

2.5 FREEDOM OF INFORMATION ACT

It is the policy of the Richton Park Public Library District that upon written request, copies of public information will be provided under the terms of the Freedom of Information Act. FOIA forms are available at the Circulation Desk and on the library's website: www.richtonparklibrary.org

FREEDOM OF INFORMATION ACT ORDINANCE No. 10-01

RPPLD: THE ILLINOIS FREEDOM OF INFORMATION ACT (ADOPTED 4.21.10) UPDATED 5.15.13

I. A brief description of our public body is as follows¹:

A. The general purpose of the Richton Park Public Library District is to provide materials and services for the recreational, social, informational, and educational needs of the community.

B. A general organizational chart is attached.

C. The total amount of our operating budget for **FY 2012-13 is: \$839,000.**

Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations². Tax levies are³:

1. Corporate purposes (for general operating expenditures)
2. IMRF (provides for employee's retirement and related expenses)
3. Social Security (provides for employee's FICA costs and related expenses)
4. Audit (for annual audit and related expenses)
5. Maintenance (for maintaining the building)

Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)

D. The office is located at this address: **4045 Sauk Trail, Richton Park, IL 60471.**

E. We have approximately the following number of persons employed:

1. Full-time **6**
2. Part-time **17**

F. The following organization exercises control over our policies and procedures:

The Richton Park Public Library District Board of Trustees, which meets monthly on the **3rd Wednesday** of each month, **7:30 p.m.**, at the library.

Its members are: **Warrette Coleman**, President; **Kisha Houston** Vice President; **Michelle Ogletree**, Secretary; **Gina Middleton**, Treasurer; **Gordan J. Myatt**; and **Alicia Prentiss**.

The following organization operates in an advisory capacity regarding our operation: **Wilczynski, Wilczynski, & Ciambrone, Ltd.** Its representative is: **Angelo Ciambrone**.

H. We are required to report and be answerable for our operations to:

Illinois State Library, Springfield, Illinois. Its members are: State Librarian, **Jesse White** (Secretary of State); Director of State Library, **Anne Craig** and various other staff.

II. You may request the information and the records available to the public in the following manner:

A. Use request form **[2.5a]** (see attached).

¹ If the public body maintains a website, the information in Section I must be posted there as well.

² Delete any source that does not apply, e.g. personal property replacement taxes.

³ Delete any of the listed types that are NOT used by the Library.

- B. Your request should be directed to the following individual: **Kelley D. Nichols, Library Director**, FOIA officer⁴.
 - C. You must indicate whether you have a “commercial purpose”⁵ in your request.⁶
 - D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
 - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is a \$1.00 charge for each certification of records.
 - There is no charge for the first fifty (50) pages of black and white text.
 - There is a \$.15 per page charge for copied records in excess of 50 pages;
 - The actual copying cost of color copies and other sized copies will be charged.
 - F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
 - G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
 - H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - I. The place and times where the records will be available are as follows:
 - Monday-Friday, 10:00 a.m. to 5:00 p.m.**
 - Richton Park Public Library District**
 - 4045 Sauk Trail, Richton Park, IL 60471**
- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
- A. Monthly Financial Statements
 - B. Annual Receipts and Disbursements Reports
 - C. Budget and Appropriation Ordinances
 - D. Levy Ordinances
 - E. Operating Budgets
 - F. Annual Audits
 - G. Minutes of the Board of Library Trustees
 - H. Library Policies, including Materials Selection
 - I. Adopted Ordinances and Resolutions of the Board

⁴ P.A. 96-542 requires the FOIA designated officer(s), and there can be multiples, must be “trained” with the on-line training program to be developed by the Illinois Attorney General’s office and tested as well, within the first six months of the effective date which is January 1, 2010 (i.e. training and testing by July 1, 2010) AND annually thereafter, and within 30 days of any new appointment.

⁵ “Commercial purpose” is defined in the Act as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services.” However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

⁶ In the event a “commercial interest” is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying from prepayment; or provide the documents requested.

J. Annual Reports to the Illinois State Library

RICHTON PARK PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART/SEVEN MEMBER BOARD

