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; Municipal- 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; Municipal-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)