FREEDOM OF INFORMATION GUIDE

La Grange Park Public Library District

Posted in accordance with 5 ILCS 140/4
Most recent revision: October 2026

ABOUT THE LA GRANGE PARK PUBLIC LIBRARY DISTRICT (PUBLIC BODY)

The La Grange Park Public Library District (LPPLD) serves a community of over 13,000 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 vision is "Enriching Lives."

The La Grange Park Public Library District is a district library established under the Illinois Public Library District Act, 75 ILCS 15, with an elected seven member Board of Trustees who serve four year terms.

The La Grange Park Public Library District reports to and is compliance with the Illinois State Library, Springfield, Illinois. Its members are State Librarian Alexi Giannoulias, Director of the State Library, and various other staff.

OUR MISSION

The La Grange Park Library is a welcoming and inclusive community center connecting residents to informational, cultural, and educational resources.

To learn more of LPPLD's service philosophy, visit https://www.lplibrary.org/governance

LA GRANGE PARK PUBLIC LIBRARY DISTRICT'S WEBSITE

https://www.lplibrary.org

GENERAL FUND OPERATING BUDGET

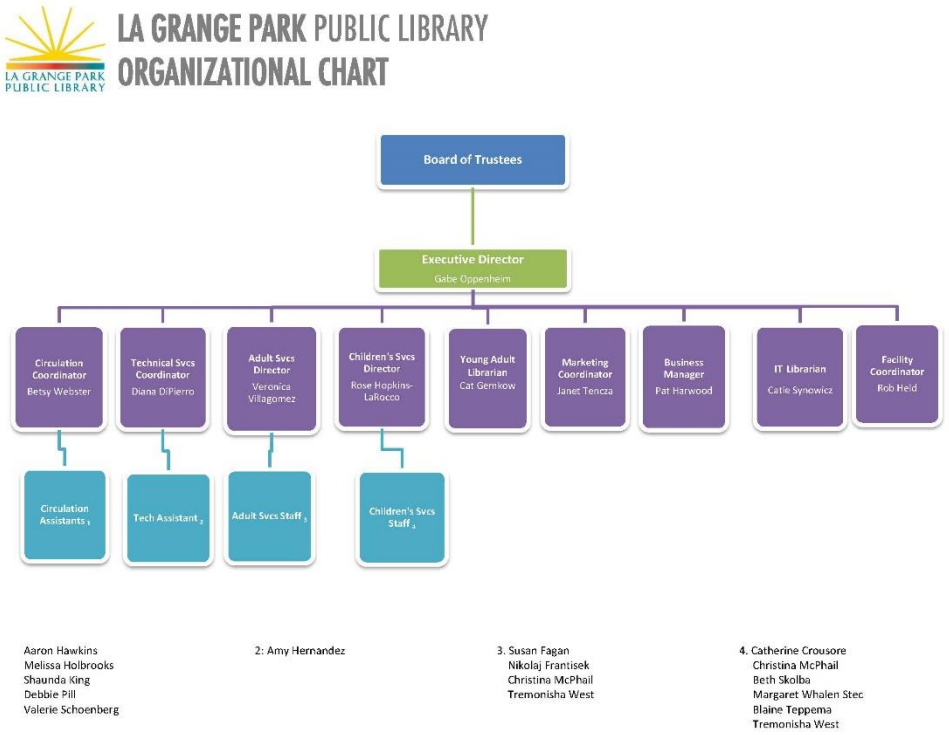
The fiscal year budget for 2026-2027 is $2,206,650. The most current Budget and Appropriation Resolution as well as our Levy Resolution are available on the Library's website as well as in person in the Library's business office.

LA GRANGE PARK PUBLIC LIBRARY DISTRICT OFFICE

The business office of the La Grange Park Public Library District is located on the second floor of the Library at the following address: 555 North La Grange Road, La Grange Park, IL 60526. The Library only has one branch.

LA GRANGE PARK PUBLIC LIBRARY DISTRICT STAFF

The library employs 14 full time employees and 8 part time employees. Library departments and their staff are included in the organizational chart below.



LA GRANGE PARK PUBLIC LIBRARY DISTRICT TRUSTEES

LPPLD is governed by an elected, unpaid, seven member Board of Library Trustees. Current Board Members are:

President: Allison Demes-O'Brien (ademes-obrien@lplibrary.org)
Vice-President: Laurie Whitman (lwhitman@lplibrary.org)
Treasurer: Joshua Hightower (jhightower@lplibrary.org)
Secretary: Karen Snow-Bartholomai (ksnow@lplibrary.org)
Trustee: Julie Gies (jgies@lplibrary.org)
Trustee: Sarah Krall (skrall@lplibrary.org)
Trustee: Luis Sifuentes (lsifuentes@lplibrary.org)

Meetings of the Board are held on the third Wednesday of each month from January through November at 7pm. Meetings typically take place in the Mary Lou Hurley Community Room on the main floor of the Library.

FREEDOM OF INFORMATION ACT

The La Grange Park Public Library District 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.

LA GRANGE PARK PUBLIC LIBRARY DISTRICT FOIA OFFICERS

Library Director: Gabe Oppenheim (gabe@lplibrary.org)

FILING A FOIA REQUEST

Requests for public records shall be in writing and addressed to Freedom of Information Officers. The requester shall provide the following information in a request for public records:

- The requester's full name, address, and telephone number.
- A brief description of the public records sought, being as specific as possible.
- A statement as to whether the request is for inspection of public records, copies of public records, or both.
- A statement as to whether the records need to be certified.

- **Mail**
  Attn: FOIA Officer
  La Grange Park Public Library District
  555 North La Grange Road
  La Grange Park, IL 60526

- **Email**
  gabe@lplibrary.org

- **Personal delivery**
  During regular business hours of the La Grange Park Public Library District

FREEDOM OF INFORMATION ACT REQUEST FEES

Digital copies shareable via electronic means are provided free of charge. Black and white copies of public documents will be made by a library employee and will be free of charge.

RESPONSES TO REQUESTS FOR RECORDS

The library's FOIA officer will either comply with or deny each request within five (5) business days after the receipt of the original request. The FOIA officer may extend the

five day period by an additional five business days for any of the reasons specified by law [ILCS 140/3 (e) (i-vii)], and will respond to the requestor stating the reasons for the delay. Commercial requests will be filled within twenty-one (21) business days of receipt of the request.

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.lplibrary.org/governance/

Records	**Time Frame**
Meeting Minutes	Most recent 12 months
Meeting Agendas	Most recent 12 months
Annual Audit Reports	FY2016 to present
Salary and Benefit Information (Public Act 97-0609)	FY2021 to present
Budget and Appropriations	FY2021 to present
Levy	FY2021 to present
Library policies	Current

LA GRANGE PARK PUBLIC LIBRARY DISTRICT'S RECORD RETENTION SCHEDULE

LPPLD adheres to the guidance set out by the Local Records Commission through the state of Illinois for retaining records of business. Our requirements are as follows:

Records	Time Frame
Applications to Dispose of Records	Retain permanently
Accounts Payable Invoices and Vouchers	Retain for 7 years
Annual Reports/IPLARs	Retain permanently
Audit Reports	Retain permanently
Bank Statements and Investment Records	Retain for 7 years
Bids, Specifications, and Proposals	Retain successful bids for 10 years; unsuccessful bids for 3 years
Board Packets	Retain permanently
Budget Reports	Retain for 7 years
Construction Records	Retain for 10 years
Employment Applications	Retain solicited for 2 years; unsolicited for 1 year
Facility Maintenance Records	Retain for 2 years
FOIA Requests and Denials	Retain for 2 years
Grant Records	Retain for 3 years
Insurance Policies	Retain for 7 years after expiration of policy or after settlement of claim; for 60 years for sexual misconduct; and for 20 years for personal injuries to minors
Maps, Plats, Blueprints	Retain permanently
Newsletters	Retain one copy permanently
Payroll Reports and Records	Retain 1 year following expiration
Personnel Files	Retain 60 years or until employee's 78th birthday
State and Federal Withholding Tax Records	Retain W4s for 5 years after termination of employment or until superseded by new W4s; all other tax forms for 7 years