

Dominy Memorial Library—Illinois Freedom of Information Act

- A brief description of our public body is as follows:
 - Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of our community.
 - The total amount of our operating budget for 2018-19 is \$159,800. Funding sources are property taxes, state and federal grants, fines, charges, and donations. Tax levies are corporate purposes, Illinois Municipal Retirement Fund, social security, audit, maintenance, and tort liability.
 - Dominy Memorial Library has approximately 1 full time and 8 part-time staff employed, and the library director is Amanda Todd. The Dominy Memorial Library Board of Trustees, which meets monthly on the fourth Wednesday at 12:00 PM in the White Community Room of the library, exercises control over the library's policies and procedures. Its members are Jim Paternoster, president; Jan Lancaster, secretary; Ruth Teubel, treasurer; Gary Hofmann, Shirley Mitchell, John Tollensdorf, Mark Taylor, Jim Munz, and Marcia Walter. An organizational chart is listed below.
 - Reaching Across Illinois Library System is in an advisory capacity regarding our operation, and we are required to report and be answerable for our operations to the Illinois State Library in Springfield, IL.
- A person may make a request for records using the FOIA request form, listed below and also located on the library's website, by directing it to Amanda Todd—FOIA officer, indicating whether a commercial purpose is part of the request and specifying whether the records requested are for inspection or for copies to be made and if any certified records are needed. Email requests may be sent to dominylibrary@yahoo.com, and mailed requests may be sent to Dominy Memorial Library, 201 S. Third St., Fairbury, IL 61739. (If a record is to be inspected, an employee must be present throughout the inspection.) To reimburse the library for reproducing and certifying (if requested) records, the following fees will be charged:
 - \$1.00/each certification of records
 - No charge for the first 50 pages of black & white text letter size, \$0.20 thereafter
 - Color copies will be \$0.25 per page for letter size.
- If a record is kept in electronic format, it may be requested and provided in a specific format if feasible; otherwise, the record will be provided in the electronic format in which it is kept. There will be a charge to cover the actual cost of a medium if necessary (flash drive or special paper, for example).
- The FOIA officer will respond to a written request within 5 working days or sooner if possible. An extension of an additional 5 working days may be necessary to properly respond. Records will be available in the Dominy Memorial Library office, 201 S. Third St. Fairbury, IL from 10:00 AM-5:00 PM Monday-Friday.

- Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of information of records are maintained under our control:
 - monthly financial statements
 - annual receipts and disbursements reports
 - appropriation
 - annual audits
 - minutes of the Board of Library Trustees
 - library policies
 - annual reports to the Illinois State Library

DOMINY MEMORIAL LIBRARY ORGANIZATIONAL CHART



