

Heyworth Public Library District

Freedom of Information Act Policy 2025

A brief description of our public body is as follows.

1. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
2. An organizational chart is attached.
3. The total amount of our operating budget for FY 25/26 is: \$302,350. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 - a. Corporate purposes (for general operating expenditures)
 - b. Social Security (provides for employees' FICA costs and related expenses)
 - c. Tort Liability (for insurance premiums, risk management, attorneys' fees and related expenses, unemployment and workers' compensation insurance)
 - d. Audit (for annual audit and related expenses)
4. The office is located at this address: 119 E. Main Street, Heyworth, IL 61745.
5. We have the following number of persons employed:
 1. Full-time 2
 2. Part-time 6
6. The following organization exercises control over our policies and procedures: *The Heyworth Public Library Board of Library Trustees*, which meets monthly on the second Tuesday of each month, 6:30 p.m., at the library. The Board does not meet in December. Its members are: Kira Stevens, President; Tami Koch, Vice-President; Lisa Shaffer, Secretary; Amy Roehrig, Treasurer; Kathleen Clesson; Wendy Hadden; and Anne Pickett.
7. The following organization operates in an advisory capacity regarding our operation: *Reaching Across Illinois Library System*, 220 W 23rd Ave, Coal Valley, IL 61240.
8. 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, Greg McCormick; and various other staff.

You may request the information and the records available to the public in the following manner:

1. Use request form (see attached).
2. Your request should be directed to the following individuals: Lori Urban and/or Lisa Shaffer, FOIA officers, P. O. Box 469, Heyworth, IL 61745, or by emailing director@heyworthlibrary.com.
3. You must indicate whether you have a "commercial purpose"¹ in your request.²
4. 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.
5. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - a. There is a \$1.00 charge for each certification of records.
 - b. There is no charge for the first fifty (50) pages of black and white text, either

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letter or legal size;

- c. There is a \$.15 per page charge for copied records in excess of 50 pages;
- d. The actual copying cost of color copies and other sized copies will be charged.

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 will be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

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.

Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

Records will be available during regular business hours at Heyworth Public Library District.

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:

- Monthly Financial Statements
- Annual Receipts and Disbursements Reports
- Budget and Appropriation Ordinances
- Levy Ordinances
- Operating Budgets
- Financial Audits (performed every 4 years)
- Minutes of the Board of Library Trustees
- Library Policies, including Materials Selection
- Adopted Ordinances and Resolutions of the Board
- Annual Reports to the Illinois State Library

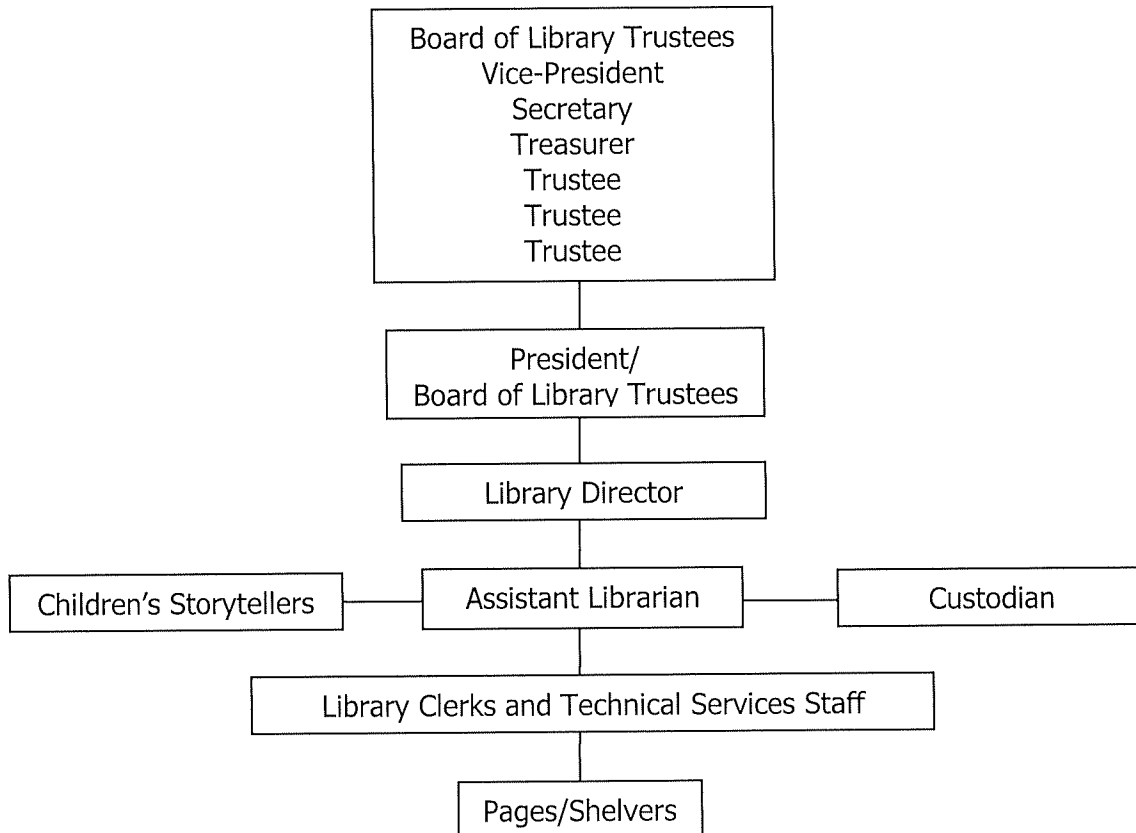
¹ "Commercial purpose" is defined in the Act as "the use of any part of a public record, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions or public interest, or research or education.

² 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, 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 copying for prepayment; or provide the documents requested.

Adopted 11/08/11
Updated annually

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HPLD Organizational Chart/Seven Member Board



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Heyworth 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 ____		
Library Response (Requestor does not fill in below this line)		
Approved	☐ The documents you requested are enclosed. ☐ You may request 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.	
Denied	☐ The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act. 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: Individuals that determined request to be denied and title: _____ In the event of a denial, you have the right to seek review by Leah Bartelt, Public Access Counselor, at (877)299-3642 or 500 S. Second St., Springfield, IL 62701 or public.access@ilag.gov 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 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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