

Planning Phase Checklist

- We have a written “plan to plan.”
- We have a written public relations plan.
- We have met with city councils to explain the district project and their role in it.
- We have discussed the county’s role in the districting process with the county clerk.
- We have met with the county commissioners to discuss the districting process and their role in it.
- We have a plan for district services, including roles, mission statement, goals, objectives, and activities.
- We have a plan for governance of the district library.
- We have a written plan for developing or transferring the financial books of the new library district.
- We have a plan for setting up financial accounts for the new district.
- We have a plan for obtaining legal counsel for the new library district.
- We have drafted tentative bylaws for the new district library board.
- We have written tentative policies for the new library district on collection development, hours of operation, circulation of materials, and other services, as necessary.
- We have investigated the cost of maintaining all current personnel benefits.
- We have learned about workers compensation and unemployment insurance costs.
- We have obtained federal and state income tax forms for employers.

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- We have written tentative personnel policies including proposed salaries and benefits.
- We have written agreements with our cities about the use of current buildings.
- If necessary, we have obtained facilities for the first year of operation.
- If necessary, we have a plan for obtaining new district library building(s).
- We have developed a first-year budget for the district.
- We have developed a plan for financing the first-year of operations for the new district.
- We have a five-year levy projection.
- We have developed a fact sheet on the levy and the value of services.
- We have made final decisions on the new library district service area