

ORDINANCE 09-5

MORTON PUBLIC LIBRARY DISTRICT -- THE ILLINOIS FREEDOM OF INFORMATION ACT

- I. A brief description of our public body is as follows:
 - A. Our purpose is to actively connect people to books, resources and technology and provide opportunities for learning, collaboration and enjoyment.
 - B. An organizational chart is attached.
 - C. The total amount of our operating budget for FY 24 is: \$1,007,000.
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are: \$999,000.
 1. Corporate purposes (for general operating expenditures)
 2. IMRF (provides for employee's retirement and related expenses)
 3. Social Security (provides for employee's FICA costs and related expenses)
 4. Audit (for annual audit and related expenses)
 5. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
 - D. The office is located at this address: 315 W. Pershing St., Morton, IL 61550
 - E. We have approximately the following number of persons employed:
 1. Full-time 7
 2. Part-time 15
 - F. The following organization exercises control over our policies and procedures: *The Morton Public Library Board of Library Trustees*, which meets monthly on the second Wednesday of each month, 4:30p.m., at the library or as posted otherwise.
Its members are: Laura Turner, President; Jeff Keach, Vice President, Heather Thompson, Secretary; Kim Gryl, Treasurer; Tracy Hilliard, Ed Riesberg, Emily Ropp.
 - G. 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); Director of State Library; and various other staff.
- II. You may request the information and the records available to the public in the following manner:
 - A. Use request form (see attached) in person or by mail to the office address.
 - B. Your request should be directed to the following individual: Alissa Williams, FOIA officer (alissaw@mortonlibrary.org)
 - C. You must indicate whether you have a "commercial purpose" in your request.
 - D. 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.
 - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records you will be charged the following fees: There is a \$1.00 charge for each certification of records.
There is no charge for the first fifty (50) pages of black and white text either letter or legal size.
There is a \$.15 per page charge for copied records in excess of 50 pages.
The actual copying cost of color copies and other sized copies will be charged.
 - F. If the records are kept in electronic format, you may 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, memory stick etc.) or in paper as you select.
 - G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
 - H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - I. The place and times where the records will be available are as follows: Mon – Fri, 9am – 4pm at the Morton Library Administrative Offices.

III. Certain types of information maintained by us are exempt from inspection and copying per the Library Confidentiality Act (75 ILCS 70/71). However, the following types or categories of records are available for the public inspection:

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

IV. For more information on the Illinois Freedom of Information Act, visit the website posted by the Illinois Attorney General at <http://foia.ilattorneygeneral.net/default.aspx>

V. Public Act 97-609 amended the Open Meetings Act (5ILCS120/7.3) effective 1 January 2012, for employers that participate in the Illinois Municipal Retirement Fund (IMRF). Required information is available from the office of the Director, Morton Public Library District, 315 W. Pershing St., Morton, IL

Passed Jan. 14, 2010
Revised March 6, 2014
Revised August 12, 2015
Revised August 10, 2016
Updated Annually

Organization Chart:

