The Steger-South Chicago Heights Public Library District
Freedom of Information Act FY 2026-2027
Updated 10/3/2026

I. A brief description of our public body is as follows:

a. Our purpose is to provide materials and services for recreational, social, informational, and educational needs of the community.

b. An organizational chart is attached

c. The total amount of our operating budgets for FY 2026-2027 is $751,200.00. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, donations, and interest income. Tax levies are:
   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 (for annual audit and related expenses)
   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)

d. The office is located at this address:
   54 East 31st Street
   Steger, IL 60475

e. We have approximately the following number of people employed:
   1. Full Time 5
   2. Part Time 4

f. The following organization exercises control over our policies and procedures: The Steger-South Chicago Heights Public Library Board of Trustees, which meets monthly on the fourth Thursday of each month at 7:00 P.M. at the library.

   Its members are: Lisa Stanton, President; Tashara Rule, Vice-President; Shelbi Andrade, Secretary; Janet Fiorenzo, Treasurer; Ralph Gazzillo, Andrea Holecek-Sherman, and Sandra Joyce.

g. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulias; Deputy Director of 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:

a. Use request form online at sschlibrary.org/foia-request or request a printed form.
b. Your request should be directed to the following individuals: Jessica Rodrigues and Ana Brown.
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 10¢ 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 will be required to pay the actual cost of the medium only (i.e. disk, memory stick, 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) business 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:
Monday - Friday
10:00am – 5:00pm, when Library Director is available
Steger-South Chicago Heights Public Library, Administrative Offices

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:

a. Monthly Financial Statements
b. Annual Receipts and Disbursement Reports
c. Budget and Appropriation Ordinances
d. Levy Ordinances
e. Operating Budgets
f. Annual Audits
g. Minutes of the Board of Library Trustees
h. Library Policies, including Materials Selection
i. Adopted Ordinances and Resolutions of the Board
j. Annual Reports to the Illinois State Library