

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT
RESOLUTION 10-01

FREEDOM OF INFORMATION ACT RESOLUTION

WHEREAS this governmental body desires to fully and completely comply with the Freedom of Information Act (5ILCS 140/1.et.sec.) and assist the public in seeking information authorized under said act; NOW THEREFORE BE IT ORDAINED the following information is published:

LIBRARY INFORMATION

MISSION STATEMENT

The general objectives of the Manhattan-Elwood Public Library District shall be:

To assemble, preserve and administer, in organized collections, books and related educational and recreational materials in order to promote an enlightened citizenship and enrich personal lives.

To serve the community as a center of reliable information

To support educational, civic, and cultural activities of groups and organizations

To provide opportunities and encouragement for children, young people, men and women to educate themselves continuously.

To seek continually to identify community needs and work toward providing programs of service to meet such needs.

To provide opportunity for recreation through the use of literature and other art forms as available funds permit.

BOARDS AND MEETING TIMES AND LOCATIONS

Library Board: The fourth Monday of each month at 4:30 P.M. at the Library located at 240 Whitson Street, Manhattan, Illinois, 60442 with the following exceptions: In the event that the meeting falls on a holiday, the Board will meet on the third Monday of the month. The Board reserves the right to determine whether or not to hold a December meeting.

OFFICIALS

Library Director – Judith Pet

Library Board President – Sharon Gill

Library Board Vice-President – Robert Braam

Library Board Secretary – Kimberly Ciuffini

Library Board Treasurer – Raymond St. Aubin

Library Board Trustees – Kelly Davis, Burton Stencel, Christina Sunday

EMPLOYEE POSITIONS AND NUMBER OF POSITIONS

Director – 1 FT

Administrative Assistant – 1 PT

Assistant Director – 1 FT

Adult Services Librarian – 1 FT

Children's Services Manager – 1 FT

Children's Services Aide – 1 PT

Circulation Services Manager – 1 PT

Clerks – Circulation Services – 8 PT

Information Technology Manager – 1 PT

Janitorial Services – 1 PT

Maintenance Services – 1 PT

Supervisory Clerks – 2 PT

Technical Services Manager – 1 FT

Technical Services Assistant – 1 PT

Teen Services Manager – 1 FT

LOCATION OF BUILDING AND FACILITIES

240 Whitson Street, Manhattan, Illinois 60442

APPROXIMATE OPERATING BUDGET
\$707,000.00

INDEX OF RECORDS MAINTAINED BY THE LIBRARY

- Appropriation Ordinances and Tax Levies
- Bills, payment records and bank records of the Library
- Circulation and Library usage statistics
- Employment and payroll records
- Financial Statements, Treasurer's Reports and Audits
- Insurance policies and related records
- Minutes of Board Meetings
- Oaths of Office, election related documents and Board appointment records

FREEDOM OF INFORMATION OFFICER AND TRAINING

The Library Director is the Board appointed Freedom of Information Officer. The Freedom of Information Officer shall by July 1, 2010 successfully complete an electronic training curriculum to be developed by the Public Access Counselor and thereafter successfully complete an annual training program. Whenever a new Freedom of Information Officer is designated, that person shall successfully complete the electronic training curriculum within 30 days after assuming the position. Successful completion of the required training curriculum within the periods provided shall be a prerequisite to continue serving as a Freedom of Information Officer.

Upon receiving a request for a public record, the Freedom of Information Officer shall:

- Note the date the Library received the written request indicating whether or not the request is for a commercial purpose.

- Compute the day on which the period for response will expire taking into account whether or not request is for a commercial purpose.

- Maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and

- Create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

In the event of a denial of a request for public records, the Freedom of Information Officer shall notify the requester in writing of the decision to deny the request, the reasons for the denial, including a detailed factual basis for the application of any exemption claimed, a citation to supporting legal authority and the names and titles or positions of each person responsible for the denial. Each notice of denial shall also inform such person of the right to review by the Public Access Counselor and provide the address and phone number for the Public Access Counselor. Each notice of denial shall inform such person of his right to judicial review under Section 11 of this Act.

Copies of all notices of denial shall be retained by each public body in a single central office file that is open to the public and indexed according to the type of exemption asserted and, to the extent feasible, according to the types of records requested.

REQUESTS FOR INFORMATION

All requests for information should be initiated in writing with the Freedom of Information Officer who may be contacted by mail at P.O. Box 53, Manhattan, Illinois, 60442, by telephone at 815 478-3987. Written requests addressed to the attention of the Library Director, may also be hand delivered to the Library at 240 Whitson Street, Manhattan, Illinois, 60442

Attached is a sample REQUEST UNDER THE FREEDOM OF INFORMATION ACT form. This form is not mandatory but is suggested for use for all requests. No oral requests shall be granted.

ELECTRONIC RECORDS

When a person requests a copy of a record maintained in an electronic format, the Freedom of Information Officer shall furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the Freedom of Information Officer shall furnish it in the format in which it is maintained by the Library, or in paper format at the option of the requester.

FEES

The Freedom of Information Officer shall not charge in requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records.

When providing information in an electronic format, the Freedom of Information Officer shall charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape or other medium.

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested by a requester. The fee for black and white, letter or legal sized copies shall be 15 cents per page being the Library's reasonably calculated fees to reimburse the Library's actual cost for reproducing and certifying public records and for the use of the equipment of the Library to copy records. If the Library provides copies in color or in a size other than letter or legal, the Freedom of Information Officer shall not charge more than its actual cost for reproducing the records. The cost for certifying a record shall not exceed \$1.00.

Documents shall be furnished without charge or at a reduced charge, as determined by the Freedom of Information Officer, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of a fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. For purposes of this subsection, "commercial benefit" shall not apply to requests made by news media when the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public. In setting the amount of a waiver or reduction, the Freedom of Information Officer may take into consideration the amount of materials requested and the cost of copying them.

Passed and approved by the Library Board this 22nd day of March, 2010.

President

Secretary

SEAL