



FREEDOM OF INFORMATION ACT

A BRIEF DESCRIPTION OF OUR PUBLIC BODY IS AS FOLLOWS:

1. Our purpose is to provide materials and services for the recreational, social, informational and educational needs of the community.
2. The total amount of our operating budget for FY20 \$3,192,900. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 - Corporate purposes (for general operating expenditures)
 - IMRF (provides for employee's retirement and related expenses)
 - Social Security (provides for employee's FICA costs and related expenses)
 - Audit (for annual audit and related expenses)
 - Maintenance (for maintaining the building)
3. The office is located at this address: 15025 S. Illinois Street, Plainfield IL 60544.
4. We have the following number of persons employed:
 - Full-time 23
 - Part-time 32
5. The following organization exercises control over our policies and procedures: *The Plainfield Public Library District Board of Library Trustees*.
 - The Board generally meets monthly at the library at 6:30 pm on the third Wednesday of each month.
 - Board members are: Carl F. Gilmore, President; Crystal A. Andel, Vice President; Vicki M. Knight, Secretary; Lisa Schmidt, Treasurer; Jason Cann, Erika Grotto, Alicia Malec.
6. We are required to report and be answerable for our operations to:
Illinois State Library, Springfield, Illinois.

YOU MAY REQUEST THE INFORMATION AND THE RECORDS AVAILABLE TO THE PUBLIC IN THE FOLLOWING MANNER:

1. Use request form.
2. Your request should be directed to the following FOIA Officer: Lisa Y. Pappas at foia@plainfieldpubliclibrary.org
3. 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.
4. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - \$0.10 per page for employee copied records
 - \$1.00 per page for certification of records
5. 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.
6. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

7. You may appeal the decision of the FOIA officer to the Board of Library Trustees.
8. The place and times where the records will be available are as follows: Monday - Friday, 9:00 am to 4:00 pm
9. Plainfield Public Library District, Administrative Offices

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:

1. Monthly Financial Statements
2. Annual Receipts and Disbursements Reports
3. Budget and Appropriation Ordinances
4. Levy Ordinances
5. Operating Budgets
6. Annual Audits
7. Minutes of the Board of Library Trustees
8. Library Policies, including Materials Selection
9. Annual Reports to the Illinois State Library

