

Fremont Public Library District

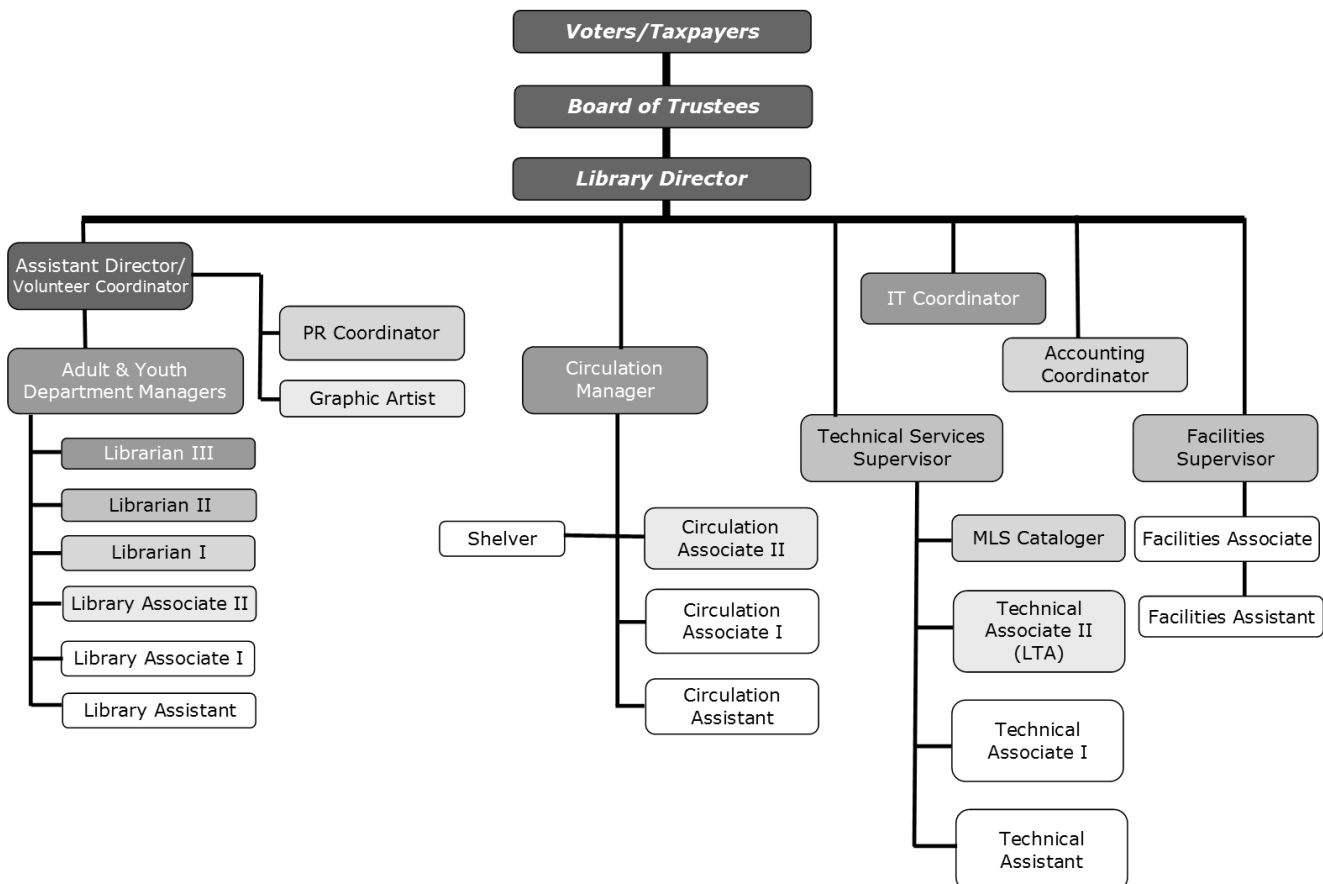
The Illinois Freedom of Information Act

- I. A brief description of our public body is as follows:
 - 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 2015/2016 is \$5,501,481. Funding sources are property and personal property replacement taxes, state and Federal grants, fines, charges, and donations. Tax levies may include:
 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)
 4. Audit
 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)
 7. Debt Service (for bond and interest payments)
 - D. The office is located at: 1170 N. Midlothian Road, Mundelein, IL 60060
 - E. We have approximately 24 full time and 44 part time employees
 - F. The Fremont Public Library District Board of Library Trustees exercise control over our policies and procedures. Board meetings are held on the third Thursday of each month at 6:30pm at the Library.
Library Board members are: Tim McCue, President; Sarah Armstrong, Vice-President; Steve Hoenig, Secretary; Carol Mallquist, Treasurer; Kenneth Erickson, Trustee; Jenny B. Ross, Trustee and Marla Wolf, Trustee.
 - 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 the Illinois State Library, Anne Craig and various other staff.

- II. You may request information and records available to the public as follows:
 - A. For your convenience, a sample request is available on our website at http://www.fremontlibrary.org/FOIA_sample.pdf
 - B. Your request should be directed to FOIA Officer Scott Davis, Library Director. In his absence, requests should be submitted to: Rebecca Ingram, Assistant Director, Karen Bolton, Circulation Manager, or Tracy Hucker, Technical Services Supervisor.
 - C. For your convenience, you may use the following email address to reach the designated FOIA officers: foia@fremontlibrary.org
 - D. You must indicate whether you have a "commercial purpose" in your request.
 - E. 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.
 - F. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is \$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 those copies in excess of 50 pages;
 - The actual cost of color copies and other sized copies will be charged.

- G. 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. flash drive, tape, etc.) or in paper form as you select.
- H. 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.
- I. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- J. Records are available in the Administrative Office, the hours are:
Monday through Friday 9:00 AM to 5:00 PM

- III. 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:
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. Adopted Ordinances and Resolutions of the Board
 10. Annual Reports to the Illinois State Library



Fremont Public Library Organizational Chart