

NEW LENOX PUBLIC LIBRARY DISTRICT
120 VETERANS PARKWAY
NEW LENOX, ILLINOIS

**THE ILLINOIS FREEDOM OF INFORMATION ACT
FY2010-2011**

- I. A brief description of the New Lenox Public Library is as follows:
- A. Our purpose is District is to provide access to materials, services, and public spaces that inform, enrich, entertain, and educate our community.
 - B. An organizational chart is attached.
 - C. The total amount of our operating budget for FY 2009-2010 is: \$1,739,500 for the General Fund. Funding sources are property and personal property replacement taxes, state and federal grants, late charges, fees, and donations. Tax levies for FY 2009 are: \$2,413,762.
 - 1. Corporate purposes (for general operating expenditures): \$1,481,762
 - 2. IMRF (provides for employee's retirement and related expenses): \$1,305.
 - 3. Social Security (provides for employees' FICA costs and related expenses): \$1,317
 - 4. Audit (for annual audit and related expenses): \$1,317
 - 5. Maintenance (for maintaining the building): \$1,317
 - 6. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance): \$1,317
 - 7. Debt Service (separate levy for bond and interest payments): \$925,737
 - D. The office is located at this address: 120 Veterans Parkway, New Lenox, Illinois 60451
 - E. We have the following number of persons employed:
 - 1. Full-time 15
 - 2. Part-time 21
 - F. The following organization exercises control over our policies and procedures: *The New Lenox Public Library District Board of Library Trustees*, which meets monthly on the second Monday of each month, 7:00 p.m., at the library.

Its members are: Linda Evans, President; Janet Ballerini, Vice President; Colette Loecke, Secretary; Treasurer, Edward A. Tatro, Louis J. Broccolo , James R. Lauterbach, and Ann Podoba.
 - 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 request form (see attached).
 - B. Your request should be directed to the following individuals: Library Director, JoAnn Potenziani, FOIA officer; Pam Anderson, Business Manager; and Donna Rinker, Administrative Assistant
 - 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. 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.
 - E. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - F. You may appeal the decision of the FOIA officer to the Board of Library Trustees.
 - G. The place and times where the records will be available are as follows:
 - 10:00 a.m. to 5:00 p.m., Monday through Thursday
 - New Lenox Public Library, Administrative Offices

- 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 Board of Library Trustees
 - H. Library Policies, including Materials Selection
 - I. Annual Reports to the Illinois State Library

Request for Copies of Documents

New Lenox Public Library District
120 Veterans Parkway, New Lenox, Illinois 60451
815-485-2605 Fax 815-485-2548

For administrative processing, we ask that all data requests be made in written form. Please indicate your name and contact information in case we need to clarify the items you seek or if there is a cost involved. Unless special arrangements are made, all items are to be picked up at the library rather than mailed. If more space is needed for your request, you may use the back side.

Name: _____

Organization: _____

Address: _____

Phone: _____

Item(s) requested (please be specific): _____

Date of request: _____

**New Lenox Public Library District • 120 Veterans Parkway • New Lenox, Illinois
Organizational Chart**

