

Freedom of Information Act (FOIA)

FOIA Officer

FOIA Officer: Yesenia Lambert, Library Director

Records Maintained Under Control of the Library

Certain types of information maintained by us are exempt from inspection and copying. The following types or categories of records are maintained under our control and are available for public inspection:

- Monthly financial statements
- Annual receipts and disbursements reports
- Budget and appropriation ordinances
- Levy ordinances
- Operating budgets
- Annual audits
- Minutes of the Board of Trustees
- Library policies, including materials selection.
- Annual reports to the Illinois State Library

Request for Information and Public Records

Records are available Monday through Friday, from 9:00 am to 5:00 pm, at the Henderson County Public Library District, 110 Hill Crest, Biggsville, IL 61418.

The following records are available for public review at any time at the circulation desk and on the library's website:

- Meeting minutes/ Agendas of the Board of Trustees
- List and link to each Library policy

To submit a FOIA request for information not included in the above list, complete the **FOIA Request form** below and submit it to the Library Director or the FOIA officer in person or by email, mail, or fax. FOIA requests will still be taken even if the FOIA Request form is not used. The FOIA Officer will make a decision to grant or deny a FOIA request. You may appeal the decision of the FOIA officer to the Board of Library Trustees.

For more information on How to Make a FOIA Request please visit: <https://www.foia.gov/how-to.html>

The officer will respond to a written request within five (5) business days or sooner if possible. An extension of an additional five (5) business days may be necessary to respond properly.

Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

A person who believes that a violation of this Act by a public body has occurred may file a request for review with the Public Access Counselor established in the Office of the Attorney General not later than 60 days after the alleged violation:

Leah Bartlett, Public Access Counselor Office of the Illinois Attorney General
500 South 2nd Street Springfield, IL 62701
public.access@ilag.gov
877-299-3642

Certification of Records

If any of the records are to be certified, this must be specified in the request. If no such request is included, the records will not be certified.

Fees

The requestor is responsible for reimbursing the library for the actual costs of reproducing and certifying (if requested) the records.

- No fees will be charged for the first 50 pages of black and white letter or legal size copies.
- After the first 50 pages, the fee charged will be no more than 15 cents per page.
- If copies are to be provided in color or in a size other than letter or legal size, the charge will not be more than the actual cost of reproducing the record.
- The cost for certifying a record shall not be more than one dollar.

Henderson County Public Library District FOIA Request Form

Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Name and Address of Public Body Receiving Request: **Henderson County Public Library District,
110 Hill Crest Drive
Biggsville, IL 61418**

Date Requested: _____

Request Submitted By: ___ E-mail ___ U.S. Mail ___ Fax ___ In Person

Name of Requester: _____

Street Address: _____

City/State/County Zip (required): _____

Telephone (Optional): E-mail (Optional): _____

Fax (Optional): _____

Records Requested: (Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.)

Do you want copies of the documents? YES or NO

--Do you want Electronic Copies or Paper Copies? _____

--If you want Electronic Copies, in what format? _____

Is this request for a Commercial Purpose? YES or NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. [5 ILCS 140.3.1(c)]).

Are you requesting a fee waiver? YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. [5 ILCS 140/6(c)]).