



# **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**

To provide recreational and educational resources and opportunities for community members of all ages.

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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 library 2025 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 (19<sup>th</sup>), 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

Secretary: Caroline Cruz-- dsacruz@abcglobel.net

Treasurer: 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](mailto: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](mailto:foia@melrosepark.org)**

**Phone: 708-343-4000**

**Fax: 708-343-4605**

Fees: Inspection: No Charge, Copies: 1<sup>st</sup> 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-Library
Meeting Agendas	2018 to the present-Library
Annual Audit Reports	Most Recent - Library
Salary and Benefit Information (Public Act 97-0609)	Current Fiscal Year-MP Village Hall
Vendor Information Report	Current Fiscal Year-Village Hall
Budget and Appropriations	Current Fiscal Year-Library
Levy	Current Fiscal Year-Library
Library policies	Current-Library

## 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 <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

# Melrose Park Public Library Organizational Chart, 2025

## 8 Full-Time, 4 Part-Time Employees

