

## Freedom of Information Act (FOIA)

A brief description of our public body follows.

1. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
2. An organizational chart is attached.
3. The total amount of our operating budget for FY 2025 is: \$103,716. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations [1]. Tax levies are [2]:
  - a. Corporate purposes (for general operating expenditures)
  - b. Social Security (provides for employees' FICA costs and related expenses)
  - c. Audit (for annual audit and related expenses)
  - d. Maintenance (for maintaining the building)
  - e. Tort Liability (for insurance premiums, risk management, attorneys' fees and related expenses, unemployment and workers' compensation insurance)
  - f. Working Cash
  - g. Debt Service (for bond and interest payments)
4. The office is located at this address: 210 North 1<sup>st</sup> Street, New Baden, Illinois.
5. We have the following number of persons employed:
  - a. Full-time - 0
  - b. Part-time – 4/5
6. The following organization exercises control over our policies and procedures: The New Baden Public Library Board of Library Trustees, which meets monthly on the second Monday of each month, 6:30 p.m., at the library. Its members are: Jo Stroot, President; Travis Santel, Vice President; Diane Hoerchler, Secretary; Vivian Bossler, Treasurer; Members at Large: Judy Baehr, Jennifer Hendren and Greg Sweet.
8. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulis (Secretary of State); Director of State Library, and various other staff.

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

1. In writing by mail or via email (newbadenlibrary@gmail.com).
2. Your request should be directed to the following individual: Vicki Obermann, FOIA officer.
3. You must indicate whether you have a "commercial purpose"<sup>1</sup> in your request<sup>2</sup>.
4. 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.

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

- a. There is a \$1.00 charge for each certification of records.
- b. There is no charge for the first fifty (50) pages of black-and-white text, either letter or legal size;
- c. There is a \$.15 per page charge for copied records in excess of 50 pages;
- d. 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 will be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, 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:

11:00am to 7:00pm Monday through Thursday  
1:00pm to 6:00pm Friday  
9:00am to 1:00pm Saturday

New Baden Public Library

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:

[Note: those listed are for illustration purposes only - you should substitute your categories]

Monthly Financial Statements  
Annual Receipts and Disbursements Reports  
Budget and Appropriation Ordinances  
Levy Ordinances  
Operating Budgets  
Annual Audits  
Minutes of the Board of Library Trustees  
Library Policies, including Materials Selection  
Adopted Ordinances and Resolutions of the Board  
Annual Reports to the Illinois State Library

<sup>1</sup> "Commercial purpose" is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

<sup>2</sup>In the event a "commercial interest" is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying from prepayment; or provide the documents requested.

**Public Library Organizational Chart / Seven Member Board**

President

Vice-President

Secretary

Treasurer

Trustee

Trustee

Trustee

Librarian

Library Staff