

Princeton Public Library
City of Princeton WI
Public Records Request Policy

“Open records and open meetings laws ... are first and foremost a powerful tool for everyday people to keep track of what their government is up to... The right of the people to monitor the people's business is one of the core principles of democracy.”

-Wisconsin Supreme Court

This policy is written in compliance with Wisconsin State Statutes, which state in part:

“In recognition of the fact that a representative government is dependent upon an informed electorate, it is declared to be the public policy of this state that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them. Further, providing persons with such information is declared to be an essential function of a representative government and an integral part of the routine duties of officers and employees whose responsibility it is to provide such information.”

Legal Custodians of Public Records

Legal custodians of the library's public records include the Library Director and the Library Board President.

The City of Princeton is our fiscal agent, and is the custodians of all financial records.

Types of Record Requests

The Princeton Library will only provide records which its legal custodians have direct and complete access to, such as Library Board meeting minutes. Phone records, internet traffic data, book publishers' records, etc, are not included.

Request Restrictions

As stated in State Statutes, we will provide any public records requested within a reasonable time period, **excepting sensitive information** regarding private individuals, such as patrons' names, reading records, addresses, email addresses, and contact information, and any record containing personally identifiable information that is collected or maintained in connection with a complaint, investigation or other circumstances that may lead to an enforcement action, administrative proceeding, arbitration proceeding or court proceeding, or any such record that is collected or maintained in connection with such an action or proceeding. Exceptions to this restriction include patrons requesting

their own library information, and parents or legal guardians requesting the library records of minor children. See our records confidentiality policy for more information.

Record requests will be interpreted broadly to provide the maximum amount of information to the requester. However, requests must have “reasonable specificity,” meaning requests must focus on a relatively narrow subject, time period, or type of a public employee’s work. Requests must not be overly broad, so as not to overwhelm library staff with the task of fulfilling a request.

We may deny a request if it imposes a burden the records custodian such that the normal functioning of the library is impaired.

“Continuing” requests, e.g. “send me any record made in the next 10 years regarding this subject” will not be fulfilled, and are not required by state law.

The Library will only provide records created and held within the legally required record retention dates (see our records retention schedule) or records created before that time period which are currently in use.

Requests for any financial records relating to the Library should be made to The City of Princeton, not the library, as the City has the most complete and up-to-date information, and is the legal custodian of all financial records.

The library will provide records as they exist, and is not required to create a new record by extracting and compiling information from existing records in a new format.

If we deny a written request in whole or in part, the requester shall receive a written statement of the reasons for denying the written request. Denial of a written request must inform the requester that the denial is subject to review in an action for mandamus under Wis. Stat. § 19.37(1), or by application to the local district attorney or Attorney General.

Methods & Fees

Records will be sent via email unless requested otherwise, or unless the number and/or size of the files are too large to be sent via email.

Alternatively, requesters may be provided with a flash drive, AKA USB, with downloadable records at a reasonable cost, the current/going rate for these devices. In order to protect

library computers from viruses, we cannot use a requester's own devices.

Fees for printed, faxed, and mailed records are set at the going/current rate.

At the time this policy was passed in August 2025, these rates were:

Black and white copies: \$0.10 per side

Color copies: \$0.25 per side

Fax: \$0.25 per page if sent to a local or toll-free number, \$1.00 per page if sent to a non-local long-distance number

Flash Drives: \$3.00

Postage: \$0.78 for a standard business envelope and stamp, more for larger envelopes or packages.

Records requests which take more two hours to fulfill may be charged at the rate of the Library Director's hourly wage.

To Be Posted in a Public Location Within the Library:

Princeton Library Public Records Requests

Requests may be made in person at the Princeton Library (424 W. Water Street) during our normal open hours, via mail addressed to Princeton Public Library P.O. Box 234 Princeton WI 54968, or via email sent to director@princetonpublib.org.

The records custodians are the Library Director (currently Laura Skalitzky) and the Library Board President (currently Lara Roehl). Requests for any financial records relating to the Library should be made to The City of Princeton, our financial records custodian. Requests for sensitive information may be restricted in accordance with state statutes.

Request that are too large to email may be delivered via flash drive, at a cost of \$3.00 each, plus postage if mailed. Current postage rates also apply to printed & mailed requests.

Fees for printed requested records are set at the going rate for all other copying requests.

As of August 2025, these rates are:

Black and white copies: \$0.10 per side

Color copies: \$0.25 per side

Fax: \$0.25 per page if sent to a local or toll-free number, \$1.00 per page for long-distance.

Records requests which take more two hours to fulfill may be charged at the rate of the Library Director's hourly wage.

Passed by the Library board 8/4/2025