

Memo Date: 5-3-2024

To: Library Board

From: Cindi Kelm-Nelson, Library Board President and Stefan Wahe, Library Board Vice President

Subject: Formalization of Library Department and Attendance at Meetings

As part of our ongoing efforts to strengthen and formalize our Library's role within the Village, we wanted to share some important considerations regarding presence and involvement. The formalization of the Library as a Department is intended to elevate the visibility and impact of our work to ensure that our needs and contributions are appropriately represented and considered. This is especially important to consider as we plan, and as we continue to offer the Cottage Grove community library services. Remember that community libraries and their services play a vital role in fostering education, community engagement, and cultural enrichment. By carefully planning and adapting to changing needs, we can continue to be an asset for residents.

*Attendance at Relevant Staff Meetings:* Starting in 2024, library department staff or designee should attend relevant staff meetings. Attendance should serve as an avenue for collaboration, sharing of ideas, and ensuring everyone is updated on important matters concerning our department's operations, programs, and community engagement. This will also increase efficiency between departments and staff.

*Representation at Village Board Meetings:* In addition to the Trustee serving on the Library Board, this representation aims to communicate our library's needs, successes, and contributions to the community directly to the Village Board as decision-makers.

*Involvement in Budget Discussion Sessions:* Our department's input is crucial during budget discussions. Therefore, relevant staff members will continue to actively participate in budget sessions to articulate our needs and advocate for the resources necessary to sustain and enhance our existing and reoccurring library services. To ensure that our library's voice is heard and considered in the broader context of the Village, a designated representative from our department should have a seat at the table during relevant Village Board budget meetings.