



Freedom of Information Act Policy

It is the policy of the Manteno Public Library District to permit access to copying of public records in accordance with the Illinois Freedom of Information Act (FOIA), balanced by the limited exceptions recognized in the Act to safeguard individual privacy and efficient operations of the Library and by the purpose of the Act not to further commercial enterprise. Many records including minutes, ordinances, and financial reports are available through links on the Library's website at www.mantenolibrary.org.

I. A brief description of our public body is as follows:

- A. The Manteno Public Library District (also known as MPL) is a District Library established under the Public Library District Act of 1991, 75ILCS 16. The library is governed by an elected Board of Trustees consisting of seven members. Trustees are elected to serve six-year terms without compensation. Trustees bear fiduciary responsibility to the taxpayers of the Manteno Public Library District. The Library Director, hired by the Board of Trustees, manages day-to-day operations of the Library

- B. The mission of the Library: To provide access to information to help meet the educational, recreational and professional needs of the community.

- C. An organizational chart for the Library is attached.

- D. The total amount of our operating budget for FY2024-2025 is: \$795,551.
Funding sources are property taxes, state and federal grants, fines, charges, and donations.

Tax levies are:
 1. Corporate purposes (for general operating expenditures)
 2. IMRF (provides for employee's retirement and related expenses)
 3. Audit 9for annual audit and related expenses)
 4. Maintenance (for maintaining the building)
 5. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
 6. Working Cash (no longer levied)

- E. The Library has one office located at this address: 10 S. Walnut Street, Manteno, IL

Approved: April 15, 2014

Amended:7/18/2023

Amended:6/18/2024

F. The number of full and part-time employees employed by the Library:

- | | |
|--------------|---|
| 1. Full-time | 3 |
| 2. Part-time | 9 |

G. The following organization exercises control over our policies and procedures: *The Manteno Public Library District Board of Library Trustees*, which meets monthly on the 3rd Tuesday of each month, 6:00 p.m., at the Manteno Public Library, 10 S. Walnut Street, Manteno, IL.

Current Board Members are:

President: Gale Dodge
Vice President: Nancy Wheeler
Treasurer: Beth Collier
Secretary: Cara Baldwin
Trustee: Denise Jones
Trustee: Nancy Shear
Trustee: Sue Turner

H. We are required to report and be answerable for our operations to:
Illinois State Library, Springfield, Illinois. Its members are State Librarian, Alexi Giannoulis (Secretary of State); Deputy Director of State Library, Greg McCormick; and various staff.

II. Public records may be obtained in the following manner:

A. Use request form (see attached).

An individual may request the information and the records available to the public in the following manner: Submit a written request which includes the following information: name, address, the date, and a daytime phone number. The description of the information sought should include sufficient detail so that the Library can find the requested records. Providing as much information as possible will expedite the search process. Requests may be submitted by mail, personal delivery, fax or email.

You must indicate whether you have a “commercial purpose” in your request.

You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.

Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

B. Your request should be directed to the following individual(s):

- Primary Contact: Jamie Lockwood jlockwood@mantenolibrary.net
- Alternate Contact: Courtney Regan cposing@mantenolibrary.net

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Filing of a FOIA Request:

- Mail
Attn: FOIA Officer
10 S. Walnut Street
Manteno, IL 60950
- Email
Email to one of the above FOIA Contacts
- Personal Delivery
During Regular business hours of the Manteno Public Library District

III. Freedom of Information Act Request Fees

Digital copies are shareable via electronic means are provided free of charge.

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

1. There is a \$1.00 charge for each certification of records.
2. First 50 pages black and white text, letter size or legal size: Free
3. There is a \$.15 per page charge for copied records in excess of 50 pages
4. \$.50 per page for color copies or oversized copies or electronic media.
5. Reproduction saved to other media; actual cost of the recording media (flash drive, etc.) to which the information will be saved.

If the records are kept in electronic format, you must request a specific format and if feasible, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, flash drive, etc.) or in paper as you select.

Responses to Requests for Records

Responses to commercial requests can be expected within 21 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

Responses for non-commercial requests can be expected within 5 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

The place and times where the records will be available are as follows:

Monday-Thursday, 9:30 a.m.- 7:00 p.m.

Friday, 9:30 a.m. – 6:00 p.m.

Manteno Public Library District, Administrative Offices

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IV. 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:

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursement Reports
- C. Levy Ordinances
- D. Operating Budgets
- E. Annual Audits
- F. Minutes of the Board of Library Trustees
- G. Library Policies, including Material Selection
- H. Adopted Ordinances and Resolutions of the Board
- I. Annual Reports to the Illinois State Library