

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT POLICY:
THE 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 FY 2021-22 is: \$1,918,500.
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, 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. Maintenance (for maintaining the building)
 - 6. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
 - 7. Workers Comp (provides for worker's disability insurance)
- D. The office is located at this address: 650 Deerwood Drive, Shorewood, IL 60404
- E. We have approximately the following number of persons employed:
 - 1. Full-time 9
 - 2. Part-time 10
- F. The following organization exercises control over our policies and procedures: *The Shorewood-Troy Public Library District Board of Library Trustees*, which meets monthly on the second Thursday of each month, 7 p.m., at the library.

Its members are: Thomas Novinski, President; Phillip Besler, Vice President; Karen Voitik, Secretary; Robert J. Stahl, Treasurer; Tracy Caswell, Amy Chellino, and Vito Schultz.
- G. We are required to report and be answerable for our operations to:
Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Greg McCormick; 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) or email your FOIA request to Jennifer Mills, jmills@shorewoodtroylibrary.org FOIA Officer or Shalyn Rodriguez, srodriguez@shorewoodtroylibrary.org, FOIA Officer.

- B. Your request should be directed to the following individual(s): Jennifer Cisna Mills, FOIA officer or Shalyn Rodriguez, FOIA Officer. You must indicate whether you have a “commercial purpose”¹ in your request.²
- C. 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.
- D. 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.
- E. 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, CD-ROM, jump-drive, etc.) or in paper as you select.
- F. 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.
- G. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- H. Many records are available on our website at www.shorewoodtroylibrary.org
- I. The place and times where the records will be available are as follows:
 - Weekdays, 9 a.m. to 5 p.m.
 - Shorewood-Troy Public Library, Administrative Offices

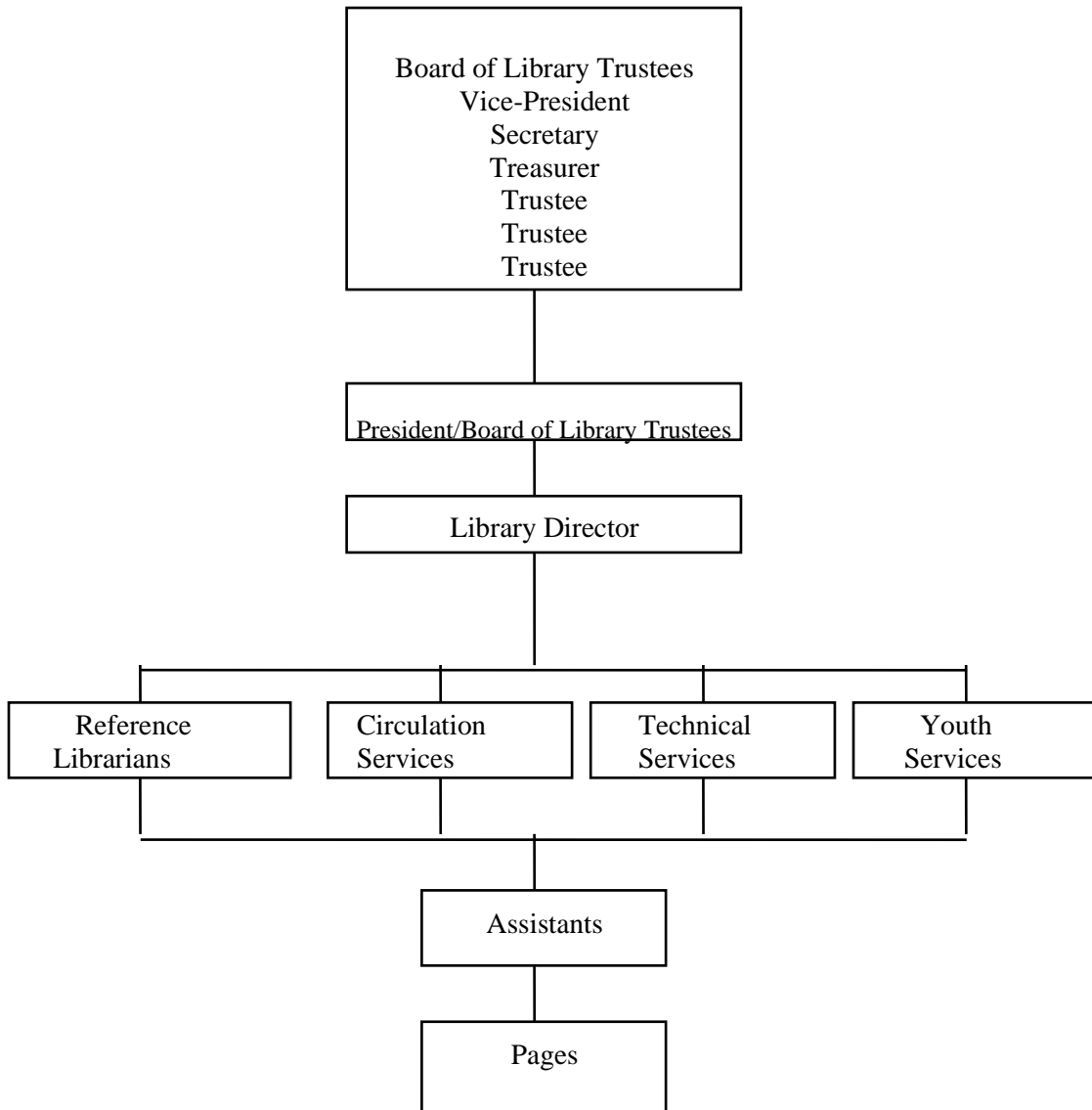
III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- 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. Adopted Ordinances and Resolutions of the Board
- J. 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 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 disseminate news, articles or opinions of 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 the copying for prepayment; or provide the documents requested.

SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART



**SHOREWOOD-TROY 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"/> 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	<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: _____ _____.	
	<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
Approved by Board Action, June 10, 2021	