



August 18, 2023

TO: RAILS Board of Directors

FROM: Monica Harris, Executive Director

SUBJECT: FY2023 FOIA and OMA report

FOIA Requests

1. Since March 2016, we have received a FOIA request quarterly from vendor Smart Procure. An example is shown below-all requests have been granted.

Commercial FOIA request to the Reaching Across Illinois Library System for any and all purchasing records from 4/13/2023 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
 2. Purchase date
 3. Line item details (Detailed description of the purchase)
 4. Line item quantity
 5. Line item price
 6. Vendor ID number, name, address, contact person and their email address
- Names and hourly rate of pay for all hourly employees as of (pertinent dates). Names and salary rate of pay for all salary employees as of (pertinent dates).*

2. 9/16/2022 - delivery employee: requests were granted
"Names and hourly rate of pay for all hourly employees of RAILS: For years 2017, 2018, 2019, 2020, 2021, and 2022 what pay increases were given to hourly employees for each of these years?"

"Names and hourly rate of pay for all hourly employees as of 12-01-2021, 02-01-2022, 07-08-2022. Names and salary rate of pay for all salary employees as of 12-01-2021, 02-01-2022, 07-08-2022."



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FOIA and OMA Hotline

Illinois public library directors and Freedom of Information Act/Open Meetings Act officers can use the [RAILS FOIA/OMA Hotline](#) to receive free help from an Ancel Glink attorney on basic questions like:

- Are trustee text messages subject to FOIA if they are sent via their private phones?
- If the requested records are on the library's website, do I still have to provide a copy?
- Can I charge for electronic records?
- Does the OMA require a library board to adopt public comment rules?
- Can a trustee on vacation participate in a board meeting electronically?
- How long do we have to keep our audio recordings of closed sessions?

The following summarizes how many calls were received through the hotline each year from Illinois libraries:

FOIA/OMA Hotline calls with Ancel, Glink:

2016: 29
2017: 51
2018: 78
2019: 84
2020: 117
2021: 108
2022: 91
2023: 84 (through August 2023)