

CODE: 3341
SECTION: Library Services
SUBJECT: Compliance with Freedom of
Information Act

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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

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- 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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