



Illinois Heartland Library System
The Illinois Freedom of Information Act

- I. A brief description of our public body is as follows:
- A. Our purpose is to develop partnerships and share resources as a community of multitype libraries in pursuit of excellent service.
 - B. An Organizational Chart is attached.
 - C. The total amount of our operating Budget is \$5,815,200. Funding sources are the State of Illinois, U. S. government, and public, special, school and academic library fees.
 - D. There are four offices for the Illinois Heartland Library System:

607 S Greenbriar Rd.
Carterville, IL 62918
Phone: 618-985-3711
Fax: 618-985-4211

345 West Eldorado Street
Decatur, IL, 62522
Phone: 217-429-2586
Fax: 217-428-1852

1704 West Interstate Drive
Champaign, IL 61822
Phone: 217-352-0047
Fax: 217-352-7153

6725 Goshen Road
Edwardsville, IL 62025
Phone: 618-656-3216
Fax: 618-656-9401

- E. We have 84 staff members.
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| Full time staff: | 60 |
| Part time staff: | 24 |

The Illinois Heartland Library System Board of Directors exercises control over our policies and procedures, and will meet as follows at Helen Matthes Public Library, Effingham, Illinois:

August 28, 2012
September 25, 2012
October 23, 2012
November 27, 2012
January 22, 2013
February 26, 2013

March 26, 2013
April 23, 2013
May 28, 2013
June 25, 2013
July 23, 2013

Videoconference sites will be: The Carterville, Champaign, Decatur and Edwardsville Offices of the Illinois Heartland Library System. In addition, the Helen Matthes Public Library in Effingham.

Its Members are Karen Bounds, President; Brock Peoples, Vice President; Janet Hasten, Secretary; Nina Wunderlich, Treasurer; and Elizabeth Letterly, Betsy Mahoney, James Matthews, Linda McDonnell, Susan Mendelsohn, Joshua Mikeworth, Brock Peoples, Joan Rhoades, Jacob Roskovensky, Anthony Schuering, George Trammell, Susan Tulis.

The following organization operates in an advisory capacity regarding our operation: Illinois Heartland Library System Advisory Councils whose members are: Karyn Applegate, Tuscola Public Library; April Becker, Sacred Heart Griffin, Springfield; Amanda Chiaccio, Illinois State Supreme Court, Springfield; Janet Cler, Tolono Public Library; Donna Corry, Flora Public Library; Maria Dent, Mt. Zion District Library; Lois Doherty, Monticello Middle School; Audrey Foreman, Lawrenceville Public Library District; Ryan Franklin, Mattoon Public Library; Kristina Hoerner, Champaign Public Library; Kim Keller, Bryan-Bennett Library, Salem; Britta Krabill, Six Mile Regional Library, Granite City; Amanda McKay, Helen Matthes Public Library, Effingham; Sheryl McKibben, Bement CUSD #5; Susan McKinney, St. Joseph Township Swearingen Memorial Library; Jo Ann Nabe, Edwardsville Public Library; Bobbi Perryman, Vespasian Warner Public Library District, Clinton; Sue Poe, Altamont CU #10; Mary Ann Pohl, Abraham Lincoln Presidential Library; Rachel Rogers, Riverton High School; Jeanne Sagovac, Tri-Township Public Library District, Troy; Miranda Shake, Lakeview College of Nursing, Danville; Diane Steele, Wood River Public Library; Cristy Stupegia, Sparta Public Library; Anieta Trame, Mattoon Middle School; Hugh Westbrooks, Greenville Public Library; Kim Zumwalt, Watseka Public Library; Sarah Zumwalt, Litchfield Public Library.

- F. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. Its Members are State Librarian, Jesse White (Secretary of State); Director of the State Library, Anne Craig; and various other Illinois State Library staff.
- II. You may request the information and 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: Juliette Douglas, FOIA Officer, Illinois Heartland Library System, 6725 Goshen Road, Edwardsville, IL 62025.
 - 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 us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

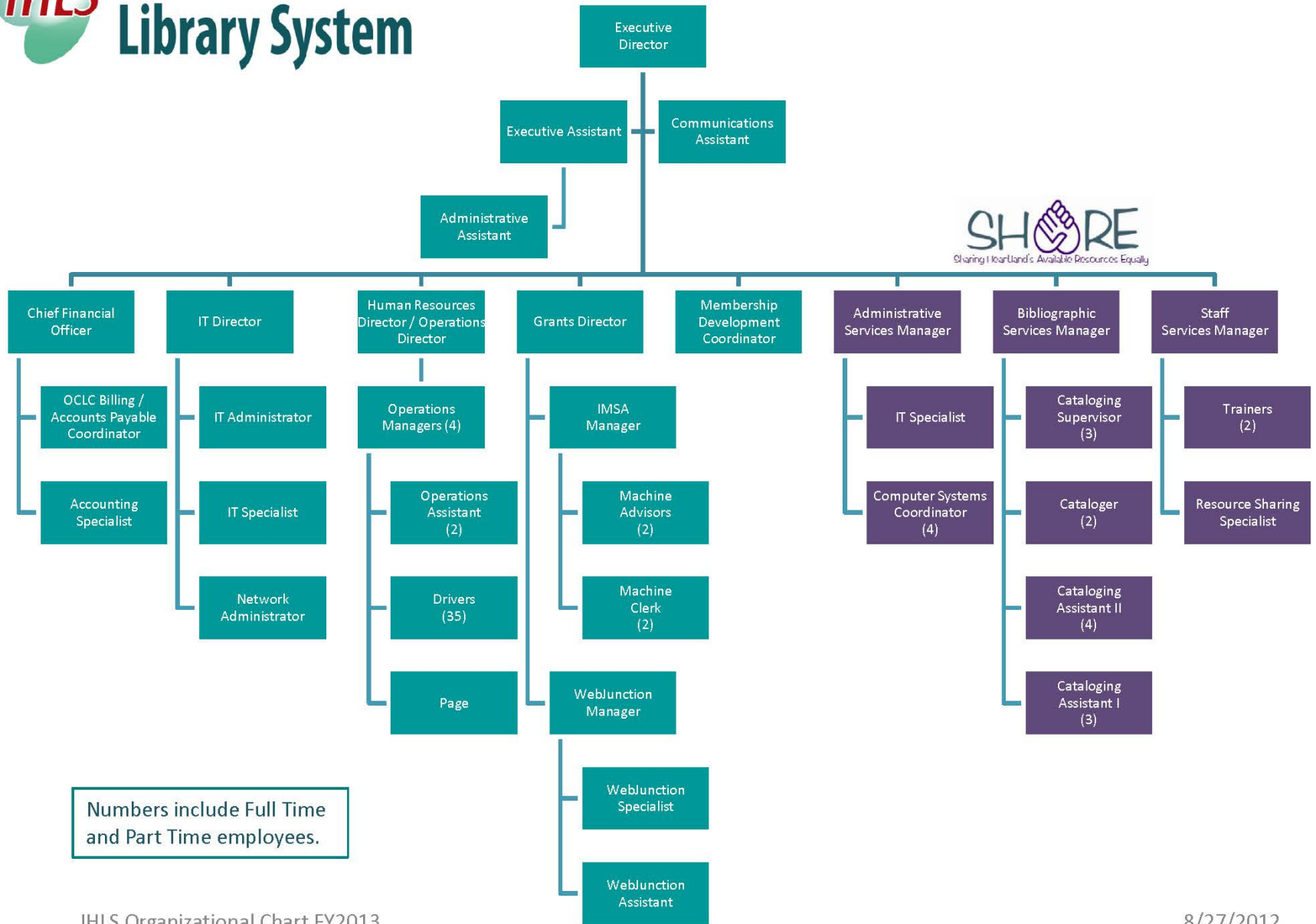
- a. There is a \$1.00 charge for each certification of records. There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - b. There is a \$.15 per page charge for copied records in excess of 50 pages;
 - c. The actual copying cost of color copies and other sized copies will be charged.
- 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 would 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 present throughout the inspection.
- I. The place and times where the records will be available are as follows:

Daily, 9 a.m. to 4 p.m.

Illinois Heartland Library System, Administrative Offices

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:

- A. Minutes of the Board of Library Trustees
- B. Library Policies, including Materials Selection
- C. Adopted Ordinances and Resolutions of the Board



Numbers include Full Time and Part Time employees.