



Illinois Freedom of Information Act

- I. A brief description of our public body is as follows:
 1. Our purpose is to provide resources and services to support the educational, informational, cultural, and recreational needs of our community.
 2. An organizational chart is attached.
 3. The total amount of our operating budget for FY24 is: \$1,334,529. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levy includes:
 - a. Corporate purposes (for general operating expenditures)
 - b. IMRF (provides for employees' retirement & related expenses)
 - c. Social Security (provides for employees' FICA costs & related expenses)
 - d. Audit (for annual audit & related expenses)
 - e. Maintenance (for maintaining the building)
 - f. Tort Liability (for insurance premiums, risk management, attorney's fees & related expenses, unemployment and worker's compensation insurance)
 - g. Working Cash (for internal loans [not currently levied])
 - h. Debt Service (for bond & interest payments [not currently levied])
 4. The office is located at this address: 405 West Main Street, Carbondale, IL 62901
 5. We have the following number of persons employed:
 - a. Full-time: 12
 - b. Part-time: 4
 6. The following organization exercises control over our policies and procedures:

The Carbondale Public Library Board of Library Trustees, which meets monthly on the 2nd Wednesday of each month, 4:30 p.m., at the library. Its members are: Don Prosser, President; Chastity Mays, Vice President; Barbara Levine, Vice President; Susan Tulis, Secretary; Frances Anterola, Philip Brown, Joyce Hayes, Julian Pei, Roland Person.
 7. We are required to report and be answerable for our operations to:

Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulis (Secretary of State); Director of the 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:

1. Please make your request for records in writing. The Carbondale Public Library does not require the completion of a standard form for this purpose. You may submit your written request by mail, email, or in person. Please direct your request to:

FOIA Officers – Jennifer Robertson and Gwen Hall Grosshenrich

Carbondale Public Library

405 W. Main St.

Carbondale, IL 62901

E-mail jrobertson@carbondale.lib.il.us and/or ghall@carbondale.lib.il.us

2. Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions. To the extent that you wish to ask questions of a representative of the Carbondale Public Library, you may call the library at 618-457-0354, to be directed to the proper person.
3. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.
4. There is no fee (for non-commercial requests) for up to 50 pages of standard paper copies. For pages beyond 50, there is a 10-cent-per-page charge for black and white copies. Fees for color copies or electronic delivery devices (CD, flash drives) may apply.
5. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request." In addition, you must include a specific explanation as to why your request for information is in the public interest—not simply your personal interest—and merits a fee waiver.
6. Please include your name, preferred telephone number(s), mailing address, and, if you wish to receive information by email, your email address.

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. Operating Budgets
4. [Current budgeted employee compensation packages in excess of \\$75,000 in compliance with the Illinois Public Act 097-0609](#)
5. [Minutes of the Library Board of Trustees](#)
6. [Library Policies](#)
7. [Annual Reports to the Illinois State Library](#)