

South Beloit Public Library Board Policy

Freedom of Information Act (FOIA) 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 FY2022 is \$318,980. Funding sources are property and personal property replacement taxes, state and local grants, fines, fees, charges, and donations.
- D. The office is located at: 630 Blackhawk Blvd, South Beloit, IL 61080.
- E. We have approximately the following number of persons employed:
 1. Full-time 1
 2. Part-time 6
- F. The following organization exercises control over our policies and procedures: The South Beloit Public Library Board of Trustees, which meets monthly on the second Monday of each month at 7:00 p.m., at the library.

Its members are: President Jose Alarcon, Vice President Margie Bertholomey, Secretary Emily Sager, Treasurer Ryan Adleman, Marilyn Bukove, Crystal Ellis, Duane Farnsworth, Kylie Loewecke, and Paula Richeson.

- G. We are required to report and be answerable for our operations to the Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Greg McCormick; and various other staff.

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

- A. Direct your request to Brenda Weinberg, FOIA officer. It is requested that you complete the South Beloit Public Library Information Request form.
- B. Indicate whether you have a “commercial purpose” in your request.
- C. 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.
- D. 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.
 - 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. CD-Rom, flash drive, etc.) or in paper as you select.
- E. The library will respond to a FOIA request within five (5) working days. An extension of an additional five (5) working days may be necessary to properly respond to the request.
- F. Records may be inspected or copied at the library. If inspected, an employee must be present throughout the inspection.
- G. You may appeal the decision of the FOIA officer to the South Beloit Public Library Board of Trustees.
- H. 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.
- I. The place and times where the records will be available are as follows:
 9 a.m. to 5 p.m. Monday-Friday
 South Beloit Public Library, Offices
- III. Certain types of information maintained by us are exempt from inspection and copying. However, the library maintains the following types or categories of records:
- A. Monthly Financial Statements
 - B. Budget Requests
 - C. Operating Budgets
 - D. Minutes of the Board of Trustees
 - E. Library Policies
 - F. Annual Reports to the Illinois State Library

South Beloit Public Library Freedom of Information Request

Requestor's Name (or business name, if applicable) _____

Date of Request _____

Phone Number _____

Street Address: _____

_____ Certification Requested: Yes ___ or No ___

City: _____ State: _____ Zip _____

Description of Records Requested:

Is the reason for this request a "commercial purpose" as defined in the Act? Yes ___ or No ___

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

Approved:

- The documents you requested are enclosed.
- You may request the records at _____ on the date of _____.
- The documents will be made available upon the payment of copying costs of \$ _____.
- For "commercial requests" only:** the estimated time of when the documents will be available is _____, at the prepaid costs stated above.

Denied:

- The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act. 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 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 Street, Springfield, IL 62705 or you have the right to judicial review under Section 11 of FOIA.

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 on this 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: _____

South Beloit Public Library Organizational Chart

