

Illinois Freedom of Information Act

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

- A. Flossmoor Public Library serves the community by providing a wide variety of items to borrow and by offering services for residents of all ages. The Library provides information, book recommendations and programs. The Library's web site offers 24-hour access to electronic information, services and the catalog. The Library prides itself on excellent customer service and a robust, well used collection.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY 2022-2023 is: \$1,702,810.00
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 - 1. Corporate purposes (for general operating expenditures)
 - 2. IMRF (provides for employee's retirement and related expenses)
 - 3. Social Security (provides for employee's FICA costs and related expenses)
- D. The Library is located at this address: Flossmoor Public Library, 1000 Sterling Ave. Flossmoor, IL 60422
- E. We have approximately the following number of persons employed:
 - 1. Full-time 10
 - 2. Part-time 17
- F. The Flossmoor Public Library Board of Trustees exercises control over the Library's policies and procedures. The board meets on the second Tuesday of each month at 7:00 p.m. at the library, 1000 Sterling Ave. Flossmoor, IL unless rescheduled and notice given in accordance with the Illinois Open Meetings Act.
- G. The library is required to report and be answerable for our operations to:
Illinois State Library, Springfield, Illinois. Its members are: State Librarian and Secretary of State, Jesse White, Director of State Library, Greg McCormick; and various other staff.

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

- A. Use the request form or submit a request via email, by written letter or fax. The request form is not required, but is preferred.
- B. Your request should be directed to the following individual:
FOIA Officer
Flossmoor Public Library
1000 Sterling Ave. Flossmoor, IL 60422
foia@flossmoorlibrary.org
- C. You must indicate whether you have a "commercial purpose" in your request.¹

- D. 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.²
- E. 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 \$.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.
- F. 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, diskette, tape, etc.) or on paper as you select.
- G. 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.
- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- I. The place and times where the records will be available are as follows:
 - Monday – Friday, 9:30 a.m. to 5:00 p.m.
 - Flossmoor Public Library, 1000 Sterling Ave. Flossmoor, IL

III. The following items are available on the library website or through a FOIA request form:

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Levy Ordinances
- D. Operating Budgets
- E. Annual Audits
- F. Minutes of the Board of Library Trustees
- G. Library Policies and Resolutions
- H. Annual Reports to the Illinois State Library

Please note that certain types of information maintained by the Library are exempt from inspection and copying.

For more information on the Illinois Freedom of Information Act, go to the website posted by the Illinois Attorney General.

¹“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 disseminate news, articles or opinions of public interest, or research or education.

²In 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 has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying for prepayment; or provide the documents requested.

Revised by the Board of Trustees: December 9, 2014

Revised by the Board of Trustees: November 12, 2019

Revised by the Board of Trustees: September 13, 2022