

FREEDOM OF INFORMATION GUIDE



Posted in accordance with 5 ILCS 140/4.

ABOUT THE TOWN & COUNTRY PUBLIC LIBRARY DISTRICT (PUBLIC BODY)

The Town & Country Public Library District (also known as TCPLD) serves a community of approximately 12,000 residents, as well as reciprocal borrowers from the SWAN Library system, along with any and all visitors who pass through the Library's doors.

The Town & Country Public Library District is a district library established under the Illinois Public Library District Act, 75 ILCS 16, with a 7-member Board of Trustees elected by the public.

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

OUR MISSION

The Town & Country Public Library District's mission is to enrich the community by offering information, materials, and services, and providing opportunities for connection.

TOWN & COUNTRY PUBLIC LIBRARY'S WEBSITE

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

GENERAL FUND OPERATING BUDGET

The fiscal year budget for 2023-2024 is \$1,594,000. Budget documents, the most current Budget and Appropriation Resolution and Levy Resolution are available at the Library's administration office.

TOWN & COUNTRY PUBLIC LIBRARY OFFICE

The administration office of the Town & Country Public Library is located at 320 E North St., Elburn, IL 60119. The Library only has one branch.

TOWN & COUNTRY PUBLIC LIBRARY STAFF

When fully staffed, the library employs 8 full time employees and 17 part time employees. Library departments and their staff are included in the attached organizational chart.

TOWN & COUNTRY PUBLIC LIBRARY DISTRICT TRUSTEES

TCPLD is governed by a publicly-elected, unpaid, seven-member Board of Library Trustees. Current Board Members are:

President: Dave Burroughs (dburroughs@tcpld.org)

Vice-President: Mary Cherry (mcherry@tcpld.org)

Treasurer: Ann Jumonville (ajumonville@tcpld.org)

Secretary: Kelly Gagne (kgagne@tcpld.org)

Trustee: Brandi Krall (bkrall@tcpld.org)

Trustee: Matt Timko (mtimko@tcpld.org)

Trustee: Christine Porter (cporter@tcpld.org)

Open board meetings are held on the second Monday of each month at 7:15 PM. Meetings typically take place in the Arnold & Mildred Erickson Conference Room.

COMMITTEE MEMBERSHIP

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

Personnel

Mary Cherry (Board Vice President)

Brandi Krall (Trustee)

Policy

Kelly Gagne (Board Secretary)

Christine Porter (Trustee)

Finance

Ann Jumonville (Board Treasurer)

Dave Burroughs (Board President)

FREEDOM OF INFORMATION ACT

The Town & Country 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.

TOWN & COUNTRY PUBLIC LIBRARY DISTRICT FOIA OFFICERS

Library Director: Megan Shumaker (mshumaker@tcpld.org)

Business Manager: Suzann Gemini (sgemini@tcpld.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
320 E. North St.
Elburn, IL 60119
- **Email**
mshumaker@tcpld.org
sgemini@tcpld.org
- **Personal delivery**
During regular business hours of the Town & Country Public Library

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) Any copies over 50 pages are \$.15 per page.

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 TO 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, 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

Records	Time Frame
Meeting Minutes	January 2019 to the present
Meeting Agendas	January 2019 to the present
Annual Audit Reports	Most Recent
Salary and Benefit Information (Public Act 97-0609)	Current Fiscal Year
IPLAR	Most Recent
Board of Trustees By-Laws	Current
Budget and Appropriations	Current Fiscal Year
Levy	Current Fiscal Year
Library policies	Current