

Freedom of Information Act (FOIA) Policy

Colona District Public Library

ABOUT THE COLONA DISTRICT PUBLIC LIBRARY (PUBLIC BODY)

The Colona District Public Library serves a community of over 6,621 residents, as well as reciprocal borrowers from the PrairieCat System, along with any and all visitors who pass through the library's doors.

We are required to report to and be answerable to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian Alexi Giannoulas, Director of the State Library, and various other staff.

OUR MISSION

The Colona District Public Library provides services and high interest materials in a variety of formats. This enables the district residents to obtain information to meet their personal and educational needs. Special emphasis is placed on stimulating young readers to use and enjoy the library and to provide services for students of all levels.

COLONA DISTRICT PUBLIC LIBRARY'S WEBSITE

<https://www.colonalibrary.com/>

GENERAL FUND OPERATING BUDGET

The fiscal year budget for 2023-2024 is 331,998. Budget documents are available on the library's website as well as in person at the library's administration office. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:

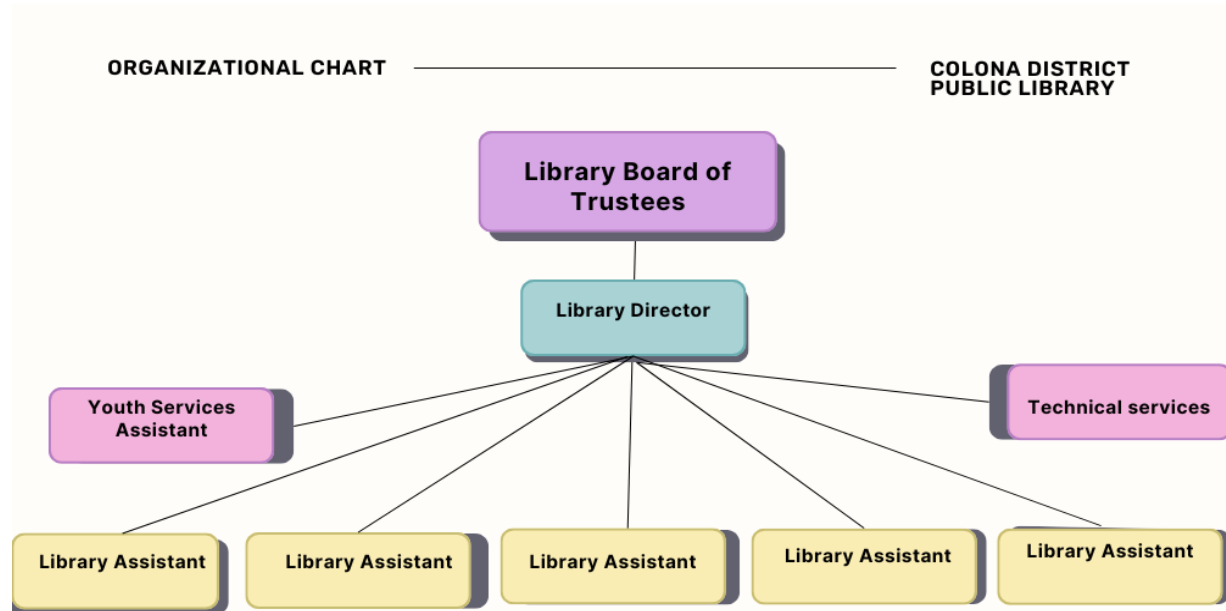
- Corporate purposes (for general operating expenditures)
- Social Security (provides for employee's FICA costs and related expenses)
- Audit (for annual audit and related expenses)
- Maintenance (for maintaining the building)
- Working Cash (no longer levied)
- Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
- Illinois Municipal Retirement Fund

COLONA DISTRICT PUBLIC LIBRARY OFFICE

The administration office of the Colona District Public Library is located at 911 1st Street Colona, IL 61241. The library only has one branch.

COLONA DISTRICT PUBLIC LIBRARY STAFF

When fully staffed, the library employs 3 full time employees and 5 part time employees. Library departments and their staff are included in the organizational chart below.



COLONA DISTRICT PUBLIC LIBRARY TRUSTEES

Colona District Public Library is governed by an elected, unpaid, seven-member Board of Library Trustees. Current Board Members are:

President: Steven Hughes
Vice-President: Kathryn White
Treasurer: Sherri Clark
Secretary: Charlene Massarolo
Trustee: Susan Koska
Trustee: Traci Rieger
Trustee: Mary Rizzolo

Open board meetings are held on the second Tuesday for the months of August, October, November, January, March, May, and June at 6:30pm in the multiple purpose room at the Colona District Public Library. Trustees may be contacted at contact@colonalibrary.com or at the Library's general mailing address.

FREEDOM OF INFORMATION ACT

The Colona District Public Library adheres to the Freedom of Information Act, 5 ILCS 140/1 et. Seq., which is the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make available for inspection or copying all public records to any person.

COLONA DISTRICT PUBLIC LIBRARY FOIA OFFICERS

Library Director: April Hoste director@colonalibrary.com

Library Assistant: Roger Decker

FILING A FOIA REQUEST

A request for records must be made in writing and can be submitted to the attention of the FOIA officer in the following ways:

- **Mail**
Attn: FOIA Officer
911 1st Street
Colona, IL 61241
- **Email**
director@colonalibrary.com
- **Personal delivery**
Monday – Friday 10am to 4pm at the Colona District Public Library

FREEDOM OF INFORMATION ACT REQUEST FEES

Digital copies shareable via electronic means are provided free of charge.

The charge for copies of the records will be as follows:

- 1) First 50 pages black and white, letter size: Free
- 2) 15 cents per page for black and white, letter size, after 50 pages
- 3) 50 cents per page for color or oversized copies or electronic media
- 4) Reproduction saved to other media: actual cost of the recording media (flash drive, etc.) to which the information will be saved
- 5) There is a \$1.00 charge for each certification of records.

RESPONSES TO REQUESTS FOR RECORDS

Responses to commercial requests can be expected within 21 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

Responses for non-commercial requests can be expected within 5 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

PROCEDURE FOR APPEALING A DENIAL

If your request for information is denied, or denied in part, you have the right to have your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Leah Bartelt, Public Access Counselor
 Office of the Illinois Attorney General
 500 South 2nd Street
 Springfield, IL 62701
public.access@ilag.gov
 877-299-3642

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and the denial letter when filing a Request for Review with the PAC.

RECORDS IMMEDIATELY AVAILABLE UPON REQUEST

The records listed below are available immediately via our website or upon request. These records are under the control of the public body. The Colona District Public Library adheres to the guidance for retaining business records set out by the Local Records Commission through the State of Illinois.

<https://www.colonalibrary.com/policies>

Records	Time Frame
Annual Financial Report to Illinois	Current
Annual Report to the Illinois State Library	Current
Appropriation -Budget	Current
Annual Audit Report	Most Recent
FOIA	Current Fiscal Year
Levy	Current
Library Policies	Current
Meeting Agenda	January 2015 to present
Meeting Minutes	January 2015 to present
Mission Statement	Current
Monthly Financial Statements	Current Fiscal Year
Ordinances and Resolutions of the Board	Current Fiscal Year
Organizational Chart	Current
Strategic Plan	Current
Trustee Information	Current

Adopted: March 9, 2010
 Updated officers: May 2010
 Updated: March 2013
 Updated officers: May 2015
 Updated budget: Sep 8, 2015
 Updated budget: March 2016

Updated: August 2018
 Updated/Approved: March 2019
 Updated: Sep 1, 2021
 Reviewed March 2022 SH
 Updated Budget Nov 2023
 Format Change and updated Jun 2024