

Freedom of Information Act (FOIA) Policy  
Colona District Public Library

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 2022/2023 is: \$331,998.55. 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 (for internal loans)
- Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
- Illinois Municipal Retirement Fund

D. The office is located at this address: 911 1<sup>st</sup> Street, Colona, IL 61241

E. We have approximately the following number of persons employed:

1. Full-time 0
2. Part-time 8

F. The following organization exercises control over our policies and procedures: *The Colona District Public Library Board of Library Trustees*, which meets on the second Tuesday of August, October, November, January, March, May, and June at 6:30 p.m., at the library.

Its members are: Steve Hughes, President; Kathryn White, Vice President; Charlene Massarolo, Secretary; Sherri Clark, Treasurer; Traci Rieger, Susan Koska, and Mary Rizzolo.

H. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulis (Secretary of State); Director of State Library, 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: April Hoste, FOIA officer, or in her absence, to Roger Decker, FOIA Officer.

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 so 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, flash drive, 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:

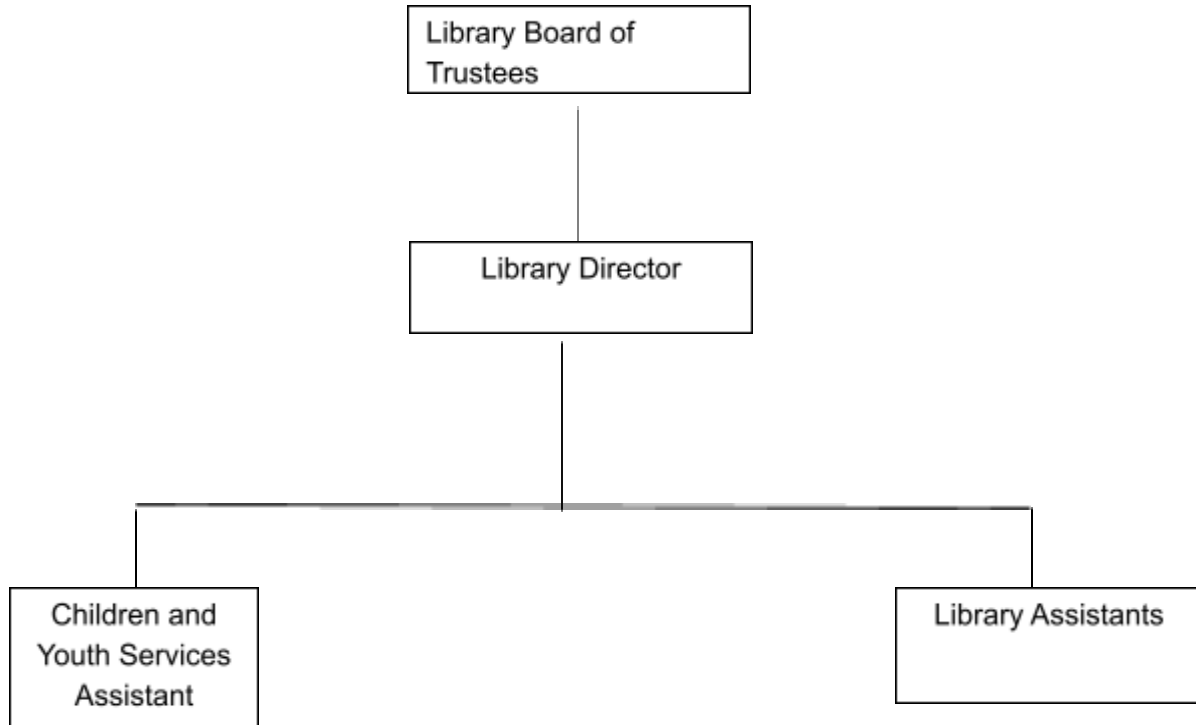
Monday – Friday 10 am to 4 p.m.

Colona District 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. 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

## Colona District Public Library Organizational Chart



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