

ILLINOIS FREEDOM OF INFORMATION ACT (FOIA):

The Library complies with the provisions of the Freedom of Information Act (5 ILCS 140/). A brief description of the Library, an organizational chart, types of information available and the methods of requesting information are posted in the library facility and available through the library website lemontlibrary.org.

Requests for information pursuant to the Freedom of Information Act should be submitted to the Library's appointed FOIA Officer. Use of Appendix N, *Freedom of Information Request* form, is preferred but not mandatory. The FOIA Officer is responsible for receiving FOIA requests and sending responses in compliance with FOIA.

**Approved – Library Board of Trustees
February 11, 2010**

LEMONT PUBLIC LIBRARY DISTRICT

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 2009-2010 is: \$1,425,662.
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. We have approximately the following number of persons employed:
 - 1. Full-time 9
 - 2. Part-time 27
- 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, 6:45 p.m., at the library.

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	4/2011
Vice President	Patricia Camalliere	4/2013
Secretary	Ronald Kopec	4/2011
Treasurer	Kenneth Shattuck	4/2013
Trustee	Daniel Geoghegan	4/2011
Trustee	Stephen Graham	4/2011
Trustee	Edward J. Mikel, Jr.	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, 2009

<u>Committee</u>	<u>Members</u>	<u>Title</u>
FINANCE	Kenneth Shattuck Daniel Geoghegan Stephen Graham	Chairperson Member Member
BUILDING & GROUNDS	Ronald Kopec Stephen Graham Kenneth Shattuck	Chairperson Member Member
POLICY & PERSONNEL	Patricia Camalliere Stephen Graham Edward J. Mikel, Jr.	Chairperson Member Member
PLANNING & GOALS	Patricia Camalliere Daniel Geoghegan Kenneth Shattuck	Chairperson Member Member
TECHNOLOGY	Daniel Geoghegan Ronald Kopec Edward J. Mikel, Jr.	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.

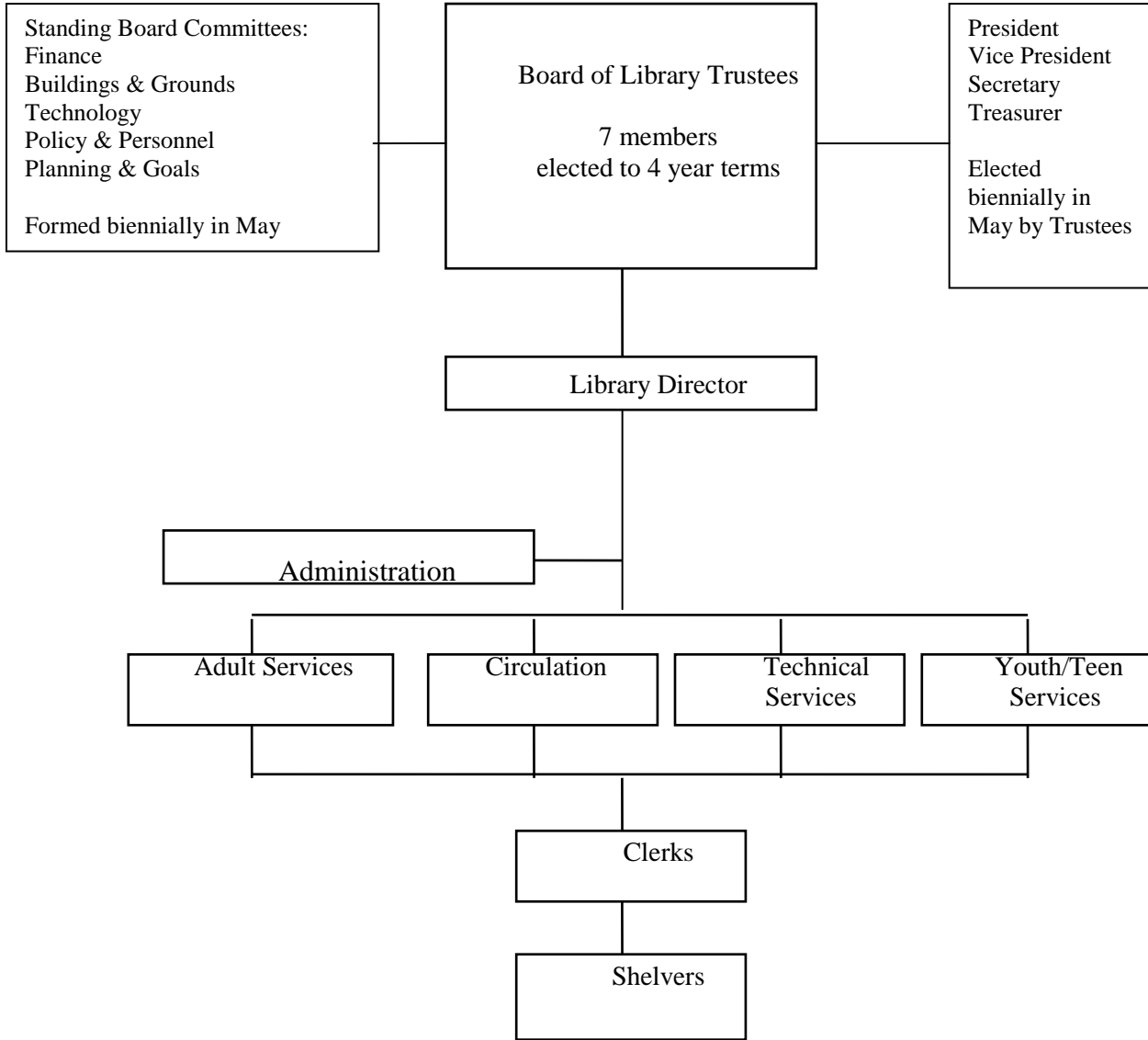
- B. Your request should be directed to the following individual: Sandra Pointon FOIA Officer, Lemont Public Library District, 50 E. Wend St., Lemont, IL 60439 or email to spointon@lemontlibrary.org.
- C. You must specify the records requested to be disclosed for inspection or to be copied. If you desire 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, diskette, tape, etc.) 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

**LEMONT PUBLIC LIBRARY DISTRICT
ORGANIZATIONAL CHART**



**FREEDOM OF INFORMATION ACT
REQUEST FOR INSPECTION AND/OR COPIES OF PUBLIC RECORDS**

Any request to examine and/or copy records of the Lemont Public Library District under the Freedom of Information Act should be made in writing. Prepared forms are available at the Library Administrative Offices, or by printing out the following form (Appendix N). A written request for specific records received by mail, fax, or email will also be accepted. All requests must include the requester's full name and contact information, including phone number and email if applicable, as well as a clear description of the records sought.

All requests for records should be addressed to:

Sandra Pointon, FOIA Officer
50 E. Wend Street
Lemont, IL 60439

Telephone (630) 257-6541
Fax (630) 257-7737
Email: spointon@lemontlibrary.org

Copies up to 50 pages of black and white, letter or legal size will be free of charge. Copies in excess of 50 pages will be charged at a rate of \$0.15 per page. The Library District reserves the right to charge the actual cost of reproduction for color or irregular sized copies.

**APPENDIX N
LEMONT PUBLIC LIBRARY DISTRICT
FREEDOM OF INFORMATION ACT REQUEST**

Date Requested: _____

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.)

Note: Requests may be exempt under the provision of the Freedom of Information Act.

Do you want copies of the documents? Yes No

-- Electronic Copies or Paper Copies? _____

-- If you want Electronic Copies, in what format? _____

-- Certification requested: Yes No

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 and is not for the principal purpose of personal or commercial benefit. 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.

**Lemont Public Library District
Response to Freedom of Information Act Request**

A P P R O V E D	<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 when the documents will be available is _____, at the prepaid costs stated above.
D E N I E D	<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 7.5 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____ <p style="margin-top: 10px;">In the event of a denial, you have the right to seek review by the Public Access Counselor at (877) 299-3642 or 500 S. Second St., Springfield, IL 62706 or you have the right to judicial review under Section 11 of the Freedom of Information Act.</p>
D E L A Y E D	<input type="checkbox"/> Request delayed, for the following reasons (in accordance with Section 3(e) of the Freedom of Information Act). _____ _____ You will be notified by the date of _____ as to the action taken on your request.

FOIA Officer:	Date of Reply:
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