

Fargo Public Library Board of Directors  
Fargo City Commission Chambers  
Minutes of December 20, 2016

Present: Helen Levitt, Mary Dickson, Rachael Steenholdt, Herb Snyder, Howard Barlow,  
Mary Dickson, Carlos Hawley, Jr.  
Absent: Gary Groberg  
Staff: Tim Dirks, Lauren Johnson, Ginny Mueller

The meeting was called to order by Board Chair, Helen Levitt, and a quorum was declared. Chair Levitt introduced the Library's new Board member, Carlos Hawley.

### **Order of Agenda**

A motion was made by Mary Dickson to accept the Order of the Agenda. Herb Snyder seconded the motion; the motion carried.

### **Minutes of the November 15, 2016 Regular Meeting**

Herb Snyder moved to approve the minutes of the November 15<sup>th</sup> meeting. Mary Dickson seconded the motion; motion carried.

### **Staff Report**

Lauren Johnson presented the staff report as follows:

#### **Staff updates and Staff development activities:**

- Circulation employees Nicole Hofer, Sunny Branick, and Drea Cook attended an Accountability training session on Dec. 12<sup>th</sup>. At this session they learned how to inspire accountability in themselves and others.
- I have brought in copies of the New Children's Newsletter called the Children's Chapter. This newsletter includes all the programs that the Children's department will be doing over the next 5 months.
- Our Annual Staff Christmas Party was on Dec. 16<sup>th</sup>. We feasted on a plethora of egg bake, had a cookie exchange, and an ugly sweater contest. Thank you to the Friends for providing funds for this event.

#### **Programming:**

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

- We are having a **Hot Lava Day** at the Main library on Tuesday, Dec. 27<sup>th</sup> at 11am. Join us for this fun, family event filled with volcano activities, crafts and snacks! No registration is required. All ages are welcome
- We are having a **Children's Christmas Vacation Drive in Movie** night at the library! Kids can build a cardboard box sleigh, park it in the best spot available and enjoy a drive-in movie at the downtown Main Library. The feature movie is the original Dr. Seuss's "How the Grinch Stole Christmas". For ages 3-9. Pre-registration is required.
- The 8<sup>th</sup> annual **Lego Design Contest** is on Dec. 29<sup>th</sup> at the Main library from 2-4pm. The Fargo Public Library will hold two LEGO Design Contests this holiday season. The first will

be for kids, ages 3 to 12 years old, on Tuesday, Dec. 29, at the Main Library. There will also be a Teen and Adult session at 6:30pm. Registration is required for both these programs.

- Kids of all ages are invited to celebrate the 'Noon Year' and still get to bed on time. Join us for a **Noon Year's Celebration** on Dec. 31<sup>st</sup> at the Main library at 12pm. Kids will have an engaging morning of activities, music, crafts, and snacks. Fancy dress is welcome, but not required
- There will be a **DIY Body Butter & Decongestant Drops** program for adults in January. Two sessions are planned; one on Jan. 12 at Northport, and one on Jan. 14 at Carlson Library. More craft events are coming up in February.

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

Adult Programming:

- We held two sessions of **"Intro to Lefse-Making"** during the first week of December; one at Main and one at the Dr. James Carlson Library. These events required pre-registration, and the workshop registrations filled up quickly. These sessions have become an annual event at the library. Some local media picked up on these events and featured them which helped get the word out. It should be noted that we have some excellent lefse-makers on staff at the FPL.
- **Family Holiday Concert with the Fargo-Moorhead Choral Artists** was Saturday, Dec. 10, at the downtown Main Library. We had 56 engaged kids & their parents attend the morning concert.
- The library had a table at Pangea at the Hjemkomst Center on Nov. 19th. We brought library materials to check out and made a few cards. We had about 150-200 people stop by our table.

Teen Programming:

- There was a **Teen Gingerbread House** program on Dec. 12<sup>th</sup> at the Carlson library. There were 17 teens that attended.

Children's Programming:

- **Crafternoons at Carlson** wrapped up its fall season on Dec. 19<sup>th</sup>. In 15 weeks, this program brought in 800+ children and their parents. This number is an increase in attendance numbers from the Spring season, which also brought in 800+ patrons, but over an 18 week period. Crafternoons at Carlson will begin again on Jan. 23<sup>rd</sup> and continue through May 22<sup>nd</sup>.
- **FM Ballet Meet and Greet** was rescheduled from Dec. 6<sup>th</sup> to Dec. 13<sup>th</sup> due to bad weather. For this program we brought in members of the FM Ballet's The Classic Nutcracker, where 54 kids enjoyed a storytime, posed with their favorite characters and learned some ballet moves.

Board members commented on the children's newsletter, which is great. By outgrowing the standard format of the Title Page newsletter, it shows the growth of our programming. Also board members were impressed by how far in advance programs must be planned. Soon we will be preparing for Summer Reading Program, which begins June 5<sup>th</sup>. Chair Levitt stated that

as a part of the strategic plan, our goal was to become a community center and that has certainly been accomplished. She expressed the board's appreciation to the staff for their fantastic and creative programs.

### **Director's Report**

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

- He noted under Goal 7 Staff that he had been moderating quarterly project meetings with department heads.

### **Statistical Reports**

#### November Usage

Overall, our attendance is better than 2015. The Carlson Library attendance is very strong due to the after school programs. Program attendance is up when compared to November 2015, but down slightly when comparing year-to-date numbers. Volunteer hours are strong. Internet sign-up has increased and electronic activity ebbs and flows throughout the year.

In a separate hand-out, our annual circulation is down just over 1% in 2016, due to construction and road closures around the Main Library and North Broadway construction for the Northport Library. In discussion with others who are utilizing the Koha software platform, we discovered that circulation for items that had later been withdrawn from the collection because of damage, etc. were not included in our reports. We have since accessed reports that include circulation for items that have been deleted, which is a more accurate picture. Our circulation report has been updated for 2016, showing data from the new reports. Adjustments for the year totaled 920 items.

#### November Financials

Tim Dirks noted that donations totaling \$82 were from board members, reimbursing for Fargo Public Library hooded sweatshirts. Expenses from donations included Outreach equipment and Staff Development. With 92% of the year lapsed, we have expended almost 90% of our annual budget. With extra purchases made for reupholstery, furniture and laptops, the library's expenses should be very close to the budgeted amount. Our revenue totals just over \$85,000.00 to date. We will likely be \$8000 to \$9000 short of our forecasted revenue.

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

Friends President Bob Jansen was unavailable; there was no report from the Friends.

### **Old Business**

#### A. 2016 Circulation Updates

This item of business was discussed under Statistical Reports, November Usage, above. Handouts of the updated 2016 Circulation Report were distributed.

### **New Business**

The next Library Board Meeting will be held in the Main Library Community Room. Due to the Martin Luther King, Jr. Holiday, the Commission Chambers is being used for the City Commission Meeting.

**Public Comment**

There was no public comment.

**Next Board Meeting**

The next regular board meeting is scheduled for Tuesday, January 17, 2016, at 4 p.m. in the Main Library Community Room

The meeting adjourned at 4:25 PM.

Respectfully submitted,

Ginny Mueller