

**HEYWORTH PUBLIC LIBRARY DISTRICT
THE ILLINOIS FREEDOM OF INFORMATION ACT**

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

- A. Our 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 our appropriated operating budget for FY 16/17 is: \$318,684.70. Funding sources are property and personal property replacement taxes, state and federal grants, interest, fines, charges, and donations. Tax levies are:
 - 1. Corporate levy (for general operating expenditures)
 - 2. Social Security
 - 3. Insurance levy
 - 4. Audit levy
- D. The office is located at this address: 119 E. Main Street, Heyworth, IL 61745. We have approximately the following number of persons employed:
 - 1. Full-time 2
 - 2. Part-time 7

- F. The following organization exercises control over our policies and procedures: *The Heyworth Public Library Board of Library Trustees*, regularly meets monthly on the second Tuesday of each month, 7:00 p.m., at the library, *unless specified differently in the Establishing Dates of Meetings Ordinance. (The board does not meet in Dec.)*

Its members are: Dennis Lawyer, President; Tami Koch, Vice President; Kathy Moore, Secretary; Susan Wagner, Treasurer; Kira Stevens; Michael Lamb, and Kathy Clesson.

- G. The following organization operates in an advisory capacity regarding our operation: *Reaching Across Illinois Library System*, 127 South 1st Street, Geneva, Illinois.
- H. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Acting Deputy Director of State Library, Greg McCormick; 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 individual: Beth Porter, FOIA officer.
- C. You must indicate whether you have a "commercial purpose"¹ in your request.²
- 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.

¹ "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.

² 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.

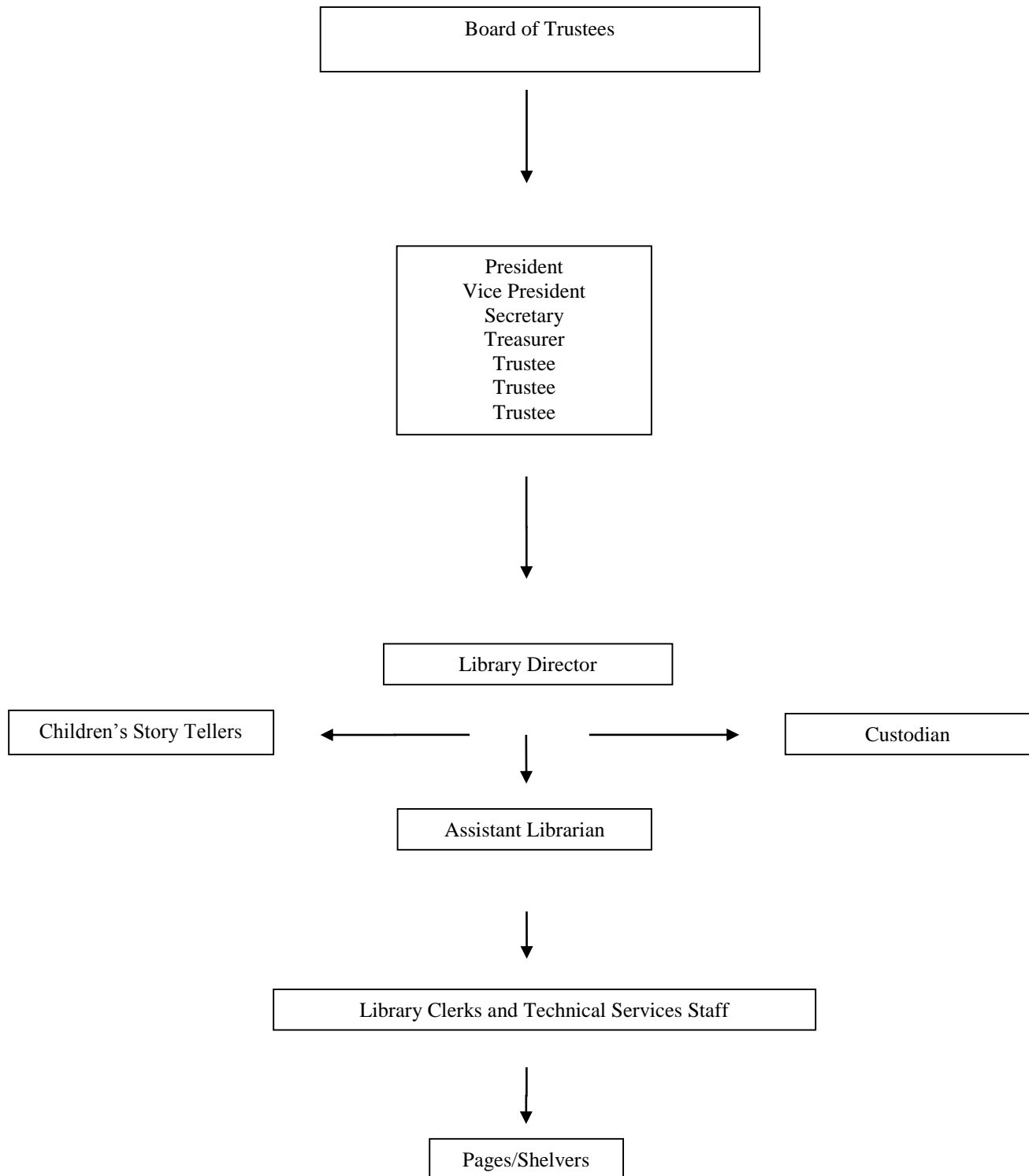
- E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is a \$1.00 charge for each certification of records.
 - There is no charge for the first fifty (25) pages of black and white text either letter or legal size;
 - There is a \$.15 per page charge for copied records in excess of 25 pages;
 - 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. Records will be available during regular business hours at Heyworth Public Library District.

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 – Treasurer’s Report
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Operating Budgets
- F. Minutes of the Board of Library Trustees
- G. Library Policies, including Materials Selection
- H. Adopted Ordinances and Resolutions of the Board
- I. Annual Reports to the Illinois State Library

Heyworth Public Library

Organizational Chart/Seven Member Board



HEYWORTH PUBLIC LIBRARY DISTRICT

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		
<i>Library Response (Requestor does not fill in below this line)</i>		
A P P R O V E D	() The documents requested are enclosed.	
P	() You may inspect the records at _____	
P	on the date of _____.	
R	() The documents will be made available upon payment of copying costs of	
O	\$_____.	
V	() For "commercial requests" only: the estimated time of when the documents	
E	will be available is _____, at the prepaid costs stated above.	
D	() The request creates an undue burden on the public body in accordance with	
D	Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more	
E	reasonable request.	
N	() The materials requested are exempt under Section 7 _____ of the	
I	Freedom of Information Act for the following reasons:	
E	_____	
D	_____	
	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 (217) 558-0486 or 500 S. Second St., Springfield, IL 62705	
	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	
	FOIA): _____. 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.		
FOIA Officer	Date of Reply	