

### ABOUT THE HOMER TOWNSHIP PUBLIC LIBRARY DISTRICT (PUBLIC BODY)

The Homer Township Public Library District (also known as HTPLD) serves a community of over 40,000 residents, as well as reciprocal borrowers from the PrairieCat Library system, along with any and all visitors who pass through the Library’s doors.

The Homer Township Public Library District is a district library established under the Illinois Local Library Act, 75 ILCS 16, with a 7-member Board of Trustees elected at the consolidated election.

We are required to report to and be answerable to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian Alexi Giannoulis, Director of the State Library, and various other staff.

### OUR MISSION

The mission of the Homer Township Public Library is to provide free and equal access to information, ideas, books and technologies to educate, engage, and enrich the Homer community. We support life-long learning at every age and stage of a person's life.

### HOMER TOWNSHIP PUBLIC LIBRARY DISTRICT’S WEBSITE

<https://www.homerlibrary.org>

### GENERAL FUND OPERATING BUDGET

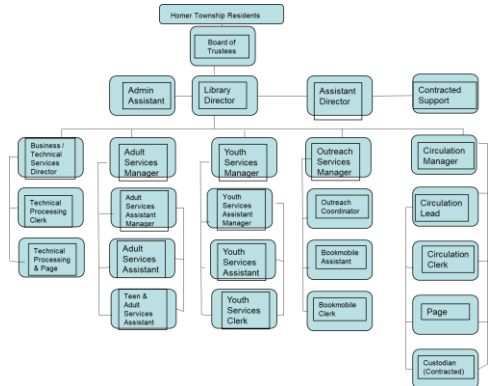
The fiscal year budget for 2023-2024 is \$2,410,000.00. Budget documents, the most current Budget and Appropriation Resolution and Levy Resolution are available at the Library’s administration office.

### HOMER TOWNSHIP PUBLIC LIBRARY DISTRICT OFFICE

The administration office of the HOMER TOWNSHIP PUBLIC LIBRARY DISTRICT is located at the following address: 14320 W 151st St, Homer Glen, IL 60491. The Library only has one branch location. The library also has a bookmobile.

### HOMER TOWNSHIP PUBLIC LIBRARY DISTRICT STAFF

When fully staffed, the library employs 7 full time employees and 21 part time employees. Library departments and their staff are included in the organizational chart below.



### HOMER TOWNSHIP PUBLIC LIBRARY DISTRICT TRUSTEES

Homer Township Public Library District is governed by an elected, unpaid, seven member Board of Library Trustees. Trustees are elected at the consolidated election for four year terms. Current Board Trustees are:

President: Eileen McCaffrey, Dr.

Vice-President: Phyllis Dahlstrand, Dr.

Treasurer: Kathryn Mitchell

Secretary: Clare Lund

Trustee: Jane Klunk

Trustee: Rita Woods, Dr.

Trustee: Julie Hueckstaedt

Contact info: [trustees@homerlibrary.org](mailto:trustees@homerlibrary.org)

The Board of Trustees generally meets every fourth Monday of the month at 7pm (unless otherwise noted at <https://www.homerlibrary.org/board>) in the library’s meeting room at 14320 W. 151st Street, Homer Glen, IL. Members of the public are welcome to attend meetings of the Board of Trustees.

### COMMITTEE MEMBERSHIP

The Library has 5 standing committees whose membership is as follows:

#### Legal

Rita Woods (Trustee)

Alexandra Annen (Library Director)

#### Finance

Kathryn Mitchell (Treasurer)

Jane Klunk (Trustee)

#### Ethics

Kathryn Mitchell (Treasurer)

Rita Woods (Trustee)

#### Personnel

Eileen McCaffrey (President)

Phyllis Dahlstrand (Vice President)

#### Policy

Clare Lund (Secretary)

Kathryn Mitchell (Treasurer)

### HOMER TOWNSHIP PUBLIC LIBRARY DISTRICT FOIA OFFICER

Library Director: Alexandra Annen ([alex@homerlibrary.org](mailto:alex@homerlibrary.org))

Business Manager: Carol McSweeney ([carolm@homerlibrary.org](mailto:carolm@homerlibrary.org))

### FREEDOM OF INFORMATION ACT

The HOMER TOWNSHIP PUBLIC LIBRARY DISTRICT adheres to the Freedom of Information Act, 5 ILCS 140/1 et. Seq., which is the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make available for inspection or copying all public records to any person.

### FILING A FOIA REQUEST

A request for records must be made in writing and can be submitted to the attention of the FOIA officer in the following ways:

#### Mail

Attn: FOIA Officer

Homer Township Public Library

14320 W 151<sup>st</sup> St

Homer Glen, IL 60491

#### Email

[foia@homerlibrary.org](mailto:foia@homerlibrary.org)

Website

[homerlibrary.org/policies/foia-request](http://homerlibrary.org/policies/foia-request)

### Personal delivery

During regular business hours of the HOMER TOWNSHIP PUBLIC LIBRARY DISTRICT

### FREEDOM OF INFORMATION ACT REQUEST FEES

Digital copies shareable via electronic means are provided free of charge.

The charge for copies of the records will be as follows:

First 50 pages black and white, letter size: Free

10 cents per page for black and white, letter size, after 50 pages

25 cents per page for color or oversized copies

Reproduction saved to other media: actual cost of the recording media (flash drive, etc.) to which the information will be saved

### RESPONSES TO REQUESTS FOR RECORDS

Responses to commercial requests can be expected within 21 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

Responses for non-commercial requests can be expected within 5 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

### PROCEDURE FOR APPEALING A DENIAL

If your request for information is denied, or denied in part, you have the right to have your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for

Review with the PAC by writing to:

*Public Access Counselor*

*Office of the Illinois Attorney General*

*500 South 2nd Street*

*Springfield, IL 62701*

[public.access@ilag.gov](mailto:public.access@ilag.gov)

877-299-3642

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 the denial letter when filing a Request for Review with the PAC.