

Freedom of Information Act Policy

- I. A brief description of the public body as follows:
 - a. The purpose of the Sycamore Public Library is to offer a safe comfortable place to encourage curiosity and foster imagination by providing exceptional customer service, dynamic programming, and a locally responsive collection.
 - b. An organizational chart is attached.
 - c. The total operating budget for FY18 is \$1,184,322.
 - i. The Library is primarily supported by local property taxes. Funding sources include: property taxes, personal property replacement taxes, State & Federal grants, interest, fees for services, and donations.
 - ii. Tax levies are for general operating expenditures.
 - d. The Library has one location:
 - i. 103 East State Street,
Sycamore, Illinois, 60178
 - e. The Library has the following number of employees:
 - i. Full Time: 8
 - ii. Part Time: 16
 - f. The Sycamore Public Library Board of Trustees exercises control over our policies and procedures. The Board is comprised of the following Trustees:
 - i. Melissa Kendzora-Smith, Board President
 - ii. Alexandra Wall, Board Vice President
 - iii. David Stouffer, Board Treasurer
 - iv. Elizabeth Coats, Board Secretary
 - v. Jan Benson
 - vi. Jim Bisceglie
 - vii. Penny Carter
 - viii. Omar Ordaz
 - ix. Kyle Von Schnase
 - g. The Sycamore Public Library is required to report and be answerable for our operations to:
 - i. The City of Sycamore
 - ii. Illinois State Library, Springfield, Illinois
 1. Its members include State Librarian (Secretary of State); the Director of the State Library; and various other staff.
- II. A brief description of the methods whereby the public may request information and public records is as follows:
 - a. Requests for records must be submitted in writing. The Sycamore Public Library does not require completion of a standard form for this purpose. A written request may be submitted by mail, in person, email, or fax.
 - i. If by mail or in person:
 1. 103 East State Street,
Sycamore, Illinois, 60178
 - ii. If by email:
 1. foia@sycamorelibrary.org
 - iii. If by Fax:
 1. 815-839-7270

- b. Requests should be directed to one of the following FOIA officers:
 - i. Jesse Butz, Director
 - ii. Mary Holtrop, Office Manager
- c. The Requester must indicate if the request is for a “commercial purpose.”
- d. Requests must specify the records to be disclosed for inspection or to be copied. If certified records are desired, it must be specified.
- e. Records may be inspected at the Sycamore Public Library. If inspected at the Library, a Sycamore Public Library employee must be present throughout the inspection.
 - i. Records will be available at the following location and time:
 - 1. Sycamore Public Library
103 East State St.
Sycamore, IL 60178
 - 2. Monday – Friday from 9:00 AM – 5:00 PM
- f. To reimburse the Library for actual costs for reproducing and, if requested, certifying records, the requester will be charged the following fees:
 - i. When a person requests a copy of a record maintained in an electronic format, the Library shall furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the Library shall furnish it in the format in which it is maintained by the Library, or in paper format at the option of the requester. The Library may charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium.
 - ii. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50 there is a .15¢ per page charge. The Requester will be charged the actual cost of color and other sized copies.
 - iii. The cost for certifying a record shall not exceed \$1.
- g. 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 made available for inspection and copying by the Library:
 - i. Budget
 - ii. Monthly Financial Reports
 - iii. Library Policies
 - iv. Adopted Resolutions and Ordinances
 - v. Approved Minutes of the Library Board of Trustees

III. The Library's response to a request is as follows:

- a. The Library will respond to the requester acknowledging the request and informing the requester of the library's procedure and timeline for completion.
- b. The Library will respond to a written request within five (5) business days (Monday-Friday not including legal holidays in which the Library is closed) of receipt of the request. An extension of an additional five (5) working days may be necessary to properly respond to the request. In such a case the Library will contact the requester to request an extension.
 - i. The Library will furnish the records in the format specified by the requester.
 - ii. A denial of a request will be made in writing, include a detailed factual basis for the application of any exemption claimed, and will include a citation to support the exemption claimed and specific reasons for the denial to support legal authority.
- c. In the case of a voluminous request that is so large that it is impractical to respond within the total ten-day period set forth above, the Library and the requester shall

attempt to agree upon a new date for compliance. In such a case the Library and requester must both agree in writing to the extension. If the request continues to be voluminous or the requester fails to respond, the Library shall respond within 5 business days after it receives the response or 5 days after the final day for the requester to respond to the library's notification, whichever comes earliest.

- i. A voluminous request is a request that:
 1. Includes more than 5 different requests for more than 5 different categories of records or a combination of individual requests that total requests for more than 5 different categories of records in a period of 20 business days; or requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages.
 2. A voluminous request does not include a request made by news media and non-profit, scientific, or academic organizations.
- d. The decision of the FOIA officer may be appealed by contacting:
 - i. Public Access Counselor Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217-782-1396
E-mail: publicaccess@atg.state.il.us