

## **North Suburban Public Library District (NSLD); FOIA, Chart of Organization and OMA**

### **Freedom of Information Act**

Schedule of fees\* for copies:

- The first 50 pages of Black and white, letter or legal paper are free.
- After the first 50 pages the library may charge \$.15 per page.
- Colored copies and copies sized other than legal or letter size may be charged at the actual cost of reproduction.
- Cost of electronic records, e.g., disks, diskettes, tapes, etc., may be charged at the actual cost of the recording medium.
- Certified copies are \$1.00

\*Fees may be waived or reduced if waiver is in the public interest.

### **FOIA Officers:**

Mary M. Petro, Director

FOIA requests must be made in writing to;

FOIA Request/Director

NSLD/Loves Park

6340 N. 2<sup>nd</sup> Street, Loves Park, IL 61111

(T) 815-633-4247

**FY24 Budget: \$5,001,200**

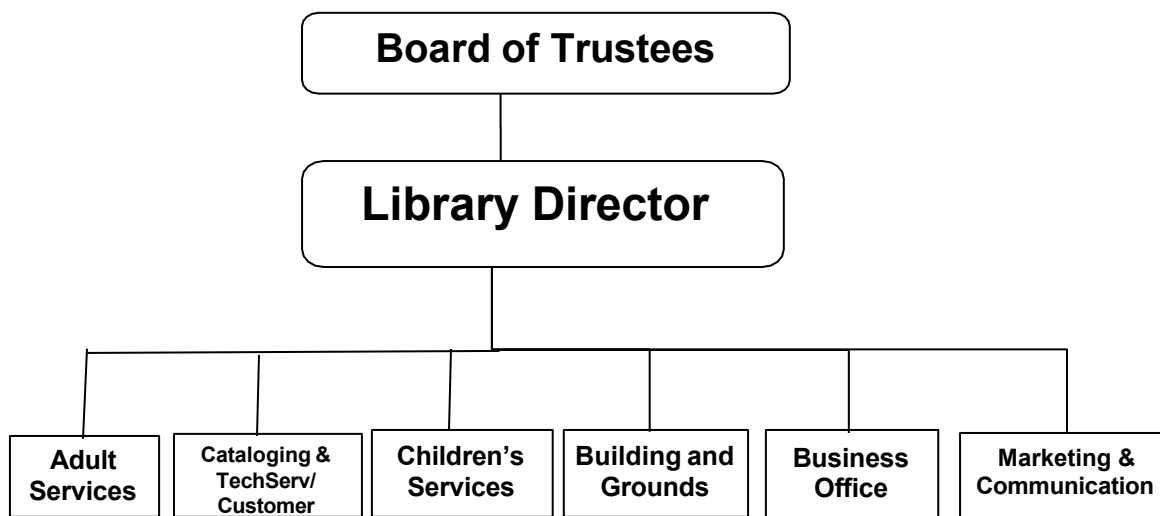
**FY25 Budget: \$5,137,400**

**Number of Employees: 51**

Part time: 28

Full time: 23

### **NSLD Chart of Organization**



### **Open Meetings Act, Pension Reform Bill, Public Act 97-609**

For information regarding staff total compensation packages in excess of \$75,000, please contact the Administrative office.

June 2024

## North Suburban Public Library District The Illinois Freedom of Information Act (FOIA)

- I. A brief description of our public body is as follows<sup>1</sup>:
- Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
  - An organizational chart, budget information, board trustee, minutes, library contact information, and other general information is on the NSLD website at; [northsuburbanlibrary.org](http://northsuburbanlibrary.org)
  - The following organization exercises control over our policies and procedures: *The North Suburban Public Library District Board of Library Trustees*, which meets monthly on the third Thursday of each month, at 5:30p.m., at the main library.
  - NSLD is required to report, and be answerable to: *Illinois State Library*, Springfield, Illinois.
- II. You may request the information and the records available to the public in the following manner:
- Use request form (see attached).
  - Your request should be directed to the following individual: Mary Petro (FOIA Officer) or Brian McMahon (Administration).
  - You must indicate whether you have a “commercial purpose”<sup>2</sup> in your request<sup>3</sup>.
  - You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
  - To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
    - There is a \$1.00 charge for each certification of records.
    - There is no charge for the first 50 pages of black and white text either letter or legal size.
    - There is a \$0.15 per page charge for copied records in excess of 50 pages.
    - The actual copying cost of color copies and other sized copies will be charged.
  - If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
  - 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.
  - Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
  - The place and times where the records will be available are as follows:

Monday through Friday from 9:00am – 5:00pm  
North Suburban Public Library District, Administrative Offices  
6340 North Second Street, Loves Park, IL 61111  
815-633-4247 x118  
[administration@northsld.org](mailto:administration@northsld.org)

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<sup>1</sup> If the public body maintains a website, the information in Section I must be posted there as well.

<sup>2</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>3</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 for prepayment; or provide the documents requested.

- III. 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:
- 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
  - Adopted Ordinances and Resolutions of the Board
  - Annual Reports to the Illinois State Library

## NORTH SUBURBAN PUBLIC LIBRARY DISTRICT FREEDOM OF INFORMATION REQUEST

Requestor's Name (or business name, if applicable)		Date of Request	Phone number
Street Address		Certification requested: ____ Yes      ____ No	
City	State	Zip	
Description of Records Requested:			
Is the reason for this request a "commercial purpose" as defined in the Act?    ____ Yes    ____ No			
<b><u>Library Response (Requestor does not fill in below this line)</u></b>			
A P P R O V E D	( ) The documents requested are enclosed. ( ) You may inspect the records at _____ on the date of _____. ( ) The documents will be made available upon payment of copying costs of \$ _____. ( ) <b>For "commercial requests" only:</b> the estimated time of when the documents will be available is _____, at the prepaid costs stated above.		
D E N I E D	( ) 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: _____ _____ Individual(s) that determined request to be denied and title: _____ _____. In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705 Or you have the right to judicial review under section 11 of FOIA. ( ) Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____. You will be notified by the date of _____ as to the action taken on your request.		
<b><u>NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.</u></b>			
FOIA Officer		Date of Reply	