



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## WEST CHICAGO PUBLIC LIBRARY DISTRICT ORDINANCE 18-04 ORDINANCE SETTING FORTH PROVISIONS FOR COMPLIANCE WITH THE ILLINOIS FREEDOM OF INFORMATION ACT

WHEREAS, THE General Assembly has enacted Public Act 83-1013, the short title of which is the "Freedom of Information Act", and such Act took effect on July 1, 1984 (as amended; and

WHEREAS, such Act is intended to provide the public with greater access to the records of public bodies; and

WHEREAS, it is necessary for The West Chicago Public Library District to establish practices and procedures ensuring its full compliance with said Act, so that the public body stated therein can be carried out effectively and efficiently with respect to the records of The Library.

BE IT ORDAINED by the President and the Board of Library Trustees of the West Chicago Public Library, DuPage County, as follows:

SECTION 1: The Library Director is hereby designated as the person to whom all initial requests for access to records of the Library are to be referred. Such requests are to be made at the administrative office at 118 West Washington Street, West Chicago, IL between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. In the event that the Library Director is not available during the times described above, the Person-In-Charge (PIC) is designated as the person to whom such initial requests are to be made.

SECTION 2: Any records which are the subject of a request under the Freedom of Information Act shall be retrieved from such place as they are stored, by the Library Director or an employee of the Library acting under the direction of the Library Director. In no event shall records be retrieved by the party requesting them or by any person who is not employed by the Library.

SECTION 3: The Library Director shall maintain a written schedule of current fees in the administrative office. The fees so charged shall reflect the actual cost of copying the records, and the cost of certifying copies, if certification is requested.

SECTION 4: In the event that a request to inspect Library Records is denied by the Library Director, the requester will be notified of the right to appeal the denial to the Attorney General's Public Access Counselor or the courts.

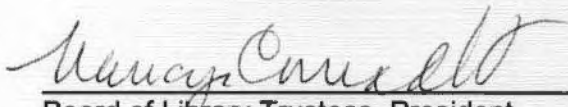
SECTION 5: The Library Director shall prepare a Library Information Directory: (a) an organizational chart giving its functional subdivisions, (b) the total amount of its operating budget, (c) location of its offices, (d) an approximate number of full and part-time employees, (e) the membership on its board; all of which shall be a part of this document.

SECTION 6: THIS ORDINANCE shall be in full force and effect immediately upon its passage and approval as required by law.


PASSED this 27<sup>th</sup> day of August 2018, by the Board of Library Trustees of the West Chicago Public Library District, County of DuPage, Illinois, by a roll call vote as follows:

AYES: 7 NAYS: 0 ABSENT: 0

APPROVED this 27<sup>th</sup> day of August 2018, by the Board of Library Trustees, West Chicago Public Library District, County of DuPage, Illinois.

  
\_\_\_\_\_  
Board of Library Trustees, President

ATTEST:

  
\_\_\_\_\_  
Board of Library Trustees, Secretary

**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 2018-2019 is: \$2,288,281  
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	18
  - 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 4<sup>th</sup> Monday of each month, 7:00 p.m., at the library.  
  
Its members are: Nancy Conradt, President; Frank Fokta, Vice President; Diane Kelsey, Secretary; Richard Bloom, Treasurer; Patricia Weninger, Thomas Tawney, 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:

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Disclosure of records:

\_\_\_\_\_ Inspection (supervised)  
\_\_\_\_\_ Copy  
\_\_\_\_\_ Certification

Format requested:

\_\_\_\_\_ Paper  
\_\_\_\_\_ Electronic (if available)  
\_\_\_\_\_ Other

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

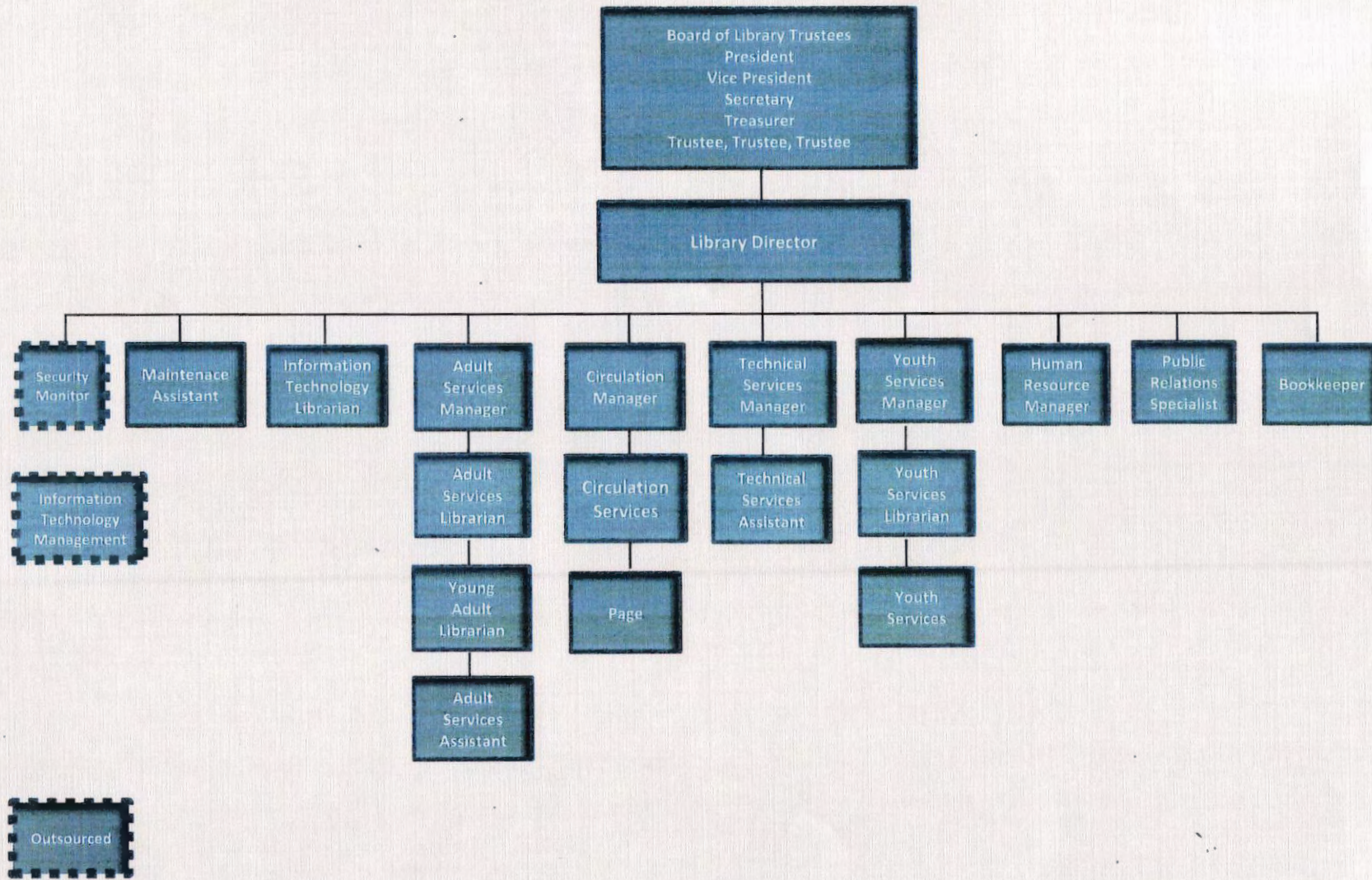
Request Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date of Response to Request: \_\_\_\_\_



# WCPLD ORGANIZATIONAL CHART



updated 6/14/2018