



For information on FOIA, please check out the Illinois Attorney General's website at: foia.ilattorneygeneral.net

MISSION: To promote lifelong learning and discovery through our diverse resources, enrichment opportunities and cooperative partnerships.

VISION: As one of the cornerstones of our historic and vibrant village, Riverside Public Library provides an environment where people of all ages, backgrounds and cultures are welcome to learn and grow throughout their lives.

VALUES: **C** Collaborative, **A** Adaptable, **R** Responsible, **E** Engaged

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FOIA Officer for the Library is Janice Foley. She can be contacted by phone: (708) 442-6366 ext. 100, or by email: janicefoley@riversidelibrary.org.

The total amount of our **Appropriations budget** for FY 2023: \$1,407, 500 Our **2022 Tax Levy** is \$1,381,765

The Library is located at 1 Burling Road, Riverside, IL 60546

We have the following number of persons employed:

A. Full time: 8

B: Part time: 16

The Riverside Public Library Board of Trustees exercises control over our policies and procedures. The Board of Trustees meets monthly on the second Tuesday of each month at 7:00 p.m. in the Public Meeting Room of the Library. Its members are:

Ken Circo – President; Courtney Greve Hack – Vice President
Michael Hagins – Treasurer; Jane Birmingham – Secretary; Christine Long, Jen Pacourek and Patrick White - Trustees

1. Requests for inspection or copies shall be made in writing and directed to the Library's FOIA Officer. Written requests may be submitted via personal delivery, mail, telefax, or other means available. The Library will honor oral requests for inspection or copying. The Library may not require that a request be submitted

on a standard form (a form is attached for your convenience) or require the requester to specify the purpose for a request, except to determine whether the records are requested for commercial purpose or whether to grant the request for a fee waiver.

2. The first 50 pages of back and white, letter or legal paper are free. After the first 50 pages, the charge is \$.15 per page. Color copies and copies sized other than legal or letter size will be charged at the actual cost of reproduction. Cost of electronic records, e.g., disks, diskettes, tapes, etc., will be charged at the actual cost of the recording medium. Certified copies are \$1 each. Fees may be waived or reduced

3. The FOIA officer must respond within five (5) business days after receipt of a request. Or twenty-one (21) days if the request is for a commercial purpose.

4. An extension of five (5) days may be permitted under certain circumstances.

5. If the Library intends to deny a request based on "personal privacy" or "preliminary draft" exceptions, it must first notify the Public Access Counselor in the Illinois Attorney General's Office. The Library must also

- a. Give a detailed factual basis and provide a citation to legal authority.
- b. Name the FOIA officer responsible for the denial.
- c. Notify the requestor that the requestor has the right to appeal the denial to the Public Access Counselor or courts
- d. Provide the Public Access Counselor's address and telephone number to the requestor.