

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 2024/2025 is: \$1,153,673 Funding sources are property taxes, state and federal grants, fines, charges, and donations. Tax levies are:
  - 1. Corporate purposes (for general operating expenditures)
- D. The office is located at this address:  
386 W. Kennedy Rd.  
Braidwood, IL 60408
- E. We have approximately the following number of persons employed:
  - 1. Full-time 8
  - 2. Part-time 5
- F. The following organization exercises control over our policies and procedures: *The Fossil Ridge Public Library District Board of Library Trustees*, which meets monthly on the third Monday of each month, 6:30 p.m., at the library.

Its members are: Sandra Bauter, President; Alvin Stockdale, Vice President; Danell Morrison, Secretary; Teri Jones, Treasurer; LuAnn Bolatto, Kathleen Price, Lora Grant

- G. The following organization operates in an advisory capacity regarding our operation: Reaching Across Illinois 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, Alexi Giannoulis (Secretary of State); Director of State Library 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: Rene Leyva, Tammy Smith FOIA officers.
- C. You must indicate whether you have a “commercial purpose” in your request.
- D. 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.
- 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:
    - Fossil Ridge Public Library District
    - 9:00 a.m. – 5:00 p.m. Monday-Friday

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. 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

**FOSSIL RIDGE PUBLIC LIBRARY DISTRICT  
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"/> <b>For "commercial requests" only:</b> 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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