

Mt. Zion District Library
The Illinois Freedom of Information Act Policy

- I. A brief description of our public body is as follows:
- A. Our purpose is
 - a) to serve all residents of the community and the surrounding library district
 - b) to acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as well as address their needs to:
 - 1) become well informed
 - 2) locate answers to informational questions they have
 - 3) cultivate the imagination and creative expression
 - 4) develop skills for career and vocational advancement, and
 - 5) enjoy leisure by means of reading and other media services.
 - c) to acquire the means to provide the most frequently requested material locally and upon demand.
 - d) to maintain a program of service which locates information, guides reading, organizes and interprets materials for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
 - e) to strive consistently to discover new methods and improvements for better service for the library's customers.
 - f) to review regularly the aforementioned charges, and if necessary, revise them in the light of new developments.
 - B. An organizational chart is attached.
 - C. The total amount of our operating budget for FY 2015-2016 is \$675,300. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 - 1. Corporate purposes (for general operating expenditures)
 - 2. IMRF (provides for employee's retirement and related expenses)
 - 3. Social Security (provides for employee's FICA costs and related expenses)
 - 4. Audit (for annual audit and related expenses)
 - 5. Building and maintenance (for maintaining the building)
 - 6. (Tort) Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
 - D. The office is located at this address: 115 W. Main Street, Mt. Zion, IL 62549.
 - E. We have approximately the following number of persons employed:
 - 1. Full-time 6
 - 2. Part-time 3
 - F. The following organization exercises control over our policies and procedures: *The Mt. Zion District Library Board of Library Trustees*, which meets monthly on the second Tuesday of each month, 7 p.m., at the library.

Its members are: Michele Stine, President; Sheri Jesse, Vice-President; Andrea Trusner, Secretary; Charles Rutherford, Treasurer; and Trustees James Beckhart, Austin Jesse and Colleen Morgan.

- G. We are required to report and be answerable for our operation 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 the information and the records available to the public in the following manner:
- A. Use the appropriate request form (see attached).
 - B. Your request should be directed to the following individual:
Maria Dent
 - C. You must indicate whether you have a “commercial purpose” in your request.
 - D. 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.
 - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is a \$1.00 charge for each certification of records.
 - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - There is a \$.15 per page charge for copied records in excess of 50 pages;
 - The actual copying cost of color copies and other sized copies will be charged.
 - F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
 - G. 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.
 - H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - I. The place and times where the records will be available are as follows: Monday – Friday, 9 a.m. to 5 p.m., Mt. Zion District Library.
- 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 control:
- A. Monthly Financial Statements
 - B. Annual Receipts and Disbursements Reports
 - C. Budget and Appropriation Ordinances
 - D. Levy ordinances
 - E. Operating Budgets

- F. Annual Audits
- G. Minutes of the Board of Library Trustees
- H. Library Policies, including Materials Selection
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library

Adopted: November 10, 2015