

Brimfield Public Library District
THE ILLINOIS FREEDOM OF INFORMATION ACT POLICY

A brief description of our public body is as follows:

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

The total amount of our operating budget for FY2017/2018 is: \$ 440,723.00. Funding sources are property taxes, state and federal grants, misc. fees, and donations.

The business office is located at this address: 111 S. Galena Street
Brimfield, IL 61517

Brimfield Public Library District has the following number of persons employed:
Full-time 2
Part-time 6

The following organization exercises control over our policies and procedures:
Brimfield Public Library District Board of Trustees.

The Library Board meets monthly on the first Monday at 6:30 pm at the library. It's members are: Jon Davis, President; Holly More, Vice-President; Angie Sneeringer, Secretary; Pamela Fabish, Treasurer; Shirley Sollenberger; Charles W. Barton, III; and Jennifer Wahl.

We are required to report and be answerable for our operations to:
The Illinois State Library located in Springfield, Illinois

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

- *Request form.
- *Your request should be directed to Patricia A. Smith, Director/FOIA officer, or Glenda Wilson, Assistant Director/FOIA officer.
- *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.
- *To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - *\$.25 per page for employee copied records;
 - *\$1.00 per page for certification of records.

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- *The office will respond to a written request within seven (7) working days or sooner if possible. An extension of an additional seven (7) working days may be necessary to properly respond.
- *Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- *You may appeal the decision of the FOIA officer to the Library Board of Trustees.
- *The place and times where the records will be available are as follows:
10 a.m. to 5 p.m., Monday – Friday
Brimfield Public Library District

Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- Annual Receipts and Disbursements Reports
- Annual Reports to the Illinois State Library
- Audits
- Board Minutes
- Contracts, Bids
- Grant Files
- Insurance Policies
- Library Policies
- Monthly Financial Statements
- Operating Budgets

Board Approved at the regular meeting held on August 7, 2017