Library Director Orientation

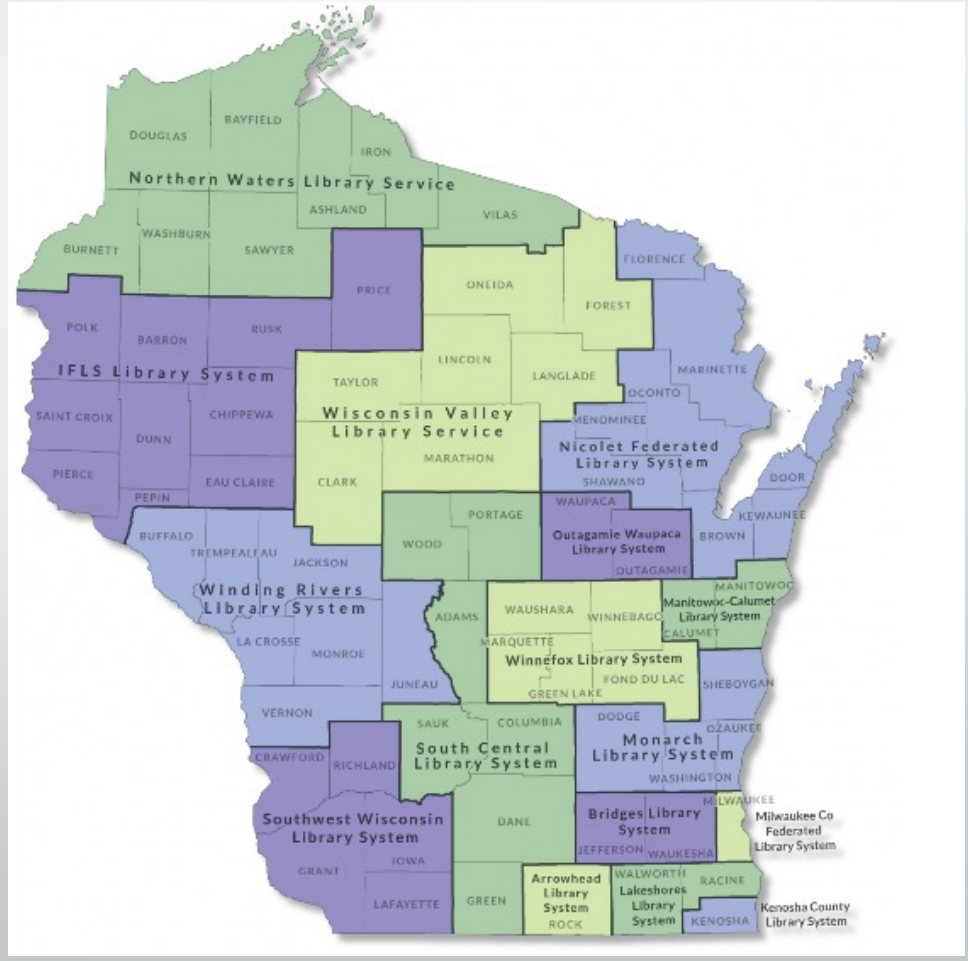
John Thompson, System Director

Training Overview

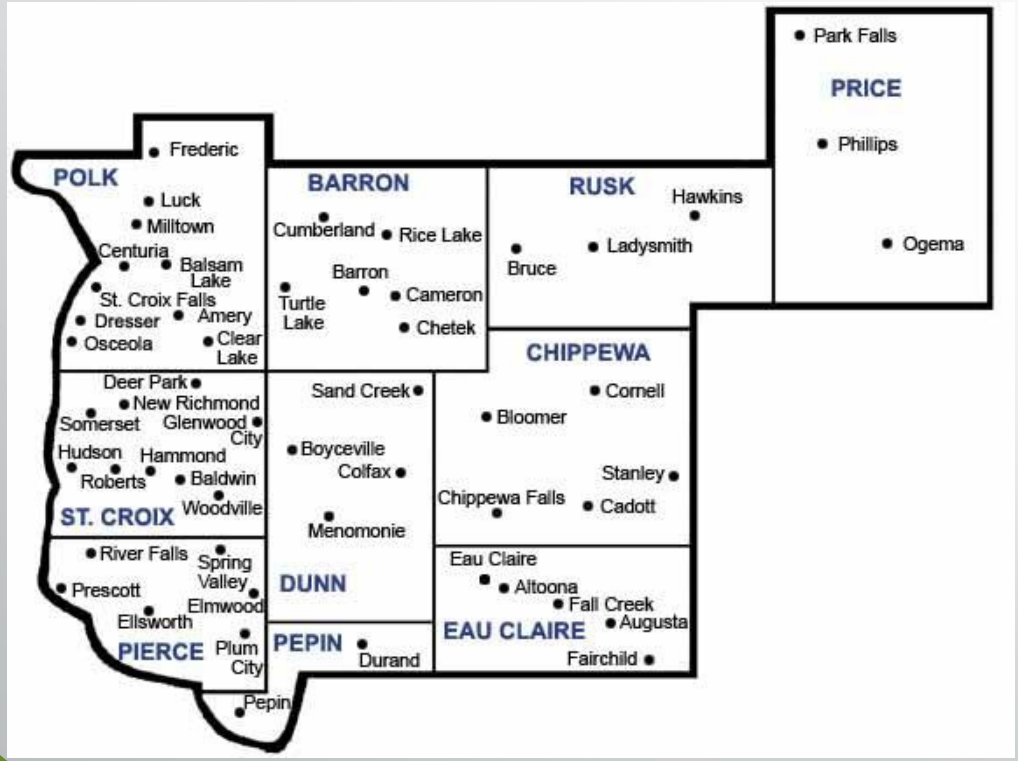
- Overview of IFLS Library System
- General Overview
  - Managing the Library's Money
  - Working with Municipalities/Advocacy
  - Library Personnel
  - Managing Facility
  - Planning
  - Library Law/Legal

Library Systems in Wisconsin

1 of 16 Systems in Wisconsin



IFLS Library System



- 53 Member Libraries
- 10 Counties –Barron, Chippewa, Dunn, Eau Claire, Pepin, Pierce, Polk, Price, Rusk, St. Croix
- 7,969 square miles
- Population served: 463,025 (2016 Service Data)

IFLS Library System

- IFLS is a state-funded organization, which functions under Wisconsin statutes to improve your access to library services.
- 2022 State Aids – $1,387,411
- 16 staff members (IFLS, MORE, Shared Cataloging)
- State Mandated Services per State Statute 43.24

IFLS Library System

- Governed by a 20 member System Board
  - Appointed by County Board
  - Representation based on population
  - Representatives from each of the Counties
  - One representative from L. E. Phillips as resource library
- Advisory Council representing each county, the resource library, school and academic libraries

IFLS Library System

- **Major services**
  - Courier/delivery service
  - Consulting for member librarians/ trustees
  - Continuing education
  - Technology/web support
  - Interlibrary loan/reference
  - MORE, shared automation system
    - 51 members plus CVTC
  - Group discounts/purchases

IFLS Library System

- Consulting Services
  - Library administration
  - Library law
  - Personnel
    - Director hiring
  - Literacy
  - Youth Services
  - Facilities/Space Planning
  - Technology
  - Board development

Roles and Responsibilities of Library Boards

- Library board has varied roles and responsibilities as defined by State Statute Chapter 43 and guided by Trustee Essentials: A Handbook for Wisconsin Public Library Trustees
  - Exclusive control of all library expenditures
  - Supervising the administration of the library and appointing a library director
  - Prescribing the duties and compensation of all library employees
  - Purchasing of a library site and the erection of the library building when authorized
  - Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes

Roles and Responsibilities of Library Boards

- Library board job description
  - Legal responsibility for overall library operations rests in the library board, not individual trustees including the board president
  - Prepare for and attend regular board meetings
  - Actively participate in discussions and decision making
    - Allow for others to share their opinions
  - Hire, supervise and evaluate library director
  - Work with municipality to obtain sufficient library funding and salaries/benefits for library staff
  - Review and approve library policies

Roles and Responsibilities of Library Boards

- Library board job description
  - Review and update board bylaws
  - Assist with development and approval of long range plan
  - Advocate for the Library
  - Attend library conferences, workshops and other library education opportunities
  - Work as a team member in support of library service
  - Provide input on community needs and interest to help guide library services to meet community needs

Roles of Library Board and Director

	Board	Director
Board Meetings	Review Agenda before meeting	Prepare agenda with Board President
	Study background materials	Prepare background materials
	Know Open Meetings Law	Know Open Meetings Law
	Support Board Decisions	Support Board Decisions
	Approve Minutes	Maintain meeting records
	Be an active participant	Act as technical advisor
Planning	Approve Long Range Plan	Draft Long Range Plan
	Provide input on community needs	Solicit community input

Roles of Library Board and Director

	Board	Director
Personnel	Hires/evaluates Director	Hires/evaluates staff
	Approves Wages	Recommends wages
Budget	Approves Budget	Drafts Budget
	Approves Expenditures	Expends Budget
	Approves Financial Report	Prepares Financial Report
Policy	Approves Policy	Reviews policy examples/samples and relevant laws prior to drafting policy
	Reviews Existing Policies	Reviews Existing Policies
Material Selection	Approves Collection Development Policy	Selects library material with other staff as appropriate

Roles of Library Board and Director

	Board	Director
Advocacy	Supports the Library and library issues	Informs the Library Board on library issues and law
	Speaks at Community Groups	Prepares Library Talking Points
		Speaks at Community Groups
	Writes letters of support	
	Attends municipal board meetings	Attends municipal board meetings
	Represents the community on the board	

Managing the Library's Money

Managing the Library's Money

- Chapter 43.58 Powers and duties. (1) The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund…

Managing the Library's Money

- (2)(a) The library board shall audit and approve all expenditures of the public library and forward the bills or vouchers covering the expenditures, setting forth the name of each claimant or payee, the amount of each expenditure…to the appropriate municipal or county financial officer…The appropriate municipal, county, or school district official shall then pay the bill as others are paid.
  - ***NOTE: No further action is required by the municipal board for payment by the municipality***

Managing the Library's Money

- Review and approval of all library expenditures
- Review and monitoring of monthly financial statements
- Develop policies for handling of gifts and donations
- Accurate financial reporting
- Review and approval of the budget draft
  - Does it provide adequate support for the library service goals?
  - Does it provide competitive wages to retain and recruit staff?

Managing the Library's Money—Developing the Library Budget

- Budget Development Process (Director and Key Staff)
  - Determine what the library hopes to accomplish next year
  - Determine financial resources needed for the next budget year
  - Draft budget document (Director and key staff)
  - Present Draft to Library Board for their approval

Managing the Library's Money—Developing the Library Budget

- Sources of Funding/Revenue (Public Funds that must be deposited with municipality)
  - Municipal Appropriation
  - County (ACT 150/420)
  - Fines and Fees (lost items/cards; room rental; copier; or printing fees)
  - Funds carried forward (under normal circumstances these funds should be nothing or very minimal)
    - Municipal/county appropriations or fines and fees revenue unspent from the prior year.
    - These funds should be budgeted for expenditure and not used to create a reserve
  - State Funds or Federal Funds, if any

County Funds

- The Library receives County Funds from:
  - Home County (ACT 150)
  - Adjacent Counties (Act 420)

County Funds

- **Does the county payment to a municipal library for library services provided to non-residents of the municipality go to the library or the municipality's general fund?**

  To the library (League of Wisconsin Municipalities Libraries FAQ #2)

County Funds

- The cost per circulation is determined by dividing the total operating expenditures (minus Federal Funds) by the Total Circulation

$437,908 / 130,597 = $3.35 (Sample Library)

County Funds

- The cost per circulation = $3.35 (Sample Library)

	100%	70%
Barron – 101 items =	$338.35	$236.85
Chippewa – 5,701 items =	$19,098.35	$13,368.85
Price – 361 items =	$1,209.35	$846.55
Sawyer – 4,605 items =	$15,426.75	$10,798.73
Taylor – 2,913 items =	$9,758.55	$6,830.99
Washburn – 5 items =	$16.75	$11.73

Operating Expenditures	Total Circulation	Cost per Circulation	Home County Circulation	100% Funding	
$437,908	130,597	$3.35	5,701	$ 19,098.35	Base
$437,908	100,000	$4.37	5,701	$ 24,913.37	
$400,000	100,000	$4.00	5,701	$ 22,804.00	
$437,908	130,597	$3.35	6,000	$ 20,100.00	
$437,908	100,000	$4.37	6,000	$ 26,220.00	
$400,000	100,000	$4.00	6,000	$ 24,000.00	
$300,000	100,000	$3.00	5,701	$ 17,103.00	
$300,000	100,000	$3.00	6,000	$ 18,000.00	
$300,000	100,000	$3.00	7,500	$ 22,500.00	
$300,000	50,000	$6.00	5,701	$ 34,206.00	
$300,000	50,000	$6.00	6,000	$ 36,000.00	
$300,000	50,000	$6.00	7,500	$ 45,000.00	
$300,000	75,000	$4.00	5,701	$ 22,804.00	
$300,000	90,000	$3.33	5,701	$ 18,984.33	

Fines and Fees

- Public libraries are prohibited from charging for basic library services
- Fees can be charged for:
  - Lost library cards
  - Lost or damaged materials
  - Photocopies/Printing
  - Meeting Room rental
  - Equipment rental

Funds Carried Forward/Surplus Funds

The authority of the library board to make budget transfers within the library budget and to carry forward unexpended funds is expressly granted under section 43.58(1), which provides that "[t]he library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund . . ." and is necessarily implied from the provisions of section 43.58(4), which grants the library board the authority to "supervise the

While a library board may not maintain unexpended monies as "generic 'funds on hand,'" *Barth*, 108 Wis. 2d at 520, it may (indeed must) re-budget such funds for the following year. (One

2006 Attorney General Opinion—in matter involving the City of Washburn

Managing the Library's Money—Developing the Library Budget

- Present and Advocate for the budget
  - Create clear budget with little or no library jargon
  - Charts and other comparison information
  - Use format required by municipality
  - Present budget to appropriate committees and boards
  - Thank the committee and boards for their consideration of the library budget

Managing the Library's Money—Developing the Library Budget

- Sources of Funding/Revenue (Private Funds)
  - Donations, if known amount

Managing the Library's Money – Gift Funds

Chapter 43.58 (7)(b)

2. If a gift, bequest, or endowment is made to any public library, the library board may pay or transfer the gift, bequest, or endowment, or its proceeds, to the treasurer of the municipality or county in which the public library is situated; may entrust the gift, bequest, or endowment to a public depository under ch. 34; may pay or transfer the gift, bequest, or endowment to the library board's financial secretary; or may, subject to subd. 3., pay or transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code, the purpose of which is providing financial or material support to the public library or to a community foundation. A payment or transfer of a gift, bequest, or endow-

Managing the Library's Money – Gift Funds

- The Gift/Donation policy should establish—
  - The purpose for the use of those funds
  - Where the funds will be deposited 43.58 (7)
    - Public Depository
    - Municipality
    - Community Foundation
  - Who can sign checks from those funds (two signatures are recommended)

Managing the Library's Money—Developing the Library Budget

- Expenditures
  - Salaries and Wages
  - Benefits
  - Materials
    - Books
    - Periodicals
    - Video Materials
    - Audio Materials
    - E-content
    - Software

Managing the Library's Money—Developing the Library Budget

- Expenditures
  - Contracted Services
  - Continuing Education
  - Programming
  - Telecommunications
  - Utilities
  - Equipment repair
  - Supplies
  - Computer/Equipment Replacement
  - Building Maintenance

Advocacy

- "Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story."

Trustee Essential #13
http://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE13.pdf

Library Personnel

Library Personnel

- Library Board Hires and Evaluates Library Director
- Board establishes duties, compensation and personnel policies for all library staff
- Board provides financial support as part of the library budget for director and staff professional membership, conferences, continuing education and travel

Library Personnel

- Director hires and supervises staff
- Director recommends changes to personnel policies and wages
- Director consults with Library Board on important personnel issues

Library Personnel—Director Evaluation

- Why Evaluate the Director
  - Provide formal feedback on job performance
  - Set goals for the upcoming year
  - Informs board about operation and performance of the library
  - Establish record of performance, in the event discipline or termination is needed
  - Review job description for possible revision

Library Personnel—Director Evaluation

- Who Should Evaluate the Director
  - Library Board or a personnel committee depending on the size of the board
  - Entire library board should review, discuss and approve final written evaluation
  - Can solicit formal written comments from staff with the knowledge of the director. (Note: The director was hired to manage daily operation of library and the chain of communication should flow from staff to director to board)

(Note: Staff may come to board for issues of harassment involving director)

Library Personnel—Director Evaluation

- What is the basis for evaluation
  - Written job description
  - List of goals and objectives developed the preceding year and agreed upon by the director and board
  - Success of library in carrying out services and the director's contribution to this success
  - Unanticipated factors or events that occurred during the prior year

Library Personnel—Director Evaluation

- How to conduct the evaluation
  - Director should complete self evaluation form which may or may not be part of permanent record
    - Helps to compare view of director and board for areas of agreement and resolve disagreements
  - Board President and Director should sign written evaluation after it has been reviewed and discussed with the director

Library Personnel—Director Evaluation

- How to conduct the evaluation
  - Use a consistent evaluation to provide benchmarks/targets from year to year
    - 3 or 6 month evaluation for new directors
    - Yearly after 12 months

Library Personnel—Director Evaluation

- Where to conduct the evaluation
  - Personnel evaluations should be conducted in closed session per Chapter 19.85

Managing Facility

- 43.58 Powers and duties.
  - (1) The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. **The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes**

Managing Facility

- Preventative maintenance
- Safety issues
- Library image

Policy Development

- Director (and staff) develops recommended policies
- Board discusses, reviews/revises, and approves policies on a regular basis
- Policies need to reasonable and legal
- Here are four tests of a legally defensible policy:
  - Test #1: Policies must comply with current statutes and case law.
  - Test #2: Policies must be reasonable (and all penalties must be reasonable).
  - Test #3: Policies must be clear (not ambiguous or vague).
  - Test #4: Policies must be applied without discrimination.

Library Planning

- Help guide budget and service decisions
  - Staffing
  - Programming
  - Collection
- Different models of planning but basically they are asking:
  - Where are we?
  - Where do we want to go?
  - How do we get there?
  - Are we getting there?

Library Planning

Long range planning should be a partnership between the library board and staff to ensure that both groups share common goals and mission for their community.

Library plan addresses community needs.

Share the plan with the stakeholders and community.

Does the budget support the plan of service?

Library Planning--Programming/Services

- Is the library offering the right mix of programming?
  - Does current programming meet the needs of the community?
    - Board can provide input as representatives of the community
    - Director develops or delegates responsibility for program development
  - Is there sufficient staff and funding to provide the needed programming?
  - Are the programs attracting current and new users to the library?
  - Is programming a priority?

Library Planning

- Gathering information
  - Statistical data
    - Demographics
    - Usage
  - Community feedback
    - Surveys
    - Focus Groups
    - Community discussions

Library Planning--Staffing

- Does the library have enough staff?
- Are staff assigned to the proper duties?
- Does the library staff skill set match the needs of the library?

Advocacy and Working with Municipalities

Advocacy

- One of the major responsibilities of a public library trustee is to act as an advocate for the library.
- A library advocate is someone who understands the value and importance of public library service and who communicates that value and importance to the community, government leaders, and other decision-makers.
- Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues.

Advocacy--Ways to Act as an Advocate

- As an advocate, you can influence decision-makers by:
  - Speaking to civic groups about library needs and issues.
  - Talking to friends about the library, its role in the community, and its needs.
  - Writing letters to the editor of the local newspaper.
  - Testifying at local and state budget hearings.
  - Talking and writing to state and federal legislators about the needs of the library.
  - Contributing to a library newsletter that is sent to decision-makers.

Working with Municipalities

- Responsibilities of Municipal Government
  - Appoint Library Board
  - Pay library bills once approved by the library board
  - Appropriate funds for library budget

Working with Municipalities

- Tips for working with the municipal board
  - Have library presence at a variety of meetings not just at budget time
    - Provide regular updates and annual report about the library
  - Get to know the elected and appointed officials and their views/issues
    - Invite candidates to debate at the library
    - Hold open house for officials
    - Create common agenda with municipality

Library Law

Overview

- Chapter 43 (Wisconsin Statutes about public libraries)
- Open Meeting Law
- Public Record Law
- Americans with Disabilities Act
- And more

Wisconsin Statues

- Wisconsin Statutes are available in print and online in PDF format http://legis.wisconsin.gov/rsb/Statutes.html
- A searchable database is also available http://legis.wisconsin.gov/rsb/stats.html

Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.09 Certificates and Standards
    - Director certification authority (Rules in Administrative Code)
  - 43.11 County Library Planning Committees
    - Outlines the creation of a county wide library planning committee and their duties and powers
  - 43.12 County Payment for Library Services
    - More commonly known as ACT 150; details formula for home county and adjacent counties

Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.15 Standards for Public Library Systems
    - Population of system
    - Financial Support
    - Organization
    - Membership requirements
      - County
      - Local Library
  - 43.16 Resource Libraries
    - Usually largest library in system

Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.17 Public Library Systems; general provisions
    - Board Organization/Terms
    - Advisory Committee
  - 43.18 Withdrawal, abolition and expulsion
    - Outlines leaving a system
  - 43.19 Federated Public Library Systems
    - Size of board in multi county systems
      - IFLS 20 member board

Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.57 Consolidated County Libraries and County Library Services
  - 43.60 County Tax
    - Outlines exempting from County Library tax for municipality with a library

Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.30 Public Library Records (known as library privacy law)
    - Library Records are Confidential
      - Custodial Parent for children under the age of 16
      - Release to other libraries
      - Court order needed
      - Surveillance Device release for Law Enforcement if library requests or criminal conduct within library
      - Use of collection agencies or law enforcement is allowable with Library Board approved policy

Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.52 Municipal Libraries
    - Outlines starting a new library
    - Libraries shall be free for use
    - Opinion by Library Division on feasibility

Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.53 Joint Libraries
    - Created by 2 or more municipalities or county and one or more municipalities
    - Agreement Requirements
      - Fiscal Agent
      - Distribution of assets if dissolved
      - Library Board establishment

Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.54 Municipal Library Board Composition
    - Appointed by Mayor, Village President or Town Chairperson with approval of governing body
    - Composition
      - School District Administrator or their designee
      - Only one governing board member (not required)
      - Up to two may be residents of other municipalities

Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.54 Municipal Library Board Composition
    - Terms
      - Three year staggered
        - No term limit by library board (can be set by municipal board)
    - Size of Board
      - Village -- 5 (but can be increased to 7)
      - 2nd or 3rd Class City -- 9
      - 4th Class – 7

Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.58 Powers and Duties
    - Exclusive control of all library expenditures
    - Supervising the administration of the library and appointing a library director
    - Prescribing the duties and compensation of all library employees
    - Purchasing of a library site and the erection of the library building when authorized
    - Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes

Libraries--Chapter 43

- Sections pertaining to Public Libraries
  - 43.60 County Appointments to municipal and joint public library boards
    - 1. If the annual sum appropriated by the county to the public library is equal to at least one–sixth, but less than one–third, of the annual sum appropriated to the public library by any municipality in which the public library is located during the preceding fiscal year, one additional member.
    - 2. If the annual sum appropriated by the county to the public library is equal to at least one–third, but less than one–half, of the annual sum appropriated to the public library by any municipality in which the public library is located, 2 additional members.
    - 3. If the annual sum appropriated by the county to the public library is equal to at least one–half, but less than two–thirds, of the annual sum appropriated to the public library by any municipality in which the public library is located, 3 additional members.
    - 4. If the annual sum appropriated by the county to the public library is equal to at least two–thirds, but less than the annual sum appropriated to the public library by any municipality in which the public library is located, 4 additional members.
    - 5. If the annual sum appropriated by the county to the public library is equal to at least the annual sum appropriated to the public library by any municipality in which the public library is located, 5 additional members.

Open Meeting Law

- Contained in Chapter 19 General duties of public officials
- Meeting notice posted at least 24 hours in advance
  - Provided to the official local newspaper
  - Any news organization requesting a copy
  - Posted in one or more public locations (usually three locations)
    - Library
    - City/Village/Town Hall

Open Meeting Law

- Agenda
  - Time, date, place and all subjects to be discussed or acted upon
  - Can't use "other business" as agenda item
- Held in Accessible Location
- Provide accommodations if requested
- Minutes must be kept and made available to public

Open Meeting Law

- Meeting Quorum
  - Majority of board
  - Purpose to engage in business
  - Email Quorum
    - Can't make decision or influence decisions via email
    - Use email to distribute agenda; not for discussion or poll
  - Negative Quorum
    - If 2/3 vote is needed then a block of members that meet/discuss outside a meeting to oppose an item

Open Meeting Law

- Closed Session – limited reasons to go into closed session
  - Listed in Statute 19.85
    - Consider Employment, promotion, compensation, or performance evaluation data of any employee
      - For specific individual not general wage increases, compensation, or personnel policies
    - Consider dismissal, demotion or discipline of employee
      - Employee can request discussion be in open session

Open Meeting Law

- Closed Session – limited reasons to go into closed session
  - Listed in Statute 19.85
    - Deliberate purchase of public property
    - Confer with legal counsel
    - Others reasons but most often don't apply to libraries

Open Meeting Law

- Agenda must indicate any contemplated closed session, subject matter of closed session and the specific provision
  - 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. *Conduct Library Director Evaluation*

Open Meeting Law

- Board must first convene in open session
- Announce intention to go into closed session
- Must state reason for going into closed session
- Requires a motion, second and roll call to go into closed session
- Attendance limited to board, necessary staff and others whose presence is needed

Open Meeting Law

- Discussion in closed session limited to stated agenda purpose
- Most if not all votes should be taken in open session
- Must notice that board will reconvene in open session.
- Legal penalties range from $25 to $300 per violation
- Actions can be voided if law violated

Public Records Law

- Must respond to requests
  - Don't have to be written requests
  - Can view or receive copies regardless of format
- Personnel Records
  - Balance test--public good versus privacy
  - Personal information like SS# can be removed
- Need record retention policy
- Staff Email
  - Personal emails not public per recent Supreme Court Ruling

Ethics and Conflict of Interest

- State Law Contained in Chapter 19
  - Code of Ethics 19.59
- Local Ethic Ordinances
- Public Contracts

Freedom of Speech

- Meeting Rooms
  - Can a public library's meeting room policy deny use for religious groups?
    - No. By making their meeting room available to local groups, the library has created a "designated public forum" and denial of use by religious groups would constitute a restriction on free speech.
      - DPI FAQ on Meeting Rooms https://dpi.wi.gov/pld/boards-directors/administration/faq-pt2#room-policy
  - Policy can include limits on the frequency of meetings, scheduling, and staff availability

Americans with Disabilities Act (ADA)

- Services
- Facilities
- Employment

ADA--Services

- Website
  - Accessible
- Materials
  - Large Print
  - Close-captioned videos
  - Descriptive Videos
  - Braille

ADA--Services

- Equipment
  - Assistive Devices for Computers
  - Larger Screen Monitors
  - Lighting
- Programs
  - Sound Amplification
  - Sign Language Interpreter

ADA--Facilities

- Building Exterior
  - Doors
    - Automatic opener not required, must have limited pressure to open
  - Ramps
    - Slope of ramp 1:12
    - Landings at top and change of direction -- 5′ x 5′
    - Handrails if longer than 6′
  - Parking
    - Must have 1 van accessible

ADA--Facilities

ADA--Facilities

- Building Interior
  - Aisle width 36" minimum
  - Shelf height no limit except for magazines (side reach 54"; front reach 48")
  - Accessible seating (5% with minimum of 1)
  - Desk height (28"-34")
  - Braille required on permanent signage
  - Restrooms (sink height, turning radius, fixtures)

ADA--Facilities

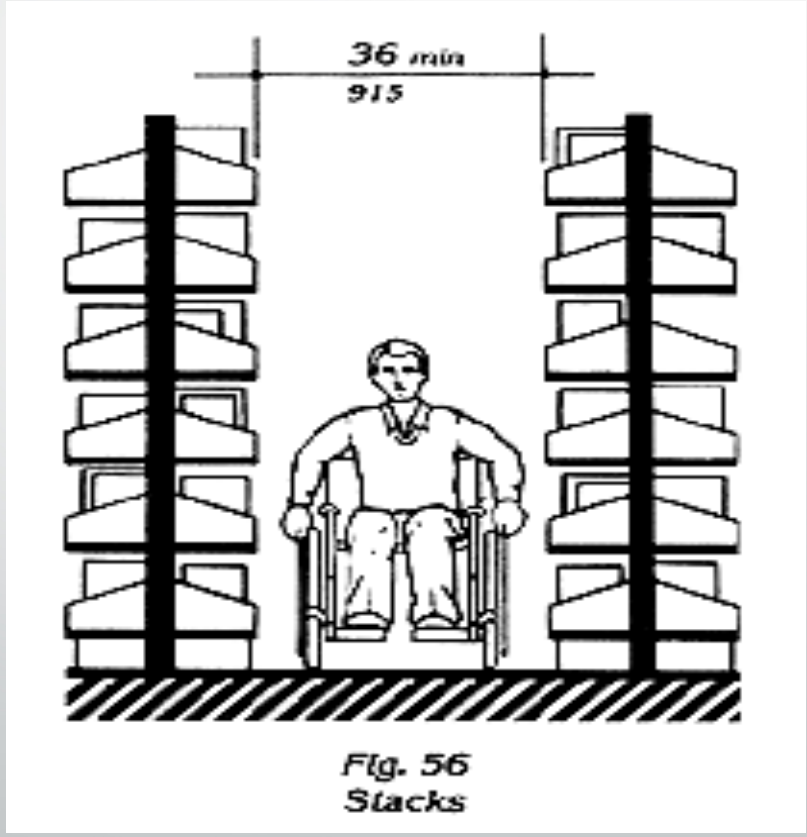


Fig. 56
Stacks

ADA--Employment

- Review job descriptions for essential job functions
- Reasonable accommodation
  - providing or modifying equipment or devices,
  - job restructuring,
  - part-time or modified work schedules,
  - reassignment to a vacant position,
  - adjusting or modifying examinations, training materials, or policies,
  - providing readers and interpreters, and
  - making the workplace readily accessible to and usable by people with disabilities.

Resources

- IFLS Trustee Resource Page http://www.iflsweb.org/trustees
- Tools and Resources for Public Library Directors and Board Members http://dpi.wi.gov/pld/boards-directors
- Trustee Essentials http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook
- Wisconsin Policy Resources http://dpi.wi.gov/pld/boards-directors/policy-resources
- Wisconsin State Statute Chapter 43 Libraries http://docs.legis.wisconsin.gov/statutes/statutes/43.pdf
- Wisconsin Public Library Standards http://dpi.wi.gov/pld/boards-directors/library-standards

Open Meeting Resources

- Chapter 19 General Duties of Public Officials http://legis.wisconsin.gov/statutes/Stat0019.pdf
- Wisconsin Trustee Essential #14 http://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE14.pdf
- DPI FAQ on Open Meetings https://dpi.wi.gov/pld/boards-directors/administration/faq#Open_Meetings and http://dpi.wi.gov/pld/boards-directors/public-records/open-meetings-law
- Department of Justice Compliance Guide https://www.doj.state.wi.us/sites/default/files/office-open-government/Resources/OML-GUIDE.pdf
- League of Wisconsin Municipalities Governing Bodies: Open Meeting Law http://www.lwm-info.org/957/Open-Meetings-Law

Public Records Resources

- Trustee Essential #15 http://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE15.pdf
- Frequently Asked Questions About Libraries and Wisconsin's Public Records Law https://dpi.wi.gov/pld/boards-directors/administration/faq
- Records Retention Schedule for Wisconsin Public Libraries http://dpi.wi.gov/pld/boards-directors/public-records/records-retention-schedule
- Department of Justice Compliance Guide https://www.doj.state.wi.us/sites/default/files/office-open-government/Resources/PRL-GUIDE.pdf
- League of Wisconsin Municipalities Public Records FAQ http://www.lwm-info.org/1073/Public-Records

Ethics Resources

- Trustee Essential #16 http://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE16.pdf
- FAQ on Library Board Fines https://dpi.wi.gov/pld/boards-directors/administration/faq

ADA Resources

- Trustee Essential #20 http://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE20.pdf
- Trustee Essential #21 http://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE21.pdf
- Disability and Business Technical Assistance Center (DBTAC) - Great Lakes ADA Center http://www.adagreatlakes.org/
- ADA (US Department of Justice) http://www.ada.gov/
- The ADA: Your Employment Rights as an Individual With a Disability http://www.eeoc.gov/facts/ada18.html
- Library Services for People with Disabilities http://www.ala.org/ala/mgrps/divs/ascla/asclaissues/libraryservices.cfm
- Wisconsin Talking Book and Braille Library http://dpi.wi.gov/talkingbooks

Employment Resources

- Fair Employment Law (Wisconsin) https://dwd.wisconsin.gov/er/civil_rights/discrimination/fair_employment.htm
- Wisconsin Department of Workforce Development Posters https://dwd.wisconsin.gov/dwd/posters.htm
- United States Department of Labor http://www.dol.gov/

Questions

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