

**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 MIGALDI**

PHONE: 815.459.1687

FAX: 815.459.9581

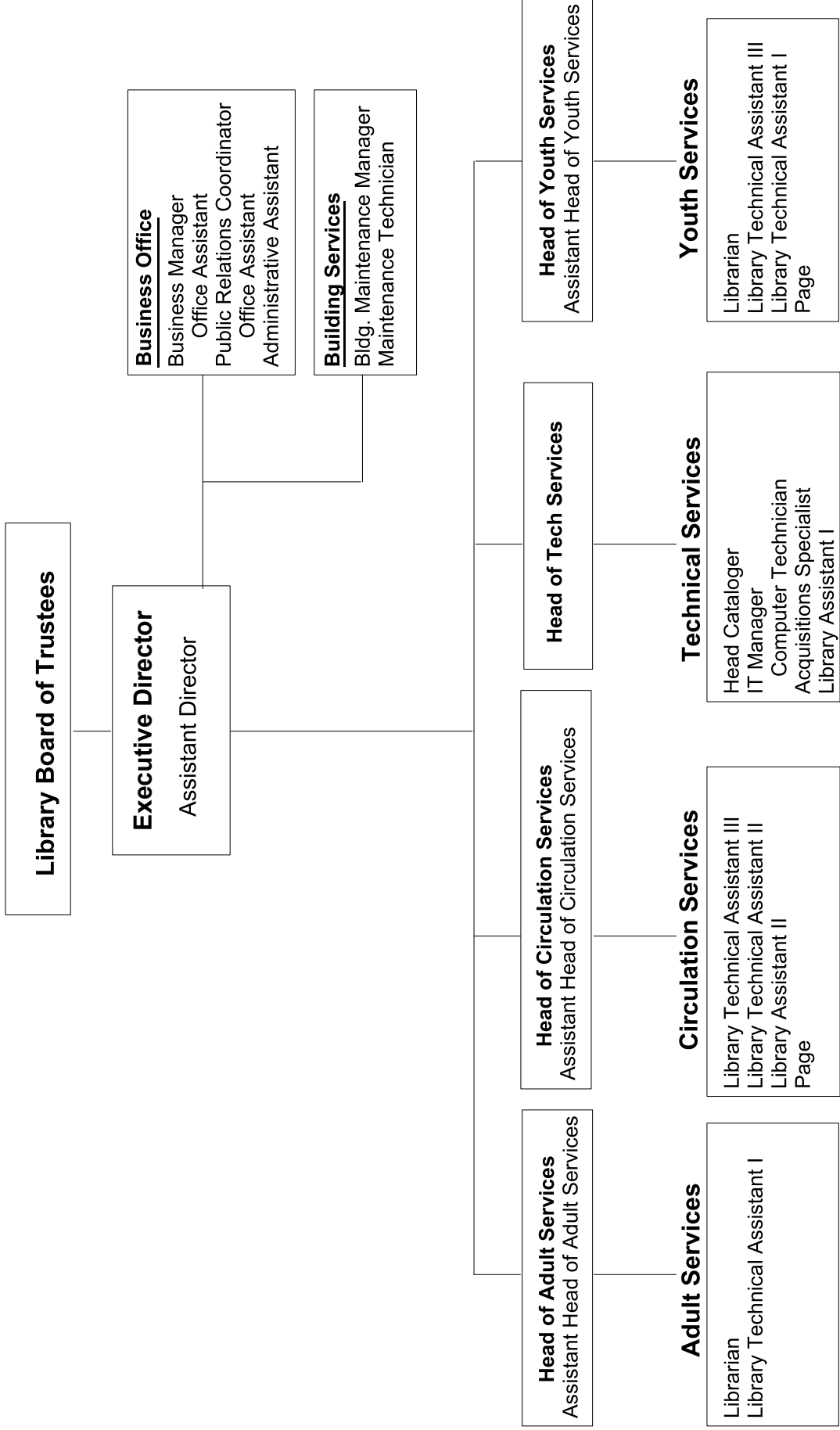
www.cpl.org

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

Cary Waxler, President
Charles G. Stump, Vice President
Stacey Lorenz, Treasurer
Mary Fisher, Secretary

James Becker
Bonita Drew
Charles K. Ebann
Rebecca Sisler
William Weller

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 is organized under the Illinois Local Library Act, 75 ILCS 5. As a City Library, the Library's primary service area is defined by the boundaries of the City of Crystal Lake. The Library complies with laws and reporting requirements as outlined in the Illinois Compiled Statutes and the Illinois Administrative Code. Its Mission is to help people, of all ages and backgrounds, learn, enjoy and better their lives.

The Library is governed by a nine-member Board of Library 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 a 3-year term. The Trustees appoint the Executive Director.

The Library Board of Trustees of the City of Crystal Lake generally meets the third Wednesday of every month at 7pm in the Ames Room. Changes to the meeting calendar can be found on the Library website, www.clpl.org

The Executive Director is responsible for library operations. The Library has five departments: Administration, Adult Services, Circulation Services, Technical Services and Youth Services. The Library has 29 full-time and 38 part-time employees. The total FY 2024B Library operating budget is \$5,293,080. 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
Mari Swift	Head of Circulation Services
Penny Ramirez	Head of Technical 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. Requests should be submitted to:

Freedom of Information Officer
Karen Migaldi
126 W. Paddock Street
Crystal Lake, IL 60014
Fax: 815.459.9581
FOIA@clpl.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. Please indicate if your request is for a commercial purpose as required under the Act. Records will be made available for inspection and reproduction unless the records are specifically exempt under the Freedom of Information 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