

HILLSIDE PUBLIC LIBRARY
FREEDOM OF INFORMATION GUIDELINES

I. A brief description of the 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 05-06 is approximately \$687,311.00. Funding sources include property and personal property replacement taxes, state and federal grants, fines, charges and donations.

Tax levies include:

- 1. Corporate purposes (for general operating expenditures)
- 2. IMRF (for employee's retirement and related expenses)
- 3. Social Security (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 is located at:
405 N. Hillside Avenue
Hillside, IL 60162

E. The library employs the following number of persons:

- 1. 4 full-time
- 2. 14 part-time (approximately)

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

The Hillside Public Library, Board of Library Trustees
which meets monthly on the 3rd Wednesday of each month, at 7:00 PM in the board room of the library on the lower level.

Its members are:

- Mary Wajda, President
- Janice Stachyra, Vice-President
- Gloria Whitaker, Secretary
- William Scheib, Treasurer
- Donna Kassar, Trustee
- Lucy Smith, Trustee
- William Spain, Trustee

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

The Illinois State Library, Springfield, IL.

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

- II. You may request the information and the records available to the public in the following manner:
- A. Use request forms. (attached)
 - B. Your request should be directed to the Library Director.
 - C. You must specify the records requested to be disclosed for inspection or to be copied.
 - D. To reimburse the library for actual costs for reproducing the records, you will be charged the following fee: .05 per page for employee copied records.
 - E. The library will respond to a written request within seven (7) working days or sooner if possible. An extension of an additional seven (7) working days may be necessary to properly respond.
 - F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - G. You may appeal the decision of the Library Director to the Board of Library Trustees.
 - H. The place and times where the records will be available are as follows:

The Hillside Public Library
405 N. Hillside Avenue
Hillside, IL 60162

Business hours, 10:00am – 5:00 pm
Monday – Friday only.
Appointments will be made for alternate times.

- III. Certain types of information maintained by the library are exempt from inspection and copying. However, the following types or categories of records are maintained under the 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 Board of Library Trustees
 - H. Library policies, including Materials Selection
 - I. Annual reports to the Illinois State Library

**HILLSIDE PUBLIC LIBRARY
WRITTEN REQUEST FOR
INSPECTION OR COPYING OF PUBLIC RECORDS**

- 1. Name of person making request:**

- 2. Address of person making request:**

- 3. Telephone number of person making request:**

- 4. Date of request:**

Describe in detail below the public records you are requesting and state whether you wish to inspect and/or copy such records.

The Hillside Public Library will respond to the above request within seven (7) working days from the above date unless one or more of the seven (7) reasons for an extension of time provided for in Section 3(d) of the Freedom of Information Act are invoked by the Library.

Signature of person making request

**EMPLOYEE MEMORANDUM
REGARDING ORAL REQUEST FOR RECORDS**

On the ____ day of _____, 20____, at the hour of _____AM/PM, the following individual(s) appeared in person at the library and asked to inspect the following records:

Individual(s) making the request:

Records sought to be inspected:

The above records were presented to such individual(s) for inspection at _____AM/PM, on the _____ day of _____, 20____ except for:
(here insert any records not presented)

The reason(s) for not providing the above records (or portion of records) was:

Of the records requested, copies of the below records were provided to or made by the individual(s) making the request:

**Date and Time of
Memorandum:** _____

**Signature of
Employee:** _____

**Title of
Employee:** _____

Witness: _____

Reasons for Extending Time for Disclosure

- _____ **The requested records are stored in another location.**
- _____ **The request requires the collection of a large number of records.**
- _____ **The request is categorical in nature and requires an extensive search.**
- _____ **We have failed to locate the requested records in our initial attempt and the search is continuing.**
- _____ **The requested records require examination by a competent person in order to determine which, if any, are exempt under Section 7 of the Act.**
- _____ **It would unduly burden or interfere with the operations of the library to fill the request within the initial 7 working days.**
- _____ **There is a need for consultation with another public body which has a substantial interest in the determination or in the subject matter of the request.**