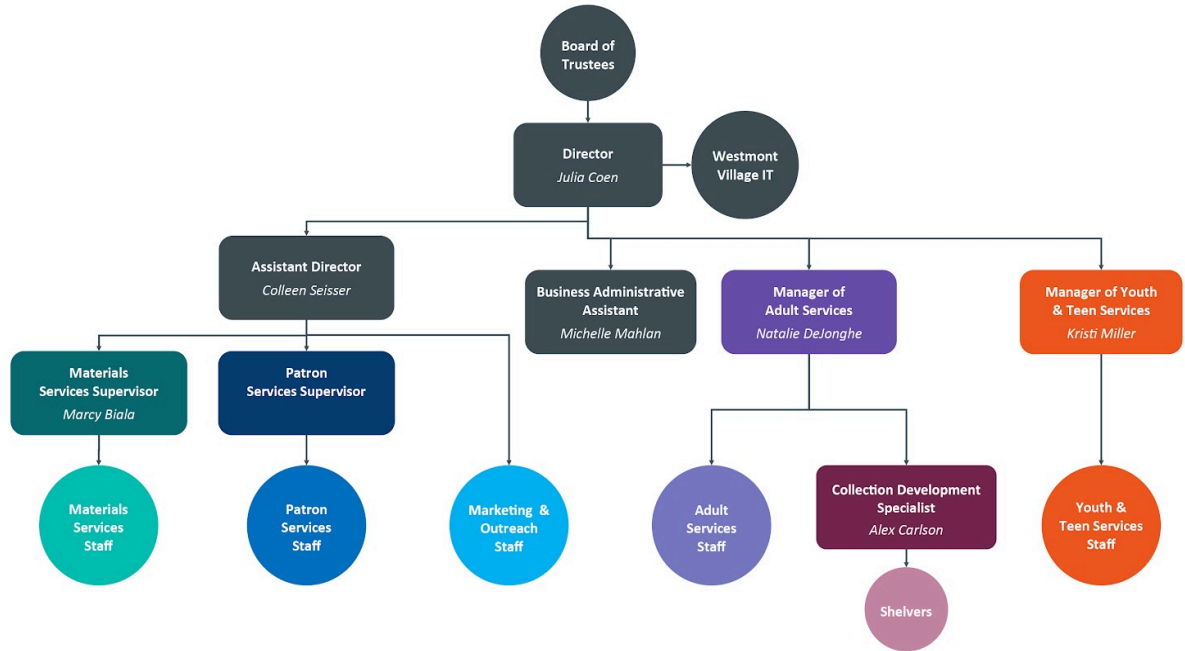


The Westmont Public Library is a municipal library established under the Illinois Local Library Act, 75 ILCS 5, with a 7 member Board of Trustees who are elected by voters of Westmont. The Library provides a community of over 24,000 residents with public library services. **MISSION:** We provide our 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. Budget documents, the most current Budget and Appropriation Resolution and Levy Resolution are available on the Library’s website. **WEBSITE:** 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. **FOIA OFFICER:** Library Director, Julia Coen, 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 TO REQUESTS:** 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 Phone: 877-299-3642

AVAILABLE IMMEDIATELY UPON REQUEST:

Record	Timeframe
Meeting minutes	Last 5 years
Meeting agendas	Last 5 years
Annual financial audit	Most recent
Salary & benefit information	Current fiscal year
PA 97-0609	
Budget & Appropriation	Most recent
Levy Resolution	most recent
Library policies	current

Above information also available at:
www.westmontlibrary.org

RECORD RETENTION SCHEDULE: Per Local Records Commission

Record	Timeframe
Disposal applications	Retain permanently
Accounts payable invoices	Retain 7 years
Annual financial audit	Retain permanently
Bank statements, deposits	Retain 7 years
Bids	3 years, 10 years successful
Cash receipts	Retain 2 years
Checks (duplicates)	Retain 2 years
Admin correspondence	Retain 1 year
Employment applications	1 year, 2 years solicited
Employee work schedules	Retain 2 years
FOIA requests and denials	Retain 2 years
Grants records	3 years after completion
Incident reports	Retain 7 years, 1 yr minors
Inspections - equipment	Retain 2 years
Insurance policies	Retain 7 years
Minutes	Retain permanently
Objections to materials	Retain 1 year
Payroll reports and records	Retain 7 years
Personnel files	60 yrs or 78th birthday