



ODELL

PUBLIC LIBRARY

FREEDOM OF INFORMATION ACT GUIDE

UPDATED MAY, 2024
FOR THE FISCAL YEAR 2024-2025

Posted in compliance with
5 ILCS 140/4

About Odell Library

Odell Public Library serves a community of 4,200 residents, reciprocal borrowers from the RAILS Library consortium, and any and all visitors who pass through the Library's doors.

The Odell Public Library is established under the Illinois Local Library Act, 75 ILCS 5. Its nine-member Board of Trustees is elected to three-year terms.

We are required to report to and answer to the Illinois State Library, Springfield, Illinois. Its members are State Librarian Alexi Giannoulas, the Director of the State Library, and various other staff.

Our Mission

The Odell Public Library will provide access to information in various formats to inspire life-long learning. The library will strive to meet the needs of the community of Morrison for education, enlightenment, public space, and entertainment.

Odell Public Library's Website

www.odellpubliclibrary.com

Operating Budget

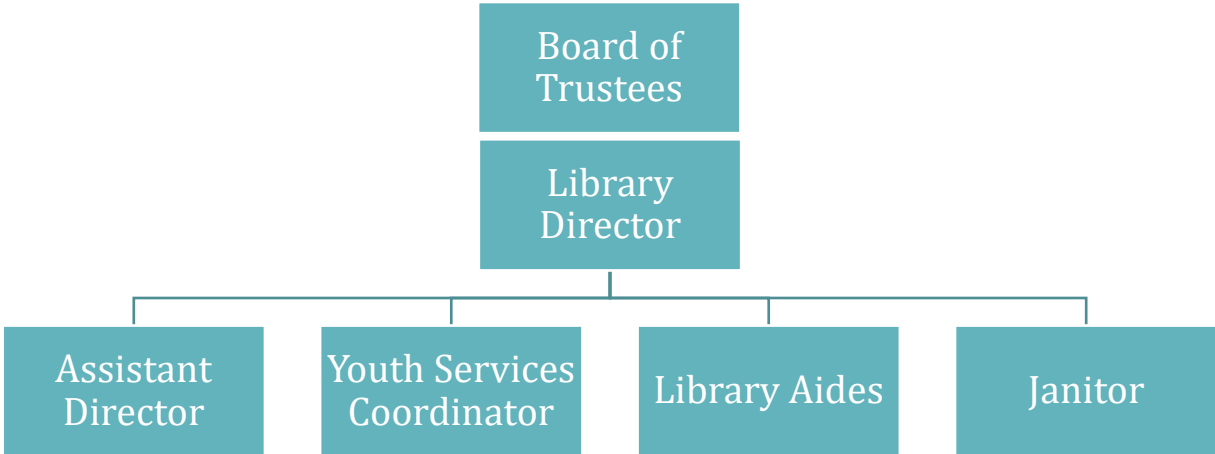
The 2024-2025 fiscal year budget is \$160,000. Budget documents are available at the Library's administration office.

Odell Public Library Office

The Odell Public Library's administrative office is located in the Library at 307 S. Madison St., Morrison, IL 61270. The Library does not own any additional facility or property.

Staff

When fully staffed, the Library employs 10 part-time employees. The following organizational chart includes library departments and their staff.



Odell Public Library Board of Trustees

The Library is governed by an elected, unpaid, nine-member Board of Library Trustees. Trustees are elected for three-year staggered terms. Current Board Members and their terms are included below. Trustees may be contacted at 815-772-7323, odell.library@gmail.com, or at the Library's general mailing address.

- President: Marc Adami (2027)
- Vice President: Rebecca West (2027)
- Treasurer: Christy Vanderleest (2026)
- Secretary: Melissa Nyboer (2027)
- Trustee: Anne Mills (2025)
- Trustee: Jessica Wroble (2026)
- Trustee: Judy Deter (2025)
- Trustee: Heather Bush (2025)
- Trustee: Nora Wenzel (2026)

Open meetings are held on the second Wednesday of each month at 5:30 P.M. Meetings are held in the Program Room at the Library.

Committee Membership

The Library has three standing committees and one special committee whose membership is as follows:

Standing Committee on Policy

Melissa Nyboer, Chair

Rebecca West, Member

Anne Mills, Member

Standing Committee on Legacy

Rebecca West, Chair

Anne Mills, Member

Jesse Wroble, Member

Heather Bush, Member

Special Committee on Strategic Planning

Chair

Member

Freedom of Information Act

The Odell Public Library adheres to the Freedom of Information Act, 5 ILCS 140/1 et seq., the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make all public records available for inspection or copying to any person, with limited exceptions.

FOIA Officer

Library Director: Meridith Layne (odell.library@gmail.com)

Filing a FOIA Request

A request for records must be made in writing and can be submitted to the attention of the FOIA officer.

Fees

Digital copies shareable via electronic means will be provided free of charge.

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

1. First 50 pages of black and white, letter size: Free
2. 10 cents per page for black and white, letter size, after 50 pages
3. 50 cents per page for color or oversized copies
4. Reproduction saved to other media: actual cost of the recording media to which the information will be saved

Responses to Requests for Records

Responses to all requests can be expected within the time frame specified in the Act. If an extension is required, the FOIA officer from the Library will contact the requestor in writing.

Procedure for Appealing a Denial

If your request for information is denied, or denied in part, you have the right to have your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You may file your Request for Review with the PAC by writing to:

Leah Bartelt, Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, IL 62701

public.access@ilag.gov
877-299-3642

You also have the right to seek judicial review of your denial by filing a lawsuit in the Illinois Circuit Court. 5 ILCS 140/11. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of the denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and the denial letter when filing a Request for Review with the PAC.

Records Immediately Available Upon Request

The records listed below are available immediately on our website.

- Open meeting agendas and minutes, 2021-present

Record Retention Schedule

The Odell Public Library adheres to the guidance for retaining business records set out by the Local Records Commission through the State of Illinois.