

**Board of Trustees
Fargo Public Library
Fargo City Commission Chambers
200 North 3rd Street, Fargo, ND 58102
Informational Minutes of July 19, 2016**

Present: Helen Levitt, Becky Walen, Rachael Steenholdt
Absent: Howard Barlow, Gary Groberg, Mary Dickson, Herbert Snyder
Staff: Tim Dirks, Lauren Johnson, Beth Postema, Jason DeShaw

The meeting was called to order by Board Chair, Helen Levitt for informational purposes only given the lack of a quorum.

Staff Report

Lauren Johnson presented the Staff Report as follows:

Staff updates and Staff development activities:

- The library is in the final process of hiring a 10 hour a week Page position for the Main library. The position should be filled by the 16th.
- Shelving volunteer Andrea Ubben has clocked in 130 volunteer hours during the month of June. Andrea is volunteering through AmeriCorps, and has been a huge help at the Main library this summer. A big thanks goes out to her.
- The Staff Development Team is hosting *Everything You Ever Wanted To Know About The Library But Were Too Afraid To Ask* for library staff on **Friday, July 22nd**. This program gives staff the opportunity to anonymously ask questions about the library, and have their questions answered by the administrators. This event is a fun and informative way for library staff to stay up to date on policies and procedures. It's also a fun way to put our bosses on the spot.

Programming:

Upcoming events (a partial and incomplete list):

- The library is going to have a **Family Fort Night** on **Thursday, July 21st at 6:00pm at the Northport library**. This program is open to all ages and will include building a fort and making a craft followed by a special digital storytime.
- July 25-30th will be the final week of programs for the Children's Summer Reading Program. The week is themed *Amazing Animal Athletes* and we will be bringing in a race **Horse** on **July 26th at 10:00am at the Carlson library**. All ages are welcome to this program. The program featuring sled dogs from Prairie Isle Dog Trekking at the Carlson library on **Monday, July 25th at 10:00am**, has been cancelled due to the presenter having a broken tibia.
- The Summer Reading Program Wrap Up Party will feature magician **Jeff Quinn**. There will be a magic show featuring tricks about sports, racing, and the Olympics. This event is on **Wednesday, July 27th at 6:30pm at the Carlson library**. All ages are welcome.
- The library is hosting **Biking in Fargo on Wednesday, July 27, at the Main Library at 5 p.m.** Sarah Watson Curry will be on hand to discuss bike safety, bike routes in the FM

area, and to go over some rules of the road. This event is for Teens and Adults. All materials will be provided.

- **The Flashback Fitness Series will conclude on Saturday, July 30, at the Main Library at 10:00 a.m. The final theme is Sweatin' to the Oldies.** Healthy treats or smoothie samples from local businesses will be served to participants post-workout. No registration is required.
- Looking ahead to August, there will be an **Insect Pollinators: Catch the Buzz About Bees @ Carlson** program on **Thursday, August 11th at 10 a.m.** NDSU Entomologist Deirdre Prischmann-Voldseth and some members of the NDSU Entomology Club will fill us in on pollination and beekeeping, and give us tips on how to tell the difference between bees and look-alikes. There will be crafts, displays and even some honey to try at hands-on stations! No registration is required.
- Join us for the **Dare to Prepare** event and presentation set for **Tuesday, Aug. 23, starting at 7 p.m. at the Main Library.** "Dare to Prepare" is a 60-minute presentation for teen drivers and parents of teen drivers presented by the Fargo Police Department. The session will focus on promoting safe teen driver habits.

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

Adult Programming:

- We hosted the second annual **Kokedama** program on **Thursday, July 7th and Saturday, July 9th** at the Northport branch and Main library. Patrons made a Kokedama, which is a Japanese hanging plant held together with moss and string. 22 people attended this event.
- We celebrated the **10th Anniversary of the Northport** branch on **Monday, July 11th**. This was an all-day event, and about 50 people stopped by to celebrate with us, and we gave away a gift basket during the event.

Teen Programming:

- A **Seed Mosaics** program was on **Tuesday, June 28th**. Teens were invited to design their own mosaic using a variety of seeds to create fun, interesting colors and textures. 16 teens attended this event.

Children's Programming:

- The program **Family Yoga** was presented by Mojofit Studios, and this program was held at both the Northport and Carlson branches and brought in 44 people. During this program children and adults learned new ways to relax and find balance.
- The programs **Hot Lava Night** and **Life Size Candyland** were part of *Life Size Fun* week and were a huge success. These programs were open to all ages and brought in over 200 people.
- With 2 weeks remaining in the Summer Reading Program, we have 1966 registered. Last year's total registration was 2402. Considering the construction around the Main library, these registrations numbers are very encouraging.

Chair Helen Levitt stated that it continues to amaze her that the staff not only has the imagination to come up with these programs, but then also the ability to carry them out.

Director's Report

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

He reported on the budget presentation to the City's Finance committee on July 7; in terms of discussion it went well.

Starting the first week of August, the intersection of First Avenue North and Third Street will be closed for infrastructure reconstruction. Also, construction of the new City Hall will begin which will mean the East entrance to the Main Library will be fenced off. Chair Helen Levitt asked if the City has said anything about library parking during this construction. Tim Dirks replied that there is still discussion about temporary parking in the Civic green space. There is no question that the disruption caused by construction will have an impact on circulation and attendance figures.

Statistical Reports

June Usage

The June 2016 stats record a slight increase in attendance over June 2015. Program attendance is down. The Summer Reading Program kick-off event was well attended at Carlson, but not as much at Main.

Total circulation is down slightly from June 2015, but that was the all-time highest circulation for a single month. Chair Helen Levitt commented on the continued growth in the use of electronic content. Rachael Steenholdt inquired about Zinio. Tim Dirks explained the digital magazine service

June Financials

We have received \$600 in unrestricted donations; part of that amount was given by departing Board Member MaryBeth Hegstad. There is also a restricted donation from The Forum in support of one of the Summer Reading Program events.

At the halfway point in the budget year, the library has expended 47% of its budget allocation. The part-time benefitted wages line item is on target this year.

Revenue is slightly below the projected amount; this is largely due to the impact of construction on the rental use of the meeting rooms.

Friends of the Library Report

There was no report from the Friends of the Library.

New Business

A. Overview of the Technical Services Department

Collections Manager Jason DeShaw provided an overview of the work of the Technical Services Department. He listed each of the staff members and their primary responsibilities. The key thing that the Technical Services Department does is the management of the catalog—knowing for each of the more than 278,000 items that the library owns what exactly it is and where it is at any moment. On average the library adds 25,000 new items each year which is amazing with

under 5FTE. Materials also need to be removed from the collection whether due to heavy use and damage or due to being out of date and inaccurate.

Jason DeShaw then went on to describe the activities involved in the life cycle of a book including the selection decision, ordering receiving, cataloging or copy cataloging, physical processing, rush processing for items on hold, being used by the public, and finally deselection and removal of the item's information from the catalog and OCLC, the international database of library items.

Tim Dirks stated that with Technical Services, there is always work to be done. Beyond new titles to be added, there are new formats to consider. He said that Jason is also constantly looking for efficiencies in how we handle materials to address the challenge of the volume of items coming in and leaving the department. Chair Helen Levitt expressed her thanks to Jason DeShaw and his department for their efforts.

Public Comment

There was no public comment.

Next Board Meeting

The next regular Board Meeting is scheduled for Tuesday, August 16, 2016, at 4:00 PM in the Commission Room. The Annual Meeting of the Fargo Public Library Board of Directors is postponed until that date as well due to the lack of a quorum.

The meeting was adjourned at 4:52 PM.

Respectfully submitted,

Beth E. Postema