Records Maintained Under Control of the Library
and
Total Compensation Package

The Hayner Public Library District is a public library district serving the areas of Alton, Godfrey, and Foster Township. We provide access to library materials, programming, and other services to the residents of our community.

The Hayner Public Library District
401 State Street
Alton, IL 62002
618-462-0677
www.haynerlibrary.org

FOIA Officers:
Mary Cordes, Executive Director
Lauren Erwin, Assistant Director, Acquisitions, Cataloging, and Processing

The District's operating budget for Fiscal Year 2027 is $3,490,520.00. The District has three locations:

- Downtown Library: 326 Belle Street, Alton, IL 62002
- Hayner Library at Alton Square Mall: 132 Alton Square Mall, Alton, IL 62002
- Genealogy & Local History Library/Administrative Offices: 401 State Street Alton, IL 62002

Hayner Library is a member of the American Library Association, Young Adult Library Services Association, Illinois Library Association, Illinois State Historical Society, Madison County Historical Society, American Association for State and Local History, Alton Main Street, Illinois Heartland Library System and its automated SHARE consortia. Staff from the District serve on the SHARE Bibliographic & Cataloging Standards Committee and the SHARE Circulation & Resource Sharing Committee. The District is also a member of the North Alton Godfrey Business Council and the Riverbend Growth Association; the District's Executive Director serves on the Board of the Riverbend Growth Association.

Certain types of information maintained by us are exempt from inspection and copying. The following types or categories of records are maintained under our control and are available for public inspection in the library's Administrative offices, and through a Freedom of Information Act (FOIA) request:

- Monthly financial statements
- Annual receipts and disbursements reports
- Budget and appropriation ordinances (2025 and older)
- Levy ordinances (2025 and older)
- Operating budgets

- Annual audits
- Annual reports to the Illinois State Library
- Board of Trustees Meeting Minutes (2025 and older)

The following records are available for public review at any time on the library's website:

- Board-Approved library policies (*Policies & Procedures* page)
- Board of Trustees current meeting agenda (*Trustees & Board Meetings* page)
- Current budget and appropriation ordinance (*Trustees & Board Meetings* page)
- Current levy ordinance (*Trustees & Board Meetings* page)
- Board of Trustees meeting minutes 2026 (*Trustees & Board Meetings* page)
- Current Prevailing Wage Information (*Employment Opportunities* page)
- Long Range Plan (*Policies & Procedures* page)
- Total Compensation Package (*FOIA Officers* page)

We have the following number of persons employed:

Full-time: 25 Part-time: 24

Compensation Posting Requirement:

Public bodies participating in the Illinois Municipal Retirement Fund are required to post on their website, a "total compensation package" for each employee making over $75,000 per year:

Name	Position	Salary	Insurance	Total Comp.
Mary Cordes	Executive Director	$99,300.50	$16,762.56	$116,063.06
Sue Hardin	CFO & A.D. of Human Resources	$99,185.06	$16,762.56	$115,947.62
Ted Gayford	A.D. of Information Technology	$96,389.02	$16,762.56	$113,151.58
Katie Schrimpf	A.D. of Library Services & Collection Dev.	$85,985.38	$16,762.56	$102,747.94
Lauren Erwin	A.D. of Acquisitions, Cataloging, & Processing	$76,046.62	$16,762.56	$92,809.18
Sharon Windham	Senior Manager, Circulation & Programming	$60,000.20	$16,762.56	$76,762.76

Note: A.D. = Assistant Director

Members of the Board of Trustees:

Kevin Botterbush (President), Peter Tassinari (Vice President), Amber Sims (Secretary), , Kerry Miller (Treasurer), Ed Morrissey (Trustee), Christy Schaper (Trustee), Jeff Weber (Trustee)

Request for Information and Public Records

Records are available Monday through Friday, from 8:00 a.m. to 5:00 p.m., at The Hayner Public Library District Administrative Office. Records may also be requested through a Freedom of Information Act (FOIA) request. FOIA requests may be submitted online through the *FOIA Request Form* on the District's website or by requesting a FOIA form at the Circulation desks at all Hayner Library locations. Completed paper FOIA forms may be submitted to

401 State Street, Alton, IL 62002. The District's FOIA officers are Executive Director Mary Cordes (mary.cordes@haynerlibrary.org) and Assistant Director - Acquisitions, Cataloging, and Processing, Lauren Erwin (lauren.erwin@haynerlibrary.org).

Access to Library District's Public Records

The following procedures shall be followed when a person seeks access to information under the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.).

- Requests to inspect District records shall be submitted in writing to the District or designee in person, by email, fax, or mail. The District shall either comply with or deny written request for public records within five working days. Under circumstances specified in Section 3 of the Act, the time for responding may be extended by not more than five working days.
- Inspection shall not be allowed when records are in immediate use by persons exercising official duties that require use of the records.
- Requests must specify District records with reasonable particularity to avoid inefficient use of staff time in retrieving and preparing records for inspection.
- Should the requested records be classified as exempt but contain information which is not exempt, the Library Administrator or designee shall redact the exempt material and release the remaining information for inspection and copying.
- The Library Administrator or designee shall be present during inspection or copying of District records.
- Upon Request, copies of the requested District public records shall be produced at the time of inspection. A fee, which is reasonably calculated to reimburse the District for the actual costs of reproducing and certifying the public records, may be charged. There is a $1.00 charge for each certification of records. There is no charge for the first fifty pages of black and white text either letter or legal size. There is a $.15 per page charge for copied records in excess of fifty pages. The actual copying cost of color copies and other sized copies will be charged.
- If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept and you would be required to pay the actual cost of the medium only (example: flash drive) or in paper as you select.

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ADMINISTRATION

HUMAN RESOURCES
BUSINESS & ADMINISTRATION OFFICES
TECHNICAL SERVICES · INFORMATION TECHNOLOGY

DOWNTOWN LIBRARY

CIRCULATION · CHILDREN & YOUNG ADULT SERVICES
INTERLIBRARY LOAN · HOMEBOUND DELIVERY
MAINTENANCE

HAYNER LIBRARY AT ALTON SQUARE MALL

CIRCULATION · CHILDREN & YOUNG ADULT SERVICES
INTERLIBRARY LOAN · REFERENCE
COLLECTION DEVELOPMENT

GENEALOGY & LOCAL HISTORY LIBRARY

GENEALOGICAL AND LOCAL HISTORY RESEARCH

Updated October 2026