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August 15, 2024

TO: RAILS Board of Directors

FROM: Monica Harris, Executive Director

SUBJECT: FY2024 FOIA and OMA report

FOIA Requests

1. RAILS receives a FOIA request quarterly from vendor SmartProcure. Two examples are 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).

Commercial FOIA request to the Reaching Across Illinois Library System for all current employee/staff contact information. 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. *First Name*
2. *Last Name*
3. *Position Title*
4. *Department*
5. *Direct Phone Number (if does not exist, list main phone number with extension)*
6. *Business Cell Phone (if provided by Reaching Across Illinois Library System)*
7. *Email Address*
8. *Office Address (Address, City, State, Zip)*

2. 4/9/2024 - requests were granted
“view all available email correspondence from the RAILS Directors Only ListServ regarding, responding to, and sent by (name deleted) of the (name deleted) the dates of January 1, 2020 to April 5, 2024.

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.

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

FOIA/OMA Hotline calls with Ancel, Glink:

2018: 78

2019: 84

2020: 117

2021: 108

2022: 91

2023: 84

2024: 99 (August 1 through May 2024)

40 FOIA related regarding releasing specific documents

16 OMA related to committees, agenda, locations, minutes

10 FOIA related regarding releasing recordings or security footage

10 OMA related to remote meetings

23 miscellaneous