

ILLINOIS FREEDOM OF INFORMATION ACT POLICY

I. Purpose of Organization

- A. The Bloomington Public Library, 101 Fairfield Way, Bloomington, Illinois, is a unit of local government, incorporated and organized in 1974, under the laws of the State of Illinois for the purpose of providing materials and services for the recreational, social, informational, and educational needs of the community.

II. Description of Organization

- A. The approximate amount of the operating budget for the Library is \$3,200,000.00. Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations. Tax levies are:
1. Corporate purposes (for general operating expenditures).
- B. The office is located at this address: 101 Fairfield Way
Bloomington, IL 60108
- C. The Library currently employs approximately 56 full and part-time employees.
- D. The following organization exercises control over our policies and procedures: The Bloomington Public Library Board of Trustees, which meets monthly on the second Wednesday of each month, at 7 p.m. at the Library. Its members are: Ben Hoyle, President; Natalie Valenti, Vice-President; Lauren Dixon, Secretary; Ken Johnson, Treasurer; Ashok Dhiman, Sharon Karpel and Kory Atkinson.
- E. The Library is required to report and is answerable for its operations to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulas; Director of State Library, Greg McCormick; and various other staff.
- F. An organizational chart is attached.

III. Information Requests

- A. Any person may request the information and the records available to the public in the following manner:
1. Use request form (see attached).
 2. Request should be directed to the Library Director.
 3. Oral requests are to be reduced to a written memorandum by the staff member accepting the request.
 4. Staff members, not the requestor, are to search for and retrieve the requested records.
 5. Requestor must specify the records requested to be disclosed for inspection or to be copied. Records to be certified must be specified.
 6. Requestor must reimburse the Library for costs for reproducing and certifying (if requested) the records unless a written request for waiver of fees in the public interest is received and approved by the Board of Library Trustees. The following fees will be charged:
 - a. The first 50 pages of black and white, letter or legal size copies: Free
 - b. 15¢ per page for each in excess of 50 pages copied by a Library employee in house.
 - c. The actual cost per page for each color copy or size other than letter or legal.
 - d. The actual cost per page for each page copied by a third party when the Library is unable to copy the records in house.
 - e. \$1.00 per certificate if the copies are to be certified.
 - f. Reproduction on disc, diskette, tape or other media: actual cost of recording media.
 7. 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.
 8. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 9. If a request for records is denied, requestors may appeal the decision of the Library Director to the Board of Library Trustees.
 10. Records are available in the Business Office of the Bloomingdale Public Library during regular business hours as follows:

Monday – Thursday	9:00 a.m. – 9:00 p.m.
Fridays and Saturdays	9:00 a.m. – 5:00 p.m.
Sundays (Sept.-Mid May)	1:00 p.m. – 5:00 p.m.

III. Documents Available

- A. 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 available for inspection:
- b. Monthly Financial Statements.
 - c. Annual Receipts and Disbursements Reports.
 - d. Appropriation and Levy Resolutions.
 - e. Operating Budgets.
 - f. Annual Audits.
 - g. Minutes of the Board of Library Trustees.
 - h. Library Policies, including Materials Selection.
 - i. Annual Reports to the Illinois State Library and Village of Bloomingdale.