

# Who Runs the Library?

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## **Session Objectives:**

- Create a successful board
- Work productively with your town, village, or city
- Get support from your Friends



# Meet the Board



# Meet the Board

# Partner



# Meet the Board

Partner



Plan

# Meet the Board

**Partner**



**Plan**

**Protect**

# Board Orientation

## What to give a new board member before the first meeting:

- Copy of Chapter 43
- Open Meeting Laws
- Trustee Essentials
- Board By-laws
- Library organizational chart
- Copy of the strategic plan
- Copy of the current budget as submitted to the municipality
- Calendar of upcoming meeting times and library events
- The most recently submitted annual report
- Copy of DLT Library Standards

# Board Orientation

## What to show them before (or soon after) their first meeting:

- The library - give them a tour
- The library website
- Previous meeting minutes
- Employee handbook
- Policy handbook
- Librarian reports from previous years



# The Board Meeting



# The Board Meeting

## Preparing for the meeting:

- Develop the agenda with the board president
- Make sure that the agenda is legally posted according to open meeting law
- Compile and distribute board packets
  - Librarian's report
  - Bills
  - Financial statements
- Prepare clear, concise updates
- Have definite recommendations on action items

# The Board Meeting

## During the meeting:

- Provide recommendations on action items
- Assist the board president in running the meeting
- Facilitate discussion and ask questions of the board
- Be a resource and answer any questions that arise

# Never Stop Developing Your Board



# Working with your municipality



# Working with your municipality

## Get to know:

- Village or city administrator
- Public works
- Law Enforcement
- Human Relations
- Accountant
- Village Lawyer

# Working with your municipality

## Things to do:

- Attend village board meetings and give updates when it ISN'T budget time
- Encourage your board to attend village meetings and advocate for the library
- Prepare an easy to understand and fun annual report
- Find out about any charges you might incur for services
- Offer to help
  - Provide space
  - Connect the village with community groups
  - Provide technical support
- Ask for help when you need it



Our collection is mighty!

71% of checkouts are locally owned

Loaned 47,401 items and only borrowed 42,042

2012

28,247 Website Visitors

185 "Likes" on Facebook

Sauk City Public Library

515 Water St.

Monday - Thursday: 9 am - 8 pm  
Friday: 9 am - 5:30 pm  
Saturday: 9 am - 2 pm

2012

10 Teen Programs

86



# Working with your municipality

## Things to learn:

- Commissions, committees, and meeting times
- How do they like to communicate?
- How can you make their job easier?
- Who are the “regulars” at board meetings?

# Get by with a little help from your Friends



# Working with your friends group

## Things to do:

- Invite them to give updates at board meetings
- Provide updates and feedback at their meetings
- Attend their events
- Say “thank you” lots!

# Thanks!

