

**Shedd Free Library  
Board of Trustees Meeting  
December 7, 2023**

The meeting was called to order at 9:00 am by Chair Peggy Carney. Also present were Donna Stone, Sue Toczko, Lynn Hendrickson. Becky Dulac and Heidi Butcher.

**Treasurer's Report:**

Lynn reported there is \$14,069.54 in checking, and \$42,552.56 in savings. We continue to operate within budget. The generator is in the process of being installed and the installation costs will come out of the library budget.

**Director's report:**

Donna stated that evaluations have been completed. Donna mentioned again that the 2 computers available at the SFL see little use and she feels that laptops or Chrome Books would be more portable, user friendly, and might see more use by patrons. The Trustees asked her to research the cost (she had previously seen 2 at a Black Friday sale so the hope is similar pricing is still available.)

Donna thinks the current Birthday Book program for area children isn't effective since it doesn't seem to bring children and families into the library. She proposes a card with a certificate for a book that can be redeemed at the library as a way of bringing the children in. Currently the program serves around 48 children. The Trustees agreed this was a good approach.

The raffle baskets donated by an area patron are doing well. DVD loans continue to flourish but she suggests the loan time be reduced from 2 weeks to 1 (particularly with current new titles that are in demand.)

Donna has sent a survey out to the community that can be submitted anonymously but if patrons self identify they will be entered in a raffle. She has also added the Inter Library Loan System to the website so that patrons can reserve/request books themselves.

Mold remediation is scheduled for 12/11 and 12/12. The Libib interactive online book inventory has had a soft rollout and will formally debut in January.

There was a total of 7 overdue and unaccounted for books and those 7 titles have been purchased by a generous patron who wishes to remain anonymous. Thank you!

The meeting was adjourned at 9:55 am. Next meeting date to be determined.

Respectfully submitted,  
Heidi Butcher  
Secretary

# Director's Report November

## Patron Statistics November

Patrons 0-17	Patrons 18-30	Patrons 31-50	Patrons 51+	Visitors	front room puzzle	computers	printer	New Library Patrons
43	17	9	127	5	5	2	2	5

## November Events

We had 13 members for the book club.

We had 36 children/ 18 adults for story hour/playtime

We only had one child for our guest reader.

No children have registered for free tutoring

We introduced Lunch and Loops with four guests.

We did not have any guests for afternoon trivia.

## Events/Programs

- In November we continued posting/printing the monthly calendar.
- We held story hour each Tuesday with children attending each week.
- We tried Little Ones Get Together every other Saturday 11:30-12:00. It is not a big draw and we will need to create a more formal purpose for the group- possibly poems, songs or simple games. We will have to do more research on this.
- We have continued our weekly reading at the elementary school. Sue has been doing all of the readings because of new adult programming. We are on a rotating schedule K-1, 2-3, 4-5, and preschool.
- Our art exhibit for the month is quilted houses created by the Quilters Guild of which Sue Hoffstetter is a member.
- We hosted a book club discussion for the book The Book of Lost Names with 13 participants. We do not have a book discussion for December but will host a book lovers potluck lunch on December 28th.
- We held our Good Deeds/Guest Reader event on Saturday 11/4. Emma the Dog and her owner Rudy Galdonik visited the library and we made dog treats to give to our patrons with dogs. We only had one child and one adult attend. It was still fun and our patrons loved the dog treats.
- Events that need revision include guest readers and the free tutoring.

## Upcoming Events/Programs

- The December Calendar has been distributed via print at the town hall and the post office and through facebook and our new website.

- We did not have a good turnout for our guest reader on 12/2 but we did receive two bags of hats, scarves, and mittens for the Coalition to End Homelessness. The monthly guest reader event will need to be revised. Our biggest turnout was for Lt. Dressel. We served pizza that day but that is a big expense.
- We have only two-story hours in December due to the work being done in the basement and the holiday. On each of those days, we will have a special guest. On 12/5 the Grinch will visit and on 12/19 Santa will visit.
- Splitting the story hour between the older and younger children seems to be working well. Sue and volunteer Paula Morse talk the younger children for an age-appropriate craft and I take the older students for games and crafts better suited for their age group.
- Our adult programming for December includes making Christmas- Santa's cookie plates, making Christmas Crew shirts, Lunch and Loop, our book lovers potluck lunch and a Breakfast Treat, Coffee and Conversation get together on 12/30.
- On December 19th I will be teaching a homeschool student how to crochet. If this goes well it may become a weekly event and may expand to other homeschoolers.

### Expenses since our last meeting

Date	Store	Invoice	Product	Price	Line item
10/5	Amazon	916210	Halloween Decorations, glue	\$14.63	62000
10/14	Amazon	3193010	Fourth Wing, Happy Place, The Heaven and Earth Grocery Store, Hello Beautiful, Tom Lake	\$85.84	61010
10/14	Amazon	4598644	Oppenheimer DVD	\$9.99	61030
10/14	Amazon	7333808	Barbie DVD	\$19.96	61030
10/14	Amazon	2039436	DVDs; Homefront, Animal Friends, Book Club; Next Chapter	\$22.69	61030
10/14	Amazon	9933032	DVDs; Moving on, Lone Survivor, Mile 22, The Marksman, Snowwhite and the Huntsman, Safe House	\$40.42	61030
10/14	Amazon	4093818	DVD- Are you these God	\$14.99	61030
10/15	Amazon	1933805	Office Supplies	\$8.87	65040
10/15	AMAZON	8780236	Office Supplies	\$18.98	65040
10/15	Wix	1080591273	Year of website and domain	\$172.80	65075
10/16	Tractor Supply		Plastic bins	\$77.94	65580
10/18	Amazon	2922614	Office Supplies	\$48.55	65040
10/20	Amazon	7808222	Connect 4, Sorry, Mahjong, Candyland	\$74.32	62000

10/20	Amazon	3797012	Yikerz Magnetic Game	\$16.62	62000
10/23	Job Lot- same invoice		Special Program Supplies	\$5.50	62000
10/23	Job Lot		Office Supplies	\$13.47	65040
10/25	Amazon	1473801	Killers of the Flower Moon	\$19.49	61010
11/1	TEMU	**	Fourth Wing, Happly Place, The Heaven and Earth Grocery Store, Hello Beautiful, Tom Lake	\$103.66	62000
11/01/23	Dollar Tree		Special Program Supplies	\$38.75	62000
11/1	Market Basket		Special Programs- food/dog biscuits	\$22.88	62000
11/4	Amazon	2177804	Thanksgiving Bingo	\$8.55	62000
11/6	Amazon- Same invoice	3489808	books; Magic School House (20), Doppelganger, Enough	\$103.66	61010
11/6		3489808	Acrylic bookmark blanks Printable Vinyl Sticker 8.99+11.99-.72-.96-5.87=	\$13.43	62000
11/6	Amazon	3537008	Books; Near Miss, Killing the Legends, The caretaker, The Armor of Light, Killing the Witches	\$100.50	61010
11/7	Libib	69-0003	Monthly Fee 11/7-12/7	\$6.75	61080
11/13	TEMU	190435	Special Program Supplies:Christmas Bingo, bookclub key rings,	\$27.58	62000
11/14	Amazon	8660208	books: Inheritance: The Lost Bride Trilogy, Book 1	\$21.00	61010
11/14	Amazon	409032	books; Alex Cross Must Die: A Thriller	\$20.98	61010
11/14	Amazon	9679446	books: The Watchmaker's Hand	\$26.10	61010
11/14	Amazon- Same invoice	1337009	Books: 1 of: Canary Girls , Chiaverini,: The Little Liar,The Exchange: After The Firm , Chenneville, Santa and Company (Santa's Crew) ,Services LLC Supplied by: Other Condition: The Running Grave, Galbraith, Dirty Thirty (30) , None of This Is True, The Secret: A Jack Reacher Novel,A Chateau Under Siege, Walker, The Edge (6:20 Man, 2)	\$247.40	61010

			, One Last Kill		
11/14		1337009	Office Supplies: 250-Pack Blank Library Cards , 2 of: Hygloss Products Manila Library Pockets	\$20.32	65040
11/16	Amazon	1462669	Batteries	\$13.10	65080
11/17	Amazon	6364245	Candles	\$26.99	65080
11/17	Libib	69-0004	Dec 23-Nov 24 Yearly Subscription	\$69.72	61080
				\$1,536.43	

### Discussion Topics

- Laptops
- Birthday Books
- Raffle Baskets
- DVDs- One week turnaround
- Survey  
[https://docs.google.com/forms/d/e/1FAIpQLSfknPG0rd6DG4EdXJ1DruTra4ZtzeWAKXg-DhgzyjL\\_IzwFIQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfknPG0rd6DG4EdXJ1DruTra4ZtzeWAKXg-DhgzyjL_IzwFIQ/viewform?usp=sf_link)
- Website- I added ILL request
- Update to the Annual Report  
[https://docs.google.com/document/d/1yHSJv3E1JSHp4TmHrCDe\\_Gbnj2ucFNaonFFB0BWBjI/edit?usp=sharing](https://docs.google.com/document/d/1yHSJv3E1JSHp4TmHrCDe_Gbnj2ucFNaonFFB0BWBjI/edit?usp=sharing)
- Mold Remediation Days
- Long Overdue books 2023 vs years prior
- Soft rollout of Libib through December - full rollout starting in January
- Office desk removal
- Recycling Bin

2024 Goals ([link](#))