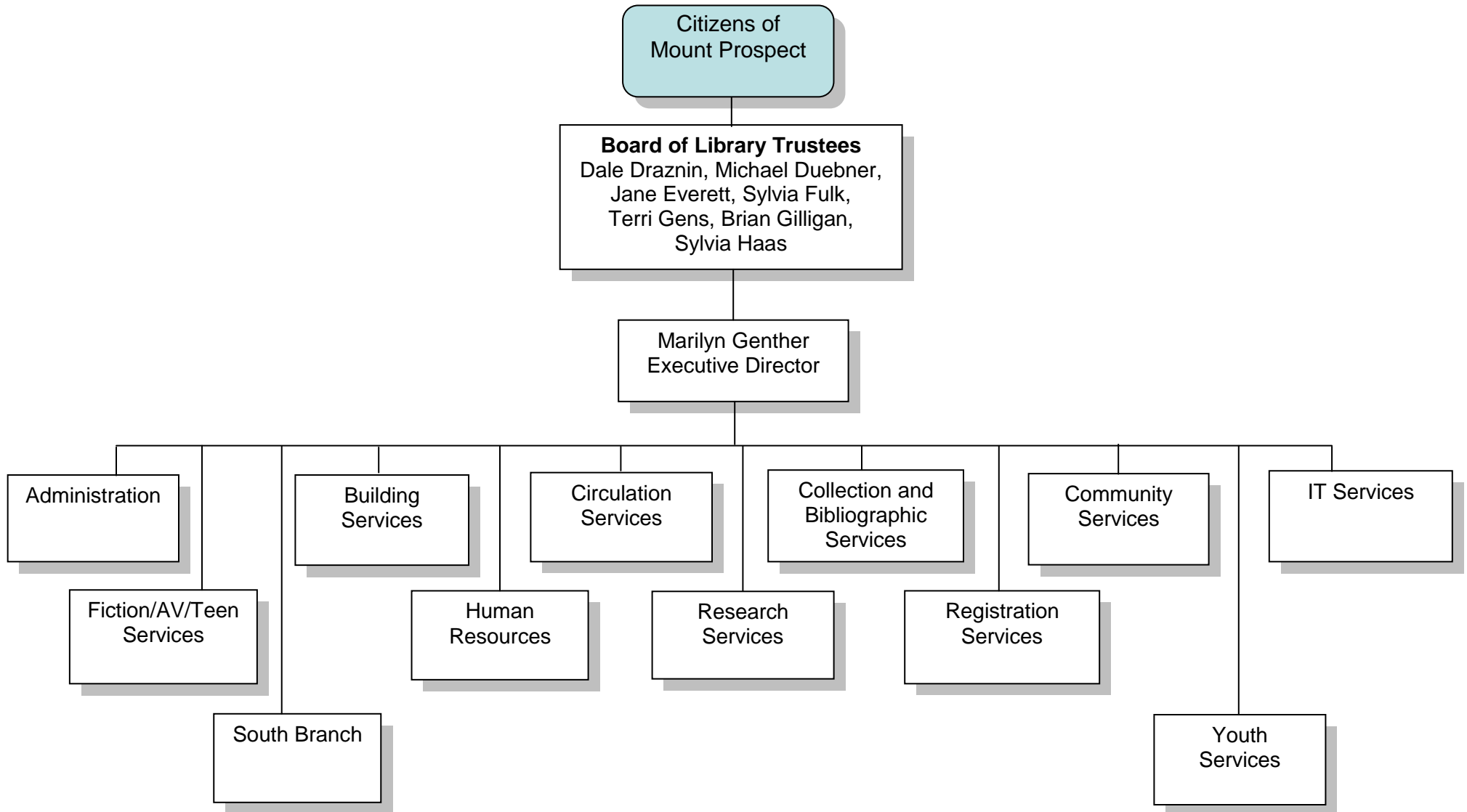


Mount Prospect Public Library – Freedom of Information Organizational Chart



**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 a member of Executive Team if Executive Director is unavailable.

Address: Mount Prospect Public Library, 10 S. Emerson Street, Mount Prospect, IL 60056
Email: foia@mppl.org
FAX: 847-253-5675

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 for only cost of the medium e.g., disc, USB flash drive, etc.

“Request for Production of Records” form may be used but is not required. May obtain form from Administration or MPPL Web site.

FOIA OFFICE – one of the responsibilities of 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.

**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.

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