Peru Public Library
Freedom of Information Act (FOIA) Policy

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.

C. The total amount of our operating budget for FY2016/17 is $519,793. Funding sources are property, state and local grants, fines, fees, charges, and donations. Tax levies are:

- Corporate purposes (for general operating expenditures)
- IMRF (provides for employee's retirement and related expenses)
- Social Security (provides for employee's FICA costs and related expenses)
- Audit (for annual audit and related expenses)
- 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: 1409 Eleventh Street, Peru, Illinois 61354

E. We have approximately the following number of persons employed:

Full-time	4
Part-time	8

F. The following organization exercises control over our policies and procedures: The Peru Public Library Board of Trustees, which meets monthly on the second Thursday of each month (except for the month of December) at 6:00 p.m., at the library.

Its members are: President Michael Watts, Vice President Douglas Olivero, Secretary Mary Lindenmeyer, Treasurer Linda Hiltabrand, Laurie Smoron, Jean Carter, Jenifer Barr, Gail Grabowski and Laura Ferrari.

G. We are required to report and be answerable for our operations to the Illinois State Library, Springfield, Illinois. Its members are: 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. Direct your request to Charm Ruhnke, FOIA officer.

B. Indicate whether you have a “commercial purpose” in your request.

C. 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:
   - 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 $.20 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.
   - 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.

E. The library will respond to a FOIA request within five (5) working days. An extension of an additional five (5) working days may be necessary to properly respond to the request.

F. Records may be inspected or copied at the library. If inspected, an employee must be present throughout the inspection.

G. You may appeal the decision of the FOIA officer to the Peru Public Library Board of Trustees.

H. The place and times where the records will be available are as follows:
   9 a.m. to 5 p.m. Monday-Friday
   Peru Public Library, Offices

III. Certain types of information maintained by us are exempt from inspection and copying. However, the library maintains the following types or categories of records:

A. Monthly Financial Statements
B. Budget Requests
C. Operating Budgets
D. Minutes of the Board of Trustees
E. Library Policies
F. Annual Reports to the Illinois State Library