

## DEER CREEK DISTRICT LIBRARY ILLINOIS FREEDOM OF INFORMATION ACT

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 2023/2024 is \$120,000. Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations.

The Library Funds are:

- 1. Corporate purposes (for general operating expenditures)
- 2. Maintenance (for maintaining the building)
- 3. Tort Liability (for insurance premiums, risk management, attorney's fees, and related expenses, unemployment, and worker's compensation insurance)
- 4. Social Security (provides for employee's FICA costs and related expenses)
- 5. Audit (for annual audit and related expenses)
- 6. Working Cash (for internal loans: [no longer levied])
- 7. Capital Reserve Fund (not levied; rollover for building/maintenance projects)

D. The office is located at this address:

205 E. First Ave., P. O. Box 347, Deer Creek, IL. 61733

E. We have the following number of persons employed:

- 1. Full-time 1
- 2. Part-time 1

F. The following organization exercises control over our policies and procedures: The Deer Creek District Library Board of Library Trustees meets monthly on the first Monday of each month, at 6 p.m., at the library. Its members are:

Annette Brehmer, President; Bev Potts, Vice President; Linda Brown, Treasurer; Brenna McGahan, Secretary; Betty Rock; Linda Staley; Shea Kamp.

G. 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.

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- II. You may request the information and the records available to the public in the following manner:
  - A. Your request should be directed to the attention of Annette Brehmer, FOIA Officer, and sent to the library's address or dropped off at the library.
  - B. 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.
  - C. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

The first 50 black and white pages are free, then \$.15 cents per page for employee copied records and \$1.00 per page for certification of records.
  - D. Requestors will be contacted within the time allotted by law with a response to their request. At that time, the requestor will be told of any fees associated with their request.
  - E. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
  - F. You may appeal the decision of the FOIA officer to the Board of Library Trustees.
  - G. The place and times where the records will be available are as follows:

Deer Creek District Library during normal business hours.
- 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 Financial Reports
  - G. Minutes of the Board of Library Trustees
  - H. Library Policies, including Materials Selection
  - I. Annual Reports to the Illinois State Library

**Library Organizational Chart**

Library Board



Library Director



Library Staff