

FREEDOM OF INFORMATION GUIDE



Posted in accordance with 5 ILCS 140/4.

ABOUT THE BENSENVILLE COMMUNITY PUBLIC LIBRARY DISTRICT

The Bensenville Community Public Library (BCPL) was created by referendum in a special election on May 14th, 1960, and serves the 21,000+ residents of district, which includes parts of Bensenville, Wood Dale, and Addison, Illinois. The BCPL also serves reciprocal borrowers from the SWAN Library system, as well as any visitors coming from elsewhere, both physically and virtually.

The Bensenville Community Public Library is a library district established under the Public Library District Act, 75 ILCS 16. We are overseen by a 7-member Board of Trustees who are elected by residents of the taxing district in 6-year terms.

We are required to report to and be answerable to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian Alexi Giannoulas, Director of the State Library, and various other staff.

BENSENVILLE COMMUNITY PUBLIC LIBRARY WEBSITE

<https://benlib.org>

OUR MISSION

The Bensenville Community Public Library District strives to create a welcoming and dynamic space for our community to connect, explore, share, and learn across a lifetime.

To learn more about the BCPL's philosophy of service, please visit <https://benlib.org/vision-and-mission-statement/>

BENSENVILLE COMMUNITY PUBLIC LIBRARY OFFICE

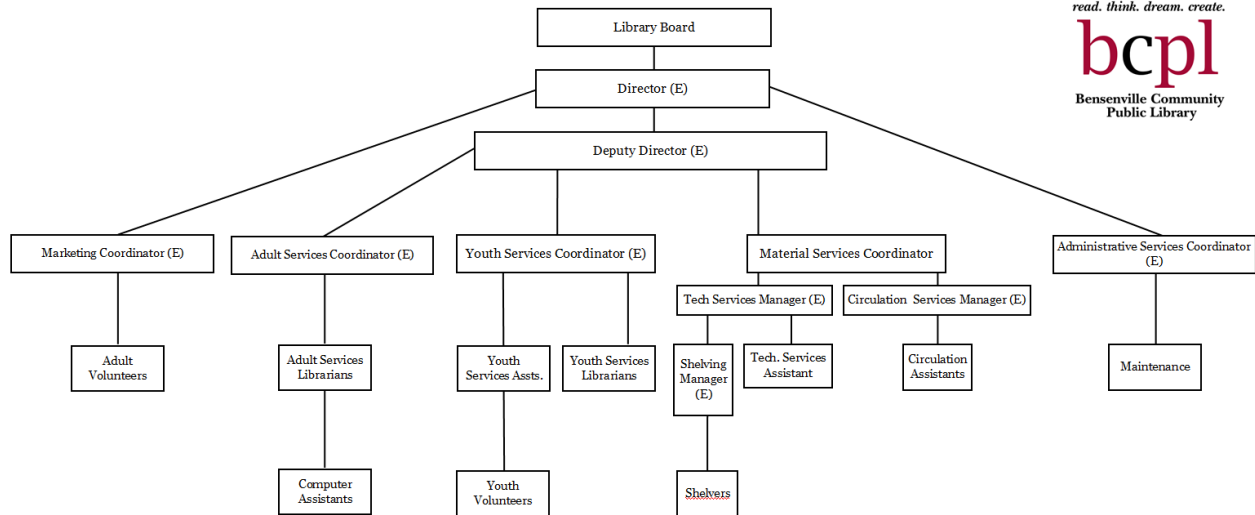
The administrative office of the Bensenville Community Public Library is located within Library building at 200 S. Church Rd. Bensenville, IL 60106. This is Library's only branch.

OPERATING BUDGET

The fiscal year budget for 2023-2024 is \$2,125,575.00. The most current Budget is available on the Library's website as well as in person at the Library's administration office along with other budget/appropriation/levy-related documents.

BENSENVILLE COMMUNITY PUBLIC LIBRARY STAFF

When fully staffed, the library employs 16 full time employees and 17 part time employees. Library departments and their staff are included in the organizational chart below.



BENSENVILLE COMMUNITY PUBLIC LIBRARY BOARD OF TRUSTEES

The BCPL is governed by an appointed, unpaid, seven-member Board of Library Trustees. Trustees are elected by residents of the Library District. Current Trustees are:

- President: Linda Weiss (lweiss@benlib.org)
- Vice-President: Tina Lux (tlux@benlib.org)
- Treasurer: Susan Earley (searley@benlib.org)
- Secretary: Mandi Zalewski (mzalewski@benlib.org)
- Trustee: Michele Janovsky (mjanovsky@benlib.org)
- Trustee: Dr. Consuelo Cabral-Marquez (ccabralmarquez@benlib.org)
- Trustee: Amy Labickas (alabickas@benlib.org)

Open meetings are held on the fourth Monday of each month at 7 PM, with the exception of the May and December meetings, which are held on the third Monday. Meetings take place in the Library Conference Room and members of the public are welcome to attend.

COMMITTEE MEMBERSHIP

All Library Trustees are seated on all Committees (Committee of the Whole)

FREEDOM OF INFORMATION ACT

The Bensenville Community Public Library adheres to the Freedom of Information Act, 5 ILCS 140/1 et. Seq., which is the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make available for inspection or copying all public records to any person.

BENSENVILLE COMMUNITY PUBLIC LIBRARY DISTRICT FOIA OFFICER

Library Director: Chris Sloan (csloan@benlib.org)

FILING A FOIA REQUEST

A request for records must be made in writing and can be submitted to the attention of the FOIA officer in the following ways:

- **Mail**
Attn: FOIA Officer
200 S. Church Rd.
Bensenville, IL 60106
- **Email**
csloan@benlib.org
- **Personal delivery**
During regular business hours of the Bensenville Community Public Library

FREEDOM OF INFORMATION ACT REQUEST FEES

Digital copies shareable via electronic means are provided free of charge.

The charge for copies of the records will be as follows:

- 1) First 50 pages black and white, letter size: Free
- 2) 10 cents per page for black and white, letter size, after 50 pages
- 3) 50 cents per page for color or oversized copies or electronic media
- 4) Reproduction saved to other media: actual cost of the recording media (flash drive, etc.) to which the information will be saved

RESPONSES TO REQUESTS FOR RECORDS

Responses to commercial requests can be expected within 21 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

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Responses for non-commercial requests can be expected within 5 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

PROCEDURE FOR APPEALING A DENIAL

If your request for information is denied, or denied in part, you have the right to have your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

*Leah Bartelt, Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, IL 62701
public.access@ilag.gov
877-299-3642*

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and the denial letter when filing a Request for Review with the PAC.

RECORDS IMMEDIATELY AVAILABLE UPON REQUEST

The records listed below are available immediately via our website.

Records	URL	Time Frame
Meeting Minutes	https://benlib.org/board-minutes/	January 2014 to the present
Meeting Agendas	https://benlib.org/board-agenda/	April 2015 to the present
Annual Audit Reports	https://benlib.org/wp-content/uploads/2024/04/2022-2023-BCPL-Audit.pdf	Most Recent
Salary and Benefit Information (Public Act 97-0609)	https://benlib.org/wp-content/uploads/2024/04/2023-2024-BCPL-Compensation-List.pdf	Current Fiscal Year

Budget and Appropriations	https://benlib.org/wp-content/uploads/2023/06/BCPL-AMEND-BUDGET-RESOLUTION-1017-23.pdf	Current Fiscal Year
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BENSENVILLE COMMUNITY PUBLIC LIBRARY DISTRICT RECORD RETENTION SCHEDULE

The Bensenville Community Public Library is required to manage, maintain, and dispose of records according to the rules and guidelines governed by the State of Illinois. The Library is committed to effective records management, which includes meeting legal requirements for records retention and privacy protection, optimizing the use of space, minimizing the cost of record retention, and properly destroying outdated records. This policy will apply to all records, regardless of whether the records are in hard (paper) copy, electronic copy, or in some other format.