

## FREEDOM OF INFORMATION ACT INFORMATION

### **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 2019-2020 is \$3,259,366.62.** 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: 16      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** – Wendy Petera

**Vice President** – Scott J. Landy

**Treasurer** – Kathleen Starzec

**Secretary** – Lisa Tonkery

**Trustees** – Fredrick L. Barnett, Timothy S. Powell, and Rachael Rezek

### **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, Greg McCormick; and various other staff.

## FREEDOM OF INFORMATION ACT PROCEDURE

**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: Janice Davis, FOIA Officer. In her absence, FOIA requests may be submitted to FOIA officer Sean Draeger.
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 Public Access Counselor:  
Public Access Counselor [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)  
Office of the Attorney General Telephone: 877-299-FOIA / 877-299-3642  
500 S. 2<sup>nd</sup> Street 3642  
Springfield, IL 62706 Fax: 217-782-1396
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:**

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