

WOOD DALE PUBLIC LIBRARY DISTRICT THE ILLINOIS FREEDOM OF INFORMATION ACT

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 working budget (excluding capital expenditures) for FY21 is: \$2,597,324.00

Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. The Library also has legal authority to access these Tax levies:

- 1. Corporate purposes (for general operating expenditures)
- 2. IMRF (provides for employee's retirement and related expenses)
- 3. Social Security (provides for employee's FICA costs and related expenses)
- 4. Audit (for annual audit and related expenses)
- 5. Maintenance (for maintaining the building)
- 6. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, and worker's compensation insurance)
- 7. Working Cash (funding for internal loans – not levied)

D. The administrative office is located at this address: 140 School Street, Wood Dale, Illinois, 60191. Access to 140 School Street is via the main library at 520 North Wood Dale Rd.

E. We have approximately the following number of persons employed:

- 1. Full-time - 13
- 2. Part-time - 11

F. The following organization exercises control over our policies and procedures: *The Wood Dale Public Library District Board of Library Trustees*, which generally meets monthly on the 3rd Monday of each month, 7:30 p.m., at the main library at 520 North Wood Dale Rd.

Its members are: Kristy Norris, President; Barbara Dunn, Vice President; Lynnette Zaremba, Secretary; Nicci Krebasch, Treasurer; Jeanna Matuszewski, Maddalena Sparacio, and Julie Szabo.

G. 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; and various other staff.

- II. You may request the information and the records available to the public in the following manner:
- A. Use request form (see attached).
 - B. Your request should be directed to the following individual: Yvonne Bergendorf, FOIA officer. Joanna Klos also serves as designated FOIA officers in the absence of Yvonne Bergendorf.
 - C. Your request may be submitted via email: foia@wooddalelibrary.org, U.S. mail or in person at 520 N. Wood Dale Rd., Wood Dale, IL 60191, fax: 630-766-5715.
 - D. You must indicate whether you have a “commercial purpose”¹ in your request.²
 - E. 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.
 - F. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is a \$1.00 charge for each certification of records.
 - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - There is a \$.15 per page charge for copied records in excess of 50 pages;
 - The actual copying cost of color copies and other sized copies will be charged;
 - Fees may be waived or reduced if waiver is in the public interest.
 - Commercial requests shall be billed at the foregoing page rates plus an hourly fee for time spent by personnel in searching for, retrieving records, and redacting exempt information plus any fees and costs incurred in the retrieval or transport of responsive records. Time spent by personnel shall be reimbursed at \$10.00 per hour. The first eight hours of time spent by personnel searching for and retrieving the requested records shall not incur any fee.
 - Electronic requests deemed “voluminous” will be charged at the rate specified in section (5 ILCS/140/6a-5)
 - Voluminous request for electronic records not in a portable document format (PDF), will be charged \$20 for not more than 2 megabytes of data, \$40 for more than 2 but not more than 4 megabytes of data, and \$100 for more than 4 megabytes of data. If a voluminous request is for electronic records and those records are in a portable document format, the charge will be \$20 for not more than 80 megabytes of data, \$40 for more than 80 megabytes but not more than 160 megabytes of data, and \$100 for more than 160 megabytes of data. If the responsive electronic records are in both a portable document format and not in a portable document format, both fee scales will be applied.
 - G. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

¹ “Commercial purpose” is defined in the Act as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services.” However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

² In the event a “commercial interest” is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying for prepayment; or provide the documents requested.

- H. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
 - I. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - J. The place and times where the records will be available are as follows:
 - Monday – Friday, 10 a.m. to 5 p.m.
 - Wood Dale Public Library District, Administrative Offices located at the library programming center at 140 School Street. Access to 140 School Street is via the main library at 520 North Wood Dale Rd.
- 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:
- A. Monthly Financial Statements
 - B. Annual Receipts and Disbursements Reports
 - C. Budget and Appropriation Ordinances
 - D. Levy Ordinances
 - E. Operating Budgets
 - F. Annual Audits
 - G. Minutes of the Board of Library Trustees
 - H. Library Policies, including Materials Selection
 - I. Adopted Ordinances and Resolutions of the Board
 - J. Annual Reports to the Illinois State Library

WOOD DALE PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART/SEVEN MEMBER BOARD

