

**Date:** August 4, 2015

**To:** Public Library System Directors and Coordinators

**From:** John DeBacher, Director of Public Library Development  
Division for Libraries and Technology

**Subject:** 2016 Public Library System Plans

The annual *Public Library System Plan and Certification of Intent to Comply for Calendar Year 2016* (DPI form [PI-2446](#)) is now available. Please provide two original signed copies of your plan. One original plan with the appropriate signatures from the Division for Libraries and Technology will be returned to you. The fillable MS Word version of this form may be downloaded from the Division's Public Library Development Team webpage under [Library System Plans and Budget Guidelines](#). Provide an electronic copy of the completed Word form by email to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

The 2016 plan is due Thursday, October 15, 2015. Systems that submit plans by that date can expect to receive their first state aid payment the week of November 23. To ensure payment no later than December 1, the Division must certify to the Department of Administration by November 6 that system plans have been reviewed for conformity with Chapter 43. Systems that submit plans after October 15 may have payment delayed. Plans not submitted using the state form will be returned without review for resubmission by the system.

The 2016 plan document format is the same as last year. Systems are required to submit program budgets in accordance with Division guidelines. The program areas are described in the [Program Budget Guidelines for Public Library System Annual Plans](#) document, which is available from the Public Library Development Team webpage. Keep in mind the requirements for the designation of reserve funds by the library system board on page 4 of the budget guidelines.

Briefly describe collaborative activities with libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2016 resource library contract. For each activity described in the summary, list the name of the activity and estimated cost benefit of the activity. The collaborative activity information may also be helpful in developing recommendations during the ongoing Public Library System Revision process.

Identify and report by source the amount budgeted for electronic resource content, including the cost of online database licenses and other electronic resources such as OverDrive. Report these amounts in the program budget on line 4 of Technology, Reference, and Interlibrary Loan.

All systems are encouraged to have a three to five year long-range/strategic plan. Additional system planning documents, such as updated contracts or county plans that have not been filed with the Division, should be included with the signed copy of the plan. Systems whose geographic boundaries have changed, either by withdrawal or addition of counties or municipalities

should ensure that their plan references how delivery of services will address the geographic region, as well as how all required services will be addressed. The Division encourages intersystem contractual agreements that help achieve better services to members as well as more efficient operations. Copies of those contracts should be provided to the Division. Changes in system boundaries may also require submission of new county plans under s. 43.11. When those plans cannot be immediately provided, please indicate when you expect a county planning committee to be appointed; otherwise, the Division may require a compliance plan for the county. Similarly, systems with changed boundaries should be prepared to provide copies of agreements with member libraries or assurances that existing member agreements are still effective.

To assist you in developing this year's system plan, estimated aid amounts for 2016 are available from the Public Library Development Team webpage.

Narratives provided for statutory requirements (ongoing activities and new or priority activities) need not be detailed but should be extensive enough to provide the reader with a clear description of the system's service.

To avoid delays in state aid payment, please review the following checklist before submitting your system's plan:

- Form PI-2446 is complete, all compliance checkboxes are marked, and all system services are listed.
- All system costs have been allocated by program category and include all funding sources.
- The program budget guidelines have been followed.
- Total state aid budgeted for all programs equals the aid amount listed by DLT.
- The budget includes a separate program for administration for which the state aid portion is less than 20 percent of the total estimated aid to be paid to the system.
- The plan has been approved by the system board and signed by the board president.
- Two original, signed copies are being submitted to DLT.
- An electronic copy of the completed Word form—not a PDF file—is being sent by email to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).
- The system has filed with the Division its most recent contracts and agreements with other libraries. (If not, they are due no later than January 15, 2016.)
- Member libraries and other types of libraries in your system area have been given an opportunity to comment on this plan.

If you have any questions or concerns, please contact Denise Anton Wright at (608) 266-7270 or [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

cc: Kurt J. Kiefer, Assistant State Superintendent  
Division for Libraries and Technology