

Board Policy on The 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. Our elected board of trustees are: Amy Erslund, Dylan Hile-Broad, Lynda Lane, Terry Lindberg, Erin Ripley-Gataric, Beth Robb, Katelyn Trunnell
 - C. The total amount of our operating budget for FY 2022-23 is \$4,554,625. Funding sources are property taxes, state replacement taxes, state and federal grants, fees, charges, and donations. Current year tax levy for the library is \$3,962,164. Current year tax rate is 0.4320.
 - D. The office is located at 206 W. College Avenue, Normal, IL, 61761.
 - E. We have approximately the following number of persons employed:
 1. Full-time: 22
 2. Part-time: 48
 - F. Control over our policies and procedures is exercised by the Normal Public Library Board of Trustees which meets monthly on the third Wednesday, at 6:00 PM, in the Board Room of the Normal Public Library.
 - G. We are required to report and to be answerable for our operations to the Illinois State Library, Springfield, Illinois. Its members are State Librarian, Alexi Giannoulis (Secretary of State); Director of State Library, Greg McCormick; and various other staff. We report budgetary information to the Town of Normal.
- 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 form should be directed to John Fischer, FOIA officer.
 - C. 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 cost of copying color copies and other sized copies will be charged.

- 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. Monthly Receipts and Disbursement Reports
 - C. Operating Budgets
 - D. Minutes of the Board of Trustees, Committees
 - E. Library Policies, including Materials Selection
 - F. Adopted Ordinances and Resolutions of the Board
 - G. Monthly and Annual Statistical Reports

Approved by Board of Trustees of Normal Public Library on April 28, 2021; Amended February 15, 2023; Amended March 20, 2024.