



West Fargo Public Library Board of Directors Meeting

West Fargo City Hall Commission Chambers

2515 6th St E, West Fargo ND

August 14, 2025, 5:00 p.m.

[YouTube recording](#)

Board Members Present: Commissioner Roben Anderson, Tyler Erickson, Liann Hanson, Tony Stukel, Sarah Westall

Also Present: Library Director Jenna Kahly, Finance Director Willy Galindo

I. **Call to Order**

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

II. **Order of the Agenda**

Commissioner Anderson moved and Erickson 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**

Stukel moved and Erickson seconded to approve the consent agenda. No opposition. Motion carried.

- Approval of Minutes – July 10, 2025
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. **2026 Preliminary Budget Update**

- Kahly provided an update on the 2026 preliminary budget. The City Commission has approved this preliminary budget. A public budget hearing is scheduled for Monday, Sept. 8. The final 2026 budget will be reviewed on Sept. 22, at which time the City Commission may approve it. If it is not approved then, the next City Commission meeting will be on Oct. 6. The deadline for submitting the budget to the Cass County Auditor is Oct. 10. Kahly expressed satisfaction with how the budget came together this year for the library. No action was taken on this agenda item.

VI. **Discussion on new format for financials**

- The City of West Fargo has adopted a new format for presenting financials to the City Commission. Kahly introduced this new format to the board and sought their consensus on the preferred monthly presentation style. After discussion, the board agreed to receive the financials with both the summary version and the detailed budget report for the previous month.

VII. **Approval of Updated Carpet Replacement Project (Action)**

- Kahly provided an update on the carpet replacement plan. Rather than replacing the carpet throughout the entire library, the project will focus solely on the main floor, which is the area with the highest foot

traffic, and the stairways. This approach will allow the library to avoid relocating the most challenging shelving units and minimize disruption to library services. Additionally, it will result in cost savings for the City's capital improvement sales tax fund. Westall made a motion to award the bid to All States Flooring. Stukel seconded. No opposition. Motion carried.

VIII. Director's Report

- Kahly presented the Director's Report with highlights including:
 - Finances were 54% expended through July.
 - Plans to advertise the Adult Service Manager position.
 - Feedback about the Satellite Library at City Hall, including patrons appreciating the location, smaller space, and ability to quickly pick up holds there.
 - Satellite usage continued to grow in July.
 - Library circulation was higher than 25,000 in July, the highest to date.
 - Stage West performed their Popcorn Theatre production of "Wizard of Oz" which brought in 114 patrons to view the show.
 - Library on Wheels park route ended July 30. It will continue to visit community events and some elementary schools in August.

The board proposed holding a training session during the July meeting. Kahly contacted State Librarian Mary Soucie to check her availability to conduct the training. The board recommended holding the training after the Sept. 11 board meeting. Kahly will confirm with Mary Soucie whether this date and time fit her schedule.

IX. Adjourn

- Commissioner Anderson moved to adjourn, Erickson seconded. No opposition. Motion carried at 5:45 p.m. The next meeting is September 11, 2025, at 5 p.m. at the West Fargo City Hall Commission Chambers.