

## **Beecher Public Library District Freedom of Information Act**

In order to ensure that all members of the public have the right to inspect and copy public records in accordance with the Illinois Freedom of Information Act (5 ILCS 140), the following document contains the information required to be furnished to the public and the mandates for the purpose of implementing the act.

### I. Information – General Agency Description:

- a. Type of Government: The Beecher Community Library is the physical operation of the Beecher Public Library District. The Beecher Public Library District was formed in 1994, and the Beecher Community Library began operation in 1996.
- b. Board of Trustees: The Beecher Public Library District Board of Trustees exercises control over policies and procedures. The Board of Trustees meets monthly on the third Tuesday of each month, at 7 P.M in the library.

The members of the Board of Trustees are: Shirley Biery, President; Katherine Czarnecki, Secretary; Beverly Wehling, Treasurer; Jennifer Bunte, Gwen Dean, Lance Saller, and Joseph Skold.

- b. Mission: The mission of the Beecher Community Library District is to establish and maintain in the Village of Beecher, Illinois a lending library, a reference library, reading and writing areas, and to furnish the same with books, periodicals, non-print materials and other electronic resources, available to all residents of the Beecher Public Library District.
- c. Operating Budget: The operating budget is adopted annually. The operating budget is for the fiscal year beginning July 1, and ending June 30. The current fiscal year budget is available for review. The total operating budget for the fiscal year 2010-2011 is \$275,928.00. Funding sources are property taxes, state and federal grants, fines, charges, and donations.
- d. The office is located at this address: 660 Penfield St. Beecher, IL 60401.
- e. We have the following number of persons employed:
  1. Full Time: 1
  2. Part Time: 3
- f. 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. Use request form (see attached).
- b. Your request should be directed to the following individual: Jill Grosso, FOIA officer<sup>1</sup>.

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<sup>1</sup> P.A. 96-542 requires the FOIA designated officer(s), and there can be multiples, must be “trained” with the on-line training program to be developed by the Illinois Attorney General’s office and tested as well, within the first six months of the

- c. You must indicate whether you have a “commercial purpose”<sup>2</sup> in your request.<sup>3</sup>
- d. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified<sup>4</sup>, you must specify which ones.
- e. 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.
- f. 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.
- g. 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.
- h. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- i. The place and times where the records will be available are as follows:
  - 1 P.M. to 5 P.M.
  - Beecher Community 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

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effective date which is January 1, 2010 (i.e. training and testing by July 1, 2010) AND annually thereafter, and within 30 days of any new appointment.

<sup>2</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.

<sup>3</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 (see footnote 2), 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.

<sup>4</sup> Certification means anything signed by the Board Secretary.

- G. Minutes of the Board of Library Trustees
- H. Library Policies, including Materials Selection
- I. Adopted Ordinances of the Board
- J. Annual Reports to the Illinois State Library

Adopted June, 2000  
Revised February 2011

**Beecher Public Library District**  
**Freedom of Information Request**

**This form is not mandatory under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.**

**Requestor's Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Certification Requested:** \_\_\_\_ Yes \_\_\_\_ No

**Description of Records Requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is this request a "commercial purpose" as defined in the Act? \_\_\_\_ Yes \_\_\_\_ No**  
**(See also footnotes 2 & 3 of the Beecher Public Library District FOIA Policy)**

**Library Response**

- \_\_\_ The document requested is enclosed.
- \_\_\_ You may inspect the records at \_\_\_\_\_ on the date of \_\_\_\_\_.
- \_\_\_ The documents will be made available upon 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.
- \_\_\_ 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.
- \_\_\_ 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.)

- \_\_\_ Request delayed, for the following reasons (in accordance with 3(e) of the FOIA):
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You will be notified by the date of \_\_\_\_\_ as the action taken on your request.

**FOIA Officer:** \_\_\_\_\_

**Date of Reply:** \_\_\_\_\_