

AGENDA
Eaton Public Library Board of Trustees
September 2, 2020
5:30 pm

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. Personnel Issues
5. President's Report
6. Director's Update
7. Approval of the Consent Agenda
 - a. Meeting Minutes of August 5, 2020:
 - b. Director's report dated September 2020:
 - c. Financial Report August 2020:
 - d. Invoice Summary August 2020:
8. Items removed from the Consent Agenda
9. Committee Reports
 - a. Financial
 - b. Strategic Plan
 - c. Events
 - d. Space Plan
 - e. Policy
10. Old Business
 - a. Sculpture Art - Nomie
 - b. Land Acquisition – Dave
 - c. Director's Evaluation – Julie
 - d. Town Handbook - Julie
 - e. Trustee job description and term limits
 - f. Board Information Handbook
11. New Business
 - a. Implementation of Jerry Lewis Training
 - b. Cal conference reporting
12. Action Steps
13. Board Comments
14. Adjourn

Next Meeting: October 7, 2020 at 5:30 pm

Present:

Julie Finn – President

John Isbell – Vice President (via Zoom)

Shelley McLatchie – Secretary

Nomie Ketterling – Board Trustee

Maureen St. Peter – Board Trustee (via Zoom)

Brenda Carns – Library Director

Excused:

Dave Sloan—Board Trustee

Guest:

Jerry Lewis – Training Consultant

1. Call to Order – Meeting called to order 5:31 p.m. by President Finn
2. Approval of Agenda – Secretary McLatchie motioned to approve the agenda with the following items to add to New Business: town partnership, bylaws review, trustee job description, term limits, and Greeley Regional library survey. Trustee Ketterling second, all approved, motion carried.
3. Report of the President –
 - a. President Finn asked Director Carns to order 10 copies of the Trustee handbook, cost \$60, for all board trustees.
 - b. Trustee Sloan will provide update on past Director Jerry Krois currently in hospice care.
 - c. IGA finalized and awaiting our fully executed copy for distribution.
 - d. Use of town emails (Eaton.org) as all future library correspondence.
 - e. Cal Conference in September – Brenda has registered all those who wanted to attend this virtual conference and will provide updates at September meeting.
4. Report of the Friends – President Finn indicated she spoke with Mary Vance and she indicated the Friends had not formally met since the Pandemic in March 2020 but has a meeting scheduled in September. Director Carns indicated the Friends always receive an invite to our board meetings.
5. Director's Update – Director Carns attached her full report to the meeting agenda, however highlighted the following information:
 - a. The 2020 Consensus is winding up and indicated Eaton has had great participation and no extra effort needed from the library.
 - b. Director Carns indicated she is renewing the copier service lease and will include maintenance and toner, the library will pay for paper which is approximately \$40 per month at this time. The upgrade will provide better service for our patrons.
 - c. Director Carns indicated like other libraries within HPLD which have started a board game collection check out service, we are planning on adding this collection and will incorporate yard games as well.
 - d. Director Carns indicated the staff is updating the non-fiction collection and will integrate teen non-fiction with the rest of the collection to make search options easier for patrons.
 - e. A new self-check-out machine is set up in the vestibule and the staff has reorganized the bulletin board and community information.
 - f. A new Greeley Regional library survey has been sent out by HPLD for all patrons.

- g. HPLD will install 5 indoor security cameras which will be monitored via the internet by Director Carns and staff. These cameras have no connectivity to the police department, and are more for security monitoring within the library.
6. Approval of the Consent Agenda –Secretary McLatchie made a motion to approve the consent agenda, Trustee St. Peter second, all approved, motion carried.
7. Items Removed from the Consent Agenda – no items were removed from the consent agenda.
8. Committee Reports
 - a. Financial – Trustee Ketterling reported no major concerns, however indicated the following questions:
 - i. Periodicals were billed at over 50% of the annual budget – Director Carns indicated they were paid in bulk and not monthly.
 - ii. Training was at over 50% budget – Director Carns indicated training comes in waves and training is reimbursed by HPLD up to \$2,000. 2020 has been unusual in our training needs due to the pandemic.
 - b. Strategic Plan – President Finn indicated she and VP Isbell will set a meeting in October to review updates to the strategic plan which expires in 2021.
 - c. Events/Outreach – Secretary McLatchie indicated her and Trustee St. Peter will set a meeting to set dates and location options for the holiday dinner. Secretary McLatchie also indicated she would like to continue to look for ways to partner with town businesses to promote the library. Trustee Ketterling and Director Carns will provide information on current partnerships and ideas to further promote the library through the Town Council and Eaton Chamber of Commerce.
 - d. Space Plan – President Finn indicated since the space plan update required additional discussion she would like to the move the discussion to the end of the agenda. All members agreed.
 - e. Policy – Secretary McLatchie indicated the Meeting Room policy still needs review and update. Secretary McLatchie and VP Isbell will work with Director Carns to review and present an updated Meeting Room policy at the September meeting.
9. Old Business
 - a. Art – Trustee Ketterling indicated she would like to work with artist George Lundeen from Loveland CO. Trustee Ketterling toured Mr. Lundeen’s gallery and his process of casting bronze sculptures. Trustee Ketterling indicated she has spoken with the Friends regarding their art budget and would like to work with the Events Committee for fundraising options to offset costs for this endeavor. Trustee Ketterling will send a link to the board for Mr. Lundeen’s gallery. Trustee St. Peter inquired if we could lease an art piece, answer no. Trustee Ketterling indicated the budget would be between \$10,000 and \$60,000.
 - b. Land Acquisition – President Finn indicated due to Trustee Sloan’s absence this item is on hold. Trustee Ketterling requested we look at this as an investment opportunity and the possibility of looking at locations away from the library as an annex rather than focusing on property within the vicinity of the library.
 - c. Board Vacancy – The board interview committee interviewed 5 applicants and would like to recommend to the board Michael Yancey. Michael has worked with the library as a volunteer for years and will make a great addition to the board. After discussion regarding other interviews and the selection process, Trustee Ketterling made a motion to accept Michael Yancey for the board vacancy, Trustee St. Peter second, all in favor, motion carried. Trustee Ketterling will inform Michael Yancey and the other applicants of the board decision and Director Carns will draft a letter to the Town Council regarding our recommendation and

appointment. Trustee Ketterling asked Director Carns to keep the other applications on file for future board vacancies.

- d. Director Evaluation – Director Carns per direction from President Finn drafted a revised Director Evaluation. President Finn asked the board to review the new evaluation and comment directly to her regarding questions or changes. September we will review the new evaluation and start the evaluation process to be complete by December. Secretary McLatchie inquired about other board members having check-ins with Director Carns. President Finn indicated no formal schedule should be in place but for each board member to set up a meeting with Director Carns as they see fit. President Finn also indicated that all comments made on the evaluation will be shared with Director Carns along with the board member's name, and asked each board member to sign their evaluations.

10. New Business

- a. Board email communication – Colorado Sunshine Law – President Finn asked all board members to review the Colorado Sunshine Law that specifies no board business to be conducted via email with regard to entire board discussions or decisions. Trustee Ketterling indicated that a new Pandemic policy may supersede this law regarding technology. Director Carns has inquired with the town attorney, Avi Rocklin, and indicated the Sunshine Law is still valid regarding board business via email. Director Carns will follow up with HPLD as well to confirm. Director Carns clarified that including all board members on an email correspondence discussion regarding board business is not permitted due to the requirement for information to only be discussed by three or more board members at a posted meetings, however a discussion via email between 2 board members is acceptable. Director Carns also indicated she will begin only using the Eatonco.org emails for all library correspondence with the board.
- b. United for Libraries – President Finn asked for a vote to join United for Libraries, a great resource for Trustees. Secretary McLatchie made a motion, Trustee St. Peter second, all in favor, motion carried to join United for Libraries at a cost of \$50 per year.
- c. Update Board Book – Secretary McLatchie met with Director Carns to update the current board book. Secretary McLatchie handed out an updated table of contents and asked board members to review and prepare to vote on the updated board book at our September meeting.
- d. Town Partnerships – Secretary McLatchie indicated she would like to be informed as to what town partnerships we currently are involved and how we can further branch out and promote the library within our community. Director Carns and Trustee Ketterling will meet with Secretary McLatchie to review.
- e. Board Bylaws – Secretary McLatchie asked for a committee to be formed to review the Bylaws. Discussion took place regarding the purpose of the committee to amend the Bylaws or simply review of the Bylaws by a committee so that they are being followed. President Finn, Trustee St. Peter and Secretary McLatchie volunteered to form a committee to review the board by-laws. Secretary McLatchie made a motion to form the Bylaws committee, Trustee St. Peter second the motion, all in favor, motion carried.
- f. Board Job Description – Trustee Ketterling had asked Director Carns to research other library board trustee job descriptions. Director Carns sent out a copy of the Telluride CO trustee job description. Secretary McLatchie will forward this trustee job description to all board members with feedback requested by our September meeting to vote on a final version and incorporate into the updated board book. Secretary McLatchie also asked board members to consider term limits to incorporate into the new board job description.

- g. Greeley Regional library survey – Secretary McLatchie and Director Carns reminded everyone to complete the electronic survey from HPLD for the new Greeley Regional library.
- h. Space Plan – Secretary McLatchie handed out a final sketch plan for the library space plan indicating “green” for the proposed construction areas and “pink” for the proposed millwork areas. Secretary McLatchie asked for a vote from the board to proceed to Phase II of the space plan and handed out a copy of the original Wember proposal outlining the Phase II scope of work. Trustee Ketterling indicated this is not the same world due to the pandemic regarding furniture and equipment as discussed in April. Trustee St. Peter inquired if Phase II indicates the purchase of furniture. Secretary McLatchie indicated Phase II has several tasks and the first task is for Wember to begin architectural drawing compared to the current sketch we have been using, as well as taking bids from construction contractors regarding walls, electrical and millwork. Also within Phase II is furniture selection and the Space Plan committee will continue to keep the board updated along the process of Phase II and hopes to go by area and explore furniture and equipment options to present to the board. VP Isbell indicated he would like to see a breakdown of costs within Phase II. Secretary McLatchie indicated she would inform Wember to begin procuring contractor bids for all aspects of Phase II. Secretary McLatchie made motion to move to Phase II of the Space Plan, Trustee St Peter second, all in favor, motion carried.

11. Action Steps

- a. President Finn and Director Carns will set up joining United for Libraries.
- b. President Finn asked all board members to only use Eaton.org emails.
- c. Director Carns will follow up with the town attorney and HPLD to confirm the use of email correspondence per the Colorado Sunshine Law or the new Pandemic Policy for communication.
- d. Secretary McLatchie will send to the board the Space Plan with construction millwork designations.
- e. Secretary McLatchie will send to the board the Telluride trustee job description.
- f. Secretary McLatchie will send to the board the updated table of contents for the board book.
- g. Director Carns will purchase the Board Trustee Handbook.
- h. The Bylaws committee will meet to review the board Bylaws.
- i. Trustee Ketterling, Trustee St. Peter and Secretary McLatchie will meet to discuss art fundraising ideas.
- j. Trustee Ketterling will contact appointed trustee Michael Yancey and the other applicants.
- k. President Finn asked all board members to review the new director evaluation and respond.
- l. President Finn reminded all board members to submit 3 core board values for our Jerry Lewis training agenda.
- m. Director Carns will draft a letter to the Mayor regarding Michael Yancey board appointment.
- n. The Events committee will meet to discuss dates and location or the holiday dinner.

12. Board Comments –

- a. President Finn thanked Jerry Lewis for his attendance and observation.
- b. President Finn thanked Director Carns for getting a card and gift for Trustee Sloan due to his knee surgery.
- c. President Finn thanked Director Carns for her and her staff’s efforts through these pandemic times.
- d. No other board comments at this time.

13. Secretary McLatchie made a motion to adjourn, VP Isbell second, all approved. Meeting adjourned at 6:56 p.m.

Respectfully submitted,
Shelley McLatchie
EPL Board Secretary

Report to the Library Board
Brenda Carns, Library Director
September Report

- Betsy Lamb and Jess Borich no longer work for the library. We wish them well in their new endeavors.
 - I am reassigning some of their duties to other staff and deciding what is needed beyond that for replacement staff.
 - Katie Rich is working some additional hours to make sure we have desk coverage and to help as needed.
 - Ana is taking responsibility for ordering our supplies and some other work room duties.
 - I've contact HPLD for assistance with collection development ideas until we hire someone to take on those duties.
- The town approved the new Employee Handbook and it will be distributed to employees soon. Julie placed the item on the agenda for September 2 and I emailed the Board a copy earlier this week.
- I am still waiting for a signed copy of the IGA from HPLD. I was at the HPLD board meeting in Johnstown when they approved the Hudson, Platteville and Johnstown IGAs.
- The event room roof is leaking again. An insurance adjustor reviewed the situation and I am waiting on more information about the source of the problem.
- The exterior wood on the 1911 library needs repair and I alerted the town that we need to have their contractor who is doing a similar repair for the town hall to give me an estimate for our library repair.
- The State Library is still hosting a biweekly all state public library director's Zoom meeting that primarily focuses on pandemic concerns for libraries and staff. Some libraries are offering outside in person programs for the public. Our services are on par with those offered by the bigger libraries and in some cases more patron centered and more frequent.
- Miss Judy hosted several storytimes in the park but no one has yet attended. There are many possible factors keeping families at home.
- The Program Team provided information about the number of live and recorded virtual programs and the number of people attending them. I have included two pages showing this information and would be happy to answer any questions about the information at the board meeting.
- Neal's macramé program got Zoom Bombed. He was live streaming and immediately shut down the program and removed it from Facebook. Although he researched this situation before the library started live streaming, he is revisiting how libraries are coping with the problem more recently. I viewed a recording of the incident and believe that the perpetrators were high school age. The program team will review the findings and come up with a recommendation for moving forward for live programs in a more protected manner.
- Sam and Katie have spearheaded a "Book a Librarian" promotion through the schools. The idea is to help kids find resources for their reports and homework by appointment with our staff.

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

- Summer Reading registration hit a total of 223 as follows: 44 Pre-K · 89 Elementary· 48 Teens· 42 Adults
- 120 children were eligible for the savings account prize from the bank at the beginning of the summer; current records indicate that between 26 and 44 are likely to submit enough weekly entries to receive it.

- Prizes are still being picked up and logged and will remain available into August. Any youth who submitted a weekly prize entry but has not picked up their prize by August 1st will be contacted.

Hispanic Outreach late July-late August Outreach (Katie reporting)

- Added a level 2 thread to Spanish / English videos that run Monday-Friday nights; seeing a great response in numbers and comments to these on Facebook
- Started a Live bilingual storytime (previously had been recorded) and had 3 live viewers the first week
- Put out a book in Spanish and a corresponding craft for take-home kits
- Monday, 8/17 I did a set of home visits to do library outreach. May Yipp donated close to 100 masks in sets of 5 for school children. I was able to get them distributed to 15 Spanish-speaking and low-income students. While I was there, I also dropped off a flyer in Spanish and English that listed current library services and explained to families what we will be doing this fall to support students with schoolwork. Brenda also gave me permission to take Summer Reading Program prize books and coupons to these students since many of them were not able to get to the library in person to pick up prizes. I had dropped off books to most of these families earlier in the summer and wanted to acknowledge their reading. Several parents said they really appreciated this outreach, and one mom said she's been watching and enjoying the Spanish / bilingual videos on Facebook.

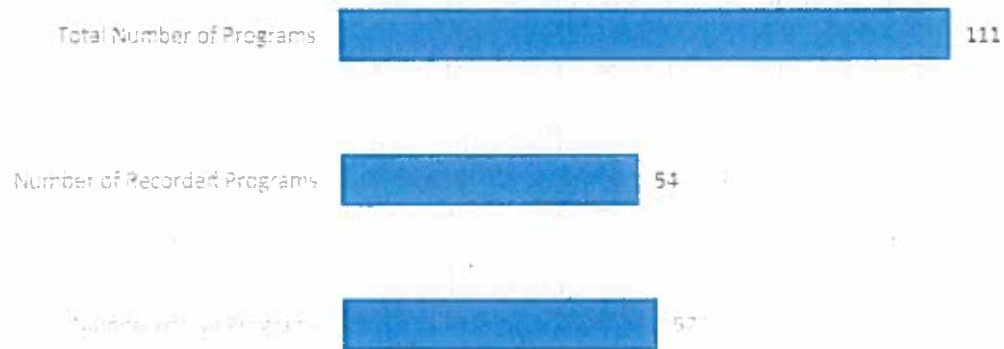
Facilities Team – Sam and Ana (Ana reporting)

- Sam and Ana are preparing a library display on banned books to be mounted in the area by the self check.
- Roger is mounting a display area for public information in the entry area between the first two glass doors.

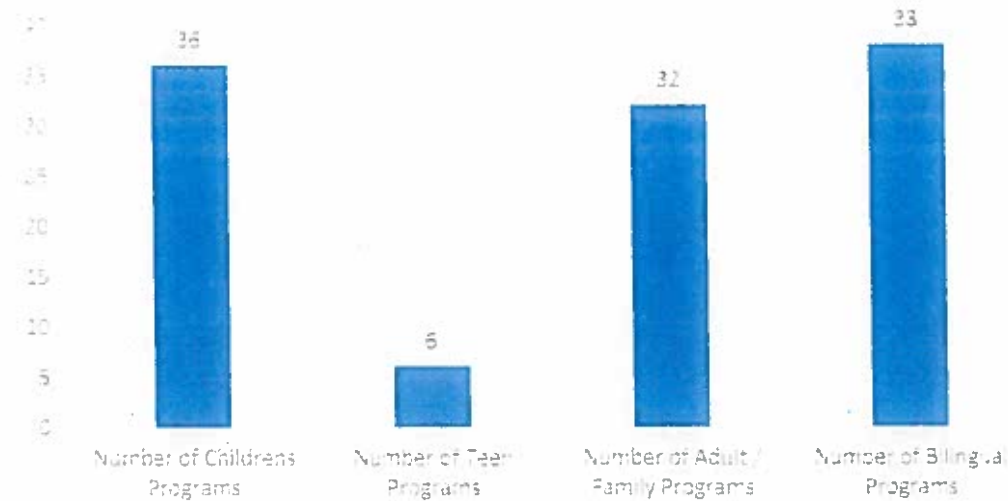
July 2020 Programs

Number of Live Programs	57
Number of Recorded Programs	54
Total Number of Programs	111
Number of Childrens Programs	36
Number of Teen Programs	6
Number of Adult / Family Programs	32
Number of Bilingual Programs	38

Number of Programs



Program Variety



Children Attending Programs

470

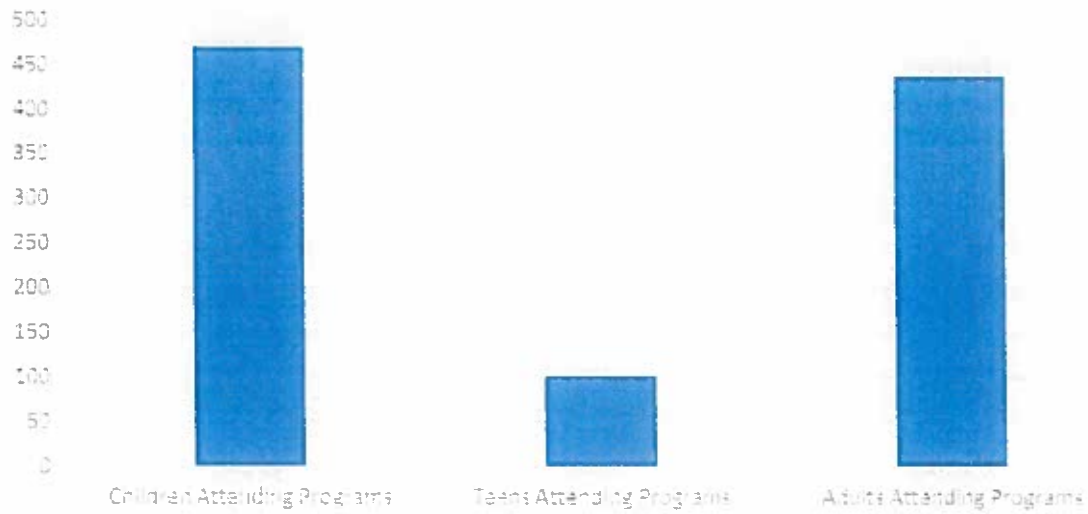
Teens Attending Programs

101

Adults Attending Programs

437

Program Totals

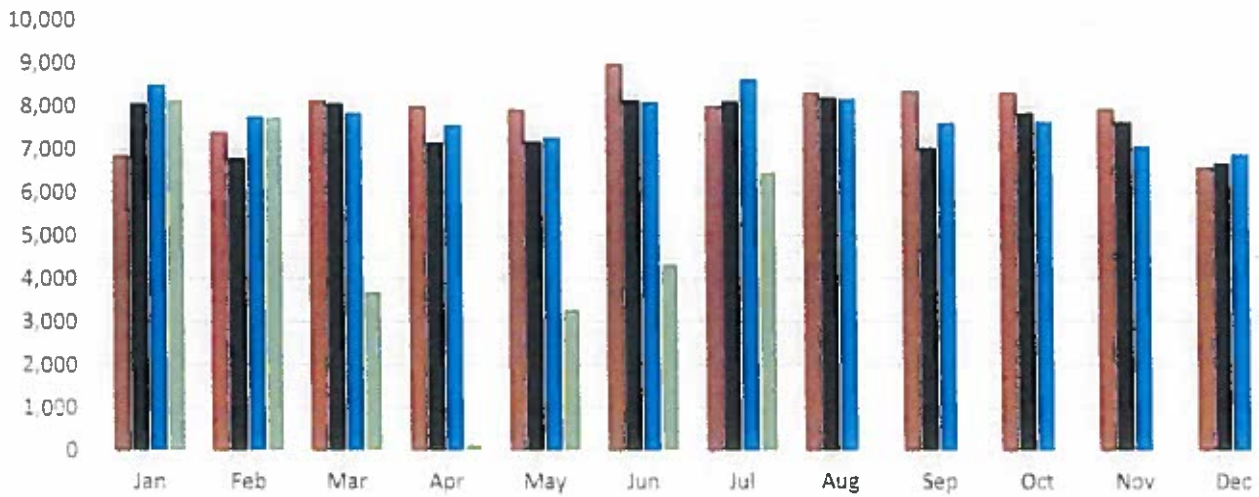


Eaton Public Library

2017, 2018, 2019 & 2020 Statistics

Circulation

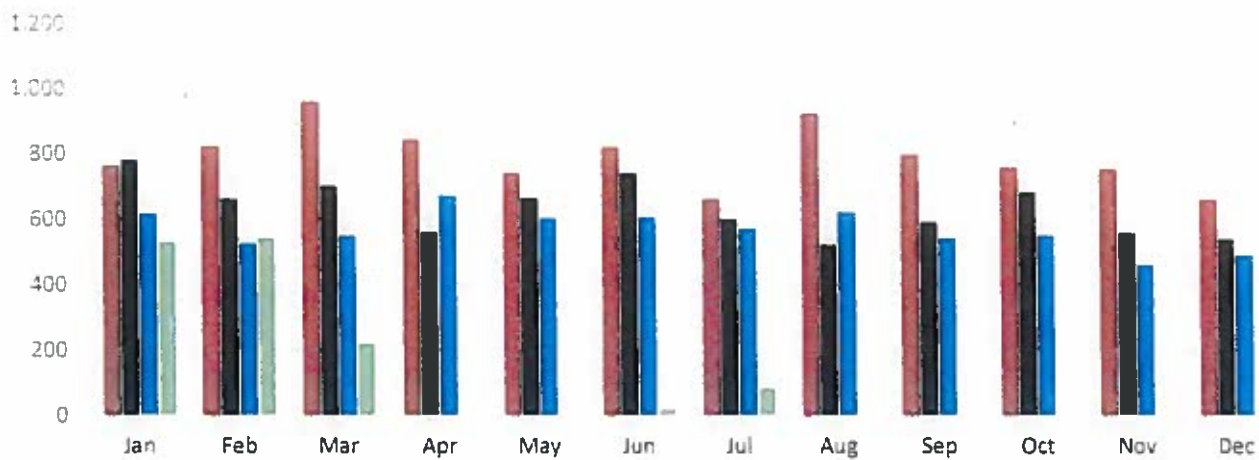
2017 - 2020 Circulation



	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						33,564

Computer Users

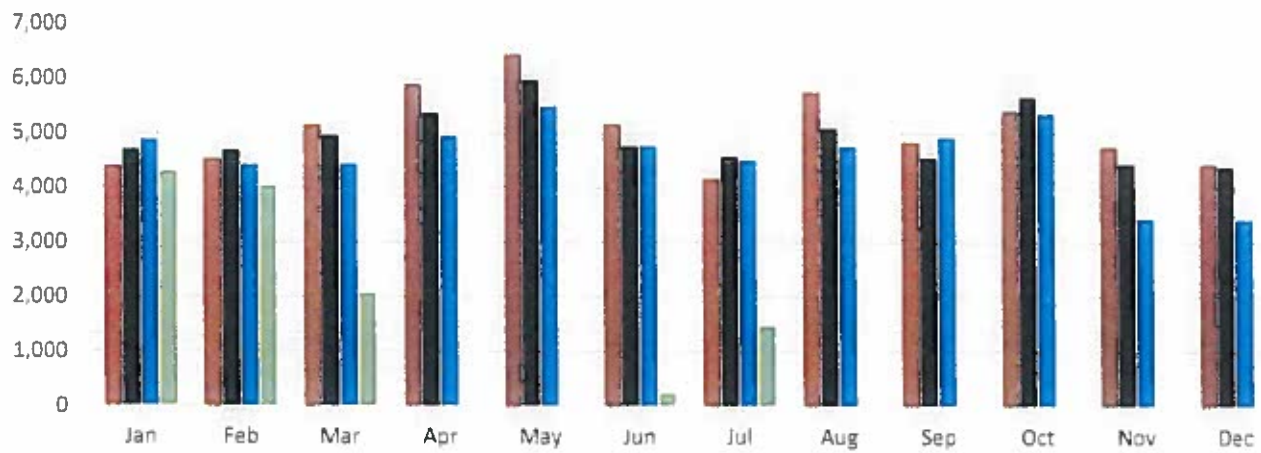
2017 - 2020 Computer Users



	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						1,370

Visits

2017 - 2020 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						11,949

Library Fund

Revenue & Expense

	Month Ending 7/31/2020	YTD 7/31/2020	Budget Full Year	Percentage Used	Budget Variance
REVENUES:					
Property Taxes	228,339.47	1,086,918.69	1,376,561.00	79.0%	(289,642.31)
Fines & Miscellaneous	(150.94)	616.28	3,000.00	20.5%	(2,383.72)
TOTAL REVENUES:	228,188.53	1,087,534.97	1,379,561.00	78.8%	(292,026.03)
EXPENDITURES:					
Head Librarian	6,268.80	43,881.60	75,237.00	58.3%	31,355.40
Assistant Librarians	21,940.31	156,216.40	342,002.00	45.7%	185,785.60
Employee Benefits	4,697.65	31,627.69	82,110.00	38.5%	50,482.31
Emergencies	570.10	1,105.20	0.00	0.0%	(1,105.20)
Operating Supplies	599.48	5,402.85	17,000.00	31.8%	11,597.15
Public Relations	93.58	3,430.83	10,000.00	34.3%	6,569.17
Postage	55.00	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	55.00	6,598.41	10,000.00	66.0%	3,401.59
Insurance	0.00	21,317.12	22,000.00	96.9%	682.88
Contract Services	2,710.57	17,523.26	36,000.00	48.7%	18,476.74
Utilities	1,038.76	6,802.08	20,500.00	33.2%	13,697.92
Repairs & Maintenance	240.18	4,511.71	20,000.00	22.6%	15,488.29
Media	35.23	4,093.47	25,000.00	16.4%	20,906.53
Print	486.82	15,453.96	32,000.00	48.3%	16,546.04
Periodicals	3.83	2,032.13	3,500.00	57.4%	2,191.62
Gift Expenses	51.00	51.00	0.00	0.0%	(51.00)
Library Programs	541.86	10,779.92	30,000.00	35.9%	19,220.08
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	(18,150.50)	0.00	100,000.00	0.0%	100,000.00
TOTAL EXPENDITURES	21,237.67	332,712.92	877,949.00	37.9%	545,236.08
NET SURPLUS/(DEFICIT)	206,950.86	754,822.05	501,612.00	150.5%	253,210.05

Date	Description	+	-	Comments
July 29, 2020	In Drawer	\$150.00		
August 28, 2020	Deposit	\$158.76		
August 28, 2020	In Drawer	\$150.00		

Payments

Date	Petty Cash - Paid Out		Comments
	Total	\$0.00	

Date	Other Activity	+/-	Comments

Eaton Public Library Invoices August 2020

Date			Expenditure	Code
7/28/2020	647909	Poulsen Ace Hardware-dowel, Light,clamp,molding for puppet stage	\$15.58	8600
7/31/2020	201835ES-03	Wember, Inc- Space planning last 20%	\$2,320.00	9150
8/1/2020	60820058	Key People-cleaning services	\$1,565.00	7315
8/1/2020	11004714	Xerox-workcenter	\$190.81	7315
8/6/2020	119651	First Class Security System	\$92.85	7315
8/15/2020	5303	HPLD-\$1152.20 Magazines (8530) media \$5303.05(8211) print \$2628.58 (8510)	\$9,083.83	see left
8/19/2020		ALA-United for libraries membership	\$50.00	7240
Total			\$10,982.49	

Visa Credit Card Charges-Brenda

Date	Description	Expenditure	Code
7/3/2020	Amazon- 2 hand sanitizer	\$91.96	7215
7/5/2020	Amazon- sanitizing wipes	\$79.98	7215
7/5/2020	Facebook Boost	\$13.69	7216
7/7/2020	Amazon- Print	\$20.00	8510
7/8/2020	Coloradoan newspaper subscription	\$55.00	8530
7/9/2020	Amazon- Mobile Whiteboard	\$154.99	7216
7/8/2020	Amazon- summer bookmarks	\$23.97	7215
7/10/2020	Canstock Photo-images	\$25.00	8600
7/11/2020	Foreign transaction fee	\$0.20	8600
7/14/2020	Facebook Boost	\$25.00	7216
7/16/2020	Amazon- disposable gloves	\$26.49	7215
7/17/2020	Amazon- disposable gloves	\$23.00	7215
7/19/2020	Amazon- Print	\$92.54	8510
7/19/2020	Amazon- disposable gloves	\$29.39	7215
7/19/2020	Amazon- Staff T-shirts	\$223.83	7215
7/22/2020	Colorado Library Association	\$400.00	7240
7/22/2020	Colorado Library Association	\$150.00	7240
7/23/2020	Staples- trash bags, scissors, paper	\$112.75	7215

7/24/2020	Zoom subscription	\$42.36	7215
7/26/2020	Scholastic Education- spanish books	\$84.51	8600
7/29/2020	Amazon- DVD cases	\$73.50	7215
7/28/2020	Facebook Boost	\$25.00	7216
7/31/2020	Amazon- Kleenex	\$74.96	7215
8/2/2020	Amazon- computer headset, Elmer's liquid glue	\$43.99	8600
8/2/2020	Amazon- adult soap and mug craft supplies	\$123.32	8600
8/2/2020	Shakespeare program	\$200.00	8600
Total		\$2,215.43	

Visa Credit Card Charges - Katie

Date	Description	Expenditure	Code
July 27, 2020	Dollar General-Spanish cooking kit food	\$35.85	8600
Total		\$35.85	

Visa Credit Card Charges - Neal

Date	Description	Expenditure	Line #
7/2/2020	King Soopers--Kids Craft (Coffee for aged paper)	\$3.06	8600
7/3/2020	Amazon We Services--Artemis Game Hosting	\$2.04	8600
7/9/2020	Dollar Tree--Kids Craft supplies (Magic trick)	\$5.00	8600
7/14/2020	Joann Stores--Kids craft (glue for Puppet & Enchanted flower)	\$40.76	8600
7/23/2020	Who Gives a Scrupp--Kids craft (puppet craft supplies)	\$3.76	8600
7/23/2020	Target--Puppet Show & Kids Craft (replacement stage parts, socks)	\$52.44	8600
7/27/2020	Dominos--lunch for puppet show volunteers	\$24.31	8600
7/29/2020	Joann Stores--Fabric for puppet stage screen	\$13.23	8600

\$144.60

Visa Credit Card Charges - Samantha			Expenditure	Line #
Date	Description			
7/6/2020	Walmart - Supplies for teen craft & Bingo		\$23.91	#8600
7/6/2020	King Soopers - Prize for Bingo		\$25.00	#8600
7/6/2020	Dollar General - Supplies for teen craft		\$5.00	#8600
7/7/2020	Sam's Club - Clorox wipes		\$16.09	#7215
7/16/2020	Dollar General - Supplies for teen craft & border for bulletin board		\$10.50	#8600
			\$80.50	

Total Visa Charges \$260.95

Approved for Payment by:

 Eaton Library Board Date