



Policy 4030: Illinois Freedom of Information Act [5 ILCS 140/1]

Adopted: November 19, 2014

Reviewed/Revised: February 24, 2016; December 20, 2017

I. Library Description

Section I. 01 – Purpose

The purpose of Algonquin Area Public Library District (AAPLD) is to provide materials and services for the recreational, social, informational, and educational needs of the community.

Section I. 02 – Budget and Funding

The total amount of the AAPLD operating budget for fiscal year 2017-2018 is \$12 million. Funding sources are property and personal property replacement taxes, state and federal grants, fees, and donations. Tax levies are:

- Corporate purposes (for general operating expenditures)
- IMRF (for employees' retirement and related expenses)
- Social Security (for employees' FICA costs and related expenses)
- Audit (for annual audit and related expenses)
- Building, Sites & Maintenance (for maintaining the buildings and grounds)
- Tort Liability (for insurance premiums, risk management, attorneys' fees and related expenses, unemployment and worker's compensation insurance)
- Debt Service (for bond and interest payments)

Section I. 03 – Locations

The administration office is located at this address: Main Library, 2600 Harnish Drive, Algonquin, Illinois 60102. The Library District operates another facility at this address: Eastgate Branch, 115 Eastgate Drive, Algonquin, Illinois 60102.

Section I. 04 – Employees

The following numbers of persons (approximate) are employed by AAPLD. An organizational chart is attached.

Full-time: 24

Part-time: 39

Section I. 05 – Responsibility

The following organization exercises control over the policies and procedures of the Library District: *Board of Trustees of the Algonquin Area Public Library District*, which meets monthly on the fourth Wednesday of each month at 7:30 p.m. in the Debra C. Mulcahy Board Room at the Main Library. The members of the Board of Trustees are Katrina McGuire, President; Mary Gebhardt, Vice President; Stephen Schaaf, Secretary; Gabriel Mejia, Treasurer; Fatima Sanchez, Ramanan Athmalingam, and Michael J. Smith.

Section I. 06 – State Affiliations and Reporting

AAPLD is a member of the Reaching Across Illinois Library System (RAILS) in Burr Ridge, Illinois, which serves its members in an advisory and supporting capacity. The Executive Director of RAILS is Deirdre Brennan. AAPLD is required to report and be answerable for its operations to the Illinois State Library,



Springfield, Illinois. Secretary of State Jesse White is the State Librarian. Greg McCormick is the Deputy Director of the Illinois State Library (the Director position is currently vacant).

II. Freedom of Information Act Requests

Section II. 01 – Requests for Copies

Information and records available to the public may be requested in the following manner:

1. Direct the request to Sara Murray or Carol Dolin, FOIA Officers.
2. Request information and records in person, in writing, or electronically. For convenience, the attached form can be used or a digital request form can be accessed through our website.
3. Specify the records requested to be disclosed for inspection, to be copied, or to be furnished in electronic format. Specify which records, if any, should be certified.
4. Reimburse AAPLD for the cost of reproducing records and/or for certifying records. There is no charge for the first fifty (50) pages copied in “letter size” or “legal size” black-and-white format. Charges for copies in excess of fifty (50) pages are 10 cents per page and charges for copies in another size and/or in color are 50 cents per page, which is not more than the Library District’s actual cost for reproducing the records. Charges for certified records are \$1.00 per page to reimburse AAPLD for the actual costs for certifying the records.

Section II. 02 – Inspection of Records

Records may be inspected rather than copied. An AAPLD employee must be present throughout the inspection. Records are available at: Algonquin Area Public Library District Administration Office, 2600 Harnish Drive, Algonquin, Illinois, between 9:00 a.m. and 5:00 p.m. Monday through Friday, except holidays.

Section II. 03 – Response Time

The office will respond to a written request within five (5) business days from the day after the library receives the request. An extension of an additional five (5) business days may be necessary to properly respond. The office will respond to a written request made for a commercial purpose within twenty-one (21) business days.

Section II. 04 – Appeal

The decision of the FOIA Officer may be appealed to the Illinois Attorney General’s Public Access Counselor.

Section II. 05 – Types of Records

The following types or categories of records maintained under the control of the AAPLD include:

- Monthly Financial Statements
- Annual Receipts and Disbursements Reports
- Budget and Appropriation Ordinances
- Levy Ordinances
- Operating Budgets
- Annual Audits
- Minutes of the Board of Library Trustees



- Library Policies, including Materials Selection Policy
- Annual Reports to the Illinois State Library

Section II. 06 – Exemptions

Certain types of information maintained by AAPLD are exempt from inspection and copying.

III. Revision of Freedom of Information Act Policy

Because the information regarding the AAPLD budget, personnel, and trustees is subject to change, this policy is reviewed annually and revised as appropriate.



ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
FREEDOM OF INFORMATION REQUEST FORM

Date of Request: _____

Name of Requester: _____

Street Address: _____

City/State/County Zip (required): _____

Telephone (Optional): _____

E-mail (Optional): _____

Records Requested: _____

**Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

Do you want copies of the documents? YES NO

What type of copies are you requesting? ELECTRONIC PAPER

If you want ELECTRONIC copies, in what format? _____

Is this request for a Commercial Purpose? YES NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

FOR OFFICE USE ONLY: Received by: _____ Date: _____