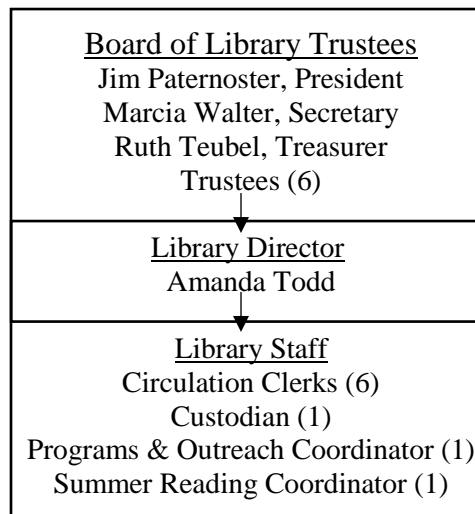


## **Dominy Memorial Library—Illinois Freedom of Information Act**

- A brief description of our public body is as follows:
  - Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of our community.
  - The total amount of our operating budget for 2021-22 is \$171,100. Funding sources are property taxes, state and federal grants, fines, charges, and donations. Tax levies are Illinois Municipal Retirement Fund, corporate purposes, audit, tort liability, and social security.
  - Dominy Memorial Library has approximately 1 full time, 8 part-time, and 1 seasonal staff employed, and the library director is Amanda Todd. The Dominy Memorial Library Board of Trustees, which meets monthly on the fourth Wednesday at 12:00 PM in the White Community Room of the library, exercises control over the library's policies and procedures. An updated list of its members is posted on our website's "Staff & Trustees" page. An organizational chart is listed below.
  - Reaching Across Illinois Library System is in an advisory capacity regarding our operation, and we are required to report and be answerable for our operations to the Illinois State Library in Springfield, IL.
- A person may make a request for records using the FOIA request form, listed below and also located on the library's website, by directing it to Amanda Todd—FOIA officer, indicating whether a commercial purpose is part of the request and specifying whether the records requested are for inspection or for copies to be made and if any certified records are needed. Email requests may be sent to dominylibrary@yahoo.com, and mailed requests may be sent to Dominy Memorial Library, 201 S. Third St., Fairbury, IL 61739. (If a record is to be inspected, an employee must be present throughout the inspection.) To reimburse the library for reproducing and certifying (if requested) records, the following fees will be charged:
  - \$1.00/each certification of records
  - No charge for the first 50 pages of black & white text letter size, \$0.15 thereafter
  - Color copies will be \$0.25 per page for letter size.
- If a record is kept in electronic format, it may be requested and provided in a specific format if feasible; otherwise, the record will be provided in the electronic format in which it is kept. There will be a charge to cover the actual cost of a medium if necessary (flash drive or special paper, for example).
- The FOIA officer will respond to a written request within 5 working days or sooner if possible. An extension of an additional 5 working days may be necessary to properly respond. Records will be available in the Dominy Memorial Library office, 201 S. Third St. Fairbury, IL from 10:00 AM-5:00 PM Monday-Friday.

- Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of information of records are maintained under our control:
  - monthly financial statements
  - annual receipts and disbursements reports
  - appropriation
  - annual audits
  - minutes of the Board of Library Trustees
  - library policies
  - annual reports to the Illinois State Library

**Dominy Memorial Library Organizational Chart**



**Dominy Memorial Library—FOIA Request Form**

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address	Certification requested:  _____ Yes                      _____ No	
City	State	Zip
Description of Records Requested:		
_____		
Is the reason for this request a "commercial purpose" as defined in the Act?    ___ Yes    ___ No		
<b><i>Library Response (Requestor does not fill in below this line)</i></b>		
A P P R O V E D	<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"/> <b>For "commercial requests" only:</b> the estimated time of when the documents will be available is _____, at the prepaid costs stated above.	
D E N I E D	<input type="checkbox"/> 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. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____ 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. <input type="checkbox"/> 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.**

FOIA Officer	Date of Reply
--------------	---------------