

# Freedom of Information Act (FOIA)

## 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 FY22 is \$4.4 million. 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)
  - Illinois Municipal Retirement Fund (IMRF) (provides for employees' retirement and related expenses)
  - Social Security (provides for employees' Federal Insurance Contributions Act [FICA] costs and related expenses)
  - Audit (for annual audit and related expenses)
  - Maintenance (for maintaining the building)
3. The office is located at 15025 S. Illinois Street, Plainfield, Illinois 60544.
4. We have the following number of persons employed:
  - Full-time: 24
  - Part-time: 30
5. The Plainfield Area Public Library Board of Library Trustees exercises control over our policies and procedures.
  - The Board generally meets monthly at the Library at 6:30 PM on the third Wednesday of each month.
  - The Board members are: Carl F. Gilmore, President; Lisa Schmidt, Vice President; Vicki M. Knight, Secretary; Erika Grotto, Treasurer; Jason Puetz, Alicia Malec, and David McMurtrie.
6. We are required to report and be answerable for our operations to the Illinois State Library in Springfield, Illinois.

## You may request the information and records available to the public in the following way:

1. Fill out a FOIA request form. Forms are available at the Library, and on our website at [papl.info/about/foia-freedom-of-information-act/](http://papl.info/about/foia-freedom-of-information-act/).
2. Send your request to our FOIA Officer, Lisa Y. Pappas, at [foia@papl.info](mailto:foia@papl.info).
3. You must specify the records requested to be disclosed for inspection or to be copied. If you want any records to 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. Records will be available Monday through Friday, 9:00 AM to 4:00 PM, at the Plainfield Area Public Library 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 and on our website:

1. Monthly financial statements
2. Annual receipts and disbursement reports
3. Budget and appropriate ordinances
4. Levy ordinances
5. Operating budgets
6. Annual audits
7. Minutes of the Board of Library Trustees
8. Library policies
9. Annual reports to the Illinois State Library