

## Freedom of Information Act (FOIA)

The Illinois Freedom of Information Act [5 ILCS 140] provides public access to government documents and records. This Act defines public records as "all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information, and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body."

Some records are not subject to release via the FOIA process. These types of records are described under 5 ILCS 140, Section 7 (1) (a) thru (y). Additionally, some records may be subject to confidentiality provisions imposed by other state statutes. The FOIA process for disclosure of information does not supersede these other applicable statutory and judicial mandates.

### Freedom of Information Act Policy (FOIA)

- 1) A brief description of our public body is as follows:
  - a) Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
  - b) An organizational chart is attached.
  - c) The total amount of our appropriated operating budget is per approved budget. Funding sources are personal property replacement taxes, state and federal grants, interest, fines, charges, and donations. Tax levies are:
    - (1) Corporate levy (for general operating expenditures)
    - (2) FICA (Social Security)
    - (3) Illinois Municipal Retirement Fund
    - (4) Maintenance and Support Fund
    - (5) Insurance levy
    - (6) Audit
    - (7) Worker's Compensation
    - (8) Unemployment
  - d) The office is located at this address: 8638 W. Grand Avenue, River Grove, IL 60171. We have approximately the following number of persons employed:

(1) Full-time	3
(2) Part-time	10
  - e) The following organization exercises control over our policies and procedures: *The River Grove Public Library Board of Library Trustees*, regularly meets monthly on the second Wednesday of each month at 6:00 p.m., at the library, unless specified differently in the *Establishing Dates of Meetings Ordinance*.

Its members are Robert Conway, President; Kristine Mazza, Vice President; Kimberly Asbury, Secretary; Nanci Carvajal, Treasurer; Marie Angelico; Matthew J. McManus; Michael Prokop.