Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

RSA Freedom of Information Policy DRAFT

Posted in compliance with 5 ILCS 140/4
Last updated: XX, 2025

Contents Page

About RSA

Resource Sharing Alliance (RSA) is a consortium formed in the early 1980's by libraries in central and west central Illinois that share a common library automation system. RSA facilitates sharing of materials among its member libraries providing patrons with access to materials from almost two hundred different library branches. RSA covers over 13,500 square miles of Illinois. RSA partners with Reaching Across Illinois Library System (RAILS) to provide a support staff of twelve full-time professionals. On July 1, 2024, RSA became an Illinois Intergovernmental Instrumentality and became subject to Illinois FOIA and OMA laws. RSA only has responsive documents from July 1, 2024, onwards.

We are required to report to and answer to the Illinois State Library, Springfield, Illinois. Its members are State Librarian Alexi Giannoulias, the Director of the State Library, and various other staff.

RSA Office

The RSA's administrative office is located at 715 Sabrina Drive, East Peoria, IL, 61611.

## RSA's Website

https://support.librariesofrsa.org/

Operating Budget

The 2025-2026 fiscal year budget is $1,471,727.10.

Budget and other financial documents are available on the organization's website at: https://support.librariesofrsa.org/about/financial-documents/.

Staff and Organizational Structure

When fully staffed, RSA employs 12 FTE employees. The current organizational chart below these staff. There are two unfilled positions as of July 1, 2025.

RSA ORGANIZATIONAL STRUCTURE
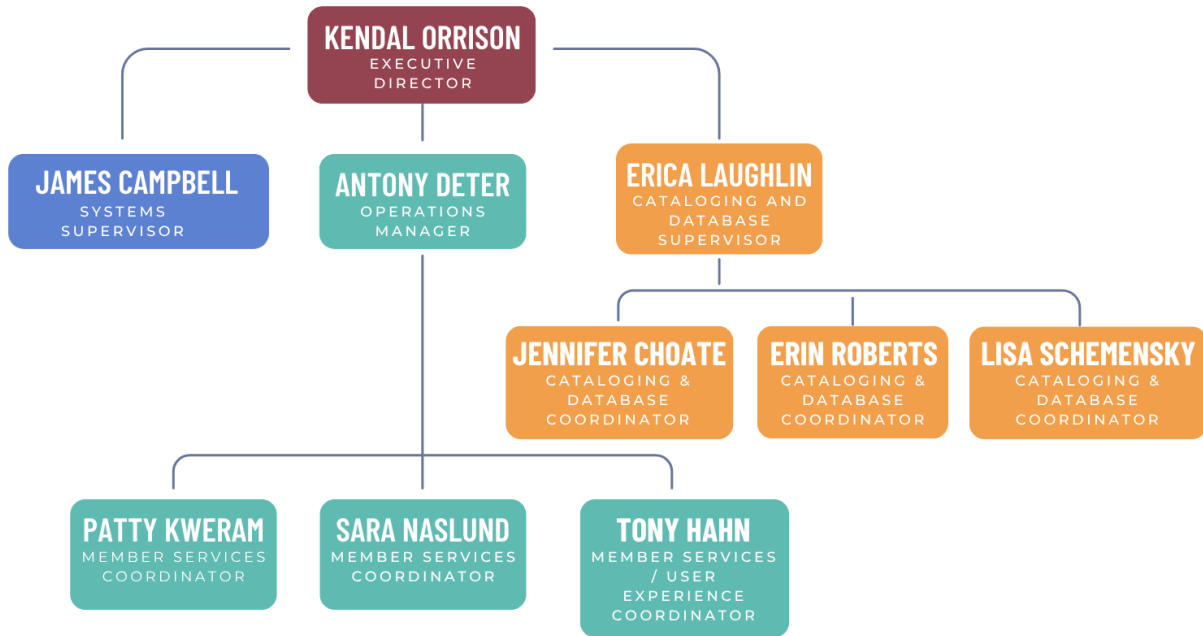
RSA Board of Directors

The following organization exercises control over our policies and procedures: The Resource Sharing Alliance Board of Directors, which meets most months at various locations. Board members are listed at https://support.librariesofrsa.org/about/board-of-directors/. An elected, unpaid, twelve-member Board of Directors governs the organization. Members are elected for four-year staggered terms. Current Board Members and their terms are included below.

Board Members may be contacted at 866-940-4083, rsaboard@railslibraries.org, or at RSA's general mailing address.

Seat	Name	Library	Term Expires
Northern Region	Rebecca Seaborn	Farmington Area Public Library District	30 June 2028
Public Library (4K – 10K Pop Served)	Richard Young **Vice President**	Brown County Public Library District	30 June 2028
At Large #1	Amanda Shaffer **Secretary**	Midwest Central CUSD #191	30 June 2028
Southern Region	Cindy Boehlke	Prairie Skies Public Library District	30 June 2025
Central Region	Genna Buhr **President**	Fondulac Public Library District	30 June 2028
Public Library (under 2K Pop Served)	Chantel Sisco	Danvers Township Library	30 June 2025
Western Region	Yesenia Lambert	Henderson County Public Library District	30 June 2026
Public Library (10K+ Pop Served)	Larisa Good	Warren County Public Library District	30 June 2026
At Large #2	Beth Duttlinger **Treasurer**	Lillie M. Evans Library District	30 June 2026
Eastern Region	Christie Lau	Carlock Public Library District	30 June 2027
Public Library (2K – 4K Pop Served)	Jenny Jackson	Marquette Heights Public Library	30 June 2027
School, Academic, or Special Library	Bobbi Mock	Illinois Veterans Home	30 June 2027

RSA's Board holds its Open meetings on the first Thursday of the month at 11:30 A.M. Meetings are held each month except March, July, October, and December at various locations. The location will be posted for at least 48 hours at RSA's office, on its website, and at the meeting location.

Directors Advisory Committee

The organization has one standing committee, the Directors Advisory Committee (DAC). The members of the DAC are, as of July 1, 2024:

Position	Name	Library	Term Expires
Chair / Board President	Genna Buhr	Fondulac Public Library	30 June 2027
Board Member	Bobbi Mock	Illinois Veterans Home	30 June 2026
Appointed 1	Rachel Ballenger	Towanda District Library	30 June 2027
Appointed 2	Amy Harris	Alpha Park Public Library District	30 June 2027
Appointed 3	Cindy Maxwell	Kewanee Public Library District	30 June 2026
Appointed 4	Kristen Tortat	Illinois Valley Central School District	30 June 2026
Appointed 5	Randall Yelverton	Peoria Public Library	30 June 2026

Freedom of Information Act

RSA adheres to the Freedom of Information Act, 5 ILCS 140/1 et seq., the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make all public records available for inspection or copying to any person, with limited exceptions.

FOIA Officers

Executive Director: Kendal Orrison (kendal.orrison@railslibraries.org)

Operations Manager: Antony Deter (antony.deter@railslibraries.org)

Filing a FOIA Request

A request for records must be made in writing and can be submitted to the attention of the FOIA officer.

- Mail
  Attn: FOIA Officer
  RSA
  715 Sabrina Drive
  East Peoria, IL 61611

- Email
  rsafoia@railslibraries.org

- Personal delivery
  During regular business hours of the RSA

You may request the information and the records available to the public in the following manner:

Your request should be directed to the following individuals: Kendal Orrison or Antony Deter, FOIA Officers.

You must indicate whether you have a "commercial purpose" in your request.

You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records are to be certified, you must specify which ones.

If the records are kept in electronic format you may request a specific format and if feasible, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.

Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

The location and times where the records will be available are as follows:
8:00 AM until 5:00 PM at the Resource Sharing Alliance office at 715 Sabrina Dr., East Peoria, IL, 61611.

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 effective July 1, 2024:

   A. Monthly Financial Statements

   B. Annual Receipts and Disbursements Reports

   C. Budget

   D. Annual Audits

   E. Minutes of the Board of Directors

   F. System Policies and Bylaws

   G. Adopted Ordinances and Resolutions of the Board

   H. Annual Reports and the Area and Per Capita Grant Application to the Illinois State Library

Fees

Digital copies shareable via electronic means will be provided free of charge.

To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

   1. First 50 pages of black and white, letter size: Free

   2. 10 cents per page for black and white, letter size, after 50 pages

   3. 50 cents per page for color or oversized copies

   4. Reproduction saved to other media: actual cost of the recording media to which the information will be saved

Responses To Non-Commercial FOIA Requests

Responses to non-commercial FOIA requests will be provided within five business days of receipt of a request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

Responses To Commercial FOIA Requests

Responses to commercial FOIA requests will be provided within twenty-one business days of receipt of a request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

Procedure for Appealing a Denial

If your request for information is denied, or denied in part, you have the right to have your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You may file your Request for Review with the PAC by writing to:

> Leah Bartelt, Public Access Counselor
> Office of the Illinois Attorney General
> 500 South 2nd Street
> Springfield, IL 62701
> public.access@ilag.gov
> 877-299-3642

You also have the right to seek judicial review of your denial by filing a lawsuit in the Illinois Circuit Court. 5 ILCS 140/11. If you choose to file a Request for Review with the PAC, you must do so within sixty calendar days of the date of the denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and the denial letter when filing a Request for Review with the PAC.

Further information can be found here: https://www.illinoisattorneygeneral.gov/open-and-honest-government/pac/.

Records Immediately Available Upon Request

The records listed below are available immediately on our website.

- Open meeting agendas and minutes, July 2024-present
- Annual financial report, most recent
- Salary and benefit information (PA 97-0609), current fiscal year
- Budget and appropriation, current fiscal year
- RSA policies, current

Record Retention Schedule

RSA adheres to the guidance for retaining business records set out by the Local Records Commission through the State of Illinois.

A complete list of all RSA document types and retention times will be available once it has been drawn up by the Local Records Commission.

Policy History

Adopted by the RSA Board of Directors, July 17, 2024 for the Fiscal Year 2025

Amended and approved by the RSA Board of Directors, XX 2025 for the Fiscal Year 2026