

FREEDOM OF INFORMATION ACT GUIDE:

**Updated 5/22/2026
For Fiscal Year 2026-2027**

The Lansing Public Library serves a community of 29,076 residents. The library is a member of the SWAN consortium for its ILS and the RAILS consortium for service. The library is a village library and has a seven-member elected board of trustees. We are required to report to the Illinois State Library in Springfield, Illinois. The State Librarian is Alexi Giannoulis the Illinois Secretary of State.

MISSION STATEMENT

THE LANSING PUBLIC LIBRARY ENRICHES, CONNECTS, AND EMPOWERS ITS COMMUNITY BY PROVIDING EQUITABLE ACCESS TO RESOURCES, EXPERIENCES, AND OPPORTUNITIES.

VISION STATEMENT

YOUR STORY STARTS HERE

The Lansing Public Library's web site is:

<http://www.lansingpl.org>

Address and contact information:

2750 Indiana Ave, Lansing Il 60438

708-474-2447

The library has one branch and does not own any other property,

Operating Budget

The FY 2026-2027 operating budget is \$6,210,937.00. The document is found on the library's website under About/ Library Trustees/ Documents

Staff & Organizational Chart

The library currently has 20 FTE and 16 PTE

Lansing Public Library Organizational Chart

- Library Board
 - Director
 - Admin Assistant
 - Maintenance
 - Youth Services Manager/ Asst. Director
 - Youth and Teen Librarians
 - Youth and Teen Associates
 - Youth Clerks
 - Information Services Manager
 - Adult Librarians
 - Adult Associates
 - Outreach & Marketing Associate (reports jointly to Information Services Manager & Outreach and Adult Services Manager)
 - Outreach and Adult Services Manager
 - Outreach Associates
 - Outreach & Marketing Associate (reports jointly to Information Services Manager & Outreach and Adult Services Manager)
 - IT & Tech Manager
 - Tech Associates
 - Member Services Manager
 - Member Services Assistant
 - Member Services Associates

Lansing Public Library Board of Trustees:

President: Sharon Novak	trusteenovak@lansingpl.org	(2027)
Vice President: Jeri Villa	trusteevilla@lansingpl.org	(2027)
Secretary: Steve Carr	trusteecarr@lansingpl.org	(2031)
Treasurer: Mozella Brown	trusteebrown@lansingpl.org	(2029)
Trustee Christian Olthoff	trusteeolthoff@lansingpl.org	(2027)
Trustee Yvette Farmer	trusteefarmer@lansingpl.org	(2029)
Trustee Afenya Montgomery	trusteemontgomery@lansingpl.org	(2027)

The General Library policy handbook, archived minutes and agendas, board meeting dates and closed days can be found at the library's website.

Freedom of Information Act:

The Lansing Public Library adheres to the Freedom of Information Act, 5ILCS 140/1 et. Seq., which is the principal 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.

FOIA Officers:

Lisa Korajczyk	lisak@lansingpl.org
Beth Hamater	beth@lansingpl.org
Kelli Staley	kelli@lansingpl.org

Filing a FOIA Request:

A request for records should be directed to the above email addresses, personal delivery or mailed to:

Lansing Public Library
2750 Indiana Ave
Lansing, IL 60438

Fees:

Digital copies shareable via electronic means will be provided free of charge. The charge for copies of the records will be as follows:

1. First 50 pages of black and white, letter size: Free
2. 10 cents per page for black and white, letter size, after 50 pages
3. 50 cents per page for color or oversized copies
4. Reproduction cased to other media: actual cost of the recording media to which the information will be saved

Responses to Requests:

Responses to all requests can be expected within the time frame specified by the act. If an extension is required, the FOIA officer from the library will contact the requestor in writing.

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 Illinois Attorney General. 5ILCS 140/9.5 (a).

You may file your Request for Review with the PAC by writing to:

Office of Attorney General
500 South 2nd St.
Springfield, IL 62701
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 Illinois 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 the denial letter. 5 ILCS 140/9.5 (a). Please note that you must include a copy of your original FOIA request and denial letter when filing a Request for Review with the PAC.

Records Immediately Available Upon Request:

The records listed below are available immediately on our website: www.lansingpl.org

1. Meeting Agendas and minutes for the last 18 months
2. A link to the Village's salary and benefit information
3. Current Operating Budget
4. Management names and work emails
5. Board Meeting & Schedule of Closed dates
6. Current General Policy Manual

Records available upon request

1. Current Library Personnel Manual
2. 2024-2027 Strategic Plan
3. 2023 Capital Assessment Plan
4. Levy requests

All requests for financial information must be directed to the Village of Lansing