

McHenry Public Library District – General FOIA Categories/Guidelines

The McHenry Public Library District (MPLD) shall maintain and make available a current list of public records to any person requesting information in compliance with the [Freedom of Information Act](#) (5 ILCS 140/), with particular attention to Ch. 116, par. 205, which states, “As to public records prepared or received after the effective date of this Act, each public body shall maintain and make available for inspection and copying a reasonably current list of all types or categories of records under its control. The list shall be reasonably detailed in order to aid persons in obtaining access to public records pursuant to this Act. Each public body shall furnish upon request a description of the manner in which public records stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.”

The following is a non-exhaustive list that includes basic categories of MPLD records that are available to the public.

The following types or categories of records maintained under the control of the MPLD include:

- Monthly Financial Statements
- Annual Receipts and Disbursements Reports
- Budget and Appropriation Ordinances
- Levy Ordinances
- Operating Budgets
- Annual Audits
- Agendas and minutes of the Board of Library Trustees Meetings
- Library Policies, including Collection Development Plan and Long-Range Plan
- Adopted Ordinances and Resolutions of the Board
- Annual Reports to the Illinois State Library
- Prevailing Wage Ordinances

Please note that certain types of information maintained by the library are exempt from inspection and copying.

A brief description of the Library is as follows:

- The McHenry Public Library District serves the community by providing a wide variety of items to borrow and by offering services and programs for approximately 41,000 residents of all ages.
- MPLD is a member of the Reaching Across Illinois Library System (RAILS) in Burr Ridge, IL. The MPLD is required to report and be answerable for its operations to the IL State Library in Springfield.
- The library’s operating budget is made up of property tax revenue, state and federal grants, fines, fees, and donations.
- The library’s physical address is: McHenry Public Library District, 809 Front St. McHenry, IL 60050. Phone: (815) 385-0036. Fax: (815) 385-7085
- The library employs approximately 50 people.
- The McHenry Public Library District Board of Library Trustees exercises control over the library’s policies and budget. The Board generally meets on the third Tuesday of each month at 7:00 p.m. The public is welcome to attend.
- The library is required to report and be answerable for its operations to the Illinois State Library, Springfield, Illinois.

To reimburse the library for the actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

- There is a \$1.00 fee for each certification of records plus the copy cost.
- 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.
- 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, flash drive, etc.) or in paper as you select.

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.

Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

The place and times where the records will be available are as follows:

Monday – Friday, 9:00 a.m. – 5:00 p.m. at the McHenry Public Library District Administrative Office

Submitting a FOIA Request Form

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

- Complete a **FOIA request form** and submit it via email to FOIA@mchenrylibrary.org, by USPS mail to: FOIA Officer, McHenry Public Library District, 809 Front St. McHenry IL 60050, or fax to 815-385-7085.
- You must indicate whether you have a “commercial purpose” in your request.
- You must specify whether the records requested are to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.