

Fondulac District Library
The Illinois Freedom of Information Act Policy

Fondulac District Library (the "Library") permits access to as well as inspection and copying of public records in accordance with the Illinois Freedom of Information Act, hereinafter referred to as the "Act" or "FOIA" (5 ILCS 140/1 et seq.).

- I. A brief description of our public body is as follows:
- A. Our purpose is to serve the community of East Peoria as a general center of information, and provide opportunity and encouragement for people to use its services and materials to meet their education, personal, professional, recreational and cultural needs.
 - B. An organizational chart is attached.
 - C. The total amount of our operating budget for FY2024 is: \$3,243,770.00.
Funding sources are property and personal property replacement taxes, state and federal grants, fees, charges, special reserve fund, and donations. Tax levies are: \$1,823,770.00.
 - 1. Corporate purposes (for general operating expenditures)
 - 2. Operations and maintenance (for maintenance-related expenses)
 - 3. IMRF (provides for employee's retirement and related expenses)
 - 4. Audit (for annual audit and related expenses)
 - 5. Tort Liability (for insurance premiums, risk management, unemployment and worker's compensation insurance)
 - D. The business office is located at this address: 400 Richland Street, East Peoria, Illinois 61611
 - E. We have approximately the following number of persons employed:
 - 1. Full-time 15
 - 2. Part-time 20
 - F. The following organization exercises control over our policies and procedures: *Fondulac District Library Board of Library Trustees*, which typically meets monthly on the last Monday of each month, 6 p.m., at the library.
Its members are: Mary Jo Carbiener, Gary Grose, Ellen Hanks, Marilyn Humphrey, Megan Pulling, Alan Sherwood, Eric Swearingen
 - G. 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); 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. You may use the request form (see attached) in person, by mail to the office address, or by email to foia@fondulaclibrary.org.
 - B. You must indicate whether you have a "commercial purpose" in your request.
 - C. Your request should be directed to the following individuals: Genna Buhr, FOIA officer; Rebecca Cox, FOIA officer (foia@fondulaclibrary.org).
 - 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. A request form is available, if desired.
 - 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 (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.
 - 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, memory stick etc.) or in paper as you select.
 - G. Except in the case of commercial requests, 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.

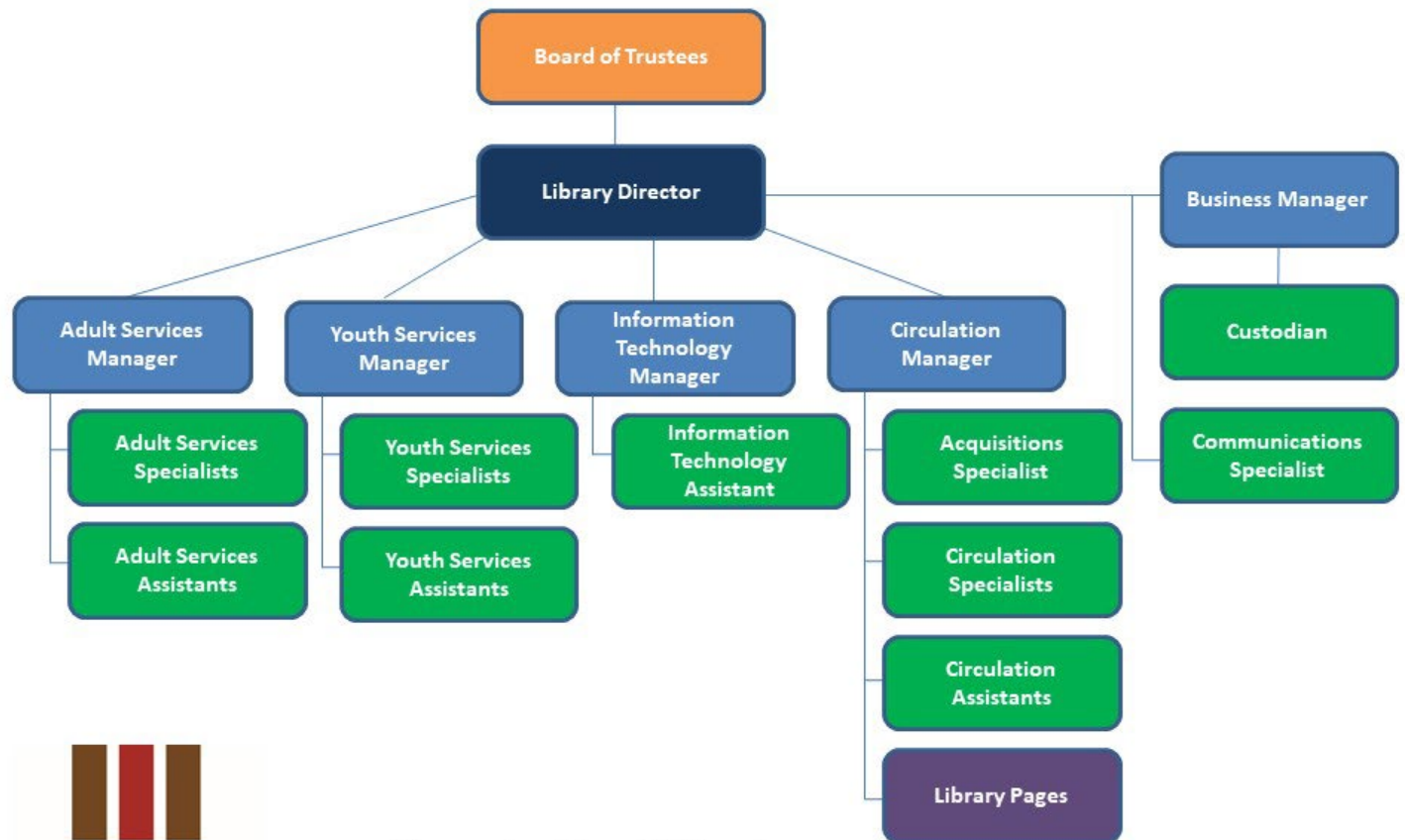
- I. The place and times where the records will be available are as follows: Monday through Friday, 9 am to 4 pm, at the Fondulac District Library business office.

III. Certain types of information maintained by us are exempt from inspection and copying per the Library Confidentiality Act (75 ILCS 70/71). However, the following types or categories of records are available for the public inspection:

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

Approved February 23, 2004; Approved July 28, 2008; Approved January 25, 2010; Approved June 29, 2015; Approved March 28, 2016; Approved August 27, 2018; Approved August 26, 2019, Approved August 31, 2020; Approved August 30, 2021; Approved August 29, 2022; Approved August 28, 2023

Organization Chart:



Freedom of Information Request
Fondulac District Library | 400 Richland Street, East Peoria, IL 61611
309.699.3917 | 309.699.7851 (fax) | foia@fondulaclibrary.org

Attention: Genna Buhr and/or Rebecca Cox, FOIA Officers

Date of Request: _____ Certification Requested: _____ Yes _____ No

Name of requestor (or business name if applicable): _____

Street Address: _____

City: _____ State: _____ Zip code: _____

E-mail address: _____

Description of Records Requested: _____

Is the reason for this request a "commercial purpose" as defined in the Act? _____ Yes _____ No

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

APPROVED

- ☐ The documents requested are enclosed.
- ☐ You may inspect the records at _____
on the date of _____.
- ☐ The documents will be made available upon payment of copying costs of \$_____.
- ☐ For "commercial requests" only: the estimated time of when the documents will be available is
_____, at the prepaid costs stated above.

DENIED

- ☐ The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we 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 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 62701, 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. Failure to use it may result in the request not being properly or promptly processed.

Genna Buhr and/or Rebecca Cox, FOIA Officer

Signature: _____

Date of reply: _____