

# Freedom of Information Act Policy (FOIA)

(Created 02/18/2002, updated 07/19/2022, 07/18/2023)

The McHenry Public Library District (the "MPLD" or "Library") permits access to as well as inspection and copying of public records in accordance with the Illinois Freedom of Information Act, hereinafter referred to as the "Act" or "FOIA" (5 ILCS 140/1 et seq.). In accord with the Act, the following practices and procedures are provided and established by the Library.

The Executive Director is designated to act as the Library's Freedom of Information Officer, to receive requests submitted under the Act, ensure timely responses to requests and issue responses under the Act, except in instances where records are furnished immediately. In the event that the Executive Director is not available, they will designate a Deputy FOIA Officer to whom such requests are to be made.

## Illinois Freedom of Information Act (FOIA)

- 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.  
Our mission statement: "The McHenry Public Library District enriches community life through responsive library services that meet diverse informational and recreational needs."
  - B. An organizational chart and strategic plan can be obtained through our website (<http://www.mchenrylibrary.org>) or by contacting the FOIA Officer.
  - C. The total amount of our operating budget for FY23/24 is: \$6,652,886.51 including reserve funds
    1. Funding sources include property taxes, developer and annexation fees, state and federal grants, fines, charges, service fees, and donations.
    2. Tax levies are:
      - a) Corporate purposes (for general operating expenditures)
  - D. The office is located at this address: 809 Front St. McHenry, IL 60050
  - E. We have approximately the following number of persons employed
    1. Full-time 21
    2. Part-Time 26
  - F. The following organization exercises control over our policies and procedure: *The McHenry Public Library District Board of Library Trustees* which typically meets monthly on the third Tuesday of each month, 7:00 p.m., at the Library.
  - G. Its members are: Charles T. Reilly, President; Bud Alexander, Vice President; Monica Leccese, Secretary; Terry Weingart, Treasurer; Michele Madsen and Thomas Sutliff.
  - H. The following organization operates in an advisory and support capacity regarding our operation: (RAILS) *Reaching Across Illinois Libraries System*. The Library also

receives grants from RAILS when applicable and appropriate.

**I.** We are required to report and be answerable for our operations to:  
*The Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulis, (Secretary of State), Director of State Library, and various other staff.

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

**A.** Requests for all records must be in writing and submitted to the attention of the FOIA Officer by mail, facsimile or e-mail, or delivery during regular business hours of the Business Offices of the Library.

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

- 1.** Freedom of Information Officer  
McHenry Public Library District  
809 Front Street  
McHenry, IL 60050  
Email: [FOIA@mchenrylibrary.org](mailto:FOIA@mchenrylibrary.org)  
FAX: 815-385-7085

**C.** No oral request for records will be processed. The person orally requesting records shall be advised to put the request in writing.

**D.** A written request should include the requestor's name, address, the date, and daytime telephone number so that the Library can contact the requester if it has any questions.

**E.** You must indicate whether you have a "commercial purpose" in your request.

**F.** 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.

**G.** To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

- 1.** There is a \$1.00 charge for each certification of records.  
(No charges for non-commercial requests)
- 2.** There is no charge for the first twenty (20) pages of black and white text, either letter or legal size
- 3.** There is a \$.15 per page charge for copied records in excess of 20 pages. The actual copying cost of color and other sized copies will be charged.

**H.** 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., CD-R, flash drive, etc.) or in paper, as you select.

**I.** 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 respond properly. The office will respond to a request for records to be used for a commercial purpose within 21 working days after receipt.

**J.** Retrieval and copying of records is limited only to employees of the Library designated by the FOIA Officer.

**K.** Inspection of records shall only be permitted by appointment, in the presence of an employee of the Library designated by the FOIA Officer, during regular business hours.

**L.** When a request is made to inspect or copy a public record that contains information that is exempt from disclosure under Section 7 of the Act but also contains information that is not exempt from disclosure, the Library may elect to redact the information that is exempt. The Library shall make the remaining information available for inspection and copying.

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

**N.** McHenry Public Library District  
9:00 a.m. – 5:00 p.m., Monday - Friday, except closed holidays as advertised.

**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.** Treasurer's Reports
- C.** Annual Receipts and Disbursements
- D.** Budget and Appropriation Ordinances
- E.** Levy Ordinances
- F.** Annual Audits
- G.** Minutes of the Board of Library Trustees
- H.** Library Policies, including Materials Selection
- I.** Adopted Ordinances and Resolutions of the Board
- J.** Annual Reports to the Illinois State Library



## McHenry Public Library District Freedom of Information Act (FOIA) Request

Please email completed form to [FOIA@mchenrylibrary.org](mailto:FOIA@mchenrylibrary.org) or fax to (815) 385-7085.

Requestor's Name (or business, if applicable)		Date of Request	
Street Address		Certification Requested ___ Yes ___ No Email:	
City	State	Zip	Phone
<b>Description of Records Requested:</b> _____ _____ _____			
Is the reason for this request a "commercial purpose" as defined in the Act? ___ Yes ___ No			
<b>Library Response (Requestor does not fill in below this line)</b>			
<b>APPROVED</b>	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$ _____. <input type="checkbox"/> For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid cost stated above.		
<b>DENIED</b>	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Act, and we are unable to negotiate a reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 of the Act for the following reasons: _____ _____ Individual(s) and title that determined request to be denied: _____ 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 St. Springfield IL 62705, or you have the right to judicial review under Section 11 of the Act. <input type="checkbox"/> Request delayed, for the following reasons (in accordance with Section 3(e) of the Act): _____ _____ You will be notified by the date of _____ as to the action taken on your request.		
FOIA Officer Signature		Date of Reply	