COMPLIANCE WITH FREEDOM OF INFORMATION ACT

I. A brief description of the Danville Public Library is as follows:

A. Mission Statement: The Danville Public Library connects the community with knowledge, information, and culture. (See Code 3110)

B. An organizational chart is attached. (See Code 3342)

C. The total amount of our operating budget for FY 2018-2019 is $1,928,800.

Funding sources are property taxes, state and federal grants, fines, charges, and donations.

Tax levies are:
1. General Fund (for general operating expenditures)
2. IMRF (provides for employee’s retirement and related expenses)
3. FICA (provides for employee’s Social Security costs and related expenses)
4. Audit (for annual audit and related expenses)
5. Building Fund (for capital purchases and equipment lease payments)
6. Tort Liability (for insurance premiums, risk management, attorney’s fees and related expenses)
7. Building & Contents Insurance
8. Errors and Omissions Insurance (for Directors and Officers liability coverage)
9. Unemployment Insurance
10. Worker’s Compensation (for worker’s compensation insurance coverage)

D. The office is located at this address: 319 N. Vermilion Street, Danville, Illinois.

E. We have the following number of persons employed:
   1. Full-time 17
   2. Part-time 18

ADOPTED: 3/16/2009
AMENDED: 8/16/2016
FACTS UPDATED: 2/20/2017; 12/22/2017; 4/25/2018; 1/19/2019
REVIEWED: 8/16/2016
REFERENCE: Illinois Freedom of Information Act, 5 Illinois Compiled Statutes 140/1 et. seq.
F. The following organization exercises control over our policies and procedures: The Danville Public Library Board of Trustees, which meets monthly on the third Tuesday of each month, 4:00 p.m., in the second floor conference room at the library.

G. Its members are: Linda Bolton, President; Jim Kouzmanoff, Vice President; Jane Andrews, Secretary; Jim Knoblauch, Treasurer; Cindy Parr-Barrett; Martha Espino; and Melissa Rome. William Satterwhite and George Vrentas are emeritus members.

H. The following organization operates in an advisory capacity regarding our operation: None.

I. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Anne Craig; and various other staff.

II. You may request information and records available to the public in the following manner:
   A. Use request form (see attached).
   B. Your request should be directed to the following individual: Theresa M. Tyner, FOIA Officer.
   C. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
   D. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees, payable in advance:
      1. Black and white, letter- or legal-sized copies: The first 50 pages are free; additional copies are $0.15 per page
      2. Black and white ledger-size copies: $0.30 per page
      3. Color, letter- or legal-sized copies: $0.25 per page
      4. Color, ledger-size copies: $0.50 per page
      5. Two-sided reports are considered two pages.
      6. Electronic copies: scans of requested documents are free; if saved to a CD or flash drive, the cost of the medium will be charged.

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A. The office will respond to a written request within five (5) business days, or sooner if possible, after receiving the request. An extension of an additional five (5) working days may be necessary to properly respond.

B. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

C. You may appeal the decision of the FOIA officer to the Board of Library Trustees.

D. The place and times where the records will be available are as follows:
   Danville Public Library, Administrative Offices
   9:00 a.m. to 4:30 p.m.

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

A. Monthly Financial Statements
B. Annual Receipts and Disbursements Reports
C. Operating Budgets
D. Annual Audits
E. Minutes of the Library Board of Trustees
F. Library Policies, including Materials Selection
G. Annual Reports to the Illinois State Library
H. Annual Reports to the Lincoln Trail Libraries System
I. Library Correspondence

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