

[NOTE: This policy model and request form complies with FMLA changes as of January 1, 2010]

**PARLIN-INGERSOLL PUBLIC LIBRARY**

**THE ILLINOIS FREEDOM OF INFORMATION ACT**

- I. A brief description of our public body is as follows':
- 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 FY2011 is: \$723,500.

Between 90 and 95 percent of library funding is provided by disbursements derived from the Charles Ingersoll Trust, which is solely administered by JPMorgan Bank, under guidelines established by the Charles Ingersoll Trust last will and testament. Library Trustees have no control over trust investments and financial reports are not issued publically. Additional funding is derived from the Illinois state per capita grant, fees for overdue and unreturned materials, cost-recovery charges, and donations.

**No local tax property taxes are levied for any purpose.**

However, under state law, library authorities do retain the ability to levy taxes for the following purposes. but have chosen not to do so as long as Charles Ingersoll Trust funding remains adequate to fund library operations:

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)
  1. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
  2. Working Cash (for internal loans)
  8. Debt Service (for bond and interest payments)
- D. The office is located at this address: 205 W. Chestnut Street.
- E. We have approximately the following number of persons employed:

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|----|-----------|---|
| 1. | Full-time | 7 |
| 2. | Part-time | 9 |

- F. The following organization exercises control over our policies and procedures: *Parlin-Ingersoll Public Library Board of Library Trustees*, which meets monthly on the third Wednesday of each month, beginning at 4 p.m., at the library.

Its members are: Pat Carter, President (647-4798); Chris Duvendack (647-1164), Vice President (647-1164); Michelle Quinones, Secretary (647-5240 x 3388); James Elson, Sr., Treasurer (647-9194); Ralph Froehling (647-6317), Charlotte Van Sickle (647-5111), Kim Freiley (647-8397), Keely Vollmar (647-6904) and Brad O'Brien (649-6294).

- 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: Randy Wilson, FOIA officer<sup>2</sup>.
- C. You must indicate whether you have a “commercial purpose”<sup>3</sup> in your request.<sup>4</sup>
- 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

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2 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.

3 “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.

4 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 fro prepayment; or provide the documents requested.

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, 9 a.m. to 5 p.m.
    - Parlin-Ingersoll 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. Operating Budgets
  - D. Annual Audits
  - E. Minutes of the Board of Library Trustees
  - F. Library Policies, including Materials Selection
  - G. Annual Reports to the Illinois State Library

**XYZ PUBLIC LIBRARY ORGANIZATIONAL CHART/SEVEN MEMBER BOARD**

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

President/Board of Library Trustees

Library Director

Bookkeeper

Reference

Circulation

Technical  
Services

Youth  
Services

Clerks

Shelvers

**XYZ PUBLIC LIBRARY ORGANIZATIONAL CHART/NINE MEMBER BOARD**

Board of Library Trustees  
Chris Duvendack, Vice President  
Michelle Quinones, Secretary  
James Elson, Treasurer  
Keely Vollmar     Kim Freiley  
Ralph Froehling   Brad O'Brien  
Charlotte Van Sickle

Pat Carter, President, Board of Trustees

Randy Wilson, Director

Kim Bunner, Technology Director

Deb Massey  
LTA II  
Youth

Technical

Linda Schultz,  
You  
Services

Clerks

Shelvers

**PARLIN-INGERSOLL 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:

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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)*

- A    ( )    The documents requested are enclosed.  
P    ( )    You may inspect the records at \_\_\_\_\_  
P         on the date of \_\_\_\_\_.  
R    ( )    The documents will be made available upon payment of copying costs of  
O         \$\_\_\_\_\_.  
V  
E    ( )    **For "commercial requests" only:** the estimated time of when the documents  
D         will be available is \_\_\_\_\_, at the prepaid costs stated above.
- ( )    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.
- D    ( )    The materials requested are exempt under Section 7 \_\_\_\_\_ of the  
E         Freedom of Information Act for the following reasons:  
N         \_\_\_\_\_  
I         \_\_\_\_\_  
E         Individual(s) that determined request to be denied and title: \_\_\_\_\_  
D         \_\_\_\_\_
- 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.

**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.**

FOIA Officer

Date of Reply

