

WINNEBAGO PUBLIC LIBRARY DISTRICT
THE ILLINOIS FREEDOM OF INFORMATION ACT

The policy affirms the Library's intent to comply with the Illinois Freedom of Information Act. It is not a summary of all the definitions, regulations, or obligations of the Act. Nor is it a summary of the requestor's rights as provided by the Act. The Freedom of Information Act (FOIA) is a state law that provides citizens with access to public records.

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

A. Mission Statement

The purpose of the Winnebago Public Library District is to serve the informational, cultural, educational and recreational needs of the library district's residents regardless of age or educational background.

B. An organizational chart is attached.

C. The total amount of our operating budget for FY18 is: \$316,465
Funding sources are property taxes, state and federal grants, fines, charges, and donations. Tax levies are¹:

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)
6. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)

D. The office is located at this address: 210 North Elida St., Winnebago, IL 61088.

E. We have approximately the following number of persons employed:

- | | | |
|----|-----------|----|
| 1. | Full-time | 2 |
| 2. | Part-time | 13 |

F. The following organization exercises control over our policies and procedures:
The Winnebago Public Library District Board of Library Trustees, which meets monthly on the 1st Thursday of each month, 7 p.m., at the library. Its members are: President: Irv Koning, Vice-President: Steve Scheider, Secretary: Pat Wakeley, Treasurer: Chuck Fricke.

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. Requests for information or public records may be made in the following manner:**
- A. The request must be submitted in writing. Requests will be accepted by mail, personal delivery, fax, e-mail, or other means available. The attached Freedom of Information Request Form may be used for the requestor's convenience, it is not required. Verbal FOIA requests will not be accepted.
 - B. Your request should be directed to the following individual:
Director, FOIA Officer/Library Director
Assistant Director, FOIA Officer/Assistant Library Director
210 North Elida Street
Winnebago, IL 61088
(815) 335-7050
Fax: (815) 335-7049
director@winnebagopubliclibrary.org
 - C. You must indicate whether you have a "commercial purpose" in your request.
 - D. The written request must specify the records requested to be disclosed for inspection or to be copied. If the request includes certification of records, that must be specified as well.
 - E. Reimbursement for actual cost of reproducing and certifying (if requested) the records, fees will be charged as follows:
 - 1. There is a \$1.00 charge for each certification of records.
 - 2. There is no charge for the first fifty (50) pages of black and white text either letter or legal size.
 - 3. There is a \$.10 per page charge for copied records in excess of 50 pages;
 - 4. 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) business days *after* the request is received. That time period may be extended for an additional five (5) business days from the original date under certain circumstances, as provided by the Freedom of Information Act. If additional time is needed, the Library must notify the requestor in writing within five (5) business days after the receipt of the request of the statutory reasons for the extension, and when the requested information will be produced. If both the requestor and the Library agree, the deadline to respond may be extended beyond the ten (10) business days. This agreement must be in writing.

- 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, 10:00 a.m. to 5:00 p.m. Winnebago Public Library District, Administrative Offices. This schedule may vary based on the availability of the FOIA Officer/Deputy FOIA Officer.

III. Public Records

The Freedom of Information Act defines what types of records are “public records” and the exceptions to public disclosure. The following is a list of types or categories of records under our control. It is provided to aid people in obtaining access to public records.

1. Monthly Financial Statements
2. Operating Budgets
3. Minutes of the Board of the Library Trustees’ meetings
4. Library Policies
5. Annual Reports to the Illinois State Library