

**Niles-Maine District Library FOIA LOG**

DATE:	FROM:	REQUEST: ACTUAL FROM DOCUMENT	STATUS	RESPONSE: ACTUAL FROM DOCUMENT
12/10/2021	122034-30942004 muckrock Northwestside Coalition	Complete FOIA logs between November 01, 2021 and the date this request is processed (inclusive of those dates).	Partial denial	We received your FOIA request dated December 10, 2021 requesting: Complete FOIA logs between November 01, 2021 and the date this request is processed (inclusive of those dates) The document responsive to your request is attached. Your request is granted in part and denied in part. Certain information was redacted or withheld pursuant to the below FOIA exemptions. The last names of FOIA requestors (who are not news media but citizens/residents) are redacted pursuant to Section 7(1)(c) of FOIA.
12/10/2021	Jennifer Johnson	Cyndi, can you tell me if the library is covering the legal fees for Trustee Joe Makula's lawsuit filed against Trustee Becky Keane (Case 2021-CH-04354)? Thank you.	Complete	FOIA does not require a public body to answer questions. Kenyon v. Garnels, 184 Ill.App.3d 28 (1989). As your FOIA only asks questions and does not request copies of records or documents, it is not a proper FOIA request and the Library has nothing to produce and considers this FOIA closed.
12/13/2021	Kathy [REDACTED]	I would like to request the most current invoice from Klein Thorpe and	Partial denial	Your request is granted in part and denied in part. Enclosed are records responsive to your request. Certain information has been withheld or redacted pursuant to the below sections of FOIA: • Section 7(1)(m) of FOIA: Communications between a public body and an attorney representing the public body that would not be subject to discovery in litigation and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies.
12/13/2021	Kathy [REDACTED]	I would like to request the most current invoice from Evans, Marshall and Pea[s]e	Complete	Please find the responsive documents attached to this email.

DATE:	FROM:	REQUEST: ACTUAL FROM DOCUMENT	STATUS	RESPONSE: ACTUAL FROM DOCUMENT
12/13/2021	122079-60977384 Niles Coalition	Any and all written records(including but not limited to hard-copy documents, memos, emails, word processor documents, PDF documents, powerPointfiles, etc.) generated between September 15,2001 and the date this request is processed( inclusive of those dates) that meet the contain the following terms: "Niles Youth Community", " equity / equitable", "racial representation", "youth representation", "mission"	Partial denial	12/23/21 -Pursuant to Section 3(e) of FOIA, the Library is extending its time to respond to your December 15, 2021 FOIA request by five (5) business days as the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of this Act or should be revealed only with appropriate deletions. 5 ILCS 140/3(e)(v). The Library will respond to your FOIA request no later than December 30, 2021. December 28, 2021 Library Response: Your request is granted in part and denied in part. Enclosed are responsive records to your request. Certain records have been withheld or redacted pursuant to the below sections of FOIA: • Section 7(1)(f) of FOIA: Section 7(1)(f) of FOIA: Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated. Please note that the agendas are from an internal staff Anti-Racism Actions Committee, which discuss ideas and options for the Library in a preliminary manner. Therefore, most of what they discuss are exempt under FOIA.

DATE:	FROM:	REQUEST: ACTUAL FROM DOCUMENT	STATUS	RESPONSE: ACTUAL FROM DOCUMENT
12/14/2021	Robert [REDACTED]	All emails to, for, or from Becky Keane Adams and Karen Dimond from April 1 thru April 30, 2021	Partial denial	<p>This letter documents our phone conversation of Thursday, December 23, 2021 clarifying your request for information. You are asking for all of the emails to, for or from Becky Keane Adams and all emails to, for or from Karen Dimond from April 1 thru April 30, 2021. As I mentioned the District determined that your FOIA Request is voluminous in nature as defined in Section 2(h) of the Illinois Freedom of Information Act in that your FOIA Request asks for more than five (5) categories of records OR requires the compilation of more than 500 pages of records. 5 ILCS 140/2(h). Specifically, there are over 500 pages of emails that are potentially responsive to your request. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of this Act or should be revealed only with appropriate deletions. 5 ILCS 140/3(e)(v). This process is underway and the records will be sent as soon as it is completed. Final Answer. Delivered in print: Library Response: Your request is granted in part and denied in part. Enclosed are 324 pages of responsive records to your request. Certain records have been withheld or redacted pursuant to the below sections of FOIA: • Section 7(1)(b) of FOIA: Certain private information, as defined in Section 2(c-5) of FOIA is exempt. • Section 7(1)(c) of FOIA: Exempts from inspection and copying personal information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, unless disclosure is consented to in writing by the individual subjects of the information. • Section 7(1)(f) of FOIA: Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated.</p>
12/14/2021	Robert [REDACTED]	Continued		<ul style="list-style-type: none"> <li>• Section 7(1)(m) of FOIA: Communications between a public body and an attorney representing the public body that would not be subject to discovery in litigation and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies.</li> </ul>
12/16/2021	Tom Robb -- Niles Journal	Please release the executive session meeting minutes from the 14 meetings approved for release at the Wednesday, Dec. 15 Niles-Maine District Library Board of trustees meeting.	Partial denial	<p>We received your Freedom of Information Request stating: Please release the executive session meeting minutes from the 14 meetings approved for release at the Wednesday, Dec. 15 Niles-Maine District Library Board of trustees meeting. Response: Partial number of documents are attached. There are minutes from 10 executive session minutes attached. The additional 3 executive session meeting were approved for release with corrections, which are being made and will be sent once received. The total number that was approved is 13 executive session meetings. The April 21, 2021 date was announced twice. Appeal. Response 2. Partial number of documents are attached. There are minutes from 3 additional executive session minutes attached. The total number that was approved is 13 executive session meetings. The April 21, 2021 date was announced twice.</p>

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12/17/2021	Tom Robb -- Niles Journal	<p>The internal and/or external communications sought were communications in reference or related to any complaints about possible violations of or claims of violations of the Illinois Open Meetings Act (5 ILCS 120). So if there were, as an example (but not limited to), communications to or from a library trustee(s), library staff members, or between staff and elected officials or between the PAC or the person making the complaint and library staff or elected officials, regarding any specific complaints of violations of the Open Meetings Act, that was what I was attempting to reference. I hope that provides clarity. Personal emails of elected or appointed library officials discussing library business, unless those discussions are regarding things covered under specific exemptions under 5 ILCS 140/7, are considered public documents, open to disclosure under 5 ILCS 140, the Illinois Freedom of Information Act. If this explanation is unclear and you require more specificity, please advise. We often consult with attorney Don Craven on Freedom of Information Act and Illinois Open Meetings Act issues. Craven is the attorney for the Illinois Press Association. I will consult him if necessary.</p>	Partial denial	<p>Your request is granted in part and denied in part. Attached are responsive records to your request. Certain records have been redacted pursuant to the below sections of FOIA:</p> <p>Section 7(1)(b) of FOIA: Certain private information, as defined in Section 2(c-5) of FOIA is exempt. 5 ILCS 140/7(1)(b). Private information, as defined by FOIA, includes a person's home address, home phone number, social security number, driver's license number, medical records, biometric identifiers and personal financial information. 5 ILCS 140/2(c-5). Specifically, personal email addresses were redacted.</p> <p>Section 7(1)(c) of FOIA: Exempts from inspection and copying personal information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, unless disclosure is consented to in writing by the individual subjects of the information. Specifically, the name of person submitting request for review if a private citizen.</p> <p>Section 7(1)(f) of FOIA: Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated.</p> <p>Section 7(1)(m) of FOIA: Communications between a public body and an attorney representing the public body that would not be subject to discovery in litigation and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies.</p>

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12/21/2021 12/29/2021 1/17/2022	122076-93815603 Niles Coalition	Any and all communications(including but not limited to email or written letter) from the Illinois Secretary of State with the following domains specified in TO: or FROM fields: @ilsos.gov; @senatorram.com; @ilga.gov; @senatormartwick.com; @ilhousegop.org 2) Any and all written records (including but not limited to hard-copy documents, memos, emails, word processor documents, PDF documents, PowerPoint files, etc.) that contain the following terms: "Secretary of State"; "Jesse White"; "State Librarian";"illinois state Library"	Partial denial	Library Response: <b>Voluminous</b> You are hereby notified that the District has determined that your FOIA Request is voluminous in nature as defined in Section 2(h) of the Illinois Freedom of Information Act in that your FOIA Request asks for more than five (5) different categories of records 5 ILCS 140/2(h). Specifically, there are more than five (5) categories to your request. You are hereby notified that you have ten (10) business days (until January 13, 2022) to amend and/or narrow your request. If we do not receive an amended request within this timeframe, or if the request continues to be voluminous, the District will respond to your request and assess any fees permitted under Section 6 of the Freedom of Information Act. Once an amended request has been received, the District will respond within five (5) business days after receipt of the reply or, if no reply is received, the District will respond five (5) business days from January 13, 2022 the last day to amend the request. The District may also extend its time to respond to the Request up to an additional ten (10) business days. If the responsive records are not accepted or collected, the District may still charge fees for its response pursuant to Section 6 of FOIA, and failure to pay will be considered a debt due and owing to the District, which may be collected in accordance with applicable law. Per Section 6 of FOIA, the District may charge for the time spent by staff searching for and retrieving a requested record or examining the record for necessary redactions if that time exceeds eight (8) hours. Further, it can charge for the electronic production of PDF's based on the fee schedule below: Up to 80 MB \$20 ;80 MB – 160 MB \$40 ;160 MB and over \$100 <b>Appeal</b> You have a right to have the partial denial of your FOIA 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... Response received by mail on January 10, 2022 - without narrowing.
12/27/2021	Kathy [REDACTED]	I would like to request the most current invoice from Klein, Thorpe and Jenkins	Partial denial	Library Response: Your request is delayed because the wrong invoice was sent to the attorney for review. The most recent invoice is the December 15 invoice which is now being reviewed by the attorney. I will send it to you as soon as I get it back from the attorney. Dec 6: Your request is granted in part and denied in part. Attached are responsive records to your request. Certain records have been withheld or redacted pursuant to the sections of FOIA: Section 7(1)(m) of FOIA: Communications between a public body and an attorney representing the public body that would not be subject to discovery in litigation and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies. ☒

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12/28/2021	Kathy [REDACTED]	I'd like to request the most current invoice from Yvette Heintzelman.	Partial denial	<p>Library Response:</p> <p>Your request is delayed granted in part and denied in part. Enclosed are responsive records to your request. Note Yvette Heintzelman is now billed through Clark Hill, PLC. The most recent and only invoice is attached. Certain records have been withheld or redacted pursuant to the sections of FOIA:</p> <p>Section 7(1)(m) of FOIA: Communications between a public body and an attorney representing the public body that would not be subject to discovery in litigation and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies.</p>
12/28/2021	Tom Robb -- Niles Journal	<p>Please provide letters, emails, and or other communications between officials or agents or the accounting firm of Evans, Marshall &amp; Pease, contracted to the Niles-Maine District Library to provide accounting, consulting, and other services, including those documents directly referenced during the Wednesday, Dec. 15, 2021 Niles-Maine District Library Board of Trustees meeting, regarding the status of the company's contract with the library, specifically a letter, email or other communication sent after the Wednesday, Nov. 17, 2021 library board of trustees meeting codifying the statement by the firm's partner in the Nov. 17, 2021 meeting that the firm resigns or would no longer be bound to their contract and a letter, email or other communication from the firm to the library rescinding that resignation. Please include the original contract for services between the Niles-Maine District Library and Evans, Marshall &amp; Pease approved at the Wednesday, June 16 Niles-Maine District Library Board of Trustees meeting.</p> <p>Please include any other communications, between library employees, elected library officials, and/or library employees and/or officials and any outside entities including emails sent from or received by personal email accounts or Nileslibrary.org accounts, referencing the status of a contract or agreement with Evans, Marshall &amp; Pease, its agents, partners or employees, in a period from May 2021 to date.</p>	Partial denial	<p>1/5/2022 RPursuant to Section 3(e) of FOIA, the Library is extending its time to respond to your December 28, 2021 FOIA request by five (5) business days as the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of this Act or should be revealed only with appropriate deletions. 5 ILCS 140/3(e)(v).</p> <p>Second Library Response:</p> <p>Your request is granted in part and denied in part. Attached are records responsive to your request. Certain records have been withheld or redacted pursuant to the below sections of FOIA: Section 7(1)(f) of FOIA: Section 7(1)(f) of FOIA: Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated.</p>
12/29/2021	Kathy [REDACTED]	I would like to request a copy of the resignation decision letter from Evans, Marshall and Pease that Board President Carolyn Drblik referred to at the November 17th board meeting.	Complete	<p>Pursuant to Section 3(e) of FOIA, the Library is extending its time to respond to your December 29, 2021 FOIA request by five (5) business days as the requested records have not been located in the course of routine search and additional efforts are being made to locate them. 5 ILCS 140/3(e)(iv).</p> <p>2nd response: Library Response:</p> <p>The responsive email is attached.</p>

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1/8/2022 1/14/2022	Kathy [REDACTED]	I'd like to request all exit interviews from May 1, 2021 through and inclusive of the date this request is processed	Partial denial	<p>Pursuant to Section 3(e) of FOIA, the Library is extending its time to respond to your January 8, 2022 FOIA request by five (5) business days as the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of this Act or should be revealed only with appropriate deletions. 5 ILCS 140/3(e)(v).</p> <p>Second Reponse: 1/21/22</p> <p>Your request is granted in part and denied in part. Attached are records responsive to your request. Certain records have been withheld or redacted pursuant to the below sections of FOIA:</p> <p>Section 7 (1)(c) of FOIA: Personal information- allows redaction of information for unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subject of the information.</p> <p>Section 7(1)(b) of FOIA: Private information- as defined by FOIA includes a person's signature.</p> <p>Section 7(1)(f) of FOIA: Deliberative Process- Allows withholding of "records in which opinions are expressed, or policies or actions are formulated." the purpose of which is to protect the predecisional communications process and encourage frank and open discussion among agency employees."</p>
1/10/2022 1/17/2022	Jeannette [REDACTED]	<p>Please provide all records that meet the following criteria:</p> <ul style="list-style-type: none"> <li>- Friends of the Library 501(c)3 paperwork</li> <li>- Friends of the Library Charter documentation</li> <li>- Friends of the Library bylaws</li> <li>- Friends of the Library meeting notes</li> </ul>	Complete	<p>As to the FOIA, we will need to produce the documents the Library District has in its possession relating to the Friends Group. Please forward them to me so I can review them prior to responding to the FOIA. Thanks, Dennis</p> <p>1st response:</p> <p>Pursuant to Section 3(e) of FOIA, the Library is extending its time to respond to your January 10, 2022 FOIA request by five (5) business days, as the request requires examination and evaluation by the Library's attorney. 5 ILCS 140/3(e)(v).</p> <p>Library Response</p> <p>The Friends of the Library are a separate organization from the library with their own Board President and that the Library does not own, control or possess their records. Your request is granted in part and denied in part. Attached are records responsive to your request. Certain private information, as defined in Section 2(c-5) of FOIA is exempt. 5 ILCS 140/7(1)(b). Private information, as defined by FOIA, includes a person's home address, home phone number, social security number, driver's license number, medical records, biometric identifiers and personal financial information. Specifically, signatures were redacted. 5 ILCS 140/2(c-5).</p>
1/21/2022	News-ni Tom Robb	if you could supply me with the latest updated 2021-2022 Approved Hours Budget Adjusted for Departures document, that would be appreciated. I was given this document unredacted in October and was also given the same report for a week in 2019 which was pre-pandemic for comparison.	Complete	The document you reference was an annual budget document. A document of current approved hours is attached.

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1/20/2022	News-ni Tom Robb	Please provide any emails, memorandums, or other communications, including but not limited to those communications from personal elected or administration officials personal emails or text messages, between Niles-Maine District Library administration or elected officials and any officials or employees of the firm of Evans Marshal and Pease or communications between library administration or elected officials about, said firm not already released in my prior FOIA document order, which was responded to Jan. 13, 2022. The latest dated communication from said last FOIA document order was on Dec. 10, 2021. Please include specifically any communications discussing the status of said firm's contractual relationship with the Niles-Maine District Library.	Complete	Library Response In reweiving the attachment for the December 28, 2021 FOIA sent to you on January 13, 2022, it contained emails from December 10 up to and including December 27. I am resending it here. The minutes of the January 19, 2022 meeting when approved will include the motion and vote to end the contractual relationship between the firm and the Niles-Maine district library. They will be posted on the website after approval according to statute.
1/24/2022	Niles Coalition	Admends #5603 -Please provide the letter sent by Illinois State Library Directory Greg McCormick that warned Niles-Maine District Library Board Secretary Suzanne Schoenfeldt of her failure to report a avacancy on the board.	Partial denial	Responsive documents are attached. They have been redacted according to 7(1)(b) of FOIA: Certain private information, as defined in Section 2(c-5) of FOIA is exempt. 5 ILCS 140/7(1)(b). Private information, as defined by FOIA, includes a person's home address, home phone number, social security number, driver's license number, medical records, biometric identifiers and personal financial information. 5 ILCS 140/2(c-5).
1/17/2022	Jennifer Johnson	Copies of any and all written correspondence regarding the resignation of Evans, Marshall & Pease as the library's accounting firm, including, but not limited to, an official resignation letter/email from the firm and any responses from library staff and/or library board members; and any and all email correspondence between representatives of Evans, Marshall & Pease and library employees and individual members of the library board from Nov. 17, 2021 to present (January 17, 2022	Partial denial	On January 31, 2022 we responded with apologies to your follow-up email dated January 30, 2022 regarding you not having received a response. And indeed, I had missed the original email with your request. <u>Library Response</u> Please find attached the documents responsive to your request through January 30, 2022. They have been redacted according to 7(1)(b) of FOIA: Certain private information, as defined in Section 2(c-5) of FOIA is exempt. 5 ILCS 140/7(1)(b). Private information, as defined by FOIA, includes a person's home address, home phone number, social security number, driver's license number, medical records, biometric identifiers and personal financial information. 5 ILCS 140/2(c-5). Note that the minutes of the January 19, 2022 meeting when approved will include the motion and vote to end the contractual relationship between the firm and the Niles-Maine district library. These will be posted on the website after approval according to statute.
1/31/2022	Niles Coalition	I hereby request the following records: Complete FOIA logs between December 10, 2021 and the date of this request is processed(inclusive of these dates.	Open	