

Office of the Attorney General State of Illinois

Certificate of Completion

2020 FOIA Training

Tuesday, October 27, 2020

Village Clerk
Sharon A Jeffers

Has successfully completed the
Freedom of Information Act on-line training.

Kwame Raoul
Attorney General
State of Illinois

Sarah Pratt, Public Access Counselor
Chief, Public Access Bureau
Office of the Attorney General



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Certificate of Completion

FOIA - 1/31/2022378367

Thursday, March 3, 2022

Village Clerk
Village Homer

Has successfully completed the
Freedom of Information Act on-line training.

Kwame Raoul
Attorney General
State of Illinois

Sarah Pratt, Public Access Counselor
Chief, Public Access Bureau
Office of the Attorney General

**VILLAGE OF HOMER
CHAMPAIGN COUNTY, ILLINOIS**

ORDINANCE NO. 051208

**AN ORDINANCE SETTING FORTH PROVISIONS FOR COMPLIANCE WITH
THE ILLINOIS FREEDOM OF INFORMATION ACT**

**Passed by the Board of Trustees and
Approved by the President
of
Village of Homer, Illinois
on May 12, 2008**

**VILLAGE OF HOMER
CHAMPAIGN COUNTY, ILLINOIS**

Ordinance No. 051208A

May 12, 2008

**AN ORDINANCE SETTING FORTH PROVISIONS FOR COMPLIANCE WITH
THE ILLINOIS FREEDOM OF INFORMATION ACT**

WHEREAS, the Freedom of Information Act took effect on July 1, 1984, (5 ILCS 140/1 et seq); and

WHEREAS, such Act is intended to provide the public with greater access to the records of public bodies; and

WHEREAS, the Village of Homer, Illinois, wishes to establish practices and procedures for compliance with said Act, so that the public policy stated therein can be carried out effectively and efficiently with respect to the records of the Village.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HOMER, ILLINOIS, AS FOLLOWS:

SECTION 1. The Village Clerk is hereby designated as the person to whom all initial requests for access to the records of the Village are to be referred. Such requests are to be made at the offices of the Village at 500 E. Second Street, Homer, Illinois, 61849 between the hours of 8:00 a.m. and 12:00 p.m. (noon), Monday through Friday. In the event that the Village Clerk is not available during the times described above, at the Village Office, then the Village President is designated as such person to whom such initial requests are to be made. If neither the Village Clerk or the Village President are available at those hours designated above at the Village Hall, then such request can be made during said hours at the residence of the Village Clerk, and if he/she is unavailable, then at the residence or business of the Village President in the Village of Homer.

SECTION 2. Any records which are the subject of a request under the Freedom of Information Act shall be retrieved from such place as they are stored, by the Village Clerk or the President, or by an employee of the Village acting under the direction of the Clerk or President. In no event shall records be retrieved by the party requesting them or by any person who is not employed by the Village.

SECTION 3. If copies of records are requested, the fees for such copies whether certified or not, shall be as determined from time to time by the Village Clerk. The Village Clerk shall maintain a written schedule of current fees in the Clerk's office. The fees so charged shall reflect the actual cost of copying the records, and the cost of certifying copies, if certification is requested.

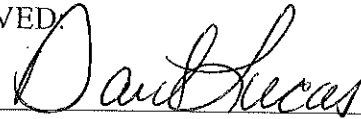
SECTION 4. In the event that a request to inspect Village Records is denied by the Village Clerk, the denial may be appealed to the Village President. Such an appeal must be made within fourteen (14) days after the requesting party received the written notice denying said request; or, in the event that the denial is not by letter, the appeal must be made fourteen (14) days after the request is effectively denied. In the absence of the Village President, appeals from denials of requests for access shall be made to the Village Board of Trustees in the times set forth above.

SECTION 5. The Village Clerk shall prepare: (a) a Village Information Directory; (b) a block organizational diagram of the functional offices and departments of the Village; (c) a Village Records Directory; and (d) a Records Catalogue, all of which shall be substantially in the same form as the documents attached hereto and made a part hereof as Exhibits "A", "B", "C" and "D".

SECTION 6. This Ordinance shall be in full force and effect immediately upon its passage and approval as required by law.

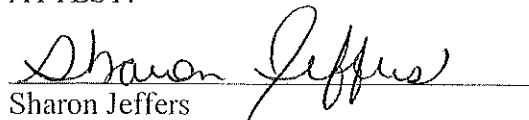
PRESENTED, PASSED APPROVED, AND ADOPTED by the President and Trustees of the Village of Homer, Illinois, at a duly conducted meeting thereof this 12th day of May, 2008.

APPROVED



David Lucas
Village President

ATTEST:



Sharon Jeffers
Village Clerk

Homer Community Library FOIA officers:

CURRENT (July 2021 – present): Jill Weathers, Homer Community Library Board President
(jweathershomerlibrarytrustee@gmail.com)

April 2015 – July 2021: Jane Clark, former Homer Community Library Board Secretary

1993 – April 2015: Linda Pruitt, former Homer Community Library Board Secretary