

## Illinois Freedom of Information Act

### I Description of our public body is as follows:

- A. The governing body of the Library is the elected Board of Trustees which meets monthly (except December) and exercises control over policies and procedures.
- B. The Library is located at 110 Main Street, Chadwick, IL
- C. Our purpose is to provide materials and services for the recreational, social, informational and educational needs of the community.
- D. Our normal funding is derived from the following sources:
  - 1. Real estate tax levies
  - 2. State and federal grants
  - 3. Charges, donations and fines
  - 4. Replacement tax
- E. Tax levies are:
  - 1. Corporate (for general operating expenditures)
  - 2. Social Security / Medicare
  - 3. Audit (for annual audit and related expense)
  - 4. Library Building (for maintaining the building)
  - 5. Tort Liability (for insurance premiums, risk management, attorney's fees and related expense, unemployment and worker's compensation insurance.)
- F. We have one full-time (25 hours per week) employee serving as Director. In addition, we may have part-time employees.
- G. The Chadwick Public Library District is required to report and be answerable for operations to the Illinois State Librarian, Springfield, IL and various other agencies.

**II Information maintained and under control of Chadwick Public Library  
Board of Trustees.**

Certain types of information maintained by us are exempt from inspection and copying. Requests for information other than that listed below will be directed to the Board of Trustees.

- A. Annual audits
- B. Annual receipts and disbursements reports.
- C. Annual reports to the Illinois State Library
- D. Budget & Appropriation Ordinances
- E. Levy Ordinances
- F. Library policies
- G. Minutes of the Board of Trustees
- H. Monthly financial statements
- I. Operating Budget

Records are available at Chadwick Public Library  
110 Main Street, Chadwick, IL  
Library is open to public Monday, Tuesday, Wednesday, Friday 1:30-6:30 pm  
Thursday 10:30am-6:30pm  
Saturday 9:00am to 1:00pm  
Sundays Closed  
Except for posted holidays

### III Requesting public information

The following procedure is to be followed when requesting information:

- A. Use the CPLD Freedom of Information Request Form.  
This may be obtained from library staff.
- B. The completed request should be directed to  
Director, Chadwick Public Library District  
P.O. Box 416  
Chadwick, IL 61014
- C. Records may be
  - 1. **Viewed** only. An employee of the Library must be present throughout the inspection.  
You will be requested to make an appointment to view.
  - 2. **Copied**  
An employee of the Library will make the copies.
  - 3. **Copied and Certified**
- D. To reimburse us for our actual costs, you will be charged the following fees:
  - 1. \$2.00 per page for employee copied records
  - 2. an additional \$2.00 per page for certification of records

### IV Response by Chadwick Public Library to Illinois Freedom Of Information request.

- A. The Library Director, or appointed representative, will respond to a written request within seven (7) working days.
- B. An extension of an additional seven (7) working days may be necessary to respond properly.
- C. You may appeal a denial of request by the Library Director to Chadwick Public Library District Board of Trustees.

Adopted this thirteenth day of November, 2012