

**ROLLING PRAIRIE LIBRARY SYSTEM**  
**THE ILLINOIS FREEDOM OF INFORMATION ACT**

- I. A brief description of our public body is as follows:
- A. Our purpose is to enable our member libraries to maximize the scope and quality of their services.
  - B. An organizational chart is attached.
  - C. The total amount of our operating budget for FY 2010 is \$1,024,100.  
Funding sources are state and federal grants, and fees for services and materials.
  - D. The office is located at this address: 345 W. Eldorado Street, Decatur, Illinois 62522.
  - E. We have approximately the following number of persons employed:
    - 1. Full-time 15
    - 2. Part-time 1
  - F. The following organization exercises control over our policies and procedures: The Rolling Prairie Library System Board of Directors, which meets monthly on the third Tuesday of each month, except for August and December, at 1 p.m. Eight meetings a year are held at System offices, and two are held in member libraries.  
  
Its members are: William Beals, President; Cindy Fuller, Vice President; Rebecca Wright, Secretary; Valerie Green, Treasurer; Mary Gendry, Richard Helton, Nancy Huntley, Brenda Larison, and Nina Wunderlich.
  - G. The following organization operates in an advisory capacity regarding our operation: Rolling Prairie Library System Librarians Advisory Committee. Its members are: Marsha Burgener, Donna Cunningham, Jan Dungey, Lee Ann Fisher, Jean Forness, Sara Goodner, Sarah Hjeltness Garley, Jeanne May, Debbie Myers, Jennifer Nelson, Linda Perona, Connie Peters, Karen Smith-Cox, and Carol Waterman.
  - H. 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, Anne Craig; and various other staff.
- II. You may request the information and the records available to the public in the following manner:
- A. Use request form (see attached).
  - B. Your request should be directed to the following individual: Michael Szymkoski, FOIA officer.
  - 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.
  - 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 \$.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.

- 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, diskette, tape, etc.) or in paper as you select.
- G. 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.
- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- I. The place and times where the records will be available are as follows:
  - 8:00 a.m. to 4:00 p.m.
  - Rolling Prairie Library System, 345 W. Eldorado St., Decatur, IL 62522

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:

- Monthly Financial Statements
- Annual Receipts and Disbursements Reports
- Operating Budgets
- Annual Audits
- Minutes of the Board of Library Trustees
- Library Policies, including Materials Selection
- Adopted Ordinances and Resolutions of the Board
- Annual Reports to the Illinois State Library

BOARD OF DIRECTORS  
William Beals 08 -11 Cindy Fuller 08-11 Valerie Green 09-12 Becky Wright 08-11  
Mary Gendry 10-12 Richard Helton 08-11 Nancy Huntley 08-11 Brenda Larison 09-12 Nina Wunderlich -9-12

EXECUTIVE DIRECTOR  
Beverly J. Obert

ADMINISTRATIVE SERVICES

Executive Assistant  
Peggy Durst

Consulting Assistant  
Angela Thompson

BIBLIOGRAPHIC ACCESS

LLSAP Manager  
Jo McLain

Computer System  
Coordinator (\*CDF)  
Terry Moreland

Computer System  
Assistant  
Sue Byers

BUSINESS SERVICES

Fiscal Officer  
Michael Szymkoski

CONSULTING SERVICES

Consultant  
School/Youth Services  
Rachel Miller

Consultant & Web Master  
Doris McKay

Consultant  
Public/Special Libraries  
Louise Greene

DELIVERY SERVICES

Custodian/Driver  
Chris Janvrin

Van Driver  
Kathy McGonigle

Van Driver  
Victor Moreland

Van Driver  
Dan Pritts

.67 Van Driver/Sorter  
Larry Papa

On Call Driver  
Joe Davies

On Call Driver  
Harold Dillow