

# **FREEDOM OF INFORMATION ACT GUIDE**

## **Frankfort Public Library District**

Posted in accordance with 5 ILCS 140/4.

Last Updated: 1.06.2026

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

The Frankfort Public Library District (also known as FPLD) serves a community of over 33,000 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 Frankfort Public Library District is a district library established under the Illinois Local Library Act, 75 ILCS 16, with an elected 7-member Board of Trustees serving 4-year terms. The object of this Board shall be to hold and administer Library property and funds and to formulate policies and guide the direction of the Library's affairs.

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**

We inspire curiosity, connection, collaboration, and creativity for all.

### **OUR VISION**

The Frankfort Public Library District is the heart of our communities, by providing lifelong learning, discovery, and experience.

### **FRANKFORT PUBLIC LIBRARY DISTRICT WEBSITE**

[frankfortlibrary.org](http://frankfortlibrary.org)

### **GENERAL FUND OPERATING BUDGET**

The fiscal year working budget for 2025-2026 is \$3,646,365. 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.

### **FRANKFORT PUBLIC LIBRARY DISTRICT OFFICE**

The administration office of the Frankfort Public Library District is located in the Library at the following address: 21119 S. Pfeiffer Road, Frankfort, IL, 60423. The Library only has one branch.

### **FRANKFORT PUBLIC LIBRARY DISTRICT TRUSTEES**

FPLD is governed by an elected, unpaid, seven-member Board of Library Trustees. Trustees are elected by residents of the Frankfort Public Library District and serve for four-year terms. Current Board Members are:

President: Jan Look

Vice President: Lori Evenhouse

Treasurer: Karen Miner

Secretary: Jeffrey Otway

Trustee: Autumn Faris

Trustee: Emily Meszaros

Trustee: Brooks Stenoish

Regular Board Meetings are held on the fourth Thursday of each month at 7 PM, with the exceptions of the November meeting, which is held on the third Thursday, and December, which is held on the second Thursday. Meetings typically take place in the Meeting Room in the Frankfort Public Library District.

COMMITTEE MEMBERSHIP

The Library has 4 standing committees whose membership is as follows:

Strategic Planning Committee

- Jan Look (Board President)
- Lori Evenhouse (Board Vice President)
- Jeffrey Otway (Board Secretary)
- Karen Miner (Board Treasurer)
- Autumn Faris (Trustee)
- Emily Meszaros (Trustee)
- Brooks Stenoish (Trustee)
- Amanda Kowalcze (Library Director)
- Rebecca Cerf (Library Staff)
- Jennifer Erbach (Library Staff)
- Melissa Rice (Library Staff)
- Mary Ryan (Library Staff)

Building & Grounds

- Karen Miner (Board Treasurer)
- Autumn Faris (Trustee)
- Brooks Stenoish (Trustee)

Finance

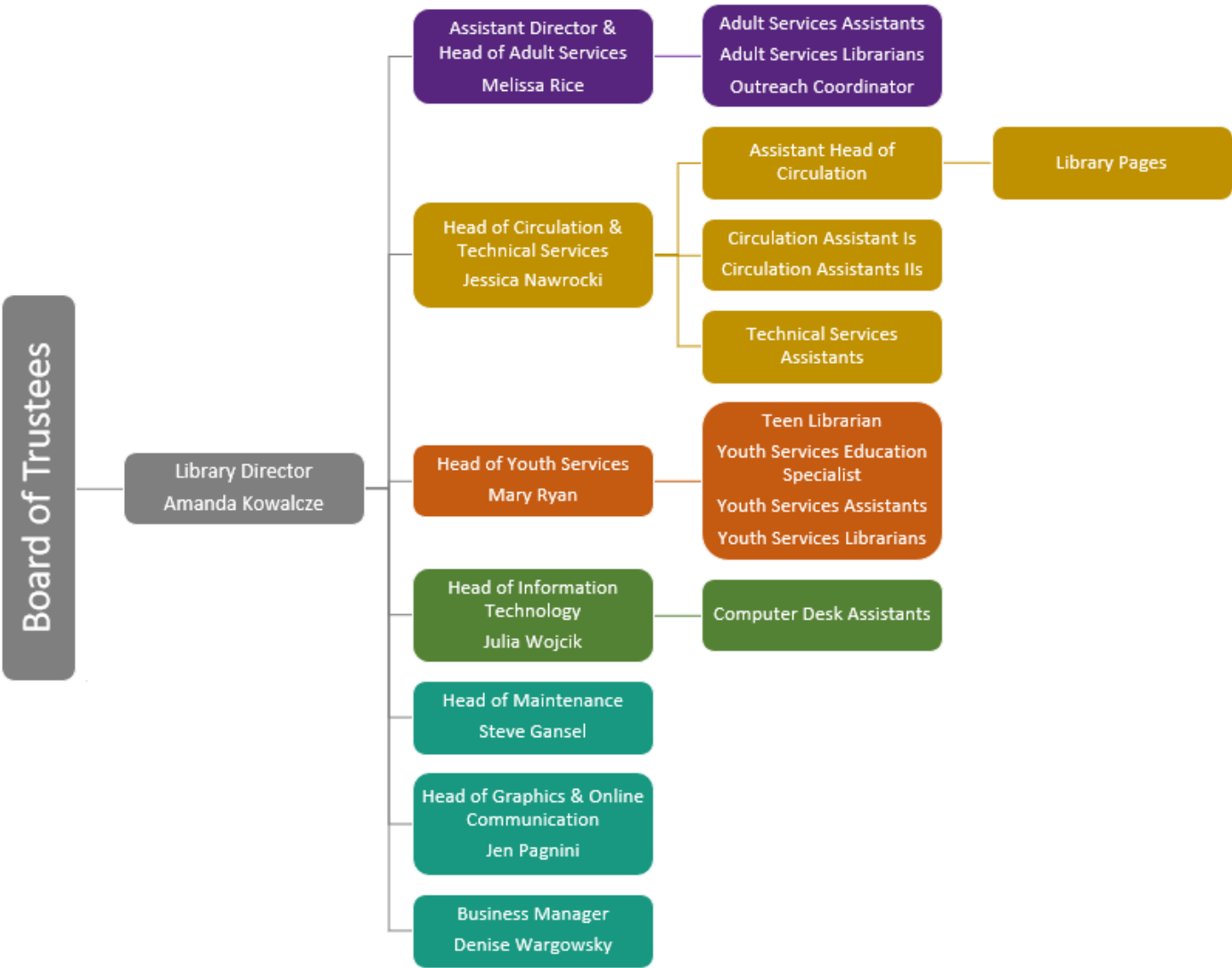
- Karen Miner (Board Treasurer)
- Jeffrey Otway (Board Secretary)

Policy & Personnel

- Lori Evenhouse (Board Vice President)
- Jeffrey Otway (Board Secretary)
- Emily Meszaros (Trustee)

FRANKFORT PUBLIC LIBRARY DISTRICT STAFF

As of January 2026, the library employs 17 full time employees and 28 part time employees. Library departments and their staff are included in the organizational chart below.



## **FREEDOM OF INFORMATION ACT**

The Frankfort 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.

## **FRANKFORT PUBLIC LIBRARY DISTRICT FOIA OFFICER**

Library Director: Amanda Kowalcze (foia@frankfortlibrary.org)

## **FILING A FOIA REQUEST**

Freedom of Information Act information requests must be in writing and should be directed to the designated FOIA officer. There is no requirement under the Act to respond to oral requests, to provide information other than what already exists in records, or to interpret or advise requestors on the meaning of the records or documents. Requests may be submitted in the following ways:

- **Mail**  
Attn: FOIA Officer  
21119 S. Pfeiffer Rd.  
Frankfort, IL 60423
- **Email**  
foia@frankfortlibrary.org
- **Personal delivery**  
During regular business hours of the Frankfort Public Library District

## **FREEDOM OF INFORMATION ACT REQUEST FEES**

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

The first 50 pages of black and white, letter, or legal paper are free. The fee for records copied, after the first 50 pages, will be \$.10 per page. Colored copies, copies sized other than legal or letter size, electronic records (e.g.- discs, tapes, etc.) will be charged at the actual cost of reproduction. Any and all fees will be consistent with applicable subsections of the Act. The fee for certification will be \$1.00 per certificate. Fees exceeding \$5.00 will be payable in advance.

## **RESPONSES TO REQUESTS FOR RECORDS**

The Library shall respond to a written request for public records within five (5) working days after the day of receipt, or twenty-one (21) days if the request is for a commercial purpose. The FOIA Officer shall respond with the requested information, request an extension under the Act, or deny the request in writing. Denial of the request will occur if the public records requested fall within one of the specific exemptions of the Act. If only part of the request is denied, and access will be given to the remainder, it will be stated in the response. Should the scope of the request create an undue burden on the Library, the response will indicate how the request poses an undue burden, and the Requester will have the opportunity to reduce the request to manageable proportions.

If the records are kept in electronic format, they may be requested in a specific format, and if feasible they will be so provided, but if not feasible they will be provided either in the electronic format in which they are kept and charged the actual cost of the medium only (i.e. flash drive, disc, etc.), or on paper as requested.

If the Requester chooses to inspect the records instead of requesting copies, an employee must be present throughout the inspection. Records will be made available at the Frankfort Public Library District by appointment on weekdays, 9:00am—5:00pm excluding holidays.

## 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:

*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.

[frankfortlibrary.org](http://frankfortlibrary.org)

Records	Time Frame
Meeting Minutes	January 2019 to the present
Meeting Agendas	January 2019 to the present
Annual Audit Reports	FY17-18 to the present
Salary and Benefit Information (Public Act 97-0609)	Current Fiscal Year
Working Budget	FY17-18 to the present
Budget and Appropriations	2018 to the present
Levy	2020 to the present
Checkbook Register	Current and Previous Fiscal Year
Treasurer's Annual Statement of Revenues and Expenses	Current
Library policies	Current
Library Strategic Plan	Current