

PARK FOREST PUBLIC LIBRARY
ILLINOIS FREEDOM OF INFORMATION ACT

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

- a. The Park Forest Public Library is committed to opening doors to a world of information, education, and recreation, and is dedicated to being a vital part of the community.
- b. An organizational chart can be found below.
- c. The total amount of our operating budget for FY2024 is \$1,855,864. Funding sources are property taxes, state and federal grants (including the Illinois Per Capita Grant), fees, interest income, and donations. Tax levies are \$1,739,938.
- d. Our office is located at: Park Forest Public Library 400 Lakewood Blvd., Park Forest, IL 60466
- e. The FOIA Officer is Barbara Osuch: barbara.osuch@pfpl.org, 708-748-3731.
- f. The Library has approximately 17 employed: Full-time: 5, Part-time: 12
- g. The following organization exercises control over our policies: The Park Forest Public Library Board of Library Trustees, which meets at 7:30 PM on the third Thursday of each month in the Ringing Room of the Park Forest Public Library, or virtually when meeting in person is not possible. Its members are: President Sevena Merchant, Vice President Felicia Rangel, Secretary Alan Shnay, Katherine Coleman, Lance Jefferson, Alice McBride, and Jessica Rodrigues. You may contact the Board President at sevena.merchant@pfpl.org.
- h. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulis (Secretary of State); Director of State Library, Greg McCormick; and various other staff.

II. You may request information and records subject to disclosure under the Act in the following manner:

- a. The request must be in writing and may be submitted in person, by mail, by fax, or by email. In order to ensure that all required information is provided, a form is available upon request. We will not respond to oral requests or provide information other than what already exists in our records.
- b. Your request should be directed to the following individual: Barbara Osuch, Library Director, 400 Lakewood Blvd., Park Forest, IL 60466. Requests received on a nonworking day or after 5:00 PM on a working day will be considered as received on the next working day.

- c. You must indicate whether you have a “commercial purpose” in your request.
- d. A “commercial purpose” is defined 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 possible exceptions for news media, non-profits, scientific and academic organizations, articles or opinions of public interest, or research or education.
- e. In the event a “commercial purpose” is involved, additional questions may be asked of the requestor in order to determine the classification. Within 21 days, we will provide one of three responses: deny the request based on exemptions or undue burden, estimate the time and cost of the copying for prepayment, or provide the documents requested.
- f. 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.
- g. To reimburse our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - h. There is a \$1.00 charge for each certification of records;
 - i. There is no charge for the first 50 pages of black and white text either letter or legal size;
 - j. There is a \$.15 per page charge for copied records in excess of 50 pages;
 - k. The actual copying cost of color copies and other sized copies will be charged.
- l. If the records are kept in an electronic format, you may request a specific format and, if feasible, they will be provided in the requested format. If it is not feasible to provide them in the requested format, you will be provided with the option of receiving them 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. flash drive, disc, etc.) or in paper.
- m. The office will respond to a written request within five working days or sooner, if possible. An extension of an additional five working days may be necessary to properly respond.
- n. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- o. The place and times where the records will be available is the Park Forest Public Library Administrative Office (400 Lakewood Blvd., Park Forest, IL 60466) from 10:00 AM to 4:00 PM, Monday through Friday, excluding holidays.

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

- a. Monthly Financial Statements
- b. Receipts Reports
- c. Budget Documents
- d. Annual Audits
- e. Minutes of the Board of Library Trustees
- f. Library Policies
- g. Adopted Resolutions of the Board
- h. Annual Reports to the Illinois State Library

Organizational Chart

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