

**Board of Trustees  
Fargo Public Library  
Fargo City Commission Chambers  
200 North 3<sup>rd</sup> Street, Fargo, ND 58102  
Minutes of September 20, 2016**

Present: Helen Levitt, Howard Barlow, Gary Groberg, Rachael Steenholdt  
Absent: Herb Snyder, Becky Walen, Mary Dickson  
Staff: Tim Dirks, Lauren Johnson, Amber Emery, Ginny Mueller

The meeting was called to order by Board Chair, Helen Levitt, and a quorum was declared.

**Order of Agenda**

Gary Groberg moved to approve the order of the agenda. Howard Barlow seconded the motion; motion carried.

**Minutes of August Regular Meeting**

Howard Barlow moved to approve the minutes of the August 16, 2016 meeting. Rachael Steenholdt seconded the motion; motion carried.

**Staff Report**

Lauren Johnson presented the Staff Report as follows:

**Staff updates and Staff development activities:**

- Children's Coordinator Amber Emery volunteered as the 2016 Flicker Tale Award Committee Chair. The Flicker Tale Award is sponsored by the ND Library Association and administered by the School Libraries and Youth Services division of that organization. The committee nominates children's books in four different categories for members to vote on.
- Children's services staff participated in a day long retreat to discuss departmental goals, new projects, and planning.
- Children's service staff also participated in the Association for Library Service to Children Virtual Institute. This was a mini-conference offered online that featured two days of program sessions related to materials and programs for children including baby programs, materials for beginning readers, and serving children with disabilities.
- In the last month, the Staff Development Team brought in two speakers for library staff. There was a Coping with Stress program on Aug. 26th and a Workplace Etiquette program on Sept. 16th. Thank you to the Friends for contributing to the Staff Development Team for these sessions.

**Programming:**

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

- **Celebrate Roald Dahl's 100<sup>th</sup> birthday** with two special library events packed with surprises and treats for everyone. This program is most appropriate for children ages 7 and up. No registration is necessary. Two sessions are planned: **Thursday, Sept. 22 at 4pm – Northport Branch and Saturday, Sept. 24 at 11am – Carlson Library**

- Join us in celebrating the children's novel *Miss Peregrine's Home for Peculiar Children* before the movie version hits the big screen. Join Miss Peregrine herself on **Saturday, September 24, at 2:00pm at the Main library** for book-related activities, refreshments, crafts, and peculiar photo-ops. All ages are welcome.
- **We are part of this year's Welcoming Week: Fargo, Moorhead, West Fargo series.** The library event is titled '**Glimpses of Incredible India.**' It is set for **Sunday, Sept. 25, at 2 p.m. at the Main Library.** Presenter Ganesh Suryawanshi will feature the history and culture of India. This session will include images of the country along with a presentation about the festivals, art, languages, religions and traditions of this diverse country. Light snacks and Chai (tea) will be served. This event is in partnership with Cultural Diversity Resources.
- **A Voter Information session** is set for **Thursday, Sept. 29, at 7 p.m. at the Main Library.** In partnership with The League of Women Voters of the Red River Valley, the library is hosting an informational session to answer residents' voter-related questions.
- The last week in September is going to the dogs! Join us on **Friday, Sept. 30<sup>th</sup> at 11:00am at the Dr. James Carlson library** for a special visit from a real life police dog! Officer Ferris and his canine partner Bali from the Fargo Police Department will be treating us to a story. And after you meet Bali the Fargo Police dog on Friday, there will be a Paw Patrol Party on **Saturday, Oct. 1<sup>st</sup> at 11:00am at the Main library.** There will be Paw Patrol themed crafts, games, and snacks. These programs are for all ages. No registration is required and all materials will be provided.
- The **One Book One Community author visit with Kao Kalia Yang** is set for **Friday, October 14 at Comstock Memorial Union Ballroom at MSUM.** We are grateful for the generous financial support provided by the Friends of the Fargo Public Library in funding this author visit.
- **The Jazz into Fall concerts begin in October:** We have a great line-up of local jazz groups for 4 free Sunday afternoon concerts in October: Oct. 2 – The Skipjacks featuring Nat Dickey. Oct. 9 – Jazz Nickel. Oct. 16 – Matt Patnode Jazztet. Oct. 23 – All That Jazz.

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

Adult Programming:

- **Pride in the Park festival** – August. 20 at Island Park; we had 150+ people stop by the table that day. FPL staff members had a table at this event with bookmarks and information about the FPL.
- **Streets Alive!** – Aug. 28 at Davey Park in Moorhead, part of the Education Ave. of the Streets Alive! event. We had 150+ people stop by the table.
- **Patriot Day Concert** was Sunday, Sept. 11, at the downtown Main Library. The Full Battle Rattle Brass Quintet (formerly known as the 188<sup>th</sup> Army Brass Quintet) did a great job and 38 enthusiastic audience members attended.
- **Adult Craft events for Sept.: Zipper Jewelry.** Two sessions were held; one on Sept. 15 at Northport and on Sept. 17 at Carlson. Both sessions were well-attended. More craft events are coming up in October.

### Children's Programming:

- **Crafternoons at Carlson** started up again on **Sept. 12<sup>th</sup>** and continues to be a success with a lot of returning patrons and the program numbers continue to be high with around 50 people attending each Monday.
- **Little Squirt Science** also began again on **Sept. 8<sup>th</sup>**. We offered 3 sessions which filled up very quickly.
- Books purchased with donations in honor of Officer Jason Moszer will soon be available. Books were purchased with donations from the Friends of the Library, library staff and board members, and city commissioner Mike Williams. These books will all be located in the children's collections at all three locations. Total amount donated was \$700 and with that we bought 45 individual books. These titles include nonfiction and picture books that feature police officers (including K9 officers) and law enforcement. Titles include: Police Cars on the Go, Sergeant Bill and His Horse Bob, Dogs on Patrol, Hooray for Police Officers!, Police Car on Patrol, Keeping You Safe, Officer Buckle and Gloria.

Chair Helen Levitt stated that all of the programs are just awesome. She also expressed the Board's appreciation for the staff's creativity, dedication and ability to pull things off.

### Director's Report

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

Specifically, Dirks mentioned Goal 7, where he lists a number of quarterly project meetings with library managers. Also, from September 5<sup>th</sup> to September 8<sup>th</sup>, Dirks represented the Red River Zoo Board at the Zoo's Accreditation Hearing in San Diego.

### Statistical Reports

#### **August Usage**

At this time, we have just under 42,000 registered patrons. Year-to-date attendance is strong, up 1%. Program attendance was strong in the month of August. Volunteer and internet signup are both up, while web page hits ebb and flow. August 2016 circulation is up 75 items over August 2015, and is the single largest August circulation reported since opening the branches.

Rachael Steenholdt stated that she was very impressed with the work on the welcome cards and presentation by Melisa Duncan, and wondered if we had seen an increase in registrations as a result of it. Tim Dirks stated that new registrations have been up all year and going forward, we will try to track the impact of the welcome cards.

#### **August Financials**

In August, we received a generous gift of \$1500 from an employee of Bell State Bank as a part of their Pay It Forward program. An Early Education Computer will be purchased for the Northport Library through his donation, along with a donation from the Friends of the Fargo Public Library.

With 67% of the year lapsed, we have expended 63.5% of our annual budget. Part of the savings we've realized this year is from adjustments made to our HVAC system. Through the end of August, we have spent 45% of our natural gas budget. Last year at this time, we had

spent 75%. We have seen significant savings through those modifications. Also, our part-time benefitted employee expense line is at 65%, which is an improvement over last year.

Children's furniture at the Main Library has been reupholstered and we are in the process of reupholstering adult furniture. In addition, we are replacing teen furniture at the Carlson Library.

Our revenue is short of our forecast.

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

Bob Jansen was not present, and therefore there was no report.

### **Old Business**

#### **Children's Summer Reading Recap**

Amber Emery, Children's Services Coordinator, gave a presentation on the 2016 Children's Summer Reading Program. The goal of the Summer Reading Program is to keep kids reading through the summer – to keep them engaged with books and learning.

For ages 4-12, the kids sign up and track reading. They receive a prize for every five hours they track. Younger kids track activities with an adult. They receive a prize for every 10 activities they track.

This year, our registration was down a bit but, what was very encouraging is, we gave away more books, which means there was more reading done. We gave away 671 books, compared with 631 books given in 2015. The books were purchased with funds from the Friends of the Fargo Public Library, along with books donated by Amber from her position on the Newberry Selection Committee in 2015.

The Children's Department supplements the reading and activities with events and programs which coordinate with the Summer Reading Program Theme. This year the theme was Sports, Fitness and Wellness. Upcoming themes are:

- 2017 Architecture & Construction
- 2018 Music
- 2019 Space

In 2015, attendance at these programs totaled 4,131, while in 2016 it was 2,986. Some of the reasons for the decline are:

- a. The disruption at the Main Library due to construction and parking. Because of the size of the Main Community Room, our largest events are hosted there. Some popular programs, such as the Red River Zoo presentation, were not scheduled this year because the Carlson and Northport Community Rooms could not accommodate the expected attendance. We offered 96 programs in 2015, compared with 88 in 2016.
- b. The Summer Reading Program ran 8 weeks instead of 9 weeks.
- c. At the request of working parents, we have offered more of our programs on evenings and week-ends. Generally, the attendance at these programs is less than daytime programs.
- d. We offered fewer story times in 2016.

Amber thanked her staff, Cindy Mason, Cindy Liudahl, Lauren Johnson and Sarah Nelson. She stated she was astounded and pleasantly surprised at their creativity, energy and ambition. Chair Helen Levitt thanked the children's staff for their amazing amount of work. This is an investment in the future. Tim Dirks said hats off to the Children's Department and all they do.

### **New Business**

#### **Children's Circulating Tablet Demo**

Amber Emery provided a sample Launchpad, a device with audiobooks pre-loaded, for the Board to review. Benefits of the Launchpad are:

1. No internet connection is required
2. Apps are pre-loaded and pre-screened
3. No advertising
4. No personal information, no buying, no pictures
5. Each has a different theme with 10 pre-loaded apps

There are three age ranges:

- 3-5 years
- 5-7 years
- 8-10 years

Kids are fascinated by technology. We have eight Launchpads circulating now and there are holds placed on all. The Launchpads have only been available at the Main Library, and now we have ordered an additional 19 so we can offer them at the branches. Many libraries across the country are starting to use them. They circulate like a book and check out for 3 weeks. A patron can only check out one Launchpad at a time and can only place 1 hold at a time.

Chair Helen Levitt stated that Technology was one of our goals when developing the Strategic Plan and it appears that we have met or surpassed what we set out to do.

### **Public Comment**

There was no public comment.

### **Next Board Meeting**

The next regular Board Meeting is scheduled for Tuesday, October 18, 2016, at 4:00 PM in the Commission Room.

The meeting was adjourned at 4:50 PM.

Respectfully submitted,

Ginny Mueller