

**JULIA HULL DISTRICT LIBRARY—STILLMAN VALLEY, IL
THE ILLINOIS FREEDOM OF INFORMATION ACT**

- I. A brief description of our public body is as follows:
 - a. Our mission is to provide all patrons access to materials of various formats, including books, audio and video materials, and to assist patrons in acquiring the information desired which supports his/her educational, professional, cultural, personal and social needs and interests, and supports lifelong learning and an appreciation of reading;

To provide a place where patrons may encounter original, sometimes unorthodox ideas found in a society that depends on freedom of thought and expression to grow and develop;

To provide competent professional and clerical staff that can provide the services offered; and

To provide suitable housing for the aforementioned library resources.
 - b. An organizational chart is attached.
 - c. The total amount of the Library's operation budget for FY 2010/2011 is \$287,100. Funding sources are property taxes; interest income; fundraisers; gifts and donations; non-resident library cards; faxes, copies and laminating fees; book sales; fines; and public and federal grants.
 1. Tax for general corporate library purposes (for general operating expenditures) is \$272,000
 - d. The library is located at 100 Library Lane, Stillman Valley, IL 61064.
 - e. The library has the following number of persons employed:
 1. Full Time: 2
 2. Part Time: 8
 - f. The following organization exercises control over the Library's policies and procedures: *The Julia Hull District Library Board of Trustees*, which meets on the third Monday of each month at 6:30 PM at the Julia Hull District Library.

Its members are as follows: Marina Spitzer, President; Jackie Schumacher, Vice President; Darrell Ropp, Treasurer; Jason Miller, Secretary; Chris Brauns; Bill Brod; Warren McGhee.

The Board includes the following 7 committees: Finance, Personnel, Grant Writing, Building & Grounds, Joint Library Committee (JLC), Publicity & Marketing and Policy & Procedure. Members for each committee are as follows:

Finance: Darrell Ropp (Chair), Warren McGhee, Jason Miller, Marina Spitzer, Joanna Kluever (Library Director)

Personnel: Jackie Schumacher (Chair), Chris Brauns, Darrell Ropp, Marina Spitzer, Joanna Kluever (Library Director)

Grant Writing: Chris Brauns (Chair), Jason Miller, Bill Brod, Marina Spitzer, Joanna Kluever (Library Director)

Building & Grounds: Bill Brod (Chair), Darrell Ropp, Warren McGhee, Marina Spitzer, Joanna Kluever (Library Director)

Joint Library Committee (JLC): Marina Spitzer (Chair), Jackie Schumacher, Jason Miller, Joanna Kluever (Library Director)

Publicity & Marketing: Warren McGhee (Chair), Jackie Schumacher, Bill Brod, Marina Spitzer, Joanna Kluever (Library Director)

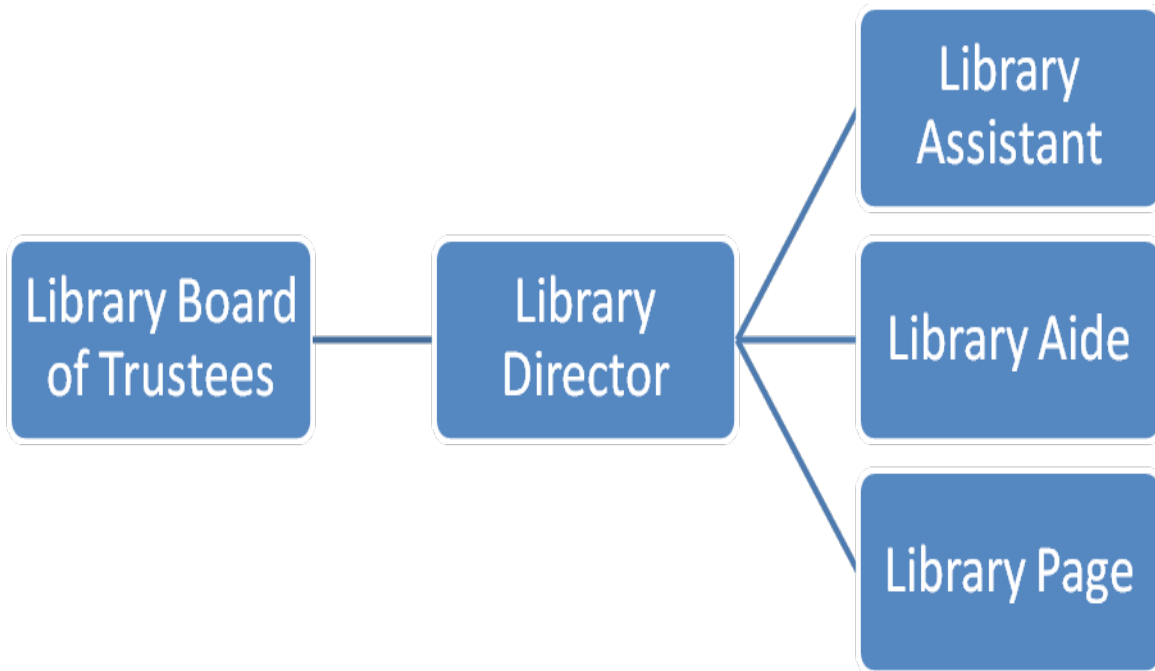
Policy & Procedure: Jason Miller (Chair), Chris Brauns, Jackie Schumacher, Marina Spitzer, Joanna Kluever (Library Director)

- g. The library is required to report its 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 other staff.
- II. Individuals may request the information and records available to the public in the following manner:
- a. By completing a Freedom of Information Request Form (see attached).
 - b. All requests must be directed to the Library Director/FOIA Officer.
 - c. Requesting individuals must specify the records requested to be disclosed for inspection or to be copied. If the requesting party desires that any records be certified, he/she must specify which ones.
 - d. To reimburse the library its actual costs for reproducing and certifying (if requested) the records, requesting parties will be charged the following fees:
 - 1. The first 50 copies (black/white, letter-sized sheets) are free
 - 2. \$0.15 per page for each additional employee copied records, and
 - 3. \$0.15 per page which exceeds legal size.
 - e. The Library 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.
 - f. Requests submitted for a commercial purpose may be produced by the Library "within a reasonable period considering the size and complexity of the request," up to 21 days (5 ILCS 140/3 (b)). The Library requires that the requester disclose its request whether this record is sought to advance a commercial purpose (5 ILCS 140/3 (c)).
 - g. Records may be inspected or copied. If inspected, an employee must be present throughout inspection.
 - h. If a request is denied, the requesting party has a right to seek review of the issue by the Public Access Counselor in the Attorney General's Office:

Cara Smith
Public Access Counselor
Public Access Bureau
500 South 2nd Street
Springfield, IL 62706

- i. Records will be made available Weekdays, 9:00 AM-5:00 PM at Julia Hull District Library, 100 Library Lane, Stillman Valley, IL 61084.
- III. Certain types of information maintained by the library are exempt from inspection and copying. However, the following types of records are maintained and available for inspection:
- a. "All records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body" (5 ILCS 140/2(c)).

**ORGANIZATIONAL CHART
JULIA HULL DISTRICT LIBRARY**



**JULIA HULL DISTRICT LIBRARY
FREEDOM OF INFORMATION ACT (FOIA) REQUEST**

Requestor's Name	Date of Request	Telephone Number
Street Address	Certification Requested: ____ Yes ____ No	
City State Zip	Copies Requested: ____ Yes ____ No	
Description of Records Requested:		
Requester: Do Not Fill Below This Line		
Approved	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> The documents will be made available upon payment of copying costs (for requests over 50 pages, or for documents which exceeds legal size). <input type="checkbox"/> You may inspect records at the library on the date of _____.	
Denied	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with FOIA. (See attached letter of explanation.) <input type="checkbox"/> The request is a "clearly unwarranted invasion of personal privacy". (See attached letter of explanation.) <input type="checkbox"/> The materials requested are exempt under FOIA. (See attached letter of explanation.) <input type="checkbox"/> The request is delayed, in accordance with FOIA. The requested information will be made available _____. (See attached letter of explanation.)	
Library Director/FOIA Officer	Date of Reply	

Note: In accordance with the *Freedom of Information Act*, written requests for information, not necessarily using this form, may be made by mail, personal delivery, fax, e-mail or other means available. The Library does **not** accept oral requests.