



FREEDOM OF INFORMATION ACT

STATUTORY BASIS

“Pursuant to the fundamental philosophy of the American constitutional form of government, it is declared to be the public policy of the State of Illinois that all persons are entitled to full and complete information regarding the affairs of government and official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. Such access is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest.

This Act is not intended to be used to violate individual privacy, nor for the purpose of furthering a commercial enterprise, or to disrupt the duly undertaken work of any public body independent of the fulfillment of any of the fore-mentioned rights of the people to information.

This Act is not intended to create an obligation on the part of any public body to maintain or prepare any public record which was not maintained or prepared by such public body at the time when this Act becomes effective, except as otherwise required by applicable local, State or federal law.

These restraints on information access should be seen as limited exceptions to the general rule that the people have a right to know the decisions, policies, procedures, rules, standards, and other aspects of government activity that affect the conduct of government and the lives of any or all of the people. The provisions of this Act shall be construed to this end.” 5 ILCS 140/1

PRINCIPLES

The Lemont Public Library District is committed to providing citizens and taxpayers access to applicable public records under the Illinois Freedom of Information Act (“IFOIA” or “the Act”). IFOIA is incorporated in this policy by reference. The intent of this policy is to clarify the requirements and to assist staff in compliance with both the letter and the spirit of the Act. The statutory provisions of the Act apply to all information collected, assembled, or maintained by the Library in the course of official business. Information will be made available during normal business hours for inspection or copying. The Library will assure that a written request for information will be processed by appropriately trained staff who will respond within the number of days defined in statute. The Act allows the Library to recoup production costs incurred by supplying the response.

The Library is governed by an elected seven-member Board of Trustees. The Library Board meets at 7:00 p.m. on the second Tuesday of each month, unless rescheduled and notice is given in accordance with the Illinois Open Meetings Act.

LEGAL ORGANIZATION

In accordance with the Act the following information and the attachments to this policy shall be permanently displayed at the Library and made available to the public:

The Library is a library district supported primarily by local property taxes. Other funding sources include property and personal property replacement taxes, Illinois State Per Capita Grant, investments, fines, fees and other state, federal, corporate, and private grants and donations. Tax levies are for:

- General Operating expenses
- Social Security and Medicare (FICA)
- Audit expense
- Maintenance of the Building and Equipment
- Bond/Debt expense

The Library is located at 50 E. Wend St, Lemont, IL 60439. The Library has approximately 31 full and part-time employees. The Library is a member of the Reaching Across Illinois Library Systems (RAILS), the Pinnacle Library Cooperative and other professional organizations such as the American Library Association and the Illinois Library Association.

The Library is required to report fiscal and operational data to The Illinois State Library, Springfield, Illinois.

assures

Reviewed and amended: October 25, 2022

Approved by the Lemont Public Library District Board of Trustees: November 8, 2022