

**OAK LAWN PUBLIC LIBRARY
BOARD POLICY
FREEDOM OF INFORMATION ACT**

In order to insure that all members of the public have the right to inspect and copy public records in accordance with the Illinois Freedom of Information Act (P.A. 83-1013) the following contains the information required to be furnished to the public and the mandates for the purpose of implementing the Act.

I. INFORMATION - General Agency Description:

- A. Type of Government: The Oak Lawn Public Library is a municipal corporation organized in March, 1943, and is operating under the Local Library Act of July 12, 1965 (Chapter 79 of the Illinois Compiled Statutes). The governing body is composed of the elected Board of Library Trustees of seven members. Officers are elected at the May Board Meeting. The names of the elected officials and respective officers are as follows:

Board of Trustees:

Susan Whisson, President
Patrick O'Donnell, Vice President
Suzanne Marzano, Secretary
Joseph Skibinski, Financial Secretary
Joan Buschbach, Trustee
John Sean Kelly, Trustee
Roseann Spoto, Trustee

All offices are located in the Oak Lawn Public Library.

- B. Mission – Why We Exist:

The Oak Lawn Public Library is a rich learning environment that engages and strengthens the community through diverse collections, programs, and services.

C. Block Diagram (Flow Chart):



D. Operating Budget: The operating budget is adopted annually. The operating budget is for the fiscal year beginning January 1, and ending December 31. The current fiscal year budget is available. The total operating budget for the fiscal year 2020 is \$5,957,728.00. Budget information for future years will be posted. The 2020 Budget was revised on May 19, 2020, in the amount of \$5,620,063.00 effective July 1, 2020.

E. Number and Location of Offices: The Library offices are located as follows:

Oak Lawn Public Library
9427 South Raymond Avenue
Oak Lawn, IL 60453
(708) 422-4990

F. Approximate Number of Full- and Part-time Employees:

Full-time	33
Part-time	66

G. Departments, Administration Working Groups, Committees, Boards Which Operate in an Advisory Capacity, or Exercise Control Over Policy or Procedures, or to Which the President and Board of Trustees are answerable for Its Operations:

Committees: The Board of Trustees act as a committee of the whole for all purposes, except when special committees are appointed.

Attorney: Klein, Thorpe and Jenkins, Ltd. (708) 349-3888

Auditor: Mueller & Co., Ltd. (708) 349-6999

II. PROCEDURES FOR OBTAINING INFORMATION:

- A. All persons requesting information shall direct their requests on forms furnished by the addressed:

Jim Deiters, Director
Oak Lawn Public Library
9427 South Raymond Avenue
Oak Lawn, IL 60453
(708) 422-4990

III. RULES AND REGULATIONS:

- A. Person Responsible: The Director shall be the person responsible for implementation and participation in the information system. His name is: Jim Deiters.

The Director shall prepare and have available all forms necessary for requests. The Director may call on any department head, committee, staff, officer or employee to assist him/her in the implementation of these rules and regulations.

- B. Review of Records on Premises: Records immediately available on the premises may be reviewed on oral request by any individual at the Library's discretion provided time will permit the person responsible to obtain them and keep them secure. If time is a problem, the person responsible shall direct that the request be written.
- C. Time to Secure Records: While the law allows five working days to secure or deny the information, the person responsible is urged to secure the information in lesser time. The time begins to run when the request is delivered to the person responsible's office. The department head or assistant shall time stamp each request for information. Extensions of time for requests are not to be encouraged and are subject to rules covered by the law for such extensions.
- D. Denials of Information: Denials to requests for information shall be reviewed by the persons responsible. Such denials shall state the reasons for denial and the name and title of the person responsible for the denial. Each person so denied shall be informed of his right to appeal. The Director shall keep a permanent record of denials open to the public, indexed according to:

1. Type of exemption asserted.
2. Type of records requested.

- E. Appeals: Appeal from a denial of a request shall be in writing and accompanied by a form furnished by the Library used for such appeals. All appeals are to be made to the President of the Board, and in his/her absence, the Vice President, who shall review the public record and determine whether the information must be disclosed under the law. If the information available for the request is insufficiently categorized, he/she shall state that in his/her review. He/she shall, within five working days after the receipt of the appeal, notify the person making the appeal of such determination. If he/she does not make the determination within five days, it shall be considered denied.
- F. Judicial Review: Any person denied access to the information by the President, may apply to a court of competent jurisdiction for relief.
- G. Records: The Director of the Library shall make available for inspection and copying of records under his/her control a current index which shall be reasonably detailed in order to aid persons in obtaining access to public records.
- H. Copies of Rules and Regulations: The Director shall give to any person on request, without charge, a copy of the information and rules and regulations contained herein.

Reservation is made to make further rules and regulations to clarify the above and to further aid the public in securing information permissible under the law.

- I. Fees: The fees for any records, if the person requesting the records wishes them to be copied are as follows:

The first 50 pages are free – Fees for copies after 50 will be:

\$.15 per page

8 1/2" x 11" one side only.

\$.20 per page

per certificate if the copies are to be certified.

Any person requesting public records is asked to use the Oak Lawn Public Library's application form entitled "Request for Public Records."

IV. STATUTORY REFERENCE:

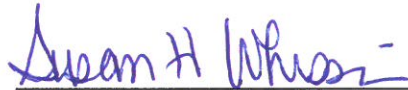
This Act may be cited as the Freedom of Information Act which is found in the Illinois Compiled Statutes, Chapter 5, 140/1 et. seq., and shall be used for guidance in interpreting the request, the information furnished, and the requirements of the rules and regulations set forth herein.

V. PUBLICATION

A copy of this policy on rules and regulations shall be available upon request.

VI. EFFECTIVE DATE:

Effective this 16th day of June, 2020.



Susan Whisson, President
Board of Library Trustees of the
Village of Oak Lawn

Revised: 06/29/84	Revised: 06/21/05
Revised: 10/14/86	Revised: 06/20/06
Revised: 10/20/87	Revised: 06/19/07
Revised: 10/18/88	Revised: 06/24/08
Revised: 07/18/89	Revised: 06/23/09
Revised: 06/19/90	Revised: 06/15/10
Revised: 06/11/91	Revised: 06/21/11
Revised: 06/16/92	Revised: 06/19/12
Revised: 06/15/93	Revised: 06/18/13
Revised: 06/21/94	Revised: 06/17/14
Revised: 06/20/95	Revised: 06/16/15
Revised: 06/18/96	Revised: 06/21/16
Revised: 06/17/97	Revised: 06/20/17
Revised: 06/16/98	Revised: 06/19/18
Revised: 06/15/99	Revised: 06/18/19
Revised: 06/20/00	Revised: 06/16/20
Revised: 06/26/01	
Revised: 06/26/02	
Revised: 06/17/03	
Revised: 06/22/04	