

Fondulac District Library Freedom of Information Act Policy

Fondulac District Library (the "Library") permits access to as well as inspection and copying of public records in accordance with the Illinois Freedom of Information Act, hereinafter referred to as the "Act" or "FOIA" (5 ILCS 140/1 et seq.).

- I. A brief description of our public body is as follows:
 - A. Our purpose is to serve the community of East Peoria as a general center of information and to provide opportunity and encouragement for people to use its services and materials to meet their education, personal, professional, recreational and cultural needs.
 - B. An organizational chart is attached.
 - C. The total amount of our operating budget for FY2026 is \$3,399,560.
Funding sources are property and personal property replacement taxes, state and federal grants, fees, charges, special reserve fund, operational reserve, and donations. Tax levies are \$1,964,255.
 1. Corporate purposes (for general operating expenditures)
 2. Operations and maintenance (for maintenance-related expenses)
 3. IMRF (provides for employee's retirement and related expenses)
 4. Audit (for annual audit and related expenses)
 5. Tort Liability (for insurance premiums, risk management, unemployment and worker's compensation insurance)
 - D. The Library and its business office are located at 400 Richland Street, East Peoria, Illinois 61611.
 - E. The Library's website is www.fondulaclibrary.org.
 - F. When fully staffed the library has 15 full-time employees and 20 part-time employees.
 - G. The following organization exercises control over our policies and procedures: *Fondulac District Library Board of Library Trustees*, which typically meets monthly on the last Monday of each month, 6 p.m., at the library, typically in the Kolb Memorial Conference Room. The library has seven elected and unpaid Trustees. Its members are Mary Jo Carbiener, Gary Grose, Ellen Hanks, Marilyn Humphrey, Megan Pulling, Alan Sherwood, and Eric Swearingen. Board email addresses are located at www.fondulaclibrary.org. The Board has no standing committees.
 - H. The library is required to report and be answerable for our operations to the Illinois State Library, Springfield, Illinois. Its members are State Librarian Alexi Giannoulis (Secretary of State), Director of Illinois State Library Greg McCormick, and various other staff.
- II. You may request the information and the records available to the public in the following manner:
 - A. You may use and submit the request form in person, by mail to the office address, or by email to foia@fondulaclibrary.org. The form is available as part of this policy on www.fondulaclibrary.org and at the library.
 - B. You must indicate whether you have a "commercial purpose" in your request.
 - C. Your request should be directed to the following individuals: Genna Buhr, FOIA officer; Rebecca Cox, FOIA officer (foia@fondulaclibrary.org).
 - D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones. A request form is available, if desired.
 - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records you will be charged the following fees: There is no charge for reproduction of the first fifty (50) pages of black and white text either letter or legal size. There is a \$.10 per page charge for reproduced records in excess of 50 pages. The actual reproduction cost of color copies and other sized copies will be charged. There is a \$1.00 charge per record for certification.
 - F. If the records are kept in electronic format, you may request a specific format and if feasible, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, e.g. disc, memory stick etc.) or in paper as you select. Individuals who do not have reasonable access to computers or printers may request a printed copy of the records.
 - G. Except in the case of commercial requests, the office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.

- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- I. The place and times where the records will be available are as follows: Monday through Friday, 9 am to 4 pm, at the Fondulac District Library business office.
- J. 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. 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. 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 denial letter. You must include a copy of your original FOIA request and the denial letter when filing a Request for Review with the PAC.

III. Certain types of information maintained by us are exempt from inspection and copying per the Library Records Confidentiality Act (75 ILCS 70/71). However, the following types or categories of records are readily available for the public inspection:

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget and Appropriation Ordinances**
- D. Levy Ordinances**
- E. Operating Budgets
- F. Annual Audits**
- G. Agendas and Minutes of the Board of Library Trustees**
- H. Library Policies, including Material Selection**
- I. Adopted Ordinances and Resolutions of the Board**
- J. Annual Reports to the Illinois State Library
- K. Total Compensation Information (per Public Act 97-0609)*

* Posted on the second floor of Fondulac District Library

** Recent documents immediately available at www.fondulaclibrary.org

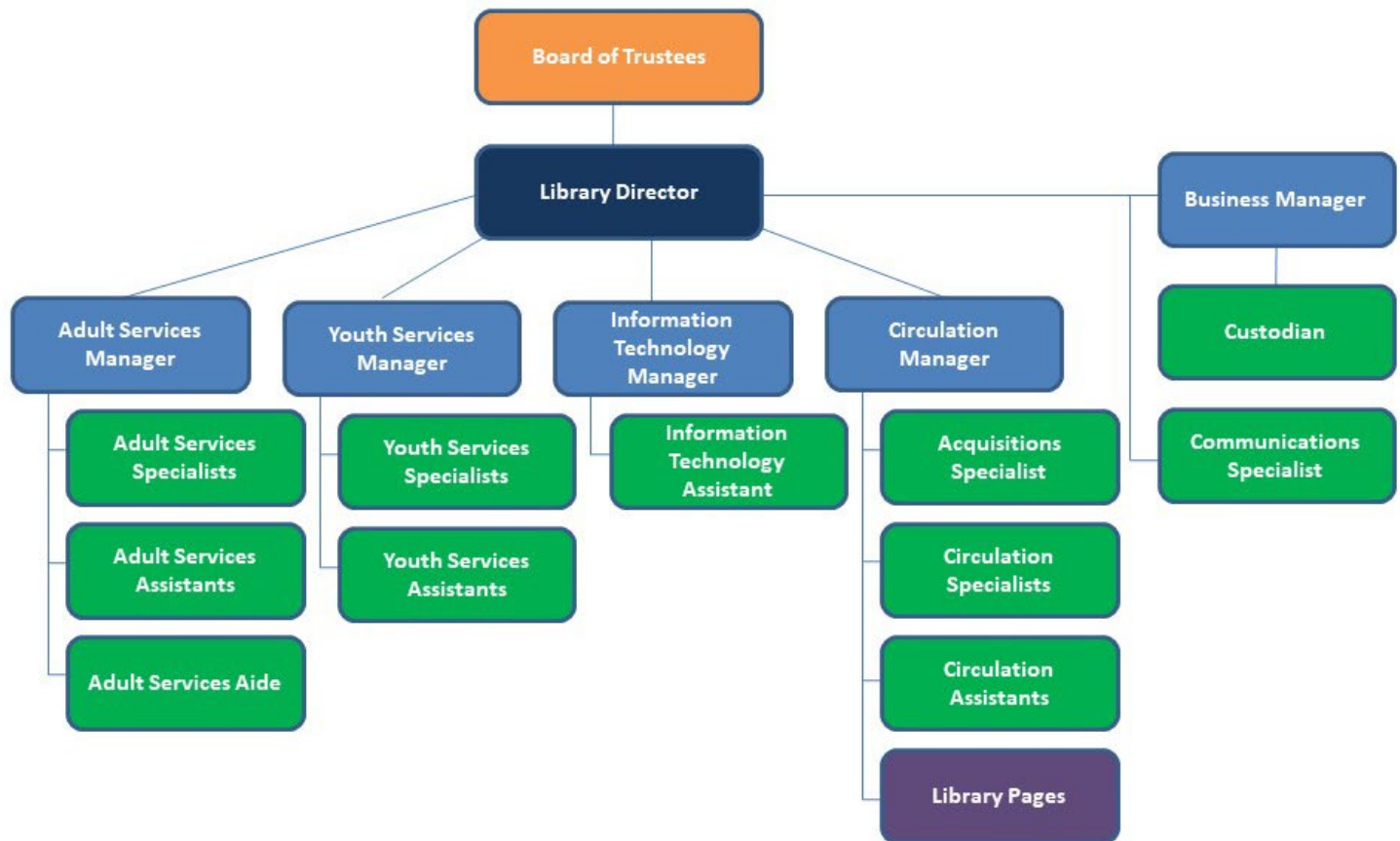
The Library adheres to the guidance set out by the Local Records Commission through the State of Illinois for retaining records of business. Our requirements are as follows:

Records	Time Frame
Applications to Dispose of Records	Retain permanently
Administrative files and Miscellaneous Correspondence (General Correspondence not related to another record series)	Retain for 1 year
Assessor's Notice of Tax Objection	Retain for 2 years
Bid Specifications & Proposals	Retain successful bids for 10 years after terms of related contract are complete. Retain unsuccessful bids for 3 years after rejection
Construction Project Records	Retain construction plans, drawings, and specifications permanently. Retain other records for 10 years following completion of project.
Contracts, Leases and Agreements	Retain contracts or renewals for 10 years after termination or completion. Retain copies for 2 years.
FOIA Requests & Denials	Retain for 2 years after filing date
Insurance Policies & Claims	Retain policies that cover sexual misconduct for 60 years. Retain policies that cover personal injuries to minors for 20 years after expiration. Retain other policies for 7 years after expiration of policies. Retain claims for 7 years after settlement of claim.
Inspections	Retain for 2 years

Policies & Procedures	Retain permanently
Surveillance Recordings	When video recording captures information that contains potentially probative evidence in criminal and civil litigation, retain for 30 days after final judgement has been entered and all appeals exhausted. When the video recording captures no potentially probative evidence, may be recorded over/over write on after 90 days.
Annual Financial Reports	Retain for 7 years
Audits	Retain one copy of each audit report permanently. Retain duplicate audits for 1 year.
Cancelled Bonds & Coupons	Retain for 2 years
Cancelled Checks, Bank Statements, Deposit Slips, Paid Bills, Invoices & Vouchers	Retain for 7 years
County Collector's Statement of Tax Distribution	Retain for 7 years
Grants	Retain for 3 years following date of final expenditure report.
Ledgers, Petty Cash, Withdraw Summary, Disbursements & Receipts	Retain for 7 years
Replacement Tax Allocation from Illinois Department of Revenue	Retain for 3 years
State & Federal Tax Reports and Statements	Retain W-4s for 5 years after termination of employment or until superseded by a new W-4. Retain all other tax forms in this record series for 7 years.
Tax Levy Ordinance	Retain for 7 years
Treasurer's Monthly Report	Retain for 2 years
Board of Trustees Oaths & Appointment Records	Retain for 2 years
Minutes, Board Packets & Meeting Agendas	Retain originals permanently
Recordings of Minutes (Regular or special meetings only)	Retain for 60 days
Notices of Publication & Certification of Publication	Retain for 1 year
Ordinances & Resolutions	Retain ordinances permanently. Retain resolutions for 60 days, then dispose of provided they are recorded in the minutes.
Applications for Employment – solicited	Retain for 2 years from date of application
Applications for Employment – unsolicited	Retain for 1 year from date of application
Community Service & Student Worker Records	Retain for 5 years after termination
I-9 Employment Eligibility Verification Forms	If person is employed for less than 3 years, retain for 3 years after date of hire. If person is employed for 3 years or longer, retain for 1 year after termination of employment.
Illinois Municipal Retirement Fund Records	Retain designation of beneficiary forms until superseded by new designation or until terminated employee's 78 th birthday, whichever occurs first. If employee has not retired by age 78, retain designation of beneficiary form for 10 years after termination. Retain all other records within this record series for 7 years.
Official Personnel Files	Retain individual work and salary history records for 60 years or until terminated employee's 78 th birthday, whichever occurs first. If the employee has not retired by age 78, retain the work and salary history records for 10 years after termination of employment. If the

	employee is deceased retain entire file for 5 years after date of death. Retain all other records within this record series that are not covered under another record series for 7 years.
OSHA Logs	Retain for 5 years
OSHA Records (Personal Injuries)	Retain for 30 years
Payroll Deduction Records	Retain deduction authorization for 3 years. Retain garnishment records for 7 years after settlement.
Unemployment Compensation Files	Retain for 7 years
Annual Report to State Library (IPLAR)	Retain permanently
Fines & Fees	Retain for 2 years after settlement
Interlibrary Loan	Retain for 6 months
Library Program Records	Retain for 7 years
Monthly Departmental Statistics & Reports	Retain for 2 years
Patron Applications for Borrowers Card	Retain for 6 months
Room Use Agreement Files	Retain for 2 years

IV. Organizational Chart (Block Diagram)



FONDULAC
District Library

Organizational Chart

Revised: July 17, 2024

Approved February 23, 2004; July 28, 2008; January 25, 2010; June 29, 2015; March 28, 2016; August 27, 2018; August 26, 2019, August 31, 2020; August 30, 2021; August 29, 2022; August 28, 2023; August 26, 2024; August 25, 2025

Freedom of Information Request
Fondulac District Library | 400 Richland Street, East Peoria, IL 61611
309.699.3917 | 309.699.7851 (fax) | foia@fondulaclibrary.org

Attention: Genna Buhr and/or Rebecca Cox, FOIA Officers

Date of Request: _____ Certification Requested: _____ Yes _____ No

Name of requestor (or business name if applicable): _____

Street Address: _____

City: _____ State: _____ Zip code: _____

E-mail address: _____

Description of Records Requested: _____

Is the reason for this request a "commercial purpose" as defined in the Act? _____ Yes _____ No

Library Response (Requestor does not fill in information below this line)

APPROVED

- ☐ The documents requested are enclosed.
- ☐ You may inspect the records at _____
on the date of _____.
- ☐ The documents will be made available upon payment of copying costs of \$_____.
- ☐ For "commercial requests" only: the estimated time of when the documents will be available is
_____, at the prepaid costs stated above.

DENIED

- ☐ The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.
- ☐ The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons:

Individual(s) that determined request to be denied and title: _____

In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62701, or you have the right to judicial review under Section 11 of FOIA.

- ☐ Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____
You will be notified by the date of _____ as to the action taken on your request.

NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.

Genna Buhr and/or Rebecca Cox, FOIA Officer

Signature: _____

Date of reply: _____