

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

The Pauline Haass Public Library Board 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, N64W23820 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 serve as the deputy custodian for records held by this office.

Records will be made available, as law permits, to any person demanding the same, and may be copied at a cost of 25 cents per page. 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.

The custodian may consult the Wisconsin Public Records Law Compliance Guide for further explanation on Wisconsin public record laws. Any denial of a public record request by the custodian will include an explanation, including legal authority. Whenever there is a doubt as to whether information may or may not be released in response to a public records request, the custodian will seek the counsel of the Village attorney.

Please note: Wisconsin Stat. § 43.30 (1m) reads, as follows: *Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5).*

Adopted by Library Board: March 19, 2014

Last revised: June 19, 2024