

**WESTCHESTER PUBLIC LIBRARY  
DIRECTORY, POLICY AND PROCEDURES  
ILLINOIS FREEDOM OF INFORMATION ACT (5 ILCS 140/1 et seq.)**

I. A brief description of the Westchester Public Library is as follows:

- A. Our purpose is to provide materials and services for community residents of all ages, with special emphasis placed on today's youth. The Library's focus is to provide current high interest materials in a variety of formats. Utilizing traditional and new technologies, the Library helps patrons obtain information to meet their personal educational and professional needs.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY 2009-10 is approximately \$1.08M. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations.

Tax levies are:

- 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. Tort liability (for insurance premiums, risk management, legal fees and related expenses, unemployment and worker's compensation insurance)

D. The business office of the library is located at:

10700 Canterbury Street  
Westchester, IL 60154  
(708) 562-3573

E. The library employs the following number of persons:

- 1. 8 full-time employees
- 2. 17 part-time employees

F. The following organization exercises control over library policies and procedures:

**The Westchester Public Library Board of Trustees**

which generally meets monthly on the 4<sup>th</sup> Monday of each month at 7:00 p.m. in the library conference room.

Its members are: Jennifer Boyle, President  
William Ernst, Vice President  
Kathy Schultz, Secretary  
Timothy Hinsdale  
Patrick Kane  
Donna Malecki  
Frank Perry

G. The library is required to report and be answerable for its operations to:

**The Illinois State Library, Springfield, IL**

Its members are: Jesse White, Secretary of State; Anne Craig, Director of the State Library and various other staff.

- H. The Library's designated Freedom of Information Officer is Library Director, Ruth McCrank, and in her absence the Assistant Director, Bonnie Schwanz.

II. Requests for the inspection or a copy of public records are subject to the following policy and procedures.

- A. Submit a written request by personal delivery, mail, fax, or other means available, including email. The Library provides the attached request form to assist in the request for public records although requests can be made in any other written manner as well.
- B. Direct your written request to the Freedom of Information Officer at Westchester Public Library, 10700 Canterbury Street, Westchester, IL 60154.
- C. Specify the records requested to be disclosed for inspection or to copied
- D. The Library shall charge the following fees for copying documents:
  - a. First 50 pages – No charge
  - b. Letter/legal, black and white copies for each page after the first 50 pages - \$0.15 per page.
  - c. Certified copies - \$1.00 per document in addition to copy charges.
  - d. Large format, audio tapes, digital copies or color copies – Actual cost to the Library, excluding any personnel costs.
- E. The Library will respond to a written request within five (5) business days after receipt of request. The Library may give notice of an extension of time to respond which does not exceed an additional five (5) business days from the original due date for the reasons provided in Section 140/3(e) of the Freedom of Information Act ("Act"). Requests for records made for commercial purposes shall be subject to the provisions of Section 140/3.1 of the Act.
- F. Records may be inspected or copied. If inspected, an appointment will be arranged and an employee will be present throughout the inspection
- G. A requestor shall be informed of their right to review of a denial by the Public Access Counselor.
- H. The place and times where the records will be available are as follows:
  - The Westchester Public Library
  - 10700 Canterbury Street
  - Westchester, IL 60154
  - (708) 562-3573
  
  - Business hours: 9:30 a.m.- 5:00 p.m.
  - Monday through Friday excepting legal holidays

III. Certain types of information maintained by the Library are exempt from inspection and copying pursuant to Sections 140/7 or 140/7.5 of the Act.(5 ILCS 140/7 or 140/7.5)

IV. The following types or categories of records are maintained under Library 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 Library Board of Trustees
- H. Library policies, including Materials Selection
- I. Annual reports to the Illinois State Library