

**Sanford Library Association
Louis B. Goodall Memorial Library
Public Disclosure Policy**

The following documents will be made available to the public upon written request. Please allow 3 business days to process your request. All requests for copies will be assessed a print charge of \$.25 per page.

- Board Meeting minutes
- Annual budget
- Tax Exempt application
- IRS Form 990
- Article of Incorporation
- By-laws

The following documents will not be made available for public inspection.

- Financial statements will not be made available to the public, other than as reported on the annual Form 990. The financial statements are unaudited and are for reporting purposes to the board only.
- Library personnel files
- Any administrative or technical information which could jeopardize a record-keeping or security system.
- Computer programs, codes, filing systems, and other software owned by the library.
- Records prepared specifically for discussion, or created during discussion at any legally called executive session.
- The identity of a donor of a gift made to the library if the donor requires anonymity as a condition of making the gift.
- Any library records which can be used to identify any library patron. Please see MRSA Title 27, chapter 4-A: Library Records, subsection 121.

Other request for information not covered in this policy will be reviewed by the Board of Directors.