



Melrose Park Public Library

Freedom of Information

Guide

Posted in accordance with 5 ILCS 140/4.

ABOUT THE MELROSE PARK PUBLIC LIBRARY (PUBLIC BODY)

The Melrose Park Public Library (also known as MPPL) serves a community of approximately 24,000 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 Melrose Park Public Library is a village library established under the Illinois Local Library Act, 75 ILCS 5, with a 7-member Board of Trustees elected by the public.

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 Melrose Park Public Library focuses on meeting the educational, informational, and cultural needs of the racially and economically diverse community of Melrose Park, Illinois.

To learn more about the MPPL, visit <https://www.mpplibrary.org/about-us/>

MELROSE PARK PUBLIC LIBRARY'S WEBSITE

<https://www.mpplibrary.org>

GENERAL FUND OPERATING BUDGET

The fiscal year budget for libr2024 is \$969,000.00. Budget documents, the most current Budget and Appropriation Resolution and Levy Resolution are available on the Village website as well as in the Library Administration Office.

MELROSE PARK PUBLIC LIBRARY OFFICE

The administration office of the Melrose Park Public Library is located on the first floor at the following address: 801 N. Broadway (19th), Melrose Park, IL 60160. The Library only has one branch.

MELROSE PARK PUBLIC LIBRARY STAFF (See Attached Organizational Chart)
MELROSE PARK PUBLIC LIBRARY TRUSTEES

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

President: Carla Modugno cmodugno31@yahoo.com

Treasurer: Teri Cervone-- auntlazz@aol.com

Secretary: Carl Alaimo-- jaildr@aol.com

Trustee: Deborah Carlson-- debbiecarlson12@yahoo.com

Trustee: Judy Macias-- judymacias@gmail.com

Trustee: Jerry Mraz-- Jerjo.1202@yahoo.com

Trustee: Steve Pesce-- spesce82@yahoo.com

Open Board are held on the first Tuesday of each month at 6:30 PM, unless otherwise noted. Meetings typically take place in the Programming Room on the main floor of the Melrose Park Public Library.

FREEDOM OF INFORMATION ACT

The Melrose Park 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.

Village of Melrose Park FOIA OFFICER

Village Clerk: Mary Ann Paolantonio (foia@melrosepark.org)

FILING A FOIA REQUEST

All FOIA requests should be addressed to:

MaryAnn Paolantonio

FOIA Officer

Village of Melrose Park

1000 North 25th Avenue

Melrose Park, Illinois 60160

E-mail: foia@melrosepark.org

Phone: 708-343-4000

Fax: 708-343-4605

Fees: Inspection: No Charge, Copies: 1st 50 pages free (.10 Cents per page after 50),
Certification: .75 cents

RECORDS IMMEDIATELY AVAILABLE UPON REQUEST

Records	Time Frame
Meeting Minutes	2018 to the present
Meeting Agendas	2018 to the present
Annual Audit Reports	Most Recent - Library
Salary and Benefit Information (Public Act 97-0609)	Current Fiscal Year
Vendor Information Report	Current Fiscal Year
Budget and Appropriations	Current Fiscal Year
Levy	Current Fiscal Year
Library policies	Current

MELROSE PARK PUBLIC LIBRARY'S RECORD RETENTION SCHEDULE

MPPL 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

Melrose Park Public Library Organizational Chart, 2024

