

# THE ILLINOIS FREEDOM OF INFORMATION ACT

## WOODRIDGE PUBLIC LIBRARY

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

A. The Library's mission is to contribute to the common good of its population, which the Library feels is best done through enhancing knowledge. To this end, the Library collects, provides access to, and promotes the use of books and other materials.

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 FY 2009-2010 is: \$3,346,000.

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:

1. Full-time 14
2. Part-time 48

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 Meeting Room of the Library.

Board members are: Myra Mahlke, President; Jay Tiede, Vice President; Patricia Auriene, Secretary; Christopher Tripp, Treasurer; Patrick McDonnell; Judith Bloom; John Majewski.

The Board has three committees: Policy, Personnel, and Public Information: Patricia Auriene, Chair; Judith Bloom, John Majewski, and staff representative Sheri Daun-Bedford; Finance: Christopher Tripp, Chair, Jay Tiede, Patrick McDonnell, and staff representatives George Kalinka and Jack Norton; and Ad Hoc Facilities: John Majewski, Chair; Patrick McDonnell, Myra Mahlke, ex-officio, and staff representative Julie Lombardo.

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); Director of State Library, Anne Craig; and various other staff.

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

A. All requests are asked to 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: [wrs@woodridgelibrary.org](mailto:wrs@woodridgelibrary.org) (Please indicate "FOIA Request" in the subject line.)

3. Fax number: 630-964-0175

B. The Freedom of Information (FOIA) Officers for the Woodridge Public Library are Library Administrator Susan McNeil-Marshall and Business Manager John E. Norton. 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 (50) 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 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:

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

January, 2010



## 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.