

## FREEDOM OF INFORMATION ACT POLICY

- I. A brief description of our public body is as follows:
  - A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
  - B. An organizational chart is attached.
  - C. The total amount of our operating budget for FY 2012 is: \$1,245,893.  
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations.
  - D. The office is located at this address:  
301 South 4<sup>th</sup> St  
Pekin, IL 61554
  - E. We have the following number of persons employed:

1.	Full-time	6
2.	Part-time	21
  - F. The following organization exercises control over our policies and procedures:  
*The Pekin Public Library Board of Library Trustees*, which meets monthly on the 4<sup>th</sup> Tuesday of each month, 5pm, at the library.  
  
Its members are: Sue Crowell, President; Carrie Allen, Vice President; Leslie Leitner, Secretary; Randy Turner, Treasurer; Corey Shannon, Vickie Koch, Tim Williams, Mary Jane Sours, Jason Juchems.
  - G. We are required to report and be answerable for our operations to: the City Council for the City of Pekin; *Illinois State Library*, Springfield, Illinois, whose members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Anne Craig, and various other staff
- II. You may request the information and the 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: Jeff Brooks, Director/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:  
\$.15 per page for employee copied records after the first free 50 pages copied.  
\$1.00 per page for certification of records.
  - E. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
  - F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

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

H. The place and times where the records will be available are as follows:

9 a.m. to 5 p.m., Monday-Friday

Pekin Public Library, Administrative Offices

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. Annual Audits
- D. Grant Files
- E. Operating Budgets
- F. Minutes of the Board of Library Trustees
- G. Committee Meeting Minutes
- H. Library Policies, including Materials Selection
- I. Annual Reports to the Illinois State Library
- J. Contracts, Bids