

The Illinois Freedom of Information Act

Sycamore Public Library

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

A. Our purpose is to provide library services to the residents of Sycamore.

B. An organizational chart is attached.

C. The total amount of our operating budget for FY09 is \$977,214.00

Funding sources are monies appropriated through DeKalb County property taxes & federal grants, interest, and fees for service

D. The Sycamore Public Library is located at: 103 E. State St., Sycamore, Illinois 60178

E. Sycamore Public Library has the following number of persons employed:

Full time: 8

Part time: 14

F. The following organization exercises control over our policies and procedures: Sycamore Public Library Board of Trustees, which meets 12 times a year. Its members are:

Grace Adee

Lois Anderson

John Barris

Ron Bemis

Kathi Shipper

Charles Larson

Doug Moore

Amanda Petersen

Sue Thomas

G. Sycamore Public Library is required to report and be answerable for our operations to:

Sycamore Public Library Board of Trustees

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

A. Use request form. (See attached)

B. Your request should be directed to the following individual: Library Director/FOIA Officer, Sycamore Public Library, 103 E. State Street, Sycamore, Illinois 60178

C. 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.

D. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

1. \$.10 per page for employee copied records
2. \$1.00 per page for certification of records

E. The office will respond to a written request within seven (7) working days of receipt of the request. An extension of an additional seven (7) working days may be necessary to properly respond.

F. Records may be inspected at the Sycamore Public Library. If inspected, a Sycamore Public Library employee must be present throughout the inspection.

G. You may appeal the decision of the FOIA officer, to the Sycamore Public Library Board of Trustees, 103 E. State Street, Sycamore, Illinois 60178

H. The place and times where the records will be available are as follows:

9:00 a.m. – 5 p.m.
Monday – Friday
Sycamore Public Library
103 E. State St.
Sycamore, IL 60178

III. 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:

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Operating Budgets
- D. Annual Audits
- E. Library Policies
- F. Annual Reports to the Illinois State Library
- G. Sycamore Public Library Board and committee meetings

Written 11/9/1989
Revised 5/15/07
Approved 7/11/07
Revised 8/04/08

Sycamore Public Library Organizational Chart



