



Freedom of Information Act

1. 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 office is located at 201 South Kankakee Street, Wilmington, IL 60481.
 - D. We have the following number of personnel authorized for employment:
 1. Full time 3 to 6
 2. Part time 5 to 8
 - E. The following organization exercises control over our policies and procedures: The Wilmington Public Library District Board of Trustees, which meets monthly on the third Monday of each month, at 7:00 P.M., at the library. The board does not meet in the month of December.
 - F. The following organization operates in an advisory capacity regarding our operation: Prairie Area Library System.
 - G. We are required to report and to be answerable for our operations to: Illinois State Library, Springfield, Illinois. Its members are State Librarian (Secretary of State), Director of State Library, and various other staff.
2. 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, 201 S Kankakee St, Wilmington IL 60481.
 - 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. Fees to reimburse Wilmington Public Library District for actual costs to reproduce and, if requested, certify the records, will be charged as follows:

First 50 copies are free
.15 per page thereafter
1.00 per page for certification of records

- E. The office will respond to a written request within five (5) working days. An extension of an additional five (5) working days, as allowed by statute, 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 Board of Library Trustees to the Circuit Court of Will County.
 - H. The times and places where the records will be available are as follows:
 Monday through Friday 9:00 A.M. - 5:00 P.M.
 Wilmington Public Library District, Administrative Office
3. Certain types of information maintained by the Library District are exempt from inspection and copying pursuant to statute. 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 Budget
 - F. Annual Audits
 - G. Minutes of the Board of Trustees
 - H. Library Policies, including Materials Selection
 - I. Annual Reports to the Illinois State Library

Adopted this day 07/21/97
 Amended 03/16/98, 11/16/98, 09/20/99, 06/19/00, 07/16/01, 03/18/02,
 04/21/03, 03/21/05, 11/21/05, 8/21/06, 3/15/10

WILMINGTON PUBLIC LIBRARY DISTRICT FREEDOM OF INFORMATION REQUEST

Requestor's Name (Or business name if applicable)	Date Requested	Phone Number
Street Address		Certification Requested: _____ Yes _____ No
City Zip	State	Requester's Signature
DESCRIPTION OF RECORDS REQUESTED:		

LIBRARY RESPONSE (REQUESTER DOES NOT FILL BELOW THIS LINE)	
A P P R O V E	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> The documents will be made available upon payment of copying costs \$ _____ <input type="checkbox"/> You may inspect the records at _____ on the date of : _____
D E N I E D	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we are unable to Negotiate a more reasonable request. <input type="checkbox"/> The material requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) who determine request to be denied : _____ _____ <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(d) of the FOIA): _____ You will be notified by the date of _____ as to action taken on your request.

The information required by this form is MANDATORY in order to comply with 5ILCS 1401/1. Failure to so provide may result in this form not being processed.

Board President	Date of Reply
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