

THE ILLINOIS FREEDOM OF INFORMATION ACT
WOODRIDGE PUBLIC LIBRARY
1/1/2020

I. A brief description of the Woodridge Public Library is as follows:

- A. Library Mission – Engage, Enrich, Enlighten
Vision – We Aspire to Foster Curiosity and Delight
- B. An organizational chart is attached if in paper or on the About Us>Administration page on the Library's web site.
- C. The Library's total operating budget for FY20 (January – December, 2020) is: \$4,078,283
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations.
- D. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are for:
 - 1. Corporate purposes (for general operating expenditures and debt service)
 - 2. IMRF (provides for employee's retirement and related expenses)
 - 3. Social Security (provides for employee's FICA costs and related expenses)
- E. The office is located at this address: 3 Plaza Drive, Woodridge, IL 60517
- F. The Library has the following number of persons employed as of January 1, 2020:
 - 1. Full-time 16
 - 2. Part-time 42
- G. The Woodridge Public Library Board of Library Trustees exercises control over the Library's policies and procedures. The Board meets on the third Wednesday of each month at 7:30 p.m. in the Mahlke Meeting Room of the Library.

Board members are: John Majewski, President; William J. Thompson, Jr., Vice President; Jane Whiteside, Secretary; Clinton James, Treasurer; Judith Bloom; Joseph Heneghan; Nancy Staszak

The Board has three committees: **Policy and Personnel:** Judith Bloom, Chair, John Majewski, and Nancy Staszak; **Finance:** Clinton James, Chair, Jane Whiteside, William J. Thompson, Jr., and staff representative Patricia Harwood; and **Facilities:** John Majewski, Chair, Joseph Heneghan, and Clinton James.

- H. The Library is required to report and be answerable for operations to the Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Acting Deputy Director of State Library, Greg McCormick; and various other staff.

II. The following rules apply to requests for information and records available to the public:

- A. All requests should be submitted in writing via personal delivery, mail, e-mail, fax, or other means available. A form is attached for requesting materials. The request form is not required, but is preferred.
 - 1. Mailing address: 3 Plaza Drive, Woodridge, IL 60517
 - 2. Email address: business@woodridgelibrary.org (Please indicate "FOIA Request" in the subject line.)
 - 3. Fax number 630-968-4126
- B. The Freedom of Information (FOIA) Officers for the Woodridge Public Library are Library Director Pam Dubé, Business Manager Patricia Harwood and Administrative Assistant Debra Fowler. Requests for public records are filled by them under the guidelines of the Illinois Freedom of Information Act (5 ILCS 140).
- C. It must be indicated whether there is a "commercial purpose" involved in the request.

- D. The request must specify whether the records requested are to be disclosed for inspection or to be copied. If *certified* records are required, the request must specify which ones.
- E. To reimburse the library for the actual costs for reproducing and certifying (if requested) the records, the requesting person will be charged the following fees:
 - There is no charge for the first fifty pages of black and white text either letter or legal size;
 - There is a \$1.00 charge for each certification of records;
 - There is a \$.10 per page charge for copied records in excess of 50 pages;
 - The actual copying cost of color copies and other sized copies will be charged.
- F. If the records are kept in electronic format, a specific format may be requested, and if feasible, they will be so provided; but if not, they will be provided either in the electronic format in which they are kept (and the requestor would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as selected.
- G. The office will respond to a written request within five (5) business days or twenty-one (21) business days in the case of requests made for commercial purposes. The response time may be extended no more than five additional days beyond the initial response period for the following reasons: if the requested information is stored at a different location, requires the collection of a substantial number of documents or an extensive search, has not been located, needs to be reviewed further by staff to determine whether it is exempt from FOIA, cannot be produced without unduly burdening the public body or interfering with its operations or requires the public body to consult with another public body that has substantial interest in the requested subject matter or both parties agree in writing to an extension specifying when the request will be filled.
- H. The Library can deny a request for records that are specifically exempt from coverage under the Act, including information that would constitute an unwarranted invasion of personal privacy or a compromise of safety.
- I. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- J. The place and times where the records will be available are as follows:
 - Monday – Friday, 9:00 a.m. to 5:00 p.m., Library Business Office

III. The following types or categories of records are maintained under the library's control and are available for inspection, at the Library or on the Library's website:

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget and Levy Ordinances
- D. Operating Budgets
- E. Annual Audits
- F. Minutes of the Board of Library Trustees
- G. Library Policies
- H. Bids and Specifications
- I. Annual Reports to the Illinois State Library

REQUEST FOR PUBLIC RECORDS

**TO: FOIA Officer
Woodridge Public Library
3 Plaza Drive
Woodridge, IL 60517**

FROM: _____
Name

Street Address

City, State, Zip Code

Phone Number

Fax Number

SPECIFIC DESCRIPTION OF REQUESTED RECORD(S):

NOTE: Requests may be exempt under the provision of the Freedom of Information Act.

Please indicate if you wish to inspect the above referenced record(s) and/or what type of copies you would like to receive:

Inspection Printed Copy Electronic Copy Certified Copy

Is this request being made for commercial purpose? Yes No

[NOTE: IT IS A VIOLATION OF THE FREEDOM OF INFORMATION ACT FOR A PERSON TO KNOWINGLY OBTAIN A PUBLIC RECORD FOR A COMMERCIAL PURPOSE WITHOUT DISCLOSING THAT IT IS FOR A COMMERCIAL PURPOSE.]

FOR OFFICE USE ONLY

Date Received: _____ Date Response Due: _____

Comments:

Date: _____

My signature confirms that I have received the response to my Freedom of Information Request.

January 1, 2020