

Fargo Public Library Board of Directors
Fargo City Commission Chambers
Minutes of November 15, 2015

Present: Helen Levitt, Mary Dickson, Rachael Steenholdt, Herb Snyder, Gary Groberg,
Howard Barlow
Other: John Strand, City Commissioner
Staff: Tim Dirks, Lauren Johnson, Jason DeShaw, Beth Postema

The meeting was called to order by Board Chair, Helen Levitt, and a quorum was declared. Helen Levitt informed the rest of the Board that Becky Walen has officially submitted her resignation from the board.

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 17, 2015 Regular Meeting

Herb Snyder moved to approve the minutes of the November 17th meeting. Mary Dickson seconded the motion; motion carried.

Staff Report

Lauren Johnson presented the staff report as follows:

Staff updates and Staff development activities:

- Jenn Teichmann is the new branch Library Associate I, she will be starting after Thanksgiving.
- The library is currently accepting applications for two positions: a full-time Library Associate I for Tech Services, which is funded for 2017, and a Library Page for the Main library.
- Circulation staff members Cheryl Lackman, Drea Cook, and Anne Moynihan attended an Emotional Intelligence presentation in October, where they learned how to approach people and situations in a more emotionally aware way.
- Cindy Mason, Sunny Branick, and Beth Postema attended the ARSL (Association of Rural and Small Libraries) Conference in October, where they attended various sessions. Reference Librarian Greg Gilstrap also attended this conference as a vendor representing his alma mater, the University of Southern Mississippi. In addition, Beth Postema led a group of ARSL attendees on a tour of the Fargo Public Library. Ben Daeuber and Nathan Smith assisted with technology set-up for the conference.
- Starting in December, the Children's department will be releasing their own TitlePage, which is the library newsletter. It was decided that the amount of programs the Children's department has each season necessitates a separate TitlePage. The Children's TitlePage will be available at each location, and online.

Programming:

Upcoming events (a partial and incomplete list):

- There will be a **Great Science for Teens** program with Dr. Wyllie of Concordia College coming up on Nov. 17th at 6:30pm. This program will feature engaging and fun science experiments made just for teens. Pre-registration is required
- November is National Model Railroad month and we are hosting "**Catch a Train @ your library**" events at the Main Library on Saturday, Nov. 19 & Sunday, Nov. 20. The Red River Models Railroad Club will display and demonstrate model trains in the community room on both of these days. A special Storytime for kids will be on Saturday and a small craft for kids also be part of these train-themed days.
- The library is throwing a **Preschool Prom** on Nov. 25th at the Main library at 10am. We'll spend the morning dancing under the stars, feasting on party treats, and making sparkly crowns. Fancy dress is welcome! All ages are welcome, but this program is most appropriate for kids ages 1 to 6.
- A special storytime & visit from cast members of the **FM Ballet's** production of "The Classic Nutcracker" will be starting at 6:30 p.m. in the Children's Room of the Main library on Dec. 6th.
- **Beginner Yoga** sessions are increasing in popularity and several more sessions have been added for December, January, and February.
- Two sessions of "**Intro to Lefse-Making**" are set for the first week of December. These are pre-registration only workshops and will likely fill up quickly.
- A family-friendly holiday concert featuring members of the **Fargo-Moorhead Choral Artists** group is set for Saturday, Dec. 10, at the Main Library. This 45-minute concert will feature holiday favorites and is geared to families with young children.
- Two **DSLR photography classes** taught by instructor Bob Splichal are set for December 13 and 14. One class will cover 'Understanding the Auto Mode Functions' of a camera and the other session will teach attendees 'How to Compose Great Pictures.' These sessions require pre-registration.

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

Adult Programming:

- Ghost Stories for Grown-ups returned to the library on Tuesday, Oct. 25. The theme this year was "The Garden of Fear" and 36 people turned out to take part in this annual spooky storytelling event.
- Two concerts/events featuring bluegrass music were held Saturday, Nov. 5, at the Main Library. Dick Kimmel, a musician and wildlife biologist, shared his knowledge of turkeys and his musical talent during his *Thanksgiving Turkey Extravaganza* to 25 engaged kids (& their parents) in the morning. Later in the day, Kimmel and fiddle player Pamela Longtine presented a concert featuring the *History of Bluegrass Music* at the library.
- We had an all ages event titled 'The Fantastic Beasts of Harry Potter's World' on Sunday, Nov. 13, at the Main Library. Kids, teens, and adults were invited to this event which was geared for those who are eagerly anticipating the release of the new movie *Fantastic Beasts and Where to Find Them*. We had 83 kids attend and 47 adults & teens attend this amazing program.

Teen Programming:

- The Harry Potter program for teens at both the Carlson and Northport branches was pretty well attended with 7 teens at each session. Teens made their own ceramic mug with Harry's trademark glasses on it.

Children's Programming:

- The **Allison Votes** program brought in local author Lucia Singleton, who read her story *Allison Votes* to a crowd of 46 people on Saturday, Oct. 22nd. After the story, children participated in a cookie election, the chocolate chip cookie won by one vote! It was a real nail biter.

The Fargo Public Library participated in the city wide **Trunk or Treat** event on Oct. 23rd. 250 people stopped by the library van, which was decorated with Paw Patrol decorations.

Helen Levitt stated that it is no wonder that a separate children's newsletter is needed given the number of programs. She commented that she continues to marvel at the creativity of the staff.

Director's Report

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

- He noted that a portion of the Civic Center parking lot is now open to library staff and customers. The re-opening of 2nd Street is scheduled to happen the week of November 21. We no longer have a hazardous street crossing situation for library staff reporting to work.

Statistical Reports

October Usage

Library card registrations are currently just over 40,000. Attendance is down just over 1,000 year-to-date, which is not bad given the access issues with construction over the past six months. Program attendance, Internet use, and volunteer hours have all increased over last year. For circulation, we are down 1.6% year-to-date; Tim Dirks will address this further under new business.

October Financials

Tim Dirks made note of some of the donations coming in to the library. Looking at expenditures from the Friends' funds, they have supported new equipment for Outreach, the One Book One community author visit, and supplies for the Crafternoons at Carlson. In terms of expenditures, we are on target for the year's end. Given savings in some line items, the library is able to spend additional funds on collections, which is why the materials budget shows as completely expended in October. Additional funds will be reallocated to that line and others, such as general supplies which covers furniture replacement. The amount received as revenue will most likely not match the budgeted amount this year.

Friends of the Library Report

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

Old Business

There were no items under Old Business.

New Business**A. 2016 Circulation Update**

Tim Dirks had hoped to be able to give an updated report on circulation. There are some differences in the tabulation of statistics between the Aleph system and the Koha software. Working through this process is not quite complete; this report will be coming to a future board meeting.

B. Patron Request database demonstration

Collections Manager Jason DeShaw demonstrated a new feature available to our customers with the Koha system, "Your Purchase Suggestions." While searching, customers can now submit requests when they do not find the title they are seeking, and the library can communicate back to them whether the item has been ordered or not. In the first five weeks of use, there have been 124 accepted requests and 30 rejections. The rejections are almost always due to a lack of availability. The other reasons are that the suggestion is either too academic or too old, and thus do not fit our collection scope as a popular materials center. Helen Levitt commented that it is so much easier to use and nicer to get the feedback on the purchase status. Jason DeShaw replied that he has even received thank-you calls from customers that they were informed of the order status.

Public Comment

There was no public comment.

Next Board Meeting

The next regular board meeting is scheduled for Tuesday, December 20, 2016, at 4 p.m. in the City Commission Room.

The meeting adjourned at 4:32 p.m.

Respectfully submitted,

Beth E. Postema