

Dixon Public Library Policy Manual

Section 25: Freedom of Information Act (FOIA)

A. Purpose

The purpose of this policy is to assist in providing convenient access to records created and held by the Dixon Public Library, subject to the provisions of the Illinois Freedom of Information Act.

B. Amendments to The Policy

The Director shall amend Section C 4 after any staffing changes and Section D 1 at the beginning of each fiscal year. All other amendments will be made by the Board of Trustees.

C. Description of The Public Body

1. The Dixon Public Library was established by the Municipal Corporate Authority the City of Dixon. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
2. An organizational chart is attached.
3. The office of the Dixon Public Library is located at this address: 221 S. Hennepin Ave., Dixon, IL, 61021.
4. We have the following number of persons employed:
 - a. Full-time: 6
 - b. Part-time: 9

D. Financial Arrangements

1. The total amount of our operating budget for FY 2026-2027 is: \$1,505,986.
2. Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations.
3. Tax levies are levied by the City of Dixon, as below:
 - a. Corporate purposes (for general operating expenditures);
 - b. IMRF (provides for employees' retirement and related expenses);
 - c. Social Security (provides for employees' FICA costs and related expenses); d. Audit (for annual audit and related expenses);
 - e. Maintenance (for maintaining the building);
 - f. Tort Liability (for insurance premiums, risk management, attorneys' fees and related expenses, unemployment and workers' compensation insurance);
 - g. Debt Service (for bond and interest payments).

E. Organization

1. The following organization exercises control over our by-laws, policies, and procedures: The Dixon Public Library Board of Library Trustees, which meets monthly on the second Monday of each month, at 5:30 p.m., at the library. There are nine members with the following elected officers: President; Vice President; Secretary; Treasurer.
 2. Details of current trustees and how to contact the board can be found at:
www.discoverdixon.org/library/about-the-library/library-board-of-trustees.html.
 3. The Dixon Public Library is a member of the regional library system, known as RAILS.
4. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian (Secretary of State); the Director of State Library and various other staff.

F. FOIA Requests

1. You may request the information and the records available to the public in the following manner:
 - a. You must submit your request in writing.
 - b. Use the request form (see attached), or make your written request in another manner.
 - c. Your request should be directed to the following FOIA officers:
 - i. Kathleen Schaefer, Director, Dixon Public Library, 221 S Hennepin Ave, Dixon, IL, 61021, 815-284-761 ext.5, director@dixonpubliclibrary.org; or
 - ii. Keesha Kunde, City Hall, 121 W First St, Dixon, IL, 61021, 815-288-2628, foia@discoverdixon.org.
 - d. You must indicate whether you have a "commercial purpose" in your request.
 - e. 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.
2. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - a. There is a \$1.00 charge for each certification of records.
 - b. There is no charge for the first fifty (50) pages of black-and-white text, either letter or legal size;
 - c. There is a \$.15 per page charge for copied records in excess of 50 pages; d. The actual copying cost of color copies and other sized copies will be charged.
3. 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 will be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
4. 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. Commercial requests will be responded to within the separate time frames set forth in the Freedom of Information Act.

5. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection. The place and times where the records will be available are as follows: 9 a.m. to 5 p.m. Monday - Friday, Dixon Public Library, Administrative Offices or 8:00-4:30 pm City Hall, City Clerk's Office.

6. Certain types of information maintained by us are exempt from inspection and copying, as specifically exempted by the Freedom of Information Act, or other applicable law.

Adopted in this form by the Board of Trustees 09/11/2017.

Section D 1 amended by Director 05/01/2021, 05/01/2022, 05/09/2023, 5/10/2026.