



## FREEDOM OF INFORMATION ACT GUIDE

UPDATED MAY 2, 2024  
FOR THE FISCAL YEAR 2023-2024

Posted in compliance with  
5 ILCS 140/4

# Freedom of Information Act Guide

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## About the Wauconda Area Public Library District

The Wauconda Area Public Library District (WAPL) serves a community of 28,941 residents, reciprocal borrowers, and any and all visitors who pass through the Library's doors.

The Wauconda Area Public Library District is a District Library established under the Illinois Local Library Act, 75 ILCS 5. Its seven-member Board of Trustees is elected to four year terms.

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

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## Our Mission

The purpose of the Wauconda Area Library is to provide and promote a variety of library resources and services in response to the informational, educational, cultural, and recreational needs of both the residential and business communities. In order to ensure the highest quality in achieving this purpose, the Library will utilize current technology and a courteous, well-trained staff. The Library will provide a comfortable, attractive environment, easy access to its resources, and will actively promote its presence and services, encouraging input from the community and measuring performance at regular intervals.

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## Wauconda Area Public Library District's Website

[www.wauclib.org/](http://www.wauclib.org/)

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## Operating Budget

The 2023-2024 Operating Budget is \$4,234,954. Budget documents, the most current Budget & Appropriation Resolution and Levy Resolution are available on the Library's website.

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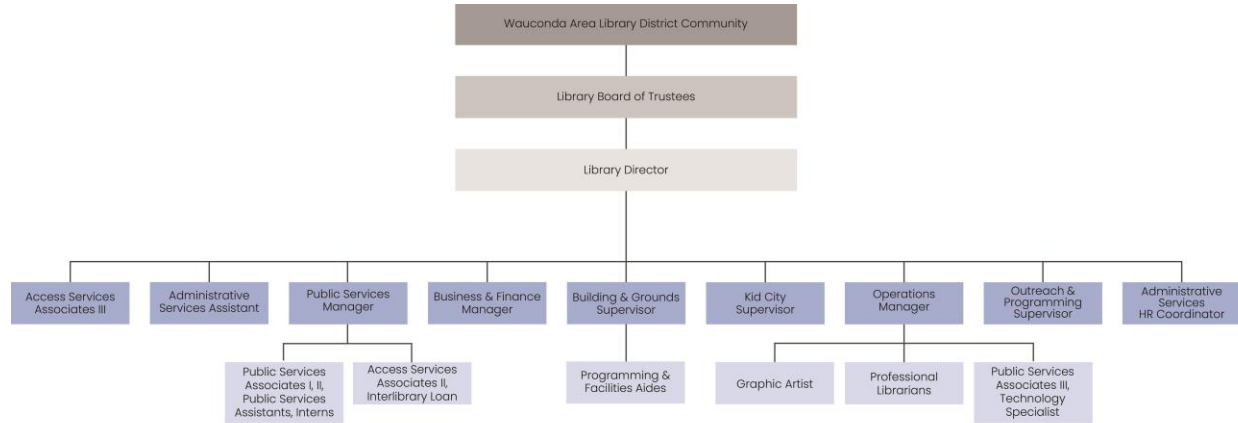
## Wauconda Area Public Library Office

The Library's administrative office is located at 801 N. Main St., Wauconda, IL 60084. The Library has only one branch and does not own any additional facility or property.

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## Staff

As of May 2024, the Library employs 18 full-time and 26 part-time employees. The organizational chart below includes library departments and their staff.



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## Wauconda Area Public Library District Board of Trustees

The Library is governed by an elected, unpaid, seven-member Board of Library Trustees. Trustees are elected for four-year staggered terms. Current Board Members and their terms are included below. Trustees may be contacted at their individual email addresses on the Library's website, or at the Library's general mailing address.

President:	Thea Morris (2025)
Vice President:	Sherri Sorensen (2025)
Treasurer:	Mike Pate (2027)
Secretary:	Marci Suelzer (2027)
Trustee:	William Pankey (2025)
Trustee:	Kate Schraml (2025)
Trustee:	Lauren Shaw (2027)

Open meetings are held on the second Monday of each month at 7:00 P.M. Meetings are held in the Storytime Room at the Library's principal address.

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## Committee Membership

The Library has two standing committees whose membership is as follows:

### Personnel & Salary Committee

William Pankey, Chair

Mike Pate

Sherri Sorensen

Thea Morris (ex officio)

### Finance Committee

Mike Pate, Chair

Lauren Shaw

Sherri Sorensen

Marci Suelzer

Thea Morris (ex officio)

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## Freedom of Information Act

The Wauconda Area Public Library District 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.

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## FOIA Officer

Operations Manager: Molly Jostock ([foia@wauclib.org](mailto:foia@wauclib.org))

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## Filing a FOIA Request

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

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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. 15 cents per page for black and white, letter size, after 50 pages

3. Colored copies or copies on paper sized other than legal or letter will be charged at the actual cost of reproduction.
4. Cost of electronic records will be charged at the actual cost of the recording medium (i.e. disks, thumbdrives, etc.).
5. Certified copies are \$1.00.

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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](mailto: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

The records listed below are available immediately on our website.

- Open meeting agendas and minutes, 2021-present
- Salary and benefit information (PA 97-0609), current fiscal year
- Budget and appropriation, current fiscal year
- Levy resolution, current fiscal year
- Library policies, current

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## Record Retention Schedule

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