

North Chicago Public Library  
North Chicago, Illinois 60064  
Board of Trustees  
Policy # 001

Illinois Freedom of Information Act (5 ILCS 140/1) Policy

Adopted: February 17, 2011

Reviewed/Revised:

1. A brief description of the North Chicago Public Library, herein referred to as "the Library" follows:

- A. The purpose of the Library is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is attached.
- C. The total amount of the Library's operating budget for FY 2009-2010 is \$644,613.00. Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees and donations. Tax levies are:
  - Corporate purposes (for general operating expenditures)
  - IMRF (for employee's retirement and related expenses)
  - Social Security (for employee's FICA costs and related expenses)
  - Audit (for annual audit and related expenses)
  - Building Sites and Maintenance (for maintaining the building and grounds)
  - Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
  - Working Cash (for internal loans {no longer levied})
  - Debt Service (for bond and interest payments {abated annually})
- D. The office is located at this address: 2100 Argonne Drive, North Chicago, Illinois 60064.
- E. We have the following number of the persons employed:
  - Full-time 5
  - Part-time 13
- F. The following organization exercises control over policies and procedures of the Library: Board of Trustees of the North Chicago Public Library, which meets monthly on the third Thursday of each month at 6:30 p.m. at the library. The members of the Board of Trustees are Minnie R. Cross, President; Cora Cunningham, Vice-President; Zera Dickerson, Secretary; Etta Clement-Robinson, Treasurer; Gloria Rice, Robert May, Vance Wyatt and Robert Runnels.
- G. The following organization operates in an advisory capacity regarding the operation of the Library: Reaching Across Illinois Library System, Burr Ridge, Illinois.
- H. The Library is required to report and be answerable for its operations to Illinois State Library, Springfield, Illinois. Its members are Jesse White, Secretary of State and State Librarian; Anne Craig, Director of the State Library; and various other staff.

II. You may request the information and the records available to the public in the following manner.

A. Direct your request to Mr. Bob Palas, FOIA Officer. You may use the attached request form.

B. Specify the records requested to be disclosed for inspection, to be copied, or to be furnished in electronic format. If you desire that any records be certified, you must specify which ones.

C. Reimburse the Library for reproducing records in excess of 50 pages and/or certifying records. For records to be copied, there is no charge for the first fifty (50) pages of "letter size" or "legal size" black-and-white copies. If you request copies in another size and/or color, you will be charged a \$1.00 per page, which is not more than the Library's actual cost for reproducing the records. If you request that records be certified, you will be charged \$1.00 per page to reimburse the Library for the actual costs for certifying the records.

III. You may request to inspect records rather than having them copied. If you wish to inspect records, an employee must be present throughout the inspection. The place and times where the records will be available are as follows: North Chicago Public Library Business Office, 2100 Argonne Drive, North Chicago, Illinois 60064, between 9:00 a.m. and 7:45 p.m. Monday through Thursday, 9:00 a.m. to 4:45pm Friday and Saturday, except holidays.

IV. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.

V. The decision of the FOIA Officer may be appealed to the Public Access Counselor.

VI. The following types of categories of records are maintained under the control of the Library.

- a. Monthly Financial Statements
- b. Annual Receipts and Disbursements Reports
- c. Budget and Appropriation Ordinances
- d. Levy Ordinances
- e. Operating Budgets
- f. Annual Audits
- g. Minutes of the Board of Library Trustees
- h. Library Policies, including Materials Selection
- i. Annual Reports to the Illinois State Library

Certain types of information maintained by the Library are exempt from inspection and copying.