

**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:

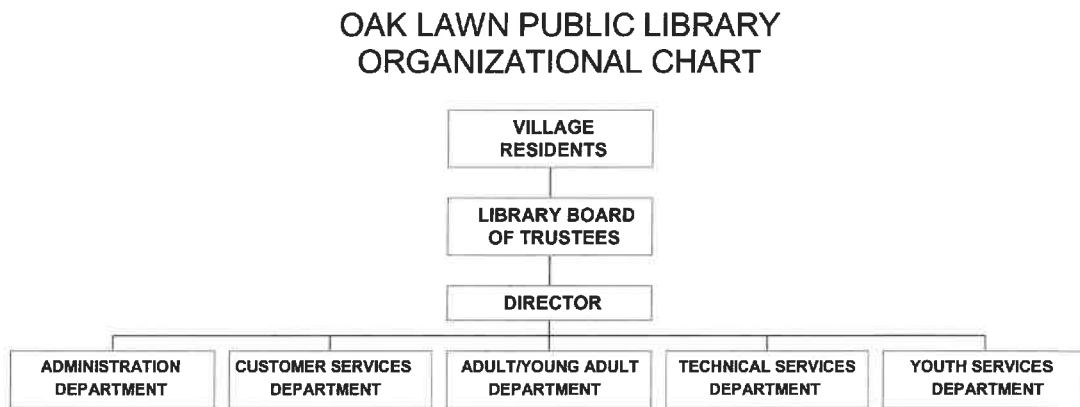
Kimberly Brightmore, President
Heather McCarthy, Vice President
Carrie O'Keefe, Secretary
Joseph Skibinski, Financial Secretary
Kathleen McDermott, Trustee
Karrie Mallo, Trustee
Raymond Schwarzkopf, Trustee

All offices are located in the Oak Lawn Public Library.

- B. Mission – Why We Exist:

The Oak Lawn Public Library serves as a cornerstone for the residents of the Village of Oak Lawn, providing access to information, technology, and services that engage, enrich, and strengthen the community.

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 2025 is \$6,086,547.00. Budget information for future years will be posted.

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	45
Part-time	29

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. (312) 984-6426

Auditor: GW & Associates, PC (708) 755-8182

II. PROCEDURES FOR OBTAINING INFORMATION:

All persons requesting information shall direct their requests in writing, delivered by mail, fax, or in person to the Library at the following address:

Freedom of Information Officer
Oak Lawn Public Library
9427 South Raymond Avenue
Oak Lawn, IL 60453
Fax (708) 425-5274
Email: FOIA@olpl.org

The designated FOIA Officers at the Oak Lawn Public Library are:
Carol Williams, Director
Jeanne Mueller, Business & Personnel Manager

The requestor shall provide the following information in a request for public records:

- The requestor's full name, address, and phone number;
- A brief description of the public record sought, being as specific as possible;
- Whether the request is for inspection of public records, copies of public records, or both, and;
- Whether the request is for a commercial purpose.

Any oral requests for records will not be processed. Individuals orally requesting records will be instructed to put the request in writing as instructed above

III. RULES AND REGULATIONS:

- A. Person Responsible: The designated FOIA Officers shall be responsible for implementation and participation in the information system. The FOIA Officer may call on any department head, committee, staff, officer or

employee to assist in the implementation of these rules and regulations.

- B. Time to Secure Records: While the law allows five working days to secure or deny the information requested, the Library will strive to fulfill the request as quickly as possible. The time begins when the request is received by the FOIA Officer. Each request will be date stamped. Extensions of time for requests are subject to rules covered by the law for such extensions.
- C. Denials of Information: Denials to requests for information shall be reviewed by the persons responsible. When a request for information results in a denial, the response shall state the reasons for denial. Individuals have the right to appeal a denial of information.
- D. Appeals: Appeal from a denial of a request must be in writing to the President of the Board of Library Trustees, who shall review the public record and determine whether the information must be disclosed under the law. If the information available for the request was incorrectly categorized, it shall be stated as such in the review. Notification of the appeal decision shall, within five working days after the receipt of the appeal, be mailed in writing to the individual submitting the appeal.
- E. Judicial Review: Any person denied access to the information by the President of the Board of Trustees, may apply to a court of competent jurisdiction for relief:

Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, IL 62701
public.access@ilag.gov

- F. Copies of Rules and Regulations: The Library 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 in print format are as follows:

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

\$.15 per page

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

\$.20 per page

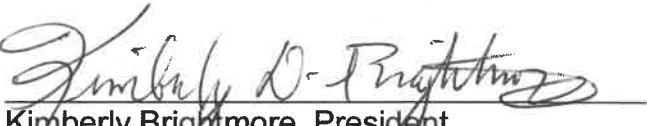
per certificate if the copies are to be certified.

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.

VI. EFFECTIVE DATE:

Effective this 17th day of June, 2025.


Kimberly Brightmore, President
Board of Library Trustees of the
Village of Oak Lawn

Revised: 06/29/84, 10/14/86, 10/20/87, 10/18/88, 07/18/89, 06/19/90, 06/11/91, 06/16/92, 06/15/93, 06/21/94, 06/20/95, 06/18/96, 06/17/97, 06/16/98, 06/15/98, 06/15/99, 06/20/00, 06/26/01, 06/26/02, 06/17/03, 06/22/04, 06/21/05, 06/20/06, 06/19/07, 06/24/08, 06/23/09, 06/15/10, 06/21/11, 06/19/12, 06/18/13, 06/17/14, 06/16/15, 06/21/16, 06/20/17, 06/19/18, 06/18/19, 06/16/20, 10/20/20, 03/19/21, 06/15/21, 06/21/22, 06/20/23, 06/18/24, 06/17/25