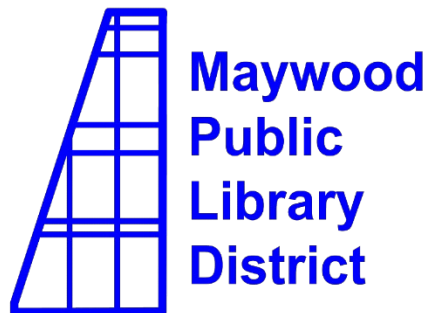


FREEDOM OF INFORMATION GUIDE

Maywood Public Library District



Posted in accordance with 5 ILCS 140/4.

ABOUT THE MAYWOOD PUBLIC LIBRARY DISTRICT (PUBLIC BODY)

The Maywood Public Library District, also known as the MPLD, serves a community of over 23,000 residents, as well as reciprocal borrowers from the SWAN Library system, along with any and all visitors who pass through the Library's doors.

The Maywood Public Library District is a district library established under the Illinois Local Library Act, 75 ILCS 5, with a 7-member Board of Trustees elected by the residents of Maywood.

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 Maywood Public Library District is to maintain excellence in providing the best possible materials in regard to educational, technological, and recreational uses for its community. The Library's focus is to continue to research, evaluate, and generate outreach programs for the benefit of the Maywood community. The Library is also a repository of local Maywood history. The Maywood Public Library District cooperates with all other libraries.

MAYWOOD PUBLIC LIBRARY DISTRICT'S WEBSITE

www.maywoodlibrary.org

GENERAL FUND OPERATING BUDGET

The fiscal year budget for 2025-2026 is \$ 2,032,813. 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 at the Library's administration office or the Library's front desk.

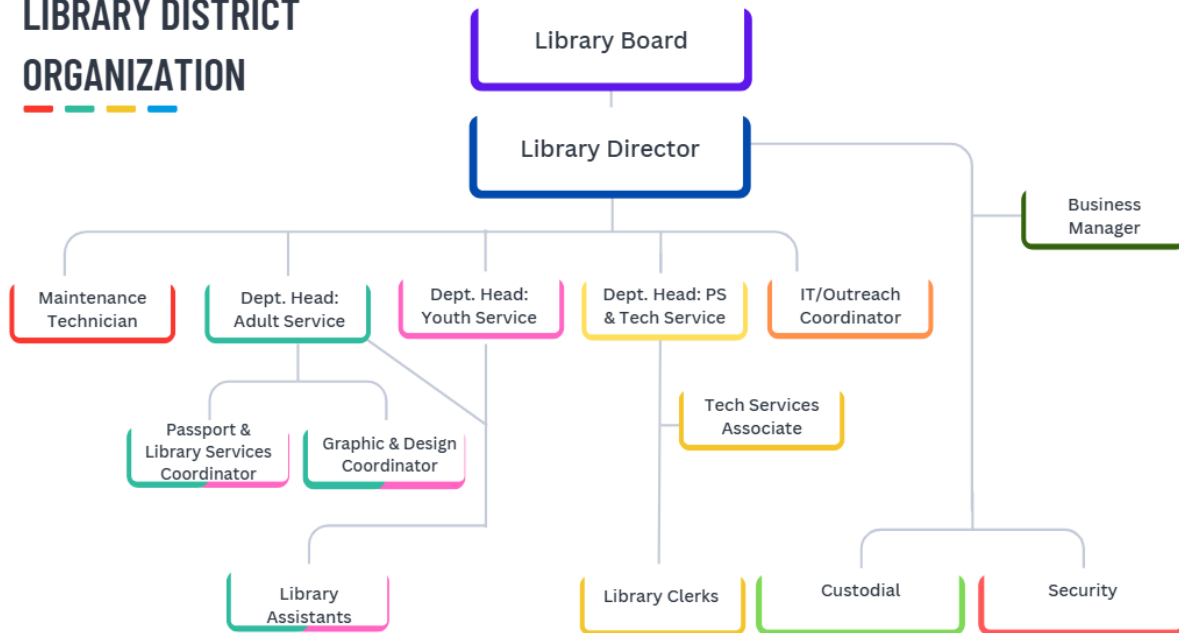
MAYWOOD PUBLIC LIBRARY DISTRICT OFFICE

The administration office of the Maywood Public Library District is located within the first floor of the Carnegie Building of the Library at the following address: 121 S 5th Ave, Maywood, IL 60153. The Library only has one branch.

MAYWOOD PUBLIC LIBRARY DISTRICT STAFF

When fully staffed, the library employs 7 full-time employees and 22 part time employees. Library departments and their staff are included in the organizational chart below.

MAYWOOD PUBLIC LIBRARY DISTRICT ORGANIZATION



UPDATED: 04/2025

MAYWOOD PUBLIC LIBRARY DISTRICT TRUSTEES

The Maywood Public Library District is governed by an elected, unpaid, seven-member Board of Library Trustees. Trustees are elected by the residents of Maywood. Current Board Members are:

President: LaSondra Banks (lbanks@maywoodlibrary.org)
 Vice President: Shakeesta Williams (swilliams@maywoodlibrary.org)
 Secretary: Brianna A. Henderson (bhenderson@maywoodlibrary.org)
 Treasurer: Erica Sanchez (esanchez@maywoodlibrary.org)
 Trustee: Tanya Butler (tbutler@maywoodlibrary.org)
 Trustee: John Rice (jrice@maywoodlibrary.org)
 Trustee: Elizabeth Villarreal (evillarreal@maywoodlibrary.org)

Open business meetings are held on the second Wednesday of each month at 6:30 PM, with the exception of the April and August meeting. Meetings typically take place in the Board Room on the first floor of the Carnegie Building in the Maywood Public Library District.

COMMITTEE MEMBERSHIP

Maywood Library Foundation

Tanya Butler (President)

Daniela Martinez (Treasure)

LaSondra Banks (Secretary)

Marcia Burton (Director)

Shakeesta Williams (Director)

FREEDOM OF INFORMATION ACT

The Maywood 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.

MAYWOOD PUBLIC LIBRARY DISTRICT FOIA OFFICER

Library Director: Daniela Martinez (dmartinez@maywoodlibrary.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 in the following ways:

- **Mail**
Attn: FOIA Officer
121 s 5th Ave
Maywood, IL 60153
- **Email**
mpld@maywoodlibrary.org
- **Personal delivery**
During regular business hours of the Maywood Public Library District

FREEDOM OF INFORMATION ACT REQUEST FEES

Digital copies shareable via electronic means are provided free of charge.

The charge for copies of the records will be as follows:

- 1) First 50 pages black and white, letter size: Free
- 2) 10 cents per page for black and white, letter size, after 50 pages
- 3) 50 cents per page for color or oversized copies or electronic media
- 4) Reproduction saved to other media: actual cost of the recording media (flash drive, etc.) to which the information will be saved

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.
www.maywoodlibrary.org/publicinformation/

| Records | Time Frame |
|---|-----------------------------|
| Meeting Minutes | January 2019 to the present |
| Meeting Agendas | January 2019 to the present |
| Annual Audit Reports | 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 |

MAYWOOD PUBLIC LIBRARY DISTRICT'S RECORD RETENTION SCHEDULE

MPLD 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 10 years |
| Grant Records | Retain for 3 years after completion |
| Insurance Policies | Retain for 7 years after cancellation |
| Ledgers | Retain for 7 years |
| 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 |
| Plans | Retain permanently |
| Shelf list | Retain until superseded |
| State and Federal Withholding Tax Records | w-4s until superseded or for 5 years after termination, all other records 7 years |