



MOUNT PULASKI PUBLIC LIBRARY

2025-2026 Freedom of Information Act Pamphlet

Updated February 25, 2026

The information within the following packet has been posted by the Mount Pulaski Public Library in accordance with the following guidelines:

(5 ILCS 140/4) (from Ch.116, par. 204) Sec. 4. Each public body shall prominently display at each of its administrative or regional offices, make available for inspection and copying, and send through the mail if requested each of the following:

(a) A brief description of itself, which will include, but not be limited to, a short summary of its purpose, a block diagram giving its functional subdivisions, the total amount of its operating budget, the number and location of all of its separate offices, the approximate number of full and part-time employees, and the identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations; and

(b) A brief description of the methods whereby the public may request information and public records, a directory designating the Freedom of Information officer or officers, the address where requests for public records should be directed, and any fees allowable under Section 6 of this Act. A public body that maintains a website shall also post this information on the website.

General Information

The mission of the Mount Pulaski Public Library is to provide educational, informational, cultural, and recreational resources and services to people of all ages.

- The Mount Pulaski Public Library is located in Mount Pulaski, Illinois, a rural community at the crossroads of Illinois State Route 54 and Illinois State Route 121.
- The Library serves a district population of approximately 2,721 persons.
- It consists of one building, handicap accessible, with parking available on North Washington and West Harry Streets, as well as a small parking area at the rear of the building.
- The Library employs, on average, five staff members: one full-time director and four part-time staff.
- \$236,980.69: operating budget for 2025-2026 fiscal year, which runs July 1 - June 30.

Contact Information

Address: Mount Pulaski Public Library
320 North Washington Street
Mount Pulaski, Illinois 62548

Phone: 217.792.5919

Fax: 217.792.0012

Email: mtpulaskipubliclibrary@gmail.com

Website: mplibrary.org

Hours of Operation

Monday	9:00 AM - 5:00 PM
Tuesday	9:00 AM - 7:00 PM
Wednesday	9:00 AM - 5:00 PM
Thursday	9:00 AM - 7:00 PM
Friday	9:00 AM - 5:00 PM
Saturday	9:00 AM - 1:00 PM
Sunday	CLOSED

Mount Pulaski Public Library Organizational Chart



Board of Trustees

The Mount Pulaski Library Board of Trustees consists of seven members elected by citizens of the district. Trustees serve either a two or four year term.

Open meetings are held on the third Thursday of each month (except December) at 6:30 PM at the Library with a public comment period available.

Board Members				
Name	Position	Email	Term Expires	Term Length
Michelle Fuller	President	trustee1.mpl@gmail.com	2029	4 years
Michelle Hagenbuch	Vice President, Treasurer	trustee4.mpl@gmail.com	2029	4 years
Amanda Scattergood	Secretary	trustee3.mpl@gmail.com	2027	2 years
Gracie Becker	Trustee	trustee8.mpl@gmail.com	2029	4 years
Charlene Butler	Trustee	trustee7.mpl@gmail.com	2027	2 years
Emily McCubbin	Trustee	trustee2.mpl@gmail.com	2027	2 years
Susan Selenik	Trustee	trustee6.mpl@gmail.com	2029	4 years

By-Laws Committee:

- Michelle Fuller
- Amanda Scattergood

Finance Committee:

- Michelle Hagenbuch
- Amanda Scattergood

Index of Library Documents

(5 ILCS 140/5) (from Ch. 116, par. 205)

Sec. 5. As to public records prepared or received after the effective date of this Act, each public body shall maintain and make available for inspection and copying a reasonably current list of all types or categories of records under its control. (Source: P.A 83-1013.)

To request a specific item, please contact the Library's FOIA Officer(s).

Document Categories

- Annual Budgets
- Annual Reports
- Financial Audits
- Library Calendar, including dates of regular Board Meetings
- Board Agendas and Minutes for Public Meetings
- Board Member Contact Information
- FOIA Records Requests

FOIA Requests

Information not requiring a FOIA request:

The following information can be obtained without a Freedom of Information Act request:

- Annual Budgets
- Annual Reports
- Financial Audits
- Library Calendar, including dates of regular Board Meetings
- Board Agendas and Minutes for Public Meetings
- Board Member Contact Information
- FOIA Records Requests

Submitting a FOIA Request

FOIA requests may be mailed, faxed, or personally delivered to the library. Requests may also be emailed to the designated FOIA officers. All requests must be written and reasonably describe the requested records.

Please direct FOIA inquiries to:

Mt Pulaski Public Library
ATTN: FOIA Officer
320 N Washington St
Mt Pulaski, IL 62548

Fax: 217.792.0012

Email Addresses for FOIA Officers:

Amanda Doherty (Primary FOIA Officer, Library Director): mtpulaskipubliclibrary@gmail.com

Charlene Butler (Secondary FOIA Officer, Library Trustee): trustee7.mpl@gmail.com

Fees Associated with FOIA

The first 50 pages of black and white, legal or letter sized copies of records requested are free. Requests that surpass 50 pages will incur any and all fees allowable by law.

Additional information on the guidelines used to charge fees related to FOIA can be found in [Section 6 of the Act](#).

For more information about FOIA, please visit the Illinois Attorney General's website:

<https://illinoisattorneygeneral.gov/Open-And-Honest-Government/PAC/Illinois-Residents>