



TINLEY PARK
public library

FREEDOM OF INFORMATION ACT GUIDE

UPDATED MAY 1, 2024
FOR THE FISCAL YEAR 2024-2025

Freedom of Information Act Guide

About the Tinley Park Public Library

The Tinley Park Public Library (TPPL) serves 60,929 residents of Tinley Park and Orland Hills, reciprocal borrowers from the SWAN Library consortium, and any and all visitors who pass through the Library's doors.

The Tinley Park Public Library is a village library established under the Illinois Local Library Act, 75 ILCS 5. Its seven-member Board of Trustees is elected to six-year terms.

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

Our Mission

The Tinley Park Public Library empowers and enriches our entire community by welcoming and connecting people to diverse resources, services, experiences, and reliable information.

Our Vision

1. Provide valuable customer service by a motivated, knowledgeable, and friendly staff.
 2. Identify and respond to the needs of a growing and diverse community.
 3. Develop strong community ties through programming and activities.
 4. Offer instruction and access to evolving technology.
 5. Exhibit fiscal responsibility and environmental awareness.
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Tinley Park Public Library's Website

<http://www.tplibrary.org/>

Operating Budget

The 2024-2025 fiscal year budget is \$14,015,550.00 for both general operations and capital improvements. Budget documents, the most current Budget & Appropriation Resolution and Levy Resolution are available on the Village of Tinley Park's website.

Tinley Park Public Library Office

The Tinley Park Public Library's administrative office is located at 7851 Timber Dr. Tinley Park, IL 60477. The Library has only one branch and does not own any additional facility or property.

Staff

When fully staffed, the Library employs 35 full-time and 36 part-time employees. The organizational chart below includes library departments and their staff.

Library Board of Trustees

- Library Director
 - ⇒ Assistant Director
 - ⇒ Business Office Manager/Benefits Coordinator
 - Business Office Assistant
 - ⇒ Facilities Manager
 - Facilities Assistant
 - Maintenance Assistant
 - ⇒ Adult Services Manager
 - Adult Services Assistant Manager
 - Computer Assistant
 - Adult Services Librarian
 - Reference Assistant
 - Reference Librarian
 - ⇒ Marketing & Public Relations Manager
 - Digital Content Coordinator
 - Graphic Designer
 - ⇒ Circulation Services Manager
 - Circulation Services Assistant Manager
 - Circulation Assistant
 - Circulation Clerk
 - Interlibrary Loan Clerk
 - ⇒ Programming & Outreach Services Manager
 - Adult Program Coordinator
 - Adult Program Assistant
 - Outreach Assistant
 - ⇒ Technical Services Manager
 - Acquisitions Clerk
 - Technical Services Clerk
 - ⇒ Youth Services Manager
 - Youth Services Assistant Manager
 - Library Clerk II
 - Shelver
 - Young Adult Librarian
 - Youth Services Assistant
 - Youth Services Librarian

[See printable Organizational Chart \(PDF\)](#)

Tinley Park Public Library Board of Trustees

The Library is governed by an elected, unpaid, seven-member Board of Library Trustees. Trustees are elected for six-year staggered terms. Current Board Members and their terms are included below. Trustees may be contacted at 708-532-0160 or at the Library's general mailing address.

President:	Laura Hess-Wojcik (2027), lhesswojcik@tplibrary.org
Vice President:	Gina Miller (2025), gmiller@tplibrary.org
Secretary:	Elizabeth Stern (2025), estern@tplibrary.org
Treasurer:	Bradley Daniels (2027), bdaniels@tplibrary.org
Trustee:	Oluwadamilola Ajasa (2025), oajasa@tplibrary.org
Trustee:	Leah Herman (2029), lherman@tplibrary.org
Trustee:	Darren Meyers (2027), dmeyers@tplibrary.org

Open meetings are held every fourth Wednesday of the month at 6:30 pm in the Library's Board Room on the second floor. The meetings are open to the public. Visitors wishing to address the Board shall have up to three (3) minutes per person at the designated place on the agenda for citizen's comments. A person addressing the Board shall limit comments to items within the jurisdiction of the Board of Library Trustees.

Freedom of Information Act

The Tinley Park Public Library 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

Library Director & Assistant Director: Zach Musil (foia@tplibrary.org), Sarah Schroeder (foia@tplibrary.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. A copy of the Tinley Park Public Library's full FOIA policy is available on the Library's website at tplibrary.org/about-us/policies/foia/

Fees

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

The charge for copies of the records will be as follows:

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 Requests for Records

Responses to all requests can be expected within the time frame specified in the Act. If an extension is required, the FOIA officer from the Library will contact the requestor in writing.

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 60 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.

Records Immediately Available Upon Request

The records listed below are available immediately on our website or the Village of Tinley Park's website.

- [Open meeting agendas and minutes, 2019-present](#)
- [Expenditure reports, 2014-present](#)

- Salary and benefit information (PA 97-0609), current fiscal year ([Village of Tinley Park](#))
- Budget and appropriation, current fiscal year ([Village of Tinley Park](#))
- [Library policies, current](#)

Record Retention Schedule

The Tinley Park Public Library adheres to the guidance for retaining business records set out by the Local Records Commission through the State of Illinois.

A list of all document types and retention times is available upon request via email (tplibrary@tplibrary.org) or in person by visiting the administration office during normal business hours.

Persons who lack access to a computer and want to view any of Tinley Park Public Library's electronic records may visit the Tinley Park Public Library for staff assistance.