

FREEDOM OF INFORMATION ACT (FOIA) POLICY

PURPOSE

The Chicago Ridge Public Library is committed to providing citizens and taxpayers access to applicable public records under the Illinois Freedom of Information Act (FOIA) [5 ILCS 140/1 et seq]. This policy provides information and regulations concerning requests for public records under FOIA.

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 2021 operating budget of the Chicago Ridge Public Library is \$1,465,000.

LIBRARY LOCATION

The library is located at 10400 Oxford Avenue, Chicago Ridge, IL 60415.

LIBRARY STAFF

The library employs approximately 10 full time and 15 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 Sujak, Trustee

Sarah Werley, Trustee

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 Chicago Ridge Public Library Administrative Manager's office during business hours. Please contact the library at 708-423-7753.

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, Administrative 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

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.

TYPES/CATEGORIES OF RECORDS

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: Monthly Financial Statements, Budget and Levy Resolutions, Operating Budgets, Annual Audits, Minutes of the Board of Library Trustees, Adopted Ordinances and Resolutions of the Board, Annual Reports to the Illinois State Library

Revised and Approved March 11, 2019; Updated June 2021