WISCONSIN DEPARTMENT OF Public Instruction

Outline of a County Library Plan

County library planning committees are authorized by Wisconsin Statute § 43.11 and a county library plan is a requirement for participation in a public library system under Wis. Stat. § 43.15(4)(b).

This sample outline provides information on what may be included in the plan but is not meant to a comprehensive review of all possible plan topics. For more information on county library planning, contact the Wisconsin DPI Library Services Team or visit the DPI website.

1. **Mission statement** (*optional*). Example: "To make quality library service available to all County residents of all ages and to provide for equitable funding of that service."
2. **Background**
    a. Include information on the statutory requirements for county library planning.
    b. Provide a brief history of library development and planning in the county and information on the process of developing the new or revised plan.
    c. Recognize county membership in its library system, including information on the allocation of county board appointments to the public library system board.
3. **Current library services to county residents**
    a. Provide an inventory of current county library services or provide a summary of county library services in the body of the plan and include a detailed inventory of services as an attachment to the plan.
    b. Identify the governance structure of library organizations in county (e.g., municipal libraries, joint libraries and their participating municipalities, consolidated county library, county library service). Include information on the appointing authorities to those library boards according to Wis. Stat. § 43.54, §43.53, and § 43.60, as applicable.
    c. Provide an overview of current library usage statistics for county residents.
4. **Current funding of library services to county residents**
    a. Include municipal, county and state funding amounts and any current funding formulas in use. Provide information on any municipal exemptions from the county library tax.
    b. Include current and anticipated county payments for library services for county libraries and libraries in adjacent counties as required by Wis. Stat. § 43.12.
    c. Provide comparisons of funding levels: calculate current per capita and tax levy rates in support of library service by residents of each county municipality. Graphs may help illustrate these differences more effectively than tables of raw numbers.

5. Goals and objectives

a. A county library plan may identify goals and objectives towards providing library service to residents of the county. Sample goals might include: "To provide all county residents with open access to all library services provided by all system member libraries," or, "To provide for equitable funding for library services provided to all county residents."

b. The county library plan may include minimum standards of operation for public libraries in the county, per Wis. Stat. § 43.11(3)(d).

c. The plan may also include information on any issues related to shared county library services or direct library services provided to county residents by the system or a county library service.

6. Implementation

a. Include information and action steps needed to achieve the goals and objectives of the plan during the time period covered by the plan.

b. This section should include the actions needed to achieve the following statutorily required components of a county library plan:

   i. Per Wis. Stat. § 43.11(3)(c), "[T]he plan of library services for a county… shall provide for library services to residents of those municipalities in the county not maintaining a public library under this chapter. The services shall include full access to public libraries participating in the public library system and the plan shall provide for reimbursement for that access."

   ii. The statute also requires that "the plan shall specify the method and level of funding to be provided by the county to implement the services described in the plan, including the reimbursement of public libraries for access by residents of those municipalities in the county not maintaining a public library."

   iii. Plans involving multi-county systems must include a method for allocating system board membership among the member counties, according to Wis. Stat. § 43.11(1)(b).

7. Future plans

a. Indicate future plans or recommendations for evaluating and updating the county plan.

8. Attachments

a. Include any written agreements necessary to implement the proposed plan.

b. Provide a detailed inventory of information and statistics about current county library services, if desired. (See item 3.)

c. Provide a brief executive summary for those who might not read the entire plan.