

214 THE ILLINOIS FREEDOM OF INFORMATION ACT

A brief description of the New Lenox Public Library is as follows:

- 1) Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community
- 2) An organizational chart follows below
- 3) The total amount of our operating budget for FY2023 is: \$3.34 million
- 4) Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations
- 5) Tax levies are:
 - a) Corporate (for General Operating Expenditures)
 - b) IMRF (for Staff Member's Retirement and Related Expenses)
 - c) FICA (for Staff Member's Social Security Costs and Related Expenses)
 - d) Liability (for Risk Management, Building & Contents, Liability, Unemployment and Worker's Compensation Insurance Premiums)
 - e) Audit (for Annual Audit, Payroll Processing, and Related Expenses)
 - f) Construction & Maintenance (for Building & Maintenance Expenses)
- 6) The Library is located at: 120 Veterans Parkway, New Lenox, IL, 60451-2390
- 7) The Library employs the following number of staff members:
 - a) Full-Time 19
 - b) Part-Time 20
- 8) The following organization exercises control over library policies and procedures: The Board of Trustees of the New Lenox Public Library District, which meets monthly on the second Monday of each month at 19:00 in the Library Board Room
- 9) The current members of the Board are: Michelle Monbrod, President; Alex Vancina, Vice President; Erin Moncek, Secretary; Dr. Edward A. Tatro, Treasurer; Colette Loecke, Cari Didion, and Sandra Zurawski
- 10) The following organization operates in an advisory capacity regarding our operation: Reaching Across Illinois Libraries System in Burr Ridge, Illinois
- 11) The current members of RAILS consist of various staff
- 12) The Library is required to report and be answerable for its operations to: Illinois State Library, Springfield, Illinois
- 13) The current members of the Illinois State Library are: Secretary of State Jesse White, State Librarian; Greg McCormick, Director of the State Library; and various other staff

The information may be requested and the records available to the public in the following manner:

- 1) Use of the request form as follows below is preferred
- 2) Requests should be directed to the following individual(s): Michelle Krooswyk, FOIA officer.
- 3) The records requested to be disclosed for inspection or to be copied must be specified

- 4) If any records need to be certified, they must be specifically identified
- 5) To reimburse the Library for actual costs for reproducing and certifying, if requested, the records there will be the following charged fees:
 - a) \$1.00 charge for each certification of records
 - b) No charge for the first 50 pages of black and white text on letter or legal size
 - c) \$0.15 per page charge for copied records in excess of 50 pages
- 6) If the records are kept in electronic format they may be requested in a specific format and if feasible they will be so provided, but if not feasible they will be provided either in the electronic format in which they are kept and charged the actual cost of the medium only, i.e. disc, flash drive, etc.; or on paper as requested
- 7) The Library will respond to a written request within 5 working days after receipt of the request or sooner if possible
- 8) An extension of an additional 5 working days may be necessary to properly respond
- 9) Records may be inspected or copied by the requestor
- 10) If inspected, a staff member must be present throughout the inspection
- 11) Appeals of any decision by the FOIA officer will be decided by the Board of Trustees
- 12) The place and times where the records will be available are Monday through Friday, 10:00 a.m. to 5:00 p.m. at the New Lenox Public Library Administrative Offices

Certain types of information maintained by the Library are exempt from inspection and copying. However, the following types or categories of records which can be requested are maintained under the Library's control, which include but are not limited to:

- 1) Monthly Financial Statements
- 2) Annual Receipts and Disbursements Reports
- 3) Budget and Appropriation Ordinances
- 4) Levy Ordinances
- 5) Operating Budgets
- 6) Annual Audits
- 7) Minutes of the Board of Library Trustees
- 8) Library Policies, including Materials Selection
- 9) Annual Reports to the Illinois State Library

Adopted by the Board of Trustees March 12, 2012; Updated April 21, 2014; Updated March 25, 2015; Updated April 12, 2016; Updated October 10, 2016; Updated December 11, 2017; Updated June 8, 2020; Updated March 14, 2022; Updated July 25, 2022

New Lenox Public Library
Freedom of Information Request

Requestor's Name (or Business Name, if applicable)	Date of Request	Phone # (Optional)
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Certification requested: ____ Yes ____ No

Address

City State Zip

Description of Records Requested:

A P P R O V E D	<p style="text-align: center;"><i>Library Response (Requestor does not fill in below this line)</i></p> <p>() The documents requested are enclosed.</p> <p>() The documents will be made available upon payment of copying costs \$_____.</p> <p>() You may inspect the records at _____ on the date of _____.</p>
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D E N I E D	<p>() The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.</p> <p>() The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____</p> <p>Individual(s) that determined request to be denied: _____</p> <p>() Request delayed, for the following reasons (in accordance with 3(d) of the FOIA): _____ You will be notified by the date of _____ as to the action taken on your request.</p>
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The information required by this form is MANDATORY in order to comply with 5 ILCS 140/1. Failure to so provide may result in this form not being processed.

FOIA Officer	Date of Reply
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