

**Chenoa Public Library District**  
**The Illinois Freedom of Information Act**

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. (See attached)

C. The total amount of our operating budget for FY2011-2012  
Funding sources are monies appropriated by Chenoa Township, McLean County, and State and Federal grants.

D. The business office is located at this address: 211 S. Division, Chenoa, IL 61726  
Chenoa, IL 61726

E. Chenoa Public Library District has the following number of persons employed:

1. Full-time 1
2. Part-time 3

F. The following organization exercises control over our policies and procedures: Chenoa Public Library Board of Directors monthly a minimum of nine times a year.

Its members are: Patricia Witte, Pres.; Dan Groce, Vice Pres.; Nancy Adams, Treasurer; Susan Whitver, Secretary; Steve Bury, Dawn Neubauer, Lori Carranza.

G. We are required to report and be answerable for our operations to: McLean County Treasurer, Bloomington; RAILS Library System, E. Peoria, Illinois State Library, Springfield IL.; Director Of the State Library, 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 attached).

B. Your request should be directed to the following individual; Library Director /FOIA Officer.

C. 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.

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

- \$.25 per page for employee copied records
- \$1.00 per page for certification of records/

E. The office will respond to a written request within seven (7) working days or sooner if possible. An Extension of an additional seven (7) working days may be necessary to properly respond.

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

G. You may appeal the decision of the FOIA officer to the Board of Directors.

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

Regular Scheduled Library Hours

Chenoa Public Library, 211 S. Division, Chenoa, IL 61726

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. Administrative Files, Correspondence

B. Annual Receipts and Disbursement Reports

C. Application for Authority to Dispose of local records and records disposal certificates

D. Audits

E. Board Minutes

F. Certified Mail receipts; UPS log

G. Contracts, Bids

H. Board Policies

I. Grant Files

J. Insurance Policies, Claims, Claim Reports

K. Inventory

L. Library Annual Application and Annual Reports to the Alliance Library System & Illinois State Library

M. Monthly Financial Statements

N. Operating Budgets