

[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 ACT¹

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

- A. Our purpose as listed in our mission statement: The Parlin-Ingersoll Public Library promotes, develops, and enhances lifelong learning and personal enrichment by meeting the needs of our community through exceptional, individualized service.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY2016 is: \$655,533

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 publicly. 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)
- 6. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
- 7. 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:

1.	Full-time	5
2.	Part-time	10

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.

¹ The Library follows the Freedom of Information Act (5 ILCS 140/). Our FOIA officers train annually. Many documents are available on our website 24/7.

Its members are: Chris Duvendack, President (647-1164), Brad O'Brien, Vice President (649-6294); 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 Pat Carter (647-4798).

- 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: Kimberly Bunner, FOIA officer² or Brenda Hadsell, FOIA officer
- C. You must indicate whether you have a "commercial purpose"³ in your request.⁴
- 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, 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:

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.

- 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

**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: _____ _____ _____		
Is the reason for this request a "commercial purpose" as defined in the Act? ___ Yes ___ No		
<i>Library Response (Requestor does not fill in below this line)</i>		
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"/> For "commercial requests" only: 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.**

FOIA Officer	Date of Reply
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