

AGENDA
Eaton Public Library Board of Trustees
November 4, 2020
5:30 pm

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. President's Report
5. Friend's of the Library Report
6. Director's Update
7. Approval of the Consent Agenda
 - a. Minutes of October 7, 2020
 - b. Minutes of October 13, 2020
 - c. Minutes of October 24, 2020
 - d. Director's report dated November 2020
 - e. Financial Report October 2020
 - f. Invoice Summary October 2020
8. Items removed from the Consent Agenda
9. Committee Reports
 - a. Strategic Plan
 - b. Events
 - c. Space Plan
 - d. Policy
 - e. Bylaws
 - f. Financial/Budget
 - g. Reconsideration
10. Old Business
 - a. Sculpture Art - Nomie
 - b. Land Acquisition – Dave
 - c. Town Handbook – Julie
 - d. Holiday Party-Shelley
 - e. Board Book-Shelley
11. New Business
 - a. Town Partnerships-Shelley
 - b. Trustee Ketterling's Term
12. Action Steps
13. Board Comments
14. Adjourn

Next Meeting: December 2, 2020 at 5:30 pm

EPL Library Board Meeting Notes

October 7, 2020

Location: EPL Multi-purpose room

Present:

Julie Finn – Board President

John Isbell – Board Vice President (arrived 5:45pm)

Shelley McLatchie – Board Secretary

Nomie Ketterling – Board Trustee

Maureen St. Peter – Board Trustee

Michael Yancey – Board Trustee

Dave Sloan – Board Trustee

Brenda Carns – Library Director

Mary Vance – Friends of the Library

1. Call to Order – Meeting called to order 5:31 p.m. by President Finn. President Finn indicated this meeting was being recorded.
2. Approval of Agenda – President Finn added to New Business setting an October 24th agenda. Trustee Sloan asked that item 11a (Friends items) under New Business be moved under item 5 Friends of the Library Report. Secretary McLatchie asked to remove the September 2, 2020 notes to approve separately as well as add an executive session regarding personnel. Trustee Yancey made motion to approve the agenda with exceptions. Trustee St. Peter second, all approved, motion carried.
3. Public Comments – no members of the public were in attendance for comment.
4. Report of the President – President Finn noted a work session is set for October 24, 2020 from 9am to noon. Agenda and topics to be discussed further in the meeting.
5. Friends of the Library –
 - a. Mary Vance indicated the Friends held their first meeting in months due to the closure of the library since the pandemic on September 22, 2020. Items discussed were updating bylaws, honoring former Director Jerry Krois and the scholarship process. Mary's full report is attached to these minutes. Mary also provided to Director Carns an updated list of the Friends roster.
 - b. Item 11a – Secretary McLatchie asked of the book donation process and Mary indicated books are kept in quarantine for a 72 hour period and then shelved or donated to outside organizations. The board offered to take boxes of books to Good Will and other places if needed. Decorating the library for the holidays was discussed and the Event Committee will work with the Friends to set a date after Thanksgiving.
6. Director's Update – Director Carns attached her full report to the meeting agenda, however highlighted the following information:
 - a. Director Carns indicated the library now has 4 vacant positions. HPLD has provided library substitutes to fill in and the current staff is stepping up to fill daily tasks needed such as the circulation desk, collections and programs. Director Carns is in the process of interviews to fill these positions and has received numerous applications. A salary range discussion took place and Director Carns will contact

- HPLD regarding salary range for each position open, as well as current positions held to assure they are in alignment with industry standards.
- b. Director Carns indicated the roof has been repaired and Roger Ertmer is painting various projects for the library.
 - c. Secretary McLatchie asked about the HPLD collection available. Director Carns indicated HPLD offers “specialty” collections now available to all member libraries starting in November.
 - d. Secretary McLatchie asked about the number of patrons after school (from 3:30 pm t 5:30pm) since school was again in session. Director Carns indicated the library is seeing an increase in patrons but most come in to get their materials and leave.
 - e. Trustee Sloan asked about the clarification of HPLD coverage for Phase II and Phase III for the space planning noted in Director Carns report. Secretary McLatchie indicated Phase II includes: Furniture Specifications, Architectural Drawings, Furniture Bidding and Project Bidding; Phase III includes: Furniture Installation, Construction Administration, Move in and Closeout.
 - f. Trustee Sloan inquired about the security cameras noted in Director Carns report. Director Carns indicated the security cameras are for onsite security and patron safety and are internet based located throughout the library.
7. Approval of the Consent Agenda –Trustee Sloan made a motion to approve the consent agenda with the following items removed September 2, 2020 minutes, Trustee Ketterling second, all approved, motion carried.
8. Items Removed from the Consent Agenda –
- a. September 2, 2020 Minutes – Secretary McLatchie made a motion to approve the first version of the September 2, 2020 minutes. Trustee Yancey second, all approved, motion carried.
9. Committee Reports
- a. Financial
 - i. Trustee Sloan inquired about the training line item of the current monthly budget was at 100%. Director Carns indicated this was due to the training provided by Jerry Lewis; however a reimbursement will post next month to take the training budget back to 80%. Director Carns indicated she did not feel any other significant training costs would be warranted for the remainder of the year.
 - ii. Trustee Sloan asked again that the correlating budget numbers be added to the monthly budget.
 - iii. Trustee Ketterling handed out the current 2021 projected budget with projections of a decrease in oil/gas revenue over the next several years. After discussion regarding staff salaries possible under budgeted roll over, a Zoom meeting to approve the budget was set for October 13, 2020 at 5:30 pm to prior to submitting to the Town for approval.
 - b. Strategic Plan – President Finn indicated no update.
 - c. Events/Outreach – Secretary McLatchie and Trustee St Peter are calling catering services from local restaurants to cater the board Christmas Party hosted at President Finn’s house on December 5, 2020 at 4:30 pm. The staff and Friends have agreed not to hold a joint holiday event this year due to the pandemic gathering restrictions.

- d. Space Plan – Secretary McLatchie indicated we are moving forward with Phase II. Wember and consultants performed a library walk through on October 5, 2020. Wember is working on CAD drawings and will have them available the week of October 19, 2020. Trustee Sloan asked for an “Owner Representative” to work with the library. Director Carns and Secretary McLatchie will inquire with Avi Rocklin, the Town Attorney if a town project manager is needed. Trustee Yancey offered his efforts to act as the Owner’s Rep if needed.
- e. Policy – Secretary McLatchie indicated no update. Secretary McLatchie will send the policy matrix to Director Carns for review.
- f. Bylaws – Trustee Yancey will set a Zoom meeting prior to our work session on October 24th with President Finn and Trustee St Peter.
- g. Reconsideration – Secretary McLatchie inquired if this is a set committee. President Finn indicated this committee is board appointed at the time of “challenge”.
- h. Budget – see financial notes above. Will be merged on future agenda.

10. Old Business

- a. Sculpture Art – Trustee Ketterling indicated she the efforts of fundraising and budget will come from the Friends. Trustee Ketterling has numerous artists for consideration. This project will be on-going.
- b. Land Acquisition – No update at this time.
- c. Director Evaluation – President Finn indicated she would like Director Carns evaluations from the board by October 30, 2020.
- d. Town Handbook – President Finn asked each board member for their comments regarding the Town Handbook. After much discussion it was determined President Finn and Director Carns would ask for a meeting with Town Administrator Jeff Schreier. The Town Council has approved the Town Handbook version dated September 20, 2020, but it was unclear if the Town Handbook has been distributed to town employees. President Finn will provide further clarification at the November board meeting.

11. New Business

- a. Friends of the Library – see item 5 above.
- b. United for Library Resources – President Finn would like to further discuss resources offered at our October 24, 2020 working session. Secretary McLatchie asked if the resources available could be reviewed each month with the board agenda and how we can implement and utilize these resources.
- c. Town Partnerships – Secretary McLatchie has not update.
- d. October 24, 2020 Work Session – President Finn noted the following items for the agenda of the work session: board bylaws update, trustee job description, term limits discussion, board book, United for Libraries Resources. Trustee Ketterling asked to add Friends fundraising to the agenda.
- e. Secretary McLatchie made a motion to enter into Executive Session at 7:02 pm regarding personnel issues, Trustee Sloan second. Trustee Ketterling made a motion to exit Executive Session at 7:11 pm, Trustee Yancey second, all in favor, motion carried.

12. Action Steps

- a. President Finn will provide an agenda for Work Session on October 24, 2020 from 9-12.
- b. President Finn and Director Carns will set a meeting with Town Administrator regarding the Town Handbook.
- c. Director Carns will contact HPLD regarding salary range the current and open positions, then set a Zoom meeting to approve the budget for October 13, 2020 at 5:30pm.
- d. Board members will submit Director Evaluations to President Finn by October 30, 2020.
- e. Secretary McLatchie will contact Town Attorney Avi Rocklin regarding an owner representative for the space planning.

13. Board Comments – no comments

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

Respectfully submitted,
Shelley McLatchie
EPL Board Secretary

EPL Library Board Meeting Notes

October 13, 2020 @ 5:30 p.m.

Location: Via Zoom

Present:

Julie Finn – Board President

John Isbell – Board Vice President

Shelley McLatchie – Board Secretary

Nomie Ketterling – Board Trustee

Maureen St. Peter – Board Trustee (via conference call at 5:50 p.m.)

Michael Yancey – Board Trustee

Brenda Carns – Library Director

1. Call to Order – Meeting called to order 5:37 p.m. by President Finn. Director Carns indicated this Zoom meeting was being recorded.
Approval of Agenda – Secretary McLatchie made motion to approve the agenda. VP Isbell second, all approved, motion carried.
2. 2021 Budget Discussion –
 - a. Director Carns obtained clarification regarding salary ranges from HPLD. After much discussion the board voted:
 - i. Trustee Yancey made a motion to approve the HPLD provided salary range for Director Carns to make offers to potential interview candidates including full benefit package, Trustee Ketterling second, all approved, motion carried. *Note: Director Carns has made 1 offer of employment and has more interviews for the open library positions.*
 - ii. Trustee Yancey made a motion to approve Director Carns to adjust current employees salary to mid-point salary range from HPLD, Secretary McLatchie second, all approved, motion carried.
 - b. Director Carns will forward the revised approved budget to the Town Administrator.
3. Building Repair – Director Carns obtained a bid from the Town Administrator for repair to the outside building façade. The bid indicated repair to the north face for \$7,170. Director Carns will clarify if this is for the entire outside building façade. Secretary McLatchie made a motion to approve the building repairs after clarification of the bid, Trustee Ketterling second, all approved, motion carried.
4. Action Steps
 - a. Director Carns will submit the EPL 2021 budget to the Town.
 - b. Director Carns will clarify the building repair bid and schedule the work
5. Secretary McLatchie made a motion to adjourn, Trustee St. Peter second, all approved.
Meeting adjourned at 6:05 p.m.

Respectfully submitted,
Shelley McLatchie
EPL Board Secretary

EPL Library Board Work Session Notes

October 24, 2020 – 9:00 am

Location – Eaton Library

Present:

Julie Finn – President

John Isbell – Vice President (arrived 9:15)

Shelley McLatchie – Secretary

Dave Sloan – Board Trustee

Nomie Ketterling – Board Trustee

Michael Yancey – Board Trustee

Maureen St. Peter – Board Trustee

Brenda Carns – Library Director

1. Call to Order – Meeting called to order 9:08 am by President Finn
2. Approval of Agenda – Trustee Sloan made a motion to approve the agenda, Secretary McLatchie second, all approved, motion carried.
3. Bylaws Review/Term Limits Discussion – The Bylaws Committee met and discussed updating the EPL Board Bylaws in “sections”. The Bylaws Committee also made recommendations to change the term limit to two terms and to decrease the term duration from 5 years to 4 years. A discussion regarding re-instatement if a board member has left the board as to the amount of time passed to re-apply for the board. After much discussion a consensus was reached and will be voted on at a future board meeting. Trustee Yancey indicated the change to term limits or duration will not affect the current board.
4. Trustee Job Description – The Board reviewed several options of trustee job description and came to a consensus of content regarding job title, term of service, accountable to, legal responsibilities, duties, qualifications, code of ethics and skills. President Finn will type up a revised trustee job description to be voted on at the next board meeting.
5. Board of Trustee Binder – Secretary McLatchie presented a Table of Contents to be contained in an updated Board Binder. After discussion it was determined there should be three sections: Core Information; Appendix Information and Monthly Information. Secretary McLatchie will type the new Table of Contents and submit to the board for review and vote at the next board meeting.
6. Friends of the Library – Trustee Sloan and a liaison to the Friends and a Friends officer indicated the Friends are in the process of updating their bylaws and mission statement to include book sales, scholarships and fundraising. After much discussion it was determined to in order to repair the relationship between the two organization to ask the Friends to partake in a quarterly joint meeting with the Board, in particular, after the mission and bylaws have been amended, to ask the Friends to assist with fundraising for an art acquisition for the library. The Event Committee also asked that the extra books from the Book Sale be held to be used to make a Book Tree for the holidays.
7. United for Libraries – Secretary McLatchie handed out the resource list available through United for Libraries and asked the board to note the top 10 resources of interest and we will review a specific resource at each future board meeting. Director Carns will also provide the login information to the board.
8. Trustee Yancey made a motion to adjourn at 11:57 am, Vice President Isbell second, all approved, motion carried

Respectfully submitted,

Shelley McLatchie

EPL Board Secretary

Attachments: None

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

I'd like to thank Trustee Ketterling for hosting the Library's table in front of the library so that we could participate in the Chamber's Trick or Treat event. She was a great ambassador for the library and encouraged the families to explore our current services. Some parents were not aware that we are open despite the big marquee out front with our current hours posted! She even donated the bags of candy that she distributed. I appreciated her efforts and I know that it meant a lot to those families who participated. The kids always love showing off their costumes.

Personnel:

- Kate Berry, our new Teen Librarian, is starting on Nov. 2. I plan to introduce her to you at the November Board Meeting.
- Katie Rich is compiling documentation to help our new staff learn the basic routines they need to know to work here. Neal and Katie will help Kate with start up programming and collection development. Vince will help her learn our circulation desk duties. I will introduce her to our employee handbook, HPLD and the things she needs to know about her duties to be successful in working here.
- The substitutes from HPLD continue to be a big help. It's very useful to hear how things are done at that branches and they sometimes know shortcuts for using the circulation software that they are teaching us. Their time here allows regular staff to take up off desk duties that need attention since the staff who used to do them are gone.
- I continue to get compliments from the public for the wide variety of virtual programs we offer and for the great take and make kits the staff is providing.

HPLD Updates:

- HPLD held interviews on Oct 16 for 2 board vacancies. Mary Heberlee was reappointed as our region's representative on the HPLD board. John Damsa will leave the board in December. His replacement hasn't been announced but she was selected from 22 applicants to fill the vacancy. Eaton sent a representative from the council to help select the trustees.
- Member directors, Teri Redden at Hudson Library and Dianne Norgren at Platteville/Nantes Libraries are retiring after working many years, both as staff and director at their libraries. There is a lot of turnover at HPLD too.
- There will be a Sierra upgrade (our catalog software) on Nov. 11. I haven't heard about that it requires much training or that disruption in normal use will occur.
- I forward a signed copy of the HPLD IGA documentation to the Board that I finally received. The original was sent to the Town who then gave us a copy.

Facility Updates:

- Someone marked on the children's room entrance with a permanent marker. It won't come off with any stain remover we have tried. I will most likely need to have a repair person refinish that spot
- I confirmed that the bid I shared with the Board for the exterior repair included all sides of the original building.
- I have scheduled a session on Friday November 6 for the staff to meet with our consultants to go over their needs for efficient workspaces. Shelley will give a complete report of our meeting with them at the Board meeting.

- We are scheduled to get our new Workcentre from the district in the middle of November. Meanwhile, the district is paying the lease cost for the old one we are still using. In return, we are not charging the patron for copies.

Budget:

- The town council received a copy of the library's proposed budget at their October meeting. They had no questions about it. The town has some further adjustments to make to the figures when the county certifies the library revenue, before it will be approved by the council in November. I will share forward the library budget when it is adopted.

Friends Updates:

- I attended their October meeting. A copy of the proposed revised bylaws was not available for review.
- There was a lot of discussion regarding the library board's inquiries about the scholarship program and the Friends' bylaws.
- The Friends will do a scaled back decoration of the library for Christmas based on the current reduced seating and programming. It is scheduled to take place on December 1.

Community Collaboration:

- Katie is working with the Women's Auxiliary of the American Legion to provide a Veteran's Day program featuring true stories associated that are accompanied with recipes. We plan to make the cookbook available for purchase in support of the Auxiliary in association with the program.
- The Historical Society is offering a Tour of Lights this Christmas rather than home tours, but I haven't heard if it is a ticketed event. We usually sell tickets at our circulation desk.

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

Programs in October mostly continued as normal.

- Judy hosted three Wednesday Storytimes in the Park in October for 11 children and 9 adults. She continues her weekly virtual storytime which is filmed by Katie.
- Neal has been continuing weekly kids kits for STEM, craft, and live programs, as well as the associated videos and other weekly events. Katie has added regular craft projects to go along with her bilingual storytimes and daily language videos.
- Victorian Frights occurred on October 23rd, and represented our first attempt at a live Youtube stream.
- Neal also tested an Artemis mission originally designed for the teens at the library games with the online players. Some changes to improve gameplay were recommended, but the desired comment of "hey, that message sounds like SPAM!" was heard. It was therefore deemed a success.
- Neal hosted two author events and a guest speaker program previously scheduled by Samantha.
- The new board game collection items have arrived and are being processed by Neal. Existing games have almost all been checked out at least once.

Hispanic Outreach Outreach (Katie reporting)

Programs:

*Continuing with Spanish/English videos, which are getting strong viewership on Facebook. I did a special series of 10 videos on idioms in the two languages in early October.

*Continuing with weekly Bilingual Storytime on Facebook Live. This month I started using Judy's felt board to increase the visual component of my storytimes, and I have tried to find English and Spanish copies of the same or related books. Advertised the OneBook4Colorado during storytime.

*Continuing with weekly Spanish activities on Facebook Live. These come with a kit to pick up from the yellow Spanish Activities basket out front.

*I have also made printed copies of all 5 weeks of the PBS "Learn With Me at Home" lessons in English and Spanish. These are available for families to pick up from our library at any time. So far, we have given out 11 sets.

*Temporarily doing the bi-weekly Teen Boredom Buster activities on Facebook. We have made plastic lanyard keychains, melted crayon art, and Halloween science kits.

*Have been brainstorming with Brenda, Neal, and Vince about better ways to advertise / implement programs online, as well as the future with our new hire!

*Created a Dia de Los Muertos / Hispanic Heritage Month bulletin board out front with books and information.

*Continuing to stay in contact with school district teachers doing online programs. I met with 6th and 7th graders to do book talks on Halloween-themed books and will meet with elementary and high school students at the end of October.

Some especially significant patron interactions this month:

*Brenda and Katie helped a young girl find a book for her Accelerated Reader program at school.

*Neal and Katie helped a 5th grade boy find several books for a school project where students must read a book in every genre on the list. We combined our book knowledge and pulled many suggestions for him off the shelf. He and mom sat on the floor and read a few pages out of several until he had chosen the ones that were appropriate for his interests, reading level, and the school project requirements.

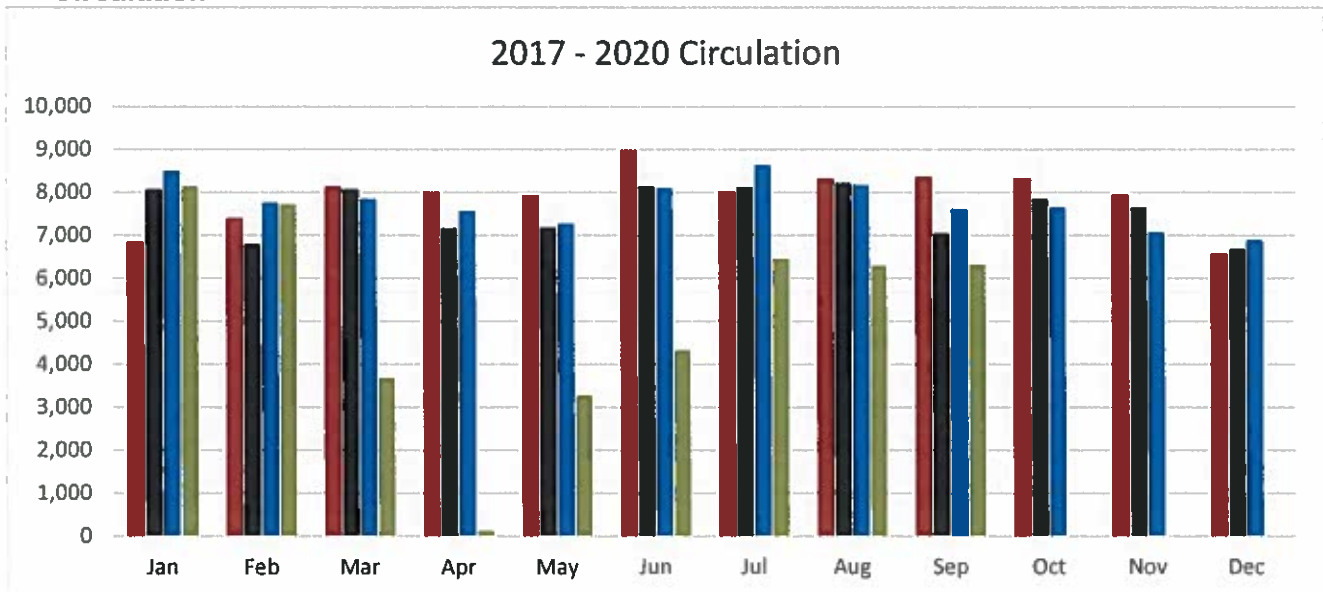
*Katie helped a Spanish-speaking mom find activities from our kit area for her two young daughters. I let her know about programs and services here in Spanish. She inquired about ESL classes, and I told her to tune into Facebook for now until we can get going again.

*Vince, Neal, and Katie helped an older gentleman with several tech-related questions. He has come in several times recently to ask about different functions and apps on his phone, and he has always expressed a high level of gratitude for friendly service at the library.

*Have seen many patrons coming in to use the computers and fax machine to file documents for unemployment and other government services...people are extremely grateful that we are open and available.

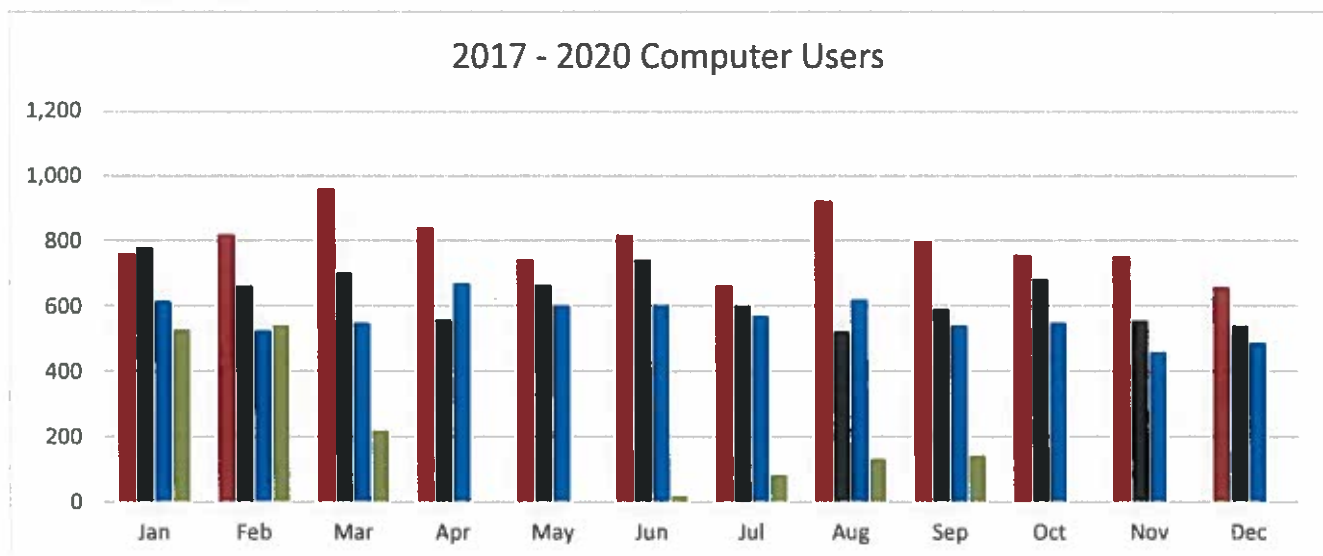
Eaton Public Library 2017, 2018, 2019 & 2020 Statistics

Circulation



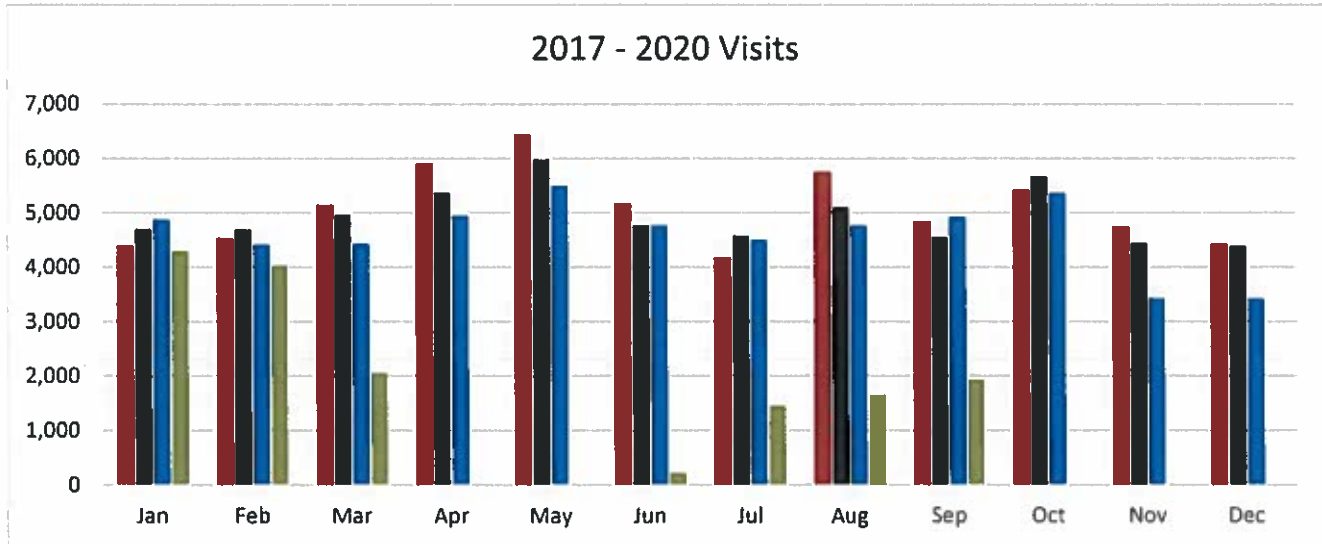
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2017	6,820	7,379	8,115	7,969	7,900	8,956	7,977	8,296	8,341	8,308	7,920	6,558	94,539
2018	8,051	6,771	8,048	7,146	7,166	8,128	8,101	8,199	7,025	7,830	7,627	6,667	90,759
2019	8,475	7,734	7,818	7,543	7,253	8,081	8,615	8,160	7,596	7,629	7,051	6,862	92,817
2020	8,121	7,706	3,650	97	3,242	4,305	6,443	6,281	6,299				46,144

Computer Users



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2017	759	818	955	839	737	816	657	919	793	754	749	655	9,451
2018	778	659	699	556	662	738	597	519	588	679	552	536	7,563
2019	613	522	545	668	600	601	568	618	538	546	457	485	6,761
2020	526	538	215	0	0	13	78	128	139				1,637

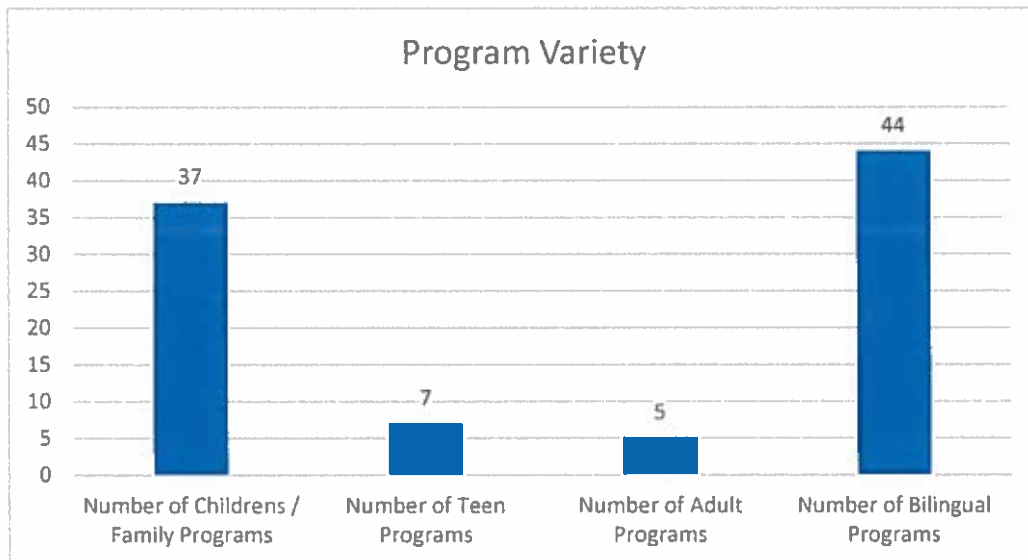
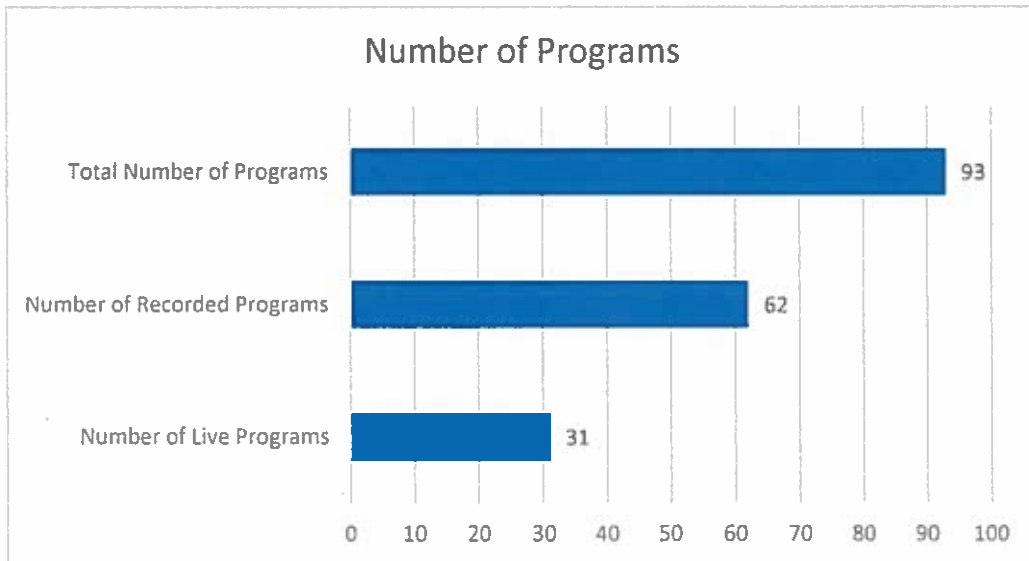
Visits



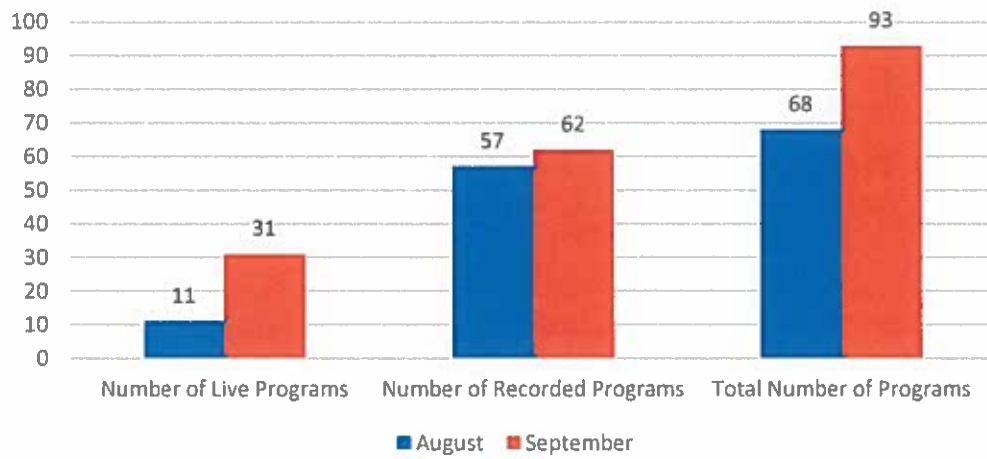
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2017	4,369	4,505	5,127	5,875	6,422	5,152	4,149	5,739	4,821	5,396	4,729	4,410	60,694
2018	4,686	4,672	4,943	5,357	5,958	4,747	4,562	5,081	4,537	5,651	4,427	4,372	58,993
2019	4,861	4,398	4,406	4,925	5,475	4,753	4,485	4,743	4,903	5,344	3,408	3,401	55,102
2020	4,273	4,007	2,036	0	0	197	1,436	1,633	1,908				15,490

September 2020 Programs

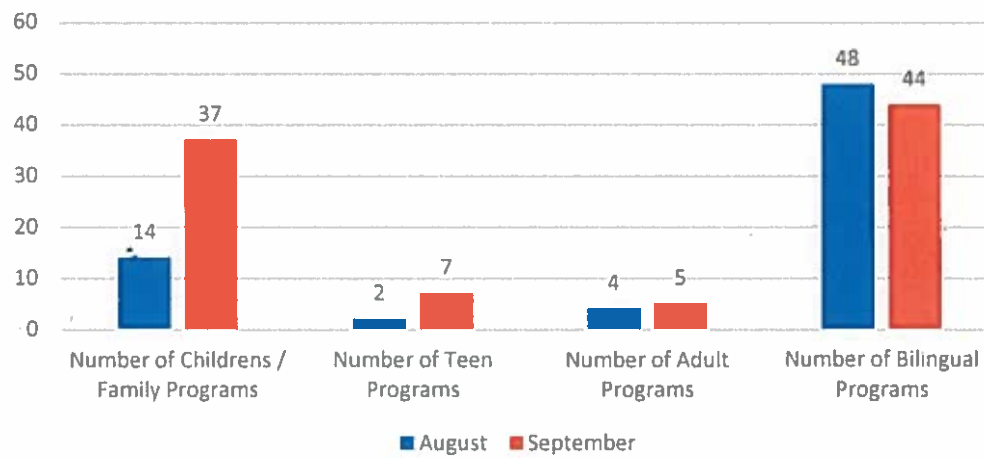
Number of Live Programs	31
Number of Recorded Programs	62
Total Number of Programs	93
Number of Childrens / Family Programs	37
Number of Teen Programs	7
Number of Adult Programs	5
Number of Bilingual Programs	44



Number of Programs



Program Variety



mail
table
s R out/
McKress,
INTMENT
189
17792

Will train right person.
Apply at
920 E. Collins St.
Eaton
17792



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paper

**COMPLETE DISPERSAL
OF EQUIPMENT AUCTION**
Willy and Arlene Burbach
October 31, 2020 - 10 a.m.
VIEW - Friday, Oct. 30 from 9-12)
NTY ROAD 31, GREELEY, CO
 Hwy. 85 and Hwy. 392 (CR 68), west 4 miles to
CR 31 and north 1/2 mile

we will be responsible for your own safety and health when
social distancing and masks are strongly recommended.
Please maintain a safe and clean environment, however, will not be liable.

2: '07 Case H JX90 Tractor, HPD, cab, 321 hrs, LX730 Ldr. bale hrs,
PU, ROPS, 176 hrs, LL 3102 Ldr. '09 JD 328 Sxt Steer, cab, 896
13 Ford F-160 PU, 4x4, crw cab, topper, 71K mi. '04 Dodge Ram
198K+ mi, '01 Ford F150, XLT, 4x4, 5 sp, 141K mi, '00 Platinum Hts
'05 Platinum Hts Trk, '06, 8 hrs start, GM; '03 Kawasaki Mule, 4x4, db;
V reg, Cont. Star Center, 40'
F-250 HD PU, powerlock, ext cab, 7.3 eng, 70K+ org mi
Pac. Balle Hdt, Knight 1216 Manna Sprink, Rhino TY120 Mwr, Hansh
3.3 pl, boom, Sprr on Trk, 12 V, Big Ox Blade, 6', Dethwy Dreg,
Pecook Quick Hitch
ing of items to be sold. Also a wide variety of Yard and Shop,
held items. See the complete list at www.k-wauctions.com.
hd their farm and are now liquidating all their equipment. The has
clean, well maintained equipment. Pictures can be found on our
na.com. Preview will be for 3 hours the day prior. Lunch will be avail-
d auction date with cash or good check. NO PLASTIC! Announce-
occasions over written materials.

K-Wauctions.com



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NOVEMBER EVENTS AT THE EATON PUBLIC LIBRARY

ALL OF EATON PUBLIC LIBRARY'S LIVE EVENTS ARE HELD VIA ZOOM UNLESS OTHERWISE INDICATED.
Registration is required to get access information. Visit <https://www.ofeaton.colorado.gov/program-registration>

Daily & Weekly:

- Daily Spanish Language videos
- Storytime in the Park,
Wed. @ 10am (weather permitting)
- Literary Playtime (Live Virtual),
Thurs. @ 2:00pm
- 'Weekly: Players on Stage, Writ-
ers Playground, Poetry Playdate,
Word Games
- Choose Your Own Adventure
Readalouds (Live Virtual),
Thurs. @ 3:30pm
- Storytime with Miss Judy
(Recorded), Fri.
- Kids Craft Live Online,
Fri. @ 1:00pm
- Adventures in Space and Time
(Live Virtual), Fri. @ 3:30pm
- * Kits available pre-calling Friday

Monthly & Special Events

- Virtual Author Visit: Ladies on
the Case with Jennifer Kincheloe,
Thurs. 11/5 @ 6pm
- Strategic Cuisine (Live Virtual),
Sat. 11/7 @ 11am-1pm
- Starship Artemis Online,
1st Friday and 3rd Saturday @ 5-9pm
(11/6 & 11/21)
- "The Serve Cookbook" with the
Eaton American Legion Auxiliary,
Wed. 11/11 @ 6pm (Recorded)
- Adult Crafternoon (Virtual),
Mon 11/14, @ 2pm

NEW! Check out a board
game from the library!

Make and Take Kits

- (while supplies last)
- Kids Craft & Video
every Monday,
Live Crafting
on Fridays @ 1pm
- It's Elementary!
STEM Project & Video every
Wednesday @ 4pm
- Adventures in Space
and Time Kit, Friday @ 3:30pm
- Teen Boredom Buster
bi-weekly on Thursday
- Adult Crafternoon Kit
Available Nov. 1

THE LIBRARY DOORS ARE OPEN!

9am-6pm Monday - Friday & 10am-4pm Saturday
CURBSIDE SERVICE IS STILL AVAILABLE.
Please contact us at 970-454-2189 or visit our website to learn more.

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



EATON PUBLIC LIBRARY

Need a Professional? Here's my card!

Library Fund

Revenue & Expense

	Month Ending 9/30/2020	YTD 9/30/2020	Budget Full Year	Percentage Used	Budget Variance
REVENUES:					
Property Taxes	10,190.20	1,102,564.18	1,376,561.00	80.1%	(273,996.82)
Fines & Miscellaneous	158.76	910.00	3,000.00	30.3%	(2,090.00)
TOTAL REVENUES:	10,348.96	1,103,474.18	1,379,561.00	80.0%	(276,086.82)
EXPENDITURES:					
Head Librarian	6,268.80	56,419.20	75,237.00	75.0%	18,817.80
Assistant Librarians	14,003.33	193,789.86	342,002.00	56.7%	148,212.14
Employee Benefits	3,400.14	39,628.16	82,110.00	48.3%	42,481.84
Emergencies	590.00	1,946.02	0.00	0.0%	(1,946.02)
Operating Supplies	11.38	5,987.89	17,000.00	35.2%	11,012.11
Public Relations	0.00	3,649.51	10,000.00	36.5%	6,350.49
Postage	0.00	110.00	500.00	22.0%	390.00
Communications	0.00	1,541.83	4,500.00	34.3%	2,958.17
Mileage Reimbursements	0.00	233.46	2,600.00	9.0%	2,366.54
Training	0.00	10,056.90	10,000.00	100.6%	(56.90)
Insurance	0.00	21,317.12	22,000.00	96.9%	682.88
Contract Services	3,017.98	23,467.84	36,000.00	65.2%	12,532.16
Utilities	978.89	8,835.89	20,500.00	43.1%	11,664.11
Repairs & Maintenance	0.00	4,572.85	20,000.00	22.9%	15,427.15
Media	2,396.49	11,793.01	25,000.00	47.2%	13,206.99
Print	2,924.51	21,119.79	32,000.00	66.0%	10,880.21
Periodicals	0.00	2,515.38	3,500.00	71.9%	984.62
Library Programs	2,425.53	14,151.90	30,000.00	47.2%	15,848.10
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	(1,820.00)	500.00	100,000.00	0.5%	99,500.00
TOTAL EXPENDITURES	34,197.05	421,636.61	877,949.00	48.0%	456,312.39
NET SURPLUS/(DEFICIT)	(23,848.09)	681,837.57	501,612.00	135.9%	180,225.57

Eaton Public Library Income & Petty Cash

October 2020

Date	Description	+	-	Comments
September 30, 2020	Starting balance	\$150.00		
October 30, 2020	Deposit	\$183.61		
October 30, 2020	In drawer	\$150.00		

Payments

Date	Petty Cash - Paid Out			Comments
	Total	\$0.00		

Date	Other Activity	+/-		Comments

Eaton Public Library Invoices October 2020

Date	Invoice	Description	Expenditure	Code
10/2/2020	61020056	Key People-Janitorial	\$1,565.00	7315
10/10/2020	5439	Colorado Comfort-servicing ac/heat	\$694.96	7315
10/15/2020	5305	High Plains- media \$1506.64 (8211) Books \$1188.67 (8510)	\$2,695.31	see left
10/20/2020	186550	Faronics-deep freeze software	\$606.72	8600
10/21/2020		Jennifer Kincheloe-author talk Nov. 5	\$200.00	8600
10/28/2020		Poulsen Ace-lawn supplies	\$122.00	7520
10/29/2020		NW/H-ads and monthly event list Oct & Nov	\$456.00	7216
10/30/2020	2563	NW/H-subscription	\$40.00	8530

Total \$6,379.99

Brenda 8514 Visa Credit Card Charges

Date	Invoice	Description	Expenditure	Line #
9/2/2020		Amazon- Bookmarks	\$16.94	7215
9/2/2020		Amazon-towels	\$28.17	7215
9/2/2020		Amazon- Latex Gloves	\$119.75	7215
9/2/2020		American Library Association- membership Brenda	\$310.00	7240
9/2/2020		ALA-United for Libraries membership	\$50.42	7240
9/2/2020		Staples- Alcohol Wipes, Scented Oil	\$24.81	7215
9/3/2020		Amazon- Hispanic Heritage Poster	\$10.68	8600
9/3/2020		Staples-Toner, Wipes, Dividers	\$237.18	7215
9/5/2020		Amazon-refund	-\$17.00	7215
9/5/2020		Amazon-refund	-\$34.08	7215
9/6/2020		Amazon- Coconut Oil for children's craft	\$27.74	8600
9/6/2020		Amazon- Ziploc Bags, 3 Ring Binder	\$42.62	7215
9/6/2020		Amazon-Celebrating Hispanic Heritage Poster	\$11.94	8600
9/8/2020		Ft. Collins Coloradan-subscription	\$57.00	8530
9/9/2020		Walmart	\$28.48	8600

9/9/2020		Walmart		\$10.50	7215
9/9/2020		Heritage Market-staff refreshments		\$5.97	7240
9/9/2020		Target- Clorox Wipes		\$1.05	7215
9/10/2020		Colorado Association of Libraries		\$100.00	7240
9/10/2020		Target- Pledge Cleaner, Sharpies		\$24.94	7215
9/10/2020		Target- Pledge Cleaner		\$4.23	7215
9/10/2020		Target- Pledge Wipes		\$7.84	7215
9/11/2020		Ten24 Coffee House-staff coffee		\$7.09	7240
9/12/2020		Amazon- Books		\$30.77	8510
9/12/2020		Amazon- Graphic Novel		\$17.99	8510
9/12/2020		Amazon- Graphic Novel		\$13.39	8510
9/12/2020		Amazon- Graphic Novel		\$18.99	8510
9/13/2020		Amazon- Graphic Novel		\$9.96	8510
9/13/2020		Amazon- Spanish Books		\$151.45	8510
9/14/2020		Amazon- Graphic Novel		\$38.56	8510
9/14/2020		Amazon- Graphic Novel		\$3.00	8510
9/14/2020		Amazon- Batteries		\$24.84	7215
9/16/2020		Staples- Masks, Wipes, Scented Oil		\$74.69	7215
9/21/2020		Amazon-books refund		-\$3.00	8510
9/22/2020		Staples- Toner		\$397.09	7215
9/23/2020		Zoom. us storage		\$42.36	7215
9/24/2020		Amazon- Graphic Novel		\$7.57	8510
9/24/2020		Amazon- Latex Gloves		\$51.90	7215
9/24/2020		Amazon- DVD Cleaner, Tape		\$20.48	7215
9/25/2020		Amazon- Book		\$13.86	8510
9/25/2020		Amazon- Graphic Novel		\$34.92	8510
9/25/2020		Amazon- Graphic Novel		\$18.99	8510
9/25/2020		Staples- Copy Paper		\$48.69	7215
9/26/2020		Amazon-latex gloves		\$59.92	7215
9/26/2020		Staples-Toner		\$541.32	7215
9/29/2020		Amazon- Graphic Novel		\$21.39	8510
9/30/2020		Amazon- Bendy Straws		\$12.99	8600
		Total		\$2,711.45	

Samantha		4784				
	9/4/2020		Busters		\$28.58	8600
	9/11/2020		margarine, baking soda		\$4.75	8600
			Total		\$33.33	
Neal		2010				
Date			Description		Expenditure	Line #
9/2/2020			Amazon Web Services; Artemis Online		\$2.15	8600
9/6/2020			Michaels Stores; STEM (newtons		\$11.98	8600
9/19/2020			Michaels Stores; Kids Craft (cardstock)		\$2.12	8600
9/20/2020			King Soopers; Kids Craft & Strategic Cuisine (Foil, brushes, ingredients)		\$20.55	8600
9/22/2020			Michaels Stores; Kids Craft & STEM (hot glue, Tantalus cup)		\$10.38	8600
9/22/2020			King Soopers; STEM (cups for Tantalus)		\$9.07	8600
9/26/2020			Dollar Tree; STEM (paint cups)		\$15.00	8600
9/27/2020			King Soopers; Strategiv Cuisine (ingredients)		\$25.79	8600
			Total		\$49.86	
Katie		4784				
	9/17/2020		Learning Fun-flannel board supplies, craft kit for Day of the Dead		\$31.77	8600
	9/29/2020		Dollar General- rice, crayons for craft		\$27.59	8600
			Total		\$59.36	

Approved for Payment by:

Eaton Library Board Date

CORE VALUES

1. Bylaws & Guidebook
 - a. EPL Board Ethics Statement
2. Policies
3. Library Strategic Plan 2018-2021
4. Trustee Job Description
5. Board Committees

EPL DOCUMENTS

1. Inter-Governmental Agreement (IGA) – amended July 2020
2. Colorado Public Library Standards
3. Legal Documents
4. Best Practices/Procedures
 - a. Pocket Guide
 - b. American Library Association (ALA)
5. History
6. Forms & Documents

EPL MEETINGS & ROSTER

1. Board Meeting Agenda/Minutes (via website)
2. Library Financials (via website)
3. Library Statistics (via website)
4. Board & Staff Roster

October 26, 2020

TO: Eaton Public Library Board of Trustees

FROM: Nomie Ketterling

RE: Board of Trustee Term

I was reappointed to this Board of Trustees by the Eaton Town Board on May 21st, 2020.

Indicative of this year of Covid 19 the meeting was held via zoom meeting.

This appointment is for a five-year term. At that time, I negotiated to complete my term early - December 2020.

My thoughts were to work on the following EPL issues: space planning; personnel and board growth with advisor/consultant Jerry Lewis; and lead the acquisition of a fine art piece for public enjoyment and pride and library legacy.

The coordination of an art purchase fundraiser will take the cooperation of the Friends of the Eaton Library. In reviewing of the Friend's bylaws and the non-profit status application wording, changes need to be considered and made. These items will be on the agenda for discussion at the next meetings. Friends of the Eaton Library have begun meeting as of September, in person.

Fundraising will be a collaboration together with the involvement of the Eaton Public Library, the community, and art lovers; needed are donors and input for selection of art. This project will take some time.

My personal schedule, energy and continued interests allow me to fulfill my commitment to the Eaton Public Library Board of Trustees. Enthusiastically I look forward to many more successes with my Eaton Public Library.

(The LITTLE library with BIG library expectations!!)

NOMIE KETTERLING

EPL TRUSTEE

Amended Meeting Minutes of the Eaton Public Library Board for March 4, 2020

Present:

John Isbell- President
Julie Finn -Vice President
Maureen St.Peter - Secretary
Nomie Ketterling - Trustee
Dave Sloan - Trustee
Shelly McLatchie - Trustee
Marlene Richter - Trustee

Staff Brenda Carns - Library Director

Guest: Jeff Eaton Town Administrator

1. Call to Order Declaration of quorum. President Isbell called the meeting to order at 5:31 p.m., March 4th, 2020 and declared a quorum.
2. Approval of agenda - Trustee Ketterling made the motion and Vice President Finn seconded.
3. Report of the President IGA work continues.
4. Friends of the Library - Trustee Sloan read March Report. See Attached
5. Directors Report - Jerry presented a training on managing change to the staff. The staff seemed receptive of this coming from an outsider. Next training will be on customer service. Meet with Jerry once a week and he has a list of assignments to provide direction. He also reviews accomplishments, problems, and helps her to set clear expectations and goals Jerry has been a positive influence and has helped to establish a direction and organization to daily tasks. Brenda is establishing expectations for staff regarding breaks, meals need to be taken in break room or outside of facility. This allows other to work without disruption. Expectation of greeting every customer entering the library, asking if they need help finding materials. Roger maintenance employee has been keeping up building issues, he will dig walk way in lay stones upon weather getting warmer. He has been doing a great job.
Employee evaluations - April - preliminary
August - Final
Job descriptions are complete- board would like to view- Brenda to send out to via email
7. Items removed from the consent agenda - Trustee Sloan requested removal of invoices.
8. Old Business -

Jeff Town Administrator - The Eaton Library Board is covered within the confines of the board as a whole. The board is a policy maker not interfering with daily operations of the library employees. Brenda oversees employees.
Insurance covers Friends of the Library.

Working on updating Employee Handbook - Remove old grievance policy and establish a complaint process. Will continue to stay as "At Will status" for employment.

Committee Updates - Space Planning - survey tally, meeting with Wember 3/7 (see attached)
-Events Planning- Eaton Days, Open house, holiday gathering set for December 5 at Eaton Country Club - keep local with early start at 4:00p.m.(see attached)
-Policy Committee - discuss meeting room policy, public information policy (see attached)

IGA Updates - "Addendum A" needs clarification. Verbiage does not define clearly if decision has to be 100% - Does everyone have to approve?

9. New Business -

Acquisition of Property - Dave suggested taking to the home owner that lives west of the library across the alley for possible building space. Can not build up and may want to expand in the future.

Trustee St.Peter made motion for Dave to talk with property owner about potential sale. Motion seconded

Board Self Assessment Form- discuss April Board Meeting

Board Elections - discuss April Board Meeting
Reviewed years of service and what position held

Dave 8 years - position of President, Vice President and secretary
Nomie -20 years
John 6 year secretary, vice president, president
Maureen - 3 years trustee
Julie - 5 years secretary, vice president
Shelley - trustee 6 months
Marlene - 10 years vice president

April Meeting add to agenda - Jerry Lewis, Board election process, Self assessments June

Addendum:

Trustee Richter's term will end in June 2020 she has stated she will not reappoint.

Trustee Ketterling term will end June 2020 she has requested to extend term to December 2020.

Corrected spelling - Nomie - 20 years

Trustee St.Peter made motion for Trustee Sloan XXXXXXXX asking Dave what he wanted in the minutes regarding this content.

Attached Documents - March Friends Report, Space Planning Committee Report, Events Committee Report, Policy Committee Report



April 6, 2020

Dear Mayor Isbell and the Eaton Town Board:

The Eaton Public Library Board of Trustees recommends the reappointment of Nomie Ketterling, 36710 Coalbank Rd, Eaton CO 80615, to the Eaton Public Library Board.

At its regular meeting on April 1, 2020 the Library Board passed a motion to forward Nomie's name to you for her reappointment to serve another term. Nomie's term expired in March of 2020 but she indicated at the Board meeting that she would like to continue on the Board through December 2020.

This term will expire in April 2025. We seek your action to her reappointment.

Thank you for all your ongoing support.

Sincerely,

Julie Finn, President
Eaton Library Board of Trustees
1384 Colorado Parkway
Eaton, CO 80615