

FREEDOM OF INFORMATION GUIDE

Freeport Public
LIBRARY



More than books on a shelf.

FREEPORT PUBLIC LIBRARY

Freedom of Information Guide

Posted in accordance with 5 ILCS 140/4

ABOUT THE FREEPORT PUBLIC LIBRARY (PUBLIC BODY)

The Freeport Public Library (also known as FPL) serves a community of over 23,000 residents, as well as reciprocal borrowers from the PrairieCat Library system, along with any visitors who pass through the Library's doors. Our motto is, "More than books on a shelf."

The Freeport Public Library is a municipal library established under the Illinois Local Library Act, 75 ILCS 5, with a 9-member Board of Trustees appointed by the Mayor and the Freeport City Council.

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

OUR MISSION

The mission of the Freeport Public Library is to be the community's center for information, recreation, and lifelong learning.

To learn more, visit <https://www.freeportpubliclibrary.org/mission-and-history>

FREEPORT PUBLIC LIBRARY'S WEBSITE

<https://www.freeportpubliclibrary.org>

GENERAL FUND OPERATING BUDGET

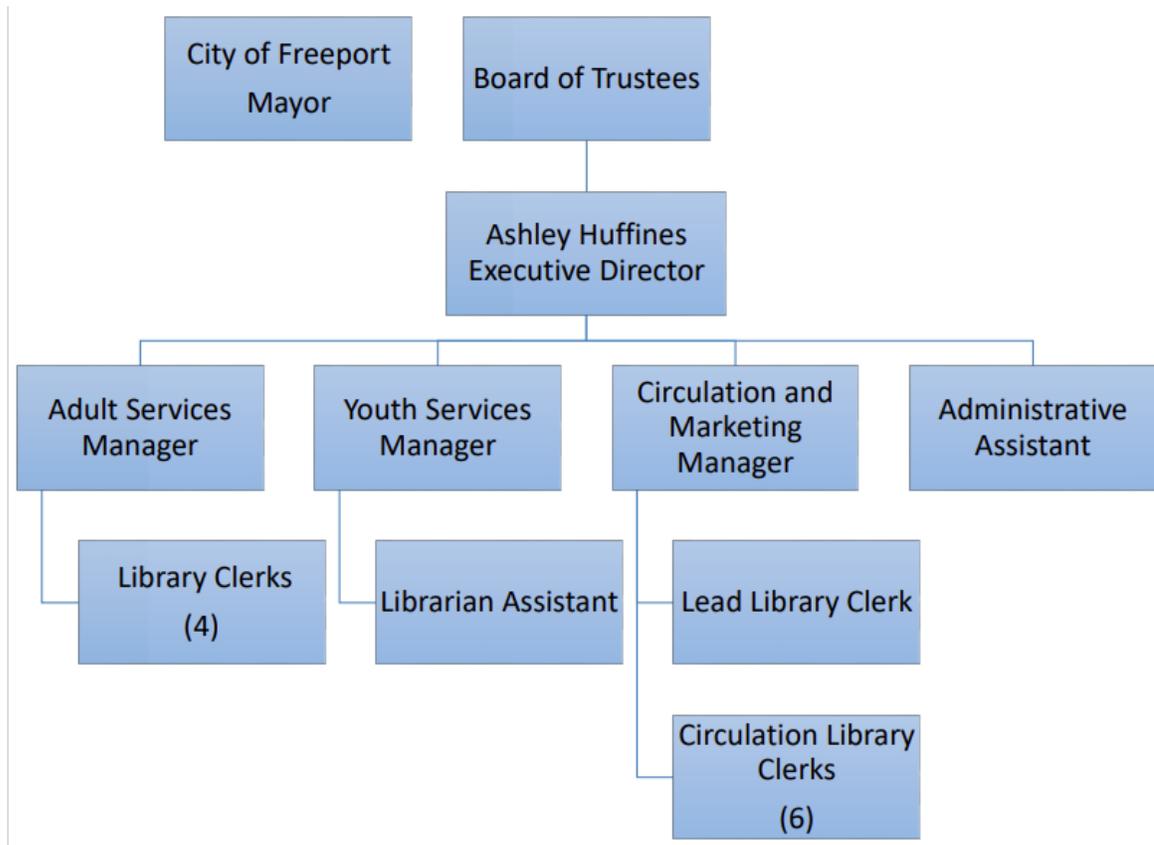
The library's fiscal year is January 1 – December 31. The budget for 2024 is \$1,279,460.00. Budget documents, the most current Budget and Appropriation Resolution and Levy Resolution are available on the City of Freeport's website as well as in person at the Library's administration office.

FREEPORT PUBLIC LIBRARY OFFICE

The administration office of the Freeport Public Library is located on the second floor of the Library at the following address: 100 E Douglas Street, Freeport, Illinois, 61032. The Library only has one branch.

FREEPORT PUBLIC LIBRARY STAFF

When fully staffed, the library employs 9 full-time and 8 part-time employees. Library departments and their staff are included in the organizational chart below.



FREeport PUBLIC LIBRARY TRUSTEES

FPL is governed by an appointed, unpaid, six-member Board of Library Trustees. Trustees are appointed by the Mayor of Freeport and its councilors.

Current Board Members are:

- President: Alan Greene (agreene@freeportpubliclibrary.org)
- Vice-President: Julie Reynolds (jreynolds@freeportpubliclibrary.org)
- Finance Secretary: Mary Kaufman (mkaufman@freeportpubliclibrary.org)
- Trustee: Lukas Kramer (lkramer@freeportpubliclibrary.org)
- Trustee: Tasha Mazique (tmazique@freeportpubliclibrary.org)
- Trustee: Rosemarie Brubaker (rbrubaker@freeportpubliclibrary.org)
- Trustee: Betty Butler (bbutler@freeportpubliclibrary.org)
- Trustee: Renee Barr (rbarr@freeportpubliclibrary.org)
- Trustee: Open – appointment pending

Open business meetings are held on the second Wednesday of each month at 6 PM, Meetings typically take place in the Board Room on the second floor of the Freeport Public Library.

COMMITTEE MEMBERSHIP

The Library currently has no standing committees.

FREEDOM OF INFORMATION ACT

The Freeport Public Library 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.

FREPORT PUBLIC LIBRARY FOIA OFFICER

Library Director: Ashley Huffines (ahuffines@freeportpubliclibrary.org)

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
100 E Douglas St
Freeport, IL 61032
- **Email**
ahuffines@freeportpubliclibrary.org
keckert@freeportpubliclibrary.org
- **Personal delivery**
During Freeport Public Library's regular business hours

FREEDOM OF INFORMATION ACT REQUEST FEES

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

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

- 1) First 50 pages black and white, letter size: Free
- 2) 10 cents per page for black and white, letter size, after 50 pages
- 3) 50 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 IMMEDIATELY AVAILABLE UPON REQUEST

The records listed below are available immediately via our website.

<https://www.freeportpubliclibrary.org/agendas-and-minutes/>

Records	Time Frame
Meeting Minutes	January 2017 to the present
Meeting Agendas	January 2024 to the present

FREEPORT PUBLIC LIBRARY'S RECORD RETENTION SCHEDULE

FPL 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	Retention Period
Applications To Dispose Of Records	Retain Permanently
Administrative Files and Correspondence	Retain for 1 Year
Accounts Payable Invoices and Ledgers	Retain for 7 Years
Bids, Specifications and Proposals, Requests For Proposals	Retain for 10 Years After End <i>or</i> 3 Years After Rejection
Complaints	Retain for 3 Years
Construction Records	Retain Permanently
Contracts, Leases, and Agreements For Goods and Services	Retain for 10 Years After End
Equipment Maintenance Records	Retain For Life Of Equipment
Room Reservation Information	Retain for 2 Years
Food Service Establishment Inspection Reports	Retain for 5 Years
FOIA (Freedom Of Information Act) Requests and Denials	Retain for 2 Years
Incident Reports and Injury Reports	Retain for 7 Years
Inventories Of Equipment, Supplies, Etc.	Retain for 2 Years
Legal Opinions	Retain Permanently
Lawsuit Records	Retain for 3 Years
Lists of Persons Who Must File Statements of Interest Income	Retain for 2 Years
Public Performance Site Contacts & Licenses	Retain for 10 Years
Trespass Notices	Retain for 1 Year
Bank Statements & Deposit Slips	Retain for 7 Years
Bankruptcy Records (Debtors To Library)	Retain for 7 Years
Bequests and Memorials	Retain for 7 Years
Cash Receipts and Departmental Budget Records	Retain for 2 Years
Collection Agency Reports	Retain for 7 Years
Donations and Contribution Records	Retain for 7 Years
Financial Reports (Copies From City Agencies)	Retain for 2 Years
Grant Records	Retain for 3 Years After Final Report
Insurance Policies and Claims	Retain for 20 Years
Receipts For Filing Statements Of Economic Interest	Retain for 3 Years
Returns Of Organization Exempt From Income Tax	Retain for 7 Years
Sales Tax Exemption Identification Number Notices	Retain for 7 Years
Tax Levy Records	Retain for 7 Years
Universal Services Fund (E-Rate) Records	Retain for 5 Years After Service Ends
Applications For Patron Cards	Retain for 6 Months After Expiration
Circulation Record Books	Retain Permanently
Illinois Public Library Annual Reports (IPLAR)	Retain Permanently
Librarian's Reports & Department Reports	Retain Annual for 7 Years, All Other's for 2 Years
Library Foundation Records	Retain for 7 Years
Library Policies	Retain Permanently
Library Program Records	Retain for 3 Years

Library Program Records	Retain Permanently
Board And Committee Member Lists	Retain for 1 Year
Board Meeting Recordings	In Compliance w/ 5 ILCS 120/2.06 (3c)
Library Board Minutes, Agenda, And Board Reports	Retain Permanently
Petitions to Library Board	Retain for 1 Year
Applications for Employment & Resumes	Retain for 1 Year
Employee Evaluations	Retain for 5 Years After Termination
Job Descriptions & Postings	Retain for 5 Years
OMA & FOIA Certifications	Retain for 5 Years
Payroll Timesheets	Retain for 3 Years
Personnel Files	Retain for 60 Years (See Application)