

FREEDOM OF INFORMATION GUIDE



ABOUT THE BARRINGTON AREA LIBRARY

The Barrington Public Library District, also known as the Barrington Area Library, serves 45,360 residents of all or part of Algonquin, Barrington, Barrington Hills, Deer Park, Fox River Grove, Hoffman Estates, Kildeer, Lake Barrington, Lake Zurich, North Barrington, Palatine, Port Barrington, South Barrington, Tower Lakes, and some unincorporated areas. It covers a 72 square mile area, making it one of the largest library districts in Illinois, geographically speaking.

OUR MISSION

The Barrington Area Library strives to stimulate imagination, develop information fluency, foster lifelong learning, and create young readers in comfortable physical and virtual settings.

OUR VISION

Our vision consists of great service, great experiences, and great stewardship.

OUR VALUES

Empathy

Respect

Trust

Curiosity

Delight

BARRINGTON AREA LIBRARY WEBSITE

www.balibrary.org

GENERAL FUND OPERATING BUDGET

The Fiscal Year Budget for 2024 is \$12,802.733. Budget documents, including the Tentative Budget Ordinance, the Budget and Appropriations Ordinance, and the Levy Ordinance are available on the library's website and in the library's administrative office.

BARRINGTON AREA LIBRARY OFFICE

The administration office of the Barrington Area Library is located within the library at the following address:

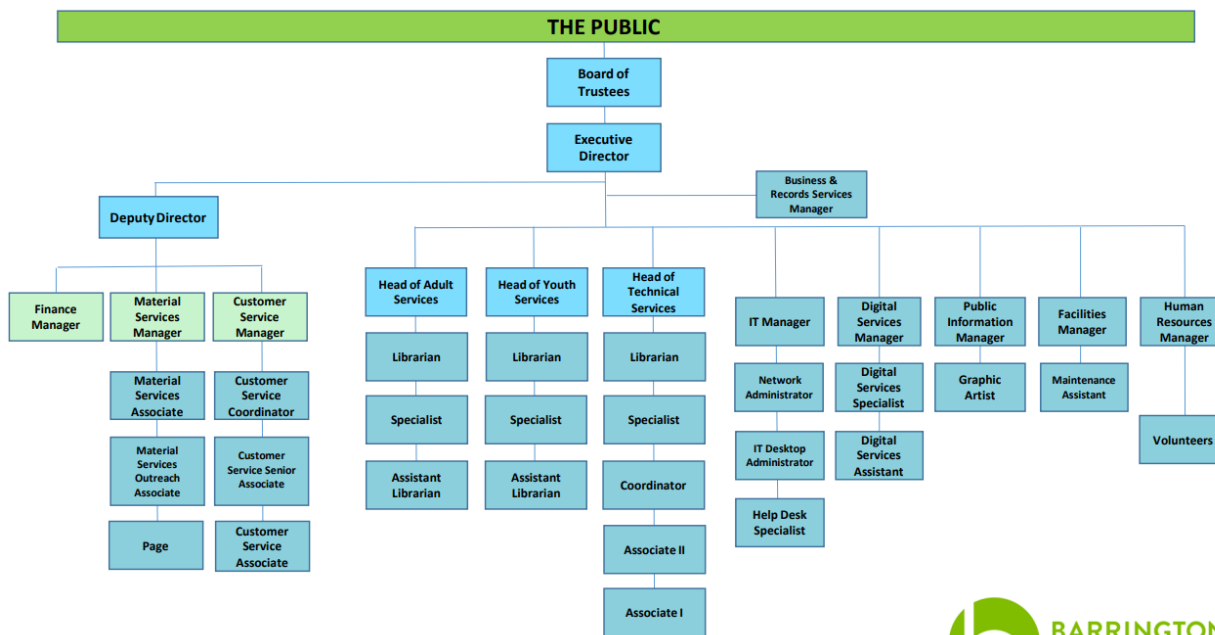
505 N. Northwest Hwy.

Barrington, IL 60010

BARRINGTON AREA LIBRARY STAFF

When fully staffed, the library employs 40 full time and 44 part time staff members in ten different operating departments. The departments include Administration, Adult Services, Customer Service, Digital Services, Facilities, IT, Material Services, Public Information, Technical Services, and Youth Services.

BARRINGTON AREA LIBRARY - ORGANIZATIONAL STRUCTURE



Board Approved 4-10-2023



BARRINGTON AREA LIBRARY BOARD OF TRUSTEES

The Barrington Area Library is governed by an elected, unpaid, seven-member Board of Library Trustees. The current Board Members are as follows:

- President: Carrie Carr ccarr@balibrary.org
- Vice President: Jan Miller jmiller@balibrary.org
- Treasurer: Jennifer Lucas jlucas@balibrary.org
- Secretary: Anne Ordway aordway@balibrary.org
- Trustee: Kristin Cunningham kcunningham@balibrary.org
- Trustee: Jackie McGrath jmcgrath@balibrary.org
- Trustee: Lindsay Prigge lprigge@balibrary.org

Open business meetings are held at 7 PM on the second Monday of each month. Board Meetings typically take place in the Library's Zimmerman Room on the mezzanine level.

**While under renovation, the meetings have been moved to Meeting Room A.

FREEDOM OF INFORMATION ACT

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

BARRINGTON AREA LIBRARY MAIN FOIA OFFICERS

- Executive Director, Jason Pinshower jpinshower@balibrary.org
- Deputy Director, Jason Katsion jkatsion@balibrary.org
- Business & Records Manager, Lisa Stordahl lstordahl@balibrary.org

FILING A FREEDOM OF INFORMATION ACT REQUEST

A request for records must be in writing and can be submitted to the attention of the FOIA officer in the following ways:

- **Mail:**
Attention: FOIA Officer
505 N. Northwest Hwy.
Barrington, IL 60010
- **Email to FOIA@BALibrary.org**
- **Personal Delivery:** During regular business hours of the Barrington Area Library.

FREEDOM OF INFORMATION ACT REQUEST (FEES)

The fees for copies of records are as follows:

- The first 50 pages of black and white, letter size: Free
- 10 cents per page for each page in excess of 50 pages copied by a library employee in house.
- 50 cents per page for each color copy
- Reproduction on other media: actual cost of the recording media (flashdrive, etc.) to which the information will be saved.

RESPONSES TO REQUESTS FOR RECORDS

Responses to commercial requests can be expected within 21 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

Responses for non-commercial requests can be expected within 5 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

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 can 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 State 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 this 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 via our website.

www.balibrary.org/board-of-trustees

RECORDS	Time Frame
Meeting Minutes	July 2009 to the present
Meeting Agendas	February 2013 to the present
Meeting Notices	February 2013 to the present
Monthly Financial Statements	July 2012 to the present
Adopted Ordinances	June 2020 to the present
Adopted Resolutions	June 2020 to the present
Annual Audit Reports	Fiscal Year 2016-2017 to the present
Salary and Benefit Information (Public Act 97-0609)	Current Fiscal Year
Illinois Public Act 101-0504	Current
Transparency in Coverage Information	Current
Vendor Information Report	Current
Budget and Appropriations (See Ordinances)	Fiscal Year 2020 to the present
Levy Documents (See Ordinances)	Fiscal Year 2020 to the present

For a list of our most current Records Schedule, please see the Records Schedule link below.

ATTACHMENTS

- [ORG Chart](#)
- [Records Schedule](#)