

RAILS LLSAP Support Grant Agreement

Grantor: Reaching Across Illinois Library System ("RAILS"), a body politic.

Street Address: 125 Tower Drive City/State/Zip: Burr Ridge, IL 60527

Email Address: dee.brennan@railslibraries.info Attention to: Deirdre Brennan, Executive Director

Grantee: PrairieCat

Street Address: 220 W. 23rd Ave City/State/Zip: Coal Valley, IL 61240

Email Address: carolyn.coulter@railslibraries.info Attention to: Ms. Carolyn Coulter

Grant Amount: Total	\$559,218
Budgeted cost of in-kind services	\$0
Allocation Financial support	\$559,218

Effective Date: July 1, 2021 Termination Date: June 30, 2022

THIS AGREEMENT is made and entered into the above-referenced date, by and between, Grantee and RAILS.

Whereas, Local Library System Automation Programs (LLSAPs) 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, and

Whereas, it is the desire of RAILS to strengthen resource sharing in the state of Illinois and support the activities of LLSAPs; and

Whereas, RAILS staff have reviewed the Application, by this reference made part of this Agreement, as Appendix F, and verified that Grantee meets the criteria for a RAILS LLSAP as set forth in Appendix B (Services Provided by Grantee); and

Whereas, RAILS does hereby agree to provide the Grant Amount as financial and/or in-kind support as set forth in Appendices A and C and Grantee hereby accepts the support upon the terms and conditions hereinafter provided,

NOW, THEREFORE, in consideration of the mutual undertakings and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

Article 1: Term and Termination. Subject to the provisions for termination as hereinafter provided, this Agreement shall become effective on the Effective Date and shall be terminated on the Termination Date, unless terminated by mutual written consent of both Parties or by either Party upon one hundred twenty (120) days' written notice to the other Party. RAILS shall be responsible for in-kind services through the termination date and all payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 2: Services and Costs. Contingent upon state funding, RAILS and Grantee, respectively, shall provide the services set forth in Appendices A and B. The Cost and Financial Responsibility as allocated between the Parties are set forth in Appendices D and E. The Appendices are exhibits to this Agreement and are incorporated herein.

Article 3: Funding. If, in any fiscal year, funding to RAILS from the Illinois Secretary of State by the Illinois State Library ceases or fails to make available sufficient funds for this Agreement, RAILS may, but shall not be obligated to, terminate this Agreement upon written notice to Grantee, effective as of the date of the termination or discontinuance of such funding. All payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 4: Reporting Requirements. The Grantee agrees to supply RAILS with annual program progress reports until termination of this agreement. Annual reports are due on July 31, 2022. Grantee also agrees to supply RAILS with any reports and information necessary to satisfy RAILS' own reporting requirements to the Illinois State Library. The Grantee agrees to exercise good faith in the performance of this Agreement and to provide such additional information as RAILS determines is necessary and appropriate.

Article 5: Records and Documentation. The Grantee shall maintain, for a minimum of three years from the later date of either: (a) final payment under the Agreement or (b) the completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, receipts, and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records, and supporting documents related to the Agreement shall be available for review and audit by RAILS; and the Grantee agrees to cooperate fully with any audit conducted by RAILS or agents acting on behalf of RAILS and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of RAILS for the recovery of any funds paid by RAILS under the Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

Article 6: Freedom of Information Act. The Grantee and RAILS recognize and agree that this Agreement, required reports, and other information provided to RAILS are public records as defined in the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

Article 7: Liability.

A. Indemnity. The Grantee agrees that RAILS shall not be liable in relation to and does hereby hold harmless and indemnify RAILS, all RAILS officials, officers, employees, agents, representatives, consultants, and attorneys, from any and all claims that may be asserted at any time against any of them in connection with (i) RAILS' review and approval of the Project; (ii) the payment of the Grant Amount; or (iii) RAILS' assent to the terms and provisions of this Agreement and the Grantee's Project.

B. Defense Expense. The Grantee shall, and does hereby agree to, pay all expenses, including without limitation legal fees and administrative expenses, incurred by RAILS in defending itself with regard to any and all of the claims referenced in Article 7.A of this Agreement.

C. Limited Liability. RAILS does not assume any liability for acts or omissions of the Grantee and such liability rests solely with the Grantee. Without limiting the generality of the foregoing:

- (1) RAILS' review of the Application and assent to the terms and provisions of this Agreement do not, and shall not, in any way, be deemed to insure the Grantee, or any of its heirs, successors, assigns, tenants, and licensees, or any other Person, against damage or injury of any kind at any time.

- (2) Any specification, description, or objective in this agreement concerning the operation of the Integrated Library System (“ILS”) is a statement of the understanding of the parties as to the design and service objectives of the ILS, and does not create an express or implied warranty that the ILS does or will always continue to operate as described.
- (3) Notwithstanding any other provision of this agreement, neither RAILS nor its officers, board members, employees or agents shall be liable to or through the LLSAP members for any damages, including but not limited to direct, indirect, incidental or consequential damages sustained or incurred in connection with the performance or nonperformance of services under this agreement, and any amendments thereto, or the provision, use or operation of the ILS or services provided pursuant to this agreement and any amendments thereto, regardless of the form of action and whether or not such damages are foreseeable.
- (4) Neither party to this agreement, including their officers, board members, employees and agents, shall be liable in any way for delays, failure in performance, loss or damage due to force majeure conditions or causes beyond such party’s reasonable control.
- (5) Any action in law or in equity arising from or in connection with any matter under this agreement must be brought within two years after the cause of action has accrued, except claims for damages which may be covered under the Illinois Tort Immunity Act.
- (6) Except as set forth expressly in this agreement, no warranties, express or implied, including warranties of merchantability or fitness for a particular purpose are made by RAILS.
- (7) The terms and conditions in this Article 7 shall survive the termination of this agreement.

Article 8: Applicable Law. This Agreement shall be governed in all respects by the laws of the State of Illinois. In compliance with the United States and Illinois Constitutions, the Illinois Human Rights Act, the United States Civil Rights Act, and Section 504 of the Federal Rehabilitation Act and other applicable laws and rules, RAILS does not unlawfully discriminate in the awarding of grants or any other activity.

Article 9: Notices. All notices required under the terms of this Agreement shall be in writing, and delivered electronically, in person, or by certified or registered mail with return receipt to the above-referenced addresses of the parties hereto. A party may change its address by notice in the manner prescribed in this Article.

Article 10: Breach. Any breach of this Agreement by the Grantee will allow RAILS to terminate this Agreement without penalty, and to seek enforcement of this Agreement by suit, action, mandamus, or any other proceeding in law or in equity, including without limitation specific performance to compel the performance of this Agreement. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

Article 11. No Third Party Beneficiaries. No claim as a third party beneficiary under this Agreement by any person or entity shall be made, or be valid, against the RAILS or the Grantee.

Article 12: Certification. The Grantee does hereby ratify and adopt all assurances, statements, descriptions, representations, warranties, covenants, and agreements submitted to RAILS and referred to in this Agreement. The Grantee certifies that all information in the Agreement is true and correct to the best of the Grantee’s

knowledge, information, and belief; that the grant funds shall be used only for the services to its members as described in this Agreement; and that the award of grant funds is conditioned upon said certification.

Article 13: Insurance

Grantee will provide all insurance for its employees (if any) and will procure insurance that covers all equipment it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment. RAILS will provide all insurance for its employees and will procure insurance for all equipment and vehicles that it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment or vehicles. Each entity will provide workers compensation for its own employees. Grantee is not covered by any RAILS cyber security insurance policy, and may decide to procure its own if it wishes.

Article 14: Amendments; Waivers

This Agreement and the rights created by this Agreement may not be amended, modified, or waived in any respect except by written agreement expressly referring to this Agreement and duly and validly authorized, executed, and delivered by the Parties.

Article 15: Relationship of the Parties

RAILS shall act as an independent contractor with respect to the provision of the services pursuant to this Agreement. Nothing in this Agreement is intended, or shall be construed or applied, to create the relationship of principal and agent, employer and employee, partners, or joint ventures between RAILS and Grantee. No employer/employee relationship shall be created by this Agreement between Grantee and any RAILS employee providing services under the terms of this Agreement.

Article 16: Severability

The provisions of this Agreement are severable if any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law or contrary to any rule or regulation having the force and effect of law; such decision shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, either Party may terminate this Agreement forthwith, upon the delivery of written notice of termination of the other Party.

Article 17: Entire Agreement

It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements in negotiations between the Parties relating to the subject matter hereof.

Article 18: Successors

This Agreement shall be binding upon successors of the Parties.

Article 19: Authority

Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith.

Article 20: Execution in Counterparts

This Agreement may be executed in counterparts. Facsimile signatures shall be sufficient.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Execution Date.

GRANTEE

Signature: Carolyn Coulter

Printed Name: Carolyn K Coulter

Title: President or Director

Date: 4/5/2021

ATTEST

Laura Long

Laura Long

Secretary

Date: _____

RAILS

Signature: _____

Printed Name: Deirdre Brennan

Title: Executive Director

Appendix A – SERVICES PROVIDED BY RAILS

Core Services

All LLSAPs receive the following services from RAILS. No expenses will be deducted from cash support.

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 – Level 1

Cost-recovery expenses will not be deducted from Grantee's total support allocation.

Datacenter Services

1. RAILS shall provide to LLSAP:
 - a. Designated rack space in the datacenter for any equipment critical to operate ILS services to LLSAP members. LLSAP shall provide and maintain an updated equipment list to RAILS IT;
 - b. Electricity to the rack, backed up by an uninterruptible power supply (UPS) and building generator;
 - c. Network connection and sufficient bandwidth to operate ILS services to LLSAP members;
 - d. HVAC in the data center, with room temperature and humidity optimized for computing equipment; and
 - e. 24-hour physical access to the datacenter and server rack for authorized LLSAP staff for the purposes of LLSAP service operations. No outside vendor is allowed in the datacenter unescorted. Escorts are defined as a RAILS IT staff member or representative approved by the RAILS IT department (such as authorized LLSAP staff). In the event that an authorized LLSAP staff member is not able to escort an outside vendor, RAILS datacenter security and access procedures apply, including:
 - i. Access to the datacenter during normal business hours (8:30 am–5:00 pm, Mon-Fri) will be granted with at least 2 hours prior notice. Access requests need to be acknowledged by RAILS IT and the 2-hour notice period starts after acknowledgment.
 - ii. Appointments for access to the datacenter during nonbusiness hours must be made and acknowledged by RAILS IT staff at least 4 hours prior to access being needed. Emergency situations, as deemed by RAILS IT, will be handled on a case by case basis.
2. LLSAP shall be solely responsible for:

- a. All system administration of LLSAP equipment; RAILS will not provide any system administration support of the LLSAP equipment except for ensuring the proper operation of electricity, network connection, and HVAC for optimization of the LLSAP equipment;
- b. All aspects of installation and removal of LLSAP equipment, and costs of repair and restoration of the datacenter for any damage arising from the installation, maintenance, repair and removal of the LLSAP equipment;
- c. All costs and expenses related to the provision of LLSAP services or any other services beyond the RAILS services specified in this agreement.

Financial Services

1. RAILS shall 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.

Help Desk Ticket System Services

1. RAILS shall provide ticket system hosting, installation, build, and configuration; including updates (done at least every whole revision of the software), and Library Learning (L2) integration for member access and import of library building profiles.
2. RAILS shall provide additional ongoing ticket system support services, including development and maintenance of limited custom features, not to exceed 15 hours per year.

Use of RAILS facilities for consortium staff: IT Support

RAILS shall:

1. Provide support to Grantee staff for technical issues during RAILS business hours.
2. Manage, or contract to provide, the data facility used by Grantee, including providing uninterrupted power services, fire suppression system, cleaning, and security.
3. Maintain Internet connectivity and the Local Area Network ("LAN"), including network security.
4. Provide and maintain email services for Grantee help desk support and LLSAP staff, including protection against spam.
5. Provide website services as needed by Grantee.
6. Provide hardware and software for all staff who perform services for the ILS, including the operating system and all required office applications.
7. Provide printer and copier equipment and support.
8. Provide remote telecommuting access for staff to the RAILS network.
9. Provide help desk ticketing software for Grantee operations as needed by Grantee.
10. Provide remote network monitoring of Grantee equipment and website as needed by Grantee.

Use of RAILS facilities for consortium staff: Facility

RAILS shall:

1. House the equipment and staff at its own expense.

2. When needed to provide member support or technical support, allow Grantee staff access to RAILS facilities outside of normal business hours and on holidays.
3. Procure and pay for office supplies and postage.
4. Pay utility costs such as electricity, gas, and water.
5. Contract, pay for and manage facility telecommunications, including but not limited to data lines, facility phones, phone system support contracts, and phone equipment.
6. Assume all costs associated with Grantee's relocation to a different facility selected by RAILS, including but not limited to moving, acquiring furniture, network infrastructure, space planning, and moving consultation. RAILS will provide at least 120 days written notice to Grantee prior to any relocation.

ILS Phone Notification Dialer Co-location

Appendix B – SERVICES PROVIDED BY GRANTEE

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 annual grant reports and information for the Illinois State Library annual system report.
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. Adhere to all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. 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).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.

Appendix C: FY2022 RAILS LLSAP Support Grant - Financial Support Allocations

Money Allocation Per Metric		% of Total
Collection Expenditures Per Capita	\$750,000	33%
Annual Fee as Percentage of Library Operating Budget	\$700,000	31%
Interlibrary Loan and Reciprocal Borrowing Transactions	\$400,000	18%
Multi-type (nonpublic) Membership	\$400,000	18%
Total	\$2,250,000	100%

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$28,539	\$52,214	\$107,213	\$0	\$187,966	8.4%
Pinnacle	\$10,364	\$17,051	\$26,471	\$0	\$53,887	2.4%
PrairieCat	\$214,392	\$224,709	\$60,117	\$60,000	\$559,218	24.9%
RRLC	\$23,819	\$4,510	\$789	\$40,000	\$69,118	3.1%
RSA	\$307,819	\$222,179	\$57,122	\$270,000	\$857,120	38.1%
SWAN	\$165,067	\$179,336	\$148,288	\$30,000	\$522,691	23.2%
Total	\$750,000	\$700,000	\$400,000	\$400,000	\$2,250,000	100.0%

Collection Expenditures Per Capita						
Quartile	1	2	3	4	Money Allocation	Total
Dollars per library	\$3,158	\$2,394	\$1,596	\$789		
					1	2
					3	4
					Percent of Total	100%
					Dollar Amount	\$750,000
					\$300,000	\$225,000
					\$150,000	\$75,000

CE/Pop	1	2	3	4	Total
CCS	0	2	4	22	28
Pinnacle	0	2	3	1	6
PrairieCat	27	35	21	15	98
RRLC	3	4	2	2	11
RSA	48	33	40	17	138
SWAN	17	18	24	38	97
Total	95	94	94	95	378

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,787	\$6,383	\$17,368	\$28,539
Pinnacle	\$0	\$4,787	\$4,787	\$789	\$10,364
PrairieCat	\$85,263	\$83,777	\$33,511	\$11,842	\$214,392
RRLC	\$9,474	\$9,574	\$3,191	\$1,579	\$23,819
RSA	\$151,579	\$78,989	\$63,830	\$13,421	\$307,819
SWAN	\$53,684	\$43,085	\$38,298	\$30,000	\$165,067
Total	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

LLSAP Annual Fee as Percentage of Library Operating Budget						
Quartile	1	2	3	4	Money Allocation	Total
Dollars per library	\$3,590	\$2,692	\$1,818	\$897		
					1	2
					3	4
					Percent of Total	100%
					Dollar Amount	\$700,000
					\$280,000	\$210,000
					\$140,000	\$70,000

AF/OE	1	2	3	4	Total
CCS	1	10	7	10	28
Pinnacle	3	2	0	1	6
PrairieCat	33	24	15	16	88
RRLC	0	0	1	3	4
RSA	26	27	22	18	93
SWAN	15	15	32	30	92
Total	78	78	77	78	311

AF/OE	1	2	3	4	Total
CCS	\$3,590	\$26,923	\$12,727	\$8,974	\$52,214
Pinnacle	\$10,769	\$5,385	\$0	\$897	\$17,051
PrairieCat	\$118,462	\$64,615	\$27,273	\$14,359	\$224,709
RRLC	\$0	\$0	\$1,818	\$2,692	\$4,510
RSA	\$93,333	\$72,692	\$40,000	\$16,154	\$222,179
SWAN	\$53,846	\$40,385	\$58,182	\$26,923	\$179,336
Total	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

Total Interlibrary Loan and Reciprocal Borrowing Transactions

ILL/RB	3-year Total	% of Total	Money Allocation
CCS	7,864,302	26.8%	\$107,213
Pinnacle	1,941,736	6.6%	\$26,471
PrairieCat	4,409,686	15.0%	\$60,117
RRLC	57,855	0.2%	\$789
RSA	4,189,999	14.3%	\$57,122
SWAN	10,877,200	37.1%	\$148,288
Total	29,340,778	100.0%	\$400,000

ILL/RB	Total
CCS	\$107,213
Pinnacle	\$26,471
PrairieCat	\$60,117
RRLC	\$789
RSA	\$57,122
SWAN	\$148,288
Total	\$400,000

Multi-type (Nonpublic) Membership Bonus

Multi-type	Academic	School	Special	Total	Money Allocation	Academic	School	Special	Total
CCS	0.0%	0.0%	0.0%	0.0%	\$0	\$0	\$0	\$0	\$0
Pinnacle	0.0%	0.0%	0.0%	0.0%	\$0	\$0	\$0	\$0	\$0
PrairieCat	3.0%	12.0%	0.0%	15.0%	\$12,000	\$48,000	\$0	\$60,000	\$60,000
RRLC	0.0%	10.0%	0.0%	10.0%	\$0	\$40,000	\$0	\$40,000	\$40,000
RSA	4.5%	61.5%	1.5%	67.5%	\$18,000	\$246,000	\$6,000	\$270,000	\$270,000
SWAN	3.0%	1.5%	3.0%	7.5%	\$12,000	\$6,000	\$12,000	\$30,000	\$30,000
Total	10.5%	85.0%	4.5%	100.0%	\$42,000	\$340,000	\$18,000	\$400,000	\$400,000

Appendix D – COST

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$559,118 to Grantee in FY2022. This represents the Grantee's total support allocation (Appendix C).

This amount may be adjusted by mutual written agreement between RAILS and Grantee at least ninety (90) days before the adjustment takes effect.

Payments will be made by RAILS in equal quarterly installments, on or immediately following July 1, October 1, January 1, and April 1.

Appendix E – FINANCIAL RESPONSIBILITY DETAIL

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
	Expenses			
5000	Salaries, Library Professional	X		
5010	Salaries, Professional	X		
5020	Salaries, Supportive	X		
5030	Social Security taxes	X		
5040	Unemployment insurance	X		
5050	Workers comp.	X		
5060	IMRF (retirement benefits)	X		
5070	Health, dental & life insurance	X		
5080	Other fringe benefits	X		
5090	Temporary help	X		
5100	Recruiting	X		
5110	Print materials	X		
5120	Nonprint materials	X		
5130	E-resources	X		
5140	Rent / Lease		X	
5150	Utilities		X	
5160	Property insurance	X	X	Grantee is responsible for procuring appropriate insurance to cover its owned assets; RAILS is responsible for procuring insurance for its owned assets.
5170	Facility repairs and maintenance		X	
5180	Janitorial services and supplies		X	
5190	Other buildings and grounds		X	
5200	Fuel	X		
5210	Vehicle repairs and maintenance	X		
5220	Vehicle insurance	X		
5230	Vehicle leasing and rent	X		
5240	Other vehicle expenses	X		
5250	In-state travel	X		Grantee is responsible for travel expenses for its own staff.
5260	Out-of-state travel	X		Grantee is responsible for travel expenses for its own staff.

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5270	Registration & other fees	X		Grantee is responsible for conference and workshop registration for its own staff.
5280	Continuing education & meetings/other	X		Grantee is responsible for paying for training not provided by RAILS staff, and related expenses, such as training provided by ILS vendor, hospitality expenses, etc.
5290	Public relations	X	X	Grantee is responsible for Grantee-specific public relations; RAILS is responsible for materials promoting LLSAP membership in general.
5300	Liability insurance/bond	X	X	Grantee is responsible for procuring appropriate insurance to cover its officers; RAILS is responsible for other liability insurance related to its operation.
5310	Computers, software, and supplies	X	X	Grantee is responsible for ILS-related technology; RAILS provides network, desktop, and staff support
5320	Office supplies		X	
5330	Postage		X	
5340	Binding	N/A	N/A	
5350	Library supplies	N/A	N/A	
5360	Delivery supplies		X	
5370	Other supplies		X	
5380	Telephone (includes data, fax, and cell phones)		X	
5390	Equipment rental		X	
5400	Equipment repair/maintenance (includes maintenance agreements)	X	X	Grantee is responsible for ILS-owned equipment repair/maintenance; RAILS is responsible for all other equipment repair/maintenance.
5410	Legal	X	X	Requesting entity is responsible for legal fees.
5420	Accounting/bank service charge	X	X	Used for audit charges. Grantee is responsible for charges related to its own annual audits; RAILS is responsible for charges related to its annual audits
5430	Consulting	X	X	Grantee is responsible for ILS-related consulting; RAILS is responsible for general IT consulting, as well as consulting for facility changes.
5435	Payroll service fees	X	X	Grantee is responsible for payroll services for Grantee employees. RAILS is responsible for payroll services for RAILS employees.

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5440	Contractual staff	X	X	Grantee is responsible for contractual staff hired for Grantee-specific projects; RAILS is responsible for contractual staff hired to provide RAILS service to Grantee.
5450	Information services costs	X		Grantee is responsible for all information services costs.
5460	Agreements with systems, members, others	X		
5470	Outside printing	X	X	Grantee is responsible for outside printing of Grantee-specific materials; RAILS is responsible for printing materials promoting LLSAP membership in general.
5480	Other contractual services	X	X	Grantee is responsible for contractual services for Grantee-specific projects; RAILS is responsible for contractual staff hired to provide RAILS service to LLSAP.
5500	Memberships	X		Grantee is responsible for its institutional memberships in ILS-related groups.
5510	Miscellaneous	X	X	Used for bank service charges. Grantee is responsible for charges related to its own bank accounts; RAILS is responsible for charges related to its accounts and for lock boxes for receipt of fees paid by Grantee members.

Appendix F – FY2022 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached]

FY2022 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 invited 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.

September 1, 2020	Application package due to RAILS
September—October 2020	RAILS reviews grant applications and determines awards
October 2020	RAILS responds with award letter and grant agreement
January 2021	Signed grant agreements due to RAILS
July 1, 2021	FY2022 grant payments and in-kind services begin
January 31, 2022 July 31, 2022	Semiannual reports due to RAILS
August 2022 (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

Select one checkbox to indicate what type of support your consortium wishes to receive from RAILS. All LLSAPs receive core services. Funding of all services is contingent on the availability of state funding.

Core services only (no financial support)

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, 2019

Please use this space to describe any changes to the following since August 1, 2019:

- 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.
- Membership composition, including new member libraries, departing member libraries, or other changes in membership status.

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, 2019. 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
- LLSAP Financial Sustainability Plan

Support Grant Allocation Metrics

If applying for core services only, you may proceed to “Agreement to LLSAP Requirements” on page 13.

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

Metric	Allocated	Quartile Allocations				Data Source
		Tier 1 Bottom 25%	Tier 2 25-50%	Tier 3 50-75%	Tier 4 Top 25%	
Collection Expenditures Collection expenditures per capita (total budget for books, periodicals, audiovisual, CDs, and electronic resources)	\$750,000	40%	30%	20%	10%	Public libraries: IPLAR Nonpublic libraries: collected and reported by LLSAP, as of mid-September in year of application Three year average.
Annual Fee % of Operating Budget LLSAP annual fee as a percentage of library’s total annual operating budget (public libraries only)	\$700,000	40%	30%	20%	10%	Operating budget: IPLAR Annual fee: reported by LLSAP in application, including OCLC
ILL/RB Transactions Total annual interlibrary loan and reciprocal borrowing transactions	\$400,000	Allocation is relative to the percent of the total transactions each LLSAP accounts for.				zILLANE reports (LLSAP section of RAILS Annual Report to the Illinois State Library). Three year average.
Multi-type Bonus Multitype membership bonus (nonpublic libraries only)	\$400,000	Allocation is relative to the percent of the total nonpublic member library agencies each LLSAP accounts for.				Reported by LLSAP in application. Three year average.

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 refer to the definitions below and use the provided spreadsheet template to supply the following information for each member library agency using the LLSAP's patron database and circulation functions (not union list members):

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

Definitions

Collection Budget

All operating expenditures for print, electronic, and other materials, including: books, current serial subscriptions, print and digital government documents, any other print acquisitions, ebooks, audio and video downloadables, e-serials including journals, databases, microform, CDs, DVDs, video games, maps, and materials in new and other formats.

Interlibrary Loan

Checkouts, including renewals, 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. Report on the borrowing side of the transaction.

Reciprocal Borrowing

Checkouts, including renewals, 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.

Service Population

- Schools - total student enrollment
- Academics - total student enrollment
- Special - Full-time equivalent (FTE) employees who have access to the collection

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

FY2021 Membership Totals

Do not include Union List members

Public	89
School	8
Academic	2
Special	0
Total	99

Use of RAILS Funds

While RAILS places no restrictions on how LLSAPs use the funding allocated to them, we expect that use will be in keeping with the LLSAP definition (p. 1) and LLSAP Requirements (p. 13), and that the LLSAP can demonstrate the benefit to the consortium or its member libraries. Please detail how your consortium plans to use RAILS financial support.

PrairieCat works hard to support our 136 member libraries and to make sure that their patrons are well served. We make an effort to keep membership costs within the reach of our smallest libraries, and at the same time provide excellent service to all of our members. We provide robust training and technical support to our members, and serve as a conduit for ongoing professional development and continuing education for our members' staff. We provide helpdesk technical support during member open hours, and make sure that our members are never without someone to contact with issues or questions.

We have several committees that encourage membership involvement in PrairieCat operations and decision-making. Our Training, UX, Resource Sharing, Circulation, Tech Services and Finance committees seek to provide enhanced services to our members and their patrons. Our committees make an effort to monitor our policies and change them when necessary in order to simplify rules and to remove barriers to service. As an example, we recently changed our patron fine block across the system from \$4.99 to \$9.99, thereby making it easier for patrons to borrow materials without being blocked by a small amount of fees. In addition, we removed charges previously in place for original cataloging performed by PrairieCat staff.

We make an effort to concentrate on training and outreach with our members. In the last three year strategic plan, we concentrated on building our learning management system, making it easier for our members to train staff on our systems remotely, on their own time and at their own pace. We have simplified our item entry certification process and moved the classwork online, thereby eliminating a stressful and unduly onerous "barcode test" which stood as an impediment to our members' success.

We make a conscious effort to reach out and recruit stand alone libraries in our service area, knowing that we can provide their patrons with services otherwise unavailable to them, and also modernize and streamline library operations. In the last year we have added Lostant Community Public Library, and the process of bringing them into PrairieCat is now underway. We have had several conversations with other libraries, and hope to pursue these relationships to fruition.

We use RAILS funds to provide all of these vital services to our membership, and more. RAILS grant funds account for around 30% of our overall revenues, the rest being made up of member fees.

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 and event management 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 Service

Please use the checkbox to indicate whether your consortium would like to receive delivery service to its headquarters. Use of this service 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.

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 FY2022. 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 FY2022 as currently provided.

- *Financial Services*
- *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*

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.
16. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
 - a. Providing statistics to support delivery improvements
 - b. Include RAILS staff in consortium meetings where delivery is an agenda item.
 - c. Where practical, investigating holds routing within the ILS to avoid interhub transfer

Authorized Signatures

Primary contact

Name

Title

Signature *Carolyn Coulter*

Date

Other contact (if applicable)

Name

Title

Signature

Date