

**Board of Trustees  
Fargo Public Library  
Fargo City Commission Chambers  
200 North 3<sup>rd</sup> Street, Fargo, ND 58102  
Minutes of August 16, 2016**

Present: Helen Levitt, Herb Snyder, Howard Barlow, Gary Groberg, Mary Dickson, Becky Walen, Rachael Steenholdt  
Other: Bob Jansen, John Strand  
Staff: Tim Dirks, Lauren Johnson, Melisa Duncan, Beth Postema, Ginny Mueller

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

**Order of Agenda**

Herb Snyder moved to approve the order of the agenda. Mary Dickson seconded the motion; motion carried.

**Minutes of June Regular Meeting**

Mary Dickson moved to approve the minutes of the June 21, 2016 meeting. Herb Snyder seconded the motion; motion carried.

**Staff Report**

Lauren Johnson presented the Staff Report as follows:

**Staff updates and Staff development activities:**

- We have hired two 10-hour Page positions. Monica Lipinski at the Main library and Madeline Revier at the Carlson library. We are excited to have those positions filled. We are currently accepting applications for a part-time Library Associate I at the Carlson library. This job posting is open through August 26<sup>th</sup>.
- Earlier this month, Tech and Electronic Resources Librarian Ben Daeuber attended a Koha US User group conference in Monterey, California. Koha is the Fargo library's new integrated library system, and this conference offered educational sessions on the system, as well as round table discussions, and featured vendors.
- The Staff Development Team treated library staff to a well-deserved End of SRP Pizza party on Friday, August 5<sup>th</sup>. Thank you to the Friends for their contributions to the Staff Development Team.
- The library is planning to unveil circulating tablets for children later this month. Called Launchpads, these tablets come loaded with high-quality, ad-free learning apps and are shelf ready to circulate. Currently we have 3 tablets for ages 3 – 5, 3 tablets for ages 5 – 7, and 2 tablets for ages 8 – 10 that will be available at the Main library. We are excited to offer these tablets to our patrons and further expand our support for parents looking to introduce their young children to technology in an educational and responsible manner.

- Thank you to Friends for donating \$350 for the continuation of the Crafternoons at Carlson program. Crafternoons at Carlson will start up again on Sept. 12<sup>th</sup>. Their support is greatly appreciated by the Children's department.

### **Programming:**

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

- **School Supply Bingo** is on **Wednesday, August 17** at the **Carlson Branch** and **Thursday, August 18** at the **Northport Branch**. Kids in grades 1-6 are invited to test their luck and try to win some back to school supplies. Both bingo sessions begin at **11 a.m.** and no registration is required.
- The library is hosting an outreach event at the **Fargo Brewing Company** on August 22<sup>nd</sup> from 4-10pm. The event will include trivia, a prize drawing, and an Adult Storytime. The library will receive 1 dollar for every beverage sold at this event.
- The **Little Squirt Science** September sessions will be held at the **Carlson Branch** on **Thursday, Sept. 8** at **11 a.m.** and at the **Main Library** on **Sept. 8** at **6:30 p.m.** A third session will be held at the **Main Library** on **Friday, Sept. 9** at **11 a.m.** Preschoolers ages 3-5 are invited to learn about their world each month through science activities and stories that provide a little knowledge and a lot of fun! Space is limited. Pre-registration is required.
- The **One Book, One Community Reading** project is planned. The title has been announced (*The Latehomecomer: A Hmong Family Memoir* by Kao Kalia Yang) and an author visit is set for **Friday, October 14 at the Comstock Memorial Union Ballroom at MSUM**. We are grateful for the generous support provided by the Friends for this project. Events at the Fargo Public Library will include a Photography exhibit that will be up from Tuesday, September 6 – Friday, October 28 in the breezeway. On Friday, September 9 at the Carlson Library branch there will be a screening of the documentary film *Open Season*. On Saturday, September 17 at 2 p.m. at the Carlson branch there will be a Hmong Story Cloth craft program.
- The **Patriot Day Concert** is set for Sunday, Sept. 11 at 2 p.m. at the Main Library. Performing at this concert will be The Full Battle Rattle Brass Quintet.
- **Crafternoons at Carlson** begins again on **Sept. 12<sup>th</sup>**. This open house weekly craft program is for children up to age 12. **Crafternoons at Carlson** is held every **Monday from 3:00 – 4:30pm** at the **Carlson library**.
- **Fall Storytime begins on Sept. 12<sup>th</sup>** as well. Sessions are on Mondays at the Main library, Tuesdays at the Northport branch, and Wednesdays at the Carlson branch. Toddler Storytime is at 10:00am and Preschool Storytime is at 11:00am. Fall Storytime will run through Dec. 14<sup>th</sup>. Pre-registration is required.

#### ***Summer Reading Program numbers and info:***

##### **Adult programming:**

- The Adult Summer Reading Program numbers for completed booklogs are: Main: 113, Carlson: 199, Northport: 89. The winner of the grand prize drawing (a FitBit fitness tracker) was Nancy G. And just for comparison, last year's (2015) Adult SRP numbers were: Main: 104, Carlson: 154, Northport: 54.

### Teen programming:

- Teen SRP had a total of 89 logs turned in. This is a good number of entries, but considerably lower numbers than previous years. (Teen Librarian Bree Schmidt was on maternity in April, May, & June so we're guessing that has something to do with the lower numbers).

### Children's programming:

- Registration numbers are down: 2063 (2402 in 2015). We have some ideas where this comes from that Amber will discuss this at the Sept. board meeting. Completion numbers held steady (these are the number of how many books were given out): 526 readers (503 in 2015) 145 pre-readers (128 in 2015). Hours read and activities completed were a mixed bag but on the whole held steady: 21,590 hours read (22,415 in 2015) 6450 activities completed (6360 in 2015). Children who completed the 30-hour book and also completed the Reader's Challenge will get their picture in the newspaper on Saturday, August 27<sup>th</sup>.

Chair Helen Levitt thanked the library staff for all their hard work and creativity.

### **Director's Report**

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

As noted, on July 29<sup>th</sup> Dirks attended the Quad Parking Lot Planning Meeting. This space contains 40 parking spaces for visitors to City Hall and the Library. It will be in place for two years, during the construction of the new City Hall. This additional parking is very important for the continued patronage of the library.

The parking lot located on the former Howard Johnson site will be utilized by city hall employees. The groundbreaking for the new City Hall will be on Monday, August 22<sup>nd</sup>.

The disruption on the 2<sup>nd</sup> Street/1<sup>st</sup> Avenue North intersection may go into mid-November.

### **Statistical Reports**

#### **July Usage**

As expected, we are beginning to see the impact from construction in the area. Door count and program attendance are down, compared to July 2015. However, we report strong volunteer hours and internet signup. We are lucky to have Melisa Duncan, Community Relations Specialist, here to keep people informed of the changing parking environment.

Total circulation is down just over 1% year-to-date.

Herb Snyder asked why program attendance is down in locations that are not affected by construction. Tim Dirks stated that types of Summer Reading Programs vary from year-to-year and the children's department tries to keep programs fresh by using different approaches. Also, some programs are limited to a smaller number of attendees for quality purposes. In addition, because the Main Community Room was not always available, we were unable to offer programs which draw the largest crowds, such as the zoo visit. Dirks stated that Amber Emery, Children's Services Manager, will be at September's Board Meeting to explain the attendance difference in detail. Beth Postema stated that two popular programs had to be cancelled, due to medical issues of the presenter and inclement weather. The loss of those two programs, both scheduled at the Carlson Library, definitely affected the attendance numbers.

John Strand inquired about the impact of having an elementary school next door to the Carlson Library. Dirks stated that we have not seen a huge rush of students showing up at 3:30. We have prepared for extra children by having children's staff available in the afternoons and also offering Crafternoons on Mondays. This has been well attended. We have a good relationship with the school. Carlson is a busy branch with more young folks coming in. The school being next door has been nothing but positive.

### **July Financials**

In July, we received donations from the Friends of the Fargo Public Library (\$3,000 for One Book One Community) and the Women's Club (\$300). With 58% of the year lapsed, we have expended almost 56% of our annual budget. Revenue has been impacted somewhat by the construction.

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

Bob Jensen, President of the Friends of the Fargo Public Library Board, reported that the Friends have contributed \$3,000 to the One Book One Community project and \$350 to the Crafternoons Children's Program at Carlson. The Friends are looking forward to other requests coming from the library.

Because we are aware of parking concerns, our September 6<sup>th</sup> meeting will be held at the Northport Community Room.

The Main Library book store has been offering a \$.50 book sale during the months of July and August, which we believe has been successful. We have been receiving a number of donations and so our inventory was increasing to the point we were running out of room. The success of the book sale has helped in reducing inventory and raising money. The Friends are not planning on having a fall book sale, relying on in-store sales instead.

Chair Helen Levitt thanked Bob for his report and asked that he convey the library's gratitude to the Friend's Board.

### **New Business**

#### **A. "Welcome to your Library" update**

In continuing to be aggressive in getting the word out about all the services the Fargo Public Library offers, Dirks stated that welcome cards have been sent to people moving to town. Director Dirks introduced Melisa Duncan, Community Relations Specialist, and asked that she explain the project.

Melisa stated that it was a team effort that resulted in the mailing. We have a fabulous resource in the library's electronic resources called Reference USA, which provides addresses of individuals and businesses that have recently moved from more than 10 miles away. The reference staff prepared a database, showing 689 individuals that recently moved who did not have a library card. We created a card, inviting new residents to the library and suggesting they get a library card, had it professionally printed and American Mail House took care of the mailing. We will also have the cards available for outreach events.

Herb Snyder stated that it might be a good idea to ask that they bring the card with them when coming to the library so we have an idea of how much interest was generated. Also, he thought it may be worth a write-up in the American Library Association publication.

**B. “May We Suggest” Book Selection Service**

Beth Postema presented a recent addition to the library’s readers advisory service. The idea of a form-based reader’s advisory was first discussed after a webinar provided by ALA and was officially launched this summer. The patron completes a questionnaire and library staff put together a guide within 7-10 days, listing 4-5 authors and 7-10 titles. Titles are limited to what is in our collection, both electronic and printed. Since it has been a soft launch, we foresee that once more guides have been completed, we’ll be confident in doing more marketing. Amber Emery is interested in beginning a “Children’s May We Suggest” service, possibly the first half of 2017.

Chair Helen Levitt commented on the fantastic creativity of the staff. It is mind-boggling what can be pulled off when working together.

**Public Comment**

There was no public comment.

**Next Board Meeting**

The next regular Board Meeting is scheduled for Tuesday, September 20, 2016, at 4:00 PM in the Commission Room.

The meeting was adjourned at 4:55 PM.

Respectfully submitted,

Ginny Mueller