

Planning Phase Checklist

- Written "plan to plan"
- Written public relations plan
- Met with local government to explain the district project and their role
- Met with county commissioners to discuss the districting process and their role
- Developed a plan for district services, including roles, mission statement, goals, objectives, and activities
- Plan for governance of the district library
- Plan for developing or transferring the financial books of the new library district
- Plan for setting up financial accounts for the new district
- Plan for obtaining legal counsel for the new library district
- Drafted tentative by-laws for the new library district board
- Written tentative policies for the new library district
- Investigated the cost of maintaining all current personnel benefits
- Learned about workers compensation and unemployment insurance costs
- Obtained federal and state income tax forms for employers
- Written tentative personnel policies including proposed salaries and benefits
- Written agreements with local government about the use of current building(s)
- If necessary, obtained facilities for the first year of operation
- If necessary, planned for obtaining new district library building(s)
- Developed a first year budget for the district
- Developed a plan for financing the first year of operations for the new district
- Have a five year levy projection
- Developed a fact sheet on the levy and the value of services
- Made final decision on the new library district service area