

**CRYSTAL LAKE PUBLIC LIBRARY
FREEDOM OF INFORMATION ACT
ORGANIZATIONAL DESCRIPTION**

**126 W. PADDOCK STREET
CRYSTAL LAKE, IL 60014
MCHENRY COUNTY**

**FREEDOM OF INFORMATION OFFICER
KAREN K. MIGALDI**

**PHONE: 815.459.1687
FAX: 815.459.9581**

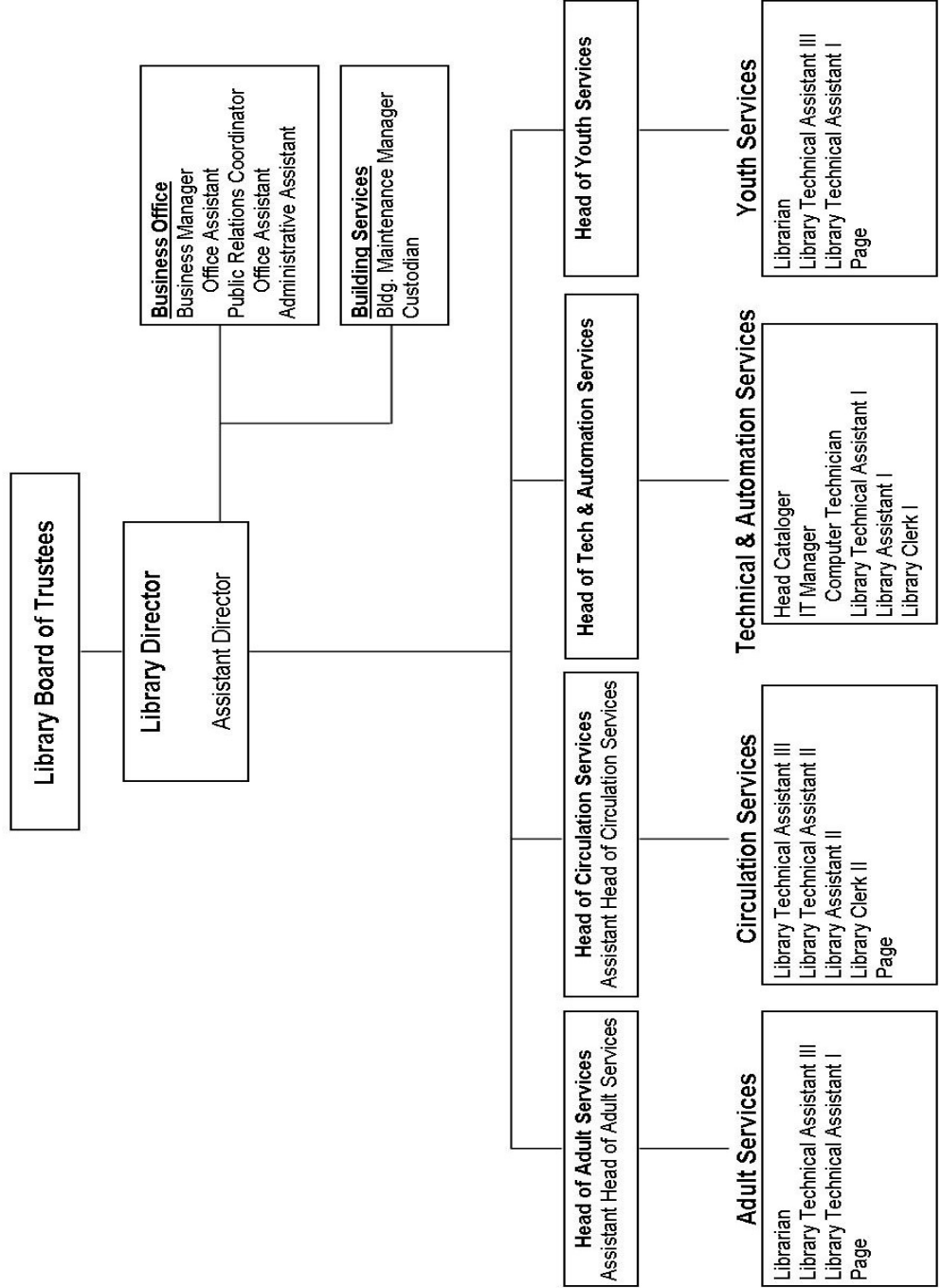
Board of Library Trustees of the City of Crystal Lake
Appointed by the Mayor and City Council of Crystal Lake

Terri Reece, President
William Weller, Vice President
Carol Heisler, Treasurer
Charles K. Ebann, Secretary

CRYSTAL LAKE PUBLIC LIBRARY ORGANIZATIONAL STRUCTURE

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CRYSTAL LAKE PUBLIC LIBRARY ORGANIZATIONAL CHART



Crystal Lake Public Library

The Crystal Lake Public Library (Library) is a component unit of the City of Crystal Lake and organized under the Illinois Local Library Act. As a City Library, the Library's primary service area is defined by the boundaries of the City of Crystal Lake.

The Library is governed by a nine member Library Board of Trustees (Trustees). Trustees must reside in the City of Crystal Lake and are appointed by the Mayor of Crystal Lake with the approval of the City Council for 3-year terms. The Trustees appoint the Library Director.

The Library Board of Trustees of the City of Crystal Lake meets the third Wednesday of every month at 7pm in the Ames Room.

The Library Director is responsible for library operations. The Library has five departments: Administration, Adult Services, Circulation Services, Technical & Automation Services and Youth Services. The Library has 25 full-time and 56 part-time employees. The total FY 14/15 Library operating budget is \$4,637,532. Crystal Lake's population is approximately 41,000.

The Library is located at 126 W. Paddock Street, Crystal Lake, Illinois, 60014.

LIBRARY MANAGEMENT

Kathryn I. Martens	Library Director
Karen K. Migaldi	Assistant Director
Cynthia Lopuszynski	Head of Adult Services
Pam Miller	Head of Circulation Services
Penny Ramirez	Head of Technical & Automation Services
Jennifer Drinka	Head of Youth Services

**HOW TO REQUEST INFORMATION AND PUBLIC RECORDS
FROM THE CRYSTAL LAKE PUBLIC LIBRARY**

For your convenience, a Request for Public Records Official Request Form is available for requesting Library records. It would be helpful if you complete this form stating the specific types of records requested, including address and dates/time frame. Request for Public Records Official Request Forms are available at the Library offices and on the website at www.clpl.org. Completed Request Forms should be submitted to:

Freedom of Information Officer
Karen K. Migaldi
126 W. Paddock Street
Crystal Lake, IL 60014
Fax: 815.459.9581

Each request will be complied with or denied within five (5) working days after its receipt. The five (5) working days time limit may be extended to include an additional five (5) working days in some cases. Each request for commercial purpose will be complied with or denied within twenty-one (21) days after its receipt. Records will be made available for inspection and reproduction unless the records are specifically exempt under the Freedom of Information Act. Accordingly, if your request is for a commercial purpose, please indicate that it is for a commercial purpose as required under the Act.

Reproduction Costs

First 50 black and white pages – free
(legal or letter sized copies)

Additional pages	\$0.15 per side
Other types of records with set fees	actual cost
Certification	\$1.00 per record, plus copy cost
Mailing	Cost of Postage

Prices are subject to change without notice

Library Business Office Hours:
Monday through Friday, 9am-5pm, except holidays

**LIST OF DOCUMENTS/CATEGORIES OF RECORDS
FOR IMMEDIATE RELEASE
Pursuant to the FOIA – 5 ILCS 140/3.5(a)**

Board of Library Trustees	Minutes
Board of Library Trustees	Resolutions

Index of Records Maintained

Annual Reports
Bidding Specifications
Board Bylaws
Board Meeting Records
Board Resolutions
Contracts
Crystal Lake Public Library Policy Manual
Equipment, Inventory of
Financial Records
Insurance Policies
Legal Notices
Long Range Plan
Procedures