

**ROSELLE PUBLIC LIBRARY DISTRICT
THE ILLINOIS FREEDOM OF INFORMATION ACT**

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

The Roselle Public Library District, located at 40 S. Park Street, Roselle, IL 60172, provides books and other resources, both print and electronic, to further the educational, informational, social, and recreational interests of the community. The Library collections contain approximately 139,685 items, including books, periodicals/magazines, DVDs, CD-ROMs, audiobooks on cd and playaway, downloadable audiobooks and ebooks. Electronic services include access to the internet, premium databases for patron use and on-line services. Educational, recreational, and informational programs are offered for all ages, infants through senior citizens.

A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.

B. An organizational chart is attached.

C. The total amount of our operating budget for fiscal year 2016/2017 is:
\$2,016,599.00

Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. The current tax levies are:

1. Corporate purposes (for general operating expenditures) – \$1,878,002.00
2. IMRF (provides for employee's retirement and related expenses) – \$121,873.00
3. Social Security (provides for employee's FICA costs and related expenses) - \$69,000.00
4. Audit (for annual audit and related expenses) – \$12,000.00
5. Maintenance (for maintaining the building) - \$8,000.00
6. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance) – \$29,000.00

D. The office is located at this address: 40 S. Park Street, Roselle, IL 60172

E. We have approximately the following number of persons employed:

1. Full-time 13
2. Part-time 20

- F. The following organization exercises control over our policies and procedures: *The Roselle Public Library District Board of Library Trustees*, which meets monthly on the second Wednesday of each month, 7:00 p.m., at the library.

Its members, including current term of office, are: Sue Ellen Eichholz, President (6/13-6/17); Priscilla Spencer, Vice President (6/15-6/19); Elaine Pizzicaro, Secretary (6/13-6/17); Sue Harold, Treasurer (6/13-6/17); Gary Oprenchak, (6/15-6/19); Thomas W. Piorkowski (6/15-6/19); and Terrell Barnes (6/15-6/19).

- 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, Greg McCormick; and various other staff.

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

Use request form (see attached).

- A. Your request should be directed to the following individuals: Sue Harold, FOIA Officer, or Samantha Millsap, FOIA Officer, c/o Roselle Public Library District, 40 S. Park Street, Roselle, IL 60172.

- B. You must indicate whether you have a “commercial purpose” in your request.

- C. 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.

- D. 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.

- E. 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.

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.

- F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- G. The place and times where the records will be available are as follows:

Monday - Friday, 9:30 a.m. to 5:00 p.m.
Roselle Public Library District, Administrative Offices

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained and available for public viewing, and will be disclosed upon request:

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Operating Budgets
- F. Annual Audits
- G. Minutes of the Board of Library Trustees
- H. Library Policies, including Materials Selection
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library