



**Prairie Lakes Library System**  
29234 Evergreen Drive, Suite 600  
Waterford, WI 53527  
(262) 514-4500

September 18, 2023

**To:** Member Library Municipal Clerks  
**From:** Steve Ohs, PLLS Director  
**Re:** Date Corrected County Library Tax Exemption

***Transmitted Via Email***

Greetings Karri Anderberg,

Attached is a form that may be used to qualify your municipality for exemption from the county library levy in the coming year. We are providing this form for your convenience. Wisconsin Statutes 43.64(2) specifies that *it is the responsibility of the city/village clerk to notify the county clerk for exemption*. Applications must be made before the County Board of Supervisors meets to set the levy. Failure to notify could disqualify the city or village from exemption. Your local librarian or this office can assist you, if necessary.

The amounts listed on the form for 2023 and 2024 appropriations should exclude county library funds deposited in the town, village, or city treasury. In other words, only the municipality's budget allocations to the library fund should be reported on this form.

**Please file your signed copy with the County Clerk. Remember, you must file before the County Board sets the 2024 tax levy, but October 31, 2023, would be preferred.**

Please send one copy of the completed form via email to Jeremy Erickson at the Prairie Lakes Library System Office ([jerickson@prairielakes.info](mailto:jerickson@prairielakes.info)) or mail it to the main office address noted below. Please keep one copy for your records. If you have questions, please contact your county clerk, local library, or the System Office.

Sincerely,

-The PLLS Team



**Main Office:**  
29134 Evergreen Drive, #600, Waterford, WI 53185  
Phone: 262-514-4500 | Fax: 262-514-4544

**Satellite Office:**  
430 E. High Street, Suite. 200, Milton, WI 53563  
Phone: 608-868-2872 | Fax: 608-868-2875

**NOTICE OF EXEMPTION FORM  
COUNTY TAX FOR LIBRARY SERVICES  
FOR THE YEAR 2024**

Wisconsin Statute 43.64(2) allows municipalities to exempt themselves from the county library tax levy. The municipality's planned appropriation to the library fund in the coming year is the justification for the exemption.

**NOTE TO CITY/VILLAGE CLERK:** This form must be submitted to your County Clerk before the County Board of Supervisors sets the 2024 levy. Failure to do so will disqualify your municipality for exemption. Please note that it is your responsibility to file for exemption, not your librarian's, or the system office.

Library: Irvin Young Memorial Library

Library Director: Stacey Lunsford

Municipality: (Whitewater, City)

Municipal Clerk: Karri Anderberg

Amount appropriated by your municipality for this fiscal year (2023) for operating expenses: \$ \_\_\_\_\_

Amount appropriated by your municipality for next fiscal year (2024) for operating expenses: \$ \_\_\_\_\_

\_\_\_\_\_  
Library Director's Signature

\_\_\_\_\_  
Municipal Clerk's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

Note: Should there be any change from the appropriation listed for 2024; please notify the Prairie Lakes Library System office in writing as soon as possible.