

# FREEDOM OF INFORMATION GUIDE

## Oregon Public Library District



Posted in accordance with 5 ILCS 140/4.

### **ABOUT THE OREGON PUBLIC LIBRARY DISTRICT (PUBLIC BODY)**

The Oregon Public Library District (also known as OPLD) serves a community of over 6,000 residents, as well as reciprocal borrowers from the RAILS Library system, along with any and all visitors who pass through the Library's doors. Our motto is, "Portal to the Past, Present and Future."

The Oregon Public Library District is a district library established under the Illinois Local Library Act, 75 ILCS 5, with a 7-member Board of Trustees.

We are required to report to and be answerable to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian Alexi Giannoulas, Director of the State Library, and various other staff.

## **OUR MISSION**

The Oregon Public Library District strives to provide services, programs, and materials to patrons of all ages in support of their informational, cultural, and recreational needs.

To learn more of FPPL's service philosophy, visit <https://oregonpubliclibrary.com/about/mission-statement/>

## **OREGON PUBLIC LIBRARY DISTRICT'S WEBSITE**

<https://oregonpubliclibrary.com/>

## **GENERAL FUND OPERATING BUDGET**

The fiscal year budget for 2023-2024 is \$420,429.00. Budget documents, the most current Budget and Appropriation Resolution and Levy Resolution are available at the Library's administration office.

## **OREGON PUBLIC LIBRARY DISTRICT OFFICE**

The administration office of the Oregon Public Library is located on the main floor of the library at the following address: 300 Jefferson St. Oregon, IL 61061. The library only has one branch.

## **OREGON PUBLIC LIBRARY DISTRICT STAFF**

When fully staffed, the library employs 1 full-time employee and 8 part-time employees.

## **OREGON PUBLIC LIBRARY DISTRICT TRUSTEES**

OPLD is governed by an appointed, unpaid, seven-member Board of Library Trustees. Trustees are elected by residents of the district. Current Board Members are:

President: Richard Bunton ([rickb@oregonpubliclibrary.com](mailto:rickb@oregonpubliclibrary.com))

Vice-President: Martha Bohrer ([marthab@oregonpubliclibrary.com](mailto:marthab@oregonpubliclibrary.com))

Treasurer: Pam Steele ([pams@oregonpubliclibrary.com](mailto:pams@oregonpubliclibrary.com))

Secretary: James Winkler ([jimw@oregonpubliclibrary.com](mailto:jimw@oregonpubliclibrary.com))

Trustee: Karly Spell ([kartys@oregonpubliclibrary.com](mailto:kartys@oregonpubliclibrary.com))

Trustee: Danyel Larsen ([danyell@oregonpubliclibrary.com](mailto:danyell@oregonpubliclibrary.com))

Open meetings are held on the third Thursday of each month at 6 PM, except in December. A December board meeting is only held if necessary. Meetings typically take place in the Art Gallert on the second floor of the Oregon Public Library.

## **FREEDOM OF INFORMATION ACT**

The Oregon 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.

## **OREGON PUBLIC LIBRARY DISTRICT FOIA OFFICER**

Library Director: Elizabeth Green ([director@oregonpubliclibrary.com](mailto:director@oregonpubliclibrary.com))

## **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  
300 Jefferson St.

Oregon, IL 61061

- **Email**

[director@oregonpubliclibrary.com](mailto:director@oregonpubliclibrary.com)

- **Personal delivery**

During regular business hours of the Oregon 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 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.

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Responses for non-commercial requests can be expected within 5 business days of the receipt of a written request. If an extension is required, the 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.

<https://oregonpubliclibrary.com/about/board-members-2/>

<b>Records</b>	<b>Time Frame</b>
Meeting Minutes	May 2019 to the present
Library policies	Current

Approved on: 16 May 2024