

Nicolet Federated Library System

TRUSTEE TRAINING

APRIL 2022



Library Systems and the Wisconsin Library Ecosystem

Public Library Ecosystem

State Library Agency (DLT), State Statutes and COLAND

Regional Public Library Systems

Local Governments: Counties, Cities, Villages, Towns, Tribes

Library Boards

Library Director and Library Staff

Friends, Foundations and the Community



COLAND

State Superintendent

Dept of Public Instruction (DPI)

Division for Libraries & Technology
Library Services Team

Public Library Systems

Municipal
Libraries

Joint
Libraries

Consolidated
Co. Libraries

Tribal
Libraries

Role of the State Superintendent

Promote, assist, and plan the development and improvement of school and public library services.

Develop statewide priorities for networks that enable cooperation and resource sharing.

Plan and coordinate library services to groups with special needs.

Accept and disburse federal grants and state aid.

Develop a statewide resource sharing tool.

Disseminate information regarding continuing education activities for librarians, trustees, support staff, and others.

Role of the Division

Offer continuing education programs for all types of libraries.

Provide consulting and informational services to public libraries

Collect library statistics and conduct studies and surveys of library needs throughout the state.

Recommend and distribute standards for public libraries, school library programs and facilities, and institutional library programs.

Establish standards for public librarians.

Establish standards for public library systems.

Administer aid to library systems (state and federal).

Role of COLAND

Council on Library and Network Development (COLAND) is made up of 19 governor-appointed members, both professional and public members.

Advises the State Superintendent and the Division on the policies, activities, budget and overall direction of the state's programs for public and school libraries.

Makes recommendations to the Division regarding standards for certification of librarians and standards for library systems.

Reviews and recommends DPI budget request to the governor.

Receives complaints, suggestions and inquiries regarding the programs and policies of DPI relating to library and network development.

Role of Public Library Systems

Majority of funding comes from state aid.

- All of NFLS funding comes from state aid.
- Some library systems have revenue-generating activities (delivery).

Each system is statutorily required to provide certain services.

However, the level at which each system provides these services depends on staff capacity and member library needs.

Public Library System Board

As Trustees of a system Board, you are in a unique position in Wisconsin's pattern of library services.

When you represent the library system, you need to consider not only your community or your county, but the entire region served by your library system and the many libraries and users of that region.

Background

Before the development of public library systems, many state residents had no legal access to any public library or received substandard library service.

The goal of library systems was to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals.

Wisconsin legislature passed legislation in 1971 enabling the creation of regional public library systems. The actual creation and development of systems was a varying and gradual process.

Membership

To belong to a public library system, the public library agrees to certain membership requirements, including the agreement to serve all system residents equitably.

In return, the library system provides a wide range of primarily state aid-funded services that enhance local library services.

Role of Public Library Systems

Library Systems MUST provide the following to receive state aid:

- Technology and resource sharing planning
- Referral or routing of reference and interlibrary loan requests
- Electronic delivery of information and physical delivery of library materials
- Continuing education and training for library board and library staff
- Professional consultation services
- Support for library service to users with special needs
- Backup reference, information, and interlibrary loan services from the system resource library
- Planning with other types of libraries in the system area
- Service agreements with all adjacent library systems
- Agreements with each member library that require those libraries to serve all residents of the system area on the same basis as local residents
- Other services to meet the needs of member libraries

System Services

Expand and improve the interlibrary loan network, facilitate delivery services and guarantee mutual borrowing privileges.

Expand the use of new technologies, including taking on leadership roles in studying and implementing new capabilities and technologies which can help all members extend and enhance services to their customers.

Provide Consult on Chapter 43 including the powers and duties of library board.

Assist with library director hiring, as requested.

Offer guidance on open meetings law, personnel, finance, planning, youth services, inclusive services, and other areas.

Help inform and educate county and municipal boards.

Communicate library issues with the Division.

Monitor library system membership and statutory compliance.

System Board Responsibilities

A public library system board of trustees has the same legal powers as a municipal library board with respect to system-wide functions and services.

Hire a thoroughly qualified system director to carry out the system's often complex responsibilities.

Develop and maintain policies and procedures for handling fiscal policymaking, fiscal planning, and fiscal oversight.

- Each system operates its own business office, paying bills and wages, keeping personnel records, complying with state and federal tax regulations, and maintaining full records of income and disbursements.
- Library systems are required to have annual audits of their financial activities.

System Board Responsibilities

Meet with boards of member libraries whenever invited to explore topics of mutual concern, to explain system objectives and procedures, and to build strong bridges of communication.

Develop broader viewpoint of the role of the regional library system, in order to evaluate opportunities for improvements in regional services.

Effective public library system trustees should be willing to assume a leadership role in advocacy at the state and federal levels.

Trustee Job Description

Participate as a member of a team (the system board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the public library system.

Qualifications

Serious commitment to being a library trustee.

Serious commitment to the provision of library services within your community.

Ability to attend regularly scheduled board meetings and be an active member of the system board .

Willingness to become familiar with Wisconsin library law, standards, principles and practices for libraries.

Commitment to freedom of expression and inquiry for all people.

Main Duties

1. Prepare for and attend regular board meetings.
2. Act as an advocate for the system through contacts with civic groups and public officials to obtain adequate system and library funding.
3. Assist in the review and approval of the annual budget and monthly expenditures as presented by the system director.
4. Participate in the development and approval of library policies. Review policies on a regular, systematic schedule.
5. Help determine and advocate for reasonable staff salaries and benefits.

Main Duties

7. Assist in the hiring, supervising, and evaluating of the system director.
8. Study the needs and interests of the community and see that they are addressed, as appropriate, by the system and/or member libraries.
9. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.
10. Assist in the formulation and adoption of a strategic plan for the system. Periodically review and revise strategic plan.
11. Attend Wisconsin Library Association conferences, regional system workshops, and other training opportunities in order to expand knowledge of effective leadership, and consider membership in the Wisconsin Library Trustees and Friends (WLTF).

Sources

Trustee Essential 26: The Public Library System Board—the Broad Viewpoint

<https://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE26.pdf>

Trustee Essential 1: The Trustee Job Description

<https://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE01.pdf>

Trustee Essential 4: Effective Board Meetings and Trustee Participation

<https://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE04.pdf>

‘Wisconsin Library Ecosystem,’ Presented by Shannon Schultz (DPI), John Thompson (IFLS) and Jennifer Thiele (Assistant Professor at LSU), August 23, 2021,

<https://www.wistrusteetraining.com/archive>.