
ROSELLE PUBLIC LIBRARY DISTRICT

40 SOUTH PARK STREET • ROSELLE, IL 60172

630.529.1641 TEL • 630.529.7579 FAX • www.rosellepld.org

COMPLIANCE INFORMATION FOR 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 many other materials, both print and electronic, to further the educational, informational, social, and recreational interests of the community. The Library collections contain approximately 200,000 items, including books, periodicals/magazines, DVDs, music CDs, audiobooks and Playaways, downloadable audiobooks and e-books. Electronic services include access to the Internet, databases for patron use and virtual reference. 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 (exhibit A).
- C. The total amount of our operating budget for fiscal year 2025-2026 is:
\$2,748,900.

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)
- 2. IMRF (provides for employee's retirement and related expenses)
- 3. Social Security (provides for employee's FICA costs and related expenses)

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4. Audit (for annual audit and related expenses)
 5. Maintenance (for maintaining the building)
 6. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
- D. The District's Administrative office is located at the library building 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 19
- 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: Len Baumgart, President (5/2023-5/2027); Mike Harrington, Vice President (5/2023-5/2027); Monika Nasiadka, Secretary (5/2023-5/2027); Christina Dabrowski, Treasurer (5/2025-5/2029); Terrell Barnes, Trustee (5/2023-5/2027); Ashely Cook, Trustee (5/2025-5/2029); Barbara Murray, Trustee (5/2025-5/2029).
- G. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulas (Secretary of State); Director of State Library, Greg McCormick; and various other staff.

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

A. Use the recommended request form (exhibit B), or submit in writing via other means.

B. Your request should be directed to the following individual:

Samantha Johnson, FOIA Officer
sjohnson@rosellepld.org
Roselle Public Library District
40 S. Park Street
Roselle, IL 60172

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

D. 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. If your request is very broad, the FOIA officer may reach out to you in order to narrow the search criteria.

E. 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 \$.25 per page charge for copied records in excess of fifty (50) pages.

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- The actual copying cost of color copies and other sized copies will be charged.
- F. 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, 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.

- G. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection in order to safeguard original documents.
- H. The place and times where the records will be available are as follows:

Monday through Friday, 9:30 a.m. to 5:00 p.m.
Roselle Public Library District, Administrative Offices
40 S. Park Street Roselle, IL 60172

- III. Certain types of information maintained by us are exempt from inspection and copying. However, the Roselle Public Library District shall make available all public records to any person requesting information in compliance with the Freedom of Information Act. The following is a non-exhaustive list that includes basic categories or records that are available to the public:

Accounts Payable Records
Agendas
Annual Financial Reports
Audits

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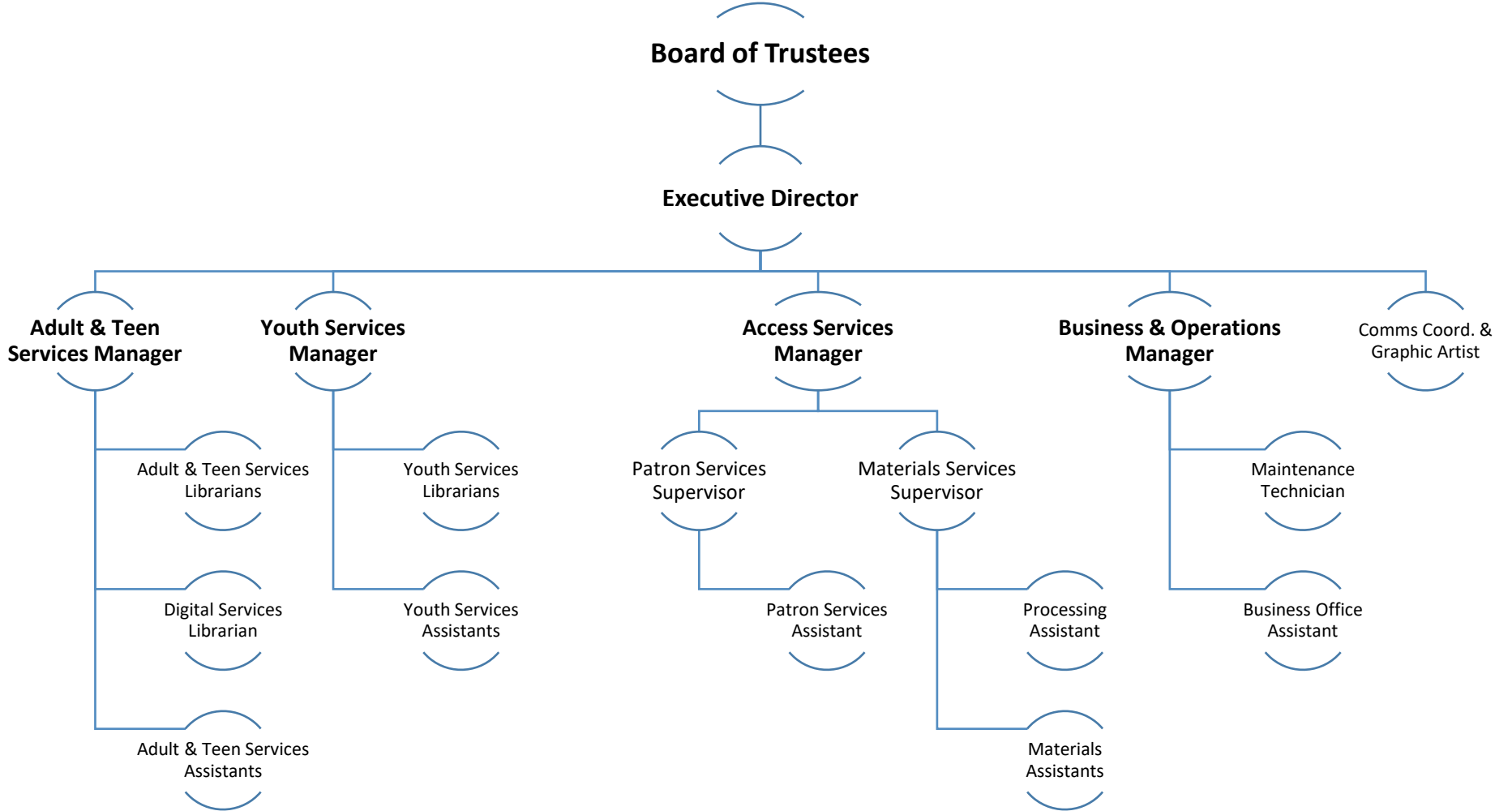
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Bid Documents
Board Packets
Budgets
Correspondence and Memorandums
General Ledgers
Grants
Job Descriptions
Legal Notices
Minutes
Monthly Financial Statements
Newsletters
Non-confidential Personnel Records
Ordinances
Payroll
Policies
Resolutions
RFP/RFQ's
Strategic Plans

- IV. The following documents or categories of records are posted on the Library's website and are available for inspection at all times:

Recent Agendas and Minutes of the Board of Library Trustees
Current and Recent Ordinances and Resolutions
Current Library Policies
Current and Recent Operating Budgets
Current and Recent Annual Financial Reports
Current and Recent Estimates of Revenues
Employee Compensation per P.A. 97-609
IMRF Pension Information per P.A. 101-0504
Current Strategic Plan
Organizational Chart

Roselle Public Library District Organizational Chart



Roselle Public Library District

Freedom of Information Act Request Form

A. Requestor Section:

1. Requestor's Name or Business Name: _____

2. Date of Request: _____ 3. Phone Number: _____

4. Email Address: _____

5. Street Address: _____

6. City, State, Zip: _____

7. Document Certification Requested? Additional fees may apply. Yes No

8. Description of Records Requested:

9. Is This Request for a Commercial Purpose (as defined in the Act)? Yes No

B. FOIA Officer Response Section:

Responsive documents are enclosed.

No responsive documents exist.

Requestor may inspect records at the Library’s Administrative Office on: _____

Documents will be made available upon payment of copying/certification fees of \$ _____

For a commercial request: the estimated time of when the documents will be available is: _____, at the prepaid costs stated above.

Denied - The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act and we are unable to negotiate a more reasonable request.

Denied - The materials requested are exempt under Section 7 of the Freedom of Information Act for the following reasons:

Delayed - The request is delayed for reasons in accordance with section 3[e] of the Freedom of Information Act. You will be notified by the date of _____ as to the action taken on your request.

If this request is denied or delayed, the individual (s) that determined the request to be denied are:

Name & Title: _____

In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 Second St. Springfield, IL 62705 or you have the right to judicial review under section 11 of the Freedom of Information Act.

FOIA Officer Signature

Date