

**PINNACLE LIBRARY COOPERATIVE POLICY:
THE ILLINOIS FREEDOM OF INFORMATION ACT**

I. A brief description of our public body is as follows:

- A. Our purpose is to provide integrated library system, resource sharing, and related services to member libraries.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY 2019-20 is: \$681,050.00.
Funding sources are membership fees, grants, and interest.
- D. The office is located at this address: 20670 Kubinski Drive, Crest Hill, IL 60403
- E. We have approximately the following number of persons employed:
 - 1. Full-time 1
 - 2. Part-time 0
- F. The following organization exercises control over our policies and procedures: *The Pinnacle Library Cooperative Governing Board*, which meets monthly on the third Friday of each month, 1:30 p.m., at various member library locations.

Its members are: Lisa Pappas, Chair; Scott Pointon, Vice Chair; Jennifer Mills, Secretary; Sandra Pointon, Treasurer; Megan Millen, and Paul Mills.

- G. 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, Greg McCormick (Interim); and various other staff.

Reaching Across Illinois Library System, Burr Ridge, Illinois. Its members are: Executive Director Deirdre Brennan; 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) or email your FOIA request to Matt Hammermeister, info@pinnaclelibraries.org, FOIA Officer.
- B. Your request should be directed to the following individual(s): Matt Hammermeister, FOIA officer. You must indicate whether you have a “commercial purpose”¹ in your request.²
- 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 “Commercial purpose” is defined in the Act as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services.” However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

² In the event a “commercial interest” is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying for prepayment; or provide the documents requested.

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;

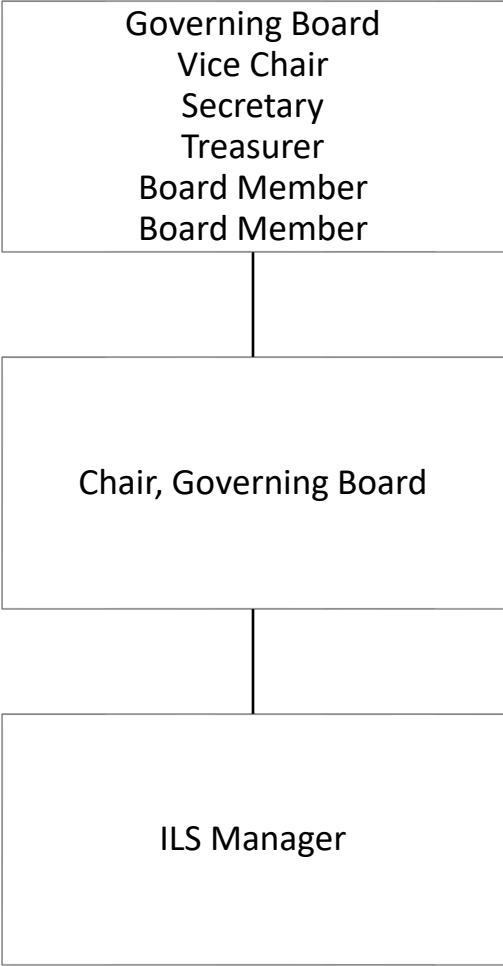
The actual copying cost of color copies and other sized copies will be charged.

- E. 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, CD-ROM, jump-drive, etc.) or in paper as you select.
- F. 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.
- G. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- H. Many records are available on our website at www.pinnaclelibraries.org
- I. The place and times where the records will be available are as follows:
 - Weekdays, 9 a.m. to 5 p.m.
 - Crest Hill Branch, White Oak Library District, Pinnacle Library Cooperative Office

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. Operating Budgets
- C. Annual Audits
- D. Minutes of the Governing Board
- E. Policies
- F. Adopted Resolutions of the Governing Board
- G. Annual Reports to the Reaching Across Illinois Library System

PINNACLE LIBRARY COOPERATIVE ORGANIZATIONAL CHART



**PINNACLE LIBRARY COOPERATIVE
FREEDOM OF INFORMATION REQUEST**

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address	Certification requested: _____ Yes _____ No	
City	State	Zip
Description of Records Requested: _____ _____ _____		
Is the reason for this request a "commercial purpose" as defined in the Act? ___ Yes ___ No		
<i>Cooperative Response (Requestor does not fill in below this line)</i>		
A P P R O V E D	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$_____. <input type="checkbox"/> For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.	
D E N I E D	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____ In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705 Or you have the right to judicial review under section 11 of FOIA. <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____. You will be notified by the date of _____ as to the action taken on your request.	

NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer	Date of Reply
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