

FREEDOM OF INFORMATION

I. A brief description of our public body is as follows:

- A. The Elmhurst Public Library is a municipal library established under the Illinois Local Library Act, 75 ILCS 5. The Library Board is appointed by the Mayor of the City of Elmhurst with the approval of the City Council.
- B. Our mission is to enrich life in Elmhurst by providing opportunities to explore, learn and grow.
- C. An organizational chart is attached.
- D. The total amount of our operating budget for FY 2017 is: \$7,908,300
Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations. Tax levy is:
 - 1. Corporate purposes (for general operating expenditures, including pension and debt service)
- E. The office is located at this address: 125 S. Prospect Avenue, Elmhurst, IL
- F. We have the following number of persons employed:
 - 1. Full-time 38
 - 2. Part-time 118
- G. 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. Its members are: President; Marsha Baker, Vice President; Monica Iacono, Secretary; Ingrid Becton, Susan Sadowski, William Ryan; Bill Shanklin, Teresa Menolascino, Carol Jacobsen, Francesca Irion
- 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 and various other staff.

II. Public records may be requested in the following manner:

- A. The Deputy City Clerk, Ellen Cyprian, serves as the Freedom of Information Officer (FOIA) for the City of Elmhurst and the Elmhurst Public Library. The Freedom of Information Act Officer is located at the Elmhurst City Hall in the Administration Office on the 2nd floor. City Hall is located at 209 N. York St., Elmhurst, IL 60126.
- B. All requests must be submitted in writing to the attention of the Freedom of Information Act Officer. Applicants may use the City of Elmhurst's suggested FOIA Request Form or may submit their own written request for records. Applicants choosing not to use the provided form must provide their full name, current address, phone number, a detailed account of the documents they are requesting and whether or not they are requesting the documents for commercial use. Written requests may be submitted in person at the Administration Office at City Hall, mailed to the attention of the Freedom of Information Act Officer, emailed to foia@elmhurst.org or faxed to (630)530-3014.

- C. Requests for public records are fulfilled under the guidelines of the Illinois Freedom of Information Act (5 ILCS 140). Requestors will be contacted within the time allotted by law with a response to their request. At that time the requestor will be told of any fees associated with their request.
- D. For an additional charge, documents may be certified. Certified documents have a signed and sealed letter from the City Clerk stating that the attached documents are true and correct copies of the original documents on file with the City of Elmhurst.