



March 10, 2017

TO: WVLS Public Library Directors
FROM: Sue Hafemeister, WVLS Administrative Assistant
RE: Information about Act 420 Payments

A provision of Act 420, public libraries throughout Wisconsin are receiving reimbursements for serving non-librarians living in adjacent counties.

As you know, Act 420 requires that by **July 1**, each public library which seeks reimbursement, to submit information to the County Clerk in the adjacent county about the amount of use by that county's non-librarians and the cost of that use. Based on this information, the adjacent county is required to pay at least 70% of the cost for the library service by **March 1 in the next calendar year**.

If you plan to request reimbursement from an adjacent county in 2017, you must provide the clerk of that county with the following information by **July 1, 2017**:

- The number of circulations in **2016** from your library to the residents of that county, who live outside municipalities with libraries.
- Your library's total **2016** circulation.
- Your library's total **2016** operating expenditures (excluding any expenditure paid with federal funds).

Attached is some information that might be of use to you in this process:

- **2016** Cost Per Circulation (based on information in the **2016** public library annual reports)
- Act 420 – Frequently Asked Questions <https://dpi.wi.gov/pld/legislation-funding/funding-adjacent-county>
- Sample letter to County Clerk requesting reimbursement
- Sample letter to County Clerk suggesting a gradual payment plan for Act 420 reimbursements
- Worksheet - WVLS Member Libraries – 2018 Reimbursements from Adjacent Counties

If you have any questions or concerns about this information, feel free to contact me, at 715-261-7250 or WVLS Director, Marla Sepnanski, at 715-261-7251.