

**Date:** August 12, 2011

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

**From:** Mike Cross, Director of Public Library Development  
Division for Libraries, Technology, and Community Learning

**Subject:** 2012 Public Library System Plans

The annual *Public Library System Plan and Certification of Intent to Comply for Calendar Year 2012* (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, Technology, and Community Learning will be returned to you. There is no online version of the form this year, but a 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 for 2012*. Provide an electronic copy of the completed Word form by email to Jamie McCanless at [jamie.mccanless@dpi.wi.gov](mailto:jamie.mccanless@dpi.wi.gov).

There is one significant change to this year's plan and that is in regard to the attached Program Budget Guidelines. The Division is requesting that systems identify and report by source the amount budgeted for electronic resource content. This would include the cost of online database licenses and other electronic resources such as OverDrive. These amounts should be reported on line 4 under Technology, Reference, and Interlibrary loan.

The 2012 plan is due Friday October 14, 2011. Systems that submit plans by that date can expect to receive their first state aid payment the week of November 21. To ensure payment no later than December 1, the Division must provide certification to the Department of Administration by November 10 that system plans have been reviewed for conformity with Chapter 43. Systems that submit plans after October 14 may have payment delayed. Plans not submitted using the state form will be returned without review for resubmission by the system.

The 2012 plan document format is the same as last year's. 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 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 3 of the budget guidelines document.

All systems are encouraged to have a 3 to 5 year long-range/strategic plan. Additional system planning documents, such as updated contracts or county plans, which have not been previously filed with the Division should be included with the signed copy of the plan.

Attach a copy of your library technology and resource sharing plan if there have been any revisions to it since last year.

To assist you in developing this year's system plan, estimated aid amounts for 2012 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.

In order to avoid delays in payment, please review the following questions before submitting your system's plan:

1. Is Form PI-2446 complete, with all compliance boxes checked and all system services listed?
2. Have all system costs been allocated by program category, and all funding sources included?
3. Have the program budget guidelines (see attached) been followed?
4. Does the total state aid budgeted for all programs reflect the aid amount provided by DLTCL?
5. Is there a separate program for administration, and is the state aid portion less than 20 percent of the total estimated aid to be paid to the system?
6. Has the plan been approved by the system board and signed by the board president?
7. Are two original signed copies being submitted to DLTCL, and is an electronic copy of the completed Word form being submitted to DLTCL?
8. Has the system filed with the Division its most recent contracts and agreements with other libraries? (If not, they are due no later than January 15, 2012.)
9. Have member libraries and other types of libraries in your system area been given an opportunity to comment on this plan?

If you have any questions or concerns, please contact Mike Cross at 608-267-9225 or [michael.cross@dpi.wi.gov](mailto:michael.cross@dpi.wi.gov).

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