

213 THE ILLINOIS FREEDOM OF INFORMATION ACT

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 2013-2014 is: \$1.7 million.
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:

1. Corporate purposes (for general operating expenditures)
2. IMRF (provides for employee's retirement and related expenses)
3. Social Security (provides for employee's 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)
7. Working Cash (for internal loans: [no longer levied])
8. Debt Service (for bond and interest payments)

D. The office is located at this address: 120 Veterans Parkway, New Lenox, IL, 60451

E. We have the following number of persons employed:

- | | | |
|----|-----------|----|
| 1. | Fulltime | 18 |
| 2. | Part time | 23 |

F. The following organization exercises control over our policies and procedures: *The NEW LENOX Public Library Board of Library Trustees*, which meets monthly on the third Monday of each month, 7:00 p.m., at the library.

Its members are: Lou Broccolo, President; Ed Tatro, Vice President; Colette Loecke, Secretary; Ann Podoba, Treasurer; Linda Evans, Michelle Monbrod, and Bonnie Ulstad

G. The following organization operates in an advisory capacity regarding our operation: Reaching Across Illinois Libraries System in Burr Ridge, Illinois. Its members are various staff.

H. 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, Anne Craig; and various other staff.

II. The information may be requested and the records available to the public in the following manner:

- A. Use request form (see attached).
- B. Requests should be directed to the following individual: Kate Hall, FOIA officer, or in her absence, to Pam Anderson, Substitute FOIA officer.
- C. The records requested to be disclosed for inspection or to be copied must be specified. If you desire that any records be certified, you must specify which ones.
- D. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

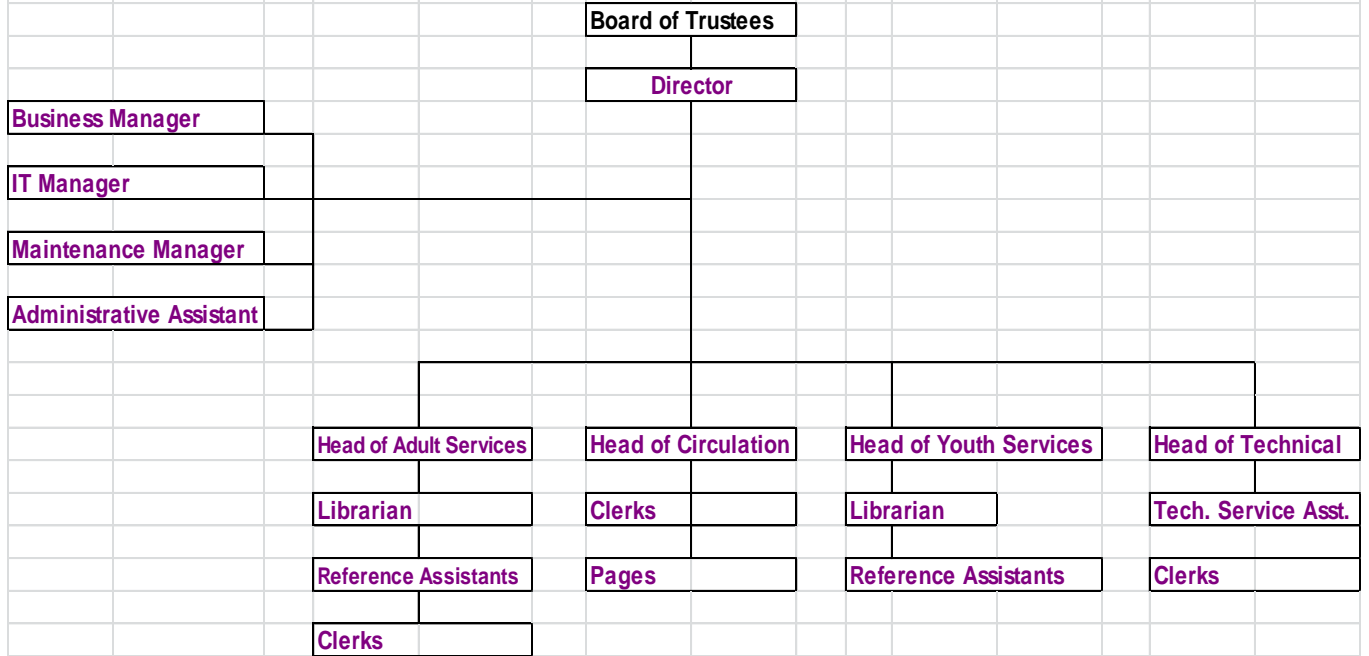
1. There is a \$1.00 charge for each certification of records.
 2. There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 3. There is a \$.15 per page charge for copied records in excess of 50 pages;
 4. The actual copying cost of color copies and other sized copies will be charged.
- E. 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 will be required to pay the actual cost of the medium only, i.e. disc, flash drive, etc.) or in paper as you select.
- F. The office will respond to a written request within five (5) working days after receipt of the request or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
- G. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- H. You may appeal the decision of the FOIA officer to the Board of Library Trustees.
- I. The place and times where the records will be available are as follows:
10: 00 a.m. to 5:00 p.m.
NEW LENOX Public Library, Administrative Offices

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

ORGANIZATIONAL CHART

New Lenox Public Library District



New Lenox Public Library
Freedom of Information Request

Requestor's Name (or business name, if applicable) number	Date of Request	Phone
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Certification requested: _____ Yes _____ No

Address

City State Zip

Description of Records Requested:

Library Response (Requestor does not fill in below this line)

A
P
P
R
O
V
E
D

- () The documents requested are enclosed.
- () The documents will be made available upon payment of copying costs \$_____.
- () You may inspect the records at _____ on the date of _____.

D
E
N
I
E
D

() The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.

() The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons:

Individual(s) that determined request to be denied: _____

() Request delayed, for the following reasons (in accordance with 3(d) of the FOIA): _____. You will be notified by the date of _____ as to the action taken on your request.

The information required by this form is MANDATORY in order to comply with 5 ILCS 140/1. Failure to so provide may result in this form not being processed.

FOIA Officer	Date of Reply
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