

FOIA Policy

Adopted by the Hinckley Public Library District Board of Trustees
September 11, 2017

A brief description of our public body is as follows:

- Our purpose is to provide materials, programs and services to meet the educational and recreational needs of residents of all ages.
- The organizational chart is simple: Board of Trustees ---> Director ---> Staff
- The total amount of our operating budget for FY 2018 is: \$206,389.08. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 1. Corporate purposes (for general operating expenditures)
 2. IMRF (provides for employees' retirement and related expenses)
 3. Audit (for annual financial review and related expenses)
 4. Maintenance (for maintaining the building)
 5. Tort liability (for insurance premiums, risk management, attorneys' fees and related expenses, unemployment and workers' compensation insurance)
- The office is located at this address: 100 N Maple Street, Hinckley IL 60520.
- We have approximately the following number of persons employed:
 - Full-time 1
 - Part-time 8
- The following organization exercises control over our policies and procedures: Hinckley Public Library District Board of Library Trustees, which meets monthly on the 2nd Monday of each month, 7:00pm, at the library.
- We are required to report and be answerable for our operations to: Illinois State Library, Springfield Illinois. Its members are: State Librarian Jesse White; Deputy Director of State Library Greg McCormick; and various other staff.

Anyone may request information and records available to the public in the following manner:

- Requests should be made in writing and directed to the following individual: Rylie Roubal, FOIA officer, by email at director@hinckley.lib.il.us or by mail or in person at 100 N Maple Street, Hinckley IL 60520.
- Requests for commercial purposes must be identified as such.
- Please be as specific as possible when describing the records you are seeking.
- Please tell us whether you would like the records in paper or electronic format or whether you want to schedule a time to view them in person.
- There is no charge for the first 50 pages of black and white text either letter or legal size. There is a \$.15 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.
- 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 will be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

- The office will respond to a written request within five business days if possible. An extension of an additional five working days may be necessary to properly respond.
- Certain types of information retained by us are exempt from copying and inspection. However, many records are maintained under our control including, but not limited to:
 - Monthly financial statements
 - Adopted ordinances and resolutions
 - Budgets
 - Minutes of the Board of Trustees
 - Library policies
 - Annual reports to the Illinois State Library