

DEER CREEK DISTRICT LIBRARY 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 2020/2021 \$109,909.

Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are \$99,957.

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 2

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, at 7 p.m., at the library.

Its members are: Laura Schmidgall, President; Annette Brehmer, Vice President; Linda Brown, Secretary; Betty Rock, Leslie Friederich, Bev Potts.

G. The following organization operates in an advisory capacity regarding our operation:

Alliance Library System.

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; 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:

Annette Brehmer, 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:

Deer Creek District Library during normal business hours.

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

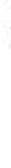
Library Board



Library Director



Circulation Staff



Support Staff

**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: _____ _____ _____		
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
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