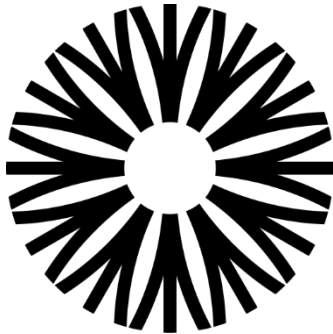


FREEDOM OF INFORMATION GUIDE

**Winnetka-Northfield Public Library
District**



Posted in accordance with 5 ILCS 140/4.

ABOUT WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

The Winnetka-Northfield Public Library District (“WNPLD”) serves 18,495 residents through two libraries located in the Villages of Winnetka and Northfield. In addition, WNPLD serves Kenilworth residents, reciprocal borrowers from the CCS library consortium, and all members of the public who choose to visit our libraries or engage with our staff and resources.

WNPLD is a district library established in 1974. WNPLD is subject to the statutes and provisions outlined in the Illinois Public Library District Act, 75 ILCS 16/ and is governed by a 7-member Board of Trustees elected by district residents.

WNPLD’s mission is to be a community resource for the advancement of knowledge and a provider of innovative and informative cultural enrichment for all ages. WNPLD’s motto is, “Discover Something New.”

WNPLD is required to report and be answerable to the Illinois State Library, overseen by Secretary of State Alexi Giannoulias and Executive Director Greg McCormick.

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT’S WEBSITE

<https://www.wnpld.org/>

GENERAL FUND OPERATING BUDGET

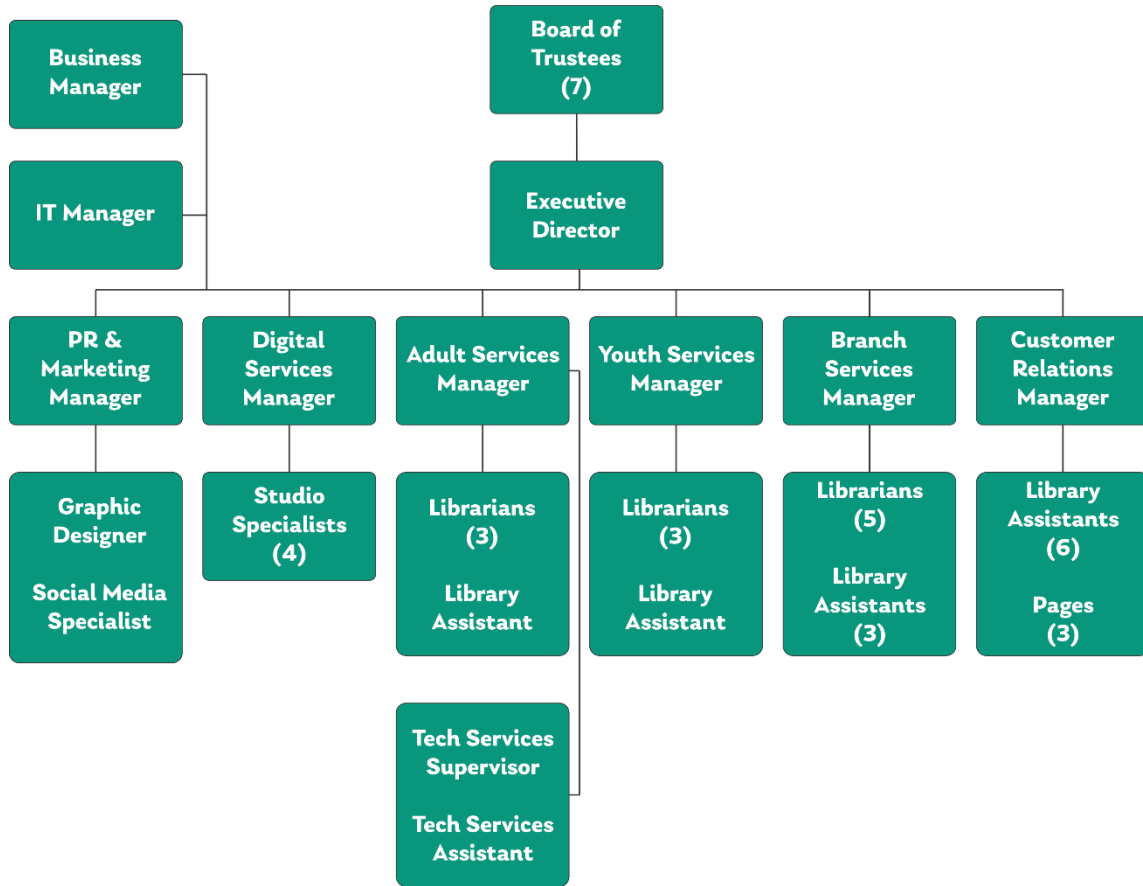
WNPLD’s fiscal year runs from July 1st – June 30th and the operating budget for the current fiscal year is \$4,552,250. Financial documents for the current fiscal year, which include the Budget, Budget & Appropriation Ordinance, and the last fiscal year’s audit, are available on our website or may be requested in person at the administration office.

WINNETKA-NORTHFIELD PUBLIC LIBRARY ADMINISTRATION OFFICE

WNPLD's administration office is located at the Winnetka Library, 768 Oak Street, Winnetka, IL 60093. It is open Monday-Friday from 9am –5pm (excluding scheduled closing dates listed on the website). The district has a second location in Northfield at 1785 Orchard Lane, Northfield, IL 60093.

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT STAFF

When fully staffed, WNPLD employs 27 full-time and 16 part-time employees. Library departments and positions are included in the organizational chart below.



WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT TRUSTEES

WNPLD is governed by an elected, unpaid, seven-member Board of Trustees. Trustees are elected to four-year terms with a limit of two consecutive terms. Current Board Members are:

President: Melissa Mitchell (mmitchell@wnpld.org)

Term expires: 2025

Vice-President: Ranjini Shankar (rshankar@wnpld.org)

Term expires: 2027

Treasurer: Sarah Munoz (smunoz@wnpld.org)

Term expires: 2025

Secretary: Thomas Sundell (tsundell@wnpld.org)

Term expires: 2025

Trustee: Travis Gosselin (tgosselin@wnpld.org)

Term expires: 2027

Trustee: Matt Kinnich (mkinich@wnpld.org)

Term expires: 2027

Trustee: Sarah Tegel (stegel@wnpld.org)

Term expires: 2025

Board meetings are typically held on the third Monday of the month and begin at 7pm, unless otherwise noted on WNPLD's event calendar. Meetings typically take place in the Lloyd Room at the Winnetka Library 8 times a year and in the Community Room at the Northfield Library 4 times a year. Meetings are also streamed over Zoom and are recorded and posted on the library website.

FREEDOM OF INFORMATION ACT (FOIA)

WNPLD adheres to the Freedom of Information Act, 5 ILCS 140/1 et. Seq., which is the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make available for inspection or copying all public records to any person.

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT FOIA OFFICERS

Executive Director: Monica Dombrowski (mdombrowski@wnpld.org)

Business Manager: Luvia Melero (lmelero@wnpld.org)

IT Manager: Mark Swenson (mark@wnpld.org)

FILING A FOIA REQUEST

A request for records must be made in writing and can be submitted to the attention of the FOIA officer in the following ways:

- **Mail**
Attn: FOIA Officer
Winnetka Public Library
768 Oak Street
Winnetka, IL 60093
- **Email**
foia@wnpld.org
- **Personal delivery**
During regular business hours of the Winnetka Public Library

FOIA FEES

Digital copies shareable via electronic means are provided free of charge.

The charge for copies of the records will be as follows:

- 1) First 50 pages black and white, letter size: Free
- 2) \$0.10 cents per page for black and white, letter size, after 50 pages
- 3) \$0.50 cents per page for color or oversized copies or electronic media
- 4) Reproduction saved to other media: actual cost of the recording media (flash drive, etc.) to which the information will be saved

RESPONSES TO NON-COMMERCIAL FOIA REQUESTS

Responses to non-commercial FOIA requests will be provided within 5 business days of receipt of a request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

RESPONSES TO COMMERCIAL FOIA REQUESTS

Responses to commercial FOIA requests will be provided within 21 business days of receipt of a request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

PROCEDURE FOR APPEALING A DENIAL

If your request for information is denied, or partially denied, you have the right to request a review by the Public Access Counselor (PAC) at the Illinois Attorney General's Office within 60 days of the date on the denial letter per 5 ILCS 140/9.5(a). To file an appeal, you must send a letter—along with a copy of your request and denial letter—to the following address:

*Leah Bartelt, Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, IL 62701
public.access@ilag.gov
877-299-3642*

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court per 5 ILCS 140/11.

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT RECORD RETENTION

WNPLD adheres to the guidance established by the Illinois State Archives Records Management Division for retaining records of business. Records immediately available on our website in an electronic format include the following:

Records	Time Frame Covered
Meeting Minutes	Current year + last 6 years
Meeting Agendas	Current year + last 6 years
Annual Audit Reports	Last 7 years
Budget & Appropriation Ordinances	Current year + last 7 years
Levy Ordinance	Current year
Library policies	Current

Other common record types retained by WNPLD are listed below, along with their retention times:

Records	Retention Time
Applications to Dispose of Records	Permanent
Annual Reports	Permanent
Audit Reports	Permanent
Bank Statements, Deposits, Reconciliations, & Cancelled Checks	7 years
Board Meeting Agendas	Permanent
Board Meeting Minutes	Permanent
Cash Receipts	2 years
Budgets	7 years
Check Stubs & Copies	2 years
Circulation Statistics	7 years
Contracts, Agreements, & Leases	10 years after termination or completion
Department & Statistical Reports	2 years
Employment Applications	2 years (solicited), 1 year (unsolicited)
Financial Reports & Statements	7 years
FOIA Requests & Denials	2 years
Insurance Policies	7 years after termination or completion
Newsletters, Brochures, & Pamphlets	Permanent
Ordinances	Permanent
Paid Bills & Invoices	7 years
Maps, Plats, Surveys, & Blueprints	Permanent

Resolutions	60 days once recorded in Meeting Minutes
Tax Levies	7 years
Treasurer's Reports	7 years

A complete list of all WNPLD document types and retention times is available upon request via email (bizoffice@wnpld.org) or in person by visiting the administration office during normal business hours.

Persons who lack access to a computer and want to view any of WNPLD's electronic records may visit the Winnetka Library for staff assistance.