

Morrison-Talbott Library Freedom of Information Act (FOIA) Policy

A brief description of our public body follows.

I. Our purpose is to build community by connecting people to informational resources and educational opportunities to ensure equitable access for all.

2. An organizational chart is attached (see Attachment 1).

3. The total amount of our operating budget for FY 23 is: \$579,464.00.

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. IMRF (provides for employees' retirement and related expenses)
- c. Social Security (provides for employees' FICA costs and related expenses)
- d. Maintenance (for maintaining the building)
- e. Tort Liability (for insurance premiums, risk management, attorneys' fees and related expenses, unemployment and workers' compensation insurance)

4. The office is located at: 215 Park Street, Waterloo, Illinois 62298-1305

5. We have the following number of persons employed:

- a. Full-time (4)
- b. Part-time (6)

6. The following organization exercises control over our policies and procedures:

The Morrison-Talbott Library Board of Library Trustees, which meets monthly on the 4th Monday of each month, 6:30 p.m., at the library. Its members are: Andrew Mayer, President; Phillip Kelley, Vice President; Sharon Glessner, Secretary/Treasurer, and six trustees.

7. We are required to report and be answerable for our operations to:

Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulas (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).
- b. Your request should be directed to the following individual: Jamie Wratchford, FOIA officer.
- c. You must indicate whether you have a "commercial purpose" in your request.

“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.

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.

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:

1. There is a \$1.00 charge for each certification of records.
2. There is no charge for the first fifty (50) pages of black-and-white text, letter or legal size;
3. There is a \$.15 per page charge for copied records in excess of 50 pages;
4. 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 will 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: 10:00 a.m. to 5:00 p.m. at Morrison-Talbott Library, 215 Park Street, Waterloo, Illinois 62298.

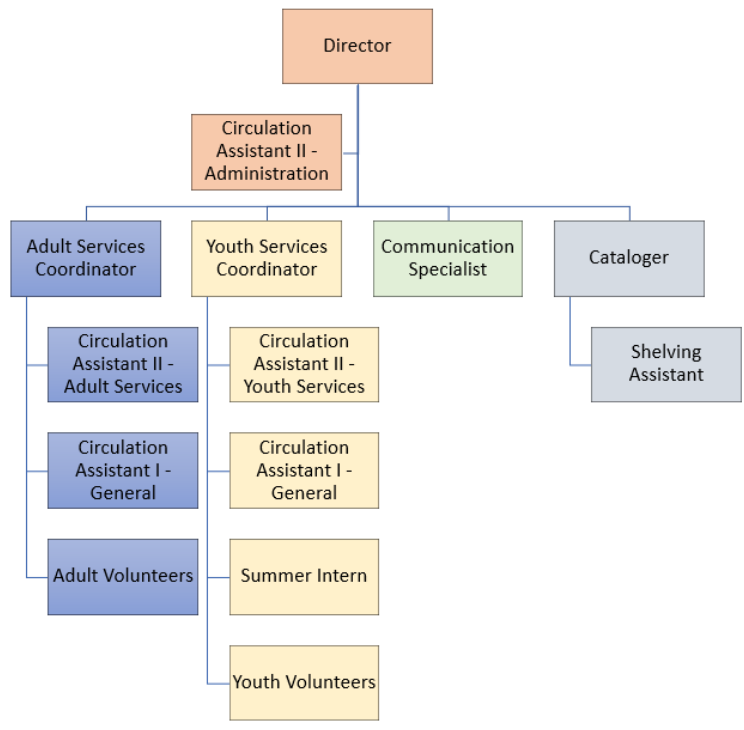
III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

Monthly Financial Statements
Annual Reports

Operating Budgets
 Annual Audits
 Minutes of the Board of Library Trustees
 Library Policies, including Materials Selection
 Annual Reports to the Illinois State Library

Attachment 1.

MORRISON-TALBOTT LIBRARY ORGANIZATIONAL CHART



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Policy 3-80

Adopted 04/25/2022

**MORRISON-TALBOTT LIBRARY
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: _____ _____ 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, 62701 . 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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