

ELIZABETH TITUS MEMORIAL LIBRARY  
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. Funding sources include property and corporate replacement taxes, state and federal grants, fines, charges, donations, and the City of Sullivan general funds.
  - C. The library is located at this address: 2 W. Water St., Sullivan, Illinois 61951.
  - E. We have approximately the following number of persons employed:
    - 1. Full-time 3
    - 2. Part-time 4
  - F. The following organization exercises control over our policies and procedures: *The Elizabeth Titus Memorial Library Board of Library Trustees*, which meets monthly on the fourth (4<sup>th</sup>) Tuesday of each month, 4:30 p.m., at the library.  
  
Its members are: Sue Sides, President; Jim Luedke, Vice-President; Kathy Wood, Secretary; Lynn Elder, Treasurer; Nancy Elder, Lyn Banning, Dave Walker, Bill Highland, and Ann Wheeler, Trustees.
  - G. The following organization operates in an advisory capacity regarding our operation: City of Sullivan City Council. Its members are: Ann Short, Mayor; Monty LeCrone, Bill Hagen, Mike Mossman, and Mike Kirk, Commissioners.
  - 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, Anne Craig; and various other staff.
- II. You may request the information and the records available to the public in the following manner:
- A. Your request should be directed to the following individuals: Myron T. Salmon, City Treasurer, or Tracy Smith, as FOIA officers for the City of Sullivan.
  - B. You must indicate whether you have a "commercial purpose" in your request.
  - 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:
    - 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.
    - If available, color copies and other sized copies will be charged the actual cost.

- E. 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 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.
- G. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- H. The place and times where the records will be available are as follows:

Monday through Friday 8:00 a.m. to 5:00 p.m.  
City Building, 2 W. Harrison, Sullivan, Illinois

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. Operating Budgets
- D. Minutes of the Board of Library Trustees
- E. Library Policies, including Materials Selection
- F. Adopted Ordinances and Resolutions of the Board
- G. Annual Reports to the Illinois State Library

Approved by ETML Board of Trustees 22<sup>nd</sup> Day of November, 2011

Sue Sides  
Sue Sides, President

Kathy Wood  
Kathy Wood, Secretary