

## Dominy Memorial Library the Illinois Freedom of Information Act

1. 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 2009/2010 is: \$218,144.00  
Funding sources are property taxes, state and federal grants, fines, charges, and donations. Tax levies are:
    1. Corporate purposes
      1. IMRF
      2. Social Security
      3. Audit
      4. Maintenance
      5. Tort Liability
  - D. The office is located at 201 South Third, Fairbury, IL 61739
  - E. We have approximately the following number of persons employed:
    1. Full-time 2
    2. Part-time 7
  - F. The following organization exercises control over our policies and procedures: The Dominy Memorial Library Board of Trustees, which meets monthly on the fourth Wednesday of each month, 12P.M., at the library.  
Its members are Jim Paternoster, President; Dave Kilgus, Secretary; Ruth Teubel, Treasurer; Wayne Hammer, Gary Hofmann, Jan Lancaster, Shirley Mitchell and John Tollensdorf.
  - G. The following organization operates in an advisory capacity regarding our operation: Alliance Library System.
  - H. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. 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 request form
  - B. Your request should be directed to the following individuals: Debbie Oakland or Marlene Walter officers.
  - 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 copies. 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 letter 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 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, etc.) or in paper as you select.
- G. The office will respond to a written request within (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:  
9:00 a.m. to 5:00 p.m.  
Dominy Memorial Library, office

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. Appropriation
- D. Annual Audits
- E. Minutes of the Board of Library Trustees
- F. Library Policies
- G. Annual Reports to the Illinois State Library