

# **FREEDOM OF INFORMATION ACT GUIDE**



**UPDATED JUNE 18, 2026  
POSTED IN COMPLIANCE  
WITH 5 ILCS 140/4**

# Freedom of Information Act Guide

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## About the Des Plaines Public Library

The Des Plaines Public Library was founded in 1907, and today is a semi-autonomous component unit of the City of Des Plaines serving over 60,000 residents. The library's 9-member Board of Trustees is appointed by the mayor and approved by city council.

The Des Plaines Public Library has over 300,000 physical items and dozens of digital online resources. It shares its collections with the CCS library consortium containing approximately 30 other libraries in northern Illinois. This partnership allows Des Plaines residents to have access to millions of different materials. It also hosts over one thousand separate events every year.

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## Our Mission

Our mission is to be a catalyst, advocate and place to advance the vision and ideals of our community.

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## Our Key Beliefs

We believe:

- That a free public library is essential to the public good.
- That all library users are entitled to the highest level of service.
- That all library users have the right to privacy, confidentiality, and intellectual freedom.

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## Des Plaines Public Library's Website

[WWW.DPPL.ORG](http://WWW.DPPL.ORG)

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## Operating Budget

The most recent operating budget is \$8,341,298. Budget documents and all related financial information are available on the Library's website.

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## Des Plaines Public Library Office

The Des Plaines Public Library's administrative office is located in the library on the second floor. The library building at 1501 Ellinwood is owned by the city of Des Plaines, and there are no branch locations.



Updated 5.01.24  
Lauren Wolf, HR

The Library currently employs 96 employees, 43 full-time and 53 part-time.

The organizational chart to the left includes library departments and their staff.

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## Des Plaines Public Library Board of Trustees

President:	Dr. Gregory Sarlo
Vice President:	Kristen Graack
Treasurer:	Lisa DuBrock
Secretary:	Rachel Rice
Trustee:	Nicholas Harkovich
Trustee:	Michelle Shimon-Hutchison
Trustee:	Christine Halblander
Trustee:	Megan Williams
Trustee:	Robert Flinn

Open meetings are held on the third Thursday of each month at 7:00 P.M in Room B on the first floor of the library.

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## Committee Membership

The Library Board has Committees as follows:

### EXECUTIVE COMMITTEE

Gregory Sarlo  
Lisa Dubrock  
Kristen Graack

### BUILDING AND GROUNDS

Nicholas Harkovich  
Michelle Shimon-Hutchison  
Christine Halblander

### FINANCE

Lisa DuBrock  
Christine Halblander  
Michelle Shimon-Hutchison

### MANAGEMENT

Kristen Graack  
Lisa DuBrock  
Rachel Rice

### PLANNING

Rachel Rice  
Robert Flinn  
Megan Williams

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## Freedom of Information Act

The Des Plaines 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 public records available for inspection or copying to any person, with limited exceptions.

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## FOIA Officers

Library Director: Laurie Papadourakis, lpapadourakis@dppl.org

Assistant Director: Joanie Sebastian, jsebastian@dppl.org

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## Filing a FOIA Request

A request for records may be made in writing and be submitted to the attention of the FOIA officer, via mail or via email to FOIA@dppl.org. A copy of the Des Plaines Public Library's full FOIA policy is included as an addendum to this policy and is available on the Library's website.

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## 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
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## 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.

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## 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 2<sup>nd</sup> 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.

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### **Records Immediately Available Upon Request**

Numerous records including recent agendas, minutes, and financial reports can be found on our website at <https://www.dppl.org/about/board-of-trustees>

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### **Record Retention Schedule**

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