

ALPHA PARK PUBLIC LIBRARY DISTRICT POLICIES

Illinois Freedom of Information Act Policy

- I. A brief description of our public body is as follows¹:
- A. The Alpha Park Public Library District's mission is to provide progressive and relevant materials and services for the ever-changing and lifelong informational, educational, social and recreational needs of our various communities. The Library is committed to providing excellent customer service in a welcoming environment, and is dedicated to developing partnerships and a sense of community.
 - B. Please see the library's Illinois Freedom of Information Act Policy organizational chart, attached.
 - C. Please see the amount of the operating budget for the current fiscal year, along with a list of tax levies that support the library's operation, included in the attached *Freedom of Information Act Supplemental Information*.
 - D. The office is located at this address: 3527 South Airport Road, Bartonville, Illinois, 61607-1799.
 - E. Please see the current number of employees, both full-time and part-time, included in the attached *Freedom of Information Act Supplemental Information*.
 - F. The following organization exercises control over our policies and procedures: *The Alpha Park Public Library Board of Trustees*, which meets monthly on the third Monday (Tuesday after the third Monday in January and February) of each month, 7:00 p.m., at the library.

Please see the names of current library trustees included in the attached *Freedom of Information Act Supplemental Information*.
 - G. The following organization operates in an advisory capacity regarding our operation: Reaching Across Illinois Library System (RAILS).
 - H. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois.
- II. You may request the information and the records available to the public in the following manner:
- A. Use the Freedom of Information Act Request Form, if desired; use of the suggested form is not required. (Please see the Freedom of Information Act Request Form, attached.) Requests also may be submitted via mail, personal delivery, fax, e-mail, or other means available.
 - B. Your request should be directed to the following individual: John Richmond, Library Director and FOIA officer.

¹ Per the law, the information in Section One is posted on the library website, www.alphapark.org.

- C. You must indicate whether you have a “commercial purpose” in your request².
- 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:

\$1.00 per document for certification of records

There is no charge for the first fifty (50) pages of black and white text, either letter or legal size.

\$0.15 per page for copied records in excess of 50 pages.

The actual copying of 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 times and place where the records will be available are as follows:
 - Monday through Friday, 9:00 a.m. to 4:30 p.m.
 - Alpha Park Public Library, Administrative Offices
- 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

² “Commercial purposes” 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 disseminating news, articles or opinions of public interest, or research or education. 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. After this, the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or to estimate the time and cost of the copying for prepayment; or to provide the documents requested.

C. Budget and Appropriation Ordinances
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- D. Levy Ordinances
- E. Operating Budgets
- F. Annual Audits
- G. Minutes of the Board of Trustees
- H. Library Policies, including Materials Selection
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library

Attachments: Organizational chart; Freedom of Information Act Request Form; Freedom of Information Act Supplemental Information

Revised & Reaffirmed by the Alpha Park Public Library Board of Trustees, April 21, 1997.
Revised January 26, 1999.
Revised June 25, 2001.
Revised January 23, 2003.
Revised September 24, 2003.
Revised February 21, 2005.
Revised May 15, 2006.
Revised May 19, 2008.
Revised June 15, 2009.
Revised August 15, 2011 .