

**Alliance Library System**  
**THE ILLINOIS FREEDOM OF INFORMATION ACT POLICY**

- I. A brief description of our public body is as follows:
- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
  - B. An organizational chart is attached.
  - C. The total amount of our operating budget for FY2009 is: \$ 1,879,939.61.  
Funding sources are monies appropriated by the Illinois State Legislature and State and Federal grants.
  - D. The business office is located at this address: 600 High Point Lane  
East Peoria, Illinois 61611
  - E. Alliance Library System, including the Mid-Illinois Talking Book Program and the Resource Sharing Alliance, has the following number of persons employed:
    - 1. Full-time 30
    - 2. Part-time 5
  - F. The following organization exercises control over our policies and procedures: Alliance Library System Board of Directors, which meets monthly a minimum of nine times a year.  
  
Its members are: Steve Alvin, Jr., Susan Busenbark, Kevin Eckhoff, Katie Grumbine, Susan Herring, Molly Horio, Chad McCoy, Stephanie McKinley-Miller, John Richmond, Phyllis Self, Jeff Taylor, Wed Turner, Pam Van Kirk.
  - G. We are required to report and be answerable for our operations to: Illinois State Library, Springfield IL. Its members are: State Librarian Jesse White (Secretary of State); Director of the State Library, Anne Craig; and various other staff.
- II. You may request the information and the records available to the public in the following manner:
- A. Use request form (see attached).
  - B. Your request should be directed to the following individual: Kitty Pope, Executive Director/FOIA officer.
  - C. 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.
  - D. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
    - \$ .25 per page for employee copied records.
    - \$1.00 per page for certification of records.

**Alliance Library System**  
**The Illinois Freedom of Information Act Policy (continued)**

- E. The office will respond to a written request within seven (7) working days or sooner if possible. An extension of an additional seven (7) working days may be necessary to properly respond.
- F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- G. You may appeal the decision of the FOIA officer to the Board of Directors.
- H. The place and times where the records will be available are as follows:
  - 9 a.m. to 5 p.m., Monday - Friday
  - Alliance Library System, Business Offices

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. Administrative Files, Correspondence
- B. Advisory Council Minutes
- C. Annual Receipts and Disbursement Reports
- D. Application for Authority to Dispose of local records and records disposal certificates
- E. Audits
- F. Board Minutes
- G. CE Calendars and Registration
- H. Certified Mail receipts, UPS log
- I. Contracts, Bids
- J. Executive Board Policies
- K. Grant Files
- L. Insurance Policies, Claims, Claim Reports
- M. Inventory
- N. Library System Annual Application and Annual Reports to the Illinois State Library
- O. Monthly Financial Statements
- P. Operating Budgets

**Freedom Information Request**  
**Alliance Library System**  
600 High Point Lane, East Peoria, Illinois 61611  
Phone: 309-694-9200 Fax: 309-694-9230

ATTN: Kitty Pope, Executive Director/FOIA Officer

Date of Request	Certification Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No
Requestor' Name (or business name if applicable)      Phone Number	
Street Address	
City	State
Zip	
Description of Records Requested:	
<b>SYSTEM RESPONSE (REQUESTOR DOES NOT FILL IN THIS LINE)</b>	
<b>APPROVED</b> <input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> The documents will be made available upon payment of copying costs \$_____. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. 	
<b>DENIED</b> <input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and 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: _____ _____  Individual(s) that determined request to be denied: _____ <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3 (d) of the FOIA) _____  You will be notified by the date of _____ as to the action taken on your request.	

**The information required by this form is MANDATORY in order to comply with 5 ILCS 140/1. Failure to so provide may result in this form not being processed.**

Kitty Pope, Executive Director/FOIA Officer	Date of Reply
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