**FOUR STAR PUBLIC LIBRARY**

**THE ILLINOIS FREEDOM OF INFORMATION ACT**

1. A brief description of our public body is as follows:
2. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
3. An organizational chart is attached.
4. The total amount of our operating budget for FY 2025 is $185,590.45. Funding sources are property taxes, state and federal grants, fines, charges, and donations. Tax levies are:
5. Corporate purposes (for general operating expenditures)
6. IMRF (provides for employee’s retirement and related expenses)
7. Social Security (provides for employee’s FICA costs and related expenses)
8. Tort Liability (for insurance premiums, unemployment and worker’s compensation insurance)
9. The office is located at this address: 132 West South Street, Mendon, IL 62351
10. We have approximately the following number of persons employed:
11. Full-time 0
12. Part-time 7
13. The following organization exercises control over our policies and procedures: *The Four Star Public Library Board of Library Trustees,* which meets monthly on the 2nd Wednesday of each month, 7:00 p.m., at the library.
14. We are required to report and be answerable for our operations:

*Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulias (Secretary of State); Director of State Library, and various other staff.

1. You may request the information and records available to the public in the following manner:
2. Use request form (paper or electronic form on website)
3. Your request should be directed to the following individual: Valerie Simmons, FOIA officer.
4. You must indicate whether you have a “commercial purpose” in your request.
5. You must specify if the records requested to be disclosed are 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:

* There is a $1.00 charge for each certification of records.
* There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
* There is a $.15 per page charge for copied records in excess of 50 pages;
* The actual copying cost of color copies and other sized copies will be charged.

1. 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.
2. The office will respond to a written request within five working days, which may be necessary to properly respond. The five working days may be exceeded for: extensions, commercial requests, recurrent or voluminous requests.
3. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
4. The place and times that the records will be available are as follows: Four Star Public Library, Administrative Offices: Monday through Thursday from 2-8 p.m. and Friday and Saturday from 10 a.m. to 2 p.m.
5. If you would like to request a review of the response we provide, you can reach the Illinois Attorney General’s Public Access Counselor at 1-877-299-FOIA or [Public.Access@ilag.gov](mailto:Public.Access@ilag.gov).
6. 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:
7. Monthly Financial Statements
8. Annual Receipts and Disbursements Reports
9. Budget and Appropriation Ordinances
10. Levy Ordinances
11. Operating Budgets
12. Annual Financial Report and/or Audit
13. Minutes of the Board of Library Trustees
14. Library Policies, including Materials Selection
15. Adopted Ordinances and Resolutions of the Board
16. Annual Reports to the Illinois State Library