

LEMONT PUBLIC LIBRARY DISTRICT

THE ILLINOIS FREEDOM OF INFORMATION ACT

- A. A brief description of our public body is as follows
- a. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
 - b. An organizational chart is attached.
 - c. The total amount of our operating budget for FY 2021-2022 is \$1,781,000
 - i. Funding sources are property, state and federal grants, fines and fees, and donations. Tax levies are:
 1. Corporate purposes (for general operating expenditures)
 2. IMRF (provides for employees' 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. Equipment and Maintenance (for maintaining the building and equipment)
 6. Debt Service (for bond and interest payments)
- B. The office is located at this address: 50 E. Wend Street, Lemont IL 60439
- C. As of June 30, 2023, the library employs 12 full-time and 22 part-time employees. A salary schedule by name and title can be accessed on the library website (Policies & Financials section).
- D. The following organization exercises control over our policies and procedures: *The Lemont Public Library District Board of Library Trustees*, which meets monthly on the second Tuesday of each month, 7:00 p.m., at the library.
- E. The Board of Trustees is comprised of seven members, elected at two-year intervals to serve a four-year term. The current members are:

Office	Trustee	Term Expires
President	Vytenis Kirvelaitis	5/2027
Vice President	Patricia Camalliere	5/2025
Secretary	Catherine Sanders	5/2027
Treasurer	Michaeline Skibinski	5/2025
Trustee	Renee Miller	5/2025
Trustee	Laura Burt-Nicholas	5/2027
Trustee	Melanie Grzesik-Duffy	5/2027

- F. The officers of the Board shall be President, Vice-President, Treasurer, and Secretary. The officers shall be elected at the regular May meeting of the Board for a term of two (2) years and shall remain in office until their successors are elected. Officers may succeed themselves.
- G. The President of the Board shall preside at all meetings, appoint all committees, and generally perform the duties of the presiding officer. In the absence of the President from a Board

meeting, the Vice-President shall preside. The Treasurer shall be responsible for receiving and disbursing all monies and shall be responsible for reporting monthly to the Board. The Secretary shall keep the minutes of all regular Board meetings and of all special meetings.

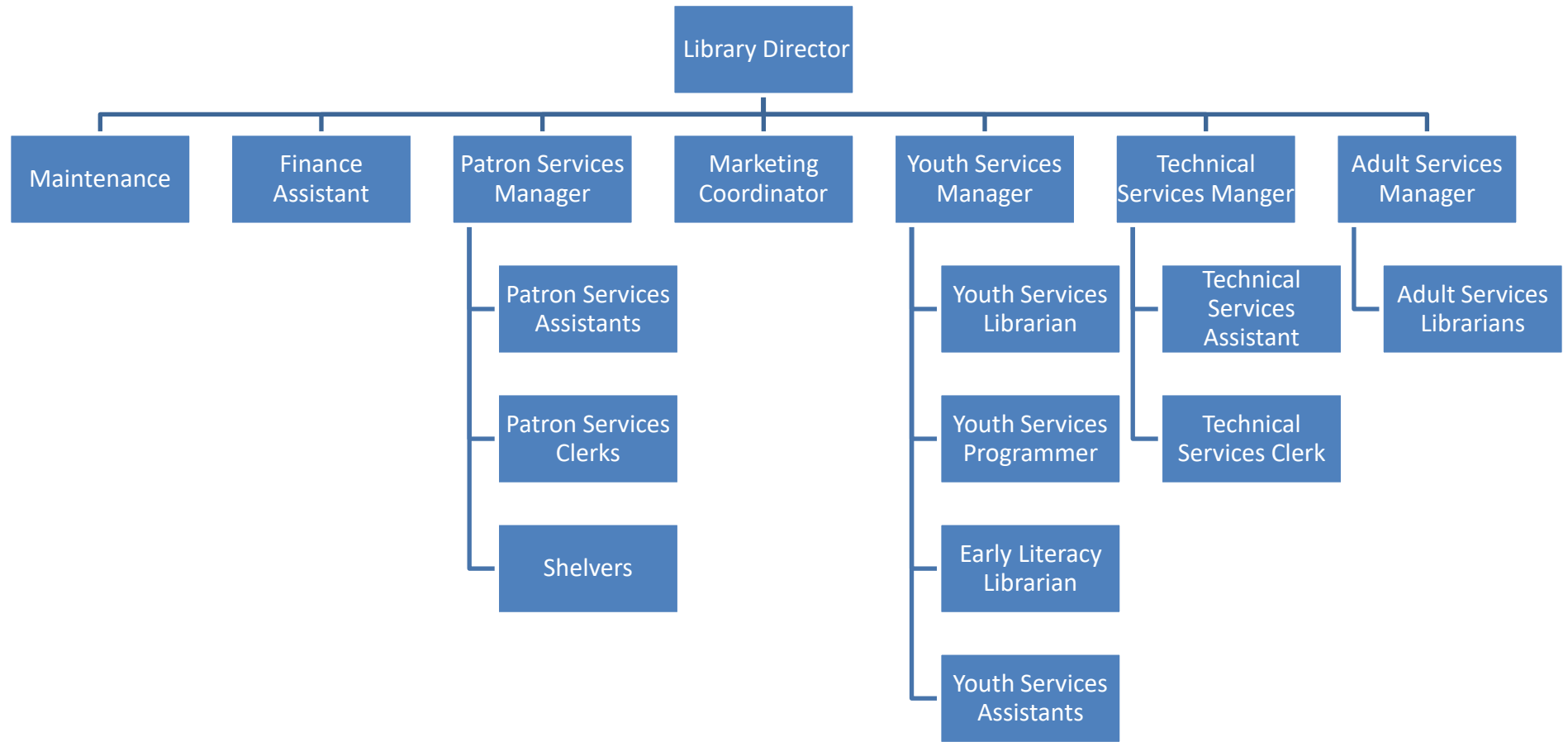
- H. Standing committees shall include Finance; Building & Grounds; Planning & Goals; Policy & Personnel and Technology.
- I. Each committee shall consist of a chairman and at least one (1) additional Trustee, with the President and Director serving as ex-officio members of each committee without voting rights. Standing committees shall be formed in May for two (2) year terms. Committees, other than standing committees, may be formed at such time and with such responsibilities and terms as determined by the President.
- J. BOARD COMMITTEES: Appointed July 2023. The Board President and the Library Director are ex-officio members of all Board Committees.

Committee	Members	Title
FINANCE	Michaeline Skibinski	Chairperson
	Laura Burt-Nicholas	Member
	Renee Miller	Member
BUILDING & GROUNDS	Vytenis Kirvelaitis	Chairperson
	Melanie Grzesik-Duffy	Member
	Catherine Sanders	Member
POLICY & PERSONNEL	Patricia Camalliere	Chairperson
	Renee Miller	Member
	Michaeline Skibinski	Member
PLANNING & GOALS	Catherine Sanders	Chairperson
	Patricia Camalliere	Member
	Melanie Grzesik-Duffy	Member
TECHNOLOGY	Renee Miller	Chairperson
	Catherine Sanders	Member
	Laura Burt-Nicholas	Member

- K. We are required to report and be answerable for our operations to:
 - a. *Illinois State Library*, Springfield, Illinois. Its members are State Librarian, Alexi Giannoulas, (Secretary of State); Director of State Library, Greg McCormick; and various other staff.
- L. You may request the information and the records available to the public in the following manner:
 - a. All requests must be in written form, either in print or electronically. Use of the FOIA Request form (attached) is preferred but not mandatory
 - b. The request form is available at the Administrative Office weekdays 9:00 a.m. – 5:00 p.m., excluding holidays. The form is also downloadable and available to print from any computer.
 - c. Request forms must be completed legibly. There is no requirement under the Act to provide information other than what already exists in records.

- d. Request is to be returned to: FOIA Officer, Administrative Offices, Lemont Public Library District, 50 E. Wend St, Lemont, IL 60439 or to mgolden@lemontlibrary.org with FOIA request in the subject line.
- e. Requests must specify the records requested to be disclosed for inspection or to be copied. If any records are to be certified, they must be specified. Legal counsel may be consulted to advise as to the proper response to the request.
- f. The Library may not require the requester to specify the reason or purpose of the request "except to determine whether the records are requested for a commercial purpose or whether to grant a request for a fee waiver."
- g. Requests received after 3 p.m. will be dated as being received on the next consecutive business day.
- h. Within five (5) business days of the receipt of a written request, the Library will respond with information regarding: access to the information, extension of response time under the Act, or denial of the request in writing.
- i. One (1) extension of an additional five (5) business days may be used if: records are stored in whole or in part at other locations; the request requires the collection of a substantial number of records; the request is a categorical one and to be responsive requires an extensive search; the requested records are not located in a routine search and additional effort is necessary to locate them; the requested records require examination and evaluation as to exemptions or require appropriate deletions from them; the requested records cannot be provided within the time limit without unduly burdening the operations of the Library. The Library will, within the initial five (5) day period, notify the requester of the reason(s) and the date by which the documents will be available.
- j. Denial of the request will occur if the public records requested fall within one of the specific exemptions of the Act or in those situations where the public body does not have either a right of access or ownership of the information.
- k. If only part of the request is denied, and access will be given to the remainder, it will be stated in the response.
- l. Denial of access by the FOIA officer may be appealed to the Illinois Public Access Counselor in writing not later than sixty (60) days after the denial.
- m. Records may be inspected or copied. If inspected, a Library employee must be present throughout the inspection.
- n. The maximum copying fees for requests of more than fifty (50) letter or legal size black and white pages is 15¢ per page (with a maximum charge of \$25.00) and no charge for copies for a request of less than fifty (50) pages. The Library reserves the right to charge the actual cost of reproduction for color or irregular sized copies. Any and all fees will be consistent with applicable subsections of the Act.
- o. For requests of a record maintained in electronic format, the Library will furnish the copy in the requested format if feasible. If not feasible, then the copy will be provided in the electronic format in which it is maintained, or in paper format, at the option of the requester. If a copy is provided in electronic format no fee will be charged beyond the actual cost of the recording medium.

- p. Records will be made available by appointment on weekdays, 9:00 a.m. to 5:00 p.m., excluding holidays, at the Library Administrative Office.
- q. Certain types of information maintained by the Library are exempt from inspection and copying. However, the following documents or categories of records are maintained and available for public viewing, and will be immediately disclosed upon request:
 - i. monthly financial statements
 - ii. budget levy resolutions
 - iii. operating budget
 - iv. annual audits
 - v. minutes of the Library Board that have been approved and minutes of closed meetings that have been released
 - vi. Library ordinances, resolutions, and policies
 - vii. annual reports to the Illinois State Library

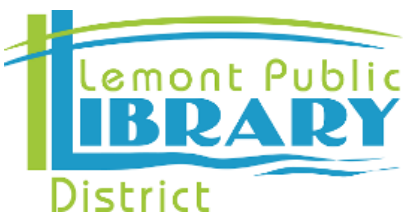


Lemont Public Library District - Public Disclosure of "TOTAL COMPENSATION"

Illinois PA 97-0609 of Compensation in Excess of \$75,000 Annually

FY2024

Position	Salary	Insurance	Vacation Days Earned	Sick Days Earned	Total Compensation
Adult Services Manager	\$ 65,920.04	\$ 18,400.00	17	12	\$ 84,320.04
Director	\$ 96,000.00	\$ 12,532.00	17	12	\$ 108,532.00



FREEDOM OF INFORMATION REQUEST FORM

Date Requested: Click or tap to enter a date.

Request Submitted By: E-mail U.S. Mail Fax In Person

Name of Requester:

Street Address:

City: State: Zip Code:

Telephone: Fax:

E-mail:

Records Requested: *Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

Do you want copies of the documents? YES NO

- Do you want Electronic Copies Paper Copies?
- If you want Electronic Copies, in what format?

Is this request for a Commercial Purpose? YES NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.

Library Response (Requester does not fill in below this line)

Approved	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____ <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$_____ <input type="checkbox"/> For “commercial requests” only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.
Denied	<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) that determined request to be denied and title: _____. In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705, Or you have the right to judicial review under section 11 of FOIA. <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.

FOIA Officer:	Date of Reply:
----------------------	-----------------------