

Public Records Request/FOIA Policy Bement Public Library District

A brief description of our public body follows.

1. The Bement Public Library District serves to provide the district's citizens and families with a warm, welcoming environment created and maintained to enrich lives with a variety of publications, resources and tools for achieving intellectual, personal, and professional growth. The library is dedicated to advancing literacy and fostering life-long learning.
2. Organizational Chart is attached (page 3).
3. The total amount of our operating budget for FY25 is \$162,618. Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations. Tax levies are:
 - a. General Operating Expenses
 - b. Building and Maintenance (for maintenance of the building and grounds)
 - c. Audit
 - d. Liability Insurance (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and workers' compensation insurance)
 - e. Social Security
 - f. Medicare
4. The Library is located at 349 S. Macon Street, Bement, IL 61813.
5. We have the following number of employees:
 - a. Full-time: 0
 - b. Part-time: 5
6. The following organization exercises control over our policies and procedures: The Bement Public Library Board of Trustees, which meets monthly on the 3rd Tuesday of each month at 5:30 pm in the library boardroom. Its members are:
 - a. Mary Postlewait, President
 - b. Jerry Watzlawick, Vice President
 - c. Connie Kinsella, Secretary
 - d. Kenneth Wright, Treasurer
 - e. Gail Wright, Trustee
 - f. Bill Gallagher, Trustee
 - g. Jill Lawson, Trustee
7. We are required to report and be answerable for our operations to the Illinois State Library, Springfield, Illinois. Its members are:
 - a. State Librarian (Secretary of State), Alexi Giannoulis
 - b. Director of State Library, Greg McCormick
 - c. Various other staff.

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

1. Use the request form (see attached).
2. Your request should be directed to the following individual(s): Jerry Watzlawick, FOIA Officer [1] or Donna Techau, Director.
3. You must indicate whether you have a “commercial purpose”[2] in your request.
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 for 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 letter or legal size.
 - c. There is a \$0.15 per page charge for copied records in excess of 50 pages.

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 [3] 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.

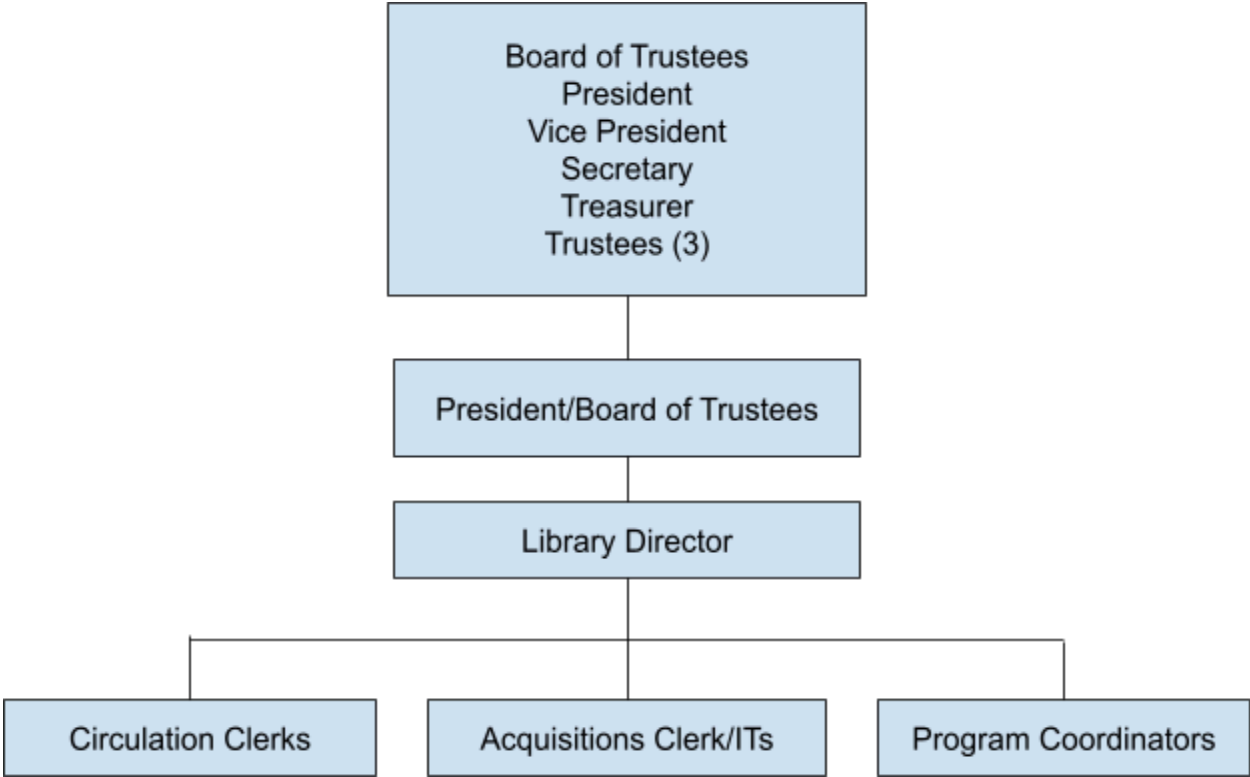
Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

Monthly financial statements
Budget and Appropriation Ordinances
Levy Ordinances
Operating Budgets
Minutes of the Library Board of Trustees
Library Policies
Annual Reports to the Illinois State Library

Footnotes:

1. PA 96-542 requires the FOIA designated officer(s), and there can be multiples, must be “trained” with the online training program developed by the Illinois Attorney General’s office and tested as well, within six months of the effective date and annually thereafter, and within 30 days of any new appointment.
2. “Commercial purpose” is defined in the Act as “the use of any part of a public record or records of 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 dissemination of news, articles or opinions of public interest or research or education.
3. 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.

Bement Public Library District Organizational Chart/Seven Member Board



Bement Public Library District Freedom of Information Request

Requestor's Name (or business name if applicable)
Date of Request
Phone number
Street Address
City, State, Zip code
Certification requested: Yes _____ No _____
Description of Records Requested:
Is the reason for this request a "commercial purpose" as defined in the Act? Yes _____ No _____

Approved	<input type="checkbox"/> The documents you requested are enclosed. <input type="checkbox"/> You may request 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.
Denied	<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. 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: _____ _____ Individuals 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 Street, 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 this 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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