



FREEDOM OF INFORMATION GUIDE

Posted in accordance with 5 ILCS 140/4.

ABOUT THE GENOA PUBLIC LIBRARY DISTRICT (PUBLIC BODY)

The Genoa Public Library (also known as GPLD) serves a community of over 5,200 residents, as well as reciprocal borrowers from the PrairieCat Library system, along with any and all visitors who pass through the library's doors. Our motto is, "Your place to learn, create, and connect."

The Genoa Public Library is a district library established under the Illinois Public Library District Act, 75 ILCS 16. The library is governed by an elected Board of Trustees consisting of seven members. Trustees are elected to serve six-year terms without compensation. Trustees bear fiduciary responsibility to the taxpayers of the Genoa Public Library District. The Library Director, hired by the Board of Trustees, manages the day-to-day operations of the library.

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

OUR MISSION

The Genoa Public Library District will maintain and share a collection that meets the needs of our diverse community, and will provide programs that educate, empower, and entertain our public.

To learn more of GPLD's service philosophy, visit <https://www.genoalibrary.org/vision-mission>

GENOA PUBLIC LIBRARY DISTRICT'S WEBSITE

<https://www.genoalibrary.org>

GENERAL FUND OPERATING BUDGET

The fiscal year budget for 2023-2024 is \$299,871.32. 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.

GENOA PUBLIC LIBRARY DISTRICT OFFICE

The administration office of the Genoa Public Library District is located within the library at the following address: 240 W Main Street, Genoa, IL 60130. The library only has one branch.

GENOA PUBLIC LIBRARY DISTRICT STAFF

When fully staffed, the library employs 3 full-time employees and 5 part-time employees. Library staff are included in the organizational chart below.



GENOA PUBLIC LIBRARY DISTRICT TRUSTEES

GPLD is governed by an elected, unpaid, seven-member Board of Library Trustees. Trustees are elected for six-year terms. Current Board Members are:

President: Jim Hansen (boardoftrustees@genoalibrary.org)
Vice-President: Donna Bradshaw (boardoftrustees@genoalibrary.org)
Treasurer: Steven Veeneman (boardoftrustees@genoalibrary.org)
Secretary: Jennifer Lechelt (boardoftrustees@genoalibrary.org)
Trustee: Mary Keys (boardoftrustees@genoalibrary.org)
Trustee: Vacant
Trustee: Vacant

Open business meetings are held on the third Monday of each month at 7 pm. Meetings typically take place in the Event Room of the Genoa Public Library District located at 232 W Main Street, Genoa, IL 60135.

COMMITTEE MEMBERSHIP

The library has 3 standing committees whose membership is as follows:

Facility

James Hansen (Board President)
Donna Bradhsaw (Board Vice-President)
Jennifer Barton (Library Director)
Mark Pahnke (Maintenance)

Policy

Jennifer Lechelt (Board Secretary)
Mary Keys (Trustee)
Jennifer Barton (Library Director)

Finance

Steven Veeneman (Board Treasurer)
Mary Keys (Trustee)
Jennifer Barton (Library Director)

Technology

James Hansen (Board President)
Steven Veeneman (Board Treasurer)
Jennifer Barton (Library Director)

FREEDOM OF INFORMATION ACT

The Genoa Public Library District 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.

GENOA PUBLIC LIBRARY DISTRICT FOIA OFFICER

Library Director: Jennifer Barton (genoalibrary1@hotmail.com)

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
240 W Main Street
Genoa, IL 60135
- **Email**
genoalibrary1@hotmail.com
- **Personal delivery**
During regular business hours of the Genoa Public Library District

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) 20 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 NON-COMMERCIAL REQUESTS FOR RECORDS

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

RESPONSES TO COMMERCIAL 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, the 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@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. 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.genoalibrary.org/transparency>

Records	Time Frame
Meeting Minutes	January 2018 to the present
Meeting Agendas	January 2018 to the present
Annual Audit Reports	Most Recent
Salary and Benefit Information (Public Act 97-0609)	Current Fiscal Year
Budget and Appropriations Ordinance	Current Fiscal Year
Tax Levy Ordinance	Current Fiscal Year
Financial Reserves Policy	Current
Annual Financial Report	Current Fiscal Year

GENOA PUBLIC LIBRARY DISTRICT'S RECORD RETENTION SCHEDULE

GPLD 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 Correspondence	Retain for 1 year
Aflac Insurance Benefit Records	Retain for 7 years
Applications for Employment	Retain solicited 2 years, unsolicited 1 year
Appraisals	Retain for 3 years
Appropriation Ordinances	Retain for 7 years
Assessment Appeals	Retain for 3 years
Audio Recordings	Retains for 60 days
Audits	Retain permanently
Bids, Specifications and Proposals	Retain for 10 years
Board Packets	Retain permanently
Book Orders	Retain until administrative use is complete
Budgets and/or Budget Worksheets	Retain for 7 years
Buildings, Grounds, & Facility Maintenance Records	Retain for 2 years
Cancelled checks, bank statements, & deposit slips	Retain for 7 years
Certificates of Insurance	Retain for 3 years
Certificates of Publication	Retains for 1 years
Certificate of Status of Exempt Property	Retain for 2 years

Certified Payroll Reports	Retain for 3 years
Check Stubs and Copies	Retain for 2 years
Construction Records	Retain permanently
Consultant Studies and Surveys	Retain for 10 years
Contracts, Leases, and Agreements for Goods or Services	Retain for 10 years
County Tax Computation Reports and Settlement Sheets	Retain for 7 years
Director's Reports	Retain monthly 2 years, annual 7 years
Donation and Endowment Records	Retain for 3 years
Election Records	Retain for 1 year
Emergency and Disaster Plans	Retain until superseded
Employee Earnings Records	60 years or until employee's 78 th birthday
Employee Handbooks	Retain permanently
Equipment Maintenance Records	Retain until equipment is disposed of
Financial Reports	Retain monthly 2 years, annual 7 years
FOIA Requests and Denials	Retain for 10 years
Grant Records	Retain for 3 years after completion
IMRF Records	Retain 7 years
Illinois Public Library Annual Reports	Retain permanently
Inspection Records	Retain 2 years
Insurance Policies	Retain for 7 years after cancellation
Intergovernmental Agreements	Retain for 5 years after completion
Inventories of Equipment	Retain for 2 years after superseded
Invoices, Vouchers, and Paid Bills	Retain for 7 years
Job Descriptions	Retain for 5 years after superseded
Library Certification Records	Retain for 1 year
Long Range and Strategic Plans	Retain for 7 years
Maps, Plats, Blueprints and Surveys	Retain permanently
Material Safety Data Sheets	Retain for 10 years
Meeting Room Applications	Retain for 1 year after completion
Meeting Room Reservation Books	Retain for 2 years
Minutes and Agenda	Retain permanently
Newsletters, Pamphlets, Brochures, and Library Publications	Retain permanently
Officials Appointments, Oaths and Listings	Retain for 2 years following term
OMA/FOIA Training Records	Retain for 5 years after training or term
Ordinances and Resolutions	Retain permanently
Packing Lists	Retain for 60 days
Personnel Files	60 years or until employee's 78 th birthday
Policies and Procedures, Rules and Regulations and By-Laws	Retain permanently

Property Records	Retain permanently
Public Performance/Motion Picture Licenses	Retain for 1 year after expiration
Questionnaires and Surveys	Retain for 1 year
Receipts	Retain for 2 years
Referendum Records	Retain for 1 year
Salary Recommendations	Retain for 7 years
State and Federal Withholding Tax Records	w-4s until superseded or for 5 years after termination, all other records 7 years
Statements of Economic Interest Lists	Retain for 2 years
Tax Abatement Ordinances	Retain for 7 years
Tax Exemption Certificates	Retain for 2 years after expiration
Tax Levy Records	Retain for 7 years
Technology Plans	Retain until superseded
Time Records	Retain for 2 years
U.S. Immigration and Naturalization Service, Form I-9	3 years after date of hire or 1 year after termination, whichever is later