

# Trustee Essentials Overview

A guide for Wisconsin Public Library Trustees

*Summary of Trustees Essentials developed with assistance from ChatGPT (version 4o), based on the 2020 Trustee Essentials Handbook by the Wisconsin Department of Public Instruction.*

# Purpose of the Handbook



Provides essential guidance for public library trustees in Wisconsin.



Clarifies roles, responsibilities, and legal authority under Chapter 43.



Supports orientation, policy setting, and effective governance.

# Structure of the Document

27 chapters called 'Trustee Essentials'



Each Essential focuses on a specific topic relevant to trustees.



Includes sample documents, checklists, and discussion questions.



# Key Sections Include:



Trustee responsibilities and effective board operations



Board/director roles and relationships



Budgeting and finances



Policy development and strategic planning



Open meetings, records, and ethics compliance

# Using the Handbook



Ideal for trustee onboarding and ongoing education



Can be used in short training sessions during board meetings



Reference tool when questions or issues arise

# Where to Access the Handbook



Available online from the WI  
Department of Public  
Instruction:

<https://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>



Updated periodically to reflect current laws and best practices (currently 2020 update)