

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. **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.

Strategic Initiatives:

CONNECT the public to our expanding programs and services by increasing our visibility, promoting the library and building community relationships.

CREATE a sense of excitement among patrons by offering innovative programs and services which meet the community's changing wants and needs.

UNITE the municipalities, schools and patrons within our district by encouraging their ownership and participation.

b. An organizational chart is attached.

c. The total amount of the Library's operation budget for FY 2019/2020 is \$264,750. 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 \$246,400.

d. The library is located at 100 Library Lane, Stillman Valley, IL 61084.

1. The library has the following number of persons employed: Full Time: 2

2. Part Time: 5

e. 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: Jason Miller, President; Jackie Schumacher, Vice President; Jeff Mickey, Treasurer; Emily Beach, Secretary; Kelley Roganowicz; Karl Hall; Sara Grobe.

The Board includes the following 8 committees: Finance, Personnel, Building & Grounds, Joint Library Committee (JLC), Publicity & Marketing, Policy & Procedure and Executive. Members for each committee are as follows:

Finance: Jeff Mickey (Chair), Jackie Schumacher, Emily Beach, Joanna Kluever (Library Director)

Personnel: Jackie Schumacher (Chair), Kelley Roganowicz, Jeff Mickey, Joanna Kluever (Library Director)

Building & Grounds: Jeff Mickey (Chair), Karl Hall, Sara Grobe, Joanna Kluever (Library Director)

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

Publicity & Marketing: Kelley Roganowicz (Chair), Sara Grobe, Jeff Mickey, Joanna Kluever (Library Director)

Policy & Procedure: Emily Beach (Chair), Jackie Schumacher, Karl Hall, Joanna Kluever (Library Director)

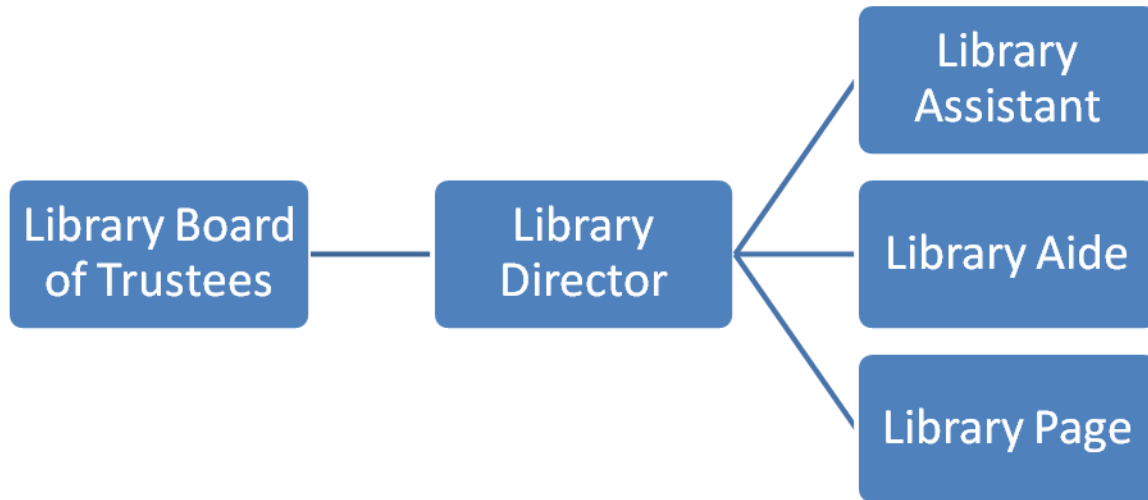
Long Range Planning: Karl Hall (Chair), Kelley Roganowicz, Emily Beach, Joanna Kluever (Library Director)

Executive: Jason Miller (Chair), Jackie Schumacher, Emily Beach, Jeff Mickey

- f. 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, Greg McCormick; 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. The Library reserves the right to extend the time for responses regarding recurrent requesters. A recurrent requester is defined as someone who submits, in the 12-month period before the request: (1) 50 or more requests; (2) 15 requests in a 30-day period; or (3) 7 or more requests in a 7-day period. Recurrent requesters will receive notification within (5) working days of receipt of the request that the Library is treating the request as a recurrent request, and that, within twenty-one (21) days, will either release the record(s), deny the request, or notify the requester when the records will be provided. Exemptions to this rule include news media and non-profit, academic, and scientific organizations.
 - g. 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)).
 - h. Records may be inspected or copied. If inspected, an employee must be present throughout inspection.
 - 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:
Cara Smith
Public Access Counselor
Public Access Bureau
500 South 2nd Street
Springfield, IL 62706
 - j. 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:	
City State Zip	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Copies Requested:		
<input type="checkbox"/> Yes <input type="checkbox"/> 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.