

Brookfield Public Library

Freedom of Information Act Requests

Adopted: 2/22/2006

Revised and Approved: 2/27/2008, 6/22/2011

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 FY2011 is: \$ 1.8 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 10
2. Part-time 15

F. The following organization exercises control over our policies and procedures: Brookfield Public Library Board of Trustees, which meets monthly on the fourth Wednesday of each month. Its members are: Dianne Duner, President; Carol Vaughan Kissane, Vice President; Jennifer Perry, Secretary; Lisa Knasiak, Treasurer; Judith Sweet, Trustee; Frank Torres, Trustee, Linda Stevanovich, Trustee.

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 request form. Verbal requests for information will not be recognized.

B. Requests should be directed to the following individual: Kimberly Litland, Library Director.

C. Indicate on the form 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.

D. To reimburse costs for reproducing and certifying (if requested) records, the Library charges the following fees:

\$.25 per page for employee copied records.

\$2.00 per page for certification of records.

E. The Library will respond to a written request within seven working days or sooner if possible. An extension of an additional seven working days may be necessary to properly respond.

F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

G. Denials may be appealed in writing within fourteen days and should be sent to the attention of the Library Director. The Director will examine the appeal and respond within seven days.

H. Records may be examined at an appointment made during the following hours:

9 a.m. to 5 p.m., Monday - Friday

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
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		