



**Notice of Availability of Public Records  
per 19.34 (1) Wisconsin Statutes**

The Muskego Public Library Board is an authority for purposes of record keeping as defined in Wisconsin Statutes 19.32 (1).

The Muskego Public Library Board of Trustees has designated the Library Director as the legal custodian of the Muskego Public Library Board's records, under Wisconsin Statutes 19.33 (4).

Library records, as defined under 19.32 (2), may be requested through the City of Muskego Clerk's office, W182 S8200 Racine Avenue, Muskego, Monday through Friday, 8:00 AM to 4:30 PM, excluding holidays.

Photocopies are \$0.25 (twenty-five cents) per page.

If the cost of locating a record exceeds \$50.00 (fifty dollars), that cost will be charged to the person making the request. Prepayment of any fees may be required if the total amount exceeds \$5.00 (five dollars).

The positions of the Muskego Public Library that constitute a local public office are the following: Library Board Members and Library Director.

Please note, Wisconsin Statutes 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).*

Approved by the Board of Trustees of the Muskego Public Library on April 15, 2014.