



## Freedom of Information Act

### Brief description of the Northlake Public Library District:

- A. The Northlake Public Library District is a library district established under the Illinois Local Library Act, 75 ILCS 5. The Library Board is elected by the residents of Northlake, Stone Park and unincorporated Leyden Township.
- B. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- C. An organizational chart can be downloaded [here](#).
- D. The operating budget for FY2016-17 is \$2,499,888.00  
Funding sources are property and corporate and personal property replacement taxes, interest income, fines and fees, state grants, gifts and donations, and reserves. Tax levies are for the General Operating Expenditures and bond debt service. Our current [budget](#) and [levy](#) ordinances can be downloaded by clicking the respective links.
- E. The office is located at this address: 231 North Wolf Road, Northlake, IL 60164.
- F. We employ approximately the following number of persons:
- |              |    |
|--------------|----|
| 1. Full-time | 13 |
| 2. Part-time | 17 |
- G. Effective January 1, 2012, the Illinois State Legislature adopted a new law which requires the following:
1. Within six days of approving its budget, an IMRF employer must post the total compensation package for each employee receiving a total compensation package that exceeds \$75,000 a year.
  2. At least six days before an IMRF employer approves an employee's total compensation package that will equal or exceed \$150,000 a year, the employer must post the total compensation package for that employee.
- The term "total compensation package" is defined as the "payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted."
- The Northlake Public Library District has two employee that receive direct payment over \$75,000 as defined above. The required information about the total compensation packages for these employees can be obtained from the Business Office located at the Library during normal business hours.
- H. The following organization exercises control over our policies and procedures: *The Northlake Public Library District Board of Trustees*, which meets monthly on the 3rd Thursday of each month, 6:30 p.m., at the library.

Its members are: Orlando Rivera, President; Diane Sampson, Vice President; Elizabeth Biddle, Secretary; Aracely Gutierrez, Treasurer; Toni Glowinski, Jesus Herrera, Judith Wason.

- I. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, and various other staff.

**Information and records are available to the public in the following manner:**

- A. Complete the Northlake Public Library District [Freedom of Information Request Form](#).
- B. Requests must be made by mail via the postal service or by e-mail and should be directed to the following individual: Sharon L. Highler, Library Director and FOIA officer at Northlake Public Library District, 231 North Wolf Road, Northlake, IL 60164 or to [FOIA@northlakelibrary.org](mailto:FOIA@northlakelibrary.org).
- C. Indicate whether the information requested is for "commercial purpose"<sup>11</sup> in request.<sup>12</sup>
- D. Specify if the records requested are to be disclosed for inspection or to be copied. Indicate records be certified, if applicable.
- E. To reimburse our actual costs for reproducing and certifying (if requested) the records, \$1.00 will be charged for each certification of records. There will be no charge for the first fifty (50) pages of black and white text, letter or legal size, and \$0.15 per page for copied records in excess of 50 pages. Actual copying cost of color copies and other sized copies will be charged.
- F. If the records are kept in electronic format, a specific format may be requested and *if feasible*, will be so provided. If not, records will be provided either in the electronic format in which they are maintained (which will require payment by the requestor of the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper with any applicable fees.
- G. 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.
- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection. The records will be available for inspection, 9:00 a.m. to 5:00 p.m. weekdays, at Northlake Public Library District, Business Office, 231 North Wolf Road, Northlake, Illinois 60164

Certain types of information maintained by us are exempt from inspection and copying; however the following types or categories of records are maintained under our control and may be requested:

- i. Monthly Financial Statements
- ii. Annual Receipts and Disbursements Reports
- iii. Operating Budgets
- iv. Annual Audits
- v. Minutes of the Board of Library Trustees
- vi. Library Policies, including Collection Development
- vii. Adopted Resolutions of the Board
- viii. Annual Reports to the Illinois State Library

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<sup>11</sup> "Commercial purpose" is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

<sup>12</sup> In the event a "commercial interest" is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying from prepayment; or provide the documents requested.