

## Poplar Creek Public PCPLD District (PCPLD) Freedom of Information Act (FOIA) Policy

The Poplar Creek Public PCPLD District (PCPLD) complies with the Illinois Freedom of Information Act (5 ILCS 140/2).

**A brief description of our public body is as follows:** The Poplar Creek Public Library District (PCPLD) is a district library that provides services, programs and materials to its patrons in support of the diverse needs of the community. Information regarding PCPLD policies, PCPLD Board of Trustee meetings, FOIA, etc. may be accessed at [www.pclib.org](http://www.pclib.org)

Funding sources are monies appropriated through Cook County and DuPage County property taxes, state personal property replacement taxes, state and federal grants, fines and fees for services, and donations. Taxes are levied for:

- a. Corporate purposes
- b. Bond & Interest
- c. Illinois Municipal Retirement Fund
- d. FICA (Social Security)
- e. Audit
- f. Building and Sites
- g. Torts (public liability insurance)
- h. Worker's Compensation
- i. Unemployment

The PCPLD Main library building is located at 1405 S. Park Avenue, Streamwood, IL 60107-2997. PCPLD has a branch location named the Sonya Crawshaw Branch located at 4300 Audrey Lane, Hanover Park, IL 60133.

PCPLD employs approximately 44 full-time and 45 part-time persons.

The PCPLD Board of Trustees, which meets regularly on the third Thursday of each month at 7:00 p.m. at the Main library facility, exercises control over policies and procedures. \ The PCPLD Board of Trustees also appoints its members to committees. Current operating committees, including names of Trustees serving on each, may be obtained by contacting the Executive Director (630-483-4917).

Agendas of Board Meetings & Committee Meetings are posted in PCPLD facilities and on PCPLD's website.

Current operating budget and trustee names/photos are also available on the PCPLD website.

PCPLD is required to report and be answerable for operations to the Illinois State Library, Springfield, IL, whose members are State Librarian Jesse White (Illinois Secretary of State) and various other staff.

You may request the information and the records available to the public in the following manner:

1. Request information from the Administrative Office, Poplar Creek Public Library District, 1405 S. Park Avenue, Streamwood, IL 60107-2997 (630-837-6800), weekdays 9 a.m. through 5 p.m., excluding holidays, or mail to the same address to the attention of FOIA Officer, Ron Pauli.
2. You may also email your request or fax it to the attention of the FOIA officer (630-837-6823). A Form is provided here for your convenience, although this request form is not required, but is preferred. Please identify the request as being made under the Freedom of Information Act (FOIA). [foia@pclib.org](mailto:foia@pclib.org)
3. You must indicate whether you have a \*"commercial purpose" (4, 5) in your request.
4. 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.
5. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
  - a. There is a \$1.00 charge for each certification of records.

- b. There is no charge for the first fifty (50) pages of black-and-white text, either letter or legal size
  - c. There is a \$.15 per page charge for copied records in excess of 50 pages.
  - d. There is a \$1.00 charge per page for color copies and other sized copies.
6. 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 will be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
7. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection. Records for inspection only are available by appointment Monday through Friday, 9 a.m. – 5 p.m., in the Business Office.
- a. The place and times where the records will be available are as follows: PCPLD Administrative Office, 1405 S. Park Ave. Streamwood, IL 60107-2997. Records for inspection will be available Monday through Friday, 9 a.m. – 5 p.m. during normal business hours.

The FOIA Officer(s) will respond to a request within five (5) working days of receipt of the request. An extension of an additional five (5) working days may be necessary to properly respond. A public body shall respond to a request for records to be used for a \**“commercial purpose”* within 21 days.

PCPLD’s response will be either the information requested, or a notice for an extension under the Freedom of Information Act, or a denial of the request in writing. Denial of the request will occur if the public records requested fall within one of the specific exemptions of the Act. If only part of the request is denied, and access given to the remainder, such will be stated in the response. Any denial will include the reason or exemption. The person making the request will also be notified of the right to appeal the denial.

Denial of access by the FOIA Officer(s) may be appealed to the Public Access Counselor (PAC) in the Illinois Attorney General’s office within 60 days. Upon receipt of an appeal, the PAC will review the public record, determine whether the record is open to public inspection, and respond in writing to the appeal within seven (7) business days. The Public Access Counselor may be contacted at the Public Access Bureau, 500 S. 2<sup>nd</sup> Street, Springfield, IL 62706; (217) 558-0486; [www.publicaccess@atg.state.il.us](mailto:www.publicaccess@atg.state.il.us)

The entire Freedom of Information Act is available at [www.ilga.gov](http://www.ilga.gov) under Illinois Compiled Statutes, Chapter 5 (General Provisions), ILCS 140 (5 ILCS 140).

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\**“Commercial purpose”* is defined in the Act as “the use of any part or 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.

\*In the event a “commercial purpose” is involved, additional questions can be asked of the requestor by the public body FOIA officer(s) in order to determine the classification, then the public body has up to twenty-one (21) days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying for prepayment; or provide the documents requested.

Adopted by the Poplar Creek Public PCPLD Board of Trustees on 3/19/2015  
Updated: 3/8/2016; Updated 2/16/2017; Updated 1/18/2018

## Poplar Creek Public PCPLD District Freedom of Information Request

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		

***PCPLD Response (Requestor does not fill in below this line)***

Approved	<input type="checkbox"/> The documents you requested are enclosed. <input type="checkbox"/> You may request 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"/> <b>For "commercial requests" only:</b> 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. 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: _____ Individuals 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 Street, 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 this request. <p><b><i>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.</i></b></p>

FOIA Officer:

Date of Reply:

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