

# ITASCA COMMUNITY LIBRARY

## ILLINOIS FREEDOM OF INFORMATION ACT (5 ILCS 140/1) PROCEDURE

### **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. Funding sources are primarily property taxes and state grants. The annual budget for income and expenditures is approved by the Board of Trustees and is available for inspection at the Reference Desk.

D. The office is located at 500 West Irving Park Road, Itasca, IL 60143.

E. The following organization exercises control over our policies and procedures: Itasca Community Library Board of Trustees, which meets monthly on the third Tuesday at 7:00 p.m. at the Library.

F. We are required to report and are answerable for our operations to: Illinois State Library, Springfield, IL. Its members are: State Librarian (Secretary of State), Director of the State Library, and various staff members.

### **II. The Itasca Community Library follows the provisions of the Illinois Freedom of Information Act. An individual may request the information and the records available to the public in the following manner:**

A. Submit a written request which includes the following information: name, address, the date, and a daytime phone number. The description of the information sought should include sufficient detail so that the Library can find the requested records. Providing as much information as possible will expedite the search process. Requests may be submitted by mail, personal delivery, fax, or email.

B. Requests should be directed to:

Library Director/FOIA Officer at 500 West Irving Park Road, Itasca, IL 60143.  
Faxed requests should be directed to 630/773-1707.

C. Please specify whether the records requested are to be inspected at our office or to be copied. If you desire that any records be certified, please specify which ones.

If inspected, a Library District employee must be present throughout the inspection. Records will be made available for inspection by appointment Monday through Friday, 9:30 a.m. – 4:00 p.m. (excluding holidays) at:  
Itasca Community Library  
500 West Irving Park Road  
Itasca, IL 60143  
630-773-1699

D. Fees for the actual cost of reproducing the requested records will be charged as follows: For traditional black and white, letter or legal-sized copies, the first 50 pages are free.

Additional pages are 10¢ each. Color copies on letter or legal-sized paper are \$1.00 each.

For abnormal size copies the actual cost of photocopying will be charged.

If the requested records are provided in electronic format, the actual cost of the media used to store the records (disc, drive, etc.) will be charged.

The requestor will be notified in advance of the fees and must pay any fees before the records are released.

E. The office will respond to a written request within 5 business days of receipt of the request. An extension of an additional 5 business days, as allowed by statute, may be necessary to properly respond. If such an extension is necessary, the Library will notify the requestor in writing of the statutory reasons for the extension and when the requested information will be produced.

A “business day” is a regular day of the week (Monday through Friday). Saturdays, Sundays and state holidays are not business days and cannot be counted in the 5 day time period.

F. If a request is denied, the requestor will be informed in writing. The denial letter must be in writing and reference a specific legal reason under FOIA to justify the non-disclosure. The denial also must inform the requestor of the right to seek review of the issue by the Attorney General’s Public Access Counselor, as well as the right to seek judicial review by filing a court case.

If the Library intends to deny a request under the “invasion of privacy” or “preliminary draft” exemptions, it must notify the Public Access Counselor and seek pre-approval before denying the request.

**III. Certain types of information maintained by the Library are exempt from inspection and copying pursuant to statute. These include:**

A. Private information – unique identifiers such as an individual’s social security number, medical records, personal financial information, etc.

B. Personal information that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy.

C. Law enforcement records that, if disclosed, would interfere with a pending or contemplated proceeding or that would disclose the identity of a confidential source.

- D. Information that, if disclosed, might endanger anyone's life or physical safety.
- E. Preliminary drafts or notes in which opinions are expressed or policies are formulated, unless the record is publicly cited and identified by the head of the public body.
- F. Business trade secrets or commercial or financial information that is proprietary, privileged or confidential and disclosure would cause competitive harm to the person or business.
- G. Proposals and bids for any contract, until a final selection is made.
- H. Requests that are "unduly burdensome."

**IV. The following types or categories are examples of records that may be inspected and copied upon request. In most instances, these records are available without a FOIA request. Records with an asterisk (\*) shall be maintained on the Library's website for at least two years.**

- A. Monthly financial statements
- B. Contracts and bids
- C. Operating budgets\*
- D. Annual audits\*
- E. Minutes of the Board of Trustees Meetings\*
- F. Policies\*
- G. Annual reports to the Illinois State Library
- H. Ordinances\*
- I. Annual Statement of Receipts and Disbursements\*

#### **I. Further resources**

- A. The Board of Trustees has the authority to appoint the Library's FOIA Officer. Generally, the primary FOIA Officer will be the Library Director. A second employee may be appointed as needed. Each year, the FOIA Officer(s) are required to complete a training session which will be made available by the Attorney General's office.
- B. The Attorney General's website (<http://www.illinoisattorneygeneral.gov>) includes the FOIA statute and applicable guidelines and FAQs which are helpful to both the Library and individuals who wish to make a FOIA request.
- C. Revisions to FOIA have established the Public Access Counselor's Office. The Library may ask the Attorney General's PAC to issue an advisory opinion regarding compliance with FOIA. These advisory opinions are given in anticipation of an issue, they are not given for pending requests.

# Organizational Chart

12/09

## Board of Trustees

*All trustees are elected. Term dates are in parenthesis.*

Maxine A. Swanson, President (4/07 – 4/11)

Paul J. Nelson, Vice President (4/07 – 4/11)

Deborah S. Wisowaty, Secretary (4/09 -4/13)

David C. Weston, Treasurer (4/09 – 4/13)

Mark W. Moersh (4/09 – 4/13)

Sharon R. Laughlin (4/09 – 4/13)

Michael S. Golden (4/07 – 4/11)



			<b><u>Director</u></b> Betsy Adamowski			
↓	↓	↓	↓	↓		
<b><u>Adult Services Department Head</u></b> T. Sathaye	<b><u>Youth Services Department Head</u></b> J. Stork	<b><u>Technical Services Department Head</u></b> N. McCabe	<b><u>Circulation Services Department Head</u></b> D. Reynertson	<b><u>Business Manager</u></b> I. Wnuk	<b><u>Outreach Manager</u></b> C. Blanchard	<b><u>Historian</u></b> M. Stachnik
↓	↓	↓	↓	↓		
<b><u>Adult Staff</u></b> J. Warner A. Yousufuddin N. McCully T. Bartenfelder I. Perry	<b><u>Youth Staff</u></b> B. McCloskey K. Baugher	<b><u>Tech. Staff</u></b> J. Paszkiet J. Metcalf	<b><u>Circ. Staff</u></b> M. Blaszczyk G. dePhillips K. Kischner J. Miller S. Molinar R. Nicholson M. Petrakovitz A. Hosein M. Walker	<b><u>Bus. Staff</u></b> C. Ronnberg		
↓	↓					
<b><u>Adult Pages</u></b> N. Blackstad A. Virzi	<b><u>Youth Pages</u></b> E. Johnson J. Such					

# FREEDOM OF INFORMATION REQUEST

**Itasca Community Library**  
500 W. Irving Park Road  
Itasca, IL 60143  
Phone: 630-773-1699 Fax: 630-773-1707

Use of this form is optional but may help to expedite the Library's response to a request.

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

**Requester's Name (or business/organization name if applicable):**

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Description of Records Requested: (attach additional pages if necessary)**

\_\_\_\_\_

## Library Response

*(Requester does not fill in below this line)*

**Request Received by:**

**Date Received:**

\_\_\_\_\_

### Approved:

\_\_\_\_\_ The documents requested are enclosed.

\_\_\_\_\_ The documents will be made available upon payment of copying cost \$\_\_\_\_\_.

\_\_\_\_\_ You may inspect the records at \_\_\_\_\_ on the date of

\_\_\_\_\_.

\_\_\_\_\_

### Denied:

\_\_\_\_\_ The request created an undue burden on the public body in accordance with Section 3 (g) of the Freedom of Information Act and we are unable to negotiate a more reasonable request.

\_\_\_\_\_ The materials requested are exempt under Section 7 \_\_\_\_\_ of the Freedom of Information Act for the following reasons: \_\_\_\_\_

\_\_\_\_\_

Individual(s) that determined the request to be denied: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Request delayed, for the following reasons (in accordance with 3(e) of the FOIA):

\_\_\_\_\_

**You will be notified by the date of \_\_\_\_\_ as to the action taken on your request.**

\_\_\_\_\_

**FOIA Officer:**

**Date of Reply:**

