



FREEDOM OF INFORMATION ACT GUIDE

UPDATED APRIL 30, 2024
FOR THE FISCAL YEAR 2024-2025

Posted in compliance with
5 ILCS 140/4

Freedom of Information Act Guide

About the Richton Park Public Library

The Richton Park Public Library (RPPL) serves a community of 12,500 residents, reciprocal borrowers from the SWAN Library consortium, and any and all visitors who pass through the Library's doors.

The Richton Park Public Library is a district library established under the Illinois Public Library District Act, 75 ILCS 16. Its seven-member Board of Trustees is elected to six-year terms.

We are required to report to and answer to the Illinois State Library, Springfield, Illinois. Its members are State Librarian Alexi Giannoulas, the Director of the State Library, and various other staff.

Our Mission

The Richton Park Public Library is committed to providing quality library services, resources, and programs that are responsive to our community.

Richton Park Public Library's Website

www.richtonparklibrary.org

Operating Budget

The 2023-2024 fiscal year budget is \$1,068,314.00. Budget documents, the most current Budget & Appropriation Resolution and Levy Resolution are available on the Library's website.

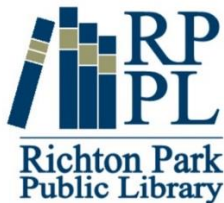
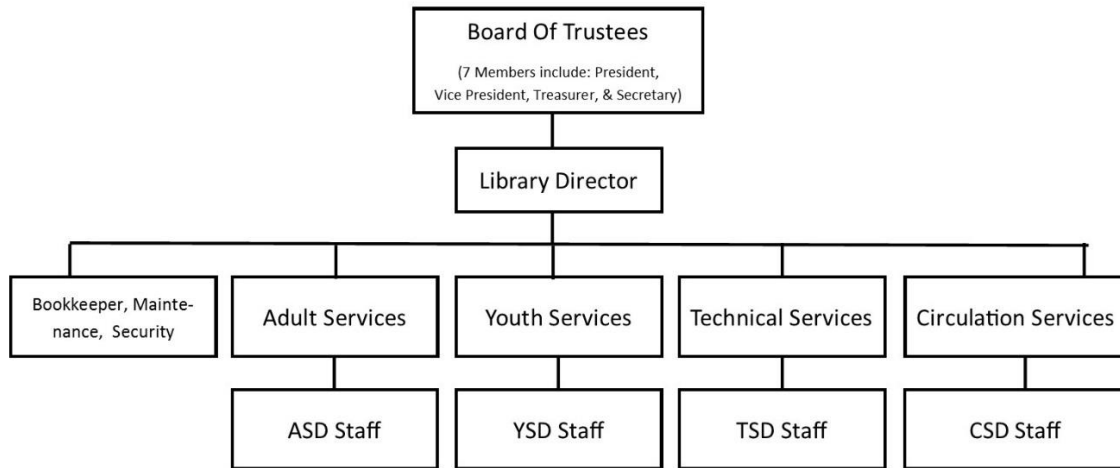
Richton Park Public Library Office

The Richton Park Public Library's administrative office is located at 22310 Latonia Lane, Richton Park, IL. 60471. The Library has only one branch and does not own any additional facility or property.

Staff

When fully staffed, the Library employs six(6) full-time and 15 part-time employees. The organizational chart below includes library departments and their staff.

Richton Park Public Library Organizational Chart/Seven Member Board



Richton Park Public Library Board of Trustees

The Library is governed by an elected, unpaid, seven-member Board of Library Trustees. Trustees are elected for six-year staggered terms. Current Board Members and their terms are included below. Trustees may be contacted at, trustees@richtonparklibrary.org or at the Library's general mailing address.

President:	Kisha Houston (2029)
Vice President:	Alie Creason (2027)
Treasurer:	MarcyJo Chachakis (2027)
Secretary:	Djimon Smith (2029)
Trustee:	Warrette Coleman (2025)
Trustee:	Vacancy (2025)
Trustee:	Vacancy (2025)

Open meetings are held on the third Wednesday of each month at 7:30pm, January through December. Meetings are held in Meeting Room A at the Library's address.

Freedom of Information Act

The Richton Park Public Library adheres to the Freedom of Information Act, 5 ILCS 140/1 et seq., the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make all public records available for inspection or copying to any person, with limited exceptions.

FOIA Officer

Library Director: Laura Van Cleve (vanlevel@richtonparklibrary.org)

Filing a FOIA Request

A request for records must be made in writing and can be submitted to the attention of the FOIA officer. A copy of the Richton Park Public Library's full FOIA policy is included as an addendum to this policy and is available on the Library's website. The library has a FOIA request form available for use, but not required.

Fees

Digital copies shareable via electronic means will be provided free of charge.

The charge for copies of the records will be as follows:

1. First 50 pages of black and white, letter size: Free
2. 10 cents per page for black and white, letter size, after 50 pages
3. 50 cents per page for color or oversized copies
4. Reproduction saved to other media: actual cost of the recording media to which the information will be saved

Responses to Requests for Records

Responses to all requests can be expected within the time frame specified in the Act. If an extension is required, the FOIA officer from the Library will contact the requestor in writing.

Procedure for Appealing a Denial

If your request for information is denied, or denied in part, you have the right to have your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You may file your Request for Review with the PAC by writing to:

Leah Bartelt, Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, IL 62701

public.access@ilag.gov
877-299-3642

You also have the right to seek judicial review of your denial by filing a lawsuit in the Illinois Circuit Court. 5 ILCS 140/11. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of the denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and the denial letter when filing a Request for Review with the PAC.

Records Immediately Available Upon Request

The records listed below are available immediately on our website.

- Open meeting minutes, 2018-present
- Annual financial report, most recent
- Salary and benefit information (PA 97-0609), current fiscal year
- Budget and appropriation, current fiscal year
- Levy resolution, current fiscal year
- Library policies, current

Record Retention Schedule

The Richton Park Public Library adheres to the guidance for retaining business records set out by the Local Records Commission through the State of Illinois.