



## WISCONSIN VALLEY LIBRARY SERVICE PUBLIC RECORDS REQUEST POLICY

The following is the notice to the public regarding the availability of public records required of this authority by *Wisconsin Statutes; Section 19.34(1)*. This notice has been adopted by the Wisconsin Valley Library Service (WVLS) Board of Trustees and is available for public inspection and/or copying upon request.

The authority which has adopted this notice is described as follows:

(WVLS) is one of 15 Wisconsin library systems which operate under Chapter 43 of the *Wisconsin Statutes*. WVLS serves library-related needs of public and non-public libraries in the seven north central Wisconsin counties of: Clark, Forest, Langlade, Lincoln, Marathon, Oneida and Taylor.

The WVLS office is located at: 300 N. First Street, Wausau, WI 54403.

Records of this authority shall be available at the following times and places:

Monday – Friday (except designated holidays)  
9:30 a.m. – 4:00 p.m.  
300 N. First Street  
Wausau, WI 54403

\* ~~Special appointments may be made Monday through Friday from 8:00-9:30 a.m. and/or 4:00-4:30 p.m. (Summer) or 4:00-5:00 p.m. (Winter)~~

The legal custodian of the records for this authority is the WVLS Director. In the absence of the legal custodian, The WVLS Business Manager has been appointed to act as deputy legal custodian.

Any member of the public who desires to obtain information and access to the records in the custody of this authority, or who desires to make a request for records or obtain copies of records, or obtain information regarding the costs thereof should contact the legal custodian or deputy named above.

Date: May 18, 2024

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Tom Bobrofsky, President  
WVLS Board of Trustees

Originally approved: June 21, 1983  
Updated: May 17, 1997  
January 17, 2004  
May 18, 2024