

Making a Freedom of Information Act (FOIA) Request

Requests for information addressed to the FOIA Officer may be submitted by mail, fax or in person to the Administrative Office, Aurora Public Library District, 101 S. River St., Aurora IL 60506 ; or by email to foiaofficer@aurorapubliclibrary.org. You can expect a response within 5 business days or 21 days if your request is for commercial purposes.

Freedom of Information Act (FOIA) Information

The Illinois Freedom of Information Act provides that “all persons are entitled to full and complete information regarding the affairs of government and official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. Such access is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest.” 5 ILCS 140/1 Section 1. The library is committed to providing access to applicable public records under the law.

FOIA Request Procedures

- Your Freedom of Information Act request must be submitted in writing, providing contact information, a detailed account of the documents you are requesting and whether the documents are intended for commercial use. There is no requirement under the law to respond to oral requests or to provide information other than what already exists in records.
- Your request should be directed to FOIA Officer, Aurora Public Library District, 101 S. River St., Aurora IL 60506, faxed to 630-892-5648, or emailed to foiaofficer@aurorapubliclibrary.org.
- Requests for public records are fulfilled under the guidelines of the Illinois Freedom of Information Act (5 ILCS 40). Requestors will be contacted within the time allotted by law with a response to their request. At that time, the requestor will be informed of any fees associated with their request.
- Records may be inspected on-site or a copy made for the requestor. If inspected, a library employee will be present throughout the inspection.

FOIA Response Procedures

- Within 5 business days following the date of the request, the library will respond with information regarding access to the information, request an extension under the law, or deny the request in writing. If the request is for commercial purposes, the library will respond within 21 business days.
- The library is not required to copy a public record that is published on the library’s website. The library will notify you that the public record is available online and direct you to the website where the record can be reasonably accessed.
- The charge for copies of the records will be as follows: 1) First 50 pages black and white on legal or letter size will be free; 2) 10 cents per page for black and white on legal or letter size after the first 50 pages; 3) 50 cents per page for color or oversized copies or electronic media.

A Brief Description Of The Library:

- The Aurora Public Library District is a library district established under the Illinois Local Library Act, 75 ILCS 16, with a 7 member Board of Trustees elected by the residents of the district. The first election of library trustees is April 6, 2021. The library converted from a city library to a library district on July 1, 2020.
- The library's vision statement: Where Aurora comes together to discover, connect, create, and succeed.
- The library has 84 full time employees and 76 part time employees. The library's organizational chart is [here](#).
- The Administrative Office is located at 101 S. River St., Aurora IL 60506.
- The library's FOIA officers are Michaela Haberkern, Executive Director; and Mark Salem, Finance Director.
- The Aurora Public Library District Board of Trustees, which meets monthly on the fourth Wednesday of each month at 6 p.m. at the library, exercises control over the library's policies and operations.
- The library is required to report to and be answerable to the Illinois State Library, Springfield, Illinois. Its members are: State Librarian Jesse White; Director of the State Library; and various other staff.

Public Records

The types and categories of records that the library maintains includes but are not limited to:

Annual audits

Annual reports

Bids and proposals

Deeds, plans, and surveys

Operating Budgets

Revenue and expenditure reports

Union contracts

The following documents are available on the library's website:

[Board of Directors Meeting Minutes and Agendas](#)

[Board of Directors Bylaws](#)

[Board of Directors Contact Information](#)

[Library Administration and Management Contact Information](#)

[Library Budget](#)

[Library Policies](#)