EUREKA PUBLIC LIBRARY DISTRICT- THE ILLINOIS FREEDOM OF INFORMATION ACT

I. A brief description of our public body follows:

1. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.

2. An organizational chart is attached.

3. The total amount of our operating budget for FY20.21 is: $598,109.77

Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are $563,184.11.

a. Corporate purposes (for general operating expenditures) $364,634.66

b. IMRF (provides for employees’ retirement and related expenses) $60,105.91

c. Social Security (provides for employees’ FICA costs and related expenses) $10,115.67

d. Audit (for annual audit and related expenses) $5,881.04

e. Maintenance (for maintaining the building) $23,524.82

f. Tort Liability (for insurance premiums, risk management, attorneys’ fees and related expenses, unemployment and workers’ compensation insurance) $40,109.81

g. Working Cash (for internal loans) $58,812.04

4. The office is located at this address: 202 S Main, Eureka, IL 61530

5. We have the following number of persons employed: a. Full-time 5 b. Part-time 7

6. The following organization exercises control over our policies and procedures: *The Eureka Public Library District Board of Library Trustees*, which meets monthly on the 4th Monday of each month, 7 p.m., at the library, unless otherwise posted.

Its members are: Don Whitman, President; Jane Burke, Vice President; Sandra Sylvester, Secretary; Tim Martin, Treasurer; Robin Robinson, Marjorie Crowe and Lisa Reinmann.

7. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Greg McCormick; and various other staff.

II. You may request the information and the records available to the public in the following manner:

1. Use request form (see attached).

2. Your request should be directed to the following individual: Ann Reeves, FOIA officer ([directorepld@gmail.com](mailto:directorepld@gmail.com)), or alternatively, Cynthia O’Neill (eurekaplinfo@gmail.com).

3. You must indicate whether you have a "commercial purpose" in your request.

4. 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.

5. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

a. There is a $1.00 charge for each certification of records.

b. There is no charge for the first fifty (50) pages of black-and-white text, either letter or legal size;

c. There is a $.15 per page charge for copied records in excess of 50 pages;

d. The actual copying cost of color copies and other sized copies will be charged.

6. 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 will be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

7. 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.

8. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

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

Monday-Friday 9am-3:30 pm

Eureka Public Library, Administrative Offices

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:

Monthly Financial Statements

Annual Receipts and Disbursements Reports

Budget and Appropriation Ordinances

Levy Ordinances

Operating Budgets

Annual Audits

Minutes of the Board of Library Trustees

Library Policies, including Materials Selection

Adopted Ordinances and Resolutions of the Board

Annual Reports to the Illinois State Library