



WEST CHICAGO PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT ORDINANCE 23-04 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. 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 28th day of August 2023, 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 28th day of August 2023, by the Board of Library Trustees, West Chicago Public Library District, County of DuPage, Illinois.

Cristina Wenger
President, Board of Library Trustees

ATTEST:

Diana Gelsky
Secretary, Board of Library Trustees

