



## **Illinois Freedom of Information Act (FOIA) Policy**

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

- Vision: Connect, Discover, Grow – A connected community in which everyone is empowered to discover their potential and grow together
- Mission: Foster community connection and lifelong learning by providing inclusive spaces, resources, services, and programs
- An organizational chart is attached
- The total amount of our operating budget for FY 2025-2026 is: \$652,800. 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 8
- 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; Angie Sneeringer, Vice President; George Stenger, Secretary; Charles W. Barton III, Treasurer; Natalie Zeman; Laura Sollenberger; and Cathryn Hill.

- 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 or Abby Wood, FOIA Officer.
- You must indicate whether you have a commercial purpose in your request.
  - 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.
- 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.
- Non-Commercial Requesters: To reimburse actual costs for producing, reproducing, and certifying (if requested), you will be charged the following fees:
  - \$1.00 for each certification of records.
  - No charge for the first fifty (50) pages of black and white copies either letter or legal size
  - \$0.15 per page charge for black and white copied records in excess of 50 pages
  - Actual copying cost of color copies
  - Actual copying cost of irregularly sized paper
  - Actual cost of electronic delivery medium (e.g. CD, flash drive, etc.)
- 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 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 when the records will be available are as follows:  
Monday-Friday 10:00a.m. – 4:00p.m.  
Brimfield Public Library, Administrative Offices
- In the event your request is denied in part or in full, you have the right to seek review by the Public Access Counselor:

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.

- Commercial Requesters: To reimburse actual costs for producing, reproducing, and certifying (if requested) records, you will be provided a cost estimate based on all legally allowable fees and required to pay in full before the delivery of records.

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

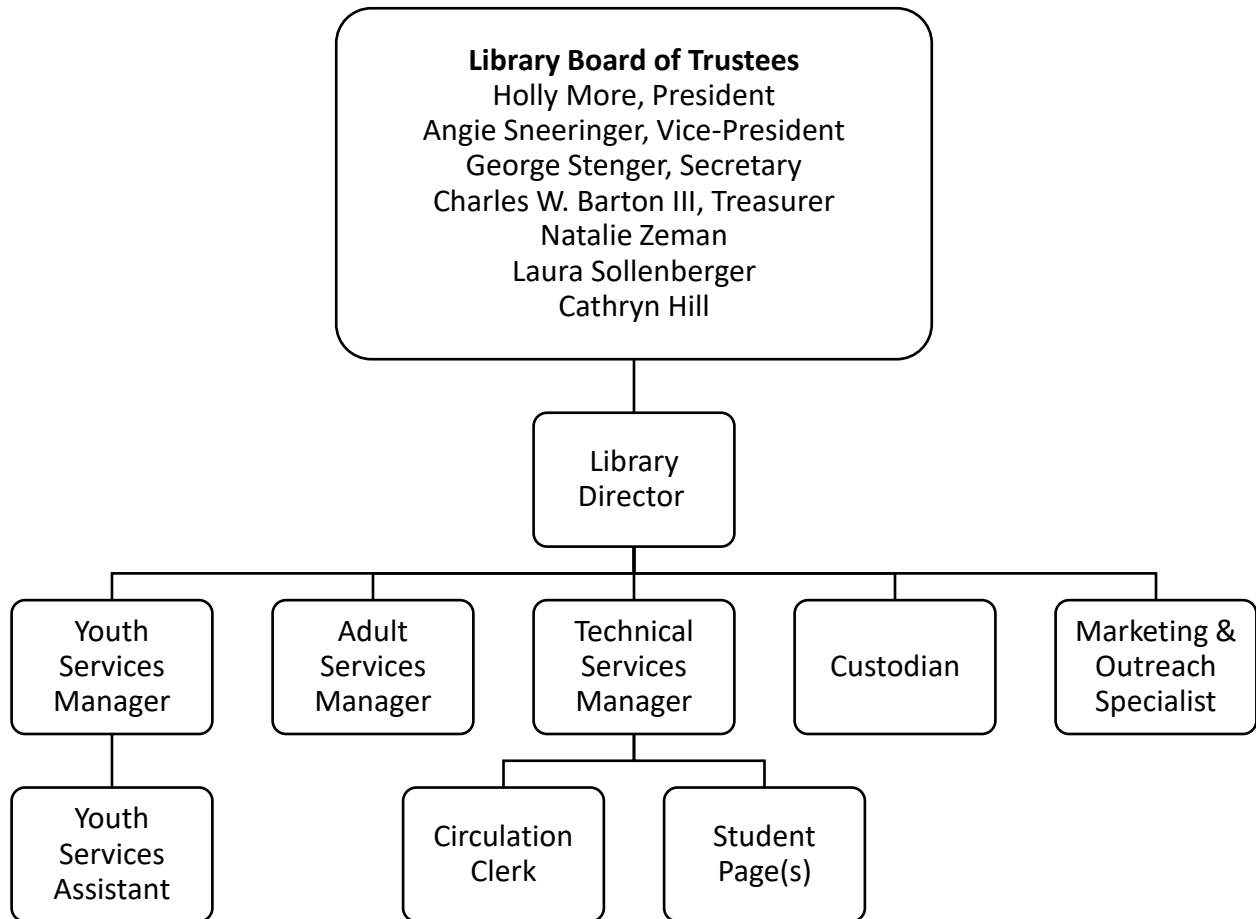
- Monthly Financial Statements
- Annual Receipts and Disbursement Reports
- Budget and Appropriation Ordinances
- Levy Ordinances
- Operating Budgets
- Annual Audits
- Minutes of the Board of Library Trustees
- Library Policies
- Adopted Ordinances and Resolutions of the Board
- Annual Reports to the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

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

Updated by the Library Board of Trustees Monday, October 21, 2024



## Organizational Chart





## 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: \_\_\_\_\_

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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: \_\_\_\_\_