



The Illinois Freedom of Information Act

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

- A. The library's 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 the operating budget for FY2022 is \$584,762. Funding sources are property and personal property replacement taxes, state and federal grants, fines, service charges, and donations. Tax levies are:
 - 1) Corporate purposes (for general operating expenditures)
 - 2) IMRF (provides for employee's retirement & related expenses)
 - 3) Social Security (provides for employee's FICA costs & related expenses)
 - 4) Tort liability (for insurance premiums, risk management, attorney's fees & related expenses, unemployment and worker's compensation insurance)
- D. The office is located at this address: 601 S. Bench St., Galena, IL 61036
- E. We have the following number of persons employed:
 - 1) Full-time: 2
 - 2) Part-time: 9
- F. The following organization exercises control over the library's policies and procedures: The Galena Public Library District Board of Trustees. The board meets on the second Monday of each month, at 6:30 p.m., at the library in the Alfred Mueller Historical Collections Room.

Members are: President, Craig Albaugh; Vice President, Maria Rector; Secretary, Katherine Walker; Treasurer, Earl Thompson; John Cox, Walter Johnson, and NAME.
- G. The following organization operates in an advisory capacity regarding the library's operation: Reaching Across Illinois Library System (RAILS); railslibraries.info.
- H. The library is required to report and be answerable for its operations to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State). Director of the Illinois State Library, and various other staff.

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

- a) Use request form (see attached).
- b) Your request should be directed to the following:
 - a. Jenna Diedrich, Library Director and FOIA officer, Galena Public Library District, 601 S. Bench St., Galena, IL 61036; diedrichj@galenalibrary.org.
 - b. Rachel Lenstra, Youth Services/Archivist and FOIA officer, Galena Public Library District, 601 S. Bench St., Galena, IL 61036; lenstrar@galenalibrary.org
- c) You must indicate whether you have a “commercial purpose” in your request.
- d) 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.
- e) To reimburse us our actual costs for reproducing and certifying, (if requested) the records, you will be charged the following fees:
 - i. There is a \$1.00 charge for each certification of records.
 - ii. There is no charge for the first fifty (50) pages of black and white text whether letter or legal size.
 - iii. There is a \$.15 per page charge for copied records in excess of 50 pages.
 - iv. The actual copying cost of color copies and other sized copies will be charged.
- f) 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.
- g) 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.
- h) Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- i) The place and times where the records will be available are as follows:
 - i. Monday – Friday: 11 a.m. to 5 p.m.
 - ii. Galena Public Library, Administrative Offices.

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:

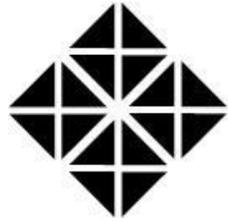
- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Operating Budgets
- F. Annual Audits
- G. Minutes of The Board of Trustees
- H. Library Policies
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library



ORGANIZATIONAL CHART

BOARD of TRUSTEES

Board of Library Trustees		End of Term
President	Craig Albaugh	04/23
Vice-President	Maria Rector	04/25
Secretary	Katherine Walker	04/23
Treasurer	Earl Thompson	04/23
Trustee	John Cox	04/25
Trustee	Walter Johnson	04/25
Trustee	Vacant	04/23



Galena Public Library

DISTRICT

ORGANIZATIONAL CHART

LIBRARY STAFF

Jenna Diedrich
Library Director

Larissa Distler
Adult Services Librarian

Rachel Lenstra
Youth Services/Archivist

Linda Klug
Circulation Services Librarian

Kathleen Pedersen
ILL Librarian

Dayna Lapidus
Library Clerk

Annette Anderson
Library Clerk

Hillary Dickerson
Library Clerk

Emma Furlong
Library Page

Alfred Mueller Historical Collections Room

Steve Repp
Historical Librarian

Dale Glick
Historical Librarian

Sara Millhouse
Historical Librarian/Substitute

Maintenance and Building

Charles Holmes
Custodian

