Freedom of Information Act (FOIA) Policy

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

1. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
2. An organizational chart is attached.
3. The total amount of our operating budget for FY 2026-2027 is: $236,761.82. Funding sources are property taxes, state and federal grants, and donations. Tax levies are:
    a. Corporate purposes (for general operating expenditures)
    b. Social Security (provides for employee's FICA costs and related expenses)
    c. Maintenance (for maintaining the building)
    d. Tort Liability (for insurance premiums, risk management, attorneys' fees and related expenses, unemployment and workers' compensation insurance)
4. The Library is located at this address: 440 North Division Street, Woodhull, IL 61490.
5. We have approximately the following number of persons employed:
    - Full-time: 1
    - Part-time: 6
6. The following organization exercises control over our policies and procedures: The Clover Library District Board of Library Trustees, which meets on the 3rd Wednesday of each month, at 7:00 pm, in the Community Room at the Library.

    Its members are:

    - Darcie Berry, President
    - Alissa Gelaude, Vice-President
    - Breanna McLaughlin, Secretary
    - Pam Eiker, Treasurer
    - Karen Pfeiffer; Riva Walsh; Tonya Williams, Trustees
7. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Alexei Giannoulias (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:

1. Use request form (see attached).
2. Your request should be directed to the following individual: Kit Layman, FOIA Officer.
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 require that any records be certified, you must specify which ones.
5. To reimburse our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
    a. There is a $1.00 charge for each certification of records.

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b. There is no charge for the first fifty (50) pages of black-and-white text, either letter or legal size.

c. There is a $0.20 per page charge for copied records in excess of 50 pages;

d. The actual copying cost of color copies and other sized copies will be charged.

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 will be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

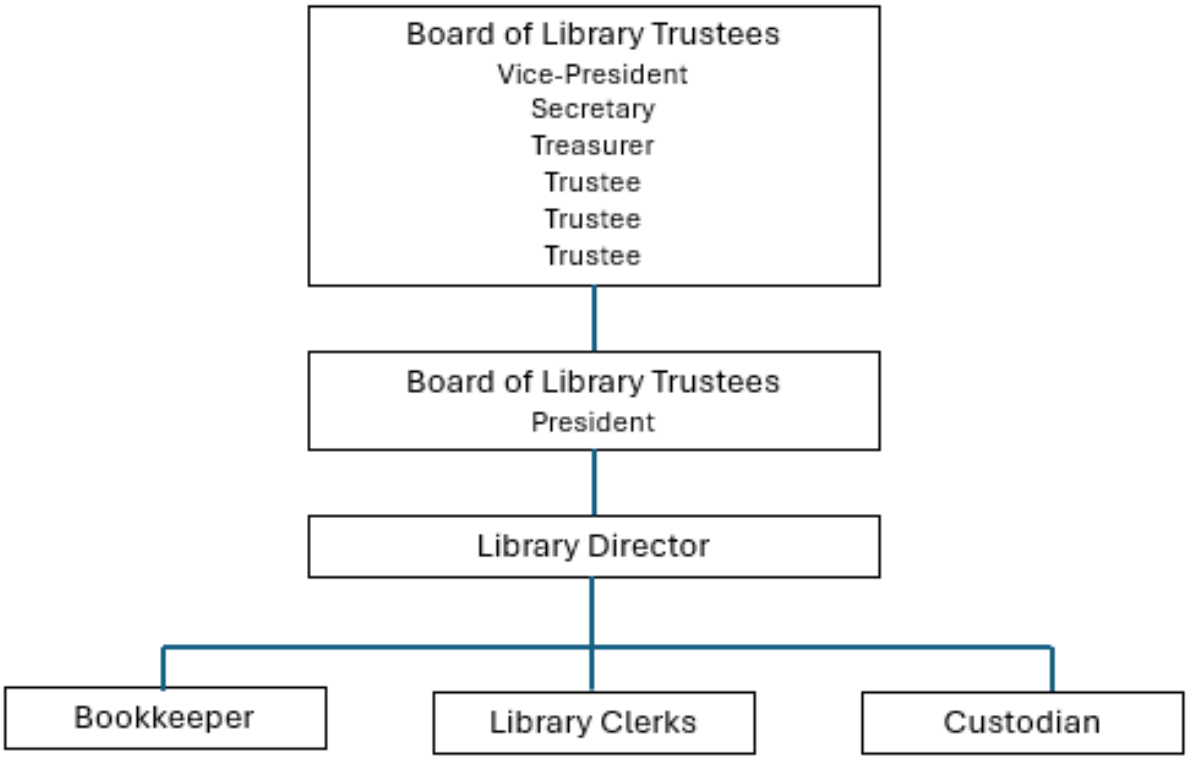
6. The office will respond to a written request with five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
7. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
8. The place and times where the records will be available are as follows:
   Mondays – Thursdays, 9 a.m. to 6 p.m.
   Fridays, 9 a.m. to 5 p.m.
   Saturdays, 9 a.m. to 12 p.m.
   Clover Library District, Administrative Office

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following categories of records are maintained under our control:

1. Monthly Financial Reports
2. Annual Receipts and Disbursement Reports
3. Budget and Appropriations Ordinances
4. Levy Ordinances
5. Operating Budgets
6. Annual Audits
7. Minutes of the Library Board of Trustees
8. Library Policies, including Materials Selection
9. Adopted Ordinances and Resolutions of the Board
10. Annual Reports to the Illinois State Library

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Clover Library District Organizational Chart



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Clover Library District Freedom of Information Request

Requestor's Name (or business name, if applicable)	Date of Request	Phone Number
Street Address		Certification Requested: Yes ____ No ____
City State Zip		
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)

Approved	( ) The documents you requested are enclosed. ( ) You may request the records at _____ on the date of _____. ( )The documents will be made available upon payment of copying costs of $_____. ( ) **For "commercial requests" only:** the estimated time of when the documents will be available is _____, at the prepaid costs stated above.
Denied	( ) The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act. 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: _____ Individuals that determined request to be denied and title _____ In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second Street, Springfield, IL 62705 OR you have the right to judicial review under Section 11 of FOIA ( )Request delayed, for the following reasons (in accordance with 3(e) of the FOIA: _____. You will be notified by the date of _____ as to the action taken on this request. **NOTE: 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

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