NORTH SUBURBAN LIBRARY SYSTEM
THE ILLINOIS FREEDOM OF INFORMATION ACT

I. Summary and Purposes:

A. The purpose of these Rules is to support the policy of providing public access to the public records in the possession of the North Suburban Library System (the "System") while at the same time protecting legitimate privacy interests and maintaining administrative efficiency.
B. These Rules create a procedure by which the public may request and obtain public records. Therefore, it has been adopted in accordance with Section 5 ILCS 140 of the Illinois Freedom of Information Act.

II. A brief description of our public body is as follows:

A. Headquartered in Wheeling, Illinois, the North Suburban Library System is an organization of 650 public, academic, school, and special libraries in the northern Chicago suburbs. It is one of nine multi-type library systems in Illinois, funded through the Illinois State Library, a division of the Office of the Secretary of State. Our purpose is to enhance the power of our member libraries through effective leadership, learning, partnership, visibility and advocacy.
B. An organizational chart is attached.
C. The total amount of our operating budget for 2009-2010 is $2,461,774. Funding sources are state appropriation, Live & Learn Grant, fees for service, grants, and donations.
D. The office is located at 200 W. Dundee Road, Wheeling, IL 60090
E. We have the following number of persons employed:
   1. Full time: 20
   2. Part-time: 4
F. The following organization exercises control over our policies and procedures: The North Suburban Library System Board of Directors which meets monthly on the 4th Monday of each month except August and December, 7:00 p.m., at the System offices.
   Its members are: Kathy Caudill, President; Dr. Christopher Stewart, Vice President; MaryBeth McWilliams, Secretary; Stu Baker, Treasurer; and other Directors: Betsy Bartholomew, Kathy Berman, Anita Forte-Scott, Susan Garland, Paul Kaplan, Noreen Lake, Richard Lee, Jeanne Lohfink, Kathleen Pilat, Jan Polep, Leora Siegel.
G. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Anne Craig; and various other staff.

III. You may request the information and the records available to the public in the following manner:

A. Use request form (see attached).
B. Your request should be directed to the following individual: Jan Hayes, Assistant Director, FOIA officer; or Judy Scarnato, Administrative Team Leader, FOIA officer.
C. You must indicate whether you have a "commercial purpose" in your request.
D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

   There is a $1.00 charge for each certification of records.
   There is no charge for the first fifty (50) pages of black and white text either letter or legal size.
   There is a .15 per page charge for copied records in excess of 50 pages.
   The actual copying cost of color copies and other sized copies will be charged.

F. If the records are kept in electronic format, you may request a specific format and *if feasible,* they will be so provided; but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection. A requestor may be prohibited from bringing bags, brief cases or other containers into the inspection room. Generally, all copying shall be done by System employees.
I. The place and times where the records will be available are as follows:
   1. Monday through Friday, 8:30 a.m. to 4:30 p.m.
   2. North Suburban Library System, Administrative Offices

IV. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

A. Monthly Financial Statements
B. Annual Receipts and Disbursements Reports
C. Budget
D. Annual Audits
E. Minutes of the Board of Directors
F. System Policies
G. Adopted Ordinances and Resolutions of the Board
H. Annual Reports and the Area and Per Capita Grant Application to the Illinois State Library

NORTH SUBURBAN LIBRARY SYSTEM ORGANIZATIONAL CHART

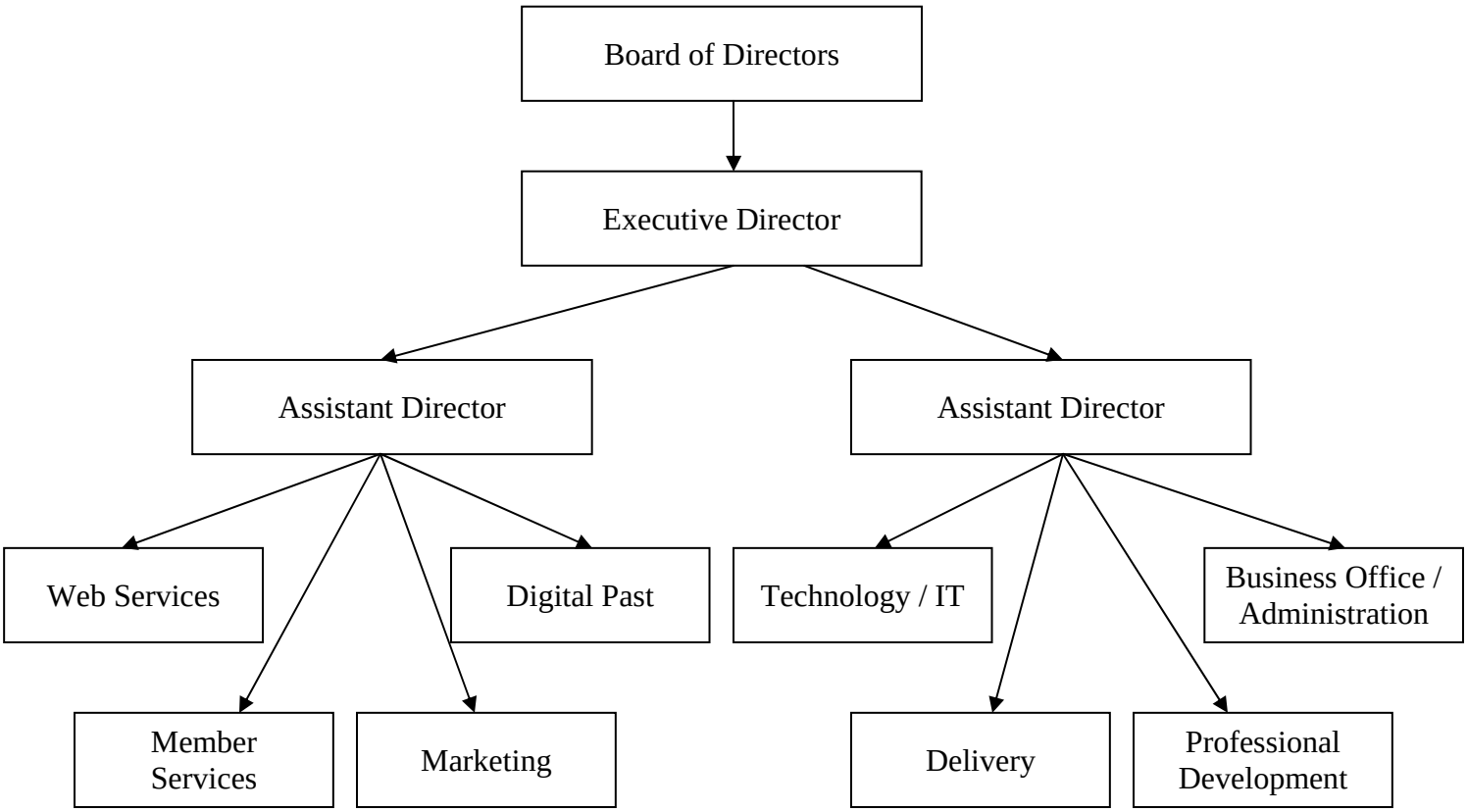

Exhibit 9.a.1.

NORTH SUBURBAN LIBRARY SYSTEM
FREEDOM OF INFORMATION REQUEST

Requestor's Name (or business name, if applicable)	Date of Request	Phone Number
Street Address	Certification Requested: _____Yes _____No	
City State	ZIP	

Description of Records Requested:

_____

_____

_____

Is the reason for this request a "commercial purpose" as defined in the Act? _____Yes _____No

North Suburban Library System Response (Requestor does not fill in below this line)

APPROVED	( ) The documents requested are enclosed. ( ) You may inspect the records at _____ on the date of _____. ( ) The document will be made available upon payment of copying costs of $_____. ( ) **For "commercial requests" only:** the estimated time of when the documents will be available is _____, at the prepaid costs stated above.
DENIED	( ) The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request. ( ) The material requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individuals(s) that determined request to be denied and title: _____ _____. In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705 Or you have the right to judicial review under Section 11 of FOIA.

( ) Request delayed, for the following reasons (in accordance with 3(e) of the FOIA):

_____

You will be notified by the date of _____ as to the action taken on your request.

NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer	Date of Reply