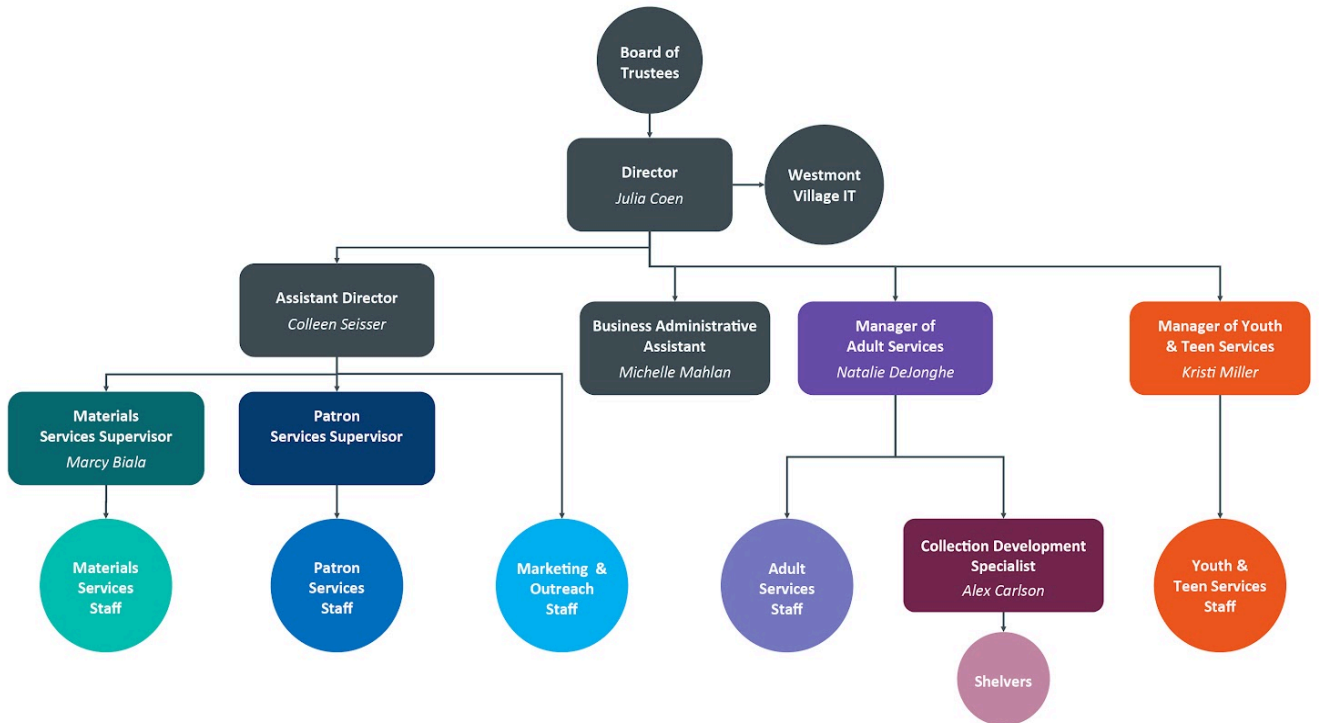


**The Westmont Public Library** is a municipal library established under the Illinois Local Library Act, 75 ILCS 5, with a 7 member Board of Trustees who are elected by voters of Westmont. The Library provides a community of over 24,000 residents with public library services. **MISSION:** We provide our community with the keys to life-long learning. The Board of Trustees envisions the Westmont Public Library as our community's first choice for information, enrichment, and education. **GENERAL FUND OPERATING BUDGET:** The fiscal year budget for May 1, 2024 – December 31, 2024 is \$1,671,753. **WEBSITE:** [www.westmontlibrary.org](http://www.westmontlibrary.org) **LOCATION (1):** 428 N. Cass Ave, Westmont IL 60559 **STAFF:** Standard number of full-time employees is 13 and part-time is 20.



**WESTMONT PUBLIC LIBRARY TRUSTEES:**

President: Jason Fichtel      Vice President: Elaine Carmichael  
 Treasurer: Kerry O'Connor      Secretary: Heather Booth  
 Trustee: Melissa Donoghue      Trustee: Beth Krotiak  
 Trustee: Joanne O'Malley

**Policy Committee**

Heather Booth  
 Elaine Carmichael  
 Beth Krotiak  
 Joanne O'Malley

**Finance Committee**

Kerry O'Connor  
 Elaine Carmichael  
 Beth Krotiak  
 Melissa Donoghue

**FREEDOM OF INFORMATION ACT REQUEST:** A request for records must be made in writing and can be submitted to the attention of the FOIA officer by mail or delivery during regular business hours to 428 N. Cass Ave, Westmont, IL 60559 or by email to [jcoen@westmontlibrary.org](mailto:jcoen@westmontlibrary.org). **FOIA OFFICER:** Library Director, Julia Coen, [jcoen@westmontlibrary.org](mailto:jcoen@westmontlibrary.org). **FEES:** Digital copies shareable via electronic means are provided free of charge. The charge for copies will be free for the first 50 pages black and white letter size, 10 cents per page for black and white, letter size, after 50 pages, 50 cents per page for color or oversized copies or electronic media. **RESPONSES:** Responses for non-commercial requests can be expected within 5 business days of the receipt of a written request and 21 days for a commercial request. If an extension is required, a FOIA officer will reach out to the requestor. **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 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 letter. 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. You can file your Request for Review with the PAC by writing to: Public Access Counselor, Office of the Illinois Attorney General at 500 South 2nd Street Springfield, Illinois 62701. E-mail: [public.access@ilag.gov](mailto:public.access@ilag.gov) Phone: 877-299-3642

**RECORDS AVAILABLE IMMEDIATELY UPON REQUEST** (and at [www.westmontlibrary.org](http://www.westmontlibrary.org))

Meeting minutes and agendas	Last 5 years
Budget & appropriation resolution, annual financial audit, levy resolution	Most recent
Salary & benefit information (PA97-0609)	Current fiscal year
Library policies	Current

**RECORD RETENTION SCHEDULE:** The Library adheres to the guidance for retaining business records set out by the Local Records Commission through the State of Illinois. Retention and destruction of those records is set by an approved schedule. Records include accounts payable invoices, annual financial audits, bank statements, bids, cash receipts, checks (duplicates), employment applications and work schedules, FOIA documents, grant records, inspection reports, insurance policies, minutes, personnel files, payroll reports, and administrative correspondence.