

FREEDOM OF INFORMATION GUIDE

Bridgeview Public Library



Posted in accordance with 5 ILCS 140/4.

ABOUT THE BRIDGEVIEW PUBLIC LIBRARY (PUBLIC BODY)

The Bridgeview Public Library (also known as BPL) serves a community of over 17,000 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 Bridgeview Public Library is a village library established under the Illinois Local Library Act, 75 ILCS 5, with a 7-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 mission of the Bridgeview Public Library is to provide educational, informational, cultural and recreational resources and services to people of all ages in the Bridgeview community. The library will provide access to the universe of information and especially information that is of immediate relevance and interest to the community it serves. The library seeks to accomplish its mission through prudent management and development of its resources, and by providing access to materials and services to meet the present and future needs of the community. In this effort, the Bridgeview Public Library cooperates with other libraries, and with other educational and governmental institutions. Special emphasis is placed on current popular materials. The library serves as a learning center and educational center for all residents of the community.

To learn more of BPL's service philosophy, visit:

<https://www.bridgeviewlibrary.org/Pages/Index/227517/mission-statement>

BRIDGEVIEW PUBLIC LIBRARY'S WEBSITE

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

GENERAL FUND OPERATING BUDGET

The fiscal year budget for FY2024 is \$1,845,174. The most current Budget is available on the Library's website as well as in person at the Library's administration office.

BRIDGEVIEW PUBLIC LIBRARY OFFICE

The administration office of the Bridgeview Public Library is located on the main level of the Library at the following address: 7840 W 79th Street, Bridgeview, IL 60455. The Library only has one branch.

BRIDGEVIEW PUBLIC LIBRARY STAFF

When fully staffed, the library employs 4 full time employees and 12 part time employees.

BRIDGEVIEW PUBLIC LIBRARY TRUSTEES

BPL is governed by an appointed, unpaid, seven-member Board of Library Trustees. Trustees are appointed by the Mayor of Bridgeview and its councilors. Current Board Members are:

Alice Vilimek
avilimek@bridgeviewlibrary.org

Betty Martinez
bmartinez@bridgeviewlibrary.org

Marwan AL Safadi
malsafadi@bridgeviewlibrary.org

Nick Lamnatos
nlamnatos@bridgeviewlibrary.org

Randy Carben
rcarben@bridgeviewlibrary.org

Alice Porfirio
aporfirio@bridgeviewlibrary.org

Anna Ziaja-Castillo
aziajacastillo@bridgeviewlibrary.org

Open business meetings are held on the second Monday of each month at 7 PM. Meetings take place in the Lower Level Board Room.

FREEDOM OF INFORMATION ACT

The Bridgeview 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.

BRIDGEVIEW PUBLIC LIBRARY FOIA OFFICER

Library Director: Christine Sebuck csebuck@bridgeviewlibrary.org

FILING A FOIA REQUEST

A request for records must be made in writing and can be submitted to the attention of the FOIA officer:

FOIA Officer – Chris Sebuck
Bridgeview Public Library
7840 W 79th St
Bridgeview, IL 60455
Fax: (708) 458-3553
E-mail: csebuck@bridgeviewlibrary.org

FREEDOM OF INFORMATION ACT REQUEST FEES

Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records; it is not designed to require a public body to answer questions. To the extent that you wish to ask questions of a representative of the Bridgeview Public Library, you may call (708) 458-2880.

Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person during normal operating hours. You have the right to either option.

There is no fee for up to 50 pages of standard black and white paper copies. For pages beyond 50, there is a charge of \$0.15 per page. The cost for certifying a record is \$1.00.

You are permitted to ask for a waiver of copying fees. To do so, include the following statement (or a similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request." In addition, you must include a specific explanation as to why your request for information is in the public interest—not simply your personal interest—and merits a fee waiver.

Please include your name, preferred telephone number(s), mailing address, and, if you wish, your electronic mail address.

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.

BRIDGEVIEW PUBLIC LIBRARY'S RECORD RETENTION SCHEDULE

BPL 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
Audit Reports	Retain permanently
Bank Statements, Deposits, Reconciliations	Retain for 7 years
Budget Reports	Retain for 7 years
Cancelled checks	Retain for 7 years
Cash Receipts	Retain for 2 years
Checks (Duplicates)	Retain for 2 years
Correspondence	Retain for 1 year
Employment applications	Solicited 2 years, unsolicited 1 year
Employee Work Schedules	Retain for 2 years
FOIA Requests and Denials	Retain for 2 years
Grant Records	Retain for 3 years after completion
Insurance Policies	Retain for 7 years after cancellation
Interlibrary Loan Requests	Retain for 6 months
Minutes	Retain permanently
Patron Registration	Retain 1 year following expiration
Payroll Reports and Records	Retain 7 years
Personnel Files	60 years or until employee's 78 th birthday
Petty Cash Records	Retain for 7 years
Petty Cash Receipts	Retain for 2 years
State and Federal Withholding Tax Records	w-4s until superseded or for 5 years after termination, all other records 7 years