

FREEDOM OF INFORMATION GUIDE



Berkeley Public Library

Berkeley, Illinois

Posted in accordance with 5 ILCS 140/4.

ABOUT THE BERKELEY PUBLIC LIBRARY

The Berkeley Public Library serves a community of over 5,300 residents as well as reciprocal borrowers from the SWAN Library Consortium. The Berkeley Public Library is a public library established under the Illinois Library Act, 75 ILCS 5, with a 7-member Board of Trustees elected by the residents of Berkeley, Illinois. The Berkeley Public Library is required to report to the Illinois State Library.

MISSION

The Berkeley Public Library provides materials and services to help community residents obtain information to meet their personal, educational, and cultural needs, and serves as a learning and educational center for its residents.

WEBSITE

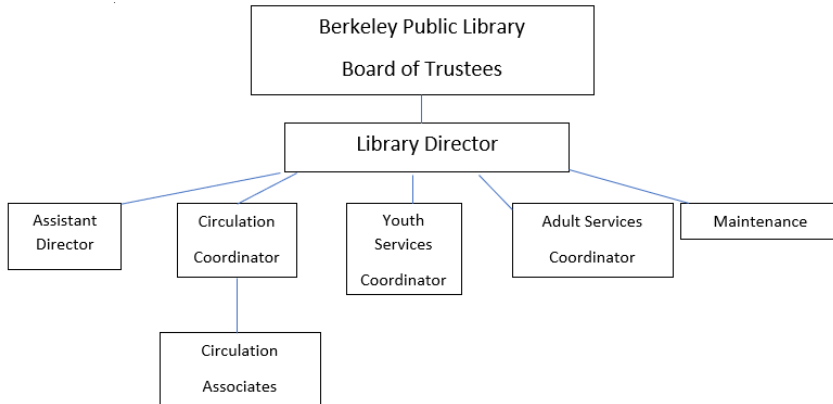
www.berkeleypl.org

OPERATING BUDGET

The operating budget for fiscal year 2024-2025 is \$487,976.00. A copy of the budget is available on the Library's website; budget and the most recently approved ordinance are available upon request to the Library Director.

LIBRARY STAFF

The Library currently employs two full time employees and nine part time employees.



COMMITTEE MEMBERSHIP

The Library's Board of Trustees has organized the following committees:

Building & Grounds

Denise Mason-Smith (Trustee)
Christi Hawn (Trustee)
David Ditchfield (Trustee)
Ryan Cox (Director)
Isabel La Barbera (Assistant Director)

Policy

Nicole DeFord (Trustee)
Michael Williams (Trustee)
Ryan Cox (Director)
Isabel La Barbera (Assistant Director)

Finance

Ellen Conlin (Trustee)
Angi Villafana (Trustee)
Christi Hawn (Trustee)
Ryan Cox (Director)
Isabel La Barbera (Assistant Director)

Personnel

Angela Villafana (Trustee)
David Ditchfield (Trustee)
Ryan Cox (Director)
Isabel La Barbera (Assistant Director)

Technology

Denise Mason-Smith (Trustee)
Ellen Conlin (Trustee)
Ryan Cox (Director)

FREEDOM OF INFORMATION ACT

The Berkeley Public Library adheres to the Freedom of Information Act, 5 ILCS 140/1 et. Seq., which is the principle 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.

FOIA OFFICER

Library Director: Ryan Cox (rcox@berkeleypl.org)

FILING A FOIA REQUEST

FOIA requests can be made of the Berkeley Public Library by emailing the Director or via mail to:

*Library Director
Berkeley Public Library
1637 N. Taft Avenue
Berkeley, IL 60163*

Please include your first and last name, full address, telephone number, and the nature of your FOIA request in communications.

FOIA REQUEST FEES

Digital copies shareable via electronic means are provided free of charge. For physical copies, the charge will be:

- 1) First 50 pages of 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

RESPONSES TO REQUESTS FOR RECORDS

Responses to commercial requests can be expected within 21 business days of the receipt of a request. If an extension is required, a FOIA officer from the Library will reach out to the requestor.

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

PROCEDURE FOR APPEALING A DENIAL

If your request is denied or denied in part, you have the right to have your request reviewed by the Public Access Counselor at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your *Request for Review* with that office 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*

You also have the right to seek judicial review of your denial by filing a lawsuit in the State Circuit Court. If you choose to file a *Request to Review* with the Public Access Counselor, you must do so within 60 calendar days of

the date of this denial letter. 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 Public Access Counselor.

RECORDS IMMEDIATELY AVAILABLE UPON REQUEST

The records listed below are available immediately on our website.

Record	Time Frame
Library Board Meeting Agenda	January 2022 to present
Library Board Meeting Minutes	January 2022 to present
Public Act 97-0609	Current fiscal year
Library Budget	Current fiscal year
Select Library Policies	Current

BERKELEY PUBLIC LIBRARY'S RECORD RETENTION SCHEDULE

The Berkeley Public Library adheres to the guidance prescribed by the Local records Commission through the state of Illinois for retainment of records. Our current requirements are as follows:

Record	Time Frame
Application to Dispose of Records	Retain permanently
Administrative Files and Miscellaneous Correspondence	Retain 1 year
Audits	Retain permanently
Bank Statements and Deposit Slips	Retain 7 years
Bids, Specifications, and Proposals	Retain successful bids 10 years, unsuccessful bids 3 years
Budgets	Retain budgets 7 years, retain budget worksheets 2 years
Circulation Agreements	Retain for 2 years following expiration
Construction Records	Retain construction plans permanently, retain other records 10 years.
Contracts, Leases, and Agreements	Retain 10 years
Delinquent, Overdue, Collection Agency Records	Retain 2 years
Disaster and Recovery Plans	Retain until superseded
Donations, Gifts, and Contributions	Retain for 3 years
Employment Applications	Retain 2 years for solicited, retain 1 year for unsolicited.
Equipment Inspections	Retain 2 years
Equipment Maintenance Records	Retain until equipment is sold or disposed of
FOIA Requests and Denials	Retain 2 years
Grant Records	Retain 3 years
Illinois Public Libraries Annual Reports	Retain permanently
Illinois Risk Management Annual Statement and Surety Bonds	Retain 7 years
Incident Reports	Retain 7 years for adults, 2 years for juveniles
Intergovernmental Agency Agreements	Retain 5 years
Inter-Library Loan Requests and OCLC	Retain 6 months
Inventories of Equipment	Retain 2 years
Investment Records	Retain 7 years
Invoices, Vouchers, and Paid Bills	Retain 7 years
Job Descriptions and Wage Scales	Retain 5 years

Ledgers, Journals, and Worksheets	Retain ledgers and journals 7 years, retain worksheets 2 years.
Legal Case Files	Retain 3 years
Library Program Records	Retain 3 years
Record	Time Frame
Maps, Plats, and Blueprints of Library Property	Retain permanently
Material Safety Data Sheets	Retain 10 years
Meeting Room Applications	Retain 2 years
Minutes and Agendas	Retain permanently
Newsletters and Pamphlets	Retain permanently
Ordinances	Retain permanently
Patron Borrower's Cards	Retain 6 months
Patron Outreach and Homebound Agreements	Retain 10 years
Payroll Records	Retain 60 years
PPRT Records	Retain 7 years
Personnel Files	Retain 60 years
Policies and Resolutions	Retain permanently
Recordings of Meetings	Retain 60 days following adoption of minutes
Referendum Records	Retain 1 year
Strategic Plans	Retain 7 years
Surveys, Suggestions, and Patron Comments	Retain 1 year
Tax Exemption Certificates	Retain 2 years
Tax Objections and Assessed Valuation Notices	Retain objections 3 years, retain notices 2 years
Time Records	Retain 2 years
Unemployment Claims	Retain 7 years
Volunteer Records	Retain 5 years