

## EFFECTIVE JANUARY 2010

### TAYLORVILLE PUBLIC LIBRARY AND THE ILLINOIS FREEDOM OF INFORMATION ACT

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

- A. The Taylorville Public Library is a municipal library established under the Illinois Library Law for the City of Taylorville. (Illinois Revised Statutes, chapter 81, paragraph 2-1). The library began operation in 1893 as a public library for use by the citizens of Taylorville. It is funded through an established library levy of taxes based on the municipal boundaries of the City of Taylorville. The library is located at this address: 121 West Vine Street, Taylorville, IL 62568
- B. Our mission is to provide materials, programs, and services designed to meet the cultural, informational, and recreational needs of the community.
- C. An organizational chart is attached.
- D. The total amount of our operating budget for FY18 is: \$292,600. Funding sources are property and personal property taxes, state grants, fines, charges, and donations.
- E. The Library is located at this address: 121 West Vine Street, Taylorville, IL
- F. The library employs (1) one full-time and (7) seven part-time staff members.
- G. The following organization exercises control over our policies and procedures: *The Taylorville Public Library Board of Library Trustees*, which meets monthly on the 3rd Tuesday of each month at 5:00 p.m., at the library. Its members are: President, Vice-President, Secretary, Treasurer and five Trustees.
- H. 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: Taylorville Public Library FOIA officer.
- C. You must indicate whether you have a “commercial purpose” in your request.
- 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:

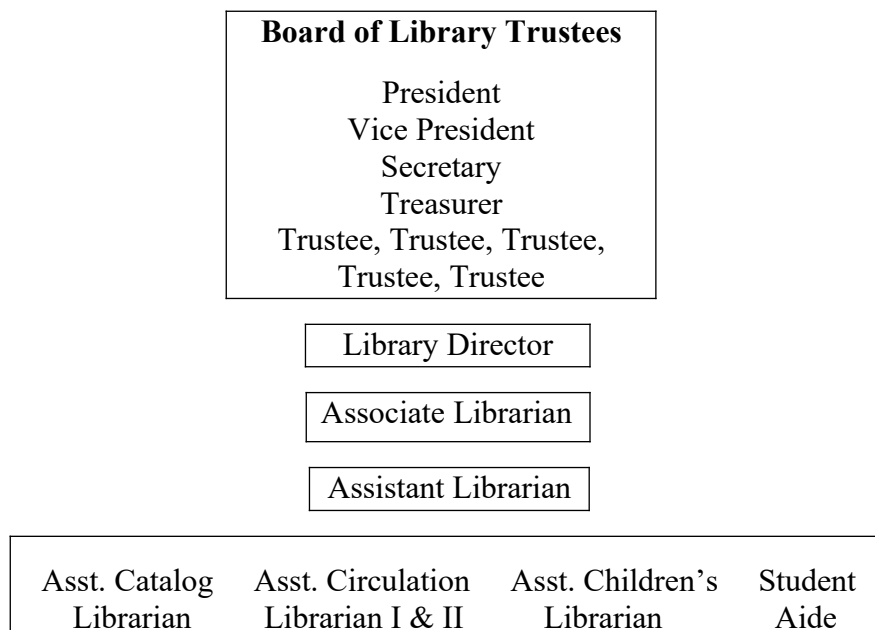
10:00 a.m. to 4:00 p.m., Monday through Saturday (*except for library closures*)

Taylorville Public Library, 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 meetings of the Board of Library Trustees
- H. Library Policies, including Materials Selection
- I. Annual Reports to the Illinois State Library

### **TAYLORVILLE PUBLIC LIBRARY ORGANIZATIONAL CHART (FY 2018)**



**TAYLORVILLE PUBLIC LIBRARY  
FREEDOM OF INFORMATION REQUEST**

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address		Certification requested:  _____ 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		
<b><i>Library Response (Requestor does not fill in below this line)</i></b>		
A P P R O V E D	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect 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"/> <b>For "commercial requests" only:</b> the estimated time of when the documents will be available is _____, at the prepaid costs stated above.	
D E N I E D	<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, and 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: _____ 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. <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 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.**

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FOIA Officer Responding

Date of Reply