

AGENDA
Eaton Public Library Board of Trustees
September 1, 2021
5:30 pm

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 August 4, 2021
 - b. Director's report dated August 2021
 - c. Financial Report August 2021
 - d. Invoice Summary August 2021
8. Items removed from the Consent Agenda
9. Committee Reports
 - a. Space Plan
 - b. Strategic Plan
 - c. Events (Reveal Party)
 - d. Policy
 - e. Financial/Budget
 - f. Art Task Force
10. Old Business
 - a. United for Libraries – Shelley
 - b. Review of Action Steps
11. New Business
12. Action Steps
13. Board Comments
14. Adjourn

Next Meeting: October 13, 2021 at 5:30 pm

EPL Library Board Meeting Notes – FINAL

August 4, 2021 at 5:30 pm

Location – Eaton Town Auditorium

EPL Board Present:

Julie Finn – President

Maureen St. Peter – Vice President

Shelley McLatchie – Secretary

Nomie Ketterling – Board Trustee (via Zoom)

Michael Yancey – Board Trustee

Dennie Kutcher – Board Trustee

John Isbell – Board Trustee

Others Present:

Brenda Carns – Library Director

Dan Spykstra – Wember

1. Call to Order – Meeting called to order 5:32 p.m. by President Finn.
2. Approval of Agenda – Prior to approval of agenda, President Finn asked for 9A-Space Plan, to be moved to the top of the agenda. VP St. Peter made a motion to approve the agenda with the noted change, Trustee Kutcher second, all approved, motion carried.

Space Plan – Dan Spykstra noted there were some slowdown in the schedule due to material procurement, specifically doors. Dan confirmed doors were to be delivered and hung by end of next week, August 13. Dan noted the furniture delivery is scheduled for August 9 and then beginning moving all other components in place such as collection, staff, computers. The board noted the renovation looks wonderful and very excited for the final reveal.

3. Public Comments – No public present.
4. Report of the President –
 - a. President Finn and Director Carns met with Sara Wright from CLIC regarding the upcoming board training to discuss topics, as well as set a date and time. President Finn indicated Sara had available October 16 or 23 for board training from 9am to noon. The board noted October 23 works best. President Finn asked the board to send her topics of discussion to present to Sara.
 - b. President Finn asked the board to move the October board meeting from October 6 to October 13. The board confirmed.
 - c. President Finn indicated she will add Trustee Kutcher to our committee list and submit an update copy to the board.
5. Friends of the Library Report – Mary Vance, President of the Friends, indicated the Friends did not meet, therefore no report presented. Director Carns reported The Friends would like to provide refreshments for the Library Grand Re-Opening.
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 she attended a virtual meeting with other state library directors regarding the increase in COVID cases and explored options regarding mask and vaccination requirements

- for patrons and current or new staff. Director Carns spoke with the town attorney, Avi Rocklin, regarding requiring vaccination status during interviews of any new staff.
- b. Director Carns noted she has spoken with Employees Council regarding the legality of requiring new staff to be vaccinated as a condition of employment.
 - c. Director Carns is confirming if our salaries are still competitive with persons returning to work from the pandemic.
 - d. Director Carns indicated she is working with Monarch regarding staff and board t-shirts for the Grand Re-Opening. A catalog will be available at the library for review and the board is asked to drop by to select their choice.
 - e. Director Carns indicated she is setting up a meeting with the new town administrator Wesley LaVanchy to discuss the library and town relationship.
7. Approval of the Consent Agenda – Trustee Yancey made a motion to approve the consent agenda, Trustee Isbell second, all in favor, consent agenda approved.
8. Items Removed from the Consent Agenda – None at this time.
9. Committee Reports
- a. Space Plan – See above
 - b. Strategic Plan – President Finn indicated the strategic plan is on hold until September and still plans to present to the board for approval at the October board meeting.
 - c. Events – Secretary McLatchie noted we are still planning to hold a meeting with staff and Director Carns on August 26 to discuss the grand re-opening. Secretary McLatchie asked if the board would like to hold a holiday dinner. Dates were discussed for either December 3 or 4 at the Country Club. Secretary McLatchie will make the reservations. If the Country Club is unavailable, President Finn indicated she would host a catered dinner at her home.
 - d. Policy – The policy committee met to discuss the revisions to the meeting room policy the board recommended. The committee made the noted recommendations to the meeting room policy. Trustee Yancey made a motion to approve the meeting room policy, Trustee Isbell second, all in favor, meeting room policy approved. Secretary McLatchie noted there are 5 other policies to review that were last reviewed in 2018 and will meet with the policy committee August 30 at 5pm.
 - e. Finance – VP St. Peter asked Director Carns to clarify the following items from the budget:
 - i. Employee Benefits – the monthly cost versus year-to-date. Director Carns will review and respond.
 - ii. Training under budget – Director Carns noted due to COVID the staff attended training with minimal cost, however are taking virtual training classes when available. Director Carns also noted HPLD provides up to \$2,000 reimbursement for training costs.
 - iii. Insurance – This is a once a year payment.
 - f. Art Task Force – Trustee Kettering noted the software for the art RFQ, CAFÉ, requires a signed agreement. Director Carns will submit this to the town attorney, Avi Rocklin.
10. Old Business
- a. United for Libraries (UFL) – Secretary McLatchie noted the topic for August is a Guide to Strategic Planning – this has already implemented by the board.

- b. One Drive Training – One Drive training is set for August 25 at 5:30pm via Zoom. Secretary McLatchie asked all board members to send any questions to her prior to the training.
- c. Director Evaluation – President Finn noted the board will go into executive session to discuss Director Carns mid-year evaluation.
- d. Review June Open Action Items –
 - i. President Finn to send a revised committee list of the Board – will be updated with the addition of Trustee Kutcher.
 - ii. The policy committee to revise the meeting room policy. – Complete.
 - iii. Secretary McLatchie to submit to the board dates for One Drive training via Zoom. - Complete
 - iv. President Finn to send the board the Director Evaluation topics. - Complete
 - v. Strategic Planning meeting in September to finalize plan for board approval. – Update in September.
 - vi. Trustee Ketterling noted the name of a person to do a volunteer presentation to the board. – Hold until 2022.
 - vii. The Art Task Force to upload the RFQ to CAFÉ for artist input. – See above regarding CAFÉ agreement.
 - viii. Secretary McLatchie to get Trustee Kutcher the plans for the construction, specifically the lighting details. – Complete.

11. New Business – No new business.

12. Action Steps

- a. President Finn to add Trustee Kutcher to committee list and re-issue.
- b. Board meeting changed from October 6 to October 13.
- c. Board training scheduled for October 23 from 9am to noon.
- d. Secretary McLatchie to confirm with the Country Club for a board dinner for December 3 or 4.
- e. Director Carns to review employee benefits from budget and report to finance committee.
- f. Board to send One Drive questions to Secretary McLatchie prior to training.
- g. Board to send President Finn Director Carns mid-year review comments.
- h. Trustee Kutcher to confirm date for Eaton Parade of Lights.

Board entered into executive session to discuss Director Carns mid-year review at 6:16. Trustee Yancey made a motion to exit executive session, VP St. Peter second, all in favor, executive session ended at 6:43.

13. Board Comments – no board comments.

14. Trustee Yancey made a motion to adjourn, Trustee Kutcher second, all approved. Meeting adjourned at 6:45 p.m.

Respectfully submitted,
 Shelley McLatchie
 EPL Board Secretary

August Report to the Library Board

Brenda Carns, Library Director

The staff has done a remarkable job of handling the logistics of providing library services throughout the remodel. Take a close look at the attached graphs for the increases in visits and checkout of materials. Use of the AWE computer in the children's room is much higher now. The use of the collection has also disproportionately increased in relation to the number of visits. Visits in July are the highest since the pandemic began in February 2020, as are the checkouts of library materials. I credit the hard work of the staff in reorganizing and updating the collections and their outstanding customer service skills. They also invested a remarkable effort in creating on-line and in person programs and ramping up the marketing on social media for our library during these challenging times.

I received a letter of resignation from Neal Schlein. He relocated to Arvada. Although his last day of employment as a salaried staff member is September 12th, he will continue to do special assignments for programs like visiting the Galeton Boys and Girls Club and other special programs. Neal has been a fantastic asset to our programming services, and we will miss his creative genius.

Customer Service and Community Relations

- Neal and Katie provided a very comprehensive breakdown of our SRP (Summer Reading Program) which is attached to this report. The 2021 SRP had the highest level of participation by the public in the past 6 years and most likely ever.
- Trustee Ketterling facilitated the gifting of a substantial amount of our used furniture to Faith Lutheran Church.
- Kate and Michael have opened the boxes of new equipment and begun to design and tinker with it.
- Katie finished taking books out to the Rec Center based on their weekly camp themes the first week of August for a total of 10 weeks.
- Neal finished up summer programming at the Galeton Boys and Girls Club on July 23rd.
- *Kate and Katie provided craft kits for On Pointe Dance Studio's Arts and Crafts camp; they made hanging terrariums using recycled ice cream cups, and they provided coloring pages for us

HR Management and Facilities

- We have enlisted the help of two substitute staff to provide coverage during the times we are short staffed. America Zamora is employed at HPLD and is a substitute we employed before. The other is an Eaton resident, Michele Grey, who worked at the Sterling Library in the past and most recently has worked at the pharmacy at Heritage Market.
- The Event Room ceiling leaked when the HVAC rooftop units were serviced. The HVAC serviceman determined that when we had the roof replaced, the roofers didn't properly seal the edges around the unit. I reported the problem to the town and CIRSA which is our insurer who advised me that it is the roofer's liability, not the insurance companies. I will contact the roofing company to correct the problems.
- HPLD proposed providing our phone services but it would involve running our calls through their service center before they came to us. I do not plan on using their services since I think it would be a disservice for our public to add this step when contacting us, plus, it would mean giving up our local phone number.
- HPLD made a proposal to provide laptops for in-library use which I am checking into more thoroughly before making a decision. They would require a checkout system for patrons to use them and they would have docking stations located in the new computer area.
- The staff did a great job of returning our circulation services to the collection area and it is working very well as we planned. The public have expressed approval of the change.

- The staff is settling into their new workspaces. They love the new office set up and are still settling in with procedures and placement of supplies. Ellen has taken responsibility for assigning placement of supplies.
- The fire department tested our alarm system, as an after-construction safety precaution to ensure that everything was working correctly. Carolyn and a technician from our alarm service were on site to facilitate.
- Ellen has done a monumental job of shifting our adult collections and overseeing the installation of new shelving. She takes great care and puts a lot of thought into the changes.
- Ellen, Kate, and Katie will be attending the CAL conference in September.

Administration

- I hope to meet with the Budget Committee prior to the September Board meeting to review my proposed budget so that we can bring it to the meeting for the Board's review. I met with Faith who calculated the changes I'm proposing to the budget and have a draft to share with the Committee.
- I will begin scheduling interviews for the teen position next week after the position officially closes. We have several promising applicants. An effort will be made to involve the entire staff in the hiring process, as much as practical.

Board of Trustee Relationships:

- The Reveal Party committee met on August 26th. Board Members Shelley, Maureen, and Julie were joined by EPL program staff and me. It was a very fun and productive meeting. Shelley will report on it at the Board meeting.
- Julie and I met with Sara Wright to plan the board retreat
- There have been some delays with issuing a call for artist submittals. The website requires a contract which has some provisions which I felt needed more clarification. Our attorney pointed out some areas of risk but overall said if we wanted to use them, we want to specify a couple of items. I am looking into the answers before signing the document.
- Program Team-Judy, Katie, Kate, Ellen, and Neal (Katie reporting)
On Pointe Dance Studio partnered with Katie to do a yoga workshop for kids in early August.
- *Dr. Heidi Nightengale of Family Physicians of Greeley came to Katie's new Kids' Discovery program to talk about healthy bodies and doctors; they are wanting to expand their practice to Eaton and have a huge focus on children and families.
- Kate is continuing her ASL Chat, which reaches both local and out-of-state participants; this is now a hybrid program, both in library and on Zoom.
- Katie continues bilingual storytime and Cafe y Conversaciones online and helped one of her Cafe y Conversaciones participants with his writing in English outside of the program.
- A bilingual family has come to two Park Storytimes, and Katie has provided songs in Spanish.
- Neal and 4 teen volunteers put on a very successful Puppet Show in the park to celebrate the end of summer reading; numerous families attended and they totaled 52 children and adults.
- *Neal also wrapped up his special Animal program for kids in July
- Katie finished Zoom Storytime at the end of July, and Judy returned to do a weekly Storytime in the Park the first week of August; there were 5 families in attendance on August 13th. Attendance varies and Katie has filled in when Judy was absent. It is also being filmed by other staff for screening on social media.
- Katie started a new program for elementary students called Kids' Discovery, which will have a monthly theme and some guest presenters; is getting participants on Zoom and in the library.
- *Kate and Katie researched and planned a new concept for the Children's Room and worked very hard (with help from Roger and Ellen) to rearrange the book bins and the furniture so that families feel welcomed and engaged; created a play area for younger kids and older kids with floor toys and interactive activities; moved certain collections to improve organization, moved

children's DVDs to the Children's Room, and are considering a Teacher/Parenting section of books; we've seen many families already using and enjoying the new space.

- *Katie put the LaunchPads on display and did a Book Talk video explaining what they are and their features; have seen numerous checkouts of LaunchPads
- *Kate and Katie have weeded all of collections in the Children's Room and ordered new, timely materials.
- Kate held a Teen Writing Camp for teens which had a very positive response.
- Kate ordered a huge set of new books for Teens, which are on display in the Teen Room; did a video tour of the new changes to the Teen Room for our Facebook page, including the new furniture, the books, and the new way of labeling book series in order.
- Yarn Yakkers had their first in-the-library meeting on August 3rd; they are very excited about having this group in person and being able to socialize together while they craft; participants still have the option on joining on Zoom with one former member tuning in from Missouri.
- Ellen is working on getting the two book clubs we used to have reinstated, starting in September.

2021 Summer Reading Report

635 Total Registrants (2020: 229 2019: 325)

	2021	2020	2019
<i>Birth to K</i>	160	47	64
<i>1st-5th Grade</i>	208	93	167
<i>6th-12th Grade</i>	102	47	94
<i>Adults</i>	165 (6 Staff)	42	43

Early Registration

403 Registrants (by June 1st)

Birth to K	101
1 st -5 th Grade	139
Teen	62
Adult	97

48 Early Registration Prize books earned (not marked as collected)

371 Registration Prize Books Distributed (marked as picked up)

124 Preschool to K

166 1st-5th Grade

75 Teen

Youth Weekly Check-ins (368 Registrants)

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
261	233	230	220	223	200	187	168	142
70.92%	63.32%	62.50%	59.78%	60.60%	54.35%	50.82%	45.65%	38.59%

*% is out of final 368 registrants, not running totals.

Program Participation Prize Books Distributed: 21

2020 Youth Participation

<i>Early Registration Prize</i>	<i>Program Attendance Prize</i>	<i>Week 1</i>	<i>Week 2</i>	<i>Week 3</i>	<i>Week 4</i>	<i>Week 5</i>	<i>Week 6</i>	<i>Week 7</i>	<i>Week 8</i>
81	13	67	62	57	55	52	55	45	43

Teen Weekly Check-ins (102 Registrants)

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
52	54	57	56	51	50	50	46	41
50.98%	52.94%	55.88%	54.90%	50.00%	49.02%	49.02%	45.10%	40.20%

*% is out of final 102 registrants, not running totals.

20 Teens picked up or earned their personal goal completion prize.

Adult Weekly Check-ins (165 Registrants)

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
99	93	93	88	82	73	67	59	53
60%	56.4%	56.4%	53.3%	49.7%	44.2%	40.6%	35.8%	32.1%

*% is out of 165 total registrants, not weekly totals.

65 Adults earned or picked up their personal goal completion prize.

Prize Notes:

*We held an adult prize drawing for three special gift baskets (writing basket, craft basket, and popcorn basket), each with a \$25 Barnes and Noble gift card; winners were super appreciative. Prizes were a combination of purchased and donated materials from Old Town Spice Shop in Fort Collins.

*The teen prize drawing was for three purchased \$25 gift cards to CoffeeHouse 10:24

*Kids were thrilled to get their weekly prizes and the prize books at the end from the library. All non-book prizes were donated.

*Teens received the same prizes as both children and adults.

*The "completion" prize for teens and adults was some candy and a button.

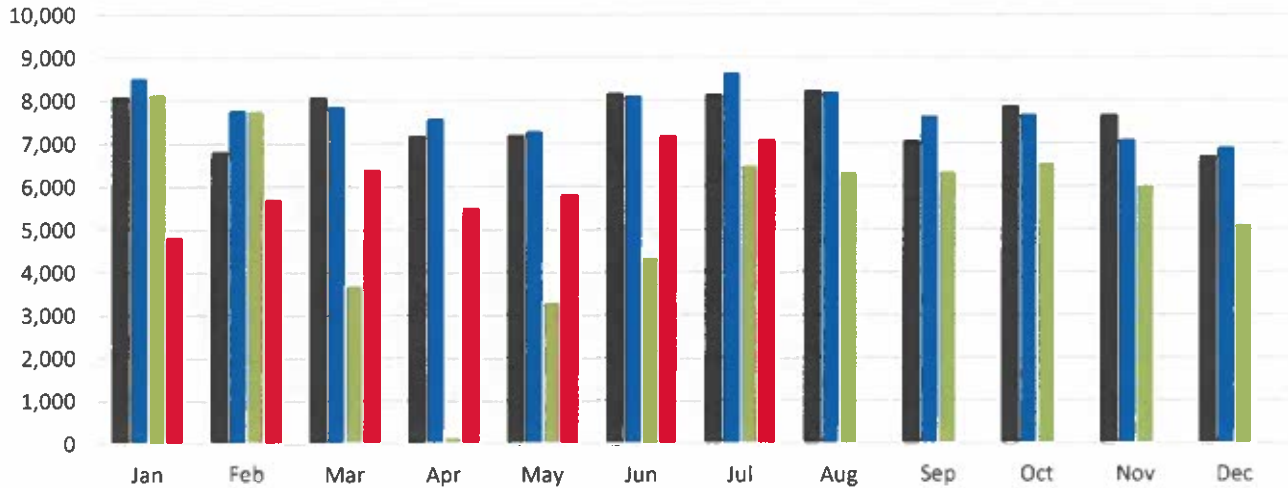
Notes for the future:

Staff will meet this fall to debrief and set down some ideas for next year; we have already discussed using the same format for SRP next year because the program fits our small-town community.

Eaton Public Library 2018, 2019, 2020 & 2021 Statistics

Circulation

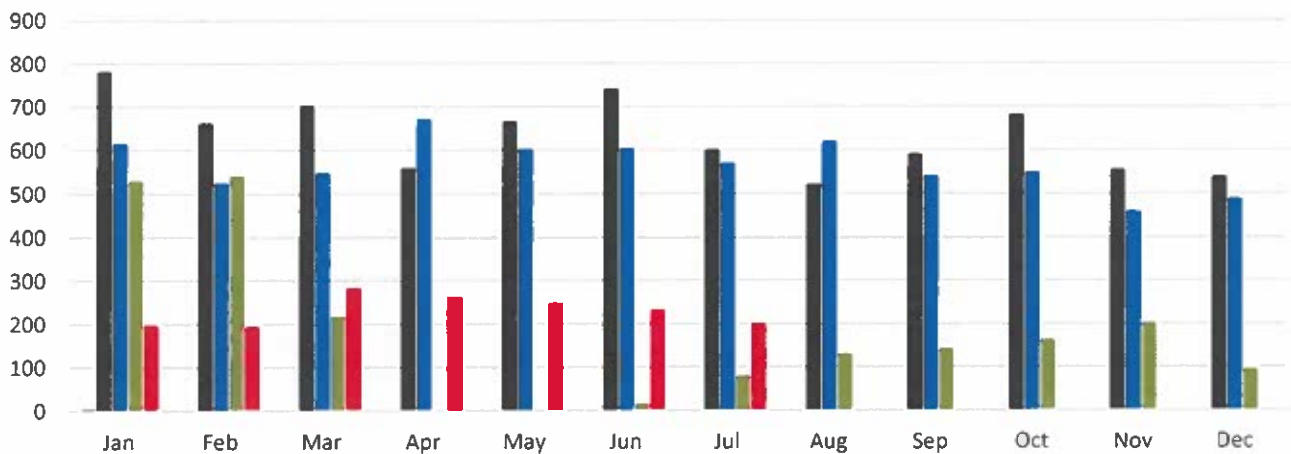
2018 - 2021 Circulation



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
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	5,074	63,681
2021	4,786	5,680	6,375	5,472	5,784	7,175	7,073						42,345

Computer Users

2018 - 2021 Computer Users



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
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	199	91	2,087
2021	195	192	280	260	244	229	199						1,599

Eaton Library 2021 Program Count Statistics

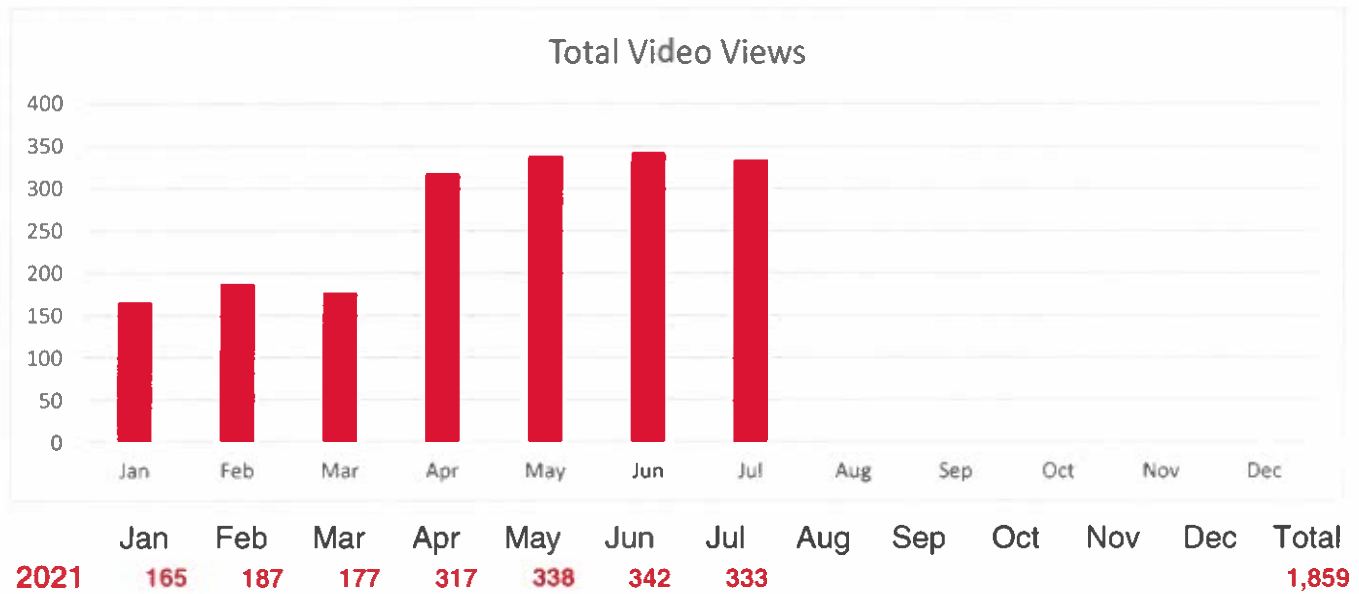
Total Number of Live Programs



Live Program Attendees



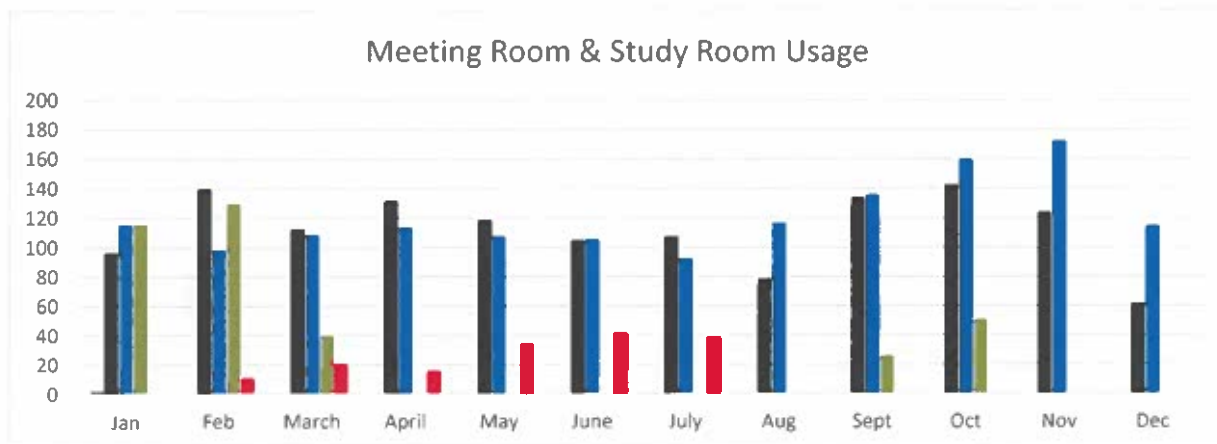
Video Views



Take and Make Crafts

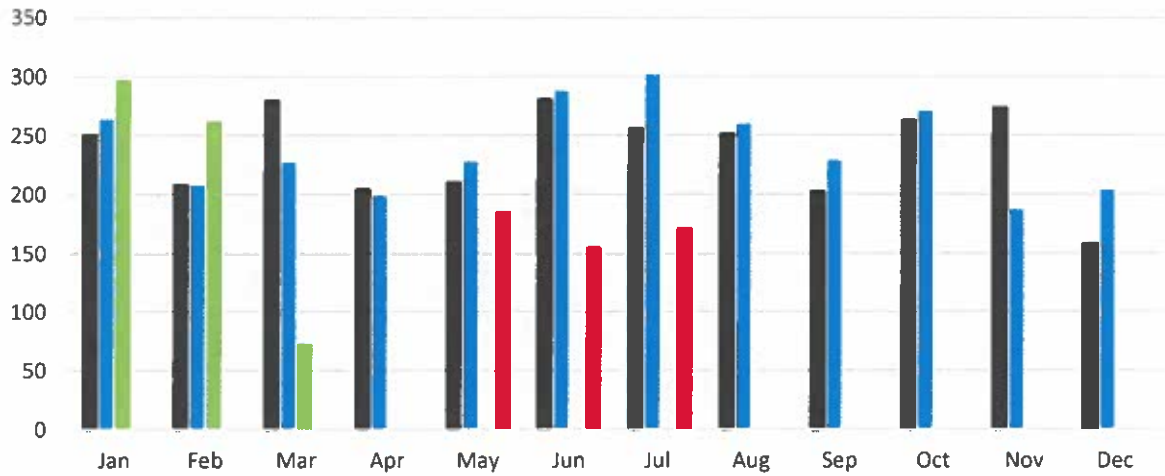


Meeting Room & Study Room Usage (non-library)



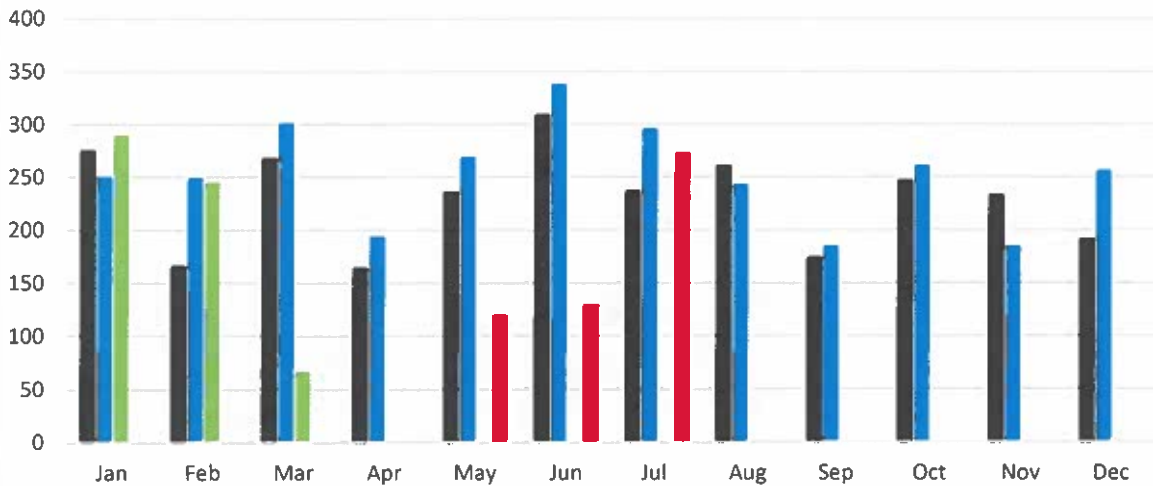
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2018	96	139	112	131	118	104	107	78	133	142	123	61	1,344
2019	115	98	108	113	107	105	92	116	135	159	172	114	1,434
2020	115	129	39	0					25	50	0	0	358
2021	0	10	20	15	34	41	38						

AWE 1 Preschool



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
AWE 1 2018	250	208	279	204	210	280	256	251	202	263	273	158	2,834
AWE 1 2019	263	207	226	198	227	287	301	259	228	270	186	203	2,855
AWE 1 2020	296	261	72	0	0	0	0	0	0	0	0	0	629
AWE 1 2021	0	0	0	0	185	155	171						511

AWE 2



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
AWE 2 2018	274	165	267	163	235	308	236	260	173	246	232	191	2,750
AWE 2 2019	249	248	300	193	268	337	295	242	184	260	184	255	3,015
AWE 2 2020	289	244	65	0	0	0	0	0	0	0	0	0	598
AWE 2 2021	0	0	0	0	119	129	272						520

Town of Eaton

Library Fund

Revenue & Expense

	Month Ending 7/31/2021	YTD 7/31/2021	Budget Full Year	Percentage Used	Budget Variance
REVENUES:					
Property Taxes	207,203.18	1,505,959.00	1,506,538.00	100.0%	(579.00)
Fines & Miscellaneous	121.25	491.68	3,000.00	16.4%	(2,508.32)
TOTAL REVENUES:	207,324.43	1,506,450.68	1,509,538.00	99.8%	(3,087.32)
EXPENDITURES:					
Head Librarian	8,940.00	44,700.00	78,986.00	56.6%	34,286.00
Assistant Librarians	30,310.68	143,993.43	445,616.00	32.3%	301,622.57
Employee Benefits	23,326.83	35,403.51	131,151.00	27.0%	95,747.49
Operating Supplies	746.05	4,579.09	18,000.00	25.4%	13,420.91
Public Relations	500.00	2,132.82	10,000.00	21.3%	7,867.18
Postage	55.00	55.00	500.00	11.0%	445.00
Communications	338.82	2,442.71	4,500.00	54.3%	2,057.29
Mileage Reimbursements	0.00	0.00	2,800.00	0.0%	2,800.00
Training	215.50	463.20	11,500.00	4.0%	11,036.80
Insurance	0.00	14,958.75	14,000.00	106.8%	(958.75)
Contract Services	1,919.82	15,973.72	36,000.00	44.4%	20,026.28
Utilities	1,164.94	7,677.86	15,750.00	48.7%	8,072.14
Repairs & Maintenance	1,232.80	1,208.95	20,000.00	6.0%	18,791.05
Media	55.46	830.46	26,000.00	3.2%	25,169.54
Print	897.29	5,436.48	32,000.00	17.0%	26,563.52
Periodicals	0.00	2,446.38	4,900.00	49.9%	2,453.62
Library Programs	986.91	8,516.12	30,000.00	28.4%	21,483.88
Maker Space			25,000.00		25,000.00
Equipment Acquisition	0.00	0.00	20,000.00	0.0%	20,000.00
Capital Projects	9,466.77	107,178.33	752,769.00	14.2%	645,590.67
TOTAL EXPENDITURES	80,156.87	397,996.81	1,679,472.00	23.7%	1,281,475.19
NET SURPLUS/(DEFICIT)	127,167.56	1,108,453.87	(169,934.00)	(652.3%)	1,278,387.87

Eaton Public Library Income & Petty Cash

Sep-21

Date	Description	+	-	Comments
July 31, 2021	In Drawer	\$150.00		
August 29, 2021	Deposit	\$54.00		
August 29, 2021	In Drawer	\$150.00		

Payments

Date	Petty Cash - Paid Out		Comments
	Total	\$0.00	

Date	Other Activity	+/-	Comments

