

ANNUAL FOIA POSTING FY2024

HIGHLAND PARK PUBLIC LIBRARY: MISSION STATEMENT & GOALS

Mission Statement

Opening doors to information and imagination.

Vision

The community's trusted forum for enrichment and engagement.

Strategic Plan Focus

Lifelong Learning

Optimizing Resources

Organizational Development

Creating Connections

ESTIMATED NUMBER OF EMPLOYEES

Full Time: 31

Part Time: 45

TOTAL OPERATING BUDGET FY2024*

\$5,621,400

**FY2024 Budget adopted on December 19, 2023*

COMPENSATION NOTICE

Effective January 1, 2012, the Illinois State Legislature adopted a new law which requires the following:

1. Within six days of approving its budget, an IMRF employer must post the total compensation package for each employee receiving a total compensation package that exceeds \$75,000 a year.
2. At least six days before an IMRF employer approves an employee's total compensation package that will equal or exceed \$150,000 a year, the employer must post the total compensation package for that employee.

The term "total compensation package" is defined as the "payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted."

<https://www.hplibrary.org/oma-foia-5322>

As an IMRF employer with a website, we are required to post a link to the IMRF “Employer Cost & Participant Information” webpage. <https://www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information>

FOIA PROCESS

The Highland Park Public Library Rules and Regulations for the Implementation of the Illinois Freedom of Information Act (FOIA Rules) provide comprehensive procedures, instructions and forms for obtaining Library public records. This is only a brief summary of the FOIA Rules. All requests to inspect, copy, or certify public records must be submitted to the Library in writing. Requests may be submitted using the form at <https://www.hplibrary.org/oma-foia-5322>, may be submitted in an email, or in person during regular business hours of the Highland Park Public Library. The Library will respond to each written request to inspect, copy or certify public records within the time periods allotted in the Freedom of Information Act.

Copy Fees

Copies of public records will be provided only upon payment of a copying fee as provided at <https://www.hplibrary.org/oma-foia-5322>. Copies of public records will not be mailed except upon prepayment of a fee equal to the actual cost of postage and copying.

FOIA OFFICERS

All notices and other communications relating to a request to inspect, copy, or certify public records, all requests for copies of the FOIA Rules, and all requests for any other information relating to the Library's implementation of the Illinois Freedom of Information Act should be directed to the following FOIA Officers:

Chief FOIA Officer

Pamela Siegel
Business Manager
494 Laurel Avenue
Highland Park, IL 60035
Ph: 847.432.0216
Fx: 847.681.7027
psiegel@hplibrary.org

FOIA Officer

Heidi Smith
Executive Director
494 Laurel Avenue
Highland Park, IL 60035
Ph: 847.432.0720
Fx: 847.681.7027
hsmith@hplibrary.org

HIGHLAND PARK PUBLIC LIBRARY BOARD OF TRUSTEES

Rob Olian, President

Carol Wolfe, Vice-President

Rich Basofin, Treasurer

Rebecca Nathanson, Secretary

Rob Biederman

Alicia De La Cruz

Irene Hoffman

Ashley Lapin Olian

Peter Zotos

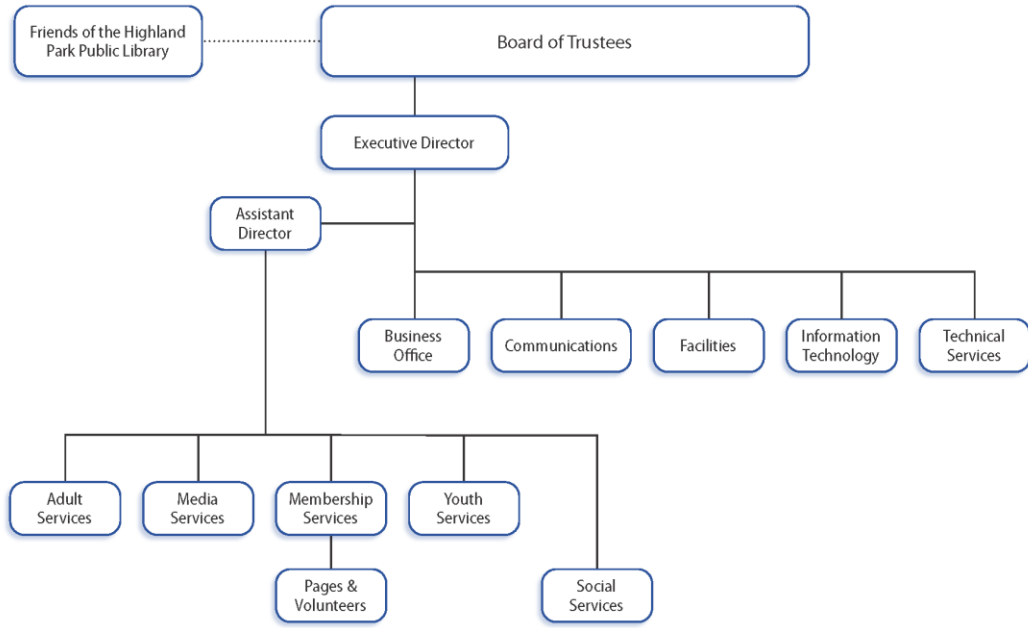
Julia Nathanson, Student Rep

Kim Stone, Council Liaison

Yumi Ross, Alt Council Liaison

Heidi Smith, Executive Director

ORGANIZATIONAL CHART



HIGHLAND PARK PUBLIC LIBRARY DISTRICT RECORD RETENTION

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

Records	Time Frame Covered
Meeting Minutes	Current year + last 2 years
Meeting Agendas	Current month
Budget	Current year + 4 years
Library policies	Current selection of most frequently used

Other common record types retained by HPPL 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
Paid Bills & Invoices	7 years
Maps, Plats, Surveys, & Blueprints	Permanent

Other record types retained by the City of Highland Park are listed below, along with their retention times:

Budget & Appropriation Ordinances	Current year + last 7 years
Levy Ordinance	Current year