

**COAL CITY PUBLIC LIBRARY DISTRICT
FREEDOM OF INFORMATION ACT**

**APPROVED BY THE
BOARD OF TRUSTEES**

**REVISED
AUGUST 21, 2018**

**Denotes Legal Language*

**COAL CITY PUBLIC LIBRARY DISTRICT
FREEDOM OF INFORMATION ACT**

- I. A brief description of the public library district is as follows:
- A. The library district's purpose is to have a library that is committed to provide comprehensive informational, educational, recreational, historical and intellectual opportunities through a variety of programs and services.
 - B. An organizational chart is attached (**Appendix A**).
 - C. The total amount of the library's operating budget for FY 2018-19 is \$1,364,896.00. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, interest income 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. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
 - D. The library has one office, it's principal office, located at 85 N. Garfield Street, Coal City, IL 60416.*
 - E. The library employs the following number of persons:
 - 1. Full-time approximately 9
 - 2. Part-time approximately 25
 - F. The Coal City Public Library District Board of Trustees exercises control over library policies and meets on the second Tuesday of the month at 6:30 p.m. in the library Annex, located at 70 N. Irving Street, Coal City. **Appendix B** is a directory of board members.
 - G. The Coal City Public Library District is a member of the Reaching Across Illinois Library System (RAILS). RAILS provides delivery service to support Illinois' vast interlibrary loan program technology support for more than 600 libraries' shared online catalogs, and Talking Book Services that serve persons with visual or physical disabilities who

cannot read potential print material. The RAILS service area covers northern and western Illinois. The system services more than 1300 public, private, university, and school library members, representing more than 3700 library facilities in a 27,000 square mile area. Although the City of Chicago is within RAILS' boundaries, and a number of RAILS member libraries are located in Chicago, the Chicago Public Library constitutes a separate library system. The RAILS system is governed by a Board of Directors consisting of 15 voting members chosen by member libraries in accordance with system bylaws.

H. The library is required to report and be answerable for operations to Illinois State Library, Springfield, Illinois. Its members include: State Librarian, Director of State Library, and other various staff.

II. Requests for information and records available to the public should be made in the following manner:

A. Complete user request form (**Appendix C**).

B. The request form should be directed to the following individuals: Jolene Franciskovich or Leah Bill, FOIA officers.

C. Indicate whether the request is for a "commercial purpose." "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 distributing news, articles and opinions of public interest, research, or education.

D. In the case of "commercial interest," additional questions may be asked of the requestor in order to determine the classification. The library has up to 21 days to respond and either deny the request based on exemptions or undue burden, estimate the time and cost of copying for prepayment, or provide the documents requested. After the first eight hours of searching and retrieval there will be a charge of \$10.00 per hour for the time spent by personnel. Commercial requesters will be charged for the actual cost of retrieving and transporting public records from an off-site storage facility if the library contracts with a third-party storage company. If the fee is imposed the library will provide the requester with a written accounting of all fees, costs and personnel hours involved in responding to the commercial request. No fees can be charged for electronic copies of documents under FOIA other than the actual cost of the medium

used to provide the documents, such as a CD-ROM or flash drive.

E. Specify the records requested to be disclosed for inspection or to be copied.

F. To reimburse the library's actual costs for reproducing the records, the following fees will be charged:

- a. There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
- b. There is a \$.15 per page charge for copied records in excess of 50 pages;
- c. The actual copying cost of color copies and other sized copies will be charged.
- d. In the case of a "voluminous request," if a voluminous request is for electronic records and those records are not in a portable document format (PDF), the library may charge up to \$20 for not more than 2 megabytes of data, up to \$40 for more than 2 but not more than 4 megabytes of data, and up to \$100 for more than 4 megabytes of data. If a voluminous request is for electronic records and those records are in a portable document format, the library may charge up to \$20 for not more than 80 megabytes of data, up to \$40 for more than 80 megabytes but not more than 160 megabytes of data, and up to \$100 for more than 160 megabytes of data. If the responsive electronic records are in both a portable document format and not in a portable document format, the library may separate the fees and charge the requester under both fee scales.*

G. Documents must be furnished without charge, or at a reduced charge, as determined by the library, if the person requesting the records states the specific purpose of the request and indicates that a waiver or reduction of fees would be in the public interest. A waiver or reduction is in the "public interest" if the primary purpose of the request is to access and disseminate information regarding the health, welfare, safety or legal rights of the general public and is not for the principal purpose of commercial or personal benefit. A presumption exists that any news media request for information regarding health and safety is not for commercial benefit. In setting the amount of any reduction, the library may take into consideration the amount of materials requested and the cost of conveying them.

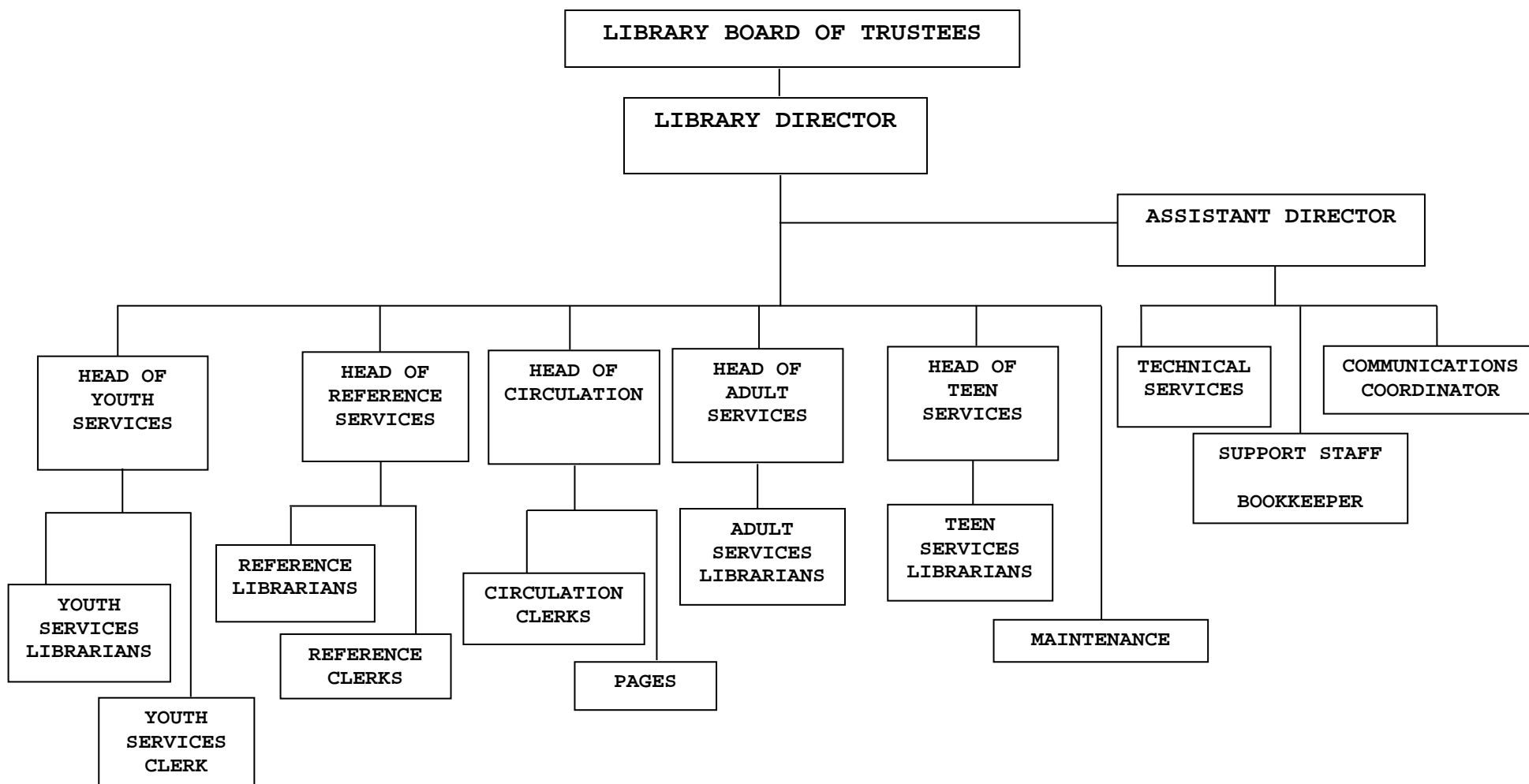
- H. Records kept in electronic format maybe requested in a specific format and *if feasible*, will be so provided. If not, they will be provided either in the electronic format in which they are kept (or in paper). Fees would be assessed for the actual cost of the medium only, i.e. disc, flash drive, etc.
- I. The office will respond to a written request within five (5) business days or sooner if possible. In limited circumstances an extension of an additional five (5) business days may be requested with a written agreement from the requestor.
- J. Records may be inspected or copied. If inspected, an employee must be present through the inspection.
- K. The place and times where the records will be available are as follows:

Monday through Thursday, 9:00 a.m. to 8:00 p.m.
and Friday, 9:00 a.m. to 6:00 p.m.
Coal City Public Library District, Administrative
Office, 85 N. Garfield Street, Coal City, IL 60416.
- L. A denial will be provided in writing and include a "detailed factual basis for the application of any exemption claimed" and the names and titles of each person responsible for the denial. The denial will also provide notice of the requester's right to seek review of the denial by the PAC along with the PAC's address and phone number. The denial letter will also inform the requester of his or her right to seek judicial review under Section 11 of the Act. If the denial utilizes an exemption under Section 7, the notice of denial will specify the exemption claimed and the "specific reasons for the denial, including a detailed factual basis and citation to supporting legal authority."

III. Certain types of information maintained by the library are exempt from inspection and copying. However, the following types or categories of records are maintained under library control:

- A. Monthly Financial Statements
- B. Treasurer's Reports
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Annual Audits
- F. Minutes of the Board of Library Trustees
- G. Library Policies, including Materials Selection
- H. Adopted Ordinances and Resolutions of the Board
- I. Annual Reports to the Illinois State Library

COAL CITY PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART



**COAL CITY PUBLIC LIBRARY DISTRICT
DIRECTORY OF BOARD MEMBERS**

- | | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------|
| 1) | Lois Phillips
185 W. Fourth Street
Coal City, IL 60416
815-634-2435
lois@ccpld.org | President | 2021 |
| 2) | Nancy DeAngelo
3020 Lakeside Drive
Coal City, IL 60416
815-942-1699
nancy@ccpld.org | Vice President
Buildings and Grounds - Chair
Bylaws | 2019 |
| 3) | Renee McLuckie
115 E. Walnut
Coal City, IL 60416
815-274-0986
renee@ccpld.org | Treasurer
Budget - Chair
Policy | 2023 |
| 4) | Steve Smith
1655 Stellon Street
Coal City, IL 60416
815-634-4425
steve@ccpld.org | Secretary
Policy - Chair
Building and Grounds
Ethics Officer | 2019 |
| 5) | Ruth Tomlinson
735 Pheasant Run
Coal City, IL 60416
815-634-8718
ruth@ccpld.org | Budget
Bylaws | 2019 |
| 6) | Carol Crawford
1655 E. Hugh
Diamond, IL 60416
815-634-2484
carol@ccpld.org | Budget
Policy | 2019 |
| 7) | Kristine McPherson
811 Covey Lane #3
Coal City, IL 60416
kristine@ccpld.org
(815)483-7799 | Buildings & Grounds
Bylaws | 2019 |

COAL CITY PUBLIC LIBRARY DISTRICT
FREEDOM OF INFORMATION REQUEST

Requestor's Name (or business name, if applicable)	Date of Request	Phone Number Inspect or Copy Records ___ Inspect ___ Copy
Street Address	Commercial Request _____ YES _____ NO	
City	State	Zip
Description of Records Requested:		

<i>Library Response (Requestor does not fill in below this line)</i>		
Date Received: _____ Date required to respond by: _____		
A P P R O V E D	()	The documents requested are 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.
D E N I E D	()	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: _____ _____.
()	()	Request delayed, for the following reasons (in accordance with 3(e) of FOIA): _____ You will be notified by the date of _____ as to the action taken on your request.

The requester has the right to seek review of the denial by the PAC (Public Access Counselor).
Public Access Counselor
Office of the Attorney General
500 S. Second Street
Springfield, IL 62706
877-299-3642

Note: This form cannot be MANDATORY under FOIA, but is preferred. Failure to use it may result in the request not being properly processed.

FOIA Officer

Date of Reply