

FREEDOM OF INFORMATION GUIDE

Green Hills Public Library District



ABOUT THE GREEN HILLS PUBLIC LIBRARY DISTRICT (PUBLIC BODY)

The Green Hills Public Library District is a transformative organization that advocates for lifelong learning and exploration. Our facility has seen tremendous growth since the Library was originally founded in 1962. Over the last several decades, the Library has grown with the community. The Library's current location provides 31,000 square feet, designed and built to meet the needs of our ever-changing community. We serve a population of 33,209 residents in Hickory Hills, Palos Hills, and a small portion of Justice.

OUR MISSION

The mission of the Green Hills Public Library District is to inspire lifelong learning and exploration by connecting the community with information and resources.

To learn more of GHPLD's service philosophy, visit <https://greenhillslibrary.org/about/>

GREEN HILLS PUBLIC LIBRARY DISTRICT'S WEBSITE

<https://www.greenhillslibrary.org>

GENERAL FUND OPERATING BUDGET

The fiscal year budget for 2024-2025 is \$3,513,997.00. Budget documents, the most current Budget and Appropriation Resolution and Levy Resolution are available on the Library's website as well as in person at the Library's administration office.

GREEN HILLS PUBLIC LIBRARY DISTRICT OFFICE

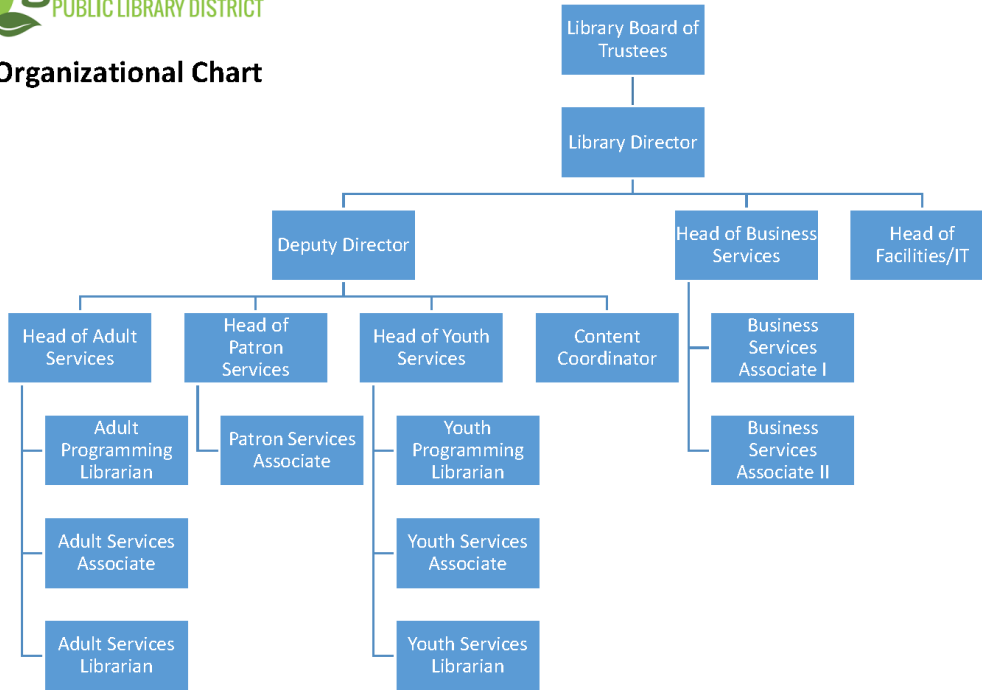
The administration office of the Green Hills Public Library District is located within the upper level of the Library at the following address: 10331 S. Interlochen Drive, Palos Hills, IL 60465. The Library only has one branch.

GREEN HILLS PUBLIC LIBRARY DISTRICT STAFF

When fully staffed, the library employs 18 full time employees and 18 part time employees. Library departments and their staff are included in the organizational chart below.



Organizational Chart



1/1/2023

GREEN HILLS PUBLIC LIBRARY DISTRICT TRUSTEES

GHPLD is governed by an elected, unpaid, seven-member Board of Library Trustees. Current Board Members are:

- President: Noula Angelos (nangelos@greenhillslibrary.org)
- Vice-President: Azmi Mohammad (amohammad@greenhillslibrary.org)
- Treasurer: Steve Stratakos (sstratakos@greenhillslibrary.org)
- Secretary: Kathleen Groark (kgroark@greenhillslibrary.org)
- Trustee: Christine Barry (cbarry@greenhillslibrary.org)
- Trustee: Ian Chafee (ichafee@greenhillslibrary.org)
- Trustee: Thomas Hanes (thanes@greenhillslibrary.org)

Open Library Board of Trustees meetings are held on the third Monday of each month at 6 PM, with the exceptions being that there is no meeting held in December and the January meeting takes place on the fourth Monday of the month at 6 PM. Meetings take place at the Green Hills Public Library District.

COMMITTEE MEMBERSHIP

The Library has 1 standing committee whose membership is as follows:

Finance

Steve Stratakos (Treasurer)
Azmi Mohammad (Vice President)
Kathleen Groark (Secretary)
Jane Jenkins (Library Director)
Roberta Richter (Head of Business Services)

FREEDOM OF INFORMATION ACT

The Green Hills Public Library District 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.

GREEN HILLS PUBLIC LIBRARY DISTRICT FOIA OFFICER

Head of Business Services: Roberta Richter (rrichter@greenhillslibrary.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
10331 S. Interlochen Drive
Palos Hills, IL 60465
- **Email**
GHPLDfoia@greenhillslibrary.org
- **Personal delivery**
During regular business hours of the Green Hills Public Library District

FREEDOM OF INFORMATION ACT REQUEST 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) 10 cents per page for black and white, letter size, after 50 pages
- 3) 25 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 REQUESTS FOR RECORDS

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

Responses for non-commercial requests can be expected within 5 business days of the receipt of a written 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 denied in part, you have the right to have your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

*Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, IL 62701
public.access@ilaq.gov
Phone: 877-299-3642
Fax: 217-782-1396*

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and the denial letter when filing a Request for Review with the PAC.

RECORDS IMMEDIATELY AVAILABLE UPON REQUEST

The records listed below are available immediately via our website.

[Library Information Center | Green Hills Public Library District \(greenhillslibrary.org\)](#)

Records	Time Frame
Meeting Minutes	February 2020 to the present
Meeting Agendas	February 2020 to the present
Annual Audit Reports	Most recent five years
Salary and Benefit Information (Public Act 97-0609)	Current Fiscal Year
Working Budget	Most recent five years
Budget and Appropriations	Most recent five years
Levy	Most recent five years
Library policies	Current

GREEN HILLS PUBLIC LIBRARY DISTRICT'S RECORD RETENTION SCHEDULE

GHPLD adheres to the guidance set out by the Local Records Commission through the state of Illinois for retaining records of business. Our requirements can be found at our [Library website](#) or by clicking [this link](#).