



West Fargo Public Library Board of Directors Meeting

West Fargo City Hall Commission Chambers

2515 6th St E, West Fargo ND

March 12, 2026

[YouTube recording](#)

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

Board Member Absent: All Board members were present

Also Present: Library Director Jenna Kahly, Circulation Manager Kayla Birkholz

I. Call to Order

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

II. Roll Call

III. Approve Order of the Agenda

Commissioner Anderson moved and Erickson 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

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

- Approval of Minutes – February 12, 2026
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

VI. Approval of Changes to Staff Positions (ACTION)

- Kahly presented proposed changes to the library's Programming teams. Two new positions – an Adult Services Librarian and a Youth Services Librarian – would be added after approval. The existing roles of Outreach Coordinator and Adult Services Program Assistant would be replaced by these positions to better distribute duties for program production and execution, collection development, and high-demand services, such as technology tutoring. Erickson moved, and Stukel seconded to approve changes to staff positions. No opposition. Motion carried.

VII. Report on Satellite Usage

- Birkholz provided a report on the Satellite's usage for its first year of operations, including a brief description of how the "express version" of the library operates, how items travel between locations, how the

location is staffed, and patron feedback about the location, reporting largely positive comments from users. She also shared usage statistics for the first year of operation, including 5,102 visits, 7,315 checkouts, and 105 new library cards.

VIII. Director's Report

Kahly provided a report highlighting:

- Financial information, such as year-to-date expenditures at 12% and the timeline for the FY2027 Budget.
- Monthly usage statistics at both locations, including continued growth in physical and electronic circulation and door count year over year, and meeting room usage reaching a record high, with nearly 100 hours reserved in February.
- Updates about current vacancies, such as the Adult Services Manager position, which was filled and slated to start March 16, and the Adult Services Librarian position on March 23. Interviews were underway for an open part-time Library Assistant position, and Summer Intern positions would open shortly.
- Updates on recent youth programs, such as storytime sessions attracting up to 50 attendees each, and other popular programs like a family Dungeons & Dragons session and Pokémon crafts.
- Updates on recent adult programs, like Monday Matinees, which continued to be popular and garnered positive feedback. She also shared that there was a reduction in adult programs due to recent staff turnover, but recurring programs continued and popular services like technology tutoring would resume soon.
- The March Madness reading challenge for all ages started March 1 and at the time of reporting, had 212 registered readers.

IX. Adjourn

Commissioner Anderson moved to adjourn, Erickson seconded. No opposition. Motion carried at 5:40 p.m. The next meeting is on April 9, 2026, at 5 p.m. at the West Fargo City Hall Commission Chambers.