



1 July 2024

Subject: Board Electronic Attendance Policy

Resolution Establishing the Process for RSA Board of Directors Participation by Electronic Means in Meetings

WHEREAS, the Open Meetings Act, 5 ILCS 120/1 et seq., allows for participation of members of a public body in a meeting via electronic means in certain circumstances; and

WHEREAS, electronic participation, which includes video or audio conference, is allowed if a quorum of the members of the public body is physically present at the location of an open or closed meeting; and

WHEREAS, in order to permit electronic attendance at meetings, the public body must pass rules regarding when electronic participation is permitted; and

WHEREAS, the RSA Board of Directors desires to allow for electronic attendance in certain circumstances and in accordance with state law.

NOW, THEREFORE, BE IT RESOLVED by the RSA Board of Directors, as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: Notices of meetings to be conducted in which a Board member participates by electronic means shall be given in accordance with the Open Meetings Act Minutes of such meetings shall reflect which Board member(s) attended via electronic means.

SECTION 3: The following rules reprinted from RSA Bylaws dated 1 July 2024, Article 5, Section 5, shall apply for the conduct of any meeting at which any Board member participates via video or audio conference:

1. Except where it is not practicable, Board members who cannot be physically present at any regular, special, emergency, rescheduled, or reconvened meeting for one of the reasons contained herein and who wish to participate through electronic technology such as video or audio conference, telephone call, electronic means (including, without limitation, electronic chat or instant messaging, or other means of instantaneous interactive communication) shall give notice to the Executive Director or designee at least twenty-four (24) hours before the meeting time.
2. After a roll call establishing that a quorum is physically present, the presiding officer at the meeting of the Board shall call for a motion that the Board member in question may be permitted to attend the Board meeting electronically, after specifying the

reason entitling the absent Board member to attend electronically. The motion must be approved by a vote of a majority of the Board members physically present at that meeting.

3. The Board member participating electronically, and other Board members must be able to communicate effectively, and any members of the public in attendance at the meeting in question must be able to hear all communications at the meeting site.
4. Board members may participate in a Board meeting without being physically present if physical attendance is prevented by:
 - a. personal illness or disability;
 - b. absence for personal employment purposes or for RSA business;
 - c. a family or other emergency; or
 - d. unexpected childcare obligations.
5. When one or more Board members participate in a meeting by electronic technology, all votes shall be by roll call.
6. A quorum cannot be created by means of participation by electronic technology. As a condition for a meeting to be conducted and for anyone to participate electronically, a quorum must be physically present at any meeting for the meeting.
7. When speaker phones are used to allow a Board member to participate in a meeting without being physically present, the Board member using the speaker phone must, each time before speaking, identify himself or herself by name and be recognized by the presiding officer.
8. The minutes of the meeting shall include all Board members recorded as either present or absent and whether the Board members were physically present, or present electronically.
9. Any voice, electronic, or other transmission by electronic technology made during a meeting of the Board by a Board member who is attending through electronic technology shall be made available to the public concurrent with such transmission, except for closed meetings.

SECTION 4: This Resolution shall be in full force and effect immediately upon its passage.



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

1 July 2024

Subject: Public Comment at RSA Meetings Policy

This policy establishes a framework for public comment at a governing board meeting.

Time allocation for public comment

1. RSA Board meetings have a time set aside for public comment. This shall be at the beginning of the meeting, during or directly after introducing and welcoming any visitors. The time shall generally not last more than 15 minutes.
2. Each member of the public is allowed five minutes. Comments should be brief, relevant, and to the point.

Procedure at meeting

1. The period for public comment will be announced by the Board President or designated representative.
2. The commenter will state their name so that it can easily be added into the meeting notes.
3. An immediate response from Board is not required.
4. The recorder of minutes shall note in the minutes the names of the parties appearing and the substance of their comments.

Agenda Additions

The Board shall not take action upon any matter not listed upon the official agenda, unless a majority of the Board shall have first consented.

The Board reserves the right to waive these procedures when necessary to conduct board meetings efficiently and effectively.



Board of Directors Meeting FY24, Q4 No3
Tuesday, 25 June 2024, 3 PM
Zoom

Minutes

Governance:

Voting: Alissa Williams (Board President), Jenny Sevier (Board Vice President), Genna Buhr (Board Treasurer/Secretary), Mary Aylmer, Jeff Brooks, Jane Easterly, Larissa Good, Bobbi Mock, Rebecca Seaborn, Elizabeth Wild, Beth Duttlinger, Richard Young

Agenda:

1. Welcome and Call to Order (President) at 3:01 pm
 - 1.1 Board role call (note taker)
Alissa Williams (Board President) present, Jenny Sevier (Board Vice President) present, Genna Buhr (Board Treasurer/Secretary) present, Mary Aylmer present, Jeff Brooks present, Jane Easterly not present, Larissa Good present, Bobbi Mock present, Rebecca Seaborn present, Elizabeth Wild present, Beth Duttlinger present, Richard Young present.
2. Consent Agenda (President)
 - 2.1 Adoption of the agenda
 - 2.2 RSA NFP Board of Directors Minutes of 4 June 2024
 - 2.3 Ratify disbursements for April 2024
 - 2.4 Review, **MOTION & APPROVE** consent agenda.

Motion by Richard Young, seconded by Larissa Good

THE RSA NFP BOARD OF DIRECTORS CONSENT AGENDA BE APPROVED.

Motion carried by unanimous vote

3. Independence Updates
 - 3.1 Unsigned Libraries Update
 - ED: Virginia signed IGA today. Dominy PL IGA – it’s on their Board agenda for Thursday night. Dee-Mack schools indicated they will sign the IGA. St. Mark school: we assume they won’t sign, and we will turn off on July 1. We will contact them around school time.
4. Ratify June Board Election (RSA Board of Directors as of 2024-07-01 document)
 - 4.1 **MOTION & APPROVE** RSA Board Election Results

Motion by Bobbi Mock, seconded by Jeff Brooks

THE JUNE RSA NFP BOARD OF DIRECTORS RSA BOARD ELECTION RESULTS BE APPROVED.

Motion carried by unanimous vote

5. Banking and Check Signers

5.1 **MOTION & APPROVE** RSA changing the title on our bank accounts to the new RSA name

Motion by Beth Duttlinger, seconded by Genna Buhr

Motion: "RSA REQUESTS THAT ALL BANKING AND CDARS ACCOUNTS BE RENAMED TO REFLECT THE NEW NAME OF OUR ORGANIZATION AS OF 1 JULY 2024. THE OLD ORGANIZATION WAS RESOURCE SHARING ALLIANCE NFP (A NOT FOR PROFIT ORGANIZATION). THE NEW ORGANIZATIONAL NAME IS RESOURCE SHARING ALLIANCE, WHICH IS NOW A UNIT OF MUNICIPAL GOVERNMENT. WE WILL RETAIN THE SAME EIN NUMBER AS BEFORE."

Motion carried by unanimous vote

5.2 Review, **MOTION & APPROVE** "RSA Check Signers as of 2024-07-01"

Motion by Alissa Williams, seconded by Elizabeth Wild

Motion: "RSA REQUESTS THE RENAMED ACCOUNTS TO HAVE KENDAL ORRISON AND ANTONY DETER ASSIGNED AS THE PRIMARY ACCOUNT MANAGERS AND CHECK SIGNERS FOR ALL RSA ACCOUNTS. RSA APPOINTS FOUR BOARD OF DIRECTORS MEMBERS AS CHECK SIGNERS; GENNA BUHR, BETH DUTTLINGER, JENNY JACKSON, AND LAURA KEYES."

Motion carried by unanimous vote

6. Miscellaneous Business

6.1 **MOTION & APPROVE** adoption of the Intergovernmental Agm - Establishing RSA on 1 July 2024

Motion by Alissa Williams, seconded by Bobbi Mock

THE RSA NFP BOARD OF DIRECTORS ADOPTION OF THE INTERGOVERNMENTAL AGM - ESTABLISHING RSA ON 1 JULY BE APPROVED.

Motion carried by unanimous vote

6.2 **MOTION & APPROVE** adoption of new Bylaws - Established 1 July 2024

Motion by Genna Buhr, seconded by Richard Young

THE RSA NFP BOARD OF DIRECTORS ADOPTION OF NEW BYLAWS - ESTABLISHED 1 JULY 2024 BE APPROVED.

Motion carried by unanimous vote

6.2 Review, **MOTION & APPROVE** adoption of Fiscal Accountability Policy – 2024-07-01

- ED: The Fiscal Accountability Policy has been expanded to cover new requirements for and Intergovernmental Instrumentality.
- Change to check signing requirements. RSA will require 2 check signers: a Board member plus an Account Manager.

Motion by Larissa Good, seconded by Jenny Sevier

***THE RSA NFP BOARD OF DIRECTORS ADOPTION OF FISCAL
ACCOUNTABILITY POLICY – 2024-07-01 BE APPROVED.***

Motion carried by unanimous vote

7. President's Time, Other Board Business, Discussions, Adjournment (President)

- Discussed approval of board minutes for this meeting and ensuring removing former check signers.
- Meeting adjourned by board president at 3:19 pm.

Minutes revised by: Kendal Orrison, RSA NFP Executive Director



Minutes approved by: Alissa Williams, Board President

**RESOURCE SHARING ALLIANCE NFP
CASH REPORT
FOR THE PERIOD ENDING May 31, 2024**

Beginning Cash Balance	\$ 1,576,556.08
Cash Received	
Payments from Member Libraries, RAILS, etc.	16,036.00
Transfer from ProPay for eCommerce Pay-Outs	-
Interest - Morton Bank Insured Cash Sweep Account	1,670.00
Credit Card Cash Back Rewards	-
Total Cash Received	17,706.00
Expenses Paid	
Checks and Vendor ACH Payments	11,234.35
Investment Transfer to Set-Up CDARS	-
Total Disbursements	11,234.35
Ending Cash Balance	\$ 1,583,027.73

PROPAY FUNDS DETAIL:

ProPay Account Balance	\$9,750.37
ProPay Funds Receivable	\$520.45
eCommerce Receipts Payable to Members	\$10,232.52
RSA PROPAY BALANCE	\$38.30

CASH DETAILS:

Member Library Pre-Payments	\$ -
Working Cash (Ending Cash Balance + RSA ProPay Balance - Member Pre-Payments)	1,583,066.03
TOTAL CASH	\$ 1,583,066.03

CDARS INVESTMENT DETAILS:

52 Week CD @ 4.52% Interest 5/16/2024 - 5/15/2025	\$313,710.19
52 Week CD @ 4.52% Interest 5/16/2024 - 5/15/2025	\$313,710.20
2 Year CD @ 4.15% Interest 11/16/2023 - 11/13/2025	\$311,384.31
2 Year CD @ 4.15% Interest 11/16/2023 - 11/13/2025	\$317,435.45
2 Year CD @ 4.15% Interest 2/29/2024 - 2/26/2026	\$333,574.32
2 Year CD @ 4.15% Interest 2/29/2024 - 2/26/2026	\$333,540.97
2 Year CD @ 4.15% Interest 4/18/2024 - 4/16/2026	\$329,610.56
2 Year CD @ 4.15% Interest 4/18/2024 - 4/16/2026	\$327,693.24
2 Year CD @ 4.15% Interest 5/9/2024 - 5/7/2026	\$333,148.52
2 Year CD @ 4.15% Interest 5/9/2024 - 5/7/2026	\$336,133.28
TOTAL CD INVESTMENT VALUE	\$3,249,941.04

Invested in Capital Assets Balance as of May 2024	\$0.00
Unrestricted Net Assets as of May 2024	\$5,019,381.63
FY24 Budgeted Operating Expenses Excluding Reimbursements and Including RAILS In-Kind Support:	\$ 2,210,971.00
Working Cash Coverage of FY24 Budgeted Operating Expenses (Months):	8.6
CD Coverage of FY24 Budgeted Operating Expenses (Months):	17.6

RSA
Balance Sheet
As of 5/31/2024

	<u>Balance End of Month</u>
Assets	
Cash and cash equivalents	1,583,027.73
ProPay funds	9,750.37
Investments	3,249,941.04
ProPay Funds Receivable	520.45
Accounts receivables	35,365.00
Prepaid expenses	263,397.64
Capital Assets, net	
Computers	960,450.89
Accumulated Depreciation	<u>(960,450.89)</u>
Total Capital Assets, net	<u>0.00</u>
Total Assets	<u>5,142,002.23</u>
Liabilities	
Accrued liabilities	394.50
Deferred revenue	111,993.58
eCommerce Receipts Payable	<u>10,232.52</u>
Total Liabilities	<u>122,620.60</u>
Net Assets	
Beginning Fund Balance	4,743,837.36
Current YTD Net Income	
Reimbursements-ADML	83,948.26
Reimbursements-eRead Illinois	20,796.93
E-Resources-ADML	(65,898.56)
E-Resources-eRead Illinois	(69,322.88)
Other	<u>306,020.52</u>
Total Current YTD Net Income	<u>275,544.27</u>
Total Net Assets	<u>5,019,381.63</u>
Total Liabilities and Net Assets	<u><u>5,142,002.23</u></u>

RSA
Statement of Revenues and Expenses
From 5/1/2024 Through 5/31/2024

	Current Month	YTD Actual	YTD Budget	Percent of YTD Budget	Total Budget	Percent of Annual Budget
REVENUES						
Fees for services and materials						
Fees For Services And Materials	72,083.25	792,915.78	797,767.00	99.39%	870,292.00	91.10%
Associate Member Fees	12.50	137.50	137.00	100.36%	150.00	91.66%
Non-OCLC Member Fees	316.83	3,485.13	3,486.00	99.97%	3,802.00	91.66%
Total Fees for services and materials	72,412.58	796,538.41	801,390.00	99.39%	874,244.00	91.11%
Reimbursements-general	263.25	6,967.88	5,977.00	116.57%	6,521.00	106.85%
Reimbursements-ADML	7,631.66	83,948.26	83,949.00	99.99%	91,580.00	91.66%
Reimbursements-eRead Illinois	1,890.63	20,796.93	19,250.00	108.03%	21,000.00	99.03%
Investment income	12,991.94	125,439.74	12,834.00	977.40%	14,000.00	895.99%
Other revenue						
Other Revenue	0.00	1,105.73	0.00	0.00%	0.00	0.00%
Contribution Revenue - Unrestricted (Staffing)	85,458.00	940,041.00	940,041.00	100.00%	1,025,500.00	91.66%
Contribution Revenue - Unrestricted (Finan. Services)	2,266.00	24,925.00	24,925.00	100.00%	27,190.00	91.66%
Contribution Revenue - Unrestricted (Fac., Veh., Web.)	6,598.00	72,579.00	72,579.00	100.00%	79,178.00	91.66%
Total Other revenue	94,322.00	1,038,650.73	1,037,545.00	100.11%	1,131,868.00	91.76%
Total REVENUES	189,512.06	2,072,341.95	1,960,945.00	105.68%	2,139,213.00	96.87%
EXPENSES						
Personnel and other RAILS grant support						
Contract Agreements w/ Systems, Member Libraries Other Coops	23,826.17	262,087.84	261,984.00	100.03%	285,800.00	91.70%
Contractual Agreements w/Systems (Staffing)	85,458.00	940,041.00	940,041.00	100.00%	1,025,500.00	91.66%
Contractual Agreements w/Systems (Finan. Services)	2,266.00	24,925.00	24,925.00	100.00%	27,190.00	91.66%
Contractual Agreements w/Systems (Fac., Veh., Web.)	6,598.00	72,579.00	72,579.00	100.00%	79,178.00	91.66%
Total Personnel and other RAILS grant support	118,148.17	1,299,632.84	1,299,529.00	100.01%	1,417,668.00	91.67%
Library materials						
Print Materials	0.00	50.00	459.00	10.89%	500.00	10.00%
Nonprint Materials	0.00	0.00	459.00	0.00%	500.00	0.00%
E-Resources-ADML	9,424.47	65,898.56	83,853.00	78.58%	91,476.00	72.03%
E-Resources-eRead Illinois	6,302.08	69,322.88	64,166.00	108.03%	70,000.00	99.03%
E-Resources-General	0.00	0.00	1,834.00	0.00%	2,000.00	0.00%
Total Library materials	15,726.55	135,271.44	150,771.00	89.72%	164,476.00	82.24%
Travel and continuing education						

RSA

Statement of Revenues and Expenses

From 5/1/2024 Through 5/31/2024

	Current Month	YTD Actual	YTD Budget	Percent of YTD Budget	Total Budget	Percent of Annual Budget
In-State Travel	0.00	0.00	12,394.00	0.00%	13,520.00	0.00%
Out-Of-State Travel	0.00	3,876.60	24,365.00	15.91%	26,580.00	14.58%
Registrations And Meeting, Other Fees	0.00	4,396.96	6,875.00	63.95%	7,500.00	58.62%
Conferences And Continuing Education Meetings	0.00	1,336.00	21,770.00	6.13%	23,750.00	5.62%
Total Travel and continuing education	<u>0.00</u>	<u>9,609.56</u>	<u>65,404.00</u>	<u>14.69%</u>	<u>71,350.00</u>	<u>13.47%</u>
Public relations						
Public Relations	0.00	0.00	10,541.00	0.00%	11,500.00	0.00%
Total Public relations	<u>0.00</u>	<u>0.00</u>	<u>10,541.00</u>	<u>0.00%</u>	<u>11,500.00</u>	<u>0.00%</u>
Commercial insurance						
Liability Insurance	303.17	3,453.79	7,975.00	43.30%	8,700.00	39.69%
Total Commercial insurance	<u>303.17</u>	<u>3,453.79</u>	<u>7,975.00</u>	<u>43.31%</u>	<u>8,700.00</u>	<u>39.70%</u>
Supplies, postage and printing						
Computers, Software And Supplies	57.07	3,490.02	20,075.00	17.38%	21,900.00	15.93%
General Office Supplies And Equipment	27.22	759.11	4,584.00	16.55%	5,000.00	15.18%
Postage	0.00	558.07	389.00	143.46%	425.00	131.31%
Total Supplies, postage and printing	<u>84.29</u>	<u>4,807.20</u>	<u>25,048.00</u>	<u>19.19%</u>	<u>27,325.00</u>	<u>17.59%</u>
Professional services						
Legal	0.00	9,105.60	23,177.00	39.28%	25,285.00	36.01%
Accounting	0.00	10,163.75	8,250.00	123.19%	9,000.00	112.93%
Consulting	0.00	2,000.00	123,750.00	1.61%	135,000.00	1.48%
Total Professional services	<u>0.00</u>	<u>21,269.35</u>	<u>155,177.00</u>	<u>13.71%</u>	<u>169,285.00</u>	<u>12.56%</u>
Contractual services						
Other Contractual Services	30,224.22	322,563.35	413,712.00	77.96%	451,323.00	71.47%
Total Contractual services	<u>30,224.22</u>	<u>322,563.35</u>	<u>413,712.00</u>	<u>77.97%</u>	<u>451,323.00</u>	<u>71.47%</u>
Professional association membership dues	0.00	150.00	2,566.00	5.84%	2,800.00	5.35%
Miscellaneous	0.00	40.15	5,175.00	0.77%	5,645.00	0.71%
Total EXPENSES	<u>164,486.40</u>	<u>1,796,797.68</u>	<u>2,135,898.00</u>	<u>84.12%</u>	<u>2,330,072.00</u>	<u>77.11%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>25,025.66</u>	<u>275,544.27</u>	<u>(174,953.00)</u>	<u>(157.49)%</u>	<u>(190,859.00)</u>	<u>(144.37)%</u>

RSA

Check/Voucher Register - Board - RSA Register

1003 - Cash - Morton Bank - Checking - 5661

From 5/1/2024 Through 5/31/2024

<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
Morton Community Bank	5/7/2024	68.22
Morton Community Bank	5/7/2024	10,091.13
Five Points Washington	5/22/2024	<u>1,075.00</u>
Report Total		<u><u>11,234.35</u></u>



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

10 July 2024

Subject: FY25 RSA Board Meeting Calendar

RSA Board meetings will occur on the 1st Thursday of the month, starting at 11 AM unless otherwise noted.

2024 Meeting Dates

Date	Day	Time	Location	Notes
Jul 17	Wednesday	11 AM – 1 PM	Lillie M. Evans LD	
Aug 1	Thursday	11 AM – 1 PM	TBD	
Sep 5	Thursday	11 AM – 1 PM	TBD (Danvers TL?)	
Oct 3	Thursday	11 AM – 1 PM	TBD	
Nov 7	Thursday	11 AM – 1 PM	TBD	

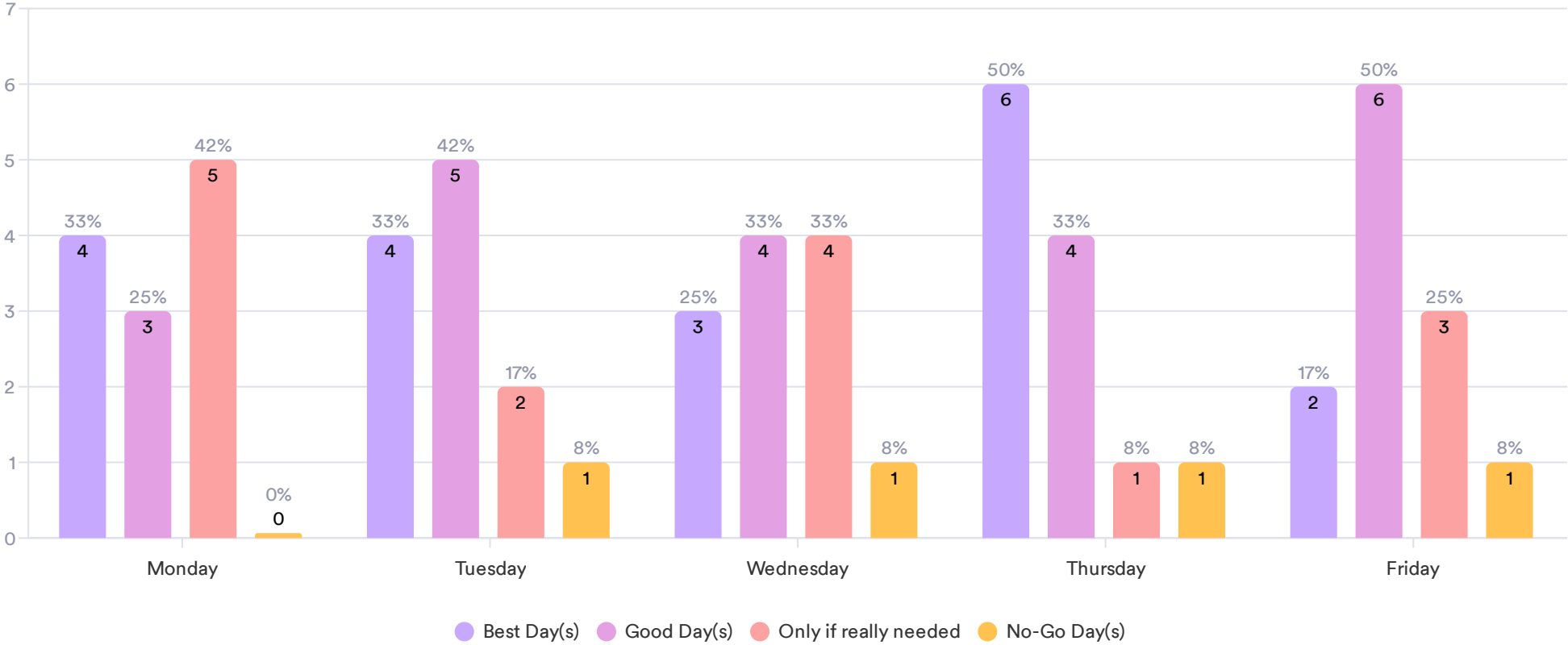
2025 Meeting Dates

Date	Day	Time	Location	Notes
Jan ?	TDB	11 AM – 1 PM	TBD	First Thu of month is 2 nd
Feb 6	Thursday	11 AM – 1 PM	TBD	
Mar 6	Thursday	11 AM – 1 PM	TBD	
Apr 3	Thursday	11 AM – 1 PM	TBD	
Jun 5	Thursday	11 AM – 1 PM	TBD	

Board of Directors Meeting Schedule

Please rank the day(s) of the week, in general, that are best for you to attend. Note that you can rank several days as 'best' if that fits your schedule.

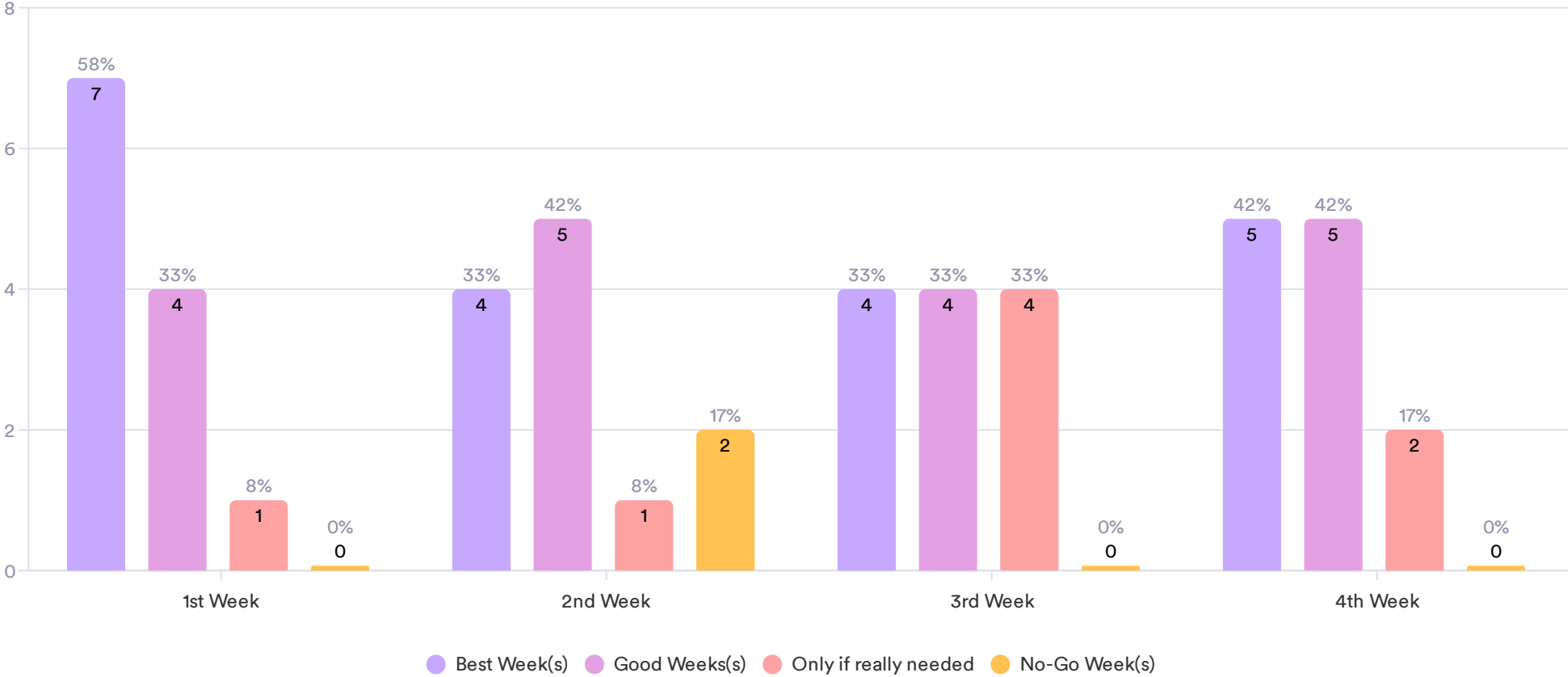
12 Responses



Board of Directors Meeting Schedule

Please rank the best week(s) of the month to attend. Note that you can rank several days as 'best' if that fits your schedule.

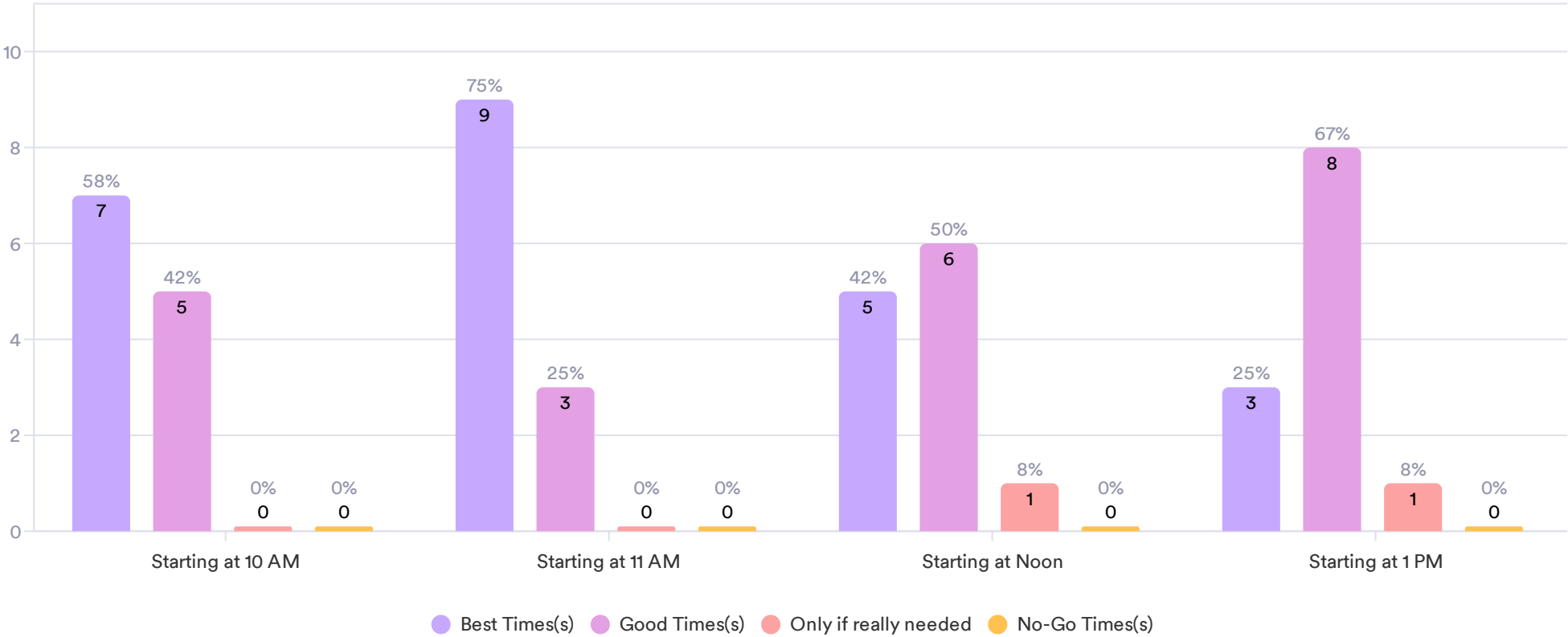
12 Responses



Board of Directors Meeting Schedule

Please rank the best start time for these 2 hour-ish meetings. Note that you can rank several days as 'best' if that fits your schedule. Remember, drive times will vary per meeting depending on location.

12 Responses





Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

1 July 2024

Subject: RSA Board of Directors Makeup

Starting 1 July 2024, the RSA Board of Directors will consist of 12 seats apportioned as outlined below. Candidates for the Board must be a Director of a Member Library or hold a Supervisor level position and be nominated by their Library Director, or be a School, Academic, or Special Librarian. The Board shall appoint a 3-person nominating committee to actively recruit a slate of candidates starting in February of each year. The full election slate will be released prior to the voting.

Each Member Library has one vote and votes for all open seats in each election. Elections shall be held by electronic ballot.

All Board Members serve a 4-year elected term with a maximum continuous total of 9 years' service on the Board. The years of service start accruing as of 1 July 2024. Annual elections take place in May/June each year. Board members with more than 9 years of maximum continuous service on the Board must take one year off prior to serving again. Newly elected Board Members begin their term effective July 1st, except in the case where there is an appointment to fill an open term. Any open position with more than 9 months remaining will result in a special election with the elected member being seated immediately after the results are tabulated and released.

The initial Board of Directors election for the new Illinois Intergovernmental Instrumentality RSA will take place in June 2024. All 12 positions on the Board will be filled in this election to serve a partial or full term as outlined below.

The Board has four elected positions: President, Vice President, Treasurer, Secretary. Any Board member may fill any of these elected roles. President and Secretary positions are filled by a Board vote at the July meeting in even numbered Fiscal Years. Vice President and Treasurer positions are filled by a Board vote the July meeting in odd numbered Fiscal Years except for the July 2024 meeting where all 4 positions will be filled.

All Board of Directors meetings require an in-person quorum. Meetings will rotate between the 5 RSA regions. Board members will be reimbursed for gas and provided food at each meeting. Libraries with staff serving on the Board will receive a \$1,000 rebate check to cover the time and expenses required to serve on the RSA Board of Directors. The rebate check will be issued following each year of service. The rebate will be pro-rated for libraries who have staff join or leave the Board for any reason mid-term.

Group 1: Board Seats Elected in May/June 2024, 2028, 2032

Seat 1: Northern Region

- Eligibility: all members of any type or size in the Northern region

Seat 2: Public Library (4K – 10K pop served)

- Eligibility: 21 Public Libraries currently in this range

Seat 3: At Large #1

- Eligibility: all members of any type, size, or region

Group 2: Board Seats Elected in May/June 2025, 2029, 2033

Seat 4: Southern Region

- Eligibility: all members of any type or size in the Southern region

Seat 5: Central Region

- Eligibility: all members of any type or size in the Central region

Seat 6: Public Library (less than 2K pop served)

- Eligibility: 34 Public Libraries currently in this range

Group 3: Board Seats Elected in May/June 2026, 2030, 2034

Seat 7: Western Region

- Eligibility: all members of any type or size in the Western region

Seat 8: Public Library (+10K pop served)

- Eligibility: 16 Public Libraries currently in this range

Seat 9: At Large #2

- Eligibility: all members of any type, size, or region

Group 4: Board Seats Elected in May/June 2027, 2031, 2035

Seat 10: Eastern Region

- Eligibility: all members of any type or size in the Eastern region

Seat 11: Public Library (2K – 4K pop served)

- Eligibility: 25 Public Libraries currently in this range

Seat 12: School, Academic, or Special Library

- Eligibility: all School, Academic, or Special members of any size or region



1 July 2024

Subject: RSA Board of Director Roles and Responsibilities

Roles and Responsibilities

- Attend board meetings; regular in-person attendance is expected to ensure quorum. Communicate with the Board President and Executive Director when unable to attend or on occasions where in-person attendance is not possible.
- Gather input from members and bring input to the Board when relevant; be alert to member concerns that can be addressed by RSA's mission, objectives, and programs.
- Reach out to new directors and welcome them to RSA and answer questions.
- Communicate information to members; support the decisions of the Board when communicating with members.
- Set RSA policies for implementation by Executive Director and staff.
- Oversee fiscal operations of the consortium; review annual budget and make recommendations on the budget and capital expenditures to Executive Director.
- Assist in the evaluation of vendors, contractors, and products.
- Create and oversee the consortium's long range and strategic planning with input from members, the Executive Director, and staff.
- Receive and approve recommendations from the Directors Advisory Committee and Membership Groups.
- Participate in hiring, evaluation, and setting salary for the Executive Director.
- Complete Open Meetings Act training and submit certificate to RSA Administration.

Time Commitment

- Board terms are four years in length. Initial 2024 election terms may be shorter.
- The Board will meet not less than 8 times per year. Meetings are conducted in person for a quorum required by the Open Meetings Act. Meetings last approximately two hours and do not include the time required to travel to different meeting locations. Meetings are held on a rotating basis in each of the five RSA member regions.
- Prepare for meetings by reading the packet, asking for clarification in advance when possible, and bringing communications to the meeting.

Compensation

- Board members will receive mileage reimbursement for travel to and from their library for attending Board Meetings.
- Board members will receive lunch when meetings fall during lunchtime.
- Note: There is an annual rebate for Board service for those libraries with staff serving on the RSA Board. These libraries will receive a \$1,000 rebate check at the end of each service year to cover the other expenses required to allow service on the RSA Board.



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

1 July 2024

Subject: Ethics and behavior expected of RSA Board representatives

Approved by the RSA NFP Board 01/30/2024.

Code of ethics

1. We provide the highest level of service to all RSA library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We protect each RSA library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
3. We believe that the values of diversity, equity, and inclusion form the foundation of the library profession, our professional associations, and our interactions with each other and our members.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of RSA library users, colleagues, or our employing institutions.
7. We shall not engage in financial transactions using nonpublic Library information or allow the improper use of such information to further any private interest.
8. We are entrusted with fiscal responsibility as described in the Bylaws of the Resource Sharing Alliance and are responsible for setting a tone within their functional area of responsibility for ethical conduct and integrity.
9. We exercise prudence and integrity in the management of funds in our custody and in all fiscal transactions in which we participate.



1 July 2024

Subject: RSA Governance Decision-Making Breakout

	Board of Directors	Directors Advisory Committee	Executive Director	Membership Groups via Staff Liaisons
Executive Director's Supervision, Employment, Compensation	Approves		Suggests	
RSA Staff Supervision, Employment, Compensation	Informed (where appropriate)		Approves	
Strategic Planning	Approves	Recommends	Recommends	Recommends
Membership: Changes, Withdrawals, New Members	Approves		Recommends	Informed
Resolve Member Disputes	Reviews/ Adjudicates		Reviews / Recommends	
Review, Modify, Rescind Bylaws	Approves	Recommends	Recommends	Informed
Create, Modify, or Rescind Policies	Approves	Recommends	Recommends	Recommends
Create, Modify, or Rescind Standards, Procedures, Cheat Sheets, Guides	Recommends	Recommends	Approves	Recommends
Financial Review, Approval, Check Signing	Approves		Recommends	
Develop Annual Budget	Approves	Informed	Recommends	
Budgeted Spending & Contract Renewals	Informed		Approves	
Budget Line-Item Transfers, Non-Budgeted Spending or New Contracts				
\$0 - \$10,000	Informed of new contracts		Approves	
\$10,001+	Approves		Recommends	

Authority and Flow for ILS Settings Changes

	Board of Directors	Directors Advisory Committee	RSA Executive Director	Membership Groups via Staff Liaisons	Member Libraries
<u>Single Member Library Specific:</u> System Changes to ILS Policies / Workflows / RSAcat / Other			Recommends (ED and/or RSA Staff)		Approves

System Wide Changes to Workflows / RSAcat / Other:

Minor to no change to system operations or ILS / operational policies AND No Member costs or No member staffing impact	Informed	Informed	Approves	Recommends	Suggests
Change to system operations AND No Member costs or Minor to no member staffing impact	Approves	Recommends	Recommends	Recommends	Suggests
Substantial changes to: Member costs or staffing OR Written / ILS / operational policy changes OR Current services or additional services	Approves	Recommends	Recommends	Recommends	Suggests



3 July 2024

Subject: Fiscal Accountability Policy

I. Purpose and Scope

The purpose of the Fiscal Accountability Policy for Resource Sharing Alliance (RSA) is to provide a framework for the fiscal operations of RSA, to assure sound fiscal management and to outline responsibilities for management of RSA's funds.

This Fiscal Accountability Policy applies to the financial and investment activities of all funds under the direction of RSA. This policy also applies to any new funds or temporary funds placed under the direction of RSA. In the event that this Policy is inconsistent with the RSA Bylaws, Illinois Compiled Statutes or the Illinois Administrative Regulations, the Bylaws, statutes and regulations shall take precedent.

II. General

- A. RSA financial policies and procedures will be in accordance with the requirements and intents as outlined in Illinois law, rules, and regulations.
- B. The RSA Board Treasurer shall be the principal accounting and financial officer of RSA. In performing these duties, the RSA Board Treasurer shall oversee the work of any RSA staff, consultant or independent contractor hired to perform financial services for RSA.
- C. As stated in RSA's Bylaws, RSA's Treasurer shall be bonded in an amount and with sureties approved by the RSA Board, if they have direct access to funds. The amount of the bond shall be based on applicable Illinois laws. The cost of the surety bond shall be borne by RSA.
- D. The current and past seven years' financial records of RSA shall be maintained and kept at RSA's headquarters, except in cases when the temporary removal of such records is required by law or by auditing procedures. RSA will maintain records at least as long as and in accordance with conditions required by the Local Records Act (50 ILCS 205/1, *et seq.*).
- E. RSA shall maintain an inventory of all equipment purchased as required by State Administrative Rule 23 IL ADC 3030.260(b)(6).
- F. Roll call action shall be taken by the RSA Board of Directors on all financial matters. Members serving on the RSA Board of Directors with conflicts of interest shall abstain from voting, in accordance with the Public Officer Prohibited Activities Act (50 ILCS 105/1, *et seq.*) and any other applicable statutes, rule or regulation.
- G. The total budget by fund shall be approved by the RSA Board of Directors.

III. Deposits

- A. All revenue received by RSA shall be deposited in accordance with internal control procedures and in compliance with the requirements of 30 ILCS 225/1, *et seq.* and 30 ILS 235/1, *et seq.*
- B. Deposits in any one institution may not exceed the Federal Deposit Insurance Corporation (FDIC) insured amount unless they are adequately collateralized or secured by an irrevocable Letter of Credit pursuant to Regulations of the Federal Reserve and authorized by the Illinois Public Funds Investment Act (30 ILCS 235/1, *et seq.*) provisions regarding custody and safekeeping of collateral.

IV. Expenditures and Other Financial Transactions

- A. Authorized signatories are assigned by the RSA Board of Directors and may include, but are not required to be, a Board officer. The RSA Board shall appoint four Board of Directors signatories as well as the RSA Executive Director, and a designated RSA Manager.
- B. The RSA Executive Director is responsible for carrying out the day-to-day operations within budget as set by the RSA Board of Directors. The Board Treasurer shall provide oversight and review as appropriate.
- C. The RSA Executive Director is authorized to conduct non-budgeted spending and enter into new contracts, the cost of which is less than \$10,000 per charge.
- D. The RSA Board of Directors approves all line time transfers, regardless of amount, as well as approving non-budgeted charges and new contracts over \$10,000.
- E. Under no circumstances may a signatory sign a document for which that signatory is a payee.
- F. All financial transactions shall be reported to the RSA Board of Directors at its regularly scheduled meeting.

V. Routine Banking

- A. The RSA Executive Director or their designee is authorized to make deposits into appropriate accounts established with the approval of the RSA Board of Directors.
- B. The RSA Executive Director or their designee is authorized to transfer funds from one RSA account to another RSA account for payment of RSA bills that have been approved by the RSA Board of Directors.
- C. Two signatures are required on all checks payable by RSA. The signatories shall be any one (1) of the designated RSA Board of Directors, and one (1) of the RSA Executive Director or designated RSA Manager.
- D. RSA supervisory staff may be issued RSA credit cards to be maintained for RSA use only. Expenditures must be documented with receipts to support purchases.

VI. Investments

- A. The objective is to invest all funds under RSA's control in a manner that will provide the highest investment return using authorized instruments, while meeting the consortium's daily cash flow demands and in conformance with the Illinois Public Funds Investment Act (30 ILCS 235/2.5). In selecting financial institutions and

investment instruments to be used, the following general objectives should be considered:

1. **Safety and legality:** Investments shall be undertaken in a manner that seeks to ensure the preservation of capital. Investments will be made only in securities that meet the collateralization requirements in the Illinois Public Funds Investment Act.
 - a. Investments will be made only in securities guaranteed by the U.S. government, in FDIC-insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage unless adequately collateralized or secured by an irrevocable Letter of Credit pursuant to Regulations of the Federal Reserve and authorized by the Illinois Public Funds Investment Act provisions regarding custody and safekeeping of collateral.
 - b. Authorized investments include and will primarily consist of Certificates of Deposit, Treasury Notes and other securities guaranteed by the U.S. Government, participation in local government investment pools, and any other investments allowed under State law that satisfy the investment objectives of the RSA.
2. **Maintenance of sufficient liquidity to meet current obligations:** In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs) and any reasonably anticipated special needs.
3. **Credit risk:** The risk of loss due to the failure of the security issuer or backer should be minimized by prequalifying the financial institutions, broker/dealers, intermediaries, and advisors with which RSA will do business, and by diversifying the portfolio so that potential losses on individual securities will be minimized.
4. **Interest rate risk:** The risk that the market value of securities in the portfolio will fall due to changes in general interest rates will be minimized by structuring the investment portfolio so that securities mature in time to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
5. **Return on investment:** Within the constraints of Illinois law and this policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest-bearing deposit accounts at all times, unless restricted from earning interest.
6. **Simplicity of management:** The time required by staff to manage investments shall be kept to a minimum.
7. **Material, relevant, and decision useful sustainability factors:** Within the bounds of the other factors mentioned above, RSA will regularly consider corporate government and leadership factors, environmental factors, social capital factors, human capital factors, and business model and innovation factors when evaluating investment decisions, as provided under the Illinois Sustainable Investing Act (30 ILCS 238/1, *et seq.*).

- B. Prudent Person Standard:
1. The standard of care applicable to investment of RSA funds is the “prudent person” standard of care. Using this standard, investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.
 2. When acting in accordance with this standard of care and exercising due diligence, the RSA Executive Director, RSA Board Treasurer and others authorized to act on their behalf, shall be relieved of personal responsibility for an investment credit risk or market price and value changes, provided that deviations from expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.
- C. The RSA Executive Director is responsible for recommending financial institutions to the RSA Board of Directors that will be depositories for RSA funds as the need arises. The RSA Board of Directors will review and select financial institutions. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this policy, may request to become a depository for RSA funds. RSA will take into consideration security, size, location, financial condition, service, fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories.
- D. Management and administrative responsibility for the investment program is delegated to the RSA Executive Director and overseen by the RSA Board Treasurer. The RSA Executive Director is responsible for establishing internal controls and written operational procedures designed to prevent loss, theft or misuse of funds. The RSA Board Treasurer will review all controls and procedures annually.
- E. Reporting: investments and the status of such accounts including the income earned and market value will be reported at each regularly scheduled meeting of the RSA Board of Directors.
- F. Review: the investment portfolio, its effectiveness in meeting RSA’s needs for safety, liquidity, rate of return, diversification, and its general performance will be reviewed annually by the RSA Board of Directors.
- G. Ethics and Conflicts of Interest: Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety. Such individuals shall disclose any material financial interests in financial institutions with which RSA conducts business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. No individual involved in the investment process may do any of the following:
1. Have any interest, directly or indirectly, in any investments in which RSA is invested.

2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
3. Receive, in any manner, compensation of any kind from any investments in which RSA is authorized to invest.

VII. Funds and Net Position

- A. RSA shall be accounted for as one proprietary (enterprise) fund. The assets within that fund may be divided into restricted and unrestricted assets. RSA considers restricted amounts to have been spent when an expense is incurred for purposes for which both restricted and unrestricted fund balance is available:
 1. Unrestricted funds: Funds used to conduct the day-to-day operations of RSA.
 2. Restricted funds: Funds that are restricted to specific purposes, that is, when constraints placed on the use of resources are either:
 - a. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
 - b. Imposed by law through constitutional provisions or enabling legislation.
 3. Net position: It is the goal of RSA to maintain a fund balance in an amount no less than 100% of annual budgeted expenditures at all times.

VIII. Purchasing/Sale of Goods and Services

- B. Unless otherwise provided for in this policy, the RSA Executive Director shall have the authority to purchase or lease products and services, provided that the amount expended for any expense line of the annual budget shall not exceed the amount budgeted or \$10,000 per purchase. Staff will act to procure quality products and services at the lowest possible cost, consistent with the needs of RSA with regard to durability, performance, delivery, and service. RSA should utilize educational and special discounts that benefit RSA.
- C. When the cost of any contract, is in excess of \$25,000, the RSA Board of Directors shall advertise for bids and award the contract to the lowest responsible bidder. The RSA Board of Directors may reject any and all bids and re-advertise. The consortium shall not be required to accept a bid that does not meet the consortium's established terms of delivery, quality and serviceability requirements. Bidding is not required in the following cases:
 1. Salaries and wages of employees;
 2. Contracts for goods or services that are economically procurable from only one source;
 3. Contracts for the purchase of library materials, magazines, books, periodicals, electronic databases, and similar articles of an educational or instructional nature;
 4. Purchases and contracts for the use, purchase, delivery, movement or installation of automation equipment, library automation services, other office support software or services, and telecommunications equipment software and services;
 5. Where services are required for legal counsel;

6. Professional engineering and architectural services, provided that procurement of such engineering or architectural services complies with the Local Government Professional Services Selection Act (50 ILCS 510); for artistic skills or for professional services pursuant to a written contract; and maintenance or service contracts for equipment or software where the work will best be performed by the manufacturer or installer, or by the authorized agent for the manufacturer or installer.
 7. Contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part;
 8. Contracts for the maintenance or servicing of equipment that are made with the manufacturers or authorized service agents of that equipment;
 9. Goods or services that are procured from another governmental agency;
 10. Contracts which by their nature are not adapted to award by competitive bidding, and contracts for utility services such as water, electricity, gas, internet, or telephone;
 11. Involving public health, public safety, or in the event of a bona fide emergency;
 12. In the event purchases are made through a joint purchasing program of the State of Illinois, or other intergovernmental cooperative purchasing activity, which awards its purchases on the basis of competitive bids in accordance with the Governmental Joint Purchasing Act (30 ILCS 525);
- D. Purchases by RSA for services, materials, equipment or supplies, other than professional services, with a value greater than \$5,000 but less than \$25,000 shall be made, whenever feasible, on the basis of three or more competitive quotations.

IX. Grant Contracts

- A. The RSA Executive Director is authorized to sign contracts for receipt of funds for grants that have been awarded.
- B. Occasionally RSA may be granted funds upon which no interest may be earned due to Federal government regulation. In such a case, the RSA Executive Director is authorized to establish an additional account for grant funds at a financial institution which is an existing depository for RSA.

X. Donations

- C. Donations of money, real property, library books or other materials, equipment, or services to RSA may be accepted when such a gift or its acceptance:
 1. Contributes to the achievement of the RSA mission or Strategic Plan.
 2. Does not conflict with RSA policies.
 3. Does not impose any restriction on RSA as a condition of the donation, unless such restriction is formally accepted by RSA Board of Directors action.
 4. Is not likely to be perceived as an endorsement of an individual, a product, or a service.

5. May be used or disposed of at the discretion of RSA, unless otherwise mutually agreed to by the donor and the RSA Board of Directors at the time of the donation.

XI. Budget

- A. RSA's fiscal year shall be July 1 through June 30.
- B. In November of each year, the RSA Executive Director shall prepare and submit a proposed budget for the forthcoming fiscal year to the RSA Board of Directors.
- C. The proposed budget shall be approved by a vote of two-thirds (2/3) of the RSA Board of Directors no later than the May meeting.

XII. Audit

- A. An outside audit of all RSA accounts shall be conducted annually by an independent CPA firm to be delivered to the RSA Board of Directors no later than 6 months after the end of the fiscal year; the audit shall be reviewed by the RSA Board of Directors.
- B. Every 5 years, or sooner at the RSA Board of Directors' discretion, the RSA Executive Director, or their designee shall solicit proposals from at least three auditing firms qualified to conduct an audit of RSA accounts.



RSA Freedom of Information Policy/Guide

Adopted July 17, 2024

For the Fiscal Year 2025

Posted in compliance with
5 ILCS 140/4

Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083



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Freedom of Information Act Policy

About RSA

Resource Sharing Alliance (RSA) is a consortium formed in the early 1980's by libraries in central and west central Illinois that share a common library automation system. RSA facilitates sharing of materials among its member libraries providing patrons with access to materials from almost two hundred different library branches. RSA covers over 13,500 square miles of Illinois. RSA partners with Reaching Across Illinois Library System (RAILS) to provide a support staff of twelve full time professionals. On July 1, 2024, RSA became an Illinois Intergovernmental Instrumentality and became subject to Illinois FOIA and OMA laws. RSA will only have responsive documents from July 1, 2024, onwards.

We are required to report to and answer to the Illinois State Library, Springfield, Illinois. Its members are State Librarian Alexi Giannoulas, the Director of the State Library, and various other staff.

RSA's Website

<https://support.librariesofrsa.org/>

Operating Budget

The 2024-2025 fiscal year budget is \$1,321,905.00. Budget and other financial documents are available on the organization's website at <https://support.librariesofrsa.org/about/financial-documents/>.

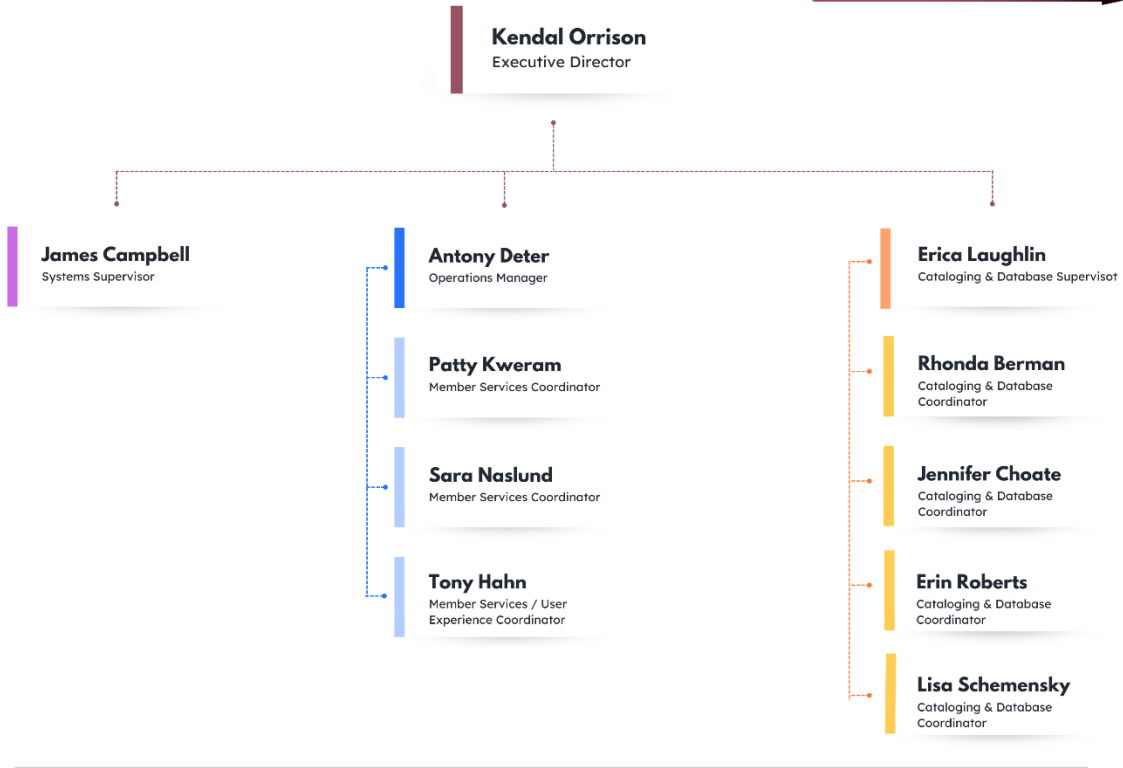
RSA Office

The RSA's administrative office is located at 715 Sabrina Drive, East Peoria, IL, 61611.

Staff

When fully staffed, RSA employs 12 FTE employees. The current organizational chart below these staff. There is one unfilled position as of July 1, 2024.

RSA Organizational Structure



RSA Board of Directors

The following organization exercises control over our policies and procedures: The Resource Sharing Alliance Board of Directors, which meets most months at various locations. Board members are listed at <https://support.librariesofrsa.org/about/board-of-directors-as-of-1-jul-2024/>. An elected, unpaid, twelve-member Board of Directors governs the organization. Members are elected for four-year staggered terms. Current Board Members and their terms are included below.

Board Members may be contacted at 866-940-4083, rsaboard@railslibraries.org, or at RSA's general mailing address.

Board Seat	Member	Library	Term End
Northern Region	Laura Keyes	Dunlap Public Library District	30 June 2028
Public Library (4K - 10K Pop Served)	Richard Young	Brown County Public Library District	30 June 2028
At Large #1	Amanda Shaffer	Midwest Central CUSD #191	30 June 2028
Southern Region	Cindy Boehike	Prairie Skies Public Library District	30 June 2025
Central Region	Genna Buhr	Fondulac Public Library District	30 June 2025
Public Library (under 2K Pop Served)	Chantel Sisco	Danvers Township Library	30 June 2025
Western Region	Yesenia Lambert	Henderson County Public Library District	30 June 2026
Public Library (10K+ Pop Served)	Larisa Good	Warren County Public Library District	30 June 2026
At Large #2	Beth Duttlinger	Lillie M. Evans Library District	30 June 2026
Eastern Region	Christie Lau	Carlock Public Library District	30 June 2027
Public Library (2K - 4K Pop Served)	Jenny Jackson	Marquette Heights Public Library	30 June 2027
School, Academic, Special Library	Bobbi mock	Illinois Veterans Home	30 June 2027

RSA’s Board holds its Open meetings on the first Thursday of each month at 11:00 A.M. Meetings are held each month except May and December at various locations. The location will be posted for at least 48 hours at RSA’s office, on its website, and at the meeting location.

The Officers for the RSA Board have not been appointed as of July 1, 2024.

Directors Advisory Committee Membership

The organization has one standing committee, the Directors Advisory Committee (DAC). The members of the DAC have not yet been appointed, as of July 1, 2024.

Freedom of Information Act

RSA adheres to the Freedom of Information Act, 5 ILCS 140/1 et seq., the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make all public records available for inspection or copying to any person, with limited exceptions.

FOIA Officers

Executive Director: Kendal Orrison (kendal.orrison@railslibraries.org)
 Antony Deter (antony.deter@railslibraries.org)

Filing a FOIA Request

A request for records must be made in writing and can be submitted to the attention of the FOIA officer.

- Mail
Attn: FOIA Officer
RSA
715 Sabrina Drive
East Peoria, IL 61611
- Email
kendal.orrison@railslibraries.org
or antony.deter@railslibraries.org
- Personal delivery
During regular business hours of the RSA

You may request the information and the records available to the public in the following manner:

Your request should be directed to the following individuals: Kendal Orrison or Antony Deter, FOIA Officers.

You must indicate whether you have a "commercial purpose" in your request.

You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records are to be certified, you must specify which ones.

If the records are kept in electronic format you may request a specific format and if feasible, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.

Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

The place and times where the records will be available are as follows:

8:00 AM until 5:00 PM at the Resource Sharing Alliance office at 715 Sabrina Dr., East Peoria, IL, 61611.

Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records will be maintained under our control starting on July 1, 2024:

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget
- D. Annual Audits
- E. Minutes of the Board of Directors
- F. System Policies and Bylaws
- G. Adopted Ordinances and Resolutions of the Board
- H. Annual Reports and the Area and Per Capita Grant Application to the Illinois State Library

Fees

Digital copies shareable via electronic means will be provided free of charge.

To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

1. First 50 pages of black and white, letter size: Free
2. 10 cents per page for black and white, letter size, after 50 pages
3. 50 cents per page for color or oversized copies
4. Reproduction saved to other media: actual cost of the recording media to which the information will be saved

Responses To Non-Commercial FOIA Requests

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

Responses To Commercial FOIA Requests

Responses to commercial FOIA requests will be provided within twenty-one business days of receipt of a request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

Procedure for Appealing a Denial

If your request for information is denied, or denied in part, you have the right to have your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You may file your Request for Review with the PAC by writing to:

Leah Bartelt, Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, IL 62701
public.access@ilag.gov
877-299-3642

You also have the right to seek judicial review of your denial by filing a lawsuit in the Illinois Circuit Court. 5 ILCS 140/11. If you choose to file a Request for Review with the PAC, you must do so within sixty calendar days of the date of the denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and the denial letter when filing a Request for Review with the PAC.

Further information can be found here: <https://www.illinoisattorneygeneral.gov/open-and-honest-government/pac/>.

Records Immediately Available Upon Request

The records listed below are available immediately on our website.

- Open meeting agendas and minutes, July 2024-present
- Annual financial report, most recent
- Salary and benefit information (PA 97-0609), current fiscal year
- Budget and appropriation, current fiscal year
- RSA policies, current

Record Retention Schedule

RSA adheres to the guidance for retaining business records set out by the Local Records Commission through the State of Illinois.

A complete list of all RSA document types and retention times will be available once it has been drawn up by the Local Records Commission.



Resource Sharing Alliance FY25 Budget

Approved 17 July 2024 at first RSA Board of Directors Meeting

Budget SUMMARY	FY25 Projected
Total Income	\$ 1,018,839
Total Expenses	\$ 1,321,905
Net Total - Under / (Over)	\$ (303,066)

INCOME	FY25 Projected
Membership Income from Libraries	
GL 4060 - Public Members	\$ 758,649
GL 4060 - Non-Public Members	\$ 121,326
GL 4062 - Associate Memberships (Non-RSA ADML Libraries)	\$ 150
GL 4063 - Non-OCLC Member Fees	\$ 3,513
	\$ -
	\$ -
	\$ -
Subtotal:	\$ 883,638
Other Income	
GL 4070 - ADML Membership Fees (not including non-RSA member \$25 Admin charge)	\$ 91,476
GL 4070 - eRC syncs for OverDrive Advantage - Listed on Additional Invoices Page	\$ 104
GL 4071 - EnvisionWare Group Purchase	\$ 3,362
GL 4071 - eRC syncs for Hoopla - Listed on Additional Invoices Page	\$ 1,581
GL 4071 - BLUEcloud Mobile Templates - Listed on Additional Invoices Page	\$ 1,578
GL 4072 - eRead IL 30% Rebate (on \$77,000 estimated cost)	\$ 23,100
GL 4080 - Interest (Morton Community Bank)	\$ 14,000
	\$ -
	\$ -
Subtotal:	\$ 135,201
Total RSA Income	\$ 1,018,839

EXPENSES

FY25 Projected

RSA Organizational & Contractual Expenses

GL 5110 - Print Materials	\$	500
GL 5120 - Nonprint Materials	\$	500
GL 5130 - ADML	\$	95,000
GL 5131 - eRead IL (slightly estimate)	\$	78,000
GL 5135 - E-Resources	\$	2,000
GL 5250 - In-State Travel (Not covered by RAILS)	\$	8,760
GL 5260 - Out-of-State Travel	\$	18,370
GL 5270 - Registration and Meetings, Other Fees	\$	42,000
GL 5280 - Conferences and Continuing Education Meetings	\$	16,450
GL 5290 - Public Relations	\$	11,500
GL 5300 - Liability Insurance	\$	8,700
GL 5310 - Computers, Software & Supplies	\$	21,950
GL 5320 - General Office Supplies and Equipment	\$	5,000
GL 5330 - Postage	\$	1,125
GL 5400 - Equipment Repair and Maintenance Agreements	\$	-
GL 5410 - Legal	\$	25,285
GL 5420 - Accounting (Audit) Fees	\$	10,500
GL 5430 - Consulting	\$	135,000
GL 5460 - Contractual Agreements w/ Systems for expenses over grant	\$	392,630
GL 5480 - Other Contractual Services	\$	440,190
GL 5490 - Depreciation Expense (non-monetary)	\$	-
GL 5500 - Professional Association Membership Dues	\$	2,800
GL 5510 - Misc Expenses	\$	5,645
	\$	-
	\$	-
	\$	-
	\$	-
Subtotal:	\$	1,321,905

Total RSA Expenses

\$ 1,321,905

FY25 Budget - Board Working Notes

SUMMARY	FY25 Projected	FY24 NFP Budget	Change +/-
Total Income	\$ 1,018,839	\$ 1,007,345	\$ 11,494
Total Expenses	\$ 1,321,905	\$ 1,236,117	\$ 85,788
Net Total - Under / (Over)	\$ (303,066)		

INCOME	FY25 Projected	FY24 NFP Budget	Change +/-	% Total Income
Membership Income from Libraries				
GL 4060 - Public Members	\$ 758,649	\$ 730,755	\$ 27,894	74.46%
GL 4060 - Non-Public Members	\$ 121,326	\$ 139,537	\$ (18,211)	11.91%
GL 4062 - Associate Memberships (Non-RSA ADML Libraries)	\$ 150	\$ 150	\$ -	0.01%
GL 4063 - Non-OCLC Member Fees	\$ 3,513	\$ 3,802	\$ (289)	0.34%
	\$ -	\$ -	\$ -	0.00%
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
Subtotal:	\$ 883,638	\$ 874,244	\$ 9,394	86.73%
Other Income				
GL 4070 - ADML Membership Fees (not including non-RSA member \$25 Admin charge)	\$ 91,476	\$ 91,476	\$ -	8.98%
GL 4070 - eRC syncs for OverDrive Advantage - Listed on Additional Invoices Page	\$ 104	\$ 104	\$ -	0.01%
GL 4071 - EnvisionWare Group Purchase	\$ 3,362	\$ 3,362	\$ -	0.33%
GL 4071 - eRC syncs for Hoopla - Listed on Additional Invoices Page	\$ 1,581	\$ 1,581	\$ -	0.16%
GL 4071 - BLUEcloud Mobile Templates - Listed on Additional Invoices Page	\$ 1,578	\$ 1,578	\$ -	0.15%
GL 4072 - eRead IL 30% Rebate (on \$77,000 estimated cost)	\$ 23,100	\$ 21,000	\$ 2,100	2.27%
GL 4080 - Interest (Morton Community Bank)	\$ 14,000	\$ 14,000	\$ -	1.37%
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
Subtotal:	\$ 135,201	\$ 133,101	\$ 2,100	13.27%
TOTAL RSA Income	\$ 1,018,839	\$ 1,007,345	\$ 11,494	100.00%

EXPENSES	FY25 Projected	FY24 NFP Budget	Change +/-	% Total Expenses
RSA Organizational & Contractual Expenses				
GL 5110 - Print Materials	\$ 500	\$ 500	\$ -	0.04%
GL 5120 - Nonprint Materials	\$ 500	\$ 500	\$ -	0.04%
GL 5130 - ADML	\$ 95,000	\$ 91,476	\$ 3,524	7.19%
GL 5131 - eRead IL (slightly estimate)	\$ 78,000	\$ 70,000	\$ 8,000	5.90%
GL 5135 - E-Resources	\$ 2,000	\$ 2,000	\$ -	0.15%
GL 5250 - In-State Travel (Not covered by RAILS)	\$ 8,760	\$ 13,520	\$ (4,760)	0.66%
GL 5260 - Out-of-State Travel	\$ 18,370	\$ 26,580	\$ (8,210)	1.39%
GL 5270 - Registration and Meetings, Other Fees	\$ 42,000	\$ 7,500	\$ 34,500	3.18%
GL 5280 - Conferences and Continuing Education Meetings	\$ 16,450	\$ 23,750	\$ (7,300)	1.24%
GL 5290 - Public Relations	\$ 11,500	\$ 11,500	\$ -	0.87%

GL 5300 - Liability Insurance	\$ 8,700	\$ 8,700	\$ -	0.66%
GL 5310 - Computers, Software & Supplies	\$ 21,950	\$ 21,900	\$ 50	1.66%
GL 5320 - General Office Supplies and Equipment	\$ 5,000	\$ 5,000	\$ -	0.38%
GL 5330 - Postage	\$ 1,125	\$ 425	\$ 700	0.09%
GL 5400 - Equipment Repair and Maintenance Agreements	\$ -	\$ -	\$ -	0.00%
GL 5410 - Legal	\$ 25,285	\$ 25,285	\$ -	1.91%
GL 5420 - Accounting (Audit) Fees	\$ 10,500	\$ 9,000	\$ 1,500	0.79%
GL 5430 - Consulting	\$ 135,000	\$ 135,000	\$ -	10.21%
GL 5460 - Contractual Agreements w/ Systems for expenses over grant	\$ 392,630	\$ 323,713	\$ 68,917	29.70%
GL 5480 - Other Contractual Services	\$ 440,190	\$ 451,323	\$ (11,133)	33.30%
GL 5490 - Depreciation Expense (non-monetary)	\$ -	\$ -	\$ -	0.00%
GL 5500 - Professional Association Membership Dues	\$ 2,800	\$ 2,800	\$ -	0.21%
GL 5510 - Misc Expenses	\$ 5,645	\$ 5,645	\$ -	0.43%
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
Subtotal:	\$ 1,321,905	\$ 1,236,117	\$ 85,788	100.00%
Long Term Savings Set Aside				
Savings Set Aside (currently at 0% - used to be 5%)	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
Subtotal:	\$ -	\$ -	\$ -	
TOTAL	\$ 1,321,905	\$ 1,236,117	\$ 85,788	100.00%

FY25 Operational Overview - Board Working Notes

Operational Income Overview

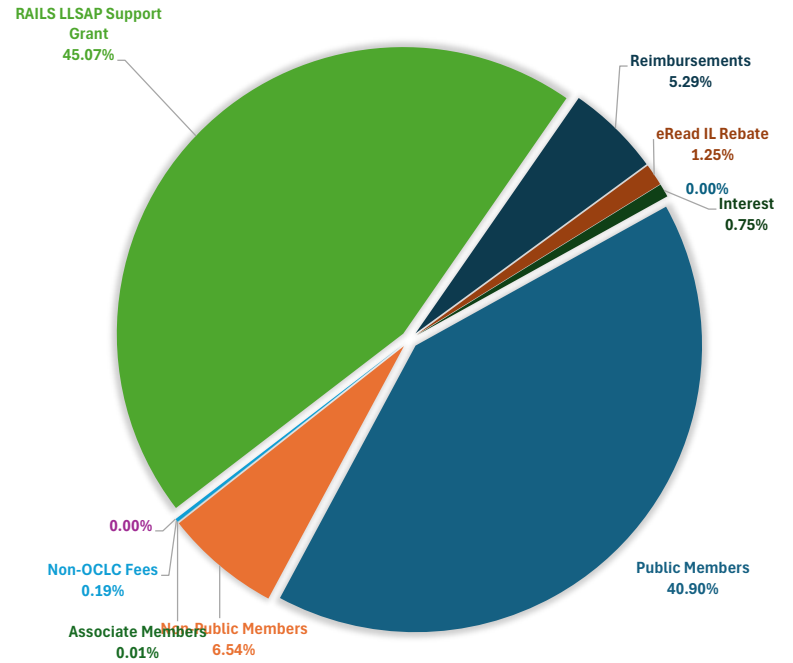
Public Members	\$	758,649
Non-Public Members	\$	121,326
Associate Members	\$	150
Non-OCLC Fees	\$	3,513
	\$	-
RAILS LLSAP Support Grant	\$	835,828
Reimbursements	\$	98,101
eRead IL Rebate	\$	23,100
Interest	\$	14,000
	\$	-
Total	\$	1,854,667

Red/Black: \$ (303,066)

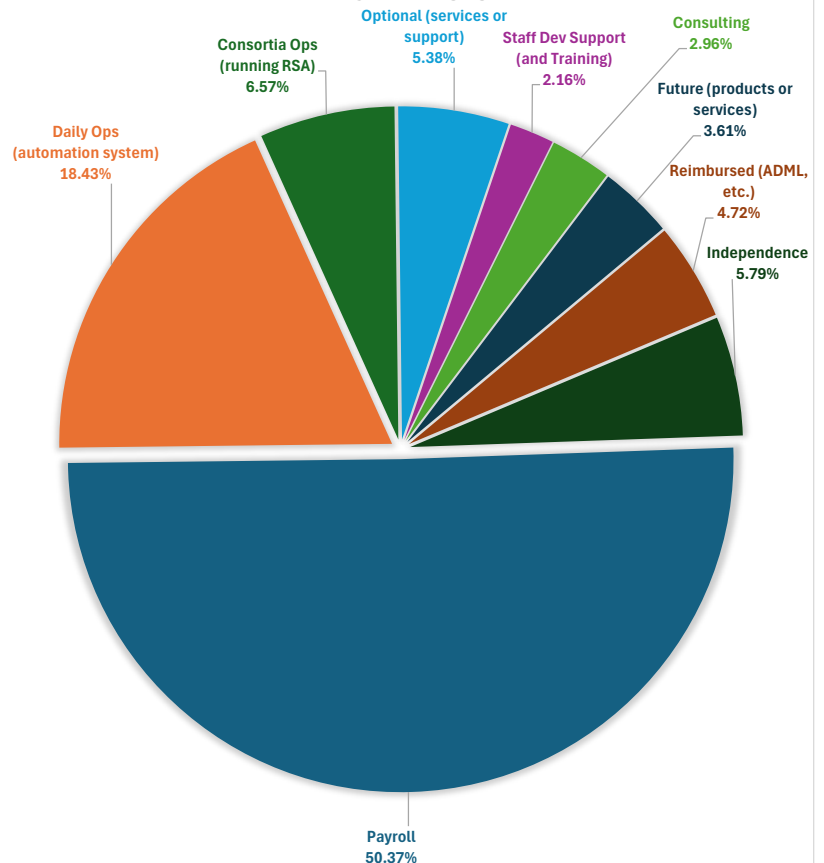
Operational Expenses Overview

Payroll	\$	1,086,915
Daily Ops (automation system)	\$	397,626
Consortia Ops (running RSA)	\$	141,743
Optional (services or support)	\$	116,000
Staff Dev Support (and Training)	\$	46,580
Consulting	\$	63,940
Future (products or services)	\$	78,000
Reimbursed (ADML, etc.)	\$	101,929
Independence	\$	125,000
	\$	-
Total	\$	2,157,733

FY25 INCOME



FY25 EXPENSES



INCOME		Number of Branches	Non-OCLC 10%	FY25 Total LLSAP Grant Amount	RSA Invoiced Fee - FY25 (Increased by greater of \$150 or 3% over FY24)	Non-OCLC (+ 10% to Total)	Base Membership Fee	% of Membership Fee Revenue
Public Members				Total RAILS LLSAP Grant Per Library	Invoiced FY25 RSA Fee	Non-OCLC 10%		
AG_ALS-PDC	RSA ----> fixing overall totals	-		\$ 2.00				0.00%
AASTOR-PLD	Astoria Public Library District	-	Y	\$ 6,226.40	\$ 2,090.00	\$ 190.00	\$ 1,900.00	0.24%
AKINSON-PL	Atkinson Public Library District	-		\$ 5,453.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
AP_ALPHAPK	Alpha Park Public Library District	-		\$ 6,226.40	\$ 27,847.00	\$ -	\$ 27,847.00	3.15%
ATLANTA-PL	Atlanta Public Library	-	Y	\$ 4,476.40	\$ 2,090.00	\$ 190.00	\$ 1,900.00	0.24%
AYER-PLD	Ayer Public Library	-		\$ 3,804.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
BO_BROWN-C	Brown County Public Library - Main Library	-		\$ 4,578.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
BDFORD-PLD	Bradford Public Library District	-		\$ 4,781.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
BEARD-H-ML	Beardstown Houston Memorial Public Library	-		\$ 7,101.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
BLAND-HIRE	Blandinsville-Hire Public Library	-		\$ 3,804.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
BMFIELDPLD	Brimfield Public Library District	-		\$ 2,156.40	\$ 5,445.00	\$ -	\$ 5,445.00	0.62%
BUSHNEL-PL	Bushnell Public Library District	-		\$ 6,226.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
CARTHAGEPL	Carthage Public Library District	-		\$ 4,578.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
CHENOA-PL	Chenoa Public Library	-		\$ 4,476.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
CK_CARLOCK	Carlock Public Library District	-		\$ 3,703.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
CLCHESTER	Colchester District Library	-		\$ 6,328.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
CMBRIDGE	Cambridge Public Library	-		\$ 2,156.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
CPCHILLIPL	Chillicothe Public Library	-		\$ 5,351.40	\$ 10,417.00	\$ -	\$ 10,417.00	1.18%
CREVEC-PLD	Creve Coeur Public Library District	-		\$ 4,578.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
CV_CLOVER	Clover Public Library District in Woodhull	-		\$ 3,703.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
CWORTH-PL	Chatsworth Area Library	-		\$ 6,226.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
CX_CLAYTON	Clayton Public Library District	-		\$ 5,453.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
DANVERS-TL	Danvers Township Library	-		\$ 3,804.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
DOMINY-ML	Dominy Memorial Library	-		\$ 3,703.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
DR_CREEKPL	Deer Creek District Library	-		\$ 4,679.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
DUNLAP-PLD	Dunlap Public Library District	-		\$ 3,804.40	\$ 10,417.00	\$ -	\$ 10,417.00	1.18%
EB_EL-PASO	El Paso Public Library	-		\$ 2,156.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
EUREKA-PLD	Eureka Public Library District	-		\$ 3,804.40	\$ 9,114.00	\$ -	\$ 9,114.00	1.03%
FARM-A-PLD	Farmington Area Public Library District	-		\$ 5,351.40	\$ 5,445.00	\$ -	\$ 5,445.00	0.62%
FC_FARMERC	Farmer City Public Library	-		\$ 5,554.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
FILGER-PL	Filger Public Library	-		\$ 5,453.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
FLANAGN-PL	Flanagan Public Library District	-	Y	\$ 2,929.40	\$ 2,090.00	\$ 190.00	\$ 1,900.00	0.24%
FONDULAC	Fondulac Public Library District	-		\$ 4,578.40	\$ 26,582.00	\$ -	\$ 26,582.00	3.01%
FP_FORREST	Forrest Public Library District	-		\$ 3,804.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
FSTAR-PLD	Four Star Public Library District	-		\$ 4,476.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
FV_FORMVAL	Forman Valley Public Library	-		\$ 4,578.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
G0_GWC-AUG	Greater West Central Public Library - Augusta Branch	3		\$ 6,328.40	\$ 8,481.00	\$ -	\$ 8,481.00	0.96%
GALVA-PLD	Galva Public Library District	-		\$ 2,929.40	\$ 5,445.00	\$ -	\$ 5,445.00	0.62%
GD_GRIDLEY	Gridley Public Library District	-		\$ 4,679.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
GL_GRIGVIL	North Pike Library District	-		\$ 5,351.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
GM_GREIG-M	Greig Memorial Library	-		\$ 7,101.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
GU_GBURGPL	Galesburg Public Library	-		\$ 6,328.40	\$ 50,633.00	\$ -	\$ 50,633.00	5.73%
HAVANA-PLD	Havana Public Library District	-		\$ 5,453.40	\$ 8,481.00	\$ -	\$ 8,481.00	0.96%
HC_HENDRSN	Henderson County Public Library District	-	Y	\$ 4,476.40	\$ 2,090.00	\$ 190.00	\$ 1,900.00	0.24%
HEYWORTHPL	Heyworth Public Library District	-		\$ 3,703.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
HN_HAPEINE	H. A Peine Memorial Library	-		\$ 3,906.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
HP_HUDSON	Hudson Area Public Library District	-		\$ 4,679.40	\$ 5,445.00	\$ -	\$ 5,445.00	0.62%
HY_HENRY	Henry Public Library	-		\$ 4,578.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
IO_IP-MET	Illinois Prairie District Public Library - Metamora Branch	5		\$ 6,328.40	\$ 29,241.00	\$ -	\$ 29,241.00	3.31%
JACKSONVIL	Jacksonville Public Library	-		\$ 6,328.40	\$ 26,582.00	\$ -	\$ 26,582.00	3.01%
JOHNMOSSE	John Mosser Public Library District	-		\$ 4,578.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
KEWANEE-PL	Kewanee Public Library District	-		\$ 4,679.40	\$ 26,582.00	\$ -	\$ 26,582.00	3.01%
KNOXVIL-PL	Knoxville Public Library	-	Y	\$ 7,101.40	\$ 2,090.00	\$ 190.00	\$ 1,900.00	0.24%
LAHARP-CAR	LaHarpe Carnegie Public Library District	-		\$ 6,328.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
LC_LACON	Lacon Public Library	-		\$ 6,226.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
LILLIE-M-E	Little M. Evans Library District	-		\$ 2,156.40	\$ 5,445.00	\$ -	\$ 5,445.00	0.62%
LP_LEX-PLD	Lexington Public Library District	-		\$ 2,929.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
MACOMB-PLD	Macomb Public Library District	-		\$ 5,351.40	\$ 5,445.00	\$ -	\$ 5,445.00	0.62%
MERCER-CAR	Edwards River Public Library District	-		\$ 4,476.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
MF_MHFGPLD	Mt. Hope-Funks Grove Public Library District	-		\$ 3,906.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
MKINAW-DPL	Mackinaw District Public Library	-		\$ 3,804.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
MM_MASON-M	Mason Memorial Public Library (Buda)	-		\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	0.17%
MP_MORTON	Morton Public Library District	-		\$ 5,554.40	\$ 29,241.00	\$ -	\$ 29,241.00	3.31%
MQUETTE-HT	Marquette Heights Public Library	-		\$ 5,351.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
MR_MC-RIV	M-C River Valley Public Library District	-		\$ 3,804.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
MT_MARTIN	Martin Township Public Library	-		\$ 6,328.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
MU_MAQUON	Maquon District Public Library	-		\$ 6,328.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
MW_MOR-M-W	Morrison & Mary Wiley	-		\$ 2,929.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
NAUVOO-PL	Nauvoo Public Library	-		\$ 4,679.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
NEPONSET	Neponset Public Library	-	Y	\$ 3,906.40	\$ 2,090.00	\$ 190.00	\$ 1,900.00	0.24%

NP_NORMAL	Normal Public Library	-	\$ 3,804.40	\$ 66,138.00	\$ -	\$ 66,138.00	7.48%
NW_WINDSOR	New Windsor Public Library	-	Y \$ 7,101.40	\$ 2,090.00	\$ 190.00	\$ 1,900.00	0.24%
ODELL-PL	Odell Public Library District	-	\$ 3,804.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
PO_MAIN-ST	Peoria Public Library - Main Street Branch	5	\$ 3,804.40	\$ 88,605.00	\$ -	\$ 88,605.00	10.03%
PHEIGHTS	Peoria Heights Public Library	-	\$ 3,804.40	\$ 9,114.00	\$ -	\$ 9,114.00	1.03%
PITTSFIELD	Pittsfield Public Library	-	\$ 5,351.40	\$ 5,445.00	\$ -	\$ 5,445.00	0.62%
PK_PEKINPL	Pekin Public Library	-	\$ 5,453.40	\$ 29,241.00	\$ -	\$ 29,241.00	3.31%
PONTIAC-PL	Pontiac Public Library	-	\$ 4,476.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
PRAIRIE-CR	Prairie Creek Public Library District	-	\$ 5,453.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
QUINCY-PL	Quincy Public Library - Main Branch	1	\$ 4,679.40	\$ 50,633.00	\$ -	\$ 50,633.00	5.73%
RANSOM-MEM	Ransom Memorial Public Library	-	Y \$ 6,328.40	\$ 2,090.00	\$ 190.00	\$ 1,900.00	0.24%
RUSHVIL-PL	Rushville Public Library	-	Y \$ 5,351.40	\$ 2,090.00	\$ 190.00	\$ 1,900.00	0.24%
SALEM-TL	Salem Township Public Library District (Yates City)	-	\$ 5,453.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
SPOON-RIVR	Spoon River Library District	-	Y \$ 6,226.40	\$ 3,388.00	\$ 308.00	\$ 3,080.00	0.38%
TD_TREMONT	Tremont District Library	-	\$ 3,804.40	\$ 5,445.00	\$ -	\$ 5,445.00	0.62%
TOULON-PLD	Toulon Public Library District	-	\$ 3,703.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
TWANDA-DL	Towanda District Library	-	\$ 3,031.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
VA_AVON-PL	Village of Avon Public Library	-	\$ 5,554.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
VIOLA-PLD	Viola Public Library District	-	\$ 4,578.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
VL_VALLEY	Valley District Library	-	\$ 7,101.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
VRGINIA-PL	Virginia Memorial Public Library	-	\$ 7,101.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
W0_WASH-PL	Washington District Library - Main Branch	1	\$ 5,453.40	\$ 23,165.00	\$ -	\$ 23,165.00	2.62%
WARREN-CO	Warren County Public Library - Monmouth	3	\$ 7,101.40	\$ 26,582.00	\$ -	\$ 26,582.00	3.01%
WLMFLD-PLD	Williamsfield Public Library District	-	Y \$ 3,703.40	\$ 2,090.00	\$ 190.00	\$ 1,900.00	0.24%
WNCHESTER	Winchester Public Library	-	\$ 6,328.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
WYOMING-PL	Wyoming Public Library District	-	\$ 5,554.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
ZO_PRSKIES	Prairie Skies PLD - Main Library	1	\$ 6,226.40	\$ 6,773.00	\$ -	\$ 6,773.00	0.77%
			\$ -	\$ -	\$ -	\$ -	
Subtotal:			\$ 463,000.00	\$ 760,857.00	\$ 2,208.00	\$ 758,649.00	

Non-Public Members			Total RAILS LLSAP Grant Per Library	Invoiced RSA Fee	Non-OCLC 10%	
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A0_A-C-HS	A-C Central CUSD #262 - Middle/High School	1	\$ 9,552.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
A5_ALWD-HS	AlWood CUSD #225 - High School	1	\$ 9,552.40	\$ 2,513.00	\$ -	\$ 2,513.00	0.28%
ABINGDN-HS	Abingdon - Avon District 276 - High School	2	\$ 8,005.40	\$ 3,960.00	\$ -	\$ 3,960.00	0.45%
AC_ALDO-SD	Mercer County SD #404 (was Aleo CUSD #201)	-	\$ 7,232.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
ASTORIA-HS	Astoria CUSD #1 - K-12	-	\$ 7,232.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
B5_IBUD-HS	Illini Bluffs Unit District #327 - High School	-	\$ 7,232.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
BB_BEARDHS	Beardstown Junior/Senior High Media Center	1	\$ 9,552.40	\$ 4,328.00	\$ -	\$ 4,328.00	0.49%
BF_BRDF-SD	Bradford CUSD #1	-	Y \$ 8,005.40	\$ 2,090.00	\$ 190.00	\$ 1,900.00	0.24%
BN_BLESSHP	Blessing Health Professions	-	\$ 5,281.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
BS_BPCCUSD	Bushnell-Prairie City CUSD #170	-	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	0.17%
C5_CAMB-HS	Cambridge CUSD #227 - High School	1	\$ 8,779.40	\$ 2,513.00	\$ -	\$ 2,513.00	0.28%
CENTRAL-HS	Camp Point CUSD #3 - Central High School	-	\$ 9,552.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
DELAVAN-SD	Delavan CUSD #703	-	Y \$ 9,552.40	\$ 2,090.00	\$ 190.00	\$ 1,900.00	0.24%
DMAC-HS	Deer Creek - Mackinaw CUSD #701 - High School	2	\$ 8,005.40	\$ 5,445.00	\$ -	\$ 5,445.00	0.62%
E0_EURK-HS	Eureka CUSD #140 - High School	1	\$ 8,779.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
EH_EPEO-HS	East Peoria H.S. #309	-	\$ 8,779.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
FO_FLTN-HS	Fulton CUSD #3 - High School / Middle School	1	\$ 8,005.40	\$ 2,513.00	\$ -	\$ 2,513.00	0.28%
FH_FLAN-HS	Flanagan CUSD #4 - High School	1	\$ 7,232.40	\$ 4,328.00	\$ -	\$ 4,328.00	0.49%
GC_GALVSD	Galva CUSD #224 - High School	1	\$ 8,779.40	\$ 4,328.00	\$ -	\$ 4,328.00	0.49%
GS_GHSN	Graham Hospital School of Nursing	-	\$ 5,281.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
H0_HVNA-HS	Havana CUSD #126 - High School	1	\$ 9,552.40	\$ 4,267.00	\$ -	\$ 4,267.00	0.48%
H5_HNRY-HS	Henry-Senachwine CUSD #5 - High School	1	\$ 8,779.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
IL_VETHOME	Illinois Veterans Home	-	\$ 13,281.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
IVC-HS	Illinois Valley Central Unit District #321 - High School	3	\$ 8,779.40	\$ 6,708.00	\$ -	\$ 6,708.00	0.76%
KH_KWNE-HS	Kewanee CUSD #229 - High School	-	\$ 7,232.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
M0_MIDW-HS	Midwest Central CUSD #191 - High School	2	Y \$ 7,232.40	\$ 5,990.00	\$ 545.00	\$ 5,445.00	0.68%
MS_MC-HIST	McLean County Historical Society	-	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	0.17%
PT_PONT-HS	Pontiac Township HSD #90 - High School	-	\$ 8,005.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
QNOTR-D-HS	Quincy Notre Dame H. S.	-	\$ 8,779.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
RB_ROA-HS	Roanoke-Benson CUSD #60	-	\$ 7,232.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
ROWVA-HS	ROWVA CUSD #208	-	Y \$ 9,552.40	\$ 2,090.00	\$ 190.00	\$ 1,900.00	0.24%
S0_SRCC-C	Spoon River CC - Canton	-	\$ 5,281.40	\$ 5,445.00	\$ -	\$ 5,445.00	0.62%
S5_SCOT-HS	Winchester CUSD #1 - High School	1	\$ 9,552.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
SCOUNTY-HS	Stark County CUSD #100 - Jr HS/HS	1	\$ 8,005.40	\$ 2,513.00	\$ -	\$ 2,513.00	0.28%
ST_MARKS	St. Mark Catholic School	-	\$ 9,552.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
SVALLEY-SD	Spoon River Valley CUSD #4	-	\$ 7,232.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
UNITY-HS	Unity H. S. CUSD #4 (Mendon)	-	\$ 7,232.40	\$ 1,900.00	\$ -	\$ 1,900.00	0.22%
VS_VERG-HS	Virginia CUSD #64	-	Y \$ 8,005.40	\$ 2,090.00	\$ 190.00	\$ 1,900.00	0.24%
WFELD-230	Wethersfield CUSD #230	-	\$ 9,552.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
WH_WASH-HS	Washington CHSD #308 - High School	-	\$ 7,232.40	\$ 3,080.00	\$ -	\$ 3,080.00	0.35%
			\$ -	\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	\$ -	
Subtotal:			\$ 314,467.20	\$ 122,631.00	\$ 1,305.00	\$ 121,326.00	

Associate RSA Member (Non-RSA ADML Member Libraries)			Invoiced RSA Fee		Associate Membership Fee	
	Barry PL		\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
	Camp Point PLD (left RSA in FY20)		\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
	Lewistown Carnegie PLD		\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
	Parlin Ingersol Library		\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00

Vermont PL	\$ 25.00	\$ 25.00
Warsaw PL	\$ 25.00	\$ 25.00
	\$ -	\$ -
	\$ -	\$ -
Subtotal:	\$ 150.00	\$ 150.00

Former RSA Members Historical Data		Invoiced RSA Fee	Base Membership Fee
MIDSTATE-C	Midstate College - Peoria - closed in FY20	\$ -	\$ -
CO_CAMP-PT	Camp Point Public Library - withdrawal for FY20	\$ -	\$ -
PN_PKIN-HS	Pekin High School CUSD #303 - Withdrawal for FY22	\$ -	\$ -
NDAME-P-HS	Peoria Notre Dame High School - withdrawal for FY24	\$ 9,552.40	\$ -
SOUTH-E-HS	Southeastern CUSD #337 - High School - withdrawal FY24	\$ 9,552.40	\$ -
CNTON-HS	Canton High School CUSD #66 - withdrawal for FY25	\$ 7,232.40	\$ -
HW_HEYW-SD	Heyworth CUSD #4 - withdrawal for FY25	\$ 8,779.40	\$ -
UC_W-CNTRL	West Central SD #235 - withdrawal for FY25	\$ 8,779.40	\$ -
OO_OLMP-HS	Olympia CUSD #16 - withdrawal for FY25	\$ 7,232.40	\$ -
FD_FARM-SD	Farmington Central CUSD #265 - withdrawal for FY25	\$ -	\$ -
PX_PPLN-HS	Pleasant Plains CUSD #8 - withdrawal for FY25	\$ 7,232.40	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Subtotal:		\$ 58,360.80	\$ -

TOTAL	\$ 835,828.00	\$ 883,638.00	\$ 3,513.00	\$ 880,125.00
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\$ 9,394.00 <-- \$ increase over FY24



Annual Board of Directors Workplan for FY25

Month	Task	Responsibility
July		
	FY25 only Elect New Board Officers (Pres, Sec filled even FY, V Pres, Treas filled odd FY)	Board
	Appoint one Board and 5 library Directors to the Directors Advisory Committee (stagger 3/2 2 year vs 1 year terms)	Board
	Review / Approve governance policies	Board
	Welcome new members	Board
	Designate FOIA officers 7 get training certifications	Board
	All New Board Members required to do OMA training; certificates due by end of month	Board
	Review & Appoint Check signers	Board
	Review Monthly / Quarterly financials	Board
	Review & Ratify previous month(s)'s disbursements	Board
	ED - Create and share Executive Director's report	ED
	Recommend issues, policies, standards, and operational plans to DAC for review and comment	Board
August		
	Review and plan organizational goals and targets	Board
	Send Board OMA certifications to RSA Administration	Board
	Review Monthly / Quarterly financials	Board
	Review & Ratify previous month(s)'s disbursements	Board
	ED - Create and share Executive Director's report	ED
	Review Board's relationship with member libraries	Board
September		
	Review any member requests, comments, issues raised to Board via DAC	ED / DAC
	Review Monthly / Quarterly financials	Board
	Review & Ratify previous month(s)'s disbursements	Board
	Review RSA savings distribution and projected uses	Board
	Review RAILS LLSAP Automation Grant application (funding and services)	Board
	Perform annual Executive Director Feedback & Performance Evaluation	Board
	Establish and review annual RSA Org & ED performance goals	Board / ED
	ED - Create and share Executive Director's report	ED
	Review DAC committee meeting reports	Board
	Recommend issues, policies, standards, and operational plans to DAC for review and comment	Board
	RAILS Finance Review of Financial Packet (FY25 only)	RAILS Finance
October		
	Review Monthly / Quarterly financials	Board
	Review & Ratify previous month(s)'s disbursements	Board
	Review & Accept audited financial Statements (if available)	Board
	Review & modify financial policies and procedures	Board
	ED - Create Draft Annual Budget	ED
	ED - Create and share Executive Director's report	ED
	Recommend issues, policies, standards, and operational plans to DAC for review and comment	Board
November		
	Review annual budget draft	Board
	Review Monthly / Quarterly financials	Board
	Review & Ratify previous month(s)'s disbursements	Board
	Approve annual RSA fees to members	Board
	Review & Accept audited financial Statements (if not done in Oct)	Board
	ED - Create and share Executive Director's report	ED
	Review minutes of closed sessions, determine if need to continue to be closed or released for FOIA/Public	Board
December (No Meeting)		
	No Meeting	
January		
	Review and update Strategic Plan	Board

	Review progress on Annual Workplan	Board
	Review Monthly / Quarterly financials	Board
	Review & Ratify previous month(s)'s disbursements	Board
	ED - Create and share Executive Director's report	ED
	Recommend issues, policies, standards, and operational plans to DAC for review and comment	Board
	Review any member requests, comments, issues raised to Board via DAC	ED / DAC
	Review DAC committee meeting reports	Board
February		
	Appoint Nominating Committee to build Board Slate	Board
	Review Monthly / Quarterly financials	Board
	Review & Ratify previous month(s)'s disbursements	Board
	ED - Create and share Executive Director's report	ED
	Review succession planning	Board
	Recommend issues, policies, standards, and operational plans to DAC for review and comment	Board
	Review Board's relationship with member libraries	Board
March		
	Review any member requests, comments, issues raised to Board via DAC	ED / DAC
	Review Monthly / Quarterly financials	Board
	Review & Ratify previous month(s)'s disbursements	Board
	Review RSA savings distribution and projected uses	Board
	ED - Create and share Executive Director's report	ED
	Personnel - Review benefits package	Board
	Personnel - Review staffing levels	Board
	Personnel - Review staffing, contractual, and RAILS services	Board
	Review DAC committee meeting reports	Board
April		
	Review and update Bylaws	Board
	Review and approve final annual budget	Board
	File SEI forms by May 1st (assuming Board and ED need to file)	Board
	Review and finalize Board election slate	Board
	Review Monthly / Quarterly financials	Board
	Review & Ratify previous month(s)'s disbursements	Board
	ED - Revise and finalize Annual Budget	ED
	ED - Create and share Executive Director's report	ED
	Recommend issues, policies, standards, and operational plans to DAC for review and comment	Board
May (No Meeting)		
	Review Board election results	Board
	Create RFP for automation system (FY25 Start)	ED
June		
	Approve annual meeting date, time, location list	Board
	Review any member requests, comments, issues raised to Board via DAC	ED / DAC
	Review, recommend, approve automation system RFP (start task in FY25)	Board
	Recognize departing Board Members	Board
	Elect Board Officers for the next fiscal year (P / S even FY, VP / T odd FY)	Board
	Review & Appoint Check signers	Board
	Review Monthly / Quarterly financials	Board
	Review & Ratify previous month(s)'s disbursements	Board
	ED - Create and share Board Annual Workplan	ED
	ED - Create and share Executive Director's report	ED
	Review DAC committee meeting reports	Board
	Recommend issues, policies, standards, and operational plans to DAC for review and comment	Board
	Review minutes of closed sessions, determine if need to continue to be closed or released for FOIA/Public	Board
As Required		
	Board Education Sessions (add topics)	Board
	Review any member requests, comments, issues raised to Board via DAC	ED / DAC
	Review and suggest system enhancements	Board
	ED - Advise Board on personnel issues	Board / ED
	Review DAC committee meeting reports	Board



Resource Sharing Alliance NFP
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

4 June 2024

To: RSA Board of Directors, July 2024 meeting

Subject: Proposal for Office Utilization

After extensive discussions dating back to the summer of 2020, the RSA NFP Board of Directors has carefully examined how to optimize our office space.

RSA is required to have an office space of some kind, with lockable storage for our check scanner and to serve as our corporate HQ address. Currently, RSA pays RAILS approximately \$47,000 annually for office-related expenses, including rent, utilities, insurance, repairs, maintenance, custodial services, office furniture, and office equipment.

This document summarizes the history office utilization and provides a recommendation for implementation in FY25 by the new RSA Board of Directors.

History of Office Utilization during COVID and Post COVID

1. Pre-Covid:
 - RSA staff worked in office 5 days a week at the old East Peoria RAILS facility.
 - Non-supervisory staff shared offices in pairs.
2. Covid Period (March 2020 to June 2023):
 - RSA staff worked almost exclusively from home due to RAILS policy.
 - In Spring 2023, RAILS modified policy to allow hybrid work schedules.
 - Kendal worked voluntarily in the office 4 days a week.
3. Current Situation:
 - RSA staff remote work agreements were updated so that as of June 2023, Operations staff work in the office on Tuesdays and Cataloging staff work in the office on Thursdays.
 - Antony and Kendal voluntarily work in office 4 to 5 days a week.
 - All staff can work in the office whenever they choose to, but generally don't.

The addition of one day a week in the office has been beneficial to both teams. Additional time together would further help with training, cross-staff troubleshooting, project work, and increase team cohesion.

Limitation of RAILS East Peoria Office Space

1. RAILS was forced to move offices in the summer of 2021.

2. The new office space is in a building better suited for Delivery operations.
3. The old office was too large for RSA staff, while the new office is less accommodating.
4. RSA has four supervisory staff members, each with their own office.
5. Eight other full-time equivalent (FTE) positions share a single workspace.
 - The shared workspace contains 8 desks, 4 on each side of the room, with 5 ft tall panels separating each desk from the others on the same side of the room.
 - Teams are assigned desks on the same wall so that they don't distract each other visually when working.
 - Each desk contains two 27-inch monitors, a laptop docking station, headphones for phone calls, a fan for air movement, and convertible standing desks for those that wish them.
6. Noise is the primary limitation in the staff workroom.

East Peoria Collaboration Spaces

1. In addition to the office space, the building has a small conference room with 6 tables seating 12 total, and two Collaboration rooms.
2. Collaboration rooms offer a quiet space for staff for smaller meetings, online training or Zoom calls, for private work or personal phone calls, or just to serve as a quiet space.
 - The large Collab room has 3 dual-monitor stations and can seat 5.
 - The small Collab room has 2 dual-monitor stations and can seat 4.

Recommended Office Space Utilization for FY25

This utilization plan limits usage of the shared workspace to 4 or fewer staff of the same department at a time on most work days. Cataloging staff, who prefer a much quieter environment, don't have to share with Operations staff who are frequently on the phone. On the other hand, Operations staff often learn things just hearing half of a conversation on the phone. One or more Wednesdays a month would be set aside for RSA-wide training, meetings, collaboration, or project work. Revised remote work agreements will allow full office utilization and set an expectation for monthly All Staff days.

1. Supervisory staff (Kendal, Antony, Erica, James):
 - Staff work 4 days a week in the office.
2. Operations Team:
 - Staff work in the office Monday through Wednesday.
3. Cataloging Team:
 - Staff work in the office Thursday and Friday.
4. Additional All Staff Days:
 - All staff would work 1 or more scheduled Wednesdays a month in the office.

- These days would primarily be for staff meetings, training, project work, collaboration, staff lunches, and other in-person activities.
- Scheduling for All Staff Wednesdays would be done, when possible, well in advance to allow staff to arrange schedules, plan library visits or training sessions around these designated days.

Next Steps

The outgoing RSA NFP Board of Directors forwards this proposal to the new RSA Board of Directors for consideration at the July 2024 meeting. The proposal was approved by the RSA NFP Board on 4 June 2024.

Proposed start date for implementation is September starting the 3rd. September 2nd is a RAILS holiday. September 18th would be the first All Staff Wednesday.

Board approval would be followed by reworking all RSA remote work agreements in conjunction with RAILS HR and leadership. RAILS leadership and HR have already been informed this change request may be coming from the RSA Board of Directors.