

## **NOTICE OF AVAILABILITY OF PUBLIC RECORDS per 19.34(1) Wisconsin Statutes**

The Pauline Haass Public Library is an authority for purposes of record keeping as defined in 19.34 (1), Wisconsin Statutes.

Records, as defined under 19.32 (2), Wisconsin Statutes, for the library and the library board are retained in the library, N64 W23820 Main Street, Sussex, and are available between the hours of 9:30 a.m. – 5 p.m., Monday – Friday, excluding holidays.

The Library Director will serve as Custodian of these records. In the absence of the Library Director, the Assistant Director will arrange for obtaining records as soon as practicable, but not later than five (5) business days after the request is made.

Wisconsin Statute 43.30 restricts the circumstances under which certain records of Wisconsin public libraries can be made public. Please consult the statutes before making requests.

Records will be made available, as law permits, to any person demanding the same, and will be supplied in digital or print format at the Library's discretion.

Should the cost of locating a record within the office exceed \$50.00 (fifty dollars), that cost will be charged to the person making the request. Additionally, if the total estimated amount of reproduction and/or location exceeds \$5.00 (five dollars) prepayment may be required.

Adele Loria, Library Director  
April 5, 2019