

FREEDOM OF INFORMATION GUIDE

ST. CHARLES PUBLIC LIBRARY DISTRICT



Posted in accordance with 5 ILCS 140/4
Most recent revision: September 2025

ABOUT THE ST. CHARLES PUBLIC LIBRARY DISTRICT

The St. Charles Public Library District (SCPLD) serves a community of over 55,889 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-year 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

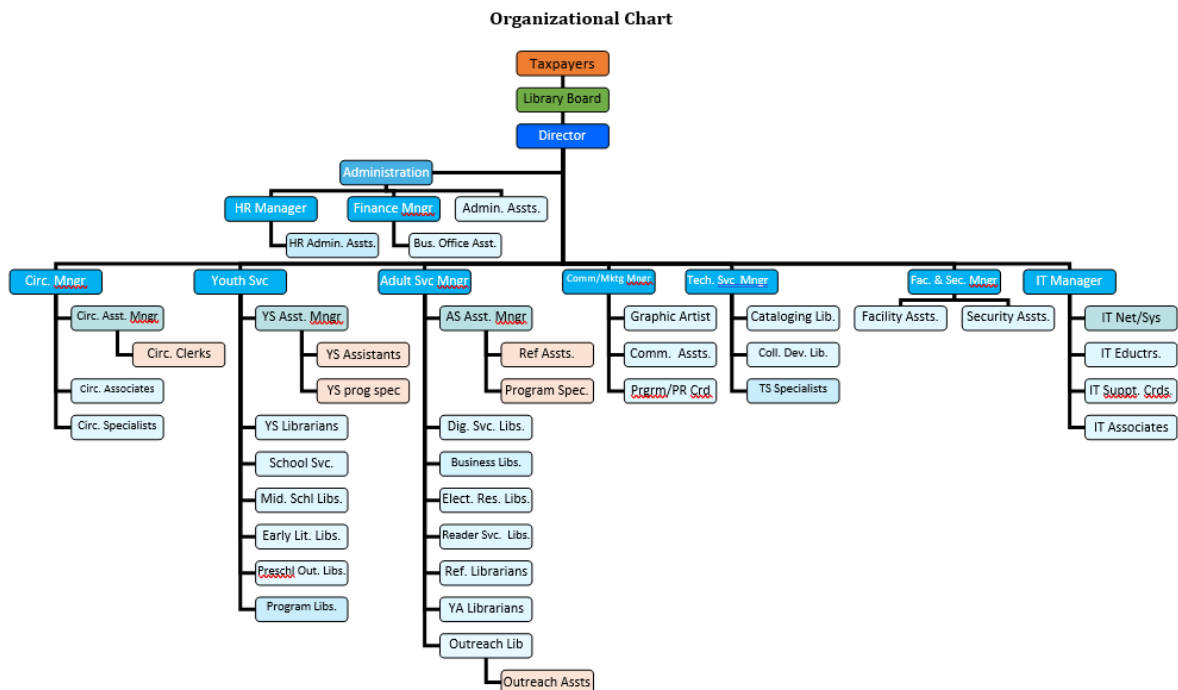
The fiscal year operating budget for 2025/2026 is \$8,736,988. The most current Budget and Appropriation Ordinance and Levy Ordinance are available on the Library's website as well as in person at the Library's administration office.

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 54 full-time employees and 50 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 Mary Kruse (mkruse@scpld.org)
 Vice-President/Secretary Bonnie J. Dauer (bdauer@scpld.org)
 Treasurer Michael J. Hill (mhill@scpld.org)
 Trustee Claudia Frost (cfrost@scpld.org)
 Trustee Allison Lanthrum (alanthrum@scpld.org)
 Trustee Barbara Diepenbrock (bdiepenbrock@scpld.org)
 Trustee Jane Shelton (jshelton@scpld.org)

COMMITTEE MEMBERSHIP

The Library Board meets quarterly as a Committee of the Whole to discuss finances, policies, Library property, and audit of the Secretary's books.

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)

Finance Manager Mary Katherine Merritt (mmerritt@scpld.org)

Administrative Assistant Virginia Tsipas (vtsipas@scpld.org)

Human Resources Administrative Assistant Kara Hanley (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

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
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/>

| Records | Time Frame |
|-------------------------------|------------------------------|
| Calendar of Meeting Dates | January 2025 – December 2025 |
| Library Board Meeting Agendas | FY 2020/2021 – FY 2025/2026 |
| Library Board Meeting Minutes | FY 2020/2021 – FY 2025/2026 |

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

| Records | Time Frame |
|---|-----------------------------|
| Annual Audit | FY 2018/2019 – FY 2024/2025 |
| Building & Maintenance Tax Ordinance | FY 2018/2019 – FY 2024/2025 |
| Budget & Appropriation Ordinance | FY 2018/2019 – FY 2024/2025 |
| Determine Estimate of Funds Needed Resolution | FY 2018/2019 – FY 2024/2025 |
| 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 2024/2025 |
| IMRF Employer Cost & Participant Information | FY 2018/2019 – FY 2025/2026 |
| Vendor Information Report | Current |

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

| Records | Time Frame |
|------------------|-------------------|
| 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:

| Records | Time Frame |
|--|---|
| 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 |

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| Insurance Policies and Claims | 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 salary schedules permanently Retain work schedules for 2 years |
| Patron Registration | Retain for six months after expiration |
| Salary and Work Schedules | Retain for 60 years or until terminated employee's 78 th 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 |