

## **The Illinois Freedom of Information Act Policy**

### **A brief description of our public body is as follows:**

- Our mission is to meet the informational, educational, and recreational needs of the community through library materials and services.
- An organizational chart is attached.
- The total amount of our operating budget for FY 2022-2023 is: \$592,050.00  
Funding sources are property and personal property replacement taxes, state and federal grants, miscellaneous fees, and donations. Tax levies include:
  - Corporate Purposes (for general operating expenditures)
  - Social Security (provides for employee's FICA costs and related expenses)
  - IMRF (provides for employee's retirement and related expenses)
  - Audit (for annual audit and related expenses)
  - Tort Liability (for insurance premiums, risk management, attorney's fees, and related expenses, unemployment and worker's compensation insurance)
  - Working Cash (for internal loans)
  - Special Reserve Fund
- The business office is located at this address:  
111 South Galena Avenue  
Brimfield, IL 61517
- We have approximately the following number of persons employed:
  - Full-time 2
  - Part-time 7
- The following organization exercises control over our policies and procedures:  
Brimfield Public Library District Board of Trustees, which meets on the 3<sup>rd</sup> Monday of each month at 6:30pm at the library. It's members are: Holly More, President; Kathie Hagen, Vice President; Angie Sneeringer, Secretary; Charles W. Barton III, Treasurer; Pamela Fabish; Shirley Sollenberger; and George Stenger.
- The following organization operates in an advisory capacity regarding our operation: Heyl, Royster, Voelker & Allen, P.C. It's members include: Phil Lenzini.

- We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. It's members are: State Librarian (Secretary of State), Deputy Director of State Library, and various other staff.

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

- Use request form (see attached)
- Your request should be directed to the following individual(s): Katie Hahn, FOIA officer.
- You must indicate whether you have a “commercial purpose”<sup>1</sup> in your request<sup>2</sup>
- 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:
  - 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
  - There is a \$0.15 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.

---

<sup>1</sup> “Commercial purpose” is defined in the Act as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services.” However, there are exceptions for news media, non-profits, scientific, and academic organizations for the dissemination of news, articles, or opinions of public interest, research, or education.

<sup>2</sup> In the event a “commercial interest” is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification; then the public body (library) has up to 21 days to: respond and either deny the request based on exemptions or undue burden; estimate the time and cost of the copying for prepayment; or provide the documents requested.

- Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- The place and times when the records will be available are as follows:  
Monday-Friday 10:00a.m. – 4:00p.m.  
Brimfield Public Library, Administrative Offices

**The following types or categories of records are maintained at our library:**

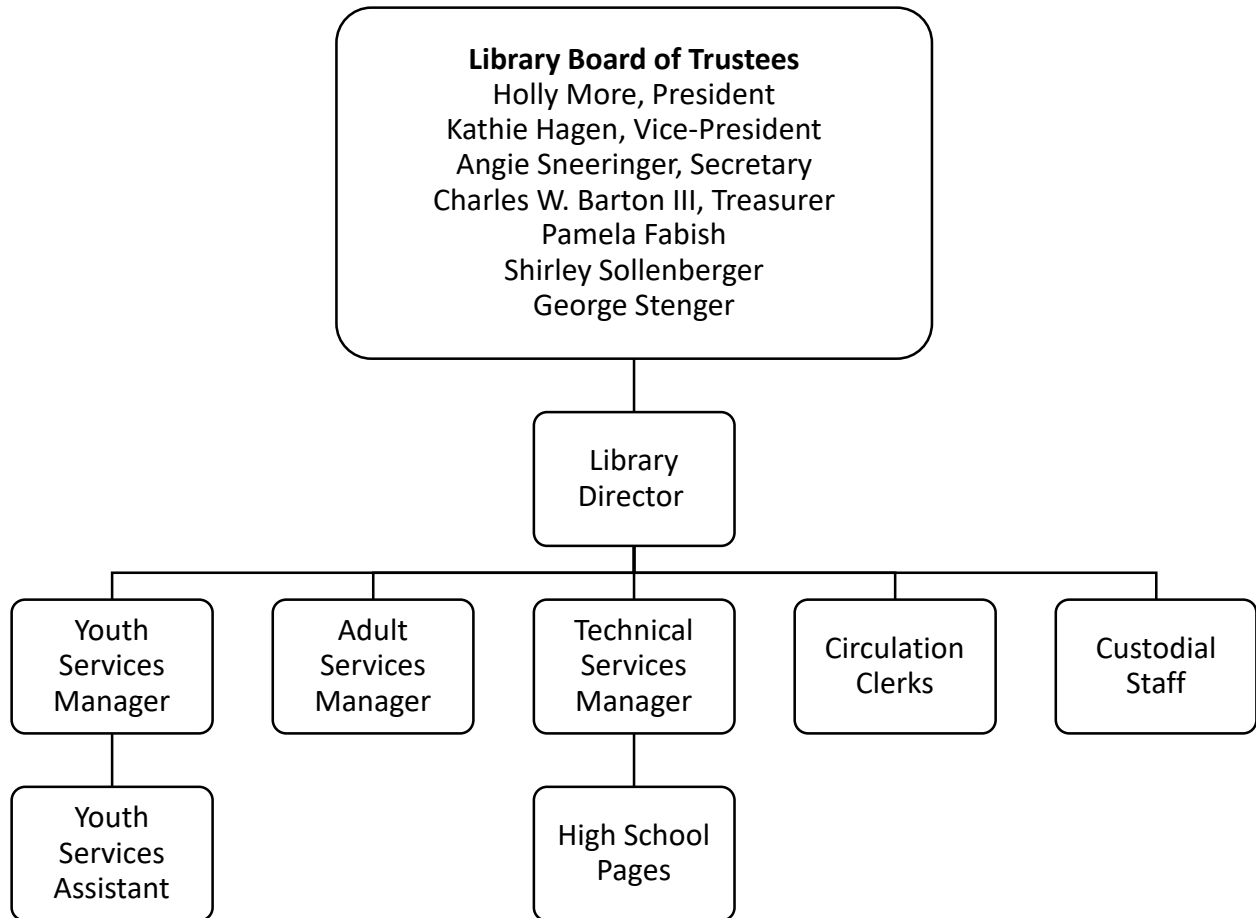
- Monthly Financial Statements
- Annual Receipts and Disbursement Reports
- Budget and Appropriation Ordinances
- Levy Ordinances
- Operating Budgets
- Annual Audits
- Minutes of the Board of Library Trustees
- Library Policies
- Adopted Ordinances and Resolutions of the Board
- Annual Reports to the Illinois State Library

Certain types of information maintained by us are exempt from inspection and copying.



**BRIMFIELD**  
PUBLIC LIBRARY DISTRICT

**Organizational Chart**





**BRIMFIELD**  
PUBLIC LIBRARY DISTRICT

**Freedom of Information Act Request Form**

**FOIA Request: To Be Filled Out by Requestor**

Date of Request: \_\_\_\_\_ Certification Requested: Yes \_\_\_\_\_ No \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Is this request for a "commercial purpose" as defined by the Act? Yes \_\_\_\_\_ No \_\_\_\_\_

Description of Records Requested: \_\_\_\_\_

---

---

---

---

---

---

See Reverse for Response to Request

**Response to FOIA Request: To Be Filled Out by Library**

**Approved**

\_\_\_\_\_ The documents requested are enclosed.

\_\_\_\_\_ The documents will be made available upon payment of copying costs \$ \_\_\_\_\_.

\_\_\_\_\_ You may inspect the records at \_\_\_\_\_ on the date of \_\_\_\_\_.

**Denied**

\_\_\_\_\_ The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.

\_\_\_\_\_ The materials requested are exempt under Section 7 \_\_\_\_\_ of the Freedom of Information Act for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Individual(s) that determined request to be denied and title:

\_\_\_\_\_

In the event of a denial, you have the right to seek review by the Public Access Counselor at 500 S. Second St., Springfield, IL 62705; 877-299-3642; public.access@ilag.gov

Or you have the right to judicial review under section 11 of FOIA.

\_\_\_\_\_ Request delayed, for the following reasons in accordance with 3(e) of the FOIA:

\_\_\_\_\_

You will be notified by the date of \_\_\_\_\_ as to the action taken on your request.

Note: This form cannot be Mandatory under FOIA but is preferred. Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer Name: \_\_\_\_\_ Date of Reply \_\_\_\_\_

FOIA Officer Signature: \_\_\_\_\_