

**Freedom of Information Act***Effective Date: 02/06**Reviewed and Revised Date: 10/14***Page 1 of 4***Policy No: 2.9*

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**Policy**

The Ela Area Public Library District is committed to providing citizens and taxpayers access to applicable public records under the Illinois Freedom of Information Act (“FOIA” or “the Act”). FOIA is incorporated in this policy by reference. The intent of this policy is to clarify the requirements and to assist staff in compliance with both the letter and the spirit of the Act. The statutory provisions of the Act apply to all public records (as defined by FOIA) collected, assembled or maintained by the Library in the course of official business. Public records will be made available during normal business hours for inspection or copying. The Library assures that a written request for public records will receive a timely response.

I. A brief description of our public body is as follows:

- A. Our mission statement: We are committed to building a thriving community at the Ela Library: your place for information, innovation, and inspiration.
- B. Our website contains the most up-to-date information available about our Board, library policies, and financial position. Visit [www.eapl.org/about-us](http://www.eapl.org/about-us) for this information.
- C. An organizational chart is attached.
- D. The total amount of our 2014/2015 budget, including bond payments for our building, is: \$8,354,910. For financial information about other years, visit the Freedom of Information Act page in the About Us section of our website. [www.eapl.org/about-us](http://www.eapl.org/about-us)  
Funding sources are property and personal property replacement taxes, state and Federal grants, fines, fees, 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. Site and Building Maintenance
  - 5. Tort Liability (for insurance premiums, risk management, attorney’s fees and related expenses, unemployment and worker’s compensation insurance)
  - 6. Debt Service (for bond and interest payments)
- E. The office is located at this address: 275 Mohawk Trail, Lake Zurich, IL 60047
- F. We have approximately the following number of persons employed:
  - 1. Full-time      33
  - 2. Part-time      73
- G. The following organization exercises control over our policies and procedures:  
*The Ela Area Public Library District Board of Library Trustees*, which meets monthly on the third Tuesday of each month except August and December, 6:00 p.m., at the Library. Its seven members are listed at [eapl.org/about-us/mission-policies-and-board-information/board-trustees](http://eapl.org/about-us/mission-policies-and-board-information/board-trustees)
- H. We are required to report and be answerable for our operations to:  
*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.

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II. To expedite FOIA requests, we ask that you follow these guidelines when submitting a request:

A. We encourage you to use the request form provided at our Freedom of Information Act page. ([eapl.org/about-us/mission-policies-and-board-information/freedom-information-page](http://eapl.org/about-us/mission-policies-and-board-information/freedom-information-page))

B. Your request should be directed to the FOIA officer in the Administration Department. The FOIA page on our website provides a convenient means of submitting the requests.

You may also deliver FOIA requests to our address, which is 275 Mohawk Trail, Lake Zurich, IL 60047. If you submit FOIA requests in this manner, be sure to clearly identify the request on the outside of the envelope.

C. You must indicate whether you have a “commercial purpose” in your request.

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 may 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 \$.15 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 in the Electronic format in which they are kept. You would be required to pay the actual cost of the medium only (i.e. a CD if the documents are too large to email)

G. The office will respond to a written request within five (5) working days or sooner if possible, except for commercial requests or requests from recurrent requesters, as defined under FOIA, which will be responded to within 21 days. An extension of an additional five (5) working days (or longer upon negotiated agreement with the requester) may be necessary to properly respond.

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- 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 through Friday, 9:00 a.m. to 5:00 p.m.  
Ela Area Public Library, Administrative Offices
- J. Certain types of information maintained by us are exempt from inspection and copying. If we determine that all or any part or portion of any public records requested are not subject to disclosure, we will notify you in writing of that determination, including: (i) a detailed factual basis for the application of any exemption claimed; (ii) the reason for the denial; (iii) the person responsible for the denial; and (iv) your right to judicial review and review by the Public Access Counselor, including the Public Access Counselor's address and phone number.
- K. FOIA does not require us to create records that we do not already maintain in record form.
- III. 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 Library Trustees
  - H. Library Policies, including Materials Selection
  - I. Adopted Ordinances and Resolutions of the Board
  - J. Annual Reports to the Illinois State Library

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