



January 15, 2018

**TO: RAILS Consortia Committee**  
**FROM: Anne Slaughter, RAILS Director of Technology Services**  
**SUBJECT: FY2020 RAILS LLSAP Support Grant**

RAILS' top priority is supporting resource sharing, and the LLSAPs provide an essential vehicle for libraries to share materials and use their collective financial resources to achieve economies of scale. Our partnership with the LLSAPs is important to our organization and to our shared members. As of FY2018, RAILS provides financial and in-kind support to LLSAPs totaling approximately 25% of our budget. In the past, RAILS support to LLSAPs has been determined in multi-year contracts. This was not aligned with the realities of RAILS' annual cycle of funding from the Illinois Secretary of State through the Illinois State Library. As recommended by the RAILS Consortial Model Working Group in 2017, we will introduce an annual grant process in FY2020 to determine and award financial and in-kind support to LLSAPs. Along with current LLSAPs (MAGIC, PrairieCat, RSA, and SWAN), independent consortia in the RAILS service area will be welcome to apply for this grant, thus becoming RAILS LLSAPs.

The development of the FY2020 RAILS LLSAP Support Grant process, funding allocation formula, and application is well underway. We have provided a detailed summary below for your review and feedback. Work will then continue on finalizing the application and support formula, which will be provided to RAILS consortia in April 2018. The RAILS Board will approve the overall grant amount as part of RAILS budget process.

Eligibility requirements are rooted in the RAILS Board-approved LLSAP definition (provided as an attachment to this memo), and include:

1. Possible mergers or consolidations with existing LLSAPs should be investigated and decided upon before any new LLSAP is created.
2. Newly formed consortia will not be eligible unless RAILS agrees a new consortium is in the best interests of the communities served.
3. The consortium must demonstrate commitment to resource sharing within and beyond the consortium.
4. The consortium must be open to growing its membership.

## Process

RAILS will provide an application package to consortia in April 2018. The consortia will then have several months to gather needed data, make decisions about in-kind services, etc. before submission.

## Projected Timeline

Final timing of some steps may be subject to change based on the deadlines for RAILS' application for its funding via the Illinois State Library Area and Per Capita (APC) grant.

August 1, 2018	Application package due to RAILS
August–September 2018	RAILS reviews grant applications and determines awards
September 2018	RAILS responds with award letter and grant agreement
March 2019	Signed grant agreements due to RAILS
July 1, 2019	FY2020 grant payments and in-kind services begin
January 31, 2020 July 31, 2020	Semiannual reports due to RAILS

## Support Formula

The funding allocation formula is in development, and final metrics supporting our key values are still being identified and tested. The general structure of the formula will be similar to the existing formula developed for the FY2016–2018 LLSAP contracts. Funding may be allocated by percentage, flat amounts, or other measures as appropriate. The final formula will be described in detail in the application packet. Key values and metrics currently under consideration are listed below.

- **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)
  - Public libraries: number of libraries with LLSAP annual fee as [TBD]% or greater of library's total annual operating budget
  - Nonpublic libraries: number of libraries (agencies) with annual collection budget under \$[TBD]
  - Average consortium revenue per member under \$[TBD]
- **Key Value: Resource sharing activities**
  - Total annual interlibrary loan and reciprocal borrowing transactions
  - Participation in Find More Illinois
- **Key Value: Bibliographic quality**
  - Cataloging standards are documented and reviewed at least annually (y/n)
  - Centralized cataloging services offered (staff FTE)
- **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. (y/n)
  - Steps have been taken toward reducing or simplifying, in general:
    - Circulation policies
    - Holds policies
    - Item types

## In-Kind Services

The following in-kind services will be available to LLSAPs, and will be selected as part of the grant application and award process.

## Core Services

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

- Use of RAILS meeting rooms
- Coordination of opportunities for communication and collaboration among LLSAPs

## Optional Services

Cost-recovery expenses, calculated per-service based on actual RAILS budgeted expenses, will be deducted as in-kind support from the total grant award. Use of services is not required.

- Datacenter services
- Delivery services to LLSAP administrative facility, if not a library
- Financial services (billing, accounts payable, accounts receivable, reports, audit support, banking assistance, and financial statements) following the RAILS chart of accounts
- Help desk ticket system hosting, installation, build, configuration, updates, support, and Library Learning (L2) integration, using the OTRS system

## 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.

- Use of RAILS facilities for consortium staff
- Consortium staffed by RAILS employees
- Use of RAILS vehicles
- Website
- ILS Phone Notification Dialer Co-location

## Application Packet

The application packet will include a form, templates for data collection, and any supporting documentation required from the consortium to demonstrate eligibility or supplement entries in the application form. Elements of the application will include:

- Contact
- History and description
- Legal designation
- Technology assessment
- Data required for the support allocation formula
- Key governance, financial, planning, and other documents, as available
- Information and/or documents demonstrating compliance with all eligibility criteria
- Selection of in-kind services
- Agreement to LLSAP requirements (draft requirements below)

## LLSAP requirements – DRAFT for FY2020

These requirements will be included in the LLSAP Support Grant application and 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 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 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. Provide technical support to member libraries that wish to participate in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases requiring ILS interoperability.
8. Be open to membership by all types and sizes of RAILS member libraries, and work to keep membership affordable across sizes and types.
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.

## **RAILS LLSAP GOAL AND DEFINITION**

Local Library System Automation Program (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.”

The RAILS Board first approved a more detailed RAILS LLSAP definition on March 23, 2012, following work by the RAILS LLSAP Task Force. (The task force has since been replaced by the RAILS Consortia Committee.) The following revision was fully approved on January 22, 2016.

## **RAILS LLSAP SUPPORT GOAL**

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):

## **RAILS LLSAP DEFINITION**

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

RAILS LLSAP definition—Revision approved by the Consortia Futures Subcommittee on November 9, 2015; by the Consortia Committee on January 18, 2016; and by the RAILS Board on January 22, 2016