

**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. The total amount of our operating budget for FY 2015-2016 is: \$200,127.50.  
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)
- 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 Board of Library Trustees*, which usually meets monthly on the second Monday of each month, 4:30 p.m., at the library.  
  
Its members are: John Dittmer, President; Angie Perry, Vice President; Elaine Dion, Secretary; Andy Bastert, Treasurer; Michelle Bavery, Erik Icenogle, and Tammy Kost.
- G. 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. 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"<sup>1</sup> in your request.<sup>2</sup>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.

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<sup>1</sup> "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 disseminate news, articles or opinions of public interest, or research or education.

- 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.
- 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 be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) 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 records are maintained in paper format only, and would require scanning in order to transmit electronically. Some recent documents are also maintained in Microsoft Excel or Word on a computer.

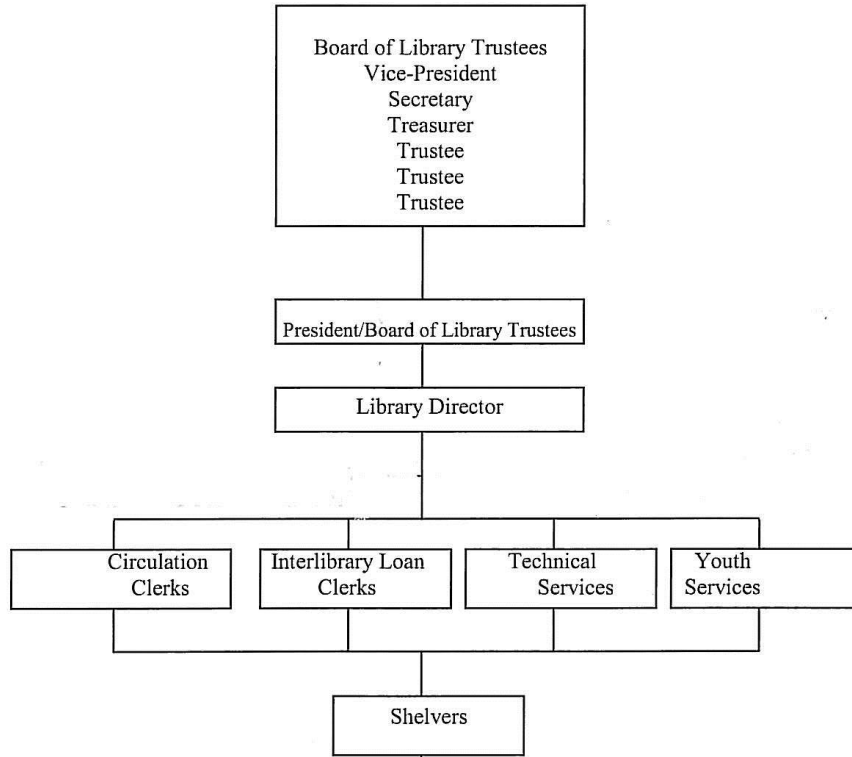
The following types or categories of records are maintained:

- 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. Prevailing Wage Ordinances
- G. Non-resident Card Ordinances
- H. Annual Receipts and Disbursements Report
- I. Operating Budgets
- J. Monthly Financial Statements
- K. Auditor's reports (for the years when an audit was conducted)
- L. Agendas of Board Meetings
- M. Approved minutes of Board Meetings
- N. Annual reports sent to the Illinois State Library
- O. Completed Grant applications and reports

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<sup>2</sup> 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.

CARTHAGR PUBLIC LIBRARY ORGANIZATIONAL CHART - SEVEN MEMBER BOARD



# Freedom of Information Act (FOIA) Request Form

Requests must be made in writing, but use of this form is not required

Date \_\_\_\_\_

**Is the reason for this request a “commercial purpose” as defined in the Act?**

\_\_\_ Yes \_\_\_ No

Requestor's Name \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Other contact information \_\_\_\_\_

Do you wish to

\_\_\_ view/inspect documents

\_\_\_ receive copy of documents

\_\_\_ receive copies in electronic format, via e-mail.

## **Records requested:**

The more specific you can be, the easier it will be for the library to comply with the request. Please include the date (month/year) or date range requested.

Request received by \_\_\_\_\_ on \_\_\_\_\_ @ \_\_\_\_\_  
Staff person's name Date Time