

2.1 Freedom of Information Act

Records relating to the conduct of the business of the Mississippi Valley Library District are subject to inspection under the Freedom of Information Act [5 ILCS 140/1 et seq.]. However, “library circulation and other records identifying library users with specific material” are specifically exempted [5 ILCS 140/7]. This exemption is consistent with the Library Records Confidentiality Act [75 ILCS 70/1].

Reviewed and Approved, 9/18/2017; revised 7/20/2020

2.1.1 A brief description of our public body is as follows:

The purpose of the Mississippi Valley Library District (hereafter “Library”) 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.

The total amount of our operating budget for FY2026 is: \$1,463,345.48. Funding sources are property and personal property replacement taxes, grants, charges, and donations. Tax levies are:

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

The administrative office is located at 408 West Main Street, Collinsville, IL 62234. We have approximately the following number of persons employed: 12 full-time and 11 part-time.

The following organization exercises control over our policies and procedures: The Mississippi Valley Library District Board of Trustees, which typically meets monthly on the third Monday of each month, excluding December, 6:30 p.m., alternating between the Collinsville Memorial Library, 408 West Main Street, Collinsville, IL and the Fairmont City Library Center, 4444 Collinsville Road, Fairmont City, IL.

Members are:

- Jeanne Lomax, President
- Kelly Balaco-Reeder, Vice-President
- Ginny York, Secretary
- Ian Ashcraft, Treasurer
- Cathy Kulupka, Trustee
- Kathy Murphy, Trustee
- Ana Romero-Lizana, Trustee

We are required to report and be answerable for our operations to: The Illinois State Library, Gwendolyn Brooks Building, 300 South Second Street, Springfield, Illinois.

Reviewed and Approved 9/18/2017; Revised 1/13/2020; 7/20/2020; 7/19/2021; 7/18/2022; 7/17/2023; 7/15/2024; 7/21/2025.

2.1.2 You may request the information and the records available to the public in writing in the following manner:

1. Use request form (appended hereto).
2. Your request should be directed to the following individual: Kyla Waltermire, FOIA Officer, Mississippi Valley Library District, 408 West Main St., Collinsville, IL 62234 or email at kylaw@mvlid.org.
3. You must indicate whether you have a "commercial purpose" in your request.
4. 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.
5. To reimburse us our actual costs for reproducing and certifying the records (if requested), you will be charged the following fees:
 - a) There is no charge for the first fifty (50) pages of black and white text either letter or legal size. The actual copying cost of color copies and other sized copies will be charged.
 - b) \$.10 per page after the initial 50 pages
 - c) \$1.00 for certification of records by a Notary.
6. 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, disk, tape, etc.) or in paper as you select.
7. 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.
8. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
9. You may appeal the decision of the FOIA officer directly to the Public Access Counselor (of the Attorney General's Office).
10. The place and times where the records will be available are as follows: Mississippi Valley Library District, 408 West Main Street, Collinsville, IL 62234; Monday-Friday, 9:00 a.m. to 5:00 p.m.

Reviewed and Approved 9/18/2017; Revised 1/13/2020

Freedom of Information Request: Mississippi Valley Library District

Requester's Name (or Business Name)

Date of Request

Street Address

City

State

Zipcode

Phone Number

Certification requested: Yes___ No___

Description of records requested:

Is the reason for this request a "commercial purpose" as defined in the Act? Yes___ No___

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

A P P R O V E D	<p>() The documents request are enclosed</p> <p>() You may inspect the records at _____</p> <p>On the date _____.</p> <p>() The documents will be made available upon payment of copying costs of \$_____</p> <p>() For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.</p>
D E N I E D	<p>() 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.</p> <p>() The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons:</p> <p>_____</p> <p>_____</p> <p>() 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.</p>

This form cannot be 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: _____