



1. Please respect the legislator's time. Log into your meeting on time and be ready to end after 30 minutes.
2. Be prepared for technical difficulties!
 - a. Have the GoToMeeting call in number ready in case your internet connection doesn't work.
 - b. If technical difficulties don't allow you to connect during your scheduled appointment, call the legislator's office to apologize the same day.
 - i. Assembly members can be found here:
<http://legis.wisconsin.gov/assembly/>
 - ii. Senators can be found here: <http://legis.wisconsin.gov/senate/>
3. Begin by expressing appreciation for the support for public library system funding in the current budget. Mention that we've worked hard to use the dollars in ways that improve the lives of the state's residents.
4. Give examples. Tell them stories of how you've been open during the pandemic and are meeting your local needs. Be ready to talk about:
 - a. Curbside pickup
 - b. Online Summer Reading
 - c. Story walks or other creative ways you engaged children
 - d. Online book talks, yoga sessions, etc.
 - e. Care packages or other ways you provided materials
 - f. Increased digital media
 - g. Take & Make crafts, or other creative programming
 - h. Gale courses that people can take to improve their skills, help them get jobs, and develop in their careers
 - i. Resume building software that helps people with job searches



**WISCONSIN
LIBRARY
ASSOCIATION**

How to talk to legislators Library Legislative Day 2021

5. Tell them stories about people whose lives are better because the Legislature has invested in our public library system in Wisconsin. If the story is from the legislator's constituency area, that's a bonus, but if it's not, add that it's typical of the impacts happening within that legislator's district and across the state.

6. The legislators will have a packet of information from WLA. You can refer to the packet online [here](#). Pro tip: If you are talking with a staff member, be sure to get their name. Thank them for their time and their support for libraries.

7. After your meeting, send a handwritten thank you note to the legislator. If you met with a staff member, send a thank you note to the legislator acknowledging your appreciation for meeting with their staff and send a thank you to the staff member. Consider including local information in your mailed thank you letter. Check out the WLA resource page on writing to your legislator [here](#). Legislator contact information is available through the links above.

Address Information for mailing a letter

Address for all State Senators: P. O. BOX 7882, MADISON, WI 53707-7882

Addresses for Assembly Representatives:

LAST NAMES A-L at P.O. Box 8952, Madison, WI 53708-8952

LAST NAMES M-Z at P.O. Box 8953, Madison, WI 53708-8953