

Board Members Present: Larry Schwartz, Commissioner Roben Anderson, Tony Stukel, Liann Hanson

Board Member Absent: Alanna Rerick

Also Present: Library Director Jenna Kahly

I. Call to Order

Schwartz called the meeting to order at 5 p.m.

II. Order of the Agenda

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

III. Public Comment

No public comment.

IV. Consent Agenda

Commissioner Anderson moved and Hanson seconded to approve the consent agenda. No opposition. Motion carried.

- Approval of Minutes – November 14, 2024
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. Update on Digital Equity Grant

Kahly provided an update on the Digital Equity Grant with NDIA, which was presented to the board in the fall of 2024. At the time of the meeting, staff had recently learned that NDIA and thus the library (a subgrantee) was recommended for the reward. The grant would fund the hiring of Digital Navigators to assist library patrons with a variety of technical services and would offer funding for five years. Kahly requested from the Board a motion of intent to accept the funding. Schwartz made a motion of intent to accept the grant when it is offered. Hanson seconded. No opposition. Motion carried.

VI. Director's Report

Kahly presented a Director's Report with highlights about library activity. Key points included:

- Finances through December were 89% expended year to date.
- Progress has been made at the Satellite Location at City Hall.
 - She thanked 2024 donors, especially First International Bank and Trust who fully funded the outreach vehicle, Sharon Zerr-Pelitner who made a monetary donation to purchase additional books for the collection, and the Friends of the West Fargo Public Library for volunteering and raising funds to support library programs and events.
- Alyssa Ose, Library Assistant, joined the Circulation team.
- Total circulation for 2024 was up by 11% compared to 2023. Total circulation in 2024 was 236,757.
- The door count for December was 4205, with 60,701 total visits in 2024.
- The library created 4,113 new library cards and 14,740 active library cards in 2024.
- Meeting room usage continues with 22.5 hours of reservations in December.

620.75 hours of reservations for 2024.

- Technical Services continue work on the spine label project.
- Outreach Services made a variety of stops with the Library on Wheels this winter including at Rustad Rec Center, Junkyard West Fargo, and The Sandbox Restaurant & Bar. Eastwood Elementary visited the library and participated in STEM activities provided by Youth Services.
- The library's three weekly storytimes and Monday Matinee movies continue to be the most popular events. The library now offers six book clubs and a variety of classes for adults.
- North Dakota State Library is hosting a series of online Trustee Training webinar opportunities, which may be of interest for Board members.

VII. Adjourn

Stukel moved to adjourn the meeting. Hanson seconded. No opposition. Motion carried at 5:16 p.m. The next meeting is scheduled to be held on February 13, 2025, at 5 p.m. via Zoom.