

# **FREEDOM OF INFORMATION GUIDE**

## **ST. CHARLES PUBLIC LIBRARY DISTRICT**



Posted in accordance with 5 ILCS 140/4  
Most recent revision: May 2024

## **ABOUT THE ST. CHARLES PUBLIC LIBRARY DISTRICT**

The St. Charles Public Library District (SCPLD) serves a community of over 55,800 residents, as well as reciprocal borrowers from the SWAN (System Wide Automated Network) Library system, along with any and all visitors who pass through the Library's doors.

The SCPLD is established under the Illinois Local Library Act, 75 ILCS 15, with an elected seven-member Board of Trustees who serve six years terms.

The SCPLD reports to and is in compliance with the Illinois State Library, Springfield, Illinois. Its members are State Librarian Alexi Giannoulas, Director of the State Library, and affiliated staff.

## **OUR MISSION**

We support the growth and creativity of the individual and build the spirit of the community by providing welcoming spaces, robust collections, responsive services, and enriching programs.

To learn more of SCPLD's service philosophy, visit:

<https://www.scpld.org/about/strategic-plan/>

## **SCPLD WEBSITE**

<https://www.scpld.org/>

## **GENERAL FUND OPERATING BUDGET**

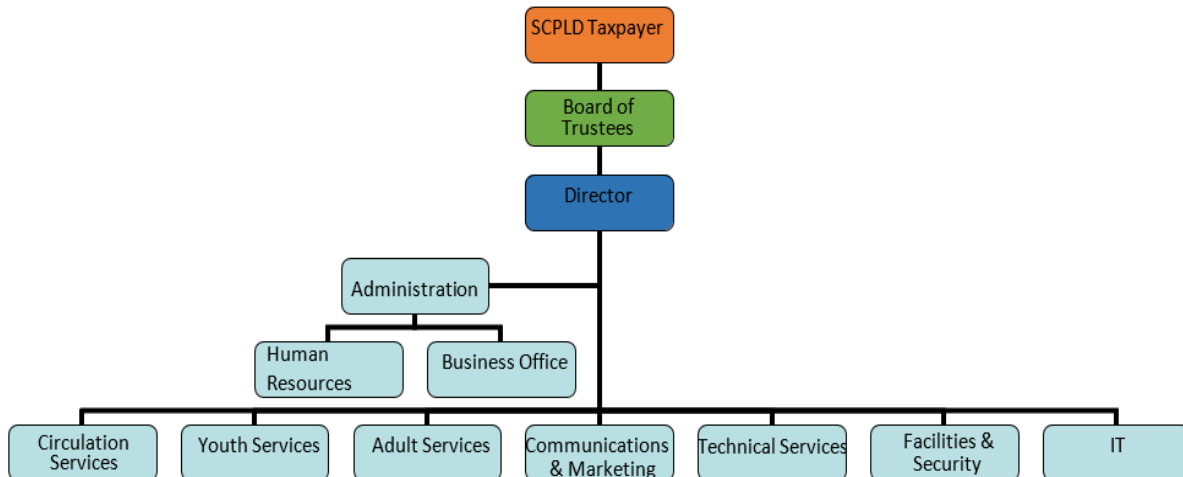
The fiscal year operating budget for 2023/2024 is \$7,990,001. The most current Budget and Appropriation Ordinance and Levy Ordinance are available on the Library's website as well as in person at the Library's administration office.

## **SCPLD OFFICE**

The administration office of the SCPLD is located on the main level of the Library at One South Sixth Avenue, St. Charles, IL 60174. The Library only has one branch.

## SCPLD STAFF

The Library employs 48 full-time employees and 51 part-time employees. Library departments and their staff are included in the organizational chart below.



## SCPLD LIBRARY TRUSTEES

SCPLD is governed by an elected, unpaid, seven-member Board of Trustees. Current Board members are:

President Robert T. Gephart ([rgephart@scpld.org](mailto:rgephart@scpld.org))

Vice-President/Secretary Mary Kruse ([mkruse@scpld.org](mailto:mkruse@scpld.org))

Treasurer Michael J. Hill ([mhill@scpld.org](mailto:mhill@scpld.org))

Trustee Claudia Frost ([cfrost@scpld.org](mailto:cfrost@scpld.org))

Trustee Shane Hampton ([shampton@scpld.org](mailto:shampton@scpld.org))

Trustee Bonnie J. Dauer ([bdauer@scpld.org](mailto:bdauer@scpld.org))

Trustee Allison Lanthrum ([alanthrum@scpld.org](mailto:alanthrum@scpld.org))

## COMMITTEE MEMBERSHIP

The Library Board has five standing committees:

**Finance:** Treasurer Hill (chair), President Gephart, Trustee Hampton

**Facilities:** Trustees Hampton (chair), Frost and Lanthrum

**Audit:** Trustees Frost (chair), Kruse and Dauer

**Policy:** Trustee Dauer (chair), President Gephart, Trustee Kruse

**457 Plan Oversight Committee:** President Gephart, Director Katherine G. Buckson, Human Resources Manager Katie Amstadt

## **FREEDOM OF INFORMATION ACT**

The SCPLD 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.

## **SCPLD FOIA OFFICERS**

Library Director Katherine G. Buckson ([kbuckson@scpld.org](mailto:kbuckson@scpld.org))

Financial Manager Mary Katherine Merritt ([mmerritt@scpld.org](mailto:mmerritt@scpld.org))

Administrative Assistant Virginia Tsipas ([vtsipas@scpld.org](mailto:vtsipas@scpld.org))

Administrative Assistant Kara Hanley ([khanley@scpld.org](mailto:khanley@scpld.org))

## **FILING A FOIA REQUEST**

A request for records must be made in writing and should include your name, date, a daytime phone number or email and a description of the information you are seeking. A Records Request Form is available online or at the Library's Welcome Desk during regular service hours and can be submitted to the attention of the FOIA officers in the following ways:

### **Email**

[FOIA@scpld.org](mailto:FOIA@scpld.org)

### **Personal delivery**

Library Administrative Hours

Monday – Friday, 9:00 am – 4:30 pm

### **Mail**

Attention: FOIA Officers

St. Charles Public Library District

One S. Sixth Avenue

St. Charles, IL 60174

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

- The first fifty (50) pages of letter or legal size **black and white** photocopies are FREE.
  - After the first fifty pages: 15¢ per page
  - After the first fifty pages, photocopies in public interest: 5¢ per page
- All **color** photocopies **and** copies sized other than legal or letter size: 15¢ per page
- Free: Electronic format if available
- Cost of electronic records such as a USB, will be charged at the actual cost of the recording medium
- Certification: \$ 1.00 per certification

## **RESPONSES TO REQUESTS FOR RECORDS**

The FOIA officers will comply with or deny such written requests within five (5) business days [twenty-one (21) business days for requests for a commercial purpose] after receipt of the written request.

## **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](mailto: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 the final denial. 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.

<https://www.scpld.org/about/board/>

<b>Records</b>	<b>Time Frame</b>
Calendar of Meeting Dates	January 2024 – January 2025
Library Board Meeting Agendas	FY 2020/2021 – FY 2023/2024
Library Board Meeting Minutes	FY 2020/2021 – FY 2023/2024

<https://www.scpld.org/about/budget/>

<b>Records</b>	<b>Time Frame</b>
Annual Audit	FY 2018/2019 – FY 2023/2024
Building & Maintenance Tax Ordinance	FY 2018/2019 – FY 2023/2024
Budget & Appropriation Ordinance	FY 2018/2019 – FY 2023/2024
Determine Estimate of Funds Needed Resolution	FY 2018/2019 – FY 2023/2024
Levying Taxes for Library Purposes Ordinance	FY 2018/2019 – FY 2023/2024
Setting Fees for Library Materials Ordinance	FY 2018/2019 – FY 2023/2024
Compensation Report	FY 2018/2019 – FY 2023/2024
IMRF Employer Cost & Participant Information	FY 2018/2019 – FY 2023/2024
Vendor Information Report	Current

<https://www.scpld.org/about/library-policies/>

<b>Records</b>	<b>Time Frame</b>
Library Policies	Current

### **SCPLD’S RECORD RETENTION SCHEDULE**

SCPLD 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:

<b>Records</b>	<b>Time Frame</b>
Applications to Dispose of Records	Retain permanently
Accounts Payable and Receivable	Retain for 7 years
Annual Reports/IPLAR’S	Retain permanently
Audit Reports	Retain permanently
Bank Statements and Investment Records	Retain for 7 years
Bids, Specifications and Proposals	Retain successful bids for 10 years, retain unsuccessful bids for 3 years
Board Packets	Retain permanently
Budget Reports	Retain for 7 years
Correspondence	Retain for 1 year
Employment Applications	Retain solicited applications for 2 years, retain unsolicited applications for 1 year
FOIA Requests and Denials	Retain for 2 years, provided no review is pending with PAC
Grant Records	Retain for 3 years

Insurance Policies	Retain for 7 years after expiration of policy or after settlement of claim, retain for 60 years for sexual misconduct, retain for 20 years for personal injuries to minors
Payroll Ledgers	Retain for 60 years or until terminated employee's 78 <sup>th</sup> birthday
Patron Registration	Retain for six months after expiration
Salary and Work Schedules	Retain for 60 years or until terminated employee's 78 <sup>th</sup> birthday
State and Federal Tax Statements and Reports	Retain W-4's for 5 years after termination of employment or until superseded by new W-4, retain all other tax forms for 7 years