

THE ILLINOIS FREEDOM OF INFORMATION ACT

THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

- I. A brief description of the library is as follows:
- A. The Arlington Heights Memorial Library serves the community by providing a wide variety of items to borrow and by offering services for residents of all ages. The library provides information, book recommendations and programs. The library's web site offers 24-hour access to electronic information, services and the catalog. High quality, personalized service is the library's hallmark.
 - B. The library's organizational chart is located at the end of this document.
 - C. The total amount of the library's operating budget for FY 2010 is: \$12,705,196. Funding sources are property and personal property replacement taxes, state and federal 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)
 - D. The office is located at this address: Arlington Heights Memorial Library, 500 N. Dunton Avenue, Arlington Heights, Illinois 60004-5966. Fax: 847-506-2650.
 - E. The library has the following number of persons employed:
 - 1. Full-time 72
 - 2. Part-time 168
 - F. The Arlington Heights Memorial Library Board of Library Trustees exercises control over the library's policies and procedures. The board meets on the third Tuesday of each month at 7:30 p.m. in the Board Room of the library.

Its members are: G. Victor Johnson, President; Kerry Pearson, Vice President/ Secretary; Deborah Nelson, Treasurer; Charles Drost; Richard Frisbie; Luis Ramirez-Alonso; and David Unumb.
 - G. The library is required to report and be answerable for its operations to:
The 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 (see attached) or submit a request via email, by written letter or fax. The request form is not required, but is preferred.
 - B. Your request should be directed to the following individuals: Janet Moravec or Debra Halpin, FOIA officers¹ in the library's Business Office.

¹ 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.

- C. You must indicate whether you have a “commercial purpose”² in your request.³
- D. You must specify whether the records requested are 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 the library for the 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 either letter or legal size;
 - There is a \$.10 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, 9:00 a.m. to 5:00 p.m.
 - Arlington Heights Memorial Library, Business Office

III. Certain types of information maintained by the library are exempt from inspection and copying. However, the following types or categories of records are maintained under the library’s control:

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget and Appropriation Ordinances
- D. Operating Budgets
- E. Annual Audits
- F. Minutes of the Board of Library Trustees
- G. Library Policies, including Materials Selection
- H. Bids and Specifications
- I. Annual Reports to the Illinois State Library

² “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.

³ 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 fro prepayment; or provide the documents requested.

ARLINGTON HEIGHTS MEMORIAL LIBRARY

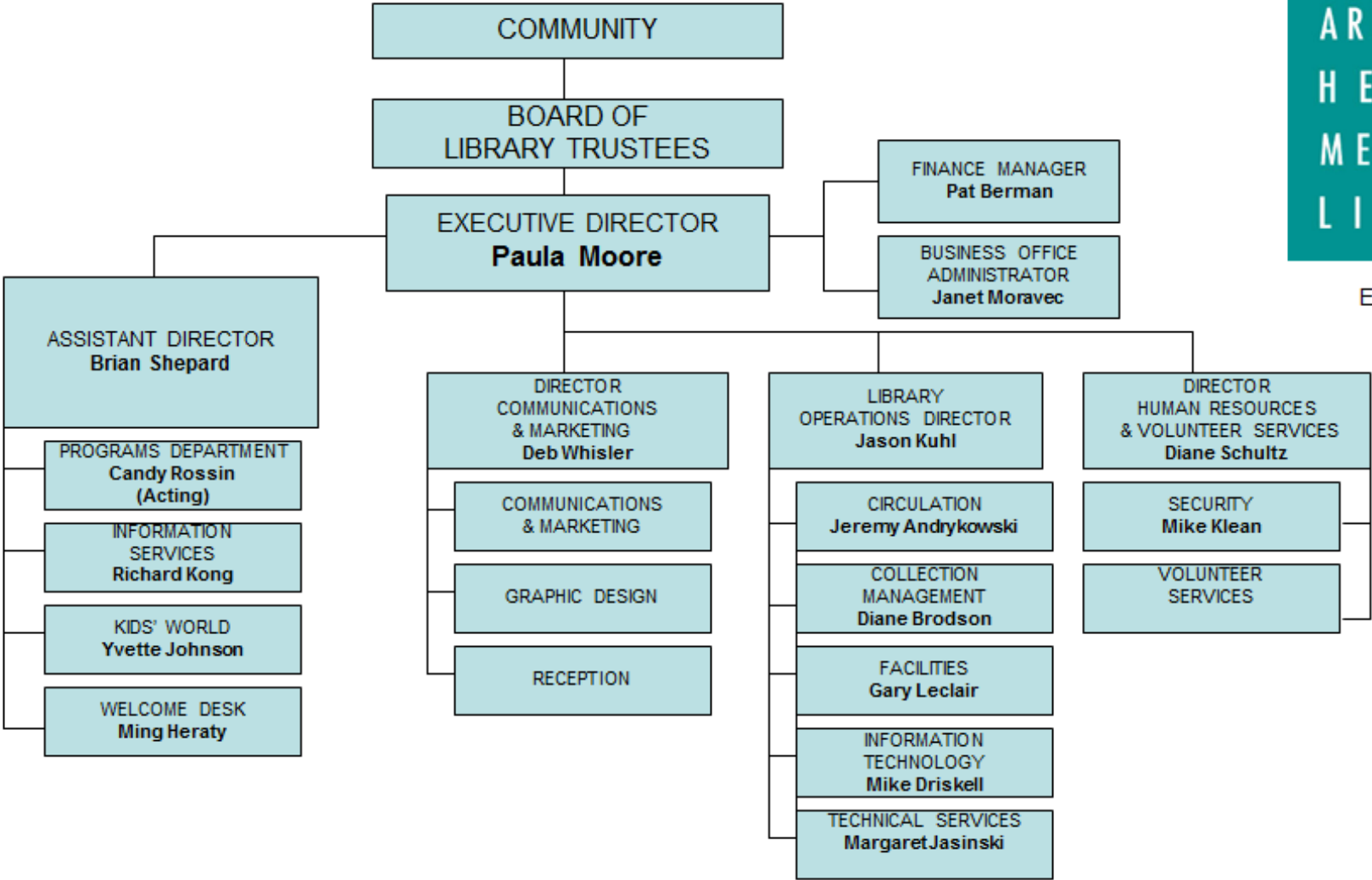
FREEDOM OF INFORMATION REQUEST

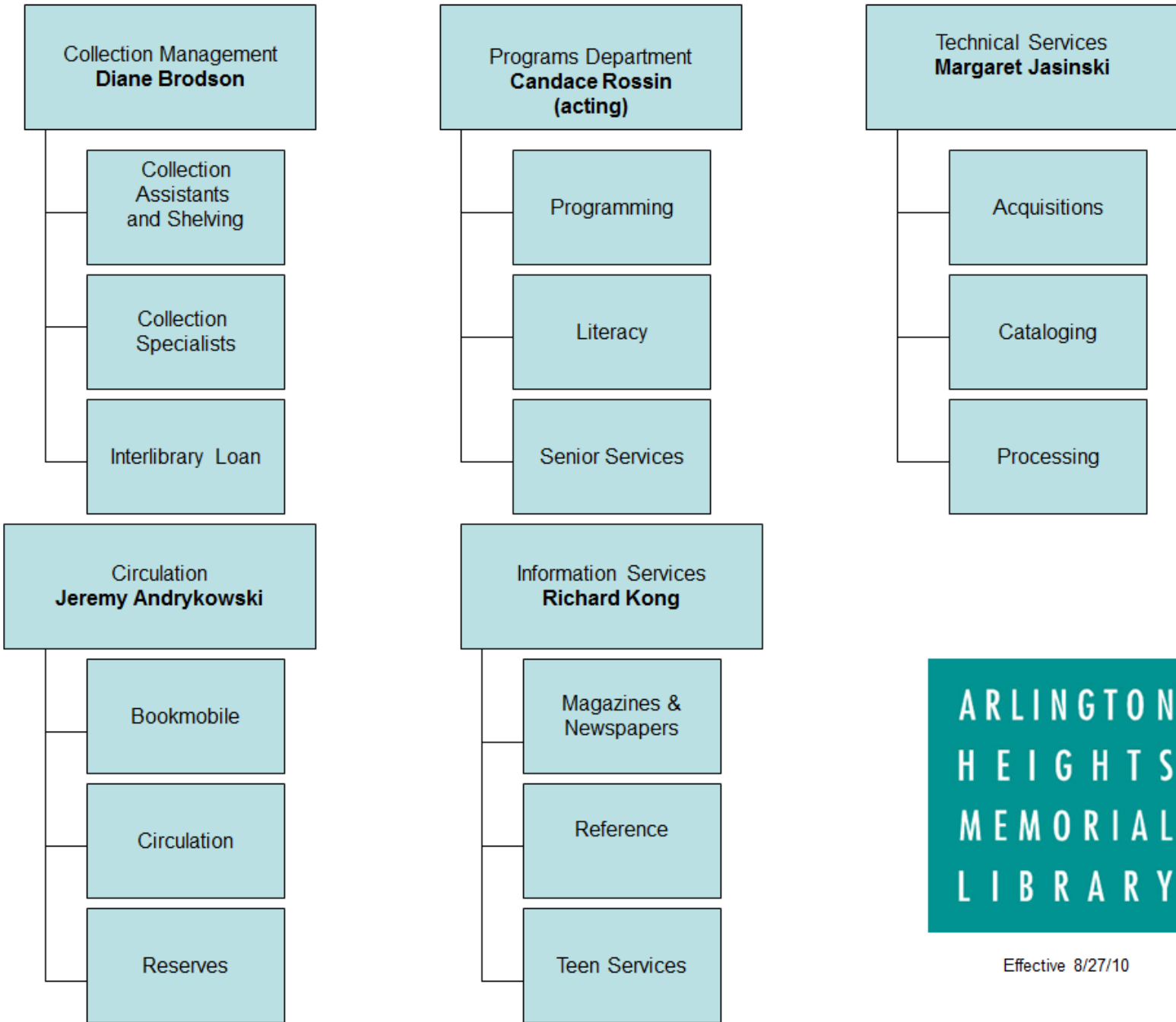
NOTE: This form cannot be MANDATORY under FOIA, but it is preferred.

Requestor's Name (or business name, if applicable)			Date of Request	Phone number
Street Address			Certification Requested ____ Yes ____ No	
City	State	Zip		
Description of Records Requested: _____ _____ _____				
Is the reason for this request a "commercial purpose" as defined in the Act? ____ Yes ____ No				
<i>Library Response (Requestor does not fill in below this line)</i>				
APPROVED	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$ _____. <input type="checkbox"/> For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.			
DENIED	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____ In the event of a denial, you have the right to seek review by the Public Access Counselor at 217-558-0486 or 500 S. Second St., Springfield, IL 62705 Or you have the right to judicial review under section 11 of FOIA. <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA) _____ You will be notified by the date of _____ as to the action taken on your request.			
FOIA Officer			Date of Reply	



Effective 8/27/10





Effective 8/27/10