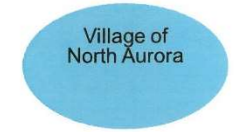
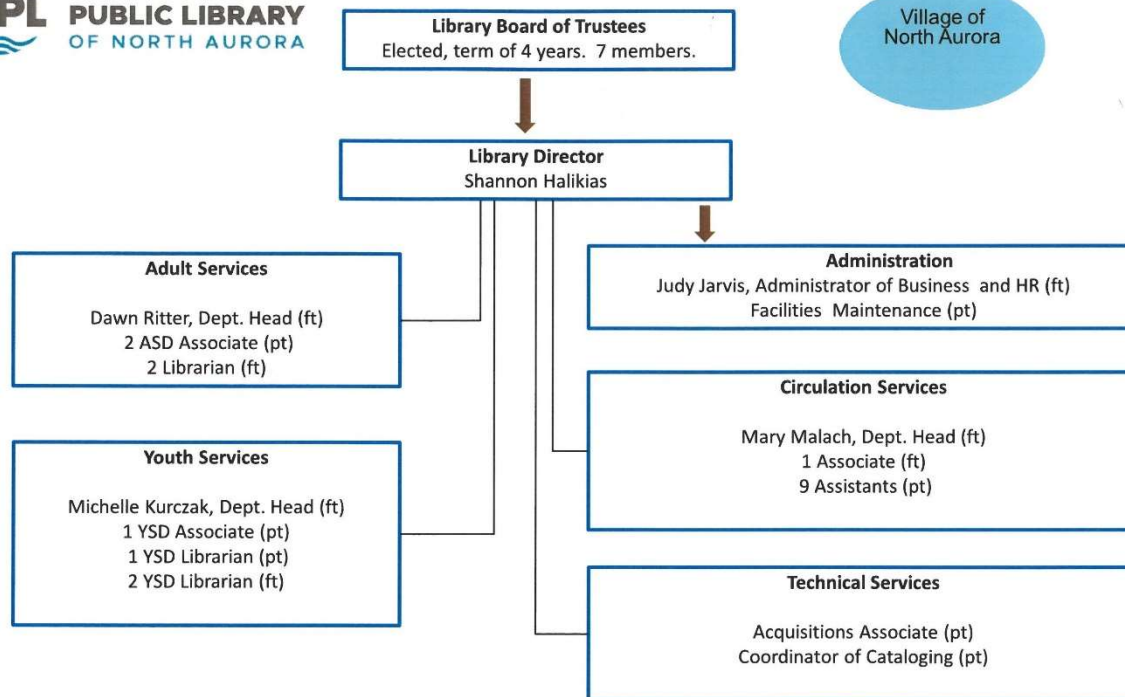


## Information about the Library

- Our mission is to be a unique resource offering open access to information that fosters a passion for reading, learning, and the exchange of ideas. As the heart of our community, we support democracy, citizenship, and the cultural growth of the Village of North Aurora.
- We are a village public library, supported primarily by property taxes.
- We have one location located at 113 Oak Street/North Aurora, Illinois 60542. There are no extension or bookmobile services at this time.
- There are 26 staff positions at the library with a mix of full-time and part-time staff. Please review a copy of the organizational chart for more information.
- The Board does not hold Committee Meetings, except Committee of the Whole meetings each year to specifically discuss the annual budget. Board meetings are held on the second Thursday of every month.
- Please contact the Library Director with regards to ADA concerns, needs or complaints at 630-896-0240. A qualified interpreter may be provided for programming or meetings with three days' notice.
- You may review more Board information including minutes and agendas on our website.
- Our fiscal year is June 1 – May 31. The budget for FY 23-24 is: Operating: \$2,116,900.00 \*Capital Reserves Use: \$450,000



### Key IPLAR Facts:

- Our building is 24,600 square feet with 4 study rooms and 5 total meeting rooms
- We are open 52 weeks a year, an average of 3,536 hours
- We provide over 310 programs per year and have 63 computers
- We hold over 202,800 physical items, 53 types of electronic materials
- We are a member of SWAN consortium, and resource share with 100 other libraries

**Posted in accordance with 5 ILCS 140/4.**

## Records Readily Available or Online

- Minutes and agendas
- Policies and Audits
- Organizational information
- Compensation data per IMRF code
- Strategic Plan
- Holiday hours and Closing Dates
- Budgets and Financial Data

### Freedom of Information Act

The Messenger 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. A FOIA may be submitted via email or in person.

**FOIA Officer** is Library Director: Shannon Halikias [shannon@messengerpl.org](mailto:shannon@messengerpl.org) A FOIA request form is available online or at public service desks.

### 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.

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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](mailto:public.access@ilag.gov)  
 877-299-3642

## Records Retained

MPL adheres to records retention and maintains back archives of data with the guidance set out by the Local Records Commission through the state of Illinois for retaining records of business.

Not all records are available for disclosure. 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 <sup>th</sup> 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