

Tolono Public Library District
The Illinois Freedom of Information Act

Revised 07-2020

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

- A. The purpose of the Tolono Public Library District 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 the operating budget for the fiscal year 2020-2021 is \$413,959.94. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 - 1. Corporate purposes (for general operating expenditures)
 - 2. Social Security (provides for employee's FICA costs and related expenses)
 - 3. Audit (for an annual audit and related expenses)
 - 4. Maintenance (for maintaining the building)
 - 5. Tort Liability (for insurance premiums, risk management, attorney's fees, and related expenses, unemployment and worker's compensation insurance)
- D. The Tolono Public Library is located at 111 Main Street - Tolono, IL 61880
- E. The following number of persons employed:
 - 1. Full-time - two
 - 2. Part-time - eight
- F. The following organization exercises control over our policies and procedures: The Tolono Public Library Board of Library Trustees, which meets monthly on the first Tuesday of each month, 6:30 p.m., at the library, unless otherwise noted.

Its members are President Rebecca Morgan Boyd, Vice President Greg Boise, Secretary Meghan Peach, Treasurer Mary Thweatt, and Board Members at Large. Christine Schwenk, Nola Compton, and Maggie Kelly.
- G. We are required to report and be answerable for our operations to:

Illinois State Library, Springfield, Illinois. Its members are State Librarian, Jessie White (Secretary of State); Director of State Library, Greg McCormick; and various other staff.

II. Information and the records available to the public may be requested in the following manner:

- A. Use the request form (see attached).

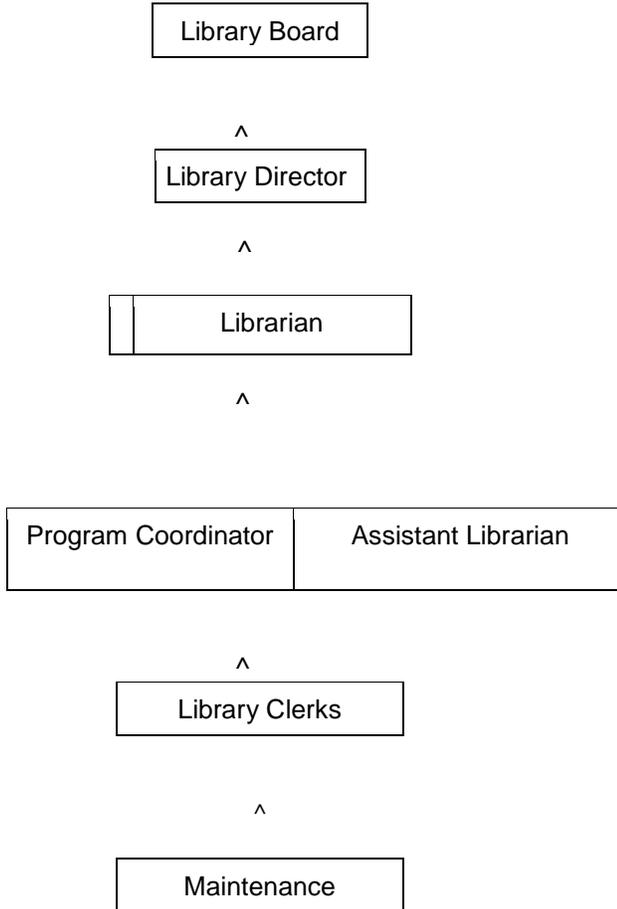
- B. Requests should be directed to the following individual: Janet Cler, FOIA Officer.
- C. Requests for “commercial purpose” must be noted in the request.
- D. Records requested must specify if they are to be disclosed for inspection or to be copied. Any records to be certified must be specified.
- E. To reimburse actual costs for reproducing and certifying (if requested) records the following fees will be charged:
 - 15 cents per page for employee copied records.
 - 50 cents per page for certification of records.
- F. The office will respond to a written request within five working days or sooner if possible. An extension of an additional five working days may be necessary to properly respond.
- G. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- H. One may appeal the decision of the FOIA Officer to the Tolono Public Library Board of Trustees.
- I. The place and times where the records will be available are as follows:
 - Tolono Public Library, 8:00 a.m. to 4:00 p.m.
 - Tolono Public Library, Administrative Offices

III. Certain types of information maintained by the Tolono Public Library are exempt from inspection and copying. However, the following types or categories of records are maintained under the library staff's control:

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

**TOLONO PUBLIC LIBRARY DISTRICT
ORGANIZATIONAL CHART/SEVEN MEMBER BOARD**

Formal Channels of Communication



Requestor's Name (or business name, if applicable) _____	Date of Request _____	Phone _____
Street Address _____	Certification requested: _____ Yes _____ No	
City	State	Zip
Description of Records Requested: _____		
TOLONO PUBLIC LIBRARY DISTRICT		
FREEDOM OF INFORMATION REQUEST		

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

A
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- () The documents requested are enclosed.
- () The documents will be made available upon payment of copying costs \$_____.
- () The records may be inspected at _____ on the date of _____.

D
E
N
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D

- () The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act and library staff are unable to negotiate a more reasonable request.
- () The materials requested are exempt under section 7 _____ of the Freedom of Information Act for the following reasons:

- Individual(s) that determined request to be denied: _____
- () Request delayed, for the following reasons (in accordance with 3(d) of the FOIA): _____. Requestor will be notified by the date of _____ as to the action taken on the request.

The information required by this form is MANDATORY in order to comply with 5 ILCS 140/1. Failure to so provide may result in this form not being processed.

FOIA OFFICER _____	DATE _____
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