

107: Freedom of Information (FOIA)

Created:	March 2020	Updated:	May.20, Dec.21, Jun.22, Jun.25
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I. 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. An organizational chart is available at:
<https://www.northbrook.info/organizational-chart>
3. The total amount of our operating budget for FY2026 is: \$9,293,000

Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:

- a. General Operating Expenditures
 - b. IMRF (provides for employee's retirement and related expenses)
 - c. Social Security (provides for employee's FICA costs and related expenses)
 - d. Debt Service (for bond and interest payments)
4. The library is located at this address: 1201 Cedar Lane, Northbrook, IL 60062
 5. We have approximately the following number of persons employed:
 - Full-time: 51
 - Part-time: 62
 6. The following organization exercises control over our policies and procedures:
The Northbrook Public Library Board of Trustees, which meets monthly on the 3rd Thursday of each month, 7:00 p.m., at the library.

Its members are:

- Stacy Oliver, President
- Janet Spector Bishop, Vice President
- Nimesh Patel, Treasurer
- Barbara Unikel, Secretary
- Adam Bazer, Bryce Budin, Maura Crisham

7. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, and various other staff.

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

1. Use the online request form (<https://www.northbrook.info/foia-form>) or email the FOIA officer at foia@northbrook.info.
2. Your request should be directed to the following individuals: Anna Amen, FOIA officer.

NORTHBROOK PUBLIC LIBRARY FREEDOM OF INFORMATION REQUEST

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address	Certification requested: <div style="display: flex; justify-content: space-around;"> _____ Yes _____ No </div>	
City	State	Zip
Description of Records Requested: <hr/> <hr/> <hr/>		
Is the reason for this request a "commercial purpose" as defined in the Act? ___ Yes ___ No		
<i>Library Response (Requestor does not fill in below this line)</i>		
A P P R O V E D	<div style="display: flex;"> <div style="width: 20px; text-align: center;">()</div> <div>The documents requested are enclosed.</div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">()</div> <div>You may inspect the records at _____ on the date of _____.</div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">()</div> <div>The documents will be made available upon payment of copying costs of \$_____.</div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">()</div> <div>For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.</div> </div>	
D E N I E D	<div style="display: flex;"> <div style="width: 20px; text-align: center;">()</div> <div>The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.</div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">()</div> <div> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: <hr/> <hr/> Individual(s) that determined request to be denied and title: _____ <hr/> In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705 Or you have the right to judicial review under section 11 of FOIA. </div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">()</div> <div> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): <hr/> as to the action taken on your request. </div> </div>	

NOTE: This form cannot be **MANDATORY** under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer	Date of Reply
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