

Brookfield Public Library

Freedom of Information Act Requests

Adopted: 2/22/2006

Revised and Approved: 2/27/2008, 6/22/2011, 9/6/2013, 1/1/2014

I. A brief description of our public body is as follows:

A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.

B. An organizational chart is attached.

C. The total amount of our operating budget for FY2017 is: \$ 2 million. Funding sources are property and personal property replacement taxes, state and federal grants, investments, fine, fees, and donations. Tax levies are for:

1. Corporate purposes (general operating expenses)
2. IMRF (employee's retirement and related expenses)
3. Social Security (employee's FICA costs and related expenses)
4. Building and Site (for maintenance of the Library building)

D. The office/library is located at this address: 3609 Grand Boulevard, Brookfield, IL 60513

E. Brookfield Public Library has the following number of persons employed:

1. Full-time 11
2. Part-time 19

F. The Brookfield Public Library Board of Library Trustees is a governing board, elected by the voters of Brookfield. Illinois Statutes dictate a library board's responsibilities that include control over the library's budget, policies and procedures. The Board meets the fourth Wednesday of each month, 7 p.m., at the Library.

G. 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 staff.

II. Information and records are available to the public in the following manner:

A. Use suggested request form (optional) or contact the Office of the Director, Brookfield Public Library, 3609 Grand Boulevard, Brookfield Illinois.

B. Indicate whether the records requested are to be disclosed for inspection or are to be copied. If any records are to be certified, specify which ones.

C. Within five business days of the receipt of a written request (21 days if the request is for commercial purposes) the Library will respond with the requested records or information regarding access to the records, request an extension under the Act, or deny the request in writing. Denial of the request will occur if the public records requested fall within one of the specific exemptions of the Act or in those situations where the public body does not have either a right of access or ownership of the information. If only part of the request is denied and access will be given to the remainder, it will be stated in the response. Any denial will include the reason or exemption. The person making the request will also be notified of the right to appeal the denial to the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. Contact information will be provided in the denial letter.

D. Denial of access by the FOIA officer may be appealed to the Public Access Counselor (PAC) at the Office of the Illinois Attorney General in writing within sixty (60) days.

E. Records may be inspected or copied.

1. Inspections - If inspected, an employee must be present throughout the inspection.
 - a. Records will be made available by appointment on weekdays, 9:00 a.m. to 5:00 p.m., excluding holidays.
 - b. In response to requests for inspection, the Library will make records available for up to 30 days after which time, if the inspection has not occurred or a mutually agreed upon arrangement has not been made, the Library will consider the request to be withdrawn.
2. Copies – Reimbursement for actual costs for reproducing and certifying (if requested) the records will be charged as follows:
 - a. No charge for the first 50 pages of records copied in black and white and in either letter or legal size
 - b. \$.10 per page for copied records in excess of 50 pages in black and white and in either letter or legal size
 - c. The actual copying cost of color copies or documents in sizes other than letter or legal
 - d. \$1.00 for certification of records
3. If the records are kept in electronic format, a specific format may be requested 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 or in paper at the discretion of the requestor. The Library will require payment for the actual cost of the medium only.

III. Certain types of information maintained by the Library are exempt from inspection and copying. However, the following types or categories of records are maintained and are available for public viewing:

- A. Monthly financial statements
- B. Operating budgets
- C. Levy resolutions
- D. Audits

- E. Library policies
- F. Approved Board Minutes
- G. Annual reports to the State Library

Suggested Form (Optional)
Freedom of Information Request For Public Records

Requestor's Name	Request Date	Phone Number
Street Address	City	State / Zip
Description of records requested		
Are you asking for these records for commercial use/purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please indicate the format in which you would like the Library to respond to your request: <input type="checkbox"/> Inspection Only <input type="checkbox"/> Hard Copy <input type="checkbox"/> Email: _____ <input type="checkbox"/> Fax to: _____ <input type="checkbox"/> Other: _____		
Do you wish to have copies certified? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you request a reduction or waiver of fees: <input type="checkbox"/> Yes* <input type="checkbox"/> No If yes, under what grounds? _____		
Library Response (For Office Use Only)		
Date Received: _____ Due Date: _____ Response Date: _____		
Notations: _____ _____		
Information Picked Up, Mailed and/or Otherwise Delivered On: _____		
Associated Fees: _____ Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waived		