I. A brief description of our public body is as follows:
   A. Our mission is to serve the community as a dynamic center for learning, discovering, and connecting.
   B. An organizational chart is attached.
   C. The total amount of our operating budget for FY 2019 is $2,000,500
      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. 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, unemployment and worker’s compensation insurance)
   D. The office is located at this address:
      200 South Church Road,
      Bensenville, IL 60106
   E. We have approximately the following number of persons employed:
      1. Full-time 14
      2. Part-time 19
   F. The following organization exercises control over our policies and procedures: The Bensenville Community Public Library Board of Library Trustees, which meets monthly on the fourth Monday of each month, 7:30 p.m., at the Library.
      Its members are: Linda Weiss, President; Mandi Zalewski, Vice President; Tina Lux, Secretary; Susan Earley, Treasurer; Jim Ricker, Kathleen “Kathy” Quinn, and Carlos Aviles.
   G. We are required to report and be answerable for our operations to:
      Illinois State Library, Springfield, Illinois. Its members are: Jesse White, State Librarian, and Secretary of State; Greg McCormick, Director of State Library

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: David Sieffert, FOIA officer.

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1 If the public body maintains a website, the information in Section I must be posted there as well.
2 P.A. 96-542 requires the FOIA designated officer(s), and there can be multiples, must be “trained” with the on-line training program to be developed by the Illinois Attorney General’s office and tested as well, within the first six months of the effective date which is January 1, 2010 (i.e. training and testing by July 1, 2010) AND annually thereafter, and within 30 days of any new appointment.
C. You must indicate whether you have a “commercial purpose”\(^3\) in your request.\(^4\)

D. 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.

E. 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.

F. If the records are kept in electronic format, you may request a specific format and \textit{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.

G. 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.

H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

I. The place and times where the records will be available are as follows:

- 9:00 a.m. to 5:00 p.m.
- Bensenville Community Public Library, Administrative Offices

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

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3 “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.

4 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.
**BENSENVILLE COMMUNITY PUBLIC LIBRARY**
**FREEDOM OF INFORMATION REQUEST**

<table>
<thead>
<tr>
<th>Requestor’s Name (or business name)</th>
<th>Date of Request</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Certification requested:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>_____ Yes</td>
<td>_____ No</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
</tbody>
</table>

Description of Records Requested:

Is the reason for this request a “commercial purpose” as defined in the Act?

___ Yes       ___ No

---

**Library Response (Requestor does not fill in below this line)**

<table>
<thead>
<tr>
<th>APPROVED</th>
<th>The documents requested are enclosed.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You may inspect the records at ________________ on the date of __________.</td>
</tr>
<tr>
<td></td>
<td>The documents will be made available upon payment of copying costs of $____________.</td>
</tr>
<tr>
<td></td>
<td><strong>For “commercial requests” only:</strong> the estimated time of when document will be available is ________________, at the prepaid costs stated above.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DENIED</th>
<th>The request creates 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The materials requested are exempt under Section 7 __________ of the Freedom of Information Act for the following reasons:</td>
</tr>
<tr>
<td></td>
<td>__________________________________________________________________________________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>Individual(s) that determined request to be denied and title: ____________________________________________________________________</td>
</tr>
</tbody>
</table>

In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705. Or you have the right to judicial review under section 11 of FOIA.

|          | 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. |

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<table>
<thead>
<tr>
<th>FOIA Officer</th>
<th>Date of Reply</th>
</tr>
</thead>
</table>
Bensenville Community Public Library Organizational Chart

Library Board

Director

Marketing Coordinator (E)
- Adult Volunteers
  - Adult Services Librarians
    - Computer Assistants
  - Local History Assistant

Adult Services Coordinator (E)
- Youth Services Coordinator (E)
  - Youth Services Assistants
  - Youth Volunteers

Youth Services Coordinator (E)
- Youth Services Librarians
- Library Assistant

Material Services Coordinator (E)
- Tech. Services Assistant
- Circulation Assistants
- Shelving Manager
- Shelvers

Office Coordinator (E)
- Maintenance

Revised 11/19/2015
11/01/2017
2/07/2019