

# Alpha Park Public Library District

## Illinois Freedom of Information Act Policy



- I. A brief description of our public body is as follows:
- 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 organizational chart at the end of this document.
  - C. The total amount of our operating budget for FY2024 is \$1,448,098  
Funding sources are property and personal property replacement taxes; state, federal, and corporate grants; fines; charges; and donations. Tax levies are:
    - 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)
    - 6. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
    - 7. Working Cash: (abolished and reinstated every four years; transfers to Corporate)
  - D. The office is located at this address: 3527 South Airport Road, Bartonville, Illinois, 61607-1799.
  - E. We have the following number of persons employed:
    - 1. Full-time: 12
    - 2. Part-time: 9
  - 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, with the exception of July and December when there are no meetings held.  
Its members are: Kris Adams, President; Kim Strack Vice President; Tom Stagg, Treasurer; Joanna Freimuth, Secretary; Al Schneider Trustee; Kim Martin, Trustee; Scott Archer, Trustee
  - G. The following organization operates in an advisory capacity regarding our operation: Reaching Across Illinois Library System (RAILS). Its members are Executive Director, Monica Harris and Board of Directors.
  - H. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulis (Secretary of State); Director of State Library, Greg McCormick; 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 (see below).
  - B. Your request should be directed to the following individual: Amy Harris, Library Director and FOIA officer<sup>1</sup> or alternatively Aliesha Sullivan.
  - C. You must indicate whether you have a "commercial purpose"<sup>2</sup> in your request<sup>3</sup>.

<sup>1</sup> 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.

<sup>2</sup> "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.

<sup>3</sup> 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 for prepayment; or provide the documents requested.

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- 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.
    - \$0.20 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
  - C. Budget and Appropriation Ordinances
  - 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

**ALPHA PARK PUBLIC LIBRARY DISTRICT**  
**FREEDOM OF INFORMATION REQUEST**

|                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Requestor's Name (or business name, if applicable)                                                                                    | Date of Request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Phone number |
| Street Address                                                                                                                        | Certification requested:<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |
| City                                                                                                                                  | State                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Zip          |
| Description of Records Requested: _____<br>_____<br>_____                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |
| Is the reason for this request a "commercial purpose" as defined in the Act? <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |
| <i>Library Response (Requestor does not fill in below this line)</i>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |
| A<br>P<br>P<br>R<br>O<br>V<br>E<br>D                                                                                                  | <input type="checkbox"/> The documents requested are enclosed.<br><input type="checkbox"/> You may inspect the records at _____<br>on the date of _____.<br><input type="checkbox"/> The documents will be made available upon payment of copying costs of<br>\$_____.<br><input type="checkbox"/> <b>For "commercial requests" only:</b> the estimated time of when the documents<br>will be available is _____, at the prepaid costs stated above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |
| D<br>E<br>N<br>I<br>E<br>D                                                                                                            | <input type="checkbox"/> The request creates an undue burden on the public body in accordance with<br>Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a<br>more reasonable request.<br><input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the<br>Freedom of Information Act for the following reasons:<br>_____<br>_____<br>Individual(s) that determined request to be denied and title: _____<br>_____<br>In the event of a denial, you have the right to seek review by the Public Access<br>Counselor at 877-299-3642 or 500 S. Second St., Springfield, IL 62701 or<br>public.access@ilag.gov<br>Or you have the right to judicial review under section 11 of FOIA.<br><input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the<br>FOIA): _____. You will be notified by the date of _____<br>as to the action taken on your request. |              |

**NOTE: This form cannot be MANDATORY under FOIA, but it is preferred.**  
**Failure to use it may result in the request not being properly or promptly processed.**

|              |               |
|--------------|---------------|
| FOIA Officer | Date of Reply |
|--------------|---------------|

# ALPHA PARK PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART



**BOARD OF TRUSTEES**

PRESIDENT  
VICE PRESIDENT  
TREASURER  
SECRETARY  
TRUSTEE  
TRUSTEE  
TRUSTEE

**BOARD PRESIDENT**

**LIBRARY DIRECTOR**

**BUSINESS  
MANAGER**

**REFERENCE  
DEPARTMENT HEAD**

**ACCESS SERVICES  
DEPARTMENT HEAD**

**YOUTH SERVICES  
DEPARTMENT HEAD**

**OUTREACH &  
PROGRAMMING  
DEPARTMENT HEAD**

REFERENCE  
SPECIALIST

REFERENCE  
SPECIALIST

REFERENCE  
SPECIALIST

YS  
SPECIALIST

O&P  
SPECIALIST

YS  
ASSISTANT

TECHNICAL  
SERVICES  
SPECIALIST

ACCESS  
SERVICES  
SPECIALIST

CIRCULATION  
SPECIALIST

TECHNICAL  
SERVICES  
ASSISTANT

PAGE

CIRCULATION  
ASSISTANTS