

LEMONT PUBLIC LIBRARY DISTRICT FREEDOM OF INFORMATION ACT GUIDE

Lemont Public Library District
50 E Wend Street
Lemont, Illinois

Serving the counties of Cook and DuPage

Website: <http://lemontlibrary.org>

Posted in compliance with 5 ILCS 140/4



Updated: June 30, 2026

For the Fiscal Year 2027

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ABOUT THE LEMONT PUBLIC LIBRARY DISTRICT

The Lemont Public Library District (LPLD) is a district library organized under the Illinois Public Library District Act (75 ILCS 16/) and serves 23,182 residents through one library location in the Village of Lemont. In addition to serving district residents, LPLD welcomes reciprocal borrowers from other Illinois libraries and all members of the public who choose to visit the library or engage with its staff, resources, and services.

LPLD's purpose is to provide materials, resources, technology, programs, and services that meet the educational, informational, recreational, and cultural needs of the community. To this end, the Library offers traditional and digital collections, public technology, programs for all ages, outreach services, passport acceptance services, meeting spaces, and other services authorized under Illinois law.

LPLD is required to report and be answerable to the Illinois State Library, overseen by Secretary of State Alexi Giannoulias and Executive Director Greg McCormick.

MISSION STATEMENT

The mission of the Lemont Public Library District is to meet the diverse and changing needs of the community by providing a center for lifelong learning and a gathering place for all residents of the district and offering a balanced selection of current, historical, and cultural materials, programs, services, and technological resources for community enrichment.

LIBRARY STATISTICAL AND BUDGET INFORMATION

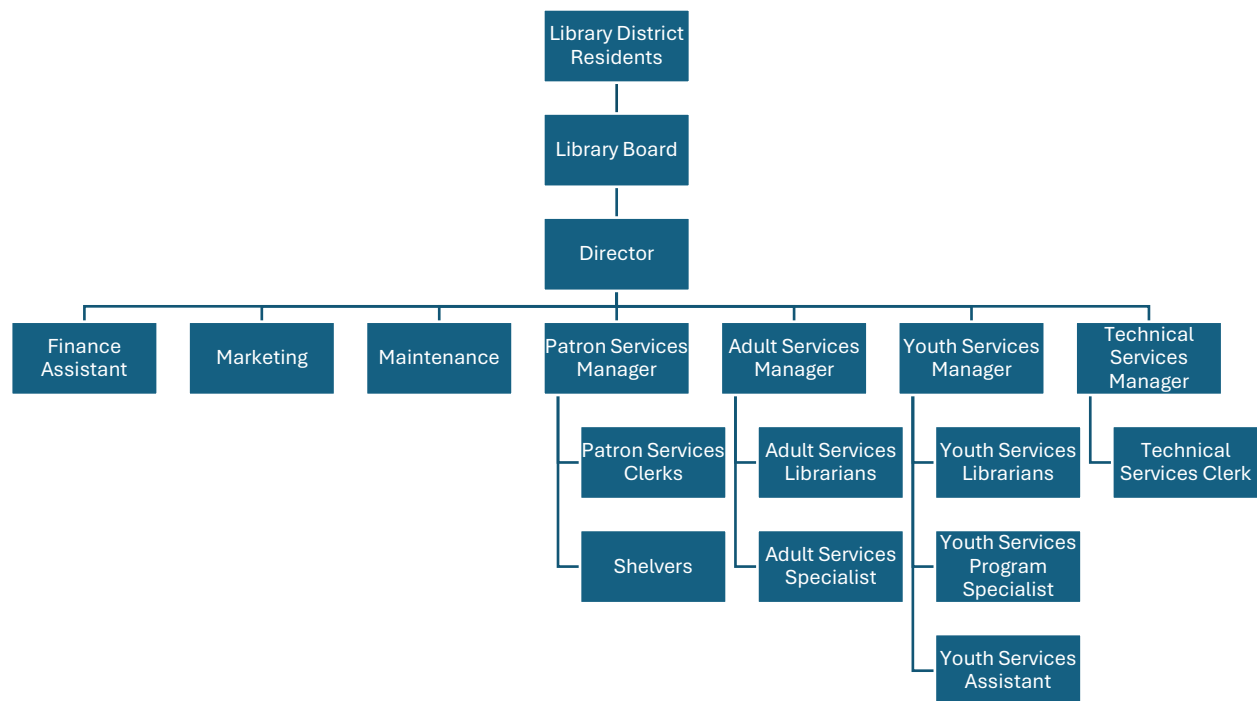
LPLD's fiscal year runs from July 1st to June 30th and the operating budget for the current fiscal year is \$2,241,150. The most current Budget & Appropriation Ordinance and Levy Ordinance are available on the Library's website.

LEMONT PUBLIC LIBRARY DISTRICT OFFICE

The Lemont Public Library District's administrative office is located at 50 E. Wend St, Lemont, IL 60439. The Library has only one branch and does not own any additional facilities or properties.

LIBRARY STAFF

The Library employs 25 staff members: 9 full-time and 17 part-time. Below is the current Organization Chart:



LIBRARY GOVERNANCE AND RESPONSIBILITIES

GOVERNANCE

The Library is governed by an elected, unpaid, seven-member Board of Library Trustees serving 4-year terms.

Regular board meetings are held on the second Tuesday of each month at 7pm in the Event Space Meeting Room at the Library's principal address.

CURRENT BOARD

<u>Member</u>	<u>Term</u>
Vytenis Kirvelaitis, President	May 2023 – May 2027
Patricia Camalliere, Vice President	May 2025 – May 2029
Renee Miller, Secretary	May 2025 – May 2029
Michaeline Skibinski, Treasurer	May 2025 – May 2029
Laura Burt-Nicholas	May 2023 – May 2027
Melanie Grzesik-Duffy	May 2023 – May 2027
Tim Czuba	Mar 2026 – May 2027

BOARD COMMITTEES AND RESPONSIBILITIES

BUILDING AND GROUNDS

- **Members**
 - Vytenis Kirvelaitis, Chairperson
 - Renee Miller, member
 - Tim Czuba, member

FINANCE

- **Members**
 - Michaeline Skibinski, Chairperson
 - Laura Burt-Nicholas, member
 - Renee Miller, member

PLANNING AND GOALS

- **Members**
 - Laura Burt-Nicholas, Chairperson
 - Patricia Camalliere, member
 - Tim Czuba, member

POLICY AND PERSONNEL

- **Members**
 - Patricia Camalliere, Chairperson
 - Laura Burt-Nicholas, member
 - Melanie Grzesik-Duffy, member

TECHNOLOGY

- **Members**
 - Renee Miller, Chairperson
 - Melanie Grzesik-Duffy, member
 - Michaeline Skibinski, member

FOIA

FREEDOM OF INFORMATION ACT

The Lemont Public Library District adheres to the Freedom of Information Act, 5 ILCS140/1 et seq., the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make all public records available for public inspection or copying to any person, with limited exceptions.

FOIA OFFICER

Library Director: Mary Golden mgolden@lemontlibrary.org

FILING A FOIA REQUEST

A request for records must be made in writing and may be submitted to the attention of the FOIA officer in the following ways.

- **Mail**

Attn: FOIA Officer
Lemont Public Library District
50 E Wend St
Lemont, IL 60439
- **Email**

mgolden@lemontlibrary.org
- **Personal Delivery**

During regular business hours of the Lemont Public Library District.

A copy of the Lemont Public Library FOIA Policy and FOIA Request form are available on the Library's website.

FEES

Digital Copies shareable via electronic means will be provided free of charge.

The charge for copies of records will be as follows:

1. First 50 pages of black and white, letter size: Free
2. \$.15 cents per page for black and white, letter size, after 50 pages
3. \$.50 cents per page for color or oversized copies
4. Reproduction saved to other media: actual cost of the recording media to which the information will be saved

RESPONSES TO REQUESTS FOR RECORDS

Responses to all requests can be expected within the time frame specified in the Act. If an extension is required, the FOIA officer from the Library will contact the requester in writing.

PROCEDURE FOR APPEALING A DENIAL

If your request for information is denied, or denied in part, you have a right to have the denial of your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217-782-1396
E-mail: public.access@ilag.gov
877-299-3642

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC.

RECORDS AVAILABLE UPON REQUEST

- Open meeting agendas and minutes, current year + last 4 years
- Annual financial report, most recent
- Salary and benefit information (PA 97-0609), current fiscal year
- Budget & Appropriation, current fiscal year
- Levy Ordinance, current fiscal year
- Library policies, current