

**Board of Trustees  
Fargo Public Library  
Fargo City Commission Chambers  
200 North 3<sup>rd</sup> Street, Fargo, ND 58102  
Minutes of June 21, 2016**

Present: Helen Levitt, Herb Snyder, Howard Barlow, Gary Groberg, MaryBeth Hegstad,  
Mary Dickson  
Absent: Becky Walen  
Other: Jillian Struxness  
Staff: Tim Dirks, Lauren Johnson, Ginny Mueller

The meeting was called to order by Board Chair, Helen Levitt.

**Order of Agenda**

MaryBeth Hegstad moved to approve the order of the agenda. Mary Dickson seconded the motion; motion carried.

**Minutes of May Regular Meeting**

MaryBeth Hegstad moved to approve the minutes of the May 17, 2016 meeting. Mary Dickson seconded the motion; motion carried.

**Staff Report**

Lauren Johnson presented the Staff Report as follows:

**Staff updates and Staff development activities:**

- The Circulation department has hired a new part-time Library Associate I for the Carlson library. They are also beginning the process of hiring a 10 hour a week Page position for the Main library location.
- Christina Kind, a part-time Library Associate I in Tech Services, was awarded a special volunteer award from Jefferson Elementary School for her dedication to volunteerism at the school. This year alone, Christina recruited 9 library employees to participate in the school's Lunch Buddy program, and has been an integral part of the volunteer community at the school. If you would like to read the article put out by Fargo Public Schools, I have brought in copies.
- I have also brought in Adult Book Logs for each of you. The prize for adults this year is an ice pack.

**Programming:**

***Upcoming events (a partial and incomplete list):***

- There will be an author visit with regional author **Eric Bergeson** on June 21<sup>st</sup> at 6:30pm at the Carlson library. The event will include an engaging presentation titled "Pirates on the Prairie". His book of the same title chronicles the achievements of a remarkable group of athletes from Halstad, MN, in 1952.

- A **Great Science for Teens** program will be held on June 21<sup>st</sup> at 6:00pm at the Main library. This program is led by Dr. Graeme Wyllie of Concordia College. The program will have lots of interesting, safe science experiments for teens in 6th to 12th grade.
- There will be a **Fairy Ball** on Saturday, June 25<sup>th</sup> at 10:00am at the Main library. The program will feature fairy games and box-step dance lessons. Costumes are welcome. All ages are welcome.
- The **Flashback Fitness Series** for teens and adults begins on June 25<sup>th</sup> at 10:00am at the Carlson library with the Jane Fonda low impact workout. This series will revisit some past fitness trends. Retro fitness gear is encouraged.
- We are hosting a program titled **Culinary Adventures: Cooking with Nancy** on June 27<sup>th</sup> at 11am at the Main library, where kids will learn about nutrition and cook up their own tasty treat. Registration is required for this program, and would be best enjoyed by children ages 7-12.
- There will be **Hip Hop Dance with Haylee Thompson** on July 11<sup>th</sup> at 10 and 11am at the Carlson library. Kids will learn hip hop dance basics from the program director at Red River Dance & Performing Company. Ages 6-12.

***Notable Past events & programs (again, a partial list):***

Adult Programming:

- The library's **Gardening Series** concluded on May 24<sup>th</sup> and brought in 25 enthusiastic gardeners.
- The **Safeguarding Seniors** seminar was on May 19<sup>th</sup> at the Main library. This seminar offered tips on how seniors and their caregivers can avoid fraud and financial abuse. 13 people were in attendance.
- The program **Adventures in Wonderland** was on May 22<sup>nd</sup> at the Main library. This program was a really fun event, with staff members dressing up as characters. This event was open to adults, teens, and families, and brought in 41 people.

Teen Programming:

- **Get in the Game! Bingo** on June 7<sup>th</sup> at the Carlson library was the Teen SRP kick-off event. 20 teens attended this event.

Children's Programming:

- **Share a Story** at Rheault Park was well attended despite the rain. There were approximately 275 people that visited the Fargo Public library booth at this event. The library provided a craft for children to do.
- The **SRP Kick-off event** was also a success despite the weather. The event consisted of an Olympic themed Opening Ceremony, and we had a variety of games and a craft. 150 people attended this event.
- **Wheelie Cool Athletes** week was a very successful week for programming with over 250 children and their parents attending programs featuring BMX riders, cars from the Red River Valley Speedway, and the FM Derby Girls.
- And lastly, the Children's library at the Main library is all decked out for the Summer Reading Program. Most notably, there is an activity course with a track set up around the children's library, which kids have been really excited about. If you have time you

should definitely check it out, it is a really fun space. Decorations were done by Children's Librarian Cindy Mason.

Mary Dickson commented that the number of attendees at the library programs is very impressive. Chair Helen Levitt stated that construction and parking problems have made things challenging, but the consistent attendance numbers speak to the commitment of the library staff. Levitt asked Lauren to convey the board's appreciation to the staff for everything they do.

### **Director's Report**

Tim Dirks directed the board to his report in the packet.

Of particular interest is the construction update. The Engineering Department gave us a timeline and process for what we can expect two months ago. At this time, it looks like the 1<sup>st</sup> Ave/3<sup>rd</sup> Street intersection may be worked on prior to the anticipated date of August 1<sup>st</sup>. As to the question of alternate parking, there may be more spots available in the south lot and there is the possibility of parking spaces for city hall and library patrons in the quad between the Commission Offices and Library.

Also, along with 21 other library staff, Dirks attended the Mental Health First Aid Training provided by First Link on May 25<sup>th</sup>. Other city staff attended the training as well. It is very important that staff are regularly educated and understand the signs of individuals with mental health issues. The training was well received.

### **Statistical Reports**

#### **May Usage**

The May 2016 stats record a slight increase in attendance over May 2015. Programs are busy. Volunteer hours show a significant increase over 2015. Internet signup is strong and web page hits are very close to last year's numbers.

Total circulation is almost the same as year-to-date 2015. We are down just 191 items.

#### **May Financials**

We have received \$50 in memorials in May, \$1500 from the Friends of the Fargo Public Library for Summer Reading Program books and additional donations for the Officer Moszer fund. Expenses include \$1500 for the Summer Reading Program books and \$73 in Staff Development activities. We are 42% through the year and have expended 40.66% of our budget. Library staff is working to identify items for purchase if there is extra money available.

As reported at prior meetings, we are working with MBN to identify efficiencies in the HVAC system. Buildings and Grounds has adjusted the systems at both Main and Carlson and we are monitoring the bills, comparing 2015 and 2016 kilowatt usage.

Revenue is down but we are entering a busy part of the year so our forecasted revenue should be achievable.

### **Friends of the Library Report**

There was no report from the Friends of the Library.

## **New Business**

### **A. 2017 Library Budget**

Director Dirks directed the board to the Fargo Public Library Draft of the 2017 Budget in the packet.

- 2 full-time staff are being requested
  - Tech Services
  - Outreach
- Request Library Page hourly wage be increased to \$10 per hour
- Reduction in Security at both Main and Carlson Libraries
- Slight increase in computer equipment and repair at both Main and Carlson
- Based on 12-month lookback, a reduction of \$3000 in Other Communications
- Increase of \$43,000 for Books and periodicals, which would increase our online content
  - Hoopla provides movies, music, etc. for library use and the cost is based on usage
  - E-books and e-audiobooks
- Increase in building rent at the Northport Library

This result is an aggregate net request of \$22,901.00 in operating funds for the Main Library and its branches.

Capital Outlay requests for 2017 include:

- \$65,000 for Community Research Driven Strategic Planning
- \$35,000 for 3 self-check stations

Revenues forecasts for 2017 are approximately the same as 2016.

We have been requested to provide our planned capital outlay requests for 2018 and beyond.

At this time, 2018 capital outlay requests are:

- \$35,000 for 3 self-check stations
- \$41,000 for replacement of Main security gates

Future capital outlay requests are:

- \$24,000 for Dr. James Carlson Library shelving
- \$64,070 for lighting upgrade for both Main and Carlson Libraries

Gary Groberg moved to approve the budget as presented. Herb Snyder seconded the motion; motion passed.

### **B. Homeless Outreach Update**

Tim Dirks stated that he was very pleased with the progress of the program. It is far more robust and progressive than the approach we previously had. Dirks presented Jillian Struxness, Homeless Outreach Specialist, who had previously been introduced to the Board at the February, 2016 meeting.

Jillian expressed her appreciation to the library for supporting the position and being able to have her office at the Main Library. There have been multiple occasions when library staff have accessed Jillian to assist a person who is intoxicated or having a mental health issue. Also, because she has been available to explain services, more individuals are accessing housing. Things are going extremely well doing outreach downtown and also acting as a liaison with the police department. Chair Helen Levitt stated that we know this is an issue for other libraries and thanks to Jillian's service, we have been able to identify problems and react. Lauren Johnson stated that the library staff also appreciate having Jillian available.

**Public Comment**

There was no public comment.

Chair Helen Levitt announced that this is MaryBeth Hegstad's last meeting on the Library Board and that she has appreciated all that she has done, particularly as a literary expert. MaryBeth thanked Tim Dirks and the library staff and gave a donation to the library.

**Next Board Meeting**

The next regular Board Meeting is scheduled for Tuesday, July 19, 2016, at 4:00 PM in the Commission Room.

The meeting was adjourned at 4:45 PM.

Respectfully submitted,

Ginny Mueller