

# Freedom of Information Act Policy

## Argenta-Oreana Public Library District

### ARTICLE 1. LIBRARY DESCRIPTION

#### Section 1.01 Purpose

The purpose of Argenta-Oreana Public Library District (AOPLD) is to provide materials and services for the recreational, social, informational, and educational needs of the community.

#### Section 1.02 Budget and Funding

The total amount of our operating budget for FY2017 is \$304,983. Funding sources are property and personal property replacement taxes, state and federal grants, fees, and donations. Tax levies are:

- Corporate purposes (for general operating expenditures)
- IMRF (provides for employee's retirement and related expenses)
- Social Security (provides for employee's FICA costs and related expenses)
- Audit (for annual audit and related expenses)
- Building and Maintenance (for maintaining the buildings)
- Liability and Insurance (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
- Working Cash (for internal loans – not presently levied)
- Debt Service (for bond and interest payments – not presently levied)

#### Section 1.03 Locations

The administration office is located at this address: 211 South Route 48, Oreana, IL 62554. The district has a branch location at 100 Water Street, Argenta, IL 62501.

#### Section 1.04 Employees

The following numbers of persons are employed by AOPLD. An organizational chart is attached.

- Full-time: 3
- Part-time: 6

#### Section 1.05 Responsibility

The following organization exercises control over our policies and procedures: The Argenta-Oreana Public Library District Board of Trustees, which meets monthly on the fourth Monday of each month, 4:30 PM, at the Argenta Branch January-June and at the Oreana Branch July-December, unless otherwise stated on the Meeting Date Ordinance.

The members of the Board of Trustees are: John White, President; Ronald Ioerger, Vice-President; Matt Honnold, Treasurer; Barb Light, Secretary; Jackie Goeppinger, Trustee; Anna Mae Roberts, Trustee, and Aaron Klepzig, Trustee.

### **Section 1.06 State Affiliations and Reporting**

AOPLD is a member of the Illinois Heartland Library System (IHLS) in Edwardsville, Illinois, which serves its members in advisory and supporting capacity. AOPLD is required to report and be answerable for its operations to the Illinois State Library, Springfield, Illinois. Secretary of State Jesse White is the State Librarian. Greg McCormick is the Deputy Director of the Illinois State Library.

## **ARTICLE 2. FREEDOM OF INFORMATION ACT REQUESTS**

### **Section 2.01 Requests for Copies**

Information and records available to the public may be requested in the following manner:

1. Request information in writing. We accept requests by mail, personal delivery, fax, e-mail, or other means. For convenience, the attached form can be used.
2. Direct the request to the following individual: Donna Schaal, FOIA Officer.
3. Specify the records requested to be disclosed for inspection, to be copied, or to be furnished in electronic format. Specify which, if any, records should be certified.
4. Indicate if the records are to be used for “commercial” purposes.
5. Reimburse AOPLD for the cost of reproducing records and/or for certifying records.
  - a. There is no charge for the first fifty (50) pages copied in “letter size” or “legal size” black-and-white format.
  - b. Charges for copies in excess of fifty (50) pages are 10 cents per page.
  - c. Charges for color copies and other sizes are 25 cents per page.
  - d. Charges for certified records are \$1.00 per page.
  - e. If records are kept in electronic format, you may request a specific format and if feasible, they will be provided. If not, you may select to have those records printed.

### **Section 2.02 Inspection of Records**

Records may be inspected rather than copied. Please contact the library director (FOIA Officer) for an appointment.

### **Section 2.03 Response Time**

The office will respond to a written request within five (5) business days after the library receives the request. An extension of an additional five (5) business days may be necessary to properly respond. The office will respond to a written request for a commercial purpose within twenty-one (21) business days.

### **Section 2.04 Appeal**

The decision of the FOIA Officer may be appealed to the Illinois Attorney General's Public Access Counselor.

### **Section 2.05 Types of Records**

The following types or categories of records maintained under the control of the AOPLD include:

- Monthly Financial Statements
- Annual Receipts and Disbursements Reports
- Budget and Appropriation Ordinances
- Levy Ordinances
- Operating Budgets
- Annual Financial Review Reports
- Minutes of the Board of Library Trustees (also available on our website)
- Library Policies, including Collection Management Policy
- Adopted Ordinances and Resolutions of the Board of Trustees
- Annual Reports to the Illinois State Library

### **Section 2.06 Exemptions**

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

## **ARTICLE 3. REVISION OF FREEDOM OF INFORMATION ACT POLICY**

The information regarding the AOPLD budget, personnel, and trustees are subject to change. This policy is reviewed annually and revised as appropriate.

Adopted 5/24/2010

Revised 5/23/2011

Revised 5/21/2012

Revised 5/20/2013

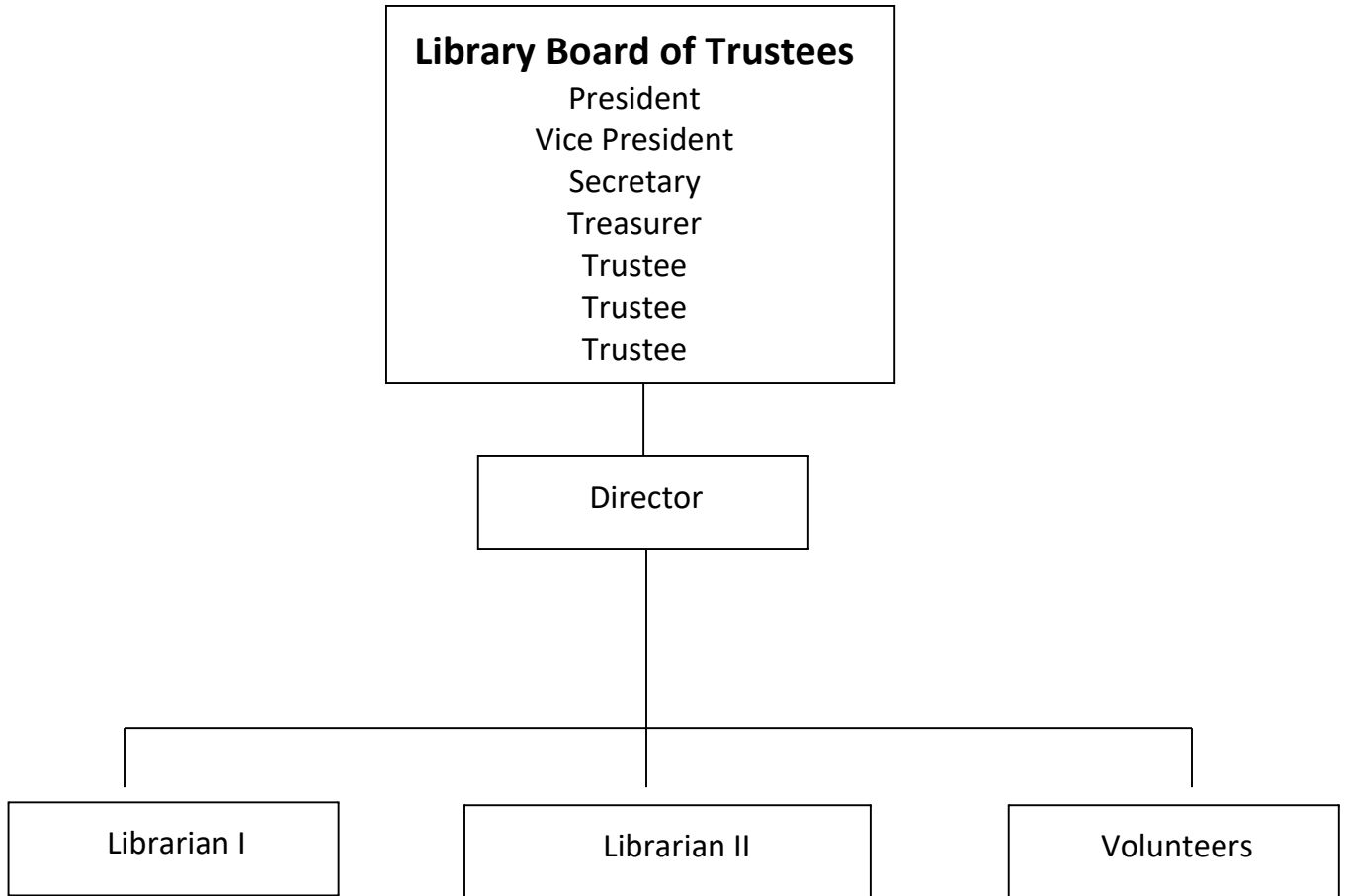
Revised 6/23/2014

Revised 4/25/2016

Revised 4/24/2017

# Organizational Chart

## Argenta-Oreana Public Library District



Revised 5/20/2013