

Wisconsin Public Libraries Support & Structure

John DeBacher,
Director, Public Library Development
Division for Libraries & Technology
Wisconsin Department of Public Instruction

Support Structure: Wisconsin Public Libraries

Governor

COLAND

State Superintendent, DPI

Division for Libraries & Technology

Public Library Development Team | Resources for Libs & Lifelong Learning

Regional Public Library Systems

Joint Libraries

Municipal Libraries

Consolidated
County Libraries

43.03-07: The Division for Libraries & Technology

Duties of “the Division”

- Coordinate and conduct continuing education programs for librarians of public libraries & library systems, school library media programs and institutional library programs
- Provide professional and technical advisory, consulting, and informational services to public libraries, municipalities, and systems, school districts, state agencies and officers, and institutional library programs

43.03-07: The Division for Libraries & Technology

Duties of “the Division”

- Collect library statistics and conduct studies and surveys of library needs throughout the state and report and publish the findings
- Recommend and distribute standards for public libraries, school library programs and facilities, and institutional library programs
- Establish standards for public library systems

43.03-07: The Division for Libraries & Technology

Duties of “the Division”

- Establish standards for and issue certificates to public librarians
- Approve the establishment of public library systems
- Administer aids to public library systems (state and federal)
- Maintain a resources for libraries and lifelong learning service (RL&LL)

43.03-07: The Division for Libraries & Technology

The Council on Library and Network Development (COLAND)

- The governor-appointed council that generally advises the State Superintendent and the Division on the policies, activities, budget, and overall direction of the state’s programs for public and school libraries and network services
- Makes recommendations on public library and library system standards
- Prepares a biennial report
- Reviews the Department’s library-related budget request and makes recommendations

43.09(1) & PI 6.03: Public Librarian Certification

- Regular Certification Grade I
 - Municipal population * 6,000 or greater
 - General Ed Requirements Bachelor's degree
 - Library Ed Requirements Master's degree from an ALA accredited program
- Regular Certification Grade II
 - Municipal population * 3,000 – 5,999
 - General Ed Requirements Bachelor's degree
- Regular Certification Grade III
 - Municipal population * Fewer than 3,000
 - General Ed Requirements 54 semester credits, half in liberal arts & sciences

* Population data as of the last decennial census

43.11 County Planning

Counties must maintain a plan for library service

- To belong to a Library System, counties must plan for library service, particularly for residents not served by a local library
- A county may appoint a planning committee to create, review or update the plan
- County plans are considered by the Division for the county's membership in a Library System
- The County must enter into a written agreement with the Library System before individual municipalities can authorize participation

43.12: County Payments

- Requires reimbursement of at least 70% of the operating costs for serving non-resident borrowers (aka: rural residents)
- Act 150 (1997) required payment to libraries within the county
- Act 420 (2006) required payment to libraries in adjacent counties
- Act 157(2013) enabled libraries to bill consolidated county libraries in certain circumstances
- Circulation used as measure of resident/non-resident use
- Claims must be submitted by July 1 for payments to be made March 1 of the following year
- Some counties have their library systems distribute funds

43.15(4)(c): System Membership Requirements

1. Established and operated according to Chapter 43.
2. County must belong to the library system and meet membership requirements for counties.
3. Is authorized by the municipal body to participate in the system
4. Library board must approve an agreement with the library system to participate in system activities, provide interlibrary loan to other members, and provide the same services, on the same terms, that are provided to local residents.
5. Library director must have the appropriate certification from the Wisconsin Department of Public Instruction, work in the library at least 10 hours per week while open.
6. Open a minimum of 20 hours per week and must expend at least \$2500 per year for library materials.

43.54 Library Board Composition

- Members are appointed by the mayor, village president, town chairperson, or tribal chairperson
- Terms are for 3 years, and expirations are staggered so that the vacancies do not occur at the same time, commencing on May 1
- The appointing authority shall appoint a school district administrator or the administrator's representative
- Not more than one member of the municipal governing body shall at any one time be a member of the library board
- Members shall be residents of the municipality; not more than 2 can live outside the municipality

43.60 Library Board Composition

- A county *may* appoint up to 5 additional members to a local library board, based on the sum appropriated by the county relative to the local appropriation
 - Example: If your municipal library appropriates \$300,000 to your library and your county appropriates \$120,000...
 - ...Then the county's appropriation is more than 1/3 of the municipal appropriation but less than half
 - So the county may appoint 2 additional members to the local library board (per 43.60(3)(a))

In this scenario, a City of the 4th class would have 7 members appointed by the City and then an additional 2 members (if the county board exercises this option) for a total of 9 board members.

43.58(1): Exclusive Control

- The library board shall have **exclusive control** of expenditure of all monies collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized
- The library board shall also have **exclusive charge, control and custody** of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality **for library purposes**

43.58(2): Library Finances

- The library board must approve all expenditures of library funds; however,
- Library funds must be held and disbursed by the municipality (or fiscal agent municipality if a joint library)
- That includes all library revenues, such as fines, fees, sales, and county funds; however,
- Donations and bequests may be deposited or transferred as specifically allowed

43.58(3) Liability

- *“Any person having a claim or demand against the municipality or county growing out of any act or omission of the library board shall file with the library board a written statement thereof. If the claim or demand or any part thereof is disallowed, the claimant may bring an action against the municipality or county.”*
- This provides a framework for legal claims

43.58(6): Annual Report

- The library board must submit a report (aka, the annual report) to the DLT and its governing body within 60 days of the conclusion of the fiscal year
 - States the condition of funds held in trust by the library board
 - Reflects all funds in the library board’s control, including detail of all expenditures paid by the library
 - Includes data concerning materials, facilities, personnel, operations, programming, etc.
 - Contains a statement by the library board indicating whether the public library system in which the library participated that year **did** or **did not** provide effective leadership

Who do you Call for Help or Guidance?

- Your Library System Director and Staff
<http://dpi.wi.gov/pld/directories/systems>
- Shannon Schultz, Public Library Administration Consultant
shannon.schultz@dpi.wi.gov; (608) 266-7270
- John DeBacher, Director, Public Library Development
john.debacher@dpi.wi.gov; (608) 267-9225
- Other Public Library Development Staff:
teresa.howe@dpi.wi.gov: Certification; LSTA
tessa.schmidt@dpi.wi.gov: Youth and Special Services
libraryreport@dpi.wi.gov: Annual Report and Statistics
- Our Website: <http://dpi.wi.gov/pld>