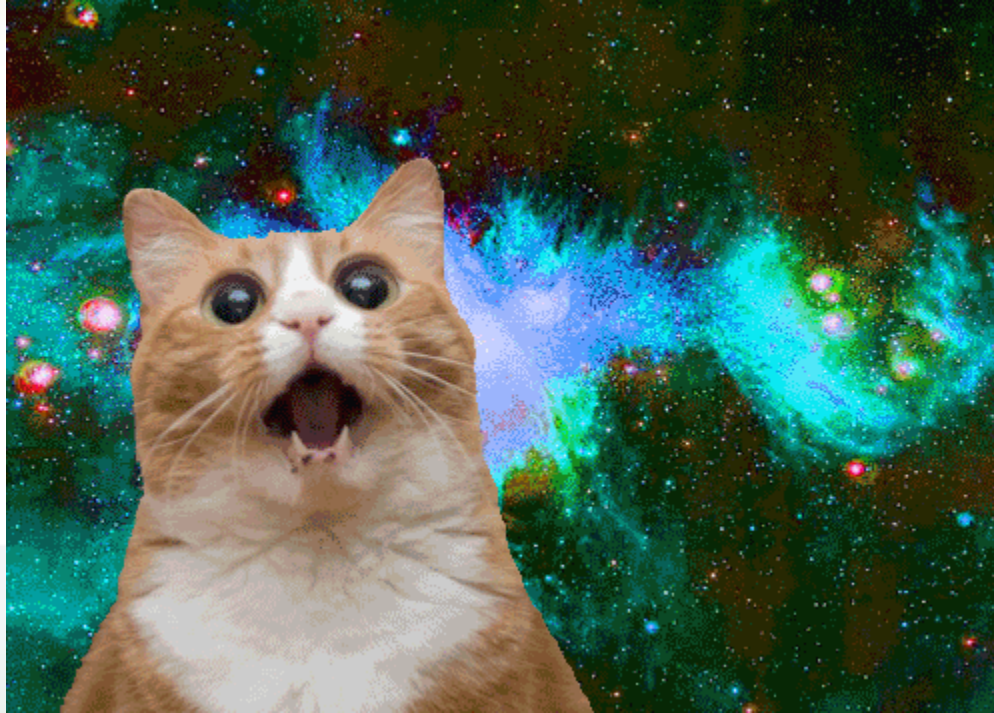


Part 2: Who Runs the Library?

Presenter: Ben Miller, Assistant Director of Resources for Libraries & Lifelong Learning (RL&LL), Division for Libraries & Technology, DPI

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 them 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





Thanks!

