

West Fargo Public Library Board of Directors

Orientation Agenda

1-5 pm Monday, June 27, 2022

West Fargo Public Library, Library AV Meeting Room/Meeting Room 1

1-1:15 pm - Welcome and Introductions (Library Service Managers)

1:15-1:30 pm - About West Fargo Public Library (Library Service Managers)

- Service area and population
- Services
- Departments
- Accomplishments and challenges

1:30-2 pm - Overview of Relationships and Roles (Library Service Managers, Tina Fisk, City Administrator & John Shockley, City Attorney)

- Library Board, City Commission, City Staff, Friends of the Library, Library Director and Library Staff

2-2:30 pm - Overview of North Dakota Laws, Open Records and Open Meetings (John Shockley, City Attorney)

- General powers and duties (NDCC 40-38-04)
- Library records (NDCC 40-38-12)
- Duties, Records and Meetings (NDCC 40-44-04)
- Fundraising Limitations

2:30-2:45 pm – Break

2:45-3 pm - Overview of City of West Fargo (Tina Fisk, City Administrator)

- Departments, services provided and administrator's role

3-3:45 pm - Library Finances (Jim Larson, Finance Director & Kirsten Henagin, Adult Services Manager)

- Overall City Budget
- Overview of mill levies and types of funding sources within the City
- Library specific – overview of library's historic financials, library's active funds, interpreting library financial report
- 2021 expense breakdown, state aid, FOL funding
- Annual budget planning process

4-4:30 pm – Board Responsibilities (Library Service Managers)

- Policy creation & adoption, long-term planning, and advocacy