



I. A brief description of the public body is as follows:

a. **Mission Statement:**

Growing the community mind and connecting people to a world of ideas and opportunities by cultivating conversation, appreciation, creativity, memory and self-awareness.

Vision Statement:

The Julia Hull District Library is a place of community which builds upon its unique position as a joint library district to unify all municipalities, schools and patrons. From that unity, we provide current and relevant opportunities for learning, sharing resources, creating and socializing, in an environment where all patrons and ideas are welcome.

b. An organizational chart is attached.

c. The total amount of the Library's operation budget for FY 2026/2027 is \$367,330. Funding sources are property taxes; interest income; fundraisers; gifts and donations; non-resident library cards; faxes, copies and laminating fees; book sales; fines; and State and Federal grants.

1. Tax for general corporate library purposes (for general operating expenditures) is \$346,500.

d. The library has one location: 100 Library Lane, Stillman Valley, IL 61084.

1. The library has the following number of persons employed:

- Full Time: 2
- Part Time: 5

e. The Julia Hull District Library Board of Trustees exercises control over library policies and procedures. The Board meets the third Monday of each month at 6:30 PM at the Julia Hull District Library, unless otherwise noted. Its members are as follows: Jason Miller, President; Kathleen Bierman, Vice President; Jeff Mickey, Treasurer; Kelley Roganowicz, Secretary; Sara Grobe; Donna Fruin; Terri Fritz.

f. The Julia Hull District Library is required to report and be answerable for its operations to the *Illinois State Library*, Springfield, Illinois, including the State Librarian, Alexi Giannoulis (Secretary of State); Director of State Library, Greg McCormick; and other staff.

II. Methods whereby the public may request information and public records are as follows:

- a. Requests for records must be submitted in writing. The Julia Hull District Library does not require completion of a standard form for this purpose. A written request may be submitted by mail, in 1) person, 2) email, or 3) fax:
 1. Julia Hull District Library
100 Library Lane
Stillman Valley, IL 61084
 2. jkluever@mail.meridian223.org
 3. 815-645-1341
- b. Requests should be directed to Joanna Kluever, Library Director
- c. The Requester must indicate if the request is for a “commercial purpose”
- d. Requests must specify the records requested to be disclosed for inspection or to be copied. If the Requester desires that any records be certified, he/she must specify which ones.
- e. Records may be inspected at the Julia Hull District Library. If inspected at the Library, a Julia Hull District Library employee must be present throughout the inspection.
 1. Records will be made available Monday-Friday, 9:00 AM-5:00 PM at Julia Hull District Library, 100 Library Lane, Stillman Valley, IL 61084.
- 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 page, and
 3. \$0.15 per page which exceeds legal size.
 4. Electronic formats shall be furnished upon request in the format specified by the Requester, when feasible. If it is not feasible or the record requested is not available in the specified format, the Library shall furnish it in the format maintained by the library.
- f. Certain types of information maintained by the Library are exempt from inspection and copying. However, the following types or categories of records are maintained and made available for inspection and copying by the library:
 1. Budget
 2. Monthly Financial Reports
 3. Library Policies
 4. Adopted Resolutions & Ordinances
 5. Approved Minutes
 6. And, “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)).

II. The Library shall respond to a request as follows:

- a. The Library will respond to a written request within five (5) business days (Monday-Friday not including legal holidays in which the Library is closed) of receipt. An extension

of an additional five (5) working days may be necessary to properly respond. In such a case, the Library will contact the Requester to request an extension.

- f. The Library reserves the right to extend the time for responses regarding voluminous requests. A voluminous request is one that includes more than (5) five different requests for more than (5) five different categories of records or a combination of individual requests that total requests for more than (5) five different categories of records in a period of (20) twenty business days; or requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages.
- g. The library also reserves the right to extend the time for responses regarding “recurrent requesters”. FOIA defines “recurrent requester” as a person “that, in the 12 months immediately preceding the request, has submitted to the same public body (i) a minimum of 50 requests for records, (ii) a minimum of 15 requests for records within a 30-day period, or (iii) a minimum of 7 requests for records within a 7-day period.” 5 ILCS 140/2(g). This definition does not include requests made by news media and non-profit, scientific, or academic organizations when the purpose of the requests is “(i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinions or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.” 5 ILCS 140/2(g).
- h. 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)).
- i. 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:

Office of the Attorney General
Public Access Counselor
500 South 2nd Street
Springfield, IL 62706

Phone: (877) 299-3642
Email: public.access@ilag.gov

Library Board of Trustees → Library Director → Special Projects Coordinator—Adult Services
Special Projects Coordinator—Youth Services
Outreach Librarian
Library Assistant
Library Clerk