

**ILLINOIS STATE LIBRARY
FY2021 SYSTEM AREA & PER CAPITA GRANT APPLICATION 75 ILCS 10/8 (c)**

1.0 COVER SHEET

Library System: RAILS-Reaching Across Illinois Library System

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Person submitting this application:

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System Board President Signature

Date

Executive Director Signature

Date

**ILLINOIS STATE LIBRARY
SYSTEM AREA AND PER CAPITA GRANT APPLICATION
FY 2,021 BUDGET SHEET**

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Revenues						
State Grants						
Area & Per Capita	\$9,985,530.	\$0.	\$0.	\$0.	\$0.	\$9,985,530.
Blind & Physically Handicapped	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
System Automation & Technology	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$0.	\$176,000.	\$0.	\$0.	\$0.	\$176,000.
Federal Grants	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other Grants	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Fees for Services & Materials	\$918,716.	\$0.	\$0.	\$0.	\$0.	\$918,716.
Reimbursements	\$1,142,200.	\$0.	\$0.	\$0.	\$0.	\$1,142,200.
Investment Income	\$172,000.	\$0.	\$0.	\$0.	\$0.	\$172,000.
Other Revenue	\$10,000.	\$0.	\$0.	\$0.	\$0.	\$10,000.
Estimated Total Revenue	\$12,228,446.	\$176,000.	\$0.	\$0.	\$0.	\$12,404,446.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Expenditures						
Personnel						
Salaries						
Library Professionals	\$1,301,584.	\$0.	\$0.	\$0.	\$0.	\$1,301,584.
Other Professionals	\$1,440,500.	\$0.	\$0.	\$0.	\$0.	\$1,440,500.
Support Services	\$1,631,032.	\$0.	\$0.	\$0.	\$0.	\$1,631,032.
Payroll Taxes & Benefits						
Social Security Taxes	\$333,037.	\$0.	\$0.	\$0.	\$0.	\$333,037.
Unemployment Insurance	\$10,974.	\$0.	\$0.	\$0.	\$0.	\$10,974.
Workmen's Compensation	\$102,005.	\$0.	\$0.	\$0.	\$0.	\$102,005.
Retirement Benefits	\$43,852.	\$0.	\$0.	\$0.	\$0.	\$43,852.
Health, Dental & Life Insurance	\$648,760.	\$0.	\$0.	\$0.	\$0.	\$648,760.
Other	\$21,500.	\$0.	\$0.	\$0.	\$0.	\$21,500.
Temporary Help	\$16,000.	\$0.	\$0.	\$0.	\$0.	\$16,000.
Recruiting	\$5,000.	\$0.	\$0.	\$0.	\$0.	\$5,000.
Library Materials						
Printed Materials	\$6,650.	\$0.	\$0.	\$0.	\$0.	\$6,650.
Non-Printed Materials	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
E-Resources	\$1,460,900.	\$0.	\$0.	\$0.	\$0.	\$1,460,900.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Buildings & Grounds						
Rent	\$268,800.	\$0.	\$0.	\$0.	\$0.	\$268,800.
Utilities	\$85,500.	\$0.	\$0.	\$0.	\$0.	\$85,500.
Property Insurance	\$16,506.	\$0.	\$0.	\$0.	\$0.	\$16,506.
Repairs & Maintenance	\$71,100.	\$0.	\$0.	\$0.	\$0.	\$71,100.
Custodial and Janitorial Service & Supplies	\$58,500.	\$0.	\$0.	\$0.	\$0.	\$58,500.
Other	\$42,300.	\$0.	\$0.	\$0.	\$0.	\$42,300.
Vehicle Expense						
Fuel	\$246,320.	\$0.	\$0.	\$0.	\$0.	\$246,320.
Repairs & Maintenance	\$114,600.	\$0.	\$0.	\$0.	\$0.	\$114,600.
Vehicle Insurance	\$90,872.	\$0.	\$0.	\$0.	\$0.	\$90,872.
Vehicle Leasing & Rent	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$7,750.	\$0.	\$0.	\$0.	\$0.	\$7,750.
Travel, Meetings and Continuing Education for Staff & Board						
In-state Travel	\$55,196.	\$0.	\$0.	\$0.	\$0.	\$55,196.
Out-of-State Travel	\$54,880.	\$0.	\$0.	\$0.	\$0.	\$54,880.
Registrations, Meetings and Other Fees	\$59,352.	\$0.	\$0.	\$0.	\$0.	\$59,352.
Conferences and Continuing Education Meetings	\$103,900.	\$0.	\$0.	\$0.	\$0.	\$103,900.
Public Relations	\$31,100.	\$0.	\$0.	\$0.	\$0.	\$31,100.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Liability Insurance	\$24,570.	\$0.	\$0.	\$0.	\$0.	\$24,570.
Supplies, Postage and Printing						
Computer Software and Supplies	\$167,876.	\$0.	\$0.	\$0.	\$0.	\$167,876.
General Office Supplies and Equipment	\$38,780.	\$0.	\$0.	\$0.	\$0.	\$38,780.
Postage	\$12,875.	\$0.	\$0.	\$0.	\$0.	\$12,875.
Binding	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Library Supplies	\$200.	\$0.	\$0.	\$0.	\$0.	\$200.
Delivery Supplies	\$63,700.	\$0.	\$0.	\$0.	\$0.	\$63,700.
Other	\$120.	\$0.	\$0.	\$0.	\$0.	\$120.
Telephone and Telecommunications	\$148,374.	\$0.	\$0.	\$0.	\$0.	\$148,374.
Equipment Rental, Repair & Maintenance						
Equipment Rental	\$18,214.	\$0.	\$0.	\$0.	\$0.	\$18,214.
Equipment Repair and Maintenance Agreements	\$178,350.	\$0.	\$0.	\$0.	\$0.	\$178,350.
Professional Services						
Legal	\$40,500.	\$0.	\$0.	\$0.	\$0.	\$40,500.
Accounting	\$55,500.	\$0.	\$0.	\$0.	\$0.	\$55,500.
Consulting	\$100,000.	\$0.	\$0.	\$0.	\$0.	\$100,000.
Contractual Staff	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Contractual Services						
Information Service Costs	\$28,425.	\$0.	\$0.	\$0.	\$0.	\$28,425.

Agreements with systems, member libraries and other cooperatives	\$1,551,791.	\$16,000.	\$0.	\$0.	\$0.	\$1,567,791.
Outside Printing Services	\$540.	\$0.	\$0.	\$0.	\$0.	\$540.
Other	\$1,434,694.	\$160,000.	\$0.	\$0.	\$0.	\$1,594,694.
Depreciation	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Professional Association Membership Dues	\$10,080.	\$0.	\$0.	\$0.	\$0.	\$10,080.
Miscellaneous	\$7,950.	\$0.	\$0.	\$0.	\$0.	\$7,950.
Capital Outlays						
Equipment	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Computer hardware and software	\$0.	\$0.	\$50,000.	\$0.	\$0.	\$50,000.
Furniture & Fixtures	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Building and Improvements	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Land	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Vehicles	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Debt Service						
Principal	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Interest	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Estimated Total Expenditures	\$12,211,009.	\$176,000.	\$50,000.	\$0.	\$0.	\$12,437,009.
Excess of Estimated Revenues Over (Under) Estimated Expenditures	\$17,437.	\$0.	\$-50,000.	\$0.	\$0.	\$-32,563.

RAILS FY2021 System Area and Per Capita Grant Application

2.2 Detailed Budget Narrative

This budget narrative for the FY2021 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 amended FY2020 budget. We have included as an attachment a spreadsheet showing line item details of the FY2021 budget and FY2020 budget, with a breakdown by administration, delivery and LLSAP support revenues and expenditures, and a comparison of the two.

The budget and plan of service are based on level funding. The pandemic has created a situation in which that could well not be a valid assumption, as the State has not yet been able to adopt a FY2021 budget and faces substantial revenue shortfalls. The budget we are presenting includes all of the services that RAILS believes we should be providing to our members. The budget does not contain cost of living raises for staff.

RAILS will begin to prepare for budget cuts given the likelihood they will happen. We can economize and delay expenditures by taking a number of actions, in particular not buying vehicles this year, instituting a hiring freeze, delaying major purchases such as new laptops, deferring expenditures and re-examining our marketing and travel budgets especially given the ongoing cancellation of planned conferences.

Summary

The proposed FY2021 plan of service continues its support of programs and activities included in the RAILS strategic plan approved by the RAILS Board in September 2018. Major activities 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 Illinois and BiblioBoard
- Cooperative purchases
- Grants to members for continuing education events and for collaborative projects
- Campaign to help all RAILS libraries tell their stories

As in past years, we used zero-based budgeting, meaning we developed the FY2021 budget from the ground up. We included all activities we believe necessary to support our strategic plan, with a major exception of salary and wage increases, but will carefully monitor and defer spending until we have a clear indication of our funding. RAILS currently has over one year of operating reserves to fund revenue shortfalls.

General fund revenues of \$12,228,446 are budgeted to decrease \$116,897 from the FY2020 budget. This decrease is primarily due to a decrease in Investment Income (\$259,000), partially offset by increased Reimbursements (\$102,500 and fees for services and materials (\$39,603). Decreased investment income is due primarily to lower investment yields, as we assumed a 1% rate of return compared to a 2.5% return assumed in the prior year budget.

The special revenue funds budget of \$176,000 is \$776,627 below the prior year budget due to the budgeted non-recurrence of the 2020 Census Grant (\$750,000) and the MARC of Quality/OCLC batch-loading grant (\$28,710). The FY2021 budget of \$176,000 provides for an additional grant to support the L2 replacement project.

Budgeted general fund expenditures of \$12,211,009 are \$51,935 below the FY2020 budgeted amounts. Lower than prior year expenditures are budgeted in six expenditure categories, particularly Personnel and Contractual Services expenditures, partially offset by increased expenditures in three categories, primarily supplies, postage and printing and library materials.

For the general fund, we are budgeting that total estimated revenues will exceed estimated expenditures by \$17,437. We also are budgeting \$50,000 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 \$9,985,530, the FY2020 award amount.

Certain budgeted expenditures are tentative and may be deferred or not incurred. These might include the purchase of desktop computers and servers and a reduction of non-committed program or grant expenditures.

Revenues

FY2021 estimated total revenues of \$12,404,446 consist of general fund revenues of \$12,228,446 and special revenue funds revenues of \$176,000.

APC grant revenues (\$9,985,530) are budgeted at the FY2020 budget amount. The APC amount awarded accounts for 81.7% of the general fund revenue budget. Excluding reimbursement revenues, the percentage increases to 89.9%.

General fund fees for services and materials of \$918,716 are budgeted to increase \$39,603 from the FY2020 budget primarily due to increases in eRead Illinois membership fees (\$20,000) and ILDS contract fees (\$15,103) for statewide delivery. Fees included in the budget include eRead Illinois membership fees (\$330,000), which purchase additional program content; Find More Illinois (FMI) membership fees (\$35,150); fees to member libraries (\$16,000) billed on a sliding scale to partially offset RAILS' expenditures for HR consulting; and charges (\$2,000) for select continuing education programs. We have structured the budgeted FMI membership fees to make participation as affordable as possible and to reflect changes in the vendor's contract that will reduce the cost to RAILS.

Additional general fund revenues consist of reimbursements (\$1,142,200), a \$102,500 increase from the FY2020 budget. This program has significantly expanded over the past several years (FY2015 reimbursement revenues were \$565,742). The addition of three new vendors and products (SWANK, READ Squared and PressReader) are budgeted in FY2021. Major group purchase programs budgeted are for EBSCO databases (\$450,000), Communico Cloud (\$302,950) and several Gale products (\$142,633). 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.

We have also included in the budget E-rate reimbursements amounting to \$17,500. In past years, before FY2020, we had not included these revenues in the budget because of uncertainties in the billing and approval process. We, however, have been successful in securing these revenues and are confident of their pending realization.

Investment income of \$172,000 is budgeted for FY2021, a decrease of \$229,000 from the \$431,000 budgeted for the prior year. Interest rates on money market funds, such as Illinois Funds', have decreased to a current level of just under 1.0%, due to Federal Reserve actions in response to the pandemic. Prior year interest rates at this time of year were approximately 2.6%. We are assuming that FY2021 investment yields will remain approximately at their current amounts and that we will receive APC funding in a pattern sufficient to maintain our current average investment balances.

Other revenues are budgeted at \$10,000, unchanged from the FY2020 budget. These are primarily amounts received as adjustments to prior year insurance billings and other refunds.

In summary, general fund revenues of \$12,228,446 are budgeted to decrease \$116,897 from the FY2020 budget, primarily due to a decrease in investment income (\$259,000), partially offset by increases in Reimbursements (\$102,500) and fees for services and materials (\$39,603).

Special revenues fund revenues of \$176,000 are budgeted to decrease \$773,627 from the FY2020 budget, due to the non-recurrence of the 2020 Census Grant Program (\$750,000) and the system automation and technology grant (\$28,710). RAILS in FY2020 received an award of \$750,000 from the Illinois Department of Human Services to act as a Regional Intermediary for the 2020 Census Grant Program. We incorporated this grant into the RAILS amended budget, which the Board approved in January 2020. Recently, the 2020 Census Grant was increased to \$825,000 and a new FY2021 grant may be awarded. We have not provided for such a grant in the FY2021 budget, as no details are currently available. The only grant incorporated in the FY2021 special revenues fund budget is an additional grant for \$176,000 in support of replacing L2.

Expenditures—Personnel

Personnel-related expenditures, budgeted to account for 45.4% of total expenditures, compared to 46.4% in the FY2020 budget, comprise the largest single category of total RAILS expenditures. The FY2021 budget for salary expenditures incorporates the following highlights and assumptions:

- The FY2021 budget incorporates no salary increases. We plan to defer increases until the funding situation becomes assured.
- The budget includes no personnel additions from current staffing levels.

General fund salary expenditures of \$4,373,116 are budgeted to decrease by \$169,545, or 3.7%, from the prior year budget. Delivery department budgeted salaries account for \$147,042 of the total decrease, as driver and sorter headcount of 42 employees is budgeted four persons below the FY2020 budget. In addition, LLSAP support (RSA) salaries are budgeted to decrease \$25,523 from the prior year

budget, primarily because new and replacement positions during FY2020 were hired at salaries below the amounts budgeted.

The general fund FY2021 budget for social security taxes decreased \$12,944, or 3.7% from the similar decrease in budgeted salaries. Unemployment insurance decreased \$11,321, or 50.8%, due to a decrease in the rate assessed. Worker's compensation expenditures are budgeted to decrease \$8,889, or 8.2%, due to decreased delivery, which carry the highest premiums, salaries and wages.

Retirement benefits are budgeted to decrease \$1,437, or 3.2% from the FY2020 budget. The 2020 contribution rate, which applies to the first half of FY2021, is 1.01% and will increase to 1.08% in the second half (calendar year 2021) of the fiscal year. RAILS pension obligations are funded in excess of 100%, resulting in the low funding obligations for FY2020 and FY2021.

Health, dental and life insurance expenditures of \$648,760 are budgeted to increase \$72,004, or 12.5% from the FY2020 budget due to anticipated premium increases, primarily in the Preferred Provider policies, which have experienced high and above anticipated claim amounts over the year. 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. RAILS is continuing in FY2021 its Health Reimbursement Account (HRA) program, which was first implemented in FY2017, 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 \$21,500 are budgeted to decrease by \$6,750, or 23.9% from the FY2020 budget. This account includes provisions to reimburse employees for additional deductible expenses incurred under the HRA program (\$5,500), the tuition reimbursement program (\$10,000) and various administrative fees. We further reduced the provision for the HRA program reimbursement by \$5,500, following a \$16,500 reduction in the prior year budget, as amounts required have been well below those provided in past budgets.

The FY2021 budget of \$16,000 for temporary help, all of which are budgeted for the delivery department, increased \$4,400 from the FY2020 budget. Actual expenditures incurred during FY2020, due to replacement needs due to position vacancies and replacement needs during vacations, have been well in excess of budget. Recruiting expenditures of \$5,000 are budgeted to decrease \$2,000 from the FY2020 budget. These expenditures would be limited to replacing newly created vacancies, as no new hiring is budgeted.

Collectively, FY2021 general fund personnel expenditures are budgeted to decrease \$136,482, or 2.4% from the FY2020 budget, due primarily to budgeted decreases in salary and related expenditures, partially offset by an increase in health, dental and life insurance.

Budgeted FY2021 special revenue funds expenditures consist of contractual service expenditures (\$160,000) and RAILS indirect costs (\$16,000), all of which pertain to the L2 replacement grant project. Budgeted special revenue fund expenditures decreased \$773,627 from the FY2020 budget due to the budgeted non-recurrence of expenditures pertaining to the 2020 Census Grant (\$750,000) and the MARC of Quality/OCLC batch-loading grant (\$28,710).

Expenditures—Operating

The following is a discussion of FY2021 budgeted General Fund Expenditures.

Library Materials

The major expenditure item of this category, E-resources (\$1,460,900), is budgeted to increase \$122,500, or 9.2% from the FY2020 budget. Group purchase E-Resources expenditures of \$1,124,700 are budgeted, compared to \$1,022,200 budgeted for FY2020. 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 \$20,000 above the FY2020 budget, to purchase e-books for the eRead Illinois Axis 360 shared collection. Finally, the budget provides for the group purchase (\$6,200) of the Public Web Browser for member libraries.

Buildings and Grounds

Total buildings and grounds expenditures of \$542,706 are budgeted to decrease \$6,366, or 1.2% from the FY2020 budget due primarily to a budgeted decrease in utility expenditures. RAILS in March, 2020 accepted and signed a three-year electrical supply contract at a price that is 13.1% below the price of the existing contract. This should result in annual savings, based on the past twelve months' usage, of approximately \$4,200. In addition, utility costs have been below current budget amounts, in part because of heating and lighting efficiencies implemented at the Burr Ridge location, and we adjusted the budget to reflect these savings. Extreme weather conditions can affect the costs incurred.

Vehicle Expense

Total vehicle expenditures of \$459,542 are budgeted to decrease \$41,473, or 8.3% from the FY2020 budget, primarily from decreases in fuel (\$27,460) and vehicle repairs and maintenance expenditures (\$14,600). The FY2021 budget for assumes fuel usage of approximately 8,500 gallons/month, at a market rate of \$2.70/gallon. The prior year budget assumed fuel usage of 8,400 gallons/month and a market price of \$3.10/gallon. Current market prices are below the budget average, but in the past have been volatile.

The FY2021 vehicle repairs and maintenance budget reflects the aging and heavy usage of RAILS' fleet. RAILS purchased seven new vehicles in FY2020, which should reduce maintenance expenditures. RAILS delivery fleet of 42 vehicles includes eleven vehicles that have over 200,000 miles, and annual repair costs on these vehicles in particular can be extremely high. We have budgeted for no vehicle purchases in FY2021.

Travel, Meetings and Continuing Education

Total expenditures of \$273,328 for this category are budgeted to decrease \$42,891, or 13.6%. In-state and out-of-state travel expenses decrease \$7,691 and \$7,691, respectively from the FY 2020 budget. Actual expenditures will be reduced further should additional conference cancellations occurs due to the pandemic.

Registrations and meetings (\$59,352) expenses are budgeted to decrease \$9,263 from the FY2020 budget. These expenditures include registration fees and sponsorships, if applicable, for all conferences and courses, costs of the annual staff in-service day, and various board meeting and hospitality expenses. We are budgeting to hold an in-service day in September at the Burr Ridge office, thus saving room rental and travel expenses, but may cancel this due to the pandemic.

The FY2020 continuing education budget of \$103,900, a decrease of \$19,300 from the FY2020 budget, supports the RAILS strategic plan goal to provide continuing education (CE) and consulting on general

resource sharing issues, interlibrary loan (ILL) and the ILLINET Interlibrary Loan Code, reciprocal access, reciprocal borrowing, nonresident services, etc.. 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 reduction is primarily due to reduced (\$15,000) CE event grants. The budget provides for continuing education in the following categories:

- *General* — \$75,000 — Continued offerings of workshops, webinars, HR Source, Trustee Academy and other events
- *CE event grants* — \$20,000 — Continued support of RAILS libraries, networking groups, and consortia seeking to organize a CE event that is made available to RAILS members. Will focus on the strategic plan goal of telling the story in FY 2020
- *Director's University Sponsorship* — \$5,000
- *RAILS subscription to Lynda.com* — \$3,900

Public Relations

Public Relations expenses of \$31,100 are budgeted to decrease \$39,400 from the FY2020 budget due primarily to no spending for video productions. The FY 2020 budget included \$25,000 of expenditures to produce a video related to "Telling the Story," \$25,000 for the RAILS "My Library Is" campaign, \$5,000 to promote the Find More Illinois Program, and \$15,000 for RAILS promotional items and other exhibit costs at appropriate conferences to spread the word about RAILS programs and services. The FY2021 budget contains no expenditures for video production, \$10,000 for RAILS promotional and booth items and \$20,000 to continue the support of the "My Library Is" campaign.

Supplies, Postage and Printing

Total expenditures of \$283,551 for this category are budgeted to increase \$126,896 from the FY2020 budget, primarily from a \$122,676 increase in computers, software and supplies expenditures. This account includes the replacement purchases (\$125,000) of 95 new laptop computers, which will be deferred pending resolution of our funding.

Telephone and Telecommunications

FY2021 budgeted expenditures of \$148,374, which incorporate existing contracts, are \$12,069 above the FY2020 budget.

Equipment Rental, Repair & Maintenance

Total expenditures of \$196,564 for this category are budgeted to increase \$75,654 from the FY2020 budget, primarily due to increased equipment repair and maintenance agreements. The budget primarily includes existing contracts, which include those for HVAC maintenance, copier equipment, and annual maintenance expenditures on various equipment and software, including Zoom. During FY2020, RAILS increased its Zoom capacity and enhanced its e-mail protection systems.

Professional Services

Total expenditures of \$196,000 for this category are budgeted to decrease \$25,140 from the FY2020 budget, primarily from a \$20,000 decrease in consulting expenses. Consulting for delivery is budgeted \$20,000 lower, and a \$25,000 provision for Equity, Diversity and Inclusion consulting replaces a prior year provision for IT consulting.

The \$100,000 budget for Consulting consists of:

- FOIA/OMA Hotline — \$15,000
- HR Source (Formerly MAI) discount membership program — \$30,000
- Delivery Consulting — \$20,000
- Equity, Diversity and Inclusion (EDI) consulting — \$25,000
- Consulting assistance to member libraries - \$5,000
- HR Source salary/wage level consulting - \$5,000

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 FY2021 budget provision of \$20,000 for delivery consulting is for possible route mapping assistance. The prior year budget of \$40,000 was to work with a consultant to determine whether outsourcing or providing delivery in-house would provide more efficient and cost-effective service to system members.

Contractual Services

Total expenditures of \$3,015,450 for this category are budgeted to decrease \$101,645 from the FY 2020 budget, due primarily to decreases in contractual agreements with systems, member libraries and other cooperatives (\$190,531), partially offset by an increase in other contractual services (\$91,816).

Other contractual services within the Delivery operation are budgeted to increase \$30,000, due to a contracted October 2020 price increase to Continental Transportation Solutions, RAILS primary subcontractor.

The FY 2021 other contractual services budget provides for Administration expenses of \$464,694, an increase of \$61,816 from the FY2020 budget. These expenditures include:

- Find More Illinois expenditures of \$168,694, or \$3,684 below the FY2020 budget
- BiblioLabs platform expenditures of \$175,000 (unchanged from the FY2020 budget) to support the statewide BiblioLabs platform
- A \$25,000 (unchanged from the FY2020 budget) RAILS' investment to continue the GALE Career Online High School group purchase offer
- Explore More Illinois expenditures of \$40,000, an increase of \$23,000 from the FY2020 Budget, to expand the program, which connects library patrons to deals and discounts from museums and other cultural attractions.
- A newly budgeted provision of \$20,000 of Open Gov. contractual support, which will provide for additional RAILS transparency to its members and other interested parties.
- Additional expenditures not provided via grant funding of \$35,000 on the L2 Replacement Project.

The FY2021 budget for agreements with systems, member libraries and other cooperatives expenditures (\$1,551,791) is \$190,531 below the FY 2020 budget due to decreases in administration expenditures (\$193,985), partially offset by a small increase in support payments to LLSAPs (\$3,454).

Administration expenses decreased primarily due to lower LLSAP catalog membership grants, the budget of which declined from \$320,000 to \$70,000. The FY2021 budget assumes support for all libraries that have expressed interest in the catalog membership grants. The FY2021 administration budget for contractual agreements with systems, member libraries and other cooperatives also includes incentives (\$20,000) for members to join Find More Illinois, a provision to fund partnership grants (\$25,000) and a provision to support SimplyE (\$20,000).

LLSAP direct support expenses increased \$3,454 from the FY2020 budget, as RAILS intends to continue its support payments to six entities, three of which (CCS, Rock River and Pinnacle) we added in FY2020. The FY 2021 and FY2020 support payments are shown below:

	<u>FY 2021</u>	<u>FY 2020</u>
CCS	\$ 164,088	\$ 167,319
Pinnacle	53,038	53,571
PrairieCat	533,481	560,131
RRLC	56,764	50,775
RSA	43,352	52,412
SWAN	562,018	524,679
Total Direct LLSAP Support	\$ 1,412,741	\$ 1,408,887

Capital Outlays

Expenditures of \$50,000 are budgeted \$164,500 below the FY2020 budget. The expenditures are to purchase five storage servers.

The prior year capital outlays budget includes seven delivery vehicle purchases and added equipment totaling \$179,500 and \$35,000 of storage server expenditures. We budgeted no vehicle purchases for FY2021.

Budgeted Expenditures Per Strategic Plan Goal

The percentage allocation of budgeted fiscal year 2021 expenditures by strategic plan goal continue to be primarily directed to resource sharing, as shown below. These allocations are best estimates, as they include allocations of staff time. Most RAILS staff have multiple responsibilities that support various goals, often at the same time, so time allocations are approximates.

Strategic Plan Goal	FY2021	FY2020
Promote, support, and expand resource sharing	70	71
Work with libraries of all types to tell the library story	3	4
Help libraries be the best they can be	7	7
Prepare libraries for the future	3	3
Aim to be the best library system in the country	17	15

RAILS allocation to resource sharing goals as contained in the new strategic plan is 70%, compared to the prior year budget allocation of 71%. Facilitating library resource sharing remains a primary goal of RAILS, while the other budget allocations reflect RAILS' role in helping libraries serve their communities.

Conclusion

General fund revenues of \$12,228,446 are budgeted to decrease \$116,897 from the FY2020 budget, primarily due to decreases in investment income (\$259,000), partially offset by increase in reimbursements (\$102,500) and fees for services and materials \$39,603)

Budgeted general fund expenditures of \$12,211,009 are \$51,935 below the FY2020 budgeted amounts. Lower than prior year expenditures are budgeted in six expenditure categories, particularly personnel and contractual services expenditures, partially offset by increased expenditures in three categories, primarily supplies, postage and printing and library materials.

For the general fund, we are budgeting that total estimated revenues would be above estimated expenditures by \$17,437. We also are budgeting \$50,000 of expenditures from the Capital Projects fund, which has no budgeted revenues.

The budget and plan of service are based on level funding. The pandemic has created a situation in which that could well not be a valid assumption, as the State has not yet been able to adopt a FY2021 budget and faces substantial revenue shortfalls. The budget we are presenting includes all of the services that RAILS believes we should be providing to our members. The budget does not contain cost of living raises for staff.

RAILS will begin to prepare for budget cuts given the likelihood they will happen.

This budget meets goal five, objective 7 of the RAILS strategic plan: “Aim to be the best library system in the country” and “Provide excellent stewardship of RAILS 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.

**Reaching Across Illinois Library System
Budget - General Fund
Year Ending June 30, 2021**

**Reaching Across Illinois Library System
Revised Budget - General Fund
Year Ending June 30, 2020**

FY 21 INC/(DEC) VS FY 20

		Administrati on	Delivery	LLSAP Support	Total General Fund Budget	Administrati on	Delivery	LLSAP Support	Total General Fund Budget	Administratio n	Delivery	LLSAP Support	Total General Fund Budget
REVENUES													
State grants													
Area and per Capita	4000	9,985,530	0	0	9,985,530	9,985,530	0	0	9,985,530	-	-	-	-
Blind and Physically Handicapped	4010	0	0	0	0	0	0	0	0	-	-	-	-
System Automation and Technology	4020	0	0	0	0	0	0	0	0	-	-	-	-
Other State Grants	4030	0	0	0	0	0	0	0	0	-	-	-	-
Federal grants	4040	0	0	0	0	0	0	0	0	-	-	-	-
Other grants	4050	0	0	0	0	0	0	0	0	-	-	-	-
Fees for services and materials	4060	383,150	535,566	0	918,716	358,650	520,463	0	879,113	24,500	15,103	-	39,603
Reimbursements	4070	1,124,700	0	0	1,124,700	1,022,200	0	0	1,022,200	102,500	-	-	102,500
Investment income	4080	172,000	0	0	172,000	431,000	0	0	431,000	(259,000)	-	-	(259,000)
Rental Income	4085	500	0	0	500	500	0	0	500	-	-	-	-
E-Rate Reimbursement	4090	17,500	0	0	17,500	17,500	0	0	17,500	-	-	-	-
Other Revenue	4090	9,500	0	0	9,500	9,500	0	0	9,500	-	-	-	-
Other Financing Sources	4093	0	0	0	0	0	0	0	0	-	-	-	-
Estimated Total Revenue		11,692,880	535,566	0	12,228,446	11,824,880	520,463	0	12,345,343	(132,000)	15,103	-	(116,897)
EXPENDITURES													
Personnel													
Salaries and wages													
Library professionals	5000	1,023,845	0	277,739	1,301,584	1,023,676	0	171,282	1,194,958	169	-	106,457	106,626
Other professionals	5010	854,072	314,906	271,522	1,440,500	852,414	314,501	402,996	1,569,911	1,658	405	(131,474)	(129,411)
Support services	5020	343,070	1,158,198	129,764	1,631,032	341,877	1,305,645	130,270	1,777,792	1,193	(147,447)	(506)	(146,760)
Payroll taxes and fringe benefits					0								
Social security taxes	5030	168,404	112,690	51,943	333,037	168,132	123,951	53,898	345,981	272	(11,261)	(1,955)	(12,944)
Unemployment insurance	5040	3,894	5,664	1,416	10,974	7,590	11,945	2,760	22,295	(3,696)	(6,281)	(1,344)	(11,321)
Worker's compensation	5050	3,384	97,730	891	102,005	3,383	106,589	922	110,894	1	(8,859)	(31)	(8,889)
Retirement benefits	5060	22,238	14,757	6,857	43,852	22,207	15,969	7,113	45,289	31	(1,212)	(256)	(1,437)
Health, dental and life insurance	5070	249,556	300,876	98,328	648,760	206,331	284,145	86,280	576,756	43,225	16,731	12,048	72,004
Other Fringe Benefits	5080	21,500	0	0	21,500	28,250	0	0	28,250	(6,750)	-	-	(6,750)
Temporary help	5090	0	16,000	0	16,000	3,600	8,000	0	11,600	(3,600)	8,000	-	4,400
Recruiting	5100	5,000	0	0	5,000	7,000	0	0	7,000	(2,000)	-	-	(2,000)
Other	5105	0	0	0	0	0	0	0	0	-	-	-	-
Total Personnel		2,694,963	2,020,821	838,460	5,554,244	2,664,460	2,170,745	855,521	5,690,726	30,503	(149,924)	(17,061)	(136,482)
Library Materials					0				0				
Print materials	5110	6,650	0	0	6,650	6,250	0	0	6,250	400	-	-	400
Non-Print materials	5120	0	0	0	0	0	0	0	0	-	-	-	-
E Resources	5130	1,460,900	0	0	1,460,900	1,338,400	0	0	1,338,400	122,500	-	-	122,500
Total Library Materials		1,467,550	0	0	1,467,550	1,344,650	0	0	1,344,650	122,900	-	-	122,900
Buildings and Grounds													
Rent/Lease	5140	125,300	143,500	0	268,800	127,380	133,089	0	260,469	(2,080)	10,411	-	8,331
Utilities	5150	78,800	6,700	0	85,500	102,980	6,520	0	109,500	(24,180)	180	-	(24,000)
Property Insurance	5160	15,166	1,340	0	16,506	10,805	980	0	11,785	4,361	360	-	4,721
Repairs And Maintenance	5170	69,100	2,000	0	71,100	70,300	3,200	0	73,500	(1,200)	(1,200)	-	(2,400)
Custodial/Janitorial Service And Supplies	5180	53,500	5,000	0	58,500	50,400	4,500	0	54,900	3,100	500	-	3,600
Other Buildings and Grounds	5190	40,800	1,500	0	42,300	37,188	1,730	0	38,918	3,612	(230)	-	3,382
Total Buildings and Grounds		382,666	160,040	0	542,706	399,053	150,019	0	549,072	(16,387)	10,021	-	(6,366)
Vehicle Expenses													
Fuel	5200	2,600	242,760	960	246,320	4,700	268,000	1,080	273,780	(2,100)	(25,240)	(120)	(27,460)
Repairs and maintenance	5210	3,700	110,500	400	114,600	6,500	122,300	400	129,200	(2,800)	(11,800)	-	(14,600)
Vehicle insurance	5220	10,486	76,890	3,496	90,872	11,143	72,427	3,715	87,285	(657)	4,463	(219)	3,587

**Reaching Across Illinois Library System
Budget - General Fund
Year Ending June 30, 2021**

		Administrati on	Delivery	LLSAP Support	Total General Fund Budget
Vehicles leasing and rent	5230	0	0	0	0
Other	5240	500	7,250	0	7,750
Total Vehicle Expenses		17,286	437,400	4,856	459,542
Travel and Continuing Education for Staff and Board					
Board Member Travel - In State	5246	7,000	0	0	7,000
Staff Milage & Tolls - In State	5247	11,628	1,155	1,050	13,833
Meals - In State	5248	5,618	800	1,920	8,338
Lodging - In State	5249	19,264	1,550	2,000	22,814
In State Travel	5250	3,211	0	0	3,211
Airfare - Out of State	5257	8,850	0	4,000	12,850
Meals - Out of State	5258	6,370	0	1,200	7,570
Lodging - Out of State	5259	26,500	0	4,500	31,000
Out of State Travel	5260	3,160	0	300	3,460
Registrations and meeting, other fees	5270	56,302	800	2,250	59,352
Strategic Planning & Development	5271	0	0	0	0
Conferences and Continuing Education Meetings	5280	103,900	0	0	103,900
Total Travel and Continuing Education		251,803	4,305	17,220	273,328
Public Relations	5290	31,100	0	0	31,100
Liability Insurance	5300	22,885	1,685	0	24,570
Supplies, Postage and Printing					
Computers, Software and Supplies	5310	167,676	0	200	167,876
General office supplies and equipment	5320	36,180	900	1,700	38,780
Postage	5330	7,125	5,650	100	12,875
Library supplies	5350	200	0	0	200
Delivery supplies	5360	0	63,700	0	63,700
Other	5370	120	0	0	120
Total Supplies, Postage and Printing		211,301	70,250	2,000	283,551
Telephone and telecommunications	5380	105,879	18,695	23,800	148,374
Equipment rental, repair and maintenance					
Equipment rental	5390	16,684	1,530	0	18,214
Equipment repair and maintenance agreements	5400	178,100	250	0	178,350
Total Equipment rental, repair and maintenance		194,784	1,780	0	196,564
Professional Services					
Legal	5410	40,000	500	0	40,500
Accounting	5420	22,000	0	0	22,000
Consulting	5430	80,000	20,000	0	100,000
Payroll Service Fees	5435	33,500	0	0	33,500
Contractual staff	5440	0	0	0	0
Total Professional Services		175,500	20,500	0	196,000
Contractual Services					
Information service costs	5450	27,225	0	1,200	28,425
Contractual agreements with systems, member libraries and other cooperatives	5460	140,250	0	1,411,541	1,551,791
Outside printing services	5470	540	0	0	540
Other contractual services	5480	464,694	970,000	0	1,434,694
Total Contractual Services		632,709	970,000	1,412,741	3,015,450
Depreciation					
Professional association membership dues	5500	9,805	275	0	10,080
Miscellaneous	5510	7,000	650	300	7,950
Debt Service					

**Reaching Across Illinois Library System
Revised Budget - General Fund
Year Ending June 30, 2020**

	Administrati on	Delivery	LLSAP Support	Total General Fund Budget
	0	0	0	0
	500	10,250	0	10,750
Total	22,843	472,977	5,195	501,015
	7,500	0	0	7,500
	12,803	4,638	900	18,341
	7,367	300	4,560	12,227
	10,507	600	11,250	22,357
	2,061	0	400	2,461
	11,025	0	5,600	16,625
	7,247	0	2,320	9,567
	23,777	0	7,425	31,202
	3,774	0	350	4,124
	62,615	2,700	3,300	68,615
	0	0	0	0
	123,200	0	0	123,200
Total	271,876	8,238	36,105	316,219
	70,500	0	0	70,500
	21,339	1,708	0	23,047
	45,000	0	200	45,200
	36,030	1,150	1,700	38,880
	7,675	9,275	100	17,050
	480	0	0	480
	0	54,925	0	54,925
	120	0	0	120
Total	89,305	65,350	2,000	156,655
	95,905	16,600	23,800	136,305
	14,860	1,200	0	16,060
	104,600	250	0	104,850
Total	119,460	1,450	0	120,910
	40,000	500	0	40,500
	25,000	0	0	25,000
	80,000	40,000	0	120,000
	35,640	0	0	35,640
	0	0	0	0
Total	180,640	40,500	0	221,140
	30,555	0	800	31,355
	334,235	0	1,408,087	1,742,322
	540	0	0	540
	402,878	940,000	0	1,342,878
Total	768,208	940,000	1,408,887	3,117,095
	9,495	275	0	9,770
	4,590	650	600	5,840
	0	0	0	0

FY 21 INC/(DEC) VS FY 20

	Administratio n	Delivery	LLSAP Support	Total General Fund Budget
	-	-	-	-
	-	(3,000)	-	(3,000)
Total	(5,557)	(35,577)	(339)	(41,473)
	(500)	-	-	(500)
	(1,175)	(3,483)	150	(4,509)
	(1,749)	500	(2,640)	(3,889)
	8,757	950	(9,250)	457
	1,150	-	(400)	750
	(2,175)	-	(1,600)	(3,775)
	(877)	-	(1,120)	(1,997)
	2,723	-	(2,925)	(202)
	(614)	-	(50)	(664)
	(6,313)	(1,900)	(1,050)	(9,263)
	-	-	-	-
	(19,300)	-	-	(19,300)
Total	(20,073)	(3,933)	(18,885)	(42,891)
	(39,400)	-	-	(39,400)
	1,546	(23)	-	1,523
	122,676	-	-	122,676
	150	(250)	-	(100)
	(550)	(3,625)	-	(4,175)
	(280)	-	-	(280)
	-	8,775	-	8,775
	-	-	-	-
Total	121,996	4,900	-	126,896
	9,974	2,095	-	12,069
	1,824	330	-	2,154
	73,500	-	-	73,500
Total	75,324	330	-	75,654
	-	-	-	-
	(3,000)	-	-	(3,000)
	-	(20,000)	-	(20,000)
	(2,140)	-	-	(2,140)
	-	-	-	-
Total	(5,140)	(20,000)	-	(25,140)
	(3,330)	-	400	(2,930)
	-	-	-	-
	(193,985)	-	3,454	(190,531)
	-	-	-	-
	61,816	30,000	-	91,816
Total	(135,499)	30,000	3,854	(101,645)
	310	-	-	310
	2,410	-	(300)	2,110
	-	-	-	-
	-	-	-	-

**Reaching Across Illinois Library System
Budget - General Fund
Year Ending June 30, 2021**

		Administrati on	Delivery	LLSAP Support	Total General Fund Budget
Principal	5600	0	0	0	0
Interest	5590	0	0	0	0
Total Debt Service		0	0	0	0
Estimated total expenditures		<u>6,205,231</u>	<u>3,706,401</u>	<u>2,299,377</u>	<u>12,211,009</u>
Estimated Excess (Deficiency) of Revenue Over Expenditures		<u>5,487,649</u>	<u>(3,170,835)</u>	<u>(2,299,377)</u>	<u>17,437</u>

**Reaching Across Illinois Library System
Revised Budget - General Fund
Year Ending June 30, 2020**

	Administrati on	Delivery	LLSAP Support	Total General Fund Budget		Administratio n	Delivery	LLSAP Support	Total General Fund Budget
	0	0	0	0		-	-	-	-
	0	0	0	0		-	-	-	-
	0	0	0	0		-	-	-	-
	<u>6,062,324</u>	<u>3,868,512</u>	<u>2,332,108</u>	<u>12,262,944</u>		<u>142,907</u>	<u>(162,111)</u>	<u>(32,731)</u>	<u>(51,935)</u>
	<u>5,762,556</u>	<u>(3,348,049)</u>	<u>(2,332,108)</u>	<u>82,399</u>		<u>(274,907)</u>	<u>177,214</u>	<u>32,731</u>	<u>(64,962)</u>

FY 21 INC/(DEC) VS FY 20

RAILS FY 2021 System Area and Per Capita Grant Application

3.0 System Operational Plan

This document presents the Reaching Across Illinois Library System's (RAILS) operational plan for FY 2021. Our overarching goal in implementing this plan will be to ensure that we are providing the best possible service to RAILS member libraries and helping them to provide the best possible service to their customers.

This plan was developed with a great deal of input from RAILS member libraries as is required by the Illinois State Library and administrative rules related to library systems. It follows the arrangement of the revised RAILS strategic plan approved by the RAILS Board in September 2018. All activities included in the plan are aligned with and support statutory priorities for Illinois library systems.

RAILS developed this plan during the height of the COVID-19 pandemic. As much as possible, we have addressed the pandemic and its anticipated effect on RAILS libraries in FY 2021 in the activities specified below. While this plan represents our best intentions for FY 2021, planned activities may change based on the duration and outcome of the pandemic. There may also be unforeseen effects on RAILS members that we will need to address in FY 2021 to achieve our overall goal to help our libraries provide the best possible service to their communities. And, the effects on future budgets are completely unknowable at this point, so our plan and budget assume level funding as directed by the State Library.

Strategic Plan Goal One: Promote, support, and expand resource sharing to optimize use of tax dollars and other funding and help libraries share resources to the fullest extent possible

Objectives	Planned Activities	System Standard
Promote, support, and expand resource sharing among RAILS libraries and beyond	Provide continuing education (CE) and consulting on general resource sharing issues, interlibrary loan (ILL), issues related to nonresidents, etc. This will include providing basic ILL training (how to do it, options/sources for requesting materials, etc.) – a strong need repeatedly expressed by RAILS members.	23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 b) 3) 23 ILAC 3030.215 b) 4) 23 ILAC 3030.215 d) 1) 23 ILAC 3030.215 f) 1) 23 ILAC 3030.215 f) 3)
	Promote/strongly encourage resource sharing via RAILS communication tools and member encounters	23 ILAC 3030.215 b) 1
	Work with the RAILS Resource Sharing Committee to investigate and recommend ways to improve, increase, and promote resource sharing to all types of libraries in Illinois. Priorities include creating a statewide culture of resource sharing, improving awareness of resource sharing, and serving the unserved.	23 ILAC 3030.215 b) 1

Objectives	Planned Activities	System Standard
	<p>Collaborate with the Illinois State Library (ISL), Illinois Heartland Library System (IHLS), Chicago Public Library System (CPLS), Association of Illinois School Library Educators (AISLE), Consortium of Academic and Research Libraries in Illinois (CARLI), Illinois Association of College and Research Libraries (IACRL), Illinois Library Association (ILA), Special Libraries Association-Illinois Chapter (SLA-Illinois), and other stakeholders to expand resource sharing in Illinois</p> <p>Collaborate with and support the work of the International Coalition of Library Consortia (ICOLC)</p> <p>Participate in ICOLC task force investigating current OCLC business practices and products, pricing, and interoperability with other vendors to assess whether the long-term partnership between libraries and OCLC is still working and viable. Participate in meetings with OCLC leadership. Help assess alternatives to OCLC like ReShare. Participate in other ICOLC activities that are relevant to RAILS priorities.</p> <p>Provide ongoing support for the Digital Public Library of America (DPLA) and Illinois Digital Heritage Hub and continue to participate in the SimplyE Community Advisory Group, the Network Council, and the Illinois Digital Heritage Hub. Leverage DPLA work and resources to provide enhanced e-resources to RAILS members.</p>	<p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 b) 2)</p> <p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3)</p> <p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3)</p>
<p>Lead and work with RAILS-area consortia and standalone libraries to expand resource sharing</p>	<p style="text-align: center;">Promote/Support LLSAP Membership</p> <p>Provide a mix of financial support and in-kind services to six RAILS LLSAPs: CCS, Pinnacle, PrairieCat, Rock River Library Consortium, RSA-NFP, and SWAN. Approximately 466 RAILS libraries (individual buildings) participate in one of these LLSAPs.</p> <p>Work with the three LLSAPs that currently receive website support from RAILS (PrairieCat, RSA-NFP, and SWAN) to transition this service. (FY 2021 is the last year that RAILS will offer website support as an in-kind service.)</p>	<p>23 ILAC 3030.215 c) 1) 23 ILAC 3030.215 c) 3)</p> <p>23 ILAC 3030.215 c) 1) 23 ILAC 3030.215 c) 3)</p>

Objectives	Planned Activities	System Standard
	Publicize new formula for LLSAP support for FY 2022. (LLSAPs will apply for this support in FY 2021.)	23 ILAC 3030.215 c) 1)
	Offer catalog membership grants to encourage libraries to join one of the six RAILS LLSAPs	23 ILAC 3030.215 c) 1)
	Help members prepare for the upcoming requirement in the Illinois administrative rules to evaluate whether they will make their holdings available via a shared collection. Publicize Find More Illinois as an option for meeting this requirement.	23 ILAC 3030.215 c) 1) 23 ILAC 3030.215 c) 3) 23 ILAC 3030.215 c) 8) 23 ILAC 3030.215 c) 9)
	Promote the value of consortia membership to all types and sizes of RAILS libraries via RAILS communication tools and member encounters	23 ILAC 3030.215 c) 1)
	Work with the RAILS Consortia Committee to expand resource sharing and promote consortial membership	23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 1)
	Expand and Promote Find More Illinois	
	Recruit libraries to join Find More Illinois (FMI). Provide training/consulting. Heavily publicize FMI benefits to all types of libraries (academic, public, school, and special) via RAILS communication tools and member encounters.	23 ILAC 3030.215 c) 2) 23 ILAC 3030.215 c) 8) 23 ILAC 3030.215 c) 9) apply to all items in this section
	Heavily promote the benefits of FMI to standalone libraries and encourage them to participate	
	Offer financial incentives for libraries to participate in FMI, including those in the lowest tiers of the current FMI fee structure and standalone libraries	
	Promote FMI's new status check feature for reciprocal borrowers to participants (at no cost to them). Investigate the feasibility of offering this feature to libraries that do not participate in FMI.	
	Continue to offer IHLS the opportunity to participate in FMI	
	Once the shared databases of four of the six RAILS LLSAPs are discoverable in FMI, sunset RAILS	

Objectives	Planned Activities	System Standard
	<p>support for SHARE Illinois, an informal cooperative project that facilitates staff-initiated interlibrary loans among participating Illinois library automation consortia</p> <p style="text-align: center;">Support High-Quality Cataloging</p> <p>Continue and expand basic cataloging training implemented in FY 2020. Deliver training quarterly in different parts of the RAILS area in response to member demand.</p> <p>Offer additional training in response to member feedback, including sessions on MARC Basics, original cataloging, AV cataloging, and Linked Data.</p>	<p>23 ILAC 3030.215 c) 5) 23 ILAC 3030.215 c) 6)</p> <p>23 ILAC 3030.215 c) 5) 23 ILAC 3030.215 c) 6)</p>
<p>Work with the Illinois State Library, Illinois Heartland Library System, and other stakeholders to improve physical delivery services through streamlining and standardizing operations and evaluating alternative methods and best practices</p>	<p>Providing Delivery Service Based on Need</p> <p>Work with RAILS members of all types (academic, public, school, and special) to determine the most appropriate delivery method to meet their needs</p> <p>Continue contracting with Continental Transportation Logistics and Comet Messenger Service to provide outsourced delivery service</p> <p>Continue providing high-quality statewide delivery services to CARLI libraries via ILDS</p> <p>Promote the need to complete quarterly delivery volume counts to RAILS members. Consult with libraries on an individual basis as needed. Examine delivery count data to determine potential changes to existing delivery routes.</p> <p>Continue to seek guidance/assistance from ISL to offer additional delivery points per library agency where needed to offer more equitable delivery service. This includes providing more than one delivery point to the 400+ Chicago Public School libraries.</p> <p>Work with ISL to research capital funding options to help automate different aspects of delivery service to achieve greater efficiency</p>	<p>23 ILAC 3030.215 e) 1) 23 ILAC 3030.215 e) 2) 23 ILAC 3030.215 e) 3)</p> <p>23 ILAC 3030.215 e) 2)</p> <p>23 ILAC 3030.215 e) 2)</p> <p>23 ILAC 3030.215 e) 5) H)</p> <p>23 ILAC 3030.215 e) 4) F)</p> <p>23 ILAC 3030.215 e) 1)</p>

Objectives	Planned Activities	System Standard
	<p data-bbox="581 233 1138 264">Laboratory for Applied Spatial Analysis (LASA)</p> <p data-bbox="548 306 1143 443">Continue working with LASA on a plan to optimize the number and locations of RAILS buildings and delivery hubs, and to make resulting routing changes as efficient as possible</p> <p data-bbox="548 485 1118 579">Using data from LASA, work with ISL and IHLS to provide more efficient and cost-effective ILDS service</p> <p data-bbox="548 625 1118 688">Work with LASA to develop a portal for RAILS to have direct access into LASA's system</p> <p data-bbox="721 730 1000 762">Delivery CE/Consulting</p> <p data-bbox="548 804 1162 940">Consult with members on delivery issues/concerns. Widely promote the use of the delivery helpdesk ticketing system via RAILS communication tools and member encounters.</p> <p data-bbox="548 982 1130 1045">Promote delivery training videos available on the RAILS website</p> <p data-bbox="548 1087 1138 1150">Promote availability of RAILS delivery staff to visit member libraries to consult on delivery issues</p> <p data-bbox="548 1192 1122 1255">Find additional ways to ensure that RAILS school libraries know about available delivery options</p>	<p data-bbox="1198 306 1414 327">23 ILAC 3030.215 e) 1)</p> <p data-bbox="1198 474 1414 558">23 ILAC 3030.215 e) 2) 23 ILAC 3030.215 e) 4) F)</p> <p data-bbox="1198 632 1414 653">23 ILAC 3030.215 e) 1)</p> <p data-bbox="1198 804 1414 867">23 ILAC 3030.215 e) 1) 23 ILAC 3030.215 e) 6)</p> <p data-bbox="1198 1003 1414 1024">23 ILAC 3030.215 e) 6)</p> <p data-bbox="1198 1108 1414 1129">23 ILAC 3030.215 e) 6)</p> <p data-bbox="1198 1203 1414 1224">23 ILAC 3030.215 e) 6)</p>
<p data-bbox="204 1304 521 1577">Develop and implement innovative projects to expand access to a wider variety of resources for Illinois residents, including providing access to digital content/e-resources and expertise</p>	<p data-bbox="724 1304 995 1335">eRead Illinois Axis 360</p> <p data-bbox="548 1377 1162 1472">Explore alternative vendor options for eRead Illinois to ensure optimal user experience and potential growth</p> <p data-bbox="548 1514 1162 1619">Recruit RAILS libraries and IHLS non-SHARE libraries to join eRead Illinois. Support the training and marketing needs of participants.</p> <p data-bbox="548 1661 1154 1724">Evaluate eRead content to ensure that it continues to meet member needs</p> <p data-bbox="548 1766 1138 1871">Explore the possibility of partnering with AISLE to present a program on eRead Illinois at the 2020 AISLE conference</p>	<p data-bbox="1198 1304 1414 1440">23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3) 23 ILAC 3030.215 c) 4) apply to all items in this section</p>

Objectives	Planned Activities	System Standard
	<p style="text-align: center;">BiblioBoard/inkie.org</p> <p>Continue to partner with BiblioLabs to offer a variety of e-resources via the BiblioBoard platform</p> <p>Continue to widely publicize BiblioBoard/inkie.org resources as being free to all Illinois libraries courtesy of RAILS. Find ways to target these promotions at unserved areas as mentioned below. Examine current marketing strategy to achieve deeper knowledge and use of all BiblioBoard and inkie.org resources by Illinois libraries.</p> <p>Continue offering group purchase pricing on BiblioBoard products for self-published authors</p> <p style="text-align: center;">Explore More Illinois</p> <p>Publicize the program to all Illinois public libraries and encourage them to participate</p> <p>Grow/expand the number and types of participating attractions</p> <p>Continue to work with WILS to extend and publicize the program to Wisconsin residents</p> <p>Explore additional multi-state partnerships</p> <p>Change program branding as appropriate to reflect multi-state participation</p> <p style="text-align: center;">Expand Member Access to Additional E-Resources</p> <p>Evaluate and update RAILS' overall e-content acquisition strategy to reflect current member needs and current developments with e-resources in general. Publicize strategy to members via the RAILS website and other means.</p> <p>Investigate and implement new RAILS e-resources to meet member needs, including potential streaming services</p>	<p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3) 23 ILAC 3030.215 c) 4) apply to all items in this section</p> <p>23 ILAC 3030.215 b) 1) applies to all items in this section</p> <p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3) 23 ILAC 3030.215 c) 4)</p> <p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3) 23 ILAC 3030.215 c) 4)</p>

Objectives	Planned Activities	System Standard
	<p>Continue to work with ISL, IHLS, and other stakeholders to offer state-funded database(s) to all system members</p> <p>Work with appropriate stakeholders to develop more efficient and streamlined access to OERs (Open Educational Resources)</p> <p>Provide infrastructure support for the Electronic Content Consortium</p> <p>Continue dialogue with publishers on need for better e-book access/pricing for libraries/consortia</p> <p>Continue participation in Soon to Be Famous Illinois Author project to promote and encourage self-publishing</p>	<p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3) 23 ILAC 3030.215 c) 4)</p> <p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 4)</p> <p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3)</p> <p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3)</p> <p>23 ILAC 3030.215 b) 1)</p>
<p>Use economies of scale to provide greater purchasing power for member libraries so they can offer more resources to their customers than they would be able to afford on their own</p>	<p>Explore new and advantageous deals for member libraries</p> <p>Gather member input on desired discounts/group purchases and implement new offerings as appropriate</p> <p>Promote ISL Try-It! Illinois database trial to RAILS members as a way for them to try new databases before purchase</p>	<p>23 ILAC 3030.215 a) 6) applies to all activities in this section.</p>
<p>Offer members a variety of opportunities to build collaborative relationships to share best practices, expertise, and to develop innovative solutions to common issues and challenges</p>	<p>Encourage use of RAILS mailing lists/online forums. Establish new mailing lists/forums as needed.</p> <p>Publicize existing networking groups. Assist in the formation of new networking groups as needed.</p> <p>Schedule RAILS Online Roundtables (online forums hosted by networking groups) on a variety of topics of interest to RAILS member libraries of all types</p> <p>Offer new ways for RAILS networking groups to meet and share ideas, including providing online meeting software and social media sharing events</p>	<p>23 ILAC 3030.215 a) 3) G) and 23 ILAC 3030.215 b) 1) apply to all activities in this section.</p>
<p>Foster networking and collaboration between staff from all types of libraries (academic,</p>	<p>Schedule in-person member networking events (member meetups) for staff from all types of libraries and in all areas of the system</p>	<p>23 ILAC 3030.215 a) 3) G) and 23 ILAC 3030.215 b) 1) apply to all activities in this section.</p>

Objectives	Planned Activities	System Standard
public, school, and special) to create a community of connected peers and to build on the strengths of multitype cooperation	<p>Schedule virtual networking events as appropriate</p> <p>Offer networking opportunities targeted specifically at staff from academic, school, and special libraries</p> <p>Work with other library organizations (such as IACRL, AISLE, SLA-Illinois, etc.) to organize networking events and peer-to-peer learning</p>	

Strategic Plan Goal Two: *Work with libraries of all types to tell the library story*

Objectives	Planned Activities	System Standard
Help member libraries ensure that current/potential customers are aware of all of the programs/services/resources the library has to offer	Expand My Library Is... Initiative	
	Conduct follow-up member survey to determine effectiveness of the first year of the initiative and to set priorities for FY 2021. Develop additional activities in direct response to member feedback.	23 ILAC 3030.215 a) 3) G) 23 ILAC 3030.215 d) 2)
	Work with IHLS to further expand the initiative statewide	23 ILAC 3030.215 d) 2)
	Continue to promote the “Elders of the Internet” video to help all types of libraries in Illinois and beyond to demonstrate why libraries are still needed in the age of Google. Provide ongoing suggestions for libraries on how they can use the video to promote their programs/services.	23 ILAC 3030.215 a) 3) G) 23 ILAC 3030.215 d) 2)
	Expand the library stories, talking points, and blog sections of the My Library Is ... website to include programs/services that libraries provide and other current issues affecting libraries, including: <ul style="list-style-type: none"> • Value of resource sharing • Services to nonresidents • Library e-initiatives • Essential nature of library services during COVID-19 and the crucial role they will play in helping their communities recover from the pandemic (job-hunting assistance, etc.) 	23 ILAC 3030.215 a) 3) G) 23 ILAC 3030.215 d) 2)

Objectives	Planned Activities	System Standard
	<p>Investigate expanding and/or restructuring RAILS' My Library Is... grant program to reach more libraries, including libraries of all types and sizes and libraries that have not received a RAILS grant in the past</p> <p>Present panel discussion at ILA conference (if accepted) on Effective Library Marketing Campaigns, to include info on reaching non-library users, a high-priority need identified by members on the FY 2020 My Library Is... campaign survey</p>	<p>23 ILAC 3030.215 d) 2) 23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 d) 2)</p>
<p>Help member libraries prove their value to administrative bodies, funders, elected officials, etc.</p>	<p>Include tools/strategies on the My Library Is... website to help libraries promote their value as an essential service in helping their communities recover from COVID-19</p> <p>Widely promote new talking points for all types of libraries created as part of the My Library Is... campaign. Provide guidelines on how staff from all types of libraries can use the talking points effectively.</p> <p>Work with AISLE to help make school library talking points a focal point of the FY 2021 AISLE conference</p> <p>The activities in the previous section will also help to meet this objective.</p>	<p>23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 a) 3) G) 23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 d) 2)</p>
<p>Advocate for and help members advocate for all libraries as they face funding and other challenges</p>	<p>Initiate and participate in a wide variety of advocacy efforts to help all types of libraries to respond to any lingering effects/results of the COVID-19 pandemic, including funding challenges</p> <ul style="list-style-type: none"> • Work with ILA and IHLS to develop a suite of advocacy services for Illinois libraries • Help libraries advocate for themselves as "essential services," by utilizing stories of how they helped their communities survive the COVID-19 pandemic and the after-effects (loss of jobs, etc.) 	<p>23 ILAC 3030.215 d) 2)</p>

Objectives	Planned Activities	System Standard
	<ul style="list-style-type: none"> • Help libraries utilize the general talking points referenced above to advocate for continued funding • Offer a variety of activities throughout the year to help libraries promote themselves as essential services 24/7/365 to their community of users and potential users <p>Work with the RAILS Board Advocacy Committee to educate the board about issues affecting RAILS and libraries that may require advocacy efforts locally, regionally, or nationally</p> <p>Work with Advocacy Committee to present programs at the FY 2021 ILA and AISLE conferences (if accepted). The ILA program would focus on educating library trustees on how to communicate the need for school librarians with school boards.</p> <p>Continue to schedule regular meetings with the AISLE Board to build a strong relationship and discuss collaborative projects to help school libraries deal with the challenges affecting them</p> <p>Approach school library districts in the RAILS area that are not currently system members to promote the value of system membership and the availability of school per capita grant funding for system members. At the time of this writing, 62 of 548 school districts fall into this category.</p> <p>Continue to work with the ILA Public Policy Committee to discuss upcoming legislation of importance to libraries. Keep RAILS libraries informed of important legislative issues.</p> <p>Provide advocacy alerts as needed via the <i>RAILS E-News</i> and website to help members advocate on important issues</p> <p>Encourage members to attend ILA legislative meetups and other events to advocate with legislators re the importance of libraries</p>	<p>23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 d) 2) 23 ILAC 3030.215 a) 4) D)</p> <p>23 ILAC 3030.215 a) 3) G) 23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 a) 3) G) 23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 a) 3) G) 23 ILAC 3030.215 d) 2)</p>

Strategic Plan Goal Three: *Help libraries be the best they can be*

Objectives	Planned Activities	System Standard
Continue to provide continuing education (CE) to ensure ongoing staff development for all levels of staff at all types of libraries	Offer consulting/CE on resource sharing, library advocacy, management and practice, and other core service areas identified in the administrative rules. (See also other sections of this document for information on CE/consulting for specific core system services.)	23 ILAC 3030.215 d) 2)
	Offer CE to help members meet core revised system membership standards (see next section) and per capita grant requirements, including providing training on developing a strategic plan	23 ILAC 3030.215 d) 1)
	Offer training and consulting in other mandated areas as needed, including mandated harassment training and the minimum wage	23 ILAC 3030.215 d) 2)
	Continue to gather member input on CE needs and implement training to meet those needs. This will include creating a revised CE event post-evaluation.	23 ILAC 3030.215 a) 2)
	Partner with AISLE to offer CE based on AISLE member feedback	23 ILAC 3030.215 d) 2) 23 ILAC 3030.215 a) 2)
	Apply to become a PDH (professional development hours) provider to make it easier and faster to deliver CE to schools	23 ILAC 3030.215 d) 2)
	Explore offering an Administrator's Academy for school administrators to learn more about the value of the school library	23 ILAC 3030.215 d) 2)
	Broaden the scope of RAILS' CE event grants. (These grants focused on the My Library Is ... campaign in FY 2020).	23 ILAC 3030.215 d) 2)
	Continue partnership with HR Source to provide CE and discounted membership	23 ILAC 3030.215 d) 2) 23 ILAC 3030.215 a) 6)
	Continue partnership with Ancel Glink to offer statewide FOIA/OMA hotline	23 ILAC 3030.215 d) 2)
Continue to serve as sponsor for library-related conferences as possible	23 ILAC 3030.215 a) 3) G) 23 ILAC 3030.215 d) 2)	

Objectives	Planned Activities	System Standard
<p>Ensure that all libraries are able to offer the best possible service to their community of users</p>	<p style="text-align: center;">New L2 (librarylearning.info)</p> <p>Rollout new version of L2:</p> <ul style="list-style-type: none"> • Conduct widespread communication campaign to ensure that all Illinois libraries are aware of the advantages of the new L2, how to use the new system, etc. • Pay special attention to school library communication to ensure they are aware of the new L2 and how to update their information • Conduct training for all who need it, including consortia and system staff • Work with ISL and IHLS to administer FY 2021 certification via L2 for the first time. This will help streamline the number of places where libraries are required to enter data. • Continue development work as needed <p style="text-align: center;">Certification</p> <p>Work with RAILS members to ensure that they complete the certification process via L2 (see above)</p> <p style="text-align: center;">Revised System Membership Standards</p> <p>Transition RAILS members to revised membership standards throughout FY 2021:</p> <ul style="list-style-type: none"> • Work with all RAILS members to ensure they meet core revised membership standards • Work with all RAILS members to ensure that they complete a strategic plan for their library. Provide CE and consulting to help with this effort. Offer training and templates for different sizes and different types of libraries. • Form system membership standards committee, including representatives from system member libraries, Illinois library systems, and ISL, to oversee compliance with the revised standards • Work with ISL, IHLS and ILA to build a website that incorporates standards information, 	<p>23 ILAC 3030.215 a) 4) A) 23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 a) 4) A) 23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 a) 4) A)</p> <p>23 ILAC 3030.215 a) 4) C)</p> <p>23 ILAC 3030.215 a) 4) A)</p> <p>23 ILAC 3030.215 a) 4) C)</p> <p>23 ILAC 3030.215 a) 3) D) and 23 ILAC 3030.215 a) 4) D) apply to all activities in this section.</p>

Objectives	Planned Activities	System Standard
	<p>training, and resources on how to achieve the standards and progress beyond the basics</p> <ul style="list-style-type: none"> • Identify ownership of standards, especially in relation to compliance and professional development • Work on development of standards for school, academic, and special libraries to be added to annual certification process in coming years 	
<p>Ensure the ongoing education of library leaders and the development of leadership skills for library staff</p>	<p>Explore possible leadership development initiative for members. Potential target audiences include middle management staff who want to move into the library director role and/or public library trustees.</p> <p>Work with other stakeholders to plan/implement Directors University and Elevate. Determine what changes should be made to both events to make them more effective and to benefit as many library staff members as possible.</p> <p>Continue to offer CE workshops to help members to develop leadership skills</p> <p>Continue partnership with United for Libraries to provide statewide online, on-demand trustee training</p> <p>Provide in-person trustee training in selected locations to promote successful trustee onboarding</p> <p>Consult with/attend library board meetings as appropriate to help boards meet legal requirements and to develop leadership skills</p> <p>Partner with ISL, IHLS, and ILA to discuss ways to encourage library trustees to take advantage of existing training opportunities and to avoid a duplication of efforts</p>	<p>23 ILAC 3030.215 d) 2) applies to all activities in this section.</p>

Strategic Plan Goal Four: *Prepare libraries for the future*

Objectives	Planned Activities	System Standard
Help libraries anticipate, understand and respond to changing social issues and customer needs	<p>Continue to provide leadership to help libraries respond to challenges in the outside world affecting library service, including helping them deal with any remaining challenges related to COVID-19</p> <p>Address continuing needs related to COVID-19 through both training and consulting</p> <p>Identify/monitor additional issues and trends affecting RAILS members and provide CE/consulting to help members respond to those issues</p> <ul style="list-style-type: none"> • Plan and participate in CE and consulting initiatives to promote equity, diversity, and inclusion (EDI) in libraries <p>Continue to develop Library Pulse pages on the RAILS website to help members respond to current issues and trends</p> <p>Produce monthly RAILS <i>Sparks</i> podcast featuring interviews on current issues/trends affecting libraries of all types</p> <ul style="list-style-type: none"> • Determine effective way to gather feedback from <i>Sparks</i> listeners and respond to this feedback as appropriate 	<p>23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 a) 3) G) 23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 a) 3) G) 23 ILAC 3030.215 d) 2)</p>
Partner with libraries and other stakeholders to foster an educated, engaged, and civil society	Offer CE/consulting and find additional ways to promote core library values such as privacy, intellectual freedom, access to information, and net neutrality	23 ILAC 3030.215 d) 2)
Expand access to library resources and services by addressing issues related to unserved and underserved Illinois residents and continuing to work toward a statewide library card	<p>Continue to work with the RAILS Board Universal Service Committee to explore solutions to challenges related to the unserved in Illinois</p> <p>Analyze all available demographic data and work with appropriate stakeholders to gain an understanding of exactly who is unserved in Illinois and why. The more we can find out about the unserved and their needs, the better equipped we will be to demonstrate how public library service can help meet those needs.</p>	<p>23 ILAC 3030.215 f) 5)</p> <p>23 ILAC 3030.215 f) 5)</p>

Objectives	Planned Activities	System Standard
	<p>Work with ISL and other stakeholders to simplify nonresident card laws and rules and to expand the law to include innovative practices select RAILS libraries have already implemented</p> <ul style="list-style-type: none"> • Prioritize offering library cards without fees to unserved children as an initial effort. • Continue working with ISL to allow libraries to give students a “free” library card until at least September 1, 2020, and possibly beyond that date. This would help students bounce back from some of the educational hardships suffered as a result of COVID-19. • Work with ISL on an FAQ with answers to frequently asked questions re nonresident laws and rules <p>Use different RAILS communication channels (website, <i>E-News</i>, podcast, member updates, library visits, conference exhibit booths, and other member encounters) to share innovative library practices related to the unserved</p> <p>Work with the Universal Service Committee to plan/conduct a panel discussion at the FY 2021 ILA conference (if approved) focusing on innovative library practices related to the unserved</p> <p>Work with the Resource Sharing Committee to increase awareness within the library community to the significant number of Illinois unserved.</p> <p>Continue to work with ISL, IHLS, and ILA on a proposal for annual statewide funding of a core suite of electronic databases that would be available to all system member libraries and unserved residents</p> <p>Promote BiblioBoard platform as a way to deliver e-content to anyone in Illinois, including the unserved. Target these promotions at unserved areas.</p> <p>Provide more information on intergovernmental agreements (IGA) in response to member feedback:</p>	<p>23 ILAC 3030.215 f) 6)</p> <p>23 ILAC 3030.215 f) 5)</p> <p>23 ILAC 3030.215 f) 5)</p> <p>23 ILAC 3030.215 f) 5)</p> <p>23 ILAC 3030.215 f) 6)</p> <p>23 ILAC 3030.215 f) 5) 23 ILAC 3030.215 f) 6)</p> <p>23 ILAC 3030.215 f) 5)</p>

Objectives	Planned Activities	System Standard
	<ul style="list-style-type: none"> • Provide consulting and CE on IGA's. Investigate possibility of providing basic legal assistance to help members develop an IGA. • Expand IGA information on the RAILS website. Include example IGAs from member libraries on the website. • Promote IGA materials available on the RAILS website <p>Continue to work with ILA's Public Policy Committee to enact an amendment to the Public Library District Act designed to remove barriers to libraries merging</p> <p>Promote the value of extending library services to the unserved to member libraries and help libraries promote services available to the unserved</p> <ul style="list-style-type: none"> • Include section on the unserved on My Library Is... website as specified above with suggestions on how libraries can effectively reach out to unserved populations • Provide talking points via the My Library Is... website to help libraries promote the value of universal library service to legislators <p>Publicize requirement for library boards to vote annually on participation in the nonresident program and for members to update their participation information via L2. Publicize the names of participating/nonparticipating libraries.</p> <p>Partner with ISL, IHLS, and ILA on efforts to issue a statewide library card and to lead efforts to achieve universal library service in Illinois</p>	<p>23 ILAC 3030.215 f) 5) 23 ILAC 3030.215 f) 6)</p> <p>23 ILAC 3030.215 f) 5)</p> <p>23 ILAC 3030.215 f) 5)</p> <p>23 ILAC 3030.215 f) 6)</p>

Strategic Plan Goal Five: *Aim to be the best library system in the country*

Objectives	Planned Activities	System Standard
Fully communicate and engage with members from all types of libraries throughout the RAILS area to ensure they are aware	<p style="text-align: center;">Member Recruitment</p> <p>Engage with libraries interested in RAILS membership. Visit potential members to ensure they meet membership criteria. Work with RAILS</p>	23 ILAC 3030.215 a) 4) B)

Objectives	Planned Activities	System Standard
<p>of system programs/ services of benefit to them and to better understand, anticipate, and meet their needs</p>	<p>Board on new member recommendations for approval by ISL.</p> <p>Ensure that all non-member school districts in the RAILS area know the value of system membership as described above.</p> <p>General Member Communication/Engagement</p> <p>Promote available programs/services via RAILS communication tools and member encounters</p> <p>Redesign RAILS website and add more content that is needed/useful to members. Develop additional and rotating Library Pulse Pages dealing with current issues, trends, and challenges faced by RAILS libraries of all types.</p> <ul style="list-style-type: none"> • Migrate the RAILS website and project sites to the latest version of the Drupal content management system as a part of the redesign <p>Implement new email list software system. Communicate resulting changes in RAILS email lists to all members to ensure a smooth transition and uninterrupted use of all mailing lists.</p> <p>Conduct survey on weekly <i>RAILS E-News</i> to determine what (if any) changes should be made to the structure and content. Our <i>E-News</i> reaches more members in one place than any other single communication vehicle, with over 6,000 subscribers.</p> <p>Develop new communication strategies to ensure that all staff at all RAILS member libraries are aware of the programs/services RAILS offers of direct benefit to them. Experiment with direct mail marketing as one strategy. Groups to target include, but are not limited to:</p> <ul style="list-style-type: none"> • Non-director level staff at RAILS public libraries • School library staff • Academic library staff 	<p>23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 a) 3) G) applies to all activities in this section.</p>

Objectives	Planned Activities	System Standard
	<ul style="list-style-type: none"> • Special library staff • Public library trustees <p>Visit as many member libraries throughout the RAILS area as possible either in person or virtually. Concentrate on libraries that have not been visited in two years.</p> <p>Schedule quarterly RAILS member updates to share the latest RAILS news with members</p> <p>Offer “New Director Welcome” online discussions to promote RAILS programs/services</p> <p>Exhibit at ILA, AISLE, Illinois Youth Services Institute, Reaching Forward, Reaching Forward South, and other conferences as appropriate. Explore new conference opportunities that will help RAILS spread the word about our programs/ services to difficult-to-reach member audiences.</p> <p>Present programs at library-related conferences as appropriate</p> <p style="text-align: center;">Multitype Communication/Engagement</p> <p>Publish periodic e-newsletters for academic, school, and special libraries</p> <p>Schedule informational/networking meetings for different library types, including virtual meetings</p> <p>Target nonpublic members for library visits, either in person or virtual</p> <p>Use available type of library mailing lists to communicate system membership benefits</p> <p>Conduct “school library tune-ups” to acquaint schools with system offerings</p> <p>Present programs/sponsor exhibit booths at conferences for different types of libraries</p>	<p>23 ILAC 3030.215 a) 3) G) applies to all activities in this section.</p>

Objectives	Planned Activities	System Standard
	<p style="text-align: center;">Social Media Communication/Engagement</p> <p>Expand/enhance RAILS' social media tools (Facebook, Twitter, Instagram, LinkedIn) to engage members</p> <p>Create social media campaigns as needed to promote RAILS services and resources; develop contests, advertising, and other ways for members to engage with each other via social media</p> <p>Track social media metrics and make strategy adjustments as necessary</p>	<p>23 ILAC 3030.215 a) 3) G) applies to all activities in this section.</p>
<p>Continuously evaluate RAILS programs and services to ensure that they are having an impact and are helping to create the best possible future for all of our libraries</p>	<p>Continue to develop and foster a data culture at RAILS</p> <p>Continue to evaluate RAILS' programs/services to show their effectiveness and impact on members. Implement changes to RAILS programs/services as a result of these activities as appropriate.</p> <p>Include the following areas/topics as priorities in RAILS' data analysis and evaluation efforts:</p> <ul style="list-style-type: none"> • eRead Illinois and cooperative purchasing in general • CE and consulting • Delivery • Certification and membership standards • Unserved • Mapping resources – including a more streamlined way to produce the State of Resource Sharing in RAILS map and other maps with helpful data on our members • Work with ILA, ISL, and IHLS on taking “deeper dives” into the state of libraries in Illinois and all of the associated data. Concentrate on school libraries as a first priority. • Continue working with OpenGov and helping other staff to use this tool to present data <p>Continue to solicit member feedback via RAILS communication tools, surveys, and member encounters. Implement changes/additions to</p>	<p>23 ILAC 3030.215 a) 2) applies to all activities in this section.</p>

Objectives	Planned Activities	System Standard
	RAILS programs/services based on member input as appropriate.	
Recruit and engage a RAILS Board that is representative of the system membership and that creates and models best practices for board leadership	<p>Communicate regularly with board through board mailing list and other means</p> <p>Keep board informed about important issues for RAILS and for libraries of all types</p> <p>Plan/implement orientation session at Burr Ridge service center for all new RAILS Board members. Invite existing board members to attend for a refresher.</p> <p>Schedule board meetings in different parts of the RAILS area as possible so the board can learn about different areas of the system</p> <p>Continue to promote and encourage diversity on the RAILS Board</p> <p>Support board conference/meeting attendance as appropriate</p> <p>Conduct board self-assessment to ensure continued board development</p> <p>Evaluate board portal on RAILS website to determine what changes can be made to make it a more useful tool for board members</p>	23 ILAC 3030.250 applies to all activities in this section.
Ensure that all aspects of the RAILS organization use and model best practices in all that we do	<p>Model effective internal EDI practices for members by sharing information on RAILS' staff initiative (see below)</p> <p>See other sections of this document for activities related to modeling best practices, including modeling innovative ways for members to share resources (BiblioBoard, SimplyE, Find More Illinois, Explore More Illinois, etc.); modeling effective ways to tell the library story; modeling effective ways to evaluate the impact of programs/services; etc.</p>	<p>23 ILAC 3030.215 a) 3)</p> <p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 c) 3)</p>

Objectives	Planned Activities	System Standard
	Continue providing subsidized conference calling accounts to appropriate RAILS member groups	
Engage in innovative projects on a statewide, national, and international level and help RAILS members model these projects for their community of users	<p style="text-align: center;">Grow/Enhance SimplyE Partnership</p> <p>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</p> <p>Follow-up on FY 2020 pilot test with Pinnacle Consortium to determine an appropriate strategy for extending SimplyE to additional consortia/libraries. Offer incentives for other consortia to participate in SimplyE for Consortia.</p> <p>Lay groundwork and stay abreast of developments to prepare for potential wider adoption and beta testing, including promoting SimplyE as a tool all libraries can use to offer universal sign-on to their different library e-book collections</p> <p>See other sections of this document for additional information on innovative projects, including BiblioBoard and inkie.org, MyLibraryIs..., L2, online roundtables, staff EDI initiative, etc.</p>	23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3) apply to all activities in this section
Provide excellent stewardship of RAILS financial resources to ensure maximum benefit to member libraries, library users, and Illinois taxpayers	<p>Closely monitor RAILS investments and make changes as appropriate</p> <p>Continue to investigate and find efficiencies and cost savings, primarily through the budgeting and financial reporting processes, for RAILS operations</p>	3030.250 o) 4) applies to all activities in this section.
Maintain a research and development role to provide leadership and innovation to help members provide the best possible service to their customers	See other sections of this document for activities related to research and development, including a variety of resource sharing initiatives (SimplyE, LASA/delivery research, etc.)	23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3)

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 on the following services and activities:

- RAILS collaborates with IHLS on the contract to provide statewide delivery service through ILDS.
- RAILS manages and provides technical support for the statewide delivery ticketing system.
- RAILS works with the Laboratory for Applied Spatial Analysis (LASA), IHLS, and ISL to provide greater efficiencies, service improvements, and cost savings for statewide delivery service.
- RAILS extends continuing education offerings to other library systems when possible, including the opportunity to view many of the webinars in the CE Archives on the RAILS website.
- RAILS manages and provides technical support for Library Learning (L2), including:
 - Hosting/maintaining the L2 statewide continuing education calendar and library directory
 - Providing server access to IHLS so they can use the L2 database for authentication and to populate library staff email lists
 - Taking the lead on the grant project to replace the current L2 platform, which will launch early in FY 2021. Live training will be offered to IHLS, ISL, RAILS, and LLSAP staff. RAILS will help coordinate documentation and communication to all Illinois libraries, in collaboration with IHLS and ISL.
- RAILS will work with IHLS and ISL to ensure that the annual certification process runs smoothly. Certification in 2021 will be conducted via L2 for the first time.
- RAILS welcomes IHLS participation in Find More Illinois.
- RAILS has hosted annual Consortial Staff In-service Days for four years. The in-service day is open to staff from all ILS consortia in Illinois (CCS, I-SHARE, Pinnacle, PrairieCat, Rock River Library Consortium, RSA, SHARE, and SWAN), and features topical discussions and presentations of projects of specific interest to them. In early FY 2021, RAILS will evaluate whether to hold a 5th annual in-service day given COVID-19 social distancing restrictions.
- RAILS provides a statewide FOIA/OMA hotline.
- RAILS supports trustee development by offering access to United for Libraries' *Short Takes for Trustees* and *Trustee Academy* to RAILS and IHLS members.
- RAILS provides a wide variety of e-resources through the BiblioBoard platform to anyone in the state of Illinois.
- RAILS makes the eRead Illinois Axis 360 shared collection available to IHLS members who do not participate in the SHARE catalog.
- Some vendor discounts and group purchases coordinated by RAILS are also open to IHLS members.
- All Illinois public libraries are welcome to participate in RAILS' Explore More Illinois cultural pass program.
- RAILS works with ILA and IHLS on advocacy initiatives to help promote libraries as essential services during the COVID-19 pandemic and beyond. This includes:
 - Participating in statewide meetings to coordinate responses to challenges libraries are facing as a result of the pandemic.
 - Serving on an IMLS steering committee to address the safe handling of library materials.
 - Planning a Zoom webinar for all Illinois public library trustees to help them make decisions during the pandemic.
 - Collaborating on ILA's "Bigger Than a Building" Campaign to help libraries promote their value during COVID-19 and beyond

- RAILS initiated and continues to participate in regular meetings with IHLS staff and AISLE Board members to discuss collaborative efforts to support school libraries.
- Collaborated with ISL, ILA, and IHLS to propose and support an increase to Public Library Per Capita and School District Library grant programs.
- RAILS regularly promotes services available through the Cataloging Maintenance Center (CMC), including training.
- RAILS works with other statewide partners on the Directors University and Elevate statewide leadership programs.
- RAILS participates in statewide discussions with ISL, IHLS, and other stakeholders to help resolve issues related to the unserved in Illinois.
- RAILS continues to lead efforts with ISL, IHLS, and other stakeholders to offer state-funded database(s) to all system members
- RAILS partners with ISL, IHLS, and ILA on efforts to issue a statewide library card and to lead efforts to achieve universal library service in Illinois.
- RAILS invites other systems to participate in our My Library Is... campaign, to make contributions to the campaign website, and to encourage their members to make contributions as well. RAILS also made the *Elders of the Internet* video and talking points developed in conjunction with the campaign available to all.
- Invited IHLS member participation on the panel RAILS hosted for a 2019 AISLE Conference program related to the My Library Is... campaign and demonstrating the value of school libraries.
- RAILS and IHLS staff serve as ex officio members of ILA's Public Policy Committee.
- RAILS is a sponsor of the Soon To Be Famous Illinois Author Project to promote independent Illinois authors, and collaborates with IHLS, CPL, and other stakeholders on project activities and initiatives.
- IHLS and CPLS members are welcome to post available job listings on the RAILS Jobs Board.
- RAILS invites IHLS to participate in RAILS projects/committees as possible, including the Resource Sharing Committee and the Consortia Committee.
- RAILS IT staff regularly collaborates with IHLS staff to share information and experiences re: common initiatives, including videoconferencing and web conferencing platforms, and the development of a mobile app for delivery route tracking.

RAILS FY2021 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
Libraries participating in the eRead Illinois project pay an annual fee (billed quarterly) to assist with adding content and to make the project sustainable.	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. FY 2021 fees for current stops by agreement are \$524,181. In addition, 3 fees of \$3,795/year to members for branch delivery.	Participating academic institutions. In addition, three RAILS members for branch delivery	Contractual amounts	\$535,566

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 is 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>	\$16,000
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																																																		
<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.</p>	<p>The proposed fees, which are based upon the participants annual collection expenditures, are as follows:</p> <table border="0"> <tr><td>Under \$10K</td><td>\$150</td></tr> <tr><td>\$10K - \$24,999</td><td>\$250</td></tr> <tr><td>\$25K - \$49,999</td><td>\$400</td></tr> <tr><td>\$50K - \$74,999</td><td>\$600</td></tr> <tr><td>\$75K - \$99,999</td><td>\$800</td></tr> <tr><td>\$100K-124,999</td><td>\$1,000</td></tr> <tr><td>\$125K-149,999</td><td>\$1,250</td></tr> <tr><td>\$150K-199,999</td><td>\$1,500</td></tr> <tr><td>\$200K-249,999</td><td>\$1,750</td></tr> <tr><td>\$250K-299,999</td><td>\$2,000</td></tr> <tr><td>\$300K-349,999</td><td>\$2,250</td></tr> <tr><td>\$350K-399,999</td><td>\$2,500</td></tr> <tr><td>\$400K-449,999</td><td>\$2,750</td></tr> <tr><td>\$450k-499,999</td><td>\$3,000</td></tr> <tr><td>\$500K-549,999</td><td>\$3,500</td></tr> <tr><td>\$550K-599,999</td><td>\$4,000</td></tr> <tr><td>\$600K-649,000</td><td>\$4,500</td></tr> <tr><td>\$650K-699,999</td><td>\$5,000</td></tr> <tr><td>\$700K-749,999</td><td>\$5,500</td></tr> <tr><td>\$750K-799,999</td><td>\$6,000</td></tr> <tr><td>\$800K-849,999</td><td>\$6,500</td></tr> <tr><td>\$850K-899,999</td><td>\$7,000</td></tr> <tr><td>\$900K-949,999</td><td>\$7,500</td></tr> <tr><td>\$950K-999,999</td><td>\$8,000</td></tr> <tr><td>\$1MM & Over</td><td>\$8,500</td></tr> </table>	Under \$10K	\$150	\$10K - \$24,999	\$250	\$25K - \$49,999	\$400	\$50K - \$74,999	\$600	\$75K - \$99,999	\$800	\$100K-124,999	\$1,000	\$125K-149,999	\$1,250	\$150K-199,999	\$1,500	\$200K-249,999	\$1,750	\$250K-299,999	\$2,000	\$300K-349,999	\$2,250	\$350K-399,999	\$2,500	\$400K-449,999	\$2,750	\$450k-499,999	\$3,000	\$500K-549,999	\$3,500	\$550K-599,999	\$4,000	\$600K-649,000	\$4,500	\$650K-699,999	\$5,000	\$700K-749,999	\$5,500	\$750K-799,999	\$6,000	\$800K-849,999	\$6,500	\$850K-899,999	\$7,000	\$900K-949,999	\$7,500	\$950K-999,999	\$8,000	\$1MM & Over	\$8,500	<p>\$35,150</p>
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RAILS FY2021 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
No Open Positions Budgeted							
Total		\$182,014					

RAILS FY2021 System Area and Per Capita Grant Application

4. Exhibit 4.2 Planned Motor Vehicle Purchases during FY2021

Addition/Replacement	Type of Use	Budget Cost
NONE	NONE	\$0.00

RAILS FY2021 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	Jan., 2021	\$7,850	ALA Midwinter, Indianapolis, IN, 5 days
2	May, 2021	\$2,780	National Library Legislative Day, Washington, D.C., 3 days
2	Nov., 2020	\$2,900	LITA/ALCTS/LLAMA Forum, Baltimore, MD, 3 days
5	March or April, 2021	\$10,000	COSUGI Conference, Provo, Utah, Duration TBD
2	Aug., 2020	\$3,050	DefCon Forum, Las Vegas, NV, Duration TBD
1	Feb. or March, 2021	\$1,700	Code4Lib, Location and Duration TBD
1	Oct., 2020	\$1,250	Internet Librarian Conf., Monterey, CA, 3 days
1	April, 2021	\$1,440	ICOLC Spring Meeting, Location TBD, 4 days
2	March, 2021	\$4,400	Electronic Resources & Libraries, Austin, TX, 4 days
2	TBD	\$3,200	DPLAfest, Location and Duration TBD
1	TBD	\$1,400	SLA Conference, Location and Duration TBD
1	Feb. – March, 2021	\$1,550	Social Media World Conference, San Diego, CA, 3 days
1	TBD	\$1,200	Content Marketing event, Location and Duration TBD
2	May, 2021	\$6,000	Book Expo America, New York, NY, Duration TBD
1	Sept., 2020	\$1,520	Book Industry Study Group, New York, NY, 1 day
2	TBD	\$2,400	ERMN Conference, Minneapolis, MN, Duration TBD
1	Nov., 2020	\$2,600	Charleston Library Conference, Charleston, SC, 5 days
1	Aug., 2020	\$1,450	Con Ex (Content Experience), Toronto, Canada, Duration TBD
1	July, 2020	\$1,150	Drupal Conference, Bethesda, MD, 3 days
1	May, 2021	\$660	OVGTSL Conference, Akron, OH, Duration TBD
1	Oct., 2020	\$1,200	OLAC Conference, Dublin, OH, 3 days
Total		\$59,700	

4 Exhibit 4. All Agency Contracts Including Rental Agreements

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	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	4/1/2020 - 3/31/2021 Renewed Annually	Budget Year - \$5,262.00 per year	
ADT Security Service P.O. Box 371878 Pittsburgh, PA 15250	Other Buildings and Grounds	Alarm Service – Rockford location	5/1/2020 – 4/30/2021 Renewed Annually	Budget Year - \$49.17 per month	
American Bankers Insurance Company of Florida P.O. Box 4337 Scottsdale, AZ 85261-4337	Property Insurance	Flood Insurance – Coal Valley location	12/26/2019 – 12/25/2020 Renewed Annually	Budget Year - \$1,322.00 per year	
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 - \$210.00 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 - \$210.00 per hour	
AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752	Telephone and Telecommunications	ASE Line – Burr Ridge location	7/1/2019 – 6/30/2022	Budget Year - \$442.46 per month	Cancellable at any time.
AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752	Telephone and Telecommunications	ASE Line – Bolingbrook location	7/1/2019 – 6/30/2022	Budget Year - \$365.15 per month	Cancellable at any time.

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount Budget Year	Comments
Aten Design Group, Inc. 3507 Ringsby Ct., Unit 111 Denver, CO 80216	Other Contractual Services	L2 Redesign Project – All RAILS locations	9/26/2019 – 9/25/2020	Budget Year - \$48,680.00 for remainder of contract	
Auto-Graphics, Inc. 10535 Foothill Blvd., Suite 200 Rancho Cucamonga, CA 91730	Other Contractual Services	Find More Illinois Platform Subscription – all RAILS locations	1/26/2020 – 1/25/2021 Renewed Annually	Budget Year - \$110,000.00 annual base fee, \$1,500.00 - \$1,000.00 paid quarterly per public, special, and academic library, and \$750.00 - \$300.00 paid quarterly per school library	
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	3/1/2020 – 2/28/2021 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 - \$75.00 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	Month to Month	Budget Year - \$1,489.00 per month	
Buildingstars Operations, Inc. 1401 Branding Ave., Suite 275 Downers Grove, IL 60515	Custodial/Janitorial Service and Supplies	Cleaning Service – Bolingbrook location	Month to Month	Budget Year - \$725.00 per month	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount Budget Year	Comments
Chicago Metropolitan Fire Prevention Co. 820 North Addison Avenue Elmhurst IL 60126	Other Buildings and Grounds	Fire Alarm Monitoring Service – Burr Ridge location	12/1/2019 – 11/30/2020 Renewed Annually	Budget Year - \$99.00 per quarter	
Comet Messenger 2045 W. Grand Ave., Unit 102 Chicago, IL 60612	Postage	City of Chicago Delivery – Burr Ridge location	Verbal Contract – Month to Month	Budget Year - \$5.25 per delivery, when a vehicle is required - \$18.75 additional per delivery	
Constellation NewEnergy, Inc. 1001 Louisiana St., Constellation Suite 2300 Houston, TX 77002	Utilities	Electricity – Burr Ridge location	5/7/2020 – 5/6/2023	Budget Year - Fixed Energy Price @ \$.04979 per kWh	
Continental Transportation Solutions, Inc. 1000 N. County Line Road Elmhurst, IL 60126	Other Contractual Services	Outsourcing of Burr Ridge and Wheeling Delivery as well as ILDS Delivery	10/26/2019 – 10/25/2020	Budget Year – \$28.27 per stop up to 22,000 items daily, \$29.56 per stop up to 25,000 items daily, \$31.62 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	11/11/2020 – 3/30/2021 Renewed Annually	Budget Year - \$100.00 per plowing service, \$50.00 per shoveling and salting of sidewalks, \$35.00 per 100 lbs. for extra salt	
Dept. of Innovation and Technology 1500 W. Sullivan Road, Suite B Aurora, IL 60506	Telephone and Telecommunications	Bandwidth – Burr Ridge and Bolingbrook locations	7/1/2019 – 6/30/2022	Budget Year - \$1,400.00 per month	Cancellable at any time.

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	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	1/1/2020 – 1/1/2021	Budget Year – FSA @ \$5.15 per participant per month (minimum of \$50.00 per month), HRA @ \$5.00 per participant per month	
Employee Benefits Corp. P.O. Box 44347 Madison, WI 53744-4347	Other Fringe Benefits	Renewal Fee for Premium Pretax Benefit Plan – all RAILS locations	7/1/2020 – 6/30/2021 Renewed Annually	Budget Year - \$71.30 per month and \$316.70 per year	
Eric Janssen Chicago Real Estate Resources 932 W. Grace Street Chicago, IL 60613 As Receiver of Louis Capra & Management	Rental Payment	Lease Agreement – Rockford location	Month to Month	Budget Year – \$2,127.14 per month through May 31, 2020 and estimated to increase 5% to \$2,233.50 per month after the lease expiration	Original lease signed 6/1/2012.
Family Video Movie, Club, Inc. Keith Hoogland Limited Partnership 1022 East Adams Street Springfield, IL 62703	Rental Payment	Lease Agreement – East Peoria location	Month to Month	Budget Year - \$7,969.21 per month including CAMS, Real Estate Taxes, and Insurance; and \$2,418.00 per month for delivery space	
First Bankcard C/O First National Bank of Omaha P.O. Box 2818 Omaha, NE 68103	Miscellaneous	Commercial Credit Cards – all RAILS locations	8/1/2019 – 7/31/2020 Renewed Annually	Budget Year - \$100.00 per year	
Gregory Pronevitz 75 Bourque Road Lynnfield, MA 01940	Consulting	Delivery Planning – all RAILS locations	9/16/2019 – 8/31/2020	Budget Year - \$15,000.00 for completion of phase 3 and travel expense reimbursements	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount Budget Year	Comments
Heartland Fire & Security 17063 214 th Street Davenport, IA 52806	Other Buildings and Grounds	Fire Alarm Inspection and Monitoring – Coal Valley location	9/22/2019 – 9/21/2020 Renewed Annually	Budget Year - \$275.00 per year for inspection and \$299.40 per year for monitoring	
Illinois Department of Central Management Systems DBA Technology Management Revolving Fund P.O. Box 10191 Springfield, IL 62791	Telephone and Telecommunications	Co-Location and Bandwidth for RSA Servers – East Peoria location	7/1/2020 – 6/30/2021	Budget Year - \$240.00 per month	
IntelePeer Cloud Communications, LLC Dept. LA 24295 Pasadena, CA 91185-4295	Telephone and Telecommunications	VOIP Services – all RAILS locations	Month to Month	Budget Year - \$3,112.00 per month	
Konica Minolta 1111 Old Eagle School Road Wayne, PA 19807	Equipment Rental	Copier Lease – all RAILS locations	8/30/2018 – 8/29/2023	Budget Year - \$686.35 per month and \$.0039 for printing overages	
Lauterbach & Amen, LLP 668 N. River Road Naperville, IL 60563	Accounting	Audit Services – all RAILS locations	Fiscal Year 2020 – Fiscal Year 2024	Budget Year – Fiscal Year 2020 - \$19,200.00, Fiscal Year 2021 - \$19,800.00	
Level 3 Communications, LLC DBA Global Crossing Conferencing P.O. Box 910182 Denver, CO 80291	Telephone and Telecommunications	Voice Telephone Conferencing - all RAILS locations	4/3/2020 – 4/2/2021 Renewed Annually	Budget Year – Estimated usage at 10,000 minutes/month at \$.01 per minute for access bridging and \$.009 for access dial-in	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount Budget Year	Comments
LIRA C/O ILA 33 W. Grand Ave, Ste. 401 Chicago, IL 60654	Liability Insurance, Property Insurance, Vehicle Insurance, 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 - \$234,000.00 per year	
Lyrasis 1438 West Peachtree Street, NW, Suite 150 Atlanta, GA 30309	Conferences and Continuing Education Meetings	Lyrasis Group Agent Membership – all RAILS locations	7/1/2020 – 6/30/2021	Budget Year - \$2,450.00 per year	
Mediacom DBA MCC Telephony, LLC 1 Mediacom Way Mediacom Park, NY 10918	Telephone and Telecommunications	Internet Service – Coal Valley location	7/1/2019 – 6/30/2022	Budget Year - \$750.00 per month	
Metro Power, Inc. P.O. Box 1033 Mokena, IL 60448	Building Repairs and Maintenance	Generator Maintenance – Burr Ridge location	9/26/2019 – 9/25/2020 Renewed Annually	Budget Year – \$850.00 twice a year	
Midwest Industrial Funds 1211 W 22nd Street, Suite 410 Oak Brook, IL 60523	Rental Payment	Lease Agreement - Bolingbrook location	6/1/2019 – 7/31/2021	Budget Year - \$8,619.60 per month	Exercise of third 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 - \$99.12 per month	
Pitney Bowes Inc. P.O. Box 371896 Pittsburgh, PA 15250-7896	Postage	Postal Meter - Burr Ridge location	1/1/2019 - 12/31/2020 Renewed Annually	Budget Year - \$252.84 paid quarterly and \$50.00 annual fee	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount Budget Year	Comments
Quipu Group, LLC 820 S. Monaco Parkway, #453 Denver, CO 80214	Other Contractual Services	Museum Pass – all RAILS locations	10/16/2019 – 10/15/2020 Renews Annually	Budget Year - \$24,981.00 per year	
Reliable Fire Equipment Co. 12845 S. Cicero Ave. Alsip, IL 60658	Other Buildings and Grounds	Sprinkler and Fire Systems Inspection – Burr Ridge location	7/1/2020 – 6/30/2021 Renewed Annually	Budget Year – fire alarm inspection - \$435.00 twice a year, halon inspection - \$425.00 twice a year, sprinkler system inspection - \$280.00 twice a year, and fire extinguisher testing and recertification - \$600.00	
Republic Services P.O. Box 9001154 Louisville, KY 40290-1154	Other Buildings and Grounds	Trask and Recycling Removal – Burr Ridge location	5/1/2020 – 4/30/2023	Budget Year - \$126.35 per month, \$161.00 for extra lift per dumpster, and one-time charges of (\$136.50 dumpster delivery, \$248.00 dumpster exchange, \$57.00 extra yards, \$271.00 relocation, and \$164.00 removal)	
Republic Services P.O. Box 9001154 Louisville, KY 40290-1154	Other Buildings and Grounds	Trash and Recycling Removal – Coal Valley location	9/1/2019 – 8/31/2021	Budget Year – \$121.92 per month, \$77.00 for extra lift per dumpster, and one-time charges of (\$60.50 dumpster delivery, \$200.00 dumpster exchange, \$38.12 extra yards, \$168.19 relocation, and \$38.50 removal)	
Sebert 1050 Lily Cache Bolingbrook, IL 60440	Building Repairs and Maintenance	Lawn and Landscape Care – Burr Ridge location	4/1/2020 – 11/15/2021	Budget Year - \$493.00 per month	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount Budget Year	Comments
Stuard & Associates 2562 Lincoln Hill Rd. Martinsville, IN 46151	Building Repairs and Maintenance	Elevator Inspection – Coal Valley location	6/3/2020 – 6/2/2021 Renewed Annually	Budget Year - \$215.00 per year	
United Power & Battery 6833 Joyce Street Arvada, CO 80007	Equipment Repair and Maintenance Agreements	UPS/Battery Maintenance – Burr Ridge location	7/1/2019 – 6/30/2022	Budget Year - \$3,316.67 per year	
University of Illinois P.O. Box 820 Rantoul, IL 61866	Fees for Services and Materials Revenue	ILDS Delivery Service	7/1/2020 – 6/30/2021	Budget Year - \$531,679.82 per year, \$3,795.00 additional for each additional location, and 0% to 4% monthly fuel surcharge based on the Energy Information Administration monthly Chicago Index price per gallon	
Western First Aid and Safety 2680 Palumbo Drive, Suite 100 Lexington, KY 40509	General Office Supplies and Equipment	First Aid Kit Supplies – Burr Ridge location	Renewed Annually	Budget Year – Quarterly refills per item used (average of \$70.00 per quarter)	
West Town Refrigeration 234 James St. Bensenville, IL 60106	Building Repairs and Maintenance	HVAC Maintenance – Burr Ridge location	7/1/2020 – 6/30/2021 Renewed Annually	Budget Year - \$628.00 per month	
Wright Express P.O. Box 279 Hillsboro, IL 62049	Fuel	Fuel Credit Card – all RAILS locations	Month to Month	Budget Year - \$100.00 per year	
Zoom Video Communications Inc. 55 Almaden Blvd., 6 th Floor San Jose, CA 95113	Telephone and Telecommunications	Video Conferencing Service – all RAILS locations	7/1/2019 – 6/30/2022	Budget Year - \$240.00 per enterprise named host, \$499.00 per room connector, and \$199.90 per Zoom account for member networking groups	

RAILS FY2021 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	Percentage of Coverage Paid by Employer	Percentage of Coverage Paid by Employee
Medical – HMO Plan	80%	20%
Medical – High PPO Plan	80%	20%
Medical – High PPO Plan w/HSA	80%	20%
Dental – HMO Plan	80%	20%
Dental – PPO plan	80%	20%
Vision Plan	80%	20%

Are employer/employee contribution amounts for health insurance determined by the employer's annual salary? **No**

Is a term life insurance program offered to library system employees? **Yes**

If yes, what percentage of the premium is paid by the library system: RAILS pays 100% of the premium of the basis life insurance plan, which provides for life insurance of \$20,000. The employee pays 100% of the premiums for any life insurance the employee enrolls for above that amount.

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%

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 FY2021 System Area and Per Capita Grant Application

4. Exhibit 4.6 Physical Facilities in FY2021

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	Continue to own
600 High Point Lane East Peoria, IL 61611	Rent	Delivery and LLSAP workspace	Continue to lease with a 60 days out clause; investigating other options in FY2021
4607 Colt Rd. Rockford, IL 61109	Rent	Delivery workspace	Continue to lease through May 2020, then convert to month to month; plan to investigate other options in FY2021

RAILS FY2021 System Area and Per Capital Grant Application

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

Name	Brief description	System Area and Per Capita Grant Budgeted (direct or indirect)	Is 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 FY2021 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

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

BUSENBARK,**SUSAN****Filing****Date:** 3/26/2020

3:55:32 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

annex to the person's response 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.

4. Exhibit 9: Copies of Statements of Economic Interests

Document 8-1

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

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

CAMPBELL,

MICHAEL

Filing

Date: 3/24/2020

3:43:06 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

annexed to the response 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.

4. Exhibit 9: Copies of Statements of Economic Interests

Document 8-1

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

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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FILAPEK, JOE

Filing

Date: 4/7/2020

1:25:05 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

annexed to the response 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.

4. Exhibit 9: Copies of Statements of Economic Interests

Document 8-1

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

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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 (312) 603-1121

FISTER, EMILY

Filing

Date: 3/19/2020

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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

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. Document 8.1

RAILS FY 2021 System Area and Per Capita Grant Application

4. Exhibit 9: Copies of Statements of Economic Interests

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

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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 (312) 603-1121

GREGORY, GWEN

Filing Date: 3/19/2020

8:45:29 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

4. Exhibit 9: Copies of Statements of Economic Interests
fair market value 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:** UNIVERSITY OF ILLINOIS **Title:** CLINICAL ASSOCIATE PROFESSOR

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 9: Copies of Statements of Economic Interests

COX, HALLE

Filer ID: 62648

Filing ID: 335864

Filer Mailing Address: 37W777 STATE RT
38 ST. CHARLES, IL, 60175

Filing Date: 4/29/2020 12:31:04 PM

Statement of Economic Interests

Filed with the Cook County Clerk

www.cookcountyclerk.com

(312) 603-1121

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

RAILS FY2021 System Area and Per Capita Grant Application

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

Document 8.1

ANSWER: 4. Exhibit 9: Copies of Statements of Economic Interests
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: KANE COUNTY (JUDICIARY) Title: DIRECTOR, KANE COUNTY LAW LIBRARY & SELF HELP LEGAL CENTER

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 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

HARRIS, PERCY C.

Filing Date: 5/7/2020 12:17:29 PM

Your Agencies

Code	Agency	Title
0236-0	HOMewood PUBLIC LIBRARY DISTRICT	TRUSTEE
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS BOARD MEMBER
5021-0	COOK COUNTY DEPARTMENT OF PUBLIC HEALTH	DEPUTY CHIEF OF PUBLIC HEALTH

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: **EXHIBIT 9: Copies of Statements of Economic Interests**

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

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

HATCH, MARK

Filing

Date: 3/21/2020

4:50:43 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

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. Document 8.1

RAILS FY 2021 System Area and Per Capita Grant Application

4. Exhibit 9: Copies of Statements of Economic Interests

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

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

HOLLISTER, DIANE

Filing Date: 4/17/2020

8:40:28 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

4. Exhibit 9: Copies of Statements of Economic Interests. If more than \$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

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

KREGOR, JIM

Filing

Date: 3/19/2020

11:29:11 AM

Your Agency

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

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. Document 8.1

RAILS FY 2021 System Area and Per Capita Grant Application

4. Exhibit 9: Copies of Statements of Economic Interests

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



4. Exhibit 9: Copies of Statements of Economic Interests

Statement of Economic Interests

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

MCHONE-CHASE, SARAH

Filing Date: 4/13/2020 4:44:29 PM

Your Agency

Code	Agency	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (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:** STATE UNIVERSITY SYSTEM, NORTHERN ILLINOIS UNIVERSITY, LIBRARY **Title:** HEAD OF USER 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

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

MILLS, PAUL

Filing

Date: 3/18/2020

3:59:02 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

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ANSWER: N/A

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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. Document 8.1

RAILS FY 2021 System Area and Per Capita Grant Application

4. Exhibit 9: Copies of Statements of Economic Interests

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

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

NEMEC-LOISE,

JENNA

Filing

Date: 3/23/2020

4:16:35 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

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4. Exhibit 9: Copies of Statements of Economic Interests

Document 8-1

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

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

ORRISON,

KENDAL

Filing

Date: 4/2/2020

2:11:04 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

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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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4. Exhibit 9: Copies of Statements of Economic Interests

Document 8-1

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

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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 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

**POINTON,
SCOTT**

Filing

Date: 4/1/2020

3:30:24 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

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4. Exhibit 9: Copies of Statements of Economic Interests

Document 8-1

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 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

Filer: RUNNELS, DEE
Filer ID: 54203
Filer Mailing Address: 1408 48TH
 STREET PLACE MOLINE, IL,
 61265

Your Agency

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

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

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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

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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. Document 8.1

4. Exhibit 9: Copies of Statements of Economic Interests

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."

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

SHEIKH, NADIA
Filing
Date: 3/19/2020
 12:34:00 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. Document 8.1

RAILS FY 2021 System Area and Per Capita Grant Application

4. Exhibit 9: Copies of Statements of Economic Interests

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 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

SLAUGHTER,

ANNE

Filing

Date: 3/19/2020

12:56:10 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.

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4. Exhibit 9: Copies of Statements of Economic Interests

Document 8-1

ANSWER: N/A

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ANSWER: N/A

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

STAGG, THOMAS

Filing

Date: 3/23/2020

9:49:52 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.

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RAILS FY 2021 System Area and Per Capita Grant Application

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ANSWER: N/A

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ANSWER: N/A

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ANSWER: N/A

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

SMITH, WESLEY
Filing
Date: 5/6/2020
 4:17:42 PM

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.

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RAILS FY 2021 System Area and Per Capita Grant Application

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ANSWER: N/A

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ANSWER: N/A

4. Exhibit 9: Copies of Statements of Economic Interests



Statement of Economic Interests

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

WITT, MARY

Filing

Date: 4/16/2020

8:10:43 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.

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RAILS FY 2021 System Area and Per Capita Grant Application

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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														
		Dave Barry	Sue Busenbark	Michael Campbell	Halle Cox	Selina Gomez - Beloz	Gwen Gregory	Percy Harris	Dianne Hollister	Sarah McHone Chase	Paul Mills	Jenna Nemece-Loise	Scott Pointon	Dee Runnels	Nadia Sheikh	Thomas Stagg
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.