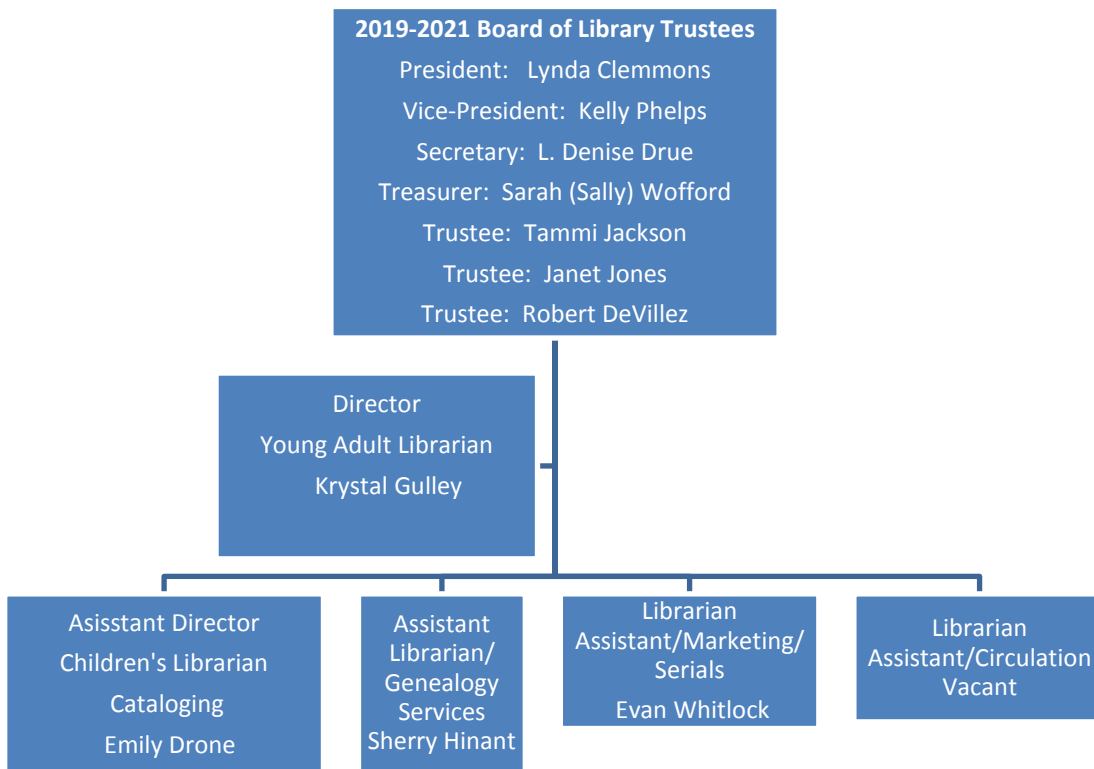


Illinois Freedom of Information Act

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. Harrisburg Public Library Organizational Chart:



C. 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 & related expenses)
3. Social Security (provides for employee's FICA costs & related expenses)
4. Audit (for annual audit & related expenses)
5. Tort Liability (for insurance premiums, risk management, attorney's fees & related expenses, unemployment and worker's compensation insurance)
6. Building and Maintenance (for custodial/maintenance services and building/property maintenance)

D. The office is located at this address: 2 West Walnut Street, Harrisburg, Illinois

E. We have the following number of persons employed: Full-time: Four -- Part-time: Five

F. The following organization exercises control over our policies and procedures: *The Harrisburg Public Library District Board of Library Trustees*, which meets monthly on

the third Wednesday of each month, 5:00 p.m., at the library.

Its members are: Lynda Clemmons, President; Kelly Phelps, Vice President; L. Denise Drue, Secretary; Sarah (Sally) Wofford, Treasurer; Tammi Jackson, Janet Jones, and Robert DeVillez, Trustees.

G. The following organization operates in an advisory capacity regarding our operation: *Illinois Heartland Library System*. Its members are: Leslie Bednar, Executive Director, 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, Greg McCormick; 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 form – following page) Use of the form is not mandatory. You may submit your written request via mail, email, or in person.

B. Your request should be directed to the following individual:

FOIA Officer – Director Krystal Gulley

Harrisburg Public Library District

2 West Walnut Street

Harrisburg, IL 62946.

Or by email: kgulley@harrisburglibrary.org

C. Please be as specific as possible when describing the records you are seeking. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.

D. There is no fee (for non-commercial requests) for up to 50 pages of standard paper copies. For pages beyond 50, there is a 10 cent-per-page charge for black and white copies. Fees for color copies or electronic delivery devices (CD, flash drives) may apply.

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.

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

(Revised October 2020)

Harrisburg Public Library District
Freedom of Information Request Form

Requestor's Name (or business name if applicable)

Phone:

Street Address:

Format preference:

Paper Electronic

City:

State:

Zip Code:

Description of Records Requested:

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

- | | |
|--------------------------------------|---|
| A
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D | <p>() The documents requested are enclosed.</p> <p>() You may inspect the records at the Harrisburg Public Library District on __/__/__</p> <p>() If applicable, 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> |
|--------------------------------------|---|

NOTE: This form cannot be MANDATORY under FOIA, but it is preferred.

D E N I E D	<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>	<p>Individual(s) that determined request to be denied: _____</p> <p>_____</p> <p>_____</p>
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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: