



Manhattan-Elwood PUBLIC LIBRARY DISTRICT

INFORMATION ABOUT THE PUBLIC BODY

(as required by 5 ILCS 140/4)

(1) The general Library 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.

In maintaining these objectives, the following policies should be observed by the Board and Staff: a high degree of accuracy in records maintained and information given, cooperation with other civic organizations, an open-minded attitude toward new methods and improvements for better service, a high degree of attractiveness attained through neatness, order, systematic arrangements, and a careful observation of ethics in relations between Board Members and Staff.

(2) Diagram of Its Subdivisions (Not Applicable)

(3) Total Amount of 2023-24 Operating Budget \$1,508,665.74

(4) The main branch for the library is located at 240 Whitson Street, Manhattan, Illinois. The library also owns property at 111 E Mississippi Avenue in Elwood, Illinois and expects to open that location to the public in 2024.

(5) As of May 2023, there are 8 full time staff members and 11 part time staff.

(6) The library currently has a Budget Committee and a Decennial Committee.

(7) FOIA requests can be made through our website at <https://mpld.org/library-governance/> FOIA requests can also be submitted at questions@mpld.org.

(8) The FOIA officer for the library is Ashley Hopper.

(9) FOIA requests can be sent to questions@mpld.org or by mail at PO Box 53 Manhattan IL 60442

(10) To reimburse our actual costs for reproducing and certifying (if required) the records, you will be charged the following fees: \$0.15 per page for employee copies records, \$0.25 per page for certification of records.