

**FY2019 LIBRARY SYSTEM AREA AND PER CAPITA GRANT APPLICATION
COVER SHEET**

Library System: _____

Address: _____

Address 2: _____

City: _____ *State:* _____ *ZIP+Four* _____

Telephone: _____

FAX: _____

URL: _____

FEIN Number: _____

Person submitting this application:

First Name _____ *Last Name* _____

Title: _____ *Telephone:* _____

FAX: _____ *E-Mail Address:* _____

System Board President Signature

Date

Executive Director Signature

Date

RAILS FY2019 System Area and Per Capita Grant Application

Detailed Budget Narrative

This budget narrative for the FY2019 plan of service in the area and per capita grant application provides an overview and a programmatic analysis of the proposed budget. Its purpose is to enhance understanding of the budget components and how the budget supports and aligns with the plan of service. All comparisons made to the prior year budget refer to the FY2018 budget. We have included as an attachment a spreadsheet showing line item details of the FY2019 budget and FY2018 budget, with a breakdown by administration, delivery and LLSAP support revenues and expenditures, and a comparison of the two.

The FY2019 budget incorporates a significant increase in RAILS' support to enable member libraries to join RAILS-affiliated LLSAPs; the restructuring of LLSAP contracts, the major effect of which is that PrairieCat support personnel will become PrairieCat employees and that RAILS will begin direct financial support; the dissolution of MAGIC; and the implementation of Find More Illinois. Actual expenditures will depend on many variables, including when and how we continue to implement and refine other member service and LLSAP support activities and member library participation, Find More Illinois support activities, additional tuning of delivery routes, fuel costs, and weather conditions.

Summary

The proposed FY2019 plan of service incorporates programs and activities in support of RAILS strategic plan, as well as several additional activities in which the Illinois State Library will participate or has indicated support. These include:

- Support for libraries to join LLSAPs/consortia
- System delivery and ILDS
- Find More Illinois
- Replacement/upgrade of the L2 platform
- Continuing education and training for members including public library trustees
- Data collection for system membership standards project
- Support for eread and Biblioboard
- Cooperative purchases
- Grants to members for continuing education events and for collaborative projects

As in past years, we used zero-based budgeting, meaning we developed the FY2019 budget from the ground up. We included all activities we believe necessary to support our strategic plan and did not limit them due to funding uncertainties, as RAILS currently has over one year of operating reserves to fund revenue shortfalls.

General fund revenues of \$12,155,688 are budgeted to decrease \$295,588 from the FY2018 budget. This decrease is primarily due to a reduction of fees for services and materials from LLSAPs (\$466,822) due to the new contract implementation for PrairieCat, in which former RAILS employees will become

PrairieCat employees and RAILS will now provide primarily direct financial support, and MAGIC's April 30, 2018 dissolution. Increased investment income (\$153,734), due to higher investment yields, partially offsets the decrease in LLSAP revenues.

Special revenues fund revenues of \$38,060 are budgeted to increase \$1,980 from the FY2018 budget. The only item budgeted in the special revenues fund is the system automation and technology grant for batchloading and cleanup of OCLC holdings for LLSAP member libraries.

Budgeted general fund expenditures of \$12,150,947 are \$10,804 below the FY2018 budgeted amounts, primarily due to lower personnel expenditures (\$1,389,458) offset by higher contractual services (\$1,410,871).

For the general fund, we are budgeting that total estimated revenues will exceed estimated expenditures by \$4,741. We also are budgeting \$532,000 of expenditures from the capital projects fund, which has no budgeted revenues. Per the Illinois State Library guidelines, we budgeted area and per capita grant revenues of \$9,879,110, the FY2018 award amount. If a lesser amount is awarded, we may have to reduce expenditures and cut back on services. The recommended strategy is to use some reserve funds, cut some services in FY2019 and work to find ways to economize even more in FY2020 if necessary.

Certain budgeted expenditures are tentative and may be deferred or not incurred. These might include the hiring of a budgeted new position, the purchase of new delivery vehicles and the contingency amounts related to the possible changes in facilities.

Revenues

FY2019 estimated total revenues of \$12,193,748 consist of general fund revenues of \$12,155,688 and special revenue funds revenues of \$38,060.

Area and per capita grant (\$9,879,110) revenues are budgeted at the FY2018 APC amount awarded and account for 81.1% of the general fund revenue budget. Excluding reimbursement revenues, the percentage increases to 88.5%.

General fund fees for services and materials of \$1,049,878 are budgeted to decline \$466,822 from the FY2018 budget primarily due to a decline in LLSAP contract fees of \$499,157. The major fees included in this account are fees per the contract with RSA (\$147,303) to partially offset RAILS RSA-related budgeted direct expenditures of \$728,023, ILDS contract fees (\$555,575) for statewide delivery and eRead Illinois membership fees (\$330,000), which will be used to purchase additional program content. Other fees included are those fees to member libraries (\$15,000) billed on a sliding scale to partially offset RAILS' expenditures for HR consulting, and charges (\$2,000) for select continuing education programs.

Additional general fund revenues consist of reimbursements (\$995,500), a \$17,500 increase from the FY2018 budget. This program has significantly expanded over the past several years (FY2015 reimbursement revenues were \$565,742), with the addition of several new vendors and products, but is expected to grow only modestly in FY2019. Major group purchase programs budgeted are for EBSCO databases (\$430,000), Communico Cloud (\$200,000) and several Gale products (\$219,500). Amounts budgeted as reimbursement revenues are beneficial to RAILS' members as they provide economies of scale for collaborative purchasing initiatives to help scarce member library dollars stretch as far as

possible and to increase resource sharing. These revenues have no impact upon fund balances as they offset corresponding group purchase expenditures.

Investment income of \$219,200 is budgeted for FY2019, compared to \$65,466 budgeted for the prior year. Interest rates on certificates of deposit and Illinois Funds' yields have increased to a current level of over 1.7%, compared to approximately 0.7% for this period last year. We are assuming that FY2019 investment yields will increase slightly from current amounts. We are also assuming that we will receive full FY2018 and FY2019 APC funding by the end of each respective calendar year.

Other revenues are budgeted at \$9,500, unchanged from the FY2018 budget. These are primarily amounts received as adjustments to prior year insurance billings and other refunds.

In summary, general fund revenues of \$12,155,688 are budgeted to decrease \$295,588 from the FY2018 budget, primarily due to decreases in LLSAP contract revenues (\$499,157), partially offset by increased Investment Income (\$153,734), Delivery revenues (\$27,335) and Reimbursements (\$17,500).

The special revenue funds budget of \$38,060 is \$1,980 above the prior year budget. Both year's budgets consist solely of the MARC of Quality/OCLC batchloading grant. RAILS has applied for the FY2019 grant, but has not received notice of its award.

Expenditures—Personnel

Personnel-related expenditures, budgeted to account for 43.2% of total expenditures, compared to 54.8% in the FY2018 budget, comprise the largest single category of total RAILS expenditures. The FY2019 budget for salary expenditures incorporates the following highlights and assumptions:

- Salaries and all other related expenditures of PrairieCat and MAGIC personnel are not included in the FY2019 budget, as PrairieCat personnel will become employees of PrairieCat effective July 1, 2018 and MAGIC ceased operations on April 1, 2018. The budgeted FY2018 salaries and total personnel expenditures for both these LLSAPs were \$932,208 and \$1,183,471, respectively.
- The FY2019 budget incorporates system-wide 3% salary increases, except for personnel whose salaries have reached the maximum amounts within their position grade, effective July 1, 2018. These increases are contingent on board approval and will be deferred until the FY2019 per capita grant amount is determined. The total impacts of the above increases are approximately \$105,000 for salaries and \$118,000 for total personnel expenditures.
- In FY2017, RAILS began to provide statewide delivery service to 141 locations through ILDS, in partnership with IHLS and Continental Transportation Solutions. A number of nightly shuttle runs were established in connection with this new service. The FY2017 budget included the hiring of fourteen additional drivers/sorters to support this additional service. During FY2017, RAILS needed to hire an additional eight people above this amount. These additions were included in the FY2018 budget. In FY2019, total delivery personnel expenditures are budgeted to decrease \$82,750 from the FY2018 budget, primarily from the impacts of reduced unemployment insurance, worker's compensation and retirement benefits' rates that were assessed in 2018. Salary expense increased \$3,467 as wage increases were nearly offset by cost saving reorganizations at the Rockford and Bolingbrook facilities.
- The budget includes the addition of a cataloging services coordinator as part of RAILS' support for LLSAPS and resource sharing. This position, which was also included in the FY2018 budget but not hired, is budgeted to add approximately \$77,000 in total personnel expenditures.

General fund salary expenditures of \$4,093,592 are budgeted to decrease by \$956,273, or 18.9%, from the prior year budget. The absence of PrairieCat and MAGIC support personnel accounts for \$932,208 of the decrease. In addition, the FY2018 budget included two months of ITBOC expenditures, of which salaries were \$80,404, and the Director of Human Resources position that we eliminated during FY2018. Salary expenditures for RAILS delivery increased \$3,467, as facility reorganizations limited the increase. The 3% wage increases partially offset the above decreases.

The general fund FY2019 budget for social security taxes decreases 19% from the decreases in budgeted salaries. Unemployment insurance decreases \$36,730, or 59%, from personnel decreases and a 50% decrease in the rate assessed, which became effective on January 1, 2018. Worker's compensation expenditures are budgeted to decrease \$41,033, or 28.5%, due to an improved risk rating beginning in 2018 by the carrier, which resulted in lower premiums.

Retirement benefits are budgeted to decrease substantially (\$124,370, or 53.0%) from the 18.9% decrease in salary expenditures, upon which the retirement contributions are based, and a rate reduction that will become effective in January 2019. The 2019 calendar year contribution rate is to decrease to 0.91% from the current (2018) rate of 4.69%.

Health, dental and life insurance expenditures of \$537,960 are budgeted to decrease \$129,124, or 19.4% from the FY2018 budget due to a decrease in enrollments from the deletion of PrairieCat and MAGIC personnel from the RAILS' payrolls. This account budget is constructed on a departmental and location basis based on the current expenditure levels, and adjusted for future cost increases. Therefore, changes in enrollment and coverage plans chosen affect this budget. In FY2017, RAILS implemented a Health Reimbursement Account (HRA) program, in which employees who participated in the low deductible Preferred Provider (PPO) program were enrolled in the higher deductible PPO, which carries lower premium rates. RAILS then established an account that would reimburse each employee for any additional deductible incurred. As a result, total health insurance expenditures decreased due to this program.

Other fringe benefits of \$44,600 are budgeted to increase by \$100 from the FY2018 budget. This account includes provisions to reimburse employees for additional deductible expenses incurred under the HRA program (\$27,500), the tuition reimbursement program (\$10,000) and various administrative fees.

The FY2019 budget of \$8,000 for temporary help decreased \$24,000 from the FY2018 budget, which was at a higher amount to accommodate needs for these services in delivery due to the ILDS contract. We anticipate these expenditures to stabilize at lower amounts in FY2019. Recruiting expenditures are budgeted to decrease \$5,000 from the FY2018 budget due to lowered needs for administrative position recruiting.

Collectively, FY2019 general fund personnel expenditures are budgeted to decrease \$1,389,458, or 20.9% from the FY2018 budget, due primarily to the removal of PrairieCat and MAGIC support personnel, one administrative position from the RAILS' payroll, rate decreases in unemployment insurance, worker's compensation and retirement benefits, partially offset by 3% wage and salary increases.

No FY2018 special revenue funds salary expense is budgeted.

Expenditures—Operating

The following is a discussion of FY2019 budgeted General Fund Expenditures.

Library Materials

The major expenditure item of this category, E-resources (\$1,333,500), is budgeted to increase \$22,500 from the FY2018 budget. Group purchase E-Resources expenditures of \$997,500 are budgeted, compared to \$980,000 budgeted for FY2018. These expenditures are offset by reimbursement revenues and will have no impact on fund balances. In addition, the budget provides that RAILS will use the proceeds of its eRead Illinois membership fees (\$330,000), or \$5,000 above the FY2018 budget, to purchase e-books for the eRead Illinois Axis 360 shared collection. Finally, the budget provides for the group purchase (\$6,000) of the Public Web Browser for member libraries.

Buildings and Grounds

Total buildings and grounds expenditures of \$579,290 are budgeted to decrease \$21,027, or 3.5% from the FY2018 budget due to budgeted decreases in utility expenditures, repairs and maintenance, and custodial and other buildings and grounds, partially offset by an increase in rent/lease expenditures. The budget for the categories that decreased are based upon the past year's actual experience and were adjusted to exclude nonrecurring costs incurred primarily from the Burr Ridge renovation project. Rent/Lease expenditures increased \$42,067 as we included contingencies to pay rent on possible new facilities in the Coal Valley, Rockford and East Peoria locations while preparing the sites for occupancy.

Vehicle Expense

Total vehicles expenditures of \$489,780 are budgeted to increase \$81,905, or 20.1% from the FY2018 budget, primarily from increases in fuel (\$37,835) and vehicle repairs and maintenance expenditures (\$42,067). The FY2019 budget for fuel expenditures is based upon RAILS fuel usage over the past year, which approximated 8,500 gallons/month, at a market rate of \$3.00/gallon. The prior year budget assumed average fuel usage of 8,200 gallons/month at a market rate of \$2.70/gallon. Actual results will vary depending upon fuel usage and market prices, which often are volatile. The FY2019 vehicle repairs and maintenance budget is based on current year experience, which has been well above the FY2018 budget and reflects the aging and heavy usage of RAILS' fleet. The FY2018 and FY2019 purchases of new vehicles, seven of which are currently on order, should begin to reduce these expenditures. In FY2019, RAILS will incur additional vehicle expenditures to replace the logos on its vehicles.

Travel, Meetings and Continuing Education

Total expenditures of \$298,960 for this category are budgeted to decrease \$30,143, or 9.2% from the FY2018 budget. In-state travel expenses decrease \$15,906, of which \$10,753 is from the cessation or reduction of LLSAP travel expenses. Out-of-state travel decreases \$13,024 from the FY2018 budget, of which \$12,425 is LLSAP related.

Registrations and meetings (\$72,732) expenses are budgeted to increase \$4,587 from the FY2018 budget. These expenditures include registration fees for all conferences and courses, costs of the annual staff in-service day, and various board meeting and hospitality expenses. The FY2019 budget includes additional support to Elevate, Director's University and staff training, partially offset by lower LLSAP support.

Total travel expenses comprise less than 1% of RAILS budgeted general fund expenditures.

The FY2019 continuing education budget of \$128,200, a decrease of \$5,800 from the FY2018 budget, supports the RAILS strategic plan goal to continue to develop, implement and evaluate a CE/consulting program that meets the changing needs of all member libraries and that leverages partnerships and expertise within RAILS and among other organizations and partners. The program primarily relies on outside, paid trainers and consulting sources to satisfy these needs. Costs include speaker fees and travel, facility, hospitality and other associated costs. The budget provides for continuing education in the following categories:

- *General* — \$65,000 — Continued offerings of workshops, webinars, Management Association (MAI), Trustee Academy and other events
- *CE event grants* — \$25,000 — Continued support of RAILS libraries, networking groups, and consortia seeking to organize a CE event that is made available to RAILS members
- *Training developed for system membership standards* — \$10,000
- *Collaborative/partnership grants*— \$25,000 – expanded focus for multitype collaborative grants
- *RAILS subscription to Lynda.com* — \$3,200

Public Relations

Public Relations expenses of \$19,500 are budgeted to decrease \$24,000 from the FY2018 budget. These expenses include exhibits at appropriate conferences to spread the word about RAILS programs and services, and to update RAILS' logo and brand.

Supplies, Postage and Printing

Total expenditures of \$176,275 for this category are budgeted to decrease \$3,600 from the FY2018 budget, primarily from decreases in postage (\$12,125) and general office supplies (\$8,700), partially offset by an increase in delivery supplies (\$11,825). The budgets for this category were constructed based on the current year actual experience and adjusted for anticipated needs.

Telephone and Telecommunications

FY2019 budgeted expenditures of \$137,310, which incorporate existing contracts, are \$4,759 below the FY2018 budget.

Equipment Rental, Repair & Maintenance

Total expenditures of \$132,003 for this category are budgeted to decrease \$23,327 from the FY2018 budget. The budget primarily includes existing contracts, which include those for HVAC maintenance, copier equipment, and annual maintenance expenditures on various equipment and software, including Polycom, the provision for which is \$15,000 lower than in the FY2018 budget.

Professional Services

Total expenditures of \$223,950 for this category are budgeted to decrease \$4,550 from the FY2018 budget, primarily from an \$8,500 decrease in consulting expenses.

The \$110,000 budget for Consulting consists of:

- Technology and digitization consulting — \$15,000
- FOIA/OMA Hotline — \$10,000
- MAI discount membership program — \$35,000
- Delivery system consulting — \$25,000
- IT lines, technical consulting — \$25,000

We are continuing to develop contracts with consultants in a variety of areas for which libraries and RAILS have needs. These needs and priorities change from year to year, as will the amounts budgeted. We have not hired permanent staff to provide consulting services, as that service model limits our ability to respond to changing financial conditions and the needs of members. The FY2019 budget provision for delivery system consulting is to continue to develop more efficient statewide delivery service and routing models from RAILS' delivery hubs.

Contractual Services

Total expenditures of \$3,469,612 for this category are budgeted to increase \$1,410,871 from the FY2018 budget due primarily to increases in contractual agreements with systems, member libraries and other cooperatives (\$1,205,400) and other contractual services (\$233,064).

The FY2019 budget for agreements with systems, member libraries and other cooperatives expenditures (\$1,855,567) is \$1,205,400 above the FY2018 budget due to increases in administration expenditures (\$521,320) and support payments to LLSAPS (\$684,080).

Administration expenses increased primarily due to additional support for LLSAP membership grants, the budget of which rose from \$100,000 to \$615,000. A number of libraries have expressed interest in joining RAILS LLSAPS, including a current consortium possibly joining PrairieCat. Other libraries may join SWAN or RSA. The FY2019 budget provides support for all libraries that have expressed interest. Actual results will vary from the budget depending on whether the libraries join an LLSAP, actual vendor migration costs, and the final support amount provided by RAILS. The FY2019 administration budget for contractual agreements with systems, member libraries and other cooperatives also includes incentives (\$36,500) for members to join Find More Illinois.

LLSAP support expenses increased \$684,080 as RAILS will increase its support payments to SWAN by \$95,538 and begin to provide support payments to PrairieCat, per the terms of the new LLSAP contracts effective July 1, 2018,. The new LLSAP contract with PrairieCat provides that PrairieCat support personnel, who currently are RAILS employees, will become PrairieCat employees effective July 1, 2018. Therefore, all PrairieCat personnel expenditures will shift to PrairieCat, and RAILS will begin to provide quarterly support payments to PrairieCat. Under the expiring contract, PrairieCat remits a quarterly fee to RAILS as a partial reimbursement of RAILS' costs. The FY2019 support payments to PrairieCat are budgeted to total \$588,542.

Other contractual services increase \$233,064 primarily from increases in administration expenditures (\$193,064) and delivery (\$40,000). The FY2019 other contractual services budget provides for Administration expenses of \$370,564, an increase of \$193,064 from the FY2018 budget. These expenditures include the initial budgeting of \$167,064 for the implementation of Find More Illinois, \$150,000 to support the statewide BiblioLabs platform, \$25,000 as a RAILS' investment to continue the GALE Career Online High School group purchase offer and \$25,000 to establish Explore More Illinois, which will connect library patrons to deals and discounts from museums and other cultural attractions.

Other contractual services related to delivery (\$1,205,000) are \$40,000, or 3.4% above the FY2018 budget due to contract price increases. This account consists of expenses of two subcontractors – Continental Transportation Solutions, for the delivery routes formerly provided through RAILS Burr Ridge and Wheeling facilities, and the Illinois Heartland Library System, pertaining to the ILDS contract.

Capital Outlays

Expenditures of \$532,000 are budgeted \$583,000 below the FY2018 budget, which included expenditures of \$848,000 for the renovation of the Burr Ridge facility.

The capital outlays budget includes building and improvements expenditures of \$270,000, seven delivery vehicle purchases totaling \$250,000, and equipment expenditures of \$12,000.

Building and improvements expenditures consist of masonry work (\$80,000) and recabling (\$40,000) at the Burr Ridge facility, in addition to \$150,000 for potential buildouts at new locations in the Coal Valley, Rockford and East Peoria areas. RAILS is exploring possibilities for alternate locations in these areas. If RAILS re-locates any facilities, it is likely that RAILS will incur build-out expenditures to customize the facilities to RAILS' needs. The budgeted expenditures at this point are contingencies and not based upon any active lease negotiations.

The FY2019 budget provides for the purchase of seven delivery vehicles—four box trucks and three vans. East Peoria would acquire a box truck and a van, Rockford a van, Coal Valley a box truck, and Bolingbrook a van and two box trucks. New vehicles are needed to replace a number of high mileage vehicles currently in service and requiring expensive repair and maintenance.

Budgeted equipment expenditures of \$12,000 are for Polycom equipment.

Conclusion

General fund revenues of \$12,155,688 are budgeted to decrease \$295,588 from the FY2018 budget, primarily due to decreases in LLSAP contract revenues (\$499,157), partially offset by increased investment income (\$153,734), delivery revenues (\$27,335) and reimbursements (\$17,500).

Budgeted general fund expenditures of \$12,150,947 are \$10,804 below the FY2018 budgeted amounts, primarily due to lower personnel expenditures (\$1,389,458) offset by higher contractual services (\$1,410,871).

For the general fund, we are budgeting that total estimated revenues would be above estimated expenditures by \$4,741. We also are budgeting \$532,000 of expenditures from the Capital Projects fund, which has no budgeted revenues. The Illinois State Library requested that we budget area and per capita grant revenues (\$9,879,110) at the FY2018 award amount. If a lesser amount is awarded, we may have to reduce expenditures and cut back on services. The recommended strategy is to use some reserve funds, cut some services in FY2019 and work to find ways to economize even more in FY2020 if necessary.

This budget meets goal seven of the RAILS strategic plan: “RAILS provides excellent stewardship of financial resources to ensure maximum benefit to member libraries, library users, and Illinois taxpayers.” In short, this is both a forward-looking and financially sound budget that will enable RAILS to work toward meeting the goals in its strategic plan and the activities identified by the Illinois State Library.

RAILS FY2019 System Area and Per Capita Grant Application

3.0 System Operational Plan

Introduction

This document outlines the Reaching Across Illinois Library System’s (RAILS) plan of service for FY2019. As we implement this plan, our overarching goals will be to ensure that we provide the best possible service to RAILS member libraries and to help them provide the best possible service to their customers.

At the time of this writing, RAILS is in the process of revising our strategic plan. This process has involved extensive efforts to gather feedback from all of our member libraries of all types (academic, public, school, and special) throughout the RAILS area. As much as possible, this document reflects the major feedback we have received thus far. After we finalize our new strategic plan, RAILS will also plan activities to respond to any additional major member feedback areas in FY2019.

This document follows the same structure as the administrative rules for library systems. All activities below are in alignment with those rules and support the Illinois State Library’s (ISL) statutory priorities.

1. Administration

Active Membership Review and Certification

Goal: *Conduct ongoing, active review of RAILS membership to ensure that all members meet system standards and complete the certification process, to welcome new member libraries to strengthen RAILS as a multitype library system, and to ensure current information on all member libraries*

Objectives	Planned Activities	System Standard
Complete annual library certification	<ul style="list-style-type: none">-Consult with members on ongoing basis-Publicize need to certify via RAILS communication tools and in-person encounters-Contact/work with libraries that do not certify-Work with members throughout FY2019 to ensure they meet membership standards	23 ILAC 3030.215 a) 4) C)
Recruit new RAILS members	<ul style="list-style-type: none">-Approach new libraries/existing libraries that are not yet members to discuss RAILS membership as appropriate-Visit potential members to ensure they meet membership criteria-Work with RAILS Board on new member recommendations for approval by ISL	23 ILAC 3030.215 a) 4) B)

Objectives	Planned Activities	System Standard
Ensure that RAILS has accurate information on members	-Publicize importance of keeping L2 data up-to-date to all member libraries via RAILS communication tools, in-person member visits, and other means -Consult/provide instruction on keeping L2 data up-to-date via methods described above and via the L2 Help Desk	23 ILAC 3030.215 a) 4) A)

Goal: Complete development of revised system membership standards and help libraries meet the new standards by offering training and other support

Objectives	Planned Activities	System Standard
Implement standards as of July 1, 2018 for data collection purposes only	-Collect data via a web form from as many libraries of all types as possible on core standards only, including which core standards they currently meet, which they may have difficulty meeting, etc. -Provide training and consulting to libraries to help them meet core standards -Work with the Illinois Library Association (ILA) committee revising <i>Serving Our Public</i> to ensure that system membership standards are aligned with the new version of those public library standards -Collaborate with ISL, Illinois Heartland Library System (IHLS), and Chicago Public Library System (CPLS) on possible statewide implementation -Form system membership standards committee, including representatives from system member libraries, Illinois library systems, and ISL, to oversee testing, data collection, and compliance	23 ILAC 3030.215 a) 2) 23 ILAC 3030.215 a) 3) D) 23 ILAC 3030.215 a) 4) D) 23 ILAC 3030.250 d) 23 ILAC 3030.250 e)

Member Communication/Engagement

Goal: Fully engage with members from all types of libraries throughout the RAILS area to ensure they are aware of system programs/services and to better understand, anticipate, and meet their needs.

Objectives	Planned Activities	System Standard
Develop and implement a RAILS member engagement plan	-Analyze feedback from RAILS strategic plan revision process to ensure that engagement strategies meet the needs of RAILS member libraries of all types -Gather additional feedback from members throughout FY2019 on how RAILS can most effectively engage with members and help them engage with each other	23 ILAC 3030.215 a) 3) G) 23 ILAC 3030.215 a) 2)

Objectives	Planned Activities	System Standard
	<ul style="list-style-type: none"> -Ensure that RAILS plans activities to meet the needs of libraries of all types, including in-person and online strategies 	
<p>Communicate about RAILS programs/services via a variety of tools/methods and ensure that all RAILS members have opportunities to communicate with RAILS for more information about available programs/services</p>	<ul style="list-style-type: none"> -Promote programs/services via <i>RAILS E-News</i> and special e-newsletters for academic, school, and special libraries (see below) -Visit as many member libraries throughout the RAILS area as possible, concentrating on libraries that have not been visited in the previous two years -Schedule quarterly RAILS member updates -Plan meetings in all areas of the system to promote programs/services and provide networking opportunities -Produce monthly <i>Sparks</i> podcast -Exhibit at ILA, Association of Illinois School Library Educators (AISLE), Association for Rural and Small Libraries (ARSL), Health Science Librarians of Illinois (HSLI), Reaching Forward, Reaching Forward South, and other conferences -Work with RAILS IT to analyze RAILS videoconference locations to ensure that all libraries are within reasonable distance of a videoconference location 	<p>23 ILAC 3030.215 a) 5)</p> <p>23 ILAC 3030.215 a) 3) G)</p>
<p>Communicate benefits of RAILS membership to academic, school, and special library members</p>	<ul style="list-style-type: none"> -Publish periodic e-newsletters for academic, school, and special libraries -Schedule member informational/networking meetings for different library types, including virtual meetings -Target nonpublic members for library visits -Use type of library mailing lists to communicate benefits, including RAILS lists, AISLE, Illinois Association of College and Research Libraries, and Special Librarians Association – Illinois chapter lists -Present programs/sponsor exhibit booths at conferences for different types of libraries 	<p>23 ILAC 3030.215 a) 3) G)</p>
<p>Continue to expand RAILS' social media presence to engage RAILS members</p>	<ul style="list-style-type: none"> -Enhance RAILS' Facebook presence to communicate with and engage members -Enhance RAILS' Twitter presence to communicate with and engage members -Enhance RAILS' Instagram presence to communicate with and engage members 	<p>23 ILAC 3030.215 a) 3) G)</p>
<p>Update RAILS logo and brand to reflect revised strategic plan and to</p>	<ul style="list-style-type: none"> -Widely promote revised RAILS strategic plan, including the member feedback that helped shape the revised plan 	<p>23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 a) 2)</p>

Objectives	Planned Activities	System Standard
remove association with talking book services	-Connect new RAILS brand/logo to revised strategic plan -Develop and implement rebranding plan	

Goal: Foster networking and collaboration between staff from all types of RAILS member libraries to create a community of connected peers and to build on the strengths of multitype cooperation

Objectives	Planned Activities	System Standard
Encourage networking between RAILS members	-Schedule member networking events in all areas of the system and virtual events as appropriate -Continue to look for opportunities to combine RAILS continuing education (CE) events and networking meetings -Plan networking events at library conferences -Encourage use of RAILS mailing lists/online forums -Establish new mailing lists/forums as needed -Publicize existing networking groups -Assist in the formation of new networking groups -Investigate new models for encouraging/enhancing member networking, including using social media -Plan additional networking opportunities based on feedback gathered during FY2018 strategic plan revision process	23 ILAC 3030.215 a) 3) G) 23 ILAC 3030.215 b) 1)
Develop collaboration opportunities for staff from different types of libraries	-Continue to offer/promote multitype collaborative grants to encourage collaborations between different types of libraries -Expand scope of multitype collaborative grants to include fostering partnerships between libraries and outside agencies/organizations to encourage more libraries of all types to participate -Promote grant awardees to model best practices and to encourage other libraries to collaborate with each other -Plan additional member collaboration opportunities based on feedback gathered during FY2018 strategic plan revision process	23 ILAC 3030.215 a) 3) G) 23 ILAC 3030.215 b) 1)

Goal: Ensure that RAILS is meeting member needs in the most effective way possible

Objectives	Planned Activities	System Standard
Evaluate impact and effectiveness of RAILS programs/services on members	-Continue to evaluate RAILS programs/services as appropriate via member surveys and other means -Continue to perform in-depth evaluations of different RAILS program/services to ensure that they are meeting program goals and are having an impact on RAILS member libraries	23 ILAC 3030.215 a) 2)

Objectives	Planned Activities	System Standard
	<ul style="list-style-type: none"> -Implement changes to select programs/services as a result of evaluation activities -Find ways to share evaluation methods with RAILS members 	
Ensure all system members have opportunities to provide input on RAILS planning and evaluation activities and programs/services	<ul style="list-style-type: none"> -Make changes to RAILS planning and evaluation activities and programs/services based on extensive member feedback gathered during FY2018 strategic plan revision process -Continue to solicit member feedback at events where members are present, library visits, via surveys, and other means -Make changes to RAILS programs/services based on additional member input received throughout FY2019 	23 ILAC 3030.215 a) 2)

Human Resources

Goal: *Attract, retain, develop, and reward a superb RAILS staff and foster a collaborative culture that seeks continuous improvement*

Objectives	Planned Activities	System Standard
Ensure that RAILS has staff to support administrative rules requirements and strategic plan initiatives	<ul style="list-style-type: none"> -Hire additional RAILS staff as needed -Research and implement new ways to attract high-quality staff -Continue to enhance RAILS' onboarding procedures, including reexamining the video used to help orient new staff to RAILS and providing RAILS managers with tools to help establish best practices for interviewing and onboarding new staff 	23 ILAC 3030.215 a) 3)
Find additional ways to support and develop RAILS staff	<ul style="list-style-type: none"> -Encourage/support staff professional development -Continue work of RAILS Employee Committee to develop collaborative activities for all staff -Coordinate annual all-staff retreat -Continue to use Staff Enrichment Team as a sounding board and advisory group -Investigate opportunities to reward staff to improve overall retention 	23 ILAC 3030.215 a) 3)

Finance/Accounting

Goal: *Provide excellent stewardship of RAILS financial resources and participate in activities to help Illinois libraries manage their resources more effectively*

Objectives	Planned Activities	System Standard
Continuously monitor state funding and RAILS' expenditures and financial position	-Conduct annual review of costs/contracts -Continue to enhance the program budget process -Closely monitor RAILS investments and make changes as appropriate	3030.250 o) 4) 3030.260 b) 1-5
Ensure financial sustainability for RAILS and RAILS members as possible	-Investigate and find efficiencies and cost savings for RAILS operations wherever possible -Streamline processes and procedures wherever possible (See specific examples of these activities in other sections of this document)	3030.250 o) 4) 3030.260 b) 1-5
Provide leadership via RAILS staff participation on LIMRiCC (Library Insurance Management and Risk Control Combination) Board and LIRA (Libraries of Illinois Risk Agency) Board Executive Committee	-Participate on LIMRiCC Board by RAILS staff member serving as Treasurer -Participate on LIRA Executive Committee by RAILS staff member serving as Treasurer -Participate in additional library management networking groups	3030.215 b) 1)

Information Technology (IT)

Goal: *Maintain a robust technology infrastructure to support RAILS operations, member services, and member communication efforts*

Objectives	Planned Activities	System Standard
Ensure a strong and secure technology infrastructure at all RAILS service centers	-Continue ongoing maintenance and upgrade activities for all RAILS technology systems, including operations, security, staff and vendor support of datacenter, networking infrastructure, applications, web services, staff and office technology, and other tools that support RAILS operations -Develop/procure and support new technology services required to underpin new RAILS services and initiatives	23 ILAC 3030.215 a) 5)
Assist with replacement of Library Learning (L2) platform to ensure accurate and secure data and a sustainable statewide solution	-Continue helping to develop shared understanding of needs/uses of L2 for all stakeholders (RAILS, ISL, IHLS, CPLS, system members) -Secure state funding to support L2 replacement -Collaborate with other stakeholders to assess replacement options, select best option, and begin implementation -Continue to serve as lead agency with responsibility for L2 oversight, customization, etc.	23 ILAC 3030.215 a) 4) A) 23 ILAC 3030.215 a) 5)

Objectives	Planned Activities	System Standard
Support communication with RAILS members	<ul style="list-style-type: none"> -Support/enhance RAILS videoconference and web conference services -Work with RAILS Communications team to research need for additional videoconference locations -Continue to make RAILS Polycom bridge available for IHLS use -Continue providing subsidized conference calling accounts to networking, continuing education, and other RAILS member groups 	<p>23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 a) 5)</p>

Facilities Management

Goal: Make changes to RAILS facilities to insure compliance with all building codes and continue to reduce RAILS' physical footprint as possible

Objectives	Planned Activities	System Standard
Develop long term plan to optimize number and locations of RAILS buildings and delivery hubs	<ul style="list-style-type: none"> -Continue working with LASA on delivery hubs (see delivery section) -Keep Coal Valley service center on market and develop contingency plan if building sells to relocate current staff/operations -Explore possibilities for alternate locations of Coal Valley, East Peoria, and Rockford service centers -Discuss PrairieCat's long-term facility needs with PrairieCat management staff in light of possible changes in RAILS facilities 	3030.215 a) 3) E
Continue to make changes at Burr Ridge service center to make the most efficient use of existing space and to meet the changing needs of RAILS staff and members	<ul style="list-style-type: none"> -Refurbish former talking book space to serve as storage area for system records, etc. -Refurbish space formerly used by SWAN staff to serve as an additional member meeting area -Replace empty office with area for recording continuing education webinars, podcasts, etc. 	<p>3030.215 a) 3) A</p> <p>3030.215 d)</p>
Investigate/implement additional ways to enhance safety of RAILS staff and members at all facilities	<ul style="list-style-type: none"> -Investigate/institute active shooter training at all RAILS facilities -Upgrade/install security cameras in all RAILS facilities -Install electronic access devices on entry doors to increase security 	23 ILAC 3030.215 a) 3)

Other Administrative Activities

Goal: Ensure the smooth operation of RAILS by maintaining a strong infrastructure

Objectives	Planned Activities	System Standard
Ensure that the RAILS Board is engaged, has a basic knowledge of RAILS programs/services, and that new board members receive a thorough and effective orientation to the system	<ul style="list-style-type: none"> -Make changes to board orientation and engagement activities based on evaluation project conducted in FY2018 -Communicate regularly with board through board mailing list and other means -Keep board informed about critical RAILS issues and about important issues for libraries of all types -Encourage all board members to visit the Burr Ridge administrative headquarters and to meet with appropriate staff -Schedule board meetings in different parts of the RAILS area as possible so the board can learn about different areas of the system -Support board conference/meeting attendance as appropriate 	23 ILAC 3030.250
Continue work on RAILS records retention	<ul style="list-style-type: none"> -Work with the Illinois State Archives on refining the RAILS record retention plan -Continue consolidation of records so that the Burr Ridge service center is the primary site for records management -Continue regular review of records for possible disposal; submit application for disposal and dispose of records after approval is received 	3030.215 a) 3) A)
Assist members in holding networking meetings at RAILS facilities and adding member events to L2 calendar	<ul style="list-style-type: none"> -Continue to assist members with adding their meetings to the L2 calendar -Investigate possibility of members adding their own meetings in whatever option is chosen to replace L2 (see above) 	23 ILAC 3030.215 b) 1)
Provide required reports/applications to ISL and distribute ISL information to RAILS members	<ul style="list-style-type: none"> -Submit Area and Per Capita grant application -Submit system annual report -Publicize ISL news to RAILS members via <i>RAILS E-News</i> and other means -Encourage members to subscribe to ISL e-news 	23 ILAC 3030.265 23 ILAC 3030.270 23 ILAC 3030.215 a) 1)

2. General Resource Sharing

Maintaining/Strengthening Resource Sharing (including training/consulting)

Goal: *Continue to promote, support, and expand resource sharing among RAILS/Illinois libraries and encourage all libraries to share materials as freely and widely as possible*

Objectives	Planned Activities	System Standard
Promote benefits of resource sharing to all RAILS members	<ul style="list-style-type: none"> -Roll out and promote revised RAILS Resource Sharing Plan to all members to ensure adherence with system and state resource sharing policies and to encourage resource sharing -Promote and strongly encourage resource sharing during all relevant member encounters, etc. -Promote and strongly encourage resource sharing via <i>RAILS E-News</i>, at conference programs and exhibit booths, at networking group meetings, and through other communication vehicles 	<p>23 ILAC 3030.215 f) 2)</p> <p>23 ILAC 3030.215 f) 3)</p> <p>23 ILAC 3030.215 b) 1)</p>
Consult with members and offer training on resource sharing	<ul style="list-style-type: none"> -Provide continuing education (CE) and one-on-one assistance to members related to resource sharing (see also CE section) -Provide resource sharing information on RAILS website -Assist members with resource sharing issues and help them meet requirements in RAILS Resource Sharing Plan and administrative rules via one-on-one consulting and member visits -Look for opportunities to provide training/presentations on resource sharing for school library staff 	<p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 b) 4)</p>
Continue to look for ways to enhance resource sharing statewide and beyond	<ul style="list-style-type: none"> -Seek opportunities to participate in conferences, workshops, etc. to promote resource sharing -Collaborate with ISL on resource sharing activities -Collaborate with IHLS and CPLS on resource sharing activities -Collaborate with AISLE, CARLI, Illinois Association of College and Research Libraries, ILA, and Special Libraries Association-Illinois chapter -Explore the Inter-System Sharing Initiative offered by Auto-Graphics as a possible alternative to OCLC WorldShare ILL for some out-of-state interlibrary loans 	<p>23 ILAC 3030.215 b) 1)</p>
Implement Explore More Illinois program as a way for libraries to work with cultural/recreational organizations to make their resources available and discoverable to Illinois residents and for libraries to foster community engagement, partnerships, and cultural literacy	<ul style="list-style-type: none"> -Continue recruiting museums/other cultural organizations to participate in program -Implement program -Publicize program to RAILS members, museums and cultural/recreational organizations -Help libraries promote the program -Encourage Chicago Public Library to participate -Foster community enjoyment/engagement and cultural literacy for Illinois residents through public libraries -Strengthen partnerships between museums and local libraries 	<p>23 ILAC 3030.215 b) 1)</p>

3. Bibliographic Access

LLSAPs and Related Services

Goal: Lead and work with Local Library System Automation Programs (LLSAPs), independent consortia, and standalone libraries to expand resource sharing of materials

Objectives	Planned Activities	System Standard
Support existing RAILS LLSAPs	<ul style="list-style-type: none"> -Implement new one-year LLSAP contracts for FY2019 -Support existing LLSAPs as of July 2018 (PrairieCat, RSA, and SWAN) per new contract requirements -Ensure successful transition for PrairieCat employing their own staff as of July 2018 -Begin implementing a new annual LLSAP support grant program to replace the current LLSAP contracts (changes to take effect in FY2020) 	23 ILAC 3030.215 c) 1)
Support RAILS independent consortia to further expand and encourage resource sharing within the system	<ul style="list-style-type: none"> -Support RAILS independent consortia and continue to work on process for them to become RAILS LLSAPs under expanded definition approved by the RAILS Board -Work with Consortia Committee to recommend ways to improve/increase consortial resource sharing -Continue to lead discussions of LLSAP funding changes based on need for sustainability, equity and stewardship 	23 ILAC 3030.215 c) 1)
Promote benefits of joining an LLSAP or independent consortium and work with libraries to join existing consortia	<ul style="list-style-type: none"> -Promote value of consortia membership to all types and sizes of RAILS libraries via RAILS communication tools and member encounters -Determine future direction for RAILS LLSAP membership grant program -Promote Find More Illinois as an alternative for libraries that are unable to fully participate in resource sharing because of financial or other limitations, including as a possible alternative to OCLC 	23 ILAC 3030.215 c) 1)
Support continued development and implementation of resource sharing overlay (Find More Illinois)	<ul style="list-style-type: none"> -Provide continued training and support for pilot project participants -Develop documentation, training materials, branding, marketing materials, and the Find More Illinois website to support the program -Develop a scaled membership fee structure to make participation as affordable as possible for libraries of all sizes and types -Develop processes and procedures to streamline implementation for new libraries 	23 ILAC 3030.215 c) 2)

Objectives	Planned Activities	System Standard
	<ul style="list-style-type: none"> -Heavily publicize Find More Illinois to member libraries, including at library conference exhibit booths and via possible conference presentations -Heavily publicize availability of Find More Illinois for the general public, including assisting participating libraries with marketing to their communities -Recruit libraries for expanded project 	

Additional Bibliographic Access Services

Goal: *Improve discovery of library collections to improve resource sharing statewide by helping libraries to organize their collections so materials can be located, retrieved and accessed in a timely manner*

Objectives	Planned Activities	System Standard
Encourage and support high-quality, cost-effective cataloging for all types of RAILS libraries	-Hire Cataloging Services Coordinator	23 ILAC 3030.215 c) 5)
	-Continue to offer and expand cataloging training	23 ILAC 3030.215 c) 6)
	-Publicize Cataloging Maintenance Center (CMC) services to RAILS members	23 ILAC 3030.215 c)
	-Determine whether CMC can meet the needs of RAILS members identified in FY2018 CMC survey. Conduct additional research with members as needed.	
	-If existing CMC is not able to meet the cataloging needs of RAILS members, develop business plan and seek state grant funding to extend CMC grant offerings to RAILS member libraries of all types	

4. Consulting and Continuing Education (CE)

Goal: *Continue to develop, implement and evaluate a CE/consulting program that meets the changing needs of RAILS member libraries and that leverages partnerships and expertise within RAILS and among other organizations and partners*

Objectives	Planned Activities	System Standard
Offer CE/consulting services to meet requirements of administrative rules and membership standards	<ul style="list-style-type: none"> -Offer consulting/CE on resource sharing, library advocacy, management and practice, and other core service areas -Develop training to help libraries meet core system standards as referenced above 	23 ILAC 3030.215 d) 1)
Plan CE/consulting to address RAILS member needs	<ul style="list-style-type: none"> -Plan CE/consulting to address needs identified during FY2018 strategic plan revision process -Continue to gather member input on CE needs and implement training to meet those needs as appropriate 	23 ILAC 3030.215 d) 2)

Objectives	Planned Activities	System Standard
Identify/monitor issues and trends affecting RAILS members and provide CE/consulting to help members respond to those issues	<ul style="list-style-type: none"> -Provide training to help libraries deal with social issues and to serve people with special needs (homeless, people with disabilities or mental illnesses, etc.) -Plan RAILS CE to help fill gaps between what new librarians learn in library school and what they are faced with on the job -Provide OMA training/consulting -Provide E-rate training and/or consulting -Offer CE on library privacy and IT security -Provide training on keeping library staff and patrons safe (active shooter training, etc.) -Provide assistance with other issues as appropriate 	23 ILAC 3030.215 d) 2)
Support leadership training for Illinois library staff	<ul style="list-style-type: none"> -Help plan/support Directors University -Help plan/implement Elevate leadership program 	23 ILAC 3030.215 d) 1) 23 ILAC 3030.215 d) 2)
Provide CE/consulting to support digitization activities and Illinois Digital Public Library of America (DPLA) hub	<ul style="list-style-type: none"> -Work with Illinois Digital Heritage Hub to provide training -Support member digitization projects that were awarded a digital imaging grant from ISL -Partner with appropriate organizations to provide digitization training/consulting 	23 ILAC 3030.215 d) 2)
Support other activities to bring CE to all types of RAILS libraries and all areas of RAILS	<ul style="list-style-type: none"> -Offer CE grants to individual RAILS libraries, consortia, and networking groups to encourage them to offer CE of interest to other RAILS members -Expand number of RAILS training events targeting school librarians and eligible for Professional Development hours -Use remote meeting tools such as GoToMeeting, live video streaming, and videoconferencing -Offer on-demand People Connect Institute webinars 	23 ILAC 3030.215 d) 2)
Form partnerships to bring CE/consulting to libraries throughout the RAILS area and beyond	<ul style="list-style-type: none"> -Continue partnership with the Management Association to provide CE and discounted membership -Continue partnership with Ancel Glink to offer statewide FOIA hotline -Continue partnership with United for Libraries to provide statewide trustee training -Continue sharing RAILS-initiated CE and consulting services with IHLS and CPLS as possible -Continue to serve as sponsor for library-related conferences as possible 	23 ILAC 3030.215 d) 2)

5. Delivery

Goal: Continue to provide the highest quality delivery service possible to all RAILS member libraries via a number of different delivery methods and based on need

Objectives	Planned Activities	System Standard
Provide high-quality delivery service to RAILS members based on need and volume	<ul style="list-style-type: none"> -Work with members to select most appropriate delivery method (RAILS vehicle, U.S. Postal Service, and/or courier service) -Publicize available delivery services to all RAILS members -Acquire new delivery vehicles/investigate leasing options as needed -Conduct annual delivery satisfaction survey -Determine highest quality, most efficient, and most fiscally responsible method for providing delivery service to all RAILS communities. 	23 ILAC 3030.215 e) 2)
Outsource delivery to improve efficiency and fiscal accountability	<ul style="list-style-type: none"> -Continue contract with Continental Transportation to provide delivery service for members in Burr Ridge and Wheeling service areas -Continue contract with Comet Messenger Service to provide delivery service for RAILS libraries in Chicago as appropriate 	23 ILAC 3030.215 e) 2)
Offer consulting/CE on delivery standards/ procedures	<ul style="list-style-type: none"> -Consult with members on one-to-one basis and via delivery ticketing system -Continue developing video delivery training as appropriate and making it available through the RAILS website 	23 ILAC 3030.215 e) 6)

Goal: Work with ISL and IHLS to continue to implement recommendations from Illinois State Library Delivery Advisory Committee

Objectives	Planned Activities	System Standard
Create new community delivery partnerships (CDPs) where appropriate	<ul style="list-style-type: none"> -Identify potential CDP candidates -Contact libraries to discuss CDP options -Initiate/achieve formal agreement with libraries 	23 ILAC 3030.215 e) 4)
Ensure RAILS member participation in quarterly delivery fine counts	<ul style="list-style-type: none"> -Publicize need for all members to participate in fine counts -Consult with libraries on an individual basis as needed -Examine fine count data to determine potential changes to existing delivery routes -Investigate automating fine count data collection to expedite the process and to eliminate all of the paper currently being collected 	23 ILAC 3030.215 e) 5) H)

Objectives	Planned Activities	System Standard
Use statewide delivery ticketing system	-Continue to promote use of system to RAILS members via delivery route lists, other RAILS communication tools, and in-person member encounters	23 ILAC 3030.215 e) 1)
Ensure one delivery point per library agency	-Ensure that libraries are aware of their delivery pick-up point, especially school libraries -Work with ISL to determine how to best serve Chicago Public Schools	23 ILAC 3030.215 e) 1)

Goal: Collaborate with ISL, IHLS, CARLI, and other stakeholders to investigate changes to current delivery structure in Illinois to make better use of state financial resources and achieve other efficiencies

Objectives	Planned Activities	System Standard
Provide statewide delivery service through ILDS	-Continue work with CARLI and IHLS to resolve issues and to explore future service improvements -Prepare for ILDS contract renewal and work with ISL and CARLI on potential changes to contract	23 ILAC 3030.215 e) 2)
Explore more efficient model to provide delivery service	-Continue working with Laboratory for Applied Spatial Analysis (LASA) to analyze current delivery routes and hub locations to find different options that will result in more efficient delivery service for system members and potential cost savings for RAILS -Investigate ways to optimize delivery routes using existing hubs -Investigate possibility of automating internal daily delivery paperwork by capturing the information electronically with tablets or other devices	23 ILAC 3030.215 e) 1)
Investigate multistate delivery arrangements with Missouri, Iowa, Wisconsin, and Indiana	-Explore possible partnership with Wisconsin, which has already indicated a preliminary interest -Explore possible opportunities with other states	23 ILAC 3030.215 e) 2)

Goal: Ensure accurate delivery data, including data on delivery routes and locations

Objectives	Planned Activities	System Standard
Monitor L2 delivery data	<ul style="list-style-type: none"> -Perform annual “L2 data scrub” to ensure that L2 delivery data remains current -Update delivery data in L2 as changes are made -Continue to work to automate data collection to ensure standardization and to avoid unnecessary time and effort being spent on data clean-up due to discrepancies among multiple sources of delivery data (L2, route lists, delivery volume spreadsheets, etc.) -Find replacement to aging and unsecure L2 infrastructure as described above 	23 ILAC 3030.215 e) 1)

6. Reciprocal Access, Reciprocal Borrowing, Interlibrary Loan (ILL), and Nonresident Services

Goal: Ensure that all RAILS members are familiar with and follow administrative rules and other statutes/policies regarding reciprocal access, reciprocal borrowing, interlibrary loan, and nonresident services

Objectives	Planned Activities	System Standard
Provide training and consulting on reciprocal access, reciprocal borrowing, ILL, and nonresident services	<ul style="list-style-type: none"> -Heavily promote and consult with members on revised RAILS Resource Sharing Plan as described above -Conduct one-on-one consulting and training with members on other relevant issues -Provide instructional information and resources on RAILS website, including training videos -Promote intergovernmental agreement template for library boards interested in entering into agreements with untaxed residents 	23 ILAC 3030.215 f) 2)
Gather and publicize nonresident information as required by administrative rules	<ul style="list-style-type: none"> -Publicize the requirement for library boards to vote annually on participation in nonresident program and for members to update their participation information on RAILS website -Work with member libraries to ensure we receive the required information -Publicize names of participating and nonparticipating public libraries on L2 	23 ILAC 3030.215 a) 3) H)

Goal: Support access to information for all Illinois residents and the role of libraries in providing information

Objectives	Planned Activities	System Standard
Continue to work on RAILS plan for serving the unserved	-Work with Imagination, a Chicago content strategy and marketing firm, on a pro bono pilot project to expand service to the unserved in the Elgin area -Continue to work with Warren County Public Library District in Monmouth on a possible demonstration project for unserved residents along the borders of Warren County	23 ILAC 3030.215 f) 5)
Work with ISL, IHLS, ILA, and other key stakeholders to address issues related to unserved and underserved Illinois residents	-Continue to participate in strategy sessions to talk about unserved/ underserved issues in Illinois	23 ILAC 3030.215 f) 5)
Identify virtual solutions to unserved/underserved issue	-Promote BiblioBoard platform to deliver e-content to anyone in Illinois via a geolocation option -Identify other potential virtual solutions	23 ILAC 3030.215 f) 5)

7. Other Resource Sharing Services

E-Resources/Self-Publishing

Goal: *Expand access to e-books and e-book projects to strengthen individual libraries and help communicate the value of libraries*

Objectives	Planned Activities	System Standard
Continue to grow and develop eRead Illinois	-Analyze eRead Illinois collection and make changes to collection development and training as necessary -Provide staffing/funding for eRead Illinois Axis 360 program -Develop/grow Axis 360 collection to meet user needs -Recruit RAILS libraries and IHLS non-SHARE libraries to join Axis 360 program -Support the marketing and training needs of participants -Continue working with Baker & Taylor to improve Axis 360 functionality for all library types, including consortia, and accessibility to better serve those with disabilities	23 ILAC 3030.215 b) 1)
Continue to grow and enhance BiblioLabs partnership	-Continue to partner with BiblioLabs and provide support for available offerings on the BiblioBoard platform -Continue to publicize BiblioBoard offerings to all types of RAILS libraries via a variety of RAILS communication tools and member encounters	23 ILAC 3030.215 b) 1)

Objectives	Planned Activities	System Standard
Work on pilot project to test single sign-on consortial access for libraries subscribing to multiple e-book platforms	-Continue to partner with Massachusetts Library System, New York Public Library, and Minitex on Institute of Museum and Library Services (IMLS) SimplyE for Consortia grant project	23 ILAC 3030.215 b) 1)
Educate publishers on need for better e-book access and pricing for libraries and consortia	-Work on education efforts with other library organizations on a national level, including participating in national summit on e-books -Participate in BookExpo America 2019 -Provide continued leadership to ALA/American Association of Specialized and Cooperative Library Agencies interest group on consortial e-book platforms -Work with national partners to improve access to content and the user experience for readers -Continue partnership with the Independent Publishers Group to identify new models to deliver e-content through libraries with less friction	23 ILAC 3030.215 b) 1)
Participate in projects/partnerships to further self-publishing efforts	-Continue offering and promoting BiblioBoard products featuring works by independently published authors -Continue offering group purchase pricing on BiblioBoard products for self-published authors -Continue participation in Soon to Be Famous Illinois Author project -Strengthen library resources and support to self-published authors available through local libraries -Support library efforts to connect readers to self-published content and writers by supporting their ability to identify quality content	23 ILAC 3030.215 b) 1)

Discounts/Group Offers

Goal: *Provide economies of scale for collaborative purchasing initiatives to help scarce member library dollars stretch as far as possible and to increase resource sharing*

Objectives	Planned Activities	System Standard
Continue to offer discounts and group purchases for products/services of value to RAILS members	-Expand number of cooperative purchasing offers/discounts -Utilize group purchase/vendor discount program as a way to introduce members to new products and services to better serve users -Gather member input on desired discounts/group purchases and implement as appropriate	23 ILAC 3030.215 a) 6)

Objectives	Planned Activities	System Standard
	-Continue to include CPLS and IHLS in group purchasing offers where feasible	

Adult Education

Goal: Provide more opportunities for libraries to support the adult education needs of their customers

Objectives	Planned Activities	System Standard
Help libraries support adult education for improved community literacy and workforce development	-Continue providing scholarships to RAILS libraries to offer online high school diplomas to their communities through Gale Career Online High School group purchase offer -Provide training on the public library role and resources in supporting community members in pursuing their high school diploma or passing one of the high school equivalency exams -Continue partnership with iPathways to provide instructional resources to successfully complete a high school equivalency exam	23 ILAC 3030.215 a) 6)

Other Resource Sharing Activities

Goal: Build cooperative relationships with partners and other stakeholders to expand resource sharing efforts throughout Illinois

Objectives	Planned Activities	System Standard
Continue sharing resource sharing projects and partnerships with IHLS and CPLS as possible	-Continue sharing partnerships and services described elsewhere in this document and in section 3.2 of the RAILS APC application, including but not limited to BiblioBoard, eRead Illinois (with non-SHARE IHLS members), trustee training, FOIA/OMA hotline, etc.	23 ILAC 3030.215 b) 1)
Collaborate on cooperative projects	-Collaborate with IHLS and CPLS on potential cooperative projects	23 ILAC 3030.215 b) 1)

3.1 Unmet Core Services

To the best of our knowledge, RAILS currently meets all core service standards.

3.2 Statewide Service Collaboration

RAILS collaborates with other systems to provide the following statewide services:

- RAILS collaborates with IHLS on the contract to provide statewide delivery service through ILDS (Illinois Library Delivery Service).
- RAILS manages and provides technical support for the statewide delivery ticketing system.
- RAILS IT staff is collaborating with IHLS staff on developing a new mobile app for delivery route tracking.
- RAILS is working with the Laboratory for Applied Spatial Analysis (LASA) to provide greater efficiencies, service improvements, and cost savings for statewide delivery service.
- RAILS provides a statewide FOIA/OMA hotline.
- RAILS offers a statewide trustee training program, including Short Takes for Trustees and the Trustee Academy.
- RAILS provides continuing education and consulting to support statewide digital imaging and DPLA (Digital Public Library of America) activities.
- RAILS works with other partners on the Directors University and Elevate statewide leadership programs.
- RAILS extends additional continuing education offerings to other library systems when possible.
- RAILS makes eRead Illinois available to IHLS members who do not participate in the SHARE catalog.
- RAILS provides a wide variety of e-resources through the BiblioBoard platform to anyone in the state of Illinois.
- RAILS participates in statewide discussions re: helping the unserved in Illinois. IHLS, ISL, and other stakeholders also participate in these discussions.
- RAILS manages and provides technical support for Library Learning (L2), including hosting/maintaining the L2 statewide continuing education calendar.
- RAILS invites IHLS to participate in RAILS projects/committees as possible, including the revised system membership standards project, the resource sharing committee, and the consortia committee.
- RAILS negotiated the software contract for Find More Illinois to allow for statewide expansion after the pilot period ends.
- RAILS makes our Polycom bridge available to IHLS, CPLS, and ISL for meetings.
- RAILS collaborates with CPLS on design thinking initiatives and other appropriate projects.
- RAILS staff serve on committee to revise Illinois Library Association *Serving Our Public* standards

RAILS FY2019 System Area and Per Capita Grant Application

3.3 Operational Plan – Proposed Fees for Service

Fee Description	Who Fee Impacts	Amount of Fee	Estimate of Annual Revenue Generated
Fees to partially offset RAILS support services to LLSAPs	One of the four LLSAPS associated with RAILS operations	RSA—\$147,303	Amounts shown as the Amount of Fee are annual billing amounts per RSA contract Total is \$147,303
Libraries participating in the eRead Illinois project pay an annual fee (billed quarterly) to assist with adding content and to make the project sustainable past the grant period. The statewide eRead Illinois advisory committee approved the fee structure, and RAILS began to bill these fees during FY2014.	Libraries participating in eRead Illinois	Variable based on several factors. The fee includes a \$250 base fee, a component (ranging from \$0 to \$1,000) based on population served, plus an additional amount equal to 0.5% of the library's collection budget.	\$330,000
Contract fees from CARLI for the provision of Statewide delivery services to academic institutions. Assuming 2% increase for FY2019. In addition, 3 fees of \$3,795/year to members for branch delivery.	Participating academic institutions	Contractual amounts	\$555,575

Fee Description	Who Fee Impacts	Amount of Fee	Estimate of Annual Revenue Generated
Human resource consulting for qualifying libraries	<p>Available to public libraries with operating budgets less than \$1,000,000. Management Association of Illinois will charge RAILS \$500/library/year. To extend the service to as many libraries as possible and to ensure that libraries that sign up for the service are motivated to use it, RAILS will charge for this based on a sliding scale, with the smallest libraries getting the highest percentage of financial support from RAILS.</p> <p>This service will only be offered to public libraries, as other types of libraries typically have access to their organization's HR department.</p>	<p>Libraries with an operating budget of \$50,000 or less will be charged \$50/year. Budget of \$50,001–100,000 will be charged \$125/year. Budget of \$100,001–\$250,000 will be charged 200/year. Budget of \$250,001–\$500,000 will be charged \$275/year. Budget of \$500,001 to \$1,000,000 will be charged \$350</p>	\$15,000
Continuing Education Session Fees	Employers of Attendees	Modest per user - \$25 range	\$2,000

Fee Description	Who Fee Impacts	Amount of Fee	Estimate of Annual Revenue Generated
Find More Illinois one-time implementation fees	Libraries that join Find More Illinois once the project is expanded beyond the pilot participants. Expansion is projected to begin in fall 2018.	Will vary based on the library type and its integrated library system. Typically would range from \$550 to \$1,550.	Gross revenue will depend on the number of libraries that join Find More Illinois in FY2019. However, these will be pass-throughs of vendor fees, so revenue will equal expenditures unless RAILS decides to offer a limited-time reduction as an incentive for libraries to join.
<p>Find More Illinois annual fee</p> <p>This fee will make the project sustainable by helping to offset RAILS expenditures on vendor fees for Find More Illinois (Auto-Graphic's fees for the SHAREit software and Baker & Taylor's fee for Content Café).</p>	<p>Libraries participating in Find More Illinois once the project is expanded.</p> <p>RAILS is paying the vendor costs for the 21 libraries in the pilot project through February 2019.</p>	Development of a Find More Illinois fee structure is still in process. The annual fee will not be a simple pass-through of vendor fees, but will be scaled based on several factors (still to be determined) to make participation as affordable as possible for libraries of all sizes and types.	TBD. Will vary depending on the libraries that join Find More Illinois in FY2019.

RAILS FY2019 Area and Per Capita Grant Application

4. Exhibit 1.a: List of Position Titles Including the Budget Line Item, Salary, and Fund Type

Position/Title	General Fund	Special Revenue Fund	Capital Projects Fund	Proprietary Fund	Fiduciary Fund
Executive Director	X				
Assoc. Exec. Dir.	X				
Executive Assistant	X				
Administrative Assistant	X				
Administrative Assistant	X				
Administrative Assistant	X				
Director of Finance & HR	X				
Staff Accountant	X				
Staff Accountant	X				
Accounting Specialist	X				
Accounting Specialist	X				
Director of Technology	X				
Network Administrator	X				
System Administrator	X				
IT Manager	X				
Sr. Support Specialist	X				

Find More III, Tech/Spec Projects Coordinator	X				
HR Generalist	X				
HR Coordinator	X				
Director Resource Sharing & Member Devl.	X				
Resource Sharing Specialist	X				
E-Content Specialist	X				
Director Communications	X				
Application & Web Developer	X				
Member Engagement Manager	X				
Marketing & PR Specialist	X				
Member Engagement Specialist	X				
Consulting/Cont. Ed Specialist	X				
Director Consulting/Cont. Education	X				
LLSAP Services Manager	X				
Cataloging/DB Supervisor	X				
Cataloging & DB Coordinator	X				
Cataloging & DB Coordinator	X				
Member Services Coordinator	X				
System Supervisor	X				

Delivery Driver	X				
Delivery Driver	X				
Delivery Driver	X				
Delivery Driver	X				
Delivery Lead	X				
Delivery Driver	X				
Delivery Sorter	X				
Delivery Driver	X				
Delivery Driver	X				
Delivery Driver	X				
Delivery Sorter	X				
Delivery Sorter	X				
Delivery Driver - Floater	X				
Delivery Driver	X				
Delivery Driver	X				
Delivery Driver					
Total					

RAILS FY2019 System Area and Per Capital Grant Application

4. Exhibit 1.b: List of Vacancies to be filled during the budget year with position title, funding priority, and fund source

Position/Title	Funding Priority	Annualized Salary	General Fund	Special Revenue Fund	Capital Projects Fund	Proprietary Fund	Fiduciary Fund
Cataloging Service Coordinator	Information Technology	\$ 60,000	X				
Total		\$60,000					

RAILS FY2019 System Area and Per Capita Grant Application

4. Exhibit 4.2 Planned Motor Vehicle Purchases during FY2019

Addition/Replacement	Type of Use	Budget Cost
Replacement	Delivery (Box truck)	\$40,000.00
Replacement	Delivery (Box truck)	\$40,000.00
Replacement	Delivery (Box truck)	\$40,000.00
Replacement	Delivery (Box truck)	\$40,000.00
Replacement	Delivery (van)	\$30,000.00
Replacement	Delivery (van)	\$30,000.00
Replacement	Delivery (van)	\$30,000.00

RAILS FY2019 System Area and Per Capita Grant Application

Exhibit 4.3: Summary of budget year estimated out-of-state travel information

Number of Travelers	Month of Travel	Budget Year Estimated Expenses	Reason for Travel Destination & Duration
5	January, 2019	\$8,340	ALA Midwinter –Seattle, WA, 5 days
1	Spring, 2019	\$1,400	National Library Legislative Day, Washington, D.C.
1	November, 2018	\$1,400	LITA Conference, Minneapolis, MN
5	April, 2019	\$11,540	COSUGI Conference – TBD location, 3 days
3	August, 2018	\$4,029	DefCon Forum – Las Vegas, NV, 4 days
6	June, 2019	\$9,845	ALA Annual Conference, Washington DC, 5 days
1	Spring, 2019	\$1,800	Code4lib, Palo Alto, CA, 3 days
1	September, 2018	\$1,300	Northwest ILL & Resource Sharing, Portland, ORE
1	TBD, 2019	\$700	DPLA Fest, TDB, 2 days
1	April, 2018	\$1,550	ICOLC Spring Meeting – TBD Location, 4 days
1	TBD, 2019	\$650	Electronic Resources & Libraries, Austin, TX, 2 days
1	June, 2018	\$200	Great Lakes Resource Sharing Conference, TBD Indiana, 2 days
2	TBD	\$3,600	Two conferences, TBD
1	Spring, 2019	\$1,900	Auto Graphics User Group, Ontario, CA, 2 days
1	TBD	\$1,300	API Training, TBD, one day
1	September, 2018	\$1,580	Sirsi Consortial Conference, Portland, OR, 2 days
1	May, 2019	\$2,040	Book Expo America, New York, NY, 3 days
1	October, 2018	\$1,320	Internet Librarian, Monterey, CA, 3 days
1	November, 2018	\$500	Access Services Conference, Atlanta, GA, 2 days
1	TBD	\$1,900	Drupal Conference, Location TBD, 3 days
1	September, 2018	\$609	Library Marketing & Communications, St. Louis, MO, 3days
Total		\$57,503	

4 Exhibit 4. All Agency Contracts Including Rental Agreements

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
Abila Dept. 3303 P.O. Box 123303 Dallas, TX 75312	Information Service Costs	Software Maintenance for Accounting Department – Burr Ridge location	4/1/2018 - 3/31/2019 Renewed Annually	Budget Year - \$4,840.00 per year	
ADT Security Service P.O. Box 371878 Pittsburgh, PA 15250	Other Buildings and Grounds	Alarm Service – Rockford location	5/1/2018 – 4/30/2019 Renewed Annually	Budget Year - \$46.53 per month	
American Bankers Insurance Company of Florida P.O. Box 29861 Phoenix, AZ 85038	Property Insurance	Flood Insurance – Coal Valley location	12/26/2017 – 12/25/2018 Renewed Annually	Budget Year - \$1,230.00 per year	
American First Aid Services, Inc. 784 Church Road Elgin, IL 60123	General Office Supplies and Equipment	First Aid Kit Supplies – Burr Ridge	Renewed Annually	Budget Year – Quarterly refills per item used (average of \$70.00 per quarter)	
Ancel Glink 140 South Dearborn Street, Suite 600 Chicago, IL 60603	Legal	General Corporate Counsel – all RAILS locations	5/1/2014 – Until Termination	Budget Year - \$110.00 - \$190.00 per hour	
Ancel Glink 140 South Dearborn Street, Suite 600 Chicago, IL 60603	Consulting	FOIA Hotline for RAILS and IHLS Members – all RAILS and IHLS locations	3/11/2016 – Until Termination	Budget Year - \$110.00 - \$190.00 per hour	
AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752	Telephone and Telecommunications	ASE Line – Burr Ridge location	6/17/2016 – 6/16/2019	Budget Year - \$575.00 per month	Cancellable at any time.

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752	Telephone and Telecommunications	ASE Line – Bolingbrook location	6/17/2016 – 6/16/2019	Budget Year - \$315.00 per month	Cancellable at any time.
Auto-Graphics, Inc. 430 North Vineyard Avenue Ontario, CA 91764	Other Contractual Services	Find More Illinois Overlay Project – All RAILS locations	1/26/2018 – 1/25/2019	Budget Year - \$110,000.00 annual base fee paid quarterly and \$57,870.00 in setup costs (assuming 21 pilot libraries)	
Automated Logic 2400 Ogden Ave. Lisle, IL 60532	Equipment Repair and Maintenance Agreements	WEB CTRL Upgrade, and Monitoring and Control System (HVAC Maintenance) – Burr Ridge location	2/1/2018-1/31/2019 Renewed Annually	Budget Year - \$943.50 per quarter	
Baker & Taylor, LLC 2550 West Tyvola Road, Suite 300 Charlotte, NC 28217	Other Contractual Services	Content Café Subscription for Find More Illinois – All RAILS locations	3/1/2018 – 2/28/2019 Renewed Annually	Budget Year - \$5,193.50 per year	
Blade Runner, LLC 904 39th Avenue East Moline, IL 61244	Building Repairs and Maintenance	Lawn Care – Coal Valley location	Month to Month	Budget Year - \$70.00 per visit for grass cutting, edging, weed-eating, and blowing, \$250.00 for spring and fall cleanup, \$25.00 for tree trimming, \$60.00 for weed control application and fertilization	
Buildingstars Operations, Inc. 1401 Branding Ave., Suite 275 Downers Grove, IL 60515	Custodial/Janitorial Service and Supplies	Cleaning Service – Burr Ridge location	3/2/2015 – 3/1/2016 Renewed Monthly after Initial Term	Budget Year - \$1,489.00 per month	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
Buildingstars Operations, Inc. 1401 Branding Ave., Suite 275 Downers Grove, IL 60515	Custodial/Janitorial Service and Supplies	Cleaning Service – Bolingbrook location	6/27/2016 – 6/26/2017 Renewed Monthly after Initial Term	Budget Year - \$725.00 per month	
Chicago Metropolitan Fire Prevention Co. 820 North Addison Avenue Elmhurst IL 60126	Other Buildings and Grounds	Fire Alarm Monitoring Service – Burr Ridge location	11/26/2013 – 11/30/2018	Budget Year - \$99.00 per quarter	
Clarity in Numbers 141 West Jackson Blvd., Suite 300A Chicago, IL 60604	Accounting	GASB 75 OPEB Valuation – all RAILS locations	5/19/2015 – Project Completion	Fiscal Year 2019 - \$1,000.00	
Comet Messenger 2045 W. Grand Ave., Unit 102 Chicago, IL 60612	Postage	City of Chicago Delivery – Burr Ridge location	10/1/2017 – 10/1/2018 Verbal Contract – Month-to-Month	Budget Year - \$5.25 per delivery, when a vehicle is required - \$18.75 additional per delivery	
Continental Transportation Solutions 560 Supreme Dr. Bensenville, IL 60106	Other Contractual Services	Outsourcing of Burr Ridge and Wheeling Delivery as well as ILDS Delivery	10/26/2018 – 10/25/2019	Budget Year – \$25.87 per stop up to 22,000 items daily, \$27.05 per stop up to 25,000 items daily, \$28.94 per stop in excess of 25,000 items daily (each level increases 3% annually with a 7% - 9% fuel surcharge applied to 45% of the total fees)	
Daniel Papish 17808 135th Street Orion, IL 61273	Building Repairs and Maintenance	Snow Removal – Coal Valley location	11/11/2018 – 3/30/2019 Renewed Annually	Budget Year - \$85.00 per plowing service, \$50.00 per shoveling and salting of sidewalks, \$35.00 per 100 lbs. for extra salt	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
Discovery Benefits, Inc. 4321 20th Avenue SW Fargo, ND 58103	Other Fringe Benefits	Renewal Fee for FSA and HRA Benefit Plans – all RAILS locations	8/1/2017 – 1/1/2020	Budget Year – FSA @ \$5.15 per participant per month (minimum of \$50.00 per month), HRA @ \$5.00 per participant per month	
Dynergy Energy Services, LLC 1500 Eastport Plaza Drive Collinsville, IL 62234	Utilities	Electricity – Burr Ridge location	May 2017 – May 2020	Budget Year - Fixed Energy Price @ \$.03453 per kWh, Transmission Charge @ \$.00714 per kWh, Capacity Charge @ \$.01549 per kWh, RPS Compliance Charge @ \$.00014 per kWh	
Employee Benefits Corp. P.O. Box 44347 Madison, WI 53744-4347	Other Fringe Benefits	Renewal Fee for Premium Pretax Benefit Plan – all RAILS locations	7/1/2018 – 6/30/2019 Renewed Annually	Budget Year - \$80.50 per month and \$250.00 per year	
Family Video Movie, Club, Inc. Keith Hoogland Limited Partnership 1022 East Adams Street Springfield, IL 62703	Rental Payment	Lease Agreement – East Peoria location	3/14/2014 – 3/13/2019	Budget Year - \$7,938.00 per month and CAMS, Real Estate Taxes, and Insurance	
First Bankcard C/O First National Bank of Omaha P.O. Box 2340 Omaha, NE 68103	Miscellaneous	Commercial Credit Cards – all RAILS locations	8/1/2017 – 7/31/2018 Renewed Annually	Budget Year - \$100.00 per year	
Heartland Fire & Security 17063 214th Street Davenport, IA 52806	Other Buildings and Grounds	Fire Alarm Inspection and Monitoring – Coal Valley location	9/22/2014 – 9/21/2019	Budget Year - \$275.00 per year for inspection and \$299.40 per year for monitoring	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
Illinois Century Network CMS Accounting Building P.O. Box 10255 Springfield, IL 62791	Telephone and Telecommunications	Bandwidth – Burr Ridge and Bolingbrook locations	5/11/2017 – 5/10/2020	Budget Year - \$1,080.00 per month	Cancellable at any time.
Illinois Department of Central Management Systems DBA Statistical Services Revolving Fund CMS Accounting P.O. Box 10255 Springfield, IL 62791	Telephone and Telecommunications	Co-Location and Bandwidth for RSA Servers – East Peoria location	7/1/2018 – 6/30/2019	Budget Year - \$240.00 per month	
Illinois Heartland Library System 6725 Goshen Road Edwardsville, IL 62025	Other Contractual Services	ILDS Delivery	1/10/2018 – 6/30/2019 Renewed Annually	Budget Year - \$20,451.42 per month	
IntelPeer Cloud Communications, LLC Dept. LA 24295 Pasadena, CA 91185-4295	Telephone and Telecommunications	VOIP Services – all RAILS locations	9/30/2016 – 9/29/2019	Budget Year - \$2,382.00 per month	
Iron Mountain P.O. Box 27129 New York, NY 10087-7129	Equipment Repair and Maintenance	Data Recovery and Storage Services – all RAILS locations	1/1/2017 - 12/31/2018 Renewed Annually	Budget Year – \$325.00 - \$500.00 per month average	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
Knight Security Alarms, Inc. P.O. Box 333 New Lenox, IL 60451	Other Buildings and Grounds	Alarm Monitoring – Bolingbrook location	11/8/2017 – 11/7/2018 Renewed Annually	Budget Year - \$119.85 per quarter	
Level 3 Communications, LLC DBA Global Crossing Conferencing P.O. Box 910182 Denver, CO 80291	Telephone and Telecommunications	Voice Telephone Conferencing - all RAILS locations	4/3/2018 – 4/2/2019 Renewed Annually	Budget Year – Estimated usage at 10,000 minutes/month at \$.01 per minute for access bridging and \$.009 for access dial-in	
LIRA C/O ILA 33 W. Grand Ave, Ste. 401 Chicago, IL 60654	Liability Insurance, Property Insurance, Vehicle Insurance, and Workman’s Comp. Insurance, and associated fees	Insurance Risk Management Services – all RAILS locations	Indefinite, but 3 Year Minimum (Initially joined March 2014)	Budget Year - \$218,950.00 per year	
Louis Capra & Management 4041 Rennhart Hills Rd. Loves Park, IL 61111	Rental Payment	Property Lease at 4607 Colt Road, Rockford, IL 61109	6/1/2018 – 5/31/2019	Budget Year – \$2,025.84 per month through May 31, 2019	Original lease signed 6/1/2012.
Lyrasis 1438 West Peachtree Street, NW, Suite 200 Atlanta, GA 30309	Conferences and Continuing Education Meetings	Lyrasis Group Agent Membership	7/1/2018 – 6/30/2019	Budget Year - \$2,450.00 per year	
Mail Finance 25881 Network Place Chicago, IL 60673	Equipment Rental	Postage Meter Rental – East Peoria location	3/31/2014 – 3/30/2019	Budget Year - \$242.22 per quarter	
Mediacom P.O. Box 5744 Carol Stream, IL 60197-5744	Telephone and Telecommunications	Internet Service – Coal Valley location	4/9/2018 – 4/8/2021	Budget Year - \$650.00 per month	Cancellable at any time.

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
Metro Power, Inc. P.O. Box 1033 Mokena, IL 60448	Building Repairs and Maintenance	Generator Maintenance – Burr Ridge location	9/26/2017 – 9/25/2018 Renewed Annually	Budget Year – \$850.00 twice a year	
Midwest Industrial Funds 1301 W 22nd Street, Suite 711 Oak Brook, IL 60523	Rental Payment	Lease Agreement for RAILS’s use of Bolingbrook location	6/1/2017 – 5/31/2019	Budget Year - \$5,260.32 per month through May 31, 2019 and \$2,585.84 per month for additional space with CAMS, real estate taxes, and insurance	Exercise of second extension in original lease signed 3/28/2013.
Orkin Pest Control 603 E. Diehl Road, Suite 124 Naperville, IL 60563	Other Buildings and Grounds	Pest Removal Services – Burr Ridge location	Month to Month	Budget Year - \$96.82 per month	
Pearson 2415 20th Street Rockford, IL 61104	Other Buildings and Grounds	Pest Removal Services – Rockford location	Month to Month	Budget Year - \$50.00 per quarter	
Pitney Bowes Inc. P.O. Box 371896 Pittsburgh, PA 15250-7896	Postage	Postal Meter - Burr Ridge location	1/1/2017 - 12/31/2018 Renewed Annually	Budget Year - \$246.60 paid quarterly and \$50.00 annual fee	
Premier Snow & Ice 16W179 Jeans Road Lemont, IL 60439	Building Repairs and Maintenance	Snow Removal – Burr Ridge location	12/1/2018 – 4/30/2019 Renewed Annually	Budget Year - \$8,300.00 per season	
Quipu Group, LLC 820 S. Monaco Parkway, #453 Denver, CO 80214	Other Contractual Services	Museum Pass – All RAILS locations	10/16/2017 – 10/15/2018	Budget Year - \$24,981.00 per year	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
Reliable Fire Equipment Co. 12845 S. Cicero Ave. Alsip, IL 60658	Other Buildings and Grounds	Sprinkler and Fire Systems Inspection – Burr Ridge location	7/1/2018 – 6/30/2019 Renewed Annually	Budget Year – fire alarm inspection - \$395.00 twice a year, halon inspection - \$385.00 twice a year, sprinkler system inspection - \$273.75 twice a year, annual OSHA fire inspection - \$452.70	
Republic Services 6449 Valley Drive Bettendorf, IA 52722	Other Buildings and Grounds	Trash and Recycling Removal – Coal Valley location	5/13/2016 – 5/12/2019 Automatically Renewed for 36 Months	Budget Year – \$140.21 per month	
Ruhl & Ruhl Commercial Co. 5111 Utica Ridge Road Davenport, IA 52807	Contractual Staff	Real Estate Broker Services for Coal Valley location	1/1/2018 – 7/2/2018	Budget Year - \$5,000.00 minimum or 6% of the sale price	
Sebert 1050 Lily Cache Bolingbrook, IL 60440	Building Repairs and Maintenance	Lawn and Landscape Care – Burr Ridge location	4/1/2018 – 11/15/2018	Budget Year - \$449.00 per month	
Sikich, LLP 1415 W. Diehl Rd., Suite 400 Naperville, IL 60563	Accounting	Audit Services - all RAILS locations	FY15 – FY19	Budget Year - \$23,166.00	
Spireon, Inc. 2035 Lakeside Centre Way, Suite 125 Knoxville, TN 37922	Telephone and Telecommunications	Cellular GPS Units for Vehicles – East Peoria location	12/26/2015 – 12/25/2018	Budget Year - \$209.65 per month	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
Stuard & Associates, Inc. 2500 Lincoln Hill Road P.O. Box 1517 Martinsville, IN 46151	Building Repairs and Maintenance	Elevator Inspection – Coal Valley location	6/3/2018 – 6/2/2019 Renewed Annually	Budget Year - \$215.00 per year	
Tyco Integrated Security LLC P.O. Box 371967 Pittsburgh, PA 15250	Other Buildings and Grounds	Alarm Services – Burr Ridge location	12/21/2017 – 12/20/2018 Renewed Annually	Budget Year - \$335.61 per quarter	
United Power & Battery 6833 Joyce Street Arvada, CO 80007	Information Service Costs	UPS & Battery Systems – Burr Ridge location	7/1/2016 - 6/30/2019	Budget Year - \$9,840.00 for contract term	
University of Illinois P.O. Box 820 Rantoul, IL 61866	Fees for Services and Materials Revenue	ILDS Delivery Service	7/1/2018 – 6/30/2019	Budget Year - \$45,349.40 per month (includes 2% pricing increase)	
Waste Management 700 E. Butterfield Road, 4th Floor Lombard, IL 6014	Other Buildings and Grounds	Trash and Recycling Removal – Burr Ridge location	3/6/2018 – 3/5/2019	Budget Year - \$176.57 per month	
West Town Refrigeration 234 James St. Bensenville, IL 60106	Building Repairs and Maintenance	HVAC Maintenance – Burr Ridge location	7/1/2018 – 6/30/2019 Renewed Annually	Budget Year - \$530.00 per month	
Wright Express P.O. Box 6293 Carol Stream, IL 60197-6293	Fuel	Fuel Credit Card – all RAILS locations	Month to Month	Budget Year - \$100.00 per year	

RAILS FY2019 System Area and Per Capita Grant Application

4. Exhibit 4.5: Information detailing the health, dental, vision and life insurance coverage for employees and dependents

Employee Individual Insurance Coverage

Health Insurance: Employer/employee contribution amounts for health insurance are not determined by an employee's annual salary.

Employee's Individual Insurance Coverage		
Type of Insurance	Employer's Monthly Contribution	Employee's Monthly Contribution
Medical – HMO Plan	\$596.00	\$149.00
Medical – High PPO Plan	\$504.00	\$126.00
Medical – High PPO Plan w/HSA	\$439.20	\$109.80
Dental – HMO Plan	\$16.14	\$4.02
Dental – PPO plan	\$27.20	\$6.80
Vision Plan	\$6.20	\$1.55

Dependent Insurance Coverage

Type of Insurance	% Covered by Employer	% Covered by Employee
Medical – All plans	70%	30%
Dental – All plans	70%	30%
Vision	70%	30%

Life Insurance: A term life insurance program is offered to library system employees. The library system pays 100% of the premium.

Retiree Health Insurance: Retiree health insurance coverage is offered to library system employees. The retiree pays 100% of the premium and administrative fees; therefore, there is no annual cost to the library system for offering this retirement benefit.

RAILS FY2019 System Area and Per Capita Grant Application

4. Exhibit 4.6 Physical Facilities in FY2019

Property Address	Continue to rent/own or Dispose	Use of Property	Plans for Property
1000 W. Crossroads Parkway Bolingbrook, IL 60490	Rent	Delivery and LLSAP workspace	Continue to lease
125 Tower Drive, Burr Ridge, IL 60527	Own	Administration	Continue to own
220 W. 23 rd Ave. Coal Valley, IL 61240	Own	Delivery and LLSAP workspace	Currently for sale
600 High Point Lane East Peoria, IL 61611	Rent	Delivery and LLSAP workspace	Leased through May 2019; plan to investigate other options in FY2019
4607 Colt Rd. Rockford, IL 61109	Rent	Delivery and LLSAP workspace	Leased through May 2019; plan to investigate other options in FY2019

RAILS FY2019 System Area and Per Capital Grant Application

4. Exhibit 7: Listing and Description of All Corporations Formed by Library System

Name	Brief description	System Area and Per Capita Grant Spending (direct or indirect)	Was any SAPG spending not related to ISL core priorities? (Yes or No)	Attach Articles of Incorporation and Annual Report for each corporation
None	None	None	Not Applicable	None

RAILS FY2019 System Area and Per Capita Grant Application

4. Exhibit 8: Description of All Pending Litigation

Case name	Document number	Legal representation	Brief explanation	Impact	Cost breakdown/analysis
No pending litigation	N/A	N/A	N/A	N/A	N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

BARR, CHRISTINE

Filing Date: 4/17/2018 11:14:38 AM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

BARRY, DAVE

Filing Date: 3/28/2017 7:48:26 AM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: **Name of Professional Organization:** LAW OFFICES OF DAVID M. BARRY **Type of Professional Organization:** Law **Role:** Partner **Address 1:** 1755 NAPERVILLE ROAD **Address 2:** STE 100 **City:** WHEATON **State:** IL **Zip:** 60189

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

BRENNAN, DEIRDRE

Filing Date: 3/26/2018 2:54:03 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS EXECUTIVE DIRECTOR

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

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ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

BUSENBARK, SUSAN

Filing Date: 4/2/2018 1:59:38 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
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(312) 603-1121

COULTER, CAROLYN

Filing Date: 3/21/2018 1:31:33 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS LLSAP SERVICES MANAGER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

CROCKER, JUDY

Filing Date: 4/26/2018 12:32:26 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

FILAPEK, JOE

Filer ID: 41444

Filing ID: 270193

Filer Mailing Address: 2809

BRECKENRIDGE CIRCLE AURORA, IL, 60504

Filing Date: 3/30/2018 2:54:31 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS CONSULTING AND CONTINUING EDUCATION MANAGER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of

any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
 www.cookcountyclerk.com
 (312) 603-1121

PITCHFORD, VERONDA

Filer ID: 41449

Filing ID: 263460

Filer Mailing Address: 5320 NORTH
 SHERIDAN #2505 CHICAGO, IL, 60640

Filing Date: 3/30/2018 2:30:11 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS DIRECTOR OF MEMBER DEVELOPMENT AND RESOURCE SHARING

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of

any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

FISTER, EMILY

Filer ID: 41445

Filing ID: 279867

Filer Mailing Address: 5808 WOLF ROAD, #3
WESTERN SPRINGS, IL, 60558

Filing Date: 3/29/2018 10:21:40 AM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS EXECUTIVE ASSISTANT

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

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ANSWER: N/A

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ANSWER: N/A

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ANSWER: N/A

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ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
 www.cookcountyclerk.com
 (312) 603-1121

HALL, KATE

Filer ID: 48934

Filing ID: 264119

Filer Mailing Address: 621 WAUKEGAN RD
 DEERFIELD, IL, 60015

Filing Date: 3/28/2018 3:51:16 PM

Your Agencies

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER
0285-0	NORTHBROOK PUBLIC LIBRARY	EXECUTIVE DIRECTOR

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

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ANSWER: N/A

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ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which

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ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

HATCH, MARK

Filing Date: 3/20/2017 4:09:57 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS DELIVERY AND FACILITIES DIRECTOR

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

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ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

HUTCHINSON, JUDY

Filing Date: 3/20/2017 4:20:50 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS LLSAP SERVICES MANAGER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
 www.cookcountyclerk.com
 (312) 603-1121

KEYES, LAURA

Filer ID: 57516

Filing ID: 285335

Filer Mailing Address: 2475 COOPER
 DRIVE FREEPORT, IL, 60188

Filing Date: 4/9/2018 4:18:51 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: **Unit of Government:** Other **Unit of Government - Other:** CITY OF FREEPORT, FREEPORT PUBLIC LIBRARY **Title:** HEAD OF ADULT SERVICES

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
 www.cookcountyclerk.com
 (312) 603-1121

Filer: KREGOR, JIM
 Filer ID: 33082
 Filer Mailing Address: 1446 BUENA VISTA DRIVE WHEATON,
 IL, 60189

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS DIRECTOR OF FINANCE

Review Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: Type: Stock Capital Asset Description: SALE OF COLUMBIA, FIDELITY MUTUAL FUND ASSETS

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A

"I declare that this statement of economic interests (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my economic interests as required by the Illinois Governmental Ethics Act. I understand that the penalty for willfully filing a false or incomplete statement shall be a fine not to exceed \$1,000 or imprisonment in a penal institution other than the penitentiary not to exceed one year, or both fine and imprisonment."



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

MILLS, PAUL

Filing Date: 3/21/2018 1:34:51 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: Type: Real Estate **Capital Asset Description:** RENTAL PROPERTY **Address 1:** 207 DIANA **City:** SHOREWOOD **StateAbbv:** IL **Zip:** 60404

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: Name of Entity: FOUNTAINDALE PUBLIC LIBRARY DISTRICT **Unit of Government:** REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS) **Title:** EXECUTIVE DIRECTOR

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: Unit of Government: Other **Unit of Government - Other:** FOUNTAINDALE PUBLIC LIBRARY DISTRICT **Title:** EXECUTIVE DIRECTOR

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

ORRISON, KENDAL

Filer ID: 33083

Filing ID: 271847

Filer Mailing Address: 14712 N.

MENDENHALL ROAD PRINCEVILLE, IL,
61559

Filing Date: 4/24/2018 12:42:54 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS LLSAP SERVICES MANAGER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
 www.cookcountyclerk.com
 (312) 603-1121

PITCHFORD, VERONDA

Filer ID: 41449

Filing ID: 263460

Filer Mailing Address: 5320 NORTH
 SHERIDAN #2505 CHICAGO, IL, 60640

Filing Date: 3/30/2018 2:30:11 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS DIRECTOR OF MEMBER DEVELOPMENT AND RESOURCE SHARING

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of

any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
 www.cookcountyclerk.com
 (312) 603-1121

PLASS, JANE

Filer ID: 33088

Filing ID: 268530

Filer Mailing Address: 2N181 ADDISON ROAD VILLA
 PARK, IL, 60181

Filing Date: 4/2/2018 11:04:55 AM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS ASSOCIATE EXECUTIVE DIRECTOR

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

POINTON, SCOTT

Filing Date: 3/26/2018 12:37:38 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: Unit of Government: Other Unit of Government - Other: WHITE OAK LIBRARY DISTRICT Title: DIRECTOR

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

RUNNELS, DEE

Filing Date: 3/28/2018 5:28:33 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: Professional Service: Law **Nature of Entity:** Other **Nature of Entity - Other:** ALL LISTED EXCEPT UNIONS

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

SHEIKH, NADIA

Filing Date: 3/21/2018 7:56:05 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

SIMMONS, MICHELLE

Filing Date: 3/26/2018 3:50:33 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

SKIBINSKI, JOSEPH

Filer ID: 51202

Filing ID: 269216

Filer Mailing Address: 5450 WEST 115TH STREET, UNIT #204 OAK LAWN, IL, 60453

Filing Date: 4/19/2018 9:52:50 PM

Your Agencies

Code	Agency	Title
0257-0	OAK LAWN PUBLIC LIBRARY	TRUSTEE
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER
6160-0	OAK LAWN POLICE PENSION FUND	VILLAGE TREASURER
6161-0	OAK LAWN FIRE PENSION FUND	VILLAGE TREASURER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: **Name of Professional Organization:** SOUTHLAND ACCOUNTING AND TAX, LTD **Type of Professional Organization:** Accounting **Role:** Associate **Address 1:** 4732 W. 103RD ST. **City:** OAK LAWN **State:** IL **Zip:** 60453

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: **Unit of Government:** OAK LAWN, VILLAGE OF **Title:** TREASURER

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

SLAUGHTER, ANNE

Filing Date: 3/28/2018 1:57:35 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	DIRECTOR OF TECHNOLOGY SERVICES

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

SMITH, WESLEY

Filing Date: 3/25/2016 10:27:25 AM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS IT MANAGER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200.00 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
 www.cookcountyclerk.com
 (312) 603-1121

TURNER, LAURA

Filing Date: 4/24/2017

10:27:03 AM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200.00 was derived during the preceding year.

ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

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ANSWER: N/A

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ANSWER: N/A

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ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

WILCOX, LORI

Filing Date: 4/23/2018 4:19:33 PM

Your Agencies

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER
1606-0	CITY OF CHICAGO HEIGHTS	CITY CLERK / COLLECTOR

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

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ANSWER: N/A

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ANSWER: N/A

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ANSWER: N/A

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ANSWER: N/A

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ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A



Statement of Economic Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

WITT, MARY

Filing Date: 3/30/2018 9:41:33 AM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS DIRECTOR OF COMMUNICATIONS

Your Answers

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000.00 fair market value or from which dividends in excess of \$1,200.00 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand in a financial institution, nor any debt instrument shall be listed.

ANSWER: N/A

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ANSWER: N/A

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000.00 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

ANSWER: N/A

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000.00 or more was realized during the preceding calendar year.

ANSWER: N/A

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000.00 fair market value at the time of filing or if income or dividends in excess of \$1,200.00 were received by the person filing from the entity during the preceding calendar year.

ANSWER: N/A

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ANSWER: N/A

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

ANSWER: N/A

8. List the names of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500.00, was received during the preceding calendar year.

ANSWER: N/A

4. Exhibit 10 Board Ordinance required by Ethics Act

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

**ORDINANCE NO. 2016-01, AMENDING IN ITS ENTIRETY
THE ETHICS ACT ORDINANCE (ORDINANCE 2011-02)**

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution; and

WHEREAS, the Board of Directors of the Reaching Across Illinois Library System ("RAILS") adopted Ordinance No. 2011-02 establishing ethics regulations; and

WHEREAS, the Board now desires to modify the membership of the ethics commission and amend and replace Ordinance No. 2011-12 in its entirety with the provisions set forth in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE REACHING ACROSS ILLINOIS LIBRARY SYSTEM, AS FOLLOWS:

SECTION 1: Ordinance No. 2011-12 is hereby amended and replaced in its entirety with the provisions contained in this Ordinance:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the RAILS, whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the RAILS.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities. (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the RAILS in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10

GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 15

ETHICS ADVISOR

Section 15-1. The Executive Director, with the advice and consent of the Board of Directors shall designate an Ethics Advisor for the RAILS. The duties of the Ethics Advisor may be delegated to an officer or employee of the RAILS unless the position has been created as an office by the RAILS.

Section 15-2. The Ethics Advisor shall provide guidance to the officers and employees of the RAILS concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Directors.

ARTICLE 20

ETHICS COMMISSION

Section 20-1. There is hereby created a commission to be known as the Ethics Commission of RAILS.

Section 20-2. The Commission shall be comprised of the members of the RAILS Executive Committee.

Section 20-3. At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist of three commissioners, and official action by the commission shall require the affirmative vote of three members.

Section 20-4. The Commission shall have the following powers and duties:

(1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.

(2) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in

accordance with Section 25-1(c) of this Ordinance and refer violations of Article 5 or Article 10 of this Ordinance to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Ordinance and not upon its own prerogative.

(3) To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Ordinance.

(4) To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the RAILS to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.

(5) The powers and duties of the Commission are limited to matters clearly within the purview of this Ordinance.

Section 20-5. (a) Complaints alleging a violation of this Ordinance shall be filed with the Ethics Commission.

(b) Within 3 business days after the receipt of a complaint, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within 3 business days after receipt by the commission. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

(c) Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Ordinance, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed within 7 business days after receiving the complaint.

If the complaint is deemed sufficient to allege a violation of Article 10 of this Ordinance and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within 4 weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public.

If the complaint is deemed sufficient to allege a violation of Article 5 of this Ordinance, then the Commission shall notify in writing the attorney designated by the corporate authorities to prosecute such actions and shall transmit to the attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

(d) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

(e) Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline to the alleged violator and to the Executive Director, or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

(f) If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within 7 business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within 7 days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the Executive Director or impose a fine upon the violator, or both.

(g) If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under subsection (e) within 7 days after the complaint is filed, and during the 7 days preceding that election, the Commission shall render such decision before the date of that election, if possible.

(h) The Commission may fine any person who intentionally violates any provision of Article 10 of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may recommend any appropriate discipline up to and including discharge.

(i) A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

ARTICLE 25

PENALTIES

Section 25-1. Penalties. (a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.


(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the RAILS by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the RAILS, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

PASSED BY THE BOARD OF DIRECTORS, REACHING ACROSS ILLINOIS LIBRARY SYSTEM, IN PUBLIC SESSION ASSEMBLED THIS 17 th DAY OF June 2016.



Secretary, Board of Directors,
Reaching Across Illinois Library System

4. Exhibit 11: Certification indicating review and compliance of Board with Illinois statutes

Legal Statute	Citation	RAILS Board Member														
		Christine Barr	Dave Barry	Sue Busenbark	Judy Crocker	Gwen Gregory	Kate Hall	Laura Keyes	Paul Mills	Scott Pointon	Dee Runnels	Nadia Sheikh	Michelle Simmons	Joe Skibinki	Laura Turner	Lori Wilcox
OMA	5 ILCS 120	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FOIA	5 ILCS 140	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
IL Public Labor Relations Act	5 ILCS 315	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
IL Government Ethics Act	5 ILCS 420	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Local Records Act	50 ILCS 205	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
State Officials & Employees Act	5 ILCS 430	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Public Funds Deposit Act	30 ILCS 225	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Public Funds Investment Act	30 ILCS 235	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
IMRF	50 ILCS 5	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Public Officer Prohibited Activities	50 ILCS 105	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
IL Library System Act	75 ILCS 10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
American with Disabilities Act	42 USC 1201	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
IL Human Rights Act	775 ILCS 5	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

KEY: X = to the best of our knowledge

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.