

WILMETTE PUBLIC LIBRARY DISTRICT
Freedom of Information Act
Guidelines for Information Requests made under the Act

These guidelines have been established by the Wilmette Public Library District Board of Trustees to be in compliance with the Freedom of Information Act (FOIA).

All Wilmette Public Library District (the Library) non-exempt public records as defined and covered by the Freedom of Information Act are, upon prior request, available for inspection at the office of the Director of the Library. The Library is located at 1242 Wilmette Ave., Wilmette, IL 60091. Records are available for inspection at the Library Monday through Friday from 9:00 a.m. to 4:00 p.m. All such materials will be examined in the presence of a Library employee.

REQUEST PROCEDURE

The Director and the Administrative Assistant are the Library's FOIA Officers. Upon receipt of a written request to one of the Library's FOIA Officers, a copy of any Library non-exempt public record as defined in and covered by the act will be supplied by the Library to the requester within five business days of receipt of a written request (21 days if it is for commercial purposes) or within 10 days of a written request where an extension of time for disclosure has been sent.

The FOIA, it should be noted, provides that a requester may ask for *records* rather than information. This means that the Library is only required to look for an existing record or document in response to a FOIA request. The Library is not obliged to create a new record to comply with a request. The Library is neither required to collect information it does not have, nor must the Library do research or analyze data for a requester.

FEES

The fees for copying the material requested are as follows: (a) the first 50 pages of black and white, letter or legal paper are free (b) \$.015 per page after the first 50 pages (c) actual cost of reproduction for colored copies and copies sized other than legal or letter (d) actual cost of the recording medium for reproduction of electronic records (disks, diskettes, tapes, etc.) (e) \$1.00 for certified copies. Fees may be waived or reduced if waiver is in the public interest.

If a search will be extensive, the Library employee will make every effort to narrow the scope of the request before proceeding. The anticipated copying cost for large quantities of material must be paid before copying is begun. (This shall be done in every instance where the copying cost equals or exceeds \$5.00.)

If the FOIA Officer intends to deny a request based on *personal privacy* or *preliminary draft* exceptions, he/she must first notify the Public Access Counselor. If the FOIA Officer denies a request, he/she must (a) give a detailed factual basis and provide a citation to legal authority (b) name the FOIA Officer responsible for the denial (c) notify the requester that the requester has the right to appeal the denial to the Public Access Counselor or the courts (d) provide the Public Access Counselor's address and telephone number to the requester.

LIBRARY PURPOSE AND NUMBER OF EMPLOYEES

The Library is a unit of local government incorporated and organized under the laws of the State of Illinois for the purpose of providing its residents with the following services: (a) establishing, equipping and maintaining a public library (b) acquiring and circulating books, periodicals, pamphlets, musical scores, audio visual materials, and other educational materials (c) providing reference areas and a reading room (d) providing cultural, educational and informational programs for the public (e) doing all other things necessary to carry on an efficient public library service. The Library employs approximately 100 full and part-time employees.

LIBRARY BOARD AND BOARD COMMITTEES

The Library is governed by a seven member Board of Trustees. Each trustee is elected to a four year term.

Wilmette Public Library District Board of Trustees

President	Cinda Axley	2009 – 2013
Vice-Pres.	Douglas Rathe	2007 - 2011
Treasurer	Alice Chow	2007 - 2011
Secretary	Kathleen O=Laughlin	2007 - 2011
Trustee	Lisa McDonald	2009 - 2011*
Trustee	David Oser	2007 - 2011
Trustee	Ronald Rodgers	2009 - 2013

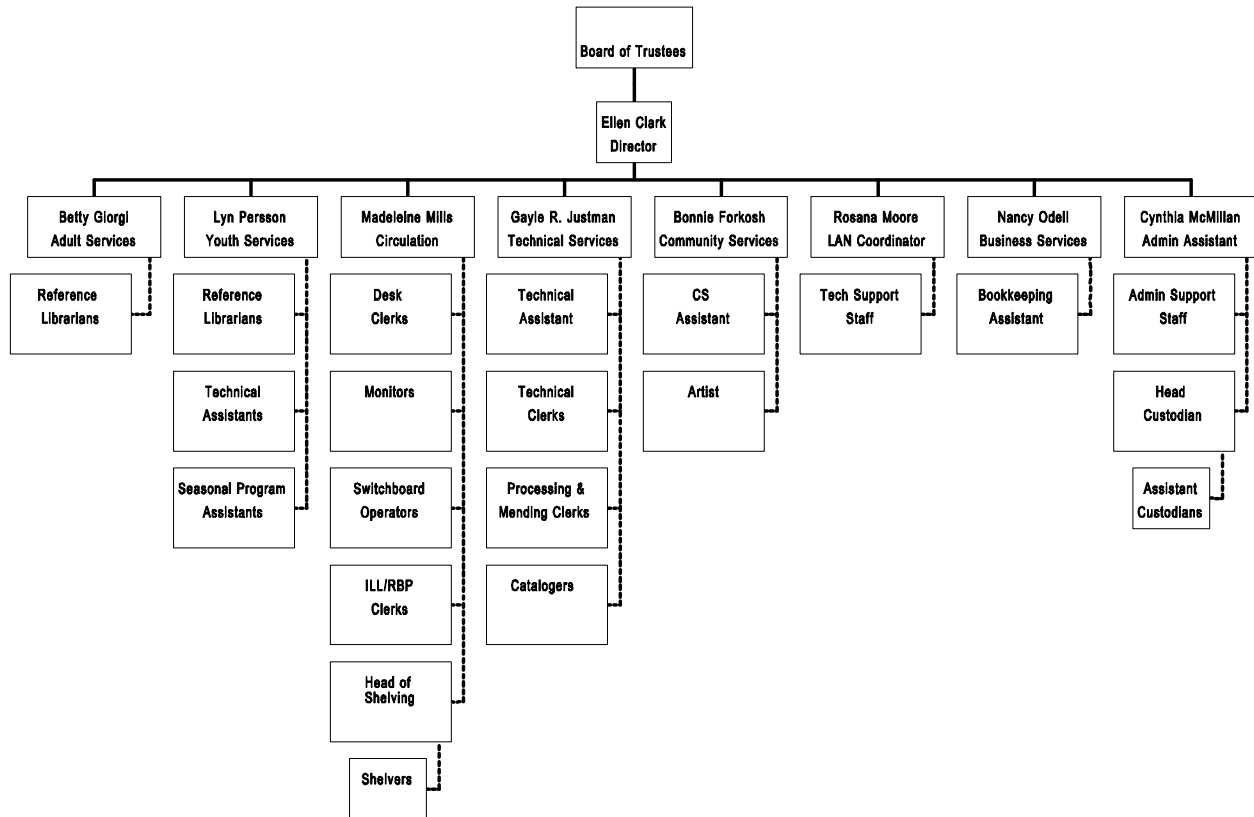
*Trustee McDonald was appointed to fill a Board vacancy until the next scheduled election.

Wilmette Public Library District Board Committee Assignments

Audit/Minutes	trustees O=Laughlin, Rodgers
Facilities / Equipment	trustees Rodgers*, O=Laughlin, Oser
Finance	trustees Chow*, Rathe
Ad hoc Fundraising	no members at this time
IGCC representative	trustee Axley and other interested trustees
ILA representative	trustee Rathe
NLS representative	trustee McDonald

Note: Board President is an *ex officio* member of each committee. * Indicates committee chair.

LIBRARY ORGANIZATION CHART – DECEMBER 2009



LIBRARY BUDGET FOR CURRENT FISCAL YEAR

THE BOARD OF LIBRARY TRUSTEES OF THE
WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

ORDINANCE NO. 2009/10-143

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2009-2010

WHEREAS, the Illinois Municipal Budget Law, ILCS, Chap. 50, Sec. 330/1, et seq., as amended, requires all Illinois Municipal corporations to adopt a combined annual budget and appropriation ordinance specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, ILCS, Chap. 75, Secs. 16/35-5 and 16/30-85, provides procedures for the passage of a budget and appropriation ordinance and a tax levy ordinance; and

WHEREAS, pursuant to the above and other statutes, an ordinance has been prepared in tentative form and made available for public inspection at least thirty (30) days prior to the adoption thereof, and a public hearing on said budget and appropriation ordinance has been held prior to final action hereon, and notice of said hearing was published at least thirty (30) days prior to said hearing in a newspaper published within the District;

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, as follows:

Section 1. The following budget containing an estimate of all receipts of said Library District, and of the expenditures therefrom, be and the same hereby is adopted as the budget for said District for the fiscal year beginning July 1, 2009 and ending June 30, 2010, and the same sums are hereby appropriated as necessary to defray said expenses and liabilities of the Library District, for the objects and purposes indicated for the said fiscal year:

FUND BALANCES, estimated end of fiscal year.

Municipal Retirement & Social Security	380,543
Audit	10,353
Liability Insurance	45,346
Wilmette Public Library Endowment Fund	36,998
Building/Equipment Reserve Fund	3,456,503
	3,929,743

ESTIMATE OF REVENUE EXPECTED TO BE RECEIVED DURING FISCAL YEAR:

1. Tax Income-Current Levy Receipts*	5,099,970
2. Fines, Gifts, Non-Resident Fees, Other Income, as budgeted	557,602
	5,657,572

*Item 1 is based totally on levy, as filed. Amount indicated will not be fully collected.

ESTIMATE OF EXPENDITURES:

I. PATRON MATERIALS/SERVICES:

A. Books/Continuations	343,800
B. Audio Visual Materials	126,100
C. Periodicals	68,000
D. Electronic Resources	131,500
E. Computer Software	26,000
F. Electronic Service Providers	152,500
G. Programming	28,000
H. Newsletter	36,200
I. Promotion	7,000
J. Friends Purchases	56,000

II. PERSONNEL:

A. Librarian	985,000
B. Non-Librarian	1,385,000
C. Custodial Salaries	130,000

D. Professional Memberships	6,000
E. Continuing Education/Meetings	6,000
F. Mileage/Travel	15,000
G. Staff Development	22,800
H. Insurance-Employee	329,500
III. OPERATION:	
A. Accounting	8,000
B. Professional Fees	231,000
C. Library Supplies	27,000
D. Office Supplies	20,000
E. Copiers	30,000
F. Printing	6,000
G. Postage/Shipping	15,000
H. Telephone	40,000
I. Equipment/Furnishings/Computers	300,000
J. Equipment/Computer Maintenance	45,800
K. Insurance-Property/Casualty	20,000
L. Building Improvement	39,013
M. Building Supplies	31,500
N. Building Maintenance	48,300
O. Building Maintenance Contracts	84,000
P. Grounds Maintenance	15,000
Q. Parking Lot Rent	13,000
R. Utilities	48,000
	4,876,013
IV. CONTINGENCY:	505,500
V. SPECIAL RESERVE FUND: Specific Fund for library site, building, equipment, accumulated according to ordinance pursuant to 75 ILCS 15/5-10.	3,300,000
TOTAL GENERAL FUND APPROPRIATION	8,681,513
VI. FUNDS LEVIABLE IN EXCESS OF LIBRARY TAX RATE:	
A. Municipal Retirement-Social Security. (Pursuant to 40 ILCS 5/7-171)	
1. Municipal Retirement	267,000
2. Social Security	190,000
B. Audit Expense (Pursuant to 50 ILCS 310/9)	10,000
C. Liability Insurance, including Worker's Compensation and Unemployment Insurance (Pursuant to 745 ILCS 10/9-107)	53,000
	520,000
TOTAL FUNDS LEVIABLE IN EXCESS OF LIBRARY TAX RATE:	520,000
Aggregate Total Appropriated	9,201,513
TOTAL CASH AVAILABLE. Exclusive of balance in Endowment Fund (\$36,780).	9,550,317
BALANCE, End of Year	348,804

Section 2. There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of income the sum of NINE MILLION TWO HUNDRED ONE THOUSAND FIVE HUNDRED THIRTEEN DOLLARS divided among the several corporate objects and purposes herein above specified for said District purposes for the Fiscal Year 2009-10.

Section 3. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund, heretofore established according to ILCS, Chap. 75, Sec. 16/40-50, pursuant to plans developed and adopted by this Board, and said unexpended balances shall be accumulated in this Fund for the purpose of erecting or purchasing a new library building, purchasing a site for the same, or building an addition thereto, or furnishing necessary equipment therefor.

Section 4. Except as otherwise provided by law, no further appropriations shall be made at any other time within such fiscal year provided that this Board may from time to time make transfers between the various items in any Fund, or appropriations in excess of those authorized by the budget in order to meet an immediate and unforeseen emergency, by two-thirds (2/3) vote of all the trustees, as provided by ILCS, Chap. 75, Sec. 16/30-90, et seq., and this Board may amend this budget and appropriation ordinance, from time to time by the same procedure as prescribed by statute for the original adoption of a budget and appropriation ordinance; provided that nothing in this Section shall be construed to permit transfer between Funds required by law to be kept separate. Any remaining balances after the close of the fiscal year shall be available until August 30th for the authorization of the payment of obligations incurred prior to the close of the fiscal year, and until September 30th for the payment of such obligations or for the transfer of unexpended balances thereof to be accumulated, as provided by ILCS, Chap. 75, Sec. 16/30-90.

Section 5. A copy of this ordinance in tentative form has been available for public inspection at the Library for thirty (30) days, and notice of said hearing has been given by posting for thirty (30) days, and by publication in a newspaper published within this District in substantially the following form:

THE BOARD OF LIBRARY TRUSTEES OF THE
WILMETTE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS

Public notice is hereby given that a public hearing will be held on the proposed annual budget and appropriation ordinance for the fiscal year July 1, 2009 to June 30, 2010 at the following place and time: Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois, at 7:15 p.m., on the 21ST day of July, 2009. The said ordinance shall be available for public inspection for at least thirty (30) days prior thereto at said Library during regular library hours.

Dated this 19th day of May, 2009.

/s/ Kathleen O'Laughlin
Secretary

Section 6. This ordinance is passed pursuant to statutory authority and the Illinois Public Library District Act, ILCS, Chap. 75, Sec. 16/35-5, et seq., and Sec. 16/40-50; and the Illinois Revenue Code, ILCS, Chap. 35, Sec. 205/157, et seq., and other statutes appertaining thereto.

Section 7. This ordinance shall be in full force and effect from and after its passage and approval according to law, and any resolutions or ordinances in conflict therewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby, and shall not affect any other provision or parts of this act, which shall be severable therefrom.

PASSED by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois on the 21st day of July, 2009 by a vote of:

AYES: Axley, Chow, O'Laughlin, Oser, Rathe, Rodgers
NAYES: None
ABSTAIN: None
PRESENT: None
ABSENT OR NOT VOTING: None

APPROVED: /S/ Cinda Axley, President, the Board of Trustees of the Wilmette Public Library District, Cook County, Illinois

ATTEST:/S/ Kathleen O'Laughlin, Secretary

CERTIFICATE

I, Kathleen O'Laughlin, DO HEREBY CERTIFY that I am the duly elected, qualified, and serving Secretary and as such keeper of the books and records of The Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois; and

I DO FURTHER CERTIFY that the above attached ORDINANCE NO. 2009/10-143 COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2009/10 is a true and correct copy of said Ordinance which was presented, passed, and recorded by said Board at their meeting on July 21, 2009 by a vote of:

AYES: Axley, Chow, O'Laughlin, Oser, Rathe, Rodgers
NAYES: None
ABSTAIN: None
PRESENT: None
ABSENT OR NOT VOTING: None