

Galesburg Public Library
Freedom of Information Act Policy

- I. A brief description of our public body is as follows:
 - A. Our purpose is to serve the community of Galesburg as a general center of information, and provide opportunity and encouragement for people to use its services and materials to meet their education, personal, professional, recreational and cultural needs.
 - B. The business office is located at this address: 40 East Simmons, Galesburg, Illinois 61401
 - C. The Galesburg Public Library Board exercises control over library policies and procedures.
 - D. The Board typically meets monthly on the first Thursday of the month. A list of current board members may be found on the library's web site at www.galesburglibrary.org.
 - E. The Board will appoint a FOIA officer and two alternates annually.

- II. Requests the information and the records available to the public in the following manner:
 - A. Your request should be directed to the FOIA office on the library's website.
 - B. 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. A request form is available on the library's website.
 - C. If an inspection is chosen, an employee must be present throughout the inspection.
 - D. The first 50 pages copied in black and white will be free. Additional black and white pages will cost 10 cents a page. Records may be provided in an electronic format if requested and if feasible.
 - E. The office will respond to any request within five (5) working weekdays or sooner, if possible. An extension of an additional five (5) working weekdays may be necessary to properly respond.
 - F. The place and times where the records will be available are as follows: 9 a.m. to 5 p.m., Monday – Friday, Galesburg Public Library, Business office.

- III. The following types or categories of records are maintained under our control:
 - A. Administrative Files, Correspondence
 - B. Library Board Minutes
 - C. Annual receipts and disbursement reports
 - D. Audits
 - E. Certified Mail receipts
 - F. Contracts, bids
 - G. Grant files
 - H. Insurance policies, claims, claim reports
 - I. Inventory
 - J. Annual reports to the Illinois State Library
 - K. Monthly financial statements
 - L. Operating budgets

Board of Trustees
Galesburg Public Library
February 4, 2010
Revised September 4, 2014
Reviewed April 7, 2016