

FREEDOM OF INFORMATION GUIDE

Stickney-Forest View Public Library

Posted in accordance with 5 ILCS 140/4.

ABOUT THE STICKNEY-FOREST VIEW PUBLIC LIBRARY (PUBLIC BODY)

The Stickney-Forest View Public Library (also known as SFVPL) serves a community of over 14,000 residents, as well as reciprocal borrowers from the SWAN Library system, along with any and all visitors who pass through the Library's doors. Our motto is, "Everyone is welcome."

The Stickney-Forest View Public Library is a village library established under the Illinois Local Library Act, 75 ILCS 5, with a 6-member Board of Trustees appointed by the Mayor and Village Council.

We are required to report to and be answerable to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian Alexi Giannoulas, Director of the State Library, and various other staff.

OUR MISSION

The Stickney-Forest View Public Library strives to provide a gateway to information. By striking a balance between traditional resources and emerging technologies, the Library endeavors to enrich our community by creating an environment that supports life-long learning, personal enrichment, and entertainment.

To learn more of SFVPL's service philosophy, visit

<https://www.sfvpld.org/Pages/Index/183352/public-information>

STICKNEY-FOREST VIEW PUBLIC LIBRARY'S WEBSITE

<https://www.sfvpld.org/>

GENERAL FUND OPERATING BUDGET

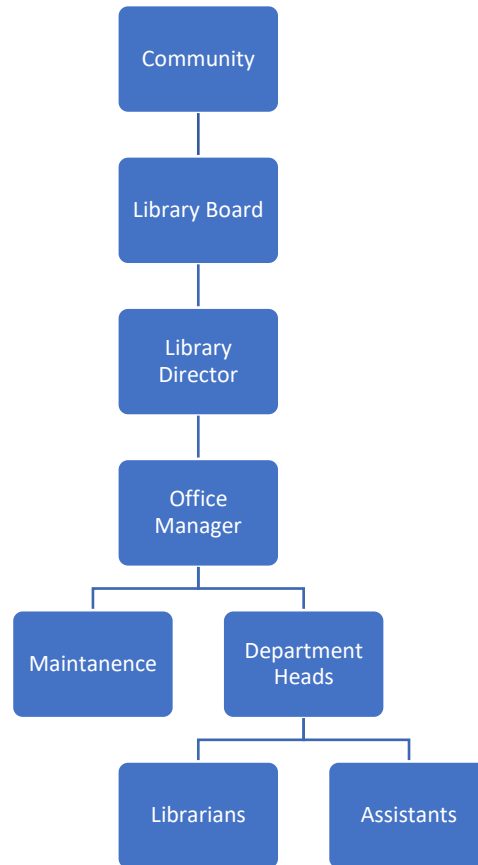
The fiscal year budget for 2023-2024 is \$2,233,912.00. Budget documents, the most current Budget and Appropriation Resolution and Levy Resolution are available on the Library's website as well as in person at the Library's administration office.

STICKNEY-FOREST VIEW PUBLIC LIBRARY OFFICE

The administration office of the Stickney-Forest View Public Library is located within the upper level of the Library at the following address: 6800 W. 43rd Street, Stickney, Illinois. The Library only has one branch.

STICKNEY-FOREST VIEW PUBLIC LIBRARY STAFF

When fully staffed, the library employs 8 full time employees and 5 part time employees. Library departments and their staff are included in the organizational chart below.



STICKNEY-FOREST VIEW PUBLIC LIBRARY TRUSTEES

The Library Board of Trustees is made up of seven elected members and is responsible for the provision of Library services in the Villages of Stickney and Forest View and Central Stickney. The Board authors, implements, and publishes governing policies under the advisement of the Library Director.

Current Board Members are:

President: Deborah Johnson
Vice-President: Edgar Montiel
Treasurer: Natasa Dzolic
Secretary: Annette Hoffmann
Trustee: Brian Klouda
Trustee: Candace Cetrangolo
Trustee: Skender Jahiri

Open business meetings are held on the forth Wednesday of each month at 6 PM. Meetings typically take place in the Community Room on the main floor of the Stickney-Forest View Public Library.

COMMITTEE MEMBERSHIP

The Library has 3 standing committees whose membership is as follows:

Building

James Pekoll (Board Secretary)
Celesia Leonard (Trustee)
Vicki Rakowski (Library Director)
Skye Lavin (Head of Adult Services)

Policy

Brooke Sievers (Board President)
Keary Bramwell (Board Vice President)
Vicki Rakowski (Library Director)
Susan Farnum (Head of Youth Services)
Martha Sullivan (Head of Young Adult)

Finance

Eboni Murray (Board Treasurer)
Lin Beribak (Trustee)
Vicki Rakowski (Library Director)
Claudia Corzine (Head of Patron Services)
Deb Harris (Finance Manager)

FREEDOM OF INFORMATION ACT

The Stickney-Forest View 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.

STICKNEY-FOREST VIEW PUBLIC LIBRARY FOIA OFFICER

Office Manager: Laura Longo (longol@sfvpld.org)

FILING A FOIA REQUEST

Requests may be submitted by facsimile, U.S. mail, special carrier, or email, and may be made using the attached form. While not a requirement, the form is intended to assist the requester in the specifics of the request. There is no requirement under the Act to respond to oral requests or to provide information other than what already exists in records

- **Mail**
Attn: FOIA Officer
6800 W. 43rd Street
Stickney, IL 60402
- **Email**

- longol@sfpd.org

FREEDOM OF INFORMATION ACT REQUEST FEES

When records are provided, the maximum copying fees for requests of more than fifty (50) letter or legal size black and white pages is 10¢ per page, with no charge for copies for a request of less than fifty (50) pages. If copies are non-standard size and/or in color, the Library will charge its actual cost for reproducing the records. Any and all fees will be consistent with applicable subsections of the Act. The cost for certifying a record is \$1.00.

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.

RECORDS IMMEDIATELY AVAILABLE UPON REQUEST

The records listed below are available immediately via our website.

<https://www.sfvpld.org/>

| Records | Time Frame |
|---|----------------------|
| Meeting Minutes | July 2020 to current |
| Meeting Agendas | July 2020 to current |
| Annual Audit Reports | 2020 to most recent |
| Salary and Benefit Information (Public Act 97-0609) | Current Fiscal Year |
| Budget and Appropriations | Current Fiscal Year |
| Levy | Current Fiscal Year |
| Library policies | Current |

STICKNEY-FOREST VIEW PUBLIC LIBRARY'S RECORD RETENTION SCHEDULE

The Stickney-Forest View Public Library adheres to the guidance set out by the Local Records Commission through the state of Illinois for retaining records of business. Visit our website for our requirements:

<https://www.sfvpld.org/>