

## **Carlock Public Library District Freedom of Information Act (FOIA) Policy**

A brief description of the Carlock Public Library District public body follows.

1. The library's purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
2. An organizational chart is attached.
3. The total amount of the library's operating budget (appropriation) for FY2025 is \$417,490. Funding sources are property taxes, state and federal grants, fines, charges, and donations. Tax levies are:
  - Corporate purposes (for general operating expenditures)
  - Social Security (provides for employee's FICA cost and related expenses)
  - Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and workers' compensation insurance)
  - Building and Maintenance (for building and maintenance expenses)
4. The office is located at 202 East Washington Street, Carlock, Illinois 61725
5. The library employs 9 part-time employees, when fully staffed
6. The following organization exercises control over the library's policies and procedures:
  - The Carlock Public Library Board of Trustees, which meets the third Tuesday of January, February, March, April, May, June, July, August, September, October and November, at 6:30 p.m. at the library.
  - Its members are: Beth Wagner (President), Nick Birky (Vice President), David Garrison (Treasurer), Laura Stephenson (Secretary), Cynthia Edmonds-Cady, Kevin Moore, and Dawn Neblock.
7. The library required to report and be answerable for its operations to:
  - Illinois State Library, Springfield, Illinois.
  - Its members are:
    - State Librarian: Alexi Giannoulis (Secretary of State)
    - Director of Illinois State Library: Greg McCormick
    - Various other staff

Information and the records available to the public may be requested in the following manner:

- Use the request form (see attached) or provide written request
- Direct your request to the Library Director/FOIA Officer (if requesting via email, please include "FOIA request" in the subject line)
- You must indicate whether you have a "commercial purpose" in your request ("commercial purpose" is defined in the Freedom of Information Act as "when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.")
- 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.
- To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
  - There is a \$1.00 charge for certification of records
  - There is no charge for the first 50 pages of black and white text, either letter or legal size
  - There is \$.15 per page charge for copied records in excess of 50 pages
  - The actual copying cost of color copies and other sized copies will be charged

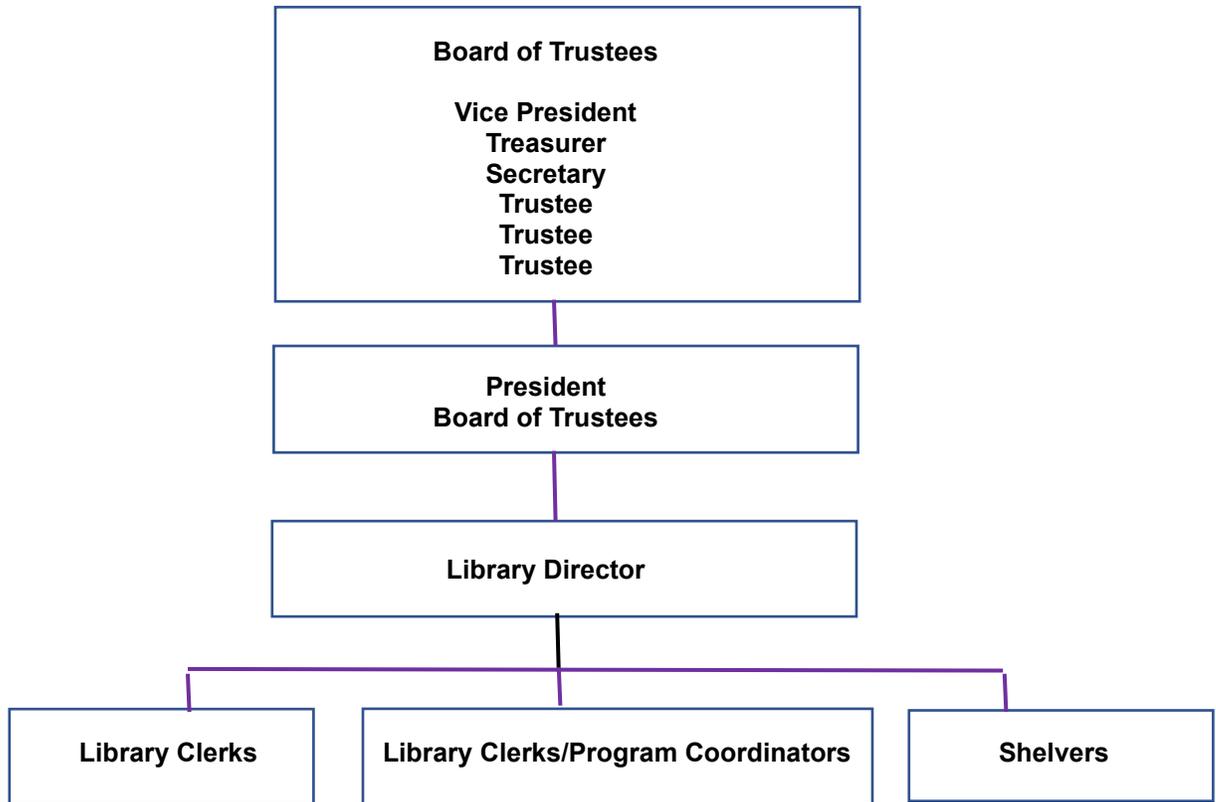
- If the records are kept in electronic format, you may request a specific format and, if feasible, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only; i.e., disc, diskette, tape, USB, etc.) or in paper as you select.
- The office will respond to a written request within five working days or sooner if possible. An extension of an additional five working days may be necessary to properly respond.
- Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- The place and time where records will be available are as follows:
  - Carlock Public Library District during the library’s regular hours

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 Disbursements Reports
- Budget and Appropriation Ordinances
- Levy Ordinances
- Operating Budgets
- Minutes of the Board of Trustees
- Library Policies, including Materials Selection
- Adopted Ordinances and Resolutions of the Board
- Annual Reports to the Illinois State Library

<b>Carlock Public Library District</b>	
<b>Policy Title</b>	Freedom of Information Act (FOIA) Policy
<b>Draft or Final</b>	FINAL
<b>Date Reviewed/Approved</b>	Board of Trustees 6/17/25; Board of Trustees 6/18/24; Policy Committee 6/4/24; 7/6/23; Board of Trustees 7/18/23

**Carlock Public Library District  
Organizational Chart**



**CARLOCK PUBLIC LIBRARY DISTRICT  
Freedom of Information Act (FOIA) Request**

Requestor's Name (or business name, if applicable)	Date of Request	Telephone number
Street Address	Certification requested: _____ Yes      _____ No	
City, State, ZIP		
Description of Records Requested:  _____  _____  _____		
Is the reason for this request a "commercial purpose" as defined in the Act?    ___ Yes    ___ No		

<b>LIBRARY RESPONSE (Requestor does not fill in below this line)</b>	
APPROVED	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$ _____. <input type="checkbox"/> For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.
DENIED	<input type="checkbox"/> 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. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the FOIA for the following reasons: _____ _____ Individual(s) that determined request to be denied and title(s): _____ _____ In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second Street, Springfield, IL 62705 or you have the right to judicial review under section 11 of FOIA. <input type="checkbox"/> 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 of your request.

*NOTE: This form cannot be mandatory under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.*

FOIA Officer	Date of Reply
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