Indian Trails Public Library District

FREEDOM OF INFORMATION GUIDE

Posted in accordance with 5 ILCS 140/4.

ABOUT THE INDIAN TRAILS PUBLIC LIBRARY DISTRICT (PUBLIC BODY)

355 Schoenbeck Rd., Wheeling, IL 60090 • 847.459.4100 • itpld.org

Effective Date 10/2/2026

The Indian Trails Public Library District (also known as ITPLD) serves a community of over 65,000 residents, as well as reciprocal borrowers from the RAILS Library system, along with any and all visitors who pass through the Library's doors.

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

We are required to report to and be answerable to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian Alexi Giannoulias, Director of the State Library, and various other staff.

OUR STRATEGIC PLAN

The Indian Trails Public Library District will maintain and share a collection that meets the needs of our diverse community, and will provide programs that educate, empower, and entertain our public.

Vision
Embracing culture, Connecting Community, Igniting Curiosity

To learn more of ITPLD's Strategic Plan, visit: https://www.indiantrailslibrary.org/wp-content/uploads/Strategic_Plan_1pager_2026-30-2.pdf

INDIAN TRAILS PUBLIC LIBRARY DISTRICT'S WEBSITE

www.indiantrailslibrary.org

GENERAL FUND OPERATING BUDGET

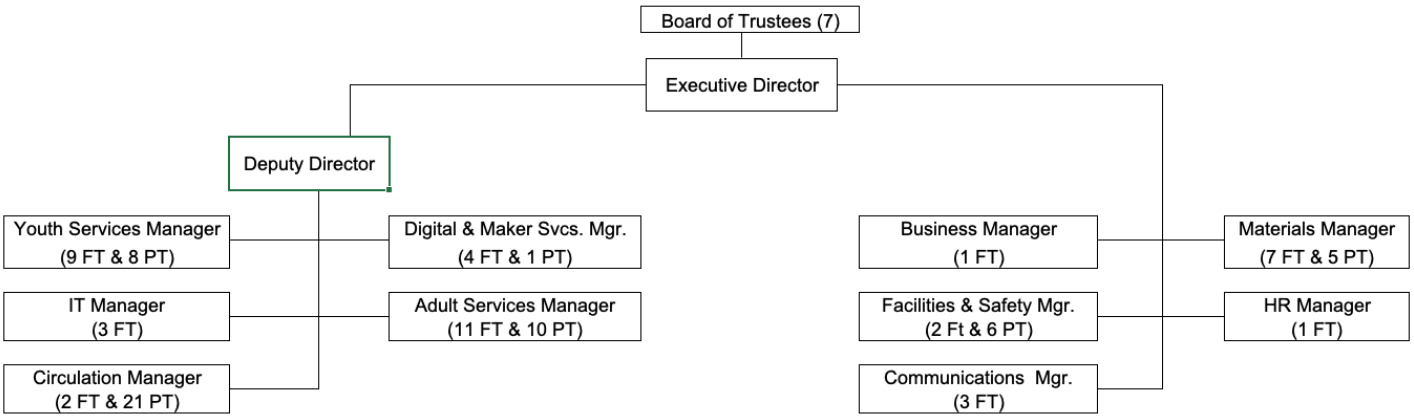
The fiscal year budget for 2026-2027 is $10,862,839. The fiscal year is July 1 – June 30. Budget documents, including the most current Budget and Appropriation Resolution and Levy Resolution, are available at www.indiantrailslibrary.org/about-us/financials/ as well as in person at the Library's administration office.

INDIAN TRAILS PUBLIC LIBRARY DISTRICT OFFICE

The administration office of the Indian Trails Public Library District is located within the upper level of the Library at the following address: 355 Schoenbeck Road, Wheeling, IL, 60090. The Library has one branch located at 99 E. Palatine Road, Prospect Heights, IL 60070.

INDIAN TRAILS PUBLIC LIBRARY DISTRICT STAFF

When fully staffed, the library employs 54 full-time employees and 49 part-time employees. Library departments and their staff are included in the organizational chart above.



INDIAN TRAILS PUBLIC LIBRARY DISTRICT TRUSTEES

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

President:	Vicki Baba	VBaba@IndianTrailsLibrary.org
Vice-President:	Lousie Barnett	LBarnett@IndianTrailsLibrary.org
Treasurer:	Mary Moodhe	MMoodhe@IndianTrailsLibrary.org
Secretary:	Cristel Mohrman	CMohrman@IndianTrailsLibrary.org
Trustee:	Henry Hackney, Jr.	HHackney@IndianTrailsLibrary.org
Trustee:	Caitlyn Keenan	CKeenan@IndianTrailsLibrary.org
Trustee:	Christine Melone	CMelone@IndianTrailsLibrary.org

Open business meetings are held on the first and third Wednesdays of each month at 7 pm. Meetings typically take place in the Lake Room on the main floor of the Indian Trails Public Library District.

FREEDOM OF INFORMATION ACT

The Indian Trails 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.

INDIAN TRAILS PUBLIC LIBRARY DISTRICT FOIA OFFICER

Business Manager: Susan Beal (SBeal@IndianTrailsLibrary.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
  355 Schoenbeck Road
  Wheeling, IL 60090

- **Email**
  foia@IndianTrailsLibrary.org

- **Personal delivery**
  During regular business hours of the Indian Trails 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

COMPENSATION PACKAGE

Pursuant to Illinois law [5 ILCS 120/7.3], a certified list of employees whose salary and benefit packages are $75,000 or greater is available for inspection at the Library's business office.

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.indiantrailslibrary.org then see the “about us” tab.

For ITPLD Bylaws and Policies, visit: www.indiantrailslibrary.org/about-us/policies/
For ITPLD Financial information, visit: www.indiantrailslibrary.org/about-us/financials/
For ITPLD Board of Trustees meeting minutes, visit: www.indiantrailslibrary.org/about-us/board-of-trustees/library-board-of-trustees-agendas-and-minutes/

Records	**Time Frame**
Meeting Minutes	Monthly-up to 60 days after posting of meeting minutes.
Meeting Agendas	Monthly-up to 60 days after posting of meeting agendas.
Annual Audit Reports	2017 to the present
Budget and Appropriations	2017 to the present
Levy	2017 to the present
Library Policies	Current

INDIAN TRAILS PUBLIC LIBRARY DISTRICT RECORD RETENTION SCHEDULE

ITPLD 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
Bids, Specifications & Proposals	Retain for 11 years
Budget Reports	Retain for 7 years
Cash Receipts	Retain for 2 years
Contracts, Leases & Agreements	Retain for 10 years
Correspondence	Retain for 1 year
Employment applications	Solicited 2 years, unsolicited 1 year
Election Records	Retain for 2 years
FOIA Requests and Denials *	Retain for 3 years
Grant Records	Retain for 3 years after completion
Insurance Policies	Retain for 7 years after cancellation
Interlibrary Loan Requests	Retain for 1 year
Minutes	Retain permanently
Patron Registration	Retain for 4 years
Payroll Reports and Records	Retain for 7 years
State & Federal Tax Statements & Reports	Retain for 9 years
Tax Levies	Retain 9 years
Timesheets & work schedules	Retain for 3 years
Resolutions & Ordinance originals	Retain permanently

* Copies of all notices of denial are retained and indexed by type of exemption. As of the publication of this guide, there were no denials within the retention period.

REQUESTING ACCOMODATIONS

The Indian Trails Library strives to ensure that virtual and physical spaces, materials, services and processes are usable by as many people as possible. The library will attempt to provide reasonable accommodations to members upon request to the library's Accessibility Coordinator at 847.459.4100 ext. 212 or access@itpld.org. Members requesting accommodation during programs (including American Sign Language interpretation) should indicate the request when registering for the program, calling the library at 847.459.4100 ext. 312 or by contacting the Access Coordinator at access@itpld.org at least 5 days prior to the program

Office of the Attorney General
State of Illinois

Certificate of Completion

Susan Beal
Business Manager

Has successfully completed the
Freedom of Information Act training.

Version: 2026 - FOIA Training

Completed: Wednesday, June 17, 2026