

Freedom of Information Act (FOIA) Policy

A brief description of our public body follows. [If the public body maintains a website, the information in Section 1 must be posted there as well].

1. 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 total amount of our operating budget for FY ____ is: \$____. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations [1]. Tax levies are [2]:
 - 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. Working Cash (for internal loans, ____: [no longer levied])
 - h. Debt Service (for bond and interest payments)
4. The office is located at this address: _____ [Optionally needed: It has branch locations at_____]
5. We have the following number of persons employed:
 - a. Full-time ____
 - b. Part-time ____
6. The following organization exercises control over our policies and procedures: *The ____ Public Library Board of Library Trustees*, which meets monthly on the ____ of each month, ____ p.m., at the library.
Its members are: _____, President; _____, Vice President; _____, Secretary; _____, Treasurer; _____, and _____.
7. The following organization operates in an advisory capacity regarding our operation: _____.
Its members are: _____.
8. 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); Director of State Library, _____; and various other staff.

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

1. Use request form (see attached).
2. Your request should be directed to the following individual: _____ FOIA officer [3].
3. You must indicate whether you have a "commercial purpose" [4, 5] in your request.
4. 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.
5. 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.

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.

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.

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:

____, ____ a.m. to ____ p.m.
_____ Public Library, Administrative Offices

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:

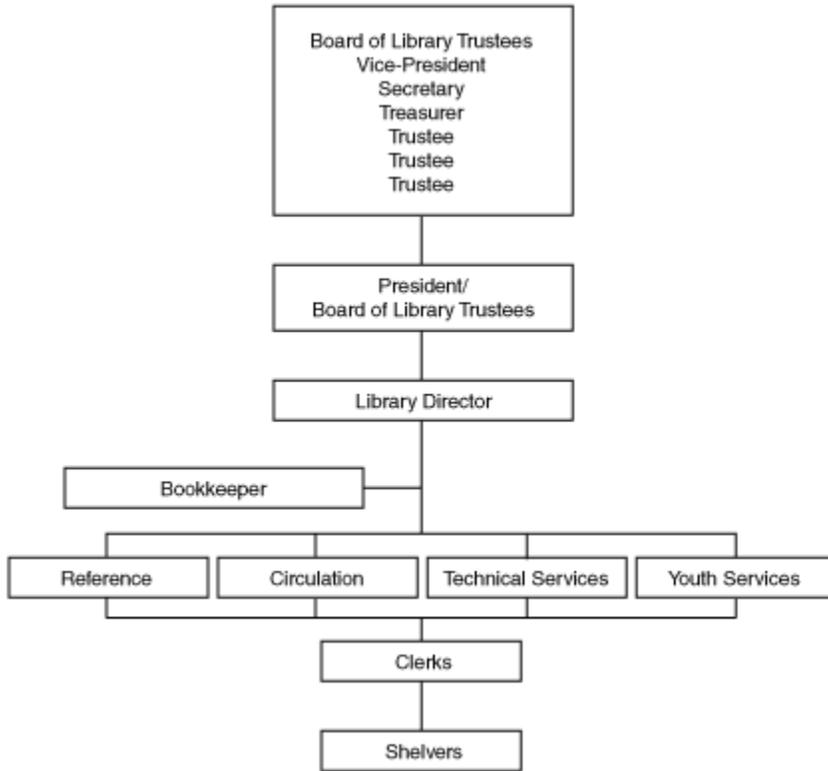
[Note: those listed are for illustration purposes only - you should substitute your categories]

- Monthly Financial Statements
- Annual Receipts and Disbursements Reports
- Budget and Appropriation Ordinances
- Levy Ordinances
- Operating Budgets
- Annual Audits
- Minutes of the Board of Library Trustees
- Library Policies, including Materials Selection
- Adopted Ordinances and Resolutions of the Board
- Annual Reports to the Illinois State Library

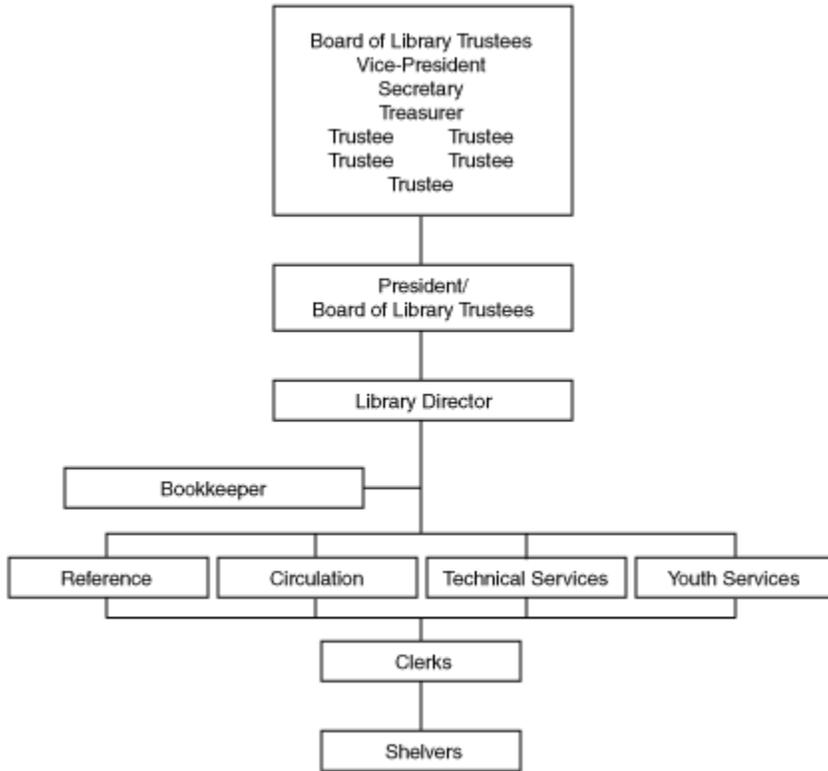
Footnotes:

1. Delete any source that does not apply, e.g., personal property replacement taxes.
2. Delete any of the listed types that are NOT used by the library.
3. P.A. 96-542 requires the FOIA designated officer(s), and there can be multiples, must be "trained" with the online training program to be developed by the Illinois Attorney General's office and tested as well, within the first six months of the effective date which is January 1, 2010 (i.e., training and testing by July 1, 2010) and annually thereafter, and within 30 days of any new appointment.
4. "Commercial purpose" is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.
5. In the event a "commercial interest" is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying for prepayment; or provide the documents requested.

Public Library Organizational Chart / Seven Member Board



Public Library Organizational Chart / Nine Member Board



Public Library Freedom of Information Request

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address		Certification requested: Yes_____ No_____
City	State	Zip
Description of Records Requested:		
Is the reason for this request a "commercial purpose" as defined in the Act? ___Yes ___ No		

Library Response (Requestor does not fill in below this line)

Approved	<input type="checkbox"/> The documents you requested are enclosed. <input type="checkbox"/> You may request the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$_____. <input type="checkbox"/> For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.
Denied	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act. We are unable to negotiate a more reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individuals 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 (217) 558-0486 or 500 S. Second Street, Springfield, IL 62705 OR you have the right to judicial review under Section 11 of FOIA <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA: _____). You will be notified by the date of _____ as to the action taken on this 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
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