



West Fargo Public Library Board of Directors Meeting

Regular Meeting April 11, 2024
5 p.m. via Zoom ([YouTube](#) recording)

Board Members Present: Liann Hanson, Alanna Rerick, Tony Stukel

Also Present: Library Director Jenna Kahly

Board Members Absent: Commissioner Mandy George, Larry Schwartz

Meeting Items

I. Call to Order

Hanson called the meeting to order at 5:02 p.m.

II. Order of the Agenda

Stukel moved, and Rerick seconded to approve the order of the agenda. No opposition. Motion carried.

III. Public Comment

No members of the public signed up for public comment.

IV. Consent Agenda

Rerick moved, and Stukel seconded to approve the consent agenda, which Included:

- Approval of Minutes – Feb. 22, 2024
- Approval of Feb. 2024 and March 2024 Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. Discussion of Board of Directors Terms Ending and Plan to Fill Seats

Kahly explained that the Board will have two openings in 2024 as Hanson and Stukel's first terms come to an end in June. They are eligible to apply for reappointment. The Board instructed Kahly to publicly post the application form that had been used in the past. Discussion of candidates will be had at the June meeting, with new terms beginning in July. A new City Commissioner will join the Library Board in July as well, as Commissioner George is not running for reelection. A special meeting of the Board will occur for orientation following Board appointments. The date is to be determined.

VI. Discussion of FY25 Budget Timeline

Kahly gave an update on the 2025 Budget process. She shared that she had reviewed the FY25 Budget line by line with library staff. She noted plans to have data available to share with the Board ahead of the May 2024 meeting. A preliminary budget would need to be approved at the June meeting to meet the City Commission's deadlines.

VII. 2023 Annual Report (Action)

Kahly presented the 2023 Annual Report, which included stats from 2023 and comparisons over the last five years, such as:

- Program attendance increased 20% from 2019 to 2023
- Storytime attendance quadrupled from 2019 to 2023
- The number of active library cards in 2023 was almost double that of 2019
- The library has created 19,580 new library cards since 2019, with 3,508 cards being made in 2023 alone
- In 2023, cardholders checked out over 200,000 items and physical and digital checkouts reached an all-time high.

- The library saw 58,975 visits in 2023, which brought the total for the last five years to nearly 260,000 visits.
- Kahly made a point to note the library had seen over 1,123,000 visits moving to the Lodoen Center in 2005. Kahly noted that this data helps support her request for funding for carpeting in the building, which has not been changed over those 19 years. The data supports the notion that the library is the most publicly accessed of the City of West Fargo buildings and is deserving of financial support.
- The library delivered 2,581 books to 7 daycares and 6 senior living facilities in 2023.
- The library continued the summer outreach program using the Little Red Reading Bus in 2023 and delivered nearly 1,500 books to local parks through that program.
- Kahly noted excitement for the future of the outreach program, which is likely to expand to a year-round program in the future thanks to the addition of a full-time Outreach Services Coordinator and the purchase of a new outreach vehicle to replace the Little Red Reading Bus thanks to a grant through the State Library, donations from the Friends of the Library, and the Board's approval to spend reserve funds.

Hanson noted a typo she found within the Annual Report document and requested that be edited before publishing. Rerick moved to approve and publish the report after edits are made. Stukel seconded. No opposition. Motion carried. The Board also requested Kahly present the report to the City Commission on the Board's behalf, per Century Code.

VIII. Director's Report

Kahly provided a Director's Report which included:

- Positive patron comments in response to talk of a West Fargo Library branch at the newly leased City Hall location, space needs assessment findings, new service desk, Dinotopia party, and the record-breaking usage the library has seen in recent months.
- A note that the door count sensor was not working properly this winter, which has resulted in low reporting.
- Exciting news that a key is no longer needed to use the elevator to get to the library's upper floor, which had been an accessibility issue for quite some time. The door to this space will remain open during library hours.
- Most of the new service desk was installed and it has been well received by patrons and staff.
- The self-checkout station was updated to include a new scanner and receipt printer as separate hardware pieces.
- The library's copiers are now leased through a new vendor, offering additional features that will save staff time and library funds.
- The library was 23% expended at the time of meeting.
- Cass Klos was promoted to Outreach Services Coordinator from her part-time Outreach role.
- Interviews for the open Circulation Manager role and summer internships were underway.
- In March, the library saw circulation of 1.24 items per active library card.
- A dinosaur themed open house party brought over 400 people to the library on March 9.
- The library was preparing for National Library Week in April.
- The Friends of the Library planned to host their spring book sale April 13 and 14.

IX. Adjourn

- Rerick moved to adjourn. Stukel seconded. No opposition. Motion carried at 5:46 p.m.