

## Chapter PI 6

### PUBLIC LIBRARIES

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**Subchapter I — General Provisions**

**PI 6.01 Purpose.** This chapter sets forth requirements and grades of certification an individual must hold in order to be an administrator of a municipal, joint and county public library. In addition, this chapter sets requirements for public library systems and determines reimbursement rates for the costs of providing interlibrary borrowing services.

**History:** Cr. Register, September, 1992, No. 441, eff. 10–1–92.

**PI 6.02 Definitions.** In this chapter:

(1) “Division” has the meaning given under s. 43.01 (2), Stats.

(2) “Public library system” has the meaning given under s. 43.01 (5), Stats.

**History:** Cr. Register, October, 1990, No. 418, eff. 11–1–90; renum. from PI 6.01, Register, September, 1992, No. 441, eff. 10–1–92.

**Subchapter II — Public Librarian Certification**

**PI 6.03 Public librarian certification. (1) DEFINITIONS.**

In this section:

(a) “Administrator” means the head librarian or other person appointed by a library board under s. 43.58 (4), Stats., or by a library system board under s. 43.17 (4), Stats., to direct and administer the library or system.

(am) “Contact hour” means 60 minutes of continuous participation in a learning activity.

(b) “County library” means a library created under s. 43.57, Stats.

(c) “Joint library” means a library created under s. 43.53, Stats.

(d) “Municipal library” means a library created under s. 43.52, Stats.

(e) “Population” means the population reported by the U.S. department of commerce, bureau of the census in the last federal decennial census.

(2) **GENERAL.** Administrators employed by a public library system, county library system or any municipal public library, except a library in a city of the first class, supported in whole or in part by public funds, shall hold certification as described in this section. Applications for librarian certificates under this section shall be made in writing to the division. Certificates are effective on the date of approval by the department through the last day of the expiration month indicated on the certificate.

(3) **REGULAR CERTIFICATION.** The following requirements and grades of certification are established:

(a) **Grade I.** 1. Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population of 6,000 or more and administrators of public library systems shall hold grade I certification.

2. Grade I certificates under this paragraph shall be granted for a 5–year period to applicants holding both a bachelor’s degree from a college or university approved by an accrediting associa-

tion of more than statewide standing and a master’s degree from a library school program accredited by the American library association.

3. Grade I certificates under this paragraph may be granted to an applicant holding a master’s degree from an unaccredited library school program if the division is satisfied that the program leading to that degree is substantially equivalent and the applicant’s professional experience is demonstrative of the ability to provide professional library services.

(b) **Grade II.** 1. Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county public library population of between 3,000 and 5,999 persons shall hold at least grade II certification.

2. Grade II certificates shall be granted to applicants meeting the requirements under this subdivision or subd. 3. Grade II certificates under this subdivision shall be granted for a 5–year period to applicants holding a bachelor’s degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by earning 12 semester credits of coursework or the equivalent, approved by the division, in the following areas:

- a. Public library administration.
- b. Advanced public library administration.
- c. Organization and management of library collections.
- d. Public and community services.

3. Grade II certificates under this subdivision shall be granted for a 5–year period to applicants holding a bachelor’s degree along with a minor in library science from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by earning 3 semester credits of coursework or the equivalent, approved by the division, in advanced public library administration.

(c) **Grade III.** 1. Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county public library population under 3,000 persons shall hold at least grade III certification.

2. Grade III certificates under this paragraph shall be granted for a 5–year period to applicants having earned 54 semester credits, half of which shall be in the liberal arts and sciences, at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by earning 12 semester credits of coursework or the equivalent, approved by the division, in the following areas:

- a. Public library administration.
- b. Advanced public library administration.
- c. Organization and management of library collections.
- d. Public and community services.

(4) **PERMANENT CERTIFICATES ISSUED PRIOR TO MAY 1, 1979.** Permanent certificates issued under certification rules in effect prior to May 1, 1979, shall continue to be valid.

(5) **CERTIFICATION RENEWAL.** (a) Certificates under sub. (3) may be renewed upon evidence which satisfies the division that in the 5-year period prior to recertification the holder has participated in 100 contact hours, at least 10 hours of which must be technology related, of continuing education in librarianship which is either directly related to the position held or will permit advancement in the profession

(b) The public library system to which the library belongs or the division, when a public library does not belong to a public library system, shall assist in determination of requirements for continuing education and validate records submitted evidencing a renewal applicant's participation in continuing education under this subsection.

(6) **TEMPORARY CERTIFICATION.** The division may grant temporary certification at the appropriate grade levels. An applicant shall apply for temporary certification within 3 months of employment in order to be eligible for such certification. Temporary certification for a one-year time period may be issued as follows:

(a) 1. To an applicant for grade I certification who meets the requirements under sub. (3) (a) 2. but who has not completed a master's degree.

2. The applicant shall provide the division a written schedule for completing the requirements under subd. 1.

3. The division shall approve the proposed schedule before the certificate may be granted under this paragraph.

4. The certificate under this paragraph is applicable for up to one year and is not renewable.

(b) 1. To an applicant for grade II certification who holds a bachelor's degree but otherwise does not meet the requirements under sub. (3) (b) 2. or 3.

2. The applicant shall provide the division a written schedule for completing the requirements under subd. 1.

3. The division shall approve the proposed schedule before the certificate may be granted under this paragraph.

4. The certificate under this paragraph may be renewed on an annual basis up to 3 times, for a total coverage not exceeding a period of 4 years, provided the applicant has completed the public library administration course by the end of the first year and at least one of the remaining courses specified under subd. 1. annually thereafter. The certificate is not renewable a fourth time.

(c) 1. To an applicant for grade III certification who meets the requirements under sub. (3) (c) 2., but who has not earned 12 semester credits of coursework or the equivalent, approved by the division, in the following areas:

- a. Public library administration.
- b. Advanced public library administration.
- c. Organization and management of library collections.
- d. Public and community services.

2. The applicant shall provide the division a written schedule for completing the requirements under subd. 1.

3. The division shall approve the proposed schedule before the certificate may be granted under this paragraph.

4. The certificate under this paragraph may be renewed on an annual basis up to 3 times, for a total coverage not exceeding a period of 4 years, provided the applicant has completed the public library administration course by the end of the first year and at least one of the remaining courses specified under subd. 1. annually thereafter. The certificate is not renewable a fourth time.

(d) 1. To an applicant for certification who was previously certified and whose certification has been expired for at least one year and who has not served as the administrator of a public library or public library system in Wisconsin during that period.

2. The applicant shall meet the basic requirements for initial certification under sub. (3) at the appropriate grade level.

3. An applicant who receives a temporary certificate under this paragraph shall complete at least 20 contact hours of continu-

ing education under sub. (5) during the temporary certification period.

4. The certificate under this paragraph is applicable for up to one year and is not renewable.

5. The applicant will be eligible for certification under sub. (3) upon completion of the 20 contact hours of continuing education as described under sub. (5).

(7) **PROVISIONAL CERTIFICATION.** The division may grant provisional certification at the appropriate grade level for a 5-year period to the following applicants provided they continue to work at the same library and comply with sub. (5):

(a) An applicant who was employed as the administrator for a public library in which he or she was originally certified at the appropriate grade level but is no longer properly certified due to the population growth of the jurisdiction in which the public library he or she is employed at is located.

**Note:** Administrators of public libraries affected by a population increase will be notified by the division when the new population figures are available and certification at the appropriate grade level will be effective at that time.

(b) An applicant who was employed as the administrator for the public library in which he or she is currently employed at the time the library became a member or part of the public library system or a joint public library.

**History:** Emerg. cr. eff. 1-26-72; r. emerg. rule and cr. Register, April, 1972, No. 196, eff. 5-1-72; am. (2), Register, August, 1973, No. 212, eff. 9-1-73; r. and recr., Register, April, 1979, No. 280, eff. 5-1-79; r. (1) (b), cr. (1) (b) to (d), am. (3) (a) to (d) and (5), r. and recr. (6), Register, October, 1990, No. 418, eff. 11-1-90; cr. (1) (e) and (7), am. (3) (a) to (d), (4), (5) (intro.), (b), (d) and (6) (b), r. and recr. (6) (a), Register, January, 1994, No. 457, eff. 2-1-94; am. (2), (4), (5) (intro.), (a) and (b), r. (3) (a) 1., (b) 1., (c) 1., (d) and (5) (c) to (e), renum. (3) (a) 2. to 4. to be (3) (a) 1. to 3. and am., renum. (3) (b) 2. and 3. to be (3) (b) 1. and 2. and am., renum. (3) (c) 2. to be (3) (c) 1. and am., renum. (5) (f) to be (5) (c), r. and recr. (6) and (7), Register, May, 2000, No. 533, eff. 6-1-00; CR 04-027: cr. (1) (am), am. (2), (3) (c) 2., (4), (5) (intro.), (a) and (b), (6) (intro.), (b) 4., (c) 1. and 4., renum. (5) (c) to be (5) (b) Register October 2004 No. 586, eff. 11-1-04; corrections in (6) (d) 3. and 5. made under s. 13.93 (2m) (b) 7., Stats., Register October 2004 No. 586; **CR 10-140: am. (3) (b) 2., (c) 2., (5) (a), (6) (b) 4., (c) 1., 4., cr. (3) (b) 3., renum. (6) (b) 1. (intro.) to be 1. and am., r. (6) (b) 1. a. to d. Register May 2011 No. 665, eff. 6-1-11.**

### Subchapter III — Public Library Systems

#### PI 6.06 Requirements for public library systems.

(1) **ADDITIONAL COUNTIES.** A public library system shall allow in its organizational structure for additional counties to join after the system is established.

(2) **PLANS FOR USE OF STATE AID.** Annually, a system shall file a plan for the use of the state aid it will receive. In a federated system such plan shall indicate the funds to be used by the system for system services.

(3) **FILING SERVICE CONTRACTS.** A public library system shall file with the division for library services copies of all contracts regarding services. Included shall be intersystem contracts; contracts with other types of libraries, information centers, and educational organizations; and any interstate contracts developed. A federated system, additionally, shall file contracts concerning system organization, and services among its members.

(4) **REPORTING AND FINANCIAL REQUIREMENTS.** Each system shall:

(a) Maintain all official records at the system administrative headquarters for at least 10 years.

(b) Maintain appropriate public records of the system's financial activities in accordance with accepted accounting practices.

(c) File an annual report on a form prescribed by the division, describing its operations and reporting on its income, expenditures, and programs.

(d) Contract with a certified public accountant to audit the public library system's general purpose financial statements for the fiscal year. The audit shall be conducted in accordance with all applicable federal laws and regulations, Wisconsin Statutes and administrative rules, and all of the following:

1. Generally accepted auditing standards.

2. Governmental auditing standards issued by the U.S. Comptroller General.

3. The applicable provisions of the U.S. office of management and budget, circular A-133, audits of states, local governments and non-profit organizations.

(e) Maintain financial statements present in the auditor's report that comply with generally accepted accounting principles promulgated by the government accounting standards board.

(f) Submit a corrective action plan to the department for any audit which the department determines is not in compliance with this section.

**Note:** *Audits of State and Local Governmental Units* may be obtained from the American Institute of Certified Public Accountants, 1211 Avenue of the Americas, New York, NY 10036-8775.

*Governmental Accounting and Financial Reporting Standards* may be obtained from the Governmental Accounting Standards Board of the Financial Accounting Foundation, High Ridge Park, Stamford, CT 06905-0821.

*Standards for Audits of Governmental Organizations, Programs, Activities and Functions* by the Comptroller General of the United States may be obtained from Superintendent of Documents, Public Documents Department, U.S. Government Printing Office, Washington, D.C. 20402.

All of the above publications are available for examination at the Department of Public Instruction, School Financial Services Team, 125 South Webster Street, Madison, WI

**History:** Cr. Register, June, 1972, No. 198, eff. 7-1-72; r. (2), (5), (7) to (11), renun. (3), (4) and (6) to be (2) to (4) and am. (2) and (4) (a), Register, September, 1992, No. 441, eff. 10-1-92; **CR 10-139: r. and recr. (4) (d), cr. (4) (e), (f) Register May 2011 No. 665, eff. 6-1-11.**

**PI 6.07 Public library system aid adjustment due to territory alteration.** (1) For any year in which a public library system aid adjustment is required under s. 43.24 (1) (b), Stats., the state aid payment to a public library system with altered territory shall be determined by adding together the results of sub. (2) (a) to (c) then using the applicable formula under subs. (3) to (6).

(2) To determine the amount to be applied toward the applicable formula under subs. (3) to (6), the department shall add the results of all of the following for the territory causing the adjustment:

(a) Multiply the square mile area of the territory as determined for the payment of 1999 public library system aid by \$8 if the territory was a member of a single county system in 1999 or by \$20 if the territory was a member of a multicounty public library system in 1999.

(b) Multiply the total public operating expenditures within the territory from local and county sources as determined for the payment of 1999 public library system aid by .04.

(c) Multiply the population of the territory as determined for the payment of 1999 public library system aid by \$1.37379.

(3) For a system with territory withdrawing or being expelled from the system or for a county abolishing a public library system under s. 43.18, Stats., or for territory leaving a system under s. 43.15 (3) (b) and (c), Stats., as a result of the establishment of a public library or joint public library, calculate as follows to determine the amount of state aid to be paid to the system for the current year:

(a) Subtract the results of sub. (2) for the abolished, expelled, withdrawing or leaving territory from the 1999 state aid payment to the territory's then public library system. For any future system territory alteration, this amount shall be considered the 1999 public library system aid payment.

(b) Divide the result of par. (a) by \$13,249,800.

(c) Multiply the result of par. (b) by the current year state appropriation.

(4) For a system with territory joining a system under s. 43.13 or 43.15 (3) (b) and (c), Stats., calculate as follows to determine the amount of state aid to be paid to the system for the current year:

(a) Add the result of sub. (2) for the joining territory to the 1999 state aid payment to the public library system being joined. For any future system territory alteration, this amount shall be considered the 1999 public library system aid payment.

(b) Divide the result of par. (a) by \$13,249,800.

(c) Multiply the result of par. (b) by the current year state appropriation.

(5) For the establishment of a system under s. 43.13, Stats., including systems merged under s. 43.15 (4) (a), Stats., calculate as follows to determine the amount of state aid to be paid to the system for the current year:

(a) Determine the result of sub. (2) for the territory establishing a public library system. For any future system territory alteration, this amount shall be considered the 1999 public library system aid payment.

(b) Divide the result of par. (a) for the territory establishing a public library system by \$13,249,800.

(c) Multiply the result of par. (b) by the current year state appropriation.

(6) For a public library established after January 1, 1999 that does not select membership in a public library system, calculate as follows to determine the amount of state aid to be paid to the system for the current year:

(a) Subtract the result of sub. (2) for the territory establishing the public library from the 1999 state aid payment to the territory's then public library system. For any future system territory alteration, this amount shall be considered the 1999 public library system aid payment.

(b) Divide the result of par. (a) by \$13,249,800.

(c) Multiply the result of par. (b) by the current year state appropriation.

**History:** Emerg. cr. eff. 3-4-00; cr. Register, July, 2000, No. 535, eff. 8-1-00.

## Subchapter IV — Interlibrary Borrowing

**PI 6.10 Definitions.** In this subchapter:

(1) "Interlibrary borrowing services" means services which involve the direct borrowing of library materials by an individual holding a valid borrower's card of another participating public library.

(2) "Loan" means a unit of services that involves checking out a single item from the library to an individual for use outside the library for a specified period. A renewal of that loan constitutes a separate loan.

**History:** Cr. Register, October, 1990, No. 418, eff. 11-1-90.

**PI 6.11 Reimbursement rates for the costs of providing interlibrary borrowing services.** (1) Under s. 43.24 (2) (n), Stats., if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement may not exceed the actual costs incurred by the public library in providing such services.

(2) In determining the actual cost under s. 43.24 (2) (n), Stats., the total nonfederal operational expenditures of the public library in the preceding year shall be divided by the total number of loans made by the public library in the preceding year. Operational expenditures may not include capital expenditures.

**History:** Cr. Register, October, 1990, No. 418, eff. 11-1-90.