



## West Fargo Public Library Board of Directors Meeting

West Fargo City Hall Commission Chambers

2515 6<sup>th</sup> St E, West Fargo ND

September 11, 2025, 5:00 p.m.

[YouTube recording](#)

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

**Board Member Absent:**

**Also Present:** Library Director Jenna Kahly, Youth Services Manager Lauren Nephew

### I. **Call to Order**

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

### II. **Order of the Agenda**

Commissioner Anderson moved and Stukel 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**

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

- Approval of Minutes - August 14, 2025
- Approval of Financial Reports

## Regular Agenda

### Old Business

#### V. **Preliminary Budget Update**

- Kahly gave an update on the preliminary budget for 2026. An amount of \$8,079 was reallocated from the expenditure line "641 FURN & EQUIP-NON-DEPRECIATED <\$5000" to the lines "650 E RESOURCES" and "662 BOOKS." The initial sum in line 641 mistakenly included projected expenses from 2025 that were carried over. A total of \$3,000 was reallocated to e-resources, while \$5,079 was redirected to books.

### New Business

#### VI. **Summer Boost Impact Report**

- Nephew presented a report on the library's summer programming and usage. The 2025 theme was "Color Our World." A total of 678 readers participated, accumulating 525,908 minutes of reading. The largest age group was children aged 6 to 11, with 291 participants, followed by adults aged 18 and older, with 179 participants. This summer saw consistent program attendance, with no decrease during July or August. Youth programs featured a weekly craft event, STEM activity, and four storytime sessions, along with numerous events specifically designed for teens. Storytime remained a popular recurring event at the library, attracting 1,431 attendees throughout June, July, and August.

- Nephew provided updates on the Library on Wheels, reporting an average of 22 visitors per stop and a total of 1,231 circulations on the LoW route.
- Nephew shared overall library usage statistics from the summer, reporting 20,580 visits to the library and 72,728 total circulations of library materials during June, July, and August 2025.

## **VII. Director's Report**

Kahly provided a report of highlights and updates, including:

- Finances were 60% expended through August.
- Interviews were being conducted for the Adult Service Manager position.
- The library implemented a new SMS text notification system and upgraded email notices in August enhancing the communication experience and providing added benefits for patrons.
- Strategic planning was ongoing, with the next step involving managers setting goals and developing a reporting plan.
- Usage and statistics for both the satellite and main libraries continued to grow, including increases in physical circulation, door count, and new library cards issued.
- The library issued 2,186 new cards so far in 2025, surpassing the numbers from previous years.
- Circulation numbers continued to show an upward trend compared to previous years.
- In August, door count was down compared to 2024, while meeting room usage continued to trend upward. The process for meeting rooms at the Satellite was changed in August to make them more accessible for walk-in users.
- The Cash Wise book drop usage continued to fluctuate this summer, whereas the 24/7 book drops at the Main Library and City Hall were consistently heavily used.
- Library on Wheels route ended July 30.
- Friends of the Library book sale will be Saturday, Oct. 11.

Kahly shared plans for the carpet replacement project, scheduled to begin on Oct. 2. She said the library intends to remain open as much as possible during the project, shifting as many hours as possible to the Satellite Library to continue serving patrons during necessary closures.

## **VIII. Adjourn**

Westall moved to adjourn, Erickson seconded. No opposition. Motion carried out at 5:36 p.m. The next meeting is Oct. 9, 2025, at 5 p.m. at the West Fargo City Hall Commission Chambers.