

## DEER CREEK DISTRICT 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 2009/10 is: \$71,000.  
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: 205 E. First Ave., Deer Creek, IL. 61733

E. We have the following number of persons employed:

- |    |           |   |
|----|-----------|---|
| 1. | Full-time | 1 |
| 2. | Part-time | 4 |

F. The following organization exercises control over our policies and procedures: *The Deer Creek District Library Board of Library Trustees*, which meets monthly on the first Monday of each month, 7 p.m., at the library.

Its members are: Mark Graf, President; Kim Fritch, Vice President; Elaine Tanner, Secretary; Elaine Tanner, Treasurer; David Hall, Duane Gerjets, Mike Childers, and Sandy Wiegand.

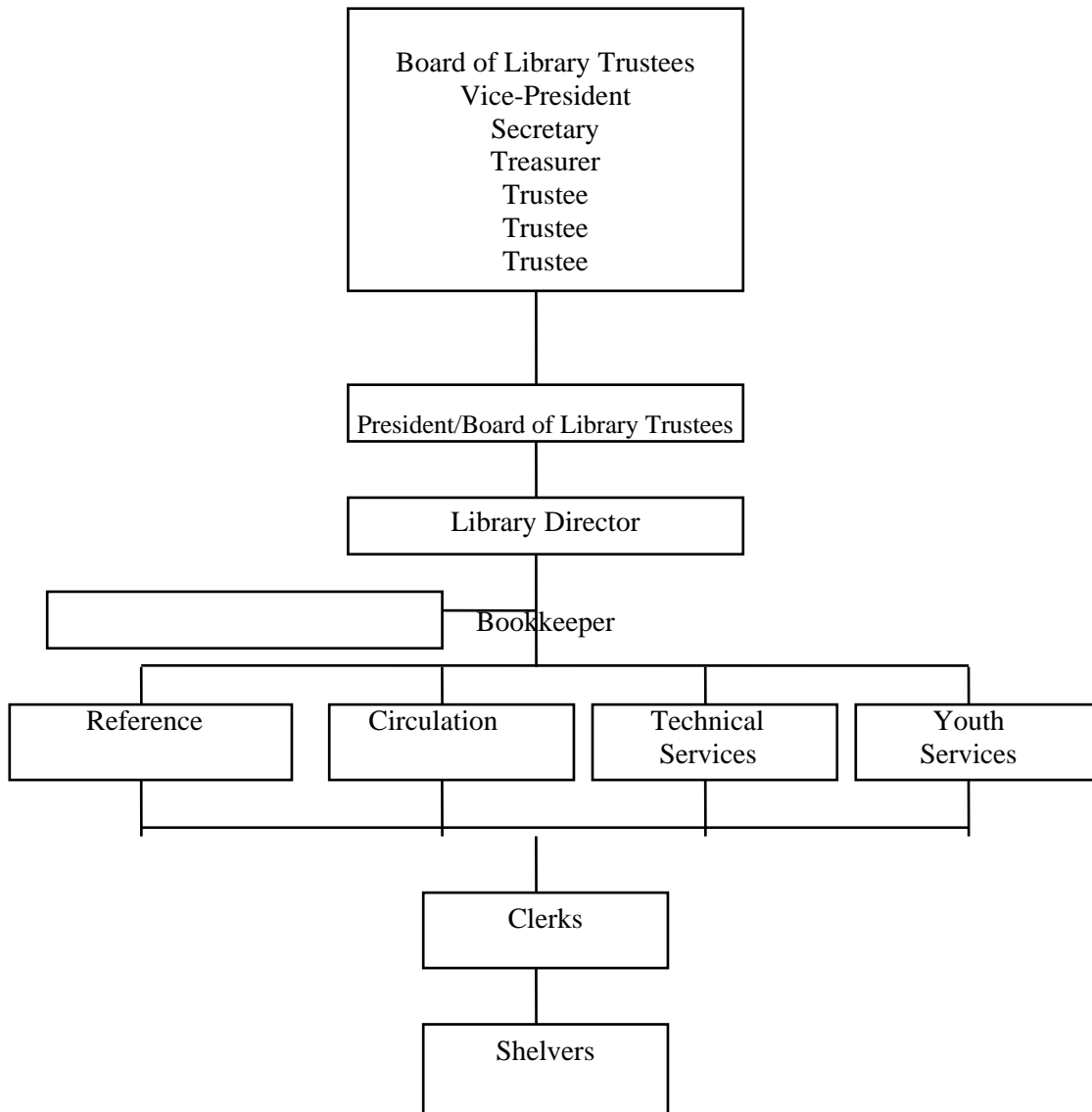
G. The following organization operates in an advisory capacity regarding our operation: Alliance Library System. Its members are: Kitty Pope, Lee Logan, Rose Chenoweth and various other staff.

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.

**DEER CREEK DISTRICT Library The Illinois Freedom of Information Act  
(continued)**

- 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 individual: Carlene Mathis-Kull  
FOIA officer.
  - C. 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.
  - D. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:  
The first 50 black and white pages are free, then \$.15 cents per page for  
employee copied records.  
\$1.00 per page for certification of records.
  - E. 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.
  - F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
  - G. You may appeal the decision of the FOIA officer to the Board of Library Trustees.
  - H. The place and times where the records will be available are as follows:  
9 a.m. to 6 p.m.  
Deer Creek District 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

**DEER CREEK DISTRICT LIBRARY ORGANIZATIONAL CHART/SEVEN MEMBER BOARD**



**DEER CREEK DISTRICT LIBRARY**  
**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: _____ _____ _____		
<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"/> The documents will be made available upon payment of copying costs \$_____. <input type="checkbox"/> You may inspect the records at _____ on the date of _____.	
D E N I E D	<input type="checkbox"/> 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.  <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: _____ _____ <input type="checkbox"/> 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
--------------	---------------