

Public Comment/Outreach Worksheet

Use this worksheet to create a short narrative that you can deliver in three minutes or less. You can focus on one topic or mention multiple items. Your goal is to tie together how the Library's and/or the Library Commission's activities support the city's or town's goals.



TOPICS TO COVER	WHAT TO CHECK	WHERE TO FIND IT	NOTES
New countywide services/initiatives	<ul style="list-style-type: none"> ▶ ccclib.org ▶ County Librarian's report 	<ul style="list-style-type: none"> ▶ Homepage, newsroom at ccclib.org ▶ Commission packet, or minutes from meeting 	
Upcoming events at branch libraries	<ul style="list-style-type: none"> ▶ Branch Manager ▶ ccclib.org 	<ul style="list-style-type: none"> ▶ Call or visit with manager ▶ Events listings at ccclib.org 	
Successes of previous events at branch library	<ul style="list-style-type: none"> ▶ Manager's report to Friends/Foundation 	<ul style="list-style-type: none"> ▶ Call or visit with manager ▶ Friends/Foundation minutes 	
Commission updates	<ul style="list-style-type: none"> ▶ Commission minutes 	<ul style="list-style-type: none"> ▶ Commission page at ccclib.org 	
Legislative items approved by the Board of Supervisors	<ul style="list-style-type: none"> ▶ Commission minutes 	<ul style="list-style-type: none"> ▶ Commission page at ccclib.org 	

Tips:

- Be clear and concise with your words – make your points definitive
- Focus your narrative on one or two topics – you can always come back and speak again at another meeting
- Include how the library's or commission's activities have a positive impact on the community or why it matters
- The "why" is more important than a list of what's happening
- Coordinate your comments with the branch manager (who may also be speaking)
- Always begin by saying "Good evening mayor and councilmembers" (adjust your greeting to fit the body you are speaking to) and then introduce yourself
- If you are bringing anything for the council members (flyers, bookmarks, etc.), leave them with the city clerk to distribute
- Always end by thanking them for their time

**TURN OVER TO
WRITE IT UP**

Write Your Narrative (Three minutes or less):