

Warren-Newport Public Library District *Lake County, Illinois*

Board of Trustees

Policy 4030

Illinois Freedom of Information Act [5 ILCS 140/1]

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

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 FY 2015-2016 is \$6.39 million. 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 employees' retirement and related expenses)
- Social Security (for employees' FICA costs and related expenses)
- Audit (for annual audit and related expenses)
- Building, Sites & 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 is attached.

Full-time: 34
Part-time: 69

Section 1.05 Responsibility

The following organization exercises control over the policies and procedures of the Library District: *Board of Trustees of the Warren-Newport Public Library District*, which meets monthly on the third Tuesday of each month at 7:00 p.m. in the McCullough Board Room at the Library. The members of the Board of Trustees are Jo Beckwith, President; Tom Colwell,

Vice President; Nancy E. Sheldon, Secretary; Andrea Farr Capizzi, Treasurer; Robert Diehl; George Kotsinis; and Susan K. Niemi.

Section 1.06 State Affiliations and Reporting

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

WNPLD is required to report and be answerable for its operations to the *Illinois State Library*, Springfield, Illinois. Secretary of State Jesse White is the State Librarian. Anne Craig is the Director of the State Library.

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. Information and records may be requested in person, in writing, or electronically. For convenience, the attached form can be used.
3. 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.
4. 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 District Business Office, 224 North O'Plaine Road, Gurnee, Illinois, between 9:00 a.m. and 5:00 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.

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 the Board of Library Trustees

- Library Policies, including Materials Selection
- Annual Reports to the Illinois State Library

Section 2.06 Exemptions

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

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.

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
FREEDOM OF INFORMATION REQUEST**

Requester's Name (or business name, if applicable)	Date of Request	Telephone number
Address		Certification requested: _____ Yes _____ No
Description of Records Requested: _____ _____ _____		
<i>Library Response (to be completed by FOIA Officer)</i>		
A P P R O V E D	<input type="checkbox"/> All requested documents are enclosed. <input type="checkbox"/> Requested documents will be made available upon payment of copying costs \$_____. <input type="checkbox"/> You may inspect the records at _____ (time) on _____ (date).	
D E N I E D	<input type="checkbox"/> 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. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) who determined request to be denied: _____ _____ <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____. You will be notified by _____ (date) as to the action taken on your request.	
FOIA Officer		Date of Reply

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART

