

FREEDOM OF INFORMATION ACT

POLICY

Fountaindale Public Library District

Posted in accordance with 5 ILCS 140/4.

ABOUT FOUNTAINDALE PUBLIC LIBRARY DISTRICT

The Fountaindale Public Library District (“FPLD”) serves 67,049 residents through one library location in the Village of Bolingbrook. In addition, FPLD serves reciprocal borrowers from other libraries, and all members of the public who choose to visit our library or engage with our staff and resources.

FPLD is a district library established in 1970. FPLD is subject to the statutes and provisions outlined in the Illinois Public Library District Act, 75 ILCS 16/ and is governed by a 7-member Board of Trustees elected by district residents.

FPLD’s mission is to inspire lifelong learning, foster creativity and connect you to resources and to the community through our robust collection of books and technology, extensive services and knowledgeable staff.

FPLD is required to report and be answerable to the Illinois State Library, overseen by Secretary of State Alexi Giannoulias and Executive Director Greg McCormick.

FONTAINDALE PUBLIC LIBRARY DISTRICT’S WEBSITE

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

GENERAL FUND OPERATING BUDGET

FPLD’s fiscal year runs from July 1st – June 30th and the operating budget for the current fiscal year is \$13,658,372. Financial documents for the current fiscal year, which include the Budget & Appropriation Ordinance, and the last fiscal year’s audit, are available on our website or may be requested in person at the administration office.

FONTAINDALE PUBLIC LIBRARY DISTRICT ADMINISTRATION OFFICE

FPLD's administration office is located at the Fountaindale Public Library, 300 West Briarcliff Road, Bolingbrook, IL 60440. It is open Monday-Friday from 9 am –4:30 pm (excluding scheduled closing dates listed on the website).

FONTAINDALE PUBLIC LIBRARY DISTRICT STAFF

FPLD employs 63 full-time and 46 part-time employees. The organizational chart may be found at the end of this document.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT TRUSTEES

FPLD is governed by an elected seven-member Board of Trustees. Trustees are elected to six-year terms. Current Board Members are:

President: Celeste M. Bermejo (cbermejo@fountaindale.org)	Term expires: 2027
Vice-President: Marcelo Valencia (mvalencia@fountaindale.org)	Term expires: 2025
Treasurer: Kathryn J. Spindel (kspindel@fountaindale.org)	Term expires: 2025
Secretary: Bobby Armstrong (barmstrong@fountaindale.org)	Term expires: 2027
Trustee: Meraj Alam (malam@fountaindale.org)	Term expires: 2029
Trustee: Jim Daunis Jr. (jdaunis@fountaindale.org)	Term expires: 2025
Trustee: Sarah M. Siska (smsiska@fountaindale.org)	Term expires: 2027

Board meetings are typically held on the third Thursday of the month and begin at 7 p.m., unless otherwise noted on FPLD's event calendar. Meetings typically take place in the Peggy J. Danhof Board Room on the 2nd Floor 12 times a year. Meetings are also streamed over YouTube and are recorded and posted on the library website.

FREEDOM OF INFORMATION ACT (FOIA)

FPLD 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.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT FOIA OFFICERS

Executive Director: Paul Mills (pmills@fountaindale.org)

Finance Manager: Jennie Nguyen (jnguyen@fountaindale.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
Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, IL 60440
- **Email**
foia@fountaindale.org
- **Personal delivery**
During regular business hours of the Fountaindale Public Library District

FOIA 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) \$0.10 cents per page for black and white, letter size, after 50 pages
- 3) \$0.25 cents per page for color or oversized copies
- 4) Reproduction saved to other media: actual cost of the recording media (flash drive, etc.) to which the information will be saved

RESPONSES TO NON-COMMERCIAL FOIA REQUESTS

Responses to non-commercial FOIA requests will be provided within 5 business days of receipt of a request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

RESPONSES TO COMMERCIAL FOIA REQUESTS

Responses to commercial FOIA requests will be provided within 21 business days of receipt of a 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 partially denied, you have the right to request a review by the Public Access Counselor (PAC) at the Illinois Attorney General's Office within 60 days of the date on the denial letter per 5 ILCS 140/9.5(a). To file an appeal, you must send a letter—along with a copy of your request and denial letter—to the following address:

*Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, IL 62701
public.access@ilaq.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 per 5 ILCS 140/11.

FOUNTAINDALE LIBRARY DISTRICT RECORD RETENTION

FPLD adheres to the guidance established by the Illinois State Archives Records Management Division for retaining records of business. Records immediately available on our website in an electronic format include the following:

Records	Time Frame Covered
Meeting Minutes	Current year + last 12 years
Meeting Agendas	Current year + last 12 years
Annual Audit Reports	Last 5 years
Budget & Appropriation Ordinance	Current year
Levy Ordinance	Current year
Library policies	Current

Other common record types retained by FPLD are listed below, along with their retention times:

Records	Retention Time
Applications to Dispose of Records	Permanent
Annual Reports	Permanent
Audit Reports	Permanent
Board Meeting Agendas	Permanent
Board Meeting Minutes	Permanent
Budgets	7 years
Cash Receipts	2 years
Check Stubs & Copies	2 years
Circulation Statistics	7 years
Contracts, Agreements, & Leases	10 years after termination or completion
Department & Statistical Reports	2 years
Employment Applications	2 years (solicited), 1 year (unsolicited)
Financial Reports & Statements	7 years
FOIA Requests & Denials	2 years
Insurance Policies	7 years after termination or completion
Ordinances	Permanent
Paid Bills & Invoices	7 years
Maps, Plats, Surveys, & Blueprints	Permanent
Resolutions	60 days once recorded in Meeting Minutes
Tax Levies	7 years
Treasurer's Reports	7 years

A complete list of all FPLD document types and retention times is available upon request via email (foia@fountaindale.org) or in person by visiting the administration office during normal business hours.

Persons who lack access to a computer and want to view any of FPLD's electronic records may visit the Fountaindale Public Library for staff assistance.