



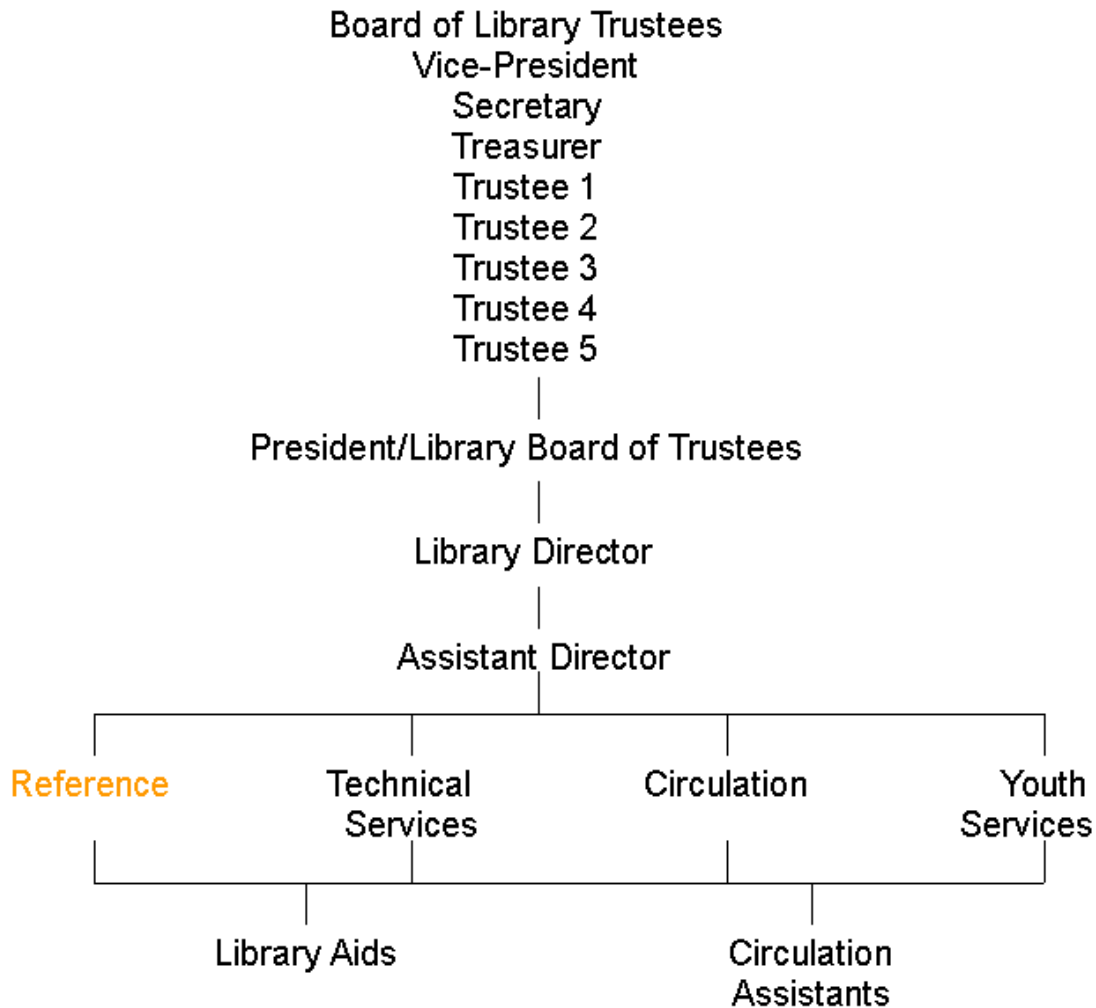
The Illinois Freedom of Information Act

- I. A brief description of our public body is as follows:
 - A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
 - B. An organizational chart is attached.
 - C. The total amount of our operating budget for 2008-9 is: \$500,000.
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 1. Corporate purposes (for general operating expenditures)
 - D. The office is located at this address: 1600 Charleston Ave., Mattoon, IL 61938
 - E. We have the following number of persons employed:
 1. Full-time 8
 2. Part-time 2
 - F. The following organization exercises control over our policies and procedures:
The Mattoon Public Library Board of Library Trustees, which meets monthly on the first Monday of each month, 5:15 p.m., at the library.
 - G. The following organization operates in an advisory capacity regarding our operation: Lincoln Trail Libraries System
 - H. We are required to report and be answerable for our operations to:
Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Anne Craig; 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).
 - B. Your request should be directed to the following individual: Ryan A. Franklin, FOIA officer.
 - C. 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.
 - D. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
\$1.00 per page for employee copied records.
\$2.00 per page for certification of records.
 - E. The office will respond to a written request within seven (7) working days or sooner if possible. An extension of an additional seven (7) working days may be necessary to properly respond.
 - F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - G. You may appeal the decision of the FOIA officer to the Board of Library Trustees.
 - H. The place and times where the records will be available are as follows:
Monday through Friday 9 am to 5 pm.

Mattoon Public Library, Administrative Offices

- III. 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 Disbursements Reports
 - C. Operating Budgets
 - D. Minutes of the Board of Library Trustees
 - E. Library Policies, including Materials Selection
 - F. Annual Reports to the Illinois State Library

Mattoon Public Library Organizational Chart Nine Member Board



*Reference not currently used @ MPL