

## McHenry Public Library District – General FOIA Categories/Guidelines

The McHenry Public Library District shall make available all public records to any person requesting information in compliance with the Freedom of Information Act (5 ILCS 140). The following is a non-exhaustive list that includes basic categories of records that are available to the public.

The McHenry Public Library District retains records in compliance with the Illinois Local Records Act (50 ILCS205) and the library's Records Retention Schedule.

The following items are available on the library website or through a FOIA request form:

- Monthly Financial Statements
- Annual Receipts and Disbursements Report
- Budget and Appropriation Ordinances
- Levy Ordinances
- Operating Budget
- Annual Audit
- Agendas and minutes of the Board of Library Trustees Meetings
- Library Policies, including Collection Development Plan and Long-Range Plan
- Adopted Ordinances and Resolutions of the Board
- Annual Report to the Illinois State Library
- Prevailing Wage Ordinance

*Please note that certain types of information maintained by the library are exempt from inspection and copying.*

A brief description of the Library is as follows:

- The McHenry Public Library District serves the community by providing a wide variety of items to borrow and by offering services and programs for approximately 41,000 residents of all ages. The library's website offers 24-hour access to digital information resources and the library's online catalog. The library's operating budget is made up of property tax revenue, state and federal grants, fines, fees, and donations.
- The library's physical address is: McHenry Public Library District, 809 Front St. McHenry, IL 60050. Phone: (815) 385-0036. Fax: (815) 385-7085
- The library employs approximately 50 people.
- The McHenry Public Library District Board of Library Trustees exercises control over the library's policies and budget. The Board generally meets on the third Tuesday of each month at 7:00 p.m. The public is welcome to attend.
- The library is required to report and be answerable for its operations to the Illinois State Library, Springfield, Illinois.

To reimburse the library for the actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

- There is a \$1.00 fee for each certification of records plus the copy cost.
- There is no charge for the first fifty (50) pages of black and white text, either letter or legal size.
- There is a \$.15 per page charge for copied records in excess of 50 pages.
- 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

would be required to pay the actual cost of the medium only, i.e. disc, flash drive, etc.) or in paper as you select.

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.

Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

The place and times where the records will be available are as follows:

Monday – Friday, 9:00 a.m. – 5:00 p.m. at the McHenry Public Library District Administrative Office

### **Submitting a FOIA Request Form**

You may request the information and the records available to the public in the following manner:

- Complete a **FOIA request form** and submit it via email to FOIA@mchenrylibrary.org, by USPS mail to: FOIA Officer, McHenry Public Library District, 809 Front St. McHenry IL 60050, or fax (815-385-7085).
- You must indicate whether you have a “commercial purpose” in your request.
- You must specify whether the records requested are to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.

For more information on the Illinois Freedom of Information Act, visit <http://foia.ilattorneygeneral.net/default.aspx>