



140 N. Munn Road • Lindenhurst, IL 60046 • 847.356.7711 • [www.lvdl.org](http://www.lvdl.org)

# **FREEDOM OF INFORMATION GUIDE**

## **Lake Villa District Library**

Posted in accordance with 5 ILCS 140/4.

## **ABOUT LAKE VILLA DISTRICT LIBRARY (PUBLIC BODY)**

Lake Villa District Library (also known as LVDL) serves a community of approximately 40,000 residents including the areas of Lake Villa, Lindenhurst, portions of Round Lake Beach, Round Lake Heights, and Antioch.

LVDL is a tax-supported institution that was assumed by the Township of Lake Villa in June of 1952 and was converted to a district library in August 1973. The library is governed by the Board of Trustees, consisting of seven members, serving a four year term, and are elected by the voters of Lake Villa Township.

## **OUR MISSION**

We enrich lives by connecting people with resources, services, spaces and each other.

## **OUR CULTURE**

Every day, we act in service to our community and each other.

## **WEBSITE**

<https://www.lvdl.org>

## **OFFICIAL REPORTS / MEETING MINUTES**

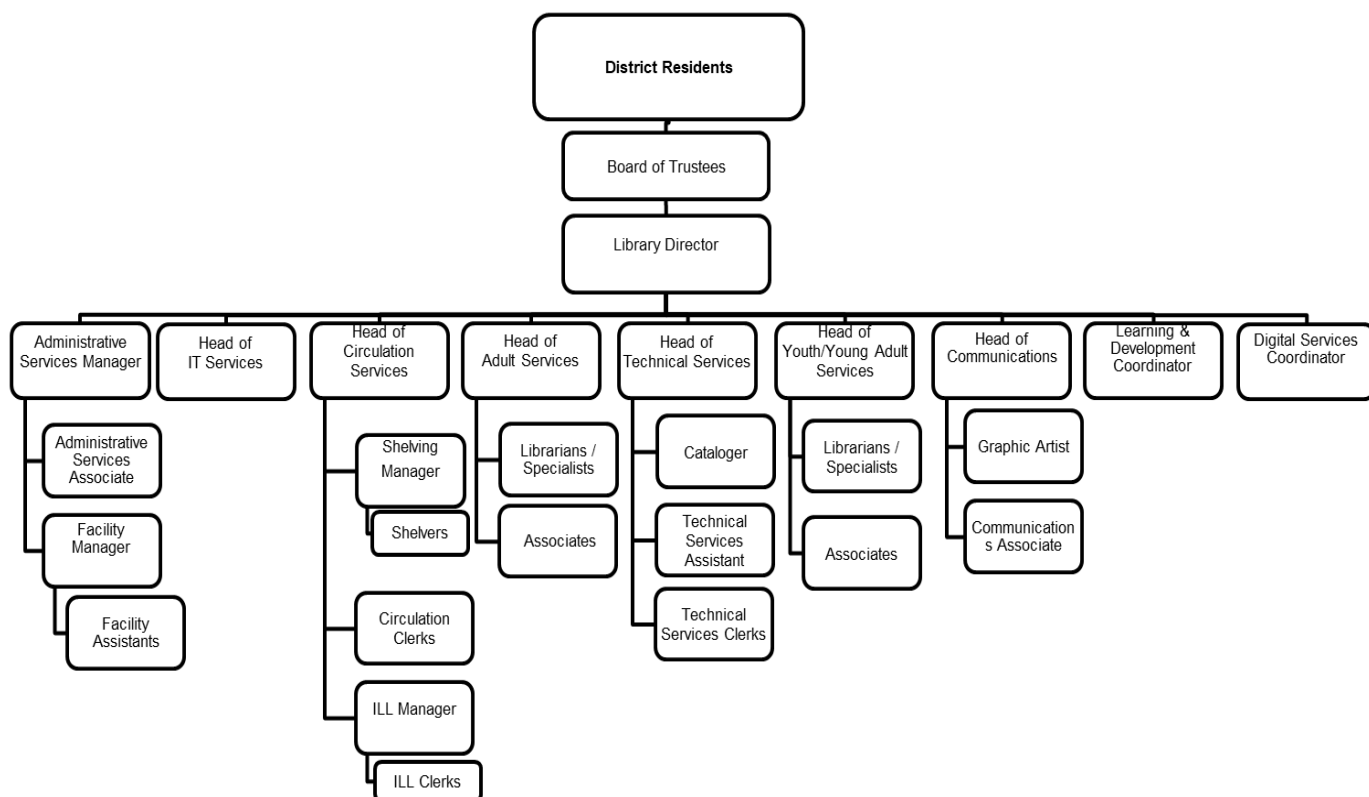
Official library reports (including the most current Budget and Appropriation Resolution, Levy Resolution, and Annual Financial Reports), as well as library Board and Committee Meeting Minutes are available on the library's website or at the library's Administration Office.

## **ADMINISTRATION OFFICE**

The library's Administration Office is located at: 140 N. Munn Road, Lindenhurst, IL 60046. The main phone number is 847-356-7711. The library only has one branch.

## **STAFF**

When fully staffed, the library employs 19 full time employees and 41 part time employees. Library departments and their staff are included in the organizational chart below.



## BOARD OF TRUSTEES

LVDL is governed by elected, unpaid, seven-member Board of Library Trustees. Current Board Members are:

President: Paul Schreck ([pschreck@lvdl.org](mailto:pschreck@lvdl.org))  
 Vice-President: Nate Gass ([ngass@lvdl.org](mailto:ngass@lvdl.org))  
 Treasurer: Jarrod Smith ([jsmith@lvdl.org](mailto:jsmith@lvdl.org))  
 Secretary: David Swan ([dswan@lvdl.org](mailto:dswan@lvdl.org))  
 Trustee: Joel Beverley ([jbeverley@lvdl.org](mailto:jbeverley@lvdl.org))  
 Trustee: Jennifer Durot ([jdurot@lvdl.org](mailto:jdurot@lvdl.org))  
 Trustee: Denise Ruby ([druby@lvdl.org](mailto:druby@lvdl.org))

Open Board and Committee meetings are typically held on the second Monday of each month beginning at 6 PM. Meetings typically take place in the Administrative Conference Room on the upper level of the library.

## **FREEDOM OF INFORMATION ACT (FOIA)**

LVDL 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.

### **FOIA OFFICER**

Library Director: Mikael Jacobsen ([mjacobsen@lvd.org](mailto:mjacobsen@lvd.org))

### **FILING A FOIA REQUEST**

For additional details regarding filing a FOIA request, please see the separate Freedom of Information Act Policy located on the library's website or contact the FOIA officer.