

# FREEDOM OF INFORMATION ACT (FOIA) POLICY

## PURPOSE

The Chicago Ridge Public Library (Library) is a village library organized under the Local Library Act [75 ILCS 5/1-1 et seq.] providing materials and services for the recreational, social, informational, and educational needs of the community.

The Library is committed to providing access to as well as inspection and copying of public records in accordance with the Illinois Freedom of Information Act (FOIA) [5 ILCS 140/1 et seq]. The following contains the information required to be furnished to the public by FOIA and the Library procedures for requesting public records.

## CHICAGO RIDGE PUBLIC LIBRARY VALUES

*All are welcome* - we treat everyone with respect and kindness

*All are recognized* - our activities and collections reflect our diverse community

*All are served* - we work to provide equitable access to our services and resources

## MISSION

Connecting our community with resources and programming for lifelong enrichment.

## VISION

We are a dynamic community partner that enriches the life of every resident through lifelong learning and discovery.

## ORGANIZATIONAL CHART

A block diagram of the functional subdivisions of the Library is attached to this policy.

## BUDGET

The 2025 operating budget of the Chicago Ridge Public Library is \$1,655,000.

## LIBRARY LOCATION

The Library business office is located at 10400 Oxford Avenue, Chicago Ridge, IL 60415. Business office hours are Monday-Friday, 9am-3pm.

## LIBRARY STAFF

The Library employs approximately 11 full time and 12 part time employees.

## BOARD OF TRUSTEES

The Chicago Ridge Public Library Board of Trustees exercises control over the Library's policies and procedures. The Board generally meets on the 2nd Monday of each month at 7:00pm in the library. Board members are elected to six-year terms. Current board members are:

Richard Fitzgerald, President

Mary Jo Janik, Vice President

Karrie Grabinski, Treasurer

Stan Pawlowski, Secretary

Monica Fletcher, Trustee

Catherine Sajak, Trustee

Sarah Werley, Trustee

## BOARD OF TRUSTEES COMMITTEE MEMBERSHIP

The Library has three standing committees whose membership is as follows:

FINANCE COMMITTEE: R. Fitzgerald, M. Fletcher, K. Grabinski

POLICY, PERSONNEL & BY-LAWS: R. Fitzgerald, S. Werley, C. Sujak

BUILDING & GROUNDS: R. Fitzgerald, M. Janik, S. Pawlowski

## COMPENSATION PACKAGE

Pursuant to Illinois law [5 ILCS 120/7.3], a certified list of employees whose salary and benefit packages are \$75,000 or greater is available for inspection at the Library's business office.

## REQUEST FOR PUBLIC RECORDS

Requests for records of the Chicago Ridge Public Library should be directed to the library's FOIA Officer (Dana Wishnick, Library Director) or Designee (Brittany Luna, Business Manager).

All requests must be submitted in writing via personal delivery, U.S. mail, e-mail, or fax to:

FOIA Officer  
Chicago Ridge Public Library  
10400 Oxford Ave  
Chicago Ridge, IL 60415  
Fax: 708-423-2758  
[admin@chicagoridgelibrary.org](mailto:admin@chicagoridgelibrary.org)

The requester shall provide the following information in a request for public records: (1) the requester's full name, plus address, e-mail address, or telephone number; (2) a description of the public records sought, being as specific as possible; and (3) a statement as to whether the request is for a commercial purpose as defined in the Act.

## RESPONSE TO FOIA REQUESTS

Within five (5) business days following the date of a written request, the FOIA Officer will respond with information regarding access to the information, request an extension under the Act, or deny the request in writing. A public body has 21 business days to respond to a request for information for a commercial purpose.

Denials of FOIA requests will be made in writing by a FOIA officer and shall state the exemption for denial as identified in the Act. The requestor will be informed of their right to review by the Public Access Counselor (PAC) and be provided with contact details for the PAC.

## FEES

Reimbursement for actual costs for reproducing and certifying (if requested) the records will be charged as follows: (1) No charge for the first 50 pages of black and white, letter or legal copies; (2) 10¢ per page in excess of 50 pages of black and white/color, letter or legal copies; (3) the actual cost of recording media for reproduction on disc, USB flash drive, or other media; and (4) \$1.00 for certification of records.

Fees may be reduced or waived if the person making the request for records states that the purpose of the request is for health, safety and welfare, or legal rights of the general public rather than for the personal or commercial benefit to the requestor.

## CATEGORIES OF RECORDS

A current list of all categories of records under the Library's control is available for inspection and copying upon request during business office hours.

## RECORDS IMMEDIATELY DISCLOSABLE UPON REQUEST

The following records are immediately available upon request online on the Library's website [www.chicagoridgelibrary.org](http://www.chicagoridgelibrary.org).

[Minutes and Agendas of the Board](#) (Online)

[Annual Audits](#) (Online)

[Strategic Plan](#) (Online)

*Revised and Approved March 11, 2019; May 13, 2024; January 13, 2025*