



**WEST CHICAGO  
PUBLIC LIBRARY DISTRICT**

**FILED**

SEP 02 2021

*Jean Kacynski*  
DuPage County Clerk

**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
ORDINANCE 21-08  
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. In the event that the Library Director is not available, 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.

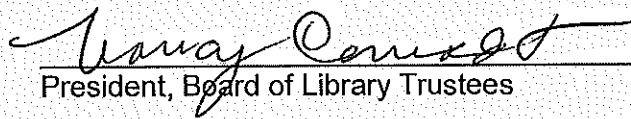
SECTION 5: The Library Director shall prepare a Library Information Directory: (a) an organizational chart giving its functional subdivisions, (b) the total amount of its operating budget, (c) location of its offices, (d) an approximate number of full and part-time employees, (e) the membership on its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

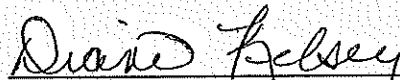
PASSED this 23<sup>rd</sup> day of August 2021, by the Board of Library Trustees of the West Chicago Public Library District, County of DuPage, Illinois, by a roll call vote as follows:

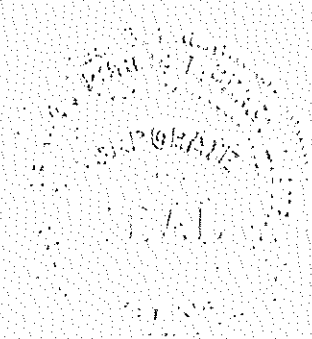
AYES: 6 NAYS: 0 ABSENT: 1

APPROVED this 23<sup>rd</sup> day of August 2021, by the Board of Library Trustees, West Chicago Public Library District, County of DuPage, Illinois.

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

ATTEST:

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







# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### FREEDOM OF INFORMATION ACT POLICY AND ORGANIZATIONAL DIRECTORY

#### Policy

It is the policy of the Board of Library Trustees of the West Chicago Public Library District to permit access to and copying of its public records in accordance with the Illinois Freedom of Information Act (the "Act") (5 ILCS 140/3.5), effective July 1, 1984, as amended, balanced, however, by the limited exceptions recognized in the Act to safeguard individual privacy and the efficient operation of the Library.

The Library Director is hereby authorized to serve as the Library's Chief Freedom of Information Act Officer and directed to designate additional employees to serve as FOIA Officers.

#### Procedures

##### Procedure for Requesting Records

1. Written requests may be submitted to the Library either by personal delivery, mail, fax, email, or other means available to the Library. The Library may honor oral requests for inspection or copying.
2. The request should be made at the Library District's Administrative Office at 118 West Washington Street, West Chicago, IL 60185 during normal working hours (i.e., 9:00 AM to 5:00 PM, Monday through Friday).
3. All requests for inspection and copying received by the Library shall immediately be forwarded to its Freedom of Information officer.

##### Fees Schedule

- 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 will be charged at the actual cost of the recording medium.
- Certified copies are \$1.00 each
- Attachments to email are free of charge
- Fees may be waived or reduced if waiver is in the public interest.

### Retrieval and Copying of Records and Board Notification

Only the FOIA Officer may retrieve and/or copy records. The FOIA Officer of the Library shall notify the Board President by telephone of the request for records within twenty-four (24) hours of receipt of the request for records. The Board President shall provide guidance as requested by the designated employees of the Library.

### Responses to Request for Records

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.

- A. Upon receiving a request for a public record, the Freedom of Information officer shall:
  1. Note the date the public body receives the written request;
  2. Compute the day on which the period for response will expire and make a notation of that date on the request;
  3. Maintain an electronic or paper copy of a request, including all documents submitted with the request until the request has been complied with or denied; and
  4. Create a file for the retention of the original request, a copy of the response, a record of communications with the requester, and a copy of other communications.
  
- B. If a request is denied:
  1. Give a detailed factual basis and provide a citation to legal authority;
  2. Name the FOIA Officer responsible for the denial;
  3. Notify the requester that the requester has the right to appeal the denial to the Attorney General's Public Access Counselor or the courts;
  4. Provide the Attorney General's Public Access Counselor's address and telephone number to the requester.

### Index of Available Public Records

The following list of public records available for inspection is not meant to be exhaustive but to give assistance to the public as to the type of records which can be accessed. Each request will be evaluated on its merits on a case-by-case basis in accordance with the "Open Meetings Act" (Chapter 5 Act 120 Paragraph 1 – 6 Illinois Compiled Statutes). Guidelines and criteria for responses to requests are stated in the Library District's "Freedom of Information Policy Statement and Administrative Guidelines."

### 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
- Open Meeting 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

## 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 to this policy.
  - C. The total amount of our operating budget for FY 2021-2022 is: \$2,462,322 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	17
2.	Part-time	14
  - F. The following organization exercises control over our policies, hiring and oversight of the Library Director, and financial operations: *The West Chicago Public Library District Board of Library Trustees*, which meets monthly on the 4<sup>th</sup> Monday of each month, 7:00 p.m., at the library.
  - 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); Director of State Library, Greg McCormick; and various other staff.
- II. Any person requesting records of the West Chicago Public Library District may make such a request either in person or in writing. All requests are governed by the Library's Freedom of Information Act Policy.

**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: \_\_\_\_\_

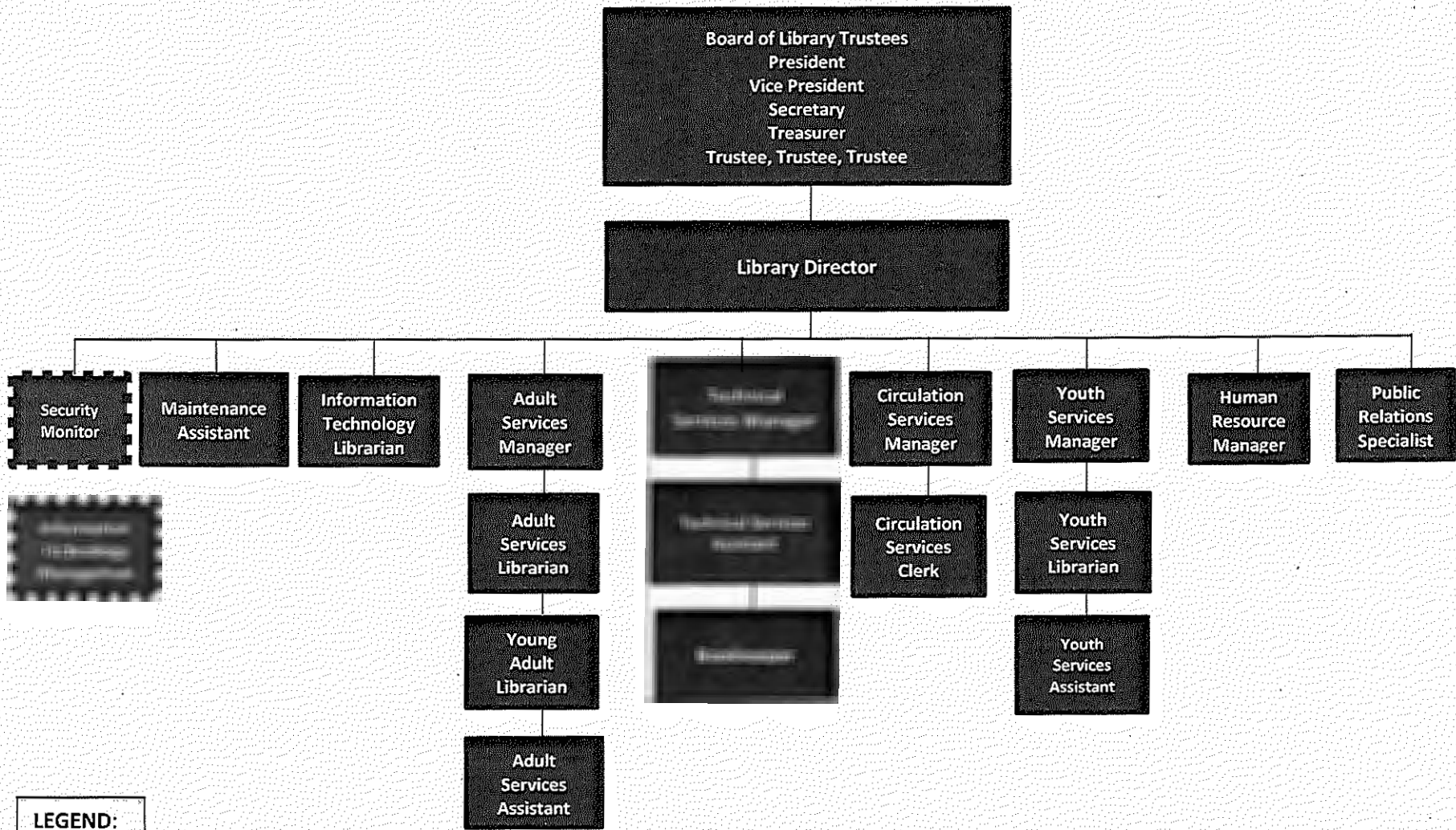
Date of Request: \_\_\_\_\_

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

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

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





**LEGEND:**



Updated: 7/6/2021



Approved by Board of Library Trustees: December 18, 1995  
Revision Approved by Board of Library Trustees: September 27, 2004  
Revision Approved by Board of Library Trustees: August 27, 2007  
Approved by Board of Library Trustees: August 24, 2009  
Approved by Board of Library Trustees: January 25, 2010  
Approved by Board of Library Trustees: September 23, 2013  
Approved by Board of Library Trustees January 23, 2017  
Revision Approved by Board of Library Trustees: July 26, 2021