 7, 2021
 - b. Director's report dated July 2021
 - c. Financial Report July 2021
 - d. Invoice Summary July 2021
8. Items removed from the Consent Agenda
9. Committee Reports
 - a. Space Plan
 - b. Strategic Plan
 - c. Events (Reveal Party)
 - d. Policy (Meeting Room Policy)
 - e. Financial/Budget
 - f. Art Task Force
10. Old Business
 - a. United for Libraries – Shelley
 - b. Zoom One Drive Training – Shelley
 - c. Director's Mid-year Evaluation
 - d. Review of Action Steps
11. New Business
12. Action Steps
13. Board Comments
14. Adjourn

Next Meeting: September 1, 2021 at 5:30 pm

EPL Library Board Meeting Notes – FINAL

July 7, 2021 at 5:30 pm

Location – Eaton Town Auditorium

EPL Board Present:

Julie Finn – President

Maureen St. Peter – Vice President

Shelley McLatchie – Secretary (arrive 6:05)

Nomie Ketterling – Board Trustee

Michael Yancey – Board Trustee

Dennie Kutcher – Board Trustee

Others Present:

Brenda Carns – Library Director

Dan Spykstra – Wember (Library Tour)

Mary Vance – Friends

Dave Sloan – Friends

1. Call to Order – Meeting called to order 5:38 p.m. by President Finn.
2. Approval of Agenda – Prior to approval of agenda, President Finn noted the following items as discussion to the agenda: Book Sale Room and Eaton Days Parade, as well as move up the Friends Report on the agenda. Trustee Ketterling made a motion to approve the agenda with the noted changes, Trustee Kutcher second, all approved, motion carried.
3. Public Comments – Dave Sloan and Mary Vance were in attendance to discuss the Friends book sale room as detailed below.
4. Report of the President –
 - a. President Finn noted the Strategic Planning Committee will compile the staff comments and submit the final plan in December for Board approval.
5. Friends of the Library Report – Mary Vance and Dave Sloan noted a discussion with Director Carns regarding the status of the Friends Book Sale area and wanted to bring the matter to the board. After much discussion there was no resolution to the matter, the book sale area is still in progress for new shelving and furniture. The Board assured the Friends there is no intention by the board to take over the book sale area from the Friends. Mary Vance also noted she had submitted a process for book donations to the board some months back. Director Carns noted there is less “storage” space for book donations. She explained that books will need to be moved off the sale shelves more quickly to keep up with the new donations. Library staff will go through the new donations to select items for library use and discard books that aren’t likely to sell before putting them in the Friends loft. Mary Vance noted the Friends were anxious to get authors back into the library and they would be willing to provide refreshments at those events. Mary also noted the Friends would not be meeting again until the fall due to the library construction and programming. The Board will discuss the Friends working relationship and steps to mend in the future.
6. Director’s Update – Director Carns indicated her full and comprehensive report was attached to the board packet for review, and highlighted the following items:
 - a. Director Carns indicated the library phone system was damaged during an electrical storm and she is in the process of obtaining a new and upgraded system via the internet.
 - b. Director Carns indicated she has been working with an IT consultant, Carson Block regarding helping with the set up and implementation of the Makers Space. The cost of this consultation

will be covered under a PDC Energy grant the library received for technology and she will submit an invoice to the Friends for reimbursement. Director Carns thanked Trustee Yancey and Trustee Isbell for their collaboration with the Makers Space equipment and logistics.

7. Approval of the Consent Agenda – Trustee Kutcher made a motion to approve the consent agenda, Trustee Ketterling second, all in favor, consent agenda approved.
8. Items Removed from the Consent Agenda – None at this time.
9. Committee Reports
 - a. Space Plan – Dan Spykstra guided the board on a tour of the construction prior to this board meeting. President Finn indicated she has set up a meeting with Dan Spykstra and Beth O’Neill to discuss the book drop area and artwork. Substantial completion date has pushed back to August 4, 2021 due to material delays. Therefore, we will push back our Grand Re-Opening to October.
 - b. Strategic Plan – President Finn, as noted above, will meet with the Strategic Plan committee to finalize staff comments and submit a new strategic plan to the board by December.
 - c. Events – Secretary McLatchie and VP St. Peter offered a new Grand Re-Opening date of October 2, 2021 from 10 am to 2 pm. The event committee would like to meet with the staff August 26th at 5pm to discuss plans for the re-opening. VP St. Peter noted to develop a list of topics to be announced at the Grand Re-Opening.
 - d. Space Plan – duplicate on agenda.
 - e. Policy – The board was presented with an updated Meeting Room policy. Trustee Ketterling inquired about a clear statement if a group can or cannot reserve a meeting space for an extended period of time, as well as a clear statement if an actual “staff” member needs to be present for a meeting after hours, or if a board member can be present. President Finn asked Director Carns to obtain clarification of the latter for insurance purposes. President Finn asked the Policy Committee to reconvene and address the questions and resubmit to the board in August. President Finn also noted that with the library re-opening after construction, extended hours will be re-visited with the staff and Director Carns.
 - f. Finance – Trustee Ketterling questioned the cost of the renewal of the elevator license. Director Carns noted that was an annual standard expense. Trustee Ketterling also noted the number and amount of staff provided lunches and asked Director Carns to monitor this matter. Director Carns indicated this was noted at the last board meeting as a reward for the staff working through the construction efforts and show a method of appreciation of the staff.
 - g. Art Task Force – Trustee Ketterling indicated the Art Task Force is ready to submit their Request for Quote (RFQ) to artists via a website called CAFÉ. The CAFÉ website will cost a fee of \$500. Trustee Ketterling submitted a letter to the Friends for reimbursement of this cost, which was received. Trustee Ketterling also indicated an Art Task Force email has been set up and is being monitored by Director Carns for communication with the artists.
10. Old Business
 - a. United for Libraries (UFL) – Secretary McLatchie noted the topic for July was Understanding Library Policies and the Policy Committee is currently addressing the library policies with staff and Director Carns.
 - b. Director Evaluation – President Finn noted she did not have the Director Evaluation topics at this meeting and will send them to all board members to be discussed at our August meeting.

- c. Review June Open Action Items –
 - i. New Committee List – President Finn noted she has updated the committee list and asked Trustee Kutcher if there were any committees he would like to be a part of. President Finn also asked the board to review if there are any new committees that need to be formed.
 - ii. Board sign up for Eaton Days booth – Director Carns confirmed the time table for all board members to assist with the library booth.
 - iii. Update to Grand Re-Opening date to October 2, 2021.
 - iv. Policy Committee to revise meeting room policy with noted comments.
 - v. President Finn and Director Carns have obtained a board training consultant from a networking organization and will confirm a date in October for board training.

11. New Business

- a. Eaton Days Parade – President Finn noted that the board should plan to participate in the Parade of Lights in December. She asked Director Carns to add it to the October board agenda. Trustee Kutcher will work with the staff and provide a trailer.

12. Action Steps

- a. President Finn to send a revised committee list of the Board.
- b. The policy committee to revise the meeting room policy.
- c. Secretary McLatchie to submit to the board dates for One Drive training via Zoom.
- d. President Finn to send the board the Director Evaluation topics.
- e. Strategic Planning meeting in September to finalize plan for board approval.
- f. Trustee Ketterling noted the name of a person to do a volunteer presentation to the board.
- g. The Art Task Force to upload the RFQ to CAFÉ for artist input.
- h. Secretary McLatchie to get Trustee Kutcher the plans for the construction, specifically the lighting details.

13. Board Comments –

- a. Secretary McLatchie noted she had tickets available for the American Legion Pancake breakfast held Sunday, July 11th at the Eaton Rec Center.

14. Trustee Yancey made a motion to adjourn, VP St. Peter second, all approved. Meeting adjourned at 6:58 p.m.

Respectfully submitted,
Shelley McLatchie
EPL Board Secretary

July Report to the Library Board
Brenda Carns, Library Director

I never cease to be amazed at how difficult it is to market to our patrons. The other day, I greeted a former regular patron as she came into the temporary circulation area (the event room), and I noticed her mouth had dropped open a bit and there was a confused look on her face. I learned that she just had realized that we are reopened from our COVID closure and she hadn't heard about our remodel. I gave her a quick tour and learned that she wants to bring her IPAD in to learn how to download e-books to it because her friends TOLD her we do that and that she had been thinking to also join a book club. I have been in touch with members of the book club that formerly met here and passed that baton to Ellen. She will be working to start their meetings at the library again after our remodel is complete. Then I introduced the patron to Ellen, as the person ordering our new adult books and organizing the book club, probably in September. The patron was so excited about our news. Then I introduced her to Vince who signed her up to receive our e-newsletter. What a satisfying conversation for both of us! During our interchange, the circulation area was buzzing with staff helping other patrons, supervising volunteers (Neal's volunteer puppeteers showed up and our one of our regular Weld Works interns was working on projects assigned by regular staff), and collaborating on new projects. Word of mouth is still our best marketing tool. Her visit was prompted by learning from her friends that we were open and that we offered help with learning new technology.

We are all excited that Judy will return to storytime in August with Friday mornings in the town park on 3rd (not town center). Neal is working with a group of teen volunteers who will be the puppeteers at his last puppet show in Eaton. It will be at 7 pm on Saturday, July 31st. It will be a doozie!

Library directors in the state are talking at length about COVID protocols again. Recommendations from the state health department are changing daily. Currently masks are recommended indoors for both vaccinated and unvaccinated people. There are discussions about whether employers should require vaccinations as a condition of employment. Employer's Council has been hesitant to approve this, but discussions are underway which may change this.

Customer Service and Community Relations

- We signed up 635 people for our Summer Reading Program. It is a record for us!
- Eaton Days was a big success at the library booth. Over 600 visited our booth to play ring toss with Neal and his puppets, receive flyers and ask questions about library services or just to chat with Katie, Ellen, and board members who were there. It was great having Trustees help staff with our outreach: thank you, Nomie (and Mike), Dennie, Maureen, Michael and Shelley who were able to join us.
- We hear lots of positive comments thanking us for our community partnerships that allow the kids to get great prizes at Eaton/Galeton businesses. Eaton Pizza jumped in to help us with coupons when our Justine's pizza coupon became useless after they went out of business.
- I attended the Chamber meeting in July and met the director of Family and Youth Connections in Greeley. It was serendipitous since I was looking for partners to support a grant application for a collaborative program through ALA with NASA. He agreed to give us a letter in support of the grant application, which provides \$1,600 for STEM programming and provides training for one staff. I saw the grant opportunity in our library listserv and forwarded it to Kate. She submitted our application and we are waiting to hear. As detailed last month, staff continues to evolve with new roles. Kate began a partnership with Youth and Family Connections in Greeley to build

more resources for teens and their families in the Eaton area. She followed up my referral with a tour of the library and a three-way discussion which included Kate, their director, and I. We talked about our plans to expand our STEM programming and how his organization might take part. He wrote a letter in support of our NASA Stem grant application.

- The Cricut, 3D Printer, and GlowForge have all arrived!!! Kate and Michael have been discussing next steps and things to think about going forward. I have stayed in contact with the District IT manager to make sure our computer resources are in place when needed. I am meeting with Dan, Kate and Katie on Friday to discuss the move from the event room to the new workspaces.
- We decided to add a digital scanner to the Makerspace equipment which will allow people to digitize their personal photos. These are very popular at other libraries who have them.
- I am getting inquiries from the other member library directors about our makerspace planning. They are starting to look into implementing these programs and services at their library and we are able to share our expertise with them. Two staff from the Hudson Library dropped in to tour our library and learn more about our Makerspace on July 28th. It is very cool!
- More board games are circulating this summer than in the spring; we are in the process of adding more board games to the collection.
- Ellen has been working hard to reorder the adult media, including CDs and DVDs. We will order pull-out shelving for our music CDS which will condense the space needed for the collection.
- Staff processed many new books in adult, teen, and picture book collections to update the collection and allow easier access by patrons. All children's and family movies have been combined and call numbers corrected.

HR Management and Facilities

- Since a VOIP for our phone system would require coordination with the District's IT, I am discussing out details with them about who our provider might be, and specifics about how we receive our data. We are discussing whether the District paying for our phone access, and trouble shooting problems for us would be viable options to add to member services provided by the District.
- Roger and I determined that it is time to get our trees trimmed again. We had some work done a couple of years ago after a storm broke branches, but we have more dead limbs which need culling to prevent damage to our building, electrical lines, and possible injury to pedestrians.
- I regularly walk through the construction to make sure that each step meets with my expectations. Staff has been great to take responsibility for various tasks I assign them. Ellen is busy with the logistics of organizing work spaces and storage spaces. She has worked hard on tidying up the collection and making sure we have good signage in the adult collection area. Kate and Katie have taken special responsibility for the children's area, the decorations, how space is allocated, and what learning toys we will buy.

Administration

- I am working with staff to draft our 2022 budget. The next step after we complete our draft is to meet with the Board Budget Committee to discuss it. Then I will bring it to the Board for approval before it goes to the Town Council for their approval in October.
- I am updating and posting the teen librarian position. I have found that my best strategy is to advertise professional positions through the state library's Jobline, High Plains Library District, and on Libnet (the librarian's listserv). Some staff will join me in interviewing the candidates and everyone will be offered the opportunity to meet the finalist and give me input about who they feel would be a good fit with the personalities, strengths and abilities of existing staff. The posting will remain open until a great fit for the job is hired.

- Interim Town Administrator Gary Carsten brought the new Town Administrator Wesley LaVanchy to the library to meet the staff and tour our library. I had the opportunity to educate him about how we are funded, and some of the reasons we are remodeling.
- Vince has been working hard at sending welcome letters to new residents and going through "on search" / "missing" lists to make sure our records are correct and current.

Board of Trustee Relationships:

- It was fantastic to have so many trustees join staff at the Eaton Days Booth. You got to see first-hand how dedicated, knowledgeable, and enthusiastic our staff is.
- I assisted two board members use their town of Eaton accounts this month.

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

- SRP Updates
 - Summer reading officially ends in July, but participants can earn their last prize Through the first week in August, as well as bonus prizes for completing their personal reading goals and attending library programs during the summer.
 - Will do the prize drawings for teens and adults in the first week of August.
 - Programmers have discussed using the same format for SRP next year because our program fits our small-town community so well. We have the option of using HPLD's template but don't believe it would be as successful here.
- Outreach Activities:
 - Our booth at Eaton Days was a huge hit, reaching over 600 people; kids loved playing Ring Toss with Neal, and other staff members handed out library swag and flyers. Our distinctive canopy made it very easy to find the library booth!
 - Kate and Katie provided more craft kits for On Pointe Dance Studio's Theatre camp; they made story maps and musical instruments; invited us to their performances on Friday, which were amazing
 - Ellen went to Benjamin Square to drop off some of our donated books in good condition for their own little library
 - Katie has scheduled visits with On Pointe Dance and Movement, Eaton Family Dental, Annette Adams (the Rock Lady), and the Eaton Firefighters for elementary programs later this fall
 - Trilingual storytime continues to be a success on Facebook; received a nice comment from a woman in Oregon whose daughter is deaf and really appreciated participating in a storytime
 - Katie's Cafe y Conversaciones has two regular attendees from Mexico who are very active participants in the conversations and Kate and Katie's Summer Virtual Game Night got a participant from Mexico who is bilingual.
- Katie's weekly Zoom storytime is getting a great response with 3-4 families (it's been a different combination each week due to changing summer plans) which attend each Friday morning; kids enjoy interacting over video.
- The Library's Yarn Yackers group has continued meeting at members' houses during the pandemic closure plus joining us and offsite members via our Zoom access; they invited Kate and Ellen to a potluck in July, and had a wonderful time catching up with everyone in person. They are eager to return to the library after we complete our remodel.



AUGUST

MON	TUE	WED	THU	FRI	SAT
2 Adult Craft Kits Trilingual Storytime @10	3 Book Talks Yarn Yakkers @ 1	4 Kids Project Kits Kids' Discovery @ 3:30	5 Cafe y Conversaciones @ 2 ASL Chat @ 7	6 Park Storytime @ 10 Preschool Craft Kits Artemis @ 6-9	7
9 Bilingual Storytime @10	10 Book Talks Yarn Yakkers @ 1	11 Kids Project Kits Kids' Discovery @ 3:30	12 Cafe y Teen Creative Writing Camp @ 4:30 ASL Chat @ 7	13 Park Storytime @ 10 Preschool Craft Kits	14
16 Bilingual Storytime @10	17 Book Talks Yarn Yakkers @ 1	18 Kids Project Kits Kids' Discovery @ 3:30	19 Cafe y Conversations @ 2 ASL Chat @ 7	20 Park Storytime @ 10 Preschool Craft Kits	21 Artemis @ 6-9
23 Bilingual Storytime @10	24 Book Talks Yarn Yakkers @ 1	25 Kids Project Kits Kids' Discovery @ 3:30	26 Cafe y Teen Creative Writing Camp @ 4:30 ASL Chat @ 7	27 Park Storytime @ 10 Preschool Craft Kits	28
30 Bilingual Storytime @10					



Kits
Hybrid
Online
Facebook
In Person

Facebook: Eaton Public Library
Instagram: @eatoncollibrary
Phone: 970 454 2189



Email: epstaff@highplains.us
Website:
townofeaton.colorado.gov/library
High Plains Website: mylibrary.us

Library Fund

Revenue & Expense

	Month Ending 6/30/2021	YTD 6/30/2021	Budget Full Year	Percentage Used	Budget Variance
REVENUES:					
Property Taxes	66,452.46	1,298,755.82	1,506,538.00	86.2%	(207,782.18)
Fines & Miscellaneous	79.00	370.43	3,000.00	12.3%	(2,629.57)
TOTAL REVENUES:	66,531.46	1,299,126.25	1,509,538.00	86.1%	(210,411.75)
EXPENDITURES:					
Head Librarian	5,960.00	35,760.00	78,986.00	45.3%	43,226.00
Assistant Librarians	21,192.18	113,682.75	445,616.00	25.5%	331,933.25
Employee Benefits	4,898.84	12,076.68	131,151.00	9.2%	119,074.32
Operating Supplies	764.84	3,833.04	18,000.00	21.3%	14,166.96
Public Relations	168.00	1,632.82	10,000.00	16.3%	8,367.18
Postage	0.00	0.00	500.00	0.0%	500.00
Communications	360.29	2,103.89	4,500.00	46.8%	2,396.11
Mileage Reimbursements	0.00	0.00	2,800.00	0.0%	2,800.00
Training	122.58	247.70	11,500.00	2.2%	11,252.30
Insurance	0.00	14,958.75	14,000.00	106.8%	(958.75)
Contract Services	1,702.88	14,053.90	36,000.00	39.0%	21,946.10
Utilities	1,588.95	6,512.92	15,750.00	41.4%	9,237.08
Repairs & Maintenance	105.41	(23.85)	20,000.00	(0.1%)	20,023.85
Media	59.97	775.00	26,000.00	3.0%	25,225.00
Print	2,945.66	4,539.19	32,000.00	14.2%	27,460.81
Periodicals	867.01	2,446.38	4,900.00	49.9%	2,453.62
Library Programs	1,364.81	7,529.21	30,000.00	25.1%	22,470.79
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	54,518.47	97,711.56	752,769.00	13.0%	655,057.44
TOTAL EXPENDITURES	96,619.89	317,839.94	1,679,472.00	18.9%	1,361,632.06
NET SURPLUS/(DEFICIT)	(30,088.43)	981,286.31	(169,934.00)	(577.5%)	1,151,220.31

Eaton Public Library Income & Petty Cash July 2021

Date	Description	+	-	Comments
July 1, 2021	In Drawer	\$150.00		
	Deposit	\$3,275.15		\$3232.90 reimbursement for Member
July 31, 2021	In Drawer	\$150.00		

Payments

	Petty Cash - Paid Out		Comments
	Total	\$0.00	

Date	Other Activity	+/-	Comments

Eaton Public Library Invoices July 2021

Date	Invoice #	Description	Expenditure	Code
6/28/2021	6292021	Poulsen Ace Hardware-tape, bolt,bow saw, tree wrap (7215) \$30.82 toilet parts (7520) \$5.66 Plaster of Paris, Multimic container, sponge assortment (8600) \$26.49	\$62.97	see left
6/29/2021	120259	Technolink-processor repair on Toshiba system	\$705.00	7520
7/1/2021	60721055	Key People-cleaning services	\$1,565.00	7315
7/1/2021	3446	North Weld Herald-July saturation issue	\$500.00	7216
7/1/2021	128292	First Class Security-fire monitoring	\$92.85	7315
7/2/2021	3463	WSI-moving services for remodel	\$4,180.00	9150
7/8/2021		Katie Rich-foam BR, Straws, paper bowls, foam paint brushes, tape, cutlery, rice for kits for On Point Camp craft	\$49.31	8600
7/15/2021	5314	HPLD bks \$861.29 (8510) media \$55.46 (8211)	\$916.75	see left
7/23/2021	3415	WSI-moving services for remodel	\$540.00	9150

Date	Description	Expenditure	Line #
Visa Credit Card Charges- Brenda's Card			
6/2/2021	Dollar General-balloons for craft kit	\$6.25	8600
6/2/2021	Heritage Market-card for Jeff	\$4.48	7215
6/7/2021	Coloradoan newspaper subscription	\$61.01	8530
6/8/2021	Amazon-trash bags, paper towels,	\$173.49	7215
6/9/2021	Amazon-plastic cups with lids for crafts, bandages, storage bags	\$127.92	8600
6/11/2021	USP PO- stamps	\$55.00	7217
6/14/2021	Amazon-leather for craft kits	\$134.04	8600
6/15/2021	Amazon-door stop, eye hooks,tissues	\$46.25	7215
6/16/2021	Staples Direct-copy paper	\$117.52	7215
6/16/2021	Amazon-self inking stamp	\$8.99	7215
6/17/2021	Amazon-pens, stickers, batteries	\$39.53	7215
6/20/2021	Amazon-pom poms, craft sticks, tubes for craft kits	\$56.52	8600
6/21/2021	Amazon-plastic portion cups for craft kits	\$19.98	8600
6/23/2021	Zoom- programming	\$42.36	7215
6/24/2021	Amazon-craft foam balls	\$23.98	8600

6/24/2021	Amazon-pompoms for crafts	\$16.00	8600
6/25/2021	Amazon-SRP supplies	\$78.79	8600
6/25/2021	Amazon-socks for crafts	\$26.92	8600
6/30/2021	CANVA-design software	\$119.99	7215
	Total for Brenda's card	\$1,159.02	

Date	Description	Expenditure	Line #
6/3/2021	Michaels; Neon paint and stickers (Kids Craft)	\$46.39	8600
6/3/2021	Amazon Web Services (Online Artemis)	\$2.05	8600
6/22/2021	Maya Archaeologist; Mayan Calendar download (Adventures)	\$4.17	8600
6/24/2021	Joann; Felt, flowers, rotary blade (Kids Craft)	\$30.95	8600
	Total for Neal's card	\$83.56	

Date	Description	Expenditure	Line #
6/2/2021	ARC Thrift Store- used t-shirts for t-shirt tote bag teen bilingual project	\$49.74	8600
6/2/2021	Hobby Lobby- preschool craft supplies for kits	\$12.45	8600
6/8/2021	Dollar General- supplies for solar ovens for teen project	\$18.25	8600
6/12/2021	Hobby Lobby- stamps for SRP reading logs	\$11.96	8600
6/19/2021	King Soopers- s'mores supplies to test solar ovens for teen project	\$10.11	8600
	Total	\$102.51	

Date	Description	Expenditure	Line #
6/3/2021	Coffeehouse Ten24; SRP Teen Prizes	\$75.00	8600
6/8/2021	Michaels Stores; Teen Craft, T-shirt Tote Bags	\$7.98	8600
6/14/2021	Poulsen Ace Hardware: Bird Feeders	\$4.41	8600
6/14/2021	Dollar General; Bird Feeders	\$7.30	8600
6/14/2021	Dollar General; Markers	\$6.00	8600
6/23/2021	Heritage Market; Cups	\$4.25	8600

6/29/2021	CAL: CAL yearly membership	\$95.00	7240
	Total	\$99.25	

Visa Credit Card Charges - Ellen

Date	Description	Expenditure	Line #
5/31/2021	The Container Store- Office supplies	\$43.96	7215
6/5/2021	Office Depot- card stock	\$29.09	7216
6/11/2021	Hobby Lobby- SRP supplies for gift basket	\$42.93	8600
6/25/2021	Dollar Tree: Journals for Teen writing	\$48.00	8600
6/30/2021	Mary's Mountain Cookies- Staff training	\$25.50	7240

Approved for Payment by:

Eaton Library Board

Date