

**Tolono Public Library District**  
**The Illinois Freedom of Information Act**

Revised 07-2021

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

- A. The Tolono Public Library District strives to provide diverse programming and technology-based services to its residents, constantly improving and upgrading the resources for both patrons and staff.
- B. An organizational chart is attached.
- C. The total amount of the operating budget for the fiscal year 2021-2022 is \$427,341.08. 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 - seven
- 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 Meghan Peach, Vice President Maggie Kelly, Secretary Nola Compton, Treasurer Mary Thweatt, and Board Members at Large. Amy Jahnel, Mary Kuetemeyer and Elizabeth Vavrik.
- 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 (Office of the Secretary of State); Director of the 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 documents.
  - 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 respond appropriately.
- 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 District, 8:00 a.m. to 4:00 p.m.
  - Tolono Public Library District, 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

Library Board

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Library Director

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Librarian

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Program Coordinator

Assistant Librarian

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Library Clerks

**TOLONO PUBLIC LIBRARY DISTRICT  
FREEDOM OF INFORMATION REQUEST**

Requestor's Name (or business name, if applicable)

Date of Request

Phone

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Street Address

Certification requested:

\_\_\_\_\_ Yes    \_\_\_\_\_ No

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City

State

Zip

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Description of Records Requested:

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

A  
P  
P  
R  
O  
V  
E  
D

- ( ) 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  
I  
E  
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): \_\_\_\_\_. The 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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