

AGENDA
Eaton Public Library Board of Trustees
July 7, 2021
5:30 pm

Old Town Hall Council Chambers, 223 1st Street

Note: The board will meet at the library to see the remodel work at 5:15 and move to the Town Auditorium at 223 1st Street following the tour.

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

Next Meeting: August 4, 2021 at 5:30 pm

EPL Library Board Meeting Notes FINAL

June 2, 2021

Location Eaton Town Auditorium

EPL Board Present:

Julie Finn – President

Maureen St. Peter – Vice President

Shelley McLatchie – Secretary

Nomie Ketterling – Board Trustee

Michael Yancey – Board Trustee

John Isbell – Broad Trustee (via Zoom)

Dennie Kutcher – Board Trustee

Others Present:

Brenda Carns – Library Director

Dan Spykstra – Wember

Beth O’Neill – Planning Solutions (via Zoom)

1. Call to Order – Meeting called to order 5:16 p.m. by President Finn.

2. Approval of Agenda – Prior to approval of agenda, President Finn welcomed Dennie Kutcher as our new board member and asked that all board members be considerate when speaking and not interrupt when others are speaking. President Finn then indicated Dan Spykstra and Beth O’Neill were present to give a report on the current space plan renovation, therefore she requested Item 9A be moved to the top of the agenda. Secretary McLatchie asked that Eaton Days be added under New Business. Trustee Yancey made a motion to approve the agenda with the prior change and addition, Trustee Kutcher second, all approved, motion carried.

3. Public Comments – No members of the public were in attendance for comment.

Committee Report

a. Space Plan

- i. Dan Spykstra indicated that all demo of approved changes to the library were complete and framing of new walls is in progress. Dan indicated the project is on schedule with substantial completion still for July 9, 2021 and under budget even with a few unforeseen costs such as paint touch up and lighting changes. One unforeseen cost is the demo of the new book drop area. Beth O’Neill suggested some design options regarding brick or stamped concrete. The cost of these options are still within budget and the board has approved to continue to move forward. Trustee Ketterling confirmed that Harsh is working on the art for the book drop area and Beth has been in contact with them to assist. Trustee Ketterling asked to be included in future meetings with Harsh if it can be arranged.
- ii. Trustee Yancey asked about double pane glass for the new makers space, Beth O’Neill has researched the glass and indicated all glass is rated with a STR rating (Sound Transition Rating), both single and double pane glass have the same rating. Extra insulation has been installed to act as a sound barrier in the new walls and in the ceiling. Special ceiling tiles which are designed to absorb sound are being installed, too. Trustee Yancey would still like pricing for the double pane glass to confirm the cost.
- iii. Trustee Yancey then asked to confirm the size of the makers space door to be wide enough for carts and materials to enter. Beth O’Neill confirmed the door size was expanded to 3’-1/2” and has confirmed this is acceptable with the staff.
- iv. Trustee Yancey asked about the ventilation and power for the selected makers space equipment, which currently includes a Glow Forge printer, a 3D printer and a Cricket. Dan

and Beth have both confirmed the room has been designed with adequate power and ventilation for this equipment.

4. Report of the President
 - a. President Finn thanked the Art Task Force to stepping up and taking on the book drop art.
 - b. President Finn welcomed Dennie Kutcher to the board and confirmed Director Carns has set Trustee Kutcher with a town email and board trustee handbook.
 - c. President Finn thanked Director Carns and her staff for their ability to work through the construction transition. She complimented the staff on how well they have managed during such a busy and disrupted work environment.

5. Friends of the Library Report – The Friends did not hold a May meeting. President Finn indicated she will be attending the June Friends meeting.

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 Historical Society extended the deadline for the Time Capsule and the library is working with Nomie Ketterling to submit their packet this week. Director Carns shared the contents of the packet and included a copy of the Herald article about the library board officers recent election.
 - b. Director Carns indicated the sign up list for summer reading has reached 450, the highest sign up in the last five years. She expects the total for the summer to be even higher since this is just the beginning of the program.
 - c. Secretary McLatchie asked about the internship. Director Carns indicated Weld County has provided two Eaton High School students to intern at the library. She also noted that that staff is discussing how to reactivate the teen advisory group.
 - d. Director Carns indicated the staff is gradually returning to in-person programming and she anticipates that Judy will be returning in August for children’s story time in the park.

7. Approval of the Consent Agenda – Trustee Ketterling made a motion to approve the consent agenda, Trustee Yancey second, all in favor, consent agenda approved.

8. Items Removed from the Consent Agenda None at this time.

9. Committee Reports President Finn indicated she will update the committee list and asked Trustee Kutcher if he might be interested in joining any of the committees.
 - a. Space Plan – see above.
 - b. Strategic Plan – President Finn indicated the Strategic Plan Committee will meet Thursday 6/3/21 and still plans to have a final plan ready for board vote by December 2021. Trustee Ketterling indicated a review of our mission and vision statement should be a priority for all board members.
 - c. Events Secretary McLatchie asked the board to approve a “reveal” date for the space plan, after discussion the board agreed to Saturday, September 11, 2021. The Events Committee will work with staff and Director Carns regarding the activities for the day. Trustee Ketterling indicated she will be attending the Eaton Senior Fair at the Rec Center with library staff on June 8th to promote the library and summer reading.

- d. **Policy** – The board has tabled the vote for the new meeting room policy until July. Director Carns will include a copy of the revised policy with the next board packet.
- e. **Finance** – President Finn asked VP St. Peter to join the Finance Committee with Trustee Ketterling. Trustee Ketterling indicated there were no issues with the May budget or invoices.
- f. **Art Task Force** – Trustee Ketterling indicated the Art Task Force is moving into a phase of asking for artist input via a website called CAFÉ. The CAFÉ website will cost a fee of \$450-\$500. Trustee Ketterling has drafted a request to the Friends to pay for this cost. CAFÉ will help solicit artist for the library sculpture. Trustee Ketterling also indicated the Town Revitalization Committee is contemplating art pieces for the 3 new round-about locations near the new high school. President Finn will take the request to the Friends at the June meeting.

10. Old Business

- a. **United for Libraries (UFL)** – Secretary McLatchie handed out UFL’s resource for June regarding the Role of a Trustee and the Trustee Academy via the UFL website.
- b. **Review Action Steps** – Action steps open from May meeting:
 - i. Director Carns to work with President Finn on August/October board training. President Finn indicated they are still in search of a facilitator.
 - ii. Director Carns to add the revised Meeting Room Policy to the July board packet for review and approval.
 - iii. One Drive training will be done via Zoom with the board. Secretary McLatchie will review dates for training.

11. New Business

- a. **Makers Space Discussion** – Trustee Yancey indicated acquiring the equipment for the makers space has opened a much bigger discussion with HPLD and the ability to not only acquire the equipment, but also maintain and support via IT. Trustee Yancey has been working with HPLD and will also work with Trustee Isbell on hiring a makers space consultant to facilitate the makers space operations. Trustee Ketterling indicated to also reach out to the school superintendent since each new Eaton school will have makers space and equipment.
- b. **Eaton Days** – Secretary McLatchie asked for Director Carns to confirm the sign up times the board has for Eaton Days to work with the staff.

12. Action Steps

- a. President Finn to update the committee list.
- b. Director Carns to confirm the board sign up for Eaton Days.
- c. President Finn to take the Art Task Force CAFÉ fee request to the Friends meeting.
- d. Trustee Yancey and Trustee Isbell to work on makers space equipment and IT consultation needs.
- e. Strategic Plan meeting set for June 3, 2021.
- f. Events committee to work with Director Carns and staff regarding a September 11th construction “reveal”.
- g. Director Carns to include the updated meeting room policy with the July board packet.
- h. Dan Spystra and Beth O’Neill to added the July board meeting.
- i. Director Carns to submit the Time Capsule to the Historical Society.
- j. President Finn and Director Carns to work on obtaining a facilitator and board training date for August or September.

- k. Beth O'Neill to price double pane glass for Makers Space
- l. Trustee Kutcher to provide name plates for the board meetings.

13. Board Comments

- a. Trustee Kutcher introduced himself and has been a long time Eaton resident and serves on many other boards within our community. Trustee Kutcher is a welcome member and we look forward to getting to know him better.

14. VP St. Peter made a motion to adjourn, Trustee Kutcher second, all approved. Meeting adjourned at 6:51 p.m.

Respectfully submitted,
Shelley McLatchie
EPL Board Secretary

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

The buzzword for now is change. Neal is relocating to Arvada and will resign his position with us. He plans to use his vacation and to work part time into September. I am reassigning his responsibilities to other staff and expanding our technology emphasis. Katie will take on working with grade-school children, in addition to her bilingual work. Judy will return in August to do storytime in the park and some recorded programs. Kate will be responsible for our technology needs like makerspace, computer and devices, and coding programs. I plan to advertise for a new Teen Librarian, but Kate will also continue to take care of our teens until a new one is hired. I'm very excited that Kate has the aptitude and interest to make this change. As one of the staff said, "we librarians were not trained to deal with a temporary workspace, no assigned desk, working through a remodel over SRP, and during a Pandemic." I am very proud of their hard work that is so appreciated by our community. I am thrilled by the way our library is changing, growing, and responding through the efforts of the staff and the library board.

Customer Service and Community Relations

- Our Summer Reading Program (SRP) is the most successful one we've offered in the past 6 summers. We have 592 participants this year which is about double that from last year. See under the Programming Report below for more details about how it is operating.
- We put the AWE children's educational computers back in the children's area in May and 304 children used them in May!
- Staff are very enthusiastic and creative in the ways they are engaging the public. The take and make kits are very popular for all age groups. 3,502 kits were distributed to the public through May. Libraries everywhere have discovered this fact, but I am proud that our staff was an early adopter of this new service!
- Our librarians are focusing on ordering new materials. They weeded many outdated, unused, and worn out books and media before we started the remodel. This provided room for new materials and should help boost our circulation of materials.
- Ellen and Trustee Ketterling attended the 2nd annual Senior Fair on June 8th. Outreach works! Several new patrons have visited the library and asked for her. She also made some great contacts for prospective programs to feature local businesses.
- Kate and Katie have been collaborating with the dance studio in Eaton. This has given the library visibility and brought extra children to the library for SRP registration and prizes.
- Ellen helped two ladies from the Eaton Sundowners copy their historical photos for both the Eaton Time Capsule and posterity.
- Teen are returning to the library, requesting books, and giving Kate ideas for crafts. Kate put up a Pride Month display, which was specifically requested by a teen patron. She also put out two extra family/teen summer activities this month due to popularity of teen kits.

Organizational Growth

- I contacted a well-respected local library technology consultant named Carson Block who used to head up IT at Fort Collins when I was director there. In a Zoom call which included staff and Trustee Yancey, we provided an overview to Carson of our consulting needs. He suggested some immediate solutions and agreed to put together a proposal for his services.

- Kate is assuming more technology responsibilities. She has the aptitude and expressed interest. Carson Block would be able to coach her with what is needed to manage our technology program. The library district will continue to provide the library software and staff workstations. Kate will continue to work with teens until we can hire a new Teen Librarian.
- Kate is supervising two pages, Rocco and Ashley this summer. They are paid by Weld Works; they started June 1st and have been doing an excellent job; they help with shelving, craft kits, sticker labeling, and preparing SRP coupons. Kate is gaining supervisory experience. She is doing a great job of keeping the pages motivated.

HR Management and Facilities

- Katie will take responsibility for the school age children and juvenile collection development in addition to her bilingual responsibilities as Neal transitions from his employment here.
- Our Toshiba phone system was damaged in a recent electrical outage. It is no longer being manufactured but our repairman provided a used processor that restored our system as a temporary solution. I am considering our options which include a VOIP service.
- The toilet in the men's restroom is on the fritz. Roger replaced some parts and we are monitoring it to make sure the problem is resolved.

Administration

- It is challenging to continue to operate a public library with so much construction, but our statistics validate our hard work. See the attached charts.
 - Circulation of materials is nearly double that of last May.
 - Computer use is climbing but it will most likely not reach former high usage figures, except for our AWE computers. Libraries have learned that people are using their own devices more since the pandemic limited public access to computers.
 - Patron visits are increasing, as is online attendance at virtual programs
- I met with Neal, Katie, Kate, Judy, and Ellen to discuss programming plans for August and early fall. Staff have a great plan to transition into in-person programs starting with a puppet show in the park on July 31st.

Board of Trustee Relationships:

- I set up an email account for the art task force.
- Trustee Kutcher met with me to access his new town email account. Kate was able to help overcome some technical problems we were having. We had a great conversation about information contained in the Board Manual. It was interesting to compare his experiences on other boards with how our board operates.

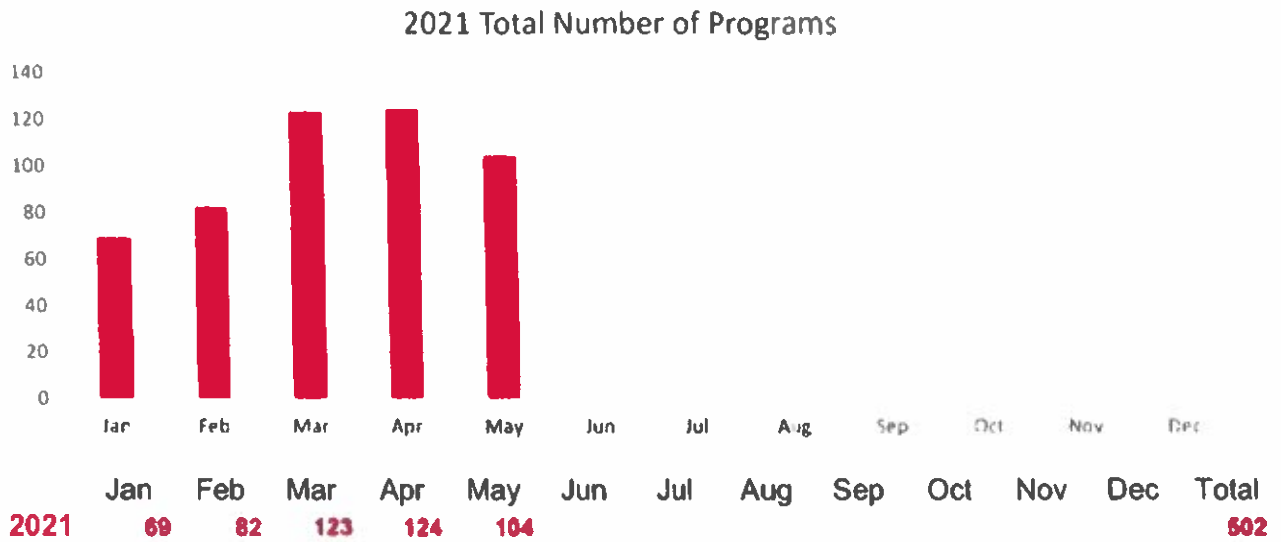
Program Team-Judy, Katie, Kate, Ellen, and Neal (Katie reporting)

- SRP Updates
 - The poster in program room with animals is full; kids love finding their animal when they check in to add a sticker for their reading.
 - New this year: birth to age 5 insert with additional literacy activity options for preschool aged children to engage in.
 - Families come in excitedly with their reading logs to get stamped / checked in; kids get to pick an animal stamp each week they check in.
 - Many teens and adults are also very engaged and are thrilled about putting their names into the prize drawings.

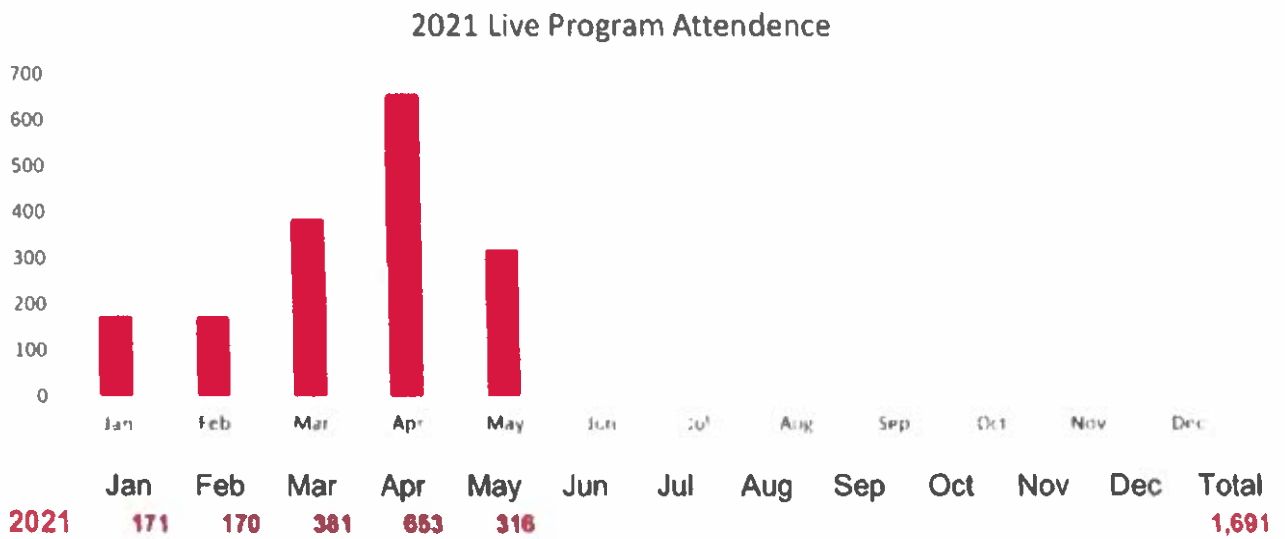
- Lots of positive comments thanking us for our community partnerships that allow the kids to get great prizes at Eaton/Galeton businesses.
 - Kids (and adults!) are enjoying the "count how many tails" game we set up in the program room.
 - We had a teen volunteer, Nathen Godsey, and two local teen pages, Rocco and Ashley who were paid by Weld Works assisting us with the extra tasks which are needed for a successful SRP.
- Outreach Activities:
 - Katie is taking about 20 books to the Rec Center each week related to their weekly summer camp theme for kids to read during the reading station
 - Neal is going to the Boys and Girls Club once a week to provide interactive programming; many of these kids have signed up for SRP.
 - Kate and Katie provided craft kits for On Pointe Dance Studio's Prince and Princess camp; kids were super excited; sent us a picture of their adorable castles; then they came to the library and did a parade to show off their castles and their prince and princess costumes; thanked the library during the parade and with a thank you card.
 - Ellen went to the Senior Resource Fair at the Rec Center and made many contacts; several people talked with her about offering adult programs at the library in the upcoming fall/winter quarter; she and Brenda also are working on engaging the seniors at Benjamin Square.
 - Kate is increasingly using ASL (American Sign Language) to help patrons. More people attend ASL chat, including a man from CA who has a lot of ASL experience and two women who learned ASL years ago and are grateful to be able to brush up on their skills. A family came in with a child who is mostly nonverbal, and Kate communicated with him using ASL while getting him registered for SRP. Another patron who is hearing impaired has come in with her daughter and Kate has helped them find books and craft kits.
 - We regularly provide bilingual help to Spanish speakers.
 - A Spanish speaking family came in and signed up for SRP with the Spanish materials.
 - A Spanish speaking man came in needing help with using the DMV website to renew his license.
 - One Cafe y Conversaciones participant is coming in regularly to check out bilingual books to practice her English at home.
 - Katie translated a resume from Spanish to English for someone who is finishing an internship and looking for a permanent job
 - Spanish speaking mom and daughter come in regularly to use the computer and print
 - Every week participants in Katie's Cafe y Conversaciones express their gratitude for this program as a chance to connect with other people and practice their English; two attendees are from Mexico where they are still basically in lockdown, so this program is providing a human connection as well as language support
 - Katie's weekly Zoom storytime is getting a great response; 11 families have registered and typically 3-4 families (it's been a different combination each week due to changing summer plans) attend each Friday morning
 - Neal has added Animal Excursions as a special SRP program with a focus on a new animal each week; these are getting attendance, and the kits are popular.
 - Neal engaged our special SRP weekly presenters; we video-stream them on the Mando pad in the program room so patrons can view program in the library while families are also on Zoom.

Eaton Library 2021 Program Count Statistics

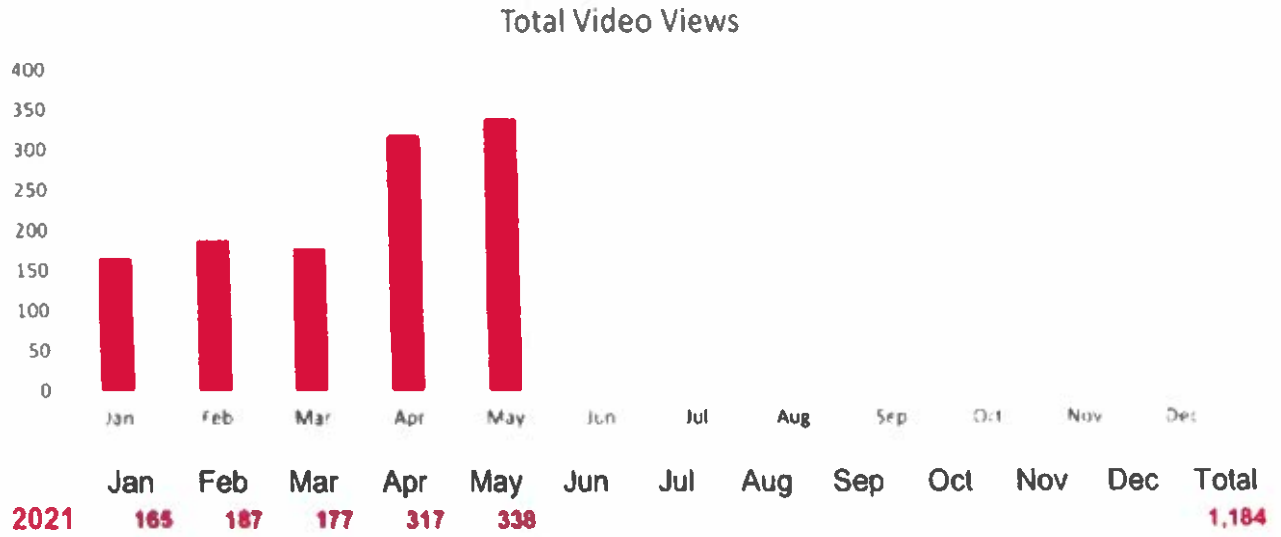
Total Number of Live Programs



Live Program Attendees



Video Views



Take and Make Crafts



ONLY



Check in with the library each week for Summer Reading prizes and programs!

Facebook: Eaton Public Library
 Instagram: @eatoncollibrary
 Phone: 970 454 2189
 Email: epistaff@highplains.us
 Website: townofeaton.colorado.gov/library
 High Plains Website: mylibrary.us



*on Zoom (registration required) recorded video on Facebook

Free Virtual Programs:

	MON	TUE	WED	THU	FRI	SAT
CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Independence Day Observed Kids Craft @ 4 <i>(available Tuesday)</i>	Book Talks Yarn Yakkers* @ 1 Youth Writers* @ 3:30	Preschool Craft Storytime @ 10 Special SRP PRESENTER* @ 1	Spanish Video @ 12 Kids Book Club* @ 1 Coffee Convers* @ 2 ASL Chat* @ 7 Animal Excursion* @ 7	Storytime* @ 10 Kids Craft Live* @ 2 Adventures* @ 3:30 Artemis @ 6:9	Family Storytime* @ 7	
Kids Craft Adult Craft Trilingual Storytime @ 10 Math-Magic @ 4	Book Talks Yarn Yakkers* @ 1 Code Club* @ 3:30	Preschool Craft Storytime @ 10 Special SRP PRESENTER* @ 1	Teen Craft Read Aloud* @ 1 Coffee Convers* @ 2 ASL Chat* @ 7 Animal Excursion* @ 7	Storytime* @ 10 Kids Craft Live* @ 2 Adventures* @ 3:30 Planerarium* @ 7	Book Bites* @ 11 Artemis @ 6:9	
Kids Craft Bilingual Storytime @ 10 Math-Magic @ 4	Book Talks Yarn Yakkers* @ 1 Poetry* @ 3:30 Summer Virtual Games @ 6:8	Preschool Craft Storytime @ 10 Special SRP PRESENTER* @ 1	Spanish Video @ 12 Kids Book Club* @ 1 Coffee Convers* @ 2 ASL Chat* @ 7 Animal Excursion* @ 7	Storytime* @ 10 Kids Craft Live* @ 2 Adventures* @ 3:30	Cooking Class* @ 11	
Kids Craft Bilingual Storytime @ 10 Math-Magic @ 4	Book Talks Yarn Yakkers* @ 1 Code Club* @ 3:30	Preschool Craft Storytime @ 10 Special SRP PRESENTER* @ 1 Among Us Game* @ 3	Spanish Video @ 12 Kids Book Club* @ 1 Coffee Convers* @ 2 ASL Chat* @ 7 Animal Excursion* @ 7	Storytime* @ 10 Kids Craft Live* @ 2 Adventures* @ 3:30	Puppet Show @ 7	

JULY EVENTS AT THE EATON PUBLIC LIBRARY

CURBSIDE SERVICE AVAILABLE. PLEASE CALL 970-454-2189 TO PICK UP YOUR ITEMS.

LIBRARY IS OPEN TO THE PUBLIC DURING REMODEL — PLEASE USE TEMPORARY ENTRANCE ON 2ND ST.
A LIMITED NUMBER OF PATRONS WILL BE ALLOWED AT A TIME. SPECIAL GUEST PRESENTERS EVERY WED. AT 1 PM.

Weekly Online Programs & Videos:

- **Multi-lingual Storytime—Mondays @ 12pm**
(All ages, Facebook)
- **Math-Magic—Mondays @ 4pm**
(Elementary, Facebook)
- **Book Talks—Tuesdays**
(All ages, Facebook/Instagram)
- **Yarn Yakers—Tuesdays @ 1pm**
(Adult Zoom)
- **Kids Storytime—Wednesdays @ 10am**
(North, Facebook)
- **Guest SRP Presenters—Wednesdays @ 1pm**
(All ages, Live Zoom)
- **Spanish Activity—Thursdays @ 12pm**
(All ages, Facebook)
- **Kids Book Club/Chapter Book Read-aloud—Thursdays, 1pm**
(North, Live Zoom)
- **Café y Conversaciones—Thursdays @ 3pm**
(Adult, Live Zoom)
- **ASL Chat—Thursdays @ 7pm**
(All ages, Live Zoom)
- **Animal Excursions—Thursdays @ 7pm**
(Family, Live Zoom)
- **Live Storytime—Fridays @ 10am**
(Family, Live Zoom)

- **Kids Project Live—Fridays @ 2pm**
(All ages, Live Zoom)
- **Adventures in Time & Space—Fridays @ 3:30pm**
(North, Live Zoom)

Take-and-Make Activities

(Make supplies last)

- **Kids Project (Craft & STEM) Kit & Video**
Every Monday
- **Preschool Kit**
Every Wednesday
- **Animal Excursions Kit**
Every Friday
- **Adventures in Time & Space Kit**
Every Friday
- **Adult Craftersnoon Kit**
Available Mon, July 8th
- **Teen Craftersnoon Kit & Videos**
Thursdays, July 8th & July 22nd

Special & Monthly Events (Live Online!)

- **Spooktily Artists Online Fri., July 2 & Sat., July 17 @ 6-9pm**
(New/Used Live Zoom)
- **Evening Family Storytime Sat., July 3 @ 7pm**
(Family, Live Zoom)
- **Youth Writers Workshop Tues., July 6 @ 3:30pm**
(North/Teen, Live Zoom)
- **Code Club Tues., July 13 & July 27 @ 3:30pm**
(North/Teen, Live Zoom)
- **Planetarium Black Holes Fri., July 16 @ 7pm**
(Family/Youth)
- **Book Blues Storytime & Cooking Sat., July 17 @ 11am**
(Family, Live Zoom)
- **Poetry Playdate Tues., July 20 @ 3:30pm**
(All ages, Live Zoom)
- **Virtual Game Night Tues., July 20 @ 6-9pm**
(Family-Adult, Live Zoom)
- **Cooking Class: Salsa, Quac & Botisserie Tacos Sat., July 24 @ 11am**
(Adult, Live Zoom)
- **Among Us Game Wed., July 27 @ 3pm**
(Teen, Live Zoom)
- **Live Puppet Show In The Park Sat., July 31 @ 7pm**
(All ages, Live)

REGISTRATION REQUIRED FOR ZOOM EVENTS. CALL, VISIT THE WEBSITE, OR VISIT US ON FACEBOOK. Summer Reading continues through July 31



EATON PUBLIC LIBRARY

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

Library Hours:
 Mon.-Fri. 9am-6pm & Sat. 10am-4pm

We will be closed Mon., July 5 for Independence Day.

To register, visit: townofeaton.colorado.gov/program-registration
 For the latest information, visit: townofeaton.colorado.gov/library

THE SOUTH ROUNT LIBRARY DISTRICT

Post Office Box 896
227 Dodge Street
Oak Creek, Colorado 80467
Phone/FAX: 970-736-8371



southroutlibrarydistrict@gmail.com

June 11, 2021

**Brenda Carns
Library Director
Eaton Public Library
132 Maple Avenue
Eaton, CO 80615**

Dear Brenda,

Thank you very much for the donation of the Montel shelving. It will serve our Oak Creek Public Library very well as we transition from our current location to a larger building. We have a limited budget, so this will help us immensely when buying furnishings for the building we are moving into next month.

I wish you well in the renovation of your library--what a treasure you have in Eaton!

Take care.

Sincerely,

A handwritten signature in cursive script that reads "Debbie".

**Debbie Curtis
Library Manager
South Routt Library District**

Town of Eaton

Library Fund

Revenue & Expense

	Month Ending 5/31/2021	YTD 5/31/2021	Budget Full Year	Percentage Used	Budget Variance
REVENUES:					
Property Taxes	910,056.57	1,232,303.36	1,506,538.00	81.8%	(274,234.64)
Fines & Miscellaneous	115.00	291.43	3,000.00	9.7%	(2,708.57)
TOTAL REVENUES:	910,171.57	1,232,594.79	1,509,538.00	81.7%	(276,943.21)
EXPENDITURES:					
Head Librarian	5,960.00	29,800.00	78,986.00	37.7%	49,186.00
Assistant Librarians	19,802.66	92,490.57	445,616.00	20.8%	353,125.43
Employee Benefits	1,098.91	7,177.84	131,151.00	5.5%	123,973.16
Emergencies	0.00	0.00	0.00		
Operating Supplies	65.80	3,068.20	18,000.00	17.0%	14,931.80
Public Relations	200.00	1,464.82	10,000.00	14.6%	8,535.18
Postage	0.00	0.00	500.00	0.0%	500.00
Communications	348.03	1,743.60	4,500.00	38.7%	2,756.40
Mileage Reimburse	0.00	0.00	2,800.00	0.0%	2,800.00
Training	0.00	125.12	11,500.00	1.1%	11,374.88
Insurance	(41.25)	14,958.75	14,000.00	106.8%	(958.75)
Contract Services	2,439.90	12,351.02	36,000.00	34.3%	23,648.98
Utilities	175.49	4,923.97	15,750.00	31.3%	10,826.03
Repairs & Maintenance	0.00	(129.26)	20,000.00	(0.6%)	20,129.26
Media	7.49	715.03	26,000.00	2.8%	25,284.97
Print	1,018.11	1,593.53	32,000.00	5.0%	30,406.47
Periodicals	0.00	1,828.38	4,900.00	32.2%	3,320.63
Library Programs	3,305.95	6,164.40	30,000.00	20.5%	23,835.60
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	924.86	43,193.09	752,769.00	5.7%	709,575.91
TOTAL EXPENDITURES	35,305.95	221,469.06	1,679,472.00	13.2%	1,458,002.94
NET SURPLUS/(DEFICIT)	874,865.62	1,011,125.73	(169,934.00)	(595.0%)	1,181,059.73

Eaton Public Library Income & Petty Cash June 2021

Date	Description	+	-	Comments
June 1, 2021	In drawer	\$150.00		
June 30, 2021	Deposit	\$79.00		\$50.00 memorial for Beverly Kramer
June 31, 2021	In Drawer	\$150.00		

Payments

Date	Petty Cash - Paid Out		Comments
Total		\$0.00	

Date	Other Activity	+/-	Comments

Eaton Public Library Invoices June 2021

Date			Expenditure	Code
4/14/2021	0571273-IN	Penworthy Children's Books	\$207.88	8510
4/14/2021		Penworthy credit for returned books	-\$109.67	8510
4/21/2021	1-0015468	Colorado Div. Oil and Public Safety-elevator license	\$30.00	7215
4/22/2021		Michael Frederick-books	\$36.00	8510
5/4/2021	0571833-IN	Penworthy Children's Books	\$825.05	8510
5/24/2021	9181	Delaney Electric-lighting repair in children's room	\$522.14	7520
5/27/2021	303999023	Scholastic Books-books for summer reading prizes	\$939.08	8510
5/27/2021	3393	NWH-ad June	\$168.00	7216
5/28/2021		Poulsen Ace Hardware-Sandpaper for craft \$3.93 (8600) garden supplies,keys,fasteners	\$109.34	see left
5/31/2021	201835ES-11	Wember Inc. expenses from May and billed in June	\$3,232.90	9150
6/1/2021	60621055	Key People-cleaning services	\$1,565.00	7315
6/2/2021	222	American Construction Services-expenses through 5/31/2021	\$55,210.20	
6/14/2021		Roger Ertmer-reimbursement for cordless trimmer and blower	\$138.04	7215
6/15/2021	5313	HPLD- Puppets \$31.98 (8600) books \$1083.32(8510) media \$59.97 (8211)	\$1,175.27	see left
Total			\$64,049.23	

Visa Credit Card Charges-Brandi's card

Date	Description	Expenditure	Line #
5/5/2021	Heritage Market-board water	\$3.76	7215
5/7/2021	Coloradoan newspaper subscription	\$61.01	8530
5/8/2021	Amazon-copy paper	\$71.93	7215
5/9/2021	Oriental Trader-summer reading program supplies	\$102.96	8600
5/10/2021	Amazon-construction paper, cosmetic samples, storage bags for crafts	\$86.20	7215

5/14/2021	Denver Post subscription	\$806.00	8530
5/15/2021	Staples-cardstock for SRP supplies	\$37.89	7215
5/17/2021	Demco-book tape	\$49.53	7215
5/18/2021	Amazon-magnets for prizes	\$13.25	7240
5/20/2021	Amazon-notepads, healthy snacks, anti-stress balls, travel cups for staff SRP prizes	\$109.33	7240
5/20/2021	Oriental Trader-summer reading program supplies	\$169.88	8600
5/20/2021	Dragon Inn-staff lunch	\$46.10	7215
5/23/2021	Zoom subscription and cloud storage	\$42.36	7215
5/24/2021	Amazon-Foil for crafts	\$18.46	8600
5/26/2021	Amazon-baking cups for craft	\$4.04	8600
5/26/2021	Amazon-tape, printer paper, cups,paint brushes	\$131.44	7215
5/26/2021	Amazon-crayons, clay, invisible ink pens for crafts	135.96	8600
Total Brenda		\$1,883.76	

Visa Credit Card Charges - Katie

Date	Description	Expenditure	Line #
5/4/2021	Dollar Tree: baskets for storing SRP materials (7215), banner for Neat's birthday (7240), and containers for teen project (8600)	\$12.00	see left
5/16/2021	Dollar Tree: nail polish for teen project (8600); more baskets for storing SRP materials (7215)	\$10.00	see left
5/26/2021	Etsy: digital download of animal tails to hang in program room for kids to count (SRP)	\$2.99	8600
Total Katie		\$24.99	

Visa Credit Card Charges-Kate

Date	Description	Expenditure	Line #
5/3/2021	Dollar Tree: Tea Lights for Mother's Day program	\$16	8600
5/10/2021	Coffeehouse 10/24-staff refreshments	\$39.84	7215
5/19/2021	Dollar General: headbands for Lion King craft	\$10.00	8600
Total Kate		\$65.84	

Visa Credit Card Charges - Ellen

Date	Description	Expenditure	Line #
5/18/2021	Best Buy- External Hardrive, 1 terabyte storage for staff files	\$47.75	7215

5/13/2021	Oriental Trader-summer reading program supplies	(53.34)	8600
5/13/2021	Oriental Trader-summer reading program supplies	(\$3.00)	8600
5/14/2021	Denver Post subscription	\$806.00	8530
5/15/2021	Staples-cardstock for SRP supplies	\$37.89	7215
5/17/2021	Demco-book tape	\$49.53	7215
5/18/2021	Amazon-magnets for prizes	\$13.25	7240
5/20/2021	Amazon-note pads, healthy snacks, anti-stress balls, travel cups for staff SRP prizes	\$109.33	7240
5/20/2021	Oriental Trader-summer reading program supplies	\$169.88	8600
5/20/2021	Dragon Inn-staff lunch	\$46.10	7215
5/23/2021	Zoom subscription and cloud storage	\$42.36	7215
5/24/2021	Amazon-foil for crafts	\$18.46	8600
5/26/2021	Amazon-baking cups for craft	\$4.04	8600
5/26/2021	Amazon- tape, printer paper, cups, paint brushes	\$131.44	7215
5/26/2021	Amazon-crayons, clay, invisible ink pens for crafts	135.96	8600
Total Brenda		\$1,883.76	

Visa Credit Card Charges - Katie

Date	Description	Expenditure	Line #
5/4/2021	Dollar Tree: baskets for storing SRP materials (7215), banner for Neal's birthday (7240), and containers for teen project (8600)	\$12.00	see left
5/16/2021	Dollar Tree: nail polish for teen project (8600); more baskets for storing SRP materials (7215)	\$10.00	see left
5/26/2021	Etsy: digital download of animal tails to hang in program room for kids to count (SRP)	\$2.99	8600
Total Katie		\$24.99	

Visa Credit Card Charges-Kate

Date	Description	Expenditure	Line #
5/3/2021	Dollar Tree: Tea Lights for Mother's Day program	\$16	8600
5/10/2021	Coffeehouse 10/24-staff refreshments	\$39.84	7215
5/19/2021	Dollar General: headbands for Lion King craft	\$10.00	8600
Total Kate		\$65.84	

Visa Credit Card Charges - Ellen

Date	Description	Expenditure	Line #
5/18/2021	Best Buy- External Hardrive, 1 terabyte storage for staff files	\$47.75	7215
5/27/2021	Etsy- Custom Journal for Adult Gift Basket S.R.P	\$21.17	8600
Total Ellen		\$68.92	

Visa Credit Card Charges - Neal

Date	Description	Expenditure	Line #
5/1/2021	Nuance Chocolate; Mothers Day Tea (Truffles)	\$136.80	8600
5/3/2021	Amazon Web Services; Online Artemis (Game hosting)	\$3.20	8600
5/13/2021	Game Servers; Online Artemis (Teamspeak hosting)	\$22.66	8600
5/16/2021	Michaels; Adventures Picasso (Foam, sequins, etc)	\$29.23	8600
5/16/2021	Target; Kids craft (Sponges)	\$32.90	8600
5/16/2021	Dollar Tree; Kids Craft (Sponges)	\$22.00	8600
5/22/2021	Heritage Market; Adventures Submarine (Carrots, toothpick)	\$14.59	8600
5/27/2021	Michaels; Adult SRP Prizes (art supplies)	\$28.86	8600
5/27/2021	Old Town Spice Shop; Adult SRP Prize (Spices)	\$39.70	8600
5/27/2021	Barnes and Noble; Adult SRP prizes (Gift Cards)	\$75.00	8600
5/28/2021	Michaels; Kids Craft (chalk art)	\$14.87	8600
5/29/2021	Joann Stores; Adventures Roman (game pieces)	\$11.97	8600
5/29/2021	Dollar Tree; Adventures Roman (Felt)	\$12.00	8600
Total Neal		\$443.78	

All credit cards:

\$2,487.29

Approved for Payment by:

Eaton Library Board

Date

Meeting Room Policy

Eaton Public library (the library) has 5 distinct areas which are available for use by the public as meeting rooms.

The **Multi-purpose Room** can hold up to 100 people and has an adjacent kitchen facility. This room has audio/visual equipment.

The **North Program Room** and **South Program Room** can each accommodate a small group (up to 12) and include meeting tables and chairs.

These rooms have access to the restrooms on the main floor. Entry and exit from these rooms after normal library hours will be via the doors on the north side of the building.

Library events take precedence over any other event.

Rooms are available for public events during normal hours of operation. No admission fees can be charged or collected. The rooms are not available for use by for-profit groups or for sales of any type unless it is in conjunction with a library program and has received prior approval by the library director. All meetings must be open to the public and news media. Users may not enter the room to prepare for their booking prior to the time they have reserved. All users must vacate the room by the prearranged time specified in the reservation. Failure to do so may be grounds to deny further use of the library meeting rooms for the group or individual responsible for the booking.

Rooms are free of charge as long as there is no additional cost to the library. A cleaning or damage fee will be charged to the responsible applicant if the room and its equipment are not returned to the condition in which they were found unless directed differently by staff. The using group is solely responsible for setup and tear down.

Reservations will be taken on a first come first serve basis and can be made up to 3 months in advance. All reservations must be made at least two business days in advance.

Permission to use the rooms does not constitute an endorsement by the library of any groups' policies or beliefs. All publicity for an event held at the library must be approved by the Library Director before it is circulated and must include the following statement: "*The Eaton Public Library does not endorse or advocate the views of any group using our Meeting Room.*" Failure to obtain approval may result in cancellation of the reservation.

Use of Alcoholic beverages is prohibited. The Library is a NON-SMOKING building.

Groups may supply and serve light refreshments. All consumable products are the responsibility of the group and will not be furnished by the library.

The library does not assume responsibility for lost or stolen articles, damage to property or injury to persons or groups using the rooms.

The meeting rooms may not be used for activities which might disturb regular library functions. The library reserves the right to stop meetings that are disruptive to normal library operations. The applicant is responsible for managing orderly behavior of all attendees. Adult supervision is required for any group of minors. Applicant and program participants are expected to conform to the Library's Conduct Policy, copies of which are available upon request. The responsible party must fill out an application to use a meeting room which can be obtained at the library circulation desk from staff. The user must have a valid High Plains Library District library card.

Prior permission is required on a case by case basis for use of the meeting room beyond normal library hours. Infringement of any meeting room regulations shall be grounds for denial of any future use of the library meeting space.

If a meeting doesn't begin or end during normal library hours an approved person will have to be present. There may be a charge for this. A library staff person must be present while the building is in use.

**Each group is responsible for their room set-up and breakdown. The Library does not provide facility services for room usage. Please review the guidelines.*

The Board of Trustees and the Library Director reserve the right to deny use of any room at their sole discretion.

Revised 05/07/2021

EPL committee report form

Committee: ART Task Force Meeting Date(s): 6/26/21
Sat.

Members Attending: Nomie Ketterling
Tom Segura, Katy Luepschen
Shan Watson & David Norwood

- Type of Committee Report:
- Reporting/updating
 - Recommending Board action
 - Recommending policy change(s)

Meeting @ Old Town Hall

Brief statement of committee issue / area reporting:

David crafted the RFP for Cafe format - we
all gave input - we will finalize for
end of July - hopes of attracting artist -
proposal/concept - Aug/Sept 2021; and
continue through selection & fundraising

Brief background information and possible impact of issue / area (examples - Why is it an issue? Will funding, staff utilization, services and / or facility changes be necessary?):

Request to Friends for support for the
RFP process \$500 - Dave Sloan con-
tacted the committee with approval
for Cafe service.

Recommendation for Board action, if any (state in the form of motion(s) to be acted upon by the full board):

- Assist with email address for potential
artist response. Board approval of contract
- Assist with clarification to Friends
on "art acquisition" & purpose & Board's
involvement - for future.

Please keep the report to one page. Please return this committee report to the executive director at least ten days prior to the Board meeting.

Questions? Contact committee chair:

Nomie Ketterling

Phone: 970 381.3417

Email: mcKetterli@aol.com

Submit via email to bcams@highplains.us

**Eaton Public Library
Public Art Project
Request for Qualifications**

DRAFT

Overview:

The Eaton Public Library seeks to commission an artist/artist team to create a site-specific artwork/sculpture to be placed on the lawn area outside the main entrance to the Library. The ideal artwork should beautify the library entrance area and create visual interest. The installation will be visible to patrons entering the library as well as pedestrian and automobile traffic through the residential neighborhood.

About Eaton and the Library:

Eaton is a thriving, agriculturally based community located on the Front Range of Colorado, 60 miles north of Denver.

Built in 1911, the Eaton Public Library building was donated to the town by Rebecca Eaton in memory of her husband former Colorado Governor Benjamin H. Eaton. The original structure has been expanded over time with additions in 1992 and 2015. Today, the 12,500 square foot brick building serves a growing population of approximately 6000 people.

Project Scope:

The Library and the Art Task Force would eagerly consider concepts that incorporate the attributes of a library – the magic of learning, the excitement of exploration, the adventure of reading. The art should be suitable for a broad audience of all ages. All artwork and concepts must be site-appropriate for a residential neighborhood and should be a catalyst to welcome and inspire. The ideal artwork will create visual interest and sense of place. Designs may be representational or abstract but must respond appropriately to the location and setting.

The area in which the artwork will be installed is approximately 20 ft x 30 ft with a height clearance of 15 feet. (Do we need to state upper and lower limits of width and height?) The installation can be interactive or contain moving parts, but this is not required. The materials should be of high artistic quality and durable to withstand all types of weather conditions including extreme temperature swings in a short amount of time.

A minimum of two progress reports will be required showing the evolution of the artist's design. Final design work must be original and must include all details necessary for the fabrication and installation of the actual artwork. All proposed artwork requires certification by a structural engineer to ensure safety and durability. Once the Eaton Library accepts the final design and payment is made for the design, Eaton Library will retain all rights of the final design.

Budget: \$30,000

The total budget, not to exceed \$30,000, covers all costs associated with the project including, but not limited to, transportation, site visits, designing, engineering, fabrication, site preparation including a foundation if needed, delivery, installation, and applying for and obtaining all permits required by the Town of Eaton.

Eligibility:

This opportunity is open to professional artists who are 18 years of age or older and reside in the United States.

Submission Requirements:

Artist application packet must include the following information.

- 1) Artist resume – Resume must show experience with the manufacture and installation of designs similar to the description in your letter of intent.
- 2) At least three (3) professional references are required.
- 3) Letter of Intent – will include a description of the expected design approach and type of materials that might be used in the artist's anticipated work.
- 4) Up to six (6) digital images of completed past work must be sent. Please deliver or send via postal service on CD, memory stick, or send via email. Images must be formatted to be viewed

with Adobe Acrobat Reader. (Conceptual drawings of proposed work will not be considered.)

- 5) Inventory sheet with description of past work images including title, medium, cost, dimensions, location, and date produced.

*No project proposal is desired at this time.

Qualifications Submission Deadline:

Applications for this request must be submitted to _____? _____ on or before month/day/year; hand delivered applications must arrive in the Eaton Library before (time – end of business day); Café and email applications must be submitted before 11:59 pm. Incomplete or late entries will not be considered. The final artist or 3 finalists selected will be notified by month/day/year.

Selection Process:

(Task Force needs to decide who will be on the selection committee & pick option A or B.)

(Process Option A)

The selection committee may consist of Library Board and Art Task Force members. One artist will be selected based on past work that exhibits style and materials appropriate to the site, artist bio with references, a strong written letter of intent and from examples of experience working collaboratively. Approval of the final design by the Library Board will be based on design aesthetic merit, originality, creativity, innovation, and appropriateness to the site as well as structural soundness and resistance to vandalism.

(Process Option B)

The selection committee may consist of Library Board and Art Task Force members. Up to three (3) artists will be selected based on past work that exhibits style and materials appropriate to the site, artist bio with references, a strong written letter of intent and from examples of experience working collaboratively. The finalists will receive a \$300 design fee to develop a proposal and maquette for final consideration by the Library Board. Approval of the final design by the Library Board will be based on design aesthetic merit, originality, creativity, innovation, and appropriateness to the site as well as structural soundness and resistance to vandalism.

Limitations to Liability:

The Eaton Public Library will not assume responsibility or liability for costs incurred by artists in responding to this RFP or in responding for any further requests for interview, additional data, etc., prior to the agreement to create an original work of art.

Rejection of Submissions:

The Eaton Public Library reserves the right to reject any or all applications or to award payment in whole or in part if it is the best interest of the project.

Procedure if no artist is selected:

Final selection of an artist to complete artwork will follow successful negotiations which satisfy the library's concern that the selection committee's recommendations and the interests of the public are best served. Should no artist be accepted, a subsequent advertisement and Request for Qualifications may be issued.

6/20/21