

A1. Freedom of Information Act (FOIA)

Brief Description of Our Public Body

Purpose: to provide materials and services for the recreational, social, informational, and educational needs of the community.

Funding Sources: Property and personal property replacement taxes, Tax Increment Finance (TIF), state and federal grants, fines, charges, and donations. Tax levies are:

- Corporate purposes (for general operating expenditures)
- IMRF (provides for employee's retirement & related expenses)
- Social Security (provides for employee's FICA costs & related expenses)
- Audit (for annual audit & related expenses)
- Maintenance (for maintaining the building)
- Tort Liability (for insurance premiums, risk management, attorney's fees & related expenses, unemployment and worker's compensation insurance)
- Working Cash (for internal loans)

Address: 1702 E. Oak Street, Mahomet, IL 61853-8526.

Board of Trustees: The Mahomet Public Library District Board of Trustees exercises control over library policies and procedures. This group meets monthly on the second Monday of each month, at 6:00pm at the library.

FOIA Officer: The Board of Trustees will appoint a FOIA Officer and a Substitute FOIA Officer for the library.

Illinois State Library: The Library is required to report to, and is answerable for Library operations to, the Illinois State Library, Springfield, Illinois.

Records Maintained Under Control of the Library

Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- 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 Mahomet Public Library District Administrative Office, 1702 E. Oak St, Mahomet, IL 61853.

The following records are available for public review at any time. To view these records, ask at the circulation desk:

- Monthly Financial Summaries (also available on the Library's website)
- Meeting minutes of the Board of Trustees (also available on the Library's website)
- Library policy manual

To submit a FOIA request for information not included in the above list, complete the FOIA Request form (included in Appendix 9 and also available at the Library's website) and submit it to the Library Director or the FOIA officer in person, by mail, or by fax. 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.

The office 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 properly respond. 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.

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 copies, 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.

To reimburse us our actual costs for reproducing and certifying, (if requested) the records, you will be charged a fee.