

CARTHAGE PUBLIC LIBRARY
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. 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. 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. General Obligation Bond passed in 2021 for construction of new building
- D. The office is located at this address: 500 Wabash Avenue, Carthage, IL 62321.
We are on the Southwest corner of the square in Carthage, in Hancock County, IL.

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 Carthage Public Library District Board of Trustees*, which usually meets monthly on the second Monday of each month, 4:30 p.m., at the library.

The list of the current members of the Board of Trustees is posted on our website and on the bulletin board in the library.

- G. We are required to report and be answerable for our operations to:
Illinois State Library, Springfield, Illinois.

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

- A. In writing, via US mail, email, Fax or in-person. For your convenience, a request form is attached.
- B. Your request should be directed to the following individual: Amy Gee, Library Director and FOIA officer.
- C. You must indicate whether you have a "commercial purpose"¹ in your request.²You 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.
- 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.

¹ "Commercial purpose" is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations ~~for~~ to disseminate news, articles or opinions of public interest, or research or education.

² In the event a "commercial interest" is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying for prepayment; or provide the documents requested.

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.

- 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 would only be required to pay the actual cost of the medium) or in paper as you select.
- F. 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.
- G. Records may be inspected or copied. If inspected, certain private, exempt information must be redacted first, and an employee must be present throughout the inspection.
- H. The place and times where the records will be available are as follows:
 - Monday – Friday, 11:00 a.m. to 4:00 p.m., or by appointment
 - Carthage Public Library, Administrative Offices

III. Certain types of information maintained by us are exempt from inspection and copying.

Most of our historical records and all invoices are maintained in paper format only, and would require scanning in order to transmit electronically. Most recent documents are also maintained in Quicken, Microsoft Excel or Word on a computer, and can be converted to pdf documents.

The following types or categories of records are maintained:

- A. Library policies, including materials selection
- B. Ordinances and resolutions adopted by Board
- C. Budget & Appropriation Ordinances
- D. Levy Ordinances
- E. Building & Maintenance Levy Ordinances
- F. Non-resident Card Ordinances
- G. Annual Receipts and Disbursements Report
- H. Operating Budgets
- I. Monthly Financial Statements
- J. Auditor's reports (for the years when an audit was conducted)
- K. Agendas of Board Meetings
- L. Approved minutes of Board Meetings
- M. Annual reports sent to the Illinois State Library
- N. Completed grant applications and reports

CARTHAGE PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART

Seven Member Board



