

FRANKLIN PARK PUBLIC LIBRARY DISTRICT  
**FREEDOM OF INFORMATION ACT**

**1. COMPLIANCE**

It is the policy of the Franklin Park Public Library District (the "Library") to permit access to as well as inspection and copying of public records in accordance with the Illinois Freedom of Information Act, hereinafter referred to as the "Act" or "FOIA" (5 ILCS 140/1 et. seq.). In accord with the above stated policy, the following practices and procedures are provided and established by the Library.

**2. Freedom of Information Officer**

The Business Manager of the Library is designated to act as the Library's primary Freedom of Information Officer, to receive requests submitted under the Act, ensure timely responses to requests, and issue responses under the Act. In the event that the Business Manager is not available, the Executive Director of the Library is also designated to act as the Library's FOIA Officer, to whom such requests are made.

**3. Requesting Records**

- 3.1 Requests for all records must be in writing and submitted to the attention of the FOIA Officer by mail, facsimile, e-mail, or delivery during regular business hours of the Business Office of the Library. The Library provides a request form that may be used. E-mail requests should be sent to foia@fppld.org.

No oral request for records will be processed. The person orally requesting records will be advised to put the request in writing.

- 3.2 Designation office for submission of FOIA requests:

Freedom of Information Officer  
Franklin Park Public Library  
10311 Grand Avenue  
Franklin Park, IL 60131

The Business Office is open for business: 9:00 a.m. – 4:00 p.m. Monday through Friday

- 3.3 Content of Requests. In addition to being in writing, all requests must specify, in particular, the records to be requested to be retrieved and/or inspected. Provide as much information as possible on the subject matter. This will help expedite the search process. All requests should include the requester's name, address, the date and a daytime telephone number so that the Library can contact the requester if it has any questions.

All requests must also specify whether the records are requested are for commercial purpose. Commercial purpose is defined in the Act as "the use of any part of a public record or records, information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services."

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All requests must specify whether the requester is requesting a fee waiver. If any records are to be certified, it must be so indicated in the request, specifying which records are to be certified.

- 3.4 Requests for a copy of a public record maintained in an electronic format. The Library will furnish it in the electronic format specified by the requester, if feasible.

If it is not feasible to furnish the public record in the specified electronic format, then the Library will furnish it in the format in which it is maintained by the Library or in paper format at the option of the requester. The Library may charge the requester for the actual cost of purchasing the recording medium. The Library may not charge the requester for the costs of any search for and review of records or other personnel costs associated with reproducing the records.

**4. Responding to Requests for Records Not Sought for a Commercial Purpose**

Within five (5) business days from receipt of a written request for records not sought for a commercial purpose, one or more of the following responses will be given to the person requesting records:

- A. The requested inspection or copying of the records may be granted immediately if the request is for a record or records that are easily accessible and immediately available.
- B. Advise in writing that the records are available for inspection or copying at the Library.
- C. Advise in writing that the request is unduly burdensome with an offer to the person making the request of an opportunity to confer with FOIA Officer in an attempt to reduce the request to a manageable proportion.
- D. Advise in writing the request cannot be filled within five (5) days and that it will be responded to within an additional five (5) days from the original due date and notify the requester of the reason(s) for the extension.
- E. Agree in writing to extend the time for compliance for a period of time to be determined by the parties and notify the requester of the reason(s) for the extension and response delay.
- F. Deny, in whole or in part, the request in writing, stating the reasons for the denial. Each notice of denial will inform the requester of the right to review by a Public Access Counselor and the Public Access Counselor's address and phone number. Each notice of denial will inform the requester of his or her right to judicial review under Section 11 of the Act. Any denial will be made in writing and mailed or given personally within the five (5) day period or any extension thereof. When a request for public records is denied on the grounds that the records are exempt under Section 7 of the Act, the notice of denial will specify the exemption claimed to authorize the denial and the specific reason for the denial, including a detailed factual basis and a citation to supporting legal authority.

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**5. Responses to Requests for Records Sought for a Commercial Purpose**

Within twenty-one (21) working days from receipt of a written request for records sought for a commercial purpose, one or more of the following responses will be given to the person requesting the record:

- A. The requested inspection or copying of the records may be granted immediately if the request is for a record or records that are easily accessible and immediately available.
- B. Advise in writing that the records are available for inspection or copying at the Library.
- C. Advise in writing that the request is unduly burdensome with an offer to the person making the request of an opportunity to confer with FOIA Officer in an attempt to reduce the request to a manageable proportion.
- D. Deny, in whole or in part, the request in writing, stating the reasons for the denial. Each notice of denial will inform the requester of the right to review by a Public Access Counselor and the Public Access Counselor's address and phone number. Each notice of denial will inform the requester of his or her right to judicial review under Section 11 of the Act. Any denial will be made in writing and mailed or given personally within the five (5) day period or any extension thereof. When a request for public records is denied on the grounds that the records are exempt under Section 7 of the Act, the notice of denial will specify the exemption claimed to authorize the denial and the specific reason for the denial, including a detailed factual basis and a citation to supporting legal authority.
- E. Provide, in writing, to the requester an estimate of the time required to provide the requested records and an estimate of the fees to be charges, which must be paid in full before copying the requested document. Unless the records are exempt from disclosure, the Library will comply with the request within a reasonable time period considering the size and complexity of the request and giving priority to records requested for non-commercial purposes.

**6. Retrieval and Copying**

Retrieval and copying of records is limited only to employees of the Library designated by the Business Manager or Executive Director.

**7. Inspection of Records**

Inspection of records will only be permitted by appointment, in the presence of an employee of the Library designated by the Business Manager or Executive Director.

**8. List of Records**

Certain types of information maintained by the Library are exempt from inspection and copying. However, the following categories of records are maintained under the Library's control:

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- A. Financial Records
- B. Board Resolutions
- C. Board Ordinances
- D. Board Minutes
- E. Library Policies, including Materials Selection
- F. Annual Reports to the Illinois State Library

**9. Fees**

The fees for copies of records are as follows:

- A. The first fifty (50) pages of black and white, letter or legal size copies are free.
- B. Fifteen (15) cents per page for each page in excess of fifty (50) pages copied by a Library employee in house.
- C. The actual cost per page for each color copy or size other than letter or legal.
- D. The actual cost per page for each page copied by a third party when the Library is not able to copy the records in house.
- E. \$1.00 per certificate if the copies are to be certified.
- F. Reproduction on disc, flash drive or other media: actual cost of the recording media.

If the person making the request for records state that the purpose of the request is for health, safety and welfare or legal rights of the general public rather than personal or commercial gain and requests that the fee be waived or reduced, the FOIA Officer may, upon inquiry of the precise reason for the request, grant such waiver or reduction as he/she deems appropriate.

**10. Franklin Park Public Library District**

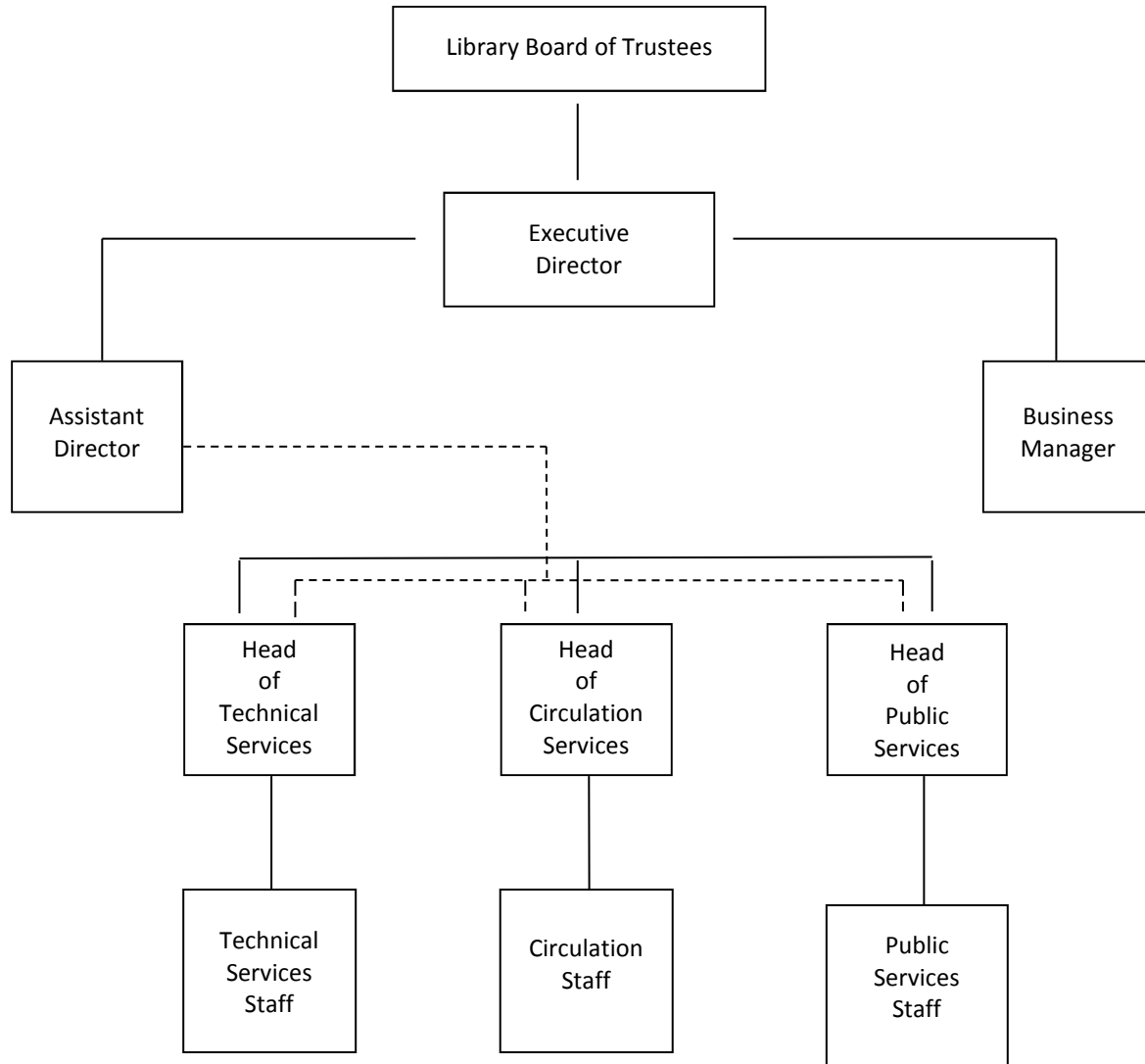
The Franklin Park Public Library District is a local library district established and organized under the laws of the State of Illinois for the purpose of providing materials and services for the recreational, social, informational, and educational needs of the community.

The approximate amount of the operating budget of the Franklin Park Public Library District is \$1, 700,000. The Library's sole office is located at 10311 Grand Avenue, Franklin Park, Illinois. The Library employs approximately 17 full-time and 15 part-time employees. The members of the Board of Library Trustees of the Franklin Park Public Library Districts are as follows:

Francis Grieashamer, President	Jessica Krieter, Trustee
Joseph Reyes, Vice President	Erica Lazcano, Trustee
Kay Frey, Secretary	Teresita Zaretsky, Trustee
Michael Vallone, Treasurer	

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**11. Organizational Chart**



----- Supervises through the directive of or in the absence of the immediate supervisor

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**FREEDOM OF INFORMATION REQUEST**

Requester's Name (or business name, if applicable)	Date of Request	Telephone 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><b>Library Response (Requester does not fill in below this line)</b></i>		
<b>APPROVED</b>  ___ The documents requested are enclosed. ___ You may inspect the records at _____ on the date of _____. ___ The documents will be made available upon payment of copying costs of \$ _____. ___ For <b>commercial requests only</b> : the estimated time of when the documents will be available is _____, at the prepaid costs stated above.		
<b>DENIED</b>  ___ 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. ___ 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. ___ Request delayed, for the following reasons (in accordance with 3(e) of FOIA): _____. You will be notified by the date of _____ 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
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