
FY2021 RAILS LLSAP Support Grant Process and Application

Local Library System Automation Programs (LLSAPs) receive support from RAILS via an annual grant award process. This document provides information on applying for RAILS support through in-kind services or direct financial support.

LLSAP Definition and Eligibility

LLSAP is a term used statewide and rooted in historical relationships between the regional library systems and consortia. 23 Ill. Adm. Code 3030 states: “Local Library System Automation Program means an integrated library system open to membership by full library system members of all types developed by or receiving financial or in kind support from a library system.” To foster resource sharing and make a library management system affordable for any interested member library, RAILS’ goal is to support shared catalog consortia in its service area. To enrich existing relationships while promoting collaborative ventures with new partners, the RAILS Board has approved this definition of LLSAPs:

Local Library System Automation Programs are shared library management systems that are supported by RAILS and that are open to membership by all types and sizes of RAILS member libraries. All LLSAPs affiliated with RAILS:

- 1. Support members whose primary service point is within the RAILS service area (Although non-RAILS members may belong to an LLSAP, they will not be included in allocation of RAILS support.)*
- 2. Operate in a reciprocal contractual partnership with RAILS*
- 3. Are supported by RAILS through in-kind and/or financial support*
- 4. Maintain policies that broaden resource sharing throughout RAILS’ service area*
- 5. Foster cooperation to support RAILS’ mission and to make library management systems affordable for every interested member library in RAILS, regardless of type or size*
- 6. Work together to ensure the ability of all LLSAPs to meet the needs of their members, to increase the use of shared online catalogs by RAILS members, and to develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed*

Consortia in the RAILS service area are welcome to apply for this grant according to the criteria, timeline, and procedures outlined below. Eligibility requirements are rooted in the LLSAP definition, and include:

1. Newly formed consortia will not be eligible unless RAILS agrees a new consortium is in the best interests of the communities served.
2. The consortium must demonstrate commitment to resource sharing within and beyond the consortium in a multitype library environment.
3. The consortium must be open to growing its membership.

How to Apply

Guidelines and deadlines for each application component are detailed below.

1. Complete the attached application form.
2. Assemble required documentation.
3. Submit application package via email to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.info). Single PDF file is preferred (plus Excel spreadsheet for data, if relevant).

Timeline

Final timing of some steps may be subject to change based on approval of RAILS' application for its funding via the Illinois State Library Area and Per Capita (APC) grant and progress on the state budget. Funding is contingent on the availability of state funding.

August 1, 2019	Application package due to RAILS
August–September 2019	RAILS reviews grant applications and determines awards
October 2019	RAILS responds with award letter and grant agreement
January 2020	Signed grant agreements due to RAILS
July 1, 2020	FY2021 grant payments and in-kind services begin
January 31, 2021 July 31, 2021	Semiannual reports due to RAILS
August 2021 (tentative)	LLSAP section of RAILS annual report to Illinois State Library due to RAILS

Questions?

Direct questions, application materials, and other communications to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.info).

RAILS LLSAP Support Grant Application Form

Intent of Application

Use checkboxes to indicate what type of support your consortium wishes to receive from RAILS. All LLSAPs receive core services.

Core services only

Financial support only

Financial support plus selected optional in-kind services as listed below

Consortium Information

Consortium name _____

Consortium website URL _____

Primary contact

RAILS' primary contact for the application, award, and reporting process; generally the Executive Director or equivalent.

Name _____

Email address _____

Phone _____

Address _____

Other contact (optional)

An additional individual, if applicable, such as the Board President, who is in a position of leadership in the consortium and would also serve as a representative throughout the process.

Name _____

Email address _____

Phone _____

Address _____

Staff contacts

Please attach a list of staff names, titles, departments, and contact information as applicable, or provide a link to where this information is available on your website.

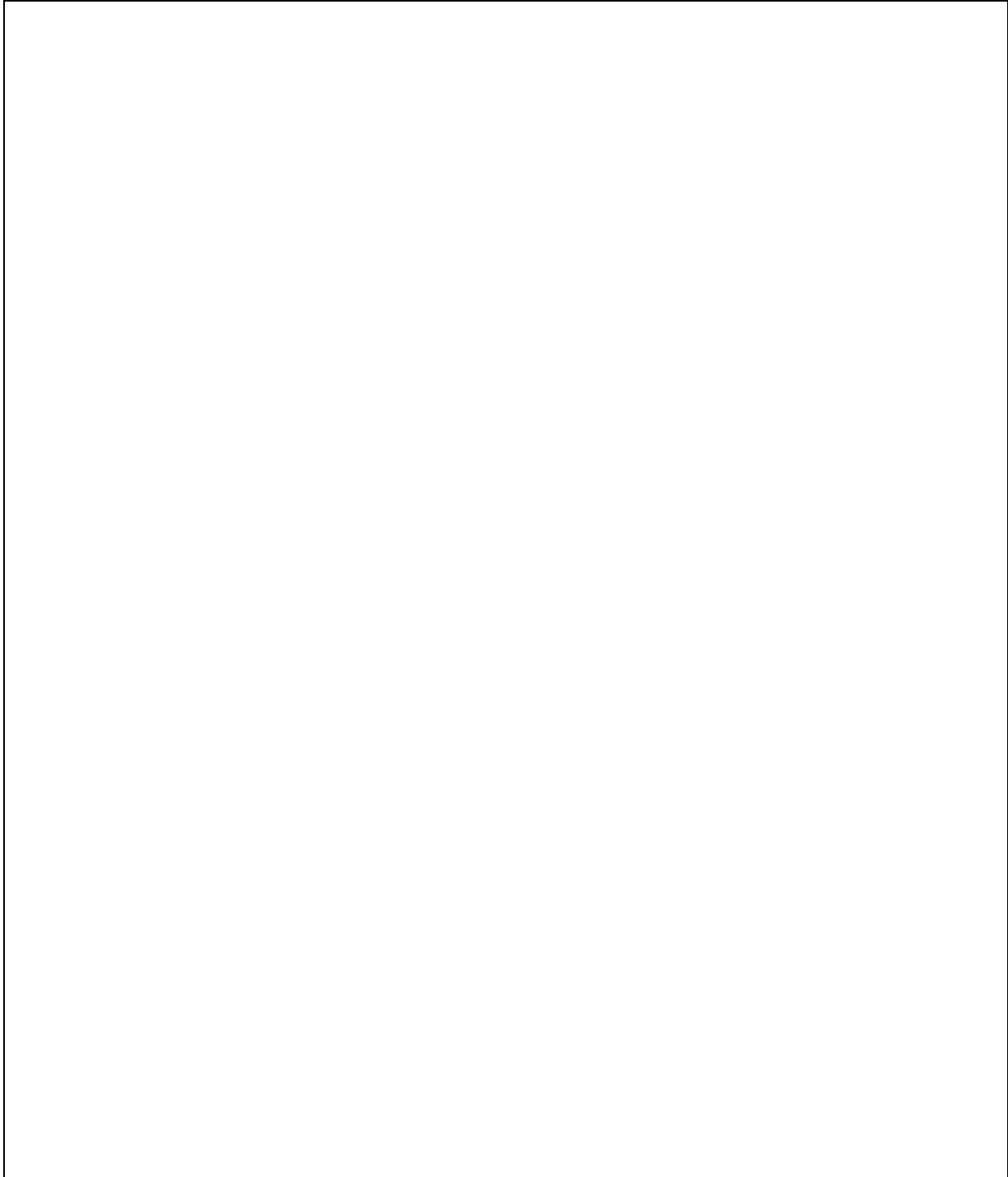
Changes since August 1, 2018

Please use this space to report any changes to the following since August 1, 2018:

- Organization type (legal designation such as intergovernmental instrumentality, not-for-profit, etc.).
- Technology assessment (current state of the technology used to provide the consortium's services to its members, including description, age, & condition of hardware and network environment, any upgrade or migration plans, etc.).
- Resource sharing activities, including policies, documented practices, board decisions, etc.
- Commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.
- Investigation of merger or consolidation with another consortium.

Services Provided

Please list services provided by your consortium, including membership levels and associated service levels (if applicable).



Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, such as those listed below, IF THEY HAVE CHANGED SINCE AUGUST 1, 2018. Include all relevant documents, if your consortium has them, as attachments to your application packet. Use the space below as needed for any comments or explanations.

- Budget from most recent fiscal year
- Bylaws and/or other governance documents
- Policies
- Strategic plan

Board/governance/user group meeting schedule

Use the space below for, or include an attachment of, a list of all scheduled meetings or typical timing and frequency of meetings. This will assist in planning our availability to attend meetings to answer questions as desired, and sequence any necessary board approvals.

Support Grant Allocation Metrics

If applying for core services only, you may proceed to page 12.

Each fiscal year, RAILS budgets a set amount for support grants to LLSAPs, defined as financial support and/or in-kind services, and allocates that grant funding according to a formula. If the LLSAP is staffed by RAILS employees, including the use of RAILS vehicles, the cost of providing that service will be deducted from its allocation. LLSAPs that do not receive this service, or the budgeted expenses do not exceed the amount of their award, receive quarterly payments from RAILS. RAILS does not place restrictions on how LLSAPs use financial support received from RAILS, provided that the LLSAP can demonstrate the benefit to the consortium or its member libraries.

Review the formula and instructions, and complete the form below so RAILS can determine your consortium's grant funding allocation.

LLSAP Support Grant Formula

<i>Metrics</i>	<i>Allocation method and/or weighting</i>
Key Value: Support is distributed equitably, with an emphasis on feasible participation for libraries of all types, sizes, and funding levels	
Number of member libraries (agencies)	Flat amount. Three year average.
Number of public circulating libraries with LLSAP annual fee as 3% or greater of library's total annual operating budget	30% of total allocation, distributed according to total per LLSAP. If OCLC fees are not included in LLSAP membership, include them in the calculation for this item. Three year average.
Number of nonpublic circulating libraries with collection budgets under \$10,000	30% of total allocation, distributed according to total per LLSAP. Three year average.
Key Value: Resource sharing activities	
Total annual interlibrary loan and reciprocal borrowing transactions	30% of total allocation, distributed per LLSAP. Three year average.
Key Value: Bibliographic quality	
Cataloging standards are documented and reviewed at least annually	2.5% of total allocation, divided by number of LLSAPs qualifying for the allocation. Per LLSAP: Y=funds allocated, N=funds not allocated.
Centralized cataloging services offered (staff FTE)	2.5% of total allocation, divided by total FTE across LLSAPs. Distribute according to cataloging staff FTE per LLSAP.
Key Value: User-centered services are prioritized	
Steps have been taken to analyze and/or improve the user experience of the web catalog, including usability studies, member workgroup devoted to UX, etc.	2.5% of total allocation, divided by number of LLSAPs qualifying for the allocation. Per LLSAP: Y=funds allocated, N=funds not allocated.
Steps have been taken toward reducing or simplifying, in general: <ul style="list-style-type: none"> • Circulation policies • Holds policies • Item types 	2.5% of total allocation, divided by number of LLSAPs qualifying for the allocation. Per LLSAP: Y=funds allocated, N=funds not allocated.

Consortium Data

RAILS' fiscal year is defined as July 1–June 30. Provide data for this period when possible, or use your consortium's fiscal year period. We will use data provided previously to calculate three-year averages for the formula where specified.

Member Data

In addition to completing the information below, please use the provided spreadsheet template to supply the following information for each member library agency:

- Library name
- Library type (public, school, academic, special)
- Membership level, if relevant
- Annual membership fees per member library agency
- For nonpublic libraries only: annual collection budget

New Members

We will include libraries joining your consortium during FY2020 in our support calculations. If this is the case, please supply:

- Document(s) demonstrating that their membership in your consortium is confirmed, and that they will go live during FY2020 (such as a signed intergovernmental agreement, vendor work order, etc.)
- Interlibrary loan and reciprocal borrowing transactions for FY2017, FY2018, and FY2019
- Collection budgets for academic, school, and special libraries for FY2017, FY2018, and FY2019
- FY2020 consortium membership fees

Definitions

Interlibrary Loan

Checkouts resulting from the process by which a library requests material from, or supplies material to, another library, whether inside or outside the consortium. With interlibrary loan, materials move between libraries.

Reciprocal Borrowing

Checkouts resulting from the right of a person who holds a valid, in-good-standing library registration card from a full member public library to borrow materials on site from other library system full member public libraries, whether inside or outside the consortium. With reciprocal borrowing, patrons move between libraries

Union List

A library that contributes its holdings to the database for resource sharing activities only. Patrons of the library are not included as part of the shared patron database, and the ILS is not used for circulation activities.

OCLC

Do your annual membership fees include OCLC membership? YES NO

FY2020 Membership Totals

Do not include Union List members

Public	
School	
Academic	
Special	
Total	

FY2019 Resource Sharing Activities

Interlibrary Loan Transactions	
Reciprocal Borrowing Transactions	
Total Resource Sharing	

Bibliographic Quality

Cataloging standards are documented and reviewed at least annually. YES NO
Please detail:

Centralized cataloging services are offered by consortium staff. Staff FTE dedicated to cataloging:

User-centered services are prioritized

Steps have been taken to analyze and/or improve the user experience of the web catalog, including usability studies, member workgroup devoted to UX, etc. YES NO
Please detail:

Steps have been taken toward reducing or simplifying, in general: circulation policies, holds policies, item types, etc. YES NO

Please detail:

Services from RAILS

Core Services

All LLSAPs receive the following services from RAILS.

Meeting Rooms

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability and the general guidelines posted at <https://www.railslibraries.info/about/room-guidelines>. Access for advance scheduling will be provided via L2.

Communication and Collaboration

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Conference calling account

Grants for New Members

1. When funds are available, and subject to the application and award decision process, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

Optional Services

Please use the checkboxes to indicate any optional RAILS services your consortium would like to receive. Use of services is not required.

Delivery Services to LLSAP Facility

1. RAILS can provide delivery service five days per week to LLSAP headquarters if not located in a RAILS member library, within an approximately two-hour window to be determined by RAILS. LLSAP must provide access for delivery staff, including a key and alarm code access, etc., if delivery times are outside of LLSAP's normal business hours.

Financial Services

1. RAILS can provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts. The accounting services include, but are not limited to, the following:
 - a. Billing LLSAP member libraries for fees, purchases, credits, and services provided by LLSAP to its member libraries.
 - b. Financial reconciliations and the provision of financial information for insurance renewals or other business purposes.

- c. Audit support; providing the chosen auditor with requested documents and reports. Review of financial statements and any auditor proposed adjustments.
- d. Supply information and assistance as needed for preparation of LLSAP draft and final budgets.
- e. Provide banking assistance to include lock box establishment and administration.

Legacy Services

The services below are not available as new services. Some consortia will continue to receive these services in accordance with pre-existing agreements with RAILS and guided by their Financial Sustainability Plan. If your consortium currently receives any of these services, please select the services you wish to continue receiving from RAILS in FY2021. Use the space below to describe any plans you may have to transition these activities away from RAILS operations and provide them independently. Unless noted otherwise, selected services will continue in FY2021 as currently provided.

Datacenter Services

Help Desk Ticket System Services

ILS Phone Notification Dialer Co-location

Use of RAILS facilities for consortium staff

Consortium staffed by RAILS employees, including the use of RAILS vehicles

Website (Includes limited ongoing development, hosting, and updates of the LLSAP member library support website, with 15 hours basic support plus 20 hours additional support for special projects. FY2021 is the final year this service will be offered, and RAILS will work with you on the transition during the year.)

Agreement to LLSAP requirements

Use the checkbox to indicate your agreement to the LLSAP requirements. These requirements will be included in the RAILS LLSAP support grant agreement.

1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
 - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as semiannual grant reports and information for the Illinois State Library annual system report (included as an appendix to this document for reference).
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Be open to new members, and work to keep membership affordable.
9. Support members whose primary service point is within the RAILS service area (Although non-RAILS members may belong to an LLSAP, they will not be included in allocation of RAILS support).
10. Govern itself in accordance with its bylaws.
11. Develop service policies and provide operational guidance.
12. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
13. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
14. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
15. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.

Authorized Signatures

Primary contact

Name Carolyn K Coulter
Title Director
Signature *Carolyn Coulter*
Date 7/16/2019

Other contact (if applicable)

Name Jeff Munson
Title Administrative Council Chair
Signature *Jeffrey Munson*
Date 7-18-19