



## 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:

[https://illinoisattorneygeneral.gov/Page-Attachments/FAQ\\_FOIA\\_Public\\_2023.pdf](https://illinoisattorneygeneral.gov/Page-Attachments/FAQ_FOIA_Public_2023.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's mission is to enrich lives through universal accessibility to knowledge, lifelong learning, and literacy.

### Library Budget

The total amount of our operating budget for FY2026-2027 is \$697,289. Funding sources are property and personal property replacement taxes, state and federal grants, fines and fees, and donations. A complete budget is available at the Library.

Tax levies are:

- Corporate (for general operating expenditures)
- IMRF (for employees' retirement and related expenses)
- Social Security (for employees' FICA costs and related expenses)
- Audit (for annual audit and related expenses)
- Liability (for insurance)

### Library Location

The office is located at 407 Lincoln Ave, Fox River Grove, IL 60021.

### Library Staffing

Organizational Chart: <https://frgml.org/about/board-of-trustees/>

About / Board of Trustees / Board Documents / Organizational Chart

We have approximately the following number of persons employed:

- Full-time: 3
- Part-time: 9

### 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 most months of the year at the Library. Typically the Board does not meet in July or December, nor in March of even-numbered years when a general primary election occurs. Exceptions will be handled according to Open Meetings Act rules.



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

### **Board Members**

- Melanie Augle, President
- Amy Bunton, Vice President
- Theresa Meshes, Treasurer
- Stephen Miller, Secretary
- Karla Christianson, Trustee
- Mary Cooper, Trustee
- Jennifer Gipson, Trustee

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

### **Requests for Information and Records**

The Fox River Grove Public Library District 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, or email.

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

The Freedom of Information (FOIA) Officer for the Fox River Grove Public Library District is Library Director Elaina Komala. Requests for public records are filed by the Library Director under the guidelines of the Illinois Freedom of Information Act (5ILCS 140). In the absence of the Library Director, staff will forward FOIA requests to the staff member who is authorized by the Library 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 record(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.



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

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 Circuit Court;
  - Provide the Public Access Counselor’s contact information to the requestor.

### **FOIA Appeals**

Denial of a request by the Library's FOIA Officer 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

The Library should be contacted for further information.