WISCONSIN DEPARTMENT OF Public Instruction

COUNTY LIBRARY PLAN CHECKLIST

County library planning committees are authorized by Wisconsin Statute § 43.11 and are a requirement for public library system membership under Wis. Stat. § 43.15(4)(b). This checklist outlines the basic steps of developing or revising a county library plan.

1. The County Board of Supervisors appoints a county library planning committee per Wis. Stat. § 43.11(1). The committee may include library directors within county.

   ☐ Appointments were approved by County Board of Supervisors on _____ (date).

   ☐ Division for Libraries & Technology was notified of appointments on _____ (date).

2. The County Library Planning Committee completes a draft County Library Plan. The plan document includes the following statutory requirements per Wis. Stat. § 43.11(3):

   ☐ The plan provides for library services to county residents of municipalities not maintaining a public library.
   ☐ Services shall include full access to all public libraries participating in the regional public library system and the plan shall provide for reimbursement for that access.
   ☐ Plans for multicounty systems shall include a method for allocating system board membership.

3. At least one public hearing is scheduled and held prior to the adoption of the Plan. The public hearing must be noticed in the same fashion as with public notice of all other public meetings.

   ☐ The public hearing or hearings were properly noticed.
   ☐ Representatives of all libraries in the county were invited to the public hearing(s).
   ☐ A public hearing was held at _____ (time) on _____ (date).

4. The County Board of Supervisors approves the County Library Plan, and approval is reflected in the county board meeting minutes.

   ☐ Date of Approval: _____

5. The County Library Planning Committee files the approved County Library Plan and any written agreements necessary to implement the plan with:

   ☐ County Clerk
   ☐ Public Library System Director
   ☐ Wisconsin Department of Public Instruction/Division for Libraries and Technology
   PO Box 7841, Madison, WI 53707-7841 | dpi.libraryreport@dpi.wi.gov

For more information on county library planning, contact the Wisconsin Department of Public Instruction Library Services Team or visit the DPI website.