Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees

Policy 4030 Illinois Freedom of Information Act (FOIA) [5 Illinois Compiled Statutes (ILCS) 140/1]

ARTICLE 1. LIBRARY DESCRIPTION

Section 1.01 Purpose

The purpose of Warren-Newport Public Library District (WNPLD) is to provide materials and services for the recreational, social, informational, and educational needs of the community.

Section 1.02 Budget and Funding

The total amount of the WNPLD operating budget for Fiscal Year 2026-2027 is $8,682,170. Funding sources are property and personal property replacement taxes, state and federal grants, fees, and donations. Tax levies are:

- Corporate purposes (for general operating expenditures)
- Illinois Municipal Retirement Fund (IMRF) (for employees' retirement and related expenses)
- Social Security (for employees' Federal Insurance Contributions Act (FICA) costs and related expenses)
- Audit (for annual audit and related expenses)
- Building and Maintenance (for maintaining the building and grounds)
- Tort Liability (for insurance premiums, risk management, attorneys' 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])

Section 1.03 Location

The office is located at this address: 224 North O'Plaine Road, Gurnee, Illinois, 60031.

Section 1.04 Employees

The following numbers of persons are employed by WNPLD. An organizational chart (Exhibit A) is attached.

- Full-time: 39
- Part-time: 41

Section 1.05 Responsibility

The Board of Trustees of the WNPLD exercises control over the policies and procedures of the Library District. The members of the Board of Trustees are George Kotsinis, President; Celeste Flores, Vice President; Kerry Eagar, Secretary; Wendy Hamilton, Treasurer; Lauren Bugner, Caroline Costa Beadle, and Bonnie Sutton.

Section 1.06 Meeting Schedule

The Board usually meets twice each month at the Library at 7:00 p.m.

- Committee of the Whole on the first Tuesday, and
- Regular Board Meeting on the third Tuesday.

WNPLD does not schedule Regular or Special meetings on election days.

Section 1.07 State Affiliations and Reporting

WNPLD is a member of Reaching Across Illinois Library System (RAILS) in Burr Ridge, Illinois, which serves its members in an advisory and support capacity. The Executive Director of RAILS is Monica Harris.

WNPLD is required to report and be answerable for its operations to the Illinois State Library, Springfield, Illinois. Secretary of State Alexi Giannoulias is the State Librarian.

ARTICLE 2. FREEDOM OF INFORMATION ACT REQUESTS

Section 2.01 Requests for Copies

Information and records available to the public may be requested in the following manner:

1. Direct the request to Ryan Livergood, FOIA Officer.
2. Electronic requests must appear entirely within the body of the email or electronic submission. Public bodies are not required to open attachments or hyperlinks. Electronic requests can be submitted via email to FOIA@wnpl.info
3. Information and records may be requested in person. For convenience, the attached form (Exhibit B) can be used.
4. If FOIA officer believes an electronic request was not submitted by a real person, it may require the requester to verify orally or in writing within 30 days. The response deadline pauses until verification occurs.
5. Specify the records requested to be disclosed for inspection, to be copied, or to be furnished in electronic format. Specify which, if any, records should be certified.
6. Reimburse WNPLD for the cost of reproducing records in excess of fifty (50) pages and/or for certifying records. There is no charge for the first fifty (50) pages copied in “letter size” or “legal size” black-and-white format. Charges for copies in another size and/or in color are $1.00 per page, which is not more than the Library District’s actual cost for reproducing the records. Charges for certified records are $1.00 per page to reimburse WNPLD for the actual costs for certifying the records.

Section 2.02 Inspection of Records

Records may be inspected rather than copied. An employee must be present throughout the inspection. Records are available at: Warren-Newport Public Library, Administration Office, 224 North O’Plaine Road, Gurnee, Illinois, between 10:00 a.m. and 4:30 p.m. Monday through Friday, except holidays.

Section 2.03 Response Time

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. If the requester fails to verify that they is a person within 30 days after the initial request, the public body may deny the request.

Section 2.04 Appeal

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

Section 2.05 Types of Records

The following types or categories of records are maintained under the control of the WNPLD:

- Monthly Financial Statements
- Annual Receipts and Disbursements Reports
- Budget and Appropriation Ordinances
- Levy Ordinances
- Operating Budgets
- Annual Audits
- Minutes of Meetings of the Board of Library Trustees
- Library Policies, including Materials Selection
- Annual Reports to the Illinois State Library

Section 2.06 Exemptions

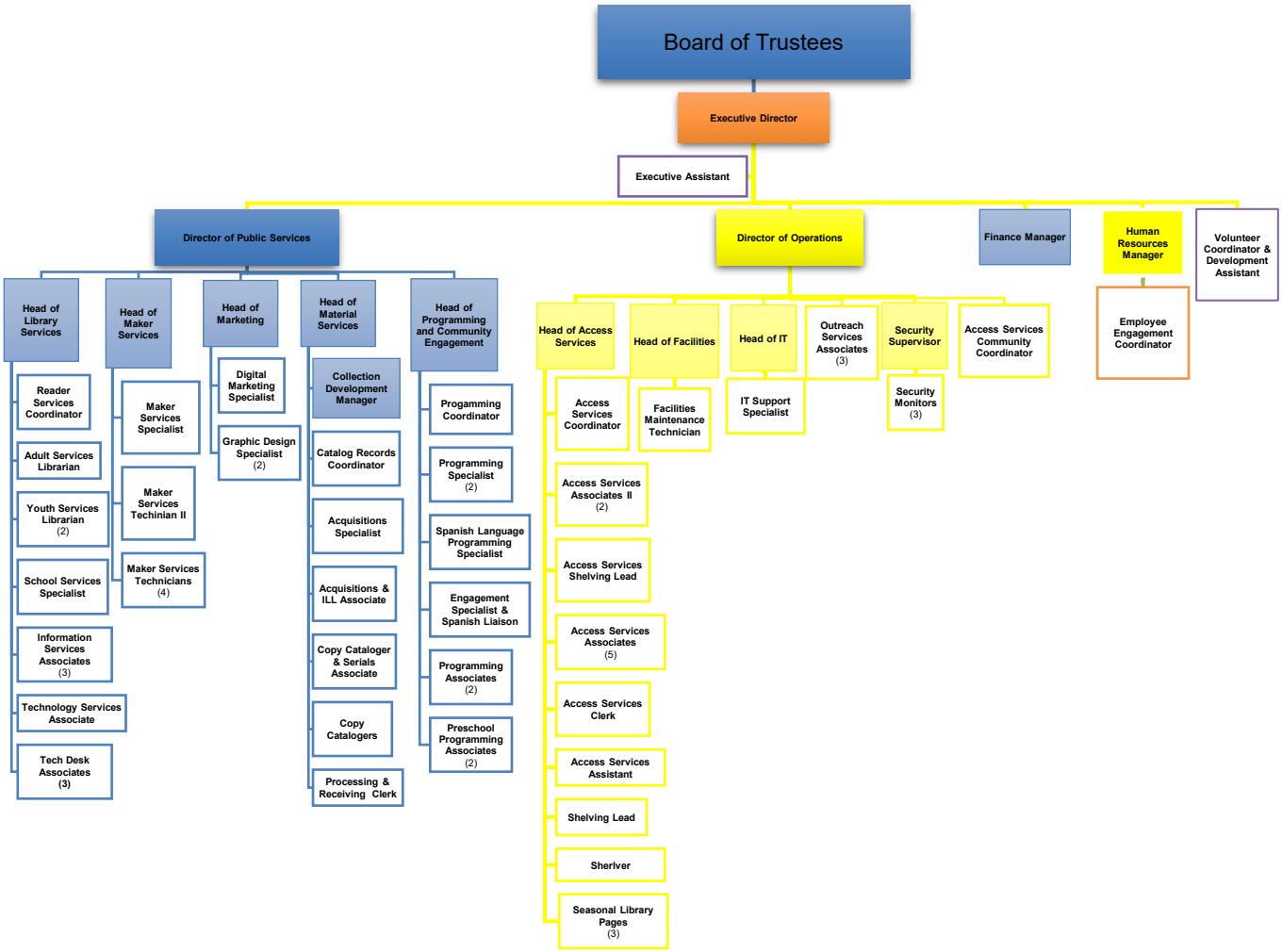
Certain security-sensitive documents and unsolicited commercial “junk mail” are exempt from disclosure. [5 Illinois Compiled Statutes (ILCS) 140/7]

ARTICLE 3. REVISION OF FREEDOM OF INFORMATION ACT POLICY

Because the information regarding the WNPLD budget, personnel, and Trustees is subject to change, this policy is reviewed annually and revised as appropriate.

Adopted: June 13, 2006
Reviewed/Revised: September 16, 2008; January 19, 2010; October 16, 2012; July 16, 2013; July 15, 2014; December 15, 2014; June 16, 2015; July 19, 2016; July 18, 2017; September 17, 2018; September 17, 2019; August 18, 2020; August 24, 2021; January 18, 2022; July 19, 2022; July 18, 2023; July 16, 2024; July 15, 2025; January 20, 2026; July 21, 2026

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART



Warren-Newport Public Library District

Lake County, Illinois

FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Required Information

Date of Request: _____

Requester Name: _____

Address: _____

City: _____

State & Zip Code: _____

Email: _____

Phone: _____

Description of Records Requested:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Library Response (To be completed by FOIA Officer)

Approved

- ☐ All requested documents are enclosed.
- ☐ All requested information was sent via email.
- ☐ Requested documents will be made available upon payment of copying costs $ _____
- ☐ You may inspect the records at _____ (time) on _____ _____ (date).

Denied

- ☐ The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.
- ☐ The materials requested are exempt under Section 7 of the Freedom of Information Act for the following reasons: _____ _____
- ☐ The FOIA officer has a reasonable belief that the request was not submitted by a person and may require the requester to verify orally or in writing that the requester is a person.
- ☐ Failure to verify that they are a person within 30 days after the public body requests such a verification.
- ☐ You will be notified by _____ (date) as to the action taken on your request.

FOIA Officer _____

Date _____