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