



Coal City Public
Library District

FREEDOM OF INFORMATION GUIDE

Posted in accordance with 5 ILCS 140/4 Updated: September 10, 2025

ABOUT THE COAL CITY PUBLIC LIBRARY DISTRICT (PUBLIC BODY)

The Coal City Public Library District (also known as CCPLD) serves a community of over 11,000 residents, as well as reciprocal borrowers from the PrairieCat Library system, along with any and all visitors who pass through the Library's doors.

The Coal City Public Library District is a public library district established under the Illinois Public Library District Act, 75 ILCS 16. The Board of Trustees, consists of 7 elected members who exercise control over Library policies and meets on the second Tuesday of the month at 6:30 p.m. in the Library Annex.

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

Residents of all ages in the Coal City Public Library District will have a library that is committed to provide comprehensive informational, educational, recreational, historical and intellectual opportunities through a variety of programs, technology, resources and services in a comfortable safe environment.

COAL CITY PUBLIC LIBRARY DISTRICT'S WEBSITE

<https://www.ccpld.org>

GENERAL FUND OPERATING BUDGET

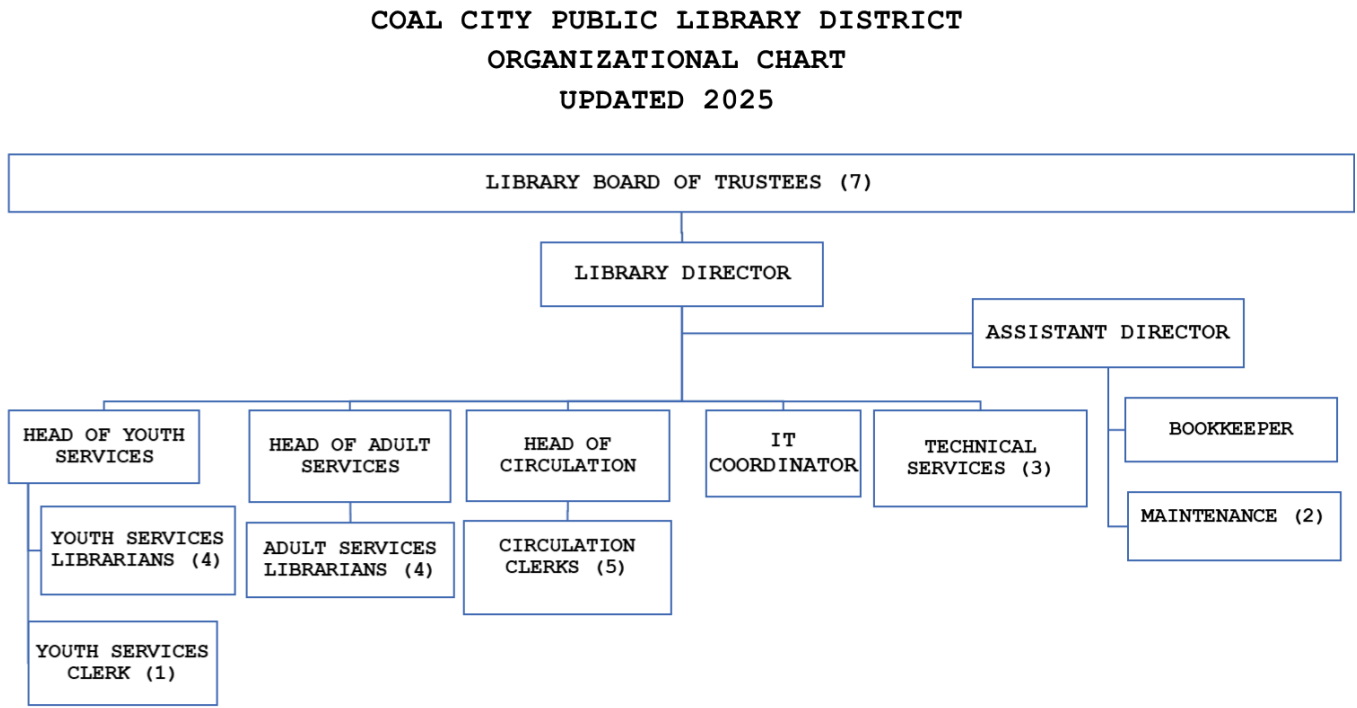
The fiscal year budget for 2025-2026 is \$1,716,099. The most current Budget and Appropriation Ordinance as well as our Levy Resolution are available on the Library's website as well as in person at the Library's front desk.

COAL CITY PUBLIC LIBRARY DISTRICT’S LIBRARY OFFICE

The administration office of the Coal City Public Library District is located on the first floor of the Library at the following address: 85 N. Garfield Street, Coal City, IL 60416. The Library only has one branch.

COAL CITY PUBLIC LIBRARY DISTRICT STAFF

When fully staffed, the library employs 9 full-time employees and 16 part-time employees. Library departments and their staff are included in the organizational chart below.



COAL CITY PUBLIC LIBRARY DISTRICT TRUSTEES

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

President: Debi Trotter (debi@ccpld.org)
Vice-President: Steve Smith (steve@ccpld.org)
Treasurer: Betsy Stahler (betsy@ccpld.org)
Secretary: Carol Crawford (carol@ccpld.org)
Trustee: Katie Ludes (katie@ccpld.org)
Trustee: Becky Sipple (becky@ccpld.org)
Trustee: Dean Vigna (dean@ccpld.org)

Open business meetings are held on the second Tuesday of each month at 6:30 PM, with the exception of the August meeting, which is held on the third Tuesday. Meetings typically take place in the Irving Street Annex, Room A, located at 70 N. Irving St., Coal City, IL 60416 (directly behind the library).

COMMITTEE MEMBERSHIP

The Library has 3 standing committees whose membership is as follows:

Buildings & Grounds

Dean Vigna - Chair (Trustee)
Becky Sipple (Trustee)
Katie Ludes (Trustee)
Debi Trotter (Board President)
Leah Bill (Library Director)
Skye Lavin (Head of Adult Services)

Policy

Carol Crawford - Chair (Board Secretary)
Betsy Stahler (Board Treasurer)
Katie Ludes (Trustee)
Debi Trotter (Board President)
Leah Bill (Library Director)

Budget

Betsy Stahler - Chair (Board Treasurer)
Steve Smith (Board Vice President)
Becky Sipple (Trustee)
Debi Trotter (Board President)
Leah Bill (Library Director)

FREEDOM OF INFORMATION ACT

The Coal City 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.

COAL CITY PUBLIC LIBRARY DISTRICT FOIA OFFICERS

Library Director: Leah Bill (leah@ccpld.org)

Assistant Director: Cindy Starks (cindy@ccpld.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
85 N. Garfield St.
Coal City, IL 60416
- **Email**
foia@ccpld.org
- **Personal delivery**
During regular business hours of the Coal City Public Library District
- **Fax**
815-634-2950 Attn: FOIA Officer

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) 25 cents per page for color or oversized copies
- 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
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://ccpld.org/foia/>

Records	Time Frame
Meeting Minutes	January 2019 to the present
Meeting Agendas	January 2019 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

COAL CITY PUBLIC LIBRARY DISTRICT'S RECORD RETENTION SCHEDULE

CCPLD 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 2 years if not under review
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 6 months
Payroll Reports and Records	Retain 7 years
Personnel Files	60 years or until employee's 78 th birthday
Plans	Retain permanently
State and Federal Withholding Tax Records	W-4s until superseded or for 5 years after termination, all other records 7 years