

## 4.2 Staffing-vacant positions

Driver – 2

Driver (PT) – 2

Digital Marketing & Communications Specialist

Consortial Services Supervisor

Library Resource Specialist

No positions were eliminated in FY2022.

## 5.1 System Board Meetings Held FY 2022

### Reaching Across Illinois Library System FY2022 BOARD MEETINGS

#### **2021**

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Main Location</u>
July 30	Friday	1:00 p.m.	RAILS Burr Ridge
August 27	Friday	1:00 p.m.	RAILS Burr Ridge
September 24	Friday	1:00 p.m.	RAILS Burr Ridge
October 22	Friday	1:00 p.m.	RAILS Burr Ridge
November 19	Friday	1:00 p.m.	RAILS Burr Ridge

#### **2022**

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Main Location</u>
January 28	Friday	1:00 p.m.	RAILS Burr Ridge
February 25	Friday	1:00 p.m.	RAILS Burr Ridge
March 18	Friday	1:00 p.m.	RAILS Burr Ridge
April 22	Friday	1:00 p.m.	RAILS Burr Ridge
May 27	Friday	10:00 a.m.	RAILS Burr Ridge
June 17	Friday	1:00 p.m.	RAILS Burr Ridge

## 5.2 List of System Board Members

The FY2021-22 RAILS Board of Directors' service began July 1, 2021 and will expire as listed below. Elections are held in the first part of the calendar year, with the new Board being seated in July. All Board members are OMA compliant. The FOIA officer has completed training. All email addresses end in @board.railslibraries.info

Susan Busenbark	July 2019-June 2022	1330 West Prospect Kewanee, IL 61443	susan.busenbark@ 309-854-1517
Halle Cox Ethics officer	July 2019-June 2022	508 Morton Street Batavia, IL 60510	halle.cox@ 630.605.3810
Alice Creason	July 2021-June 2024	22508 Ridgeway Ave Richton Park, IL 60471	Alice.Creason@ 773-655-8628
Robin Helenthal	July 2021-June 2024	205 Foster Drive Normal, IL 61761	Robin.Helenthal @ 309-825-3857
Dianne Hollister Treasurer	July 2019-June 2022	2 Briarwood Avenue Bloomington, IL 61701	Dianne.hollister@ 309.453.9359
Kristine Kenney	July 2020-June 2022	4523 Rolling Hills Drive Lake in the Hills, IL 60156	Kristine.kenney@ 224-829-9183
Jennifer McIntosh Secretary	July 2020-June 2023	529 N Craig Place, Lombard, IL 60148	Jennifer.mcintosh@ 630-426-9120
Scott Pointon Vice Pres./OMA Officer	July 2019-June 2022	21533 Vesper St. Crest Hill 60403	Scott.Pointon@ 815-552-4226
Patricia Smith	July 2021-June 2024	1091 Anne St Sandwich, IL 60548	Patricia.Smith@ 815-325-3614
Becky Spratford	July 2020-June 2023	440 S. Kensington Ave La Grange, IL 60525	Becky.Spratford@ 708-250-6698
Thomas Stagg President	July 2018-June 2021	215 Keller Street Bartonville, IL 61607	Thomas.Stagg@ 309-208-2054
Elizabeth Tepen	July 2020-June 2023	1804 10th Avenue Silvis, IL 61282	Elizabeth.Tepen@ 217-320-2055
Monica Tolva	Oct 2021-June 2023	5417 Gerry Lane Crystal Lake IL 60014	Monica.Tolva @ 847-942-6392
Alex Vancina FOIA Officer	July 2020-June 2023	1906 Heatherway Ln #6, New Lenox, IL 60451	Alex.Vancina@ 815-274-0570
Karen Voitik	July 2021-June 2024	415 Savoy Dr Shorewood, IL 60404	Karen.Voitik @ 815-212-2288

## 5.3 Assessment that the Board Meets the Policy Requirements in 23 ILAC 3030.255

### Section 3030.255 Board of Directors Policies

Requirements from 23 Ill. Adm. Code 3030.255, are italicized.

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

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

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

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

RAILS is in compliance.

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

- 1) Contracts and Purchasing*
  - A) Purchases of \$20,000 or More*
    - i) All contracts for supplies, materials or work involving an expenditure of \$20,000 or more, other than professional services, shall be awarded to the lowest responsible bidder, after advertisement at least once in a newspaper or newspapers of general circulation within the area of the library system, not less than 14 days before the bid date.*
    - ii) All competitive bids for contracts involving an expenditure of \$20,000 or more must be sealed by the bidder and must be opened by a board member or employee of the library system at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least 3 days notice of the time and place of the bid opening.*
    - iii) The library system board of directors may reject any and all bids and re-advertise. The system shall not be required to accept a bid that does not meet the library system's established terms of delivery, quality and serviceability.*
    - iv) When the emergency expenditure is approved by  $\frac{3}{4}$  of the members of the library system board of directors, a contract can be let without advertising for bids. When possible, emergency purchases shall be made on the basis of three informal competitive quotations.*
  - B) Purchases of More Than \$5,000 but Less Than \$20,000. Any purchase by a library system for services, materials, equipment or supplies, other than professional services, with a value greater than \$5,000 but less than \$20,000 shall be made, whenever feasible, on the basis of three or more informal competitive quotations.*
  - C) Governmental Agencies. The requirement to advertise for bids does not apply to contracts for goods or services procured from another governmental agency.*
  - D) Professional Services. Contracts that, by their nature, are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional*

*skill when the ability or fitness of the individual plays an important part, contracts for utility services such as water, light or heat, contracts for the use, purchase, delivery, movement or installation of data processing equipment, software or services, telecommunications and interconnect equipment, software or services, contracts for duplicating machines and supplies, contracts for goods or services procured from another governmental agency, purchases of equipment previously owned by some entity other than the district itself, and contracts for the purchase of magazines, books, periodicals, pamphlets and reports are not subject to competitive bidding.*

These requirements are covered by the RAILS fiscal accountability policy, which was revised and approved by the RAILS board on August 24, 2018 and approved by the Illinois State Library on available at <https://www.railslibraries.info/about/plans-and-policies>.

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

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

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

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

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

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

# RAILS – Reaching Across Illinois Library System – FY2022 Annual Report

## 5.4 Assessment that the Board meets the Finances and Records responsibilities in 23 ILAC 3030.260

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

- a) *The fiscal year for the library system shall begin July 1 and end on June 30.* RAILS' fiscal year conforms.
- b) *The board of directors of the library system shall:*
  - 1) *Maintain all financial records at the library system administrative headquarters.* RAILS maintains such records at its Burr Ridge administrative headquarters.
  - 2) *Review monthly financial reports.* RAILS presents monthly financial reports to its Board as an agenda item at every board meeting.
  - 3) *Conduct an annual audit of the records of the library system for the preceding fiscal year by an independent certified public accountant and make copies of the audit available to the State Librarian on or before September 30 following the end of the fiscal year. Audits shall be conducted in accordance with "Government Auditing Standards, 2011 Revisions," if applicable, published by the Comptroller General of the United States, Government Accountability, 441 G Street N, Washington DC 20548. The material incorporated by reference includes no later amendments or editions.* RAILS has the required audit performed annually by an independent certified public accountant, currently Lauterbach & Amen, LLP, and includes the audit report as part of the annual report filed with the State Librarian by September 30.
  - 4) *Account for all funds of the library system by expenditure, encumbrance or reserves as of June 30 of each year.* RAILS accounting system has been developed to account for all funds in this manner, and is presented in RAILS annual financial report, which is as of June 30 of each year.
  - 5) *Adopt, prior to July 1 of each year, an annual budget for the ensuing fiscal year in a form prescribed by the Illinois State Library. The annual budget shall be submitted to the State Librarian as part of the annual application cited in Section 3030.265.* RAILS' Board of Directors approved the annual budget at its meeting of May 28, 2021 and submitted the budget as part of the annual application dated June 1, 2021.
  - 6) *Maintain an inventory of all equipment purchased.* This inventory is maintained by the RAILS Information Technology department. Capital expenditures of over \$5,000 are recorded in RAILS Fixed Assets Module of its accounting system.

- 7) *Organize all accounts for the library system on the basis of funds (governmental funds, proprietary funds and fiduciary funds). The adopted budget and revenue-expenditure reports of the library system shall be created on this same basis of account/fund structure. RAILS' accounting chart of accounts is set up on the basis of funds, and the budget and revenue-expenditure reports are constructed based on this structure.*
- 8) *Approve and submit financial reports to the State Librarian twice a year. A six-month cumulative revenue-expenditure report is due to the Illinois State Library on February 15 of each year for the period of July 1 through December 31. The annual audit of the library system shall be filed with the State Librarian on or before September 30 following the end of the fiscal year. RAILS filed the six-month cumulative revenue-expenditure report on January 12, 2022 and will file its FY2022 annual audit of the library system on or before September 30.*

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

# 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)
- RAILS Bylaws – REVISION APPROVED by RAILS Board May 28, 2021 (Article 2; Article 5C, Article 6A)

### 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

RAILS is a multi-type regional library system that fosters collaboration and resource sharing among libraries to empower them to better serve their clientele or library users.

### 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. The committee shall be comprised of no less than five individuals. Of these individuals, no more than the Chair of the Committee and one other Director shall be appointed to the committee from the sitting Board. All other committee members shall be appointed from general RAILS membership. No Nominating Committee Member may be slated for election to the System Board.
2. The Nominating Committee shall make every effort to recruit a diverse, equitable and inclusive roster of candidates for the RAILS board so that the board will truly represent, as much as

possible, the diverse membership of RAILS libraries and their communities. The call for nominations will be publicized to the Members of the System and any Member may propose names for the Nominating Committee's consideration

3. 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.
4. 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.
5. 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. (75 ILCS 10/7).
- 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.

## 6.1 Summary Appraisal of System Real Estate

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

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

## 6.2 Inventory of Currently Owned Motor Vehicles

Type (Model/Year)	License Plate Number	Current Mileage	Type of Use	Will vehicle be replaced during FY2022?	Notes
2006 FORD ECONOLINE E350	U27053	233,686	DELIVERY	No	
2006 GMC SAVANA G3500	U26455	210,028	DELIVERY	No	
2007 GMC CUTAWAY G3500	M165763	256,695	DELIVERY	No	
2008 GMC SAVANA G3500	U27060	264,595	DELIVERY	No	
2010 CHEVROLET EXP. CUTAWAY	U26452	241,477	DELIVERY	No	
2011 CHEVROLET EXP. BOX TRUCK	U27161	307,495	DELIVERY	YES	
2012 FORD ECONOLINE E250	U27706	296,838	DELIVERY	YES	
2009 CHEVROLET EXP. CUTAWAY	U26475	287,397	DELIVERY	No	
2014 FORD FOCUS	U26464	208,884	STAFF	No	
2015 FORD TAURUS		53,321	STAFF	No	
2016 FORD TRANSIT	U30201	159,865	DELIVERY	No	
2016 FORD TRANSIT	U30202	118,514	DELIVERY	No	
2018 FORD TRANSIT	U32140	149,590	DELIVERY	No	
2018 FORD TRANSIT	U32623	159,039	DELIVERY	No	
2019 FORD F450 BOX TRUCK	U32844	221,490	DELIVERY	No	
2019 FORD F450 BOX TRUCK	U32869	83,153	DELIVERY	No	
2019 FORD TRANSIT	U33923	80,598	DELIVERY	No	
2019 FORD TRANSIT	U33925	78,720	DELIVERY	No	
2006 HONDA ODYSSEY	U26456	98,460	IT STAFF	No	
2014 FORD FUSION	U26470	46,531	STAFF	No	
2014 FORD FOCUS	U29892	42,279	STAFF	No	
2015 FORD TAURUS	U13511	65,469	STAFF	No	
2015 FORD TAURUS	U13510	62,509	STAFF	No	
2016 FORD TAURUS	U30230	43,422	STAFF	No	
2009 GMC SAVANA G3500	U25850	288,603	DELIVERY	YES	
2014 FORD ECONOLINE E350	U31859	344,425	DELIVERY	YES	
2018 FORD TRANSIT	U32622	141,508	DELIVERY	No	
2019 FORD F450 BOX TRUCK	U32868	217,742	DELIVERY	No	
2018 FORD TRANSIT	U33922	142,037	DELIVERY	No	
2006 CHEVROLET G3500	U26473	204,372	DELIVERY	No	
2012 FORD ECONOLINE E250	U27707	309,568	DELIVERY	YES	
2014 FORD FUSION	U28024	71,572	LLSAP STAFF	No	
2014 FORD FUSION	U27061	71,631	LLSAP STAFF	No	
2016 FORD TRANSIT	U30600	262,233	DELIVERY	No	
2016 FORD TRANSIT	U30598	273,223	DELIVERY	No	
2018 FORD TRANSIT	U32141	208,697	DELIVERY	No	
2018 FORD TRANSIT	U32621	199,707	DELIVERY	No	
2018 FORD TRANSIT	U32620	264,535	DELIVERY	No	
2019 FORD TRANSIT	U33927	155,453	DELIVERY	No	
2019 FORD TRANSIT	U33924	187,093	DELIVERY	No	
2019 FORD TRANSIT	U33921	174,973	DELIVERY	No	
2012 FORD ECONOLINE E250	U27701	187,707	DELIVERY	No	
2013 FORD ECONOLINE E350	U28025	314,243	DELIVERY	YES	
2016 FORD TRANSIT	U30599	240,208	DELIVERY	No	
2018 FORD TRANSIT	U32142	151,882	DELIVERY	No	

## 6.2 Inventory of Currently Owned Motor Vehicles

Type (Model/Year)	License Plate Number	Current Mileage	Type of Use	Will vehicle be replaced during FY2022?	Notes
2019 FORD F450 BOX TRUCK	U32870	232,926	DELIVERY	No	
2019 FORD TRANSIT	U33926		DELIVERY	No	



### 6.3 Summary of fiscal year actual out-of-state travel information

Number of Travelers	Current Year Estimated/Actual Expense	Reason for Travel Destination & Duration
6	\$11,639	ALA Annual Conference, Washington, D.C. – 5 days
2	\$3,325	PLA Biennial Conference, Portland, OR – 3 days
1	\$1,662	Code4Lib Conference, Buffalo, NY – 4 days
Total	\$16,626	

## FY2022 Multitype Library System Annual Report

### 7. Delivery Annual Report

In addition to including delivery goals, objectives, and activities in the Annual Report Narrative (1.1), complete Tables 1, 2 and 3 with information specific to the delivery service only.

Tables 1 and 3 include both system and ILDS delivery.

**Table 1: Delivery Operating Expenses**

Delivery Expenditures	FY2022 System Delivery	FY2022 ILDS
<b>Delivery Personnel</b>		
Library Professionals		
Other Professionals	\$272,184.00	\$52,611.00
Support Services	\$972,401.00	\$231,240.00
Social Security Taxes (FICA)	\$90,057.00	\$19,711.00
Unemployment Insurance	\$10,280.00	\$1,338.00
Workers' Compensation	\$61,459.00	\$16,061.00
Retirement Benefits	\$12,438.00	\$2,652.00
Health, Dental, and Life Insurance	\$215,935.00	\$57,341.00
Temporary Help	\$65,646.00	\$12,990.00
Recruiting		
<b>TOTAL</b>	<b>\$1,700,400.00</b>	<b>\$393,944.00</b>

<b>Delivery Buildings &amp; Grounds</b>		
Rent	\$138,694.00	\$34,538.00
Utilities	\$7,596.00	\$1,058.00
Property Insurance	\$1,794.00	\$165.00
Repairs & Maintenance	\$4,238.00	\$682.00
Janitorial Services & Supplies	\$4,168.00	\$382.00
Other	\$1,047.00	\$101.00
<b>TOTAL</b>	<b>\$157,537.00</b>	<b>\$36,926.00</b>

<b>Delivery Vehicle Expense</b>		
Fuel	\$258,171.00	\$83,238.00
Repairs & Maintenance	\$116,384.00	\$36,343.00
Vehicle Insurance	\$80,615.00	\$18,169.00
Vehicle Leasing & Rent		
Other	\$6,027.00	
<b>TOTAL</b>	<b>\$461,197.00</b>	<b>\$137,750.00</b>

<b>Travel &amp; CE for Delivery Staff</b>		
In-State Travel	\$7,987.00	
Out-of-State Travel		
Registration & Other Fees	\$423.00	
<b>TOTAL</b>	<b>\$8,410.00</b>	<b>\$0.00</b>

Delivery Expenditures	Expense Item	FY2022 System Delivery	FY2022 ILDS
Delivery Liability Insurance		\$2,822.00	\$259.00
<b>TOTAL</b>		<b>\$2,822.00</b>	<b>\$259.00</b>

<b>Supplies, Postage &amp; Printing</b>			
Delivery Supplies		\$37,577.00	\$8,412.00
Computers, Software and Supplies		\$199.00	
General Office Supplies & Equipment		\$1,067.00	\$44.00
Internal Printing/Photocopying			
Postage		\$47.00	\$2.00
Library Supplies			
Other		\$1,289.00	\$56.00
<b>TOTAL</b>		<b>\$40,179.00</b>	<b>\$8,514.00</b>

<b>Delivery Telephone &amp; Telecomm</b>			
Local/Long Distance – Voice		\$18,894.00	\$2,971.00
Telecomm – Data & Fax			
<b>TOTAL</b>		<b>\$18,894.00</b>	<b>\$2,971.00</b>

<b>Delivery Equipment Rental, Repair &amp; Maintenance</b>			
Equipment Rental		\$1,195.00	\$99.00
Equipment Repair & Maintenance			
Maintenance Agreement			
Computer Hardware Insurance			
<b>TOTAL</b>		<b>\$1,195.00</b>	<b>\$99.00</b>

<b>Delivery Professional Services</b>			
Legal			
Accounting			
Consulting		\$17,320.00	\$3,828.00
Contractual Staff			
<b>TOTAL</b>		<b>\$17,320.00</b>	<b>\$3,828.00</b>

<b>Delivery Contractual Services</b>			
Contractual Agreements with commercial carriers		\$936,344.00	
<b>TOTAL</b>		<b>\$936,344.00</b>	<b>\$0.00</b>

<b>TOTAL DELIVERY OPERATING EXPENSES</b>		<b>\$3,344,298.00</b>	<b>\$584,291.00</b>
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**Table 2: Regional Delivery Statistics**

Provide a summary of regional delivery services. Chart regional statistics by routes or hubs including the number of items transported, average number of delivery miles traveled per week, and average number of direct delivery stops per week. Do not include ILDS items that were transported. Report statistical data using methods agreed upon through the work of the statewide Delivery Standardization project.

Delivery Route or Hub	Items Transported	Average Miles/Week	Average Stops/Week
Burr Ridge (outsourced)	2,970,410	0	422
Coal Valley	270,378	3,463	146
East Peoria	795,262	10,111	501
Geneva	1,021,185	941	189
Rockford	671,825	4,859	265
Shorewood	1,085,592	4,156	589
Wheeling (outsourced)	2,042,316	0	236
<b>TOTAL</b>	8,856,968	23,530	2,348

**Table 3: Delivery Supplemental Statistics as of June 30, 2022**

2. 1 All Agencies	Number receiving system-provided delivery	Number receiving outsourced delivery	Total
Public libraries (agencies)	261	129	390
Academic libraries (agencies)	105	1	106
School libraries (agencies)	90	3	93
Special libraries (agencies)	105	1	106
<b>TOTAL</b>	<b>575</b>	<b>134</b>	<b>695</b>

3.3 Community Delivery Partnership (CDP) Agencies	Number participating in CDPs as host	Number participating in CDPs as participant
Public libraries (agencies)	149	13
Academic libraries (agencies)	1	3
School libraries (agencies)	2	219
Special libraries (agencies)	0	21
<b>TOTAL</b>	<b>152</b>	<b>256</b>

<b>3.5 Agency Delivery by Frequency</b>	<b>Number in functional frequency categories. Include all types of delivery</b>
On Demand	120
2 day per week	135
3 day per week	52
4 day per week	2
5 day per week	321
Other (1) day per week	228
<b>TOTAL</b>	<b>858</b>