

AGENDA
Eaton Public Library Board of Trustees
November 3, 2021
5:30 pm
132 Maple Ave.
Eaton, Colorado

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda
4. Public Comments
5. President's Report
6. Friends of the Library Report
7. Director's Update
8. Approval of the Consent Agenda
 - a. Minutes of October 13, 2021
 - b. Director's report dated October 2021
 - c. Financial Report October 2021
 - d. Invoice Summary October2021
9. Items removed from the Consent Agenda
10. Committee Reports
 - a. Space Plan
 - b. Strategic Plan
 - c. Events (Reveal Party)
 - d. Policy
 - e. Financial/Budget
 - f. Art Task Force
11. Old Business
 - a. United for Libraries – Shelley
 - b. Review of Action Steps
12. New Business
13. Action Steps
14. Board Comments
15. Adjourn

Next Meeting: January 5, 2022 at 5:30 pm

EPL Library Board Meeting Notes – FINAL

October 14, 2021 at 5:30 pm

EPL Board Present:

Julie Finn – President

Maureen St. Peter – Vice President

Shelley McLatchie – Secretary

Nomie Ketterling – Board Trustee

Michael Yancey – Board Trustee

Dennie Kutcher – Board Trustee

Others Present:

Brenda Carns – Library Director

Mary Vance – Friends President

Liz Carlson – Friends Vice President

Dave Sloan – Friends Treasurer

Mary Heberlee – HPLD Library Board

1. Call to Order – Meeting called to order 5:39 p.m. by President Finn.
2. Approval of Agenda – President Finn asked that we add to New Business reschedule of the board training. Trustee Kutcher made a motion to approve the agenda with the noted change, VP St. Peter second, all approved, motion carried.
3. Public Comments – inserted after Friends of the Library Report
4. Report of the President – President Finn noted the following items:
 - a. The library is holding a food drive during the month of October that includes food and school supplies.
 - b. The library facility manager – Roger Ertman passed away Saturday, October 9, 2021. The funeral will be held October 23, 2021.
 - c. There are still 2 board members who need to submit the mid-year evaluation for Director Carns.
 - d. President Finn and Trustee Isbell will not be available for the November board meeting, VP St. Peter will run the November meeting.
 - e. There will be no December board meeting, instead we will hold our board holiday dinner on December 3, 2021 at the Eaton Country Club.
5. Friends of the Library Report –
 - a. Mary Vance noted the Friends report was not included with our board packet so she handed out copies to all board present. Mary noted the Friends would be happy to provide refreshments for the Open House on November 10th. Mary noted Liz will work with the staff on the current donated books to begin to stock the new Friends Loft, and placed an ad in the Herald to encourage the public to start donating used books again.
 - b. The Friends are also developing a flyer to begin recruiting for new members to join and inquired what the plans were for Christmas decorations, Director Carns will confirm with staff and the Event Committee and reply to Mary.
 - c. Mary indicated from the board packet a question of the library board forming a committee to review the Friends bylaws. President Finn indicated the committee was set up to begin a discussion regarding the relationship between the library board and the Friends. Several board members have heard negative comments from Friends members and President Finn would like to hold a joint meeting to begin to repair our relationship. Dave Sloan handed out signed copies of the Friends Bylaws and noted he will work on amending the 501c3 application to include matters addressed in the revised bylaws.

Public Comments – Mary Heberlee, area representative on the HPLD Library Board, reported on the expanding services within the district and the completion of the new Greeley Innovation Center for HPLD. Mary noted they are moving forward with planning and are being financial cautious.

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. The library has been running short staffed with the passing of Roger Ertmer, our facility manager, and several other staff out due to COVID quarantine. The town has offered to assist where they can with facility maintenance until a new facility manager can be hired.
 - b. Director Carns noted an offer was made to hire a teen librarian, however the applicant chose to stay at her current employer, therefore Director Carns is reposting the Teen Librarian position and will start rolling interviews as applications come in to try to speed up the process.
 - c. Director Carns provided a list of outstanding items to the Space Plan committee to set up a meeting with Wember and Planning Solutions to review.
 - d. Director Carns will speak with the library insurance to discuss coverage for the hayride during the Open House.
 - e. Director Carns noted Librarian Kate Berry submitted an application to have a CB call with the international space station. She is also partnering with the Radio Society and will know shortly if her application is accepted.
 - f. The library is partnering with the local food bank to provide healthy snacks for children after school available in the café or event room.
 - g. Director Carns is still working on getting an estimate from the alarm/key company to replace keys and set up an alarm system.
 - h. Trustee Kutcher noted the videos provided by the staff on social media are very hard to hear while the speaker is wearing a mask. Trustee Yancey noted there is high quality microphone that he can assist to set up which will make the presentation quality better.
7. Approval of the Consent Agenda – Trustee Yancey made a motion to approve the consent agenda, Trustee Kutcher second, all in favor, consent agenda approved.
8. Items Removed from the Consent Agenda – None at this time.
9. Committee Reports
 - a. Space Plan –
 - i. Secretary McLatchie noted the outstanding items list from Director Carns of furniture and punch list items and will set up a meeting with Wember and Planning Solutions to review and finalize costs prior to the Open House on November 10th from 4pm to 7pm.
 - ii. Secretary McLatchie presented 3 options for a commemorative board plaque and contributors tree which will display all the companies and persons who worked on the project. The committee will meet to make a selection and discuss cost.
 - b. Strategic Plan – No update
 - c. Events –
 - i. Secretary McLatchie noted the event committee has met with the staff and the plans are developed for the Open House, Wednesday, November 10th from 4pm to 7. Noted correction from September notes the Open House will begin at 4pm. She noted all staff,

board members, board guests and the American Legion will help volunteers at the event. Director Carns to provide the number of volunteers needed.

ii. The following is a list of “stations” for the Open House:

Front Door – Patrons receive a “stamp” card and paper bag to “stamp” and keep for goodies received

Makers Space – Premade 3D printer bookmark

Computer Area – Putt/Putt

Colorado Room (Quiet Room) – Eaton History (Volunteer to dress in period costume and give a brief history of Eaton)

Teen Room – Passive program activity to showcase new items for teens.

Children’s Room – Bowling with large candy corn

Power Wall – Information Center of what has changed in the library

Friends Loft – Library History (reveal of two new program rooms and their names)

Event Room – Stations of activities, such as coloring, Legos, and puzzles with treats and exit to hayride provided by Trustee Kutcher.

d. Policy – Next meet set for October 21, 2021 at 5:15

e. Finance – Trustee Ketterling provided copies of the proposed budget and reviewed proposed changes. One specific note was regarding staff salary increases to continue to be standard with HPLD.

The board went into executive session at 6:38 pm to discuss cost of living/merit increase for Director Carns. Trustee Yancey made a motion to exit executive session at 6:52 pm, second by Trustee Kutcher, all in favor, the board exited executive session.

Trustee Ketterling made a motion to approve the proposed 2022 budget including a salary increase for Director Carns of 3% cost of living and 3% merit increase, Trustee Kutcher second, all those in favor, 2022 budget approved by the board. Director Carns will submit to the Town this week.

f. Art Task Force – Trustee Ketterling reported the artist RFP is live with Café to begin receiving applicants for the library art piece. Director Carns will forward the link to the board. VP St. Peter noted the website is a showcase of artist that have submitted work on many other projects and praised the notice of our search for art for the library. Trustee Ketterling indicated the Art Task Force would like to put a notice in the December Eaton water bill and will share space with the library with the quarterly calendar that will also be sent with the water bill. Trustee Ketterling asked for confirmation of fundraising efforts that monies must be held with the Friends. Director Carns will check with the Town Attorney. The budget expected is \$30,000.

10. Old Business

a. United for Libraries (UFL) –

i. September – Short takes for a Trustee – Secretary McLatchie “challenged” each board member to log into United for Libraries and review the short video provided under Short Takes for a Trustee.

ii. October – Secretary McLatchie handed out information from UFL on working through a budget crisis.

b. Review Prior Month Action Items – President Finn noted all August and September action items were complete.

11. New Business –

- a. Board Training – The board training will be rescheduled until after the new year due to Roger Ertmer’s funeral on October 23, 2021 at 10:30 am. President Finn will send new dates to the board for scheduling.

12. Action Steps

- a. Secretary McLatchie will send board holiday dinner invitation to get RSVP.
- b. Trustee Kutcher will obtain more information about the Eaton Parade of Lights.
- c. Trustee Isbell will provide a summary of his meeting with the Friends.
- d. President Finn will provide dates to the board to reschedule board training.
- e. Director Carns will send a plant to Roger Ertmer’s funeral.
- f. Event Committee will work with the Friends on treats for the Open House.
- g. Event Committee will work with Friends and staff regarding decorating the library for the holidays.
- h. Dave Sloan, Friends Treasurer, will amend the 501c3 application to correspond with the revised bylaws.
- i. Director Carns will check on insurance coverage for the hayride during the Open House.
- j. Director Carns will check follow up with alarm company for estimate of alarm system and new door keying.
- k. Director Carns will submit approved 2022 budget to Town.
- l. Director Carns will forward Café artist link to board.
- m. Secretary McLatchie will follow up with board on UFL Trustee challenge.
- n. Board members who have not yet submitted Director Carns mid-year review will forward to President Finn.
- o. Friends and staff will work on donated books to stock the Friends Loft.
- p. Director Carns will re-post the Teen Librarian position for interviews and attempt to fill the Facility Manager position.
- q. Space Plan committee will set up a meeting with Wember & Planning Solutions to review outstanding items of space plan before Open House.
- r. Space Plan committee to review and approve commemorative plaque and contributor tree.
- s. Director Carns to provide number of volunteers needed for Open House to Secretary McLatchie.
- t. President Finn to email Town regarding salary increase for Director Carns.
- u. Director Carns to confirm Art Task Force fundraising to be held by Friends account.

13. Board Comments – Secretary McLatchie noted she was pleased to move forward with an open conversation with the Friends. Trustee Ketterling noted an event for United Way in Greeley on October 15th.

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

Respectfully submitted,
Shelley McLatchie
EPL Board Secretary

November Friends Report

We had our meeting October 19th at the library. It was nice to have Julie and Ellen join us. Ellen gave us an update on events happening at the library. The Fall Festival will be held November 10th from 4:00-7:00. Help is needed to man the various stations. The Friends will help with refreshment and some will be in the new book loft. Heather has made flyers to encourage new members to the Friends group. It was decided to meet Saturday, October 23 to put books on the shelves.

Dave is still working on getting Jerry's pictures on canvas to be displayed at the library.

There was a discussion to help relationships between the Board and the Friends.

I will email the members of the Friends to see who can help with the open house on November 10th.

October Report to the Library Board

Brenda Carns, Library Director

Staff focus, in addition to regular programming, in person patron service, and back of office tasks, largely centered on planning and preparing for the Fall Festival. In some regards these dovetail with tasks associated with finishing up the remodel. Ellen attended the Friend's meeting and worked with them on preparing the book sale area for business. She has spent many hours organizing the adult shelving areas and preparing signage to be installed prior to the reveal event.

Kate and Katie spent many hours, with a bit of assistance from other staff, including me, to revamp the entire children's area to be more easily navigated by our patrons. It was a massive relabeling project and the goal was to redefine and reorganize the categories for picture books to make them easier to sort and find; every single picture book got a new color sticker and a new call number. They fixed numerous errors in the catalog as they went along. Katie created a Parenting Shelf and a Teacher's shelf in response to patron's requests for these collections. They also selected decorative touches to make the area livelier. Children and parents are enjoying the new furniture, games, and collections we added for the remodel.

Judy returned to do Friday morning storytimes on Oct. 1. We implement COVID conscious guidelines to help keep everyone safe from infection. This included limiting attendance to 15 and offering a second storytime if there is overflow. Ellen has organized the "Novel Book Club" return and has arranged for the "Inspirational Bookclub" to start in November.

It was a sad loss to us when our Facility's Technician, Roger Ertmer, died of COVID this month. I selected a fried chicken meal for the family, which I delivered right after his wife let me know of his passing. I selected a Peace Plant that was delivered to the nursing home prior to the funeral. Joyce expressed her appreciation for the board and staff's support. She told me how much Roger enjoyed working at the library and how appreciated he felt, too. I appreciated the time Maureen and Julie took to attend his funeral.

I attended the Chamber meeting this month. Old Fashioned Christmas is very much up in the air this year since the high school may not be available for the event. We committed to doing a craft table and Book Tree (donated paperbacks giveaway) at their event. I will let you know when I get more details. We may also do a program of some type in the library that day if we have enough staff to support both venues. The Historical Society asked us to offer their house tour tickets for sale like we did in past years, which we will do.

The staff discussed decorating the library for the Holidays. We would like to do it this year. Ellen saved books for the board members who want to create the Book Christmas Tree for the Colorado room. We are all excited to have our remodel finished for the holidays.

Customer Service and Community Relations

- Kate has helped On Pointe copy and print flyers for their big Christmas show "Crack the Nut". We are making plans to collaborate with them on two projects centered around the Nutcracker theme.
- We will be doing the Chamber Trick-or-Treat on 10/29 and Trunk or Treat on 10/30. Staff will take this opportunity to pass out mini flyers to the Nov 10th Fall Festival to the 1000 families who are expected to participate. Nomie has volunteered to help pass out candy with us.
- Katie has given out 5 goodie bags to district teachers and sent out a message in mid-October to district reminding teachers to stop by and grab one. It has EPL swag and information about library resources.
- Ellen went to Benjamin Square to drop off more books and talked with them to see what type of books that they prefer (large print and paperback).
- Kids are starting to bring their October Bingo sheets back to the library that we distributed to all five schools.
- Neal and Ellen collaborated to organize and present Victorian Frights on 10/23; Neal coordinated the texts and readers and planned all of the performance elements; Ellen helped with set-up, advertising, and registration Neal, assisted by Michele, has been working on processing new board games and putting barcodes on all the board games so we can circulate them through Sierra. Others jump in to help as they can.
- Katie put up a Dia de los Muertos display toward the end of October with colorful skull decorations and books.
- Staff participated in the HPLD October Food drive; will report statistics of food collected next month; food will go to kids and teens in Eaton. Katie and Brenda met with Randee from the Weld County Food Bank to discuss implementing their Kids' Cafe program to provide free healthy snacks to all kids ages 0-18 after school. The food will be eaten in the event room or the hallway or taken outside.

HR Management and Facilities

- Kate attended a webinar about MakerSpaces on 10/19 and learned a lot of information from other technology librarians.
- All equipment is set up in the MakerSpace, and Kate continues to learn and run tests on the machines.
- Katie processed new children's books (J fiction, J graphic novels, E board books, and E fiction), new and relevant books for our new Teaching and Parenting sections, and 7 new LaunchPads for older kids and teens.
- Our HPLD substitute, America, has provided necessary staff support at the front desk working Tuesday and Wednesday mornings. We don't know if she will continue to be available, as she has taken a fulltime position at the UNC library. Michelle has been amazing help and has jumped into our staff team enthusiastically. Unfortunately, she is only available to work limited hours for us.
- I hired Bill Sutton, a retired police officer, to do handyman chores for us. He will help dispose of the remaining shelving and take care of small items which need attention.

- I hired Newell Tree Trimmers to take the dead wood out of our trees. I asked that they do it prior to our Nov. 10 event, if at all possible.
- Staff members assisted me in interviewing applicants for our two vacancies. I hope to have more information to report at the board meeting on Wednesday.
- I hired Schreiber Lawncare to do our lawn, landscaping, and snow removal, on an "as needed" basis. They were recommended by the town.
- I met with Assistant Town Administrator Greg Brinck who will coordinate our acquisition of VOIP with Verizon. He installed a similar phone system for the last town he worked for and will be very helpful in getting our best outcome.

Administration

- Our remodel is wrapping up. We need the logo artwork installed, computers which are delayed by the supplier installed in the teen room and laptop table and can lighting installed in the teen room. This is a new change order designed to brighten up the dark corners in that room. We are waiting on the end panel and computer kiosk replacements that were reordered due to a mismatch in color. No one but us will notice!
- Kate is applying for an ARISS radio contact between the International Space Station and the library; has made contact with Marcy Sanger and a HS teacher at the school district, Rich Gordon at the Weld Amateur Radio Society, and James Molina from HPLD to create partnerships and get support for this application
- Ellen has worked hard to build a stronger partnership with the Friends; attended their last meeting as a staff representative and discussed options for shelving the donated books. She assisted the Friends in organizing the Booksale shelves and is working on suitable signage for the area. A number of them joined her on a Saturday to put the books she had been keeping for them out on the shelves.
- I've implemented a system I copied from Ellen to organize my calendar and tasks and I am enjoying the benefits very much!

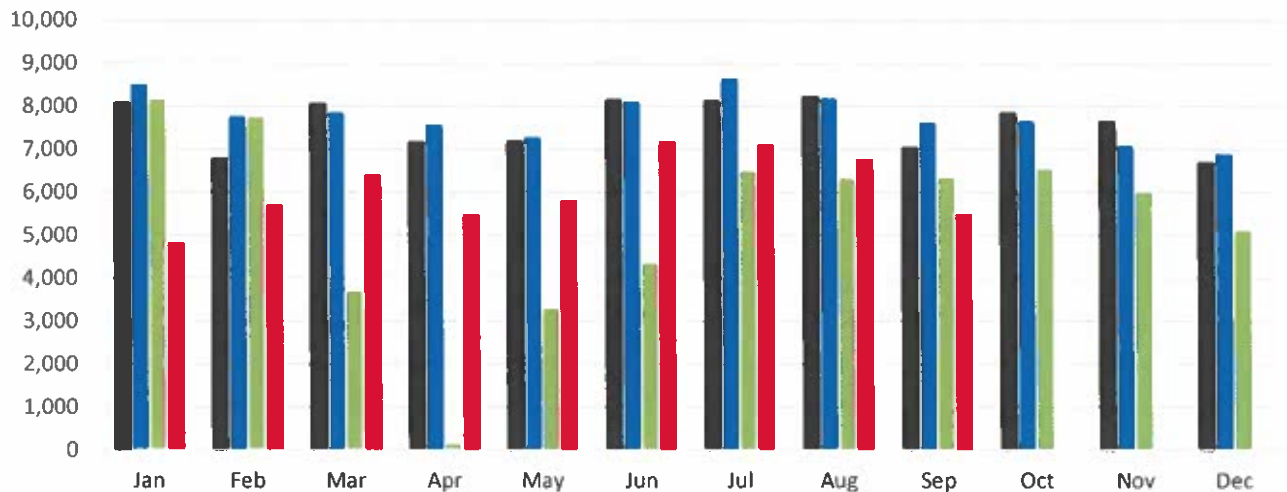
Board of Trustee Relationships:

- Fall Festival
 - Kate, Ellen, Katie, and Brenda have continued working with the Board committee to plan the details for the Fall Festival; all have pitched in to order supplies and plan; we're excited to show off the library and create an exciting community event
 - The Meeting on 10/20 allowed us to solidify details and start to "assign" roles to specific people; Shelley will work on recruiting volunteers for the slots we listed; we have our checklist of items to do before the event.
 - Staff is heavily promoting the event through the schools, in the waterbill and with our walk-in traffic plus social media.
 - The police chief phoned me to ask to be included in our event. He will send an officer and a vehicle, to be part of our programs plus will close off part of 2nd Street and Maple Ave. for the safety of our attendees, particularly for the hayride. He thinks we will draw crowds! The hayride is a real crowd-pleaser.

Eaton Public Library 2018, 2019, 2020 & 2021 Statistics

Circulation

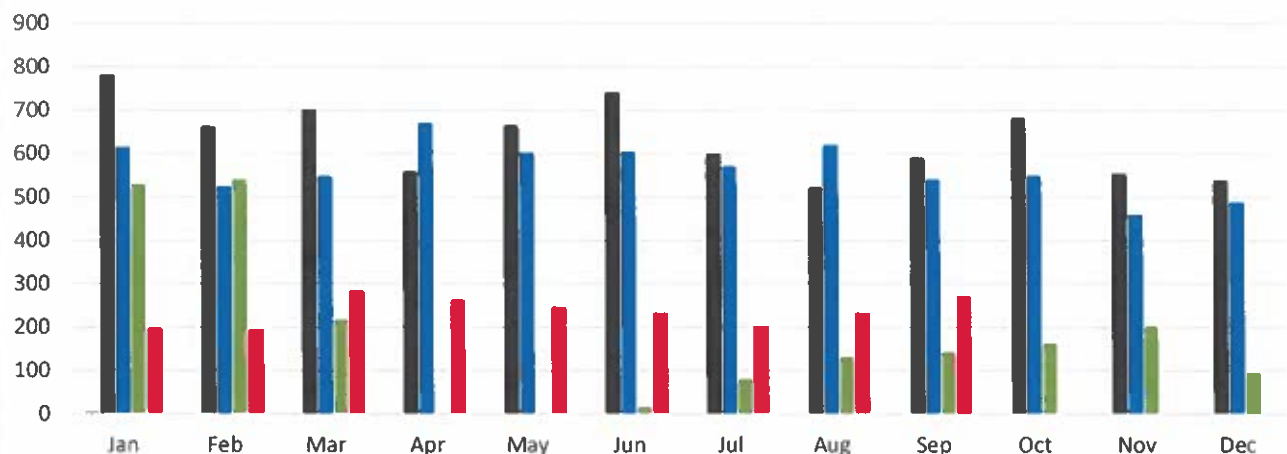
2018 - 2021 Circulation



	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	6,743	5,476				54,564

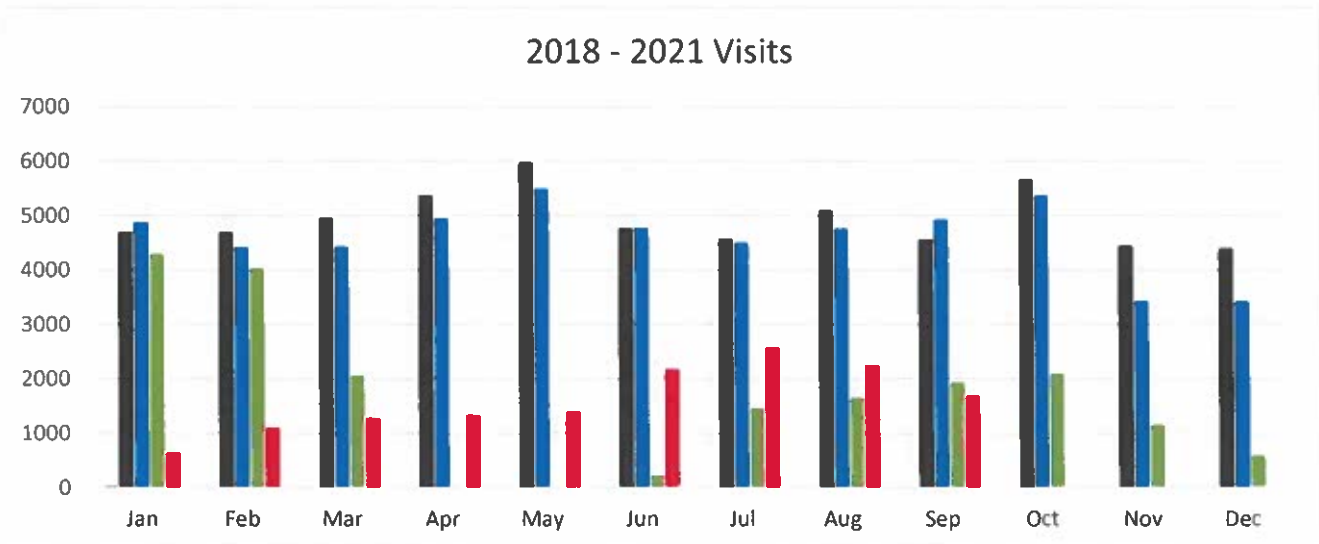
Computer Users

2018 - 2021 Computer Users



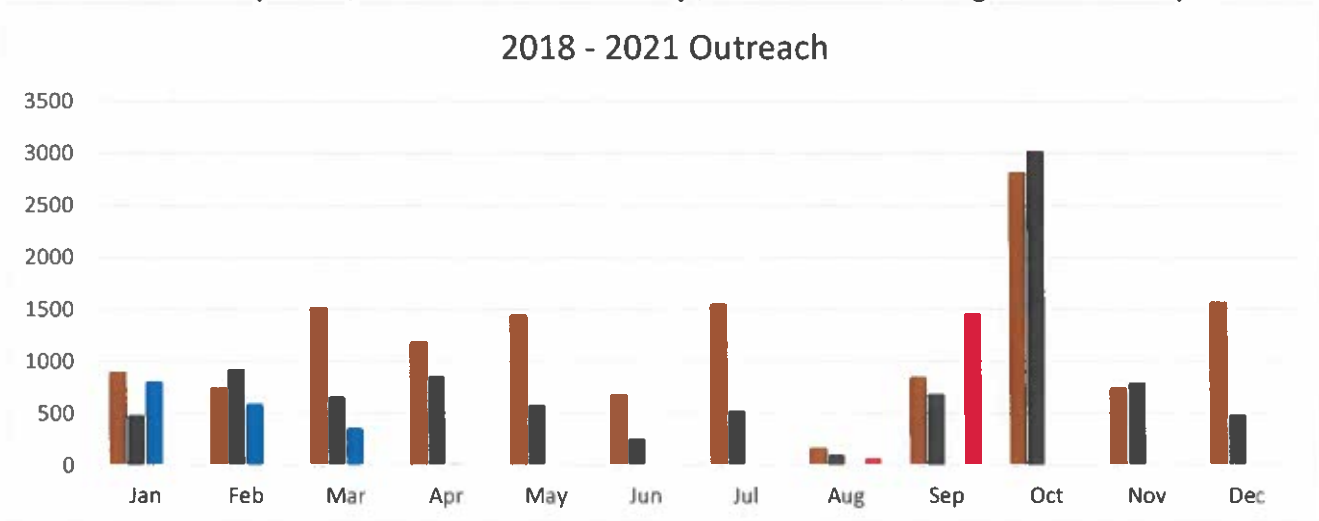
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2018	778	659	699	556	662	738	597	519	588	679	552	536	7,563
2019	613	522	545	668	600	601	568	618	538	546	457	485	6,761
2020	526	538	215	0	0	13	78	128	139	160	199	91	2,087
2021	195	192	280	260	244	229	199	229	268				2,096

Visits



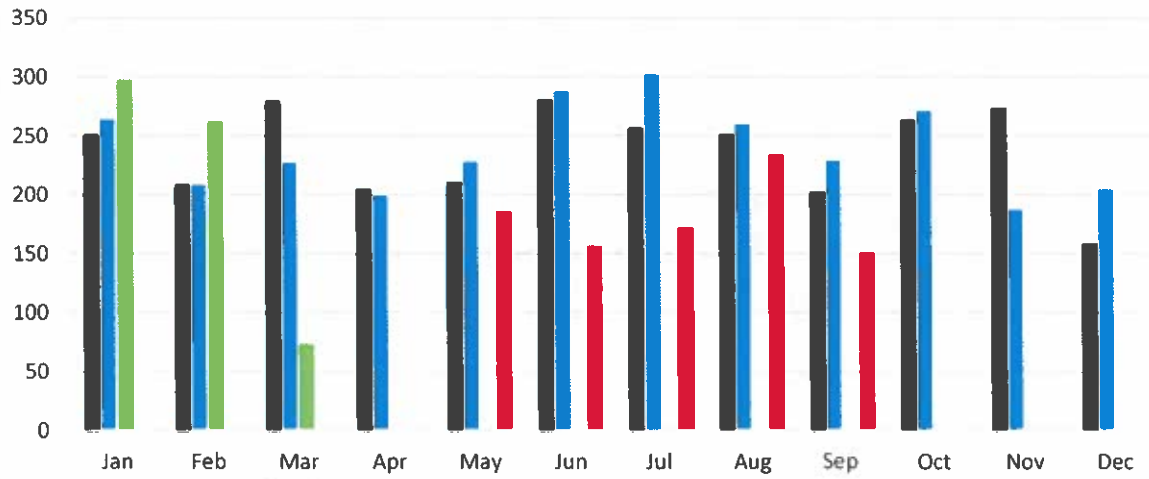
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2018	4,686	4,672	4,943	5,357	5,958	4,747	4,562	5,081	4,537	5,651	4,427	4,372	58,993
2019	4,861	4,398	4,406	4,925	5,475	4,753	4,485	4,743	4,903	5,344	3,408	3,401	55,102
2020	4,273	4,007	2,036	0	0	197	1,436	1,633	1,908	2,073	1,121	563	19,247
2021	616	1,078	1,263	1,316	1,375	2,159	2,545	2,232	1,657				14,241

OUTREACH (EELC, Faith Preschool Coop, Classrooms, Programs Offsite)



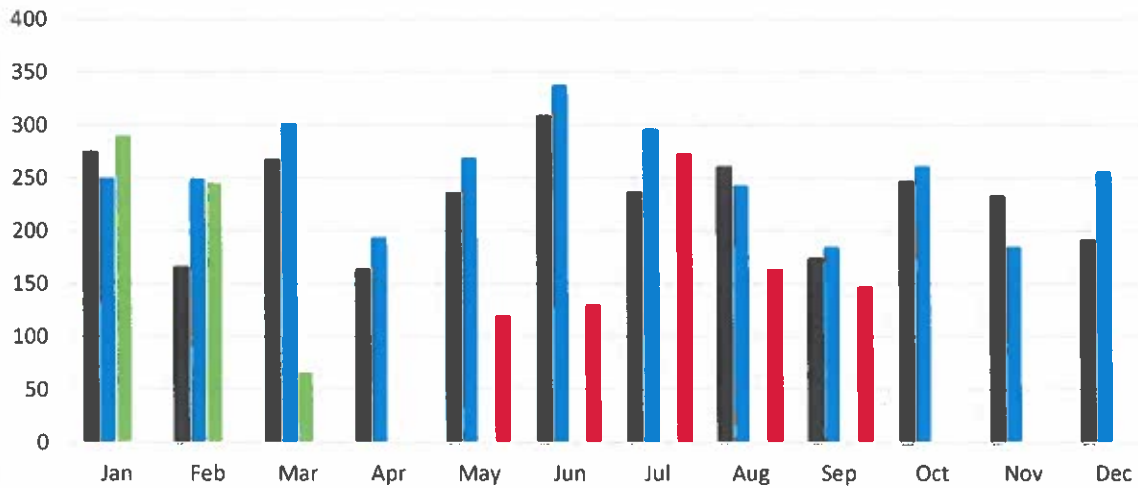
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2018	884	731	1503	1178	1435	658	1535	149	831	2809	730	1552	13,995
2019	466	907	641	838	563	237	507	85	670	3017	775	466	9,172
2020	796	583	344	2									1,725
2021								53	1450				1503

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	233	150				894

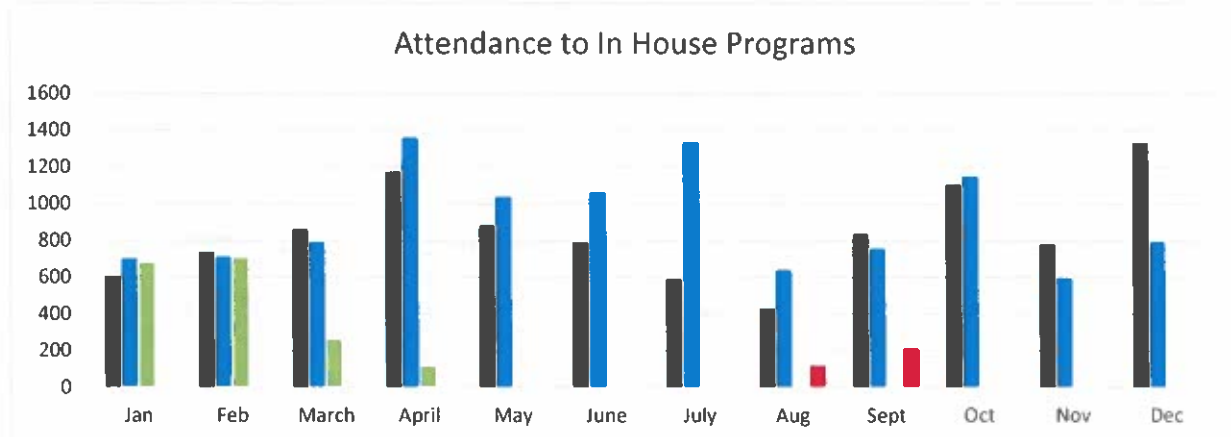
AWE 2



	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	162	146				828

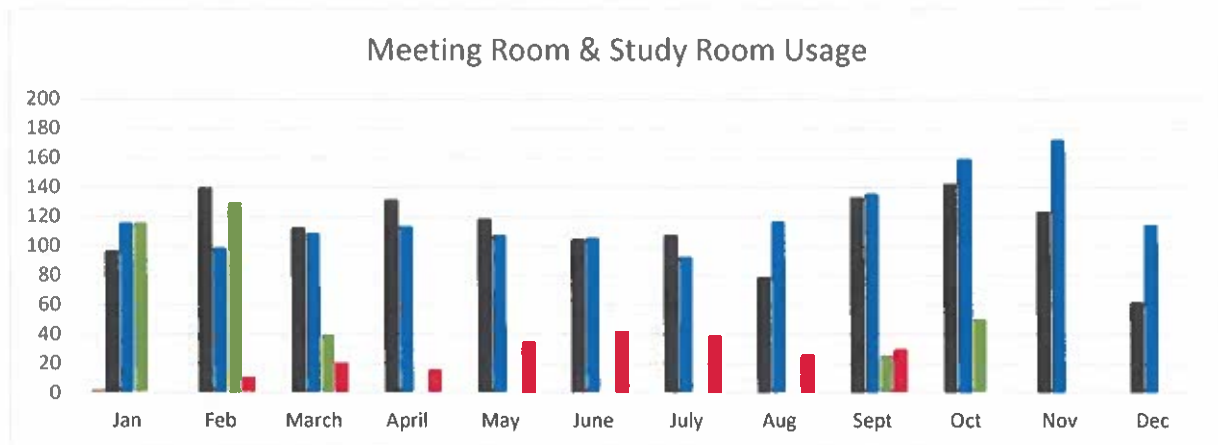
Eaton Public Library 2018, 2019, 2020 & 2021 Statistics

In house Programs



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2018	601	731	856	1169	876	786	586	426	831	1101	776	1326	10,065
2019	695	703	786	1354	1030	1056	1331	632	750	1144	590	786	10,857
2020	670	697	249	104									1,720
2021								114	204				318

Meeting Room & Study Room Usage (non-library)



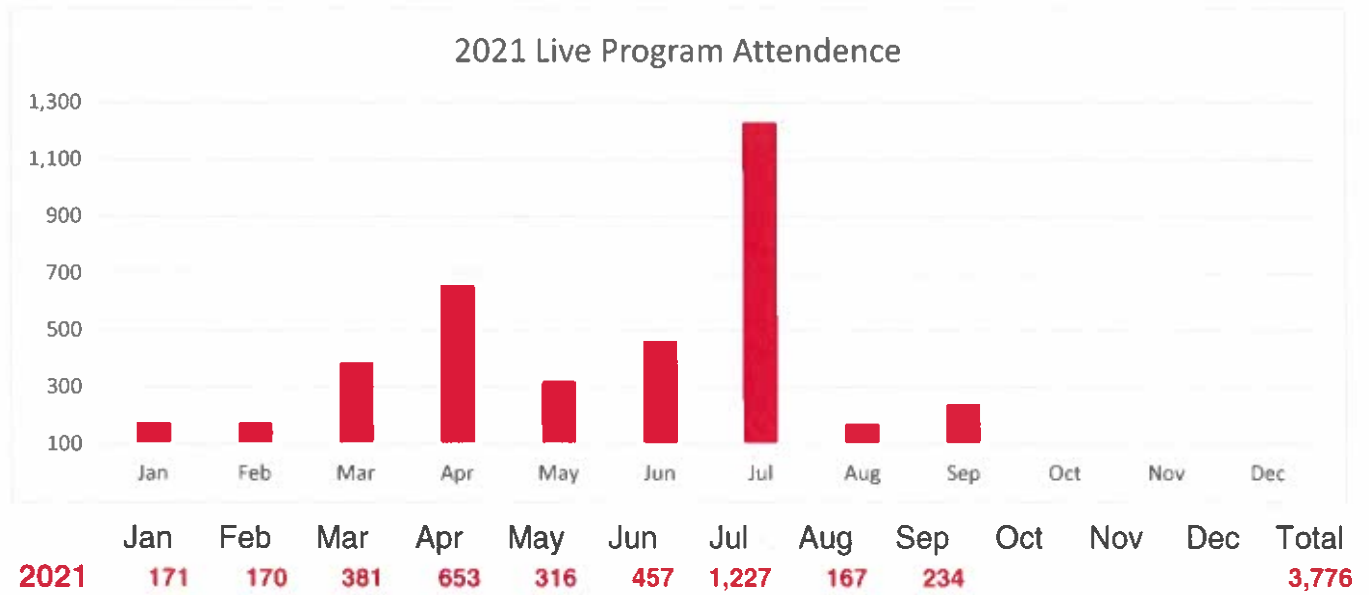
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2018	96	139	112	131	118	104	107	78	133	142	123	61	1,344
2019	115	98	108	113	107	105	92	116	135	159	172	114	1,434
2020	115	129	39	0					25	50	0	0	358
2021	0	10	20	15	34	41	38	25	29				

Eaton Library 2021 Program Count Statistics

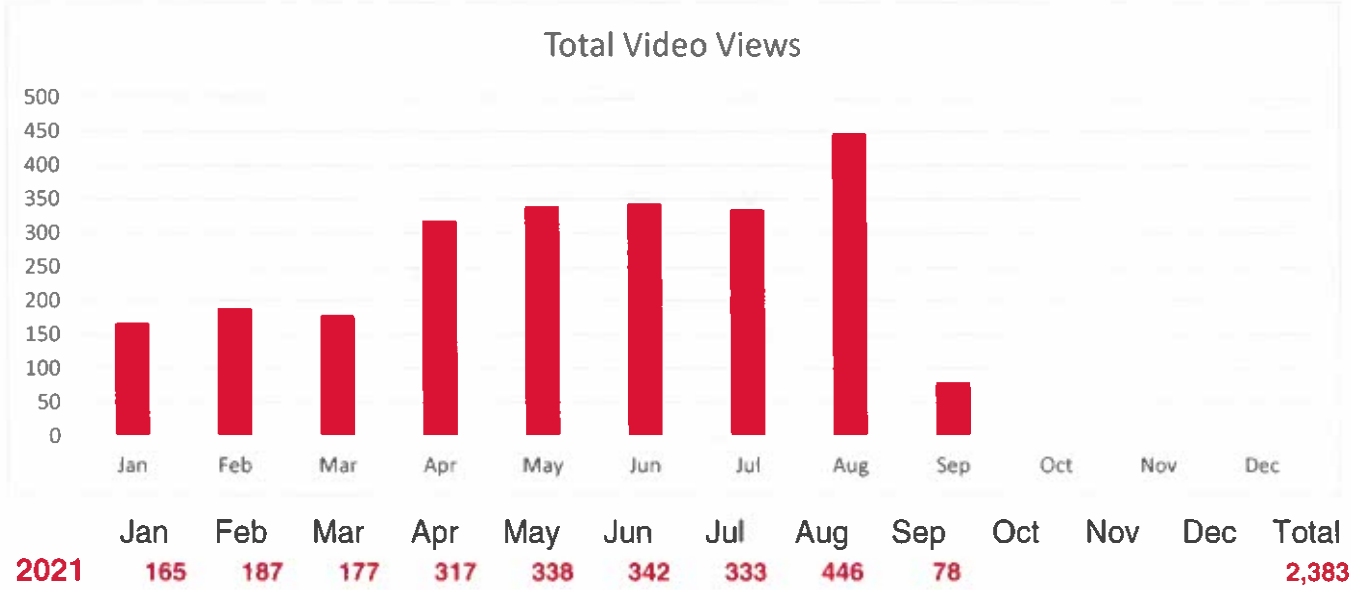
Total Number of Live Programs



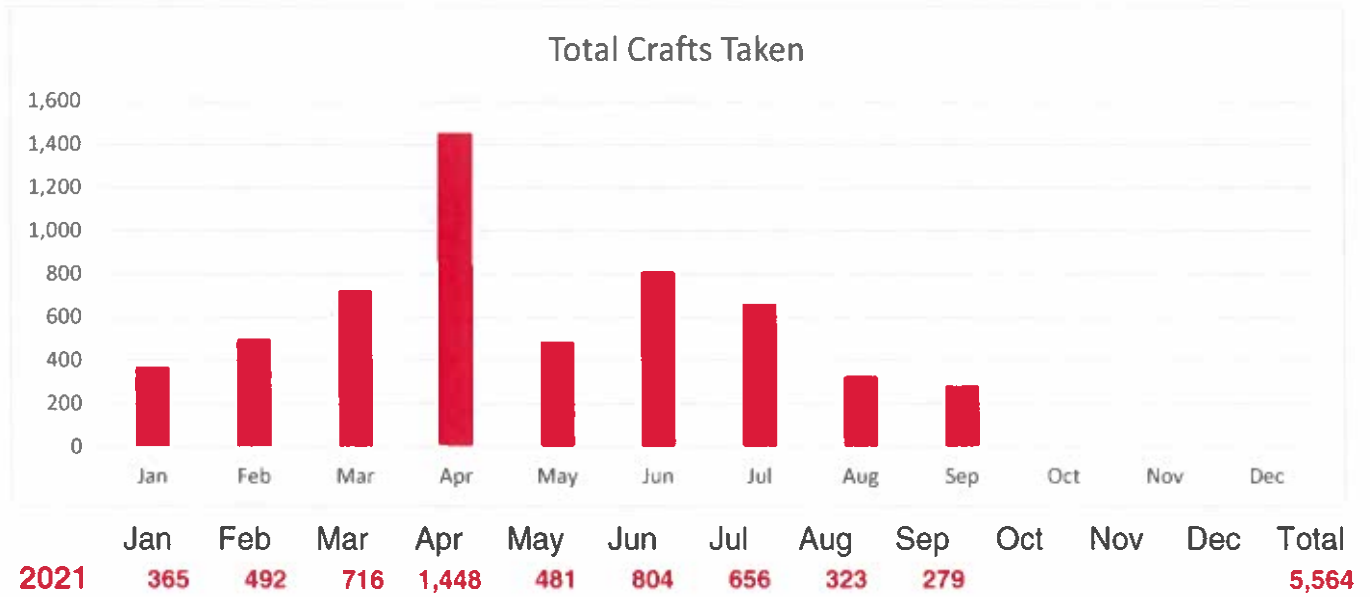
Live Program Attendees



Video Views



Take and Make Crafts



Library Fund

Revenue & Expense

	Month Ending 9/30/2021	YTD 9/30/2021	Budget Full Year	Percentage Used	Budget Variance
REVENUES:					
Property Taxes	0.00	1,505,959.00	1,506,538.00	100.0%	(579.00)
Fines & Miscellaneous	54.00	545.68	3,000.00	18.2%	(2,454.32)
Gifts & Memorials	1,610.00	1,610.00	2,000.00	80.5%	(390.00)
TOTAL REVENUES:	1,664.00	1,508,114.68	1,511,538.00	99.8%	(3,423.32)
EXPENDITURES:					
Head Librarian	5,960.00	56,620.00	78,986.00	71.7%	22,366.00
Assistant Librarians	19,919.90	184,293.60	445,616.00	41.4%	261,322.40
Employee Benefits	1,284.39	37,738.80	131,151.00	28.8%	93,412.20
Operating Supplies	602.21	5,610.88	18,000.00	31.2%	12,389.12
Public Relations	168.00	2,544.13	10,000.00	25.4%	7,455.87
Postage	0.00	55.00	500.00	11.0%	445.00
Communications	0.00	2,777.01	4,500.00	61.7%	1,722.99
Mileage Reimbursements	0.00	0.00	2,800.00	0.0%	2,800.00
Emergencies	42.36	42.36			
Training	403.70	1,429.93	11,500.00	12.4%	10,070.07
Insurance	0.00	14,958.75	14,000.00	106.8%	(958.75)
Contract Services	2,645.09	20,747.19	36,000.00	57.6%	15,252.81
Utilities	0.00	8,832.28	15,750.00	56.1%	6,917.72
Repairs & Maintenance	0.00	1,208.95	20,000.00	6.0%	18,791.05
Media	267.82	1,445.30	26,000.00	5.6%	24,554.70
Print	1,911.69	9,278.43	32,000.00	29.0%	22,721.57
Periodicals	71.00	3,781.26	4,900.00	77.2%	1,118.74
Library Programs	1,033.04	11,128.28	30,000.00	37.1%	18,871.72
Maker Space			25,000.00	0.0%	25,000.00
Equipment Acquisition	0.00	129.99	20,000.00	0.7%	19,870.01
Capital Projects	204,485.71	429,485.22	752,769.00	57.1%	323,283.78
TOTAL EXPENDITURES	238,794.91	792,107.36	1,679,472.00	47.2%	887,364.64
NET SURPLUS/(DEFICIT)	(237,130.91)	716,007.32	(167,934.00)	(426.4%)	883,941.32

Eaton Public Library Income & Petty Cash Sept 2021

Date	Description	+	-	Comments
October 1, 2021	In Drawer	\$150.00		
October 27, 2021		\$9.60		
October 30, 2021	In Drawer	\$150.00		

Payments

Date	Petty Cash - Paid Out		Comments
October 7, 2021	Judy Mericle		9.98 Reimbursement for tangerines for program (8600)
	Total	\$0.00	

Date	Other Activity	+/-	Comments

Eaton Public Library Invoices October 2021

Date	Invoice	Description	Expenditure	Code
10/1/2021	61021057	Key People-janitorial	\$1,565.00	7315
10/1/2021	1782105	Monarch -name tags & business cards Sep/Oct order	\$173.00	7215
10/1/2021	129781	First Class Security Systems-fire alarm monitoring	\$92.85	7315
10/5/2021	708973	Demco-labels for collection	\$173.78	7215
10/10/2021	3745	NW-H-ad for Oct	\$168.00	7216
10/15/2021	5317	HPLD-media (8211) \$59.20 Print (8510)\$2017.42	\$2,076.62	see left
10/18/2021	2956	Artistic Furniture Renewal-restore oak table	\$1,500.00	9195
10/22/2021	3588	WSI-movers	\$2,620.00	9195
10/22/2021	22057-EL-Balance-A	Shelf Image-study tables	\$2,442.00	9195
10/22/2021	22081	Shelf Image-2 lounge chairs and storage fees	\$5,300.00	9195
10/22/2021	201535ES-14	staff expenses in August	\$423.71	9195
10/22/2021	660539	Sturgeon Electric	\$8,918.91	9195
10/22/2021	229	American Construction	\$13,547.92	9195
10/22/2021	660539	NW-H-ads and monthly event list Oct & Nov	\$456.00	7216
10/26/2021	117053	Automatic Access, inc. - door repair & servicing	\$808.88	7520
Total			\$40,266.67	

Brenda

8514 Visa Credit Card Charges

Date	Invoice	Description	Expenditure	Line #
9/1/2021		Dollar General: water for the library Board	\$4.00	7215
9/2/2021		Amazon: filament for 3D printer in MakerSpace (See below for orders totalling \$120.71)	\$43.04	8540
9/10/2021		Amazon: paper and craft kit containers	\$71.18	7215
9/10/2021		Amazon: contact paper for a preschool lightning bug craft	\$6.49	8600
9/10/2021		Amazon: miscellaneous supplies and display signs	\$163.61	7215
9/14/2021		Oriental Trading: materials and decorations for Fall Festival	\$150.65	8600
9/14/2021		Paypal to Awesome Librarians: fun t-shirts for staff to wear for book	\$174.93	7240
9/15/2021		Amazon: chair for older children in the kids' room (part of overhaul of children's room)	\$54.99	9150

9/16/2021		Bound to Stay Bound Books: board books to fill in collection	\$1,122.95	8510
9/16/2021		Amazon: new rolling desk for Kate in MakerSpace	\$139.00	8540
9/17/2021		Amazon: cleaning and other operating supplies	\$287.83	7215
9/19/2021		Cricut: monthly subscription to the software	\$10.61	8540
9/21/2021		Findaway: chargers for LaunchPad tablets	\$35.00	8211
9/22/2021		Dragon Inn: staff interview lunch	\$45.81	7240
9/22/2021		Staples: paper and book tape	\$214.77	7215
9/22/2021		Amazon: set of three cable protectors for MakerSpace cords	\$36.99	8540
9/23/2021		Zoom: monthly subscription to Zoom for programs	\$42.36	8600
9/24/2021		Oriental Trading: prizes for October bingo, candy and decorations for Trunk or Treat	\$20.99	8600
9/24/2021		Demco: cases for DVDs and CDs	\$165.13	7215
9/24/2021		Oriental Trading: prizes for October bingo, candy and decorations for Trunk or Treat (receipt include OT order above)	\$322.84	8600
9/24/2021		Casa Maria: staff interview lunch	\$82.80	7240
9/27/2021		Amazon: dry box to protect filament for 3D printer in MakerSpace	\$49.99	8540
		Amazon: display holders for signs	\$27.99	7215
9/27/2021		Amazon: movie replacement in children's movies	\$16.99	8211
9/27/2021		Paypal to Anthony: art committee	\$475.00	8535
9/28/2021		Amazon: Spanish book	\$7.00	8510
9/28/2021		Amazon: book for parenting section recommended by homescho	\$32.98	8510
9/28/2021		Amazon: corner bookshelf for children's room as part of remodel	\$139.82	9150
9/29/2021		Amazon: forest animal bookshelf for new books in children's room as part of remodel	\$118.77	9150
9/30/2021		Findaway: new LaunchPads for older elementary and teens	\$979.93	8211
9/30/2021		CoffeeHouse 10:24: drinks for staff for Thriving Thursday	\$23.25	7240
Total			\$5,067.69	

Kate				
Date	Description	Expenditure	Line #	
9/1/2021	Dollar General: materials for teen stress ball kits	\$5.25	8600	
9/1/2021	Poulsen Ace Hardware: brushes for adult craft kits	\$10.09	8600	
9/14/2021	Dollar Tree: materials for teen Zen gardens	\$15.00	8600	

	9/14/2021		Lowes: materials for teen Zen gardens		\$43.52	8600
	9/16/2021		Dollar Tree: materials for teen Zen gardens		\$8.00	8600
	9/22/2021		Target: accessories for Cricut in the MakerSpace		\$53.97	8540
			Total		\$135.83	
Ellen			No purchases in October			
			Total		\$0.00	
Neal						
	Date		Description		Expenditure	Line #
	9/2/2021		Walmart Supercenter (headset)		\$49.48	8600
	9/3/2021		Amazon Web Services; Artemis hosting		\$2.50	8600
	9/25/2021		Haunted Game Café; Escape Room design book		\$16.99	8600
	9/30/2021		Dollar Tree; spider rings (Galeton Outreach)		\$6.48	8600
			Total		\$75.45	
	Kate					
	9/7/2021		Walmart: brushes for rock painting at Kids' Discovery and Kits		\$13.16	8600
	9/10/2021		CO Lib Ed Foundation: silent auction where we won a NASA storytime and science books		\$79.00	8600
	9/17/2021		Heritage: goodies to decorate the lounge for staff morale in September		\$36.25	7240
	9/29/2021		Dollar Tree: wrapping paper to wrap some boxes		\$2.00	7215
	9/29/2021		Office Depot: dot stickers to relabel children's books		\$38.80	7215
			Total		\$169.21	

Approved for Payment by:

Eaton Library Board Date