

## ILLINOIS FREEDOM OF INFORMATION ACT

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

A. The purpose of the Mississippi Valley Public Library District is to provide materials and services to meet the personal, intellectual, educational and recreational needs and interests of the members of the community. In order to fulfill this purpose, the library will assemble, organize, preserve and make easily and readily accessible to all people a variety of materials. The library functions as a center for community activities, meetings and programs which provides the opportunity for members of the community to experience personal enrichment and furtherance of knowledge.

B. An organizational chart is attached.

C. The total amount of our operating budget for FY 2016 is: \$1,229,542.

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 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's fees and related expenses, unemployment and worker's compensation insurance)

D. The office is located at this address: 408 West Main Street, Collinsville, IL 62234

E. We have the following number of persons employed:

1. Full-time 10
2. Part-time 15

F. The following organization exercises control over our policies and procedures: The Mississippi Valley Library District Board of Library Trustees, which meets eight months per year on the third Monday of that month, 7:00 p.m., at the library.

Its members are: President; Thomas Wells, Vice President; Mark Schusky, Secretary; Marie Johnson, Treasurer; Susan Keller and other members, Nancy Gerstenecker, Janet Albertina and Vacant (5/2016).

G. We are required to report and be answerable for our operations to:

Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library; and various other staff.

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

A. Use request form (see attached) or a form that will contain all of the significant request information.

B. Your request should be directed to the following individual: Victoria Hart, FOIA Officer/Director, 408 West Main St., Collinsville, IL 62234 or email at [vickyh@mvlbldist.org](mailto:vickyh@mvlbldist.org)

C. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.

D. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

\$ .10 per page after the initial 50 pages thereafter for employee copied print records.

Same as employee copied records plus \$1.00 for certification of records by a Notary.

- E. The office will respond to a written request within five (5) FOIA officer's working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
- F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection. No photographs or electronic recording of the records will be permitted during the inspection.
- G. You may appeal the decision of the FOIA officer to directly to the Public Access Counselor (of the Attorney General's Office), or to the Circuit Court.

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
- H. Library Policies, including Materials Selection
- I. Annual Reports to the Illinois State Library

# MISSISSIPPI VALLEY Public Library District



## ORGANIZATIONAL CHART/SEVEN MEMBER BOARD

BOARD OF LIBRARY TRUSTEES  
VICE-PRESIDENT  
SECRETARY  
TREASURER  
TRUSTEETRUSTEETRUSTEE



PRESIDENT/LIBRARY BOARD OF TRUSTEES



LIBRARY DIRECTOR



ADULT SERVICES - CIRCULATION - TECHNICAL - YOUTH  
SERVICES



CLERKS



PAGES



FREEDOM OF INFORMATION REQUEST

REQUESTOR'S NAME (OR BUSINESS NAME, IF APPLICABLE)

DATE OF REQUEST

STREET ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

CERTIFICATION REQUESTED: YES \_\_\_\_ NO \_\_\_\_

DESCRIPTION OF RECORDS REQUESTED:

LIBRARY RESPONSE (REQUESTOR DOES NOT FILL IN BELOW THIS LINE)

A  
P  
P  
R  
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V  
E  
D

- ( ) THE DOCUMENTS REQUESTED ARE ENCLOSED.
- ( ) THE DOCUMENTS WILL BE MADE AVAILABLE UPON PAYMENT OF COPYING COSTS \$ \_\_\_\_\_
- ( ) YOU MAY INSPECT THE RECORDS AT \_\_\_\_\_ ON THE DATE OF \_\_\_\_\_

D  
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D

- ( ) THE REQUEST CREATES AN UNDUE BURDEN ON THE PUBLIC BODY IN ACCORDANCE WITH SECTION 3(F) 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:  
\_\_\_\_\_  
\_\_\_\_\_
- ( ) REQUEST DELAYED, FOR THE FOLLOWING REASONS (IN ACCORDANCE WITH 3(D) OF THE FOIA):. YOU WILL BE NOTIFIED BY THE DATE OF AS TO THE ACTION TAKEN ON YOUR REQUEST.

THE INFORMATION REQUIRED BY THIS FORM IS MANDATORY IN ORDER TO COMPLY WITH 5 ILCS 140/1. FAILURE TO SO PROVIDE MAY RESULT IN THIS FORM NOT BEING PROCESSED.

FOIA OFFICER DATE OF REPLY