

West Fargo Public Library Board of Directors

Orientation Agenda

1-5pm Wednesday, June 23, 2021

West Fargo Room, West Fargo City Hall

1-1:15pm

Welcome from Mayor Bernie Dardis

1:15-1:30pm

About the WFPL - services, departments, accomplishments, challenges
(Carissa Hansen, Library Director)

1:30-2pm

Overview of relationships and roles – Board, City, Friends, Director, Library staff
(Alanna Rerick, Board President & Carissa Hansen, Library Director)

2-2:30pm: ND library laws, open records, open meetings

(John Shockley, City Attorney)

- General powers and duties of board of directors (NDCC 40-38-04)
- Library records – Open records exception (NDCC 40-38-12)
- Duties, Records, and Meetings (NDCC 44-04)

2:30-2:45pm: BREAK

2:45-3pm

Overview of City of West Fargo – departments, services provided, administrator's role
(Tina Fisk, City Administrator)

3-3:45pm: Library finances

- Overall City budget (Jim Larson, Finance Director & Tina Fisk, City Administrator)
- Overview of mill levies and types of funding sources within the City (Jim Larson, Finance Director)
- Library specific – overview of library's historic financials, library's active funds, interpreting library financial reports (Jim Larson, Finance Director)
- 2021 expense breakdown, state aid, FOL funding (Carissa Hansen, Library Director)
- Annual budget planning process (Carissa Hansen, Library Director & Jim Larson, Finance Director)

3:45-4pm: BREAK

4-4:30pm: Board responsibilities

(Carissa Hansen, Library Director)

- Policy creation & adoption
- Long-term planning
- Advocacy

4:30-5pm: Tour of library

(Carissa Hansen, Library Director)