

3.1.1 Report of Changes in System Membership

List all changes in system membership or membership status that occurred during FY2017. This should include institutions in all of the following categories:

1. Added as new members
 - a. Board of Education District #80
 - b. Illinois Veterans Home - LaSalle
 - c. Navistar, Incorporated
 - d. Center for Research Libraries
 - e. Flanagan Public Library District
 - f. Pennoyer School District #79
 - g. Compass Lexecon
 - h. Saint Andrew Catholic School

2. Membership suspended, either by institution request or by system action
 - a. Neal Gerber & Eisenberg
 - i. Did not respond to RAILS request to certify
 - b. Winchester House
 - i. Did not respond to RAILS request to certify
 - c. Country Club Hills District #160
 - i. Agency requested withdrawal from RAILS
 - d. American College of Surgeons
 - i. Agency requested withdrawal from RAILS
 - e. Burrell Communications
 - i. Agency requested withdrawal from RAILS
 - f. Presence Saint Joseph Hospital
 - i. Agency requested withdrawal from RAILS
 - g. Pullman Historic Site
 - i. Agency requested withdrawal from RAILS
 - h. Querrey & Harrow, LTD
 - i. Agency requested withdrawal from RAILS
 - i. Schuyler Roche & Crisham
 - i. Agency requested withdrawal from RAILS
 - j. ITT Technical Institute – Oak Brook
 - i. Agency closed
 - k. ITT Technical Institute (Learning Resource Center) – Orland Park
 - i. Agency closed
 - l. ITT Technical Institute (Learning Resource Center) – Arlington Heights
 - i. Agency closed

3. List of public libraries with any territorial changes including complete legal descriptions of area
 - a. Flanagan Public Library District
 - i. The Flanagan Public Library District encompasses all properties within the boundaries of the Flanagan-Cornell Elementary School District #74, including properties within Nebraska Township.
 - b. Charles B. Phillips Public Library District
 - i. The present boundaries of the unserved territory in Newark Community High School District No. 18, of Kendall, Grundy and LaSalle Counties, Illinois, (excepting that portion which is already a part of the Robert W. Rowe Public Library District in LaSalle County and the Morris Area Public Library District in Grundy County), lying outside of the area presently within the Charles B. Phillips Public Library District.

3.1.2 Summary of System Membership

Report the number of member agencies and the number of member agencies by type.

Type	Full Member Institutions (main agencies)	Full Member Libraries (buildings/branches)
Academic	124	175
Public	412	490
School	556	3,149
Special	193	202
Total	1,285	4,016

Total RAILS membership: 1,285 agencies and 4,016 buildings. Total agency membership decreased as compared to FY2016, largely due to the certification process that identified libraries that did not meet membership requirements and were recommended for suspension.

* Member Institutions (main agencies) counts were taken from the official RAILS membership list as submitted by the Illinois State Library to RAILS.

* Bookmobiles were not counted.

3.1.3 Continuing Education (CE)/Training

Category	Events Held	Total Registrants	Total Contact Hours
Advocacy	1	40	120.00
Cataloging	6	112	605.00
Collection Development	1	46	69.00
Customer Service	4	148	503.00
Diversity	1	37	111.00
Electronic Resources	1	34	68.00
eRead Illinois	34	77	81.00
Genealogy and Local History	2	102	153.00
Grant Writing	1	40	400.00
Human Resources	5	278	578.00
Interlibrary Loan and Resource Sharing	9	116	179.00
Law and Legal Issues	2	163	244.50
Library Programming	1	88	88.00
Literacy	2	64	96.00
LLSAP	169	1,031	3,681.50
Management Skills/Administration	16	440	1180.00
Outreach	1	73	146.00
Readers Advisory	4	86	196.50
Reference	5	55	83.50
Services to Special Populations	1	25	37.50
Technical Services	1	3	6.00
Technology	7	316	1116.00
Trustee Development	4	110	330.00
Youth/Young Adult/School Services	6	155	687.00
Total	284	3,639	10,759.50

- RAILS offered training at 50 unique locations including service centers, member libraries, and online tools including GoToWebinar, InfoPeople, and Teachable.com.
- In partnership with the Illinois State Library, RAILS offered 12 programs with PDH credit for librarians maintaining an Illinois teaching certificate. Fourteen participants completed the requirements to earn a total of 44 PDH credits.
- As of August 31, 2017, there will be 118 recordings available on the RAILS CE Archives web page

- In response to a need for additional cataloging training, RAILS offered four workshops on RDA (Resource Description and Access) cataloging for print materials and also provided the opportunity for members and staff to participate in the Linked Data Summit hosted by the Midwest Collaborative for Library Services (MCLS).
- Fifty-nine directors participated in Directors University from June 5-8, 2017 in Springfield. This intensive public library director training program was modeled after the Statewide Public Library Management Institute (SPLMI) and was a joint effort of RAILS, IHLS, ISL, and member library staff.
- RAILS awarded fourteen CE grants for networking groups across RAILS. These grants supported training events attended by a total of 1,159 member library staff. These numbers are not reflected in the table above.
- Note that the LLSAP training statistics includes training initiated by RAILS staff assigned to a particular LLSAP.

3.1.4 Delivery

RAILS maintains 29 routes and a staff of 59 team members to provide weekday service to our members. In FY2017, RAILS delivery used four processing centers: Bolingbrook (handling Geneva and Shorewood routes), Coal Valley, East Peoria and Rockford. In January 2014, the Burr Ridge delivery operation was outsourced to Continental Transportation Solutions (CTS). In October 2015, the Wheeling delivery service area was our second location outsourced to Continental Transportation Solutions (CTS). In July 2016, the ILDS delivery services contract was awarded to RAILS to facilitate delivery to their 131 academic locations throughout the state.

<i>Delivery Routes</i>	<i>Items Transported</i>	<i>Average Miles/Week</i>	<i>Average Stops/Week</i>
Burr Ridge	2,505,300	*0	430
Coal Valley	773,188	3,042	173
East Peoria	913,300	5,859	553
Geneva	718,700	1,361	196
Rockford	913,163	4,166	251
Shorewood	1,465,763	2,760	221
Wheeling	2,176,688	*0	236
Total	9,466,102	17,188	2,060

In addition, RAILS transported the following ILDS items:

Total bags: 338,475

Total items: 1,119,629

* The average mileage is not included for outsourced routes. Deliveries handled by CTS use both dedicated and co-mingled routes, making it difficult to track the mileage. The mileage totals include mileage for the ILDS stops since those stops are co-mingled within the daily routes.

The average stops/week includes ILDS stops.

3.1.5 Member Site Visits

Library Type	FY2017 Site Visits
Academic	37
Public	184
School	81
Specials	35
Total	337

3.1.6 Non-Resident Participation

The URL for the list of participating and non-participating public libraries as required in 23 Ill. Adm. Code 3050.30(c) of the Administrative Rules for FY2017 for RAILS is:

<https://www.railslibraries.info/node/116813>

3.3.1 FY2017 Board Meetings Held

2016

July 22	Friday	1:00 p.m.	RAILS - Burr Ridge
August 12	Friday	1:00 p.m.	RAILS - Burr Ridge
September 23	Friday	10:00 a.m.	Quincy Public Library
October 28	Friday	1:00 p.m.	RAILS - Coal Valley
November 18	Friday	1:00 p.m.	RAILS - Burr Ridge

2017

January 27	Friday	1:00 p.m.	RAILS - Burr Ridge
February 24	Friday	1:00 p.m.	RAILS - Burr Ridge
March 24	Friday	1:00 p.m.	RAILS - Burr Ridge
April 28	Friday	1:00 p.m.	RAILS - East Peoria
May 26	Friday	10:00 a.m.	Cherry Valley Public Library District
June 16	Friday	1:00 p.m.	Galesburg Public Library

3.3.2a List of System Board Members

The Nominating Committee met on May 18, 2016 to verify and approve the RAILS FY2016 Board of Directors election results. The FY2017 RAILS Board of Directors' service began July 1, 2016 and will expire as listed below. Elections are held in the first part of the calendar year, with the new Board being seated in July. All Board members are OMA compliant. The FOIA officer has completed training.

Name	Address	Phone	Email	Term Expires
Dave Barry <i>President</i>	900 Poplar Lane Bartlett, IL 60103	312.451.7590	dave.barry@railslibraries.info	July 2017
Susan Busenbark	1330 West Prospect Kewanee, IL 61443	309-856-5836	susan.busenbark@board.railslibraries.info	July 2019
Judy Crocker	4023 Marian Drive Quincy, IL 62305	217.316.1486	Judith.crocker@ board.railslibraries.info	July 2018
Kate Hall <i>Vice President</i> <i>FOIA Officer</i>	4080 Sunset Lane Northbrook, IL 60062	815.485.2605	kate.hall@board.railslibraries.info	July 2018
Lisa Knasiak	3609 Grand Avenue Brookfield, IL 60513	708.453.4484	Lisa.knasiak@board.railslibraries.info	July 2018
Mary Jo Matousek	909 S. Plum Grove Rd. Palatine, IL 60067	847.955.3583	maryjo.matousek@board.railslibraries.info	July 2017
Paul Mills <i>Treasurer</i>	300 West Briarcliff Road Bolingbrook, IL 60440	815.557.9356	Paul.mills@board.railslibraries.info	July 2018
Kathy Parker	17239 Oriole Avenue Tinley Park, IL 60477	708.802.5078	kathy.parker@board.railslibraries.info	July 2017
Scott Pointon	21533 Vesper St. Crest Hill, IL 60403	815-552-4226	Scott.pointon@railslibraries.info	July 2019
Dee Runnels <i>Ethics Officer</i>	1408 48th St. Place Moline, IL 61265	309.235.5503	Dee.runnels@board.railslibraries.info	July 2017
Michelle Simmons	801 North 10th Street, Monmouth, IL 61462	309-264-9728	Michelle.simmons@railslibraires.info	July 2019
Laura Turner <i>Secretary</i>	14009 Old Galena Road Mossville, IL 61552	309.578.6118	laura.turner@ board.railslibraries.info	July 2019
Dane Ward	311C Milner Library Illinois State University Normal, IL 61790	309.438.7215	dane.ward@ board.railslibraries.info	July 2017
Lori Wilcox <i>OMA Officer</i>	1601 Chicago Road Chicago Heights, IL 60411	773.414.8312	lori.wilcox@board.railslibraries.info	July 2018
Harriett Zipfel	206 Olive Street Galesburg, IL 61401	309.343.6118	Harriett.zipfel@railslibraries.info	July 2019

3.3.2.b Assessment that the Board Meets the Policy Requirements in 23 ILAC 3030.255

Section 3030.255 Board of Directors Policies

Requirements from 23 ILAC 3030.255 are italicized.

a) Policies and bylaws adopted by the library system boards for the governance of library systems shall be filed with the Illinois State Library. Policies should cover, at a minimum, the following areas of system operations:

- 1) Fiscal accountability;*
- 2) Personnel;*
- 3) Core services as specified in Section 3030.215;*
- 4) Technology, including plans for updating technological equipment and software and security measures to safeguard electronic financial information, employee data and other records.*

RAILS complies. These areas are addressed in various documents, including the RAILS fiscal accountability policy, employee handbook, and plan of service. Bylaws and other major governing and operational documents are available at <https://www.railslibraries.info/about/plans-and-policies>.

b) All library system policies and bylaws shall be in accordance with State law and subject to approval by the State Librarian.

RAILS is in compliance.

c) No later than 60 days after these rules become effective, the library system shall adopt, post on its web site and submit to the Illinois State Library a copy of policies that regulate activities of the library system in a manner no less restrictive than as follows:

- 1) Contracts and Purchasing*
 - A) Purchases of \$20,000 or More*
 - i) All contracts for supplies, materials or work involving an expenditure of \$20,000 or more, other than professional services, shall be awarded to the lowest responsible bidder, after advertisement at least once in a newspaper or newspapers of general circulation within the area of the library system, not less than 14 days before the bid date.*
 - ii) All competitive bids for contracts involving an expenditure of \$20,000 or more must be sealed by the bidder and must be opened by a board member or employee of the library system at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least 3 days notice of the time and place of the bid opening.*
 - iii) The library system board of directors may reject any and all bids and re-advertise. The system shall not be required to accept a bid that does not meet the library system's established terms of delivery, quality and serviceability.*
 - iv) When the emergency expenditure is approved by $\frac{3}{4}$ of the members of the library system board of directors, a contract can be let without advertising for bids. When possible, emergency purchases shall be made on the basis of three informal competitive quotations.*

- B) Purchases of More Than \$5,000 but Less Than \$20,000. Any purchase by a library system for services, materials, equipment or supplies, other than professional services, with a value greater than \$5,000 but less than \$20,000 shall be made, whenever feasible, on the basis of three or more informal competitive quotations.*
- C) Governmental Agencies. The requirement to advertise for bids does not apply to contracts for goods or services procured from another governmental agency.*
- D) Professional Services. Contracts that, by their nature, are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill when the ability or fitness of the individual plays an important part, contracts for utility services such as water, light or heat, contracts for the use, purchase, delivery, movement or installation of data processing equipment, software or services, telecommunications and interconnect equipment, software or services, contracts for duplicating machines and supplies, contracts for goods or services procured from another governmental agency, purchases of equipment previously owned by some entity other than the district itself, and contracts for the purchase of magazines, books, periodicals, pamphlets and reports are not subject to competitive bidding.*

These requirements are covered by the RAILS fiscal accountability policy, available at <https://www.railslibraries.info/about/plans-and-policies>.

- 2) Conflict of Interest. No library system employee, nor the spouse or minor child of a system employee, may be in any manner financially interested directly in his or her own name or indirectly in the name of any other person, association, trust or corporation in any purchase or lease contract entered into by the system. This provision shall not apply if the purchase or lease contract is with a person, firm, partnership, association, corporation or cooperative association in which the interested employee, the employee's spouse, or the employee's minor child has less than a 7.5 percent share of the total distributable income. Any purchase or lease contract entered into by the system with an employee, his or her spouse, or minor child before the start of the employee's employment with the system in which the employee, his or her spouse, or minor child has a pecuniary interest is voidable if it cannot be completed within 365 days after the employee is employed.*

Conflict of interest is addressed in section VI.G of the RAILS fiscal accountability policy, available at <https://www.railslibraries.info/about/plans-and-policies>.

- 3) Travel Expenditures. It is the policy of the system to reimburse full and part-time employees and members of the library system board of directors for reasonable authorized expenses incurred by them in the performance of their duties. The library system board of directors shall develop a policy for the control of travel sufficient to prevent obligation of funds exceeding budget limitations and to hold travel to the minimum required for the efficient and economical conduct of the library system's business. The policy for the control of travel established by the library system board of directors shall include a description of the library system's travel approval process, allowable transportation expenses, non-reimbursable expenses, and rates of reimbursement for mileage, including automobile, air and train; per diem/meals; and lodging. Travel reimbursements shall follow federal travel regulations (FTR) promulgated by the U.S. General Services Administration (41 CFR 300-304).*

Travel expenditures are addressed in the RAILS fiscal accountability policy and the employee travel policy. Both are available at <https://www.railslibraries.info/about/plans-and-policies>.

- 4) *Secondary Employment. The board shall approve and regularly review a policy on secondary employment for system employees. No library system employee may accept employment that may cause a conflict of interest or infringe on official work time with the library system.*

The RAILS employee handbook includes the policy on outside (secondary) employment. This policy is also posted as a separate document at <https://www.railslibraries.info/about/plans-and-policies>.

RAILS – Reaching Across Illinois Library System – FY2017 Annual Report

3.3.2.c Assessment that the Board meets the Finances and Records responsibilities in 23 ILAC 3030.260

The following presents the requirements contained in 23 ILAC 3030.260 (in italics) and RAILS compliance with these:

- a) *The fiscal year for the library system shall begin July 1 and end on June 30.* RAILS' fiscal year conforms.
- b) *The board of directors of the library system shall:*
 - 1) *Maintain all financial records at the library system administrative headquarters.* RAILS maintains such records at its Burr Ridge administrative headquarters.
 - 2) *Review monthly financial reports.* RAILS presents monthly financial reports to its Board as an agenda item at every board meeting.
 - 3) *Conduct an annual audit of the records of the library system for the preceding fiscal year by an independent certified public accountant and make copies of the audit available to the State Librarian on or before September 30 following the end of the fiscal year. Audits shall be conducted in accordance with "Government Auditing Standards, 2011 Revisions," if applicable, published by the Comptroller General of the United States, Government Accountability, 441 G Street N, Washington DC 20548. The material incorporated by reference includes no later amendments or editions.* RAILS has the required audit performed annually by an independent certified public accountant, currently Sikich, and includes the audit report as part of the annual report filed with the State Librarian by September 30.
 - 4) *Account for all funds of the library system by expenditure, encumbrance or reserves as of June 30 of each year.* RAILS accounting system has been developed to account for all funds in this manner, and is presented in RAILS annual financial report, which is as of June 30 of each year.
 - 5) *Adopt, prior to July 1 of each year, an annual budget for the ensuing fiscal year in a form prescribed by the Illinois State Library. The annual budget shall be submitted to the State Librarian as part of the annual application cited in Section 3030.265.* RAILS' Board of Directors approved the annual budget at its meeting of June 17, 2016 and submitted the budget as part of the annual application dated June 30, 2016.
 - 6) *Maintain an inventory of all equipment purchased.* This inventory is maintained by the RAILS Information Technology department. Capital expenditures of over \$5,000 are recorded in RAILS Fixed Assets Module of its accounting system.

- 7) *Organize all accounts for the library system on the basis of funds (governmental funds, proprietary funds and fiduciary funds). The adopted budget and revenue-expenditure reports of the library system shall be created on this same basis of account/fund structure. RAILS' accounting chart of accounts is set up on the basis of funds, and the budget and revenue-expenditure reports are constructed based on this structure.*
- 8) *Approve and submit financial reports to the State Librarian twice a year. A six-month cumulative revenue-expenditure report is due to the Illinois State Library on February 15 of each year for the period of July 1 through December 31. The annual audit of the library system shall be filed with the State Librarian on or before September 30 following the end of the fiscal year. RAILS filed the six-month cumulative revenue-expenditure report on January 30, 2017 and will file its FY2017 annual audit of the library system on or before September 30.*

Based on the above assessment, the RAILS' Board meets the Finances and Records responsibilities in 23 ILAC 3030.260.

3.3.3 FY 2017 System Ethics Officer

Dee Runnels
RAILS Board Director

3.3.4 FY2017 System FOIA Officer

Kate Hall
RAILS Board Director

Deirdre Brennan
RAILS Executive Director

Reaching Across Illinois Library System (RAILS)

Bylaws

Revision Control

These bylaws were adopted by the individual System Boards (Alliance Library System, DuPage Library System, Metropolitan Library System, North Suburban Library System, Prairie Area Library System) as Appendix B of the Intergovernmental Agreement in February 2011.

- RAILS Bylaws – APPROVED by System Boards February 2011
- RAILS Bylaws – ADOPTED by the Merger Transition Board on March 10, 2011
- RAILS Bylaws – RATIFIED by RAILS Board on July 1, 2011
- RAILS Bylaws – REVISION APPROVED by RAILS BOARD October 21, 2011 (Article 6, Section D)
- RAILS Bylaws – REVISION APPROVED by RAILS Board December 19, 2011 (Article 4, Section B; Article 5, Section N)
- RAILS Bylaws – REVISION APPROVED by RAILS Board February 22, 2013 (Article 5E; Article 5K; Article 5O)
- RAILS Bylaws – REVISION APPROVED by RAILS Board May 22, 2015 (Article 5C and E)
- RAILS Bylaws – REVISION APPROVED by RAILS Board May 22, 2015 (Article 5, Section N)
- RAILS Bylaws – REVISION APPROVED by RAILS Board May 22, 2015 (Article 6, Section A)
- RAILS Bylaws – REVISION APPROVED by RAILS Board June 19, 2015 (Article 1; Article 5B, C & D; Article 8)
- RAILS Bylaws – REVISION APPROVED by RAILS Board July 24, 2015 (Article 6; Section D)
- RAILS Bylaws – REVISION APPROVED by RAILS Board October 30, 2015 (Article 6; Section B)

Article 1 Name and Definitions

- The name of the organization shall be Reaching Across Illinois Library System (RAILS) hereinafter known as the System.
- A “Member,” or “the Membership,” refers to the library organizations that have chosen to join, been approved, and receive services from the System.
- “Directors” are individuals serving on the System Board of Directors.
- “Eligible electors” are individuals who are eligible to register to vote within the territory of the System. Each Member library will designate an individual who will cast the organization’s vote in the election of Directors to the System Board.

Article 2 Purpose

The purpose of The System is to promote, foster, encourage and effectuate the improvement of library services within the territory served by the System, and the extension of their services to all people within such territory.

Article 3 Authority

The System derives its authority from the Library Systems Act (75 ILCS 10/1 et seq.). This statute states that it is the policy of the State of Illinois in promoting public education, and in serving all levels of the educational process, to encourage the improvement of free public libraries and the cooperation among all types of libraries in the sharing of library resources.

Article 4 Membership in the System

A. Eligibility

The statutes and administrative rules of the State of Illinois and the Membership Criteria of the System govern Membership in the System. Any Public, School, Academic or Special library, within the service area, is eligible to apply for Membership. Participating libraries will hereinafter be known as Members. Acceptance is subject to the approval of the Board of Directors of the System and the State Librarian and implies agreement by the applying library to applicable State statutes and rules and to the System's Bylaws, policies and Plan of Service. Members agree to comply with policies, rules and regulations required for maintaining Membership.

B. Suspension

Any Member library may be suspended from Membership if not in compliance with State Statutes, Administrative Rules or System Requirements. Members will remain in good standing as long as they meet System and State Membership criteria. Specific information about Suspension can be found in the Administrative Rules (3030.115).

Article 5 Governance

A. The Governing Board

The Governing Board shall be the System Board of Directors composed of fifteen (15) individuals hereinafter referred to as "The System Board."

B. Number and Qualifications

While all Directors are expected to represent the entire System, the Board of Directors will be made up of the following types of individuals.

1. Eight (8) seats will be held by Board members of Member Public Libraries.
2. One (1) seat will be held by an individual who is currently employed by a School Library.
3. One (1) seat will be held by an individual employed by an Academic Library.
4. One (1) seat will be held by an individual employed by a Special Library.
5. The remaining four (4) seats will be filled by individuals elected at large and currently employed by or current members of the governing board of libraries of any types: public, academic, school and special, and without regard to type of library.
6. All Directors must be eligible electors in the geographical area of the System.

C. Nominations

1. Each year, the President of the System Board will appoint a Nominating Committee that selects and confirms candidates for election to the System Board. No currently sitting System Director may serve on the Nominating Committee and no Nominating Committee Member may be slated for that election to the System Board. The call for nominations will be appropriately publicized to the Members of the System and any Member may propose names for the Nominating Committee's consideration.
2. Further nomination may be made upon written petitions of ten (10) Member Libraries represented by the type of seat on the System Board to be filled. Such petitions, accompanied

by written acceptance of the nominee, must be filed with the System Board Secretary, who will convey the nominations to the Chair of the Nominating Committee. Timing of such petition will be appropriately publicized.

3. No individual may be a candidate for more than one Board seat in a specific election. No individual may hold two RAILS board seats simultaneously.
4. An individual may not serve on the RAILS board if the individual's election or appointment to the board would result in there being on the board at the same time two individuals who are employed by and/or on the governing board of the same member library. If two candidates from the same member library both receive enough votes to be seated on the board in the same election, the candidate with the lowest number of votes between the two candidates will be disqualified and the candidate with the highest number of votes between the two candidates will be seated on the board.

D. Election of Directors

1. The Nominating Committee will determine the design and the timetable for the distribution and return of ballots.
2. Each Member library shall receive one ballot with all the names of the candidates with instructions for casting the ballot. The individual designated by the Member will cast the ballot.
3. When the votes are tallied, the candidate(s) receiving the highest number of votes in his/her category is elected to the vacant seat(s). In case of a tie, the seat holder will be decided by a flip of the coin.

E. Term

The term of office of Directors shall be three years, but no Director shall serve more than a total of six years unless two years have elapsed since his/her sixth year of service. The terms of office of one-third of the Directors shall expire each year. The term of office begins with the first Board meeting after the start of the fiscal year.

F. Vacancies

Should a vacancy occur between elections, The System Board will appoint an individual with the qualifications to fill the specific type of vacant seat as described in Article 5, Section B 1-6.

G. Disqualifications

Directors are expected to fulfill the duties required of them by the nature of their office. The System Board by a Majority vote may, with a quorum present, declare a System Board position vacant if a Director fails to attend two (2) unexcused Board meetings during the System year.

Should a Director no longer be an eligible elector within the geographic area of the system, or leave the local position by virtue of which he/she was eligible, nominated and elected, the seat shall be declared vacant. This shall not apply when the Director changes positions within the local entity or is still otherwise qualified to represent the type of seat for which the Director was elected.

H. Meetings

The System Board shall meet a minimum of nine (9) times a year. Directors may attend meetings electronically consistent with established Board policy and the Open Meetings Act. A simple majority of the Directors will constitute a quorum.

Special meetings of the Board of Directors may be called by the President or upon the request of three Directors upon five days written notice, for the transaction of such business as may be stated in such notice.

I. Powers and Duties of the Board of Directors

The powers and duties of the System Board shall be in accordance with the Illinois Library System Act and the Rules and Regulations promulgated there under.

The Board of Directors will conduct an evaluation of the Executive Director annually at an appropriate time.

J. Officers

The Officers of the Board shall be as follows: President, Vice President, Secretary, and Treasurer. The Officers of the Board shall have the following duties and responsibilities:

1. The President will preside at all meetings of the Board; shall appoint any necessary committees; shall sign official documents; and, shall assume such other powers that meet with the consent of the Board.
2. The Vice President will preside at meetings in the absence of the President; shall in the case of the resignation of the President or the inability of the President to perform the duties of the office assume the President's responsibilities until the election of a new President; and, shall perform such other duties as the Board may direct.
3. The Secretary will keep minutes of all Board meetings; shall sign documents and correspondence in the name of the Board when so directed by the President and/or the Board; and, shall perform such other duties as the Board may direct.
4. The Treasurer will discharge the responsibilities placed upon that office by law, oversee the fiscal affairs and activities of the System; report regularly to the Board of these matters, and perform such other duties as the Board may direct. Before entering the office, the treasurer is required to give a bond in an amount set by the Board in compliance with law, and the cost of such to be paid by the System.

K. Election of Officers

The Nominating Committee will propose the slate of Officers of the System Board. The election of officers shall be held at the first meeting of the System Board each year. The officers shall be elected for one (1) year, and no officer shall serve more than two (2) consecutive full terms in one office. A term of six (6) months or more shall be considered a full term. The term of office begins with the first Board meeting after the start of the fiscal year.

L. Vacancies in Officers Roles

In the event that the office of President becomes vacant, the Vice-President shall assume the duties of the President, and the System Board shall elect one of the remaining Directors to the office of Vice-President for the remainder of the term. In the event one of the other offices becomes vacant, the System Board shall elect one of the remaining Directors to fill the remainder of the term.

M. Committees

1. Executive Committee

- a. The President, Vice-President, Secretary, and Treasurer together with one additional Director elected by the Board of Directors shall constitute the Executive Committee. The designation of such committee, and the delegation thereto of authority, shall not operate to relieve the Board of Directors, or any Member thereof, of any responsibility imposed by law.
- b. The Executive Committee shall have and may exercise the authority of the Board of Directors as specifically and expressly delegated by the action of the Board of Directors.
- c. A majority of the Directors on the Executive Committee shall constitute a quorum.
- d. The President of the Board of Directors shall preside at the meetings of the Executive Committee. In the absence of the President, the Vice-President shall preside.

2. Other committees

- a. Committees of the Board will be appointed where there is a need in the areas of Board operations, Board policy, and activities outside the responsibilities of the Executive Director as chief executive and administrative officer. The Board of Directors may establish ad hoc and advisory committees as it sees fit.

N. Economic Interest

No member of the RAILS Board of Directors may profit personally, either directly or indirectly, for any business connected with the system.

Each member of the RAILS Board of Directors shall file a Statement of Economic Interest as required by the Illinois Governmental Ethics Act.

Each member of the RAILS Board of Directors shall also file a Conflict of Interest Form *annually or within 60 days of assumption of office*, certifying that the member has no prohibited conflict of interest with RAILS and disclosing any personal or business relationships that reasonably could produce a direct or indirect conflict involving RAILS. The Conflict of Interest Form should be filed with the RAILS Executive Director.

The members of the RAILS Board of Directors shall serve without compensation, but their actual and necessary expenses shall be paid or reimbursed by the system.

O. Indemnification

Members of the RAILS Board of Directors shall be indemnified as described in the RAILS Indemnification Policy.

Article 6 System Executive Director

- A. The Board of Directors shall, by resolution, appoint an Executive Director of the System who shall meet any and all requirements, including having a master's degree from an American Library Association-accredited library education program and at least five years postgraduate employment, including at least two years in library administrative experience, as required by the Board and by Illinois law and regulation.
- B. Responsibilities of the Executive Director:
1. General administration of the System.
 2. Provision of professional advice to the Board of Directors.
 3. Authority and responsibility for staff recruitment, evaluations, promotions, discipline management and terminations as well as all other personnel matters in accordance with System policies, except that the Executive Director's authority to hire, fix the compensation, and terminate employees is subject to the approval of the RAILS Board of Directors.
 4. Implementation of policies, objectives, and plans of the Board of Directors.
- C. The Executive Director shall be responsible directly to the Board of Directors.

Article 7 Fiscal Year

The fiscal year for the System shall begin with July 1 and end with June 30, following the applicable rules and regulations of the State of Illinois.

Article 8 Amendments

Proposed Bylaw changes can originate from the System Board or from the Membership of the System. Proposed amendments to the Bylaws must be submitted for consideration by the System Board at a meeting at which notice of the proposed bylaw amendment has been provided or listed on the meeting agenda. A bylaw amendment may not be voted upon until a subsequent meeting of the Board. Changes to the bylaws must be approved by 2/3's vote of the Directors attending the meeting at which they are considered and must be submitted for approval to the Illinois State Library before they shall become effective.

Notwithstanding the above two-step process, the requirement that action on a bylaw amendment be deferred to a second meeting can be waived, and a bylaw amendment approved at the meeting at which it is initiated, if the bylaw amendment (1) is listed on the agenda for action at the first meeting and (2) is approved by all directors attending the first meeting.

3.4.1 Summary Appraisal of System Real Estate

RAILS currently owns two properties; one in Burr Ridge, IL at 125 Tower Drive and the second location in Coal Valley, IL. at 2210 W. 23rd Avenue. Their appraised values are identified below:

<i>Location</i>	<i>Address</i>	<i>Appraisal Value</i>	<i>Date of last appraisal</i>
Burr Ridge	125 Tower Drive	\$3,065,000	January 6, 2017
Coal Valley	220 W. 23 rd Avenue	\$500,000	May 26, 2011

3.4.2 Inventory of Currently Owned Motor Vehicles

Type (Model/Year)	License Plate Number	Current Mileage	Type of Use	Will vehicle be replaced during FY2018?	Notes
2003 FORD ECONOLINE E350	U27052	230,856	DELIVERY		
2004 CHEVROLET EXP. G3500	U26474	206,633	DELIVERY		
2004 GMC SAVANA 2500	U27178	315,136	DELIVERY	Yes	
2006 FORD ECONOLINE E350	U27053	173,038	DELIVERY		
2006 GMC SAVANA G3500	U26455	161,480	DELIVERY		
2006 CHEVROLET EXP. G3500	U27054	197,317	DELIVERY		
2007 GMC CUTAWAY G3500	M165763	210,115	DELIVERY		
2008 GMC SAVANA G3500	U27057	220,206	DELIVERY		
2008 GMC SAVANA G3500	U27060	202,926	DELIVERY		
2010 CHEVROLET EXP. CUTAWAY	U26452	133,679	DELIVERY		
2011 CHEVROLET EXP. BOX TRUCK	U27161	186,526	DELIVERY		
2012 FORD ECONOLINE E250	U27706	171,038	DELIVERY		
2012 FORD ECONOLINE E250	U27707	189,992	DELIVERY		
2014 FORD FOCUS	U26464	85,721	STAFF		
2015 FORD TAURUS	U30148	18,959	STAFF		
2016 FORD TRANSIT	U30201	29,808	DELIVERY		
2016 FORD TRANSIT	U30202	30,511	DELIVERY		
2016 FORD TRANSIT	U30203	91,819	DELIVERY		On loan to IHLS
2005 TOYOTA SIENNA	U27059	208,134	IT STAFF		
2006 HONDA ODYSSEY	U26456	87,040	STAFF		
2014 FORD FUSION	U26470	37,343	STAFF		
2014 FORD FOCUS	U29892	24,138	STAFF		
2015 FORD TAURUS	U13511	39,983	STAFF		
2015 FORD TAURUS	U13510	36,898	STAFF		
2009 CHEVROLET EXP. CUTAWAY	U26475	160,512	DELIVERY		
2009 GMC SAVANA G3500	U25850	217,710	DELIVERY		
2012 FORD ECONOLINE E250	U27701	109,297	DELIVERY		
2015 DODGE CARAVAN	U11000	30,014	LLSAP STAFF		
2016 FORD TRANSIT	U30598	35,432	DELIVERY		
2016 FORD TAURUS	U30230	6,224	LLSAP STAFF		
2002 TOYOTA SIENNA	U26471	260,718	DELIVERY		
2003 CHEVROLET EXP. G2500	U26466	232,174	DELIVERY		
2006 CHEVROLET EXP. G3500	U26473	213,822	DELIVERY		
2008 GMC SAVANA G3500	U26454	186,537	DELIVERY		
2012 FORD ECONOLINE E250	U27703	225,789	DELIVERY		
2014 FORD FUSION	U28024	48,012	LLSAP STAFF		
2014 FORD FUSION	U27061	47,017	LLSAP STAFF		
2014 FORD ECONOLINE E350	U26461	131,436	DELIVERY		
2014 FORD ECONOLINE E350	U26458	195,617	DELIVERY		
2014 FORD ECONOLINE E350	U26463	204,517	DELIVERY		
2014 FORD ECONOLINE E350	U26459	172,756	DELIVERY		
2014 FORD ECONOLINE E350	U27055	244,450	DELIVERY	Yes	
2016 FORD TRANSIT	U30600	51,509	DELIVERY		
2005 TOYOTA SIENNA	U26468	339,762	DELIVERY		Dispose
2006 FORD FREESTAR	U27058	343,503	DELIVERY	Yes	

3.4.2 Inventory of Currently Owned Motor Vehicles

Type (Model/Year)	License Plate Number	Current Mileage	Type of Use	Will vehicle be replaced during FY2018?	Notes
2007 FORD ECONOLINE E250	U26469	216,993	DELIVERY		
2012 FORD ECONOLINE E250	U27704	228,886	DELIVERY		
2012 FORD ECONOLINE E250	U27705	210,568	DELIVERY		
2013 FORD ECONOLINE E350	U28025	102,251	DELIVERY		
2016 FORD TRANSIT	U30599	52,114	DELIVERY		

3.4.3 Summary of fiscal year actual out-of-state travel information

Number of Travelers	Current Year Estimated/Actual Expense	Reason for Travel Destination & Duration
4	\$5,667	ALA Midwinter – 5 days
1	\$238	National Library Legislative Day – 1 day
1	\$1,010	Computers In Libraries Conference – 2 days
6	\$8,795	COSUGI Conference – 3 days
3	\$3,132	DefCon Forum – 4 days
2	\$3,574	Book Expo America Conference – 3 days
1	\$868	KLAS Conference – 4 days
1	\$706	SHRM – 4 days
1	\$632	National CE Forum - 1 day
1	\$414	Collective Wisdom Cohort – 1 day
1	\$1,204	ICOLC Spring Meeting – 3 days
2	\$1,566	Electronic Resources & Libraries, Austin, TX, 4 days
2	\$934	Upper Midwest Digital Conference – 2 days
1	\$1,022	LITA Forum – 2 days
5	\$5,253	Innovative Users Group Conference - 4 days
1	\$338	IFLA Conference – 2 days
1	\$999	Library Marketing Conference – 3 days
1	\$1,431	New Media Consortium – 3 days
Total	\$37,783	

**FY 2017 Library System Annual Report
LLSAP Annual Report
Section 4
Adapted from Appendix F of the zILLANE Study**

4. LLSAP Annual Report

4.1 This document is an Adaptation of Appendix F of the zILLANE Study.

Instructions

For FY2017, the format of this report is in two sections: **Section 1** is data for the entire RLS (Regional Library System), and **Section 2** is data for each individual LLSAP. We have maintained the same table and numbering scheme to allow the matching of data from preceding years.

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URL for the zILLANE Report: <http://www.unt.edu/zillane/FinalReport.htm>

Section 1

Only one Section 1 needs to be submitted for the entire RLS.

Tables A, E, G, H, part of I

Please note that we need to use common units across RLS for comparison purposes. In counting the libraries in your regional library system, please list both the agency and the buildings. For example a school district might be counted as an agency once but may have numerous buildings or campuses that are libraries.

Some categories of information will not apply to you, but for those that do, please provide requested information.

A. RLS Membership Information	
A1 Number of all public libraries (agencies)	412
A2 Number of all public libraries (buildings)	490
A3 Number of all academic libraries (agencies)	124
A4 Number of all academic libraries (buildings)	175
A5 Number of all school libraries (agencies)	556
A6 Number of all school libraries (buildings)	3149
A7 Number of all special libraries (agencies)	193
A8 Number of all special libraries (buildings)	202
A9 Number of all others	0
Total Libraries in RLS	1285 agencies / 4016 buildings

E. RLS Libraries Belonging To Other Consortia (Shared Database)	
E1 Number of all public libraries (agencies)	47
E2 Number of all public libraries (buildings)	57
E3 Number of all academic libraries (agencies)	62
E4 Number of all academic libraries (buildings)	77
E5 Number of all school libraries (agencies)	6
E6 Number of all school libraries (buildings)	11
E7 Number of all special libraries (agencies)	8
E8 Number of all special libraries (buildings)	8
E9 Number of all other types	N/A
Total Libraries Belonging To Other Consortia	123 agencies / 153 buildings

G. RLS Libraries Using Stand Alone Systems	
G1 Number of all public libraries (agencies)	81
G2 Number of all public libraries (buildings)	106
G3 Number of all academic libraries (agencies)	35
G4 Number of all academic libraries (buildings)	37
G5 Number of all school libraries (agencies)	453
G6 Number of all school libraries (buildings)	1916
G7 Number of all special libraries (agencies)	132
G8 Number of all special libraries (buildings)	135
G9 Number of all other types	N/A
Total Stand Alone Libraries	701 agencies / 2194 buildings

H. RLS Libraries that are Not Automated	
H1 Number of all public libraries (agencies)	35
H2 Number of all public libraries (buildings)	35
H3 Number of all academic libraries (agencies)	1
H4 Number of all academic libraries (buildings)	1
H5 Number of all school libraries (agencies)	70
H6 Number of all school libraries (buildings)	148
H7 Number of all special libraries (agencies)	38
H8 Number of all special libraries (buildings)	38
H9 Number of all other types	N/A
Total Non-Automated Libraries	144 agencies / 222 buildings

I. Bibliographic Information	
I1 What percentage of all RLS libraries' holdings are not represented in your LLSAP shared database, BUT are represented in another consortia shared system?	At this time, RAILS is unable to estimate this information.
I2 What percentage of all RLS libraries' holdings are not represented in your LLSAP shared database or another consortia shared system?	At this time, RAILS is unable to estimate this information.

**FY 2017 Library System Annual Report
LLSAP Annual Report
Section 4
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4. LLSAP Annual Report

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Section 2

Multiple Section 2 reports needs to be submitted, 1 for each LLSAP.

Tables 1, 2, B, C, D, F, I, J, K, L, M, N

Please note that we need to try to use common units across LLSAPs for comparison purposes. In counting the libraries in your LLSAP, please list both the agency and the buildings. For example a school district might be counted as an agency once but may have numerous buildings or campuses that are libraries.

Some categories of information will not apply to you, but for those that do, please provide requested information.

Tables 1 and 2 – specific instructions

Please use the following tables to report each individual LLSAP's costs (Table 1) and revenues (Table 2) for the last two fiscal years.

If you have other categories and/or line items to report, please add those to the tables. You can provide explanatory notes either in the tables or following the tables.

There may be categories and/or line items in the form for which you do not record costs or revenues. Please put a N/A in the *FY2017 columns for those items*.

Name of LLSAP: MAGIC

Table 1: Individual LLSAP Operating Expenses

Expenditures	Expense Item	FY2017
Personnel		(All personnel expenses are broken out and reported in personnel expenditure lines, including those charged to the MAGIC contract with RAILS.)
	Library Professionals	\$0
	Other Professionals	\$181,867
	Support Services	\$0
	Social Security Taxes (FICA)	\$13,527
	Unemployment Insurance	\$2,203
	Workers' Compensation	\$377
	Retirement Benefits	\$5,603
	Health, Dental, and Life Insurance	\$19,687
	Temporary Help	\$0
	Recruiting	\$0
TOTAL		\$223,264
Library Materials		
	Print Materials	\$0
	Nonprint Materials	\$0
	E-Resources	\$10,459 (eRead IL membership fees for the consortium net RAILS rebate for consortium-wide membership)
TOTAL		\$10,459
Buildings & Grounds		
	Rent	\$0
	Utilities	\$0
	Property Insurance	\$600
	Repairs & Maintenance	\$0
	Janitorial Services & Supplies	\$0
	Other	\$0
TOTAL		\$600
Vehicle Expense		
	Gas & Oil	\$0
	Repairs & Maintenance	\$0
	Vehicle Insurance	\$0
	Vehicle Leasing & Rent	\$0
TOTAL		\$0
Travel & CE for Staff & Board		
	In-State Travel	\$2,810
	Out-of-State Travel	\$1,304
	Registration & Other Fees	\$910
TOTAL		\$5,024
Continuing Education & Meetings / Others		\$4,000
Public Relations		\$0
Liability Insurance		\$4,658
Supplies, Postage & Printing		
	Computer Supplies	\$2,361
	General Office Supplies & Equipment	\$0
	Internal Printing/Photocopying	\$0

	Postage	\$0
	Library Supplies	\$0
	Other	\$0
TOTAL		\$2,361

Telephone & Telecomm		
	Local/Long Distance – Voice	\$3,076 (Covered amount under the RAILS contract – segregated amounts were not available in FY 2017)
	Telecomm – Data & Fax	\$0
TOTAL		\$3,076
Equipment Rental, Repair & Maintenance		
	Equipment Rental	\$0
	Equipment Repair & Maintenance	\$139,494
	Maintenance Agreement	\$0
	Computer Hardware Insurance	\$0 (Included with property insurance figure above)
TOTAL		\$139,494
Professional Services		
	Legal	\$3,082
	Accounting	\$5,768
	Consulting	\$6,189
	Contractual Staff	\$0
TOTAL		\$15,039
Contractual Services		
	Information Services (bibliographic databases, online subscriptions, etc)	\$6,348
	Contractual Agreements	\$73,580 (\$69,098 – RAILS contract covers salaries, telecom, and other minor expenses included in other expense lines and \$4,482 – RAILS rebates for consortium-wide eRead IL participation)
	Outside Printing	\$0
TOTAL		\$79,928
Interlibrary Loan Charges		\$0
Depreciation		\$10,885
Professional Association Membership Dues		\$100
Miscellaneous		\$128
TOTAL OPERATING EXPENSES		\$499,016
Contractual Reimbursement Revenues Billed to LLSAP		<\$69,098>
**TOTAL OPERATING EXPENSES LESS CONTRACTUAL REIMBURSEMENTS		\$429,918

*All financial results are preliminary and unaudited pending completion of the fiscal year-end audit.

**Excludes RAILS contract amount.

Table 2
LLSAP Annual Revenues

Revenues	Revenue Item	FY2017
State Grants		\$0
Federal Grants		\$0
Other Grants		\$0
LLSAP Participation / Service Fees		
	Annual Participation Fees (from all categories of participants)	\$266,362
	One-Time Startup Fees	\$0
	Other (please describe)	\$0
Interest Income		\$4,139
Other Revenue		\$0
TOTAL REVENUE		\$270,501

*All financial results are preliminary and unaudited pending completion of the fiscal year-end audit.

Tables B-O: LLSAP Supplemental Information

B. LLSAP Participation Information – Full Fee-Paying Participant	
B1 Number of all public libraries (agencies)	9
B2 Number of all public libraries (buildings)	10
B3 Number of all academic libraries (agencies)	1
B4 Number of all academic libraries (buildings)	1
B5 Number of all school libraries (agencies)	3
B6 Number of all school libraries (buildings)	5
B7 Number of all special libraries (agencies)	1
B8 Number of all special libraries (buildings)	3
Note: Includes 2 out-of-state buildings that are LLSAP members but not RAILS members.	
B9 Number of all other types	0
Total Full Fee-Paying Participants	14 agencies/19 buildings
Is RLS an LLSAP participant?	No
Does RLS pay participation fees as others?	No

C. LLSAP Participation Information – Partial Fee-Paying Participant	
C1 Number of all public libraries (agencies)	N/A
C2 Number of all public libraries (buildings)	N/A
C3 Number of all academic libraries (agencies)	N/A
C4 Number of all academic libraries (buildings)	N/A
C5 Number of all school libraries (agencies)	N/A
C6 Number of all school libraries (buildings)	N/A
C7 Number of all special libraries (agencies)	N/A
C8 Number of all special libraries (buildings)	N/A
C9 Number of all other types	N/A
Total Partial Fee-Paying Participants	N/A

D. LLSAP Participation Information – Holdings Only Represented	
D1 Number of all public libraries (agencies)	N/A
D2 Number of all public libraries (buildings)	N/A
D3 Number of all academic libraries (agencies)	N/A
D4 Number of all academic libraries (buildings)	N/A
D5 Number of all school libraries (agencies)	N/A
D6 Number of all school libraries (buildings)	N/A
D7 Number of all special libraries (agencies)	N/A
D8 Number of all special libraries (buildings)	N/A
D9 Number of all other types	N/A
Total Holdings Only Represented	N/A

F. Participants	
F1 Participants as of June 30, 2017	14 agencies/19 buildings

I. Bibliographic Record Information	
I1 Total number of bibliographic records in database	518,334
I2 Total number of item records in database	988,316
I3 Total number of patrons listed in patron database	112,592

J. LLSAP Use by All Participants	
J1 Total search transactions in past 12 months (FY2017)	We do not have those totals
J2 Total circulation transactions in past 12 months (FY2017)	2,164,324 (includes renewals)
J3 Total interlibrary loan transactions in FY2017	208,119 (sent: 101,426, received: 106,693, 95,340x2 within consortium)
J4 Total reciprocal borrowing transactions in FY2017	83,899

K. Cost and Revenue Information		FY 2017
K1 Annual Total Fees Received From Full Members		\$266,362
K2 Annual Total Fees Received From Partial Members		\$0
K3 Annual Fees/Support Received From RLS		\$165,268
K4 FTEs Charged to LLSAP Operating Expenses		3.0
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs		N/A
K6 Annual Total Cost of Operating the LLSAP		\$429,918

L. Cost Components of Operating the LLSAP	FY2017
Personnel	\$223,264
Library Materials	\$10,459
Buildings & Grounds	\$600
Vehicle Expense	\$0
Travel & CE for Staff & Board	\$5,024
Continuing Education & Meetings/Others	\$4,000
Public Relations	\$0
Liability Insurance	\$4,658
Supplies, Postage & Printing	\$2,361
Telephone & Telecomm	\$3,076
Equipment Rental, Repair & Maintenance	\$139,494
Professional Services	\$15,039
Contractual Services	\$79,928
Interlibrary Loan Charges	\$0
Depreciation	\$10,885
Professional Association Membership Dues	\$100
Miscellaneous	\$128
Total All Expenditures	\$499,016
Contractual Reimbursement Revenues Billed to LLSAP	<\$69,098>
Total Operating Expenses Less Contractual Reimbursements	\$429,918

M. Cost Components to Participate in the LLSAP—Startup	FY2017
	Consortium is no longer accepting new members, pending migration to SWAN and dissolution.

N. Cost Components to Participate in the LLSAP—Ongoing	FY2017
<p>Monthly fee (Fee structure effective July 2007; revised with fee reductions for FY2013-2016).</p> <p>This covers operating costs such as basic software maintenance costs (except for specialty modules), fees to RAILS for support for staffing and telecommunications, and contributions towards the reserve fund for LLSAP enhancements, migration, etc.</p>	<ul style="list-style-type: none"> • \$100/month per agency • \$25/month for each additional building <p>Unit use fee based on sum of item holdings and annual circulation (\$0.00 per unit use below 35,000 [included in membership fee]; \$0.011 per unit use from 35,000 to 200,000; \$0.01 per unit use from 200,000 to 500,000; \$0.009 per unit use over 500,000)</p>
<p>Maintenance fees for specialty modules or equipment not used by all LLSAP members are billed separately on an annual basis. (Basic software maintenance for circulation, cataloging, OPAC, etc. is covered by the monthly fees.)</p>	<ul style="list-style-type: none"> • Acquisitions: \$750 • Collection agency interface: \$125 • Custom reports: usually free, but \$25/hr for complex reports or special processing • Patron record loads: \$75/file for more than two loads/fiscal year • Text messaging for library notices: \$360

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Name of LLSAP: PrairieCat

Table 1: Individual LLSAP Operating Expenses

Expenditures	Expense Item	FY2017
Personnel		(All personnel expenses are broken out and reported in personnel expenditure lines, including those charged to the PrairieCat contract within RAILS.)
	Library Professionals	\$198,596
	Other Professionals	\$400,137
	Support Services	\$118,603
	Social Security Taxes (FICA)	\$52,288
	Unemployment Insurance	\$7,572
	Workers' Compensation	\$1,714
	Retirement Benefits	\$24,167
	Health, Dental, and Life Insurance	\$104,064
	Temporary Help	\$0
	Recruiting	\$0
TOTAL		\$907,141
Library Materials		
	Print Materials	\$0
	Nonprint Materials	\$0
	E-Resources	\$43,593 (eRead IL membership fees for the consortium – billed back to the membership)
TOTAL		\$43,593
Buildings & Grounds		
	Rent	\$0
	Utilities	\$0
	Property Insurance	\$1,127
	Repairs & Maintenance	\$0
	Janitorial Services & Supplies	\$0
	Other	\$0
TOTAL		\$1,127
Vehicle Expense		
	Gas & Oil	\$2,193
	Repairs & Maintenance	\$0
	Vehicle Insurance	\$2,767
	Vehicle Leasing & Rent	\$0
TOTAL		\$4,960
Travel & CE for Staff & Board		
	In-State Travel	\$6,061
	Out-of-State Travel	\$7,657
	Registration & Other Fees	\$13,547
TOTAL		\$27,265
Continuing Education & Meetings / Others		\$8,650
Public Relations		\$11
Liability Insurance		\$4,876
Supplies, Postage & Printing		
	Computer Supplies	\$2,278

	General Office Supplies & Equipment	\$399
	Internal Printing/Photocopying	\$0
	Postage	\$0
	Library Supplies	\$0
	Other	\$0
TOTAL		\$2,677

Telephone & Telecomm		
	Local/Long Distance – Voice	\$9,505 (Covered amount under the RAILS contract – segregated amounts were not available in FY 2017)
	Telecomm – Data & Fax	\$0
TOTAL		\$9,505
Equipment Rental, Repair & Maintenance		
	Equipment Rental	\$0
	Equipment Repair & Maintenance	\$0
	Maintenance Agreement	\$0
	Computer Hardware Insurance	\$0 (Included with property insurance figure above)
TOTAL		\$0
Professional Services		
	Legal	\$2,124
	Accounting	\$4,340
	Consulting	\$2,500
	Contractual Staff	\$0
TOTAL		\$8,964
Contractual Services		
	Information Services (bibliographic databases, online subscriptions, etc)	\$355,417
	Contractual Agreements	\$426,991 (RAILS contract covers salaries, telecom, and other minor expenses included in other expense lines)
	Other Contractual Services	\$350
	Outside Printing	\$0
TOTAL		\$782,758
Interlibrary Loan Charges		\$0
Depreciation		\$93,674
Professional Association Membership Dues		\$537
Miscellaneous		\$5,118
TOTAL OPERATING EXPENSES		\$1,900,856
Contractual Reimbursement Revenues Billed to LLSAP		<\$426,991>
**TOTAL OPERATING EXPENSES LESS CONTRACTUAL REIMBURSEMENTS		\$1,473,865

*All financial results are preliminary and unaudited pending completion of the fiscal year-end audit.

**Excludes RAILS contract amount.

Table 2
LLSAP Annual Revenues

Revenues	Revenue Item	FY2017
State Grants		\$0
Federal Grants		\$0
Other Grants		\$2,232
LLSAP Participation / Service Fees		
	Annual Participation Fees (from all categories of participants)	\$832,338
**	One-Time Startup Fees	\$5,000
	Other (please describe) ILL Barcode Fees	\$9,200
Interest Income		\$2,705
***Other Revenue		\$56,038
TOTAL REVENUE		\$907,513

*All financial results are preliminary and unaudited pending completion of the fiscal year-end audit.

**One-time contributions to the capital reserve fund.

***Delegate and User Group lunch fees, finance charges, withdrawal fees, eRead Illinois billings to the members, and small group purchases.

Tables B-O: LLSAP Supplemental Information

B. LLSAP Participation Information – Full Fee-Paying Participant	
B1 Number of all public libraries (agencies)	65
B2 Number of all public libraries (buildings)	75
B3 Number of all academic libraries (agencies)	1
B4 Number of all academic libraries (buildings)	1
B5 Number of all school libraries (agencies)	6
B6 Number of all school libraries (buildings)	19
B7 Number of all special libraries (agencies)	0
B8 Number of all special libraries (buildings)	0
B9 Number of all other types	0
Total Full Fee-Paying Participants	72 agencies / 95 buildings
Is RLS an LLSAP participant?	No
Does RLS pay participation fees as others?	No

C. LLSAP Participation Information – Partial Fee-Paying Participant	
C1 Number of all public libraries (agencies)	16
C2 Number of all public libraries (buildings)	16
C3 Number of all academic libraries (agencies)	0
C4 Number of all academic libraries (buildings)	0
C5 Number of all school libraries (agencies)	2
C6 Number of all school libraries (buildings)	5
C7 Number of all special libraries (agencies)	0
C8 Number of all special libraries (buildings)	0
C9 Number of all other types	0
Total Partial Fee-Paying Participants	18 agencies / 21 buildings

D. LLSAP Participation Information – Holdings Only Represented	
D1 Number of all public libraries (agencies)	12
D2 Number of all public libraries (buildings)	12
D3 Number of all academic libraries (agencies)	0
D4 Number of all academic libraries (buildings)	0
D5 Number of all school libraries (agencies)	23
D6 Number of all school libraries (buildings)	34
D7 Number of all special libraries (agencies)	2
D8 Number of all special libraries (buildings)	2
D9 Number of all other types	0
Total Holdings Only Represented	37 agencies / 48 buildings

F. Participants	
F1 Participants as of June 30, 2017	72 Fully Participating members, 18 Basic Online members, 37 Union List members

I. Bibliographic Record Information	
I1 Total number of bibliographic records in database	1,058,857
I2 Total number of item records in database	4,487,176
I3 Total number of patrons listed in patron database	372,793

J. LLSAP Use by All Participants	
J1 Total search transactions in past 12 months (FY2017)	Not available
J2 Total circulation transactions in past 12 months (FY2017)	5,273,845
J3 Total interlibrary loan transactions in FY2017	628,963
J4 Total reciprocal borrowing transactions in FY2017	776,272

K. Cost and Revenue Information		FY 2017
K1 Annual Total Fees Received From Full Members		\$797,351
K2 Annual Total Fees Received From Partial Members		\$34,488
K3 Annual Fees/Support Received From RLS		\$509,996
K4 FTEs Charged to LLSAP Operating Expenses		12
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs		N/A
K6 Annual Total Cost of Operating the LLSAP		\$1,473,865

L. Cost Components of Operating the LLSAP	FY2017
Personnel	\$907,141
Library Materials	\$43,593
Buildings & Grounds	\$1,127
Vehicle Expense	\$4,960
Travel & CE for Staff & Board	\$27,265
Continuing Education & Meetings/Others	\$8,650
Public Relations	\$11
Liability Insurance	\$4,876
Supplies, Postage & Printing	\$2,677
Telephone and Telecomm	\$9,505
Equipment Rental, Repair & Maintenance	\$0
Professional Services	\$8,964
Contractual Services	\$782,758
Interlibrary Loan Charges	\$0
Depreciation	\$93,674
Professional Association Membership Dues	\$537
Miscellaneous	\$5,118
Total All Expenditures	\$1,900,856
Contractual Reimbursement Revenues Billed to LLSAP	<\$426,991>
Total Operating Expenses Less Contractual Reimbursements	\$1,473,865

M. Cost Components to Participate in the LLSAP—Startup	FY2017
ILS vendor charge per library (varies by size of library)	\$5,000 to \$10,000
Member charge (varies by membership level)	\$1,250 to \$5,000
Hardware expense (varies by library)	\$0 to \$5,000
Barcodes	\$0 to \$1,000

N. Cost Components to Participate in the LLSAP—Ongoing	FY2017
Per library fee (Union List)	\$625
Ongoing capital reserve contribution (Union List)	\$150
Per library fee (Basic Online)	\$2,000
Ongoing capital reserve contribution (Basic Online)	\$275
Per library fee (Fully Participation)	\$2,800
Ongoing capital reserve contribution (Fully Participating)	\$400
Per circulation fee (Basic Online or Fully Participating)	\$88 to \$11,119
Per item fee (Basic Online or Fully Participating)	\$380 to \$8,922
Per patron fee (Basic Online or Fully Participating)	\$158 to \$10,550

*All financial results are preliminary and unaudited pending completion of the fiscal year-end audit.

**FY 2017 Library System Annual Report
LLSAP Annual Report
Section 4
*Adapted from Appendix F of the zILLANE Study***

4. LLSAP Annual Report

4.1 This document is an Adaptation of Appendix F of the zILLANE Study.

Instructions

For FY2017, the format of this report is in two sections: **Section 1** is data for the entire RLS (Regional Library System), and **Section 2** is data for each individual LLSAP. We have maintained the same table and numbering scheme to allow the matching of data from preceding years.

Only one Section 1 needs to be submitted for the entire RLS.

Multiple Section 2 reports should be submitted, one for each individual LLSAP. (Individual LLSAP is defined as a separate system-supported automation group that used a separate integrated library system product for FY2017.)

URL for the zILLANE Report: <http://www.unt.edu/zillane/FinalReport.htm>

Section 2

Multiple Section 2 reports needs to be submitted, 1 for each LLSAP.

Tables 1, 2, B, C, D, F, I, J, K, L, M, N

Please note that we need to try to use common units across LLSAPs for comparison purposes. In counting the libraries in your LLSAP, please list both the agency and the buildings. For example a school district might be counted as an agency once but may have numerous buildings or campuses that are libraries.

Some categories of information will not apply to you, but for those that do, please provide requested information.

Tables 1 and 2 – specific instructions

Please use the following tables to report each individual LLSAP's costs (Table 1) and revenues (Table 2) for the last two fiscal years.

If you have other categories and/or line items to report, please add those to the tables. You can provide explanatory notes either in the tables or following the tables.

There may be categories and/or line items in the form for which you do not record costs or revenues. Please put a N/A in the *FY2017 columns for those items*.

Name of LLSAP: RSA NFP

Table 1: Individual LLSAP Operating Expenses

Expenditures	Expense Item	FY2017
Personnel		(All personnel expenses are broken out and reported in personnel expenditure lines, including those charged to the RSA contract within RAILS.)
	Library Professionals	\$238,022
	Other Professionals	\$208,174
	Support Services	\$72,968
	Social Security Taxes (FICA)	\$37,765
	Unemployment Insurance	\$6,090
	Workers' Compensation	\$1,074
	Retirement Benefits	\$16,920
	Health, Dental, and Life Insurance	\$74,338
	Temporary Help	\$0
	Recruiting	\$0
TOTAL		\$655,351
Library Materials		
	Print Materials	\$0
	Nonprint Materials	\$1,328
	E-Resources	\$126,762 (Includes \$63,344 – ADML funds held in trust and \$63,418 – eRead IL membership fees for the consortium)
TOTAL		\$128,090
Buildings & Grounds		
	Rent	\$0
	Utilities	\$0
	Property Insurance	\$0
	Repairs & Maintenance	\$0
	Janitorial Services & Supplies	\$0
	Other	\$0
TOTAL		\$0
Vehicle Expense		
	Gas & Oil	\$1,546
	Repairs & Maintenance	\$9
	Vehicle Insurance	\$4,825
	Vehicle Leasing & Rent	\$0
TOTAL		\$6,380
Travel & CE for Staff & Board		
	In-State Travel	\$11,916
	Out-of-State Travel	\$8,525
	Registration & Other Fees	\$4,995
TOTAL		\$25,436
Continuing Education & Meetings / Others		\$3,324
Public Relations		\$0
Liability Insurance		\$4,777
Supplies, Postage & Printing		
	Computer Supplies	\$805
	General Office Supplies & Equipment	\$1,753

	Internal Printing/Photocopying	\$0
	Postage	\$0
	Library Supplies	\$0
	Other	\$0
TOTAL		\$2,558

Telephone & Telecomm		
	Local/Long Distance – Voice	\$7,168 (Covered amount under the RAILS contract – segregated amounts were not available in FY 2017)
	Telecomm – Data & Fax	\$0
TOTAL		\$7,168

Equipment Rental, Repair & Maintenance		
	Equipment Rental	\$0
	Equipment Repair & Maintenance	\$6,293
	Maintenance Agreement	\$0
	Computer Hardware Insurance	\$0
TOTAL		\$6,293

Professional Services		
	Legal	\$231
	Accounting	\$4,100
	Consulting	\$0
	Contractual Staff	\$0
TOTAL		\$4,331

Contractual Services		
	Information Services (bibliographic databases, online subscriptions, etc)	\$791
	Contractual Agreements	\$169,346 (\$150,371 – RAILS contract covers salaries, telecom, and other minor expenses included in other expense lines and \$18,975 – RAILS rebates for consortium-wide eRead IL participation)
	Other Contractual Services	\$246,923
	Outside Printing	\$0
TOTAL		\$417,060

Interlibrary Loan Charges		\$0
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Professional Association Membership Dues		\$269
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Depreciation		\$16,149
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Miscellaneous		\$127
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TOTAL OPERATING EXPENSES		\$1,277,313
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Contractual Reimbursement Revenues Billed to LLSAP and eRead IL Consortium-Wide Participation Rebates		<\$169,346>
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**TOTAL OPERATING EXPENSES LESS CONTRACTUAL REIMBURSEMENTS		\$1,107,967
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*All financial results are preliminary and unaudited pending completion of the fiscal year-end audit.

**Excludes RAILS contract amount and eRead IL rebates.

Table 2
LLSAP Annual Revenues

Revenues	Revenue Item	FY2017
State Grants		\$0
Federal Grants		\$0
Other Grants		\$0
LLSAP Participation / Service Fees		
	Annual Participation Fees (from all categories of participants)	\$672,093
	One-Time Startup Fees	\$1,440
	Other (please describe)	\$0
Interest Income		\$11,870
Other Revenue		\$92,844 (Includes \$69,435 – ADML funds held in trust, \$18,975 – eRead IL rebates for consortium-wide participation, \$2,464 – Envisionware maintenance reimbursement offset by corresponding amount in Other Contractual Services Expense, \$2,400 – Dunlap CUSD #323 and Black Hawk College library data extraction reimbursement offset by corresponding amount in Other Contractual Services Expense, and <\$430> – prior year accounts receivable write-off of Midwest Central CUSD #191 non-OCLC fees)
TOTAL REVENUE		\$778,247

*All financial results are preliminary and unaudited pending completion of the fiscal year-end audit.

Tables B-O: LLSAP Supplemental Information

B. LLSAP Participation Information – Full Fee-Paying Participant	
B1 Number of all public libraries (agencies)	47
B2 Number of all public libraries (buildings)	68
B3 Number of all academic libraries (agencies)	4
B4 Number of all academic libraries (buildings)	4
B5 Number of all school libraries (agencies)	22
B6 Number of all school libraries (buildings)	43
B7 Number of all special libraries (agencies)	1
B8 Number of all special libraries (buildings)	1
B9 Number of all other types	0
Total Full Fee-Paying Participants	74
Is RLS an LLSAP participant?	No
Does RLS pay participation fees as others?	N/A

C. LLSAP Participation Information – Partial Fee-Paying Participant	
C1 Number of all public libraries (agencies)	43
C2 Number of all public libraries (buildings)	43
C3 Number of all academic libraries (agencies)	0
C4 Number of all academic libraries (buildings)	0
C5 Number of all school libraries (agencies)	19
C6 Number of all school libraries (buildings)	26
C7 Number of all special libraries (agencies)	0
C8 Number of all special libraries (buildings)	0
C9 Number of all other types	0
Total Partial Fee-Paying Participants	62

D. LLSAP Participation Information – Holdings Only Represented	
D1 Number of all public libraries (agencies)	3
D2 Number of all public libraries (buildings)	3
D3 Number of all academic libraries (agencies)	0
D4 Number of all academic libraries (buildings)	0
D5 Number of all school libraries (agencies)	5
D6 Number of all school libraries (buildings)	5
D7 Number of all special libraries (agencies)	1
D8 Number of all special libraries (buildings)	1
D9 Number of all other types	0
Total Holdings Only Represented	9

F. Participants	
F1 Participants as of June 30, 2017	145

I. Bibliographic Record Information	
I1 Total number of bibliographic records in database	1,074,028
I2 Total number of item records in database	4,616,166
I3 Total number of patrons listed in patron database	368,865

J. LLSAP Use by All Participants	
J1 Total search transactions in past 12 months (FY2017)	2,957,460
J2 Total circulation transactions in past 12 months (FY2017)	6,170,086
J3 Total interlibrary loan transactions in FY2017	Only counts ILL Transactions for RSA items, non-RSA items are hand counted by libraries and not available to us. 563,303
J4 Total reciprocal borrowing transactions in FY2017	Only counts ILL Transactions for RSA items, non-RSA items are hand counted by libraries and not available to us. 942,940

K. Cost and Revenue Information		FY 2017
K1 Annual Total Fees Received From Full Members	\$584,248	
K2 Annual Total Fees Received From Partial Members	\$87,845 (\$76,820 received from Basic Online Members, \$10,800 received from Union List Members, and \$225 received from ADML Members who are not RSA Members)	
K3 Annual Fees/Support Received From RLS	\$535,629	
K4 FTEs Charged to LLSAP Operating Expenses	10	
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs	N/A	
K6 Annual Total Cost of Operating the LLSAP	\$1,107,967	

L. Cost Components of Operating the LLSAP	FY2017
Personnel	\$655,351
Library Materials	\$128,090
Buildings & Grounds	\$0
Vehicle Expense	\$6,380
Travel & CE for Staff & Board	\$25,436
Continuing Education & Meetings/Others	\$3,324
Public Relations	\$0
Liability Insurance	\$4,777
Supplies, Postage, & Printing	\$2,558
Telephone & Telecomm	\$7,168
Equipment Rental, Repair & Maintenance	\$6,293
Professional Services	\$4,331
Contractual Services	\$417,060
Interlibrary Loan Charges	\$0
Professional Association Membership Dues	\$269
Depreciation	\$16,149
Miscellaneous	\$127
Total All Expenditures	\$1,277,313
Contractual Reimbursement Revenues Billed to LLSAP	<\$169,346>
Total Operating Expenses Less Contractual Reimbursements	\$1,107,967

M. Cost Components to Participate in the LLSAP—Startup	FY2017
Online Member	\$1,200, \$2,500 or \$5,000 (Depending on number of bib records + equipment and data migration costs)
Basic Online Member	\$1,200 - \$1,500 + equipment and data migration costs
Union Listing Member	No longer offered to new members.

N. Cost Components to Participate in the LLSAP—Ongoing	FY2017
Online Membership	\$500
Online Access/Usage	\$1,875 - \$69,500
Basic Online Membership	\$500
Basic Online Access/Usage	\$800 or \$1,300 if have branch
Union Listing Membership	\$500
Union Listing Access/Usage	\$400

*All financial results are preliminary and unaudited pending completion of the fiscal year-end audit.

**FY 2017 Library System Annual Report
LLSAP Annual Report
Section 4
*Adapted from Appendix F of the zILLANE Study***

4. LLSAP Annual Report

4.1 This document is an Adaptation of Appendix F of the zILLANE Study.

Instructions

For FY2017, the format of this report is in two sections: **Section 1** is data for the entire RLS (Regional Library System), and **Section 2** is data for each individual LLSAP. We have maintained the same table and numbering scheme to allow the matching of data from preceding years.

Only one Section 1 needs to be submitted for the entire RLS.

Multiple Section 2 reports should be submitted, one for each individual LLSAP. (Individual LLSAP is defined as a separate system-supported automation group that used a separate integrated library system product for FY2017.)

URL for the zILLANE Report: <http://www.unt.edu/zillane/FinalReport.htm>

Section 2

Multiple Section 2 reports needs to be submitted, 1 for each LLSAP.

Tables 1, 2, B, C, D, F, I, J, K, L, M, N

Please note that we need to try to use common units across LLSAPs for comparison purposes. In counting the libraries in your LLSAP, please list both the agency and the buildings. For example a school district might be counted as an agency once but may have numerous buildings or campuses that are libraries.

Some categories of information will not apply to you, but for those that do, please provide requested information.

Tables 1 and 2 – specific instructions

Please use the following tables to report each individual LLSAP's costs (Table 1) and revenues (Table 2) for the last two fiscal years.

If you have other categories and/or line items to report, please add those to the tables. You can provide explanatory notes either in the tables or following the tables.

There may be categories and/or line items in the form for which you do not record costs or revenues. Please put a N/A in the *FY2017 columns for those items*.

Name of LLSAP: SWAN

Table 1: Individual LLSAP Operating Expenses

Expenditures	Expense Item	FY2017
Personnel		
	Library Professionals	\$226,401
	Other Professionals	\$751,972
	Support Services	\$237,469
	Vacation Expense	\$2,805
	Social Security Taxes (FICA)	\$89,652
	Unemployment Insurance	\$5,229 (SWAN is on a reimbursable unemployment basis)
	Workers' Compensation	\$2,536
	Retirement Benefits	\$116,473
	Health, Dental, and Life Insurance	\$166,822
	Wellness Benefits	\$2,005
	Temporary Help	\$0
	Recruiting	\$195
TOTAL		\$1,601,559
Library Materials		
	Print Materials	\$4,090
	Nonprint Materials	\$0
	E-Resources	\$375
TOTAL		\$4,465
Buildings & Grounds		
	Rent	\$50,124
	Utilities	\$3,311
	Property Insurance	\$1,417
	Repairs & Maintenance	\$609
	Janitorial Services & Supplies	\$6,486
	Other	\$150
TOTAL		\$62,097
Vehicle Expense		
	Gas & Oil	\$0
	Repairs & Maintenance	\$0
	Vehicle Insurance	\$0
	Vehicle Leasing & Rent	\$0
TOTAL		\$0
Travel & CE for Staff & Board		
	In-State Travel	\$2,030
	Out-of-State Travel	\$4,538
	Registration & Other Fees	\$3,733
TOTAL		\$10,301
Continuing Education & Meetings / Others		\$22,672
Public Relations		\$0
Liability Insurance		\$8,335
Supplies, Postage & Printing		
	Computer Supplies	\$95,027
	General Office Supplies & Equipment	\$82,203
	Internal Printing/Photocopying	\$0
	Postage	\$2,505
	Library Supplies	\$0

	Other	\$0
TOTAL		\$179,735
Telephone & Telecomm		
	Local/Long Distance – Voice	\$18,293 (Segregated amounts were not available in FY 2017)
	Telecomm – Data & Fax	\$0
TOTAL		\$18,293
Equipment Rental, Repair & Maintenance		
	Equipment Rental	\$2,079
	Equipment Repair & Maintenance	\$296,826
	Maintenance Agreement	\$0
	Computer Hardware Insurance	\$0 (Included with liability insurance figure above)
TOTAL		\$298,905
Professional Services		
	Legal	\$11,309
	Accounting	\$5,300
	Consulting	\$19,643
	Payroll Service Fees	\$2,857
	Contractual Staff	\$2,400
TOTAL		\$41,509
Contractual Services		
	Information Services (bibliographic databases, online subscriptions, etc)	\$208,598
	Contractual Agreements	\$3,704 (ILS fees billed back to the member libraries)
	Other Contractual Services	\$26,409
	Outside Printing	\$0
TOTAL		\$238,711
Interlibrary Loan Charges		\$0
Group Purchases		\$594
Depreciation		\$65,739
Professional Association Membership Dues		\$490
Miscellaneous		\$6,517
TOTAL OPERATING EXPENSES		\$2,559,922

*All financial results are preliminary and unaudited pending completion of the fiscal year-end audit.

Table 2
LLSAP Annual Revenues

Revenues	Revenue Item	FY2017
State Grants		\$0
Federal Grants		\$0
Other Grants		\$0
LLSAP Participation / Service Fees		
	Annual Participation Fees (from all categories of participants)	\$1,686,260
	One-Time Startup Fees	\$0
	Other (please describe)	\$0
Interest Income		\$6,438
**Other Revenue		\$485,150
TOTAL REVENUE		\$2,177,848

*All financial results are preliminary and unaudited pending completion of the fiscal year-end audit.

**SWAN lunch fees for SWAN user group meeting, data extraction fees, reciprocal borrowing and ILL losses billed and collected from the members, collection agency fees billed and collected from the members, RAILS support of \$485,669, and one small group purchase.

Tables B-O: LLSAP Supplemental Information

B. LLSAP Participation Information – Full Fee-Paying Participant	
B1 Number of all public libraries (agencies)	75
B2 Number of all public libraries (buildings)	77
B3 Number of all academic libraries (agencies)	1
B4 Number of all academic libraries (buildings)	1
B5 Number of all school libraries (agencies)	0
B6 Number of all school libraries (buildings)	0
B7 Number of all special libraries (agencies)	2
B8 Number of all special libraries (buildings)	2
B9 Number of all other types	0
Total Full Fee-Paying Participants	78
Is RLS an LLSAP participant?	No
Does RLS pay participation fees as others?	No

C. LLSAP Participation Information – Partial Fee-Paying Participant	
C1 Number of all public libraries (agencies)	4
C2 Number of all public libraries (buildings)	4
C3 Number of all academic libraries (agencies)	1
C4 Number of all academic libraries (buildings)	1
C5 Number of all school libraries (agencies)	10
C6 Number of all school libraries (buildings)	40
C7 Number of all special libraries (agencies)	0
C8 Number of all special libraries (buildings)	0
C9 Number of all other types	0
Total Partial Fee-Paying Participants	15

D. LLSAP Participation Information – Holdings Only Represented	
D1 Number of all public libraries (agencies)	0
D2 Number of all public libraries (buildings)	0
D3 Number of all academic libraries (agencies)	0
D4 Number of all academic libraries (buildings)	0
D5 Number of all school libraries (agencies)	0
D6 Number of all school libraries (buildings)	0
D7 Number of all special libraries (agencies)	0
D8 Number of all special libraries (buildings)	0
D9 Number of all other types	0
Total Holdings Only Represented	0

F. Participants	
F1 Participants as of June 30, 2017	92

I. Bibliographic Record Information	
I1 Total number of bibliographic records in database	1,301,715
I2 Total number of item records in database	6,541,245
I3 Total number of patrons listed in patron database	965,160

J. LLSAP Use by All Participants	
J1 Total search transactions in past 12 months (FY2017)	Not tracked
J2 Total circulation transactions in past 12 months (FY2017)	10,764,755
J3 Total interlibrary loan transactions in FY2017	1,143,112
J4 Total reciprocal borrowing transactions in FY2017	1,369,080

K. Cost and Revenue Information		FY 2017
K1 Annual Total Fees Received From Full Members		\$1,677,466
K2 Annual Total Fees Received From Partial Members		\$8,794
K3 Annual Fees/Support Received From RLS		\$491,618
K4 FTEs Charged to LLSAP Operating Expenses		19.5
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs		N/A
K6 Annual Total Cost of Operating the LLSAP		\$2,559,922

L. Cost Components of Operating the LLSAP	FY2017
Personnel	\$1,601,559
Library Materials	\$4,465
Buildings & Grounds	\$62,097
Vehicle Expense	\$0
Travel & CE for Staff & Board	\$10,301
Continuing Education & Meetings/Others	\$22,672
Public Relations	\$0
Liability Insurance	\$8,335
Supplies, Postage & Printing	\$179,735
Telephone & Telecomm	\$18,293
Equipment Rental, Repair & Maintenance	\$298,905
Professional Services	\$41,509
Contractual Services	\$238,711
Interlibrary Loan Charges	\$0
Group Purchases	\$594
Depreciation	\$65,739
Professional Association Membership Dues	\$490
Miscellaneous	\$6,517
Total All Expenditures	\$2,559,922

M. Cost Components to Participate in the LLSAP— Startup	FY2017
Library Fee	\$6,406
Circulation Fee	\$25 - \$24,432
Title Fee	\$713 - \$25,957
Staff License Fee	\$845 - \$18,599

N. Cost Components to Participate in the LLSAP— Ongoing	FY2017
Library Fee	\$493,285
Circulation Fee	\$244,692
Title Fee	\$570,947
Staff License Fee	\$358,881
Total SWAN fees	\$1,667,804

*All financial results are preliminary and unaudited pending completion of the fiscal year-end audit.

**FY 2017 Library System Annual Report
Delivery Annual Report
Section 5**

5. 1 Delivery Annual Report

In addition to including delivery goals, objectives, and activities in the Annual Report Narrative (1.1) and statistics in the Annual Report section 3.1.4, complete Tables 1 and 2 with information specific to the delivery service only.

Table 1: Delivery Operating Expenses

Delivery Expenditures	Expense Item	FY2017	FY2017
Delivery Personnel		RAILS	ILDS
	Library Professionals	0	0
	Other Professionals	290,883	0
	Support Services	708,928	368,048
	Social Security Texas (FICA)	76,175	23,323
	Unemployment Insurance	20,442	14,757
	Workers' Compensation	86,514	36,712
	Retirement Benefits	43,275	7,146
	Health, Dental, and Life Insurance	135,054	60,540
	Temporary Help	35,992	35,249
	Recruiting	0	
TOTAL		1,397,263	545,775
Delivery Buildings & Grounds			
	Rent	130,624	0
	Utilities	5,630	0
	Property Insurance	0	0
	Repairs & Maintenance	6,739	0
	Janitorial Services & Supplies	418	0
	Other	2,759	0
TOTAL		146,170	
Delivery Vehicle Expense			
	Fuel	113,023	68,810
	Repairs & Maintenance	74,561	24,854
	Vehicle Insurance	61,649	7,464
	Vehicle Leasing & Rent/Other	3,827	2,000
TOTAL		253,060	103,128
Travel & CE for Delivery Staff			
6,356	In-State Travel	3,108	0
	Out-of-State Travel	0	0
	Registration & Other Fees	1,095	0
TOTAL		4,203	0
Delivery Liability Insurance		0	0
Supplies, Postage & Printing			
	Delivery Supplies	56,356	11,085
	General Office Supplies & Equipment	2,067	0
	Internal Printing/Photocopying	0	0
	Postage	9,847	0
	Library Supplies	0	0
	Other	709	0
TOTAL		68,979	11,085

Delivery Telephone & Telecomm		FY2017	FY2017
		RAILS	ILDS
	Local/Long Distance – Voice	9,251	0
	Telecomm – Data & Fax	0	0
TOTAL		9,251	0
Delivery Equipment Rental, Repair & Maintenance			
	Equipment Rental	2,076	0
	Equipment Repair & Maintenance	1,457	0
	Maintenance Agreement	0	0
	Computer Hardware Insurance	0	0
TOTAL		3,533	0
Delivery Professional Services			
	Legal	1,015	245
	Accounting	0	0
	Consulting	0	0
	Contractual Staff	0	0
TOTAL		1,015	245
Delivery Contractual Services			
	Contractual Agreements with commercial carriers	889,141	318,309
TOTAL		889,141	318,309
TOTAL OPERATING EXPENSES		2,772,615	978,542
Revenues			526,845
OPERATING (DEFICIT)			(451,697)

Table 2: Delivery Supplemental Statistics as of June 30, 2017

2.1 All Agencies	Number receiving system-provided delivery	Number receiving outsourced delivery	Number receiving postal mail delivery	Number receiving ILDS delivery through RAILS	Total
Public libraries (agencies)	260	129	11	0	400
Academic libraries (agencies)	83	12	10	96	201
School libraries (agencies)	115	16	210	1	342
Special libraries (agencies)	19	93	53	6	171
TOTAL	477	250	284	103	1,114

3.3 CDP Agencies	Number participating in CDPs as host	Number participating in CDPs as participant	Total hosts and participants
Public libraries (agencies)	149	12	161
Academic libraries (agencies)		6	6
School libraries (agencies)	4	217	221
Special libraries (agencies)		26	26
System (library retrieves their material for the RAILS hub)	1		1
TOTAL ALL PARTICIPANTS			
TOTAL ALL CDPs in SYSTEM	154	261	415

3.5 Agency Delivery by Frequency	Number in functional frequency categories (include all types of delivery)
2 day per week	151
3 day per week	52
4 day per week	10
5 day per week	354
Other	435
TOTAL	1,002