

# Prairie Skies Public Library District Freedom of Information Act Policy

1. A brief description of the PSPLD:
  - a. Our purpose is to focus attention on the library, stimulate the use of the library's resources and services, and provide library materials to satisfy the reference, recreational, and research needs of the people in the library district.
  - b. The total amount of our operating budget is \$303,000. Funding sources are from the counties of Morgan, Menard, Cass and Sangamon along with the Illinois State Library.
  - c. The primary office is located at 125 W. Editor, P.O. Box 498, Ashland, IL 62612. The other location is 555 Buckeye Rd, Pleasant Plains, IL 62677.
  - d. We have approximately 4 full time and 4 part time staff.
  - e. The Prairie Skies Public Library District Board of Trustees exercise control over the policies and procedures. They meet on the second Tuesday of each month. The location of the meeting alternates between Ashland and Pleasant Plains on a regular basis. The board members are listed at <https://www.pspld.com/board-meetings-and-library-info>.
  - f. We are required to report to the Illinois State Library and the Board of Trustees.
2. You may request the information and record available to the public in the following manner:
  - a. Use the request form (see attached).
  - b. Your request should be directed to the Director, Cindy Boehlke, FOIA officer.
  - c. You must indicate whether you have a "commercial purpose" in your request.
  - d. 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.
  - e. To reimburse our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
    - 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.
    - There is a \$1 charge for each certification of records.
  - f. 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.
  - g. 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.
  - h. Records may be inspected or copied. If inspected, an employee must be through the inspection.
  - i. The place and times the records are available are as follows:
    - Ashland Library Branch, 125 W. Editor, Ashland, IL 62612 from 9am to 4pm.
3. Certain types of information maintained by us are exempt from inspection or copying. However, the following types of records are maintained under our control:
  - a. Monthly Financial Statements
  - b. Annual Receipts and Disbursements Reports
  - c. Budget
  - d. Audits
  - e. Minutes of the Board of Directors
  - f. PSPLD Policies and Bylaws
  - g. Adopted Ordinances and Resolutions of the Board
  - h. Annual Reports and Annual Per Capita Grant Application to the Illinois State Library.

