

FREEDOM OF INFORMATION GUIDE

Posted in accordance with 5 ILCS 140/4.

Elk Grove Village Public Library



ABOUT THE ELK GROVE VILLAGE PUBLIC LIBRARY (PUBLIC BODY): The Elk Grove Village Public Library (also known as EGVPL) serves a community of over 33,000 residents, as well as any and all visitors who pass through the Library's doors.

EGVPL is a municipal library established under the Illinois Local Library Act, 75 ILCS 5, with an elected 7-member Board of Trustees.

The Library is required to report to, and be answerable for our operations to the Illinois State Library: Alexi Giannoulas, State Librarian, and Greg McCormick, Director of the Illinois State Library.

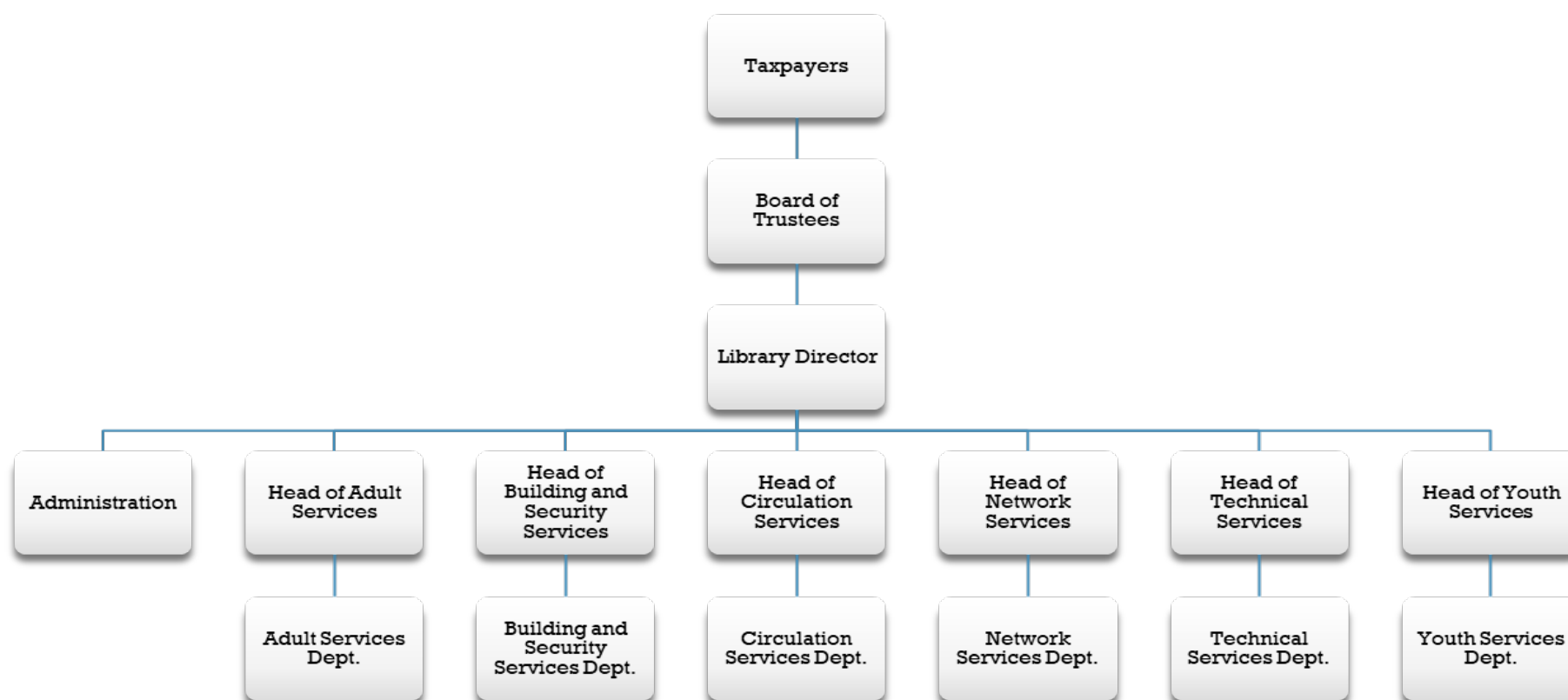
OUR MISSION: We facilitate the sharing of knowledge among people of all ages for the purpose of enriching lives and building community.

ELK GROVE VILLAGE PUBLIC LIBRARY'S WEBSITE <https://www.egvpl.org>

GENERAL FUND OPERATING BUDGET: The fiscal year operating budget for 2024-25 is \$6,719,492. Funding sources are the Property Tax Levy, Corporate Replacement Tax, A State Grant, and library generated income. Budget documents are available on the Library's website as well as in person at the Library's administration office.

ELK GROVE VILLAGE PUBLIC LIBRARY OFFICE: The administration office of EGVPL is located at 1001 Wellington Avenue, Elk Grove Village, IL 60007. The Library only has one branch.

ELK GROVE VILLAGE PUBLIC LIBRARY STAFF: When fully staffed, the library employs 21 full time employees and 60 part time employees. Library departments are included in the organizational chart below.



ELK GROVE VILLAGE PUBLIC LIBRARY TRUSTEES: EGVPL is governed by an elected, unpaid, seven-member Board of Library Trustees. Trustees are elected for six-year staggered terms. Current Board Members and their terms are included below. Trustees may be contacted at Board@egvpl.org, or at the Library's general mailing address.

Current Board Members are:

President: Bruce Barnett (2025) Trustee: Isela Catania (2025) Trustee: Mary Vitale (2029) Trustee: Renee Weiland (2029)
Secretary: Lee Maternowski (2027) Trustee: JoAnn Shafar (2025) Trustee: Eileen Valentino (2029)

Open regular board meetings are held on the first Tuesday of each month at 7 PM and typically take place in the Large Meeting Room at the Elk Grove Village Public Library.

COMMITTEE MEMBERSHIP: The Library has 4 standing committees whose membership is as follows:

Building and Grounds

Bruce Barnett
Isela Catania
Lee Maternowski
Eileen Valentino
Mary Vitale
Renee Weiland

Personnel

Bruce Barnett
JoAnn Shafar
Eileen Valentino

Policy

Bruce Barnett
Lee Maternowski
JoAnn Shafar

Community Relations

Bruce Barnett
Isela Catania
Debra Nelson (Director)
Mary Vitale
Renee Weiland

FREEDOM OF INFORMATION ACT

The Elk Grove Village Public Library 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.

ELK GROVE VILLAGE PUBLIC LIBRARY FOIA OFFICER: Library Director, Debra Nelson (dnelson@egvpl.org)

SECONDARY FOIA OFFICER: Business Manager, Michael Mangini (mmangini@egvpl.org)

FILING A FOIA REQUEST: A request for records must be made in writing using the attached FOIA Form (also available to download on our website), or simply write on a piece of paper and can be submitted to the attention of the FOIA officer in the following ways:

1. Use the attached FOIA form (also available for download on the Library's website). Or, simply use a piece of paper. Submit request through the mail or in person:

- **Mail**
Attn: Debra Nelson, FOIA Officer
1001 Wellington Avenue
Elk Grove Village, IL 60007
- **Personal delivery:** During regular business hours of the Elk Grove Village Public Library.

2. Send a FOIA request via **email** to: foia@egvpl.org

Records are available from Mondays through Fridays from 9:00am to 5:00pm in the Administrative Office of the Library at 1001 Wellington Avenue. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

FREEDOM OF INFORMATION ACT REQUEST FEES: Digital copies shareable via electronic means are provided free of charge.

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

- 1) First 50 pages black and white, letter size: Free
- 2) 10 cents per page for black and white, letter size, after 50 pages
- 3) 25 cents per page for color or oversized copies
- 4) Reproduction saved to other media: actual cost of the recording media (flash drive, etc.) to which the information will be saved

If the requested records are in electronic format, they will be provided in another format, if possible. If not, they will be provided in the electronic format in which they exist. Actual cost will be charged.

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:

Leah Bartelt, Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
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 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.

ELK GROVE VILLAGE PUBLIC LIBRARY RECORD RETENTION: EGVPL adheres to the guidance set out by the Local Records Commission through the state of Illinois for retaining records of business.

Records immediately available on our website in an electronic format include the following:

Records	Time Frame
Meeting Minutes	January 2023 to the present
Meeting Agendas	January 2023 to the present
Annual Audit Report	Most Recent
Salary and Benefit Information (Public Act 97-0609)	Current Fiscal Year
AFSCME Contract	Most Recent
Budget	Current Fiscal Year
Library Policies	Most Recent

Persons who lack access to a computer and want to view any of EGVPL's electronic records may visit the Elk Grove Village Public Library for computer use and staff assistance.

Other common record types retained by EGVPL are listed below, along with their retention times:

Records	Time Frame
Applications to Dispose of Records	Retain permanently
Invoices, Vouchers, and Paid Bills (Includes Check Copies)	Retain for 7 years
Audit Reports	Retain permanently
Bank Statements, Deposits, Reconciliations	Retain for 7 years
Budgets	Retain for 7 years
Cancelled checks	Retain for 7 years
Correspondence	Retain for 1 year
Employment applications	Solicited 2 years, unsolicited 1 year
Employee Work Schedules	Retain for 7 years
Grant Records	Retain for 3 years after completion
Insurance Policies	Retain for 7 years after cancellation
Ledgers	Retain for 7 years
Minutes	Retain permanently
Patron Registration	Retain 6 months following expiration
Personnel Files	60 years or until employee's 78 th birthday
Plans	Retain permanently
Shelf list	Retain until superseded
State and Federal Withholding Tax Records	Retain W-4/s for five (5) years after termination of employment or until W-4 is superseded by a new W-4/ then dispose of.

A complete list of all EGVPL document types and retention times is available upon request via email (BusinessOffice@egvpl.org) or in person by visiting the Administration Office during normal business hours.