



**FRANKFORT**  
PUBLIC LIBRARY DISTRICT  
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## Freedom of Information Act

**Library Board of Trustees:** 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.

**Operating Budget** FY 2023-2024 \$ 2,939,022

**Single location:** Frankfort Public Library District  
21119 S. Pfeiffer Rd.  
Frankfort, IL 60423

**Full Time Staff** 17 **Part Time Staff** 26

**Committees** Building & Grounds, Finance, Policy & Personnel, Strategic Planning

**Library FOIA Officer Contact:**

Amanda Kowalcze  
Frankfort Public Library District  
21119 S. Pfeiffer Rd.  
Frankfort, IL 60423  
815-534-6161  
akowalcze@frankfortlibrary.org

**FOIA submission instructions:**

Freedom of Information Act information requests must be in writing and should be directed to the designated FOIA officer. Requests may be submitted in person, mailed, or emailed. The Library provides an optional form intended to assist the requester in the specifics of the request. The Library maintains a list of the General FOIA Categories of documents. 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.

The Library will respond to a written request for public records within 5 business days after its receipt of the request, unless the time for response is properly extended under subsection (e) of (5 ILCS 140/3) of the Illinois Freedom of Information Act. 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.

Any denial for information may be appealed by the requestor to the Public Access Counselor (PAC) within 60 days after denial to:

Public Access Counselor  
Office of the Illinois Attorney General  
500 S. 2nd Street  
Springfield, Illinois 62701  
Public.Access@ilag.gov