

# FREEDOM OF INFORMATION GUIDE



Posted in accordance with 5 ILCS 140/4.

## **ABOUT THE FOX LAKE PUBLIC LIBRARY DISTRICT (PUBLIC BODY)**

The Fox Lake Public Library District (also known as FLDL) serves a community of over 26,718 residents, as well as reciprocal borrowers from the RAILS Library system, along with any and all visitors who pass through the Library's doors.

FLDL is a district library established in 1975. FLDL 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.

The Fox Lake Public Library District's mission is dedicated to providing all members of our community with access to available information and resources they need in a safe, welcoming, and comfortable environment.”

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

## **FOX LAKE PUBLIC LIBRARY DISTRICT WEBSITE**

[www.fllib.org](http://www.fllib.org)

## **GENERAL FUND OPERATING BUDGET**

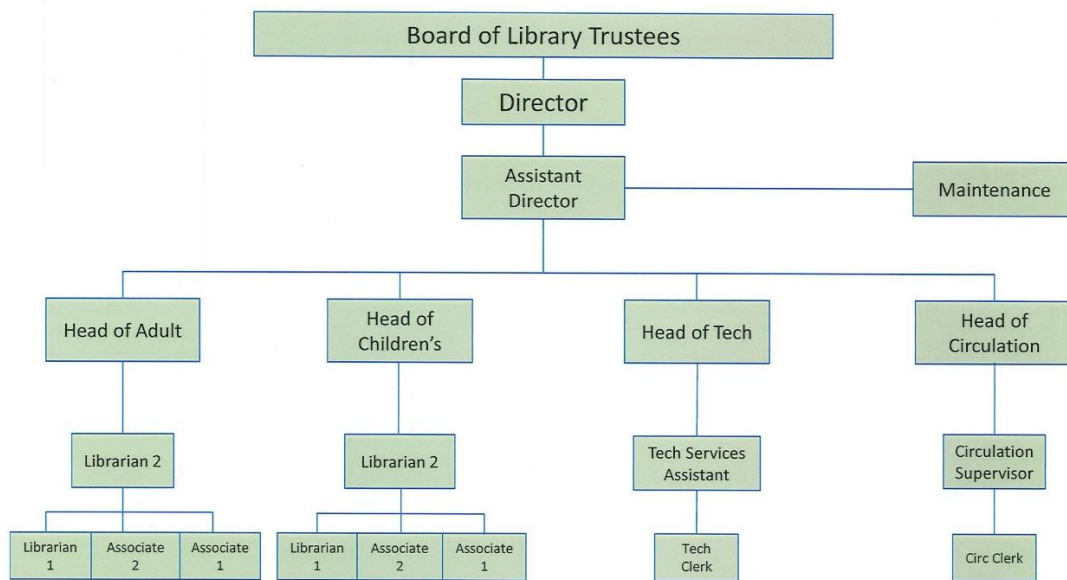
The fiscal year budget for 2023-2024 is \$2,357,000.00. Financial documents for the current fiscal year, which include the Budget, Budget & Appropriation Ordinance, and the last fiscal year's audit, may be requested in person at the administration office, by email at [administration@fllib.org](mailto:administration@fllib.org), or by mail.

## **FOX LAKE PUBLIC LIBRARY DISTRICT OFFICE**

The administration office of the Fox Lake Public Library District is located on the second floor of the Library at the following address: 255 E. Grand Avenue, Fox Lake, IL 60020. The Library only has one branch.

## **FOX LAKE PUBLIC LIBRARY DISTRICT STAFF**

When fully staffed, the library employs 10 full time employees and 12 part time employees. Library departments and their staff are included in the organizational chart below.



## FOX LAKE PUBLIC LIBRARY DISTRICT TRUSTEES

FLDL governed by an elected, unpaid, seven-member Board of Trustees. Trustees are elected to six-year terms. Current Board Members are:

President: Carolyn Vanco ([cvanco@flib.org](mailto:cvanco@flib.org))  
 Vice-President: Albert J. Eck ([aeck@flib.org](mailto:aeck@flib.org))  
 Treasurer: Janet V. Genc ([jgenc@flib.org](mailto:jgenc@flib.org))  
 Secretary: Marie Swiss ([mswiss@flib.org](mailto:mswiss@flib.org))  
 Trustee: Sarah Avallone ([savallone@flib.org](mailto:savallone@flib.org))  
 Trustee: Carol L. Piklor ([clpiklor@flib.org](mailto:clpiklor@flib.org))

Open business meetings are held on the third Tuesday of each month at 6:30 p.m. Meetings typically take place in the Board Room located on the second floor of the Fox Lake Public Library District.

## FREEDOM OF INFORMATION ACT

The Fox Lake 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.

## **FOX LAKE PUBLIC LIBRARY DISTRICT FOIA OFFICERS**

Library Director: Melissa R. Villarreal ([mvillarreal@fllib.org](mailto:mvillarreal@fllib.org))

Assistant Director Han Song ([hsong@fllib.org](mailto:hsong@fllib.org))

### **FILING A FOIA REQUEST**

A request for records must be made in writing and can be submitted to the attention of the FOIA officers in the following ways:

- **Mail**  
Attn: FOIA Officer  
255 E. Grand Avenue  
Fox Lake, IL 60020
- **Email**  
[administration@fllib.org](mailto:administration@fllib.org)
- **Personal delivery**  
During regular business hours of the Fox Lake 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) \$.10 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 FOIA REQUESTS**

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.

### **RESPONSES TO COMMERCIAL FOIA REQUESTS**

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.

## **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](mailto: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.