



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



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. Format requested

_____ Paper
_____ Electronic (if available)
_____ Other

3. I desire them for:

_____ Visual inspection only for a limited period under supervision.
_____ Copying by Library Staff.
_____ Certification by public official.

4. Is this request for a commercial purpose? _____ Yes _____ No

5. Is this request in the public interest? _____ Yes _____ No

6. FEES are paid in advance herewith according to the following schedule:

- 1. Free: The first fifty (50) pages of letter or legal size black and white photocopies
- 2. After the first fifty pages: 15¢ per page \$ _____
- 3. Color photocopies and copies sized other than legal or letter size: 15¢ per page \$ _____
- 4. Photocopies in public interest: 5¢ per page \$ _____
- 5. Free: Electronic format if available
- 6. Cost of electronic records such as disks, diskettes, tapes, will be charged at the actual cost of the recording medium \$ _____
- 7. Certification: \$ 1.00 per certification \$ _____

Total \$ _____

(Signed)

Address

City State Zip

Daytime Phone Number

=====

RECEIPT

A. Request received and acknowledged: _____ (Date)

B. Fees received: \$ _____

C. The response to this request will be provided by the following date: _____.