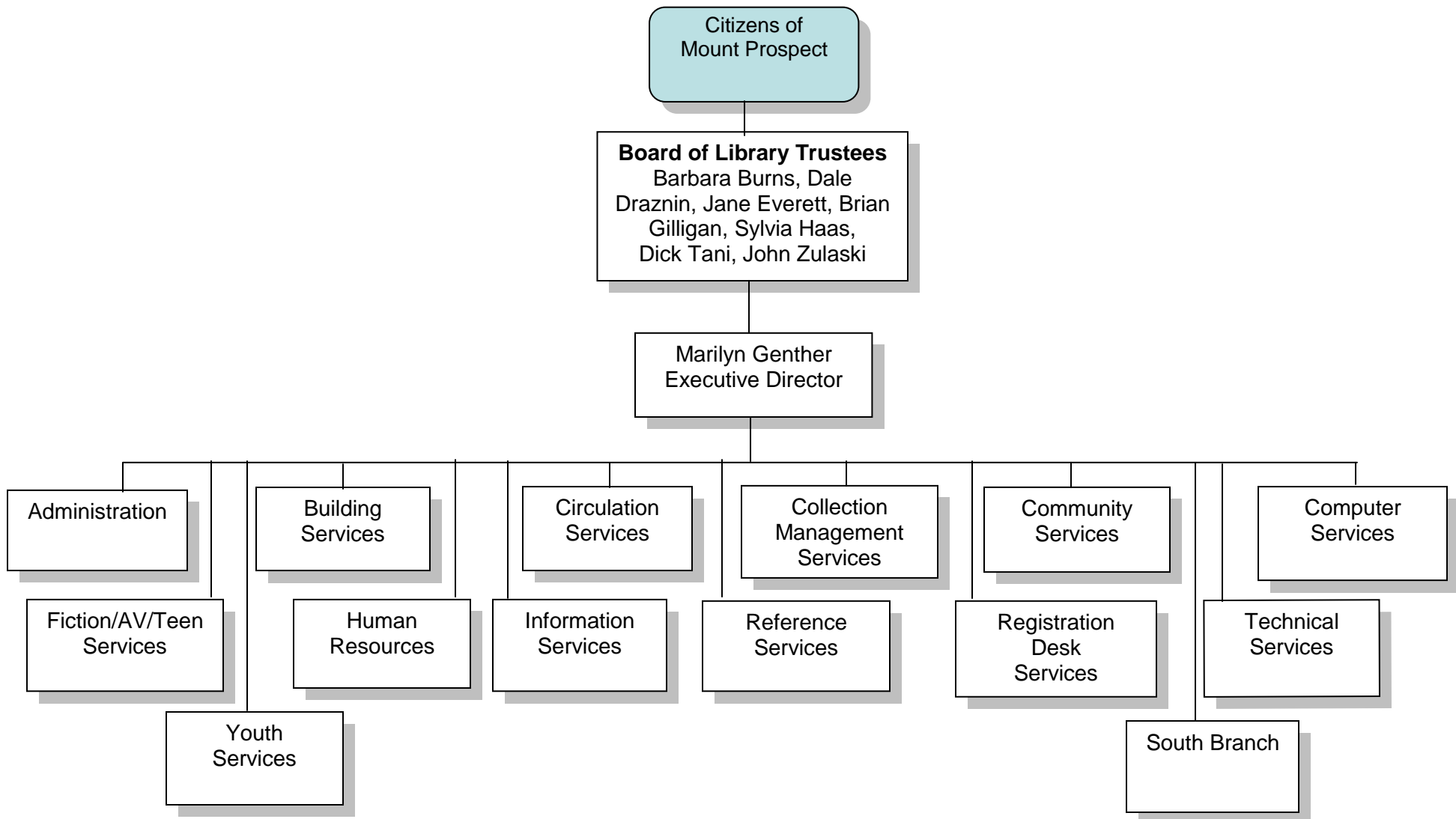


Mount Prospect Public Library – Organizational Chart



Mount Prospect Public Library – Freedom of Information

Any person requesting records of the Mount Prospect Public Library may make such a written request either by mail, personal delivery, fax, email or other means to the attention of Marilyn Genter, Executive Director. Requests will be directed to Cathy Deane, Deputy Director for Public Service if Executive Director is unavailable.

Address: Mount Prospect Public Library, 10 S. Emerson Street, Mount Prospect, Illinois 60056

Email: foia@mppl.org

FAX: 847-253-5977

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.

FOIA OFFICE – one of the responsibilities of the Executive Director, Administration Department.

Purpose: To receive FOIA requests and to send responses in compliance with FOIA.

FOIA Officer – Marilyn Genter, Executive Director

Budget: No specific budget assigned.

Number of employees: Not exclusive responsibility of any single employee. Requests will be processed by Executive Director with assistance by designated management staff and administrative assistants as appropriate and needed.

Effective 01/01/2010; Updated 05/20/2011 – Admin. Modifications

Mount Prospect Public Library
Freedom of Information Act

Documents for Public Viewing

Certain types of documents maintained by the Mount Prospect Public Library are exempt from inspection and copying. However, the following types or categories of records are maintained and available for public viewing:

1. Monthly Financial Statements
2. Resolutions and Proclamations
3. Operating Budgets
4. Annual Financial Audits
5. Library Policies
6. Minutes of the Library Board of Library Trustees board and committee meetings that have been approved and released.

Freedom of Information
Request for Production of Records

To: Marilyn Genter
Executive Director
Mount Prospect Public Library
10 South Emerson Street
Mount Prospect, IL 60056

Date: _____

I hereby request production of the following records: (Describe using reverse side if necessary, or attach separate sheet.)

Check which of the following apply:

_____ I will inspect these records at the Mount Prospect Public Library.

_____ I request copies of the following records, and agree to pay per fee schedule.

_____ Please certify the following documents per fee schedule.

The records requested are to be used for commercial purposes: ___ yes ___ no

Name: _____

Address: _____

Phone: (work): _____

(home): _____

(cell): _____

Representing: _____
