

## **PLANO COMMUNITY LIBRARY DISTRICT FREEDOM OF INFORMATION ACT POLICY**

### **The Illinois Freedom of Information Act**

The policy affirms the Library's intent to fully comply with the Illinois Freedom of Information Act. 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.

- I. A brief description of our public body is as follows:
  - A. Our purpose is to provide library 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 2009/10 is \$592,000. Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations. Taxes levied may include:
    1. Corporate Fund (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. Building & 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. Debt Service (for bond and interest payments)
  - D. The office is located at this address:  
15 W. North St., Plano, IL 60545
  - E. We have the following number of persons employed:
    1. Full-time: 5
    2. Part-time: 12
  - F. The following organization exercises control over our policies and procedures: The Board of Trustees of the Plano Community Library District, which meets monthly on the third Thursday of each month, with the exception of December, at 7:00 p.m., at the library. Its members are: Cecelia Carey, President; Tom Karpus, Vice President; Gayle Severson, Secretary; James Anderson, Treasurer; Jason Rebarchik, Kevin Tierney, and Jane Voss.
  - G. We are required to report, and are answerable for our operations, to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White

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(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, but is not required. Verbal FOIA requests will not be accepted.
- B. Requests should be directed to the following individual:  
Deanna Howard, FOIA Officer/Library Director  
Plano Community Library District  
15 W. North St.  
Plano, IL 60545  
630-552-2020  
dhoward@plano.lib.il.us
- C. 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.
- D. Fees: For black and white, letter or legal sized copies, the first fifty (50) pages are free. Any additional pages will cost 10 cents per page. For color copies or abnormal size copies, the charge will be 25 cents per page. The cost for certifying a record will be \$1.00. Other fees may be charged in accordance with the Act.
- E. 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) days. This agreement must be in writing.
- F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

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- G. If a request is denied the requestor has the right to seek review of the issue by the Public Access Counselor in the Illinois Attorney General's Office. The requestor also has the right to seek judicial review by filing a court case.
- H. The place and times where the records will be available are as follows:  
Monday-Friday, 10:00 a.m. to 5:00 p.m. Plano Community Library District,  
Administrative Offices. The schedule may vary based on the availability of the  
FOIA Officer/Library Director.

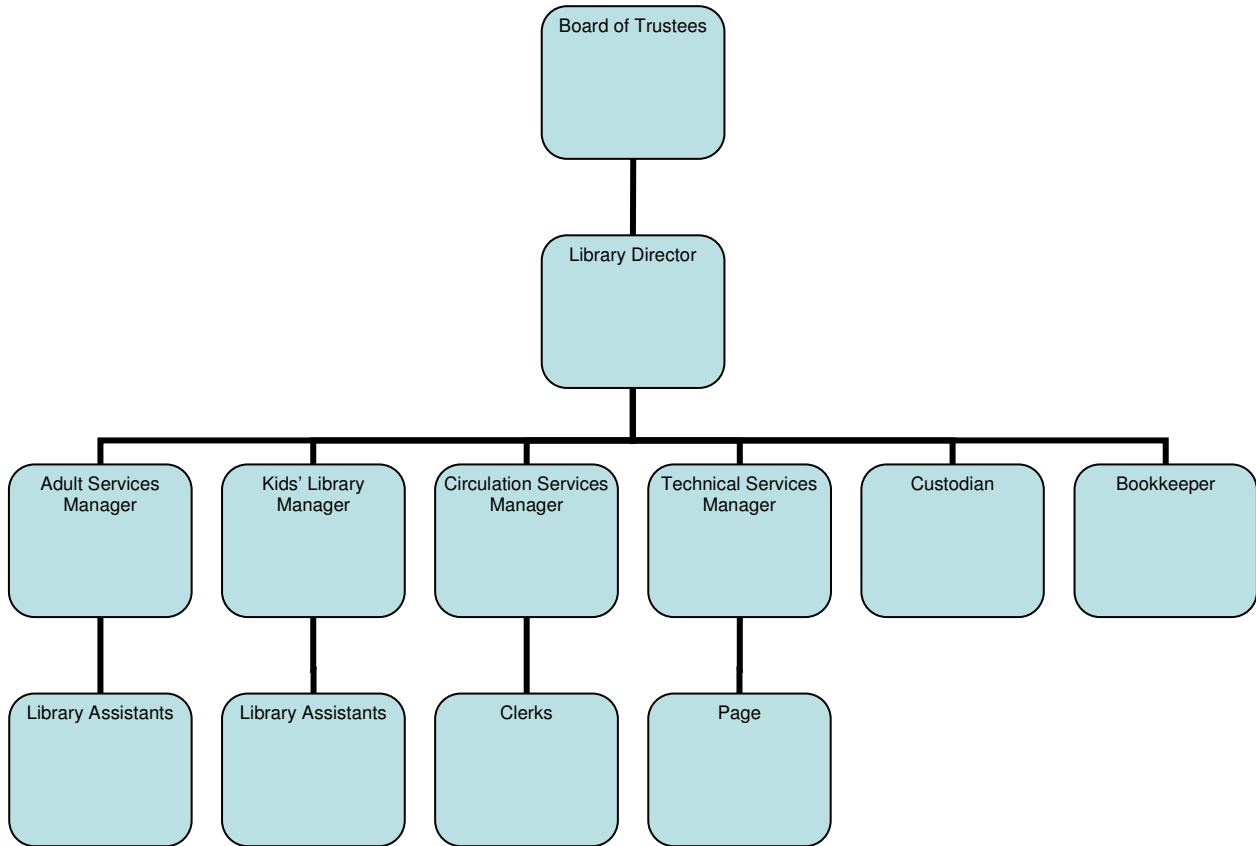
III. The Freedom of Information Act defines what types of records are "public records" and the exceptions to public disclosure. The following is a list of types or categories of records under our control. It is provided to aid people in obtaining access to public records.

1. Monthly Financial Statements
2. Annual Receipts and Disbursements Reports
3. Budget and Appropriation Ordinances
4. Levy Ordinances
5. Operating Budgets
6. Annual Audits
7. Minutes of the Board of Library Trustees' meetings
8. Library Policies, including Material Selection
9. Annual Reports to the Illinois State Library

IV: The Library Director will update the information in this policy from time to time. This update will not require Board approval unless a change to the policy is made.

**PLANO COMMUNITY LIBRARY DISTRICT  
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**ORGANIZATIONAL CHART**



**PLANO COMMUNITY LIBRARY DISTRICT  
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**PLANO COMMUNITY LIBRARY DISTRICT  
FREEDOM OF INFORMATION REQUEST FORM**  
The form is provided as a convenience to the requestor, and is not required.  
The Library will respond to any request submitted in writing.

**Date of Request:** \_\_\_\_\_

**Requestor's Name (or business name, if applicable):**

\_\_\_\_\_

**Requestor's Address:**

**Street:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Requestor's Phone Number(s):**

\_\_\_\_\_

**Description of records requested (please be as detailed as possible):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are you requesting certification of any of the records?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**If so, which records?** \_\_\_\_\_

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**Library Response (Requestor does not fill in below this line). The library may use this form in response to a request, or may prepare a letter which includes the required information.**

A P P R O V E D	( )	The documents you requested are enclosed.
	( )	The documents will be made available upon payment of copying costs \$_____.
	( )	You may inspect the records at _____ on the date of _____.
D E N I E D	( )	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.
	( )	The materials requested are exempt under Section 7 of the Freedom of Information Act for the following reasons: _____ _____ _____
		You have the right to seek review of the denial by the Public Access Counselor in the Illinois Attorney General's Office, as well as the right to seek judicial review by filing a court case. Public Access Bureau 500 S. 2 <sup>nd</sup> St. Springfield, IL 62706 217-558-0486 publicaccess@atg.state.il.us
	( )	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.

FOIA Officer	Date of Reply
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