

EFFECTIVE JANUARY 2010

TAYLORVILLE PUBLIC LIBRARY AND THE ILLINOIS FREEDOM OF INFORMATION ACT

I. A brief description of our public body is as follows:

- A. The Taylorville Public Library is a municipal library established under the Illinois Library Law for the City of Taylorville. (Illinois Revised Statutes, chapter 81, paragraph 2-1). The library began operation in 1893 as a public library for use by the citizens of Taylorville. It is funded through an established library levy of taxes based on the municipal boundaries of the City of Taylorville. The library is located at this address: 121 West Vine Street, Taylorville, IL 62568
- B. Our mission is to provide materials, programs, and services designed to meet the cultural, informational, and recreational needs of the community.
- C. An organizational chart is attached.
- D. The total amount of our operating budget for FY21 is: \$390,950.00. Funding sources are property and personal property taxes, state grants, fines, charges, and donations.
- E. The Library is located at this address: 121 West Vine Street, Taylorville, IL
- F. The library employs (2) one full-time and (5) five part-time staff members.
- G. The following organization exercises control over our policies and procedures: *The Taylorville Public Library Board of Library Trustees*, which meets monthly on the 3rd Tuesday of each month at 5:00 p.m., at the library. Its members are: President, Vice-President, Secretary, Treasurer and five Trustees.
- H. 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:

- A. Use request form (see attached).
- B. Your request should be directed to: Taylorville Public Library 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, diskette, tape, 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:

10:00 a.m. to 4:00 p.m., Monday through Saturday (*except for library closures*)
Taylorville 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 meetings of the Board of Library Trustees
- H. Library Policies, including Materials Selection
- I. Annual Reports to the Illinois State Library

TAYLORVILLE PUBLIC LIBRARY ORGANIZATIONAL CHART (FY 2021)



