

Freedom of Information Act Policy

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 operation budget for FY 2020-2021 is: \$381,128. Funding sources are property and person property replacement taxes, state and federal grants, charges, and donations. Tax levies are:
 - 1. Corporate purposes (for general operating expenditures)
 - 2. IMRF (provides for employees' retirement and related expenses)
 - 3. Social Security (provides for employees' 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: 300 Jefferson St., Oregon, IL 61061
- E. We have the following number of persons employed:
 - 1. Full-time: 1
 - 2. Part-time: 7
- F. The following organizations exercises control over our policies and procedures: *The Oregon Public Library Board of Library Trustees*, which meets monthly on the third Thursday of each month, 6:00 PM at the library Its members are: Rick Bunton, President; Wendy Nelson, Vice President; Jennifer Pierce, Secretary; Katie Beeh, Treasurer; Pam Steele; John Young;
- 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, Greg McCormick; 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: Hilaree Lombardo, FOIA

Officer

C. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any record be certified, you must specify which ones.

Oregon Public Library The Illinois Freedom of Information Act (continued)

D. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

<u>50 cents</u> per page for employee copied records $\frac{51.00}{2}$ per page for certification of records

- E. The office will respond to a written request within seven (7) working days or sooner if possible. An extension of an additional seven (7) working days may be necessary to properly respond.
- F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- G. You may appeal the decision of the FOIA Officer to the Board of Trustees.
- H. The place and times where the records will be available are as follows: During regular library hours Oregon Public Library

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

Approved by the OPL Board of Trustees:	March 20	, 2002
<u> </u>	March 31	, 2009 (updated)
-	March 18th	<u>,</u> 2021 (updated)
-		_, 2022



OPTIONAL FORM FOR OREGON PUBLIC LIBRARY DISTRICT ILLINOIS FREEDOM OF INFORMATION REQUEST

This form is provided as a courtesy and is not a requirement for making a request under the Freedom of Information Act.

1. I hereby request the following public records pursuant to the Illinois Public Records Act:

2 E				
2. Format requestedPaper				
Electronic (if available)				
Other				
3. I desire them for:				
Visual inspection only for a limited period u	inder supervision.			
Copying by Library Staff. Certification by public official.				
Certification by public official.				
4. Is this request for a commercial purpose?	_Yes No			
5. Is this request in the public interest? Yes	sNo			
2.After the first fifty pages: 15¢ per page \$3.Color photocopies and copies sized other		ze: 15¢ per page	e \$	
4.Photocopies in public interest: 5¢ per page5.Free: Electronic format if available6.Cost of electronic records such as disks, d	e \$ liskettes, tapes, will b		actual cost o	of the recording
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