TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT POLICY
ON THE ILLINOIS FREEDOM OF INFORMATION ACT

I. A brief description of our public body is as follows:\(^1\):

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 operating budget for FY 2010 is: $478,926. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations\(^2\). Tax levies are\(^3\):
   1. Corporate purposes (for general operating expenditures)
   2. IMRF (provides for employee’s retirement and related expenses)
   3. Social Security (provides for employee’s FICA costs and related expenses)
   4. Audit (for annual audit and related expenses)
   5. Maintenance (for maintaining the building)

G. Tort Liability (for insurance premiums, risk management, attorney’s fees and related expenses, unemployment and worker’s compensation insurance)
   7. Debt Service (for bond and interest payments)

D. The office is located at this address: 209 South Main Street, Troy, Illinois.

E. We have approximately the following number of persons employed:
   1. Full-time 5
   2. Part-time 6

F. The following organization exercises control over our policies and procedures: *The Tri-Township Public Library District Board of Library Trustees*, which meets monthly on the 1\(^{st}\) Tuesday of each month, 7 p.m., at the library.

   Its members are: Dennis Ashcraft, President; Leo Lindsay, Vice President; Melanie Elson, Secretary; Patricia Huck, Treasurer; Katy Little, Mike Perrine, and Kathy Scheller.

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, Anne Craig; 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: Victoria Hart, FOIA officer\(^4\).
   C. You must indicate whether you have a “commercial purpose”\(^5\) in your request.\(^6\)

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1 If the public body maintains a website, the information in Section I must be posted there as well.
2 Delete any source that does not apply, e.g. personal property replacement taxes.
3 Delete any of the listed types that are NOT used by the Library.
4 P.A. 96-542 requires the FOIA designated officer(s), and there can be multiples, must be “trained” with the on-line training program to be developed by the Illinois Attorney General’s office and tested as well, within the first six months of the effective date which is January 1, 2010 (i.e. training and testing by July 1, 2010) AND annually thereafter, and within 30 days of any new appointment.
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.

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 $.15 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, 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. The place and times where the records will be available are as follows:
   - Monday-Friday, 10 a.m. to 3 p.m.
   - Tri-Township Public Library District, Administrative Offices

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
   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. Adopted Ordinances and Resolutions of the Board
   J. Annual Reports to the Illinois State Library

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5 “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.

6 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.

Adopted: 01/10
TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART
SEVEN MEMBER BOARD

Board of Library Trustees
Vice-President
Secretary
Treasurer
Trustee
Trustee
Trustee

President/Board of Library Trustees

Library Director

Bookkeeper (contracted)  Custodian

Cataloging  Circulation  Technical Services  Youth Services

Student Workers

Volunteers
# TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
## FREEDOM OF INFORMATION REQUEST

<table>
<thead>
<tr>
<th>Requestor’s Name (or business name, if applicable)</th>
<th>Date of Request</th>
<th>Phone number</th>
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<tbody>
<tr>
<td>Street Address</td>
<td>Certification requested:</td>
<td>Yes [ ] No [ ]</td>
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<tr>
<td>City State Zip</td>
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### Description of Records Requested:

__________________________________________________________________________
__________________________________________________________________________

Is the reason for this request a “commercial purpose” as defined in the Act? ___ Yes ___ No

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

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<td>The documents requested are enclosed.</td>
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<td>You may inspect the records at ____________________________ on the date of _____________.</td>
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<td>The documents will be made available upon payment of copying costs of $________.</td>
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<td>For “commercial requests” only: the estimated time of when the documents will be available is ________________, at the prepaid costs stated above.</td>
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<td>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.</td>
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<td>The materials requested are exempt under Section 7 ____________ of the Freedom of Information Act for the following reasons:</td>
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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.

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**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.