

# South Beloit Public Library

## Board Policy

### Freedom of Information Act (FOIA) Policy

The South Beloit Public Library (SBPL) serves the community of South Beloit, IL of nearly 8,000 residents, as well as reciprocal borrowers from the Prairie Cat library system, along with any and all visitors that pass through the library doors. South Beloit Public Library's website is <https://www.southbeloitlibrary.com>.

SBPL 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 with approval of the City Council. Trustees are appointed and unpaid.

I. A brief description of our public body is as follows:

- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY2025 is \$336,515. Funding sources are property and personal property replacement taxes, state and local grants, fines, fees, charges, and donations.
- D. The office is located at: 630 Blackhawk Blvd, South Beloit, IL 61080. The library consists of one main building.
- E. We have approximately the following number of persons employed:
  - 1. Full-time 1
  - 2. Part-time 6
- F. The following organization exercises control over our policies and procedures: The South Beloit Public Library Board of Trustees, which meets monthly on the second Monday of each month at 7:00 p.m., at the library.

Its members are: President Emily Sager, Vice President Paula Richeson, Secretary Crystal Ellis, Treasurer Duane Farnsworth, Jose Alarcon, Dan Arbiture, Margie Bertholomey, Nichole Kinney, and Stephanie Kohl. Board members may be contacted at [board@southbeloitlibrary.com](mailto:board@southbeloitlibrary.com). Special committees for the study and investigation of special problems may be appointed by the President and such committees will serve until completion of the work for which they were appointed.

- G. We are 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 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. Direct your request to Brenda Weinberg, FOIA officer. It is requested that you complete the South Beloit Public Library Information Request form. Requests may be submitted to the library's email address [library@southbeloitlibrary.com](mailto:library@southbeloitlibrary.com) or to the library's mailing address South Beloit Public Library Attn: FOIA Officer, 630 Blackhawk Blvd, South Beloit, IL 61080, or personal delivery during regular business hours.

- B. Indicate whether you have a “commercial purpose” in your request.
- C. 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.
- D. Digital copies shareable via electronic means are provided free of charge. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
- There is a \$1.00 charge for each certification of records.
  - There is no charge for the first fifty (50) pages of black and white text either letter or legal size.
  - There is a \$.15 per page charge for copied records in excess of 50 pages.
  - The actual copying cost of color copies and other sized copies will be charged.
  - 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, i.e. flash drive, etc.) or in paper as you select.
- E. The library will respond to a non-commercial FOIA request within five (5) working days. An extension of an additional five (5) working days may be necessary to properly respond to the request. Responses to commercial request can be expected within 21 business days of receipt of a written request. If an extension is required, the library FOIA officer will reach out to the requestor.
- F. Records may be inspected or copied at the library. If inspected, an employee must be present throughout the inspection.
- G. You may appeal the decision of the FOIA officer to the South Beloit Public Library Board of Trustees.
- H. In the event of a denial, you have the right to seek review by the Public Access Counselor (PAC) at (877) 299-3642 or 500 S. Second Street, Springfield, IL 62701 or [public.access@ilag.gov](mailto:public.access@ilag.gov) or you have the right to judicial review under Section 11 of FOIA. 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.
- I. The place and times where the records will be available are as follows:  
9 a.m. to 5 p.m. Monday-Friday at the South Beloit Public Library, Offices
- J. Certain types of information maintained by us are exempt from inspection and copying. However, the library maintains the following types or categories of records:
1. Monthly Meeting Agendas-available immediately via our website
  2. Monthly Meeting Minutes-available immediately via our website
  3. Operating Budgets
  4. Monthly Financial Statements
  5. Library Policies
  6. Annual Reports to the Illinois State Library
- K. SBPL 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 Invoices and Vouchers	Retain for 7 years
Audit Reports	Retain permanently
Bank Statements, Deposits, Reconciliations	Retain for 7 years
Budget Reports	Retain for 7 years
Cancelled checks	Retain for 7 years
Cash Receipts	Retain for 2 years
Checks (Duplicates)	Retain for 2 years
Correspondence	Retain for 1 year
Employment applications	Solicited 2 years, unsolicited 1 year
Employee Work Schedules	Retain for 2 years
FOIA Requests and Denials	Retain for 10 years
Grant Records	Retain for 3 years after completion
Insurance Policies	Retain for 7 years after cancellation
Ledgers	Retain for 7 years
Minutes	Retain permanently
Patron Registration	Retain 1 year following expiration
Payroll Reports and Records	Retain 7 years
Personnel Files	60 years or until employee's 78 <sup>th</sup> birthday
Plans	Retain permanently
State and Federal Withholding Tax Records	w-4s until superseded or for 5 years after termination, all other records 7 years

# South Beloit Public Library Freedom of Information Request

Requestor's Name (or business name, if applicable) \_\_\_\_\_

Date of Request \_\_\_\_\_

Phone Number \_\_\_\_\_

Street Address: \_\_\_\_\_

Certification Requested: Yes \_\_\_\_\_ or No \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Description of Records Requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

---

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

Date Received \_\_\_\_\_ Respond by Date \_\_\_\_\_

### Approved:

- The documents you requested are enclosed.
- You may request the records at \_\_\_\_\_ on the date of \_\_\_\_\_.
- The documents will be made available upon the 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. 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 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 (877)-299-3642 or [public.access@ilag.gov](mailto:public.access@ilag.gov) or 500 S. Second Street, 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 on this 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.**

FOIA Officer: \_\_\_\_\_

Date of Reply: \_\_\_\_\_

# South Beloit Public Library Organizational Chart

