

**Worth Public Library District
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 operating budget for FY 07-08 is
Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations. Tax levies are:
 - 1. Corporate purposes (for general operating expenses)
 - 2. IMRF and FICA (provides for employer's share of employee retirement fund & related expenses and for employer's share of FICA costs and related expenses)
 - 3. Audit (for annual audit & related expenses)
 - 4. Maintenance (for maintaining the building)
 - 5. Liability (for insurance premiums, risk management, attorney's fees & related expenses, unemployment and worker's compensation insurance.
 - 6. Working Cash (for internal loans, Worth Public Library District; not currently levied)
 - D. The office is located at this address: 6917 W. 111th St.; Worth, IL 60482.
 - E. We have the following number of persons employed:
 - 1. Full-time 3
 - 2. Part-time 14
 - F. The following organization exercises control over our policies and procedures: *The Worth Public Library Board of Trustees*, which meets monthly on the 2nd Tuesday of each month, 7:00P.M., in the library meeting room.
 - 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 *The Illinois State Library*, Anne Craig, and various staff.
- II You may request the information and the records available to the public in the following manner:
- A. Use the request form (see attached).
 - B. Your request should be directed to the following individual: Carol Hall, Administrative Librarian, Freedom of Information Act Officer.
 - C. 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 are to be certified.
 - D. To reimburse us our actual costs for reproducing and certifying (if certification is requested) the records, you will be charged the following fees:
 - 1. \$.25 per page for employee-copied records.

2. \$1.25 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 by sending a written notice of appeal to the President, Worth Public Library Board of Library Trustees; 6917 W. 111th St.; Worth, IL 60482.
 - a. Upon receipt of such notice the President of the Board of Trustees or his/her duly authorized designee shall promptly review the public record, determine whether under the provisions of this Act such record is open to inspection and copying, and notify the person making the appeal of such determination with 7 working days after the notice of appeal.
 - b. Any person making a request for public records shall be deemed to have exhausted his administrative remedies with respect to such request if the President of the Board of Trustees or his/her duly appointed designee affirms the denial or fails to act within the time limit provided.
- H. The place and times where the records will be available are as follows:
 - a. Worth Public Library District; 6917 W. 111th St.; Worth, IL.
 - b. Monday through Thursday, 9 A.M. – 8 P.M. and
 - c. Friday and Saturday, 9 A.M. – 4 P.M.

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

Approved May 11, 1999
Revised June 10, 2008

President, Board of Trustees