

Lansing Public Library  
The Illinois Freedom of Information Act

1. A brief description of our public body is as follows<sup>1</sup>:

- A. The mission of the Lansing Public Library is to provide access to informational, educational, cultural, and recreational library materials and services in a variety of formats and technologies; to be responsive to the public library needs of the community; and to uphold the public's freedom of access to information.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY 2024-2025 is: \$6,481,675.00  
Funding sources are property and personal property replacement taxes, state and federal grants, charges, savings, and donations. Tax levies are:
  - 1. Corporate purposes (for general operating expenditures)
  - 2. IMRF (provides for employee's retirement and related expenses)
  - 3. Social Security (provides for employee's FICA costs and related expenses)
  - 4. Maintenance (for maintaining the building)
  - 5. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
  - 6. Debt Service (for bond and interest payments)
- D. The office is located at this address: 2750 Indiana Avenue Lansing IL 60438
- E. We have approximately the following number of persons employed:
  - 1. Full-time        17
  - 2. Part-time        21
- F. The following organization exercises control over our policies and procedures:  
*The Lansing Public Library Board of Trustees, which meets monthly on the third Thursday of each month, 6:30 p.m., at the library. The Board does not meet in August and December.*

Its members are: Sharon Novak, Bonnie Cuthbert, Mozella Brown, Steve Carr, Yvette Farmer, Jason Klausner, and Jeri Villa.

- G. The following organization operates in an advisory capacity regarding our operation: Peregrine, Stime, Ritzman & Bruckner, Ltd - Attorneys
  - H. 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 Greg McCormick; and various other staff.*
2. You may request the information and the records available to the public in the following manner:
- A. Your request should be directed to the following individual: Lisa Korajczyk, FOIA Officer<sup>2</sup>.

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<sup>1</sup> If the public body maintains a website, the information in Section 1 must be posted there as well.

<sup>2</sup> P.A. 96-542 requires the FOIA designated officer(s), and there can be multiple, must be "trained" with the on-line training program to be developed by the Illinois Attorney General's office and tested as well, within the first six

- B. You must indicate whether you have a "commercial purpose"<sup>3</sup> in your request<sup>4</sup>.
- 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, 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. Commercial requests will be responded to within 21 days of the request.
- 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:
  - Monday through Friday 9 a.m. to 5 p.m.
  - Lansing Public Library, Administrative Office
  - 2750 Indiana Avenue
  - Lansing, IL 60438

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months of the effective date which is January 1, 2021 (i.e. training and testing by July 1, 2020) AND annually thereafter, and within 30 days of any new appointment.

<sup>3</sup> "Commercial purpose: is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

<sup>4</sup> In the event a "commercial interest" is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of copying from prepayment, or provide the documents requested.