

FREEDOM OF INFORMATION ACT

A brief description of our public body is as follows:

The purpose of the Grayslake Area Public Library District is to provide informational, educational, cultural and recreational services to all patrons of our Library District, regardless of age or ability, through the means of print and non-print resources, especially high-interest, high demand resources. An organizational chart is attached.

The total amount of our operating budget for FY 2016-2017 is \$3,010,907. Funding sources are property and personal property replacement taxes, state and federal grants, impact fees, fines, charges, and donations. Tax levies are:

1. Corporate purposes (for general operating expenditures)
2. IMRF (provides for employee's retirement & related expenses)
3. Social Security (provides for employee's FICA costs & related expenses)
4. Audit (for annual audit & related expenses)
5. Maintenance (for maintaining the building)
6. Tort Liability (for insurance premiums, risk management, attorney's fees & related expenses, unemployment and worker's compensation insurance)
7. Working Cash (for internal loans; no longer levied)

The office is located at this address:

100 Library Lane
Grayslake, Illinois 60030

We have the following number of persons employed:

Full-time: 13 Part-time: 50

The following organization exercises control over our policies and procedures:

The Grayslake Area Public Library District Board of Library Trustees, which meets monthly on the second Tuesday of each month, 7:00 p.m., at the library.

Its members are:

President – Scott J. Landy
Vice President – Timothy S. Powell
Treasurer – Lisa Tonkery
Secretary – Fredrick L. Barnett
Trustees – Kathleen Starzec, Wendy Petera, Philip S. Howe

Its Committees and members are:

Policy Committee – Philip S. Howe and Kathleen Starzec
Finance Committee – Scott J. Landy and Lisa Tonkery
Building and Grounds Committee – Fredrick L. Barnett and Timothy S. Powell
Trustee Development Committee – Scott J. Landy and Wendy Petera

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.

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

1. Requests must be made in person or in writing.
2. Use request form or write a letter. (see attached)
3. Your request should be directed to the following individual: Roberta Thomas, FOIA Officer. In her absence, FOIA requests may be submitted to FOIA officers Janice Davis or Sean Draegert,
4. Email requests should be addressed to FOIA@grayslake.info.
5. 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.
6. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - No charge for the first 50 pages of black and white letter or legal paper.
 - \$.15 per page after 50 pages of black and white letter or legal paper.
 - Actual cost of reproduction of colored copies or copies sized other than legal or letter size.
 - Actual cost of the electronic medium for electronic records such as discs, diskettes, tapes, etc.
 - \$1.00 per certified copy.
7. The office will respond to a written request within five (5) working days (twenty one (21) days if the request is for a commercial purpose)
8. An extension of an additional five (5) working days may be permitted under certain circumstances.
9. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
10. You may appeal the decision of the FOIA Officer to the Board of Library Trustees.
11. The place and times where the records will be available are as follows:
9:30 a.m. to 5:00 p.m. Monday through Friday, Grayslake Area Public Library District, Administrative Offices

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 and are available for inspection and copying:

1. Monthly Financial Statements
2. Annual Receipts and Disbursements Reports
3. Budget and Appropriation Ordinances
4. Levy Ordinances
5. Operating Budgets
6. Annual Audits
7. Minutes of the Board of Library Trustees
8. Library Policies, including Materials Selection
9. Annual Reports to the Illinois State Library

Adopted December 14, 1999

Revised June 14, 2005

Revised September 11, 2007

Revised December 11, 2007

Revised September 9, 2008

Revised March 9, 2010

Reviewed July 13, 2010

Revised July 10, 2012

Revised July 9, 2013

Revised July 14, 2015

Revised October 18, 2016