

# FREEDOM OF INFORMATION GUIDE

## GALVA PUBLIC LIBRARY DISTRICT

120 NW 3<sup>rd</sup> Ave

GALVA, IL 61434

309-932-2180

POSTED IN ACCORDANCE WITH 5 ILCS 140/4

**GALVA PUBLIC LIBRARY DISTRICT:**

The Galva Public Library District (also known as GPLD) proudly serves a district of 3,334 as of the 2020 US census, as well as reciprocal borrowers from the RSA system, along with any visitors that wish to come to the library.

GPLD is a member of the RSA library consortium and uses RAILS for inter-library loan. GPLD is a District library that has a 7 member board of trustees elected to 6 year terms.

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

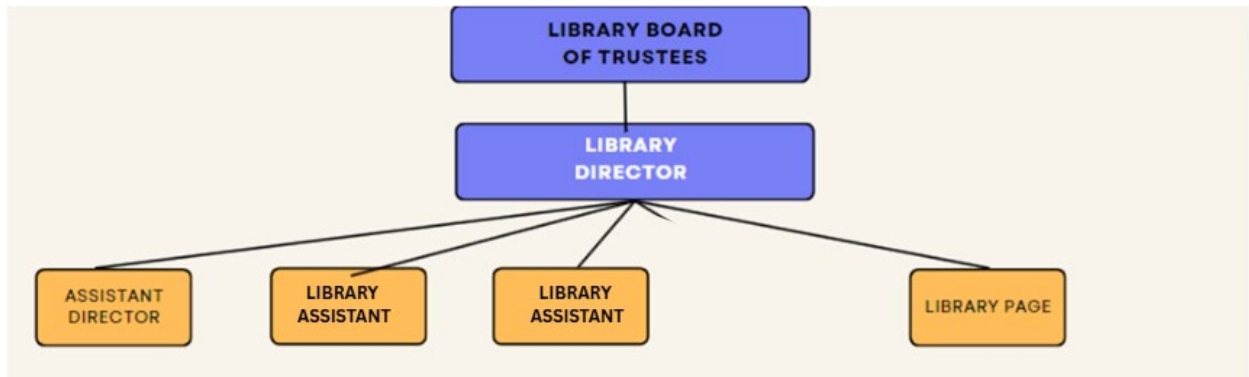
**GALVA PUBLIC LIBRARY DISTRICT WEBSITE:**

[www.galvalibrary.org](http://www.galvalibrary.org)

**GENERAL FUND OPERATING BUDGET:**

The Fiscal budget for the current FY is available on the bulletin board, in the front foyer of the library, with additional copies in the Library Director’s office.

**GALVA PUBLIC LIBRARY DISTRICT STAFF:**



**GALVA PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES:**

Current Library Board Members July 1st, 2025

Galva Public Library District

Linda Van De Velde (President)	512 Swank Street, Galva	April 2027
Cheryl Anderson (Vice-President)	117 NE 7 <sup>th</sup> St., Galva	April 2027
Barbara Caravello (Secretary)	104 NW 5th St., Galva	April 2029
Alan Gardiner-Atkinson	710 NW 3 <sup>rd</sup> Ave, Galva	April 2029

Gloria Wilson	110 NW 3 <sup>rd</sup> Ave., Galva	April 2029
Donna Carlson (Treasurer)	108 SW 9 <sup>th</sup> Ave., Galva	April 2031
Destiny Zurek	117 NW 4 <sup>th</sup> Ave, Galva	April 2031

Ballot Partners are:

Linda and Cheryl in 2027

Barb, Gloria and Alan in 2029

Donna and Destiny in 2031

- ❖ Board Meetings are held the 2<sup>nd</sup> Tuesday of the Month at 7pm at the Library
- ❖ The Library Director will post the Meeting Agenda at least 48 hours before the Board Meeting in the foyer at the front entrance of the Library, on the front door facing out as well as on the Galva Public Library District Website
  - Director will send the Agenda in a .pdf format to all Board Members via email at least 48 hours before the meeting
  - Director sends a courtesy text reminder to all members the day of the meeting

**FREEDOM OF INFORMATION ACT:**

The Galva 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.

**GALVA PUBLIC LIBRARY DISTRICT FOIA OFFICER:**

Primary Contact:

Lauren Heck – Library Director (galvalibrary@gmail.com)

Secondary Contact:

Hester Sage – Assistant Director (galvalibrarystaff@yahoo.com)

**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

GALVA PUBLIC LIBRARY DISTRICT

120 NW 3<sup>RD</sup> AVE

GALVA, IL 61434

- EMAIL:

SUBJECT LINE: FOIA REQUEST

galvalibrary@gmail.com

- PERSONAL DELIVERY:

During regular business hours of the Galva Public Library District

#### **FREEDOM OF INFORMATION ACT REQUEST FEES:**

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

The charge for physical copies of the records will be as follows:

- 1) First 50 pages black and white, letter size: Free
- 2) 15 cents per page for black and white, letter size, after 50 pages
- 3) 25 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.

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 AVAILABLE IMMEDIATELY UPON REQUEST:**

Meeting Minutes	2016 – PRESENT (Location: Director’s Office – GPLD Board Minutes binder, GPLD Website)
Meeting Agendas	2022 – PRESENT (Location: Director’s Office – Monthly reports binder, GPLD Website)
Annual Audit Records	MOST RECENT (Location: Director’s Office – file cabinet)
Budget & Appropriations	CURRENT FISCAL YEAR (Location: Front Foyer, Director’s Office – file cabinet, GPLD Website)
Levy	CURRENT FISCAL YEAR (Location: Front Foyer, Director’s Office – file cabinet, GPLD Website)
Library Policies	CURRENT (Location: Director’s Office – right upper cupboard of desk, GPLD Website)