

**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**

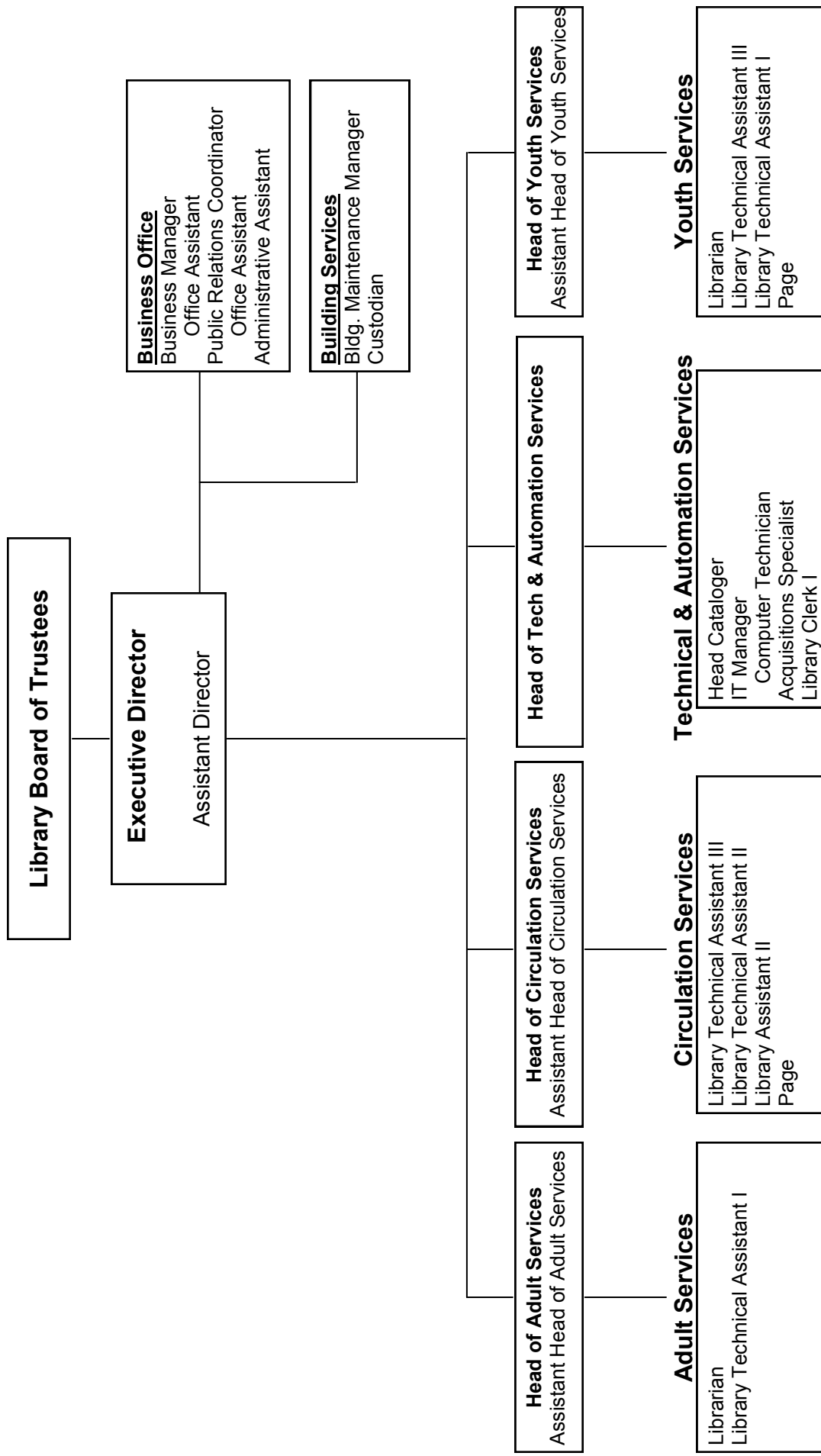
Board of Library Trustees of the City of Crystal Lake  
Appointed by the Mayor and City Council of Crystal Lake

William Weller, President  
Bonita Drew, Vice President  
Cary Waxler, Treasurer  
Mary Fisher, Secretary

James Becker  
Charles K. Ebann  
Stacey Lorenz  
Rebecca Sisler  
Charles G. Stump

# CRYSTAL LAKE PUBLIC LIBRARY ORGANIZATIONAL CHART

07/23



## 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 Executive 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 Executive 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 31 full-time and 35 part-time employees. The total FY 23/24 Library operating budget is \$5,081,619. Crystal Lake's population is approximately 40,269 according to the 2020 Decennial Census.

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

### LIBRARY MANAGEMENT

Becky Fyolek	Executive Director
Karen K. Migaldi	Assistant Director
Nancy Weber	Head of Adult Services
Julie Gibson	Head of Circulation Services
Penny Ramirez	Head of Technical & Automation Services
Dawn Dvorak	Head of Youth Services

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

Requests must be submitted in writing. Requests should include types of records requested, including address and dates/time frame. For your convenience, a Request for Public Records Official Request Form is available for requesting Library records. Request for Public Records Official Request Forms are available at the Library offices and on the website at [www.clpl.org](http://www.clpl.org). Requests should be submitted to:

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

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