

Toulon Public Library District
THE ILLINOIS FREEDOM OF INFORMATION ACT POLICY

The Toulon Public Library District will comply with the State of Illinois Freedom of Information Act. (75 ILCS 5/4). The purpose of this policy is to support the intent of the act to provide access to public records, while protecting the legitimate privacy of individuals and maintaining administrative efficiency.

I. Administrative Procedures

A. It is the policy of the Toulon Public Library District to permit access to and copying of public records in accordance with Illinois Freedom of Information Act (the "Act"), balanced, however, by the limited exceptions recognized in the Act to safeguard individual privacy and the efficient operation of the District and by the purpose of the Act not to further commercial enterprise.

II. Procedure for Requesting Records

A. Any person requesting records of the Toulon Public Library District may make such a request either in person or in writing at the Library District's Director at
617 E. Jefferson St. Toulon, IL 61483.

B. Such requests should be made to the Director or designees, at such address, during normal working hours (i.e., 10:00 AM to 5:00 PM, Monday through Friday).

C. All written and oral requests should be addressed to the Director and should specify in particular the records requested to be inspected and whether they are to be copied and/or certified.

D. All written requests must be forwarded to the address of the Director as given above.

III. Fees

A. The fees for any records to be copied are as follows:

\$.10 per page for each page copied by a Library employee

\$1.00 per certificate if the copies are to be certified by the Secretary of the Board

IV. The following list of public records available for inspection is not meant to be exhaustive but to give assistance to the public as to the type of records which can be accessed. Each request will be evaluated on its merits on a case-by-case basis in accordance with the "Open Meetings Act" (Chapter 5 Act 120 Paragraph 1 – 6 Illinois Compiled Statutes). Guidelines and criteria for responses to requests are stated in the Library District's "Freedom of Information Policy Statement and Administrative Guidelines."

Financial Records

- Audit Reports
- Bank Statements

- Bills and Invoices
- Budget and Appropriation Ordinances
- Budget Worksheets
- Cancelled Checks
- Daily Cash Receipts Reports
- Levy Ordinances
- Monthly Bill Approval Lists
- Monthly Combined Statements of Assets, Liabilities, and Fund Balances
- Receipts for Expenditures
- Receipts for Revenue
- Working Budgets

Board of Trustees Records

- Agendas
- Legal Notices
- Minutes
- Monthly Meeting Packets
- Ordinances
- Policy Statements
- Resolutions
- Strategic Long-Range Plan

Library Administrative Records

- Annual Reports
- Bid Documents
- Building and Equipment Maintenance/Service Contracts
- Correspondence from Library
- Correspondence to Library
- Employee Timesheets and Payroll Records
- Forms
- Insurance Policies
- Job Descriptions
- Memoranda
- Organization Chart
- Per Capita Grant Applications
- Personnel Files and Records
- Personnel Policy Handbook
- Salary Schedules

V. Timetable for response

1. The Toulon Public Library District shall respond to a written request for public records within 7 working days after the receipt of such request.
2. The Toulon Public Library District may give notice of an extension of time to respond, which shall not exceed seven working days. Such an extension will be allowable only when written notice is provided within the original seven working day time limit and only for the reasons provided in

Section 3 (d) of the Freedom of Information Act. Such notice of extension shall state why the extension is necessary.

3. In determining the applicable time periods for (a) the production of records, (b) notices of extension, and (c) notices of denial, the 7 or 14 working day periods shall not include the day the request was initially received.
4. Supplemental, amended or additional requests shall not relate back to the initial time of filing but shall be considered as new requests for the purpose of determining applicable time periods.
5. Notices of extension and notices of denial issued on behalf of the Toulon Public Library District shall be conclusively deemed to have been given if mailed within the applicable time period, regardless of the date of receipt by the party requesting the records.

B. Appeals

1. A requestor whose request has been denied in whole or in part may appeal the denial to the President of the Board of Trustees. The notice of appeal shall be made in writing and sent to:

President, Board of Trustees
Toulon Public Library District
617 E. Jefferson St.
Toulon, Illinois 61483

2. The notice of appeal shall include a copy of the original request, a copy of the denial received by the requestor and a statement of the reasons why the appeal should be granted.
3. The President of the Board of Trustees, or his/her designee, shall respond to an appeal within 7 working days after receiving notice thereof. The President shall either affirm the denial or provide access to the requested public records. Failure to respond within 7 working days may be considered by the requestor to be an affirmation of the denial.

