



## West Fargo Public Library Board of Directors Meeting

West Fargo City Hall Commission Chambers

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

February 12, 2026

[YouTube recording](#)

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

**Board Member Absent:** All Board members were present; there were no Board member absent from the meeting.

**Also Present:** Library Director Jenna Kahly

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

Commissioner Anderson called the meeting to order at 5 p.m.

### II. **Roll Call**

### III. **Approve Order of the Agenda**

Erickson moved and Westall seconded to approve the order of the agenda. No opposition. Motion carried.

### IV. **Public Comment**

No members of the public signed up for comment.

### V. **Consent Agenda**

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

- Approval of Minutes – December 11, 2025
- Approval of Financial Reports

## Regular Agenda

### Old Business

- No old business

### New Business

### VI. **Strategic Plan Goals Update**

- Kahly shared some goals for 2026 developed by library staff as part of the 2025 – 2030 Strategic Plan.

### VII. **Friends of the Library Report**

- Sara Westall gave a Friends of the Library Update, which included information about Giving Hearts Day, a Blind Date with a Book fundraiser, and an upcoming book donation drive and April Used Book Sale.

### VIII. **Director's Report**

Kahly provided a report highlighting items, such as:

- 2025 Finances ended at 93% of the budget expended.

- 2026 Finances were 6% expended year to date.
- Satellite Library usage, which showed visits and library card signups increased from December to January.
- Main Library usage, which showed physical circulation, visits, and new library cards increased from December to January.
- An increase in physical circulation in January, with January 2026 being roughly 3,000 higher than in January 2025.
- Electronic circulation for January was at an all-time high.
- January door count was up, with 5,248 visits.
- Meeting rooms continue to be popular.
- Kahly attributed increases in usage to the hard work and dedication of library staff, especially those who work the Service Desks. She noted that increases in library card signups and electronic circulation may also be a response to service area and policy changes at Fargo Public Library.
- Two staff members were presented with peer-nominated awards in January. Lyndi Williams received the Mission & Vision Award and Kayla Birkholz earned a Service Award. This was the third year of the awards.
- Staffing updates regarding a new part-time Circulation Assistant starting Feb. 12, the Adult Services Manager position being filled and starting in March and that interviews were being conducted for the Adult Services Librarian.
- A few Youth Program highlights like a successful Coca and Cozy Crafts event with over 80 participants, a successful Winter Reading Challenge with 134 participants and the upcoming March Madness Reading Challenge.
- Adult Program highlights such as a popular Senior Scam Awareness Presentation, continued success of monthly book clubs, Monday Matinees, and senior outreach.
- A review of the staff training day that took place on Jan. 19. CPR and Stop the Bleed Training, Neogov Training and Safety Equipment Training were some of the topics that were covered.

**IX. Adjourn**

Erickson moved to adjourn, Westall seconded. No opposition. Motion carried at 5:45 p.m. The next meeting is on March 12, 2026, at 5 p.m. at the West Fargo City Hall Commission Chambers.