

ORDINANCE NO. 13-1

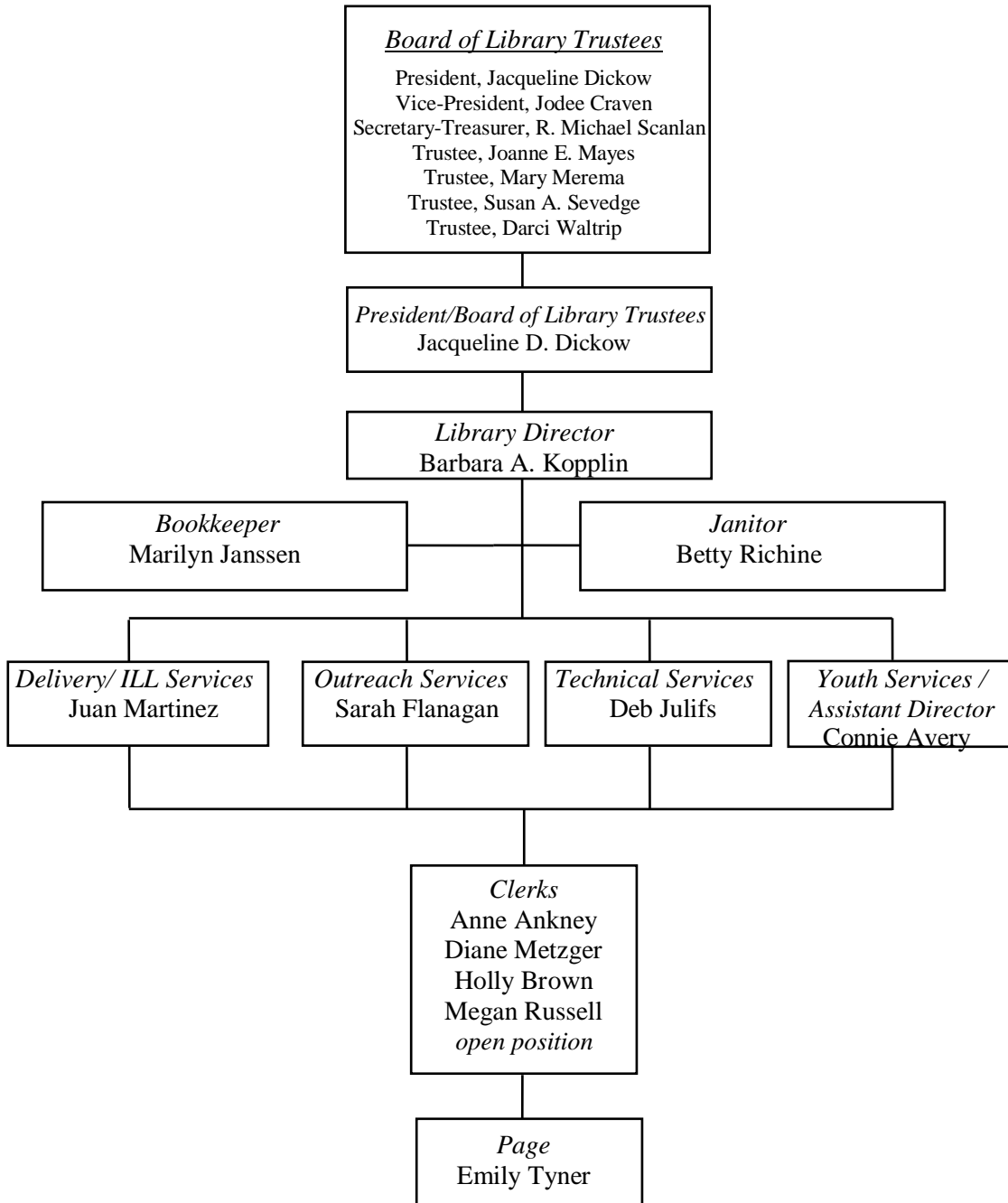
FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT THE ILLINOIS FREEDOM OF INFORMATION ACT

- 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: \$752,520
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 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. 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: 619 Fourth Avenue, Rochelle, Illinois 61068
 - E. We have approximately the following number of persons employed:
 - 1. Full-time three
 - 2. Part-time ten
 - F. The following organization exercises control over our policies and procedures: *The Flagg-Rochelle Public District Library Board of Library Trustees*, which meets monthly on the third Thursday of each month, 7:00 p.m., at the library.

Its members are: Jacqueline E. Dickow, President; Jodee Craven, Vice President; R. Michael Scanlan, Secretary-Treasurer; Joanne E. Mayes, Mary Merema, Susan A. Sevedge and Darci Waltrip.
 - G. We are required to report and be answerable for our operations to:
Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jessie White (Secretary of State); Director of State Library, Anne Craig; 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 individuals:
Barbara A. Kopplin or Connie Avery, FOIA Officers
 - C. You must indicate whether you have a "commercial purpose" in your request.
 - D. 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.

- E. 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 each certification of records.
 - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - There is a \$.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.
 - F. 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, etc.) or in paper as you select.
 - G. 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.
 - H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - I. The place and times where the records will be available are as follows:
 - Monday through Friday 10:00 a.m. to 5:00 p.m.
 - Flagg-Rochelle Public Library District, 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 and Quarterly Financial Statements
 - B. Annual Receipts and Disbursements Reports
 - C. Paid Bills
 - D. Grant Documentation
 - E. Budget and Appropriation Ordinances
 - F. Levy Ordinances
 - G. Operating Budgets
 - H. Annual Audits
 - I. Minutes of the Board of Library Trustees
 - J. Library Policies, including Materials Selection
 - K. Adopted Ordinances and Resolutions of the Board
 - L. Annual Reports to the Illinois State Library

FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART



FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT

FREEDOM OF INFORMATION REQUEST

Requestor's Name (or business name, if applicable)	Date of Request	Phone 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		
<i>Library Response (Requestor does not fill in below this line)</i>		
A P P R O V E D	<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.	
D E N I E D	<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 Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____ 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 St., 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 taken on 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
--------------	---------------

**RESOLUTION FOR COMPLIANCE WITH
THE ILLINOIS FREEDOM OF INFORMATION ACT
FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT**

WHEREAS, the General Assembly has enacted Public Act 83-1013, the short title of which is the "Freedom of Information Act," and such Act took effect on July 1, 1984; and was recently revised by Public Act 96-0542 which took effect January 1, 2010; and

WHEREAS, such Act is intended to provide the public with greater access to the records of public bodies; and

WHEREAS, it is necessary for the Flagg-Rochelle Public Library District to establish practices and procedures ensuring its full compliance with said Act, so that the public policy stated therein can be carried out effectively and efficiently with respect to the records of the Library.

BE IT RESOLVED by the President and the Board of Trustees of the Flagg-Rochelle Public Library District, City of Rochelle, County of Ogle, Illinois, as follows:

Section 1: The Library Director is hereby designated as the person to whom all initial requests for access to the records of the Library are to be referred. Such requests are to be made at the offices of the Library Director at the Flagg-Rochelle Public Library District, Rochelle, Illinois, between the hours of 10:00am and 5:00pm, Monday through Friday. In the event that the Library Director is not available during the times described above, the Assistant Director/Youth Services Librarian is designated as the person to whom such initial requests are to be made.

SECTION 2: Any records which are the subject of a request under the Freedom of Information Act shall be retrieved from such place as they are stored, by the Library Director or the Assistant Director/Youth Services Librarian, or by an employee of the Library acting under the direction of the Library Director or Assistant Director/Youth Services Librarian. In no event shall records be retrieved by the party requesting them or any person who is not employed by the Library.

SECTION 3: If copies of records are requested, the fees for such copies, whether certified or not, shall be determined by the Act and shall reflect the actual cost of copying the records.

SECTION 4: In the event that a request to inspect Library records is denied by the Library Director or Assistant Director/Youth Services Librarian, the requester can file a Request for Review with the Attorney General's Public Access Counselor.

SECTION 5: THIS RESOLUTION shall be in full force and effective immediately upon its passage and approval as required by law.

PASSED this 18th day of July, 2013, by the President of the Board of Trustees of the Flagg-Rochelle Public Library District, City of Rochelle, County of Ogle, Illinois.

Jacqueline D. Dickow, President Board of Trustees
Flagg-Rochelle Public Library District

ATTEST:

R. Michael Scanlan, Secretary-Treasurer
Board of Trustees Flagg-Rochelle Public Library District

Posted: 7/22/13