

**WEST CHICAGO PUBLIC LIBRARY DISTRICT
THE ILLINOIS FREEDOM OF INFORMATION ACT**

ORGANIZATIONAL DIRECTORY

- I. A brief description of our public body is as follows:
- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
 - B. An organizational chart is attached.
 - C. The total amount of our operating budget for FY 2017-2018 is: \$2,245,166
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 - 1. Corporate purposes (for general operating expenditures)
 - 2. IMRF (provides for employee's retirement and related expenses)
 - D. The office is located at this address:
118 West Washington Street – West Chicago, IL 60185
 - E. We have the following number of persons employed:
 - 1. Full-time 18
 - 2. Part-time 19
 - F. The following organization exercises control over our policies and procedures: *The West Chicago Public Library Board of Library Trustees*, which meets monthly on the 4th Monday of each month, 7:00 p.m., at the library.

Its members are: Nancy Conradt, President; Frank Fokta, Vice President; Patricia Weninger, Secretary; Richard Bloom, Treasurer; Diane Kelsey, Rosario Herbst, and David Reynolds, Sr.
 - G. The following organization operates in an advisory capacity regarding our operation:
Its members are: N/A.
 - H. 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); Deputy Director of State Library, Greg McCormick; and various other staff.

West Chicago Public Library District
The Illinois Freedom of Information Act (continued)

- II. Any person requesting records of the West Chicago Public Library District may make such a request either in person or in writing.

Your request should be directed to:
Library Director, Chief FOIA Officer
West Chicago Public Library District, Administrative Office
118 W. Washington Street
West Chicago, IL 60185

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. If inspected, an employee must be present throughout the inspection.

The fees for any records to be copied are as follows:

- The first 50 pages of black and white, letter or legal paper are free.
- After the first 50 pages, the library will charge \$.15 per page.
- Colored copies and copies sized other than legal or letter size will be charged at the actual cost of reproduction.
- Cost of electronic records, e.g., disks, diskettes, tapes, etc., will be charged at the actual cost of the recording medium.
- Certified copies are \$1.00
- Fees may be waived or reduced if waiver is in the public interest
- Attachments to email are free of charge.

The FOIA Officer must respond within five (5) business days after receipt of a Request, twenty-one (21) days if the request is for a commercial purpose. An extension of five (5) days may be permitted under certain circumstances.

If a request is denied, the requester will be notified of the right to appeal the denial to the Attorney General's Public Access Counselor or the courts.

- 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:

Financial Records

- Audit Reports
- Bank Statements
- Bills and Invoices
- Budget and Appropriation Ordinances
- Budget Worksheets
- Cancelled Checks
- Daily Cash Receipts Reports
- Levy Ordinances
- Monthly Bill Approval Lists

- Monthly Combined Statements of Assets, Liabilities, and Fund Balances
- Petty Cash Reimbursement Reports
- Receipts for Expenditures
- Receipts for Revenue
- Working Budgets

Board of Trustees Records

- Agendas
- Legal Notices
- Minutes
- Monthly Meeting Packets
- Ordinances
- Policy Statements
- Resolutions
- Strategic Long-Range Plan

Library Administrative Records

- Annual Reports
- Bid Documents
- Building and Equipment Maintenance/Service Contracts
- Correspondence from Library
- Correspondence to Library
- Employee Timesheets and Payroll Records
- Forms
- Insurance Policies
- Job Descriptions
- Memoranda
- Organization Chart
- Per Capita Grant Applications
- Personnel Files and Records
- Personnel Policy Handbook
- Salary Schedules

**WEST CHICAGO PUBLIC LIBRARY DISTRICT
FREEDOM OF INFORMATION REQUEST FORM (OPTIONAL)**

Description of public records requested pursuant to the Illinois Public Records Act:

Disclosure of records:

_____ Inspection (supervised)
_____ Copy
_____ Certification

Format requested:

_____ Paper
_____ Electronic (if available)
_____ Other

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Signature: _____ Date of Request: _____

Request Received by: _____

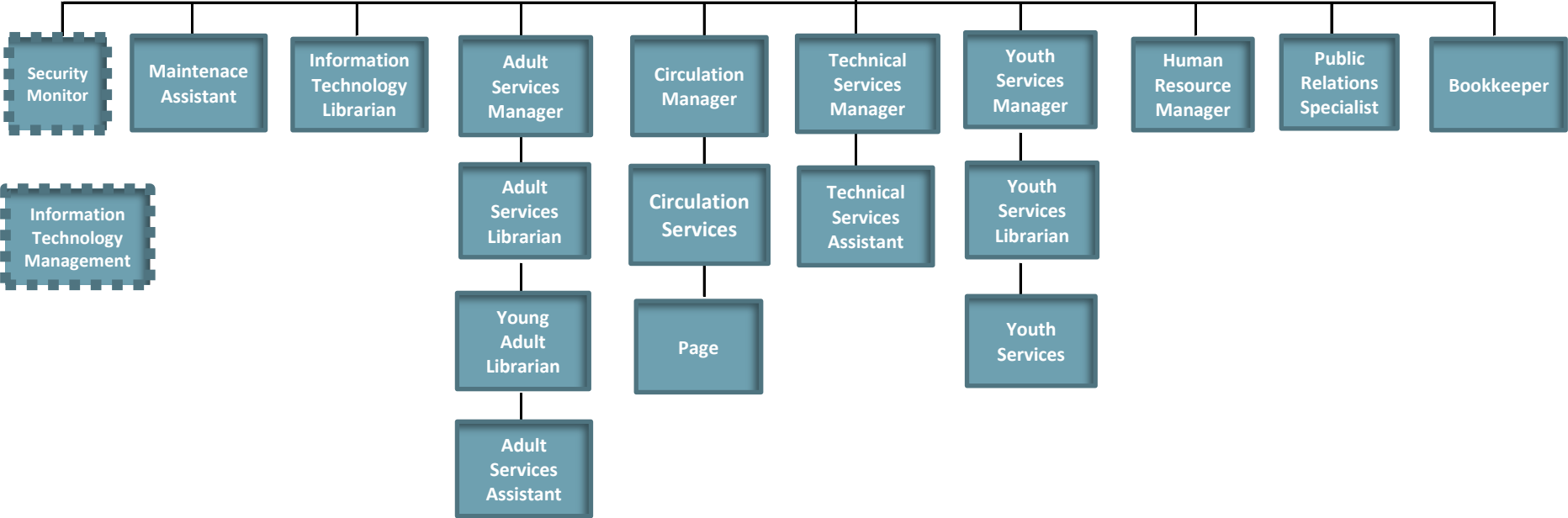
Date Received: _____

Date of Response to Request: _____

WCPLD ORGANIZATIONAL CHART

Board of Library Trustees
 President
 Vice President
 Secretary
 Treasurer
 Trustee, Trustee, Trustee

Library Director



Information Technology Management

Outsourced