

# Negaunee Public Library Board

February 20, 2018

1. Call to order
2. Secretary's Report (Approval of the Minutes)
3. Public Comment
4. Financial Report
5. Communications
6. Librarian's Report
  - a. 2017 annual report
7. Unfinished Business
  - a. Update: Valentine's Tea
  - b.
8. New Business
  - a. Inclement weather policy
  - b. Leslie's resignation
  - c. Strategic planning
  - d. Lakeview Elementary – literacy month reading challenge
  - e.
9. Adjourn

Next meeting: March 20, 2018

## Officers:

President: Al Sundine

Vice President: Jeanne Sandstrom

Secretary: Laura Jandron

## Negaunee Public Library Board

Minutes of the January 16, 2018 meeting.

Members present: L. Jandron, J. Sandstrom, A. Sundine, J. Holman,  
Library Director.

Absent (exc.) D. Nelson, L. Perucco

Meeting called to order at 10:20am by Pres. A. Sundine. Minutes of the  
October, 17, 2017 meeting approved as read.

Public Comment: None

Financial Report: All bills paid as of Jan. 1, 2018. Financial report handed  
out by J. Holman. 2018 budget, approved by the city council was also  
received.

Communications: None

Librarian's Report: The Marvel Unlimited service is now being used by our  
patrons.

Our J-TAG has held a Halloween party and a Holiday party. Both well  
attended with a very enthusiastic group of young people.

For the 2017 year, J. Holman has informed the library board that our  
patronage has increased. The public seems to be using the library for  
traditional services, such as materials, programs and meeting space,  
computers not being used quite as much as previously.

Unfinished Business: None

New Business: Election of officers - J. Sandstrom made a motion to continue  
the same officers, 2<sup>nd</sup> by L. Jandron. Motion passed.

Meeting dates - motion by J. Sandstrom, 2<sup>nd</sup> by L. Jandron to approve the  
2018 meeting dates. Motion passed.

Meeting adjourned at 10:45am.

Respectfully submitted,

Laura Jandron, Secretary

*Laura Jandron, Secretary*

**Negaunee Public Library**

**Financial Report**

February 20, 2018

All bills were paid through February 1, 2018.

Bills to be paid March 1, 2018:

Baker & Taylor	148.96
McNaughton Books	89.25
MicroMarketing	116.97 (audiobooks)
Upper Peninsula Region of Library Cooperation, Inc.	180.12 (annual software subscription)

## Negaunee Public Library Board

February 20, 2018

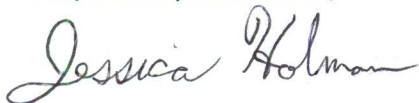
### Librarian's Report

The Friends of the Negaunee Public Library held its annual Valentine's Tea and Book Sale last week Tuesday. It was well-attended, with more than 100 people stopping by to buy books and eat treats. TV6 also interviewed me and took video of the event, which aired on the news that evening. Karen Barrett reported that the Friends collected \$215.50 in sales and \$26.74 in donations. The profits have shown a steady increase over the past few years.

This spring the library will poll patrons and hopefully parents from daycares and preschools to better align our storytime offers with community need. Storytime attendance has dropped off completely for Reading Rugsrats (the baby/toddler program) and the afternoon storytime since November. This is despite marketing in the Marquette Monthly, in the city newsletter, and on Facebook.

The Junior Teen Advisory Group (J-TAG) has been busy planning their Spring Party. The kids have also begun to help me prepare for the summer reading programs. I let them look through the Collaborative Summer Library Program catalog and suggest what prizes they would like to make available for the middle school-aged population. We also discussed fresh ideas for programming during the summer. They have some great, book-themed events ideas, none of which should cost the library or Friends group much money at all. The J-TAG members also expressed interest in holding a bake sale to earn money for their own programs, rather than asking the Friends for money.

Respectfully submitted,



Jessica Holman, director



**Negaunee Public Library  
2017 Annual Report**

Library Use

2,210	Hours Open
14,067	Library Visitors
847	Attended Children's Programs
3,041	Computer Use
3,647	WIFI Use

Circulation

6,026	Adult print material
3,690	Children's material
21	Books on cassette
838	Music and Books on CD
4	Video tapes
487	DVD
2,314	Overdrive audio books, E-Books, and streaming video
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13,380	Total Circulation

Interlibrary Loans (ILL)

1,163	Borrowed from other libraries
1,121	Loaned to other libraries
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2,284	Total ILL

Library Patrons

2,455	Active registered patrons	
Includes:		
1,661	Residents of the City of Negaunee	68% of patrons
494	Residents of Negaunee Township	20% of patrons
300	Others	12% of patrons

Library Hours:

M	10am-7pm
T	10am-7pm
W	10am-7pm
T	10am-6pm
F	10am-5pm
S	9am-noon (except June-Aug.)

45 Hrs/week Jan. 01-May 20, 2017  
 42 Hrs/week May 21-Sept. 2, 2017  
 45 Hrs/Week Sept. 03-Dec. 31, 2017

Employees:

Jessica Holman	Library Director	40 hrs/wk June-Aug., 36 hrs/wk Sept.-May
Shelley Gould	Assistant Librarian	21 hrs/wk
Donna Campbell	Library Clerk	12 hrs/wk Sept.-May, 10 hrs/wk June-Aug.
	Departed January 18, 2017	
Leslie Parkkonen	Library Clerk	15 hrs/wk Sept.-May, 13 hrs/wk June-Aug.
	Started February 27, 2017	

Programming:

Knitting Class	51 classes	287 attended
Next Chapter Book Club	18 meetings	95 attended
Essential Oils 101	4 classes	34 attended
General Programs	Valentine Tea and Book Sale, Feb 14 Annual Pioneer Days Book Sale, July 6 Second Annual Pioneer Days Book Signing, July 7 Poetry Reading, August 16	

Adult Summer Reading Program

Children's Programming:

Story times	25 programs
Reading Rugsrats	16 programs
Storytime at the Market	8 programs
Junior Teen Advisory Group (J-TAG)	12 meetings
Summer Reading Program	
Finale party, August 1	53 attended
Special Programs:	
Deconstruct a Computer	4 attended
Cinderella storytime	44 attended
Faeries of the Night	16 attended
Negaunee City Police	65 attended
Halloween Party	51 attended
Holiday Party	20 attended

Special storytimes, tours, and outreach:

Daycare/Preschool visits	22 programs
Reading Day at the Mall	April 8
YMCA Summer Kickoff Party	June 13
Lakeview Open House	August 29
Negaunee MS Open House	August 30
Township Dropbox Ribbon-cutting	September 15

Grants Received from:

Community Foundation of Marquette County	\$3,000	Negaunee Township Dropbox
Institute of Museum and Library Services	\$2,000	Negaunee Township Dropbox