Wyoming Public Library Board Members' Handbook

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Welcome, Wyoming Public Library Board Member!

You are taking a leadership role in your county by serving your community through its library. This handbook is designed to guide you through your role, the responsibilities you carry, the issues you face and the resources available to you as a member of a Wyoming Library Board of Directors.

By state statute, your official title is that of "Director" on a Library Board. Many Wyoming libraries and libraries in other states refer to their "Directors" as Trustees or Board Members. To avoid confusion between the Library Director and your role as a Director on the Board, this handbook will use the term "Board Member" when referring to you and the term "Director" when referring to the Library Director.

The Wyoming State Library can offer help to you and your library in the form of additional resources, training and consulting on any of the topics in this guide, or any other issues you may face.

Although your Library Director will be your first resource for questions, please do not hesitate to contact our Library Development Office or the State Librarian, if we may assist you. A toll-free number is available for your use to discuss issues and policies: 1-800-264-1281 (press 3 for the Library Development Manager or 5 for the State Librarian). Email assistance is available at refdesk@wyo.gov.

This edition of the Public Library Board Members' Handbook draws from handbooks produced by several other states. Those handbooks and other supplementary materials are listed in the appendices and may be found at will.state.wy.us/ldo/boards/handbook.html.

On legal issues, this handbook is only a summary and should not be construed as legal advice. While it offers an introduction to library-related Wyoming statutes, you should direct any questions to your library's attorney. We welcome any comments or suggestions on this guide.

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INSTITUTE of Museum and Library SERVICES

Contents

Getting Started 1

Becoming a Library Board Member 2

- Board Member Ethics 2
- Library Board Member Duties under Wyoming Law 3
- Board Liability 4
- Board Member Orientation 4
  - Internal Documents 4
  - Personnel Matters 5
  - Wyoming State Library Resources 5
  - Library Tour 5
- More on General Board Topics 6

About Public Libraries 7

The Wyoming Library Landscape 8

- WYLD 8
  - Administration and Governance: 8
  - WYLDCAT: 8
  - GoWYLD: 9
- Wyoming State Library 9
  - Administration of Federal Funds 9
  - State Documents 10
  - Library Extension and Development 10
- Wyoming Library Association 12
  - Legislative Committee 12
  - Legislative Reception 13
  - Intellectual Freedom Advisor 13
  - Conference 13
  - Other Library Associations 13
- Wyoming Library Endowment Challenge 13
- McMurry Library Endowment 14
- Legal Considerations 14

Public Meetings 15
Patron Privacy 15
Intellectual Freedom 16
Other Legal Issues 17
Board Relations 19
Board/Director Relations 19
Board/Staff Relations 20
Board/Commission Relations 21
Board and Foundations/Friends 21
Friends of the Library 21
Library Foundations 21
Hiring a Director 23
Setting a Salary 23
Job Boards 23
Planning 24
Facilities Planning 25
Other Plans 25
Budgets 26
Uniform Municipal Fiscal Procedures Act 27
Policies 28
Advocacy 29
Appendix 30
Acronyms and Definitions 30
Recommended Board Member Handbooks from Other States 32
Library Bill of Rights 33
Code of Ethics of the American Library Association 34

Getting Started

The amount of material you may have been handed as you began your duties may feel overwhelming. You probably have policy manuals, meeting minutes, a strategic plan and this handbook, among other things. To get your feet on the ground in a hurry, the State Library has two quick-start resources for you:

- *101 Things to Know or Do as a Wyoming County Library Board Member* – a small booklet with quick tips. Find it at will.state.wy.us/slpub.
- *Trustee Trouble: The Misadventures of a New Library Board Member* -- a series of 10 short videos (each 10 minutes or less) found at www.wyominglibraries.org/trusteetrouble.html.

This handbook provides more complete information, with Wyoming resources emphasized, but is still only an introduction to working as a Board Member.

Supplementary materials

Many other states' Board Member handbooks offer in-depth resources on general topics such as Board meetings, budgeting, hiring a Director and strategic planning. This handbook offers a brief introduction to these topics, but points to supplementary materials for lengthier discussions. Those materials can be found at will.state.wy.us/ldo/boards/handbook.html.

Recommended reading

These books contain overviews of the job of Board Member. They are available in the Wyoming State Library's professional collection. Find these and other titles of interest through the WYLDCAT library catalog at wyld.state.wy.us/wsl/ and request through interlibrary loan (ILL). You may log in to WYLDCAT with your library card number and PIN to place your requests directly. If you are not familiar with interlibrary loan or do not know your PIN, please speak with your Library Director.

- *The Successful Library Trustee Handbook, 2nd ed.* By Mary Y. Moore (Chicago : American Library Association, 2010.)
- *The Complete Library Trustee Handbook* by Sally Gardner Reed and Jillian Kalonick for the Association of Library Trustees, Advocates, Friends and Foundations. (New York : Neal-Schuman Publishers, c2010.)

Other resources

- WebJunction -- www.webjunction.org, from the home page, click on "Explore Topics" to access many leadership resources, including ones specifically for Board Members at www.webjunction.org/explore-topics/friends-trustees.html.
- Other states' Board Member handbooks. A brief list is included in the appendix, many of which are referred to throughout this handbook. The files or links are included in the supplementary materials at will.state.wy.us/ldo/boards/handbook.html.

Becoming a Library Board Member

An effective Public Library Board consists of informed and dedicated citizens representing a cross-section of the population who govern the library for the benefit of the community. The Board fulfills ethical, legal and fiduciary responsibilities by:

- Employing a qualified Library Director and understanding the Director's roles and responsibilities
- Setting service-oriented library policies that uphold the principles of equal access to information and the free exchange of ideas
- Guiding the management and maintenance of library facilities and assets and expending financial resources judiciously
- Working to secure an appropriate funding level for facilities, technology, hours of operation, collections and staff
- Knowing and observing applicable local, state and federal laws and regulations
- Working with the Director to develop and implement a written plan for the maintenance and improvement of library services
- Staying informed through regular continuing education

Collectively, a Library Board should have:

- An interest in libraries
- Knowledge of the community served
- Business management/financial experience
- Legal knowledge
- Diversity in age, race and sex
- Varied personal backgrounds
- Advocacy skills

From Association of Connecticut Library Boards Public Library Trustee Handbook, 2011

Board Member Ethics

There are several fundamental tenets of ethical behavior, including the following:

Public good over personal gain: Board Members must avoid situations that might benefit him or her personally or financially at the expense of library customers or the situation.

The group's decision is paramount: Board Members must distinguish clearly between actions and statements as a Member of the Board and their own personal philosophies and attitudes. After the vote is taken, all must speak in a unified voice and not undermine the Board's decision, even if one or more disagrees personally.

Confidentiality vs. the public's right to know: Board Members must respect the confidential nature of some library business while being aware of and in compliance with applicable laws governing access to public records and with requirements to hold open public meetings.

Intellectual Freedom: As public officials, Board Members have an obligation to uphold the Constitutional right of free speech. Board Members have a responsibility to resist censorship of library materials by groups or individuals, regardless of personal feelings and beliefs.

Fulfill Board responsibilities: When a Board Member accepts an appointment to the Board, he or she is agreeing to perform all of the functions required. Board Members must be prepared to honor this commitment.

From Maryland Library Trustee's Manual 2009

The American Library Association has a general code of ethics for librarians and Board Members that is included in the appendix. United for Libraries (Association of Library Trustees, Advocates, Friends and Foundations) has a Board ethics sample policy at www.ala.org/united/trustees/orgtools/policies that is included in the supplementary materials.

Library Board Member Duties under Wyoming Law

In 1886 the Wyoming Territorial Legislature passed the first legislation in the nation enabling county-based library systems. This led to the state's current system of 23 county library systems, ensuring that every resident of Wyoming has free access to library services.

Wyoming Statute Title 18, Chapter 7 addresses the establishment and governance of county libraries. The full text may be found in *Wyoming Library Laws* at will.state.wy.us/slpub/LibLaws.pdf. Board Member duties spelled out under that statute include:

- "Control, use and disposition of the county library fund," budgeting and expending it "for the maintenance, operation and promotion of the county library and county library system in order to carry out the informational, educational, cultural and recreational role of the county library." (18-7-103)
- "Receive and be responsible for real estate, money or other property to aid the establishment, maintenance or operation of the county library system." (18-7-104)
- "Appoint a competent librarian who with the approval of the board of directors shall appoint a library staff. The duties and compensation of the staff shall be determined by the board." (18-7-104)
- "Prescribe rules and regulations for the establishment, organization, operation and use of the county library and library system." (18-7-105)

Under Wyoming Statute, the County Commission appoints from three to five Library Board Members who serve without compensation and who may be removed by the Commissioners for misconduct or neglect of duty. Each Library Board selects its own officers. Board Members may serve two consecutive three-year terms before having to step off the Board for at least two years.

Additional roles not spelled out in statute include monitoring the library's effectiveness, engaging in strategic planning and advocating for the library.

Board Liability

Are Library Board Members subject to personal liability? Here is what Wyoming Statute has to say Please note that the legal power of the Library Board only comes when the Board acts as a body:

> 1-23-107.Individual liability of members of governmental agencies.
>
> (a)Notwithstanding W.S. 1-39-101 through 1-39-121, the members of any governmental board, agency, council, commission or governing body are not individually liable for any actions, inactions or omissions by the governmental board, agency, council, commission or governing body.
>
> (b)This section does not affect individual liability for intentional torts or illegal acts.

Your library may belong to the Wyoming Local Government Liability Pool (LGLP), a self-insurance liability pool for the state's local governmental entities or to another other insurance entity. LGLP, in particular, offers loss control consulting and training on many topics to its clients. Its website is www.lglpwyoming.org.

Board Member Orientation

An orientation is essential to learning your new job. The Board Chair, along with the Library Director should welcome you and get you started learning about the library's services, needs, and plans, as well as the legal responsibilities of the Library Board and the relationship of the Board to the County, Director, staff, Foundation and any Friends group(s) you may have. Your orientation might include items on this list:

Internal Documents

- List of Board Members, officers and committees
- Board bylaws and calendar
- Minutes and Director's reports for the last six months
- Strategic plan, including vision and mission for the library
- Any additional planning documents such as a technology or facilities plan
- Most recent annual report

- Policy manual
- Current and previous years' budgets
- Recent financial and statistical reports
- Any brochures or other public relations materials currently being used to promote the library
- List of frequently used library jargon and acronyms

Personnel Matters

- The Director's job description and process for evaluating the Director
- Organizational chart
- List of key library employees, county employees and others whose names are helpful to know

Wyoming State Library Resources

- This handbook
- *101 Things to Know or Do as a Wyoming County Library Board Member*
- *Trustee Trouble: Misadventures of a New Library Board Member*
- *Wyoming Library Laws*
- The most recent copy of the *Wyoming Library Roundup*
- Recent issues of *News to Use,* an electronic newsletter specifically for Board Members

Trustee Trouble videos may be found at www.wyominglibraries.org/trusteetrouble.html. All other items on this list, including back issues, may be found at will.state.wy.us/slpub.

Library Tour

The orientation should include a tour of the library, with the Director, to introduce staff and discuss library programs and services. Schedule a meeting/discussion with the Library Director and at least one other Board Member to become familiar with:

- How the library is funded
- Service areas and a general overview of staff duties and activities. Although managing these day to day operations is the responsibility of the Director and not the Board, it is good to have a basic understanding of how your library works.
- The library's website
- How the library serves the needs of the community and could better serve the community
- The Board's relationship to the Library Director, staff, County Commission, Foundation and any Friends group(s) you may have
- Recent library accomplishments
- Any immediate problems the library faces

As you gain experience on the Board, you will continue to learn about library philosophy, service statistics, history, policies and much more. Ongoing professional development activities should be part of the plan for every Board and every Board Member.

Adapted from Iowa Library Trustee's Handbook 2009

More on General Board Topics

Other states have excellent Board Member handbooks with sections on general Board topics. Keep in mind as you read these that statutes differ from state to state. Wyoming has Governing Boards, not Advisory Boards.. However, most of the general principles are applicable.

We recommend the following resources for Board organization, parliamentary procedures, self-evaluation and Board Member recruitment:

- **Chapter 2** of the *ACLB Public Library Trustee Handbook*, Prepared by the Association of Connecticut Library Boards, 2011 will.state.wy.us/ldo/boards/Board_HandbookCT.pdf.
- **Chapters 2 and 3** of the *Kentucky Public Library Trustee Manual,* Kentucky Department for Libraries and Archives, 2012 will.state.wy.us/ldo/boards/Board_HandbookKY.pdf.
- For **evaluation** see **Chapter 7** of the *Iowa Library Trustee's Handbook 2009*, State Library of Iowa will.state.wy.us/ldo/boards/Board_HandbookIA.pdf. See also the three sample Board self-evaluation forms in the supplementary materials at will.state.wy.us/ldo/boards/handbook.html.
- On how to run **effective meetings**, see **Chapter 3** of *the Maryland Library Trustee's Manual 2009*, Division of Library Development & Services, Maryland State Department of Education will.state.wy.us/ldo/boards/Board_HandbookMD.pdf.
- Washington Library Trustee Wiki
    - Board Members overview: wiki.sos.wa.gov/trustees/library-trustees-overview.ashx
    - Board meetings: wiki.sos.wa.gov/trustees/Board-Meetings.ashx

About Public Libraries

A public library is a dynamic community space to discover, exchange and create ideas. The library supports intellectual development for all ages. It has the power to transform lives and communities, and the Board's policies, advocacy and practices should reflect its importance.

Public libraries prepare children for learning and combat illiteracy. They promote business development, satisfy recreational reading, support students, reach out to disenfranchised populations, provide information technology and collect local historical information.

A library's specific services will depend on community needs. Most Wyoming public libraries will offer similar basic services to their communities:

- A collection of reading and audiovisual materials in a variety of formats to borrow
- Reading and learning activities for children
- Programs for patrons of all ages
- Internet-accessible public computers. Many now offer free wi-fi.
- Reference services that provide reliable information to patrons in response to their questions
- Readers' advisory services that recommend books to patrons based on the reader's interests
- Interlibrary loan to obtain materials the library does not own
- All Wyoming libraries offer a large number of licensed electronic resources through GoWYLD (gowyld.net), which is supported with state and federal funds

Additional services might include meeting rooms, young adult (teen) services, genealogical resources, books by mail, homebound delivery, computer training and literacy training. Some libraries even check out unusual collections, such as tools or cake pans. Looking forward, libraries are beginning to experiment with "makerspaces" and other innovative ways to use new technologies.

The Wyoming Library Landscape

Wyoming's 23 county libraries, 7 community college libraries and the University of Wyoming libraries have a history of working collaboratively to serve the state's residents. Because of this cooperation, Wyomingites in even the tiniest communities have access to a vast array of library resources through the WYLD system. The Wyoming Library Community also includes more than 200 school libraries and numerous special libraries.

The State Library provides support to and is a leader in the Wyoming Library Community. Its relationship to your library is that of a colleague; it does not have authority or governance over county libraries. The Wyoming Library Association is the statewide professional organization open to staff, Board Members and others involved with all types of libraries.

The State Library maintains an online directory at will.state.wy.us/directory/ that lists all public and academic libraries, and most school and special libraries. The directory provides contact information for libraries and key library employees.

WYLD

will.state.wy.us/wyld

WYLD stands for the Wyoming Libraries Database, originally the network of libraries that are participating members in the WYLDCAT catalog. It has come to represent more: the joint catalog, resource sharing, professional development, and statewide licensing and purchasing of electronic resources (GoWYLD.net), to name a few.

Administration and Governance:

WYLD resources are administered and managed by the State Library. The WYLD consortium is governed by member libraries – those that participate in WYLDCAT. All 23 county library systems and 7 community colleges are WYLD members, as well as some school and special libraries. Your library pays a cost-sharing fee to be in WYLDCAT and agrees to lend materials to other libraries in the system. A library card from a WYLD library is valid at other WYLD libraries. WYLD bylaws, strategic plan, organizational chart and more on governance can be found at will.state.wy.us/wyld/wyldco.html.

WYLDCAT:

The public side of WYLDCAT is the online catalog you use to search for materials at your library. The software used for WYLDCAT is an integrated library system that manages acquisitions (purchasing materials), cataloging (providing location information for materials), circulation and patron information. An associated product, Directors' Station, allows library staff to pull statistics from WYLDCAT for reports and data-driven decision making. Access WYLDCAT at wyld.state.wy.us.

GoWYLD:

The State Library and University of Wyoming Libraries use state and federal funding to purchase electronic information resources that are licensed for use by any Wyoming resident either at a library or from home with a library card and PIN.

These include databases of journal articles, reference materials, tools for early childhood literacy, genealogical information, foreign language courses, tutorials on building a resume, ebooks and e-magazines. GoWYLD.net lists these plus selected free, reliable resources from the Internet. The WYLD Shared Purchases Committee (will.state.wy.us/wyld/sharedpurchases/) evaluates these products on a regular basis.

Wyoming State Library

will.state.wy.us

Wyoming State Library staff are always glad to help you with your questions or concerns. Call 307-777-6333 or the toll-free (in Wyoming) number at 800-264-1281. Individual contacts may be found at will.state.wy.us/wsl/contacts.html.

The Wyoming State Library was created in 1871 as the special library for state government. Its duties defined by statute include:

- Managing federal funds from the Library Services and Technology Act (LSTA) program and any sub-grants to individual libraries (W.S. 9-2-1026.5) (will.state.wy.us/admin/lsta.html)
- Serving as the state documents depository (W.S. 9-2-1026.6) (will.state.wy.us/sis/wydocs)
- Responsibility for library development throughout the state, helping libraries expand their services (W.S. 9-2-1026.6).

Administration of Federal Funds

Library Services and Technology Act (LSTA) federal funds are made available annually to the Wyoming State Library through the Institute of Museum and Library Services (IMLS). A strategic plan identifies the types of projects that will be offered to benefit libraryemployees, libraries and residents. Employee continuing education, resource sharing, interlibrary cooperation, digital collections and centralized purchasing services for materials and supplies are ongoing priorities. Learn more about LSTA at will.state.wy.us/admin/lsta.html.

State Documents

The Wyoming State Library administers the State Document Depository program. It has a circulating collection of state and federal documents and provides reference services for locating government information. Contact refdesk@wyo.gov or 307-777-6333. Government information is also available through GoWYLD at gowyld.net/subj.cfm?subject=Govdocs.

Library Extension and Development

In its role as the agency responsible for library development, the Wyoming State Library provides a number of services to your library. These include:

WYLD Office:

This office provides technical and administrative management of the WYLDCAT system and GoWYLD electronic resources. (will.state.wy.us/wyld/support.html)

Resource Sharing:

With finite budgets, local libraries cannot always own every item a patron may want. Cooperation among Wyoming libraries allows your library access to a world of resources beyond the building's walls, both in terms of materials held by other libraries and shared electronic resources. The State Library provides leadership to promote resource sharing among Wyoming libraries. Its LSTA strategic plan (will.state.wy.us/admin/lsta.html) outlines its strategy and tasks. These include:

- Technical and administrative support for statewide interlibrary loan
- Licensing shared databases for GoWYLD.net
- Digitization initiatives that create Wyoming-specific electronic resources such as the Wyoming Newspaper Project (www.wyonewspapers.org) and Wyoming Places (wiki.wyomingplaces.org)

Directors' Retreat

Once a year, the Wyoming State Library organizes a retreat for the 23 County Library Directors, 7 Community College Library Directors, Wind River Tribal College Librarian, Dean of the University of Wyoming Libraries and the State Librarian. Your Director's attendance helps build the collaboration needed for resource sharing.

Central Acquisitions:

Many libraries save money and time purchasing materials and supplies through the State Library, which can manage invoicing, track funds and obtain bulk purchaser discounts. (will.state.wy.us/acq)

Publications:

State Library staff create electronic and print materials on topics concerning Wyoming libraries. Many may be accessed from the publications page at will.state.wy.us/slpub. Some that may be of interest to you:

- *Wyoming Library Roundup* – a free magazine produced in partnership with the Wyoming Library Association. It features articles, interviews and book reviews focused on different topics each issue. As a library Board Member, you will receive the *Roundup* in the mail. will.state.wy.us/roundup
- *News to Use* -- An irregular electronic newsletter that covers a wide range of topics that Board Members can use in their roles as policymakers and advocates. NTU is delivered electronically to your Library Director for forwarding. will.state.wy.us/slpub/boards A companion publication, *Wyoming Library Foundations,* is directed to Library Foundation Board Members and may be found at will.state.wy.us/slpub/foundations.
- *101 Things to Know or Do as a Wyoming County Library Board Member* -- identifies a number of key points for your work as a Board Member. http://will.state.wy.us/slpub/101thingstodo2011.pdf
- *Wyoming Library Laws* – laws pertaining to libraries extracted from the most recent statutes. will.state.wy.us/slpub/LibLaws.pdf

Additional news and updates from the Wyoming State Library may be found on:

- The *Outrider* blog -- www.wyominglibraries.org
- Twitter -- twitter.com/WyoLibraries
- Facebook -- www.facebook.com/wyominglibraries
- Pinterest -- pinterest.com/wyolibraries
- The all@will.state.wy.us listserv. Sign up at will.state.wy.us/wyld/email/lists.cfm or contact the State Library to be added to the list.

Reference and Consulting:

If you have a question on any topic, State Library staff can help you find answers. Contact us at 307-777-6333, 1-800-264-1281 or refdesk@wyo.gov.

Continuing Education:

The State Library puts you in touch with numerous training opportunities so that you may expand your knowledge of library topics. These include:

- *Trustee Trouble* – 10 short and humorous videos created for Library Board Members www.wyominglibraries.org/trusteetrouble.html.
- Live webinars – interactive learning from your computer. Find sessions sponsored by the Wyoming State Library or others on the training calendar www.wyominglibraries.org/calendar.html.
- Video archive – past webinars and other training videos may be found on the State Library's YouTube channel at www.youtube.com/user/wyomingstatelibrary or at will.state.wy.us/ldo/webinararchive.html.
- Live training – the State Library often sponsors Board Member training at the Wyoming Library Association (WLA) conference (conference.wyla.org) or the WLA Legislative Reception, held in Cheyenne during the legislative session.

- Library science collection – the State Library purchases books on everything from children's storytime to planning a building project. Topics of interest to Board Members include strategic planning, evaluation, advocacy and facilities. Search the collection at wyld.state.wy.us/wsl/ or browse recent titles on Pinterest at pinterest.com/wyolibraries/wsl-library-science-collection/. State Library staff can help you find titles on any topic. (Call 307-777-6333 or the toll-free (in Wyoming) number at 800-264-1281 or refdesk@wyo.gov)
- Training on demand – if your library has a specific topic it would like training on, the State Library can set up a webinar to work with your Board, Director or staff.

Training opportunities are announced on the all@will.state.wy.us listserv and through the *News to Use* newsletter.

Library and Community Data:

Good data can help you evaluate your library, advocate for it and plan for the future. The State Library collects and publishes statistics on Wyoming public libraries, organizes links to other state and national data sources, and offers assistance with finding and using data.

Wyoming Center for the Book:

As an affiliate of the Library of Congress Center for the Book, the Center conducts projects that call attention to the importance of books, reading, literacy and libraries.

E-rate

State Library staff provide coordination of the Universal Service Fund e-rate for public libraries, which provides rebates for the cost of some aspects of telecommunications and technology.

Wyoming Library Association

www.wyla.org

The Wyoming Library Association (WLA) is the professional organization for those employed by or associated with libraries. The organization's vision is that:

"The educational, cultural, and economic conditions of the State will be advanced through greater use of libraries and an enhanced awareness of the vital role libraries fulfill in society."

Joining WLA is a great way to become more involved with library issues and network with others across the state. If your library is an institutional member of WLA, you are automatically an associate member. If not, the website has information on joining. Some WLA activities of particular interest to Board Members include:

Legislative Committee

www.wyla.org/legislative/

This committee is responsible for monitoring, initiating, researching and coordinating legislative

efforts for libraries in Wyoming. Although activities are primarily focused on the activity of the state legislature, it also tracks national and local issues and entities within state government.

Legislative Reception

One of the Legislative Committee's projects is an annual reception at the Wyoming State Library held during the Legislative Session. It's an evening where WLA members can meet and mingle with their Legislators and top elected officials, and thank them for their support of libraries. Board members are encouraged to attend this event.

Intellectual Freedom Advisor

www.wyla.org/advisor/freedom/

The person in this position is available to answer questions on intellectual freedom issues, such as if your library is facing a book challenge or Internet filtering controversy.

Conference

conference.wyla.org

Each fall, the Wyoming Library Association holds a conference where you will find great training sessions and opportunities to network. Often, there will be sessions specifically for Board Members.

Other Library Associations

State, regional and national library associations are another way to become more involved with the library community. Here are some that may be of interest:

- American Library Association (ALA) -- www.ala.org
- Public Library Association (PLA) -- www.ala.org/pla/
- Association for Rural & Small Libraries (ARSL) -- arsl.info
- Mountain Plains Library Association (MPLA) -- www.mpla.us
- United for Libraries, the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) -- www.ala.org/united/.

Wyoming Library Endowment Challenge

www.wyla.org/endowment/

Every County Library System has a Foundation tasked with raising and managing funds from the private sector for the immediate needs and long-term health of the library. Fundraising does not take the place of local governmental support. Tax dollars should support basic services while donations enhance them.

Endowment funds, where the principal is held intact, support the long-term needs of your library. In 2008, the Legislature created the Wyoming Library Endowment Challenge, a fund that matches endowment dollars raised locally 1;1, 2:1 or 3:1, depending on the county's assessed valuation. Each Library Foundation is eligible for up to $697,826 in matching funds for donations raised by June 30,

2017. An additional $100,000 per library in incentive funds were distributed when collective fundraising totaled $2.3 million. In all, $18.35 million has been appropriated for the Challenge.

Endowment fundraising can be challenging, as it looks to long-term stability rather than immediate needs. However, the Endowment Challenge is a unique opportunity for your library to turn $1 into $2, $3 or $4. To learn more about the Endowment Challenge:

- *Wyoming Library Laws* includes the full text of the Endowment Challenge Statute, Title 18, Chapter 7, Article 2 (will.state.wy.us/slpub/LibLaws.pdf).
- The Wyoming Library Association maintains an endowment information page at www.wyla.org/endowment/.
- The State Library's *Foundations* newsletter provides ongoing information to Library Foundations about the Endowment Challenge along with general information on endowments, fundraising and Foundations. will.state.wy.us/slpub/foundations.

McMurry Library Endowment

The Carol McMurry Library Endowment was established in 2000 within the Wyoming Community Foundation to provide support to Wyoming librarians and publicly accessible Wyoming libraries in three areas:

- Education & Training (Library and Individual)
- Library Resources
- Library Foundation Development

The endowment has grant money available for library needs and to individuals for training and continuing education. Board Members are eligible to apply for the training grants. It's a competitive process with several opportunities to apply each year:

- Library grants -- will.state.wy.us/mcmurry
- Grants to individuals -- will.state.wy.us/mcmurry/indivgrants.html

Legal Considerations

In addition to your duties spelled out in Wyoming Statute Title 18, Chapter 7 (see Library Board Member duties section under Becoming a Board Member), there are other legal concerns you need to be aware of. A good resource is *Wyoming Library Laws* (will.state.wy.us/slpub/LibLaws.pdf), which has extracts from the statutes. The Wyoming Legislature has the full text of all state statutes at legisweb.state.wy.us/LSOWEB/wyStatutes.aspx.

Please keep in mind that the information in this handbook is a summary and should not be construed as legal advice. It is a good idea to familiarize yourself with the statutes and direct any questions to your legal counsel.

Public Meetings

As a public agency, your duty is to conduct the business of the library in public. Wyoming Statute Title 16, Chapter 4 (401-408) lays out the requirements. Among them:

- The public must be notified of your meetings. It is good practice to notify local media of the times and dates for your meetings and ask if they would like notice, to comply with 16-4-404(a).
- All meetings must be open to the public, other than executive sessions
- Any Board actions must be taken in a public meeting
- Members of the public do not have to identify themselves to attend

Members of the public may be asked for their name and affiliation if they ask to be recognized (16-4-403(b)) and may be removed if they are willfully disrupting the meeting (16-4-406).

There are a number of exceptions for executive sessions closed to the public, outlined in 16-4-405. These include:

- Meeting with attorneys or officers of the law, on matters posing a threat to the security of public or private property, or a threat to the public's right of access
- On personnel matters
- On litigation or proposed litigation to which the library is or may be a party
- On matters of national security
- To consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price
- To consider acceptance of gifts, donations and bequests that the donor has requested in writing be kept confidential
- To consider or receive any information classified as confidential by law

No action may be taken in executive session. Board Members should not take a “straw poll” vote or make any kind of agreement on how to vote before emerging from executive session. The executive session must be noted in the regular meeting minutes. If no action is taken on the matters covered in the executive session, that should be stated in the Board minutes. Minutes must be kept of the executive session itself, but they are not public information. These should be filed separately from the regular meeting minutes. Action taken at a meeting not in conformity with Wyoming’s public meeting laws is null and void.

Patron Privacy

The Code of Ethics of the American Library Association states: “We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.”

Wyoming statute specifically protects patron privacy. Title 16, Chapter 4, Article 2 – Public Records states that the custodian of the records "shall deny the right of inspection" to library patron transaction and registration records, unless otherwise provided by law.

Patron records that must be protected include their registration information and any transactions, such as checkouts, fines, reference questions and computer use. Library staff should be aware that they cannot divulge any protected patron information and should refer all requests from law enforcement or others to the Library Director, or designee. Also protected are records of library materials contributed by private persons, to the extent of any limitations placed as a condition of the donation.

Depending on the type of record, the legal custodian may or may not be your library. If it is a record in the WYLD system – patron registration, checkouts, fines, etc. – the custodian is the State Librarian, who is the only person authorized to release them. For locally created records, such as reference transactions or computer sign-in sheets, consult with your county attorney as to who is the legal custodian.

There are exceptions. A custodial parent or guardian may inspect the records of his or her minor child. Records may also be released in response to a valid court order, although legal counsel should be sought first.

You may not provide your Friends group(s) or Library Foundation with patron information such as names and addresses. Although they are closely associated with your library, they are separate legal entities and not entitled to access those records.

What do you do if your library receives a request for patron records? If it is for information held in the WYLD system, contact the State Librarian. For locally created records, contact your county attorney.

The American Library Association's Office of Intellectual Freedom offers a guide for preparing for and coping with law enforcement inquiries. It may be found at will.state.wy.us/ldo/boards/ALA-OIF-LawEnforcementGuidelines.pdf.

Intellectual Freedom

It's been said that a good library has something to offend everyone, and yours is likely no exception. Public libraries serve an important role in democracy by providing materials that reflect all viewpoints. Intellectual freedom is a major concern of libraries. Individuals or groups may attempt to censor library materials that they feel are objectionable. The Library Board has the responsibility of championing the cause of intellectual freedom, including fighting all censorship efforts. This can be a difficult and uncomfortable responsibility, but it is necessary for the proper functioning of libraries.

The selection of library materials is an essential process that is strongly related to intellectual freedom. The Board must adopt a written materials selection policy for the library, which reflects

the library's mission and goals. It should also clearly support the right of all members of the community to have access to a wide range of materials, including items that some people might find to be objectionable.

In some cases, persons objecting to library materials may attempt to persuade the library to remove those items. To address these attempts, the Library Board should adopt a policy and procedure for the filing of and the hearing of complaints. A good practice is to have a Reconsideration Form for patrons who want to challenge a book.

A great deal of information now comes through electronic means. Your library should adopt an Internet use policy that respects the rights of your patrons to freely access information.

Adapted from Kentucky Public Library Trustee Manual, 2012

Resources for defending intellectual freedom

- *Intellectual Freedom Manual, 8th ed.,* compiled by the Office for Intellectual Freedom of the American Library Association, Chicago: The Association, 2010. Your public library may have a copy of this book, as many in Wyoming do. If not, you may request it from the Wyoming State Library.
- *Intellectual Freedom Manual* supplementary website at ifmanual.org. This website is useful on its own, without the print manual.
- The ALA Office for Intellectual Freedom has many resources on its website at www.ala.org/offices/oif.
- The Wyoming Library Association has an Intellectual Freedom Advisor. Find contact information at www.wyla.org/advisor/freedom.

See also the ALA's Library Bill of Rights, included in the appendix, and the ALA Freedom to Read statement at www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement.

Other Legal Issues

- USA Patriot Act – The act expanded the authority of the Federal Bureau of Investigation and law enforcement to gain access to business records, medical records, educational records and library records, including stored electronic data and communications. It became law in 2001. The American Library Association has a page of resources on the Patriot Act at www.ala.org/offices/oif/ifissues/usapatriotact. To prepare for law enforcement inquiries, including those involving the Patriot Act, review the ALA guidelines at will.state.wy.us/ldo/boards/ALA-OIF-LawEnforcementGuidelines.pdf.

- Children's Internet Protection Act (CIPA) -- The Children's Internet Protection Act (CIPA) went into effect on April 20, 2001. This law places restrictions on the use of funding that is available through the Universal Service discount program known as E-rate (Public Law 106-554). These

restrictions take the form of requirements for Internet safety policies and technology that blocks or filters certain material from being accessed through the Internet. The ALA has a CIPA resource page at www.ala.org/advocacy/advleg/federallegislation/cipa.

- Americans with Disabilities Act (ADA) – Libraries are subject to the ADA including assuring that persons with disabilities can use the services of the library. A library being built or remodeled must be constructed without obstructions to a person with a disability. Detailed information about ADA may be found at www.usdoj.gov/crt/ada/adahom1.htm.

- Fair Labor Standards Act (FLSA) –The FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. Information about the FLSA from the U.S. Dept. of labor may be found at www.dol.gov/whd/flsa/.

- Occupational Safety and Health Act (OSHA): OSHA is located in the U.S. Department of Labor, and its mission is to protect the health of Americans in the workplace. Information on OSHA can be obtained on the federal level at www.osha.gov.

- Family Medical Leave Act (FMLA) – The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

- Worker's Compensation – Worker's compensation protects employees who are injured on the job allowing them to receive payment for injury without lengthy litigation. As part of your payroll costs, you will pay into a worker's compensation insurance fund. Wyoming's Worker's Compensation laws are addressed under Title 27, Chapter 14 of state statute. More information is available from the Wyoming Dept. of Workforce Services at www.wyomingworkforce.org.

- Unemployment Insurance – Unemployment insurance provides temporary payments to employees who were fired without cause. As with Worker's Compensation, you will pay unemployment insurance to the State of Wyoming as part of your payroll costs. Wyoming's unemployment insurance laws are addressed under Title 27, Chapter 3 of state statute. More information is available from the Wyoming Dept. of Workforce Services at www.wyomingworkforce.org.

Board Relations

Your success as a Board will depend in part on working effectively with your Director, Commission, Foundation and any Friends group(s). It is critical to understand what your role is and what it is not. The Washington Library Trustee Wiki has a good list of what Library Boards do and what they should not do in their overview at wiki.sos.wa.gov/trustees/library-trustees-overview.ashx.

Board/Director Relations

You and your Director can work best as a team when you recognize and respect each other's roles. The Board is charged with governance, while the Director with administration. The Board should not micromanage the day-to-day operations nor abdicate its responsibility for setting policy.

Working as a Team Chart: Roles and Responsibilities

LIBRARY BOARD	LIBRARY DIRECTOR
Responsible for the governance of the library, not the day to day operations.	Manage the day to day operations of the library.
Recruit, hire, evaluate and, if necessary, fire the Director. Board does not handle personnel issues for any employee other than the Director.	Recruit, hire,evaluate and, if necessary, fire library staff.
Provide frequent, substantive, constructive feedback to the Director. In its supervisory role, the Board should speak with one voice and not give the Director conflicting directives.	Let the Board know what you need from them in order to be effective.
Adopt policies. Review policies on a regular basis.	Implement policies. Make policy recommendations to the Board.
Adopt bylaws for Board operation	Ensure Board follows adopted bylaws
Develop strategic plan for overall direction of the library. Evaluate progress on the strategic plan.	Provide information needed by the Board. Implement the strategic plan. Report progress.
Examine the budget prepared by the Director and revise as needed. Officially adopt the budget and present it to County Commissioners. Understand that a budget is a plan.	Prepare and submit to the Library Board a budget request based on present and anticipated needs. Assist in revisions.
Secure sufficient funding for library personnel, programs, services, technology and facilities.	Advocate for sufficient funding for library personnel, programs, services, technology and facilities.

LIBRARY BOARD	LIBRARY DIRECTOR
Review expenditures in accordance with the budget, not to exceed the bottom line.	Manage approved budget through the expenditure of funds not to exceed the bottom line. Understand that a budget is a plan. Maintain complete and accurate records of finances
Attend County Commission meetings as appropriate.	Attend County Commission meetings as appropriate. Provide the Board with any information needed for presentations.
Encourage the Director to participate in continuing education and professional organizations. Allocate adequate funds for Director and staff to access continuing education.	Encourage staff to participate in continuing education and professional organizations. Expend budgeted funds for staff continuing education. Allocate staff time for these activities.

Other tasks both Board and Director will share. Both should:

- Attend Board meetings
- Communicate openly and honestly with each other on a regular basis
- Collaborate on the strategic planning process
- Regularly evaluate community needs
- Advocate for the library
- Network with state and local politicians and community groups
- Attend County Commission and City Council meetings as appropriate
- Work cooperatively with the Library Foundation and any Friends group(s)
- Participate in continuing education and training opportunities and in professional organizations
- Be familiar with the library's bylaws as well as state and federal laws affecting the library

The chart of differing roles was adapted from *Maryland Library Trustee's Manual, 2009*. A longer discussion of the Board/Director relationship may be found in chapter 3 of the *Training Resource Kit for Pennsylvania Public Library Trustees*. Both may be found in the supplementary materials at will.state.wy.us/ldo/boards/handbook.html.

Board/Staff Relations

The Board should not entertain any protests, complaints, or requests for meetings from the staff related to work hours, salary, work duties or other general employment issues. Staff should resolve all work issues with their supervisor and Library Director. The only times the Board should allow staff to discuss personnel issues with them are for presenting a charge of malfeasance or misfeasance of office by the Director, or a charge of unlawful practices. In this case, the employee needs to communicate with the Board as a *whole*, not express their concerns privately to individual Board Members.

While the Board must not become involved in managing employees below the rank of Director, you do have responsibilities to everyone working at your library. As a Board, you are to budget for adequate staffing and set personnel policy in compliance with all applicable laws. See the "Other legal issues" section on pages 17-18 for specific laws to be aware of.

Board/Commission Relations

Board Members are appointed by the County Commissioners, sometimes with recommendations for the appointment coming from the Library Director, current or past Board Members, or outside constituents.

Every funding authority expects and deserves accountability from the organization that it funds. Library Board representation at County Commission meetings when appropriate, and particularly at the budget presentation, is important. Library Board Members may have to work to communicate with Commissioners on a regular basis to ensure the Commission understands library issues, Board actions, initiatives or problems. Some Library Boards have a Commissioner as a non-voting, Ex-Officio Member.

Board and Foundations/Friends

The important thing to remember about your Friends of the Library group(s) or Library Foundation is that they are separate entities from the library with their own governance. The Library Board holds no authority over them, nor should you share with them any privileged information, such as patron records. The Library Board holds ultimate authority over what happens with the library system. Your Friends and Foundation might provide input, but they should not interfere with the governance or management of the library. In a few counties, the Library Board will also serve as the Foundation Board. Where the Boards are separate, those serving on the Library Board should not also be voting members of the Friends or Foundation Boards. Ex-officio Board Liaisons are a good way to facilitate communication.

Friends of the Library

Friends organizations are groups of citizens who join together to support, improve and promote the library. Some are formally incorporated, not-for-profit bodies; some are informal groups of library supporters. A Friends of the Library group can raise funds, sponsor specific projects, provide volunteers, advocate for the library and serve as a visible presence of support in the community.

Library Foundations

The primary distinction between a Friends of the Library group and a Library Foundation is that a Library Foundation has the single purpose of raising private funds to support special projects, endowments or building projects. Your Foundation is a legally established 501(c)3 entity that allows donors to treat their donations as tax-deductible contributions. The responsibility for running a Foundation is in the hands of a public Board of Directors.

Every Wyoming library has a Foundation, but not all have a Friends group or groups. Basic library services should be supported through public funding. Financial and volunteer help from your Foundation and Friends should *enhance* those services. It should not be a substitute for funding or staffing.

Hiring a Director

Hiring a Library Director is one of the most challenging and rewarding jobs that a Library Board can undertake. In the process of hiring a Director, Boards should do their homework and learn about the preferred skills and qualifications for Library Directors and be conversant with market salaries and benefits. Each Board will seek a Director with qualities, strengths and professional background that meets their own library's particular circumstances.

From Utah Public Library Trustee Manual, 2011

Many states have excellent guides for hiring a Director. Here is a recommended reading list. The sources are included in the supplementary materials:

- **Chapter 8** of *the Maryland Library Trustee's Manual 2009*, Division of Library Development & Services, Maryland State Department of Education will.state.wy.us/ldo/boards/Board_HandbookMD.pdf.
- **Chapter 6** of the *ACLB Public Library Trustee Handbook*, Prepared by the Association of Connecticut Library Boards, 2011 will.state.wy.us/ldo/boards/Board_HandbookCT.pdf.
- **Chapter 9** of the *Utah Public Library Trustee Manual*, Utah State Library Division, 2011 will.state.wy.us/ldo/boards/Board_HandbookUT.pdf.
- **Chapter 12** of the *Iowa Library Trustee's Handbook 2009*, State Library of Iowa. **Chapter 13** goes into evaluating the Director. will.state.wy.us/ldo/boards/Board_HandbookIA.pdf.
- **Pages 24-27** of *A Manual for Vermont Library Trustees*, Vermont Department of Libraries, 2010 will.state.wy.us/ldo/boards/Board_HandbookVT.pdf.

Setting a Salary

The following resources are available when looking at salaries and wages for all employees, not only the Director:

- For Wyoming salary data, have your Director contact the Wyoming State Library
- Library salary data from multiple states may be found on the Public Library Statistics Cooperative wiki at plsc.pbworks.com/w/page/47329176/Public%20library%20salaries
- The State of Wyoming's Economic Analysis Division at eadiv.state.wy.us has excellent information on the cost of living in different Wyoming communities. The Division is part of the Department of Administration and Information.

Job Boards

The Wyoming State Library maintains a job board at will.state.wy.us/jobs with links to other regional and national boards where you may choose to publicize the position. Placing ads on regional and national library job boards often leads to a larger pool of qualified applicants.

Planning

Planning is your road map. It involves answering basic questions, including:

- What does our community look like now?
- What do we want our community to be in the future?
- What is the role of the public library in the community?
- What is our purpose?
- Whom do we serve and what do our customers want from us?
- What does success look like for us?
- How will we get there and what is our timetable?
- What staff, collections, facilities, technology and other resources will we need to achieve our planned goals and objectives?

Your strategic plan should be a clear, readable and well-used document. A strategic plan format may vary, but it typically consists of:

- **Needs assessment –** determining the needs of the community through analysis.
- **Mission–** a statement of the library's purpose.
- **Vision –** a description of the desired future outcome for the library and its community.
- **Goals** – general statements about what you need to accomplish to fulfill your mission and achieve your vision. A good goal is SMART – Specific, Measurable, Achievable, Relevant and Time-limited.
- **Strategies** – approaches you will take to achieve your goals.
- **Action plan** – the who, what, where and when of tasks and timelines.

From Utah Public Library Trustee Manual, 2011

WebJunction offers an excellent set of resources in its Planning & Coordination section at www.webjunction.org/explore-topics/planning-coordination.html. The State Library can help provide library and community data, assist with developing surveys for information-gathering and point you to more resources on strategic planning. In the supplementary materials you'll find the following recommended reading on strategic planning:

- **Chapter 5** of the *ACLB Public Library Trustee Handbook*, Prepared by the Association of Connecticut Library Boards, 2011 will.state.wy.us/ldo/boards/Board_HandbookCT.pdf.
- **Chapter 4** of *the Maryland Library Trustee's Manual 2009*, Division of Library Development & Services, Maryland State Department of Education will.state.wy.us/ldo/boards/Board_HandbookMD.pdf.
- **Chapter 7** of the *Utah Public Library Trustee Manual*, Utah State Library Division, 2011 will.state.wy.us/ldo/boards/Board_HandbookUT.pdf.

Facilities Planning

The need for new or expanded library facilities does not come often, but it should come as no surprise. Your library should have a long-range plan to ensure adequate and appropriate space for a growing population in a changing environment. A good general resource is WebJunction's Space Planning section at www.webjunction.org/explore-topics/space-planning.html.

A reputable resource for evaluating building space needs is published by the Wisconsin Department of Public Instruction called "Public Library Space Needs: A Planning Outline," which may be found at will.state.wy.us/ldo/boards/SpacePlanning.pdf.

The Wyoming State Library has many titles in its collection dealing with building issues, including these:

- *Building Science 101: A Primer for Librarians* by Lynn M. Piotrowicz and Scott Osgood. Chicago: American Library Association, 2010.
- *Countdown to a New Library: Managing the Building Project, 2nd Ed*. by Jeannette Woodward. Chicago: American Library Association, 2010.
- *Designing Space for Children and Teens in Libraries and Public Places* by Sandra Feinberg and James R. Chicago: American Library Association, 2010.
- *The Library Renovation, Maintenance, and Construction Handbook* by Donald A. Barclay and Eric D. Scott. New York: Neal-Schuman Publishers, c2011.
- *Checklist of Library Building Design Considerations, 5th ed.* by William W. Sannwald. Chicago : American Library Association, 2009.
- *Managing Your Library Construction Project: A Step-By-Step Guide* by Richard C. McCarthy. Chicago: American Library Association, 2007.
- *Planning the Modern Public Library Building* by Gerard B. McCabe and James R. Kennedy, editors. Westport, Conn.: Libraries Unlimited, c2003.

Other Plans

Your library may have other planning documents as well. These might include:

- Technology plan
- Disaster response plan
- Public relations plan

Budgets

An understanding of the ways that libraries are funded and how those funds should be managed are critical to keeping the library's doors open. This knowledge is essential for Board Members who are charged with the responsibility of ensuring that their community continues to have library services and programs.

It is the Board Member's responsibility to understand the details of their library's funding, including where the money comes from and the budget process. Board Members must be advocates for adequate library funding within their communities, with city and county governmental authorities, and with state elected officials. Board Members must also consider investigating additional sources of revenue, especially for one-time projects.

Garnering support for the library is critically important. It is a task that requires the personal commitment of each Board Member to:

- Understand how funds are allocated to the library and how the laws that govern public finance, and proposed laws, initiatives or referenda will affect the library financial needs and budgetary processes.
- Explore the options for better support of library services in the community, from supporting Friends of the Library to working with the Library Foundation.
- Promote the Board's vision and long-range plans for the library and ask citizens for their support in a variety of venues.
- Plan ahead for community needs, such as constructing or remodeling library facilities.
- Regularly ask citizens and library users what the community wants and actively work to achieve their priorities.
- Work proactively with funding authorities to support the library.

Adapted from Washington Library Trustee Wiki

Wyoming county libraries receive the vast majority of their operating budget funding from local governmental sources, primarily county government. Most libraries are assigned mill funds, while other library budgets come from the general fund. If the library receives mills they will also receive auto license fees based on the percentage of total mills levied. A smaller amount comes from "other" income that includes library fines and fees, interest and fundraising. Wyoming libraries typically receive little to no direct state or federal funding. The library annual reports and budget surveys at will.state.wy.us/statistics provide information on funding levels.

Special districts such as Water and Sewer District, Museum District, Cemetery District and Downtown Development Authority are created by the voters with separate mill levy taxation. There is no Wyoming statute enabling libraries to establish a special district either within the county or with neighboring counties.

The timetable for designing your library's budget is really a year-round process. Even before putting numbers on paper, the Board and Director need to review the value of various services, look at appropriate efficiencies and discuss the effects of emerging community and technology changes. The Director will be able to present a justifiable and responsible budget to the Board considering existing costs, fixed costs, salary adjustments and new initiatives. It is the Board's job to advocate for adequate funding to the County Commission.

Uniform Municipal Fiscal Procedures Act

By Wyoming Statute 16-4-101 et seq., local governments are required to develop, submit and manage budgets within defined parameters and using generally accepted accounting practices. The library budget must conform to the Act by following the hearing, adoption, transfer, purchasing and audit requirements. You should familiarize yourself with the full text of the Uniform Municipal Fiscal Procedures act before embarking on the budget process and refer any specific questions to your library's legal counsel. The text is available in *Wyoming Library Laws* (will.state.wy.us/slpub/LibLaws.pdf.) County government practices may vary, so the Director and Board should become aware of any local variations related to this Act.

Your library will expend funds in the following broad categories:

- Personnel and benefits – The bulk of your operating budget will be spent here. In FY12, Wyoming libraries on average spent three-fourths of their budgets on personnel. Good staffing is critical to maintain high levels of service to your patrons. Salaries and benefits need to be competitive.
- Collection purchases and maintenance – This is typically the smallest chunk of a library's budget and often the one that suffers the most in a crunch. In fact, in FY12 collection spending only took 9% of Wyoming library budgets, although individual libraries varied widely on this measure from 4% to 20%. Wyoming libraries do enjoy support for electronic resources through the state-funded GoWYLD databases and frequently use interlibrary loan to fulfill patrons' needs.
- Other operating expenditures – this is a catchall that includes all other items from janitorial supplies to computer upgrades.
- Capital construction and improvements – these are funds for major renovations and construction that are not part of your normal operating budget

Policies

One of the most important responsibilities of Library Board Members is the development of policies by which the Library Director, staff and Board Members can make consistent service and administrative decisions. These policies must adhere to the library's mission statement, follow local, state and federal laws and provide fair treatment of patrons and staff.

Among the types of policies your library might have:

- Board
- Personnel
- Financial
- Collection development
- Circulation
- Library card
- Patron code of conduct
- Internet and computer use
- Ethics
- Nondiscrimination
- Intellectual freedom
- Customer service
- Unaccompanied minors
- Facilities
- Meeting rooms
- Confidentiality of patron records
- Cell phone use
- Interlibrary loan

Public relations

From Association of Connecticut Library Boards Public Library Trustee Handbook, 2011

There are many resources to guide you on policies. WebJunction has numerous guides and sample policies at www.webjunction.org/explore-topics/policies-procedures.html.

In the supplementary materials, the following sections from other states' handbooks are recommended:

- **Chapter 4** of the *ACLB Public Library Trustee Handbook*, Prepared by the Association of Connecticut Library Boards, 2011 will.state.wy.us/ldo/boards/Board_HandbookCT.pdf.
- **Chapter 5** of *the Maryland Library Trustee's Manual 2009*, Division of Library Development & Services, Maryland State Department of Education will.state.wy.us/ldo/boards/Board_HandbookMD.pdf.
- **Chapter 10** of the *Utah Public Library Trustee Manual*, Utah State Library Division, 2011. This one provides good examples of clear and unclear wording. will.state.wy.us/ldo/boards/Board_HandbookUT.pdf.

Advocacy

As library champions, you must be informed about local, state and national issues and innovations concerning library service. You must speak out, informally and formally, about your services and programs. You must persuade voters and officials to meet your needs.

Be a Presence in the Community

- Use newspapers, the municipal cable station and social media, speak to organizations about what the library offers, participate in local celebrations and make a video.
- Pay for the Director's membership in the Rotary Club, Chamber of Commerce or other civic organizations.
- Talk about an upcoming program or new service or a good book at other meetings, standing in line at the supermarket, attending a school event, at the playgrounds and soccer games, to your co-workers.

Speak Out…

- When our democratic rights and principles are threatened.
- With letters to newspapers, state and national legislators about the importance of preserving the library as the portal to the world's cultural and scientific heritage.
- About library-related legislation; speak to your elected state and national representatives as one public official to another, both responsible for maintaining and sustaining public institutions and the allocation of funds.

Speak For…

- The library as the community's most important resource for people of all ages.
- Funding libraries to provide better service to a fast-growing population.
- Technology to provide outreach and communication services for the 21st century.
- Good salaries to recruit and maintain the best-qualified and most knowledgeable staff for collection development, authoritative resource identification and customer service. A library is more than just a book store.

Adapted from A Guide for Library Trustees, New Hampshire Library Trustees Association, 2011.

WebJunction (www.webjunction.org) has a number of advocacy resources. Start with "Explore Topics" to find links to pages on:

- Communication -- www.webjunction.org/explore-topics/communication.html
- Community Relations -- www.webjunction.org/explore-topics/community-relations.html
- Demonstrating Impact -- www.webjunction.org/explore-topics/demonstrating-impact.html

Appendix

Acronyms and Definitions

ALA – American Library Association

ARSL – Association for Rural and Small Libraries

ALTAFF – Association of Library Trustees, Advocates, Friends and Foundations, now called United for Libraries

CACQ - Central Acquisitions Department of the Wyoming State Library

CIPA – Children's Internet Protection Act: mandates use of filters in libraries receiving E-rate or IMLS funding to provide internet. www.ala.org/advocacy/advleg/federallegislation/cipa

FLSA – Fair Labor Standards Act6

FMLA – Family Medical Leave Act

GASB – Governmental Accounting Standards Board

GoWYLD.net - Wyoming's Information portal to knowledge and learning

ILL - Interlibrary Loan

ILS – Integrated Library System: Software that allows the library to use a single database to perform all functions for managing that library records, such as acquisitions, cataloging, circulation and serials management, and to provide online access to library records.

IMLS – Institute for Museum and Library Services

LDO – Library Development Office at the Wyoming State Library

LOC – Library of Congress

LSCA - Library Services and Construction Act – now LSTA

LSTA Library Services and Technology Act, formerly LSCA, a federal program administered by the Wyoming State Library, through which we receive grants that support many statewide initiatives

MLS – Master's in Library Science: variants/equivalents include MLIS, MSLS, MSLIS

MPLA – Mountain Plains Library Association

OCLC – Computer system used to catalog books and to access material in libraries around the world

OPAC -- Online Public Access Catalog

PLA – Public Library Association

PLSC – Public Library Statistics Cooperative

RFI – Request for Information

RFP - Request for Proposal(s)

SirsiDynix Symphony Workflows - integrated library system (ILS) used to automate library functions for all Wyoming public and community college libraries, as well as many special and school libraries. SirsiDynix is the vendor; Symphony Workflows is the software.

SRP – Summer Reading Program

VDX -- Virtual Document eXchange: software used for interlibrary loan (ILL) that is integrated into WYLDCAT

WLA – Wyoming Library Association

WLLI – Wyoming Library Leadership Institute

WSL – Wyoming State Library

WULP – Wyoming Union List of Periodicals, a searchable resource for magazine and journal titles held in libraries across the state

WYLD - Wyoming Library Database, database of library materials in Wyoming libraries; also name of users group

WYLDCAT - Wyoming libraries online catalog that also provides access to magazine indexes and other databases

A detailed list of terminology and other acronyms can be found at the Online Dictionary for Library and Information Science. www.abc-clio.com/ODLIS/odlis_A.aspx

Recommended Board Member Handbooks from Other States

These were the sources used for this handbook. All are included in the supplementary materials located at will.state.wy.us/ldo/boards/handbook.html. The supplementary materials offer more in-depth information on general Board topics than is included in this handbook.

Connecticut

ACLB Public Library Trustee Handbook, prepared by the Association of Connecticut Library Boards, 2011

Iowa

Iowa Public Library Trustee's Handbook 2009, State Library of Iowa

Kentucky

Kentucky Public Library Trustee Manual, Kentucky Department for Libraries and Archives, 2012

Maryland

Maryland Library Trustee's Manual 2009, Division of Library Development and Services, Maryland State Department of Education

New Hampshire

A Guide for Library Trustees, New Hampshire Library Trustees Association, 2011

Pennsylvania

Cultivating Pennsylvania's Growing Libraries: Training Resource Kit for Pennsylvania Public Library Trustees, Commonwealth of Pennsylvania, Office of Commonwealth Libraries, 2005

Utah

Utah Public Library Trustee Manual, Utah State Library Division, 2011.

Vermont

A Manual for Vermont Library Trustees, Vermont Department of Libraries, 2010

Washington

Washington Library Trustee Wiki

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Also see the ALA's Freedom to Read statement at www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement.

Code of Ethics of the American Library Association

Read the entire policy statement at www.ifmanual.org/codeethics

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.