



GALENA PUBLIC LIBRARY DISTRICT

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 FY2024 is \$652,503. 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: 3
 - 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, Walter Johnson; Vice President, Mike Blaum; Secretary, Katherine Walker; Treasurer, Frances Beadle; Maria Rector, Alison Schoenrock, and Emily Sprengelmeyer.
- 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, Alexi Giannoulas (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) business days or sooner if possible. An extension of an additional five (5) business 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: 10 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



GALENA PUBLIC LIBRARY DISTRICT

ORGANIZATIONAL CHART

BOARD of TRUSTEES

Board of Library Trustees		End of Term
President	Walter Johnson	04/25
Vice-President	Mike Blaum	04/27
Secretary	Katherine Walker	04/27
Treasurer	Frances Beadle	04/25
Trustee	Maria Rector	04/25
Trustee	Alison Schoenrock	04/25
Trustee	Emily Sprengelmeyer	04/27



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ORGANIZATIONAL CHART

LIBRARY STAFF

Jenna Diedrich
Library Director

Larissa Distler
Adult Services Librarian

Rachel Lenstra
Youth Services Librarian/Archivist

Samantha DuHack
Circulation Librarian

Annette Anderson
Library Clerk

Mike Fertig
Library Clerk

Emma Furlong
Library Clerk/Substitute

Jennifer Lancour
Library Clerk

Dale Glick
Historical Librarian

Steve Repp
Historical Librarian

Sara Millhouse
Substitute Librarian

Steve Guthrie
Custodian



FREEDOM OF INFORMATION REQUEST

Requestor's Name		Date of Request	Phone Number
Street Address		Certification Requested _____ Yes _____ No	
Description of Records Requester: _____ _____ _____ _____ _____			
Is the reason for this request a "commercial purpose" as defined in the Act? _____ Yes _____ No			
Library Response (Requestor does not fill below this line)			
APPROVED	() The records requested are enclosed () Records may be inspected at the library on the date of _____. () The records will be made available upon payment of copying costs of \$ _____. () For commercial requests only: the estimated time of when the records will be available is _____, at the prepaid costs provided above.		
	() The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act and we are unable to negotiate a more reasonable request. () The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____ In the event of a denial, you have the right to seek review by the Public Access Counselor at (877)299-3642 or Office of the Illinois Attorney General, 500 S. Second St., Springfield, IL 62075. Or you have the right to judicial review under Section 11 of FOIA. () Request delayed, for the following reasons (in accordance with 3(e) of the Freedom of Information Act): _____ You will be notified by the date of _____ as to the action taken on your request.		
NOTE: This form cannot be mandatory under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.			
FOIA Officer:		Date of Reply:	