Poplar Creek Public Library District: Freedom of Information Act Guide

(Posted in compliance with 5 ILCS 140/4)

About the Poplar Creek Public Library District (PCPLD):

The Poplar Creek Public Library District (PCPLD) serves a community of 65,645 residents of Cook and DuPage Counties, primarily in Streamwood and Hanover Park, IL, along with parts of neighboring towns within the PCPLD boundaries. PCPLD is part of the Reaching Across Illinois Library System (RAILS) system. PCPLD consists of the following: Main Library located at 1405 S. Park Ave. Streamwood, IL 60107; Sonya Crawshaw Branch Library, located at 4300 Audrey Lane, Hanover Park, IL 60133. PCPLD also operates a mobile library (bookmobile) located at 1405 S. Park Ave. Streamwood, IL 60107.

The Poplar Creek Public Library District is a district library established under the Illinois Local Library Act, 75 ILCS 5. It's Board of Trustees is a seven-member board, elected to 2, 4, or 6-year terms.

We are required to report to and answer to the Illinois State Library, Springfield, Illinois. Its members are State Librarian Alexi Giannoulias, the Director of the State Library, and various other staff.

A brief description of our public body is as follows: PCPLD is a district library that provides services, programs and materials to its patrons in support of the diverse needs of the community. Information regarding PCPLD policies, PCPLD Board of Trustee meetings, FOIA, etc. may be accessed at www.pclib.org

Funding Sources: are monies appropriated through Cook County and DuPage County property taxes, state personal property replacement taxes, state and federal grants, fines and fees for services, and donations. Taxes are levied for:

- Corporate purposes
- Bond & Interest
- Illinois Municipal Retirement Fund
- FICA (Social Security)
- Audit
- Building and Sites
- Torts (public liability insurance)
- Worker s Compensation
- Unemployment

The PCPLD Board of Trustees: Exercises control over policies and procedures. The PCPLD Board of Trustees also appoints its members to committees. Current operating committees, including names of Trustees serving on each, may be obtained by contacting the Executive Director.

Agendas of Board Meetings & Committee Meetings are posted in PCPLD facilities and on PCPLDs website. Current operating budget and trustee names/photos are also available on the PCPLD website: https://pclib.org/

Poplar Creek Public Library District Mission Statement:

The Poplar Creek Public Library District provides materials, information, technology and cultural opportunities to enrich, empower, educate and entertain people of all ages and backgrounds.

Poplar Creek Public Library District Vision Statement:

The Poplar Creek Public Library District is a vibrant institution that enriches life in the community by providing books and other materials for recreation and self-education, free access to technology, and cultural and informational programs that enable people to come together, share ideas and information and pursue lifelong learning.

Operating Budget: The Poplar Creek Public Library District operates on a fiscal year beginning July 1 of every year and ending on June 30th of the following year. The FY 2025/26 budget is $9,402,382.

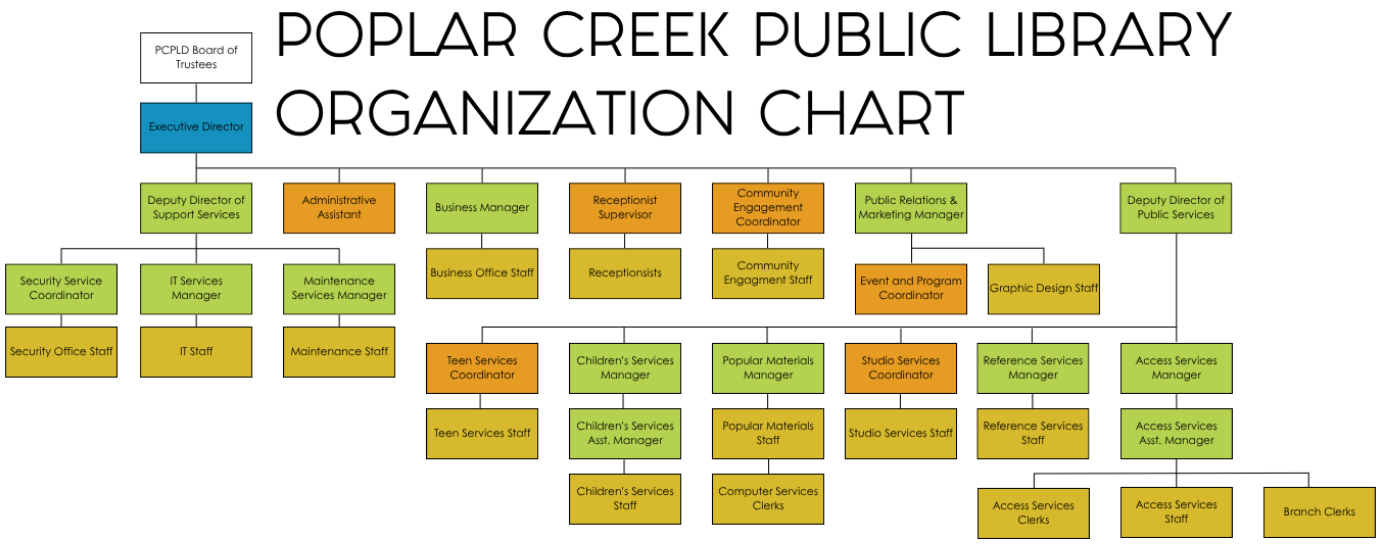
Compensation Information; B & A Ordinances: Financial Audits; Tax Levy; Operating Budget; Policies concerning: Credit Card; Fixed Asset; Fund Balance; Purchasing documents, etc. are available on the Library's website at: https://pclib.org/ or can be requested by email, phone, or in person during normal Monday-Friday business hours: 9-5 at the PCPLD Administrative Office listed below. In accordance with Public Act 097-0609 (5 ILCS 120/7.3) a list of all employees whose total compensation package exceeds $75,000 is available in the Library's Administration Office as well as on the Library website (see PCPLD Total Compensation Package). In addition, an employee's total compensation package that is equal to or in excess of $150,000 is available in the Library's Administration Office at least six days before approval.

Poplar Creek Public Library District Administrative Office:

The Poplar Creek Public Library District's Administrative office is located at 1405 S. Park Ave, Streamwood, IL 60107.

PCPLD Staff:

PCPLD employs approximately 77 employees; 44 full-time equivalent employees; 33 part-time equivalent employees.
The organizational chart below includes library departments and their staff:



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Poplar Creek Public Library District Board of Trustees:

PCPLD is governed by an elected, unpaid, seven-member Board of Library Trustees. Trustees are elected for 2, 4, or 6-year staggered terms. Trustees may be contacted at the Library's Main Library general mailing address or through the trustees' email listed below:

- President: Ann Kennedy-Present term ends: 4/2029. Contact: akennedy@pclib.org
- Vice-President: Sherri Harry-Present term ends: 4/2027. Contact sharry@pclib.org
- Treasurer: Asad Khan-Present term ends: 4/2027. Contact akhan@pclib.org
- Secretary: Marianne Bailey: Present term ends: 4/2031. Contact mbailey@pclib.org
- Trustee: Deborah Arendt: Present term ends: 4/2029. Contact darendt@pclib.org
- Trustee: Bonnie Hulke: Present term ends: 4/2027. Contact bhulke@pclib.org
- Trustee: Patrick Liapes: Present term ends: 4/2031. Contact pliapes@pclib.org

Open meetings are held on the third Thursday of each month, except December when the regularly scheduled open meeting is held on the 2nd Thursday of the month, at 7 p.m. in the 2nd floor Mercedes A. McGowan Board Room. PCPLD Board of Trustee regular and special meetings can be found on the Poplar Creek Public Library District website: https://pclib.org/

Committee Membership: The PCPLD Board of Trustees has standing committees for the following: Finance; Buildings & Grounds; Policy.
Board Finance Committee: Chair-Asad Khan
Members: Trustee Ann Kennedy; Trustee Marianne Bailey; Executive Director; Business Manager

Board Buildings & Grounds Committee: Chair-Asad Khan
Members: Trustee Ann Kennedy; Trustee Marianne Bailey; Executive Director; Maintenance Manager

Board Policy Committee: Chair-Bonnie Hulkie
Members: Trustee Anne Kennedy; Trustee Patrick Liapes; Trustee Deborah Arendt; Executive Director; Deputy Director of Support Services

Freedom of Information Act:

The Poplar Creek Public Library District adheres to the Freedom of Information Act, 5 ILCS 140/1 et seq., the principal Illinois Statue governing the inspection of public records. The Act requires that public bodies make all public records available for inspection or copying to any person, with limited exception. Information regarding persons requesting information through the Freedom of Information Act may find PCPLD's form and contact at the following: https://pclib.org/

The PCPLD Freedom of Information Act Policy can be found: https://pclib.org/

FOIA Officer: The FOIA Officer for the Poplar Creek Public Library District is Ron Pauli and the email address is: foia@pclib.org
For persons requiring access to records for physical inspection or copying please contact the FOIA Officer or the Executive Director during normal business hours: Monday – Friday, 9 a.m. – 5 p.m.

Filing a FOIA Request:

Submit requests for information and the records available to the public in the following manner:
1. Request information from the Administrative Office, Poplar Creek Public Library District, 1405 S. Park Avenue, Streamwood, IL 60107-2997 (630-837-6800), (weekdays 9 a.m. through 5 p.m., excluding holidays, or mail to the same address to the attention of FOIA Officer.
2. Alternately, fax requests to the attention of the FOIA officer (630-837-6823) or email to foia@pclib.org. A Form can be provided. Identify any request as being made under the Freedom of Information Act (FOIA).
3. Commercial purpose * requests must be identified within the request.
4. Specify whether the records requested are to be disclosed for inspection or to be copied. Certification by notary may be requested for specific documents.

FOIA Fees: The following fees may apply:

- $1.00 for certification per document
- The first fifty (50) pages of black-and-white text, either letter or legal size are free.
- $.15 per page charge for copied records in excess of 50 pages.
- $1.00 charge per page for color copies and other sized copies.

Responses to Requests for Records:

The FOIA Officer(s) will respond to a request within five (5) working days of receipt of the request. An extension of an additional five (5) working days may be necessary to properly respond. A public body shall respond to a request for records to be used for a commercial purpose* within 21 days.

PCPLDs response will be either the information requested or a notice for an extension under the Freedom of Information Act, or a denial of the request in writing. Denial of the request will occur if the public records requested fall within one of the specific exemptions of the Act. If only part of the request is denied, and access given to the remainder, such will be stated in the response. Any denial will include the reason or exemption. The person making the request will also be notified of the right to appeal the denial. Denial of access by the FOIA Officer(s) may be appealed to the Public Access Counselor (PAC) in the Illinois Attorney General s office within 60 days Upon receipt of an appeal, the PAC will review the public record, determine whether the record is open to public inspection, and respond in writing to the appeal within seven (7) business days. The Public Access Counselor may be contacted at the Public Access Bureau, 500 S. 2nd Street, Springfield, IL 62701; (217) 558-0486; public.access@ilag.gov

The entire Freedom of Information Act is available at www.ilga.gov under Illinois Compiled Statues, Chapter 5 (General Provisions), ILCS 140 (5 ILCS 140).

**Commercial purpose is defined in the Act as the use of any part or 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.*

**In the event a commercial purpose is involved, additional questions can be asked of the requestor by the public body FOIA officer(s) in order to determine the classification, then the public body has up to twenty-one (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.*