

Freedom of Information Act (Policy)

1. Our purpose is to provide materials and services for recreation, social, informational, and educational needs of the community.
2. An organizational chart is attached.
3. Funding sources are tax levies, property and personal property replacement taxes, state and federal grants, fines, charges, and donations.
 - a. Corporate purposes (for general operating expenditures)
 - b. IMRF (provides for employee's retirement and related expenses)
 - c. Social Security (provides for employee's FICA costs and related expenses)
 - d. Audit (for annual audit and related expenses)
 - e. Maintenance (for maintaining the building)
 - f. Tort Liability (for insurance premiums, risk management, attorneys' fees, and related expenses, unemployment, and worker's compensation insurance)
 - g. Working Cash (no longer levied)
 - h. Debt Service (for bond and interest payments)
4. The Office is located at 618 S. Sangamon Avenue in Gibson City, Illinois 60936
5. The following organization exercises control over our policies and procedures: The Moyer District Library Board of Library Trustees, which meets monthly on the second Wednesday of each month, except for July and December, at 5:30 PM in the library program room.
 - a. Members, officers, and committees are listed on our website.
6. The following organization operates in an advisory capacity regarding our operation: Illinois State Library
7. We are required to report and be answering for our operation to Illinois State Library, Springfield Illinois. Its members include State Librarian Alexi Giannoulas (Secretary of State) and other various staff

You may request information and the records available to the public in the following manner:

1. Use request form (attached)
2. Your request should be directed to the following individual: Jessica Titus, FOIA Officer
3. You must indicate whether you have a commercial purpose in your request
4. 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.
5. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - a. There is a \$1 charge for each certification of records
 - b. There is no charge for the first fifty (50) pages of black-and-white text, either letter or legal size
 - c. There is a \$0.20 per page charge for copied records in excess of 50 pages
 - d. The actual copying cost of color copies and other sizes copies will be charged
 - e. If the records are kept in electronic format, you may request a specific formation 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 will be required to pay the actual cost of the medium only, i.e. disc) or in paper as you select. There is no charge for emailed documents.

6. 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.
7. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection. The places and times where the records will be available are as follows: 10 am to 5 pm, Monday through Friday at Moyer District Library, in the Administrative Office.

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

- Monthly Financial Statements
- Annual Receipts and Disbursement Reports
- Budget and Appropriation Ordinances
- Levy Ordinances
- Operating Budgets
- Annual Audits
- Minutes of the Board of Library Trustees
- Adopted Ordinances and Resolutions to the Board
- Annual Reports to the Illinois State Library

Moyer District Library FOIA Request Form

****Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.****

Name and Address of Public Body Receiving Request: _____

Date Requested: _____

Request Submitted By: E-mail U.S. Mail Fax In Person

Name of Requester: _____

Street Address: _____

City/State/County Zip (required): _____

Telephone (Optional): _____

E-mail (Optional): _____

Fax (Optional): _____

Records Requested: *Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

Do you want copies of the documents? YES or NO

--Do you want Electronic Copies or Paper Copies?

--If you want Electronic Copies, in what format?

Is this request for a Commercial Purpose? YES or NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Moyer District Library Organization Chart

Board of Library Trustees

President

Vice-President

Secretary

Treasurer

Trustee

Trustee

Trustee



Library Director



Clerks