



Tri-City Public Library District Freedom of Information Act Policy

Tri-City Public Library District is committed to providing citizens and taxpayers access to applicable public records under the Freedom of Information Act.

I. A brief description of our public body is as 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 listed at <https://www.tricitylibrary.org/board-meetings>
3. Our elected board of trustees are listed at <https://www.tricitylibrary.org/board-meetings>
4. The total amount of our operating budget for FY 2026-2027 is \$241,791.14. Funding sources are property taxes, state replacement taxes, state and federal grants, fees, charges, and donations.
5. The Library is located at 600 South Main Street, Buffalo, Illinois, 62515.
6. We have approximately the following number of persons employed:
 - Full-time staff: 3
 - Part-time staff: 3
7. Control over our policies and procedures is exercised by Tri-City Public Library District Board of Trustees which meets monthly on the third Tuesday, at 7:00 PM, in the back of the library building at 600 South Main Street, Buffalo, Illinois.
8. The officers of the Library Board of Trustees are listed at <https://www.tricitylibrary.org/board-meetings>
9. Current board meeting dates are posted on our website at <https://www.tricitylibrary.org/board-meetings>
10. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Ill. Its members are: State Librarian, (Secretary of State); Director of State Library, and various other staff.

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

1. Use the request form
 - 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.
2. Email the FOIA Officers at tricitylibrary.org and lhaage@tricity.lib.il.us
3. Your request should be directed to the following individuals:
 - Library Administrator, FOIA Officer
 - Library Board President, FOIA Officer
4. You must indicate whether you have a “commercial purpose” in your request.
 - “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. 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 for prepayment; or provide the documents requested

5. 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.
6. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
7. There is a \$1.00 charge for each certification of records.
8. There is no charge for the first fifty (50) pages of black and white text either letter or legal size; There is a \$0.15 per page charge for copied records in excess of 50 pages;
9. The actual copying cost of color copies and other sized copies will be charged.
10. 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.
11. The Library 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.
12. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
13. The place and times where the records will be available are as follows:
Monday-Friday, 10 a.m. to 5 p.m.
Tri-City Public Library District
600 South Main Street
Buffalo, Illinois 62515

III. Certain types of information maintained by us are exempt (i.e. personnel) from inspection and copying. However, the following types or categories of records are maintained under our control:

1. Monthly Financial Statements
2. Monthly Receipts and Disbursement Reports
3. Operating Budgets
4. Minutes of the Board of Trustees, Committees
5. Library Policies, including Materials Selection
6. Adopted Ordinances and Resolutions of the Board
7. Monthly and Annual Statistical Reports

Section 9 of FOIA requires that every notice of denial (full or partial denial) must inform the requester of the right to review by the PAC and provide the contact information of the PAC.

Leah Bartelt, Public Access Counselor | Office of the Illinois Attorney General
500 South 2nd Street, Springfield, IL 62701 | public.access@ilag.gov | 877-299-3642



Tri-City Public Library District Freedom of Information Act 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			
<i>Library Response (Requestor does not fill in below this line)</i>			
A P P R O V E D	☐	The documents requested are enclosed.	
	☐	You may inspect the records at _____ on the date of _____.	
	☐	The documents will be made available upon payment of copying costs of \$_____.	
	☐	For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.	
D E N I E D	☐	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.	
	☐	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.	
	☐	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.	

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FOIA Officer	Date of Reply
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