Shorewood-Troy Public Library
Freedom of Information Act Policy

Approved 7/10/2025

About Shorewood-Troy Public Library District

The Shorewood-Troy Library District (STPL) serves 21,780 people in our District through one library location in the Village of Shorewood. In addition, STPL serves reciprocal borrowers from other libraries, and all members of the public who choose to visit our library or engage with our staff and resources.

STPL is a district library established in 1976. STPL is subject to the statutes and provisions outlined in the Illinois Public Library District Act 75 ILCS 16/ and is governed by a 7-member Board of Trustees elected by district residents.

STPL's mission is to "Build Community through the Joy of Reading, Learning, and Exploring!"

STPL is required to report to and answer to the Illinois State Library, which is overseen by Secretary of State Alexi Giannoulias and Executive Director Greg McCormick.

Shorewood-Troy Library District's Website

Our website can be found at: https://www.shorewoodtroylibrary.org.

Operating Budget:

STPL's fiscal year runs from July 1 to June 30; the operating budget for FY26 is $1,843,800. Financial documents for the current fiscal year, including the Budget & Appropriations Ordinance, the Tax Levy, Disclosures of Staff Salaries as required by law, and the last fiscal year's audit, are available on the website or may be requested in person at the administrative office.

Shorewood-Troy Library District Administrative Office

STPL's Administrative office is at the Shorewood-Troy Public Library's Building, 650 Deerwood Drive, Shorewood, IL 60404. It is open Monday through Friday, 9 am—4 pm, excluding scheduled closing dates, which are listed on the website.

Shorewood-Troy Library District Staff

STPL employs 11 full-time and 13 part-time employees. The organizational chart is at the end of this document.

Shorewood-Troy Library District Trustees

STPL is governed by an elected seven-member Board of Trustees. Trustees are elected to six-year terms. Current board members are:
President: Thomas Novinski
Vice-President: Vito Schultz
Secretary: Karen Voitik
Treasurer: Robert J. Stahl
Trustees-At-Large: Tiffany Allen-Smith; Krysten McGee, Arthetta Reeder

Board meetings are typically held on the second Thursday of the month and begin at 7 pm, unless otherwise noted on the agenda posted on the website, at least 48 hours in advance, and on STPL's event calendar. Meetings typically occur in Meeting Room A at the library's lower level.

Shorewood-Troy Library Board Committees:

Building Committee Members:
Thomas Novinski, President
Vito Schultz, Vice-President
Karen Voitik, Secretary

The Building Committee meets as required. The Meetings are announced at least 48 hours in advance.

The Secretary's Audit Committee meets once a year, in August. This year, the members are: Krysten McGee and Karen Voitik.

Freedom of Information Act (FOIA)

STPL adheres to the Freedom of Information Act, 5 ILCS 140/1 et Seq, the principal Illinois statute governing public records inspection. The Act requires that public bodies make all public records available for inspection or copying to any person.

Shorewood-Troy Library District FOIA Officers

Director: Jennie Mills (jmills@shorewoodtroylibrary.org)
Head of Circulation: Julie Hornberger (jhornberger@shoewoodtroylibrary.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
Shorewood-Troy Public Library District
650 Deerwood Drive
Shorewood-Troy Library District
Shorewood, IL 60404

Email
foia@shorewoodtroylibrary.org

Personal delivery
During regular business hours of the Shorewood-Troy Public Library District

A suggested form is at the end of this policy.

FOIA fees

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

The charge for physical copies of the record are as follows:

1. First 50 pages black and white, letter size: Free
2. $0.20 per page for black and white, letter size, after 50 pages
3. $0.40 per page for color or oversized pages
4. Reproduction saved to other media: actual cost of the recording media (flash drive, etc.) to which the information will be saved.

Responses to Non-Commercial FOIA Requests

Responses to non-commercial FOIA requests will be provided within 5 business days of receipt of a request. If an extension is required, a FOIA officer from the Library will reach out to the requester.

Responses to Commercial FOIA Request

Responses to commercial FOIA requests will be provided within 21 business days of receipt of a request. If an extension is required, a Library FOIA officer will reach out to the requester.

Procedure for Appealing a Denial

If your request is denied, or partially denied, you have the right to request a review by the Public Access Counselor (PAC) at the Illinois Attorney General's Office within 60 days of the date on the denial letter per 5 ILCS 140/9.5(a). To file an appeal, you must send a letter, along with a copy of your request and the denial letter, to the following address:

Public Access Counselor
Office of the Illinois Attorney General
500 South Second St
Springfield, IL 62701
public.access@ila.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 per 5 ILCS 140/11.

Shorewood-Troy Library Record Retention

STPL adheres to the guidance established by the Illinois State Archives Records Management Division for retaining records of business. Records immediately available on our website in an electronic format include:
Meeting Minutes: Current Year + 2024, 2023
Meeting Agendas: Current Year + 2024, 2023
Annual Audit Reports: Prior Fiscal Year
Budget & Annual Appropriation Ordinance: Current Year
Levy Ordinance: Current Year
Library Policies: Current

Other common record types retained by STPL are listed below, along with their retention times:
Applications to Dispose of Records: Permanent
Annual Reports: Permanent
Audit Reports: Permanent
Board Meeting Agendas: Permanent
Board Meeting Minutes: Permanent

Budgets: 7 Years
Cash Receipts: 2 years
Check stubs & Copies: 2 years
Circulation Statistics: 7 years
Contracts, Agreements & Leases: 10 years after termination or completion
Department and Statistical Reports: 2 years
Employment Applications: 2 years (solicited), 1 year (unsolicited)
Financial Reports & Statements: 7 years
FOIA Requests & Denials: 2 years
Grant applications: 7 years (funded), 1 year (unfunded)
Insurance Policies: 7 years after termination or completion
Ordinances: Permanent
Paid Bills & Invoices: 7 years
Maps, Plats, Surveys, and Blueprints: Permanent
Resolutions: 60 Days once recorded in the Meeting Minutes
Tax Levies: 7 years
Treasurer's Reports: 7 years

People who lack access to a computer and want to view any of FPLD's electronic records may visit the Shorewood-Troy Library District for staff assistance.

Posted in accordance with 5 ILCS 140/4.

Organizational Chart

1. Board of Library Trustees
   Vice-President, Secretary, Treasurer, Trustee, Trustee, Trustee

2. President/Board Trustees

3. Library Director

4. Adult Services, Circulation Services, Technical Services, Youth Services

5. Assistants

6. Pages

Freedom of Information Request Form

_____

Requestor's Name (or Business Name, if Applicable)

_____

Street Address

_____

City, State, ZIP

_____

Phone

_____

Email

_____

Date of Request

Description of Records Requested:

_____

_____

_____

_____

_____

_____

Is the reason for this request a "commercial purpose" as defined in the Act? ☐ Yes ☐ No

In the event of a denial, you have the right to seek review by the Public Access Counselor at 217.558.0486 or 500 S. Second Street, Springfield, IL 62705, or you have the right to judicial review under section 11 of FOIA.

Library Response (Requestor does not fill in below this line)

Approved

☐ The documents requested are enclosed.

☐ You may inspect the records at on the date of _____.

☐ The documents will be made available upon payment of copying costs of $_____ .

☐ For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.

Denied

☐ The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.

☐ The materials requested are exempt under Section 7 _____ of the E Freedom of Information Act for the following reasons:

_____

_____

Individual(s) that determined request to be denied and title: _____

_____

In the event of a denial, you have the right to seek review by the Public Access Counselor at 877-299-3642 or 500 S. Second St., Springfield, IL 62701 Or you have the right to judicial review under section 11 of FOIA.

☐ Request delayed, for the following reasons (in accordance with 3(e) of the FOIA):

_____

You will be notified by the date of _____ as to the action taken on your request.

NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer	Date of Rep