

Public Library Services Funding Framework

The Public Library Development Team (PLDT) at the Wisconsin Department of Public Instruction (DPI) recommends the following funding framework regarding the two major funding sources that public libraries and public library systems must abide by through PLDT under state statutes and the Institute for Museum and Library Services (IMLS) guidelines. This framework is in place to ensure the availability of state and/or federal funds managed by the Division of Libraries and Technology (DLT); to promote the efficiency of internal DLT processes; and to support productive relationships between libraries, systems, and DLT.

Funding Sources and Status

The following table identifies the two major funding sources and the bearing of status upon funding processes and stakeholders. For systems and member libraries, the status of one stakeholder may affect the other (reciprocal). Regarding [Library Services and Technology Act \(LSTA\)](#) funding, statewide services such as consulting, BadgerLink, WISCAT, and delivery will be unaffected by library or system status.

At Stake	Status	Stakeholders	Examples	Justification
Federal LSTA funding, present and future	Conforming to DPI and IMLS requirements; i.e., good standing.	Systems and/or libraries (non-reciprocal)	System technology grants Literacy project grants	If a system/library does not conform to DPI and IMLS requirements, DPI cannot award IMLS funds.
State aid and LSTA status, present and future	Compliance with Ch.43 and PI 6	Systems and libraries (reciprocal)	Annual reports and plans Director certification	If a system/library is out of compliance with state statutes and administrative rules, DPI cannot disburse state aid and other DLT-managed state funds.

State Aid and Federal LSTA Funding Deadlines and Checkpoints

The following state aid and federal LSTA funding calendar outlines the existing deadlines and supporting checkpoints for stakeholders and the corresponding notifications that will be issued by PLDT accordingly.

Date	Requirement	Explanation	Notification
Jan 1*	System technology and resource sharing plans (5 year) deadline 43.24 (2) (m) <i>System responsibility</i>	System technology and shared resources are statutory requirements of system existence and therefore plans show proof to member libraries and PLDT that systems are operational.	Missed deadline results in a message sent to system board and director and all member libraries.
Jan 15*	System member library agreement, adjacent system agreements, resource library agreements, and system contract requirements of PL 6.06 (3) deadline. 43.24 (2) (a) 43.24 (2) (b) <i>System responsibility</i>	An updated agreement confirms system requirements for library memberships. Member library and county agreements must be revised and resubmitted to DLT when statutory or territorial changes affect provisions or conditions of the agreements.	Missed deadline results in a message sent to system board and director and all member libraries.
Mar 1**	Public library and system annual reports deadline 43.58 (6) (a) 43.58 (6) (c) 43.17 (5) <i>Library and system responsibility</i>	Adequate time to review and respond to reports is necessary for timely cross-checking and submission of data for financial and statistical purposes	For libraries, a missed deadline results in a message sent to the library board and director and system. For systems, a missed deadline results in a message sent to system board and director and all member libraries.
Apr 1***	Checkpoint for eligibility prior to notification of LSTA grant awards <i>PLDT responsibility</i>	Only libraries and systems in compliance and good standing are eligible to receive LSTA funds. LSTA funds are intended for 12-month long projects and compliance delays affect project outcomes.	For library grant recipients ineligible for LSTA funding, a message is sent to the project administrator, library board and director, and system. For system grant recipients ineligible for LSTA funding, a message is sent to the project administrator, system board and director, and all member libraries involved in the project.
May 15	LSTA final evaluation deadline <i>Grant recipient responsibility</i>	Required by IMLS for participation in the LSTA Grants to States program.	For library grant recipients, a missed deadline results in a message sent to the project administrator, library board and director, and the system. For system grant recipients, a missed deadline results in a message sent to the project administrator, system board and director, and to all member libraries involved in the project.
June	Checkpoint for systems and member libraries in preparation for second payment of state aid to be issued on or before July 1. The compliance checkpoint assesses immediate and past status. 43.15 (4) (c) (6) 43.24 (2) 43.24 (3) <i>PLDT responsibility</i>	Accountability checkpoint ensures that: <ul style="list-style-type: none"> ● Systems receiving state aid are in compliance ● Any LSTA grant awards delayed based on standing can now be issued ● Directors are up to date with certification ● DLT is aware of any issues in regard to future funding 	For systems out of compliance, including systems with member libraries that are out of compliance, a message is sent to the system board and director with action items and timeline in order to receive funds on time. If funds are delayed or reduced based on compliance and action items, a message is sent to all member libraries.

Date	Requirement	Explanation	Notification
Sept 30	System audits deadline PI 6.06 (4) <i>System responsibility</i>	System audits are a statutory requirement of system existence. Audits can be completed at any time but documentation is due to DLT by this date.	Missed deadline results in a message sent to system board and director and all member libraries.
Sept 30	LSTA 6 month evaluation deadline <i>Grant recipient responsibility</i>	Required by IMLS for participation in the LSTA Grants to States program	For library grant recipients, a missed deadline results in a message sent to the project administrator, library board and director, and the system. For system grant recipients, a missed deadline results in a message sent to the project administrator, system board and director, and all member libraries involved in the project.
Oct 15	Checkpoint for resource library agreement on file 43.24 (2) (b) <i>PLDT responsibility</i>	Resource library agreements are a statutory requirement of system existence.	A reminder message is sent to system board and director and resource library board and director.
Oct 15	System plans deadline PI 6.06 (2) 43.24 (3) <i>System responsibility</i>	System plans are statutory requirements of system existence and therefore plans show proof to member libraries and PLDT that systems are operational and financially compliant. System plans are the primary basis for approving the first payment of state aid.	Missed deadline results in a message sent to system board and director and all member libraries.
Nov	Checkpoint for libraries and systems in preparation for first payment of state aid to be issued before December 1. The compliance checkpoint assesses immediate and past status. 43.15 (4) (c) (6) 43.24 (2) 43.24 (3) <i>PLDT responsibility</i>	Accountability checkpoint ensures that: <ul style="list-style-type: none"> • Systems receiving state aid are in compliance. • Any LSTA grant award recommendations include compliance issues • Directors are up to date with certification • DLT is aware of any issues in regard to future funding Adequate time to review and respond to plans is necessary for timely approval of plans and approval of first payment.	For systems out of compliance, including systems with member libraries that are out of compliance, a message is sent to the system board and director with action items and timeline in order to receive funds on time. In the case of funds being delayed or reduced based on compliance and action items, a message is sent to member libraries.
Dec	LSTA grant award recommendations checkpoint <i>PLDT responsibility</i>	Submitted grants are reviewed before being approved by State Superintendent. Only libraries and systems in compliance and good standing are eligible to receive LSTA funds.	Notification about ineligibility to receive LSTA funds is sent to grant applicants who are out of compliance and/or not in good standing.

* Not every plan or agreement is updated annually.

** 60 days after the end of the fiscal year; in leap years this is February 29.

***Project start dates and notification of grant award letters depend on the release of federal funds by IMLS; this can be any time between February or June in a given year.

State Aid Funding Deadlines and Checkpoints

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