



## ILLINOIS FREEDOM OF INFORMATION ACT FOX RIVER GROVE PUBLIC LIBRARY DISTRICT

The Illinois Attorney General's website says, "The Illinois Freedom of Information Act (FOIA) is designed to ensure that Illinois residents can obtain information about their government." Read more about FOIA in Illinois and related Frequently Asked Questions here. [http://foia.ilattorneygeneral.net/pdf/FAQ\\_FOIA\\_Public.pdf](http://foia.ilattorneygeneral.net/pdf/FAQ_FOIA_Public.pdf)

Fox River Grove Public Library is a "public body" as described in the Illinois Freedom of Information Act. <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=85&ChapterID=2>

### Library Mission

The Fox River Grove Public Library District provides materials and services to help our community obtain information for their educational, recreational, professional, personal, and reference needs. We strive to assist students of all ages in meeting educational objectives.

The library feels a preschool program is important for developing interests and appreciation in a lifelong enjoyment of reading. Patrons of all ages are encouraged to use the library for reading and learning as well as providing recreation and leisure materials.

### Library Budget

The total amount of our operating budget for FY1819 is \$391,310. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. A complete budget is available at the library.

Tax levies are:

- Corporate purposes (for general operating expenditures)
- IMRF (provides for employee's retirement and related expenses)
- Social Security (provides for employee's FICA costs and related expenses)
- Audit (for annual audit and related expenses)
- Liability (for insurance)
- Bond (repaying the cost of the Library building)

### Library Location

The office is located at this address: Fox River Grove Public Library District, 407 Lincoln Avenue, Fox River Grove, Illinois 60021.

### Library Staffing

PDF of Organizational Chart:

<https://nebula.wsimg.com/9c592e89aafccdf5c1aedb6e5ec81596?AccessKeyId=584ED3F36E4E51653899&disposition=0&alloworigin=1>

We have approximately the following number of persons employed:

- Full-time: 2
- Part-time: 10

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## ILLINOIS FREEDOM OF INFORMATION ACT FOX RIVER GROVE PUBLIC LIBRARY DISTRICT

### Board of Trustees

The Fox River Grove Public Library Board of Trustees exercises control over the Library's policies and procedures. The regular meeting of the Library Board of Trustees shall be held on the third Tuesday ten months of the year at the Library. Exceptions will be handled according to Open Meetings Act rules.

### Board members

- Laura Anderson, President
- Michael Campbell, Vice President
- Jeff Medina, Secretary
- Denise Gans, Treasurer
- Carolyn Zurla, Trustee
- Mary Cooper, Trustee
- Jennifer Thew, Trustee

The Board members also serve on three committees as follows:

### Policy Committee

- Laura Anderson, Chairperson
- Carolyn Zurla
- Mary Cooper
- Jennifer Thew
- Nicole Steeves, Liaison

### Facilities Committee

- Laura Anderson, Chairperson
- Jeff Medina
- Nicole Steeves, Liaison

### Finance Committee

- Denise Gans, Chairperson
- Michael Campbell
- Nicole Steeves, Liaison

The library is required to report and be answerable for our operations to Illinois State Library, Springfield, Illinois.



## ILLINOIS FREEDOM OF INFORMATION ACT FOX RIVER GROVE PUBLIC LIBRARY DISTRICT

### Requests for Information and Records

The Fox River Grove Public Library is committed to complying with requests for library records in accordance with the provisions of the Illinois Information of Freedom Act (FOIA). All requests will be processed according to the requirements of (5 ILCS 140/1 et seq.)

All requests are to be submitted in writing via personal delivery, mail, e-mail, or fax.

- Mailing/Physical Address: Fox River Grove Public Library District, 407 Lincoln Ave., Fox River Grove, IL 60021
- E-Mail Address: Please indicate "FOIA Request" in the subject line and send to [foia@frgml.org](mailto:foia@frgml.org)
- Fax Number: (847) 639-0300

The Freedom of Information (FOIA) Officer for the Fox River Grove Public Library is Director Nicole Steeves. Requests for public records are filed by the director under the guidelines of the Illinois Freedom of Information Act (5ILCS 140). In the absence of the Director, staff will forward FOIA requests to the staff member who is authorized by the Director to respond to FOIA requests according to Illinois Freedom of Information Act provisions. The FOIA Officer will inform the Library Board of any requests denied.

Requests should be as specific as possible, so that the Library can identify the requested document(s). The written FOIA request must be dated, signed by the requester, include a time frame within which the requester would like to receive a response, and indicate whether there is a "commercial purpose" in the request. It is also helpful to provide a contact phone number and/or email address, so that the FOIA Coordinator can contact the requester to clarify a request if necessary.

In accordance with Illinois law regarding FOIA requests, the Fox River Grove Public Library District:

- Must respond within five (5) business days after receipt of the request (21 days if the request is for a commercial purpose).
- Will exercise the option for an extension of five (5) days as permitted.
- Will first notify the Public Access Counselor in the event of a denial of a request based on "personal privacy" issues or "preliminary draft" exceptions.
- Will, in the event of a request denial:
  - Give a detailed factual basis and provide a citation to legal authority;
  - Name the FOIA Officer responsible for the denial;
  - Notify the requestor that the requestor has the right to appeal the denial to the Public Access Counselor or the courts;
  - Provide the Public Access Counselor's address and telephone number to the requestor.



## ILLINOIS FREEDOM OF INFORMATION ACT FOX RIVER GROVE PUBLIC LIBRARY DISTRICT

### FOIA Appeals

Denial of a request by the Library's FOIA Coordinator may be appealed to the Library Board by forwarding the request with a written notice of appeal to:

Board President  
Fox River Grove Public Library District  
407 Lincoln Ave  
Fox River Grove, IL 60021

### Available Records

Types or categories of records maintained under the library's control and available for inspection include but are not limited to:

- Monthly Financial Statements
- Annual Reports
- Budget and Appropriation Reports
- Operating Budgets
- Annual Audits
- Minutes of the Board Meetings
- Library Policies
- Bids and Specifications

Please contact us for further information.