

**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 the Library's operating budget for FY 2022-2023 is \$3,386,600.87.**

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. Illinois Municipal Retirement Fund (provides for employees' retirement & related expenses)
3. Social Security (provides for employees' 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 Library's office is located at this address:**

100 Library Lane  
Grayslake, Illinois 60030

**The Library employs the following number of persons:**

Full-time: 21    Part-time: 42

**The following entity exercises control over the Library's policies and procedures:**

The 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** – Rachael Rezek  
**Vice President** – Kris Hartman  
**Treasurer** – Kathleen Starzec  
**Secretary** – Nick Grimm  
**Trustees** – Alpana Sahu and Matt Zidron

**Its Committees and members are:**

**Policy Committee** – Kathleen Starzec and Matt Zidron  
**Finance Committee** – Kathleen Starzec and Rachael Rezek

**Building and Grounds Committee** – Nick Grimm, Rachael Rezek, and Kris Hartman

**The Library is required to report to and be answerable for 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.

**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. Request form or written letter can be submitted. (see attached)
3. A request should be directed to the following individual: Janice Davis, FOIA Officer. In her absence, FOIA requests may be submitted to FOIA officer Sean Draegert.
4. Email requests must be addressed to FOIA@grayslake.info.
5. Requests must specify the records requested to be disclosed for inspection or to be copied. If certified records are desired, you must specify which ones.
6. To reimburse us our actual costs for reproducing and certifying (if requested) the records, the requests 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.
  - \$1.00 per certified copy.
7. The designated FOIA officer 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. The requestor 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 retained by the Library 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; Reviewed May 9, 2017; Revised August 14, 2018; Revised July 9, 2019; Revised March 10, 2020; Revised March 8, 2022; **Revised September 13, 2022**