



THREE RIVERS PUBLIC LIBRARY DISTRICT FREEDOM OF INFORMATION ACT POLICY

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 below.

C. The total amount of our operating budget for FY 2009/2010 is: \$1,341,264. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, 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)
- Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)

D. The office is located at this address: 25207 W Channon Drive, Channahon IL 60410. It has branch locations at: 209 N Wabena, Minooka IL 60447.

E. We have approximately the following number of persons employed:

1.	Full-time	10
2.	Part-time	11

F. The following organization exercises control over our policies and procedures: *The Three Rivers Public Library District Board of Library Trustees*, which meets monthly on the 2nd Wednesday of each month, except December, at 6:00 p.m., at the Minooka Branch.

Its members are: James Satorius, President; Leonard Hoffman, Vice President; Ivan Kimble, Secretary; Joan Ferguson, Treasurer; Diane Chesson; Martha Hoffman, and Patricia Riddle.

G. We are required to report and be answerable for our operations to the 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: officer: Mary J. Soucie, FOIA Officer or Lauren Offerman, FOIA Officer.

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;

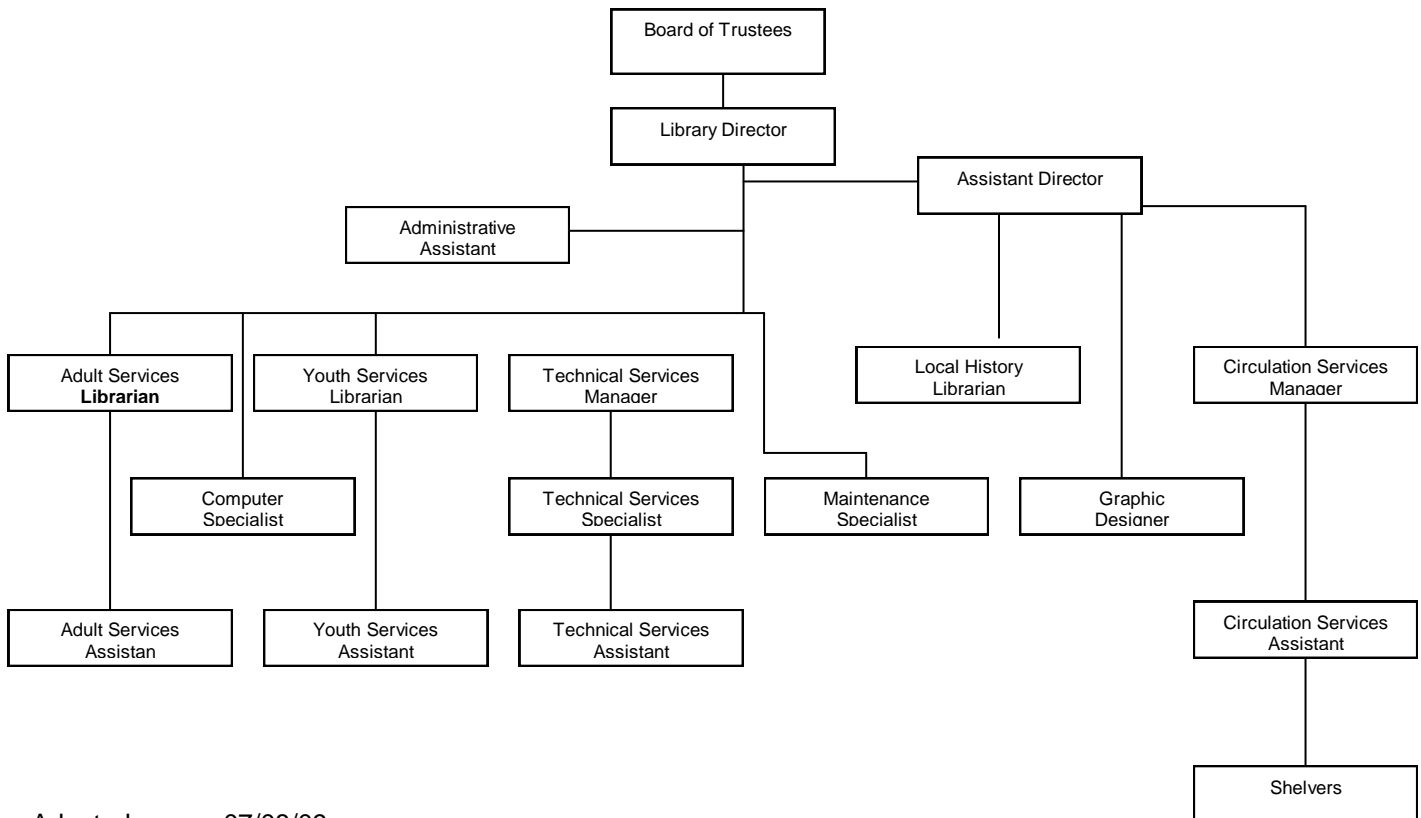
The actual copying cost of color copies and other sized copies will be charged.

- 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. You may appeal the decision of the FOIA officer to the Board of Library Trustees.
- J. The place and times where the records will be available are as follows:
9:00 A.M. to 6:00 P.M. Monday through Friday
Three Rivers Public Library District, 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
- G. Minutes of the Board of Library Trustees
- H. Library Policies, including Materials Selection
- I. Annual Reports to the Illinois State Library
- J. Adopted Ordinances and Resolutions of the Board

IV. Please see the included Three Rivers Public Library District Organizational Chart.



Adopted 07/08/09
Revised 2/10/10