DEER CREEK DISTRICT LIBRARY 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 2009/10 is: $71,000.
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)
7. Working Cash (for internal loans, [no longer levied])
8. Debt Service (for bond and interest payments)

D. The office is located at this address: 205 E. First Ave., Deer Creek, IL. 61733

E. We have the following number of persons employed:
   1. Full-time 1
   2. Part-time 4

F. The following organization exercises control over our policies and procedures: The Deer Creek District Library Board of Library Trustees, which meets monthly on the first Monday of each month, 7 p.m., at the library.

   Its members are: Mark Graf, President; Kim Fritch, Vice President; Elaine Tanner, Secretary; Elaine Tanner, Treasurer; David Hall, Duane Gerjets, Mike Childers, and Sandy Wiegand.

G. The following organization operates in an advisory capacity regarding our operation: Alliance Library System. Its members are: Kitty Pope, Lee Logan, Rose Chenoweth and various other staff.

H. 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, Anne Craig; 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).
   B. Your request should be directed to the following individual: Carlene Mathis-Kull
      FOIA officer.
   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:
         The first 50 black and white pages are free, then $.15 cents per page for
         employee copied records.
         $1.00 per page for certification of records.
   E. 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.
   F. Records may be inspected or copied. If inspected, an employee must be present
      throughout the inspection.
   G. You may appeal the decision of the FOIA officer to the Board of Library Trustees.
   H. The place and times where the records will be available are as follows:
      9 a.m. to 6 p.m.
      Deer Creek District Library, 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
    H. Library Policies, including Materials Selection
    I. Annual Reports to the Illinois State Library
DEER CREEK DISTRICT LIBRARY ORGANIZATIONAL CHART/SEVEN MEMBER BOARD

Board of Library Trustees
Vice-President
Secretary
Treasurer
Trustee
Trustee
Trustee

President/Board of Library Trustees

Library Director

Bookkeeper

Reference  Circulation  Technical  Services  Youth  Services

Clerks

Shelvers
## DEER CREEK DISTRICT LIBRARY
### FREEDOM OF INFORMATION REQUEST

<table>
<thead>
<tr>
<th>Requestor’s Name (or business name, if applicable)</th>
<th>Date of Request</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Certification requested:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
</tbody>
</table>

**Description of Records Requested:**

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

<table>
<thead>
<tr>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) The documents requested are enclosed.</td>
</tr>
<tr>
<td>( ) The documents will be made available upon payment of copying costs $________.</td>
</tr>
<tr>
<td>( ) You may inspect the records at ____________________________ on the date of __________.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Denied</th>
</tr>
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<tbody>
<tr>
<td>( ) 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.</td>
</tr>
<tr>
<td>( ) The materials requested are exempt under Section 7 __________ of the Freedom of Information Act for the following reasons:</td>
</tr>
<tr>
<td>______________________________________________________</td>
</tr>
<tr>
<td>Individual(s) that determined request to be denied: __________________________</td>
</tr>
<tr>
<td>( ) 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.</td>
</tr>
</tbody>
</table>

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**