



HILLSIDE PUBLIC LIBRARY



making connections



FREEDOM OF INFORMATION ACT GUIDE

UPDATED APRIL 19, 2024
FOR THE FISCAL YEAR 2024-2025

Posted in compliance with
5 ILCS 140/4

Freedom of Information Act Guide

About the Hillside Public Library

The Hillside Public Library (HPL) serves a community of 8,320 residents, reciprocal borrowers from the SWAN Library consortium, and any and all visitors who pass through the Library's doors. Our motto is "Making Connections."

The Hillside Public Library is a village library established under the Illinois Local Library Act, 75 ILCS 5. Its seven-member Board of Trustees is elected to six-year terms.

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

Our Mission

We provide an inclusive space for community growth and connection, accessing resources, and building a strong, diverse community.

Our Vision

Explore, Connect, Grow

Hillside Public Library's Website

www.hillsidelibrary.org

Operating Budget

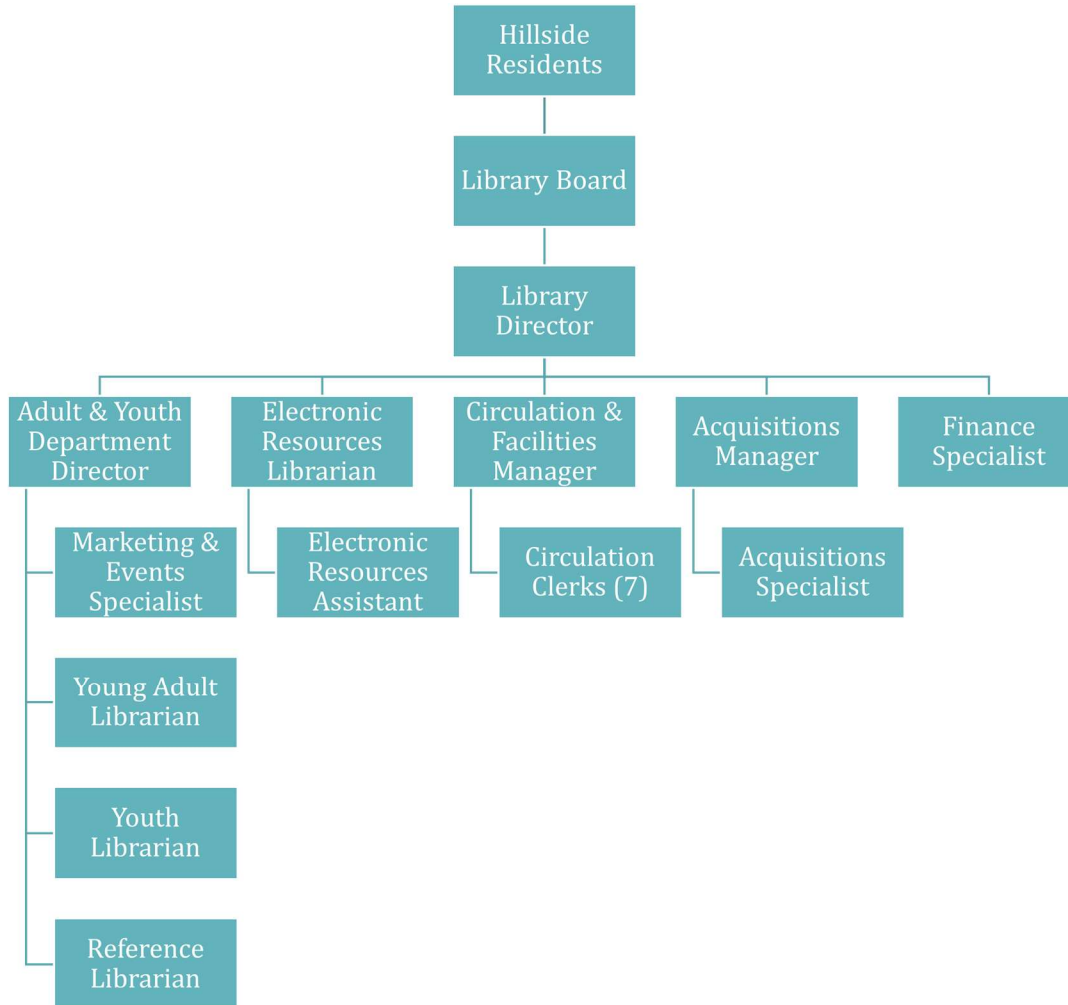
The 2024-2025 fiscal year budget is \$1,822,933.00. Budget documents, the most current Budget & Appropriation Resolution and Levy Resolution are available on the Library's website.

Hillside Public Library Office

The Hillside Public Library's administrative office is located at 405 N. Hillside Avenue, Hillside, IL, 60162. The Library has only one branch and does not own any additional facility or property.

Staff

When fully staffed, the Library employs four full-time and 15 part-time employees. The organizational chart below includes library departments and their staff.



Hillside Public Library Board of Trustees

The Library is governed by an elected, unpaid, seven-member Board of Library Trustees. Trustees are elected for six-year staggered terms. Current Board Members and their terms are included below. Trustees may be contacted at 708-449-7510, libraryboard@hillsidelibrary.org, or at the Library's general mailing address.

| | |
|-----------------|--------------------------|
| President: | Maureen Sypkens (2025) |
| Vice President: | Shirley Wachowski (2027) |
| Treasurer: | Bill Spain (2027) |
| Secretary: | Donna Kassar (2029) |

Trustee: Sandra Barge (2029)
Trustee: Geneva Allen (2027)
Trustee: Yolanda Bindert (2025)

Open meetings are held on the third Wednesday of each month at 7:00 P.M., January through November. Meetings are held in the Lower Level Meeting Room at the Library's principal address.

Committee Membership

The Library has two standing committees and one special committee whose membership is as follows:

Standing Committee on Finance
Bill Spain, Chair
Maureen Sypkens, Member
Donna Kassar, Member

Standing Committee on Facilities
Maureen Sypkens, Chair
Sandra Barge, Member
Geneva Allen, Member
Bill Spain, Member

Special Committee on Personnel
Shirley Wachowski, Chair
Sandra Barge, Member
Geneva Allen, Member
Donna Kassar, Member

Freedom of Information Act

The Hillside Public Library adheres to the Freedom of Information Act, 5 ILCS 140/1 et seq., the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make all public records available for inspection or copying to any person, with limited exceptions.

FOIA Officer

Library Director: Amy Franco (foia@hillsidepubliclibrary.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. A copy of the Hillside Public Library's full FOIA policy is included as an addendum to this policy and is available on the Library's website.

Fees

Digital copies shareable via electronic means will be provided free of charge.

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

1. First 50 pages of 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
4. Reproduction saved to other media: actual cost of the recording media to which the information will be saved

Responses to Requests for Records

Responses to all requests can be expected within the time frame specified in the Act. If an extension is required, the FOIA officer from the Library will contact the requestor in writing.

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 may 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 Illinois 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 the 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 on our website.

- Open meeting agendas and minutes, 2012-present
- Annual financial report, most recent
- Salary and benefit information (PA 97-0609), current fiscal year
- Budget and appropriation, current fiscal year
- Levy resolution, current fiscal year
- Library policies, current

Record Retention Schedule

The Hillside Public Library adheres to the guidance for retaining business records set out by the Local Records Commission through the State of Illinois.

HILLSIDE PUBLIC LIBRARY
Freedom of Information Act (FOIA) Request Policy

The purpose of the Illinois Freedom of Information Act (5 ILCS 140) is to ensure that residents have access to information based on the assumption that all public records are open to inspection and copying. Below are the guidelines to follow when requesting records from the Hillside Public Library under the Act.

Making a FOIA Request

Requests for public records shall be in writing and addressed to the Library's Freedom of Information Act Officer. Applicants shall provide the following information:

- The requester's full name, address, phone number, and email address.
- A description of the records sought, being as specific as possible.
- A statement as to whether the request is for inspection of public records, copies of public records, or both.
- A statement of purpose, indicating whether the requester intends to use the records, or the information derived from those records, for sale, resale, solicitation, or advertisement for sales or services.
- A statement as to whether the requester is, or represents, news media or a nonprofit, scientific, or academic organization.
- A statement as to whether the records need to be certified.

Requests for public records shall be submitted to:

Amy Franco
Freedom of Information Act Officer
Hillside Public Library
405 N. Hillside Ave
Hillside, IL 60162
foia@hillsidelibrary.org

Requests for public documents are fulfilled under the guidelines of the Illinois Freedom of Information Act. Requestors will be contacted within the time allotted by law with a response to their requests. At that time requesters will be notified of any fees associated with their request.

Please note that in compliance with Illinois Public Act 97-0609 disclosure of total compensation, salary and benefit information is available from the library's business office.

Approved by the Board of Trustees
March 15, 2023