



FREEDOM OF INFORMATION ACT GUIDE

Posted in accordance with 5 ILCS 140/4 Updated: August 19, 2025

ABOUT THE TOULON PUBLIC LIBRARY DISTRICT (PUBLIC BODY)

The Toulon Public Library (also known as TPLD) serves a community of over 2,200 residents, as well as reciprocal borrowers from the RAILS Library system, and members of the public. The Toulon Public Library is a library district established under the Illinois Local Library Act, 75 ILCS 16, with a 7-member Board of Trustees elected by the voters of the library district. We are required to report to and be answerable to Illinois State Library, Springfield, Illinois. Its members are State Librarian Alexi Giannoulas, Greg McCormick, Director of the State Library, and various other staff.

OUR VISION

The Toulon Public Library District Board of Trustees supports the development of effective library service for all people in the Toulon Public Library District. The purpose of the Toulon Public Library District Board of Trustees is to administer the affairs and monies of the Toulon Public Library District as governed by the State of Illinois.

OUR MISSION

Toulon Public Library District provides current, accurate, high demand, and high interest materials primarily to library patrons by acquiring, organizing and disseminating books, non-print materials, information and services that help educate, enrich, entertain, and inform. The Toulon Public Library District is committed to supporting a culture of life-long learning, literacy and innovation in this community. The Board of Trustees of the Toulon Public Library District has adopted the American Library Association's LIBRARY BILL OF RIGHTS, THE FREEDOM TO READ AND FREEDOM TO VIEW statements.

TOULON PUBLIC LIBRARY'S WEBSITE: www.toulonpld.org

GENERAL FUND OPERATING BUDGET

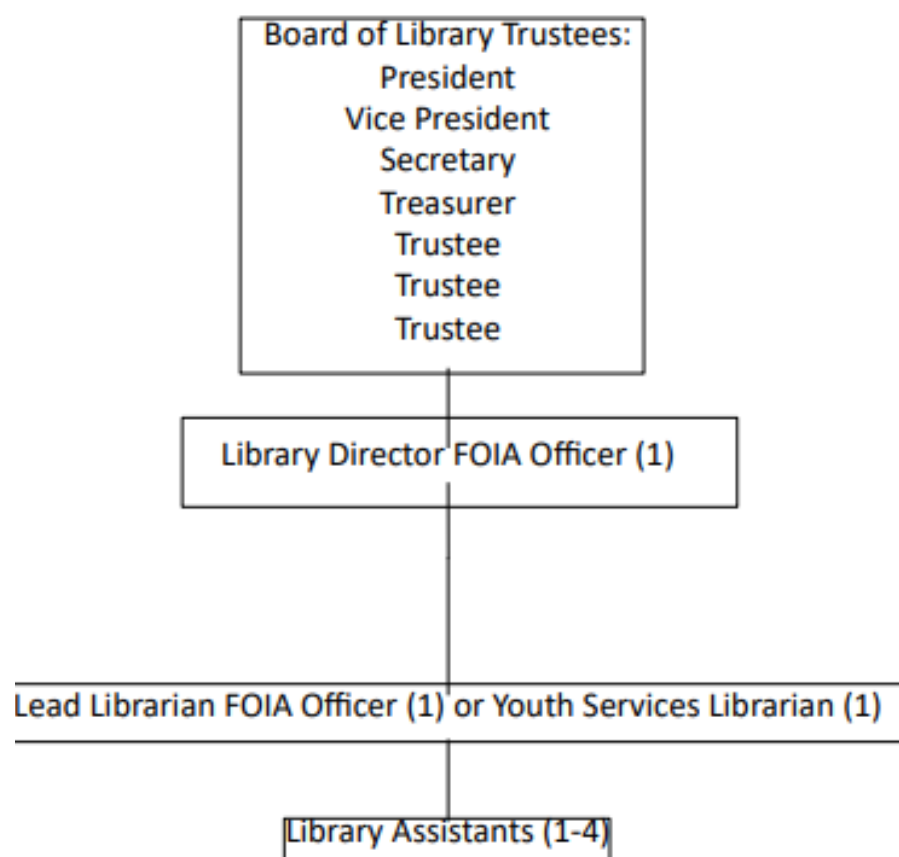
The fiscal year budget for 2025 is \$354,000. Budget documents, the most current Budget and Levy Resolution are available on the Library's website as well as in person at the Library's administration office.

TOULON PUBLIC LIBRARY DISTRICT OFFICE

The administration office of the Toulon Public Library is located at the Library, at the following address: 617 E. Jefferson St, Toulon, IL 61483. The Library only has one branch.

TOULON PUBLIC LIBRARY STAFF

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



TOULON PUBLIC LIBRARY TRUSTEES

TPLD is governed by an elected, unpaid, SEVEN-member Board of Library Trustees. Trustees are elected by residents of the library district. Current Board Members are:

- President: Cheryl Hurst (tpldboardofdirectors@gmail.com)
- Vice-President: Wendy Wagner (tpldboardofdirectors@gmail.com)
- Treasurer: Janet Curry (tpldboardofdirectors@gmail.com)
- Secretary: Roberta Cinnamon (tpldboardofdirectors@gmail.com)
- Trustee: Mary Zehr (tpldboardofdirectors@gmail.com)
- Trustee: Rob Finney (tpldboardofdirectors@gmail.com)
- Trustee: Karen Seckman (tpldboardofdirectors@gmail.com)

Library board meetings take place on the 2nd Monday, monthly and are typically hosted in the meeting room.

FREEDOM OF INFORMATION ACT

The Toulon Public Library 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.

Toulon PUBLIC LIBRARY FOIA OFFICER

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
617 E. Jefferson St
Toulon, IL 61483
- **Email**
director.toulonpld@gmail.com
- **Personal delivery**
During regular business hours (Monday/Friday 9 am – 5 pm, TWTH 9 am-8 pm) of the Toulon 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) \$0.15 cents per page for black and white, letter size, after 50 pages
- 3) \$1.00 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 REQUESTS FOR RECORDS

- Responses to standard requests can be expected within five 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 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.

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

The records listed below are available immediately via our website: <https://www.toulonpld.org/board-of-trustees-home>

Records	Time Frame
Meeting Minutes	January 2023 to the present
Meeting Agendas	January 2023 to the present
Annual Audit Reports	Most Recent
Salary and Benefit Information (Public Act 97-0609)	Current Fiscal Year
Budget	Current Fiscal Year
Levy	Current Fiscal Year
Library policies	Current

PARK RIDGE PUBLIC LIBRARY'S RECORD RETENTION SCHEDULE

TPLD 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
Accounts Payable Invoices and Vouchers	Retain for 7 years
Audit Reports	Retain permanently
Bank Statements, Deposits, Reconciliations	Retain for 7 years
Budget Reports	Retain for 7 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 and Denials	Retain for 10 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 1 year following expiration
Payroll Reports and Records	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-4s until superseded or for 5 years after termination, all other records 7 years