

CISSNA PARK COMMUNITY LIBRARY DISTRICT

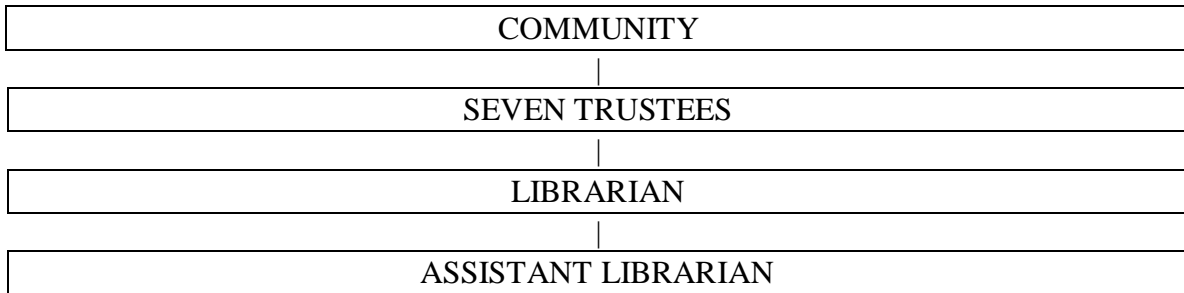
July 1, 2022 – June 30, 2023

1. A BRIEF DESCRIPTION OF OUR PUBLIC BODY IS AS FOLLOWS:

A. A short summary of our purpose is:

To provide library service to the residents of our Library District.

B. This is a block diagram showing our functional subdivisions:



C. The total amount of our operating budget for this fiscal year is: \$142,404.

D. We have our only office located at: 511 North Second Street, Cissna Park, Illinois.

E. We have 0 persons employed full time. The services of a librarian and all other personnel are contracted for on a part-time basis.

F. The District is governed by seven trustees. The present members are President, Larry Hofbauer; Vice-President, Lynn Hasselbring; Secretary, Elaine Young; Treasurer, Lois Steiner; and Trustees: Emily Tuttle, Matt Osborne, Jeannie Seggebruch all of Cissna Park, Illinois.

G. No organizations operate in an advisory capacity to the District.

H. We are required to report and be answerable for our operations to:

The various state offices who supervise library activities, especially the Illinois State Library.

II. YOU MAY REQUEST THE INFORMATION AND RECORDS AVAILABLE TO THE PUBLIC IN THE FOLLOWING MANNER:

Your request should be directed to one of the following individuals:

TITLE AND ADDRESS

President/Trustee

Larry Hofbauer
308 North First Street
Cissna Park, IL 60924

Secretary

Elaine Young
Box 399
Cissna Park, IL 60924

While a written request is preferred, oral requests will be honored. You must specify the records requested to be disclosed (and copied). If you desire that any records be certified, you must specify which ones.

To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

\$.25 per page if our employee copies the record.

\$.15 per page if individual requesting records makes copies using our equipment.

\$.20 per certificate if the copies are to be certified.

The times and places where the records will be available are as follows:

At the Library from 8:00 a.m. to 3:30 p.m., Monday thru Friday, provided the library is open to the public.

III. CERTAIN TYPES OF INFORMATION MAINTAINED BY US ARE EXEMPT FROM INSPECTION AND COPYING. HOWEVER, WE MAKE AVAILABLE THE FOLLOWING TYPES OF RECORDS UNDER OUR CONTROL:

Fiscal Records, Minutes of Meetings of the Board of Trustees, Resolutions, Ordinances, Legal Notices, Insurance information, Policies and Procedures, Correspondence, Training Records and Agreements.