

Illinois Freedom of Information Act Policy

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. The total amount of our operating budget for the current fiscal year is: \$165,500. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations.
- C. Tax levies are:
 - Corporate purposes (for general operating expenditures): \$163,000
 - Social Security (provides for employee's FICA costs and related expenses): \$7,750
 - Maintenance (for maintaining the building): \$15,215
 - Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance): \$14,942
- D. The office is located at this address: 301 S. Taylor St., Towanda, IL 61776
- E. We have the following number of persons employed: 2
- F. The Towanda District Library Board of Trustees exercises control over the library's policies and procedures. The board meets on the third Tuesday of each month at 7:00 p.m. at the library, unless rescheduled and notice given in accordance with the Illinois Open Meetings Act. It's current members are as followed: Audra Wyant, President; Rachel Ballenger, Vice President; Christine Kirk, Secretary; Mark Schwamberger, Treasurer, Amy Bogner, Rochelle Wardell, and Judy Michael.
- G. We are required to report and be answerable for our operations to:
 - *Illinois State Library*, Springfield, Illinois. Its members are State Librarian and Secretary of State, Jesse White, Deputy Director Illinois 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 attached request form, email, fax, write a letter or in person. We ask that any messages have FOIA REQUEST written in the subject line or on the outside of the envelope.
- B. Your request should be directed to the following individual:

FOIA Officer

Brittany Janes
301 S. Taylor St.
Towanda, IL 61776,
director@towandalibrary.org

- C. 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.
- D. You must state if you have a commercial purpose in your request. (“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.)
- 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. (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.)
- F. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - \$1.00 charge for each certification of records
 - There is no charge for the first fifty (50) pages of black-and-white text, either letter or legal size
 - There is a \$.10 per page charge for copied records in excess of 50 pages;
 - The actual copying cost of color copies and other sized copies will be charged.
- G. If the records are kept in electronic format, you may request a specific format and if feasible, they will be so provided. 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 on paper as you select.
- H. The office will respond to a written request within five (5) working days. In accordance with Illinois Law, an extension of an additional five (5) working days may be necessary to respond.
- I. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- J. You may appeal the decision of the FOIA officer to the Board of Library Trustees.
- K. The place and times where the records will be available are as follows:

- During library's open hours Monday, Wednesday, Friday 10:00am – 4:00pm and Tuesday, Thursday 1:00pm – 6:00pm at Towanda District Library.

III. The following items are available either on our website or through a FOIA request form:

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Operating Budget
- F. Minutes of the Board of Library Trustees
- G. Library Policies, including Materials Selection
- H. Annual Reports to the Illinois State Library

Please note that certain types of information maintained by the library are exempt from inspection and copying prior to redaction.

If you want more information, you can find it on the Illinois Freedom of Information Act webpage: <https://ilsos.gov/departments/library/about/foia.htm>

Towanda District Library Freedom of Information Request

Requestor's Name (or business if applicable)	Date of Request	Phone number
Street Address		Certification of Request 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 (For Library Use Only)

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 is not 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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