

FREEDOM OF INFORMATION GUIDE



Posted in accordance with 5 ILCS 140/4.
Updated 10/3/2026

ABOUT THE STEGER-SOUTH CHICAGO HEIGHTS PUBLIC LIBRARY

The Steger-South Chicago Heights Public Library District (also known as SSCHPL) serves over 13,000 residents, as well as reciprocal borrowers from all over Illinois.

The SSCHPL is a district library established under the Illinois Public Library District Act, 75 ILCS 16, with an elected 7-member Board of Trustees.

We are 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.

OUR MISSION

The Steger-South Chicago Heights Public Library will provide resources for lifelong learning.

The Steger-South Chicago Heights Public Library District will be an essential resource in connecting people with our world through the discovery of knowledge and culture. We will meet this challenge by providing access to information in a welcoming community environment.

SSCHPL WEBSITE

www.sschlibrary.org

GENERAL FUND OPERATING BUDGET

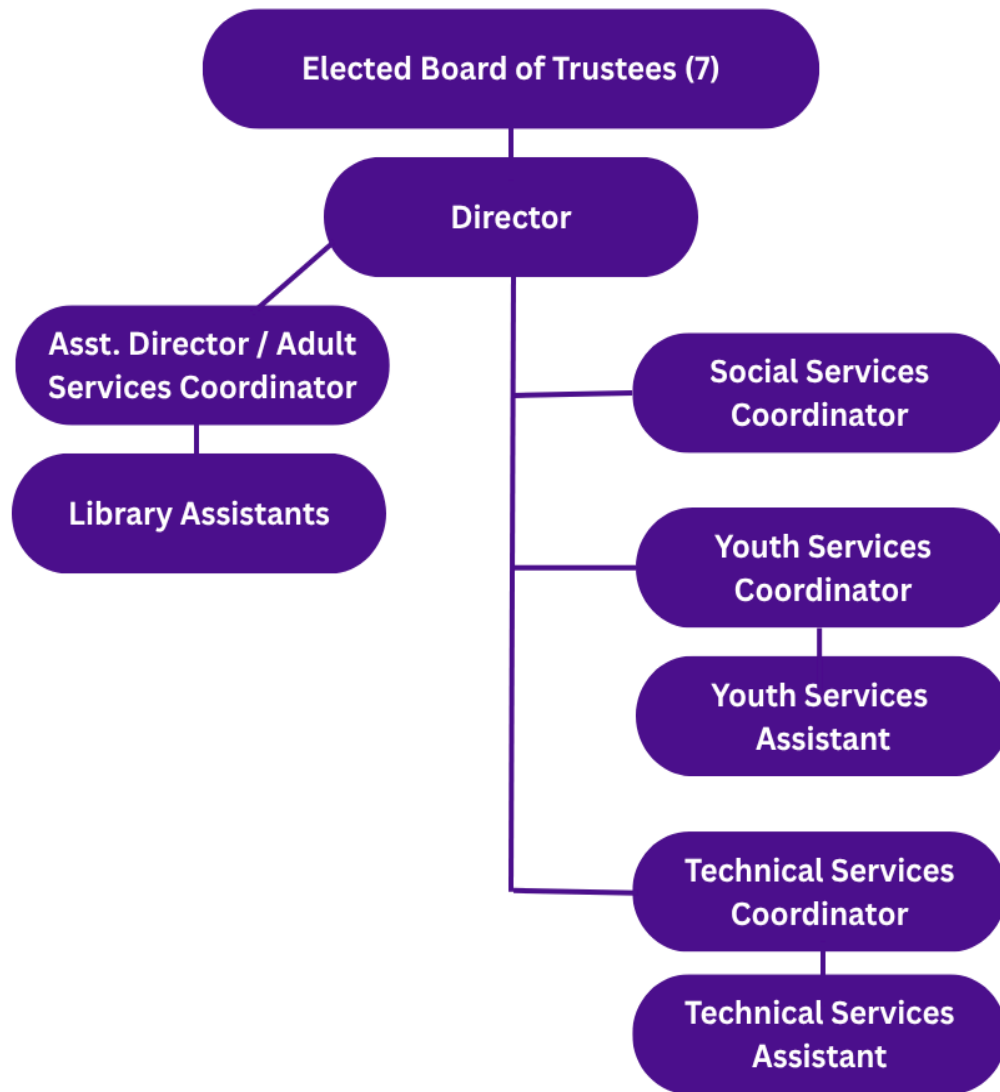
The fiscal year budget for 2026-2027 is \$751,200.00. The most current Budget & Appropriation Ordinance as well as the Levy Ordinance are available on the Library's website as well as in person at the Library.

SSCHPL OFFICE

The administration office of the Steger-South Chicago Heights Public Library is located within the Library at the following address: 54 East 31st Street, Steger, Illinois 60475. The library only has one branch.

SSCHPL STAFF

When fully staffed, the library employs 5 full time employees and 5 part time employees. A staff directory can be found at <http://www.sschlibrary.org/staff-directory>. The library departments and their staff are included in the following organizational chart.



SSCHPL Trustees

SSCHPL is governed by an elected 7-member Board of Trustees. Current members are:

President: Lisa Stanton (trustee.stanton@sschlibrary.org)

Vice President: Tashara Rule (trustee.rule@sschlibrary.org)

Treasurer: Janet Fiorenzo (trustee.fiorenzo@sschlibrary.org)

Secretary: Shelbi Andrade (trustee.andrade@sschlibrary.org)

Trustee: Ralph Gazzillo (trustee.gazzillo@sschlibrary.org)

Trustee: Andrea Holecek-Sherman (trustee.sherman@sschlibrary.org)

Trustee: Sandra Joyce (trustee.joyce@sschlibrary.org)

Scheduled FY 2026-2027 Meeting Dates:

July 23, 2026
August 27, 2026
September 24, 2026
October 22, 2026
November 24, 2026
January 28, 2027

February 25, 2027
March 25, 2027
April 22, 2027
May 27, 2027
June 24, 2027

The Library does not currently have any standing committees.

FREEDOM OF INFORMATION ACT

SSCHPL 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.

SSCHPL FOIA OFFICERS

Jessica Rodrigues, Director
Ana Brown, Social Services Coordinator

FILING A FOIA REQUESTS

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 Officers
54 East 31st Street
Steger, IL 60475
- **Email**
sschlibrary.foia@gmail.com
- **Personal Delivery**
During regular business hours of the Library

FREEDOM OF INFORMATION ACT REQUEST FEES

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

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

- The first 50 pages of black and white letter size: Free
- 10 cents per page for black and white letter size after 50 pages
- 25 cents per page for color or oversized copies
- 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 days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requester.

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:

<http://www.sschlibrary.org/transparency.html>

RECORDS	TIME FRAME
Meeting Minutes	January 2020 to present
Meeting Agendas	January 2020 to present
Annual Audit Reports	Most recent
Salary and Benefit Information (Public Act 97-0609)	Current fiscal year
Budget and Appropriations	Current fiscal year

Levy	Current fiscal year
Library Policies	Current

SSCHPL RECORD RETENTION SCHEDULE

SSCHPL adheres to the guidance set out by the Local Records Commission through the state of Illinois for retaining records of business. Our requirements may be found at the Transparency Page of the website.