# ILLINOIS FREEDOM OF INFORMATION ACT

## FOIA Information Officer

Seng Lovan, Director
Clarendon Hills Public Library
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Fax: 630-323-8189

## Fees for copies

- First 50 pages of black and white, letter or legal paper are free.
- After the first 50 pages the library charges $.10 per page.
- Colored copies and copies sized other than legal or letter size will be charged at $.50 per page.
- Cost of electronic records, e.g. disks, diskettes, tapes, etc. will have a charge of $1.00 per unit.
- Certified copies are $1.00.

## Methods for making a FOIA Request

Send your request to the FOIA Information Officer by email, fax or postal letter.
Contact information is at the top of the page.
Letters of request, addressed to the FOIA Information Officer, may also be delivered by hand to the Administrative Office Monday - Friday 9:30 am to 4:00 pm.
Your request will be responded to within five (5) business days.

## A brief description of our public body is as follows:

The library provides materials and services for the informational, educational, recreational and social needs of the community.

**Our Mission Statement:**
The Clarendon Hills Public Library provides materials and services of interest to community residents of all ages in order to promote the discovery of ideas, the joy of reading, and the power of information. Acting within our fiscal resources, the library embraces new technologies and material formats to meet the needs of our community while embodying small town charm and hospitality.

The library's budget for FY26 is $967,977.00

The library employs 4 full-time employees and 8 part time employees.

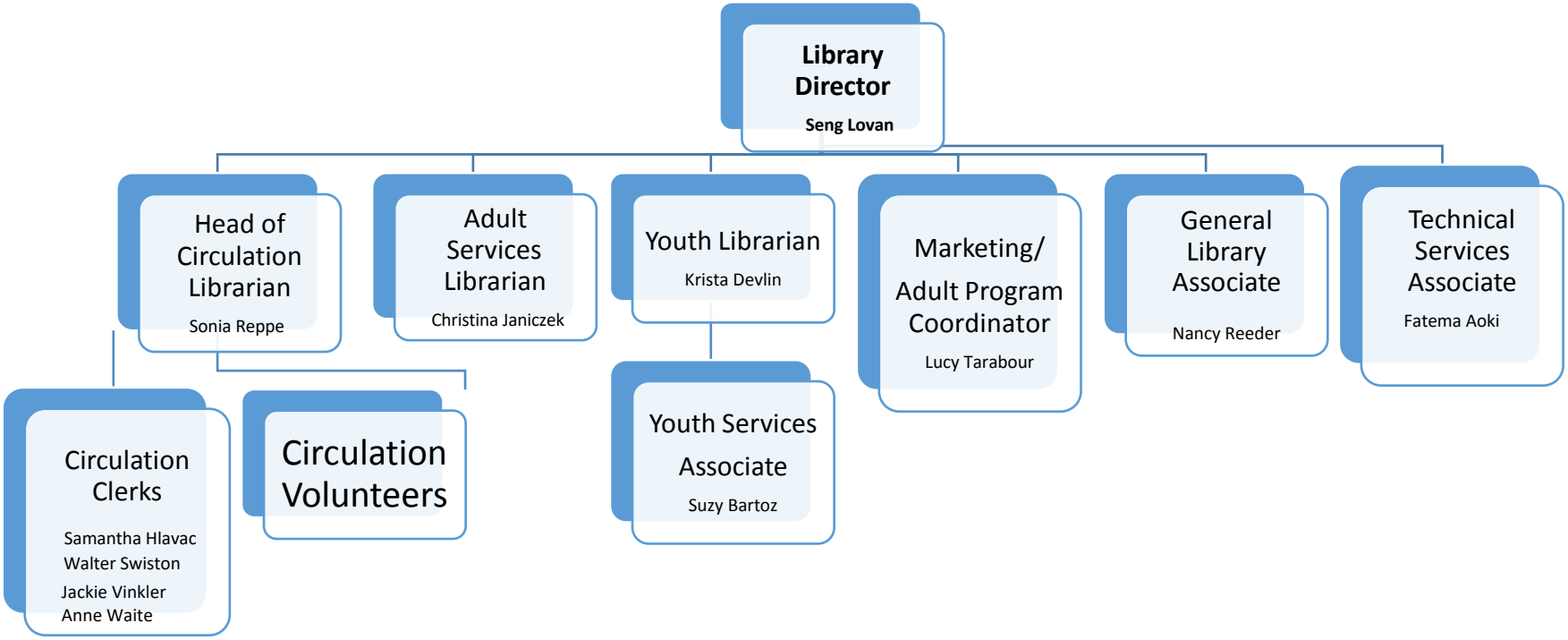
## Documents Readily Available

Board Agendas and Minutes (Board of Trustees page of library's website)
Budget (Policies and Ordinances page of library's website)
Policies (Policies and Ordinances page of library's website)

## Library Board of Trustees

- Anupam Goel, President
- Tom Koziel, Treasurer
- Vicky Lessard, Secretary
- Kathy DeAngelis
- Valli Gupta
- Biraju Patel
- Jeff Zidell

## Organizational Chart

(see next page)

# Clarendon Hills Public Library
# Staff Organizational Chart