



Public Library System Annual and Ongoing Obligations

Last Updated 7/14/2025

Introduction

Wisconsin Public Library System directors and the system board are encouraged to review [the current system plan](#) during a spring board meeting and inform the Division of Libraries and Technology (DLT) of any required alteration to the plan no later than **June 30**. Such alterations may include changes to the service structure, personnel changes that require realignment of duties, or contracts for services with libraries or other systems that affect the plan.

DLT recognizes that meeting [the statutory services required of public library systems](#) may be increasingly difficult. DLT and public library systems must be diligent in ensuring responsible stewardship of public funds intended to support local library services. Please attend to the following list of recurring or annual obligations the library system must meet for DLT to properly fulfill its duty to provide oversight of public library systems:

List of annual and ongoing public library system obligations

- ❑ The [Public Library System Plan and Certification of Intent to Comply for Calendar Year](#) is due by **October 30**. Wis. Stat. §§ [43.24\(2\)](#); [43.24\(3\)](#); [PI 6.06\(2\)](#)
 - ❑ Include an inventory of current system contracts, resource library agreements, service agreements with adjacent systems, and cooperation agreements with other types of libraries with the date of execution and, if appropriate, length of term. Provide a sample of the current member library agreement along with a list of the execution date of each current member library agreement. Due no later than **January 15**.
 - ❑ Include a list of county plans and their period of coverage. All county plans must address current statutory language for county funding of libraries. This may require updates of county plans, particularly for consolidated county libraries. Due no later than **January 15**.
- ❑ Send the required system audit and all auditor comments after the system board accepts the audit, and no later than **September 30**. [PI 6.06\(4\)\(d\)](#)
- ❑ Public library system board meeting agendas, draft board minutes, and approved board minutes are required to ensure that public library system boards meet at least once every two months. Wis. Stat. § [43.17\(2\)](#).
- ❑ If the public library system has an appointed advisory committee of member libraries, send agendas and minutes of those advisory committee meetings. Wis. Stat. § [43.17\(2m\)](#)

Electronic Submission

The Division encourages the system to file the annual plan form and all necessary attachments (e.g., contracts and agreements) electronically. The system may email the form along with contracts and agreements as attachments to LibraryReport@dpi.wi.gov, share through a collaborative file sharing service with sharing settings set to allow DPI view access (e.g., Microsoft SharePoint or Google Drive), share a link to a publicly available URL and describe the contracts and agreements, or file with the Division using another appropriate method determined by the system and the Division.

If using a publicly available website or file sharing service, the system must notify the Division when all contracts and agreements are available if not submitted along with the system plan. Any shared or publicly posted documents must be available for at least two weeks from the date the Division is notified the documents are available to allow the Division time to save a copy locally and consider that copy filed.