# WI Public Library Standards, 6th Edition Checklist

## Statutory Requirements of all legally established public libraries in WI (10):

- ☐ Legally established and maintained under Chapter 43 (page 5)
- ☐ Governed by a legally appointed and constituted library board (page 5)
- ☐ Library board has exclusive control of the expenditure of all monies (page 5)
- ☐ Board hires and supervises a director, approves job descriptions, and sets rates of pay (page 5)
- ☐ Files annual report to DPI (page 5)
- ☐ Provides residents with free access to tax-supported public library services (page 5)
- ☐ The library board reviews and approves bills (page 6)
- ☐ Complies with Wisconsin laws such as open meetings, ethics, and public records (page 6)
- ☐ Complies with federal laws such as the Fair Labor Standards Act (page 6)
- ☐ Makes reasonable accommodations per ADA (page 6)

## Public Library System Membership Requirements (7):

- ☐ Located in a county that participates in a library system (page 7)
- ☐ Director at the library at least 10 hours/week while the library is open, less leave (page 7)
- ☐ Authorized by the municipality to participate in the public library system (page 7)
- ☐ Written membership agreement to participate in the library system (page 7)
- ☐ Director appropriately certified (page 7)
- ☐ Open to the public at least 20 hours each week (page 7)
- ☐ Annually spends at least $2,500 on library materials (page 7)

## Tier One Standards (56)

- ☐ Library board has written bylaws (page 9)
- ☐ Essential written policies (page 9)
- ☐ If filtering is used, policy states this and a procedure allows unfiltered access (page 11)
- ☐ Library board meets at least ten times per year in an accessible location (page 11)
- ☐ Library director provides a written director's report at board meetings (page 11)
- ☐ Fiscal procedures consistent with laws, policies, and government requirements (page 11)
- ☐ Director has time away from the desk to perform duties and attend meetings (page 11)
- ☐ Director conducts orientation for new trustees (page 12)
- ☐ Director keeps the library board informed of library services, programs, and issues (page 12)
- ☐ Borrower registrations kept up-to-date; inactive records removed every three years (page 12)
- ☐ Director presents budget proposal to the municipality (page 12)

- ☐ Library board adopts an annual budget (page 12)
- ☐ Supported by local municipal funds (page 12)
- ☐ Regular, paid, and qualified staff available during all hours that the library is open (page 13)
- ☐ Quantitative standard on number of paid staff FTE (Service Pop page 27; Municipal Pop page 29)
- ☐ Written job descriptions (page 13)
- ☐ Staff trained in emergency procedures (page 13)
- ☐ Staff, volunteers, and trustees trained to uphold patron privacy and confidentiality (page 13)
- ☐ Employee performance evaluated annually by the director or supervisor (page 13)
- ☐ The library board conducts performance evaluation of the library director annually (page 13)
- ☐ Materials budget based on collection management policy (page 14)
- ☐ Quantitative standard on Materials Expenditures per Capita (Service- page 27; Muni- page 29)
- ☐ Materials purchased at regular intervals throughout the year (page 14)
- ☐ Collection regularly evaluated per collection management schedule (page 14)
- ☐ Quantitative standard on collection size per capita (Service Pop page 28; Municipal Pop page 30)
- ☐ Quantitative standard on volumes held per capita (Service Pop page 27; Municipal Pop page 29)
- ☐ Quantitative standard on periodical subscriptions held per 1,000 (Service-page 28; Muni-page 30)
- ☐ Quantitative standard on audio recordings per capita (Service- page 28; Municipal- page 30)
- ☐ Quantitative standard on video recordings per capita (Service- page 28; Municipal- page 30)
- ☐ ILL supplements, not supplants, local collection development (page 14)
- ☐ Provides and promotes online resources, on website and within the library (page 14)
- ☐ Provides access to resources to meet the needs of all population groups (page 14)
- ☐ Provides adaptive technology (page 14)
- ☐ Staff assist all patrons with the effective use of technologies (page 15)
- ☐ Quantitative standard on Computers per 1,000 population (Service-page 28; Municipal-page 30)
- ☐ Provides and participates in ILL for all ages (page 15)
- ☐ Staff connect patrons with community resources and service agencies (page 15)
- ☐ Information services available to residents of all ages and abilities (page 15)
- ☐ Plans and evaluates programming for adults, teens, and children (page 15)
- ☐ Hours fixed and prominently posted; based on community needs (page 16)
- ☐ Free internet access and personal computing applications (page 16)
- ☐ Free WIFI (page 16)
- ☐ Publicly available telephone number (page 16)
- ☐ Provides key staff with library email accounts (page 16)

- ☐ Website or online presence with OPAC, library information, and links to resources (page 16)
- ☐ Has an ILS that is easily accessible to all users (page 16)
- ☐ Offers public programs in physically accessible locations for children, teens, and adults (page 16)
- ☐ Directional signs and instructions for the use of collections and services (page 16)
- ☐ Book return available to the public 24/7 (page 16)
- ☐ Safety features in public and staff areas (page 17)
- ☐ Exterior and entrance well lighted; signs clearly visible from the street (page 17)
- ☐ Adequate handicapped accessible parking spaces (page 17)
- ☐ Proper environmental control throughout the year (page 17)
- ☐ Accessible public meeting space available for programming (page 17)
- ☐ Adequate space to implement the services prioritized in the strategic plan (page 17)
- ☐ Designated workspace for staff (page 17)

## Tier Two Standards (28)

- ☐ Additional written policies (page 19)
- ☐ Director paid at least 25 hours per week, including hours away from the desk (page 19)
- ☐ Director paid to participate in professional activities (page 19)
- ☐ Director informs board of pending legislation and possible local impact (page 19)
- ☐ Director makes the library board aware of CE opportunities (page 19)
- ☐ Director offers trustee training during board meetings at least twice per year (page 19)
- ☐ Maintains written procedures based on board policies (page 20)
- ☐ Written strategic plan with mission statement, goals, and objectives (page 20)
- ☐ Actively participates in library system's program of service (page 20)
- ☐ Participates in system-level and county-level planning for library services (page 20)
- ☐ Director and library board present a budget proposal to the municipality (page 20)
- ☐ Receives home county reimbursement at a rate higher than the minimum required (page 20)
- ☐ Seeks supplemental funding to support its program of service (page 20)
- ☐ Funding for professional memberships, conferences, and CE (page 20)
- ☐ Planned orientation program for new employees (page 20)
- ☐ Staff trained in inclusive services and ability awareness (page 20)
- ☐ Develops collections unique to the needs of the community (page 21)
- ☐ Regular technology (hardware and software) maintenance and replacement schedule (page 21)
- ☐ Information services available to all residents during all open hours (page 21)

- ☐ Provides faxing/scanning equipment (page 21)
- ☐ Partners with local agencies (page 21)
- ☐ Promotes collections and services using a variety of approaches (page 21)
- ☐ Key staff contact information available on the library website (page 22)
- ☐ Library catalog available via the internet and accessible 24/7 (page 22)
- ☐ Free wireless internet access to all, regardless of cardholder status (page 22)
- ☐ Non-public workspace for staff (page 22)
- ☐ Adequate and convenient parking available to patrons and staff (page 22)
- ☐ Adequate reader seating (page 22)

## Tier Three Standards (22)

- ☐ Reviews bylaws at least every three years (page 23)
- ☐ Reviews/revises policies every three years (page 23)
- ☐ Library board reflects the demographics of the community (page 23)
- ☐ Director offers trustee training during board meetings at least quarterly (page 23)
- ☐ Director regularly attends municipal meetings and reports on the library (page 23)
- ☐ Staff, trustees, and public involved in the development of the strategic plan (page 23)
- ☐ Reviews/revises strategic plan annually (page 23)
- ☐ Adopts a technology plan (page 23)
- ☐ Adopts and adheres to a records retention schedule (page 23)
- ☐ Advocates for county reimbursement rate of 100 percent or greater (page 23)
- ☐ Director and library board attend annual budget hearing of the municipality (page 24)
- ☐ Staff compensation comparable to other municipal positions and similar libraries (page 24)
- ☐ Key employees participate in CE and professional activities each year (page 24)
- ☐ Offers outreach services (page 24)
- ☐ Develops good community relations (page 24)
- ☐ Part of a regional shared ILS (page 25)
- ☐ Bibliographic holdings available via searchable statewide interface (page 25)
- ☐ Allocates age and inclusion appropriate spaces (page 25)
- ☐ Directional signs on main community thoroughfares (page 25)
- ☐ Humidity control features in addition to HVAC (page 25)
- ☐ Accessible public meeting space available for use by community groups (page 25)
- ☐ Director provides a space needs assessment to the board at least every five years (page 25)