



ILLINOIS FREEDOM OF INFORMATION ACT

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

A. The purpose of the Mississippi Valley Public Library District is to provide materials and services to meet the personal, intellectual, educational and recreational needs and interests of the members of the community. In order to fulfill this purpose, the library will assemble, organize, preserve and make easily and readily accessible to all people a variety of materials. The library functions as a center for community activities, meetings and programs which provides the opportunity for members of the community to experience personal enrichment and furtherance of knowledge.

B. An organizational chart is attached.

C. The total amount of our operating budget for FY 2010-2011 is: \$1,495,298.

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

1. Corporate purposes (for general operating expenditures)
2. IMRF (provides for employee's retirement and related expenses)
3. Social Security (provides for employee's FICA costs and related expenses)
4. Audit (for annual audit and related expenses [not levied at this time])
5. Maintenance (for maintaining the building [not levied at this time])
6. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)

D. The office is located at this address: 408 West Main Street, Collinsville, IL 62234

E. We have the following number of persons employed:

- | | | |
|----|-----------|----|
| 1. | Full-time | 9 |
| 2. | Part-time | 15 |

F. The following organization exercises control over our policies and procedures: *The Mississippi Valley Library District Board of Library Trustees*, which meets monthly on the third Monday of each month, 7:00 p.m., at the library.

Its members are: President; Norman Schiller, Vice President; Gary Keller, Secretary; Virginia York, Treasurer; Alice Hayes and other members, Mary Ellen Fedder, Nancy Gerstenecker, Thomas Wells, and Virginia York.

G. 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; and various other staff.

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

A. Use request form (see attached).

B. Your request should be directed to the following individual: Barbara Rhodes, FOIA officer/Director, 408 West Main St., Collinsville, IL 62234.

Mississippi Valley Public Library District
Illinois Freedom of Information Act (continued)

- C. 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.
 - D. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - \$.10 per page after the initial free 50 copies for employee copied print records and \$1.00 for an electronic format record on CD-ROM.
 - Same as employee copied records plus \$1.00 for certification of records by a Notary.
 - E. The office will respond to a written request within five (5) FOIA officer's working days or sooner if possible. An extension of an additional seven (7) working days may be necessary to properly respond.
 - F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection. No photographs or electronic recording of the records will be permitted during the inspection.
 - G. You may appeal the decision of the FOIA officer to the Board of Library Trustees.
- 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 the Board of Library Trustees
- H. Library Policies, including Materials Selection
- I. Annual Reports to the Illinois State Library

MISSISSIPPI VALLEY Public Library District



ORGANIZATIONAL CHART/SEVEN MEMBER BOARD

BOARD OF LIBRARY TRUSTEES
VICE-PRESIDENT
SECRETARY
TREASURER
TRUSTEE TRUSTEE TRUSTEE



PRESIDENT/LIBRARY BOARD OF TRUSTEES



LIBRARY DIRECTOR



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