

WHITE OAK LIBRARY DISTRICT

COMPLIANCE INFORMATION REQUIRED BY THE ILLINOIS FREEDOM OF INFORMATION ACT

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

- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY 2018/2019 is: \$4,293,027.

Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations. Tax levies are as follows:

- 1. Corporate purposes (for general operating expenditures)
 - 2. IMRF (provides for employee's retirement and related expenses)
 - 3. Social Security (provides for employee's FICA costs and related expenses)
 - 4. Audit (for annual audit and related expenses)
 - 5. Maintenance (for maintaining the building)
 - 6. Tort Liability (for insurance premiums, risk management, attorney fees and related expenses, unemployment and worker's compensation insurance)
 - 7. Debt Service (for bond and interest payments)
- D. The District office is located at 201 W. Normantown Rd., Romeoville, IL 60446. The District also has branch locations at 20670 Kubinski Dr., Crest Hill, IL and 121 E. 8th St., Lockport, IL.
 - E. We have approximately the following number of persons employed:
 - 1. Full-time = 34
 - 2. Part-time = 58
 - F. The following organization exercises control over our policies and procedures: *The White Oak Library District Board of Trustees*, which meets monthly on the 4th Tuesday of each month, at 7:00pm, at a District facility. This meeting rotates between the three district facilities, with each location hosting a four month block of meetings each year. The Board members are: Deanna Amann, President; Adam Woodworth, Vice President; Nancy Hackett, Secretary; Victor Zack, Treasurer; Christine Siegel, Trustee; Gayle Crompton, Trustee; and Ann Lopez-Caneva, Trustee.
 - G. We are required to report and be answerable for our operations to: *The Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of Illinois State Library, Greg McCormick; and various other staff.

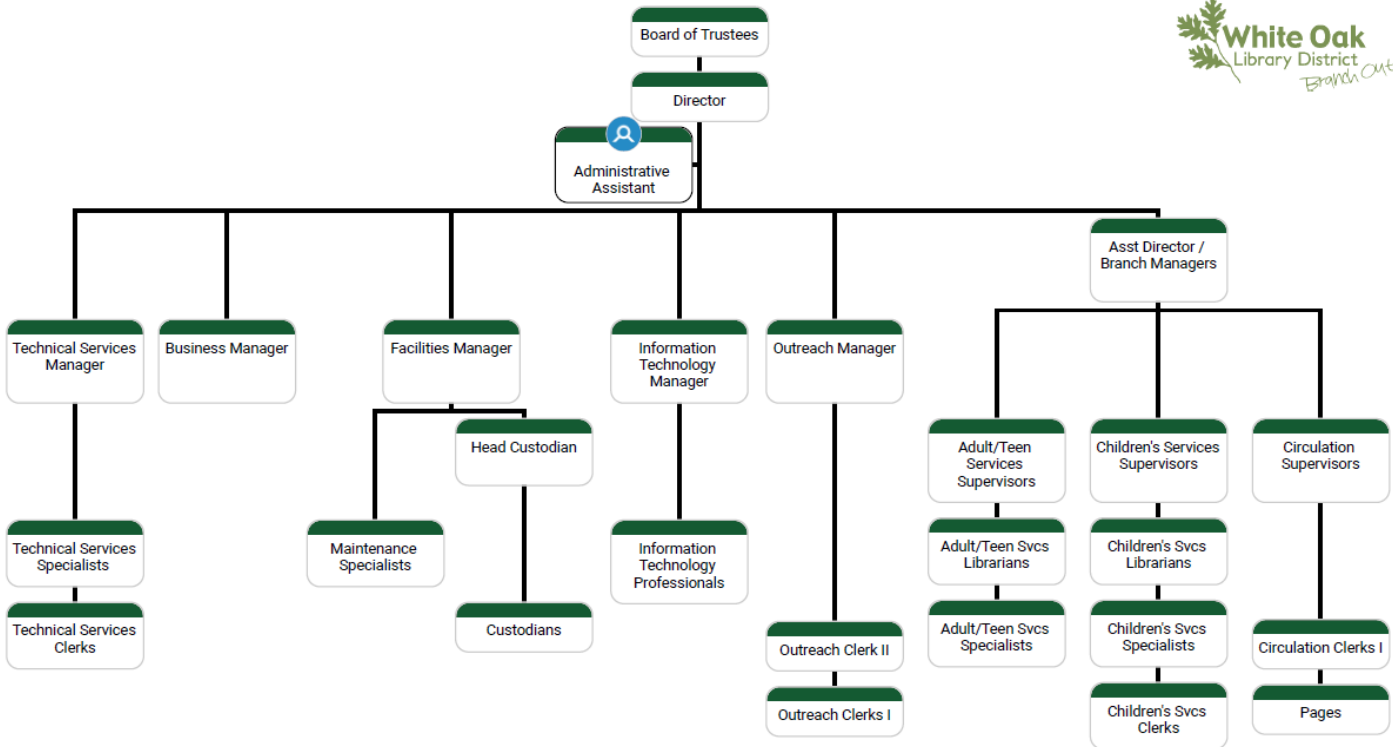
II. You may request the information and the records available to the public in the following manner:

- A. Use request form (see attached), or submit via email to spointon@whiteoaklibrary.org
- B. Your request should be directed to the following individual: Scott Pointon, FOIA Officer.
- C. You must indicate whether you have a “commercial purpose” in your request*.
- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that records be certified, you must specify which ones.
- E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is a \$1.00 charge for each certification of records;
 - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - There is a \$.25 per page charge for copied records in excess of 50 pages;
 - The actual copying cost of color copies and other sized copies will be charged.
- F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
- G. The office 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.
- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- I. The place and times where the records will be available to view with prior notice are as follows: 10:00 a.m. to 5:00 p.m., Monday through Friday at the White Oak Library District, Administrative Offices

III. 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:

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Operating Budgets
- F. Annual Audits
- G. Minutes of the Board of Library Trustees meetings
- H. Library Policies, including Materials Selection
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library

WHITE OAK LIBRARY DISTRICT ORGANIZATIONAL CHART



**WHITE OAK LIBRARY DISTRICT
FREEDOM OF INFORMATION REQUEST**

Requestor's Name (or business name, if applicable): _____

Date of Request: _____

Phone number: _____

Street Address: _____

City, State Zip: _____

Certification requested (circle one): Yes No

Description of Records Requested: _____

Is the reason for this request a "commercial purpose" as defined in the Act?
(circle one): Yes No

Library Response (Requestor does not fill in below this line)

- The documents requested are enclosed.
- You may inspect the records at _____ on the date of _____.
- The documents will be made available upon payment of copying costs of \$_____.
- For "commercial requests" only:** the estimated time of when the documents will be available is _____, at the prepaid costs stated above.
- The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.
- The materials requested are exempt under Section 7 of the Freedom of Information Act for the following reasons: _____

Individual(s) that determined request to be denied and title: _____

In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705
Or you have the right to judicial review under section 11 of FOIA.

() Request delayed, for reasons (in accordance with 3(e) of the FOIA). You will be notified by the date of _____ as to the action taken on your request.

NOTE: This form is not MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer

Date of Reply