



# CITY OF APPLETON

**Appleton Public Library**  
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[www.apl.org](http://www.apl.org)

**To:** Library Board of Trustees

**From:** Colleen Rortvedt, Library Director

**Date:** June 5, 2024

**Subject:** Approve billing Winnebago County under Act 420 and authorize the Outagamie Waupaca Library System to coordinate billing on Appleton Public Library's behalf.

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I recommend the Appleton Public Library (APL) begin billing Winnebago County in accordance with Act 420 and coordinate billing with the Outagamie Waupaca Library System (OWLS) on the library's behalf.

This change aims to ensure that the services provided by our library are compensated for when utilized by residents of Winnebago County who reside in communities that have not established a library. Act 420 allows libraries to seek reimbursement for such usage, helping to offset the costs incurred.

Billing will be calculated using the terms provided by Wisconsin State Statute, which provides a formula based on Wisconsin Public Library Service Data. The first year of billing will occur in 2025 using data from 2023, in accordance with the terms of Act 420, and is projected to be \$107,484 for APL.

We will be working closely with OWLS to implement this billing process effectively and are implementing this billing simultaneously with libraries in Outagamie and Winnebago Counties. We will incorporate the projected bill as revenue within our 2025 budget development process as intergovernmental revenue.

Should you have any questions, please do not hesitate to reach out.