



tell us

COMMUNITIES INSPIRING LIBRARIES

Madison Public Library invites *everyone* to join the conversation to help us get to know our community better. Our city is growing and changing every year, and so are people's needs. In order to better serve you, we want to hear about your goals and the issues that matter most to you.



MADISON
PUBLIC
LIBRARY

madisonpubliclibrary.org

POST-CONVERSATION

attendee roll call!

Who participated in your **tell us** session?

Name	Age	Gender	Race/ Ethnicity	Zip Code	Do you have a library card?	Would you like to hear about library programs and events? (Email address)
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	
					YES NO	

Please return this list of attendees with your notes!



tell us

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Thank you for hosting!

This is not another survey!

We are asking for a seat at your table to talk about things that matter to you. These are questions designed to spark a conversation between neighbors, friends, and family in a familiar setting. Let the “public” meeting happen in your own living room and send us the notes.

Why should you participate?

Your feedback will set the tone for future improvements in Madison Public Library services. We will follow up with all participants throughout the year to let you know how we put your ideas to work and give you more opportunities to make your voice heard.

How does this work?

The notes are the Library’s only way to know how your attendees describe their goals, values, and priorities. Please send the conversation notes and Roll Call back to us after you’ve hosted a Tell Us session. You can drop it off at any Madison Public Library location, email it to us at tellus@madisonpubliclibrary.org, or mail it to us at:

Tell Us/Cuéntanos

Madison Public Library • 1301 W. Badger Rd. • Madison WI 53713



EXTRA
COMMENTS



THANK
YOU!

Encourage your attendees to host their own

tell us session!

tell us

HOW THE CONVERSATION WENT.

What ideas or comments seemed to resonate the most with the group?

Describe the group's energy and emotions throughout the discussion.

1 MAKE IT a party!

INVITE YOUR CREW

Invite as many people as you feel comfortable accommodating. Tell Us sessions can happen anywhere, even your own living room! We have found that 4 to 12 people is a manageable group size.

WHAT TO EXPECT

These questions take an hour or more when everyone gets a chance to weigh in. We welcome you to use as much time as you see fit.

2 START THE conversation!

One person will ask the questions and guide the discussion while another person takes clear, complete notes.

Set up some ground rules to make it a positive experience for everyone.

- 1) Everyone participates, no one dominates
- 2) There are no right answers
- 3) Keep an open mind
- 4) Stay on track
- 5) Respect each other

Before they leave, ask everyone to fill in the Roll Call on the back page.

3 SEND US YOUR notes!

You can drop them off at any Madison Public Library location, mail them, or email them at tellus@madisonpubliclibrary.org.



HOST NAME _____

FACILITATOR NAME _____

NOTETAKER NAME _____

- QUESTION 1 -

WHAT ARE THE **communities**

REPRESENTED IN THIS ROOM?

Remember that we can belong to several –
cultural, professional, faith-based,
neighborhood, generational, etc.

PLEASE
WRITE
CLEARLY.

- QUESTION 6 -

HOW WOULD YOU KNOW THINGS HAVE

gotten better?

Where would we be if we took a couple
of steps in the right direction?

RECORD
MEMORABLE
WORDS OR
PHRASES
PEOPLE USE.

- QUESTION 5 -

WHAT ARE SOME
ideas

TO ADDRESS THESE ISSUES?

Who would you trust to work on carrying these out?

What can your community do to help resolve these issues?

LISTEN FOR
WHAT GIVES
PEOPLE
HOPE.

- QUESTION 2 -

WHAT DO YOU NEED TO FEEL
supported

BY YOUR COMMUNITY?

What does a strong community look like?

MAKE SURE
EACH
PERSON
GETS A
CHANCE
TO SPEAK.

