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 FY2026/27 is $1,179,893. Funding sources are property taxes, personal property replacement taxes, state and local grants, fines, fees, charges, and donations. Tax levies are:

- Corporate purposes (for general operating expenditures)
- Audit (for annual audit and related expenses)
- IMRF (provides for employee's retirement and related expenses)
- Maintenance (for maintaining the building)
- Social Security (provides for employee's FICA costs and related expenses)
- Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
- Working Cash (for internal loans)

D. The office is located at: 1409 Eleventh Street, Peru, Illinois 61354

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

Full-time 3
Part-time 12

F. The Library is governed by an elected, unpaid, seven-member Board of Library Trustees. Trustees are elected for six-year staggered terms. Current Board, 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 Douglas Olivero, Vice President Kent Maze, Secretary Larry Sittler, Treasurer Jean Carter, Laurie Moss, and Bo Windy.

G. We are required to report and be answerable for our operations to the Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulias (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. Direct your request to Resa Mai, 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 ensure your request is completed in its entirety, complete the attached FOIA request form.

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 $.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.

F. 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.

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

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

I. The place and times where the records will be available are as follows:
9 a.m. to 5 p.m. Monday-Friday at the 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

Revised by board action: 12 July 2018, 11 July 2019, 9 July 2020, 12 August 2021, 14 July 2022, 8 September 2022, 13 July 2023, 11 July 2024, 10 July 2025, 12 February 2026, 9 July 2026

FOIA Request

Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Name and address of public body receiving request: _____

_____

Date requested: _____

Request submitted by: □ Email □ U.S. Mail □ Fax □ In Person

Name of requester: _____

Street Address: _____

City/State/County Zip (required):_____

Telephone (optional): _____ Fax (Optional): _____

Email (optional): _____

Records requested: *Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

_____

_____

_____

Do you want copies of the documents? □ Yes □ No

Do you want electronic copies or paper copies? _____

If you want electronic copies, in what format? _____

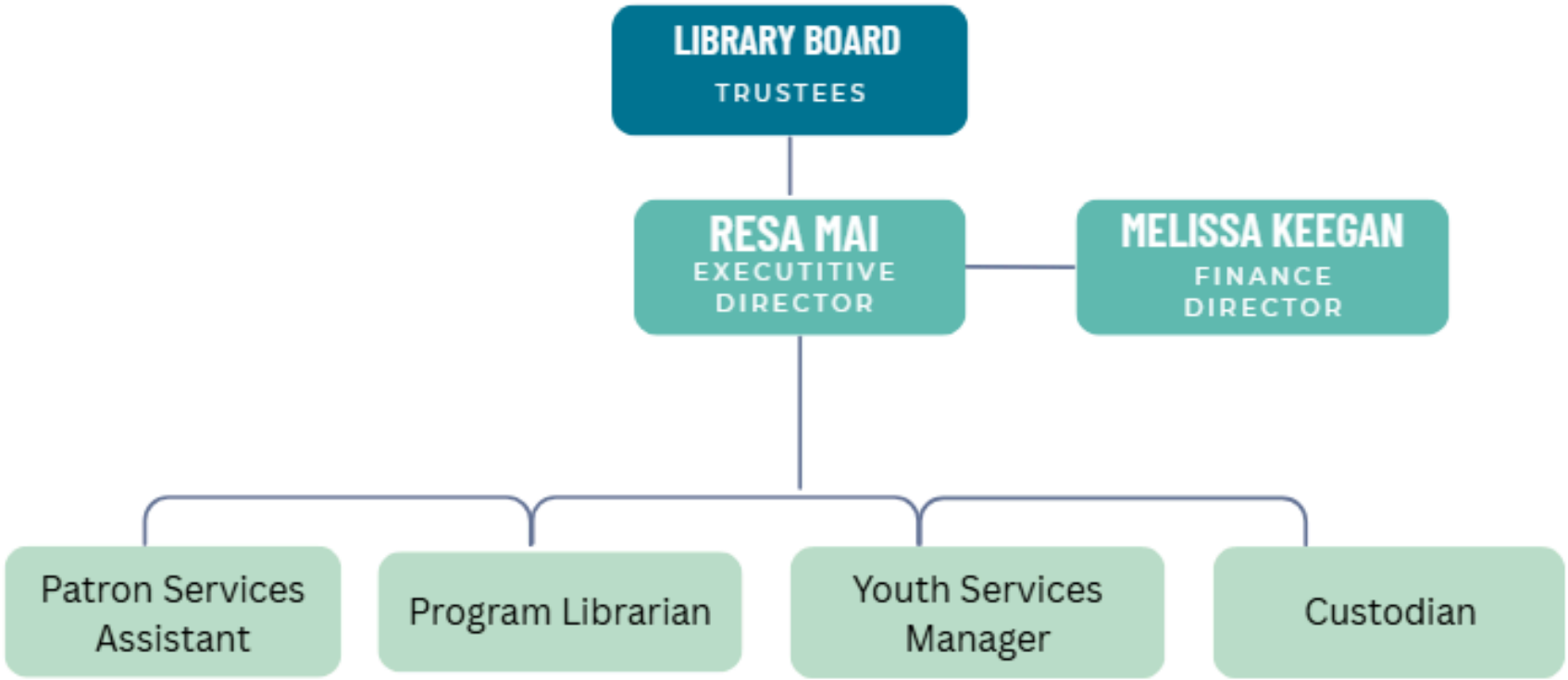
Is this request for a commercial purpose? □ Yes □ No

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c))

Are you requesting a fee waiver? □ Yes □ No

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose for the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare, or legal rights of the general public. 5 ILCS 140/6(c))

PERU PUBLIC LIBRARY

ORGANIZATIONAL CHART

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