



Wisconsin's Common School Fund FY25 Contracted School Services

All Reimbursement Requests are due by May 5, 2025

CSF amount for FY25 = \$45/student

2024-25 Common School Fund information

Wisconsin Statute 43.70(3) provides that money generated by the Common School Fund (CSF) be used for the purchase of library books and other instructional materials for school library programs and for the purchase of instructional materials from the state historical society for use in teaching Wisconsin history. Funds may also be used to purchase computers and related software that is housed within the school's library media program. These purchases must be made in consultation with the school district's library media coordinator, as per Wisconsin Administrative Code PI 8.01(2)(h).

Common School Funds Reimbursement Requests

Wisconsin Statute 43.70(3) statute requires that appropriate records of purchases be kept and made available to the State Superintendent as necessary; therefore, all requests for reimbursement must be submitted online (see the *CSF Reimbursement Request* link below) by May 5, 2025:

[Common School Funds Reimbursement Request Form](#)

Access to Library Media Materials

The term *library media materials* implies that the items must be:

- Housed in the school library and/or directly used in support of the library media program
- Listed in the library media center catalog
- Accessible to all students and teachers in the building and district
- Circulated and used in a manner consistent with the Wisconsin School Library Media Program Vision 2010



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CSF Eligibility Guidelines

Please adhere to the Wisconsin Department of Public Instruction CSF eligibility guidelines below. *If you are unsure if something falls under one of the categories, contact Renée Laird-Adelon (lairdr@milwaukee.k12.wi.us or 414-475-8025).*

Eligible	Not Eligible
<ul style="list-style-type: none"> • Audiovisual materials for the Library Media Center (LMC), e.g. audiocassettes, videocassettes, CDs, DVDs 	<ul style="list-style-type: none"> • Listening and viewing equipment, e.g. VCRs, DVD players, headsets, microphones, speakers
<ul style="list-style-type: none"> • Library books (print and e-books, e.g. Playaways); up to 10 copies per title per library • Re-binding (repair) of library books 	<ul style="list-style-type: none"> • Textbooks, including teachers' copies, classroom sets of trade books, workbooks, furniture and book storage items • Barcodes, labels, book jacket covers and other supplies • Re-binding of textbooks
<ul style="list-style-type: none"> • Professional materials housed in the LMC 	<ul style="list-style-type: none"> • Professional materials for a teacher center, professional library, department, or classroom housed outside of the library



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Eligible	Not Eligible
<ul style="list-style-type: none"> • Newspapers and periodicals for the LMC 	<ul style="list-style-type: none"> • Individual copies or sets of newspapers and magazines for classrooms or teachers
<ul style="list-style-type: none"> • E-Subscriptions: Digital, video-streamed or web-based resources for the LMC, e.g. NetTrekker, Discovery Education Streaming, Web Feet, or WisCareers • Instructional research software, e.g. graphic organizers, draft writers, or citation generators • Library automation software and related software components or licenses; WISCAT license 	<ul style="list-style-type: none"> • Administrative or Network operation software • Department or course-specific software, e.g. online or virtual courses, NovaNET, Plato, Accelerated Reader, Destination Math • Application software, e.g. Microsoft Office, KidPix, Frontpage, Turnitin.com • Internet filters or Internet access • Computer peripherals and other hardware, e.g. wiring, amplifiers, cables, modems • Long distance telephone charges
<ul style="list-style-type: none"> • Reference materials and realia for the LMC, e.g. print and electronic reference books and subscriptions, globes, MAPS, KITS 	<ul style="list-style-type: none"> • Classroom sets of encyclopedias or other reference books • Borrowing, delivery or usage fees imposed by other libraries or services • CESA services or fees
<ul style="list-style-type: none"> • Computers for the LMC (550 Equipment addition or 560 Equipment replacement) • iPads, interactive portable devices, instructional medial based applications included in the library program portion of the district library and technology plan • eReader devices, e.g. Nooks, Kindles (439 other media) 	<ul style="list-style-type: none"> • Other equipment, e.g. printers, LCD projectors, scanners



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Information retrieved from [Common School Funds/DPI Website](#)

Important Links

CSF Reimbursement Form (SmartSheet)—All CSF reimbursement requests are due by 5/5/2025

[Common School Funds Reimbursement Request Form](#)

*Complete fields on the SmartSheet and attach all order forms and payment receipts (canceled checks, bank statements, etc.). Note that a receipt must be submitted for every purchase

CSF Guidelines

[CSF One-Pager](#)

*This one-pager may be printed and shared

Contact Renée Laird-Adelon, District Library Media Specialist, with inquiries:
Email: lairdr@milwaukee.k12.wi.us