

## FREEDOM OF INFORMATION

- I. A brief description of the Elmhurst Public Library is as follows:
- A. The Library's mission is to enrich life in Elmhurst by providing opportunities to explore, learn and grow.
  - B. An organizational chart is attached.
  - C. The Library's total operating budget for FY 2009-2010 is: \$6,004,000.  
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levy is:
    - 1. Corporate purposes (for general operating expenditures, including pension and debt service)  
\$6,350,000
  - D. The office is located at this address: 125 S. Prospect Avenue, Elmhurst, IL
  - E. The Library has the following number of persons employed:
 

1.	Full-time	26
2.	Part-time	126
  - F. The following organization exercises control over our policies and procedures: The Elmhurst Public Library Board of Library Trustees, which meets monthly on the third Tuesday of each month, 7:30 p.m., at the library.  
  
Board members are: Rose Walsh, President; Frank Vanek, Vice President; Linda Wheaton, Secretary; Marsha Baker; Ingrid Becton; David Dyer; Philip Hupfer; William Ryan; Susan Sadowski.
  - G. The Library is required to report and be answerable for operations to:  
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 must be submitted in writing via personal delivery, mail, e-mail, fax, or other means available.
    - 1. Mailing address: 125 S. Prospect Ave., Elmhurst, IL 60126
    - 2. Email address: [reference@elmhurst.org](mailto:reference@elmhurst.org)
    - 3. Fax number: 630-516-1364
  - B. The Freedom of Information (FOIA) Officers for the Elmhurst Public Library are Director Marilyn Boria, Assistant Director Sarah Caltvedt and Office Manager Rita Andreuccetti. Requests for public records are fulfilled by them under the guidelines of the [Illinois Freedom of Information Act \(5 ILCS 140\)](#).
  - C. The FOIA Officer will respond to requests within five business days from the date of submittal 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.

- D. 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. The FOIA officer will provide a signed, written response to the respondent that includes a detailed factual basis for the application of any exemption claimed as the reason for denying the request, a citation to supporting legal authority, and notice that the requestor has the right to review by the Public Access Counselor (PAC) in the Illinois Attorney General's Office and the right to challenge the denial in court. If the Library invokes either the "unwarranted invasion of personal privacy" exemption or the "preliminary drafts" exemption as a basis for denying a FOIA request in whole or in part, a FOIA Officer must notify both the requesting party and PAC. Any Library FOIA Officer may request in writing that the Attorney General's PAC issue an advisory opinion regarding compliance with FOIA to verify if a record must be disclosed.
- E. If the requestor asks for copies of the information requested, the FOIA Officer will provide duplicate copies at no cost for the first fifty pages (in black and white, letter or legal size) and additional pages for \$0.15 per page. For color and/or abnormally sized copies, the Library will charge the actual cost of making the copies. Information may also be provided in an electronic format at the actual cost of the recording medium if requested. The fee for certified copies is \$1.00 per document. Fees may be waived or reduced if the waiver is in the public interest.

# Elmhurst Public Library Organization Chart

