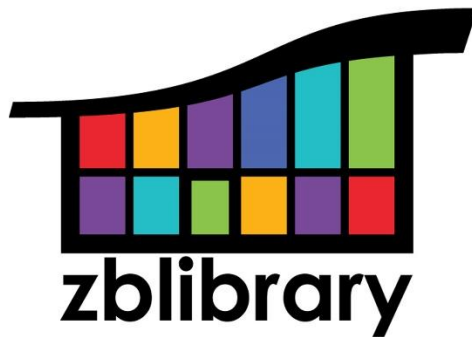


FREEDOM OF INFORMATION GUIDE

Zion-Benton Public Library District



Posted in accordance with 5 ILCS 140/4.

ABOUT ZION-BENTON PUBLIC LIBRARY DISTRICT

The Zion-Benton Public Library District ("ZBPLD") serves the communities of Beach Park, Winthrop Harbor, and Zion with a total of 42,836 residents and reciprocal borrowers from the CCS library consortium, and all members of the public who choose to visit our libraries or engage with our staff and resources.

ZBPLD is a district library established in 1937. ZBPLD 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.

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

OUR MISSION

The Zion-Benton Public Library connects our communities to the universe of knowledge and ideas for discovery, enrichment, and lifelong learning.

ZION-BENTON PUBLIC LIBRARY DISTRICT'S WEBSITE

<https://zblibrary.info>

GENERAL FUND OPERATING BUDGET

The fiscal year budget for 2024-2025 is \$4,772,409.67. Financial documents for the current fiscal year, which include the Budget, 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.

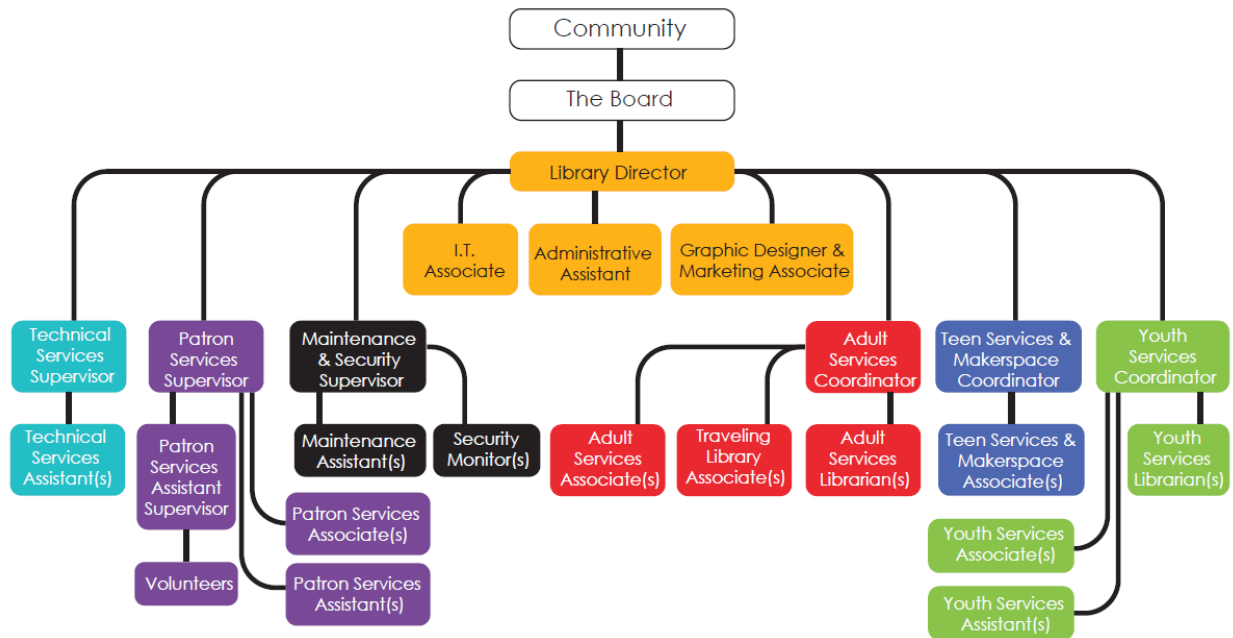
<https://zblibrary.info/ordinances-resolutions/>

ZION-BENTON PUBLIC LIBRARY ADMINISTRATION OFFICE

The administration office of the Zion-Benton Public Library is located at 2400 Gabriel Avenue, Zion, IL 60099. The Library only has one branch.

ZION-BENTON PUBLIC LIBRARY DISTRICT STAFF

When fully staffed, ZBPLD employs 18 full-time and 24 part-time employees, including one substitute. Library departments and positions are included in the organizational chart below.



ZION-BENTON PUBLIC LIBRARY DISTRICT TRUSTEES

ZBPLD is governed by an elected, unpaid, seven-member Board of Trustees. Trustees are elected to six-year terms.

Current Board Members are:

President: Amy Onan (aonan@zblibrary.org)	Term expires: 2025
Secretary: Mary Martin (mmartin@zblibrary.org)	Term expires: 2029
Treasurer: Takeisha Adams (tadams@zblibrary.org)	Term expires: 2027
Trustee: Mike Jaworek (mjaworek@zblibrary.org)	Term expires: 2029
Trustee: Kim Pickenpaugh (kpickenpaugh@zblibrary.org)	Term expires: 2027
Trustee: Sanjay Singhal (ssinghal@zblibrary.org)	Term expires: 2025
Trustee: Timothy Montgomery (tmontgomery@zblibrary.org)	Term expires: 2029

Board meetings are typically held on the fourth Tuesday of the month and begin at 6:30pm, unless otherwise noted on ZBPLD's event calendar. Meetings typically take place in one of the Meeting Rooms by the front door of the Library.

COMMITTEE MEMBERSHIP

The Library has 7 standing committees whose membership are as follows:

EXECUTIVE COMMITTEE	FINANCE COMMITTEE	STRATEGIC PLANNING COMMITTEE	DIVERSITY AND INCLUSION COMMITTEE
President: Amy Onan	Takeisha Adams, Chair	Amy Onan, Chair	Amy Onan, Chair
Vice President: Mike Jaworek	Mary Martin	Takeisha Adams	Mary Martin
Secretary: Mary Martin	Kim Pickenpaugh	Kim Pickenpaugh	Takeisha Adams
Treasurer: Takeisha Adams	Amy Onan	Sanjay Singhal	Timothy Montgomery

POLICY REVIEW COMMITTEE	FACILITIES COMMITTEE	DECENNIAL COMMITTEE	
Mike Jaworek, Chair	Takeisha Adams, Chair	ALL TRUSTEES	
Kim Pickenpaugh	Mike Jaworek		
Sanjay Singhal*	Timothy Montgomery		
Amy Onan	Amy Onan		
as needed			

FREEDOM OF INFORMATION ACT (FOIA)

ZBPLD 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.

ZION-BENTON PUBLIC LIBRARY DISTRICT FOIA OFFICERS

Library Director: Robin Smith (rsmith@zblibrary.org)

Administrative Assistant: Sara Torrez (storrez@zblibrary.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
Zion-Benton Public Library
2400 Gabriel Ave.
Zion, Illinois 60099
- **Email**
foia@zblibrary.org
- **Personal delivery**
During regular business hours of the Zion-Benton Public Library

FREEDOM OF INFORMATION ACT FEES

Digital copies shareable via electronic means are provided free of charge.

The charge for copies of the records will be as follows:

1. The first 50 pages of black and white, letter or legal paper: free.
2. After the first 50 pages, each black and white, letter or legal sized paper: \$.25 per page.
3. Colored copies and copies sized other than legal or letter size: \$.25 per page.
4. Electronic records (e.g. disks, diskettes, tapes, etc.): at cost.
5. Certified copies: \$1.00 per page.

Fees may be waived or reduced if waiver is in the public interest.

RESPONSES TO REQUESTS FOR RECORDS

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.

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.

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:

*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 per 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 the 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.

Zlibrary.info

Records	Time Frame Covered
Meeting Minutes	June 2007 to present
Meeting Agendas	January 2017 to present
Annual Audit Reports	Last 7 years
Salary and Benefit Information (Public Act 97-0609)	Current Fiscal Year
Budget & Appropriation Ordinances	Current year
Levy Ordinance	Current year
Library policies	Current

ZION-BENTON PUBLIC LIBRARY DISTRICT'S RECORD RETENTION

ZBPLD 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	Retention Time
Applications to Dispose of Records	Retain Permanently
Accounts Payable Invoices and Vouchers	Retain for 7 years
Audit Reports	Retain Permanently
Bank Statements, Deposits, Reconciliations, & Cancelled Checks	Retain for 7 years
Budget Reports	Retain for 2 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 & Denials	Retain for 2 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 for 1 year following expiration
Payroll Records and Reports	Retain 7 years

Personnel Files	60 years or until employee's 78 th birthday
Plans	Retain permanently
Shelf list	Retain until superseded
State and Federal Withholding Tax Records	W-4's until superseded of for 5 years after termination, all other records 7 years