

August 14, 2025

TO: RAILS Board of Directors

FROM: Joe Filapek, Associate Executive Director

SUBJECT: FY2025 FOIA and OMA report

FOIA Requests

1. RAILS receives a Commercial FOIA request quarterly from vendor SmartProcure. Two examples are shown below. All requests have been granted.

SmartProcure is submitting a public records 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 it 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)

SmartProcure is submitting a commercial FOIA request to the Reaching Across Illinois Library System for any and all purchasing records from 4/2/2025 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

2. 9/2/2024 -requests were granted

Can you please send me the Award Documents (bid tabulation, award letter) and the proposal response by the winning vendor for the following bid(s)?

Name: Printing of Delivery Labels

Bid Number: N/A

Due Date: 3/15/24

3. 6/24/2025 requests were granted

Hello, I am requesting information on delivery routes for RAILS.

I saw on the Secretary of State website that there were 29 delivery routes, but this might be outdated information. I am requesting data on delivery routes, including the stops along the route and the days that those routes are run. Please provide the information in electronic format.

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:

2025: 137 (July 1, 2024-June 30, 2025)

15 FOIA-related regarding confidentiality: personnel records, personal contact information of board members or staff, patron information, information related to minors, or the Library Records Confidentiality Act

42 FOIA-related regarding releasing specific documents, recordings, or security footage

32 OMA related to committees, agenda, attendance, location, minutes, recordings, or public comment

16 OMA related to executive/closed session: actions, agenda, discussion topics, meeting minutes, or recordings

32 Other