

**MILWAUKEE PUBLIC LIBRARY
PUBLIC RECORDS NOTICE**

DESCRIPTION OF ORGANIZATION

The Milwaukee Public Library is an anchor institution that helps build healthy families and vibrant neighborhoods – the foundation of a strong Milwaukee.

The Milwaukee Public Library maintains the Central Library and 12 branch libraries. The “local public office” positions include the Library Director and members of the Library Board.

**DATES AND PLACES AT WHICH
PUBLIC RECORDS MAY BE OBTAINED**

The public may obtain access to or copies of the Library’s public records by making an oral or written request of the Library Director, or their designee, during regular office hours, between 8:00 a.m. and 4:30 p.m., Monday through Friday, holidays excluded. Written requests may be made to Ms. Joan Johnson, Milwaukee Public Library, Central Library - 814 W. Wisconsin Avenue, Milwaukee, WI 53233; or in person at any location.

The Library may charge \$.15 per printed page. There may be an additional fee for location costs if the costs are \$50.00 or more. Additional charges may be added as required to cover the costs of complying with the request. All requests will be processed as soon as practicable and without delay.

If the Library Director is not present, information and access to records may be obtained from the Deputy Library Director, who is authorized to act as a legal custodian in the Library Director’s absence.

January, 2025