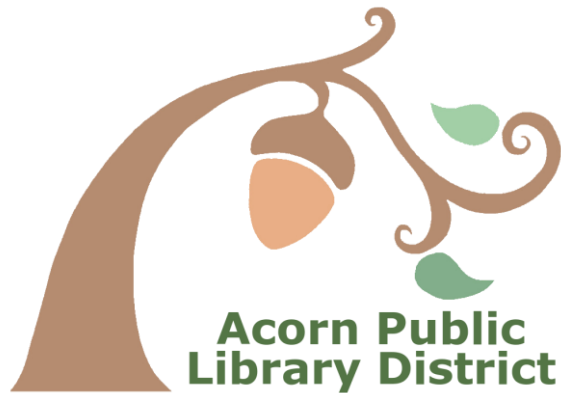


# **FREEDOM OF INFORMATION GUIDE**

## **Acorn Public Library**



Posted in accordance with 5 ILCS 140/4.  
**ABOUT THE ACORN PUBLIC LIBRARY (PUBLIC BODY)**

The Acorn Public Library serves a community of over 30,000 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 Acorn Public Library is a Library District established under the Illinois Local Library Act, 75 ILCS 16, with a 7-member elected Board of Trustees.

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**

Acorn Public Library District provides public access to books, digital resources, public programs, and gathering spaces. The Library acts as a vital, inspiring, and responsive center of lifelong learning that meets the educational, recreational, cultural, and informational needs of our diverse community.

To learn more of Acorn service philosophy, visit: <https://acornlibrary.org/mission-budget-policies/>

## **Acorn PUBLIC LIBRARY'S WEBSITE**

[acornlibrary.org](https://acornlibrary.org)

## **GENERAL FUND OPERATING BUDGET**

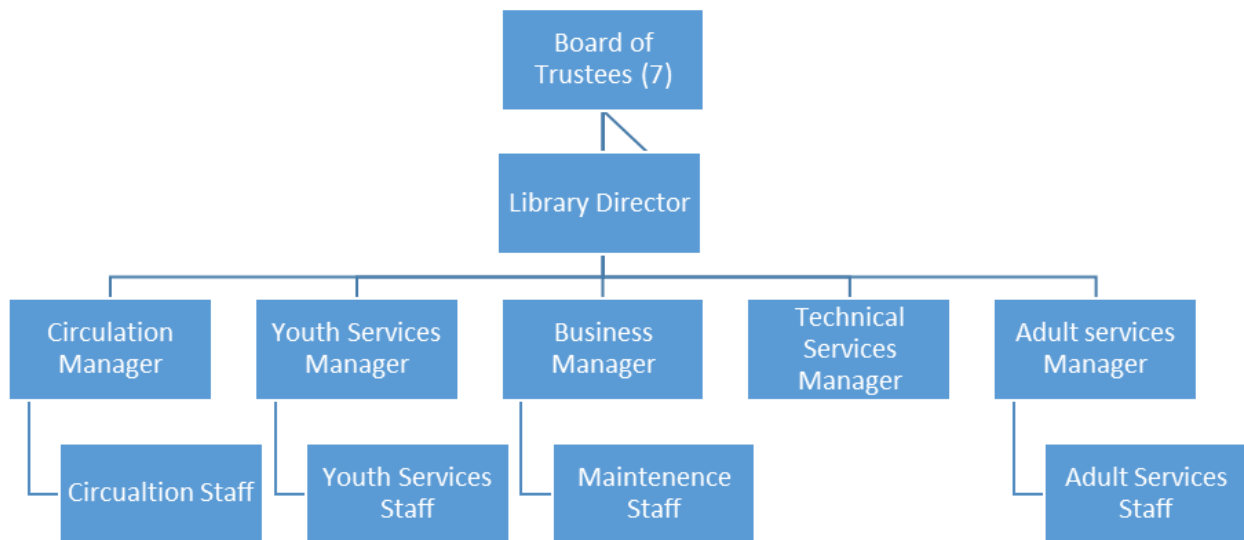
The fiscal year budget for 2025-2026 is \$1,619,200.00. Budget documents, the most current Budget and Appropriation Resolution and Levy Resolution are available on the Library's website as well as in person at the Library's administration office.

## **ACORN PUBLIC LIBRARY OFFICE**

The administration office of the Acorn Public Library is located within the upper level of the Library at the following address: 15624 Central, Oak Forest, IL 60452. The Library only has one branch.

## ACORN PUBLIC LIBRARY STAFF

When fully staffed, the library employs 8 full time employees and 15 part time employees.



## ACORN PUBLIC LIBRARY TRUSTEES

Acorn Public Library is governed by an elected, unpaid, seven-member Board of Library Trustees. Current Board Members are:

President: Charles Howell, [chowell@acornlibrary.org](mailto:chowell@acornlibrary.org)  
Treasurer: Jackie Muscarella, [jmuscarella@acornlibrary.org](mailto:jmuscarella@acornlibrary.org)  
Secretary: James J. Richmond, [jrichmond@acornlibrary.org](mailto:jrichmond@acornlibrary.org)  
Trustee: Bradley Duff-Hudkins, [bduffhudkins@acornlibrary.org](mailto:bduffhudkins@acornlibrary.org)  
Trustee: Barbara Rhodes, [brhodes@acornlibrary.org](mailto:brhodes@acornlibrary.org)  
Trustee: Kimberly Lavin, [klavin@acornlibrary.org](mailto:klavin@acornlibrary.org)  
Trustee: Mary Walter, [mwalter@acornlibrary.org](mailto:mwalter@acornlibrary.org)

Open business meetings are held on the second Wednesday of each month at 7 PM, in the conference room on the upper level of the Acorn Public Library.

## **FREEDOM OF INFORMATION ACT**

The Acorn 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.

### **Acorn PUBLIC LIBRARY FOIA OFFICER**

Library Director: Dorothy Koll, [dkoll@acornlibrary.org](mailto:dkoll@acornlibrary.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  
15624 Central  
Oak Forest, IL 60452
- **Email**  
[reference@acornlibrary.org](mailto:reference@acornlibrary.org)
- **Personal delivery**  
During regular business hours of the Acorn 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) 10 cents per page for black and white, letter size, after 50 pages
- 3) Cost of materials 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 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 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](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. 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.

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

Records	Time Frame
Meeting Minutes	January 2010 to the present
Meeting Agendas	January 2010 to the present
Annual Audit Reports	Most Recent
Salary and Benefit Information (Public Act 97-0609)	Current Fiscal Year
Budget and Appropriations	Current Fiscal Year
Levy	Current Fiscal Year
Library policies	Current

## ACORN PUBLIC LIBRARY'S RECORD RETENTION SCHEDULE

Acorn Library 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:

<b>Records</b>	<b>Time Frame</b>
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 <sup>th</sup> 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