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. An organizational chart is attached.

   C. The total amount of our operating budget for FY 2016/17 is: $203,134. Funding sources are property taxes, state and federal grants, fines, charges, and donations. Tax levies are:
      1. Corporate purposes (for general operating expenditures)
      2. Social Security (provides for employee’s FICA costs and related expenses)
      3. Maintenance (for maintaining the building)
      4. Tort Liability (for insurance premiums, risk management, attorney’s fees and related expenses, unemployment and worker’s compensation insurance)

   D. The office is located at this address: 120 E. Si Johnson Avenue, Sheridan, IL.

   E. We have approximately the following number of persons employed:
      1. Full-time 2
      2. Part-time 4

   F. The following organization exercises control over our policies and procedures: The Robert W. Rowe Public Library Board of Library Trustees, which meets monthly on the second Thursday of each month, 7:00 p.m., at the library.

      Its members are: Jennifer Shugrue, President; Elizabeth Bartling, Secretary; Karen Koubek, Treasurer; Jeanne Felesena, Lesley LaRock, John Maurer and Catherine Wise.

   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, Anne Craig; 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 Appendix F).

   B. Your request should be directed to the Director, FOIA officer, or alternate.

   C. You must indicate whether you have a “commercial purpose” in your request.

   D. 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.

   E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
      There is a $1.00 charge for each certification of records.
      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.

   F. 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, diskette, tape, etc.) or in paper as you select.

G. 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.

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

I. The place and times where the records will be available are as follows:
   - Monday, Thursday, Friday – 10:00-5:00pm
   - Tuesday and Wednesday 1:00-6:00pm
   Robert W. Rowe Public Library

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. Minutes of the Board of Library Trustees
G. Library Policies, including Materials Selection
H. Adopted Ordinances and Resolutions of the Board
I. Annual Reports to the Illinois State Library
Robert W. Rowe Public Library Organizational Chart/Seven Member Board

Board of Library Trustees
- Lesley LaRock
- Catherine Wise
- Karen Koubek
- John Maurer
- Jeanne Felesena
- Elizabeth Bartling

President of Board of Trustees
- Jennifer Shugrue

Director
- Debby Smith

Bookkeeper
- John Morrow

Assistant Director
- Patti Smith

Circulation
- Beth Wood

Reference
- Beth Wood

Youth Services
- Patti Smith

Student Intern
- Madeline Benson
### ROBERT W. ROWE PUBLIC LIBRARY
### FREEDOM OF INFORMATION REQUEST

<table>
<thead>
<tr>
<th>Requestor’s Name (or business name, if applicable)</th>
<th>Date of Request</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Certification requested:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>_____ Yes _____ No</td>
<td></td>
</tr>
<tr>
<td>City State Zip</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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)**

<table>
<thead>
<tr>
<th></th>
<th>( ) The documents requested are enclosed.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>( ) You may inspect the records at ____ on the date of __________.</td>
</tr>
<tr>
<td></td>
<td>( ) The documents will be made available upon payment of copying costs of $________.</td>
</tr>
<tr>
<td></td>
<td>( ) <strong>For “commercial requests” only:</strong> the estimated time of when the documents will be available is __________, at the prepaid costs stated above.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>( ) The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>( ) The materials requested are exempt under Section 7 _________ of the Freedom of Information Act for the following reasons:</td>
</tr>
<tr>
<td></td>
<td>____________________________________________________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>Individual(s) that determined request to be denied and title: ____________________________</td>
</tr>
</tbody>
</table>

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 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 your 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.

<table>
<thead>
<tr>
<th>FOIA Officer</th>
<th>Date of Reply</th>
</tr>
</thead>
</table>

Robert W. Rowe Public Library