

A BRIEF DESCRIPTION OF THE PALATINE PUBLIC LIBRARY DISTRICT

The Palatine Public Library District is a district library that seeks to provide services and materials to its patrons which will encourage a well-informed community.

An organizational chart is attached.

The Library's operating budget for FY10-11 is \$5,783,471. Funding sources are monies appropriated through Cook County property taxes, state personal property replacement taxes, state grants, interest, gifts, fines and fees for service. Taxes are levied for:

1. Corporate purposes (general operating expenditures)
2. Audit
3. IMRF (Illinois Municipal Retirement Fund —employees' retirement expenses)
4. Social Security (employees' FICA expenses)
5. Building and Maintenance (caring for the buildings and equipment)
6. Liability (insurance premiums, workers' compensation insurance, and risk management)

The Palatine Public Library District's main library is located at 700 N. North Court, Palatine, IL 60067. It also has two branches: one, The Freeman Road Branch, is located at 1262 Freeman Road, Hoffman Estates, IL 60192; the other is the Rand Road Branch and is located at 1585 Rand Road, Palatine, IL 60074.

The Library District employs 35 full time and 87 part time persons.

The Library Board of Library Trustees, which meets regularly on the second Wednesday of each month, exercises control over policies and procedures. Its members, elected in consolidated elections, are:

Carol L. Barnes
Richard N. Beals
Nancy J. Heggem
Susanne W. Glazbrook
Barbara E. Illian
Jill K. Jensen
Helen L. Schersten.

The Library Board of Library Trustees also appoints its members to committees during the year. Currently, the Policy Committee, which meets regularly, consists of Jill K. Jensen and Helen L. Schersten. Other committees appointed throughout the year may include but are not limited to: committee to review lockbox contents (annual), committee to review minutes of closed session minutes (biannual), budget committee (annual), compensation committee (annual) and the committee to audit the board secretary's minutes (annual). Agendas of committee meetings are posted in the library and on the

Library's website. Currently operating committees, including names of Trustees serving on each, may be obtained by contacting the Library Director (847.358.5881 x 155).

Furthermore, The Palatine Public Library District is required to report and be answerable for our operations to: the Illinois State Library, Springfield, IL, whose members are State Librarian Jesse White (Secretary of State); Director of State Library Anne Craig; and various other staff.

Information and records available to the public may be requested in the following manner:

1. Request information from the Administrative Office, Palatine Public Library District, 700 N. North Court, Palatine, IL 60067, (847) 358-5881, weekdays 9 a.m. through 5 p.m., excluding holidays, or mail to the same address to the attention of the FOIA Officer Susan Strunk or the Deputy FOIA Officer Joyce Griffin. A form is provided here for your convenience, although your request need not be made on the Library's form. Please identify the request as such under the Freedom of Information Act.
2. Specify the records requested to be disclosed for inspection or to be copied. Indicate which, if any, records to be certified.
3. Records may be inspected or copied. If inspected, an employee of the Library District must be present throughout the inspection. Records for inspection only are available by appointment Monday – Friday, 9:00 a.m. – 5:00 p.m., in the Business Office, Palatine Public Library District, 700 N. North Court, Palatine, IL 60067.
4. There is no charge for the first 50 pages of black and white copies; thereafter each copied page is \$.10. Color copies are \$.10 per page and there is a \$1.00 per page for certification of records.

The FOIA Officer will respond to a request within five (5) working days of receipt of the request. The Library's response will be either the information requested, or a notice for an extension under the Freedom of Information Act, or a denial of the request in writing. Denial of the request will occur if the public records requested fall within one of the specific exemptions of the Act. If only part of the request is denied, and access given to the remainder, such will be stated in the response. Any denial will include the reason or exemption. The person making the request will also be notified of the right to appeal the denial.

Denial of access by the FOIA Officer may be appealed to Public Access Counselor (PAC) in the Illinois Attorney General's office within 60 days. Upon receipt of an appeal, the PAC will review the public record, determine whether the record is open to public inspection, and respond in writing to the appeal within seven (7) business days. The Public Access Counselor may be contacted at the Public Access Bureau, 500 S. 2nd Street, Springfield, IL 62706; (217) 558-0486; publicaccess@atg.state.il.us.

Certain types of information maintained by the Library District are exempt from inspection and copying. However, the following types or categories of records are maintained and available for public viewing:

1. Monthly Financial Statements
2. Any Ordinances and Resolutions
3. Operating Budgets
4. Annual Audits
5. Library Policies
6. Annual Reports to the Illinois State Library
7. Minutes of the Library Board of Library Trustees board and committee meetings that have been approved and released
8. Documents included with monthly Board of Trustees' meeting agenda packets.

The entire Freedom of Information Act is available at www.ilga.gov under Illinois Compiled Statutes, Chapter 5 (General Provisions), ILCS 140 (5ILCS 140).

Freedom of Information Request
PALATINE PUBLIC LIBRARY DISTRICT

Date of Request		
Requestor's Name (or business name if applicable)		
Street Address		
City	State	Zip
Description of Records Requested (please be specific):		

Copy? (1 st 50 pages black & white free; thereafter \$.10/page) <input type="checkbox"/> Yes <input type="checkbox"/> No Color Copies? (\$.10/page) <input type="checkbox"/> Yes <input type="checkbox"/> No Certification Requested (\$1.00/page) <input type="checkbox"/> Yes <input type="checkbox"/> No Inspection Only? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Library Response (Requestor does not fill in below this line)		
<i>APPROVED</i>		
<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> The documents will be made available upon payment of copying costs \$ _____. <input type="checkbox"/> You may inspect the records at _____ on the date of _____.		
<i>DENIED</i>		
<input type="checkbox"/> 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. <input type="checkbox"/> The materials requested are exempt under Section 7 of the Freedom of Information Act for the following reasons: _____ _____ _____		
Individual(s) who determined request to be denied: _____		
<input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____ You will be notified by the date of _____ as to the action taken on your request.		
The action may be appealed to Public Access Counselor for review within 60 working days. (Public Access Bureau, 500 S. 2 nd Street, Springfield, IL 62706; (217) 558-0486; publicaccess@atg.state.il.us).		

FOIA OFFICER:	Date of Reply:
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