

# LEMONT PUBLIC LIBRARY DISTRICT

## THE ILLINOIS FREEDOM OF INFORMATION ACT

- I. 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 2011-2012 is: \$1,503,100.00. 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)
    - 8. Debt Service (for bond and interest payments)
  - D. The office is located at this address: 50 E. Wend Street, Lemont IL 60439
  - E. As of 2-1-12, the library employs 8 full-time and 25 part-time employees. A salary schedule by name and title can be accessed on the library website (Policies & Financials section).
  - F. 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 Thursday of each month, 7:00 p.m., in the Library Meeting Room. The public is welcome to attend Board meetings.

The Board of Trustees is comprised of seven members, elected at two-year intervals to serve a four year term. The current members are:

		<u>Term Expires</u>
President	Vytenis Kirvelaitis	4/2015
Vice President	Patricia Camalliere	4/2013
Secretary	Stephen Graham	4/2013
Treasurer	Daniel Geoghegan	4/2015
Trustee	Christine Hogan	4/2013
Trustee	Charles Ray	4/2013
Trustee	Kenneth Shattuck	4/2013

The officers of the Board shall be: President, Vice-President, Treasurer, Secretary and Assistant 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.

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 minutes of all regular Board meetings and of all special meetings.

Standing committees shall include: Finance; Building & Grounds; Planning & Goals Policy & Personnel and Technology.

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.

#### BOARD COMMITTEES

Appointed May 9, 2011

<u>Committee</u>	<u>Members</u>	<u>Title</u>
FINANCE	Daniel Geoghegan Kenneth Shattuck Stephen Graham	Chairperson Member Member
BUILDING & GROUNDS	Stephen Graham Charles Ray Daniel Geoghegan	Chairperson Member Member
POLICY & PERSONNEL	Patricia Camalliere Christine Hogan Charles Ray	Chairperson Member Member
PLANNING & GOALS	Patricia Camalliere Christine Hogan Charles Ray	Chairperson Member Member
TECHNOLOGY	Kenneth Shattuck Steve Graham Dan Geoghegan	Chairperson Member Member

- G. 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 of *Freedom of Information Request* form (see Appendix N attached) is preferred, but not mandatory.

- B. Your request should be directed to the following individual: Sandra Pointon, FOIA Officer, Lemont Public Library District, 50 E. Wend St., Lemont, IL 60439 or email to [spointon@lemontlibrary.org](mailto:spointon@lemontlibrary.org).
- C. 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.
- D. 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.
- E. 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, flash drive) or in paper as you select.
- F. 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.
- G. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- H. The place and times where the records will be available are as follows:
  - 9:00 a.m. to 5:00 p.m., Monday - Friday
  - Lemont Public Library, Administrative Offices
  - 50 E. Wend Street, Lemont, Illinois

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 Disbursements Reports
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Operating Budgets
- F. Annual Audits
- G. Minutes of the meetings of Board of Trustees and Committees
- H. Library Policies, including Materials Selection
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library