

FREEDOM OF INFORMATION ACT GUIDE



**UPDATED MAY 3, 2024
POSTED IN COMPLIANCE WITH
5 ILCS 140/4**

Freedom of Information Act Guide

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. Des Plaines Public Library was named a 5-star library by the Library Journal publication, the highest rating.

Our Mission

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

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.

Des Plaines Public Library's Website

WWW.DPPL.ORG

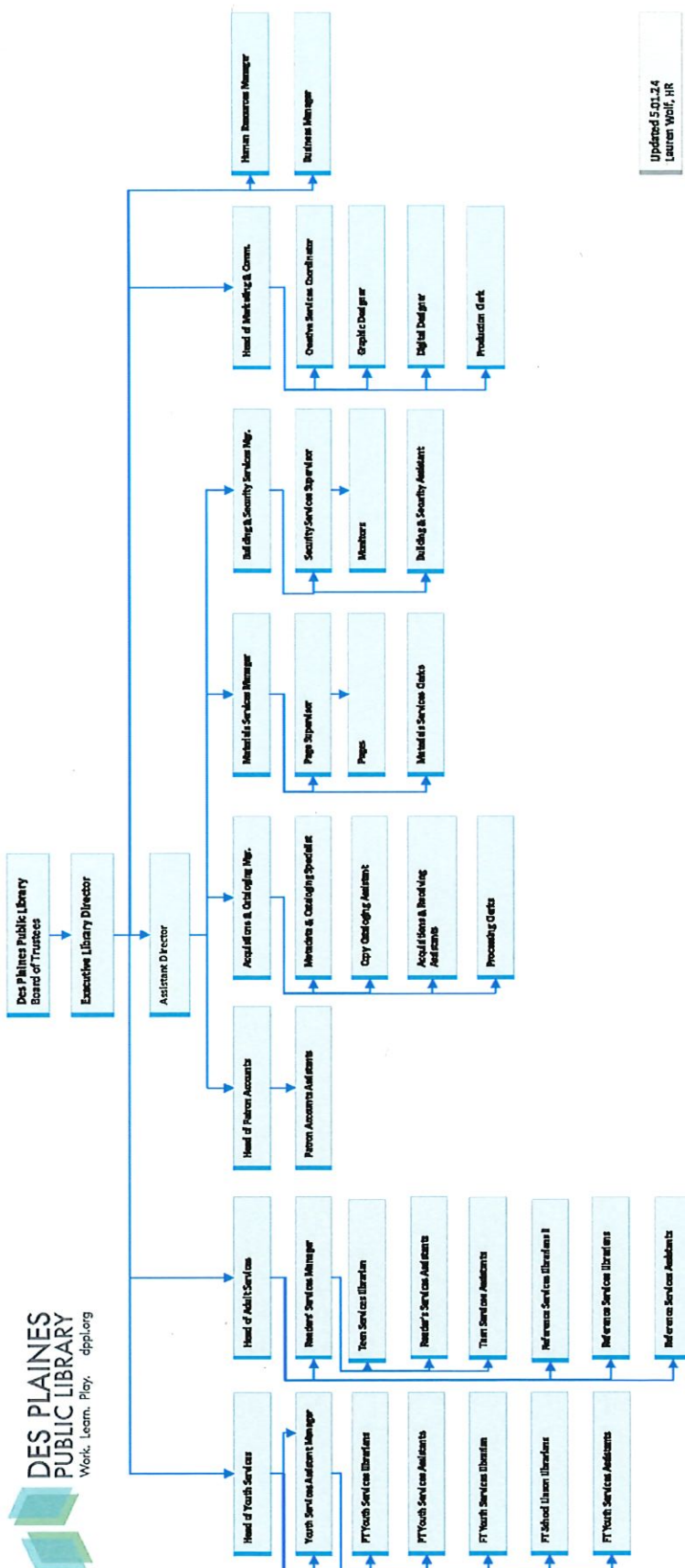
Operating Budget

The most recent budget is \$9,465,01100. Budget documents and all related financial information are available on the Library's website.

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.

Staff



Updated 5.01.24
Lauren Wolf, HR

The Library currently employs 90 employees, 42 full-time and 48 part-time.

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

Des Plaines Public Library Board of Trustees

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

Committee Membership

The Library has committees as follows:

EXECUTIVE COMMITTEE

Gregory Sarlo
Kristen Graack
Denise Hudec

BUILDING AND GROUNDS

Nickolas Harkovich
Michelle Shimon-Hutchison
Lisa DuBrock

FINANCE

Denise Hudec
Lisa DuBrock
Michelle Shimon-Hutchison

MANAGEMENT

Kristen Graack
Christine Halblander
Denise Hudec

PLANNING

Lisa DuBrock
Christine Halblander
Michelle Shimon-Hutchison

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.

FOIA Officers

Library Director: Jo Bonell, jbonell@dppl.org

Assistant Director: Laurie Papadourakis, lpapadourakis@dppl.org

Filing a FOIA Request

A request for records may be made in writing and be submitted to the attention of the FOIA officer. 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.

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

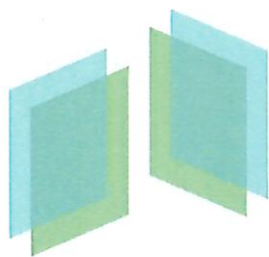
calendar days of the date of the denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and the denial letter when filing a Request for Review with the PAC.

Records Immediately Available Upon Request

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

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.



DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street • Des Plaines, IL 60016

FREEDOM OF INFORMATION REQUEST

Date Requested: _____

Name of Requester: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

The records requested are to be used for commercial purposes: Yes ☐ No ☐

Note: It is a violation of the Freedom of Information Act to knowingly obtain a public record for commercial purposes without disclosing that it is for a commercial purpose.

I hereby request the following records: (Use reverse side if necessary, or attach separate sheet.)

Check which of the following apply:

☐

I will inspect these records at the Des Plaines Public Library.

☐

I request copies of the following records.

☐

Please certify the following documents per fee schedule.

Requests can be submitted to: foia@dppl.org

----- OFFICE USE ONLY -----

Date received: _____ Date Response due: (if no extension): _____

Date due: (if extension): _____

Date Request filled: _____ Request filled by: _____

DES PLAINES PUBLIC LIBRARY – FREEDOM OF INFORMATION ACT

Note to Requestor: This form is designed to provide you with helpful guidance on how to submit a FOIA request to the Des Plaines Public Library. You do not need to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your files.

Any person requesting records of the Des Plaines Public Library may make such a written request either by mail, personal delivery or email to:

Address: Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, IL 60016-4554

Email: foia@dppl.org

Fees:

- The first 50 pages of black and white letter or legal sized copies – no charge
- Additional pages \$.15 per page
- Color pages will be charged for actual cost of reproduction
- Certification fee is \$1.00
- If electronic format is requested, fee will be charged only for cost of the medium e.g. disc, diskette, etc.

“Request for Production of Records” Form may be used but is not required. May obtain from Administration.