

4 Exhibit 4. All Agency Contracts Including Rental Agreements

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
Abila Dept. 3303 P.O. Box 123303 Dallas, TX 75312	Information Service Costs	Software Maintenance for Accounting Department – Burr Ridge location	4/1/2019 - 3/31/2020 Renewed Annually	Budget Year - \$5,051.00 per year	
ADT Security Service P.O. Box 371878 Pittsburgh, PA 15250	Other Buildings and Grounds	Alarm Service – Rockford location	5/1/2019 – 4/30/2020 Renewed Annually	Budget Year - \$49.17 per month	
American Bankers Insurance Company of Florida P.O. Box 4337 Scottsdale, AZ 85261	Property Insurance	Flood Insurance – Coal Valley location	12/26/2018 – 12/25/2019 Renewed Annually	Budget Year - \$1,261.00 per year	
Ancel Glink 140 South Dearborn Street, Suite 600 Chicago, IL 60603	Legal	General Corporate Counsel – all RAILS locations	5/1/2014 – Until Termination	Budget Year - \$110.00 - \$190.00 per hour	
Ancel Glink 140 South Dearborn Street, Suite 600 Chicago, IL 60603	Consulting	FOIA Hotline for RAILS and IHLS Members – all RAILS and IHLS locations	3/11/2016 – Until Termination	Budget Year - \$110.00 - \$190.00 per hour	
AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752	Telephone and Telecommunications	ASE Line – Burr Ridge location	7/1/2019 – 6/30/2022	Budget Year - \$442.46 per month	Cancellable at any time.

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752	Telephone and Telecommunications	ASE Line – Bolingbrook location	7/1/2019 – 6/30/2022	Budget Year - \$365.15 per month	Cancellable at any time.
Auto-Graphics, Inc. 430 North Vineyard Avenue Ontario, CA 91764	Other Contractual Services	Find More Illinois Overlay Project – All RAILS locations	1/26/2019 – 1/25/2020 Renewed Annually	Budget Year - \$110,000.00 annual base fee paid quarterly, \$1,500.00 - \$800.00 paid quarterly per public, special, and academic library, and \$750.00 - \$400.00 paid quarterly per school library	
Baker & Taylor, LLC 2550 West Tyvola Road, Suite 300 Charlotte, NC 28217	Other Contractual Services	Content Café Subscription for Find More Illinois – All RAILS locations	3/1/2019 – 2/28/2020 Renewed Annually	Budget Year - \$5,193.50 per year	
Blade Runner, LLC 904 39th Avenue East Moline, IL 61244	Building Repairs and Maintenance	Lawn Care – Coal Valley location	Month to Month	Budget Year - \$70.00 per visit for grass cutting, edging, weed-eating, and blowing, \$250.00 for spring and fall cleanup, \$25.00 for tree trimming, \$60.00 for weed control application and fertilization	
Buildingstars Operations, Inc. 1401 Branding Ave., Suite 275 Downers Grove, IL 60515	Custodial/Janitorial Service and Supplies	Cleaning Service – Burr Ridge location	3/2/2015 – 3/1/2016 Renewed Monthly after Initial Term	Budget Year - \$1,489.00 per month	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
Buildingstars Operations, Inc. 1401 Branding Ave., Suite 275 Downers Grove, IL 60515	Custodial/Janitorial Service and Supplies	Cleaning Service – Bolingbrook location	6/27/2016 – 6/26/2017 Renewed Monthly after Initial Term	Budget Year - \$725.00 per month	
Chicago Metropolitan Fire Prevention Co. 820 North Addison Avenue Elmhurst IL 60126	Other Buildings and Grounds	Fire Alarm Monitoring Service – Burr Ridge location	12/1/2018 – 11/30/2019	Budget Year - \$99.00 per quarter	
Comet Messenger 2045 W. Grand Ave., Unit 102 Chicago, IL 60612	Postage	City of Chicago Delivery – Burr Ridge location	10/1/2018 – 10/1/2019 Verbal Contract – Month to Month	Budget Year - \$5.25 per delivery, when a vehicle is required - \$18.75 additional per delivery	
Continental Transportation Solutions 560 Supreme Dr. Bensenville, IL 60106	Other Contractual Services	Outsourcing of Burr Ridge and Wheeling Delivery as well as ILDS Delivery	10/26/2018 – 10/25/2019	Budget Year – \$27.45 per stop up to 22,000 items daily, \$28.70 per stop up to 25,000 items daily, \$30.70 per stop in excess of 25,000 items daily (each level increases 3% annually with a 7% - 9% fuel surcharge applied to 45% of the total fees)	
Daniel Papish 17808 135 th Street Orion, IL 61273	Building Repairs and Maintenance	Snow Removal – Coal Valley location	11/11/2019 – 3/30/2020 Renewed Annually	Budget Year - \$100.00 per plowing service, \$50.00 per shoveling and salting of sidewalks, \$35.00 per 100 lbs. for extra salt	
Dept. of Innovation and Technology 1500 W. Sullivan Road, Suite B Aurora, IL 60506	Telephone and Telecommunications	Bandwidth – Burr Ridge and Bolingbrook locations	7/1/2019 – 6/30/2022	Budget Year - \$1,400.00 per month	Cancellable at any time.

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
Discovery Benefits, Inc. 4321 20th Avenue SW Fargo, ND 58103	Other Fringe Benefits	Renewal Fee for FSA and HRA Benefit Plans – all RAILS locations	8/1/2017 – 1/1/2020	Budget Year – FSA @ \$5.15 per participant per month (minimum of \$50.00 per month), HRA @ \$5.00 per participant per month	
Dynegy Energy Services, LLC 1500 Eastport Plaza Drive Collinsville, IL 62234	Utilities	Electricity – Burr Ridge location	May 2017 – May 2020	Budget Year - Fixed Energy Price @ \$.03453 per kWh, Transmission Charge @ \$.00714 per kWh, Capacity Charge @ \$.01549 per kWh, RPS Compliance Charge @ \$.00014 per kWh	
Employee Benefits Corp. P.O. Box 44347 Madison, WI 53744-4347	Other Fringe Benefits	Renewal Fee for Premium Pretax Benefit Plan – all RAILS locations	7/1/2019 – 6/30/2020 Renewed Annually	Budget Year - \$66.70 per month and \$250.00 per year	
Family Video Movie, Club, Inc. Keith Hoogland Limited Partnership 1022 East Adams Street Springfield, IL 62703	Rental Payment	Lease Agreement – East Peoria location	Month to Month	Budget Year - \$7,969.21 per month including CAMS, Real Estate Taxes, and Insurance; and \$3,201.33 per month for delivery space	
First Bankcard C/O First National Bank of Omaha P.O. Box 2818 Omaha, NE 68103	Miscellaneous	Commercial Credit Cards – all RAILS locations	8/1/2018 – 7/31/2019 Renewed Annually	Budget Year - \$100.00 per year	
Heartland Fire & Security 17063 214th Street Davenport, IA 52806	Other Buildings and Grounds	Fire Alarm Inspection and Monitoring – Coal Valley location	9/22/2014 – 9/21/2019	Budget Year - \$275.00 per year for inspection and \$299.40 per year for monitoring	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
Illinois Central College One College Drive East Peoria, IL 61635	Registrations and Meeting, Other Fees	Staff In-Service Day Room Rental – all RAILS locations	7/25/2019	Budget Year - \$800.00	
Illinois Department of Central Management Systems DBA Technology Management Revolving Fund P.O. Box 10191 Springfield, IL 62791	Telephone and Telecommunications	Co-Location and Bandwidth for RSA Servers – East Peoria location	7/1/2019 – 6/30/2020	Budget Year - \$240.00 per month	
IntelPeer Cloud Communications, LLC Dept. LA 24295 Pasadena, CA 91185-4295	Telephone and Telecommunications	VOIP Services – all RAILS locations	9/30/2016 – 9/29/2019	Budget Year - \$2,382.00 per month	
Iron Mountain P.O. Box 27129 New York, NY 10087-7129	Equipment Repair and Maintenance	Data Recovery and Storage Services – all RAILS locations	1/1/2018 - 12/31/2019 Renewed Annually	Budget Year – \$325.00 - \$450.00 per month average	
Konica Minolta 1111 Old Eagle School Road Wayne, PA 19807	Equipment Rental	Copier Lease – all RAILS locations	8/30/2018 – 8/29/2023	Budget Year - \$686.35 per month and \$.0039 for printing overages	
Level 3 Communications, LLC DBA Global Crossing Conferencing P.O. Box 910182 Denver, CO 80291	Telephone and Telecommunications	Voice Telephone Conferencing - all RAILS locations	4/3/2019 – 4/2/2020 Renewed Annually	Budget Year – Estimated usage at 10,000 minutes/month at \$.01 per minute for access bridging and \$.009 for access dial-in	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
LIRA C/O ILA 33 W. Grand Ave, Ste. 401 Chicago, IL 60654	Liability Insurance, Property Insurance, Vehicle Insurance, and Workman's Comp. Insurance, and associated fees	Insurance Risk Management Services – all RAILS locations	Indefinite, but 3 Year Minimum (Initially joined March 2014)	Budget Year - \$226,511.00 per year	
Louis Capra & Management 4041 Rennhart Hills Rd. Loves Park, IL 61111	Rental Payment	Property Lease at 4607 Colt Road, Rockford, IL 61109	6/1/2019 – 5/31/2020	Budget Year – \$2,127.14 per month through May 31, 2020	Original lease signed 6/1/2012.
Lyrasis 1438 West Peachtree Street, NW, Suite 150 Atlanta, GA 30309	Conferences and Continuing Education Meetings	Lyrasis Group Agent Membership	7/1/2019 – 6/30/2020	Budget Year - \$2,450.00 per year	
Mediacom DBA MCC Telephony, LLC 1 Mediacom Way Mediacom Park, NY 10918	Telephone and Telecommunications	Internet Service – Coal Valley location	7/1/2019 – 6/30/2022	Budget Year - \$750.00 per month	
Metro Power, Inc. P.O. Box 1033 Mokena, IL 60448	Building Repairs and Maintenance	Generator Maintenance – Burr Ridge location	9/26/2018 – 9/25/2019 Renewed Annually	Budget Year – \$850.00 twice a year	
Midwest Industrial Funds 1301 W 22nd Street, Suite 711 Oak Brook, IL 60523	Rental Payment	Lease Agreement for RAILS's use of Bolingbrook location	6/1/2019 – 5/31/2021	Budget Year - \$8,423.70 per month through May 31, 2020 and \$8,619.60 per month through May 31, 2021	Exercise of third extension in original lease signed 3/28/2013.

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
Orkin Pest Control 603 E. Diehl Road, Suite 124 Naperville, IL 60563	Other Buildings and Grounds	Pest Removal Services – Burr Ridge location	Month to Month	Budget Year - \$99.12 per month	
Pearson 2415 20th Street Rockford, IL 61104	Other Buildings and Grounds	Pest Removal Services – Rockford location	Month to Month	Budget Year - \$51.00 per quarter	
Pitney Bowes Inc. P.O. Box 371896 Pittsburgh, PA 15250-7896	Postage	Postal Meter - Burr Ridge location	1/1/2018 - 12/31/2019 Renewed Annually	Budget Year - \$252.84 paid quarterly and \$50.00 annual fee	
Quipu Group, LLC 820 S. Monaco Parkway, #453 Denver, CO 80214	Other Contractual Services	Explore More Illinois – All RAILS locations	10/16/2018 – 10/15/2019 Renews Annually	Budget Year - \$17,360.00 per year	
Reliable Fire Equipment Co. 12845 S. Cicero Ave. Alsip, IL 60658	Other Buildings and Grounds	Sprinkler and Fire Systems Inspection – Burr Ridge location	7/1/2019 – 6/30/2020 Renewed Annually	Budget Year – fire alarm inspection - \$420.00 twice a year, halon inspection - \$410.00 twice a year, sprinkler system inspection - \$265.00 twice a year, annual OSHA fire inspection - \$452.70	
Republic Services 6449 Valley Drive Bettendorf, IA 52722	Other Buildings and Grounds	Trash and Recycling Removal – Coal Valley location	Month to Month	Budget Year – \$180.00 per month	
Sebert 1050 Lily Cache Bolingbrook, IL 60440	Building Repairs and Maintenance	Lawn and Landscape Care – Burr Ridge location	4/1/2019 – 11/15/2019	Budget Year - \$463.00 per month	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Budget Year	Comments
Sikich, LLP 1415 W. Diehl Rd., Suite 400 Naperville, IL 60563	Accounting	Audit Services - all RAILS locations	FY15 – FY19	Budget Year - \$23,861.00	
Stuard & Associates, Inc. 2500 Lincoln Hill Road Martinsville, IN 46151	Building Repairs and Maintenance	Elevator Inspection – Coal Valley location	6/3/2019 – 6/2/2020 Renewed Annually	Budget Year - \$215.00 per year	
University of Illinois P.O. Box 820 Rantoul, IL 61866	Fees for Services and Materials Revenue	ILDS Delivery Service	7/1/2019 – 6/30/2020	Budget Year - \$512,873.00 per year	Contract Negotiations in Progress
Waste Management 700 E. Butterfield Road, 4th Floor Lombard, IL 6014	Other Buildings and Grounds	Trash and Recycling Removal – Burr Ridge location	Month to Month	Budget Year - \$248.85 per month	
Western First Aid and Safety 2680 Palumbo Drive, Suite 100 Lexington, KY 40509	General Office Supplies and Equipment	First Aid Kit Supplies – Burr Ridge	Renewed Annually	Budget Year – Quarterly refills per item used (average of \$80.00 per quarter)	
West Town Refrigeration 234 James St. Bensenville, IL 60106	Building Repairs and Maintenance	HVAC Maintenance – Burr Ridge location	7/1/2019 – 6/30/2020 Renewed Annually	Budget Year - \$609.00 per month	
Wright Express P.O. Box 6293 Carol Stream, IL 60197-6293	Fuel	Fuel Credit Card – all RAILS locations	Month to Month	Budget Year - \$100.00 per year	

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: Cooperative Computer Services (CCS)

Street Address: 3355 N. Arlington Heights Rd, Suite J

City/State/Zip: Arlington Heights, IL 60004

Email Address: rmalinowski@ccslib.org

Attention to: Ms. Rebecca Malinowski

Grant Amount: Total Allocation	\$167,319.49
Budgeted cost of in-kind services	\$0
Financial support	\$167,319.49

Effective Date: July 1, 2019

Termination Date: June 30, 2020

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 semiannual program progress reports until termination of this agreement. Semiannual reports are due on January 31, 2020 and July 31, 2020. 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 or 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: 

Printed Name: Rebecca Malinowski

Title: President or Director

Date: 10/2/2018

ATTEST



Sara Murray

Secretary

Date: 10/2/2018

RAILS

Signature: 

Printed Name: Deirdre Brennan

Title: Executive Director

Date: 10-2-18

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.

Bibliographic Services

1. Contingent upon the development of a new service or arrangement with the Illinois State Library to replace OSMOSIS from The MARC of Quality, RAILS shall pay for the periodic batchloading of holdings information to a bibliographic utility.

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 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.

Appendix C: RAILS LLSAP FY2020 Support Allocation

Support amount distributed through formula	\$500,000
Flat per-agency amount	\$1,750,000
Total LLSAP Support	\$2,250,000

Support Allocation Formula

Category	Component	% Weighting	Total
Resource sharing	ILL and reciprocal borrowing transactions	30.00%	\$150,000.00
Category Total		30.00%	
Equity	Number of nonpublic circulating libraries with collection budgets under \$10,000	30.00%	\$150,000.00
Equity	Number of public circulating libraries with LLSAP annual fee as 3% or greater of library's (agency) total annual operating budget	30.00%	\$150,000.00
Category Total		60.00%	
Bib quality	Cataloging standards implemented (y/n)	2.50%	\$12,500.00
Bib quality	Centralized cataloging services (staff FTE)	2.50%	\$12,500.00
Category Total		5.00%	
User centered	UX improvements (y/n)	2.50%	\$12,500.00
User centered	Policy simplification (y/n)	2.50%	\$12,500.00
Category Total		5.00%	
Totals		100.00%	\$500,000.00

Totals	
368.0	\$1,750,000.00
8,875,610	\$150,000.00
48.0	\$150,000.00
81.0	\$150,000.00
5.0	\$12,500.00
12.50	\$12,500.00
5.00	\$12,500.00
5.00	\$12,500.00
\$2,250,000.00	

Support Allocations Per LLSAP

Component	CCS		Pinnacle		PrairieCat	
Per-agency flat amount	24.33	\$115,702.87	6	\$28,533.38	92.33	\$439,081.23
ILL and RB transactions	2,172,111	\$36,709.21	708,968	\$11,981.73	1,538,819	\$26,006.42
Nonpublic circ members <\$10k collection budget	0	\$0.00	0	\$0.00	5	\$15,625.00
Public circ members annual fee > or = 3% (publics)	4	\$7,407.41	3	\$5,555.56	37	\$68,518.52
Cataloging standards (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Centralized cataloging (staff FTE)	0	\$0.00	0	\$0.00	3	\$3,000.00
UX (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Policy simplification (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Allocation	7.44%	\$167,319.49	2.38%	\$53,570.67	24.88%	\$559,731.16

Component	RRLC		RSA		SWAN	
Per-agency flat amount	8	\$38,044.51	146.33	\$695,881.68	91	\$432,756.32
ILL and RB transactions	13,633	\$230.40	1,491,147	\$25,200.75	2,950,932	\$49,871.48
Nonpublic circ members <\$10k collection budget	4	\$12,500.00	38	\$118,750.00	1	\$3,125.00
Public circ members annual fee > or = 3% (publics)	0	\$0.00	23	\$42,592.59	14	\$25,925.93
Cataloging standards (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Centralized cataloging (staff FTE)	0	\$0.00	4	\$4,000.00	5.5	\$5,500.00
UX (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Policy simplification (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Allocation	2.26%	\$50,774.91	39.73%	\$893,925.03	23.32%	\$524,678.73

Appendix D – COST

For the services provided by Grantee (as set forth in Appendix A), RAILS shall pay \$167,319.49 to Grantee in FY2020. This represents the Grantee's total support allocation (Appendix B), less the budgeted cost of the in-kind service(s) listed above.

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		
5260	Out-of-state travel	X		
5270	Registration & other fees	X		
5280	Continuing education & meetings/other	X		

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
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		
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		
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		
5435	Payroll service fees	X		
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		
5460	Agreements with systems, members, others	X		

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
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		
5510	Miscellaneous	X		

Appendix F – FY2020 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached below]



Cooperative Computer Services
3355-J N Arlington Heights Rd.
Arlington Heights, IL 60004

CCS Application for FY2020 LLSAP Support Grant

Contents

RAILS LLSAP Support Grant Application Form	2-14
FY 2018-2019 Budget	15-16
Bylaws	17-43
Governing Board Policies	44-120
Governing Board Decisions	121-122
2016 – 2019 Strategic Plan	123-139

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 **CCS**

Primary contact

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

Name **Rebecca Malinowski**

Email address **rmalinowski@ccslib.org**

Phone **847-483-8604**

Address **3355 N Arlington Heights Rd, Suite J, Arlington Heights, IL 60004**

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 **Alex Todd, Prospect Heights Public Library Distr**

Email address **atodd@phpl.info**

Phone **847-259-3500 x220**

Address **12 N. Elm Street Prospect Heights, IL 60070**

Organization type

Legal designation such as intergovernmental instrumentality, not-for-profit, etc.

intergovernmental instrumentality

Consortium history and description

Describe the consortium in general, including services provided, staffing, date formed, and other historical information. If some or all of the information above exists on the consortium's website, you may provide links instead of or in addition to a narrative on this form. (1000 words or less)

Services

The CCS mission is to provide access to shared, cost-effective library technology and serve as a collaborative learning hub to unveil the future. We manage and support a shared ILS for our 25 libraries, currently using Innovative Interface's Polaris.

In addition to ILS maintenance, CCS offers training, support, and consulting to all members.

Shared learning is a key tenet of our mission and vision. Our focus for training over the past year has been to prepare library staff for the transition to Polaris, completed in April 2018. This year we will continue to refine our documentation and onboarding materials while providing regular reinforcement and learning opportunities. Regular technical group meetings also include continuing education.

Support requests range from 3rd party integration support and troubleshooting, bulk change assistance, and authorities updates. CCS partners with Marcive for ongoing authorities work, and our NACO certified Data Services Librarian also serves as a mentor for library staff participating in NACO training.

Our staff also offer workflow consultation to help libraries work efficiently within the ILS, custom reporting, and some centralized development.

Staffing

The CCS staff is eight full-time employees. Our regular office hours are 8:00 AM to 5:00 PM, Monday through Friday, with an answering service in place during evenings and weekends. The Member Services department (4 FT) focuses on member-facing initiatives. IT (2 FT) manages the CCS technology infrastructure and provides specialized support and custom reports to members. Administration (2 FT) handles operations, facilities, and governance.

History

CCS began as Cooperative Computerized Circulation System in 1974 as part of North Suburban Library System. In 1988, Cooperative Computer Services (CCS) became an intergovernmental instrumentality. Additional history is available at <http://www.ccslib.org/about/history>

Technology assessment

Describe the 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. (1000 words or less)

As part of our recent migration to Polaris, CCS moved from locally hosting ILS software to using vendor SaaS services. This change is intended to eliminate infrastructure issues we have previously experienced with our building. Our ILS configuration includes production, training, pac, and reporting environments.

In addition to the hosted ILS servers, CCS locally hosts related phone notification server and equipment newly purchased in November 2017. We are investigating changes to the phone notification system that would allow us to move that equipment to our colocation facility. We also run a custom reporting environment for members, which will run on a newly purchased SQL server build on VM 6.5 by the end of August.

In 2017 we upgraded our office technology to support the training needs associated with the migration and beyond. Our training equipment includes: 18 Lenovo Windows 10 Pro laptops, 10 power packs to extend laptop batteries, Epson ceiling mount projector, and a separate WiFi network using 1 UBNT Cloud WiFi controller, 2 AP HD access points, 1 PF Sense Firewall and 1 UBNT POE Switch.

In 2016 we moved to VOIP phone lines, and in 2017 we moved to a subscription-based help desk. Much of our aging hardware will be decommissioned in calendar year 2018 or 2019 as we sunset services related to our legacy ILS and continue to move other services to the cloud. Next steps include migrating from Zimbra mail server to a cloud-based Exchange server, and moving all web hosting to cloud-based providers. We are also planning to upgrade our existing AD environment and consolidate all Citrix and VMware virtual servers under one newly purchased VMware 6.5.

Support Grant Allocation Metrics

If applying for core services only, this section may be left blank.

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. LLSAPs that receive in-kind services where budgeted expenses are higher than the amount of their grant award pay the balance in fees to RAILS. LLSAPs that do not receive in-kind services, or the budgeted expenses for their in-kind services 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.

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

Where applicable, provide three complete fiscal years of 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.

Member Data

Please use the provided spreadsheet template to provide 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 for past three fiscal years

Do your annual membership fees include OCLC membership?

☒

Yes

☐

No

Membership Totals

Do not include Union List members

	Public	School	Academic	Special
FY2016	24	0	0	0
FY2017	24	0	0	0
FY2018	24	0	0	0

Resource Sharing Activities

	Total Interlibrary Loan	Total Reciprocal Borrowing
FY2016	660,390	1,582,661
FY2017	760,071	1,470,813
FY2018	731,161	1,238,279

Bibliographic Quality

Cataloging standards are documented and reviewed at least annually. Please detail:

☒

Yes

☐

No

Cataloging standards are documented in the CCS Catalogers Wiki and are updated as needed throughout the year in cooperation with our Standard Cataloging Rules and Practices Committee. In FY1819 CCS will also be reviewing minimum cataloging standards.

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

☐

Yes

☒

No

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. Please detail:

☒ Yes ☐ No

CCS worked with SWAN on their recent study with Merge and our Patron Access Services group focuses on patron experience. The Database Management Committee is a cross-departmental group focused on consortium-wide decisions to improve patron experience

Steps have been taken toward reducing or simplifying, in general: circulation policies, holds policies, item types, etc.

Please detail:

☒ Yes ☐ No

As part of the CCS migration from Symphony to Polaris, CCS staff worked with library staff advisory groups to simplify system configuration and encourage libraries to streamline internal policies. The table below outlines some key elements of ILS configuration in Symphony and Polaris, with counts before and after the migration.

Symphony	Polaris
Item Type 328	Material Type 74
Bill Reason 193	Fee Description 40
Circ Rule 836	no equivalent
Loan Period 40	Loan Period Codes 53
Bill Structure 201	Fine Code 67
User Profiles 742	Patron Codes 150
User Cat 1 1632	Patron Stat Class 20

Libraries were encouraged to continue to simplify their loan and fine policies for the benefit of their patrons. This will provide a solid foundation for further system-wide consolidation in the future.

CCS also standardized notice and billing schedules across all libraries, and is updating collection agency procedures to be standard across participating libraries.

Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, such as those listed below. 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

CCS governance documents are available to the public at <http://www.ccslib.org/governance>

The requested documents are also attached.

Compliance with criteria

Use the spaces provided to complete the following information, and/or attach any supporting documents.

Merger or consolidation

(if relevant; complete only if your consortium has never received RAILS support)

Several RAILS consortia have investigated and decided that merging with each other is in the best interests of the communities served. If your consortium has undertaken such an investigation, please describe the investigation and the outcome.

CCS has not conducted a formal investigation of a merger or consolidation.

New consortia

(complete only if this grant application is being submitted by a newly formed or forming consortium)

Newly formed consortia are not eligible for RAILS support unless RAILS agrees a new consortium is in the best interests of the communities served. If this is a newly formed or forming consortium, explain why this is in the best interests of the communities served.

N/A

Resource sharing

Describe your consortium's commitment to resource sharing, including a description of resource sharing activities, relevant statistics, etc. Include any related policies, documented practices, board decisions, etc.

In FY 2016-2017: 1,681,156 holds were placed in our database, 706,731 (42%) were intra-CCS loans. CCS libraries sent 53,361 interlibrary loans to non-CCS libraries.

CCS recently eliminated a waiting period during which a patron's hold could only be filled by their home library, even if other libraries had available copies.

CCS is working with libraries to implement follow-on OCLC searching and patron OCLC holds in the PAC. The implementation of external ILL functions in the ILS will help library staff quickly fill requests that CCS libraries cannot fill.

Beginning April 2018, all CCS patrons are able to choose their preferred pickup location within CCS. Previously, several CCS libraries allowed non-local patrons to pickup holds, but it was not a standard practice. This change will make it easier for patrons to access materials in the most convenient location.

Growth

Describe your consortium's commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.

Per our Bylaws, any public, academic, school or special library which meets the eligibility criteria for membership in the former North Suburban Library System may be admitted to membership in CCS following an affirmative vote of two-thirds of the Governing Board.

CCS is interested in strategic growth, focusing on filling geographic holes in our existing service area. Our focus over the past several years has been to streamline our operations and prepare for and implement our new ILS. While the primary goal was to make membership more valuable and sustainable for current members, Governing Board also recognized that we should work to make CCS more attractive to our neighboring libraries.

CCS is continuing this work in FY1819, reviewing our membership fee structure, governance structure, and potential member application process. We are not actively soliciting new members, but have welcomed inquiries from several libraries in the past year. In July 2018 the Governing Board approved Morton Grove Public Library as our newest member.

Services from 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.

Bibliographic Services

1. Contingent upon the development of a new service or arrangement with the Illinois State Library to replace OSMOSIS from The MARC of Quality, RAILS shall pay for the periodic batchloading of holdings information to a bibliographic utility.

Optional Services

Please use the checkboxes to indicate any optional RAILS services your consortium would like to receive. Cost-recovery expenses, calculated per service based on actual RAILS budgeted expenses, will be deducted as in-kind support from any cash support your consortium is allocated. Use of services is not required.

☐

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.

☐ *Delivery Services to LLSAP Facility*

1. RAILS shall 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 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.

[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 FY2020.

☐

Use of RAILS facilities for consortium staff. (Please describe your facility needs, including the number of staff, and whether you require meeting room space, training lab, and videoconference.)

☐

Consortium staffed by RAILS employees

☐

Use of RAILS vehicles (Consortium must provide insurance if its staff are not RAILS employees.)

☐

Website

☐

ILS Phone Notification Dialer Co-location

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.

Board/governance 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.

Governing Board meetings for FY18-19 will be at 10:00 AM at the following locations:

July 25, 2018 - Cary

September 26, 2018 - Winnetka

November 28, 2018 - Algonquin

January 23, 2019 - Northbrook

March 27, 2019 - Niles

May 22, 2019 - Zion

Complete Meeting Schedule <http://www.ccslib.org/meetings-new/meetings-at-a-glance/file>

Authorized Signatures

Primary contact

Name Rebecca Malinowski

Title Executive Director

Signature



Date


7/31/2018

Other contact (if applicable)

Name Alex Todd

Title Director, Prospect Heights Public Library

Signature



Date

7/31/2018

Operating Fund

	FY18-19	FY17-18		FY18-19 v FY17-18	
	Budget	Projected	Budget	\$ Change	% Change
Beginning Balance	\$ 432,158	\$ 95,681	\$ 94,931	\$ 337,227	355.23%

OPERATING INCOME

Code	Category	FY18-19	FY17-18		FY18-19 v FY17-18	
		Budget	Projected	Budget	\$ Change	% Change
3010	Library Billings	\$ 1,742,962	\$ 1,742,962	\$ 1,742,962	\$ -	0.00%
3030	OCLC Billings	\$ 253,843	\$ 241,561	\$ 241,755	\$ 12,088	5.00%
3040	Indiv Library Charges	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.00%
3740	Sirsi Maint. Credit	\$ 17,923	\$ 17,923	\$ 17,923	\$ -	0.00%
OPERATING INCOME SUBTOTAL		\$ 2,044,728	\$ 2,032,446	\$ 2,032,641	\$ 12,087	0.59%

OPERATING EXPENDITURES

Code	Category	FY18-19	FY17-18		FY18-19 v FY17-18	
		Budget	Projected	Budget	\$ Change	% Change
4010	ILS Maintenance	\$ 330,165	\$ 206,840	\$ 207,000	\$ 123,165	59.50%
4410	Salaries	\$ 615,743	\$ 611,989	\$ 615,000	\$ 743	0.12%
4411	FICA	\$ 47,104	\$ 46,817	\$ 46,982	\$ 122	0.26%
4416	Pension	\$ 55,417	\$ 55,079	\$ 53,248	\$ 2,169	4.07%
4412	Unemployment Tax	\$ 6,200	\$ 6,000	\$ 6,200	\$ -	0.00%
4413	Insurance Benefits	\$ 82,200	\$ 69,292	\$ 94,000	\$ (11,800)	-12.55%
4415	Recruiting/Misc	\$ 336	\$ 215	\$ 570	\$ (234)	-41.05%
Total Personnel		\$ 807,000	\$ 789,393	\$ 816,000	\$ (9,000)	-1.10%
4210	Library Material	\$ 850	\$ 794	\$ 1,000	\$ (150)	-15.00%
4211	Equipment Maint	\$ 1,375	\$ 354	\$ 1,500	\$ (125)	-8.33%
4212	Supplies	\$ 6,500	\$ 6,325	\$ 8,500	\$ (2,000)	-23.53%
4214	Telephone/Postage	\$ 5,000	\$ 4,787	\$ 5,000	\$ -	0.00%
Total Operating		\$ 13,725	\$ 12,260	\$ 16,000	\$ (2,275)	-14.22%
4115	Data Communications	\$ 19,300	\$ 18,174	\$ 20,150	\$ (850)	-4.22%
4420	Professional Development	\$ 31,200	\$ 12,285	\$ 26,000	\$ 5,200	20.00%
4280	Insurance	\$ 19,037	\$ 17,908	\$ 21,125	\$ (2,088)	-9.89%
4320	Accounting	\$ 9,485	\$ 9,225	\$ 9,225	\$ 260	2.82%
4321	Payroll Processing	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
4324	Prof/Cont. General	\$ 56,900	\$ 32,060	\$ 86,000	\$ (29,100)	-33.84%
4325	Maint Agreements	\$ 47,000	\$ 40,380	\$ 45,000	\$ 2,000	4.44%
4326	Legal	\$ 7,000	\$ 7,000	\$ 10,000	\$ (3,000)	-30.00%
Total Prof/Contractual		\$ 122,385	\$ 90,665	\$ 152,225	\$ (29,840)	-19.60%
4910	Capital	\$ 25,000	\$ 14,883	\$ 25,000	\$ -	0.00%
4110	Utilities	\$ 12,840	\$ 12,420	\$ 18,000	\$ (5,160)	-28.67%
4120	Rent	\$ 119,931	\$ 117,771	\$ 127,578	\$ (7,647)	-5.99%
6035	Electronic Resources	\$ 63,495	\$ 98,040	\$ 124,634	\$ (61,139)	-49.05%
6030	OCLC	\$ 253,843	\$ 241,561	\$ 241,755	\$ 12,088	5.00%
6040	Indiv Library Charges	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.00%
OPERATING EXPENDITURES SUBTOTAL		\$ 1,847,920	\$ 1,662,199	\$ 1,825,468	\$ 22,452	1.23%
6050	TRANS TO DEVELOPMENT	\$ 172,599	\$ 33,770	\$ 207,172	\$ (34,573)	
FINAL BALANCE		\$ 456,367	\$ 432,158	\$ 94,931	\$ 361,436	

Development Fund

Code	Category	FY18-19	FY17-18		FY18-19 v FY17-18	
		Budget	Projected	Budget	\$ Change	% Change
	Beginning Balance	\$ 392,366	\$ 1,268,655	\$ 994,766	\$ (602,400)	-60.56%

DEVELOPMENT INCOME

Code	Category	FY18-19	FY17-18		FY18-19 v FY17-18	
		Budget	Projected	Budget	\$ Change	% Change
	71 Interest	\$ 2,000	\$ 1,800	\$ 1,300	\$ 700	53.85%
	3800 Grants	\$ 8,200	\$ 8,200	\$ 8,200	\$ -	0.00%
	3950 TRANS FROM OPS FUND	\$ 172,599	\$ 33,770	\$ 207,172		0.00%
DEVELOPMENT INCOME SUBTOTAL		\$ 182,799	\$ 43,770	\$ 216,672	\$ (33,873)	-15.63%

DEVELOPMENT EXPENDITURES

Code	Category	FY18-19	FY17-18		FY18-19 v FY17-18	
		Budget	Projected	Budget	\$ Change	% Change
	7120 Special Contractual	\$ 10,000	\$ -	\$ 10,000	\$ -	0.00%
	7140 Retrocon	\$ -			\$ -	
	7150 Special Software	\$ -	\$ 26,463	\$ 21,170	\$ (21,170)	-100.00%
	7160 Database Cleanup	\$ 8,200	\$ 8,200	\$ 8,200	\$ -	0.00%
	7193 Site Improvements	\$ 2,000	\$ 1,000	\$ 1,000	\$ 1,000	100.00%
	7191 Equipment	\$ -	\$ -	\$ -	\$ -	
	7200 Professional Fees	\$ -	\$ 37,258	\$ 167,000	\$ (167,000)	-100.00%
	7202 Equipment	\$ -	\$ 21,896	\$ 35,000	\$ (35,000)	-100.00%
	7204 Furniture	\$ -	\$ 22,507	\$ 15,000	\$ (15,000)	-100.00%
	Office Renovation Subtotal	\$ -	\$ 81,661	\$ 217,000	\$ (217,000)	-100.00%
	7212 Professional Services		\$ 366,829	\$ 355,000	\$ (355,000)	-100.00%
	7210 Subscription Fees	\$ -	\$ 429,192	\$ 403,864	\$ (403,864)	-100.00%
	7214 Capital	\$ -	\$ 6,714	\$ -	\$ -	
	Migration Subtotal	\$ -	\$ 802,735	\$ 758,864	\$ (758,864)	-100.00%
DEVELOPMENT EXPENDITURES SUBTOTAL		\$ 20,200	\$ 920,059	\$ 1,016,234	\$ (996,034)	-98.01%
	FINAL BALANCE	\$ 554,964	\$ 392,366	\$ 195,204	\$ 359,760	184.30%

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BYLAWS
OF
COOPERATIVE COMPUTER SERVICES

ARTICLE I - OFFICES

Cooperative Computer Services ("CCS"), a body politic and corporate created by Intergovernmental Agreement for Library Computer Services (the "Intergovernmental Agreement"), shall maintain in the State of Illinois its principal office, as designated by written resolution adopted by the Governing Board of CCS, and may have such other offices within the State as the members of the Governing Board may from time to time fix by written resolution. The principal office of the CCS is located at 3355-J North Arlington Heights Road, Arlington Heights, IL 60004.

ARTICLE II - GOVERNING BOARD

SECTION 1. GENERAL POWERS. To the extent not otherwise expressly provided in these Bylaws, the affairs of CCS shall be managed by its Governing Board.

CCS shall not have or exercise any power which is not granted to a public library pursuant to Illinois law.

SECTION 2. NUMBER OF MEMBERS OF GOVERNING BOARD. The number of members of the Governing Board of CCS shall be equal to the number of the libraries which are active Member Libraries of CCS, and shall be increased or decreased automatically and without further act of the Governing Board so that the number of the members of the Governing Board at all times shall be equal to the number of active Member Libraries.

Not later than September 1, 2007 and as needed thereafter, each Member Library shall appoint its Head Librarian to act as the Member Library's representative ("Representative") on the Governing Board, and shall also appoint a member of the Library's staff to act as the Library's Designated Alternative Representative in the event that the Representative is unable to attend any meeting of the Governing Board or is otherwise unable to function as a member of the Governing Board.

The CCS Executive Director shall transmit to each Library's Representative and its Designated Alternative Representative the packet of materials for each meeting of the Governing Board.

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If neither the Representative nor the Designated Alternative Representative is able to attend a Governing Board meeting or function as a member of the Governing Board, Representative or Designated Alternative Representative shall appoint a temporary representative to the Governing Board to act and vote in the place and stead of such Representative. The Representative or Designated Alternative Representative shall promptly give notice to the CCS Executive Director by letter, telephone or electronically (including fax, e-mail or other electronic communication), advising of the name, job title or position, and telephone number and e-mail address of the temporary representative; and no temporary representative shall be allowed to act or vote unless the Representative or Designated Alternative Representative has given such notice to the CCS Executive Director.

Each Representative, Designated Alternative Representative or temporary representative shall vote in accordance with the authority conferred by the Board of Trustees of the Member Library making the appointment.

For purposes of these Bylaws, the terms "Trustee," "Trustees," and "Board of Trustees" shall refer, as appropriate, to that group of persons vested with the ultimate legal and fiscal authority for the management of the affairs of the Member Library, irrespective of the name by which such group is designated by the Member Library.

Each Member Library shall retain the right to remove and replace without cause any Representative appointed by such Member Library.

SECTION 3. MEETINGS. The Governing Board of CCS shall establish a schedule of regular meetings as it deems appropriate, except that the Governing Board shall meet no less

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frequently than once each quarter of each fiscal year. Robert's Rules of Order, latest edition, shall be applicable to the conduct and business of such meetings on all matters not covered by these Bylaws. There will be an annual report on the budget and audit, during which the President of CCS shall report to the Member Libraries regarding the business and affairs of CCS, and its budget and financial affairs.

SECTION 4. SPECIAL MEETINGS. Special meetings of the Governing Board may be called by or at the request of the President of CCS, the Vice President, or any five (5) members of the Governing Board.

SECTION 5. NOTICE. Subject to the provisions of Section 3 above, no further notice of regularly scheduled meetings of the Governing Board need be given to the individual members of the Governing Board.

Except as hereinafter provided, notice of any special meeting of the Governing Board shall be given at least five (5) business days prior thereto by telephone, by electronic communications or by written notice to each member of the Governing Board at his/her address as shown by the records of CCS, and posted to the CCS website. In the event that the President, Vice President, or any three (3) members of the Governing Board shall determine that there is a financial or other emergency to CCS, an emergency special meeting of the Governing Board may be held if reasonable notice thereof is given by telephone or electronic telecommunications prior to such meeting.

Notwithstanding anything to the contrary in this Section, notice of regular, special and emergency meetings of the Governing Board shall be given in compliance with the provisions of the Open Meetings Act.

SECTION 6. QUORUM AND ATTENDANCE. For all purposes of these Bylaws, a quorum for the transaction of business at any meeting of the Governing Board is a simple majority of the entire membership of the Governing Board, provided that if less than a quorum of the members of the Governing Board is present at said meeting, a majority of the members of the Governing Board present may adjourn the meeting to another time without further notice. Each member of the Governing Board is responsible to the CCS Member Libraries and to the other members of the Governing Board to make his or her best effort to be present in person or electronically at each meeting of the Governing Board.

A member of the Governing Board may attend any meeting through electronic technology if the Governing Board member meets the following conditions: a quorum of the Governing Board physically present throughout the meeting and a majority of the Governing Board members present at an open meeting votes to approve the member's electronic attendance at the meeting. The following rules shall govern the attendance through electronic technology at meetings of the Governing Board.

1. Except where it is not practicable, Governing 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 CCS Executive Director or designee at least twenty-four (24) hours before the meeting time.
2. When it is known forty-eight (48) hours in advance of such meeting that any Governing Board member will participate through use of electronic technology, the public notice of special or regular meetings, shall contain, in addition to any other information required by law, the name(s) of the Governing Board member(s) who will be participating in that manner, the type of medium through which they will participate, and the location of each

Governing Board member who will participate through electronic technology.

3. If the public notice of such meeting does not contain the name(s) of any Governing Board member(s) who will be unable to be physically present at a special or regular meeting for one of the reasons contained herein, and who wishes to participate through the use of electronic technology, prior to convening the meeting, the presiding officer shall announce such method of participation to the public and the reason therefor.
4. After a roll call establishing that a quorum is physically present, the presiding officer at the meeting of the Governing Board shall call for a motion that the member in question may be permitted to attend the meeting electronically, after specifying the reason entitling the absent member to attend electronically. The motion must be approved by a vote of a majority of the members of the Governing Board physically present at that meeting.
5. The Governing Board member participating electronically and other members of the Governing Board 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.
6. Governing Board members may participate in a Governing 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 CCS business; or
 - c. a family or other emergency.
7. When one or more Governing Board members participate in a meeting by electronic technology, all votes shall be by roll call.
8. No more than two Governing Board members may participate in a meeting through use of electronic technology if they are at the same remote location.
9. 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.

10. When speaker phones are used to allow a Governing Board member to participate in a meeting without being physically present, the Governing Board member using the speaker phone must, each time before speaking, identify himself or herself by name and be recognized by the presiding officer.
11. The minutes of the meeting shall include all Governing Board members recorded as either present or absent and whether the members were physically present, or present electronically.
12. Any voice, electronic, or other transmission by electronic technology made during a meeting of the Governing Board by a member who is attending through electronic technology shall be made available to the public concurrent with such transmission, except for closed meetings.

SECTION 7. VOTING. Each member of the Governing Board who is present in person or electronically at any meeting of the Governing Board shall be entitled to cast one (1) vote.

On all questions involving the expenditure of money, on all questions involving matters stated in subparagraphs (a) through (d) of this Section 7, and whenever requested by any member of the Governing Board present at any meeting, the yeas and nays shall be taken and entered on the records of the proceeding of the Governing Board. Except as hereinabove provided, all voting at meetings of the Governing Board shall be by acclamation. The vote of any member of the Governing Board present at any meeting who votes "present" or "abstain" upon any matter shall be added to the votes upon the proposition raised as cast by the majority.

Any matter moved for passage or approval shall be deemed to have passed if it shall receive the affirmative vote of a simple majority of the members of the Governing Board present at a meeting at which a quorum is present (including votes added to the votes cast by the majority, in accordance with the preceding paragraph); provided, however, that final action with respect to matters set forth in subparagraphs (a) through (d) below, shall require the affirmative vote of two-thirds (2/3) of all of the members of the Governing Board of CCS:

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- a. The approval of the addition of a new Member Library (as set forth in Section 1 or Article IX below);
- b. The approval of the annual budget of CCS or any amendment thereto (as set forth in Section 1 of Article IV below);
- c. The approval of any amendment to these Bylaws or the addition of any new Bylaws, or any amendment thereof (as set forth in Article XII below);
- d. The approval of any contracts, purchases of property, leases or capital improvements of hardware or software which would result in an increase of costs to any Member Library in excess of \$250.00.

After having given prior written notice as hereinabove set forth, the Governing Board may take final action with respect to any matters set forth in subparagraphs (a) through (d) above without any prior approval by the Boards of Trustees of the respective Member Libraries.

SECTION 8. COMPENSATION. Members of the Governing Board shall not receive any compensation for their services.

ARTICLE III - OFFICERS

SECTION 1. OFFICERS. The officers of CCS shall be a President, a Vice President (who shall be the President-Elect), a Secretary, and a Treasurer (and such other officers as may be elected by the Governing Board). Officers whose authority and duties are not prescribed in these Bylaws shall have the authority and perform the duties prescribed, from time to time, by the Governing Board. The officers shall be elected by the Governing Board at the last general meeting before the end of the CCS's fiscal year. They shall assume their office at the beginning of the new fiscal year in accordance with the provisions of Section 2. below. Only those persons who are members of the Governing Board are eligible for election to the office of President, Vice President, Secretary and Treasurer.

SECTION 2. ELECTION AND TERM OF OFFICE. The President of CCS shall hold office for one (1) fiscal year of CCS.

The term of office of the Vice President shall be one (1) fiscal year of CCS. The person elected as Vice President shall, after serving his/her term as Vice President, serve as President of CCS for the succeeding fiscal year and shall serve as past President for the next succeeding fiscal year.

The term of office of the Treasurer shall be two (2) fiscal years of CCS.

The term of office of the Secretary shall be two (2) fiscal years of CCS, so that the election of the Treasurer and the election of the Secretary shall take place in alternate years.

Each officer shall hold office until his/her successor shall have been duly elected or until his/her death or until he/she shall resign or shall have been removed in the same manner hereinafter provided. Election of an officer shall not of itself create contract rights.

SECTION 3. VACANCIES.

- a. Vacancies occurring before December 31: In the event of a resignation of the President on or before December 31, an election to fill the vacancy will be held at the next Governing Board meeting.
- b. Vacancies occurring after December 31: Should the President's resignation occur between January 1 and the end of the term of office, the Vice President-Elect will assume the term of office upon the effective date of resignation, and appoint an acting Vice President who shall complete the term of office but shall not be designated as President-Elect. The new President shall also serve his/her duly elected term.
- c. Should the office of Vice President/President-Elect become vacant (other than through the filling of a vacancy of the Presidency from January to July) a new election will be held at the next Governing Board meeting to elect a Vice President/President Elect.

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- d. Should any office (other than the President or the Vice President/President-Elect) become vacant, a new election will be held at the next Governing Board meeting to elect an officer to fill the vacant office.

SECTION 4. REMOVAL. Any officer elected or appointed by the Governing Board or the Executive Committee, respectively, may be removed by the electing or appointing body whenever in its judgment the best interests of CCS would be served thereby.

SECTION 5. PRESIDENT. The President shall be the principal executive officer of CCS and is an ex-officio member of all committees and Technical Groups. Subject to the direction and control of the Governing Board, he/she shall be in charge of the business and affairs of CCS; he/she shall see that the resolutions and directives of the Governing Board are carried into effect except in those instances in which that responsibility is assigned to some other person by the Governing Board; and, in general, he/she shall discharge all duties incident to the office of President and such other duties as may be prescribed by the Governing Board. He/she shall approve the agenda for and preside at all meetings of the Governing Board. Except in those instances which the authority to execute is expressly delegated to another officer or agent of CCS or a different mode of execution is expressly prescribed by the Governing Board or these Bylaws, he/she may execute for CCS any contracts, deeds, mortgages, or other instruments which the Governing Board has authorized to be executed, and he/she may accomplish such execution either individually or with the Secretary or any other officer or agent thereunto authorized by the Governing Board, according to the requirements of the form of the instrument.

The past President shall be a voting member of the Executive Committee.

SECTION 6. VICE PRESIDENT/PRESIDENT-ELECT. The Vice President is the President-Elect. He/she shall assist the President in the discharge of his/her duties as the President may direct and shall perform such other duties as from time to time may be assigned to him/her by

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the President or by the Governing Board. In the absence of the President or in the event of the President's inability or refusal to act as mandated by the Governing Board, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of CCS or a different mode of execution is expressly prescribed by the Governing Board or these Bylaws, the Vice President may execute for CCS any contracts, deeds, mortgages or other instruments which the Governing Board has authorized to be executed, and he/she may accomplish such execution either individually or with the Secretary or any other officer or agent thereunto authorized by the Governing Board, according to the requirements of the form of the instrument. The Vice President shall serve as an ex officio member of the Budget and Finance and Long Range Planning and Technology Committees.

SECTION 7. TREASURER. The Treasurer shall be the principal accounting and financial officer of CCS. He/she shall:

- a. have charge of and be responsible for or cause a person acceptable to the Governing Board to keep the maintenance of adequate books of account for CCS;
- b. have or cause a person acceptable to the Governing Board to have charge and custody of all funds and securities of CCS, and be responsible therefor, and for the receipt and disbursement thereof and, subject to the provisions of Section 4 of Article IV below, shall deposit such fund and securities in such banks as the Governing Board shall approve from time to time;
- c. perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Governing Board; and
- d. be ex-officio a member of the Budget and Finance Committee. If required by the Governing Board, the Treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Governing Board shall determine, which bond

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shall be paid for by CCS. He/she shall serve as Secretary of CCS in the absence of the official Secretary.

SECTION 8. SECRETARY. The Secretary shall record or appoint a person acceptable to the Governing Board to record the minutes of the meetings of the Governing Board; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the official records of CCS; keep a register of the post office address of each member of the Governing Board, which addresses shall be furnished to the Secretary by such member of the Governing Board; and perform all duties incident to the office of Secretary; and such other duties as from time to time may be assigned to him/her by the President or by the Governing Board.

ARTICLE IV - FINANCIAL MATTERS.

SECTION 1. BUDGET. On or before April 1 of each year, or at the first Governing Board meeting following April 1 if the Governing Board does not meet during the preceding March, the Governing Board shall prepare and approve for submission to the Member Libraries a budget for CCS's operations in the forthcoming fiscal year. CCS's fiscal year shall commence on July 1 and conclude on June 30 of the next succeeding calendar year.

The proposed budget shall be approved by a vote of two-thirds (2/3) of the members present at the Governing Board meeting at which the budget is presented for approval.

SECTION 2. CONTRACTS. The Governing Board may authorize any officer or officers, agent or agents of CCS, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of CCS and such authority may be general or confined to specific instances.

SECTION 3. CHECKS, DRAFTS, ETC. All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of CCS, shall be

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signed by such officer or officers, agent or agents of CCS and in such manner as governed by the Fiscal Accountability Policy.

SECTION 4. DEPOSITS. All funds of CCS shall be deposited in accordance with the Fiscal Accountability Policy.

SECTION 5. GIFTS. The Governing Board may accept or reject on behalf of CCS any contribution, gift, bequest or devise for the general purposes or for any special purpose of CCS.

SECTION 6. AUDITS. An audit shall be conducted each fiscal year by an independent certified public accountant authorized to practice public accounting in Illinois, which accountant shall be designated by the Governing Board. Such audit shall include a report to the Governing Board and the professional opinion of the accountant as to the financial status of CCS and as to the accuracy of the audit.

SECTION 7. PAYMENTS. Each Member Library shall pay in full its share of the financial obligations incurred by CCS in accordance with the Government Prompt Payment Act. CCS shall transmit monthly billing statements to all Member Libraries, together with CCS's monthly financial and budgetary reports. CCS's monthly billing statement to such Member Library shall include, but not be limited to, new hardware, software services costs, extraordinary items (such as capital improvements or new services), maintenance service costs, telecommunication operating costs, compensation to personnel employed by CCS, insurance, communication line installation costs, and other operating costs.

Interest at the then-current Illinois Fund rate shall be charged to each Member Library which fails to pay its monthly or other billing statements in accordance with the Government Prompt Payment Act.

SECTION 8. FINANCIAL ARREARAGES. In the event that a Member Library fails to timely pay its monthly billing statement from CCS, or fails to pay in accordance with the Government Prompt Payment Act, the Governing Board may suspend the active membership status of such Member Library and thereby deny computer services and database access to such Member Library, until such payment is made in full. If such Member Library fails to make full payment within ninety (90) days after such termination of services, the Governing Board may take such other action as is necessary or appropriate, including litigation against such Member Library.

ARTICLE V - COMMITTEES AND EXECUTIVE DIRECTOR

SECTION 1. EXECUTIVE COMMITTEE. The Executive Committee of CCS shall be composed of the President, the immediate past-President, the Vice President, the Secretary, the Treasurer, and two (2) other members of the Governing Board who shall be members-at-large and shall be elected by the Governing Board. The members-at-large shall serve staggered terms of two (2) fiscal years of CCS. The Executive Committee shall review the procedures, policies and performance of CCS and its Governing Board, and make recommendations; negotiate and review contracts with third parties and review and monitor the performance thereunder; approve expenditures of budgeted items and those non-budgeted items as specified in the Fiscal Accountability Policy; recommend applications for membership in CCS; adopt salary schedules; appoint and evaluate the CCS Executive Director; and take such other action as may be directed by the Governing Board.

The Executive Committee shall adopt rules for its own government not inconsistent with the Intergovernmental Agreement, these Bylaws or with directives established by the Governing Board,

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which rules shall be in writing and shall be submitted to the Governing Board for approval before being put into effect.

A quorum of the Executive Committee shall consist of a simple majority of the entire membership of the said Committee, and the affirmative vote of a simple majority of the members of the Executive Committee present at a meeting at which a quorum is present shall be the act of the Committee.

SECTION 2. OTHER COMMITTEES. Other committees may be established by the President of CCS, including but not limited to, a Long Range Planning and Technology Committee, Budget and Finance Committee, and Nominating Committee. The President of CCS shall appoint the members of such Committees.

Technical Groups of Member Libraries may be established by the President of CCS for discussion and training on technical matters. The CCS Executive Director shall be the coordinator between Technical Groups and with the Governing Board and the Executive Committee.

SECTION 3. CCS EXECUTIVE DIRECTOR. The CCS Executive Director shall be the Chief Operating Officer of CCS and shall have sole charge of CCS and of all the employees thereof. The CCS Executive Director shall be responsible for administering the policies adopted by the Governing Board, supervise the total operation of CCS, and serve as advisor to the Governing Board and the Executive Committee. The CCS Executive Director shall be responsible for the recruitment, selection, and appointment of staff members and their direction. The CCS Executive Director shall have the authority to accept resignations from or institute dismissal procedures against staff members. The CCS Executive Director shall attend all Executive Committee and Governing Board meetings.

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The CCS Executive Director is authorized to expend money as provided in the approved operating budget of CCS and within the Fiscal Accountability Policy established by the Governing Board, and no further approval for each specific operating expenditure shall be required. At each regular meeting of the Executive Committee, the CCS Executive Director shall prepare and present a listing of all bills to be paid subject to the approval of the Executive Committee.

The CCS Executive Director shall report directly to the Executive Committee.

ARTICLE VI - BOOKS AND RECORDS

CCS shall keep correct and complete books and records of account and shall also keep minutes of the meetings of the membership of CCS, and of proceedings of the Governing Board and committees having any of the authority of the Governing Board. CCS shall keep at its principal office a record giving the names and addresses of the members of the Governing Board. All books and records of CCS may be inspected by any Member Library or member of the Governing Board, or the agent or attorney thereof, for any proper purpose at any reasonable time.

ARTICLE VII - FISCAL YEAR

The CCS fiscal year shall be July 1 through June 30.

ARTICLE VIII - SERVICES TO MEMBERS

Subject to the terms and conditions set forth in the Intergovernmental Agreement and in conformity with the provisions of these Bylaws, CCS shall, on a uniform and non-discriminatory basis, provide each Member Library on active membership status in CCS with technology, services, resources and training as deemed appropriate by membership. The Governing Board of CCS shall

take all necessary and appropriate actions so as to enable CCS to provide such technology, services, resources, and training, including causing CCS to enter into one or more contracts with third parties for such needs.

ARTICLE IX - MEMBERS AND MEMBERSHIP

SECTION 1. MEMBERS. Any public, academic, school or special library (as defined below) which meets the eligibility criteria (appended) for membership in the former North Suburban Library System may be admitted to membership in CCS, but only upon compliance with the following conditions:

- a. The new Member Library shall sign a copy of the Intergovernmental Agreement and of these Bylaws for the purpose of acknowledging its commitment to assume the rights and fulfill the responsibilities of membership in CCS, and shall transmit to the Secretary of CCS a certified copy of the Ordinance or Resolution of such new Member Library providing for such signing.
- b. The addition of the new Member Library requires approval by the affirmative vote of two-thirds (2/3) of all the members of the Governing Board of CCS.
- c. The addition of the new Member Library requires approval by the affirmative vote of two-thirds (2/3) of all the active Member Libraries of CCS. The active membership of such new Member Library shall become effective on the date on which such two-thirds (2/3) approval is granted by the active Member Libraries.
- d. The new Member Library shall pay to CCS such sum of money as is determined by the members of the Governing Board of CCS. In making its determination as to such new Member Library's pro rata share of the costs and expenses of CCS and of the disproportionate costs, if any, incurred by the other Member Libraries, the Governing Board shall consider the costs of equipment, services and database entries incurred by CCS during the preceding five (5) year period (or such portion of that period in which the new Member Library was not a Member Library), and the disproportionate increase in costs to existing Member Libraries, if any, caused by the admission of the new

Member Library, and any startup costs. The Governing Board shall also determine an amount sufficient to cover such new Member Library's share of CCS' budgeted expenses for the fiscal year then current (in accordance with Section 7 of Article IV above), and shall state the new Member Library's contribution to the Working Cash Fund (computed as set forth in Section 8 of Article IV above).

- e. The addition of the new Member Library must not cause the total number of Member Libraries which are academic, school or special libraries to exceed the number which is equal to one-half (1/2) of the total number of Member Libraries which are public libraries.

For purposes of these Bylaws, the members of CCS are referred to as "Member Libraries," the terms "Member Libraries" and "Member Library" include each new Member Library as of the effective date of its active membership in CCS, and, in addition, the following terms shall have the following meanings:

1. Public Library - A tax-supported public library established by a governmental unit which is either authorized to levy a tax for library purposes (75 ILCS 16/1-1 *et seq.*), or which supports the library at least in part from local tax revenues other than federal revenue-sharing, and established by a city, village, incorporated town, township, county or library district under (75 ILCS 5/1-1 *et seq.*) Free public libraries established by villages but not supported at least in part from local tax revenues, and incorporated free public libraries not established by a unit of local government are not included in this definition.
2. School Library - The library or libraries of an elementary and/or secondary school district, or private elementary and/or secondary schools under a single governing authority.
3. Academic Library - The library or libraries of an institution of education beyond the secondary level which is authorized to operate in the State of Illinois.
4. Special Library - Any other library or resource center of, or under, the governing authority of any body or institution not defined hereinabove.

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SECTION 2. TRANSFER OF MEMBERSHIP. Membership in CCS is not transferable or assignable.

SECTION 3. NO MEMBERSHIP CERTIFICATES. No certificates of membership in CCS shall be issued.

SECTION 4. RESPONSIBILITIES OF MEMBER LIBRARIES. Each Member Library shall conform to the standards and rules for computerized library service that have been established by the Governing Board of CCS. In the event that any Member Library shall fail to conform to such standards, the CCS Executive Committee shall investigate and shall report its findings and recommendations to the CCS Governing Board for such action as the Governing Board may determine to be appropriate pursuant to Article XI below.

Each Member Library shall comply with the confidentiality requirements contained in any Sales Agreement and Maintenance Agreement or any other agreement entered into by CCS with any vendor. The compliance required of each Member Library shall include signing any confidentiality documents and observing any other requirements designated by CCS in writing. In addition, each Member Library shall be individually responsible for any breach or violation of the confidentiality requirements by such Member Library, whether occurring during the term of the Member Library's membership in CCS or thereafter.

SECTION 5. TERM AND TERMINATION OF MEMBERSHIP. Each Member Library (including new Member Libraries admitted pursuant to Section 1 of this Article) shall participate in the Intergovernmental Agreement for a minimum term of two (2) years from the date on which the active membership of such Member Library commences. Upon the expiration of such two-year period, the term of participation of such Member Library shall automatically be renewed for successive one-year periods, unless all parties to the Intergovernmental Agreement mutually

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agree, in writing, to terminate such Agreement, or unless at any time after the expiration of the initial two-year period such Member Library gives written notice of its intention to terminate its status as a Member Library as hereinafter provided. Such notice of termination shall be in the form of a certified copy of an ordinance or resolution, declaring such Member Library's intent to terminate its Member Library Status in CCS, and shall be effective only if:

1. such notice is given not less than one (1) year in advance of the proposed termination date; and
2. the Member Library giving such notice has satisfied all of its obligations under the Intergovernmental Agreement and under these Bylaws, including Article X hereof.

SECTION 6. REINSTATEMENT. A library whose status as a Member Library has terminated may be reinstated by applying for admission as a new Member Library, as set forth in Section 1 of this Article. Such reinstated Member Library shall pay its share of the costs of new equipment and services purchased by CCS subsequent to the termination of such Library's membership status, said share to be determined according to the policies of CCS as in effect at the time of such reinstatement.

SECTION 7. TEMPORARY RE-ASSIGNMENT OF PORT/USER LICENSE. Any Member Library which is currently in full compliance with all of its Obligations under the Intergovernmental Agreement and these Bylaws, may re-assign its right to use a port and/or user license upon compliance with all of the following conditions:

a. No re-assignment shall be made except to a Member Library which is currently in full compliance with all of its obligations under the Intergovernmental Agreement and these Bylaws.

b. A written request for approval of the re-assignment, signed by Executive Director s of libraries which are involved in the assignment, must be submitted in advance to the CCS Executive Director, and written consent of the CCS Executive Director must be secured before the re-assignment will be given effect.

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c. No re-assignment shall have a term longer than twelve (12) months from its effective date, and such effective date shall be the first day of a month.

d. Each re-assignment shall include both the right to use the port and/or user license, and the associated financial obligations for maintenance.

e. Each re-assignment shall be subject to all of the terms and conditions of the applicable vendor's contract with CCS.

ARTICLE X - TERMINATION OF MEMBERSHIP AND TERMINATION OF CCS

SECTION 1. OBLIGATIONS UPON TERMINATION OF MEMBERSHIP. A Member Library terminating its membership in CCS, as provided in Section 5 of Article IX above, shall continue to be fully obligated for all payments and other duties owed by such Member Library to CCS during the final year of such Member Library's participation in CCS; provided, however, that if the Member Library terminates its membership in CCS because such Member Library has objected to all of or any item in the proposed budget of CCS, or because such Member Library has objected to any proposed amendment to the budget, and such notice of termination is given within forty-five (45) days after the approval of such budget or proposed amendment thereto by the other Member Libraries of CCS, then the financial obligation of the terminating Member Library from the date of the notice of termination to its effective date shall be limited to the lesser of:

- a. 110 percent of its share of financial obligations actually assessed by CCS; or
- b. its actual assessment for the fiscal year preceding the final year of its participation.

Notwithstanding anything to the contrary contained in these Bylaws, a terminating Member Library shall remain fully obligated for:

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- a. all special payments and duties which had been specifically allocated to it by the Governing Board of CCS prior to the giving of written notice of cancellation by such terminating Member Library; and
- b. its pro rata share of any extraordinary payments and duties allocated to it by the Governing Board during the final year of participation by such terminating Member Library.

Each terminating Member Library must comply with the then-current CCS protocols (as set forth in the CCS Guidelines for Terminating Member Libraries, as amended from time to time) with respect to the terminating Member Library's data conversion and related tasks. At a minimum, the terminating Member Library shall, within ninety (90) days after the effective date of its termination of membership in Cooperative Computer Services, submit to Cooperative Computer Services a copy of the Member Library's written request to OCLC for the deletion of its holdings under the JED symbol from the OCLC database and the reporting of unique holdings deletions to Illinet Online for deletion. In the event that CCS has not received a copy of the terminating Member Library's request to OCLC within the 90-day period, CCS shall thereupon have authority to sell, assign or otherwise dispose of, and shall have a lien upon, each of the user licenses owned by the terminating Member Library, including any proceeds thereof which are received upon the sale, exchange or other disposition of any such user licenses, to secure the payment to CCS of all expenses, costs and charges, including legal expenses and reasonable attorney's fees, incurred by CCS in purging the terminating Member Library's holdings from OCLC and Illinet Online. CCS will account to the terminating Member Library for any surplus realized on such disposition, and the terminating Member Library shall remain liable for any deficiency.

SECTION 2. RIGHTS UPON TERMINATION OF MEMBERSHIP. At the expense of a terminating Member Library, CCS shall remove such terminating Member Library's patron file and item file, and shall copy in machine-readable form such terminating Member Library's entries

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in CCS' bibliographic database. Such terminating Member Library shall have no rights or interest in any hardware or software purchased by CCS, in the CCS database, or in any other assets (real or personal, tangible or intangible, or mixed) of CCS. Notwithstanding the foregoing, such terminating Member Library shall have the right to transfer any one or more of the user licenses owned by such terminating Member Library, but only upon compliance with all of the conditions hereinafter listed.

- a. Such terminating Member Library shall have disclosed to the Governing Board of CCS the terms and conditions of the proposed transfer and shall have obtained the written consent of the Governing Board prior to such transfer, which consent will not be withheld unreasonably; and
- b. No transfer shall be made except to a Member Library which is currently in full compliance with all of its obligations under the Intergovernmental Agreement and under these Bylaws.

In the event that such terminating Member Library has not within one hundred eighty (180) days after the date of its termination of membership in CCS disposed of all of its user licenses in the manner hereinabove provided, all of the right, title and interest of such terminating Member Library in such user licenses shall revert to CCS without any further action by such terminating Member Library or by CCS.

For purposes of this Section, the term "user license" shall have the same meaning as is assigned to that term in the then-current Supply Agreement between CCS and any vendor. No payment shall be made by CCS with respect to such user license(s), and neither the terminating Member Library nor any other Member Library of CCS shall have any right, title or interest in such user license(s) that are transferred to CCS pursuant to this Section.

SECTION 3. PROCEDURE UPON DISSOLUTION OF CCS. Upon the adoption of a resolution of dissolution by two-thirds of the Member Libraries of CCS, CCS shall cease to conduct

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its affairs except insofar as may be necessary for the proper winding up thereof, and shall immediately cause a notice of the proposed dissolution to be mailed to each Member Library and to each known creditor of CCS. CCS shall then proceed to collect its assets and apply and distribute them as hereinafter provided:

- a. All liabilities and obligations of CCS shall be paid or adequate provision shall be made therefor;
- b. All assets held by CCS upon condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements;
- c. All remaining property and assets held by or in the name of CCS shall be distributed to the then current Member Libraries of CCS. Said distribution shall be in a manner which approximates the respective financial contributions of the Member Libraries considering all relevant factors including:
 1. The Contribution of the Member Library, if any, to assets transferred to CCS from NSLS; and
 2. The percent of CCS expenses paid by the Member Library during the life of CCS.

ARTICLE XI - ENFORCEMENT PROCEDURES

In the event that a Member Library fails to comply with these Bylaws or with any rule or regulation of CCS:

- a. Such Member Library shall be given a written notice requesting compliance. At the written request of such Member Library, the Governing Board will meet with such Member Library to discuss the failure to comply and the corrective action needed for compliance.
- b. Unless such Member Library has taken all required corrective action within the time period set forth in said written notice or, if a hearing was requested, within the time period imposed by the Governing Board after such hearing, the Governing Board may suspend the active membership status of such Member Library and thereby deny

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computer services and database access to such Member Library, until such corrective action is taken. The Member Library shall not thereby be released from any of its obligations under the Intergovernmental Agreement and these Bylaws, including the obligation to make financial payments to CCS.

- c. If such Member Library has not taken such corrective action within ninety (90) days after such termination of services, the Governing Board may take such other action as it deems necessary or appropriate, including litigation against such Member Library.

ARTICLE XII - AMENDMENT OF BYLAWS

The power to alter, amend, and repeal these Bylaws, and to adopt new Bylaws, is vested in the Governing Board, except with respect to:

- a. Section 2 of Article II (relating to members of the Governing Board);
- b. Article IV (relating to financial matters);
- c. Article IX (relating to Member Libraries and membership in CCS);
- d. Article X (relating to termination);
- e. Article XI (relating to enforcement procedures); and
- f. This Article.

The Bylaws may be amended, altered, added to or repealed as to any or all of the matter referred to in subparagraphs (a) through (f) above, upon the affirmative vote of two-thirds (2/3) of all the Member Libraries, at any regular or special meeting of the membership of CCS, provided that notice of the proposed amendment, alteration, addition or repeal is given in writing to the Member Libraries forty-five (45) days prior to such meeting.

CCS GOVERNING BOARD -- POLICIES

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Date Approved 9/28/2016

INTRODUCTION

The following policies have been adopted by the CCS Governing Board. The policies are to inform all members of their rights and responsibilities. They shall be reviewed on a regular basis and revised as deemed necessary, with the dates of revision or review following each policy.

Date Reviewed 7/25/12

Date Approved 7/25/12

ARCHIVES

An archival file as stipulated in the CCS Bylaws shall be maintained under the direction of the CCS Administrator and under the official custody of the CCS Secretary.

Date Reviewed 7/25/12

Date Approved 7/25/12

BILLING CCS MEMBERS FOR SUPPLIES

CCS members will be billed for supplies when costs are incurred. A special arrangement for advance billing, e.g., for an end-of-fiscal-year purchase, may be made by mutual agreement between the member and the CCS Administrator.

Date Reviewed 7/25/12

Date Approved 7/25/12

BYLAWS AND POLICIES REVIEW

All CCS Bylaws and policies will be reviewed as needed by the Bylaws and Policies Committee or at the request of at least five CCS members .

Date Reviewed 7/25/12

Date Approved 7/25/12

COMMUNICATIONS MEDIA MANAGEMENT

Media inquiries pertaining to the affairs of CCS should be handled as follows, for the sake of having the appropriate spokespersons comment and the most timely and accurate information provided:

For questions directed to a library pertaining to that library specifically, the library should handle the inquiry according to local guidelines.

For more general questions involving CCS technology, policy, the perspective of a CCS member, etc., the media should be referred to the President or, if unavailable, the Vice President of CCS regarding matters affecting CCS libraries in general, and to the CCS Administrator regarding technology or operations. Any of these individuals may designate a surrogate as necessary and appropriate.

When practical, CCS will generate a FAQ (Frequently Asked Questions) document and circulate it to members.

CCS will specify if documents giving information and/or status are intended for distribution within the member libraries only and recommend target audiences to simplify such decisions at the libraries.

The American Library Association tip sheet on “Dealing With The Media” is appended to this policy as an advisory.

Date Reviewed 7/25/12

Date Approved 7/25/12

COMMUNICATIONS PRACTICES

Agendas, Minutes and adopted policies of the Governing Board meetings will be sent to all CCS member administrators and posted on the CCS web site.

Minutes of Executive Committee meetings will go to the Executive Committee members and to all CCS member administrators.

CCS correspondence and other items not listed will be sent to CCS members only.

All CCS Technical Group communications will be posted on the CCS web site.

Whenever practical, CCS will communicate agendas, meeting packets and Minutes online via e-mail distribution lists and posting of the documents on the CCS Web site. It is the responsibility of the library to work with CCS to ensure the accuracy of e-mail addresses.

Date Reviewed 7/25/12

Date Approved 7/25/12

TIPS FOR LIBRARY SPOKESPEOPLE

Dealing with the Media

American Library Association Public Information Office 50 E. Huron St. Chicago IL 60611
Telephone: 800-545-2433, ext. 5044/4041 Fax: 312-944-8520 e-mail:pio@ala.org

How to Keep Cool in the Spotlight

- Know your message
- Stay in control
- Be prepared to answer difficult questions
- Be truthful
- Practice
- Feel good about how you look
- Remember to smile

Responsibilities of Library Spokespeople

- Know your library's policies
- Give the media what they want
- Be quotable. Talk in soundbites (short, punch statements).
- Be factual and accurate
- Respond promptly
- Deliver the key message
- Mention the name of the "sponsor" – the library or library organization you are representing

What You Must Do

- Prepare
- Educate
- Sell

Tips for Staying in Control

- Don't be afraid to ask questions about what you will be asked or why you are being asked.
- Buy yourself time to think by saying, "That's a good question." Or, "Let me think about it and I'll come back to this."
- Ask the reporter to repeat the question, then rephrase it.
- Never answer a question you don't fully understand. Say, "I'm not sure I understand the question, are you asking...?"

- Focus the interviewer, e.g. “That’s an excellent question” or, “The real issue is…”
- “Flag” key thoughts with words and phrases like “the most important,” “once in a lifetime,” “critical,” “terrific,” “frightening,” “sad,” “exciting.”
- “Bridge” to the positive. When asked a “negative” question, answer briefly without repeating any “hot” or loaded words and add a positive statement. Example:

Q. Won’t computers make libraries obsolete?

A. Absolutely not. Libraries are more needed than ever in the information age. They provide a wealth of resources – such as preschool storyhours and summer reading programs for children – that no computer could ever match. Most important of all, they provide the personal touch of a librarian to help you find just the information you need.

General Tips (all media/public speaking)

How you say it is as important as what you say. Your goal is to be a credible, personable representative who delivers the appropriate message in an effective way for a particular audience.

- Know your audience – teens, seniors (who’s reading/listening/watching).
- Know your key message – Deliver it at the first opportunity. Repeat it at least twice.
- Talk – don’t “speak” – Use simple language. Avoid acronyms, jargon.
- Let your passion show – Deliver the message in a way that makes people feel – not just think – libraries are important.
- Remember, less is more. Limit yourself to three talking points. Keep your answers short, to the point, about 25 words or less (12 seconds). Let the interviewer ask questions.
- Speak deliberately – Pause after you answer. You will appear more authoritative and give the interviewer time to react.
- Anticipate questions – You’re most likely to be asked and have answers. Be prepared to answer the W’s (Who, What, When, Where, Why) and H (How).
- Use statistics sparingly – people don’t remember them.
- Tell stories – Use examples to illustrate key point.
- “Listen” to your audience – Watch for the wandering eye, the bored look. Make adjustments. Change your pacing. Pause. Raise, lower your voice.
- Never repeat a negative – Never say “no comment.”

Tips for....

Print

Don’t let a reporter “seduce” you into saying more than you want to say. Remember, there is no such thing as “off the record.” All other rules apply.

Radio

It's all in the voice. Use lots of expression. Highs and lows. Enthusiasm. Use simple, colorful language that paints a picture for the listener. Tell stories.

Television

How you look is as important as what you say. All of the techniques used in public speaking – keeping an open face (eyebrows raised), using hand gestures and varying your vocal expression – will help you appear as a credible and enthusiastic spokesperson. Props such as a book or large photo can add interest.

- Look at the interviewer – not the audience – unless you are doing an interview by remote or the interviewer is behind the camera.
- Practice “active listening.” Look at who is speaking. The camera may still be on you.
- Picture who your audience is and speak directly to them – from your heart as well the mind. Use stories and examples listeners can relate to.
- Wear more make-up than you normally would. Heavier lipstick and blush will counteract the harshness of the lights and still look natural. Powder will help to minimize shine. Some stations provide professional make-up assistance for men and women.
- Avoid black, navy, white, bright red. Rich colors such as bright blues, rust, wine or purple work well for most women as do charcoal gray or brown for men. Dress as you would for a business meeting or speaking engagement. A blouse with an open collar and suit are flattering to most women.
- Keep accessories simple. Medium-sized earrings or a pin can help focus attention on the face. Avoid dangling earrings that may move when you talk and distract from what you are saying. Avoid necklaces. Glasses should have non-reflective lenses.

Date Reviewed 7/25/12

Date Approved 7/25/12

COOPERATION UNDERSTANDINGS

It is understood that the CCS members shall adhere to all CCS-approved practices and procedures in addition to those established in the Bylaws, including but not limited to the following.

- CCS Cataloging Rules, authority file and other agreed upon inputting practices including the CCS Cataloging Manual.
- CCS Database Management Model.
- Participation in CCS interlibrary loan within six months of commencing circulating material on the computer, using the current agreed-upon practices.
- Plan for Funding Automated Resource Sharing in Illinois Libraries.
- Approved RAILS policies, procedures and regulations pertaining to its members.

Innovative uses of the computer and its database are encouraged. However, any uses of the computer that may alter the data entered such as statistical categories, printed reports and overdues, or the pattern of routing programs run, or may in any way limit the actual or potential usefulness of the computer to any CCS member, will require Governing Board approval according to established procedure.

Date Reviewed 7/25/12

Date Approved 7/25/12

COST APPORTIONMENT

It is healthy for any organization to monitor its costs. This means seeing where the money is going so that containment may be pursued, along with a periodic re-examination of the apportionment of those costs among the membership for the sake of fairness. Following is a review of where CCS dollars go, how they're apportioned including a brief historical review, and a rationale.

BASIC REVENUE AND COST CATEGORIES AND HOW THEY'RE DIVIDED

OPERATING FUND: This fund is for routine ongoing and capital expenses and operates on a pass-through basis. Billing offsets expenses with no surcharges.

REVENUE:

Library Billings: Money billed to libraries to offset expenses, almost always billed after the expense has been paid.

OCLC Billings: Individually and collectively (JED profile) incurred OCLC cataloging and Interlibrary Loan costs, billed monthly and apportioned according to relative materials budgets.

Individual Library Charges: Reimbursement from libraries for orders on their behalf for items that only impact the specific library ordering, e.g., SIP2 licenses.

Staff Accounts: Reimbursement from CCS staff for items ordered by CCS for personal use; rarely used.

EXPENDITURES:

Central computer maintenance: Payments to the vendor for the shared part of our hardware and software maintenance. Central servers, associated peripherals like printers and devices which serve everyone equally like firewall, Internet router, etc. These costs are computed by dividing the total monthly bill by the number of billable user licenses and billing equally for each license.

Personnel including recruiting costs and administrative overhead for benefits, sub-categorized into FICA Tax Expense, Unemployment Tax Quarterly and Insurance Benefits) is billed equally to the member libraries.

Operating costs include library materials; equipment maintenance; supplies; postage; telephone; and printing and copying. They are divided equally among the members.

Data communications includes the monthly costs for shared data lines. CCS maintains three dedicated T-1 lines to the Illinois Century Network (ICN). Increasingly, libraries are accessing CCS via their Internet providers; those costs are billed directly by the provider to the library.

Professional development includes continuing education, travel and professional dues and memberships. Costs are billed equally to members.

Insurance includes coverage of the equipment at CCS quarters and the usual coverages for CCS employees (exclusive of personnel benefits) and as an entity, including bonding the Treasurer and collective cyber insurance. Costs are divided equally between members.

Professional/contractual costs are divided into Accounting; Payroll Processing; Professional/Contractual General (such as Internet Provider access fees); Maintenance Agreements; and Legal. These costs are divided equally among members.

Capital expenses are divided equally among members.

Utilities are divided equally among members.

Rent is divided equally among members.

Electronic Resources includes any collective subscriptions to electronic databases, search tools or OPAC content enrichment.

OCLC includes the collective and individual libraries' charges for OCLC cataloging and Interlibrary Loan, apportioned according to relative materials budgets for the most recent fiscal year.

Individual library charges are for special orders on behalf of one or more members. Expenditures are billed back to the member(s) placing the order.

Staff Accounts are for special personal orders for CCS employees, who reimburse CCS.

DEVELOPMENT FUND:

This is the primary CCS reserve and growth fund, a consolidation of several which have existed over the years. It is supplemented by funds created for grants and the Working Cash Fund which is provided in the Bylaws as a safety valve for cash flow problems.

REVENUE:

Interest: From bank accounts and the Illinois Treasurer's Fund.

New members' retrocon assessments: A new member library pays a proportionate share of database message charges incurred by CCS over the previous five years.

Library billings: Revenue from libraries for reserve fund replenishment (currently \$83,333 collectively annually for cyclical server replacement and \$15,000 annually for authority control) and expense items in this fund per below.

Port rentals: This is for temporary use of simultaneous user licenses beyond a library's normal allotment, and has not been used for almost a decade; if it's not obsolete, it's close.

User licenses: Simultaneous user licenses for the ILS. According to CCS policy, the cost to add a simultaneous user license is \$1,500 per license up front, and a pro-rated share of ongoing Central computer maintenance (see Operating Fund costs).

Grant Income: Income from grant programs.

EXPENDITURES:

Vendor migration costs are devoted to investigation and acquisition of replacement technology. Cost allocation is situational.

Acquisition of new facilities is divided equally among members.

Moving expenses are divided equally among members.

Retrospective conversion covers database reformatting. Cost allocation may be situational, but for large projects, it has been calculated on the basis of proportion of overall bibliographic records in the database which reflect a given library's holdings.

Special software covers purchase of optional modules. It is divided equally among members if it has general utility; in a more specialized case only users would pay.

Database cleanup is divided equally among members. This expenditure category covers special projects outside the scope of costs in the Operating Fund.

Authority control is another subset of database management, divided equally among members.

Backup equipment is divided equally among members.

Site improvements are divided equally among members.

Equipment covers optional purchases for purposes other than backup. Costs are divided equally among members.

Date Reviewed 7/25/12

Date Approved 7/25/12

CRITERIA FOR EVALUATING REFERENCE DATABASES FOR POSSIBLE INTEGRATION WITH CCS

The following considerations must be taken into account when selecting databases for integration into the CCS platform:

Cost

- price
- price/performance, e.g., cost related to extent and integrity of coverage, technical stability, support from vendor, etc.

Breadth of utility to the CCS community

- applicability to CCS clientele
- prevalence of cited materials held within CCS if it is a citations database or index

Suitability to the CCS technical environment

- format
- necessary overhead and maintenance
- backup
- ease and speed of loading
- size
- growth rate
- frequency of updates
- suitability to consistent interface (e.g., Z39.50-compliance)

Alternative sources

- as a whole, in online or other media, via various delivery mechanisms
- overlaps in coverage with other databases

Date Reviewed 7/25/12

Date Approved 7/25/12

DATA ENTRY

Any material being entered in the CCS database with bibliographic information such as author and/or title, must be entered according to the most recent guidelines in the CCS Cataloging Manual.

For MARC bibliographic data entry, the CCS Database Management Model and CCS Cataloging Manual must be followed. These documents shall be incorporated into the Cataloging Policies and Procedures section of the CCS Policies and Procedures Manual and the CCS Catalogers' Wiki.

Date Reviewed 7/25/12

Date Approved 7/25/12

CCS DATA RETENTION/SECURITY

CCS will follow the data retention/security chart. The policy is to be reviewed annually by the Governing Board by January 1.

Data Type	Current Practice
History Logs – contains all charges, discharges, holds, bills paid, contains patron barcode	Retain 2 years, plus current year Purged in Jan of each year. History logs are not privatized to remove patron barcode
Statistical Logs – these contain all circulation transactions, but no patron barcodes	None – these logs can only be changed by Sirsi. These are kept forever and cannot be maintained by our site.
Bills, Paid	One year after payment
Bills, unpaid	Retained forever (subject to local requests). GCK purges unpaid bills after 4 years.
Previous user data with item record – (last patron to borrow)	Retained till borrower after next circulates item
User Charge History	Kept at user option for rolling two years
Inactive holds	6 months (for the Hold Fill Rate report)
Deleted bib records	Varies by library
Deleted items	Varies by library
Deleted patrons	Monthly purge after 2 or 3 years, depending on library practice
Invoices, payments, orders	Okay to purge after five years (we retain now)
Deleted vendors, funds	Okay to purge after five years (we retain now)
Serials data, check in, prediction	Keep current year plus last two full calendar years; archive pre-purge file for first year to make sure we don't need any of the purged data. System retains data update for holdings record.
iBistro statistics (searches done)	One year plus current year (we retain now)
Deleted authorities	Monthly purge (scheduled by Authorities Librarian)
Directors Station – this data is built from history logs, statistical logs and other Unicorn files particularly inactive holds file	See history logs, statistical logs and inactive holds.
Old MARC backup and error files	Not purged

Date Approved 1/22/14

Date Approved 1/28/15

DATA SECURITY

CCS will follow the data retention/security chart. The policy is to be reviewed annually by January 1.

Approved by Governing Board 5/27/09

Database Management Policy

I. Purpose

The Cooperative Computer Services' database is a shared resource created for and by the members of the consortium. Through it the CCS libraries realize the following goals:

- To maintain a reliable and current union catalog of their holdings
- To provide consistent, specific and detailed access to the full intellectual substance of those holdings
- To cooperatively manage a shared patron database for ease in reciprocal borrowing
- To effectively evolve with electronic resources in order to make electronic resource access seamless for patrons

The successful maintenance of this database necessitates a consortium-wide commitment to these goals. Member libraries must agree on common cataloging standards and practice common data entry procedures. In return they enjoy the benefits of cooperation, which include

- Convenience of access to a larger pool of resources for patrons
- Distribution of responsibility, effort and cost
- Large pool of talent and resources
- Cost savings under a shared bibliographic utility
- Opportunities, e.g. training, advocacy, which generally accrue to larger libraries

The CCS Database Management Policy (DMP) is founded on that commitment to shared goals and is, in turn, the foundation on which consensus is built. Specifically, the DMP:

- Describes basic responsibilities of each library
- Describes the responsibilities of CCS central management
- Acknowledges CCS's reliance on a shared bibliographic utility as the primary source of records
- Outlines the means for assuring quality in the database

While the DMP provides a framework of responsibilities, each library is free to meet its obligations using the staff, budget, workflow and technological tools which best suit its situation.

The Database Management Policy expands upon, modernizes, and supersedes the Bibliographic Database Management Model in all its prior iterations.

II. Responsibilities of Member Libraries

Each CCS member library

- A. Will comply with the Database Management Policy, the CCS Cataloging Manual, and other agreed upon shared procedures for database consistency and quality
- B. Will employ a staff with competencies in technical services to supervise the library's bibliographic data creation and entry. These competencies should include a graduate degree in library science or equivalent experience, working knowledge of current, nationally adopted cataloging rules, MARC bibliographic format, Library of Congress subject headings, and bibliographic utilities such as OCLC
- C. Will ensure that all the library's database maintenance staff are trained to the level required by the CCS-defined core requirements for the work they do
- D. Will have a connection to the shared bibliographic utility and be authorized as a user
- E. Will have approved means, e.g. CCS vendor software, shared bibliographic utility software, third party software, to
 - o view and edit existing records in the CCS bibliographic database
 - o create records or acquire records from authorized sources, edit and transfer them to the CCS database
- F. Is still responsible for other activities that are not part of the shared databases, e.g., acquisitions, 3rd party databases, and RFID.
- G. Is responsible for acquisition and maintenance of database management equipment not covered by any consortium contract and ongoing training of its staff in the use of that equipment
- H. Will keep accurate statistics as required
- I. Will send a representative to applicable CCS meetings . Member libraries will encourage their staff to serve on committees and task forces as needed.
- J. Will encourage, support and provide continuing education beyond the core requirements for its database maintenance staff
- K. Will provide its share of resources, e.g., staff time, third party costs to perform database projects agreed upon by the CCS membership

III. Responsibilities of CCS Central Management

The CCS central management is charged with coordinating and overseeing the creation and maintenance of the database as a whole. In particular CCS has responsibility for functions that require or benefit from centralization. For example:

- quality control of the bibliographic database as a whole
- authority control
- quality control of the patron database
- leadership and quality control around the evolution of records for electronic resources

CCS acts as liaison between the CCS libraries and the consortium's system vendor in matters related to the database. CCS is responsible for reviewing and recommending all outside sources of records.

Specific responsibilities of CCS, as listed here, should be reviewed periodically by the Database Management Committee to ensure that the benefits of centralization are maximized.

CCS Central Management

- A. Will supervise the loading of data for new CCS member libraries
- B. Will advise member libraries about preferred methods for acquiring, editing and inputting bibliographic, item records, authority records, patron records, electronic resource records, and other record types as the system evolves
- C. Will monitor the quality of data in the database and coordinate cooperative or third party database revision projects as needed
- D. Will provide orientations of CCS's core requirements to new library staff members when requested or needed
- E. Will, in conjunction with membership feedback, identify continuing education needs and provide continuing education as needed or when requested
- F. Will emphasize the importance of and adhere to national practice, and in conjunction with membership feedback, draft local standards where necessary, and maintain the written record of those standards in conjunction with membership
- G. Will coordinate and monitor the creation and maintenance of a CCS authority file
- H. Will coordinate CCS participation in cooperative cataloging programs outside of CCS, e.g., NACO and PCC.
- I. Will coordinate the use of the shared bibliographic utility
- J. Will recommend to the CCS Governance sources of records
- K. Will coordinate the use of CCS system vendor's products Will have a connection to the shared bibliographic utility
- L. Will assist in the coordination of third party system setup
- M. Will have approved means, e.g. CCS vendor software, bibliographic utility software, third party software, to
 - o view and edit existing records in the CCS database

- create records or acquire records from authorized sources, edit and transfer them to the CCS database

CCS will ensure that the CCS staff have a working knowledge of the standards necessary to effectively support the shared database. These areas include but are not limited to nationally adopted cataloging rules, Library of Congress implementation guidelines, MARC, RDA, Library of Congress Subject Headings, Illinois codes and practices.

IV. Sources of Records

CCS Database Management Committee shall regularly revisit the approved sources of records and make recommendations to the Governing Board. The list of approved sources will be reviewed at least annually if not more frequently, as needed.

Member libraries may suggest sources to the CCS Executive Director for evaluation and group consideration.

Along with the member libraries, CCS staff will develop and regularly update procedures for working with approved sources of records.

V. Quality Control in the Database

The goal of database quality control is to ensure that an adequate amount of necessary information is provided as consistently as possible for the benefit of the patron.

Necessary information is any information that is used by more than the inputting library for internal functions. To achieve the desired levels of completeness and consistency three things are required. There must be a reasonable set of core requirements understood by all libraries; there must be thorough and ongoing training in those requirements; and libraries must have staffs that are able and willing to satisfy the requirements. Each Technical Group will develop core requirements to ensure quality data entry, relevant patron experience, security, and maintenance within the database. These core requirements will be approved by the Governing Board. These requirements will be included as part of the procedures manuals and revisited at least annually.

VI. Training

To ensure database quality all database maintenance staff must satisfy the core requirements associated with his/her job. Each library assumes responsibility for training its staff members in the core requirements of their jobs. Each library will review the work of its trainees until the library is certain that the trainees can satisfy the core requirements. When necessary CCS, rather than individual library personnel, will be responsible for training. CCS will review the work of trainees until they are capable of meeting core requirements. CCS will do training and review

- For libraries that are new to CCS
- For CCS libraries that lack qualified trainers
- Under other circumstances as necessary

VII. Identification of Work

CCS libraries will identify the records they add to the database.

VIII. Monitoring

CCS should be advised when core requirements are not being met. CCS staff will address the problem by

- Discussing the matter directly with the library
- Conducting individual training sessions
- Conducting group training
- Ask for a volunteer mentor library to assist

IX. Continuing Education

Libraries are encouraged to allow their staffs to develop beyond core requirements. The CCS staff and membership will sponsor or conduct training sessions and workshops that are of interest to the CCS membership for maintaining a quality system.

X. Enforcement of Compliance

The CCS bylaws deal specifically with the responsibility of members in Article IX, Section 4. Article XI covers Enforcement Procedures.

DELINQUENT PATRONS

Every CCS member is required to refuse borrowing privileges to any patron whose status is Blocked or Barred.

A member may override the Blocked or Barred status for its own patrons when the delinquency involves the home library's own materials and/or fines only.

A member may override the Blocked or Barred status for any patron if the transaction is approved by the library at which the delinquency occurred.

Members' staff are permitted to use their best judgment at times when it is difficult or impossible to contact the other library or libraries involved.

Date Reviewed 7/25/12

Date Approved 7/25/12

DRUG-FREE WORKPLACE ACT

GENERALLY

Cooperative Computer Services ("CCS") shall be free from the non-medical use of controlled substances and free from alcohol abuse. All employees are prohibited from the following:

- The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on CCS premises or while engaged in CCS business or activities.
- The distribution, consumption, possession of or being under the influence of alcohol while on CCS premises or while engaged in CCS business or activities.

For the purposes of this policy, a controlled substance is a controlled substance as defined in the Illinois Controlled Substance Act, or cannabis as defined in the Cannabis Control Act; including a substance which is:

- Not legally obtainable; or
- Being used in a manner different than prescribed; or
- Legally obtainable, but has not been legally obtained.

As a condition of employment, each employee shall agree to abide by the CCS policy concerning a drug and alcohol-free workplace.

CONSEQUENCES FOR VIOLATION OF POLICY

Sanctions for violation of the standards of conduct required by this policy may include discipline up to and including termination of employment and referral for prosecution consistent with applicable local, state and federal law. In addition, CCS reserves the right to require an employee who violates this policy to satisfactorily participate in an approved drug or alcohol abuse program.

NOTIFICATION OF DRUG CONVICTIONS

Any employee involved in a CCS project or activity which is funded directly by the federal government or the state government who is convicted of violating any local, state or federal criminal drug statute for a violation occurring in the workplace must notify the CCS Administrator within five (5) days after such conviction.

Any such employee convicted of violating any local, state or federal criminal drug statute for a violation occurring in the workplace shall be sanctioned by CCS in accordance with this policy, or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

DRUG-FREE AWARENESS

CCS shall provide each employee annually with a copy of the CCS Drug-Free Workplace Policy and post it in a place where other information for employees is posted.

CCS shall make available to its employees information from anti-drug/alcohol abuse organizations and enlist the aid of community and state agencies to provide information to CCS employees.

The Administrator of CCS shall notify the appropriate federal agency or state agency from which CCS receives grant monies or contracts of any employee's conviction within ten (10) days after receiving notice of the conviction.

DISSEMINATION OF INFORMATION

Employees shall be given a copy of this policy and shall be notified that compliance with the policy is mandatory.

Date Reviewed 7/25/12

Date Approved 7/25/12

EQUITABLE ACCESS

The order of priority for ILL hold rankings for individual patrons should be local patrons (Hold Rank 125), then other CCS patrons (Hold Rank 125 but set secondary via the “own patrons first” Hold Priorities attribute in the Hold Map to protect the local hold queue), then patrons from outside CCS (Hold Rank 150).

Non-CCS libraries’ ILL requests (placed by the library’s staff, not a patron placing his or her own hold which is covered by recommendation one above) should be given the same secondary ranking (Hold Rank 150) as non-CCS libraries’ patrons.

- In-house cards with hold rankings lower than 125 (higher priority for holds) should be used only for library business and not for personal holds.

A hold limit for a User Profile of “unlimited” is defined as “100.” (This reduces the potential inequity for libraries that set lower limits for their own users. The software generally uses 25,000 to mean “unlimited.”)

We should use Profile CPCPUBLIC for Chicago patrons to allow libraries to distinguish them in their policy Maps. (CCS can do the Hold Map changes and a retroactive global edit to user records.)

On-order items should follow the Hold Map for their eventual post-receipt Item Type from the time the on-order record is entered, for the sake of consistency of practice and realistic patron expectations of seeing their hold filled.

As a general guideline, “new” should be defined as “six months maximum” in terms of availability for ILL.

The group encourages the sharing of everything else that circulates outside the categories discussed below, subject to licensing restrictions, with the understanding that there will be local definitions of “high demand” collections which may be limited. EATF encourages a conservative definition of collections to limit in the interest of reciprocity.

EATF recommends that libraries comply with reciprocity through local policy and the Hold Map.

With regard to some specific formats, the question of recommending uniform restriction or sharing was considered with the following results based on the current survey of practices.

- New videos: no recommendation due to evenly divided practice and an uncertain future for the format
- New DVDs: no recommendation due to evenly divided practice
- New audiobooks on CD: no recommendation due to divided practice
- New books: no recommendation due to divided practice

With the understanding that the formats listed may be exceptions, “availability” should be defined as making at least the library’s FIRST HOLDABLE COPY available to other libraries. (This will protect

non-circulating or non-holdable collections and allow a library to restrict some copies of a holdable Item Type to local patrons. It means that if a library allows holds on any copies of a title, it should make at least one copy available for ILL, subject to the exceptions listed.

EATF encourages the Governing Board to revisit the question of uniformity of practice to benefit patrons and staff on a periodic basis.

Date Reviewed 7/25/12

Date Approved 7/25/12

Cooperative Computer Services, Fiscal Accountability Policy

I. Purpose

The purpose of the Fiscal Accountability Policy for Cooperative Computer Services (CCS) is to provide a framework for the Governing Board and CCS Staff for the fiscal operations of CCS, to assure sound fiscal management and to outline responsibilities for management of CCS funds.

II. Scope

This Fiscal Accountability Policy applies to the financial and investment activities of all funds under the direction of CCS. This policy also applies to any new funds or temporary funds placed under the direction of CCS.

III. General

- A. CCS financial policies and procedures shall be in accordance with Illinois law.
- B. As per 75 ILCS 16/30-45, and as stated in CCS's Bylaws, CCS's Treasurer shall be bonded in an amount and with sureties approved by the Board. The amount of the bond shall be based on a minimum of 100% of the total funds received by CCS in the previous fiscal year or as otherwise required by law. The cost of the surety bond shall be borne by CCS.
- C. The current and past seven years' financial records of CCS shall be maintained and kept at CCS. CCS will maintain records in accordance with the Local Records Act (50 ILCS 205).
- D. CCS shall maintain an inventory of capital purchases.
- E. Roll call action shall be taken by the Governing Board on all financial matters.
- F. CCS Governing Board members with conflicts of interest shall resign from the Governing Board before the vote is taken in accordance with the Public Officer Prohibited Activities Act (50 ILCS 105) and any other applicable statutes. In the event of a common law conflict where the authorized representative is unable to serve as a member of the Governing Board, the Alternate Representative may vote on behalf of the member library.
- G. The total budget by fund shall be approved by the Governing Board.

IV. Deposits

- A. All revenue received by CCS shall be deposited in accordance with internal control procedures.
- B. Deposits in any one institution may not exceed the FDIC insured amount without a signed collateralization agreement (see Section VII. G).

V. Expenditures and Other Financial Transactions

- A. Authorized signatories are the Board President, Treasurer, CCS Executive Director, and designated CCS Manager.
- B. The CCS Executive Director is responsible for carrying out the day to day operations within budget as set by the Governing Board.
- C. The CCS Executive Director is authorized to purchase or lease material, goods, equipment, or services, the cost of which is less than \$5,000.00. The CCS Executive Director is authorized to purchase or lease material, goods, equipment, or services, the cost of which is less than \$10,000.00 with the approval of the CCS Executive Committee. The CCS Executive Director is authorized to purchase or lease material, goods, equipment, or services, the cost of which is less than \$20,000.00 with the approval of the full Governing Board. CCS may spend in excess of \$20,000.00¹ only after completing the formal bid process in accordance with Section VIII C.
In case of bona fide emergency, the CCS Executive Director may spend up to \$10,000 with the approval of any two members of the Executive Committee.
- D. CCS Executive Director has the authority to renew annual operating and maintenance contracts up to \$5,000.00. Contracts for services outside of annual operation and maintenance contracts, such as capital improvements or planning, must be approved by the Governing Board, no matter what the cost. The Governing Board may give the CCS Executive Director approval to negotiate and sign the contract documents, as long as the Governing Board has approved the service provider and a not-to exceed amount.
- 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 Board at its regularly scheduled meeting.
- G. All Governing Board Members and CCS Executive Director shall file statements of economic interest with the County Clerk or state authorities.

VI. Routine Banking

- A. The CCS Executive Director or his/her designee is authorized to make deposits into appropriate accounts established with the approval of the CCS Governing Board.
- B. The CCS Executive Director or his/her designee is authorized to transfer funds from one CCS account to another CCS account for payment of CCS bills that have been approved by the Governing Board.
- C. ACH payments may be made on a monthly basis for vendors approved by the Executive Committee at amounts no higher than \$5,000. ACH payments shall be reported in the monthly financials.

¹ The statutory amount is \$20,000 and this entry cannot be any higher than that but can be lower at the discretion of the Governing Board, where it is self-imposing a bidding requirement earlier or at a lower than required amount.

- D. Two signatures will be required on regular checks payable by CCS. The signatories shall be any two (2) of the CCS President, CCS Treasurer, Executive Director, and designated CCS Manager.
- E. A credit card will be maintained for CCS use.

VII. Investments

- A. All investment policies, procedures, and practices of CCS shall be in accordance with Illinois law. The general authority of the Governing Board to control and invest public funds is defined in the Illinois Public Funds Investment Act [30 ILCS 30/235).
- B. Management Program, Internal Controls, and Delegation of Authority
 - i. Responsibility for—and management of— the investment policies, procedures, and practices are delegated to the Executive Committee’s Treasurer—hereby designated the Chief Investment Officer of CCS—acting under the general oversight and authority of the Executive Committee. The Treasurer, as Chief Investment Officer, and CCS Executive Director are responsible for establishing, implementing, and administering CCS’s investment program.
 - ii. In addition to the guidelines contained in this policy, the Treasurer shall establish, implement, oversee, and periodically review a system of internal controls and written operational procedures designed to prevent loss, theft, or misuse of funds. Such procedures shall include explicit delegation of authority to persons responsible for execution of financial activities under the direction of the Treasurer, including: investment transactions; check signing; check reconciliation; deposits; report preparation; and wire transfers.
- C. Prudent Person Standard
 - i. The standard of care applicable to investment of CCS 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.
 - ii. When acting in accordance with this standard of care and exercising due diligence, the Treasurer and others authorized to act on his or her 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.
- D. Objectives and Guidelines
 - i. It is the Board’s policy to place idle funds in relatively risk-averse assets that will provide the highest return possible while meeting the cash flow demands of CCS.

- ii. When selecting financial institutions and investment instruments for CCS funds, the following general objectives and guidelines should be considered in the order listed:
 - a) **Legality and Safety** — Investments shall be made only in securities guaranteed by the United States Government or in institutions insured by the Federal Deposit Insurance Corporation (FDIC). Accounts in banks will not exceed the amounts insured under FDIC coverage, unless they are adequately collateralized.
 - b) **Liquidity** — The types and lengths of investments should be managed to insure that CCS is able to meet the cash flow requirements for ongoing operations and capital expenditures.
 - c) **Return on Investment** — Within the constraints imposed by considerations of legality, safety, and liquidity, every effort should be made to achieve a maximum returns on investments. All available funds shall either be invested or kept in interest bearing deposit accounts.
 - d) **Simplicity of Management** — The Treasurer, CCS Executive Director, and other designated administrative staff must be able to manage CCS investments effectively and efficiently within the time constraints imposed by other responsibilities and the limitations imposed by their respective levels of financial expertise.
- E. **Investment Instruments** Authorized investments shall be limited to the instruments listed below:
 - i. Treasury bills, bonds, or other securities issued and guaranteed by the United States Government, its agencies or instrumentalities.
 - ii. The Illinois Funds.
 - iii. Interest bearing NOW (Negotiable Order of Withdrawal) accounts, time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act; and Certificates of Deposit with federally insured institutions that are collateralized or insured at levels acceptable to CCS in excess of the current FDIC coverage limit.
 - iv. Other investments that are permitted under Illinois law and satisfy CCS's investment objectives provided any such investment is specifically approved and authorized in advance by the Executive Committee.
 - v. Investments may be made only in those savings banks or investment certificates of which are insured by the FDIC.
 - vi. Investment products that are considered to be derivatives are specifically excluded from approved investments.
- F. **Diversification**
 - i. It is CCS's policy to diversify its investment portfolio in order to minimize the risk of loss resulting from over concentration in a specific maturity, issuer, or

class of securities. Diversification strategies shall be determined and revised periodically by the Treasurer, with the advice and counsel of the Budget and Finance Committee.

- ii. The principle of diversification shall be applied in accordance with the following parameters:
 - a) Treasury bills, bonds, or other securities issued and guaranteed by the United States Government, its agencies or instrumentalities—Up to 100% of the investment portfolio.
 - b) The Illinois Funds—Up to 75% of the investment portfolio.
 - c) Interest bearing NOW (Negotiable Order of Withdrawal) accounts, time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act. Up to 75% of the investment portfolio;
 - d) Certificates of Deposit with federally insured institutions that are collateralized or insured at levels acceptable to CCS in excess of the current FDIC coverage limit—Up to 75% of the investment portfolio.
 - e) Other investments that are permitted under Illinois law and satisfy CCS's investment objectives, provided any such investment is specifically approved and authorized in advance by the Board —Up to 15% of the investment portfolio.

G. Collateralization and Safekeeping

- i. Time deposits in excess of FDIC insurable limits must be secured by collateral or private insurance. Eligible collateral instruments are any investment instruments acceptable under the Illinois Public Funds Investment Act. The collateral must be placed in safekeeping at or before the time CCS makes the investment(s).
- ii. Third-party safekeeping is required for all collateral. To accomplish this, the securities serving as collateral must be held at one or more of the following locations: [1] a Federal Reserve Bank or its branch office; [2] another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve; [3] an escrow agent of the pledging institution; or [4] the trust department of the issuing bank. Safekeeping shall be documented by an approved written agreement that complies with FDIC regulations. Substitution or exchange of collateral held in safekeeping for CCS can be approved exclusively by the Treasurer, and only if the market value of the replacement collateral is equal to or greater than that of the collateral being replaced.

H. Authorized Financial Institutions

- i. Financial institutions shall be considered and authorized only by action of the Executive Committee, upon the recommendation of the Treasurer.
- ii. The Treasurer shall maintain a list of institutions authorized to provide investment services to CCS.

- iii. Demand Deposits: Any financial institution selected by CCS shall provide normal banking services, including, but not limited to: NOW accounts, wire transfers, and safekeeping services. CCS will not keep funds in any financial institution that is either not a member of the FDIC or a credit union covered by NCUSIF.
 - iv. Certificates of Deposit: Any financial institution selected to be eligible for CCS's certificate of deposit purchase program must: [1] provide wire transfer and certificate of deposit safekeeping services; and [2] be a member of the FDIC and be willing to and capable of posting the required collateral or private insurance for funds in excess of FDIC insurable limits.
- I. Financial and Investment Services Providers
 - i. Investment advisors, money managers, and similar service providers may be engaged on an as-needed basis by action of the Executive Committee. This process will be designed and coordinated by the Treasurer and the Budget and Finance Committee.
- J. Performance
 - i. The Treasurer shall seek to earn a reasonable rate of return on investments consistent with the objectives stated in this policy.
- K. Reporting and Review
 - i. Investments, fund balances, and the status of such accounts shall be reported at each regularly scheduled Executive Committee meeting. At least quarterly, reports shall include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date.
 - ii. The Treasurer shall review this Policy annually and report annually to the Governing Board on the investment portfolio and the portfolio's compliance with this Policy.
- L. Ethics and Conflicts of Interest
 - i. Officers and employees involved in the investment process shall not engage in personal business activity that could conflict with the proper execution and management of this policy, or that could impair their ability to make impartial decisions.
 - ii. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.
 - iii. Except as permitted under the Public Officer Prohibited Practices Act, no officer or employee involved in the investment process shall have any interest in, or receive any compensation from, any investments in which CCS invests, or the sellers, sponsors, or managers of those investments.

VIII. Purchasing and Bids

- A. Unless otherwise provided for in this policy, the CCS 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 without the prior approval of the CCS Governing Board. Staff will act to procure quality products and services at the lowest possible cost, consistent with the needs of the user departments with regard to durability, performance, delivery, and service.
- B. All purchases for goods and services for CCS shall be authorized by CCS Executive Director through established procedures.
- C. When the cost is in excess of \$20,000, the Governing Board shall advertise for bids and award the contract to the lowest responsible bidder. Bidding is not required in the following cases:
 - Contracts for goods or services that are economically procurable from only one source;
 - Contracts for the purchase of magazines, books, periodicals, electronic databases, and similar articles of an educational or instructional nature;
 - 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;
 - Contracts for the maintenance or servicing of equipment that are made with the manufacturers or authorized service agents of that equipment;
 - Goods or services that are procured from another governmental agency;
 - 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;
 - Involving public health, public safety, or in the event of a bona fide emergency;
 - Purchases of less than twenty thousand dollars (\$20,000) except when a lower amount is established at the discretion of the Governing Board in accordance with Section V C.
- D. For other purchases for services, materials, equipment, or supplies, other than professional services, with a value greater than \$5,000 whenever feasible, of three or more competitive quotations will be sought.

IX. Disposal of CCS Surplus Property

- A. For purposes of this Policy, “surplus property” is any asset owned by CCS that is no longer needed or useful for the provision of CCS services.
- B. The Executive Committee has the authority to determine assets of CCS that are surplus and no longer necessary or useful for CCS purposes, and to provide that such assets may be disposed of in accordance with this Policy.

- C. The CCS Executive Director is authorized to declare as “surplus property” any CCS asset that the CCS Executive Director, as designated agent of the Executive Committee, determines (a) is no longer necessary or useful for CCS purposes and (b) whose market value as reasonably estimated by the CCS Executive Director is less than \$500. At the discretion of the Executive Director, such surplus property can be: a) discarded; b) traded in on new equipment; c) sold; or d) given to local philanthropic, educational, cultural, governmental, or other not-for-profit organizations.
- D. The Executive Committee retains the sole and exclusive right to declare as surplus any CCS materials with a market value of \$500 or more.
- E. If there appears to be significant value or benefit (over \$500), the assets first must be offered at the determined market value to the CCS libraries that funded its purchase.
- F. If no CCS library bids and the value is over \$500, other means to sell the assets such as ads, eBay or other auction outlets) should be considered, taking into account the final revenue after seller’s fees are paid. Other options include trading in on new equipment or given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.

X. Credit Cards/Accounts

- A. CCS may maintain a credit card account for use by CCS Executive Director and designated staff. Such business must be documented with receipts to support all purchases.
- B. CCS may maintain credit accounts with suppliers to meet regular operating needs, with authorization of CCS Executive Director.

XI. Governing Board and Executive Committee

- A. CCS Governing Board and Executive Board Members shall serve without compensation.

XII. CCS Staff

- A. Employees shall be reimbursed for reasonable authorized and approved expenses incurred by them in the performance of their duties. All such expenses must be approved in advance by the CCS Executive Director. Purchases made without the appropriate advance approval shall not be considered reimbursable.
- B. Mileage for automobile travel shall be reimbursed at the current Standard Mileage Rate as determined by the Internal Revenue Service.
- C. Expense reports must be supported by original receipts that document travel expenditures and all approved expenses.

XIII. Budget and Reserves

- A. The CCS fiscal year shall be July 1 through June 30.
- B. CCS may maintain a Development Fund.
- C. The CCS Governing Board shall review all fund balances not less frequently than on an annual basis in conjunction with the annual budget review.
- D. The goal of CCS is to maintain not less than 25% and not more than 50% of the prior year's operating fund as operating reserves in the Operating Fund.
- E. Annually, the Budget and Finance Committee shall review and update a list of potential uses (e.g. projects, emergencies) for the Development Fund.
- F. Annually, the Treasurer shall review the financials of the previous fiscal year to determine the amount to transfer from the Operating Fund to the Development Fund.

XIV. Audit

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

GRADUATED FEES FOR NEW MEMBERS

Operating costs for new CCS members will be phased in under some circumstances for their first three years of participation, based on two premises:

- the library has interest in joining, but while its operating revenues are increasing, the library is still on the cusp of being able to afford CCS, and
- it is in the interest of present membership to have additional members whose payments would decrease costs for all members, and provide additional resources for the patrons of all CCS libraries. Existing members will not be assessed additional costs to subsidize the phase-in program.

Every library joining CCS is expected to pay startup costs. Certain startup fees (user licenses, data migration, training, SIP licenses, database subscription costs and others to be determined at the time of application) are excluded from the cap on expenses for the prospective member. The cap is applied to ongoing costs for the phase-in.

To qualify for these graduated fees, a library must have a current operating budget smaller than that of any current CCS member at the time of application for membership, and must make a five year commitment to CCS membership by Board action.

For a library which qualifies for the graduated fees, the cap on CCS operating costs will be as follows:

Year 1: 2.5% of the library's operating budget during its most recent fiscal year

Year 2: 5.0% of the library's operating budget during its most recent fiscal year

Year 3: 7.5% of the library's operating budget during its most recent fiscal year

The last two years of the five year commitment will be uncapped, with the library paying its full pro-rated share of CCS expenses.

The costs will be apportioned to the CCS Operating Fund and Development Fund in proportion to their share of projected revenue during the applicable CCS budget year.

Date Reviewed 7/25/12

Date Approved 7/25/12

HIPAA ANTI-RETALIATION

Purpose

Title II of the Federal Health Insurance Portability and Accountability Act (Title II of Public Law 104-191, Section 262(a) (codified as 42 USC 1320d to 1329d-8), and Section 264 of Public Law 104-191), and its accompanying Privacy Regulations, 45 CFR Parts 160 and 164, require that “covered entities,” as defined by the HIPAA Privacy Regulations, refrain from any retaliatory acts targeted toward those who file complaints or otherwise report HIPAA violations or infractions. The purpose of this policy is to clearly state the position of Cooperative Computer Services (“CCS”) on intimidation and retaliation. This policy applies to all workforce, volunteers and management of CCS.

Policy

Under no circumstances shall CCS intimidate, threaten, coerce, discriminate against, or take other retaliatory action against any individual for:

- The exercise of rights guaranteed under HIPAA, including the filing of a HIPAA complaint against CCS;
- The filing of a HIPAA complaint with the Secretary of HHS;
- Testifying, assisting, or participating in a HIPAA investigation, compliance review, proceeding, or hearing; or
- Opposing any act or practice that is counter to the HIPAA regulations, provided the individual or person has a good faith belief that the practice opposed is unlawful, and the manner of the opposition is reasonable and does not involve a disclosure of PHI in violation of HIPAA.

No retaliatory action against an individual or group involved in filing HIPAA complaints or otherwise reporting infractions will be tolerated.

Under no circumstances shall CCS require any member(s) of its work force, volunteers, or management to waive their rights under HIPAA.

Procedure

All allegations of HIPAA retaliation against individuals will be reviewed and investigated by CCS in a timely manner.

Effective Date

This policy is effective as of the 24th day of March, 2004.

Date Reviewed 7/25/12
Date Approved 7/25/12

IDENTITY PROTECTION

The Cooperative Computer Services (“CCS”) adopts this Identity-Protection Policy pursuant to the Illinois Identity Protection Act. 5 ILCS 179/1 *et seq.*

The Identity Protection Act requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers (“SSNs”) that are collected, maintained or used, so as to safeguard SSNs against unauthorized access because SSNs can be used to facilitate identity theft. The goal of the Identity Protection Act and of this Policy is, in part, to require CCS to assess its personal information collection practices and to make any necessary changes to those practices to ensure confidentiality.

Social Security Number Protection:

Whenever an individual is asked to provide CCS with a SSN, CCS shall provide that individual with a statement of the purpose or purposes for which CCS is collecting and using the SSN. CCS shall also provide such statement of purpose upon request. The format for such Statement of Purpose is attached as exhibit to this Policy.

CCS shall not:

- Publicly post or publicly display in any manner an individual’s SSNs. “Publicly post” or “publicly display” means to intentionally communicate or otherwise intentionally make available to the general public.
- Print an individual’s SSN on any card required for the individual to access products or services provided by CCS.
- Require an individual to transmit a SSN over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Print an individual’s SSN on any materials that are mailed to the individual through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.

In addition, CCS shall not:

- Collect, use, or disclose a Social Security number from an individual, unless:
- Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of CCS's duties and responsibilities;
- The need and purpose for the SSN is documented before collection of the SSN; and
- The SSN collected is relevant to CCS's documented need and purpose.
- Require an individual to use his or her Social Security number to access an Internet web site.
- Use the Social Security number for any purpose other than the purpose for which it was collected.

The prohibitions set forth above in Paragraphs a. through c. do not apply in the following circumstances:

- The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for CCS to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, CCS must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under Illinois Identity this Act on a governmental entity to protect an individual's Social Security number will be achieved.
- The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
- The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
- The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
- The disclosure of SSNs by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.

- The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Requirement to Redact Social Security Numbers:

CCS shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. CCS shall redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, CCS shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of a Social Security number are accessible a part of personal information.

Employee Access to Social Security Numbers:

Only CCS employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

Date Reviewed 7/25/12
Date Approved 7/25/12

ILL BILLING FOR LOST OR DAMAGED ILL ITEMS

The individual or library patron to whom an ILL item is checked out in the CCS database is held responsible.

CCS libraries shall not bill each other for lost or damaged ILL items.

The borrowing library shall make every effort to recover the materials through its normal overdue procedures.

If money is tendered for a lost or damaged item, the money will be forwarded to the owning library.

Date Reviewed 7/25/12

Date Approved 7/25/12

INDEMNIFICATION OF GOVERNING BOARD MEMBERS, OFFICERS, EMPLOYEES AND AGENTS

1. Cooperative Computer Services ("CCS"), an intergovernmental agency formed pursuant to the applicable provisions of the Constitution of the State of Illinois and the Intergovernmental Cooperation Act (5 ILCS 220/ 1 et seq.), may indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of CCS) by reason of the fact that he is or was a member of the Governing Board, officer, employee or agent of CCS, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement, actually and reasonably incurred by him in connection with such action, suit or proceeding, if he acted in good faith and in a manner he reasonably believed to be in, or not opposed to, the best interests of CCS, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not of itself, create a presumption that the person did not act in good faith and in a manner which he reasonably believed to be in, or not opposed to, the best interests of CCS, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his conduct was unlawful.
2. CCS may indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action or suit by or in the right of CCS to procure a judgment in its favor by reason of the fact that he is or was a member of the Governing Board, officer, employee or agent of CCS, against expenses (including attorneys' fees) actually and reasonably incurred by him in connection with the defense or settlement of such action or suit, if he acted in good faith and in a manner he reasonably believed to be in, or not opposed to, the best interests of CCS, and except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to CCS, unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which such court shall deem proper.
3. To the extent that a member of the Governing Board, officer, employee or agent of CCS has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in subsections (a) and (b) of this Policy, or in defense of any claim, issue or matter therein, he shall be indemnified against expenses (including attorney's fees) actually and reasonably incurred by him in connection therewith.
4. Any indemnification under subsections (a) and (b) of this Policy (unless ordered by a court) shall be made by CCS only as authorized in the specific case upon a determination that indemnification of the member of the Governing Board, officer, employee or agent is proper in the circumstances because he has met the applicable standard of conduct set forth in subsections (a) and (b) of this Policy. Such determination shall be made (1) by the Governing Board by a majority vote of a quorum consisting of members of the Governing Board who were not parties to such action, suit or proceeding, or (2) if such a quorum is not

obtainable, or, even if obtainable, a quorum of disinterested members of the Governing Board so directs, by independent legal counsel in a written opinion, or (3) by the Member Libraries of CCS.

5. Expenses (including attorneys' fees) incurred by an officer or member of the Governing Board in defending any civil, criminal, administrative or investigative action, suit or proceeding may be paid by CCS in advance of the final disposition of such action, suit or proceeding, upon receipt of an undertaking by or on behalf of such member of the Governing Board or officer to repay such amount if it shall ultimately be determined that he is not entitled to be indemnified by CCS as authorized in this Policy. Such expenses (including attorneys' fees) incurred by other employees and agents may be so paid upon such terms and conditions, if any, as the Governing Board deems appropriate.
6. The indemnification and advancement of expenses provided by, or granted pursuant to, the other subsections of this Policy shall not be deemed exclusive of any other rights to which those seeking indemnification or advancement of expenses may be entitled under any law or any bylaw, agreement, vote of the Member Libraries of CCS or disinterested members of the Governing Board, or otherwise, both as to action in his official capacity and as to action in another capacity while holding such office.
7. CCS may purchase and maintain insurance on behalf of any person who is or was a member of the Governing Board, officer, employee or agent of CCS, against any liability asserted against him and incurred by him in any such capacity, arising out of his status as such, whether or not CCS would have the power to indemnify him against such liability under this policy.
8. The indemnification and advancement of expenses provided by, or granted pursuant to, this Policy shall, unless otherwise provided when authorized or ratified, continue as to a person who has ceased to be a member of the Governing Board, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrator of such a person.
9. If a claim under this Policy is not paid in full by CCS within ninety (90) days after a written claim has been received by CCS, the claimant may at any time thereafter bring suit against CCS to recover the unpaid amount of the claim and, if successful in whole or in part, the claimant shall be entitled to be paid in addition the reasonable expense (including reasonable attorney's fees) of prosecuting such claim. It shall be a defense to any such action (other than an action brought to enforce a claim for expenses incurred in defending any action or proceeding in advance of its final disposition where the required undertaking has been tendered to CCS, unless such action is based on the claimant having committed an act involving moral turpitude) that the claimant has not met the standards of conduct which make indemnification permissible under this Policy; but the burden of proving such defense shall be on CCS. Neither the failure of CCS (including its Governing Board, independent legal counsel, or its Member Libraries) to have made a determination prior to the commencement of such action that indemnification of the claimant is proper in the circumstances because he or she has met the applicable standard of conduct set forth in this Policy, nor an actual determination by CCS (including its Governing Board, independent legal counsel, or its Member Libraries) that the claimant has not met such applicable standard of conduct, shall be a defense to the action or create a presumption that the claimant has not met the applicable standard of conduct.

10. The provisions of this Policy shall be a contract between CCS and each member of the Governing Board, officer, employee and agent to which this Policy applies. No repeal or modification of this Policy shall invalidate or detract from any right or obligation of CCS with respect to any state of facts existing prior to the time of such repeal or modification.

Date Reviewed 7/25/12

Date Approved 7/25/12

ITEM TYPES

The criteria for creating a new Item Type and maintaining use of an existing one are:

- It must be used by some library for some item, be planned to be used, or it must be required by Sirsi as a “delivered” policy.
- It must be required for correct circulation or display (description).
- It must not be redundant with an existing one.

Consolidation of existing Item Types in accordance with these criteria and this timetable should be pursued with all due diligence.

Date Reviewed 7/25/12

Date Approved 7/25/12

LEGAL COUNSEL

The Governing Board of CCS reserves the right to:

- Engage its' own counsel
- Agree to the terms by which legal counsel shall be compensated, and
- Decide under what circumstances legal counsel shall be employed

The CCS Administrator in consultation with and approval of the CCS President is empowered to employ the CCS or other legal counsel when delay would be harmful to the CCS or its members.

An individual CCS member desiring legal clarification relative to the meaning of any CCS document may use the services of the CCS Attorney or any Attorney of its own choosing. All legal expenses (those of the individual library's own Attorney as well as those, if any, of the CCS Attorney) resulting from such inquiry are the responsibility of the individual library.

Date Reviewed 7/25/12

Date Approved 7/25/12

LIBRARY BUY-INS

Libraries that buy into optional features after the initial rollout will be charged using the same formula as was used for the original participants unless the Governing Board determines a different pricing formula.

If a library joins the initial participants within a year of the rollout date determined by CCS (when the product is working in the production environment), the revenue from the library joining later will be credited to the previous participants according to the prevailing pricing formula. If a library joins the users of an optional feature a year or more after the initial rollout date, the proceeds will accrue to the CCS Development Fund.

Date Reviewed 7/25/12

Date Approved 7/25/12

MIGRATION COST APPORTIONMENT

The first year cost of a potential CCS vendor migration will be apportioned with equal weight given to:

An equal division among CCS libraries

Relative number of Symphony user licenses

Legal service population

Approved 11/28/12

MISSION AND VISION STATEMENTS

MISSION: CCS provides access to shared, cost effective library technology and serves as a collaborative learning hub to unveil the future.

VISION: CCS promotes innovation and efficiency among member libraries, and it delivers a reliable, user-friendly experience for library users.

Date Approved 7/27/16

NEW CCS MEMBERS: APPLICATION AND ORIENTATION

The following steps should be followed when a library applies for membership to the CCS and is accepted:

- A library interested in joining the CCS should provide written notice to the CCS President and the CCS Administrator of its interest in joining the CCS.

CCS will supply current documents establishing membership and pertinent to membership to the interested library for review.

- CCS-vendor supply agreement (if accessing vendor database)
- CCS-vendor maintenance agreement (if accessing vendor database)
- CCS Membership Ordinance (if to a District Library)
- Intergovernmental Agreement for library computer services
- Bylaws of the CCS
- CCS Database Management Model
- CCS-vendor contracts for other services to be used by the Member Library

When a library decides to become a member of CCS a letter should be sent to the CCS Administrator and the CCS President including the following information:

- Statement of acceptance of current ordinance or agreement(s) with no change to existing language
- Date when an agreement with CCS is desired and number and types of terminals to be ordered and/or services to be used

If accessing CCS Database:

- Projected date for CCS online circulation
- Number of items to be entered into the CCS database
- Number of titles to be entered into the database
- Method of data entry according to the CCS Database Management Model
- Number of registered borrowers
- Projected annual circulation using CCS equipment

The CCS Administrator must obtain a letter from the appropriate vendor(s) outlining the technical implications and any recommendations for the CCS required by the library for membership.

The CCS Executive Committee will review the technical information, discuss any possible effects on service and costs, and make recommendation for or against CCS membership to the Governing Board.

The Governing Board will consider the Executive Committee's recommendation and then act on the library's application for membership.

If the action of the CCS Governing Board is favorable, the library and CCS will execute all necessary agreements. A letter to the CCS Administrator and President assenting to the CCS Bylaws will be a part of the necessary documentation. All contracts and the Bylaws will be accepted by the library without alteration.

Membership commences when all documentation is properly executed and has been accepted by the CCS Governing Board.

Each new CCS member shall be subject to a retrospective assessment as stipulated in the CCS Bylaws.

Each new CCS member will be assigned a “buddy” library by the CCS Administrator for the purpose of general staff orientation, preparation and hands-on experience. The new CCS member shall obtain consent of the “buddy library” before contacting the vendor through CCS for the purpose of scheduling any vendor-provided training sessions. The buddy/new library relationship will be coordinated through the CCS Administrator. The buddy library should communicate with the new member on a regular basis to monitor progress and problems. Experienced staff from either the buddy library or the computer room will be available to visit the new member to assist in establishing the best locations for equipment, types of equipment and general setup requirements for going online. The CCS Administrator should also be involved in these recommendations and decisions.

The following information will be provided to a new CCS member by the CCS Administrator, and reviewed with the new CCS member by the “buddy” library:

- Data entry manuals and other documentation
- Interlibrary loan procedures
- All Governing Board Minutes within the last year
- Operational Specifications
- Installation Specifications
- CCS Policies and Procedures
- All other available procedural documentation
- All Technical Group Minutes within the last year

Orientation at the CCS Computer Center will be provided to the new member in a timely fashion.

A new member should establish contact with the following:

- CCS Catalogers Technical Group
- CCS Database Manager
- CCS ILL Technical Group
- CCS Circulation Technical Group
- Other appropriate CCS Technical Groups
- The Governing Board

Date Reviewed 7/25/12

Date Approved 7/25/12

NEW USER LICENSE ASSIGNMENTS

New user licenses will be assigned formally and in writing by CCS computer room staff according to the date of receipt of either a letter of intent (see “New CCS Members: Application and Orientation” step one) in the case of a new member or, in the case of an existing CCS member, a letter of intent or purchase order signed by the library’s representative.

Date Reviewed 7/25/12

Date Approved 7/25/12

OCLC COST APPORTIONMENT

CCS libraries divide OCLC costs by taking the aggregate OCLC billing for all CCS libraries and re-apportioning the total amount based on each library's collection development expenditures during the most recent fiscal year for which the library has filed its Annual Report.

A specific list of inclusions and exclusions is on the attached example worksheet.

Date Reviewed 7/25/12

Date Approved 7/25/12

ORIENTATION AND TRAINING

Libraries accepted for membership in CCS shall not be permitted to input data into the database or to go online for circulation purposes until that library has completed orientation and training.

Date Reviewed 7/25/12

Date Approved 7/25/12

PATRIOT ACT

Public Law 107-56, commonly known as the “USA Patriot Act,” became law on October 26, 2001. The USA Patriot Act contains a number of provisions intended to expedite law enforcement. Several sections of the USA Patriot Act may implicate information generated and or retained by CCS and its member libraries, particularly in terms of law enforcement access to library records, and the use of library facilities for surveillance and wiretapping purposes.

CCS and its member libraries are subject to the Illinois Library Records Confidentiality Act (75 ILCS 70/1 *et seq.*) This Act forbids publishing or making public, except pursuant to court order, any information contained in the “registration records” or “circulation records.” For purposes of this Act, a valid subpoena or search warrant would constitute a “court order.”

This Policy refers to some of the provisions of the USA Patriot Act and describes the CCS protocols which are to be followed.

1.

Required Disclosures of Electronic Communications

Under existing federal law, knowing disclosure of the contents of any transmitted or stored electronic communication may be illegal. A number of statutory exceptions already exist, and the USA Patriot Act has created a further exception for “required disclosures” involving law enforcement. These exceptions expand the scope of obtainable materials and the grounds upon which law enforcement officials may obtain and serve authorizations for their disclosure.

If an individual states to a CCS employee that the individual is a law enforcement agent, and requests the CCS employee to provide the contents of electronic communications or any information about users of library materials or facilities of CCS or any of its member libraries, do not disclose any information. Instead, contact CCS Privacy Officer, Richard Shurman; and if no CCS Privacy Officer is available, contact both the Attorney for CCS (currently, Kathie T. Henn, Klein, Thorpe Jenkins, Ltd., Telephone: 312 (984-6424) and the CCS President.

2.

Emergency Disclosures

The USA Patriot Act added a new voluntary disclosure exception for emergency situations. Under this exception, if a provider of electronic communication services reasonably believes that an emergency involving immediate danger of death or serious physical injury to any person justifies the disclosure of certain information, the provider may disclose that information to a law enforcement agency.

If a CCS employee in the course of CCS business operations reasonably believes that the CCS employee has accessed information about an emergency involving immediate danger of death or serious physical injury, contact the local police immediately. After contacting the local police, report that contact and the underlying information immediately to CCS Privacy Officer, Richard Shurman; and if no CCS Privacy Officer is available, contact both the Attorney for CCS (currently Kathie T. Henn, Klein, Thorpe Jenkins, Ltd., Telephone: 312 (984-6424) and the CCS President.

3.
Computer Trespass

Under the USA Patriot Act, owners or operators of electronic systems may authorize federal law enforcement agencies to investigate computer trespass. A “computer trespasser” is defined as the person who accesses a protected computer without authorization and, thus, has no reasonable expectation of privacy in any communication transmitted to, through or from the protected computer.

Any CCS employee who knows or believes that the CCS computer system has been compromised by a computer trespasser should first report this information to CCS Privacy Officer, Richard Shurman. If the CCS Privacy Officer would like to have a law enforcement agency investigate the matter, the CCS Privacy Officer will either contact the law enforcement agency or decide which CCS employee should do so.

4.
General Protocols

The following protocols are applicable generally with respect to the USA Patriot Act:

- If anyone claiming to be a law enforcement official approaches a CCS employee to request information, do not disclose any information to that individual. Immediately contact a CCS Privacy Officer.
- The CCS Privacy Officer will ask to see official identification of the alleged law enforcement official, and will make a photocopy of the alleged official’s ID.
- If anyone claiming to be a law enforcement official presents a subpoena or a search warrant, do not provide any information whatsoever. Instead, the CCS employee should direct that person to a CCS Privacy Officer or to the employee’s Supervisor or Department Head.
- The CCS Supervisor, Department Head or Privacy Officer will make a photocopy of the subpoena or search warrant (and of the law enforcement official’s ID), and then will contact both the Attorney for CCS (currently, Kathie T. Henn, Klein, Thorpe Jenkins, Ltd.; Telephone: 312 (984-6424) and the CCS President.
- CCS Attorney will examine any subpoena or court order for its validity, including the manner it was served on CCS, the breath of its request for information, its form, and whether there was sufficient showing of good cause made to the court. If a defect exists, the CCS Attorney will advise the CCS Administrator or designee. The CCS Attorney will determine whether it is appropriate to request the court that issued the subpoena or court order to enter its protective order keeping the CCS information confidential and limited to use in the particular case, with access thereto restricted to those law enforcement officials directly involved in such case.
- CCS will provide information strictly in accordance with the terms of the subpoena or court order, and will not provide any information not specifically requested therein.

PERSONAL INFORMATION PROTECTION

CCS will take all measures reasonably necessary to protect the security, confidentiality and integrity of “personal information” as defined in the Personal Information Protection Act, 815 ILCS 530/1 et seq.*

Any suspected breach or compromise of the security (as defined in 815 ILCS 530/5) of CCS data which contains personal information shall be investigated promptly by the CCS Administrator. Using personal information for a purpose unrelated to the business of CCS, and making personal information available in order to further disclosures that are unauthorized by 815 ILCS 530/5, also constitute breaches or compromises of the security of CCS data.

The CCS Administrator may consult with local law enforcement officials and/or CCS’s Attorney before making a determination as to notifying the affected individuals that there has been a breach of CCS data which contains personal information.

If notice to the affected individuals is appropriate, notice shall be given in accordance with the Personal Information Protection Act. “Personal information” means an individual’s first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted or redacted:

- Social Security number
- Driver’s license number or State identification card number
- Account number or credit or debit card number, or an account number or credit card number in combination with any required security code, access code, or password that would permit access to an individual’s financial account

No CCS employee (other than the CCS Administrator) shall contact any individual about a suspected breach or compromise of the security of CCS data which contains personal information. Every such security-related incident must be reported immediately to the CCS Administrator.

“Personal information” does not include publicly available information that is lawfully made available to the general public from federal, State or local government records. 815 ILCS 530/5

Date Reviewed 7/25/12

Date Approved 7/25/12

PRE-RELEASE TESTING

CCS will not participate in pre-release Alpha or Beta testing without Governing Board approval.

Date Reviewed 7/25/12

Date Approved 7/25/12

PUBLIC PARTICIPATION AND COMMENT AT MEETINGS

Pursuant to 5 ILCS 120/2.06(g), the Governing Board of Cooperative Computer Services (“CCS”) Library encourages and welcomes public participation and input at all CCS meetings, and will allow any interested individual to speak at CCS meetings pursuant to the guidelines outlined in this policy. The purpose of this policy is to ensure that interested individuals are allowed time to address the Governing Board or, as appropriate, the CCS Executive Committee, while permitting the Governing Board or Executive Committee to conduct its meeting in an efficient and effective manner.

Therefore, during each regular meeting a period of time, not to exceed 15 minutes, will be devoted to concerns presented by the public. Before speaking at a CCS meeting, the members of the public are urged to seek solutions to their concerns through administrative channels.

The following guidelines shall govern members of the public who intend to speak at a CCS meeting:

- Members of the public wishing to speak are asked to sign up with the CCS Administrator or designee before the start of the CCS meeting, stating their name, address and the topic on which they wish to speak. If applicable, the individual will indicate any organization or association on whose behalf the individual will be speaking. NOTE: Members of the public will not be allowed to discuss individual personnel issues or confidential patron matters, and the individuals’ concerns or comments should be limited to CCS business. No public comments shall be heard on behalf of or opposed to a candidate for public office, or on any matter that may be subject to discussion by the Governing Board or Executive Committee in closed/executive session in accordance with the Open Meetings Act.
- Public participation and comment will be permitted only during the “Public Comment” portion of the Agenda.
- The Governing Board President or person presiding over the CCS meeting will ask if anyone wishes to address the CCS meeting and will determine the order in which the speakers are to be recognized.
- The time allowed for each person to speak will be not more than five (5) minutes unless the Governing Board President or the person presiding over the meeting grants an extension of time. Speakers must adhere to the time limit allocated and should be brief and to the point.
- Speakers must identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.
- Speakers may provide written copies of their remarks to the Governing Board or Executive Committee. Requests to append written statements or correspondence to the

CCS meeting minutes are not favored as CCS meeting minutes are a summary of the official discussion and actions. Written materials presented to the Governing Board or Executive Committee must be included in the CCS files, but they will not be attached to the meeting minutes.

- Groups of speakers are requested to designate a single spokesperson.
- Members of the CCS Governing Board or Executive Committee will generally not respond to comments from speakers. The Governing Board President or other presiding officer may, however, respond if appropriate and, for example, direct speakers to the appropriate CCS staff member for assistance. Issues requiring possible action by the Governing Board or the Executive Committee may be added to a future CCS agenda. Issues that may need to be addressed by the CCS Administrator will be duly noted.
- Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted and shall promptly be ruled out of order by the Governing Board President or other presiding officer.
- Individuals addressing a CCS meeting must at all times adhere to CCS policies and other rules as may be necessary or appropriate for the efficient and orderly conduct of the meeting.

The Governing Board vests in the Governing Board President or presiding officer the authority to terminate the remarks of speakers who fail to adhere to the above guideline.

All public comment shall be addressed to the Governing Board or Executive Committee as a whole, and no comments shall be addressed to individual members of the Governing Board, Executive Committee, CCS staff or other members of the public.

There shall be no debate or comments by members of the public on any matters raised in the public comment portion of the CCS meeting. The Governing Board or Executive Committee may, however, refer any matter of public comment to the CCS Administrator, CCS staff, or another appropriate agency for review, or may place the matter on a subsequent agenda for discussion.

No final action may be taken on any public comment or concern which requires a CCS resolution or a written contract, or which has the effect of approving any expenditure of funds. The Governing Board or the Executive Committee may, however, direct that any matter raised on these subjects be set for a future agenda, including the preparation of resolutions or other documents for consideration at such time.

Date Reviewed 7/25/12

Date Approved 7/25/12

RECIPROCITY IN RESOURCE SHARING

Reciprocity in interlibrary loan requests and loans is encouraged.

CCS libraries that place ILL restrictions on specific Item Types are responsible for informing CCS and CCS member libraries of these restrictions.

Date Reviewed 7/25/12

Date Approved 7/25/12

RECORD RETENTION

SECTION 1: Definitions.

"Public record" means any book, paper, map, photograph, digitized electronic material, or other official documentary material regardless of physical form or characteristics, made, produced, executed, or received by Cooperative Computer Services ("CCS") or any officer thereof pursuant to law or in connection with the transaction of CCS business, and preserved or appropriate for preservation by CCS, or any successor thereto, or any officer as evidence of the organization, function, policies, decisions, procedures, or other activities of CCS, or because of the informational data contained therein. Reports and records of the obligation, receipt and use of public funds, including certified audits, management letters and other audit reports made by certified public accountants and presented to the Governing Board of CCS are "public records". "Public record" does not include library material made or acquired and preserved solely for reference purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents. Paper copies of registration records, as defined in Section 1 of the Library Records Confidentiality Act (75 ILCS 70/1), shall not be considered public records once the information contained in the paper registration records is transferred into a secure electronic format and checked for accuracy.

SECTION 2: Application of Freedom of Information Act.

Records and reports prepared or received by CCS shall be covered by the provisions of the Illinois Freedom of Information Act.

SECTION 3: Storage of Records.

The records of CCS shall be kept at the official place of business of CCS, or at a designated site for the storage of official CCS records. No records made or received by or under the authority of, or coming into the custody, control, or possession of CCS or any officer thereof shall be mutilated, destroyed, transferred, removed or otherwise damaged or disposed of, in whole or in part, except as provided bylaw.

SECTION 4: Storage of Public Records.

Except as otherwise provided by law, no public records of CCS shall be disposed of by CCS or any officer thereof unless the written approval of the appropriate Local Records Commission is first obtained. The regulations of the Local Records Commission shall be binding on CCS and its officers.

SECTION 5: Disposition of Non-Record Materials.

Non-record materials or materials not included within the definition of public records as set forth in this Policy which are in the possession of CCS may be destroyed at any time without prior approval of the Local Records Commission.

SECTION 6: Disposition of Public Records No Longer Having Administrative, Legal or Fiscal Value and That Have Been Held for the Required Retention Period.

The CCS Administrator shall submit to the Local Records Commission, in accordance with regulations of the Commission, lists or schedules of public records of CCS in the custody of the CCS Administrator that are no longer needed in the transaction of current business and that do not have sufficient administrative, legal or fiscal value to warrant their further preservation. The CCS Administrator shall also submit lists or schedules proposing the length of time each records series warrants retention for administrative, legal or fiscal purposes after it has been received by CCS. Attached hereto and incorporated by reference herein as Exhibit A is the CCS Record Retention Schedule.

Date Reviewed 7/25/12

Date Approved 7/25/12

REPORTS SECURITY

Computer-compiled-and-generated notices and reports for a library whose data the report contains must be requested by an employee of that library and will be sent only to the library. The data will not be made available for downloading by any third part, with the exception of the vendor for diagnostic purposes.

Each member library agrees to notify CCS immediately via telephone and a written instrument if there is any reason to believe there has been a security breach. Each member library further agrees to cooperate with any investigation that is requested by CCS or any outside person or agency alleging any violation of access to a member library's individual data. CCS shall have the right to turn over any evidence of unethical or illegal conduct discovered in the course of any such investigation, or discovered in the routine operation and maintenance of the CCS services and components, and to make copies of material anywhere in storage on its network for use in any such investigation.

Each member library agrees to indemnify, hold harmless and defend CCS from any legal action which results from any improper use of the Internet access or from breach of this policy.

Date Reviewed 7/25/12

Date Approved 7/25/12

REREGISTRATION OF BORROWERS WITH ONLINE DELINQUENCIES

If a patron presents himself or herself at a CCS member library for registration, and a check of the CCS database indicates that the patron is already on file with delinquent status or outstanding obligations to his or her previous home library, the new library may direct the patron to resolve the obligations before a reregistration is performed.

Date Reviewed 7/25/12

Date Approved 7/25/12

SYSTEM MAINTENANCE

A. Emergency Maintenance

When problems occur with the central servers or application software, help should be sought from the provider even when it is separately billable.

B. Planned Down Time

Whenever it is possible, CCS will attempt to schedule planned down time for such reasons as preventive maintenance or upgrades so that it minimizes conflict with peak operating hours, even when such scheduling means paying the provider for after-hours field service.

Date Reviewed 7/25/12

Date Approved 7/25/12

TERMINATION OF MEMBER LIBRARIES

General Considerations

When a CCS Member Library terminates its CCS membership, CCS does not act as an intermediary between the terminating Member Library (hereinafter referred to as the “terminating member”) and its new computer vendor. CCS will not formulate, make independent decisions, or execute autonomously a terminating member’s data conversion strategy. CCS’s function is to help the terminating member and its computer vendor to articulate a data conversion strategy and related tasks with sufficient accuracy and specificity to accomplish the terminating member’s goals. CCS will advise, review communications and suggest possible clarifications, so that CCS can help minimize the chance of errors and avoid problems. As a matter of mechanics, CCS’s own vendor also requires that requests for database manipulation emanate from CCS, not from a Member library or a terminating member, so CCS must sign off on such requests and communicate them to CCS’s vendor on behalf of the terminating member.

All communications about expectations, responsibilities, concerns or requests by the terminating member to CCS must be in writing, including specifications for data extraction or manipulation, requests for printouts or lists, purge criteria, etc.

CCS requires each terminating member to submit a copy of its migration plan as it pertains to CCS, as complete as possible, as soon as possible, including tasks, a time frame and proposed dates.

A terminating member must also submit to CCS a memo (hereinafter referred to as the “Memo”), for distribution to other CCS Member Libraries, no later than sixty (60) days before the effective date of the terminating member’s termination, setting forth specific details about how circulation and ILL procedures, etc., will be affected. An example from the Cook Memorial Library is attached, for the purpose of illustrating topics which should be addressed. The specific procedures mentioned in this example are not recommended in all cases.

The terminating member must notify CCS in writing about billing changes, equipment to be removed from maintenance coverage, data circuits to disconnect, etc. Such notification must comply with the applicable deadlines for modifying billings to CCS from third parties. It is the obligation of the terminating member to obtain the appropriate information from CCS about such deadlines in specific cases, and about contractual requirements, such as termination payments for data circuits.

Data Extraction

The terminating member must designate a contact person, specifying such person’s name, phone number, fax and email address. CCS will create an email distribution list for those involved in the migration at (a) the terminating member, (b) CCS and (c) the terminating member’s computer vendor, but in all cases the terminating member’s designated contact person is responsible for requests, etc.

The terminating member must advise CCS in writing as to the terminating member’s expectations and schedules for how and when data should be extracted, media, destination, updates, printouts, etc., so

CCS can review these expectations and ask questions and/or make suggestions. CCS will provide a packet of informational guidelines for upfront review by a terminating member and/or its computer vendor. These informational guidelines will indicate the types of files and records, record formats and criteria available for data extraction, related data files, methods/media available, etc. These informational guidelines are subject to the confidentiality requirements of CCS's vendor.

Specific necessary lead time for data extraction is situational. CCS encourages maximum advance notification. CCS will make reasonable efforts to meet the terminating member's timetables, subject to CCS meeting the priorities and the general interests of CCS's membership in the event of scheduling conflicts, and to make reasonable effort to perform work related to terminating libraries during regular hours.

The terminating member is responsible, with optional but recommended assistance from CCS, for formulating a request for a quotation from CCS's vendor for any data manipulation which cannot be done by the CCS staff. CCS will sign off on the terminating member's request and communicate it to the CCS vendor.

The terminating member is responsible for all costs associated with the transfer of data from CCS to the terminating member's new system, and for changes to the CCS database which are a direct result of such termination, including, but not limited to, any overtime pay for CCS staff necessitated by data extraction for the terminating member; storage media; shipping costs; and any data manipulation by CCS's vendor to clean up the terminating member's data, including the timely removal of the terminating member's items and unique title data from the CCS database. Approximate costs for the terminating member may range from \$1,500 to \$5,000.

OCLC Issues

The terminating member is responsible for notifying the ILLINET/OCLC Services Office of its effective date of termination. OCLC can be consulted for its services to store database activity and deliver machine-readable products for the terminating member's independent database in a customized manner.

The terminating member must notify the CCS Administrative Secretary of its anticipated last day of JED/OCLC use, and also of the terminating member's actual last day of JED/OCLC use. JED/OCLC billing adjustments must be anticipated so that budgeting and accounting software can be updated. JED/OCLC billing to the terminating member will cease at the correct time.

Copies of correspondence between a terminating member and OCLC or the ILLINET Office at the State Library which pertain to CCS and/or the JED OCLC profile must be promptly delivered to the CCS Database Manager.

Other Data Considerations

The terminating member must shadow, remove or convert all its on-shelf items to non-holdable, as soon as possible after the date on which the terminating member is no longer circulating such items via CCS, and, in all events, not later than thirty (30) days after the said date, so that such items will not be stuck at In Transit status. Access to CCS will be provided for this purpose at no charge to the terminating member, and for the deletion of all the terminating member's items and related information from the

CCS database. Such access will be provided within a period of time mutually agreed upon by CCS, CCS's vendor and the terminating member.

The terminating member must resolve all its open holds for its patrons in the CCS database. Such resolution may involve a request to CCS's vendor (for which the terminating member will be financially responsible), manual cancellation, re-faxing, etc. A plan and time frame must be incorporated into the Memo (referred to in the fourth paragraph under Paragraph No. 1 ("General Considerations") above.

The terminating member must also notify the CCS Database Manager of the effective date of its termination and other timetables pertinent to the CCS Bibliographic Database Management Model. Compliance with the Model and commitments to fully enter and upgrade MARC records must be reviewed by the terminating member and the CCS Database Manager.

General Responsibilities

Each terminating member remains obligated for its share of CCS group commitments made before its decision to terminate, e.g., for its share of client licenses, and OCLC cataloging charges.

A terminating member must phase out its ongoing participation in CCS consortial group database subscriptions, as follows:

- A monthly administrative fee of \$50 per discount program in which the terminating member participates through CCS will be billed to the terminating member, for each month or part thereof between the effective date of termination and the renewal date for the contract with the vendor for the discount program. This fee, which may be modified from time to time, reflects possible overhead to CCS for administering and supporting the product; and
- Effective upon the contract renewal date following the effective date of termination, a terminating member may not participate in CCS consortial discount programs.

The Administrator of a terminating member must participate in an exit interview with the CCS Executive Committee prior to the effective date of termination.

Nothing in these Guidelines shall be construed in such manner as to contravene or supersede the CCS By-Laws, the pertinent provisions of which are incorporated herein by reference.

Date Reviewed 7/25/12

Date Approved 7/25/12

THIRD PARTY PRODUCT INTEGRATION

When a CCS member library plans to acquire a product for integration with the Integrated Library System (ILS) supported by CCS, every reasonable effort should be made to verify that the product is certified by the ILS vendor.

There are three reasons why this is advantageous for both the library and CCS:

- The third party vendor will have access to the ILS source code and test bed, making it less likely that ILS upgrades will be problematic and more likely that the product will be as tightly integrated and robust as possible.
- Troubleshooting will be better integrated with both vendors standing behind the product.
- Certification may allow for increased functionality for the add-on product.

When a library is pursuing possible product integration with the ILS provided by CCS, the library should determine the status of certification (working with the CCS staff as necessary) before making the decision to purchase or license the product. When selecting a certified option is feasible, it is strongly encouraged. If certification is not possible or practical, CCS staff will make the purchasing library aware of the possible limitations of integration.

CCS cannot assure the successful integration of products that are not certified by the ILS vendor.

Date Reviewed 7/25/12

Date Approved 7/25/12

USER LICENSES

The charge to a member library for each additional ILS (Integrated Library System) user license shall be \$1,500, to accrue to the Development Fund.

If CCS faces a limitation on the number of available user licenses, the following priorities for the available user licenses should be followed:

First priority: Central site user licenses needed for collective functioning.

Second priority: User licenses enabling a current CCS member library to go online for circulation, including the necessary file building.

Third priority: User licenses enabling current CCS member libraries to expand their ability to function at existing levels, e.g. data entry, additional circulation stations, additional public stations, etc.

Fourth priority: User licenses enabling current CCS member libraries to expand their automated functions.

Fifth priority: User licenses for new members.

A purchase order shall be the necessary instrument to reserve one or more user licenses.

Lack of availability will be indicated to the requesting CCS member library within one week of receipt of the purchase order by CCS.

Within the above priority structure, availability of user licenses shall be on a first come, first served basis.

If the CCS Administrator detects the likelihood that the priority system must be used, he or she will inform the CCS President so that timely notification may be given and any collective action taken. Timely notification will also be given when it is possible to lift priority-based restrictions on availability.

Date Reviewed 7/25/12

Date Approved 7/25/12

VARIANT MEMBER HOURS

Total staff costs, including those resulting from variant member operating hours, will be divided among the CCS members, subject to periodic review, with the following exceptions:

- Requests to have the computer room services available on other special days when the computer room is otherwise not staffed should be directed to the CCS President, who will present the request to the Executive Committee.
- Payment for staff working variant hours will be governed by the CCS Personnel Code.

Date Reviewed 7/25/12

Date Approved 7/25/12

WORKFLOWS IN WIRELESS ENVIRONMENTS

Summary: At the request of the Maintenance Coordinators group, the CCS policy limiting the use of Symphony Workflows over wireless networks was reviewed recently. While it is prudent to continue to proceed with caution, technology has progressed to a point where proper configuration can minimize risks. This proposed policy addresses safeguards that should be put in place in conjunction with wireless deployments, and specifically cites the need for a wireless vulnerability assessment, up-to-date network diagram, and assurances that precautionary network practices are in place. We also address practical matters to get projects underway.

We propose to proceed first on a trial basis with the deployment of wireless access for one library, then we will be able to schedule work with libraries more broadly and incorporate lessons learned.

Policy proposal: CCS proposes the following policies for libraries planning deployment of Workflows on wireless networks.

A library wishing to implement Workflows over wireless should contact the CCS Computer Room (Linda Zaleski or Frank Correa).

To begin, the library must submit to CCS an up-to-date network diagram and also include the planned wireless capability. Some precautions that CCS will be looking for are (but are not limited to): hardware running current industry standard protocols, staff wireless separate from public wireless, wireless Workflows only on a separate segment, a separate line for staff wireless, radius authentication, and a policy ensuring that no personal devices are connected on the staff Workflows wireless segment (except personal devices that are library provided for library purpose, belong to the library and stay in the library). In addition, laptops used by the public should not have Workflows loaded. The library and CCS will review the plan jointly for adjustments.

The library must also, as a basic precaution, have a wireless vulnerability assessment by a qualified agency at the beginning of the deployment and then annually (more if something changes drastically in the network). An annual security assessment has become a best practice for networks. The person(s) or company that implements and maintains the library network should be different from the agency doing the assessment.

If the library fails to satisfy the vulnerability assessment or insecure practices are detected, this could result in CCS blocking the wireless segment from the network with notification to the library. CCS would always attempt to notify the library. However, in an emergency situation, CCS could act to block the segment and then notify the library. The intent is that pre-emptive measures taken should prevent these situations from ever occurring, but it needs to be stated.

Vendors: In terms of a possible agency to do the security assessment, we have consulted Prairie Technology and feel they understand the needs of the individual libraries, while also understanding the needs to protect the network shared by all the libraries. A sample of their statement of work can be obtained from the Computer Room and is attached. Other certified consultants making a similar assessment would be acceptable. The intent is that the library's

normal network engineers or consultants would be in charge of the deployment - we are not making any recommendations on that front (but we can if you need a recommendation).

These policy changes, currently documented on our training portal, will be included in our next revision of our Governing Board Policies.



Governing Board Decisions

July 2017 Decisions

On July 26, Governing Board reviewed, discussed, and voted on the recommendations developed by the library staff advisory groups and CCS implementation team, including updates. During the training and testing phase, we will create procedures and documentation, and library staff training will incorporate relevant changes.

- ☐ Circulation Features
- ☐ Patron Notifications
- ☐ Reporting Needs
- ☐ Public Catalog
- ☐ Acquisitions
- ☐ No Requirement

Approved

Circulation Features

- Overdue Thresholds: Maintain current policy of minimum \$10.00 overdue threshold.
- Automatic Billing of Overdue Materials: All libraries will use the automatic billing process for overdue materials at 45 days overdue.
- Processing Fees: Maintain practice of \$5.00 processing fees on a library by library basis.
- Claims Returned: All libraries will use the delivered Claims Returned process and set a cap of 5 current claims.
- Automatic Renewal: Enable automatic renewals at all libraries.
- Minimum Renewals: All material that circulates on intra-CCS loan will renew at least twice.

Patron Notifications

- Notice Types: All libraries enable all notice options.
- Print Notices: Libraries encourage email and text adoption to reduce print notice volume.
- Standardize Notice Text: CCS will work with the circulation advisory group to develop standard notice text.

Reporting Needs

- Birthdates: All libraries will collect patron birthdates.
- Language Spoken at Home: One User Defined Field will be used for Language Spoken At Home. The field is not required.

Public Catalog

- Patron Pickup Options: All pickups points will be available for CCS patrons.
- ILL: All libraries will enable OCLC follow-on searching and staff-mediated ILL requests.

Acquisitions

- All libraries actively explore opportunities for process improvement and automation with Polaris through the workflow consultation.

No Requirement

Circulation Features

- Refunds for Lost and Lost & Paid Materials: CCS will confirm settings on a library-by-library basis during training and testing.

Drivers License

- Libraries may continue to collect Drivers License or State ID. Not required.
-



STRATEGIC PLAN

July 1, 2016 – June 30, 2019

Introduction

Strategic planning is the systematic process of envisioning a desired future, and translating that vision into broadly defined goals and a sequence of steps to achieve them.

Since the advent of the iPhone in 2007, the way that people gather and work with information has changed dramatically. Considering these technological changes, consolidations within the Integrated Library System industry, and changes in the local library communities, in the library profession, and in the world at large, it is crucial for Cooperative Computer Services (CCS) to seriously evaluate if the needs of its stakeholders are being met.

This strategic plan is meant to be used as a roadmap for meaningful change. The ultimate goal of the plan is to transform CCS into a modern, nimble, and forward thinking organization to better support its member institutions, all without losing sight of providing a reliable, cost effective service.

Background

CCS has traditionally created a long range plan that was more tactical in nature. Given the change in Executive Director in April 2015 coupled with the rapidly changing nature of library technology, it was important to conduct a more expansive, visionary plan.

Consulting Within Reach (CWR), an analytical consulting company focused on nonprofits, was hired to help facilitate the process and analyze the situation and influential factors. CWR specializes in developing and fostering best practices within the nonprofit world. Based in the San Francisco area, they have ties to both Stanford and some of the most cutting edge technology companies. The planning process was kicked off in November 2015, and was officially approved by the CCS Governing Board on July 27, 2016. This plan will be effective from July 1, 2016 through June 30, 2019.

Approach to Planning

CCS utilized a Long Range Planning Committee to help guide the process, choose a consultant, and review draft documentation. The members of the committee were: Su Bochenski, Chair (Lincolnwood), Kathryn I. Martens (Crystal Lake), Matt Womack (Ela), Kaye Grabbe (Lake Forest), Catherine Lemmer (Lake Forest), Jim Scholtz (McHenry), Kate Hall (Northbrook), and Carol Dolin (Zion-Benton).

The selected consulting company, Consulting Within Reach (CWR), conducted interviews with the Long Range Planning Committee, CCS Library Directors, CCS staff, and related organizations like RAILS. The main purpose of these interviews was to gather information on current state of affairs, pain points, needs, and trends.

The information gathered through the interviews was consolidated and analyzed by CWR, who used the data to create the broad strategic initiatives of the plan. After receiving the analysis from CWR, the Long Range Planning Committee, CCS Executive Director, and CCS staff provided input to create the full strategic plan.

Mission, Vision, Identity

Mission: What is the problem that you are trying to solve?

Vision: What does successfully solving that problem look like?

Identity: Who are you as you pursue that Mission and Vision?

Mission and the Historical Moment

An organization's mission is dependent on its historical moment: the set of challenges, changes, and opportunities it faces in the world. What problem you are trying to solve depends on your environment.

There are profound differences between CCS's historical moment 40 years ago and today center around culture of reading, technology and access, demographics, and cost.

The core problem of the original moment was **cost**. Forty years ago, we knew what should be built, the blueprint, and required tools: it was just that the price tag was too expensive for everyone to do it by themselves.

The core problem of this new moment: **relevance** (in addition to cost): The future is unclear; the available tools are changing at dizzying fashion; and there is no tried and true blueprint for everyone. The old era is fading but the new is yet to be fully unveiled. CCS's mission should reflect this accordingly. It has a new problem to solve: **a relevance problem, in addition to a cost problem.**

Current Mission

- Provide patrons of member libraries access to a shared catalog
- Provide library staff with cost efficient ILS management

Add to Mission

- Guide libraries in the adoption of technology necessary for continued relevance
- Serve as the hub for libraries for the collaboration and learning necessary to unveil the future

CCS provides access to shared, cost effective library technology and serves as a collaborative learning hub to unveil the future.

Vision and Why Clarity of Vision Matters

Vision represents successfully solving the problem. Vision thus also determines metrics: what you measure to tell if you are getting closer to a solution? Imagine how CCS metrics would change if there were also emphasis on the latter: circulation of books AND circulation of ideas, or uptime of system AND time to market with new initiatives.

Current Vision

- A stable, reliable, and user friendly experience for patrons to have access to resources that they desire

Add to Vision

- Libraries are drawing from a broad array of cost effective technology to reinvent themselves in a host of creative ways
- Discoveries are being shared across libraries, promoting innovation and efficiency.

CCS promotes innovation and efficiency among member libraries, and delivers a reliable, user-friendly experience for library users.

Identity and Implications of Identity

The current identity of CCS is of a software administrator and caretaker of data. Given the changes afoot in the industry and beyond, it is important to add the concept of catalyst to the identity. In this case, CCS should move toward a stance as catalyst of shared learning between libraries around technology and relevance.

CCS itself is a technology support and learning agency. It is not a library itself. As such, the immediate stakeholders of CCS as an **organization** are the library directors (and staff). Patron perspectives must shape important decisions around certain CCS products like the catalog (see more on this below); but library directors are the stakeholders of CCS organizational issues (i.e., budget, staffing, strategy).

The CCS technology focus should be centered on patron experiences (versus any and all technology issues). Consider what you imagine when you think of the ideal *software administrator* versus the ideal *catalyst of learning*, and how this shapes the answers to the following:

- How you develop your current staff
- What kind of behavior gets rewarded
- What you promote to external audiences
- What additional skill sets are needed on the team

Assessment

Consulting Within Reach identified eight areas in their assessment:

1. "Relevance" issue
2. Funding constraints
3. Need for training
4. "What's out there?" uncertainty
5. New building and renovation trend
6. Patron-centric vs. Staff-centric Focus
7. E-books and media
8. Existing strengths

1-Relevance Issue:

Libraries know they need more "relevance," but the field is unclear about the precise definition and especially the recipe. Each community will probably require different definitions and recipes. The field is thus in a state of searching for ideas: experimentation, innovation, testing, and learning are paramount – all in a decentralized fashion. The two constants in all the efforts: redesign of space and utilization of technology. Technology especially feels critical because multiplicity of options, rate of change, and lack of expertise/training among some librarians. One key implication: libraries who try to figure this out alone do so at great risk.

2-Funding Constraints:

Funding constraints are driven by the State fiscal condition and local property value declines. Implications for CCS include: some directors feel uncertain about long term future of RAILS (given dependence on state funding). They feel that CCS's role as a long term collaborative hub is critical. Libraries need to justify themselves: data can/should be helping this effort. Pursuing cost efficiencies: both in CCS internal costs (so member contributions don't have to rise) and also delivering cost savings to member libraries.

3-Need for Training:

Training needs can be broken down into two major areas: ILS core functions and sharing of best practices as they relate to ILS. Training around the ILS is critical because current competency levels in core functions are very uneven and awareness of the ILS system potential if best practices were followed is low. In addition, staff turnover means there is knowledge leak, and staff turnover creates a need for effective onboarding in general (ILS training is a helpful framework for that onboarding).

Training focus should be on not only how to use the system, but also how to leverage the system to obtain desired results – e.g., report types, faceted searches. Given the widespread geography of CCS libraries, a flexible location approach in training is important. Onsite (at Library) for highly contextual issues facilitates the training process and gets CCS “out there” to learn those contextual issue. A central location would be helpful for specific functions where gathering of peers and shared learning across libraries facilitates the training process.

4-“What’s Out There?” Uncertainty:

“What’s Out There?” uncertainty refers to the question of where library technology is going and how libraries should best move forward as technology rapidly evolves. There is a strong desire among member Directors for CCS to play the role of guide amidst technological uncertainty. It is important to clarify in what ways CCS can realistically play that role. Areas in which there is a need for technology leadership include: resources (i.e., streaming media, e-books, e-zines), operations (i.e., analytics, search, discoverability, reporting), programmatic offerings (i.e., Maker Space, technology classes, etc.), and/or space redesign and utilization (i.e., connectivity, collaboration). CCS can plausibly play role of guide in the first two areas, and possibly the third, but less likely on the fourth issue.

5-New Building and Renovation Trend

The majority of CCS members are somewhere in the process of either renovating or constructing a building. Given the fundamental importance of this for their local communities, these building related initiatives dominate most directors' mental landscape in the near future. Because of this, the implications for CCS in the near future are that Directors are in mode of making a case to the public and other decision makers. ILS data can and should help in this effort – but this is not happening currently. Requests to directors for contribution of energy/time will be competing with pressing urgency of building related issues.

6-Patron-centric vs. Staff-centric Focus

A patron-centric perspective is espoused by everyone in CCS – and heartfelt by directors especially. However, by virtue of job responsibilities, different points of view exist on this topic, particularly between technical services and library leadership. These points of view stem from the historical roots of CCS. CCS came into being around back end staff needs. It never started with a clear and shared

definition of a desired patron experience as the driving goal of all CCS efforts. Moreover, some of the key drivers of CCS decision-making are removed from the daily level of patron experience (i.e. directors and catalogers and IT types). Unless that desired patron experience is explicitly named and agreed to, there is the risk of an unintentional organizational drift towards staff-centric perspectives. CCS needs a “north star” (shared understanding) of patron experience to prevent this drift.

Some areas that came to light in the analysis include: existing dissonance between the Catalogers Technical Group and the Governing Board; lack of statistical standards, metrics, and reporting processes; and a question of what is the cause of certain notions of the system. These notions include:

- Is there a problem with the ILS system customization capacity or the state of the data?
- Is the issue one of data *quality (as patrons experience it)* or data *consistency (as catalogers define it)*?
- There is an assumed strong correlation between the two – is that a valid assumption?
- Most importantly: what is the “North Star?” What are we aiming for?

The patron experience should be the ultimate judge.

Examples of a Patron Experience “North Star” are:

- Search results match expectations (especially for e-media)
- Make patron experience seamless
 - Easily navigable catalog
 - Search to hold in 1 click
- Relevant resources
 - Collections that match community needs
 - Resource types used by community - “e”, streaming
- Uniformity of experience
 - Should not have to search one place for e-books and another for physical books
 - How much should CCS libraries offer the same experience to patrons? Does the CCS brand convey something useful to patrons?
 - Experience of mobile and responsive design

7-E-books and Media:

E-books and media are important because they are key areas of growth, evolution, and struggle for everyone. If CCS doesn’t take the lead in this, it risks becoming marginalized. Furthermore, the field risks becoming fragmented as everyone pursues individual solutions.

Current challenges with e-books and media are: cataloging and search, consortium licensing, and CCS cannot edit the catalog entries supplied by licensors, which often are poorly cataloged (SIRSI has promised this function but not delivered).

8-Existing Strengths:

In facing the issues listed above, CCS has some meaningful strengths already in place:

- Strong culture of collaboration among Directors
- Expertise and leadership experience in Directors
- Hunger for change and growth
- Trust in Executive Director, Christopher Holly, and his initial track record of changes
- Leaner CCS in place with motivated staff

Initiatives, Goals, Activities, and Targets

The strategic initiatives, goals, activities and targets are the outcome of the data-gathering process, and comprise the core of the strategic plan.

Strategic Initiatives

The strategic initiatives guide our actions in allocating financial resources and staff time. They do not eliminate efforts in other areas, but they receive the most focused attention of all the activities we undertake for the next three years. These initiatives are based on the results of the analytical consulting.

- A. Shore Up Current Value
- B. Formalize CCS Posture
- C. Increase Shared Learning
- D. Make the Data Useful
- E. Answer the “What’s Out There?” question
- F. Consider Structural Reorganization
- G. Develop a Clear Digital Content Strategy

Goals

Goals are designed to focus on what the CCS stakeholders, member libraries, and ultimately patrons receive, and not on the resources that CCS needs to deliver the service. Goals include the identity of the target group, and how that group will benefit from the initiatives identified.

Potential Activities

Potential activities are meant to illustrate possible actions CCS will complete in order to meet the goals of the plan. These potential activities are not intended to be absolute or inclusive, but rather realistic suggestions that reflect the current library environment. As part of the implementation plan, these activities may be further detailed as relevant to each Technical Group. As the environment changes, and more information is discovered during the research phase of each activity, changes are possible. The aim of the activities is to meet the identified goals.

Targets

Targets are the way that CCS will measure its progress toward reaching goals. Additional targets may be forthcoming and dependent on an investigation. Measurements will be reviewed and adjusted annually.

Strategic Initiative A: Shore Up Current Value of CCS

Goal A1: Build greater trust between the various components of CCS (i.e. the CCS Staff, the CCS Technical Groups, CCS Executive Director, and CCS Stakeholders/Directors) with a focus on the reliability and cost effectiveness of CCS services.

Potential Activities:

- A. Modernize the infrastructure with an emphasis on system stability through initiatives such as colocation, automated monitoring, cleanup old firewall settings, establish VPN connectivity for libraries, evaluate and implement new internal ticketing system, update website.
- B. Investigate and define “data quality” issue: investigate and define the real issue between data consistency, software functions, patron expectations, and staff expectations.

Targets:

- Colocation – completed May 2016.
- Automated monitoring – completed January 2016.
- Firewall and VPN work projected to complete January 2017.
- Evaluate and implement new internal ticketing system January 2017 – June 2017.
- Develop plan for and update website July 2017 – June 2018.
- Measure and regularly report on system performance and up-time with a goal toward Five Nine’s (99.999%) by June 30, 2019.
- Based upon “data quality” findings, develop a corresponding plan to address these issues by December 31, 2016.
- Develop Service Level Agreement for Libraries by June 2019.

Goal A2: Establish a Patron Experience “North Star” and operationalize this into CCS business process.

Potential Activities:

- A. Regularly discuss the patron experience at CCS membership meetings.
- B. Partner with SWAN on usability study initiative in 2016.
- C. As part of staffing evaluation, recruit a user experience specialist to bring additional expertise to CCS staff. Complete in February 2017 in preparation for 2017-2018 budget.
- D. Establish regular patron focus groups and/or feedback loops in 2017.
- E. Clearly define the “North Star” no later than Fall 2017.
- F. Establish plan to evaluate current interfaces and processes based on “North Star” and then retool accordingly no later than Spring 2018.

Targets:

- Library staff can clearly articulate our “North Star” by December 2017.

Goal A3: Project Laulima – Determine ILS needs to best support CCS and identify system cleanup needs.

Activity:

- A. Needs analysis and education on ILS options March 2016 – June 2016.
- B. The Project Laulima team will make a recommendation to the Governing Board on ILS architecture preference July 2016.
- C. Write RFP based upon needs analysis July – August 2016.

- D. Evaluate RFP responses and choose system October 2016 – November 2016.
- E. Negotiate contract in December 2016 – January 2017.
- F. Implement system February 2017 – June 2018.
- G. Develop list of cleanup needs along with recommendations by December 2017.

Targets:

- CCS-wide buy-in and justification for ILS technology that best serves CCS into the next 5-10 years.

Goal A4: Investigate and establish best practices across the system. Develop a program to share findings and implement findings across libraries.

Activities:

- A. Identify existing best practices in acquisitions workflows. Share findings across the membership, and work with libraries to implement more efficient practices.
- B. Develop a list of procedures and policies for potential standardization.

Targets:

- Highlight acquisitions best practices at an August 2016 showcase.
- Work with the Project Laulima code consolidation team and the Database Management Task Force to identify potential policies for standardization by December 2017.
- Identify additional procedures to investigate by October 2016. Assign each a priority and potential time frame.

Goal A5: Evaluate CCS office space for either subletting or reconstructing to include large enough meeting space for 50.

Activities:

- A. Work with leasing agents to determine options

Target:

- More convenient, central meeting space for most if not all meetings.

Strategic Initiative B: Formalize CCS Posture

Goal B1: Develop agreed upon prioritization of focus for CCS time and resources.

Potential Activities:

- A. Assess CCS staff allocation of time, looking at time spent on support issues and special projects in order to determine special project capacity in July – September 2016.
- B. Develop a master library wish list in Fall 2016, CCS staff categorize these items into: 1 of 3 categories
 - i) CCS is ready now to adopt the “Amazon” posture (proactively seeking greater efficiency and flexibility)
 - ii) CCS is not ready now to adopt this posture but could get there in 12-24 months
 - iii) CCS should not seek to take responsibility for these issues for the foreseeable future
 - iv) For the “a) ready now” list, Executive Director take to Executive Committee for agreement and approval.
 - v) Re-evaluate master wish list quarterly thereafter.

Targets:

- Clear understanding among CCS membership of CCS priorities.
- Articulate CCS’s capacity to handle support and special projects by September 2016.
- Define staff time needed for strategic initiatives -- %special projects, %operations/support by December 2016.
- Define staffing level needs by February 2017 to incorporate into 2017-18 budget.

Strategic Initiative C: Increase Shared Learning

Goal C1: Foster greater collaboration and peer-to-peer communication by integrating continuing education into existing meetings.

Potential Activities:

- A. Develop a list of educational topics and presenters for Technical Group meetings and present at July 2016 Governing Board meeting.
- B. Designate 30-45 minutes in each group meeting to continuing education with a mix of CCS-led, library staff-led, and professional expert-led sessions.

Targets:

- Following delivered continuing education sessions, solicit feedback about the efficacy of delivered sessions and interest in future educational topics. Aim for progressive increase in satisfaction scores via standard methodology and 90%-100% library attendance.

Goal C2: Engage library staff in decision-making using an asynchronous, online tool to facilitate information exchange and shared learning.

- A. Experiment with online educational tools prior to group operational decisions to present background, encourage discussion, and solicit feedback about the issues prior to any group votes. Develop plan for rollout of successful tool in 2017.
- B. Pick 2 operational issues to target for online forums, e.g. system holds, and incorporate trials no later than December 2016.

Targets:

- Greater collaboration and participation in group decision making.

Goal C3: Develop and implement an onboarding curriculum.

Potential Activities:

- A. Work with experts within each service area to update existing procedures and create new procedures where needed.
- B. Create a training toolkit for each service area including relevant procedures, self-assessments, online learning tools.
- C. Develop a CCS 101 program to outline information relevant to all service areas, including an overview of CCS culture and goals.

Targets:

- Complete ILL procedure revisions by Q3 2016. Complete Technical Services, including Acquisitions and Serials, and IT procedures revisions after ILL procedures, starting Fall 2016 and ending Spring 2017. Final set of procedures is to work on PAS and Circulation procedures after Tech Services, finishing in Fall 2017.
- Create content for CCS 101 in FY 2017. Present this group course quarterly for newly hired staff at all levels.

Goal C4: Develop an annual training priorities based on perceived and observed need.

Activities:

- A.** Create plan based upon priorities/needs.

Targets:

- Define service areas and develop a master priority list of training needs for each by October 1, 2016. Focus on 2 priorities per 6 month period, focusing on 1 priority to address in each library and one priority for a group training.

Strategic Initiative D: Make the Data Useful

Goal D1: Develop a clear framework around reporting.

Potential Activities:

- A. Hold a Data Summit for Directors that covers the range of data available for reports, offers a show and tell of existing Board reports used, solicits feedback for other reporting needs, and identify best practices. Spring 2017 after ILS decision.
- B. Create prioritized list of potential report needs at the administrative level no later than February 2017 (prior to Data Summit). Revisit after the Data Summit in case it sparks ideas.
- C. Create systematic approach to solicit report feedback and report requests at administrative and operational levels.
- D. Create training sessions on how to use the available reporting tools, ranging in skill level from the gamut of canned reports to customizing reports.
- E. Develop a shared understanding of group or statewide data needs, e.g., IPLAR and per capita.

Targets:

- Fully transition CCS libraries to BLUEcloud Analytics and away from Directors Station (timing dependent upon SirsiDynix roadmap), if remaining with SirsiDynix.
- More creative thought and discussion around what libraries can do with their data, measured through increase in internal listserv activity and peer-to-peer sharing. Tally monthly from 2016-2019.
- Eliminate outdated or redundant statistical categories. For example, reporting on inside NSLS ILL versus outside NSLS ILL is no longer useful. Timing in conjunction with ILS (re)implementation and to be completed by June 2018.
- Clear explanations and understanding of why someone would use a report.

Strategic Initiative E: Answer the “What’s Out There?” Question

Goal E1: Develop stronger CCS-wide expertise in relevant technological developments.

Potential Activities:

- A. Combining staff interest with relevant technology areas, develop CCS staff expertise by defining areas of exploration per CCS staff member. January 2018 – June 2019.
- B. Create a list of future-oriented technology topics for directors and poll for ranking. Dedicate a Directors meeting to a highly ranked, technology development topic. Conduct at least 1 of these per year. Starting in the latter part of the 2016-2017 fiscal.
- C. Further cultivate the CCStar program by creating a means for collaboration among curious staff. Starting in the latter part of the 2016-2017 fiscal, after the program has at least 12 CCStars.
- D. Regularly report on forward-thinking initiatives within CCS member libraries and provide reports at Directors meeting. Starting in the 2017-2018 fiscal year.
- E. Send CCS staff to appropriate professional networking events and conferences, looking outside of typical library events, e.g., IT related. Starting in the 2016-2017 fiscal year.
- F. Develop a quarterly online book club – one book one CCS – focused on common areas of focus, like the “Northstar” and user experience. Online book discussions of titles like David Lankes' Expect More, Stretch: How to Future Proof Yourself for Tomorrow's Workplace, and/or UX books like Don't Make Me Think. Start in 2017 and operationalize through June 2019.

Targets:

- From January – June 2018, CCS staff devote 10% of time on developing knowledge. Staff will present their findings to Library Directors in regular increments between July 2018 – June 2019.

Strategic Initiative F: Consider Structural Reorganization

Goal F1: Develop a more efficient governance.

Potential Activities:

- A. Investigate and evaluate current structure. Make a recommendation to improve organizational structure. FY16-17

Targets:

- Define roles and responsibilities of Governing Board and Executive Committee.
- Define the nature and charges of other Committees and Technical Groups.
- Redefine the Database Management Model to reflect the current and changing nature of print and electronic materials processing.
- Update CCS Bylaws.

Goal F2: Evaluate and make recommendation on legal organization designation.

Potential Activities:

- A. Research examples of other consortiums nationally and how they have organized themselves.
- B. Get legal guidance on what OMA and other requirements would apply to CCS as a different type of organization.
- C. Develop Task Force in FY 18-19 and provide recommendations in no later than June 2019.

Targets:

- A plan to implement the recommendation.
- Revise member agreements as appropriate based on the findings.

Strategic Initiative G: Develop a Clear Digital Content Strategy

Goal G1: Determine whether it is more advantageous to CCS member libraries to maintain digital content in their current environment or centralize through CCS.

Potential Activities:

- A. Define options for digital content and group purchasing possibilities. (Spring 2018)
- B. Develop a Task Force to examine what other consortia (e.g. Minitex) are doing and make recommendations. (start in July 2017, end no later than December 2017)
- C. Clearly document current cataloging processes and identify areas for refinement. (Fall 2016)
- D. Improve discovery layer for digital content to promote better search results based on purchasing decision. (post Task Force)
- E. Actively promote standardization needs with digital content and ILS vendors. (ongoing)
- F. Promote need for one-click, single-sign-on access for patrons by June 2019.

Targets:

- E-media access that matches CCS North Star established by July 2019.
- Develop an implementation methodology for new and existing virtual services.

Evaluation Process

This plan is designed to be flexible and responsive to changes in the economic, demographic or political climate. The strategic initiatives and goals are broad enough to allow for necessary modifications to the activities that are carried out. All of the activities are defined as “potential” in order to allow changes to the plan as needed. CCS management will work closely with the Governing Board and its respective committees prior to finalizing and implementing all activities over the next three years.

Reporting progress toward meeting the goals and targets will be a regular part of board meetings. In order to aid this progress, an implementation plan (Appendix A) will be utilized. The implementation plan is the document that will be regularly updated to allow for changes in the potential activities and timeline.

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: Pinnacle Library Cooperative (PLC)

Street Address: 20670 Len Kubinski Dr.

City/State/Zip: Crest Hill, IL 60403

Email Address: mhammermeister@pinnaclelibraries.org

Attention to: Mr. Matt Hammermeister

Grant Amount: Total Allocation	\$53,570.67
Budgeted cost of in-kind services	\$0
Financial support	\$53,570.67

Effective Date: July 1, 2019

Termination Date: June 30, 2020

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 semiannual program progress reports until termination of this agreement. Semiannual reports are due on January 31, 2020 and July 31, 2020. 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 or 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: Matt Hammermeister

Printed Name: Matt Hammermeister

Title: President or Director

Date: 10/4/2018

ATTEST

Jennifer Cisna Mills

Jennifer Cisna Mills

Secretary

Date: 10-4-18

RAILS

Signature: Deirdre Brennan

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.

Bibliographic Services

1. Contingent upon the development of a new service or arrangement with the Illinois State Library to replace OSMOSIS from The MARC of Quality, RAILS shall pay for the periodic batchloading of holdings information to a bibliographic utility.

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 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.

Appendix C: RAILS LLSAP FY2020 Support Allocation

Support amount distributed through formula	\$500,000
Flat per-agency amount	\$1,750,000
Total LLSAP Support	\$2,250,000

Support Allocation Formula

Category	Component	% Weighting	Total
Resource sharing	ILL and reciprocal borrowing transactions	30.00%	\$150,000.00
Category Total		30.00%	
Equity	Number of nonpublic circulating libraries with collection budgets under \$10,000	30.00%	\$150,000.00
Equity	Number of public circulating libraries with LLSAP annual fee as 3% or greater of library's (agency) total annual operating budget	30.00%	\$150,000.00
Category Total		60.00%	
Bib quality	Cataloging standards implemented (y/n)	2.50%	\$12,500.00
Bib quality	Centralized cataloging services (staff FTE)	2.50%	\$12,500.00
Category Total		5.00%	
User centered	UX improvements (y/n)	2.50%	\$12,500.00
User centered	Policy simplification (y/n)	2.50%	\$12,500.00
Category Total		5.00%	
Totals		100.00%	\$500,000.00

Totals	
368.0	\$1,750,000.00
8,875,610	\$150,000.00
48.0	\$150,000.00
81.0	\$150,000.00
5.0	\$12,500.00
12.50	\$12,500.00
5.00	\$12,500.00
5.00	\$12,500.00
\$2,250,000.00	

Support Allocations Per LLSAP

Component	CCS		Pinnacle		PrairieCat	
Per-agency flat amount	24.33	\$115,702.87	6	\$28,533.38	92.33	\$439,081.23
ILL and RB transactions	2,172,111	\$36,709.21	708,968	\$11,981.73	1,538,819	\$26,006.42
Nonpublic circ members <\$10k collection budget	0	\$0.00	0	\$0.00	5	\$15,625.00
Public circ members annual fee > or = 3% (publics)	4	\$7,407.41	3	\$5,555.56	37	\$68,518.52
Cataloging standards (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Centralized cataloging (staff FTE)	0	\$0.00	0	\$0.00	3	\$3,000.00
UX (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Policy simplification (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Allocation	7.44%	\$167,319.49	2.38%	\$53,570.67	24.88%	\$559,731.16

Component	RRLC		RSA		SWAN	
Per-agency flat amount	8	\$38,044.51	146.33	\$695,881.68	91	\$432,756.32
ILL and RB transactions	13,633	\$230.40	1,491,147	\$25,200.75	2,950,932	\$49,871.48
Nonpublic circ members <\$10k collection budget	4	\$12,500.00	38	\$118,750.00	1	\$3,125.00
Public circ members annual fee > or = 3% (publics)	0	\$0.00	23	\$42,592.59	14	\$25,925.93
Cataloging standards (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Centralized cataloging (staff FTE)	0	\$0.00	4	\$4,000.00	5.5	\$5,500.00
UX (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Policy simplification (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Allocation	2.26%	\$50,774.91	39.73%	\$893,925.03	23.32%	\$524,678.73

Appendix D – COST

For the services provided by Grantee (as set forth in Appendix A), RAILS shall pay \$53,570.67 to Grantee in FY2020. This represents the Grantee's total support allocation (Appendix B).

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		
5260	Out-of-state travel	X		
5270	Registration & other fees	X		
5280	Continuing education & meetings/other	X		

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
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		
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		
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		
5435	Payroll service fees	X		
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		
5460	Agreements with systems, members, others	X		

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
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		
5510	Miscellaneous	X		

Appendix F – FY2020 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached below]

FY2020 RAILS LLSAP Support Grant

Process and Application

Local Library System Automation Programs (LLSAPs) receive direct and/or indirect support from RAILS. Beginning in FY2020, RAILS support will be distributed through 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*

Regional library systems have traditionally directly supported the operations of LLSAPs that were established by those regional library systems, while other consortia in the RAILS service area have been entirely self-funded. Along with current LLSAPs, independent consortia in the RAILS service area are welcome to apply for this grant, thus becoming RAILS LLSAPs, 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. Submit a brief letter of your consortium's intent to apply for this grant via email to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.info).
2. Complete the attached application form.
3. Assemble required documentation.
4. 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.

July 1, 2018	Letter of intent due to RAILS
August 1, 2018	Application package due to RAILS
August–September 2018	RAILS reviews grant applications and determines awards
October 2018	RAILS responds with award letter and grant agreement
January 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

Questions?

Direct questions, letters of intent, 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 **Pinnacle Library Cooperativ**

Primary contact

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

Name **Matt Hammermeister**

Email address **mhammermeister@pinnaclelibraries.org**

Phone **(815) 552-4277**

Address **Pinnacle Library Cooperative 20670 Len Kubinski Dr. Crest Hill 60403**

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 **Megan Millen**

Email address **mmillen@jolietlibrary.org**

Phone **(815) 740-2669**

Address **Joliet Public Library 150 N. Ottawa St. Joliet IL 60432**

Organization type

Legal designation such as intergovernmental instrumentality, not-for-profit, etc.

Non-Profit

Consortium history and description

Describe the consortium in general, including services provided, staffing, date formed, and other historical information. If some or all of the information above exists on the consortium's website, you may provide links instead of or in addition to a narrative on this form. (1000 words or less)

Formed in June 2012, the Pinnacle Library Cooperative provides a shared catalog and system support for six geographically close public libraries in the southwest suburbs of Chicago. Although the consortium has only six member libraries in total, the combined collection provides access to over 1.3 million physical items as well as library service to over 400,000 residents.

Before forming the Pinnacle Library Cooperative, all six libraries had been members of the PrairieCat consortium.

Pinnacle provides support for all essential functions of its member libraries. This includes access to a shared ILS and all training and support necessary for its effective use. Pinnacle also grants access to an extensive collection of eBooks and eAudioBooks through OverDrive, as well as a selection of research databases via EBSCO and ReferenceUSA. Recently the consortium has also entered into an agreement with My Library Rewards to provide a year-round reading incentive program to patrons. All of these services have been purchased as a group and are offered to all members of the consortium.

The system is staffed by one full-time staff member, an ILS Manager, who is responsible for the day-to-day maintenance of the system. The ILS Manager also regularly provides training and workflow consultations for library staff.

Administrative leadership is provided by the Governing Board, a six-member body consisting of the Director of each member library.

Technology assessment

Describe the 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. (1000 words or less)

Innovative Interfaces provides hosting services for the shared ILS. The consortium is not responsible for any network hardware related to the maintenance of the software or any of its components.

The consortium manages a Telephony server to facilitate patron phone notifications. The Telephony server was purchased in 2012 and is housed at the Joliet Library.

The Pinnacle staff member has two laptops.

Support Grant Allocation Metrics

If applying for core services only, this section may be left blank.

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. LLSAPs that receive in-kind services where budgeted expenses are higher than the amount of their grant award pay the balance in fees to RAILS. LLSAPs that do not receive in-kind services, or the budgeted expenses for their in-kind services 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.

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

Where applicable, provide three complete fiscal years of 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.

Member Data

Please use the provided spreadsheet template to provide 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 for past three fiscal years

Do your annual membership fees include OCLC membership?

☐

Yes

☒

No

Membership Totals

Do not include Union List members

	Public	School	Academic	Special
FY2016	6			
FY2017	6			
FY2018	6			

Resource Sharing Activities

	Total Interlibrary Loan	Total Reciprocal Borrowing
FY2016	316,368	417,073
FY2017	306,075	397,912
FY2018	310,369	379,106

Bibliographic Quality

Cataloging standards are documented and reviewed at least annually. Please detail:

☒

Yes

☐

No

Cataloging standards and policies are posted to a private website available to all Cataloging staff. The consortium's Technical Services committee meets regularly to update these procedures.

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

☐

Yes

☒

No

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. Please detail:

☒ Yes ☐ No Each library designates at least one staff member to serve on t

Steps have been taken toward reducing or simplifying, in general: circulation policies, holds policies, item types, etc.

Please detail:

☒ Yes ☐ No

Since forming in 2012, Pinnacle has made great strides in simplifying circulation policies for our patrons.

- All libraries follow a standard 3 week checkout period for regular print materials.
- All circulating materials, including new items, are holdable by any patron and transferable to any library. Libraries may identify certain popular titles as "non-holdable" but at least one circulating copy must be purchased for each browsing copy.
- Patrons may visit any library in the consortium to receive and/or renew their library cards. Staff at all libraries have been trained and have the necessary materials to issue cards for each library in the consortium.
- Patrons may pay fines and fees at any of our libraries regardless of which organization charged the fines.

Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, such as those listed below. 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

Budget -

<http://pinnaclelibraries.org/uploads/gbfinancialinfo/PinnacleFY2019Budget.pdf>

Bylaws -

<http://pinnaclelibraries.org/uploads/gbpolicies/Pinnacle%20Library%20Cooperative%20Bylaws.pdf>

Compliance with criteria

Use the spaces provided to complete the following information, and/or attach any supporting documents.

Merger or consolidation

(if relevant; complete only if your consortium has never received RAILS support)

Several RAILS consortia have investigated and decided that merging with each other is in the best interests of the communities served. If your consortium has undertaken such an investigation, please describe the investigation and the outcome.

Pinnacle is not opposed to the possibility of merger or consolidation and has had conversations internally about the process. Up until this point, however, no libraries have formally reached to the consortium to pursue this.

New consortia

(complete only if this grant application is being submitted by a newly formed or forming consortium)

Newly formed consortia are not eligible for RAILS support unless RAILS agrees a new consortium is in the best interests of the communities served. If this is a newly formed or forming consortium, explain why this is in the best interests of the communities served.

Resource sharing

Describe your consortium's commitment to resource sharing, including a description of resource sharing activities, relevant statistics, etc. Include any related policies, documented practices, board decisions, etc.

Since its inception, the Pinnacle Library Cooperative has been committed to increasing patron access through resource sharing. To that end, the consortium has adopted several policies to reduce barriers to sharing:

- All circulating materials, including new items, are holdable by any patron and transferable to any library. Libraries may identify certain popular titles as "non-holdable" but at least one circulating copy must be purchased for each browsing copy.
- Libraries are expected to process materials that appear on the picklist every day. Effective use of our ILS allows libraries to run picklists multiple times a day.
- Taxpayers within any of our districts may register for a library card at any of our libraries, regardless of where their taxes are paid. Each library has the necessary materials and training to register patrons of other libraries in the consortium, eliminating the need for patrons to visit their "home" library to get an initial card from their library. The consortium has also designed and implemented a "universal" application to streamline the process for staff

Growth

Describe your consortium's commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.

The Pinnacle Library Cooperative is open to admitting new members. The process new membership is outlined in our bylaws.

Services from 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.

Bibliographic Services

1. Contingent upon the development of a new service or arrangement with the Illinois State Library to replace OSMOSIS from The MARC of Quality, RAILS shall pay for the periodic batchloading of holdings information to a bibliographic utility.

Optional Services

Please use the checkboxes to indicate any optional RAILS services your consortium would like to receive. Cost-recovery expenses, calculated per service based on actual RAILS budgeted expenses, will be deducted as in-kind support from any cash support your consortium is allocated. Use of services is not required.

☐

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.

☐ *Delivery Services to LLSAP Facility*

1. RAILS shall 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 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.

[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 FY2020.

☐ *Use of RAILS facilities for consortium staff. (Please describe your facility needs, including the number of staff, and whether you require meeting room space, training lab, and videoconference.)*

☐ *Consortium staffed by RAILS employees*

☐ *Use of RAILS vehicles (Consortium must provide insurance if its staff are not RAILS employees.)*

☐ *Website*

☐ *ILS Phone Notification Dialer Co-location*

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.

Board/governance 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.

The Governing Board typically meets on the third Friday of the month, pending schedule conflicts. The schedule for the remainder of the calendar year is as follows:

Thursday, August 23 - 2:00 PM (Lemont)
Friday, September 21 - 2:00 PM (Joliet)
Friday, October 19 - 2:00 PM (Plainfield)
Friday, November 16 - 2:00 PM (Shorewood)
Friday, December 21 - 9:30 AM (White Oak)

Authorized Signatures

Primary contact

Name **Matt Hammermeister**

Title **ILS Manager**

Signature 

Date **7/30/2018**

Other contact (if applicable)

Name **Megan Millen**

Title **Chair, Governing Board**

Signature

Date

Appendix: LLSAP Annual Report to the Illinois State Library Template Sample

Adapted from Appendix F of the zILLANE Study. Provided as a sample of annual statewide reporting requirements. Actual report templates will be forwarded, along with deadlines and any other accompanying information, when received from the Illinois State Library.

4. LLSAP Annual Report

4.1 This document is an Adaptation of Appendix F of the zILLANE Study.

Instructions

For FY2016, the format of this report is in two sections: **Section 1** is data for the entire RLS (Regional Library System), and **Section 2** is data for each individual LLSAP. We have maintained the same table and numbering scheme to allow the matching of data from preceding years.

Only one Section 1 needs to be submitted for the entire RLS.

Multiple Section 2 reports should be submitted, one for each individual LLSAP. (Individual LLSAP is defined as a separate system-supported automation group that used a separate integrated library system product for FY2016.)

Section 1

[omitted]

Section 2

Multiple Section 2 reports need to be submitted, 1 for each LLSAP.

Tables 1, 2, B, C, D, F, I, J, K, L, M, N

Please note that we need to try to use common units across LLSAPs for comparison purposes. In counting the libraries in your LLSAP, please list both the agency and the buildings. For example a school district might be counted as an agency once but may have numerous buildings or campuses that are libraries.

Some categories of information will not apply to you, but for those that do, please provide requested information.

Tables 1 and 2 – specific instructions

Please use the following tables to report each individual LLSAP's costs (Table 1) and revenues (Table 2) for the last two fiscal years.

If you have other categories and/or line items to report, please add those to the tables. You can provide explanatory notes either in the tables or following the tables.

There may be categories and/or line items in the form for which you do not record costs or revenues. Please put a N/A in the FY2016 columns for those items.

Table 1: Individual LLSAP Operating Expenses

Expenditures	Expense Item	FY2016
Personnel		
	Library Professionals	
	Other Professionals	
	Support Services	
	Social Security Taxes (FICA)	
	Unemployment Insurance	
	Workers' Compensation	
	Retirement Benefits	
	Health, Dental, and Life Insurance	
	Temporary Help	
	Recruiting	
TOTAL		
Library Materials		
	Print Materials	
	Nonprint Materials	
	E-Resources	
TOTAL		
Buildings & Grounds		
	Rent	
	Utilities	
	Property Insurance	
	Repairs & Maintenance	
	Janitorial Services & Supplies	
	Other	
TOTAL		
Vehicle Expense		
	Gas & Oil	
	Repairs & Maintenance	
	Vehicle Insurance	
	Vehicle Leasing & Rent	
TOTAL		
Travel & CE for Staff & Board		
	In-State Travel	
	Out-of-State Travel	
	Registration & Other Fees	
TOTAL		

Continuing Education & Meetings / Others		
Public Relations		
Liability Insurance		
Supplies, Postage & Printing		
	Computer Supplies	
	General Office Supplies & Equipment	
	Internal Printing/Photocopying	
	Postage	
	Library Supplies	
	Other	
TOTAL		
Telephone & Telecomm		FY2016
	Local/Long Distance – Voice	
	Telecomm – Data & Fax	
TOTAL		
Equipment Rental, Repair & Maintenance		
	Equipment Rental	
	Equipment Repair & Maintenance	
	Maintenance Agreement	
	Computer Hardware Insurance	
TOTAL		
Professional Services		
	Legal	
	Accounting	
	Consulting	
	Contractual Staff	
TOTAL		
Contractual Services		
	Information Services (bibliographic databases, online subscriptions, etc.)	
	Contractual Agreements	
	Outside Printing	
TOTAL		

Interlibrary Loan Charges		
TOTAL OPERATING EXPENSES		

Table 2
LLSAP Annual Revenues

Revenues	Revenue Item	FY2016
State Grants		
Federal Grants		
Other Grants		
LLSAP Participation / Service Fees		
	Annual Participation Fees (from all categories of participants)	
	One-Time Startup Fees	
	Other (please describe)	
Interest Income		
Other Revenue		
TOTAL REVENUE		

Tables B-O: LLSAP Supplemental Information

B. LLSAP Participation Information – Full Fee-Paying Participant	FY 2016
B1 Number of all public libraries (agencies)	
B2 Number of all public libraries (buildings)	
B3 Number of all academic libraries (agencies)	
B4 Number of all academic libraries (buildings)	
B5 Number of all school libraries (agencies)	
B6 Number of all school libraries (buildings)	
B7 Number of all special libraries (agencies)	
B8 Number of all special libraries (buildings)	
B9 Number of all other types	
Total Full Fee-Paying Participants	

C. LLSAP Participation Information – Partial Fee-Paying Participant	FY 2016
C1 Number of all public libraries (agencies)	

C2 Number of all public libraries (buildings)	
C3 Number of all academic libraries (agencies)	
C4 Number of all academic libraries (buildings)	
C5 Number of all school libraries (agencies)	
C6 Number of all school libraries (buildings)	
C7 Number of all special libraries (agencies)	
C8 Number of all special libraries (buildings)	
C9 Number of all other types	
Total Partial Fee-Paying Participants	

D. LLSAP Participation Information – Holdings Only Represented	FY 2016
D1 Number of all public libraries (agencies)	
D2 Number of all public libraries (buildings)	
D3 Number of all academic libraries (agencies)	
D4 Number of all academic libraries (buildings)	
D5 Number of all school libraries (agencies)	
D6 Number of all school libraries (buildings)	
D7 Number of all special libraries (agencies)	
D8 Number of all special libraries (buildings)	
D9 Number of all other types	
Total Holdings Only Represented	

F. Participants	FY 2016
F1 Participants as of June 30, 2016	

I. Bibliographic Record Information	FY 2016
I1 Total number of bibliographic records in database	
I2 Total number of item records in database	
I3 Total number of patrons listed in patron database	

J. LLSAP Use by All Participants	FY 2016
J1 Total search transactions in past 12 months (FY2016)	
J2 Total circulation transactions in past 12 months (FY2016)	
J3 Total interlibrary loan transactions in FY2016	
J4 Total reciprocal borrowing transactions in FY2016	

K. Cost and Revenue Information	FY 2016
K1 Annual Total Fees Received From Full Members	
K2 Annual Total Fees Received From Partial Members	
K3 Annual Fees/Support Received From RLS	
K4 FTEs Charged to LLSAP Operating Expenses	
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs	
K6 Annual Total Cost of Operating the LLSAP	

L. Cost Components of Operating the LLSAP	FY2016

M. Cost Components to Participate in the LLSAP—Startup	FY2016

N. Cost Components to Participate in the LLSAP—Ongoing	FY2016

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

Attention to: Ms. Carolyn Coulter

Grant Amount: Total Allocation	\$559,731.16
Budgeted cost of in-kind services	\$0
Financial support	\$559,731.16

Effective Date: July 1, 2019

Termination Date: June 30, 2020

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 semiannual program progress reports until termination of this agreement. Semiannual reports are due on January 31, 2020 and July 31, 2020. 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 or 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

GRANTEE

Signature: *[Handwritten Signature]*

Printed Name: Carolyn K. Coulter

Title: President or Director

Date: 11/5/18

ATTEST

11/11/11


Laura L. Long

Secretary _____

Date: 11/9/15

RAILS

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.

Bibliographic Services

1. Contingent upon the development of a new service or arrangement with the Illinois State Library to replace OSMOSIS from The MARC of Quality, RAILS shall pay for the periodic batchloading of holdings information to a bibliographic utility.

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.

Website

1. RAILS shall provide basic LLSAP hosting, installation, build, and configuration of a standardized Drupal design and installation profile; including module installation and updates, and Library Learning (L2) integration for member access and import of events and library building profiles.
2. RAILS shall provide additional ongoing website support services, including development and maintenance of limited custom features, not to exceed 20 hours per year. RAILS shall cooperate with any outside vendors hired by the LLSAP to provide additional website services.

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 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.

Appendix C: RAILS LLSAP FY2020 Support Allocation

Support amount distributed through formula	\$500,000
Flat per-agency amount	\$1,750,000
Total LLSAP Support	\$2,250,000

Support Allocation Formula

Category	Component	% Weighting	Total
Resource sharing	ILL and reciprocal borrowing transactions	30.00%	\$150,000.00
Category Total		30.00%	
Equity	Number of nonpublic circulating libraries with collection budgets under \$10,000	30.00%	\$150,000.00
Equity	Number of public circulating libraries with LLSAP annual fee as 3% or greater of library's (agency) total annual operating budget	30.00%	\$150,000.00
Category Total		60.00%	
Bib quality	Cataloging standards implemented (y/n)	2.50%	\$12,500.00
Bib quality	Centralized cataloging services (staff FTE)	2.50%	\$12,500.00
Category Total		5.00%	
User centered	UX improvements (y/n)	2.50%	\$12,500.00
User centered	Policy simplification (y/n)	2.50%	\$12,500.00
Category Total		5.00%	
Totals		100.00%	\$500,000.00

Totals	
368.0	\$1,750,000.00
8,875,610	\$150,000.00
48.0	\$150,000.00
81.0	\$150,000.00
5.0	\$12,500.00
12.50	\$12,500.00
5.00	\$12,500.00
5.00	\$12,500.00
\$2,250,000.00	

Support Allocations Per LLSAP

Component	CCS		Pinnacle		PrairieCat	
Per-agency flat amount	24.33	\$115,702.87	6	\$28,533.38	92.33	\$439,081.23
ILL and RB transactions	2,172,111	\$36,709.21	708,968	\$11,981.73	1,538,819	\$26,006.42
Nonpublic circ members <\$10k collection budget	0	\$0.00	0	\$0.00	5	\$15,625.00
Public circ members annual fee > or = 3% (publics)	4	\$7,407.41	3	\$5,555.56	37	\$68,518.52
Cataloging standards (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Centralized cataloging (staff FTE)	0	\$0.00	0	\$0.00	3	\$3,000.00
UX (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Policy simplification (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Allocation	7.44%	\$167,319.49	2.38%	\$53,570.67	24.88%	\$559,731.16

Component	RRLC		RSA		SWAN	
Per-agency flat amount	8	\$38,044.51	146.33	\$695,881.68	91	\$432,756.32
ILL and RB transactions	13,633	\$230.40	1,491,147	\$25,200.75	2,950,932	\$49,871.48
Nonpublic circ members <\$10k collection budget	4	\$12,500.00	38	\$118,750.00	1	\$3,125.00
Public circ members annual fee > or = 3% (publics)	0	\$0.00	23	\$42,592.59	14	\$25,925.93
Cataloging standards (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Centralized cataloging (staff FTE)	0	\$0.00	4	\$4,000.00	5.5	\$5,500.00
UX (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Policy simplification (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Allocation	2.26%	\$50,774.91	39.73%	\$893,925.03	23.32%	\$524,678.73

Appendix D – COST

For the services provided by Grantee (as set forth in Appendix A), RAILS shall pay \$559,731.16 to Grantee in FY2020. This represents the Grantee's total support allocation (Appendix B).

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.
5270	Registration & other fees	X		Grantee is responsible for conference and workshop registration for its own staff.

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
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.
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.

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
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 – FY2020 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached below]

FY2020 RAILS LLSAP Support Grant

Process and Application

Local Library System Automation Programs (LLSAPs) receive direct and/or indirect support from RAILS. Beginning in FY2020, RAILS support will be distributed through 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*

Regional library systems have traditionally directly supported the operations of LLSAPs that were established by those regional library systems, while other consortia in the RAILS service area have been entirely self-funded. Along with current LLSAPs, independent consortia in the RAILS service area are welcome to apply for this grant, thus becoming RAILS LLSAPs, 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. Submit a brief letter of your consortium's intent to apply for this grant via email to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.info).
2. Complete the attached application form.
3. Assemble required documentation.
4. 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.

July 1, 2018	Letter of intent due to RAILS
August 1, 2018	Application package due to RAILS
August–September 2018	RAILS reviews grant applications and determines awards
October 2018	RAILS responds with award letter and grant agreement
January 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

Questions?

Direct questions, letters of intent, 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

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

Organization type

Legal designation such as intergovernmental instrumentality, not-for-profit, etc.

Consortium history and description

Describe the consortium in general, including services provided, staffing, date formed, and other historical information. If some or all of the information above exists on the consortium's website, you may provide links instead of or in addition to a narrative on this form. (1000 words or less)

Technology assessment

Describe the 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. (1000 words or less)

Support Grant Allocation Metrics

If applying for core services only, this section may be left blank.

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. LLSAPs that receive in-kind services where budgeted expenses are higher than the amount of their grant award pay the balance in fees to RAILS. LLSAPs that do not receive in-kind services, or the budgeted expenses for their in-kind services 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.

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

Where applicable, provide three complete fiscal years of 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.

Member Data

Please use the provided spreadsheet template to provide 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 for past three fiscal years

Do your annual membership fees include OCLC membership? Yes No

Membership Totals

Do not include Union List members

	Public	School	Academic	Special
FY2016				
FY2017				
FY2018				

Resource Sharing Activities

	Total Interlibrary Loan	Total Reciprocal Borrowing
FY2016		
FY2017		
FY2018		

Bibliographic Quality

Cataloging standards are documented and reviewed at least annually. Please detail:

Yes No

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

Yes No

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. Please detail:

Yes No

Steps have been taken toward reducing or simplifying, in general: circulation policies, holds policies, item types, etc.

Please detail:

Yes No

Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, such as those listed below. 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

Compliance with criteria

Use the spaces provided to complete the following information, and/or attach any supporting documents.

Merger or consolidation

(if relevant; complete only if your consortium has never received RAILS support)

Several RAILS consortia have investigated and decided that merging with each other is in the best interests of the communities served. If your consortium has undertaken such an investigation, please describe the investigation and the outcome.

New consortia

(complete only if this grant application is being submitted by a newly formed or forming consortium)

Newly formed consortia are not eligible for RAILS support unless RAILS agrees a new consortium is in the best interests of the communities served. If this is a newly formed or forming consortium, explain why this is in the best interests of the communities served.

Resource sharing

Describe your consortium's commitment to resource sharing, including a description of resource sharing activities, relevant statistics, etc. Include any related policies, documented practices, board decisions, etc.

Growth

Describe your consortium's commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.

Services from 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.

Bibliographic Services

1. Contingent upon the development of a new service or arrangement with the Illinois State Library to replace OSMOSIS from The MARC of Quality, RAILS shall pay for the periodic batchloading of holdings information to a bibliographic utility.

Optional Services

Please use the checkboxes to indicate any optional RAILS services your consortium would like to receive. Cost-recovery expenses, calculated per service based on actual RAILS budgeted expenses, will be deducted as in-kind support from any cash support your consortium is allocated. Use of services is not required.

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.

Delivery Services to LLSAP Facility

1. RAILS shall 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 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.

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 FY2020.

Use of RAILS facilities for consortium staff. (Please describe your facility needs, including the number of staff, and whether you require meeting room space, training lab, and videoconference.)

Consortium staffed by RAILS employees

Use of RAILS vehicles (Consortium must provide insurance if its staff are not RAILS employees.)

Website

ILS Phone Notification Dialer Co-location

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.

Board/governance 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.

PrairieCat Delegates Assembly meets on the last Wednesday of every quarter (January, April, July, October). Meetings are held at Kishwaukee Community College, Malta, IL.

PrairieCat Administrative Council meets on the first Friday of every month. In the case that an Administrative Council meeting would fall in the same week as a Delegates Assembly meeting, the Administrative Council meeting is moved to the Friday of the following week. Meetings are held at rotating member library sites.


Authorized Signatures

Primary contact

Name Carolyn K. Coulter

Title Director

Signature



Date

7/6/18

Other contact (if applicable)

Name Emily Klonicki

Title Administrative Council Chair

Signature



Date

7/6/18

Appendix: LLSAP Annual Report to the Illinois State Library Template Sample

Adapted from Appendix F of the zILLANE Study. Provided as a sample of annual statewide reporting requirements. Actual report templates will be forwarded, along with deadlines and any other accompanying information, when received from the Illinois State Library.

4. LLSAP Annual Report

4.1 This document is an Adaptation of Appendix F of the zILLANE Study.

Instructions

For FY2016, the format of this report is in two sections: **Section 1** is data for the entire RLS (Regional Library System), and **Section 2** is data for each individual LLSAP. We have maintained the same table and numbering scheme to allow the matching of data from preceding years.

Only one Section 1 needs to be submitted for the entire RLS.

Multiple Section 2 reports should be submitted, one for each individual LLSAP. (Individual LLSAP is defined as a separate system-supported automation group that used a separate integrated library system product for FY2016.)

Section 1

[omitted]

Section 2

Multiple Section 2 reports need to be submitted, 1 for each LLSAP.

Tables 1, 2, B, C, D, F, I, J, K, L, M, N

Please note that we need to try to use common units across LLSAPs for comparison purposes. In counting the libraries in your LLSAP, please list both the agency and the buildings. For example a school district might be counted as an agency once but may have numerous buildings or campuses that are libraries.

Some categories of information will not apply to you, but for those that do, please provide requested information.

Tables 1 and 2 – specific instructions

Please use the following tables to report each individual LLSAP's costs (Table 1) and revenues (Table 2) for the last two fiscal years.

If you have other categories and/or line items to report, please add those to the tables. You can provide explanatory notes either in the tables or following the tables.

There may be categories and/or line items in the form for which you do not record costs or revenues. Please put a N/A in the FY2016 columns for those items.

Table 1: Individual LLSAP Operating Expenses

Expenditures	Expense Item	FY2016
Personnel		
	Library Professionals	
	Other Professionals	
	Support Services	
	Social Security Taxes (FICA)	
	Unemployment Insurance	
	Workers' Compensation	
	Retirement Benefits	
	Health, Dental, and Life Insurance	
	Temporary Help	
	Recruiting	
TOTAL		
Library Materials		
	Print Materials	
	Nonprint Materials	
	E-Resources	
TOTAL		
Buildings & Grounds		
	Rent	
	Utilities	
	Property Insurance	
	Repairs & Maintenance	
	Janitorial Services & Supplies	
	Other	
TOTAL		
Vehicle Expense		
	Gas & Oil	
	Repairs & Maintenance	
	Vehicle Insurance	
	Vehicle Leasing & Rent	
TOTAL		
Travel & CE for Staff & Board		
	In-State Travel	
	Out-of-State Travel	
	Registration & Other Fees	
TOTAL		

Continuing Education & Meetings / Others		
Public Relations		
Liability Insurance		
Supplies, Postage & Printing		
	Computer Supplies	
	General Office Supplies & Equipment	
	Internal Printing/Photocopying	
	Postage	
	Library Supplies	
	Other	
TOTAL		
Telephone & Telecomm		FY2016
	Local/Long Distance – Voice	
	Telecomm – Data & Fax	
TOTAL		
Equipment Rental, Repair & Maintenance		
	Equipment Rental	
	Equipment Repair & Maintenance	
	Maintenance Agreement	
	Computer Hardware Insurance	
TOTAL		
Professional Services		
	Legal	
	Accounting	
	Consulting	
	Contractual Staff	
TOTAL		
Contractual Services		
	Information Services (bibliographic databases, online subscriptions, etc.)	
	Contractual Agreements	
	Outside Printing	
TOTAL		

Interlibrary Loan Charges		
TOTAL OPERATING EXPENSES		

Table 2
LLSAP Annual Revenues

Revenues	Revenue Item	FY2016
State Grants		
Federal Grants		
Other Grants		
LLSAP Participation / Service Fees		
	Annual Participation Fees (from all categories of participants)	
	One-Time Startup Fees	
	Other (please describe)	
Interest Income		
Other Revenue		
TOTAL REVENUE		

Tables B-O: LLSAP Supplemental Information

B. LLSAP Participation Information – Full Fee-Paying Participant	FY 2016
B1 Number of all public libraries (agencies)	
B2 Number of all public libraries (buildings)	
B3 Number of all academic libraries (agencies)	
B4 Number of all academic libraries (buildings)	
B5 Number of all school libraries (agencies)	
B6 Number of all school libraries (buildings)	
B7 Number of all special libraries (agencies)	
B8 Number of all special libraries (buildings)	
B9 Number of all other types	
Total Full Fee-Paying Participants	

C. LLSAP Participation Information – Partial Fee-Paying Participant	FY 2016
C1 Number of all public libraries (agencies)	

C2 Number of all public libraries (buildings)	
C3 Number of all academic libraries (agencies)	
C4 Number of all academic libraries (buildings)	
C5 Number of all school libraries (agencies)	
C6 Number of all school libraries (buildings)	
C7 Number of all special libraries (agencies)	
C8 Number of all special libraries (buildings)	
C9 Number of all other types	
Total Partial Fee-Paying Participants	

D. LLSAP Participation Information – Holdings Only Represented	FY 2016
D1 Number of all public libraries (agencies)	
D2 Number of all public libraries (buildings)	
D3 Number of all academic libraries (agencies)	
D4 Number of all academic libraries (buildings)	
D5 Number of all school libraries (agencies)	
D6 Number of all school libraries (buildings)	
D7 Number of all special libraries (agencies)	
D8 Number of all special libraries (buildings)	
D9 Number of all other types	
Total Holdings Only Represented	

F. Participants	FY 2016
F1 Participants as of June 30, 2016	

I. Bibliographic Record Information	FY 2016
I1 Total number of bibliographic records in database	
I2 Total number of item records in database	
I3 Total number of patrons listed in patron database	

J. LLSAP Use by All Participants	FY 2016
J1 Total search transactions in past 12 months (FY2016)	
J2 Total circulation transactions in past 12 months (FY2016)	
J3 Total interlibrary loan transactions in FY2016	
J4 Total reciprocal borrowing transactions in FY2016	

K. Cost and Revenue Information	FY 2016
K1 Annual Total Fees Received From Full Members	
K2 Annual Total Fees Received From Partial Members	
K3 Annual Fees/Support Received From RLS	
K4 FTEs Charged to LLSAP Operating Expenses	
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs	
K6 Annual Total Cost of Operating the LLSAP	

L. Cost Components of Operating the LLSAP	FY2016

M. Cost Components to Participate in the LLSAP—Startup	FY2016

N. Cost Components to Participate in the LLSAP—Ongoing	FY2016

			FY19	
			Independence	
			W/ 2% increase	
			0 Cap Reserve	
	REVENUES			
4062	Union List Member Revenue		\$24,975.00	
4063	Fully Participating & Basic Online Member Revenue		\$830,455.78	
4064	ILL Barcode Revenue		\$7,000.00	
4065	Cataloging Revenue		\$500.00	
4067	Fully Participating & Basic Online - CR Contribution		\$42,150.00	
4068	Union List - CR Contribution		\$6,290.00	
4070	Reimbursements		\$1,500.00	reimburse for express lane and marc report
4071	Reimbursements - Hosting fee		\$33,720.00	
4073	Reimbursements - PUG Day/DA Fee		\$16,000	\$6,000 DA; \$10,000 PUG Day
4072	Reimbursements - eRead Illinois		\$0.00	now billed directly to members
4080	Investment Income		\$2,500.00	
4090	Other Revenue		\$1,000.00	
4091	Other Revenue - RAILS Support		\$613,030.00	includes value of 2 cars (\$24,488)
	TOTAL REVENUE		\$1,579,120.78	
	EXPENDITURES			
5010	Other Professionals		\$609,230.75	
5020	Support Services		\$133,362.40	
5025	Vacation Expense or Benefit Time Expense		\$0.00	
5030	Social Security Taxes		\$56,891.67	
5040	Unemployment Insurance		\$8,500.00	
5050	Worker's Compensation insurance		\$1,442.00	
5060	Retirement benefits		\$73,128.89	10% employer contribution, 1K admin cost
5070	Health, Dental, Life, Disability		\$113,742.07	LIMRiCC numbers from RAILS FY18 (106301)+7%
5080	Other Fringe Benefits		\$3,000.00	Wellness plan reimbursements, retirement gifts, FSA fees

PC budget FY19 with account numbers

			FY19	
			Independence	
			W/ 2% increase	
5083	Tuition Reimbursements		\$1,000.00	
5084	Staff Professional Memberships		\$2,000.00	
5160	Property Insurance		\$1,200.00	Inland Marine Insurance (\$1,127.00)
5200	Fuel		\$0.00	
5210	Repairs and maintenance		\$0.00	Maintenance of vehicles, tires, replacement of vehicle parts, vehicle repairs, vehicle cleaning, and oil
5220	Vehicle Insurance		\$1,000.00	
5230	Vehicle leasing and rent		\$0.00	
5240	Other vehicle expenses		\$0.00	
5250	In-State Travel		\$6,000.00	
5260	Out-of-State Travel		\$15,500.00	
5270	Registration & Meetings, Other Fees		\$15,000.00	DA (\$6,000), AC (\$2,000), Staff conference (\$2,000) and training registration (\$5,000)
5280	Conferences and Continuing Education Meetings		\$12,000.00	PUG (\$10,000), other committee meetings
5290	Public relations		\$500.00	
5300	Liability Insurance		\$5,500.00	D and O: \$3,227; Cyber: \$839.00; General Liability: \$500
5310	Computer, Software & Supplies		\$2,000.00	
5400	Equipment Repair & Maintenance Agreements		\$1,000.00	
5410	Legal		\$3,000.00	
5420	Accounting		\$5,000.00	Audit contract

PC budget FY19 with account numbers

			FY19	
			Independence	
			W/ 2% increase	
5430	Consulting		\$3,500.00	potentially needed for market/branding planning
5435	Payroll service fees		\$5,600.00	
5450	Information Service Costs		\$418,460.00	Innovative software maintenance, enriched content, MARCIVE, Novelist, OCLC fees.
5460	Contractual Agreements w/Systems, Member Libraries & Other Cooperatives		\$0.00	Contract with RAILS for services . Includes staff costs in FY18. After FY19, excludes staff. Includes: facilities, IT/datacenter, vehicle use, telephone and telecom, finance dept
5470	Outside Printing services		\$2,000.00	
5480	Other Contractual Services		\$47,575.00	hosting, other contracts (1K)
5490	Depreciation		\$4,897.60	Depreciation on cars
5500	Professional Association Membership Dues		\$500.00	IUG, WIIUG, Mgmt assoc
5510	Miscellaneous		\$1,000.00	
5520	Miscellaneous - E-Commerce Fees		\$6,000.00	
	RAILS OVERAGE, FY18		\$0.00	
	TOTAL EXPENDITURES		\$1,559,530.38	
	TOTAL EXPENDITURES LESS DEPRECIATION		\$1,554,632.78	
	Change in net position		\$19,590.40	
	To Capital Reserves (overage)		\$0.00	

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**B Y L A W S
O F
PRAIRIECAT**

ARTICLE I - AUTHORITY

PRAIRIECAT is established pursuant to the intergovernmental cooperation clause as set forth in Article VII, Section 10 of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* PRAIRIECAT shall not have or exercise any power which is not granted to a public library pursuant to Illinois law.

ARTICLE II – DEFINITIONS

Administrative Council – consists of eleven (11) elected representatives from the Delegates Assembly.

Delegates Assembly – consists of a representative from each Fully Participating and Basic Online Member as well as four Union Listing representatives Executive Committee – consists of the Chair, Vice Chair/Chair Elect, Secretary and Treasurer of the Administrative Council/Delegates Assembly.

Fully Participating Member – a library that has use of all existing application programs as described in Exhibit B to the Second Amended Intergovernmental Agreement, Functionality by Membership Level and whose users have full access to the benefits of the ILS. Fully Participating members are voting members and may hold any office.

Basic Online Member – a library that has limited use of existing application programs as described in Exhibit B to the Second Amended Intergovernmental Agreement, Functionality by Membership Level and whose users have limited access to the benefits of the ILS. Basic Online members are voting members and may hold any office.

Union Listing Member – a library that contributes its holdings to the database for resource sharing activities only and has limited use of existing application programs, as described in Exhibit B to the Second Amended Intergovernmental Agreement, Functionality by Membership Level. Patrons of the library are not included as part of the patron database of the integrated library system. Union Listing members are welcome to serve on Standing Groups.

Union Listing Representatives: The Union Listing members will select four Representatives to be the group's Delegates at Delegates Assembly meetings. Each of the four Union Listing Representatives will have voting privileges at Delegates Assembly meetings. No alternates may be designated. Union Listing Representatives may hold the office of an At Large member of the Administrative Council.

Standing Groups – consists of four groups: Circulation, Technical Services, Technology, and the Training & Enhancements Committee.

Administrative Council Committees – permanent or ad hoc committees created by the Administrative Council to address specific charges.

ARTICLE III - ADMINISTRATIVE COUNCIL

SECTION 1. GENERAL POWERS AND DUTIES. To the extent not otherwise expressly provided in these Bylaws, the affairs of PRAIRIECAT shall be managed by its

Administrative Council. In addition, the Council shall have the following specific duties:

- To set policy and direction at an operational level;
- To receive and approve recommendations from standing groups;
- To oversee fiscal operations of the consortium;
- To make recommendations to the Delegates Assembly regarding major purchases outside the approved budget;
- To create the strategic plan for PRAIRIECAT;
- To assist in the evaluation of vendors and contractors;
- To appoint Open Meetings Act and Freedom of Information Act officers;
- To review agreements and bylaws at least every 3 years; and
- To complete other tasks as assigned by the Executive Committee or Delegates Assembly.

SECTION 2. MEMBERS OF ADMINISTRATIVE COUNCIL. The number of members of the PRAIRIECAT Administrative Council shall be eleven (11) elected representatives from the Delegates Assembly. Their members will include:

- Two (2) delegates representing Tier 1 public library constituencies
- Two (2) delegates representing Tier 2 public library constituencies
- Two (2) delegates representing Tier 3 public library constituencies
- One (1) delegate representing academic, school and special member libraries
- Four (4) delegates serving on an At Large basis from any library type

The public library tiers are further delineated in the PRAIRIECAT General Policy Manual.

No more than one representative from the same member library can serve as a voting member on the Administrative Council at the same time.

SECTION 3. TERMS OF OFFICE. Each Council member shall serve a term of three years. Council members may serve only two (2) consecutive elected terms, regardless of the length of the term. Council appointments for less than six months to cover members departing before the end of their term do not count against the consecutive term limitation. The six-year term limit applies to an individual Council member, and does not limit a library from having different individuals serve as representatives on the Administrative Council for more than two consecutive terms.

SECTION 4. ELECTIONS. The Administrative Council Nominating Committee, composed of at least three (3) members of the Delegates Assembly, shall be charged with developing a slate of candidates for election. The Committee shall actively recruit candidates over the course of each election year cycle. In addition to candidates recruited by the Committee, members of the Delegates Assembly may nominate themselves or other candidates. Candidates shall select the category in which they are running. Union Listing Representatives are eligible to run for At Large seats only.

Each Fully Participating and Basic Online Member will vote for its own category and for the At Large seats in each election. Union Listing Representatives are eligible to vote for At Large seats only. Elections shall be held by electronic ballot. The time of beginning and closing of the ballot and the reporting of the results shall be fixed by the Administrative Council.

SECTION 5. MEETINGS. The Administrative Council shall establish a schedule of regular meetings as it deems appropriate, except that the Administrative Council shall meet no less frequently than once each quarter of each fiscal year. Meetings of the Administrative Council will be held customarily at PRAIRIECAT Headquarters or a Member Library, but under special circumstances they may be held at another location convenient to the public with prior approval of the Administrative Council. Robert's Rules of Order, Newly Revised Edition, shall be applicable to the conduct and business of such meetings on all matters not covered by these Bylaws. Meetings shall be noticed, held and otherwise conducted in conformance with the Illinois Open Meetings Act. The PRAIRIECAT Chair or Director shall ensure that the packet of materials for each meeting of the Administrative Council is transmitted to each member of the Administrative Council.

SECTION 6. SPECIAL MEETINGS. Special meetings of the Administrative Council may be called by or at the request of the Chair, the Vice Chair, or any three (3) members of the Administrative Council. Special meetings will be held at PRAIRIECAT headquarters or a Member Library, but under special circumstances they may be held at another location convenient to the public and with the prior approval of the Administrative Council.

SECTION 7. NOTICE. Subject to the provisions of Section 6 above, no further notice of annual or regularly scheduled meetings of the Administrative Council need be given to the individual members of the Administrative Council.

Except as hereinafter provided, notice of any special meeting of the Administrative Council shall be given at least forty-eight (48) hours prior thereto in accordance with the Open Meetings Act.

In the event that the Chair, Vice Chair, or any three (3) members of the Administrative Council shall determine that there is a financial or other emergency to PRAIRIECAT, an emergency special meeting of the Administrative Council may be held if reasonable notice thereof is given by telephone or electronic telecommunications prior to such meeting.

Notice of any meeting of the Administrative Council may be waived by electronic telecommunications or in writing signed by the person or persons entitled to the notice either before or after the time of the meeting. The attendance of a member of the Administrative Council at any meeting shall constitute a waiver of notice of such meeting, except where a member of the Administrative Council attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The purpose of any special meeting of the Administrative Council and the business to be transacted thereat shall be specified in the notice or waiver of notice of such meeting.

SECTION 8. QUORUM. A majority of all members of the Administrative Council must be physically present, pursuant to Illinois law, and shall constitute a quorum of the Administrative Council for the transaction of business at any meeting of the Administrative Council, provided that if less than a quorum of the members of the Administrative Council is present at said meeting, a majority of the members of the

Administrative Council present may adjourn the meeting to another time without further notice. Regular in-person attendance by Council members is expected to ensure quorum.

SECTION 9. VOTING. Except as provided elsewhere in these Bylaws, a simple majority of a quorum shall be sufficient to pass on all matters. All votes will be taken at a PRAIRIECAT Administrative Council meeting. Council Members participating electronically may also vote. No substitutes or proxies shall be allowed to vote in the place of a Council Member.

Voting procedures will be reviewed annually by the PRAIRIECAT Administrative Council. Amended procedures shall become effective upon approval by Delegates Assembly following the procedures in effect prior to amendment.

SECTION 10. COMPENSATION. Members of the Administrative Council shall not receive any compensation for their services.

SECTION 11. VACANCY AND REMOVAL OF COUNCIL MEMBERS. The Council may declare a vacancy in the office of Council member when an elected or appointed Council Member has three (3) consecutive unexcused absences, if a majority votes to remove that Council Member. The Council may also declare a vacancy if a Council Member declines, fails, or is unable to serve.

If a Council Member vacates office and there are six months or more left on the term, a special election will be held from the same representative group or type. If there are fewer than six months remaining in the member's term, the Chair, or in the absence of the Chair, the Vice Chair, shall appoint a replacement from the same representative group or type to complete the term.

ARTICLE IV – EXECUTIVE COMMITTEE

SECTION 1. EXECUTIVE COMMITTEE. The Executive Committee of PRAIRIECAT shall be composed of the Chair, the Vice Chair (who shall be the Chair-Elect), the Secretary, and the Treasurer. The Executive Committee shall contribute agenda topics; receive and prepare information for Administrative Council review and action; act on behalf of the Administrative Council in urgent matters; schedule special meetings of the Administrative Council; and take such other action as may be directed by the Administrative Council.

The Executive Committee shall adopt rules for its own government not inconsistent with the Intergovernmental Agreement, these Bylaws or with directives established by the Administrative Council, which rules shall be in writing and shall be submitted to the Administrative Council for approval before being put into effect.

A quorum of the Executive Committee shall consist of a majority of the entire membership of the said Committee, and the affirmative vote of a simple majority of the members of the Executive Committee present at a meeting at which a quorum is present shall be the act of the Committee.

The officers shall be elected by the Administrative Council at the last general meeting before the end of PRAIRIECAT's fiscal year. They shall assume their office at the beginning of the new fiscal year in accordance with the provisions of Section 2 below. Only those persons who are members of the Administrative Council are eligible for election to the office of Chair, Vice Chair, Secretary and Treasurer.

Officers whose authority and duties are not prescribed in these Bylaws shall have the authority and perform the duties prescribed, from time to time by the Administrative Council.

SECTION 2. ELECTION AND TERM OF OFFICE. The term of office for each officer shall be for one (1) fiscal year of PRAIRIECAT.

The person elected as Vice Chair shall, after serving his/her term as Vice Chair, serve as Chair of PRAIRIECAT for the succeeding fiscal year.

Each officer shall hold office until his/her successor shall have been duly elected or until he/she shall resign, vacate office or shall have been removed in the same manner set forth herein. Election of an officer shall not of itself create contract rights.

SECTION 3. VACANCIES. In the event that the office of Chair becomes vacant, the Vice-Chair shall assume the duties of the Chair, and the Council shall elect one of its members to the office of Vice-Chair for the remainder of the term. In the event one of the other offices becomes vacant, the Council shall elect one of its other members to fill the remainder of the term at the next Council meeting.

SECTION 4. REMOVAL. Any officer elected or appointed by the Administrative Council may be removed by a two-thirds (2/3) vote of a quorum of Council Members whenever in its judgment the best interests of PRAIRIECAT would be served thereby.

SECTION 5. CHAIR. The Chair shall be the executive officer of the Council and shall have general supervision of the group. The Chair shall create agendas and preside at all meetings of the Council and Delegates Assembly. The Chair shall appoint all committees and liaisons to other groups. The Chair, with the concurrence of the Administrative Council, shall establish Standing and Ad Hoc Committees as deemed necessary to support the normal functions, special activities and purposes of PRAIRIECAT. Except in those instances which the authority to execute is expressly delegated to another officer or agent of PRAIRIECAT or a different mode of execution is expressly prescribed by the Administrative Council or these Bylaws, he/she may execute for PRAIRIECAT any contracts, deeds, mortgages, or other instruments which the Administrative Council has authorized to be executed, and he/she may accomplish such execution either individually or with the Secretary or any other officer or agent thereunto authorized by the Administrative Council, according to the requirements of the form of the instrument.

SECTION 6. VICE CHAIR/CHAIR-ELECT. The Vice Chair is the Chair-Elect. In the absence of the Chair or in the event of the Chair's inability or refusal to act as mandated by the Administrative Council, the Vice Chair shall perform the duties of the Chair, and when so acting shall have all the powers of and be subject to all the

restrictions upon the Chair. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of PRAIRIECAT or a different mode of execution is expressly prescribed by the Administrative Council or these Bylaws, the Vice Chair may execute for PRAIRIECAT any contracts, deeds, mortgages or other instruments which the Administrative Council has authorized to be executed, and he/she may accomplish such execution either individually or with the Secretary or any other officer or agent thereunto authorized by the Administrative Council, according to the requirements of the form of the instrument.

SECTION 7. TREASURER. The Treasurer shall be the principal accounting and financial officer of PRAIRIECAT. In performing these duties, the Treasurer shall oversee the work of the agent, consultant or independent contractor hired to perform financial services for PRAIRIECAT. He/she shall:

- a. have charge of and be responsible for the maintenance of adequate books of account for PRAIRIECAT;
- b. have charge and custody of all funds and securities of PRAIRIECAT, and be responsible therefore, and for the receipt and disbursement thereof and, subject to the provisions of Section 4 of Article VI below, shall deposit such funds and securities in such banks as the Administrative Council shall approve from time to time;
- c. perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the Chair or by the Administrative Council; and
- d. shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Administrative Council shall determine, which bond shall be paid for by PRAIRIECAT.
- e. the Treasurer shall serve as a member of the Finance Committee of the Administrative Council or of any other such committee created by the Administrative Council for consideration of annual budgetary matters.

SECTION 8. SECRETARY. The Secretary shall record the minutes of the meetings of the Administrative Council, Executive Committee and Delegates Assembly meetings. The Secretary shall also see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the official records of PRAIRIECAT; keep a register of the post office address of each member of the Administrative Council, which addresses shall be furnished to the Secretary by such member of the Administrative Council; and perform all duties incident to the office of Secretary; and such other duties as from time to time may be assigned to him/her by the Chair or by the Administrative Council. In the absence of the Secretary, the Chair shall designate another Administrative Council member as Secretary Pro Tem to keep the minutes.

ARTICLE V - DELEGATES ASSEMBLY

SECTION 1. POWERS AND DUTIES. The Delegates Assembly shall have the following specific duties:

- To provide input to help shape Administrative Council decisions
- To receive the proposed budget at its October meeting;
- To approve the budget at its April meeting;
- To vote for open seats on the Administrative Council;
- To receive and review reports regarding PRAIRIECAT's business during the prior fiscal year;
- To approve the strategic plan; and
- To approve any purchases over \$20,000 not in the approved budget.

SECTION 2. MEMBERS. Each Fully Participating or Basic Online Member Library shall appoint its Chief Administrator or another staff member to act as the Fully Participating or Basic Online Member Library's representative ("Delegate") on the Delegates Assembly. The Delegate may also designate, in writing, an alternate to vote in their absence. The list of delegates and their alternates shall be provided to all Members.

Four representatives as chosen by the Union Listing members to have voting privileges at Delegates Assembly meetings. No alternates may be designated.

Each Delegate shall vote in accordance with the authority conferred by the Governing Body of the Member Library making the appointment.

For purposes of these Bylaws, the term "Governing Body" shall refer, as appropriate, to that group of persons vested with the ultimate legal and fiscal authority for the management of the affairs of the Member Library, irrespective of the name by which such group is designated by the Member Library.

SECTION 3. MEETINGS. Attendance at Delegates Assembly is required of all Fully Participating and Basic Online PRAIRIECAT members and the four Union Listing representatives, per the PRAIRIECAT Intergovernmental Agreement. The Delegates Assembly shall meet at least quarterly, in January, April, July and October. Annually, the Delegates Assembly shall establish dates and locations of its meetings and shall notify all Delegates of the dates and locations by July 30. Robert's Rules of Order, Newly Revised Edition, shall be applicable to the conduct and business of such meetings on all matters not covered by these Bylaws. Meetings shall be noticed, held and otherwise conducted in conformance with the Illinois Open Meetings Act. The PRAIRIECAT Chair or Director shall transmit to each member of the Delegates Assembly the packet of materials for each meeting of the Delegates Assembly.

Non-Attendance Fines:

- If a member library or Union List Delegate is not represented by their Delegate or Alternate at two of the four scheduled Delegates Assembly meetings, a fine in the amount of \$150 will be assessed to that member library.

- If a member library is not represented at the Delegates Assembly by their Delegate or Alternate **in person** at least once a year, a fine in the amount of \$150 will be assessed to that member library. This requirement is waived for Union List Delegates.

The maximum annual fine for non-attendance for each member library will be \$150.

SECTION 4. SPECIAL MEETINGS. Special meetings of the Delegates Assembly may be called if at least one quarter (1/4) of the Delegates request a special meeting or if the Administrative Council calls such a meeting. If the Administrative Council calls a special meeting of the Delegates Assembly, the Council will set the agenda for the meeting. Special meetings will be held at a location convenient to the public and with the prior approval of the Administrative Council.

SECTION 5. NOTICE. Notice of any special meeting of the Delegates Assembly shall be given at least five (5) business days prior thereto by telephone, by electronic telecommunications or by written notice to each Delegate at his/her address as shown by the records of PRAIRIECAT. If given by electronic telecommunication, such notice shall be deemed to be delivered when the electronic telecommunication is sent, provided, however, that the electronic communication must be filed with the minutes of proceedings of the Delegates Assembly. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. The purpose of any special meeting of the Delegates Assembly and the business to be transacted at the meeting shall be specified in the notice.

SECTION 6. QUORUM. A majority of all Delegates must be physically present, pursuant to Illinois law, and shall constitute a quorum of the Delegates Assembly for the transaction of business at any meeting of the Delegates Assembly, provided that if less than a quorum of the members of the Delegates Assembly is present at said meeting, a majority of the members of the Delegates Assembly present may adjourn the meeting to another time without further notice.

SECTION 7. VOTING. Except as provided elsewhere in these Bylaws, a majority vote of Delegates participating in the meeting shall be sufficient to pass on all matters. All votes will be taken at a Delegates Assembly meeting. Delegates participating electronically (via audio or video teleconference) may also vote. No substitutes or proxies shall be allowed to vote in the place of a Delegate or their designated Alternate.

A minimum of ten (10) days notice by telephone, by electronic telecommunications or by written notice shall be provided to each Delegate at his/her address as shown by the records of PRAIRIECAT to Members before the Delegates Assembly meeting at which the following items are to be voted on:

- For all matters of business brought before the Delegates Assembly not specified below in this Section 7.

A minimum of ten (10) days notice by telephone, by electronic telecommunications or by written notice shall be provided to each Delegate at his/her address as shown by the records of PRAIRIECAT to Members before the Delegates Assembly meeting at which the following items are to be voted on and these items must receive a two-thirds (2/3) vote of all Fully Participating and Basic Online libraries:

For approval of the budget, approval of bylaws changes, all contracts and any matter of capital improvements of hardware or software purchased which have an impact in excess of \$5,000.00 on any Member

A minimum of forty-five (45) days notice by telephone, by electronic telecommunications or by written notice shall be provided to each Delegate at his/her address as shown by the records of PRAIRIECAT to Members before the Delegates Assembly meeting at which the following item is to be voted on and this item must receive a two-thirds (2/3) vote of all Fully Participating and Basic Online libraries:

- For the dissolution of PRAIRIECAT.

ARTICLE VI - FINANCIAL MATTERS

SECTION 1. BUDGET. In October of each year, the Council shall prepare and submit a proposed budget for the forthcoming fiscal year to the Delegates Assembly. PRAIRIECAT's fiscal year shall commence on July 1 and conclude on June 30 of the next succeeding calendar year. The fiscal year of PRAIRIECAT may be changed from time to time by written resolution of the Administrative Council.

The proposed budget shall be approved by a vote of two-thirds (2/3) of all the representatives of the Delegates Assembly at its April meeting. Line item transfers during the fiscal year may be made by the Administrative Council in accordance with the Fiscal Accountability policy.

Should the Administrative Council during the course of any fiscal year determine that the approved budget of PRAIRIECAT requires amendment, the Administrative Council shall prepare, tentatively approve, and submit to the Delegates Assembly for approval an amended budget in the same manner as hereinbefore required. The Delegates Assembly shall have the same period of time to pass upon any proposed amendment and shall act upon same in the same manner as hereinbefore provided.

For the purposes of these Bylaws, the term "budgeted items" shall mean:

- a. any items which are specifically described in an approved budget of PRAIRIECAT when the expenditures for any such items do not exceed the dollar appropriation therefore set forth in the approved budget.
- b. any items which are generally described in an approved budget of PRAIRIECAT when the expenditures for any such items do not exceed the dollar appropriation therefore set forth in the approved budget.

SECTION 2. CONTRACTS AND EXPENDITURES. The Administrative Council may authorize any officer or officers, agent or agents of PRAIRIECAT, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of PRAIRIECAT and such authority may be general or confined to specific instances. PRAIRIECAT may contract with agents, employees, vendors, independent contractors or other entities for administrative services, accounting/fiscal services, or any services necessary to carry out and accomplish the purposes of PRAIRIECAT.

Any purchase by PRAIRIECAT for services, materials, equipment or supplies, other than professional services, with a value greater than \$5,000 but less than \$20,000 shall be made, whenever feasible, on the basis of three or more competitive quotations.

SECTION 3. CHECKS, DRAFTS, ETC. All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of PRAIRIECAT, shall be signed by such officer or officers, agent or agents of PRAIRIECAT in accordance with the Fiscal Accountability Policy.

SECTION 4. DEPOSITS. All funds of PRAIRIECAT shall be deposited from time to time to the credit of PRAIRIECAT in such banks, trust companies, or other depositories as the members of the Administrative Council may approve; provided, however, that all such deposits and investments shall be in financial institutions in which monies of public libraries may be deposited or invested in, in compliance with the requirements of 30 ILCS 225/1 *et seq.* and 30 ILS 235/1 *et seq.*

SECTION 5. GIFTS. The Administrative Council may accept or reject on behalf of PRAIRIECAT any contribution, gift, bequest or devise for the general purposes or for any special purpose of PRAIRIECAT.

SECTION 6. AUDITS. An audit shall be conducted each fiscal year by an independent certified public accountant authorized to practice public accounting in Illinois, which accountant shall be designated by the Administrative Council. Such audit shall include a report to the Administrative Council and the professional opinion of the accountant as to the financial status of PRAIRIECAT and as to the accuracy of the audit.

SECTION 7. PAYMENTS. Each Fully Participating or Basic Online Library shall pay in full its share of the financial obligations incurred by PRAIRIECAT, such payment to be made within forty-five (45) days of the date of the invoice and received by PRAIRIECAT within sixty (60) days of the date of the invoice. If payment is not received within 60 days, a late charge of the greater of \$10.00 or 1.5% of the bill due will be assessed. Regular billing statements will be transmitted to all Member Libraries, together with PRAIRIECAT's regular financial and budgetary reports, on a quarterly basis.

Each Union Listing Library shall pay in full its share of the financial obligations incurred by PRAIRIECAT, such payment to be made by December 1 and received by PRAIRIECAT by December 10. If payment is not received by December 10, a late charge of the greater of \$10.00 or 1.5% of the bill due will be assessed. Billing statements will be transmitted to Union Listing Libraries on an annual basis by October 1.

SECTION 8. INTEREST. All interest earned by PRAIRIECAT funds will be credited to shared PRAIRIECAT funds.

SECTION 9. CAPITAL RESERVES. Capital reserve funds are designated and intended for emergencies, planned replacements of ILS equipment and software, enhancements to the integrated library system, and other expenses as approved by PRAIRIECAT members. All expenditures from Capital Reserves require prior approval by the Delegates Assembly.

ARTICLE VII – STANDING GROUPS

The following Standing Groups are established: Circulation Committee (CircC), Technical Services Committee (TechC), Technology Group (known as “Computer Keepers”), User Experience Committee, and the Training & Enhancements Committee. Membership on CircC and TechC is comprised of elected members; membership on the Technology Group, the User Experience Committee, and the Training & Enhancements Committee is open to any interested member. Other Standing Groups may be established by the Administrative Council. The Standing Groups and their subgroups are primarily attended by employees of the Members and PRAIRIECAT staff, rather than by Delegates, their alternates or members of the Administrative Council.

SECTION 1. MEMBERS OF CircC and TechC. The number of members of the PRAIRIECAT Circulation Committee (CircC) and the PRAIRIECAT Technical Services Committee (TechC) shall be eleven (11) elected representatives chosen through an election process by the Delegates Assembly. Their members will include:

- Two (2) members representing Tier 1 public library constituencies
- Two (2) members representing Tier 2 public library constituencies
- Two (2) members representing Tier 3 public library constituencies
- One (1) member representing academic, special, or school member libraries
- Four (4) members serving on an at large basis from any library type

Union List members are welcome to run for At Large seats. The public library tiers are further delineated in the PRAIRIECAT General Policy Manual.

No more than one representative from the same member library can serve on CircC at the same time or TechC at the same time.

SECTION 2. TERMS OF OFFICE. Each CircC and TechC member shall serve a term of three years. CircC and TechC members may serve only two (2) consecutive elected terms, regardless of the length of the term. CircC and TechC appointments for less than six months to cover members departing before the end of their term do not count against the consecutive term limitation. The six-year term limit applies to an

individual CircC or TechC member, and does not limit a library from having different individuals serve as representatives on the CircC or TechC standing groups for more than two consecutive terms.

SECTION 3. TECHNOLOGY GROUP, User Experience Committee AND TRAINING & ENHANCEMENTS GROUP. Membership in the Technology, User Experience Committee, and Training & Enhancements groups is open to any interested members.

SECTION 4. VOTING. Except as provided elsewhere in these Bylaws, a majority vote of members participating in the meeting shall be sufficient to pass on all matters. All votes will be taken at a standing group meeting. Members participating electronically (via audio or video teleconference) may also vote.

SECTION 5. MEETINGS. Agendas for all Standing Group meetings will be sent electronically to all Members and will be posted on PRAIRIECAT's website. For any Standing Group or subgroup meeting where a majority of a quorum of the Delegates Assembly or Administrative Council will participate in the meeting, that meeting will be held in compliance with the Illinois Open Meetings Act and a quorum of the Standing Group or subgroup must be physically present to hold a meeting.

Each Group shall elect a Chair from amongst its members to serve annually, or opt to have a PrairieCat staff member serve in that capacity.

Details on Standing Groups and Administrative Council Committees are delineated in the General Policy Manual.

Article VIII – MEMBER UPDATES AND PARTICIPATION

SECTION 1. PRAIRIECAT MEMBER UPDATES.

The purpose of PrairieCat Member Updates is to summarize the work of the standing groups, to better disseminate PrairieCat information, and to provide networking opportunities for the membership. There are seven geographic-based zones within the service area. Member library staff may attend updates in any zone.

Member updates will be scheduled twice a year in each zone, and the same agenda will be used at all meetings to ensure a consistent message and information.

SECTION 2. MEMBER PARTICIPATION TRACKED AS PART OF COMPLIANCE WITH PRAIRIECAT POLICIES.

The PrairieCat Administrative Council reviews member compliance with PrairieCat policies and procedures semi-annually. PrairieCat staff will track participation in PrairieCat governing bodies and standing groups, PrairieCat Member Updates, and PUG Day as part of the Council's overall review of member engagement in PrairieCat. Regular participation and engagement is expected of all PrairieCat members.

ARTICLE IX – COMMITTEES AND DIRECTOR

SECTION 1. The PRAIRIECAT Administrative Council shall establish committees on a permanent or ad hoc basis. The Council shall issue a charge for each committee and shall select a committee chair and committee members based on factors such as geographical distribution, library type, library size, and other such factors. Committee members cannot delegate their duties to any other individual. All such committee meetings will be conducted in conformance with the Illinois Open Meetings Act. Administrative Council Committee membership rosters will be posted on the PRAIRIECAT website.

The Administrative Council shall review the committee structure for PRAIRIECAT annually and make any needed changes or new appointments. Details on Standing Groups and Administrative Council Committees are delineated in the General Policy Manual.

SECTION 2. DIRECTOR The PRAIRIECAT Director shall be the Chief Operating Officer of PRAIRIECAT and shall be responsible for administering the policies adopted by the Administrative Council, supervise the total operation of PRAIRIECAT, and serve as advisor to the Administrative Council and the Delegates Assembly. The PRAIRIECAT Director shall develop the program, implement the long-range plan, make recommendations to the Administrative Council for hiring and evaluating the personnel and independent contractors, purchase materials, and undertake such other activities as may be necessary for the operation of PRAIRIECAT, subject to the policies established by the Administrative Council.

The PRAIRIECAT Director shall attend all Administrative Council and Delegates Assembly meetings. At each regular meeting of the Administrative Council the PRAIRIECAT Director shall prepare and present a listing of all bills to be paid subject to the approval of the Administrative Council. The PRAIRIECAT Director shall report directly to the Administrative Council.

ARTICLE X – BOOKS AND RECORDS

PRAIRIECAT shall keep correct and complete books and records of account and shall also keep minutes of the meetings of the membership of PRAIRIECAT, and of proceedings of the Administrative Council and committees having any of the authority of the Administrative Council. PRAIRIECAT shall keep at its principal office a record giving the names and addresses of the members of the Administrative Council. All books and records of PRAIRIECAT may be inspected by any Member Library or member of the Administrative Council, or the agent or attorney thereof, for any proper purpose at any reasonable time.

ARTICLE XI – SERVICES TO MEMBERS

Subject to the terms and conditions set forth in the Intergovernmental Agreement and in conformity with the provisions of these Bylaws, PRAIRIECAT shall, on a uniform and nondiscriminatory basis, provide each Member Library on active membership status in PRAIRIECAT with cooperative library application computer services and automation services, including but not limited to software designed to meet the specific needs of the Member Libraries. The Administrative Council of PRAIRIECAT shall take all necessary and appropriate actions so as to enable

PRAIRIECAT to provide such computer and automation services, including causing PRAIRIECAT to enter into one or more contracts with third parties for such services.

ARTICLE XII - MEMBERS AND MEMBERSHIP

SECTION 1. MEMBERS. Any library that agrees to the terms and conditions of an agreement with PRAIRIECAT may be admitted to membership in PRAIRIECAT, but only upon compliance with the following conditions:

- a. The new Member Library must be a member of a regional library system and a member/subscriber of PRAIRIECAT's chosen bibliographic records provider.
- b. The addition of the new Member Library requires approval by the affirmative vote of two-thirds (2/3) of all Representatives of the Delegates Assembly.
- c. The new Member Library shall sign a copy of the Intergovernmental Agreement for the purpose of acknowledging its commitment to assume the rights and fulfill the responsibilities of membership in PRAIRIECAT, and shall transmit to the Secretary of PRAIRIECAT a certified copy of the document approved by such new Member Library providing for the execution of the Intergovernmental Agreement and the signed Intergovernmental Agreement.
- d. The active membership of such new Member Library shall become effective on the date on which its bibliographic or patron records are first loaded into the PRAIRIECAT database.
- e. If the financial impact of the new Member Library will cause a disproportionate increase in costs on existing Members, admission may be conditioned on the applicant Library bearing such increase in costs.

For purposes of these Bylaws, the members of PRAIRIECAT are referred to as "Member Libraries." The terms "Member Libraries" and "Member Library" include each new Member Library as of the effective date of its active membership in PRAIRIECAT.

SECTION 2. LEVELS OF MEMBERSHIP. There are the following levels of membership in PRAIRIECAT:

- A. Fully Participating Members
- B. Basic Online Members
- C. Union Listing Members

Membership levels, fee structure and eligibility shall be determined, on an annual basis, by the Administrative Council and set forth in the General Policy Manual. The Administrative Council will annually review the criteria and make recommendations to the Delegates Assembly as part of the budget approval process.

SECTION 3. TRANSFER OF MEMBERSHIP. Membership in PRAIRIECAT is not transferable or assignable.

SECTION 4. RESPONSIBILITIES OF MEMBER LIBRARIES. Each Member Library shall comply with such other reasonable rules and regulations as may be established by PRAIRIECAT for the administration of the ILS as well as all policies of PRAIRIECAT that have been established by the Delegates Assembly and/or Administrative Council. In the event that any Member Library shall fail to conform to such standards, the PRAIRIECAT Executive Committee shall investigate and shall report its findings and recommendations to the PRAIRIECAT Administrative Council for such action as the Administrative Council may determine to be appropriate pursuant to Article XIII below.

Each Member Library shall comply with the confidentiality requirements contained in any Sales Agreement and Maintenance Agreement or any other agreement entered into by PRAIRIECAT with any vendor. The compliance required of each Member Library shall include signing any confidentiality documents and observing any other requirements designated by PRAIRIECAT in writing. In addition, each Member Library shall be individually responsible for any breach or violation of the confidentiality requirements by such Member Library, whether occurring during the term of the Member Library's membership in PRAIRIECAT or thereafter.

SECTION 5. CHANGE OF MEMBERSHIP TIER. A Member Library may choose to participate in a different membership tier than that in which it is currently enrolled, if it is eligible to do so in accordance with the PRAIRIECAT General Policy Manual. A Member Library that seeks to change its membership tier in PRAIRIECAT must provide written notice to PRAIRIECAT at least 180 days in advance of the next fiscal year in accordance with the Intergovernmental Agreement. Additionally, the Member Library must execute a new Intergovernmental Agreement indicating its new membership tier at least 180 days in advance of the next fiscal year in accordance with the Intergovernmental Agreement. The Intergovernmental Agreement and change of membership tier must also be approved by the Delegates Assembly in accordance with Article XI and in accordance with the PRAIRIECAT General Policy Manual. Each Member Library is required to pay all outstanding financial obligations in accordance with Appendix A and Appendix B of the PRAIRIECAT General Policy Manual.

SECTION 6. TERMINATION OF MEMBERSHIP. A Member Library that seeks to terminate its membership in PRAIRIECAT must provide written notice to PRAIRIECAT at least 180 days in advance of the next fiscal year in accordance with the Intergovernmental Agreement. Each Member Library is required to continue to pay all outstanding financial obligations even after the termination date.

SECTION 7. REINSTATEMENT. A library whose status as a Member Library has terminated may be reinstated by applying for admission as a new Member Library, as set forth in Section 1 of this Article. Such reinstated Member Library shall pay its share of the costs of new equipment and services purchased by PRAIRIECAT subsequent to the termination of such Library's membership status, said share to be

determined according to the policies of PRAIRIECAT as in effect at the time of such reinstatement.

ARTICLE XIII - TERMINATION OF MEMBERSHIP

SECTION 1. OBLIGATIONS UPON TERMINATION OF MEMBERSHIP. A Member Library terminating its membership in PRAIRIECAT, as provided in Section 5 of Article XI above and in the Intergovernmental Agreement, shall continue to be fully obligated for all payments and other duties owed by such Member Library to PRAIRIECAT.

Each terminating Member Library must comply with the then-current PRAIRIECAT protocols with respect to the terminating Member Library's data conversion and related tasks.

SECTION 2. RIGHTS UPON TERMINATION OF MEMBERSHIP. A Fully Participating or Basic Online Library may request, at its expense, that PRAIRIECAT copy and remove the terminating Library's patron file, circulation records, and copy and remove the Library's entries in the bibliographic database. These charges will be limited to: vendor or consultant charges, if any, and/or charges for PRAIRIECAT or its agents work. Because the bibliographic database is primarily OCLC derived, negotiations between the Library, PRAIRIECAT and its agents, and OCLC will be conducted to determine if a per record copy fee needed to be assessed.

Title to system hardware and software, except for equipment owned solely by the Library shall be held by PRAIRIECAT as long as the Intergovernmental Agreement is in effect. The individual bibliographic and patron records of the Library shall remain the property of the Library. The use of the database in the system will be subject to guidelines established by the Delegates Assembly.

ARTICLE XIV - ENFORCEMENT PROCEDURES

SECTION 1. COMPLIANCE WITH POLICIES AND PROCEDURES. If a Library appears to be in noncompliance with PRAIRIECAT policies or procedures, a hearing shall be arranged within thirty (30) days from the time of written notice of noncompliance. At the hearing the Library shall discuss the issue with members of the Administrative Council. Hearing results shall be reported in writing to the Delegates Assembly within thirty (30) days.

The Administrative Council shall make the final determination of noncompliance and shall specify a time frame within which a non-complying Library must complete corrective action. If noncompliance has resulted in expense, the Administrative Council shall assess the non-complying Library for the amount of this expense. If the Library does not accept the Administrative Council ruling, it must request within ten (10) days after the ruling that this issue be dealt with as a "dispute" as set forth in Section 2 below.

When an Administrative Council ruling on noncompliance is undisputed or after a dispute concerning such a ruling has been resolved in favor of the Administrative Council, the ruling on noncompliance shall be binding for the non-complying Library.

Failure of the Library to reach compliance within the time frame specified by the Administrative Council shall result in immediate suspension of participation in the automation project, including denial of access of the Library's logons to the database.

The failure of the Library to reach compliance within ninety (90) days after the date of suspension shall be considered voluntary withdrawal from this agreement. As specified in Article XII, contractual payments shall be required from the Library until the end of the contract year.

SECTION 2. DISPUTES. Disputes may arise concerning violations of PRAIRIECAT policies and procedures or concerning the terms of the Intergovernmental Agreement or these Bylaws. In the case of any dispute between the Library and PRAIRIECAT regarding payments hereunder, the Library shall pay the billing according to the terms above. These and all other disputes shall be resolved as set forth in this article. The Library's account shall be appropriately adjusted, and credited with interest, if a financial dispute is resolved in favor of the Library.

Disputes relating to violations of policies and procedures shall be subject to mediation. All procedures concerning such violations outlined in Section 1 above must be followed before such a question will be dealt with as a dispute. Disputes concerning the terms of this agreement shall be heard by the Administrative Council. After the Administrative Council has ruled on issue, the Library that does not accept the ruling may request within (10) days that the issue be presented to the Delegates Assembly.

When disputes cannot be resolved by the methods outlined above, a mediator acceptable to both parties to the dispute will be chosen. The cost of mediation, should such cost be incurred, shall be borne equally by the disputing parties. If both parties are not satisfied by the results of mediation, arbitration shall be pursued.

When mediation is not successful in resolving a dispute, the dispute shall be submitted for binding arbitration to the American Arbitration Association according to its current rules and regulations. The cost of arbitration, should such costs be incurred, shall be borne equally by the disputing parties.

Disputes concerning the terms of these Bylaws shall be heard by the Administrative Council. Rulings of the Administrative Council may be appealed to the Delegates Assembly. Decisions made by the Delegates Assembly are final.

ARTICLE XV – AMENDMENT OF BYLAWS

Amendments may be proposed in writing by the Administrative Council, the Delegates Assembly, or by a group representing at least one-third of the member libraries. Any proposed amendment must be discussed at an Administrative Council meeting (and must have appeared on the agenda for the meeting) before being distributed to all Members for their consideration.

The Bylaws may be amended, altered, added to or repealed upon the affirmative vote of two-thirds (2/3) of the Delegates Assembly, at any regular or special meeting of the Delegates Assembly, provided that notice of the proposed

amendment, alteration, addition or repeal is given in writing to the Member Libraries ten (10) days prior to such meeting.

ARTICLE XVI – NOTICES

All notices of claims or any other notice required to be given pursuant to these Bylaws, shall be in writing, shall be sent by certified mail and shall be addressed to or to such address or such other parties as the Parties may from time to time designate by notice as provided herein:

PRAIRIECAT
c/o RAILS
220 W 23rd Ave
Coal Valley, IL 61240
Attention: PRAIRIECAT Chair

and to:
Member Library
[Address of the main library building]
Attention: Chief Administrator

ARTICLE XVII – LIABILITY OF PRAIRIECAT, ITS EMPLOYEES AND PRAIRIECAT ADMINISTRATIVE COUNCIL MEMBERS

A. The members of the PRAIRIECAT Administrative Council and employees of PRAIRIECAT shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of PRAIRIECAT funds or failure to invest. They may participate in indemnification and self insurance programs and will also purchase liability insurance for PRAIRIECAT and for its officers and directors. No Administrative Council member or employee shall be liable for any action taken or omitted by any other Administrative Council member or employee. No member of the PRAIRIECAT Administrative Council shall be required to give a bond or other security to guarantee the faithful performance of the Administrative Council member's duties hereunder, except as required by this Agreement or by law.

B. The liability of PRAIRIECAT, its employees and PRAIRIECAT Administrative Council members is limited solely to the proceeds of payments of Members and to the proceeds of any insurance purchased by PRAIRIECAT.

C. If any claim or action not covered by insurance is instituted against a PRAIRIECAT Administrative Council member or employee of PRAIRIECAT arising out of an act or omission occurring within the scope of his or her duties or authority, PRAIRIECAT shall at the request of them:

1. appear and defend against the claim or action; and
2. pay or indemnify the PRAIRIECAT Administrative Council member or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of

- a judgment representing an award of punitive or exemplary damages; and
- 3. pay or indemnify the PRAIRIECAT Administrative Council member or employee for a compromise or settlement of such claim or action providing the settlement is approved by the PRAIRIECAT Administrative Council.

D. The term "PRAIRIECAT Administrative Council member or employee" shall include former PRAIRIECAT Administrative Council members and employees. This indemnification resolution shall not apply if the PRAIRIECAT Administrative Council finds that the claim or action is based on malicious, willful or criminal claim or action is based on malicious, willful or criminal misconduct. In such case the action to be taken by the PRAIRIECAT Administrative Council will be determined after an investigation of the facts.

Adopted: 10/6/10

Revised: 12/1/10

Revised 1/1/2012

Revised 1/23/2013

Revised 4/17/2013

Revised 1/27/2016

Revised 4/27/2016

Revised 10/26/2016

Revised 4/26/2017

Revised 4/25/2018



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Administrative Council Committees and Standing Groups of PRAIRIECAT

The Administrative Council shall review the committee structure for PRAIRIECAT annually and make any needed changes or new appointments to Administrative Council Committees.

Administrative Council Committees:

The Resource Sharing Committee recommends policy and procedures for resource sharing between libraries, striving to ensure fair and equitable practices that follow agreed PRAIRIECAT resource sharing philosophies.

The Finance Committee makes recommendations to the Administrative Council on membership and budget issues to ensure the sustainability of PRAIRIECAT.

Standing Groups:

The Circulation Committee shall consider issues related to, circulation and interlibrary loan in PRAIRIECAT and make appropriate recommendations to the Administrative Council.

The Technical Services Committee shall consider issues related to cataloging, serials, acquisitions and data entry in PRAIRIECAT and make appropriate recommendations to the Administrative Council.

The Tech Users Group (referred to as "Computer Keepers") shall consider issues of hardware, software, telecommunications and other related matters and make appropriate recommendations to the Administrative Council.

The User Experience Committee investigates and advises on matters concerning public-facing aspects of PrairieCat software and related services. This includes matters pertaining to the OPAC (online catalog interface).

The Training & Enhancement Committee develops staff training tools and documentation, end-user brochures, and will assist with managing vendor enhancement requests.

Revised by the Administrative Council, 3/2/2018

Cafeteria Options for Member Services

If fewer than 33% of fully participating members are using a service then it is considered a cafeteria option and not included in the full PRAIRIECAT budget unless the service benefits PRAIRIECAT as a whole. (i.e. Acquisitions)

FY16 PRAIRIECAT Cafeteria Options: Express Lane

Approved by the Delegates Assembly, 1/25/2012

Developing Collections

PRAIRIECAT libraries are permitted to add a new type of collection to their library and restrict that collection to local holds only for a period up to one year, to be opened up to the whole consortium for holds after that point. It must be a "new to the library" type of material. The maximum of one year is applicable if at least 25% of member libraries purchase that type of material. If fewer than 25% of libraries purchase that type of material, owning libraries may keep the materials as a developing collection until 25% of libraries have it.

Approved by the Delegates Assembly on 10/26/2011

Ecommerce Payment & Refund Policy

These Payment Terms apply to payments you make to PRAIRIECAT.

By using PRAIRIECAT Ecommerce services, you agree to pay all charges in effect at that time for the fees or services you buy, along with all applicable taxes and other fees. You authorize PRAIRIECAT to charge your Payment Method for your initial transaction, as well as any future transaction.

If we are unable to charge your Payment Method (for example, because your credit card has expired), you are still responsible for paying us. All ECommerce fees are non-refundable. All amounts are to be paid in US Dollars.

Refunds of Ecommerce Payments

PRAIRIECAT will not issue refunds for any payments made through Ecommerce. Any user who believes they are entitled to a refund should contact their home library to discuss the issue.

Approved by the Administrative Council on 10/4/2013

Resolution Establishing The Process For 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 Administrative Council desires to allow for electronic attendance in certain circumstances and in accordance with state law.

NOW, THEREFORE, BE IT RESOLVED by the Chair and Administrative Council of PRAIRIECAT, 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 an Administrative Council member, Delegates Assembly member, Executive Committee member or Standing Group member participates by electronic means shall be given in accordance with the Open Meetings Act. Minutes of such meetings shall reflect which member(s) attended via electronic means.

SECTION 3: A quorum of each body (Administrative Council, Delegates Assembly, Executive Committee and Standing Group) must be physically present at the location of its meeting.

SECTION 4: The following rules shall apply for the conduct of any meeting at which any such member participates via video or audio conference:

A. Except where it is not practicable, the member who cannot be physically present at a meeting for one of the reasons described below and who wishes to attend via electronic means shall give notice to the Chair not less than forty-eight (48) hours before the meeting date.

B. If the member provides notice of electronic participation before the meeting agenda is posted, the names of any members who will participate via electronic means shall be listed on the agenda and the agenda shall state whether the member is participating via video or audio conference. In all other cases, the member presiding at the meeting shall announce the name of the member participating via electronic means, the member's

method of participation and indicate the qualifying reason for it in the record before roll call is taken.

C. Members may participate in a meeting via electronic means if the members are prevented from physically attending for any of the following reasons:

1. Personal illness or disability;
2. Employment purposes;
3. Absence due to PRAIRIECAT business; or
4. Family or other emergency

D. At all meetings where a member participates via electronic means, all votes shall be taken by roll call vote. The member, if participating via audio conference, must, each time he/she wishes to speak, identify himself/herself by name and be recognized by the presiding officer before speaking.

E. The member participating electronically and other members of the Administrative Council, Delegates Assembly, Executive Committee and Standing Group must be able to communicate effectively, and any members of the audience at the meeting in question must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, PRAIRIECAT shall provide electronic communication equipment adequate to accomplish this objective at the meeting site.

SECTION 5: That the Chair is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 6: This Resolution shall be in full force and effect immediately upon its passage.

ADOPTED by PRAIRIECAT this 6th day of October, 2010.

Email for Administrative Council Members

Administrative Council members will be assigned PRAIRIECAT-issued email addresses for the duration of their terms. Member libraries will use the PRAIRIECAT-issued email addresses to contact Administrative Council members, and vice versa. Official PRAIRIECAT communications will be conducted using the PRAIRIECAT-issued email addresses. Under no circumstances will Administrative Council members use any electronic communications method, including but not limited to, PRAIRIECAT-issued email addresses, personal or local library-issued email addresses, and texting via personal or local library-issued devices, to conduct business in a manner that would violate the Illinois Open Meetings Act [5 ILCS 120/].

Approved by the Administrative Council on 1/4/2013

Equipment Disposal

Equipment owned by PRAIRIECAT that, in the judgment of the PRAIRIECAT Director and/or the PRAIRIECAT Administrative Council, is no longer necessary or useful for operational purposes may be disposed of in the following manner:

1. Equipment of any value may be donated or sold to any PRAIRIECAT library, or any tax-supported library, library consortium, or Illinois regional library system under such terms or conditions as the PRAIRIECAT Administrative Council may determine. PRAIRIECAT member libraries will be given preference.
2. Equipment having a unit value of less than \$1,000 may be disposed of as the Director or designated staff may determine.
3. For property over \$1,000, the PRAIRIECAT Administrative Council shall publish notice of the availability and location of the real or personal property, the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks. The notice shall be published in one or more newspapers published within the boundaries of RAILS and also posted on PRAIRIECAT's website.
4. On the day of the sale, the PRAIRIECAT Administrative Council may sell such property for a price determined by the Administrative Council, or to the highest bidder. Where the Administrative Council deems the bids inadequate, it may reject such bids and re-advertise the sale.

Adapted from Illinois Compiled Statutes, Chapter 75 (Illinois Library System Act), Section 16

Approved by the Administrative Council on 1/4/2013

Fiscal Accountability

I. Purpose

The purpose of the PRAIRIECAT Fiscal Accountability Policy is to provide a framework for the fiscal operations of the consortium, to assure sound fiscal management and to outline responsibilities for management of the consortium's shared funds.

II. Scope of Policy

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

III. General

- A. PRAIRIECAT's financial policies and procedures will be in accordance with the requirements and intents as outlined in Illinois law, rule and regulation.
- B. All PRAIRIECAT investment activities shall use a "prudent person" standard of care. PRAIRIECAT will annually purchase liability insurance for PRAIRIECAT and for its officers and directors.
- C. The current and past seven years' financial records of PRAIRIECAT shall be maintained and kept at PRAIRIECAT headquarters, except in cases when the temporary removal of such records is required by law or by auditing procedures. PRAIRIECAT will maintain records at least as long as and in accordance with conditions required by the Local Records Act (50 ILCS 205).
- D. PRAIRIECAT will maintain an inventory of all equipment purchased as required by State Administrative Rule 23 IL ADC 3030.26.
- E. Roll call action will be taken by the PRAIRIECAT Administrative Council on all financial matters. Directors with economic conflicts of interest shall abstain from voting, in accordance with the Public Officer Prohibited Activities Act (50 ILCS 105) or any other applicable state statute, rule or regulation.
- F. The total budget will be approved by the PRAIRIECAT Delegates Assembly.
- G. Line item transfers during the fiscal year may be made by the Administrative Council In accordance with the Fiscal Accountability Policy.

IV. Deposits

- A. All income received by PRAIRIECAT will be deposited to appropriate accounts at least monthly or whenever the amount of receipts totals more than \$500, in accordance with appropriate internal control procedures.

- B. Deposits in any one institution may not exceed the FDIC insured amount, without a signed collateralization agreement with the institution and with assets of the agreement to be held by a third party in PRAIRIECAT's name.

V. Expenditures and Other Financial Transactions

- A. Authorized signatories are by title the PRAIRIECAT Chair, Vice-Chair, Secretary, and Treasurer.
- B. All financial transactions by check require two signatures with at least one in-person signature. All financial transactions will be reported to the PRAIRIECAT Administrative Council at its regularly scheduled meetings.
- C. The PRAIRIECAT Director shall be required to file statements of economic interest with the appropriate county clerk or state authorities. RAILS will provide the Illinois State Library with the names of all staff who have filed a Statement of Economic Interest within seven days after the deadline for filing.

VI. Investments

- A. The objective is to invest all funds under PRAIRIECAT'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:** Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.
 - 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).
 - 3. **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.
 - 4. **Simplicity of management:** The time required by staff to manage investments shall be kept to a minimum.
- B. The PRAIRIECAT Director is responsible for recommending to the Administrative Council financial institutions that will be the depositories for PRAIRIECAT. The Administrative Council will 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 PRAIRIECAT funds. PRAIRIECAT will take into consideration security, size, location, financial condition, service, fees, competitiveness, and the client relations involvement of the financial institution when choosing depositories.

- C. Management and administrative responsibility for the investment program is delegated to the PRAIRIECAT Director. The PRAIRIECAT Director is responsible for establishing internal controls and written operational procedures designed to prevent loss, theft or misuse of funds.
- D. Reporting: investments and the status of such accounts will be reported at each regularly scheduled meeting of the Administrative Council and include interest earned as of the report date.
- E. 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 PRAIRIECAT conducts business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

VII. Funds and Net Position

PRAIRIECAT's financial accounting shall consist of one general fund which shall operate on a July 1st through June 30th fiscal year. The General Fund is detailed in the annual budget. A report of the General Fund's year-to-date and previous-month activities shall be presented to the Administrative Council at each month's meeting. The assets within that fund are divided into designated and undesignated assets:

- A. Undesignated funds - the purpose is to provide the fiscal structure required to conduct the day-to-day operations of PRAIRIECAT. Monies in the undesignated funds are to be maintained in a checking account in such amount as is required to meet expenditure demands. Additional funds may be deposited in an interest-bearing account in such manner as to gain the maximum possible financial benefit while maintaining emergency access to those funds. Investment income shall be reinvested. The undesignated funds will not exceed 12 months of projected operating expenses; any amounts in excess of 12 months operating expenses will be designated for future capital expenditures by the Administrative Council.
- B. Capital Reserves) –the purpose is to maintain and grow funds that may be necessary for future major repairs of or replacements to hardware and software used by PRAIRIECAT. In order to grow the reserves and prepare to meet future needs, it is a goal of PRAIRIECAT to include at least a \$25,000 allocation into designated future capital expenditures as part of each annual budget. A portion of each PRAIRIECAT member's annual fees are specifically earmarked as designated for future capital expenditure contributions. In addition, each new PRAIRIECAT member is required to make an initial contribution designated for future capital expenditures, as specified in Appendix A of this manual.
- C. Net Position - it is the goal of PRAIRIECAT to maintain a fund balance, or reserve, in an amount of no less than 25% of annual General Fund expenditures at all times. Any fiscal-year-end funds budgeted but not expended shall remain in the General Fund as part of fund balance or shall be allocated to expenditures in the following fiscal year.

VIII. Grant Contracts

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

IX. Purchasing/Sale of Goods and Services

- A. All purchases for goods and services for PRAIRIECAT shall be authorized by the PRAIRIECAT Director through established procedures. PRAIRIECAT may utilize educational and special discounts that benefit PRAIRIECAT.
- B. Purchases of \$20,000 or More
 - 1. All contracts for supplies, materials or work involving an expenditure of \$20,000 or more, other than professional services, shall be awarded to the lowest responsible bidder after due advertisement at least once in a newspaper or newspapers of general circulation within the area of the consortium not less than 14 days before the bid date.
 - 2. All competitive bids for contracts involving an expenditure of \$20,000 or more must be sealed by the bidder and must be opened by an Administrative Council member or the PRAIRIECAT Director at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three days notice of the time and place of the bid opening.
 - 3. The PRAIRIECAT Administrative Council 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.
 - 4. 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), the requirements above are waived.
 - 5. Competitive bidding is not required in the following cases: salaries and wages of employees; library materials; purchases and contracts for the use, purchase, delivery, movement or installation of automation equipment, software or services and telecommunications equipment software and services; contracts for utility services such as water, light and heat; where services are required for legal counsel, 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.

6. Any unbudgeted expenditure of more than \$20,000 must be approved by the PRAIRIECAT Delegates Assembly.

C. Purchases of More than \$5,000 but Less than \$20,000

1. Any purchase by PRAIRIECAT for services, materials, equipment or supplies, other than professional services, with a value greater than \$5,000 but less than \$20,000 shall be made, whenever feasible, on the basis of three or more competitive quotations.

2. Any unbudgeted expenditure of more than \$20,000 must be approved by the PRAIRIECAT Delegates Assembly.

D. Credit Cards/Accounts

PRAIRIECAT will maintain credit card accounts for use by the PRAIRIECAT Director and the Member Services Supervisor in conducting PRAIRIECAT business. All expenditures must be documented with receipts to support all purchases.

X. Donations

A. Donations of money, real property, library books or other materials, equipment, or services to PRAIRIECAT may be accepted when such a gift or its acceptance:

1. Contributes to the achievement of the PRAIRIECAT Long Range Plan.
2. Does not conflict with PRAIRIECAT policies.
3. Does not impose any restriction on PRAIRIECAT as a condition of the donation, unless such restriction is formally accepted by PRAIRIECAT Administrative Council 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 PRAIRIECAT, unless otherwise mutually agreed to by the donor and the PRAIRIECAT Administrative Council at the time of the donation.

XI. Budget

A. PRAIRIECAT's fiscal year shall be July 1 through June 30.

B. In October of each year, the Council shall prepare and submit a proposed budget for the forthcoming fiscal year to the Delegates Assembly.

The proposed budget shall be approved by a vote of two-thirds (2/3) of all the Representatives of the Delegates Assembly at its April meeting. Line item transfers during the fiscal year may be made by the Administrative Council.

XII. Audit

- A. An outside audit of all PRAIRIECAT and grant accounts will be conducted annually and reviewed by the PRAIRIECAT Administrative Council. The auditor will give an annual presentation of the audit to the PRAIRIECAT Administrative Council.
- B. The PRAIRIECAT Director will, at least once every 5 years, solicit bids from at least three auditing firms based on recommendations of the Committee.

XIII. Room Fees

PRAIRIECAT shall abide by the room policy of the hosting location. PRAIRIECAT will alternate meeting locations as needed and practical, making prudent decisions following the overall meeting budget.

**Approved by the Administrative Council, 8/5/2016,
3/2/2018**

Approved by the Delegates Assembly, 10/26/2016

Freedom of Information Act (FOIA)

I. A brief description of our public body is as follows:

- A. A consortium of libraries that share an integrated library system.
- B. An organizational chart is below.
- C. The total amount of our operating budget for FY 2012/2013 is: \$798,629. Funding sources are membership fees and service charges.
- D. The office is located at this address: 220 W. 23rd Avenue, Coal Valley, IL 61240.
- E. We have approximately the following number of persons employed:
 - 1. Full-time 0
 - 2. Part-time 0

PRAIRIECAT contracts for services from the Reaching Across Illinois Library System. The RAILS employees assigned to the PRAIRIECAT contract are delineated in the organizational chart below.

- F. The following organization exercises control over our policies and procedures: *The PRAIRIECAT Administrative Council*, which meets monthly on the 1st Friday of each month at 9:30 AM at various member library buildings
- G. We are required to report and be answerable for our operations to the PRAIRIECAT Delegates Assembly.

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

- A. Submit a written request. You may use the attached request form.
- B. Your request should be directed to the following individual: Judy Hutchinson, FOIA Officer.
- C. You must indicate whether you have a "commercial purpose" in your request.
- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - i. There is a \$1.00 charge for each certification of records.
 - ii. There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - iii. There is a \$.15 per page charge for copied records in excess of 50 pages;
 - iv. The actual copying cost of color copies and other sized copies will be charged.
 - v. There is a charge of \$10.00 per hour for each hour of searching and retrieval in excess of eight hours.
 - vi. The actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage

company under contract with the library will be charged for commercial purpose requests.

- F. 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.
- G. 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.
- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- I. You have a right to appeal the denial of your request to the Public Access Counselor ("PAC") at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to: Sarah Pratt, Acting Public Access Counselor, Office of the Attorney General, 500 South 2nd Street, Springfield, Illinois 62706, E-mail: publicaccess@atg.state.il.us. You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11. The place and times where the records will be available are as follows:

9:00 A.M. to 5:00 P.M. Monday through Friday

Coal Valley Service Center, Reaching Across Illinois Library System

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- A. Monthly Financial Statements
- C. Operating Budgets
- D. Annual Audits
- E. Minutes of the Administrative Council and Delegates Assembly
- F. Policies
- H. Adopted Resolutions of the Administrative Council

IV. Please see the included PRAIRIECAT/RAILS Organizational Chart.

Approved by the Administrative Council on 4/5/2013

Freedom Of Information Request

Requestor's Name (or business name, if applicable) _____

Date of Request _____

Phone number _____

Street Address _____

Certification requested: _____ Yes _____ No

Description of Records Requested:

Is the reason for this request a "commercial purpose" as defined in the Act? ____Yes ____No

PRAIRIECAT Response (Requestor does not fill in below this line)

A () The documents requested are enclosed.

P () You may inspect the records at _____ P
on the date of _____. R ()

The documents will be made available upon payment of copying

O costs of \$ _____

V () For "commercial requests" only: the estimated time of when the
E documents will be available is _____, at the prepaid
D costs stated above.

D () The request creates an undue burden on the public body in
E accordance with Section 3(g) of the Freedom of Information Act,
N and we are unable to negotiate a more reasonable request.

I () The materials requested are exempt under Section 7 _____ of the
E Freedom of Information Act for the following reasons:
D Individual(s) that determined request to be denied and title:

In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705

Or you have the right to judicial review under section 11 of FOIA.

() Request delayed, for the following reasons (in accordance with 3(e) of the FOIA):
_____. You will be notified by the date of
_____ as to the action taken on your request.

FOIA Officer_____

Date of Reply_____

ILL Barcode

Effective July 1, 2013, the PRAIRIECAT ILL barcode will be sold in blocks of 100 holds for \$100, as many blocks as requested. No refunds or discounts will be permitted.

Approved by the Administrative Council on 6/7/2013 and re-confirmed on 6/5, 2015.

Membership Levels, Fee Structure, and Eligibility

PRAIRIECAT will have a multi-leveled membership structure as outlined in the Intergovernmental Agreement and the Bylaws. The Administrative Council will annually review the criteria to qualify for each membership level, including but not limited to annual operating budget and school housing counts. The Council will annually review the membership fee structure and each level's contribution to the PRAIRIECAT Capital Reserves and make recommendation to the Delegates Assembly as part of the budget approval process. The membership criteria and membership fee structure will be incorporated into the General Policy Manual as Appendix A. Appendix B will outline the policies and procedures for changing from one membership level to another.

Appeals for special consideration regarding membership eligibility must be made in writing to the Administrative Council. The appeal will be considered at the next Administrative Council meeting in compliance with the Illinois Open Meetings Act. A representative from the member library requesting special consideration must be present at that Administrative Council meeting. Administrative Council rulings will be considered on a case-by-case basis. After the Administrative Council has ruled on the issue, the library that does not accept the ruling may request within (10) days in writing that the issue be presented to the Delegates Assembly. Decisions made by the Delegates Assembly are final.

**Approved by the Administrative Council on 4/5/2013,
3/2/2018**

New and Browse Item Types and Holds on New Materials

Use of “New” Item Types

The following item types with **local holds only** may be used by all PRAIRIECAT libraries for items new to their library and will be automatically moved after 15 weeks to a system wide holdable item type. All other items must be moved manually.

- AUDIO BOOK ON CD, NEW (will be moved to AUDIO BOOK)
- BOOK, LARGE PRINT, NEW (will be moved to BOOK, LARGE PRINT)
- BOOK, NEW (will be moved to BOOK)
- DVD, NEW (library decides which DVD item type items are moved to)
- DVD, OTHER LOAN PERIOD, NEW (library decides which DVD item type items are moved to)
- KIT, BOOK CLUB, NEW (will be moved to KIT, BOOK CLUB)
- MUSIC CD, NEW (will be moved to MUSIC CD)
- MAGAZINE/PERIODICAL, NEW (NOT AUTOMAGIC)
- SELF-PLAYING PRELOADED BOOK, NEW (will be moved to SELF-PLAYING PRELOADED BOOK)
- VIDEOGAME-NEW (will be moved to VIDEOGAME)

It is permissible for PRAIRIECAT libraries to use a 3 day loan rule as one of their 3 “regular” loan rules for items with a “new” item type that do not circulate to other libraries.

Use of Browse-NH

Any items that are new to your library may be put in a Browse- NH (no holds) item type for three months. After 15 weeks, they will be moved automatically to a system wide holdable item type.

Browse-LH clarification:

Browse-LH (local hold) is for an older collection of items that need to be holdable locally for a period not to exceed 4 months. This may not be piggybacked with “NEW”. These items will not be moved automatically. PC contract staff will run a report quarterly to make sure libraries are following the rule.

Approved by the Delegates Assembly on 12/15/2011

Approved by the Administrative Council on 5/4/2018

Options For Copying / Extracting / Deleting Records For Withdrawing Libraries

Section 19 of the PRAIRIECAT Intergovernmental Agreement provides, "If the Member terminates the Agreement, the Member shall pay all costs incurred by PRAIRIECAT due to the Member's decision to leave PRAIRIECAT, including all work performed by PRAIRIECAT employees or agents after the termination of the Agreement."

Options and costs for withdrawal will vary library by library, depending on the extent and complexity of your usage of PRAIRIECAT modules, the total number of records, including but not limited to user, bibliographic, item, circulation, serials control and on order records your library has, and which information you request to port to a new system. Any library beginning their planning to withdraw from PRAIRIECAT should contact staff to discuss viable options and obtain cost estimates.

There may be costs by the current ILS vendor to copy, extract or delete information outside the scope of PRAIRIECAT contract staff expertise or control.

PRAIRIECAT reserves the right to refuse to perform the copy / extraction / deletion when the vendor prohibits it, PRAIRIECAT does not have sufficient staff to do the work, or it is outside the expertise of staff.

For copying / extraction / deleting records by a third party vendor including the current ILS vendor, the vendor must work closely with PRAIRIECAT contract staff. All vendor costs including any collateral damage due to vendor access to PRAIRIECAT will be paid by the withdrawing library.

100% of the estimated fees will be due and paid before copying / extraction / deletion begins. A refund will be made by PRAIRIECAT if actual fees are less than the estimate.

The following questions will begin to determine the extent of the information to be copied / extracted:

Does the library need bibliographic records?	_____ yes	_____ no
Does the library need item records?	_____ yes	_____ no
Does the library need user records?	_____ yes	_____ no
Does the library need circulation data?	_____ yes	_____ no
Does the library need bill information?	_____ yes	_____ no
Does the library need acquisitions data?	_____ yes	_____ no
Does the library need serials control data?	_____ yes	_____ no
Does the library need authority records?	_____ yes	_____ no
Does the library need outreach records?	_____ yes	_____ no
Does the library need booking records?	_____ yes	_____ no

Contact Judy Hutchinson at judy.hutchinson@railslibraries.info, or John Slanicky at john.slanicky@railslibraries.info or at 877-542-7257 to begin the conversation about your library's withdrawal.

Approved by the Delegates Assembly on 10/26/2011

Privacy Policy

General

At PRAIRIECAT, we respect your need for online privacy and protect any personal information that you may share with us, in an appropriate manner. Our practice as regards use of your personal information is as set forth below in this Privacy Policy. As a condition to use of PRAIRIECAT services, you consent to the terms of the Privacy Policy as it may be updated from time to time. In the event of a material change, we shall notify you by means of a prominent notice on the PRAIRIECAT website.

Library Records

PRAIRIECAT protects its users' privacy by keeping information about materials they check out and information they access confidential, as required by the Illinois Library Records Confidentiality Act, 75 ILCS 70/1 *et seq.*

75 ILCS 70/1 Registration and circulation records; statistical reports

1 (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

- (1) Required to do so under a court order; or
- (2) The information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) This section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, i "library" means any public library or library of an educational, historical or eleemosynary institution, organization of society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials. (Source: P.A. 95-40, eff. 1-1-08.)

III. Information Recorded and Used:

Personal Information

We request a user's library patron barcode and PIN to log into My Account on the PRAIRIECAT online catalog. You also have the option to choose a unique alias or username, which will be used solely for the purpose of providing access to your user account. Individuals may choose to submit their email addresses or telephone numbers in order to receive library services such as phone, email or text notifications. Library accounts also include name and postal address. PRAIRIECAT does not sell, rent or otherwise distribute information to outside companies or organizations unless legally required to do so.

Third Party Partners

PRAIRIECAT has teamed up with reputable third-party partners to provide certain online services. The information you submit to PRAIRIECAT may be provided to those third parties on a confidential basis so they can assist us in providing these services. In cases where users leave the PRAIRIECAT website to visit one of its partners' websites, they are encouraged to learn about the privacy policies of the websites they visit.

Contents of your User Account

We store and maintain files, lists, emails and other data stored in your user account. In order to prevent loss of data due to errors or system failures, we also keep backup copies of data including the contents of your user account. Hence, your files and data may remain on our servers even after deletion or termination of your user account. We assure you that the contents of your user account will not be disclosed to anyone except in circumstances specifically mentioned in this Privacy Policy. We also do not process the contents of your user account for serving targeted advertisements.

Financial Information

In case of services requiring payment, we request credit card or other payment account information, which will be used solely for processing payments. Your financial information will not be stored by us except for the name and address of the cardholder, the expiry date and the last four digits of the Credit Card number. Subject to your prior consent and where necessary for processing future payments, your financial information will be stored in encrypted form on secure servers of our Payment Gateway Service Provider who is required to treat your Personal Information in accordance with this Privacy Policy.

Visitor Details

We use the Internet Protocol address, browser type, browser language, referring URL, files accessed, errors generated, time zone, operating system and other visitor details collected in our log files to analyze the trends, administer the website, track visitor's movements and to improve our website.

Cookies

Cookies are commonly used to provide useful features to website users. A cookie is a small text file that is sent to your browser from a website and stored on your computer's hard drive. Cookies cannot read data from your hard disk or read cookie files that were created

by other websites – the website that creates a cookie is the only one that a browser will permit to access it. The cookie itself does not contain any personally identifiable information, but may be used to tell when your computer has accessed PRAIRIECAT's website. Examples of ways in which PRAIRIECAT might use cookies include customizing content areas or analyzing site activity. Some electronic services offered by PRAIRIECAT such as the online catalog place temporary cookies for current sessions.

If you are concerned about the use of cookies, we suggest that you set your browser's options to notify you whenever a cookie is set or to disallow cookies altogether. You should be aware, however, that prohibiting the use of cookies may restrict your access to certain types of content or features on PRAIRIECAT's website.

We may from time to time employ the services of a third party agent to analyze statistical and aggregate data about our website content and user base. This aggregated information is not personally identifiable and is employed in improving website functionality and offerings. To this end, these third parties may employ the use of cookies and, or pixel tags in providing their services. While these third party cookies are not tied to your Personal Information, PRAIRIECAT does not have access to these cookies nor are we responsible for them.

Children's Privacy

We are in compliance with the requirements of COPPA (Children's Online Privacy Protection Act). We do not request or knowingly collect any personally identifiable contact information from anyone under 13 years of age.

Security

PRAIRIECAT has taken reasonable steps to safeguard the integrity of its data and prevent unauthorized access to information it maintains, including but not limited to authentication, monitoring and auditing. Security measures have been integrated into the design, implementation and day-to-day practices of the entire operating environment as part of its continuing commitment to risk management. These measures are intended to prevent corruption of data, block unknown or unauthorized access to our systems and information, and to provide reasonable protection of private information in our possession. Any page on the PRAIRIECAT website that asks for personal information will show a lock icon in the status bar. Look for this icon on any web page that asks for your personal information.

Approved by the Administrative Council on 10/3/2013

Public Comment at Administrative Council and Delegates Assembly and Petitions to the Council or Assembly

At each regular and special open meeting, representatives from PRAIRIECAT member library or members of the public may comment on or ask questions of the Council or Assembly, subject to reasonable constraints.

The individuals appearing before the Council or Assembly are expected to follow these guidelines:

1. Address the Council or Assembly only at the appropriate times as indicated on the agenda and when recognized by the PRAIRIECAT Chair.
2. Identify oneself by full name and address. Ordinarily, such comments shall be limited to 5 minutes. The Council or Assembly may also deny the opportunity to speak to a person who has previously addressed the Council or Assembly on the same subject within the past 2 months.
3. No more than 20 minutes shall be allowed to each subject under discussion, except with unanimous consent of the Council or Assembly.
4. The PRAIRIECAT Chair shall have the authority to determine procedural matters regarding public participation not otherwise defined in Council or Assembly policy.

Petitions or written correspondence to the Council or Assembly shall be presented to the Council or Assembly at the next regularly scheduled Council or Assembly meeting.

Approved by the Administrative Council on 4/5/2013

Representation on Administrative Council

MEMBERS OF ADMINISTRATIVE COUNCIL. The number of members of the PRAIRIECAT Administrative Council shall be eleven (11) elected representatives from the Delegates Assembly. Their members will include:

Two (2) delegates representing Tier 1 public library constituencies

Two (2) delegates representing Tier 2 public library constituencies

Two (2) delegates representing Tier 3 public library constituencies

One (1) delegate representing academic, school and special member libraries

Four (4) delegates serving on an at large basis from any library type

Six (6) delegates shall be elected to the PRAIRIECAT Administrative Council to represent public library constituencies. This representation will be based on the amount of the annual payment for PRAIRIECAT services. The total amount of public library payments will be divided into thirds to determine the categories.

The FY18 public library constituencies are:

Tier 1 - \$15,000+ (12 members) – 2 representatives

Tier 2 - \$8,500 - \$14,999 (22 members) – 2 representatives

Tier 3 - \$0 - \$8,499 (45 members) – 2 representatives

Approved by the Administrative Council on 3/6/2015, 3/2/2018

Resource Sharing Vision

It is the responsibility of individual libraries to provide sufficient materials for their patron ***needs***, and contribute to a well-rounded collection for patron ***wants*** in our consortium.

Approved by the Delegates Assembly on 12/15/2011

Steps for Union List Member to Upgrade to Basic Online or Fully Participating Membership or for a New Basic Online or Fully Participating Member to Join

- (1) New member submits a Basic Online or Fully Participating member intergovernmental agreement approved by their governing body.
- (2) Membership is approved by Administrative Council, then Delegates Assembly.
- (3) PRAIRIECAT contract staff meets with the library to review the scope of project and develop estimated timeline. Target Go Live is set.
- (4) New member is billed for respective contribution to the Capital Reserves. A new or upgrading member can elect to pay that contribution in three equal payments over three years.
- (5) If library is a brand new member, and their migration will take more than a year, they are charged Union List fees during the fiscal year when they are entering information into the system.
- (6) New member completes process to add/upgrade bibliographic and item holdings, add user records. This process must be completed within two years of membership approval.
- (7) New member receives holds training and begins borrowing and lending via holds after 25% of collection is added to database.
- (8) Circulation rules are added for new member and member receives circulation training. Go Live Date is set.
- (9) New member goes live for circulation.
- (10) New member is billed for Basic Online or Fully Participating member fees beginning the quarter that they Go Live for circulation. Any Union List membership fees already paid for the fiscal year will be credited on a pro rata basis towards the first full membership quarterly fee.
- (11) New member is eligible to vote at Delegates Assembly and run for seats on Administrative Council the quarter they begin paying Basic Online or Fully Participating member fees / Go Live.
- (12) New member is added to the budget Appendix A for the first full year after they Go Live.

Approved by the Administrative Council, 1/8/2016

Sexual Harassment

1. “Sexual harassment” consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made by any employee to another employee when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment;
- b. Submission to or rejection of such conduct is used as the basis for any employment decisions affecting such individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

2. Sexual harassment, as defined above, may include, but is not limited to:

- a. Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
- b. Graphic or suggestive comments about an individual’s dress or body;
- c. Displaying sexually explicit objects, photographs or drawings;
- d. Unwelcome touching, such as patting, pinching or constant brushing against another’s body; or
- e. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one’s employment status or similar personal concerns.
- f. Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct.

- 3. An employee who believes that he or she has been subjected to sexual harassment or who has witnessed harassment or discrimination should immediately submit a complaint to the Director. The complaint may also be submitted to the Chair of the PRAIRIECAT Administrative Council if the alleged harasser is the Director. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Director. All complaints shall be investigated in accordance with the procedures contained

herein.

4. PRAIRIECAT shall promptly and thoroughly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Chair of the PRAIRIECAT Administrative Council or his/her designee, who will review the investigation report and make a final decision. At the Chair's option, he/she or his/her designee may conduct further investigation, if necessary.
5. Staff reporting incidents of harassment are protected by the Whistleblower's Act and the Illinois Human Rights Act. Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including discharge. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with PRAIRIECAT's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
6. A substantiated charge against an employee will subject the employee to disciplinary action up to and including discharge. Likewise, an employee who knowingly and in bad faith makes a false report of sexual harassment will be subject to disciplinary action up to and including discharge.
7. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, all Library employees have the right to contact the Illinois Department of Human Rights (IDHR)/ Illinois Human Rights Commission (IDHC) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. For further information, any such employee may call or write to the Illinois Department of Human Rights, 100 W. Randolph Street, Room 10-100, Chicago, Illinois 60601, (312) 814-6200, or the Illinois Human Rights Commission, 100 W. Randolph Street, Room 5-100, Chicago, Illinois 60601 (312) 814-6269 or United States Equal Employment Opportunity Commission (EEOC), 500 West Madison Street, Suite 2800, Phone 1-800-669-4000.

Approved by the Administrative Council, 12/1/2017

Appendix A: Membership Tiers, Fee Structure and Eligibility

Fully Participating Membership

- Fully Participating members will have the ILS functionality detailed in Exhibit B of the PRAIRIECAT Intergovernmental Agreement.
- Fully Participating members will be assessed an annual fee based on a formula including a per library fee, per patron fee, per circulation fee and per item fee, each weighted approximately 25%.
- Fully Participating members will contribute annually to the PRAIRIECAT Capital Reserves in an amount determined by the budgeting process and approved by the Delegates Assembly.
- New Fully Participating members will make a one-time contribution of \$5000 to the PRAIRIECAT Capital Reserves.
- Should a Fully Participating member move to a lower tier and then elect to become a Fully Participating member again, they will not need to make an additional one-time contribution to the Capital Reserves.
- All libraries are invited to participate as Fully Participating members if they so choose and it is economically feasible.

Basic Online Membership

- Basic Online members will have the ILS functionality detailed in Exhibit B of the PRAIRIECAT Intergovernmental Agreement.
- Basic Online members will be assessed approximately 70% of the per library fee that is charged to the Fully Participating libraries. Then, their patrons, circulation, and items will be added to the fee formula to determine their full Basic Online membership fee.
- Qualifying Fully Participating members of PRAIRIECAT as of January 23, 2013 will have the opportunity in FY14 to give notice to drop to Basic Online membership if desired beginning with FY15.
- Basic Online members will contribute annually to the PRAIRIECAT Capital Reserves in an amount determined by the budgeting process and approved by the Delegates Assembly. This amount will be assessed approximately 70% of the Fully Participating Capital Reserve contribution.
- New Basic Online members will make a one-time contribution of \$3500 to the PRAIRIECAT Capital Reserves. If they later move up to Fully Participating, they will make an additional \$1500 one time contribution to the PRAIRIECAT Capital Reserves. If they have previously made a \$5,000 contribution as a Fully Participating member, no additional contribution is due to move down to Basic Online. If they have previously made a \$1250 as a Union List membership, their contribution due will be \$2250 to become Basic Online.

Union List Membership

- Union List members will have the ILS functionality detailed in Exhibit B of the PRAIRIECAT Intergovernmental Agreement.
- Union List members will be assessed approximately 25% of the per library fee charged to the Fully Participating libraries each year.

- Union Listing members will contribute annually to the PRAIRIECAT Capital Reserves in an amount determined by the budgeting process and approved by the Delegates Assembly. This amount will be assessed approximately 25% of the Fully Participating Capital Reserve contribution.
- New Union Listing members will make a one-time contribution of \$1250 to the PRAIRIECAT Capital Reserves. If a member subsequently moves up to Basic Online membership, the member will make an additional \$2250 one-time contribution to the PRAIRIECAT Capital Reserves. If a member subsequently moves up to Fully Participating membership, the member will make an additional \$3750 one-time contribution to the PRAIRIECAT Capital Reserves. Union List members as of January 23, 2013 that continue as Union List members are grandfathered in and not required to make this contribution, but those members will be required to make the full contribution of \$3500 if they move up to Basic Online or \$5000 if they move up to Fully Participating.

Membership Tier Eligibility by Type of Library

- Public library annual operating budgets will be determined by their most recent Illinois Public Library Annual Report. School library housing counts will be determined by the most recent information provided on the Illinois State Board of Education website. Only buildings participating in PRAIRIECAT membership will be included in the housing count.
- Public libraries with an annual budget of \$200,000 or more are only eligible for Fully Participating membership.
- Public libraries with an annual budget of \$100,000 to \$199,999 are eligible for Basic Online membership or Fully Participating membership.
- Public libraries with an annual budget under \$100,000 are eligible for Union Listing, Basic Online or Fully Participating membership.
- School libraries with a housing count (students) of 1400 or more are eligible for Basic Online or Fully Participating membership.
- School libraries with a housing count (students) of 1399 or fewer are eligible for Union Listing membership, Basic Online or Fully Participating membership.
- If a school district consists of multiple member schools and is already using a shared circulation system, admission to PrairieCat at union list level is allowed despite student body size.
- Due to the unique nature of academic and special libraries and the percentage of the PRAIRIECAT membership that they represent, they are welcome to choose their membership level.

Phase-in of New Membership Tiers:

Members Required to Move Up in Membership Tier Due to Eligibility: PRAIRIECAT Union List members as of January 23, 2013, have until PRAIRIECAT's FY17 to move up to the appropriate membership tier if required.

**Approved by the Administrative Council, 10/7/2016,
3/2/2018**

Appendix B: Policies and Procedures for Changing Membership Tiers

SECTION 1- TO MOVE UP TO A NEW TIER:

From UL to Basic

- Have until PRAIRIECAT's FY17 to move to this tier if required; otherwise can move according to guidelines below
- Required to pay \$3500 one-time contribution to Capital Reserves if no prior Capital Reserve contribution has been made. If member previously paid \$1250 toward Capital Reserves, member will be required to pay a \$2250 one-time contribution for a grand total contribution of \$3500 for the Capital Reserves.
 - An upgrading member can elect to pay that contribution in three equal payments over three years.

From UL to Full

- Have until PRAIRIECAT's FY17 to move to this tier if required; otherwise can move according to guidelines below
- Required to pay \$5000 one-time contribution to Capital Reserves if no prior Capital Reserve contribution has been made. If member previously paid \$1250 toward Capital Reserves for Union List membership, member will be required to pay a \$3750 one-time contribution for a grand total contribution of \$5000 for the Capital Reserves. If member previously paid \$3500 toward Capital Reserves for Basic Online membership, member will be required to pay a \$1500 one-time contribution for a grand total of \$5000 for the Capital Reserves.
 - An upgrading member can elect to pay that contribution in three equal payments over three years.

From Basic to Full

- Members can choose to move up to Fully Participating membership in accordance with the guidelines below
- Required to pay \$5000 one-time contribution to Capital Reserves if no prior Capital Reserve contribution has been made. If member previously paid \$3500 toward Capital Reserves, member will be required to pay a \$1500 one-time contribution for a grand total contribution of \$5000 for the Capital Reserves.
 - An upgrading member can elect to pay that contribution in three equal payments over three years.

SECTION 2- TO MOVE DOWN TO A NEW TIER:

From Full to Basic

- Follow the guidelines below
- No Capital Reserves contributions due; no reimbursement for prior Capital Reserve contributions

- If a Full member moves to a lower tier, then elects to move up again, no additional contributions to the Capital Reserves are required (other than those due as part of annual membership fees)

From Full to UL

- Follow the guidelines below
- No Capital Reserves contributions due; no reimbursement for prior Capital Reserve contributions
- If a Full member moves to a lower tier, then elects to move up again, no additional contributions to the Capital Reserves are required (other than those due as part of annual membership fees)

From Basic to UL

- Follow the guidelines below
- No Capital Reserves contributions due; no reimbursement for prior Capital Reserve contributions
- If a Basic member moves to a lower tier, then elects to move up to Basic again, no additional contributions to the Capital Reserves are required (other than those due as part of annual membership fees). If a Basic member moves to a lower tier, then elects to move to Full membership, the member library will be required to pay a one-time contribution to the Capital Reserves as outlined in Section 1.

SECTION 3- PROCEDURES FOR MOVING UP

A member who wishes to move up to a new membership tier will submit a written notice of intent to change membership tier to the PRAIRIECAT Chair, along with a newly executed Intergovernmental Agreement, at least 180 days in advance of the next fiscal year in accordance with the Intergovernmental Agreement. The new IGA will be approved at the next Delegates Assembly.

SECTION 4- PROCEDURES FOR MOVING DOWN

A member who wishes to move down to a new membership tier will submit a written notice of intent to change membership tier to the PRAIRIECAT Chair, along with a newly executed Intergovernmental Agreement, at least 180 days in advance of the next fiscal year in accordance with the Intergovernmental Agreement. The new IGA will be approved at the next Delegates Assembly.

Approved by the Administrative Council, 4/1/2016

PrairieCat Strategic Plan 2017-2021



Introduction

All organizations need a strong strategic plan. Such plans provide direction and focus to an organization as it changes and grows over the course of time. PrairieCat, as an organization that is both growing and changing, now finds itself in need of a defining and guiding document as we move forward into the next five years.

This plan represents the overall strategy for PrairieCat for the next five years and is presented to the Delegates Assembly for approval. Upon approval, PrairieCat staff and the Admin Council will finalize annualized Activity Plans that will support the overall strategy. While we don't anticipate any major changes in the overall strategy, the Activity Plans are living documents that will change as we work towards goals. The Admin Council will regularly review progress towards meeting plan goals and report to Delegates.

Our planning process was validating and enlightening. PrairieCat has grown and changed in many ways since our last planning process, but members remain committed to resource sharing and service. PrairieCat is only as strong as its members, so we hope that you will read this plan and feel compelled to join us as we seek to grow and change over the next five years.

Background

PrairieCat faces many challenges in the current climate: budget uncertainty, rising costs of technology and library systems and diminished sources for those systems, geographic dispersal of membership and staff. The nature of our partnership with Reaching Across Illinois Library System (RAILS) and the necessity to facilitate increased independence from that body create a need for an examination of PrairieCat capacity and an understanding of what this independence means for our future. With these issues in mind, we entered into the strategic planning process with hopes that a plan would help us address these issues.

Amanda E. Standerfer, a strategic planning consultant and librarian, was hired to guide us through the planning process. PrairieCat staff and the Admin Council served as the planning team and met in December 2016 to design the planning process. Delegates met in January to approve the process and move forward with the consultant.

Planning Process

In order to create a cohesive, actionable plan, we needed to gather feedback across a wide array of stakeholders. PrairieCat staff, administration, governance, and membership were included, and several feedback mechanisms were employed.

After the process design meeting and initial feedback from the Admin Council in December 2016, PrairieCat staff held six Zone Meetings (Zones based on former RAILS Zones and geographically distributed in the PrairieCat region). These meetings allowed for members to give input into the strategic plan by identifying strengths, opportunities, barriers, and values. Attendees considered patterns that surfaced through the discussion and reflected on priorities.

After the Zone Meetings, the Admin Council met to de-brief the discussions and discuss next steps. Data gathered revealed four key theme areas and a survey was conducted planned to validate these themes

and get additional feedback. With the four key theme areas now solidified, the planning process narrowed focus to fully develop these areas for the strategic plan.

On May 23, 2017, approximately 40 PrairieCat members gathered at the Kishwaukee College in Malta for a day-long Summit. Attendees divided into groups based on the four key theme areas. Discussions helped define the key theme and brainstorm goals and activities. All data gathered to this point in the process was synthesized into a draft plan.

After reviewing and refining the plan, along with the mission, vision, and values statements, at the Admin Council meeting on July 7, 2017, PrairieCat staff and the consultant worked to develop a final draft for approval at Delegates in October.

Mission, Vision, Values, Themes

Mission:

PrairieCat assists members in the successful sharing of resources and services, expanding the quality and quantity of information accessible to our library users.

Our mission remains largely unchanged from the last plan and continues to reflect our core values and commitment to collaboration to best meet the needs of the patrons of our member libraries. Our mission is the core of what we do together and is our promise to each other.

Vision:

Connecting libraries to strengthen communities.

Our vision is what we hope to see in the world if we successfully carry out our mission. Connected libraries mean stronger communities – plain and simple. We feel that this vision is compelling, memorable, and easily understood by all stakeholders.

Values:

- *Collaboration* – We strive to share member resources as effectively and economically as possible.
- *Diversity* – We value and respect the contributions of others who have talents and abilities, constraints and opportunities that are different than our own, and strive to provide equal footing for libraries of all types and sizes.
- *Responsiveness* – We strive to provide excellent services by focusing on the needs and wants of our customers.
- *Engagement* – We value collaborative members with involved, well-trained, competent staff.
- *Access* – We strive for an effective, well-maintained catalog supporting strong member collections.
- *Innovation* – We work to sustain a consortium that leverages our size to the benefit of the members, and provides the appropriate resources, leadership and services in pursuit of excellent library service.

Our values remain largely the same as our previous plan as well with some minor language updates. This plan is rooted in these values and are kept in mind as we operationalize this plan. PrairieCat members share these values and embody them at their libraries on a daily basis.

Key Themes:

This plan is divided into four key theme areas: Engagement, Governance, Training, and User Experience. As noted in the Planning Process section, these themes emerged during the initial months of the process and were validated by a membership survey. Summit attendees gave input into “vision statements” for each theme, which represent what PrairieCat aspires to achieve through this plan.

This image serves as a high-level reminder of our focus during the life of this plan and gives a snapshot of what we hope our members will see in us if we are successful. We plan to use this image as a reminder to members of how we are organizing our work and how they can connect with us.



Outcomes

What we are doing right: At its very core, PrairieCat exists to provide an integrated library system (ILS) to members. Having a central ILS provides efficiencies to the 130+ members and allows for maximum resource sharing that benefits hundreds of thousands of library patrons.

PrairieCat has successfully grown circulating membership as a result of its last strategic plan and seeks to build on its success through this plan over the next five years.

What we need to do more of:

PrairieCat needs to be very mindful of our need to remain sustainable for the future. Reliance on sources of revenue from the state/RAILS has proven to be somewhat tenuous and is not guaranteed in the future. PrairieCat must assume a decreasing role in state funding over the course of the coming years, and plan for a worst-case scenario that permits operations with minimized funding from these sources.

Likewise, many members voiced a desire to pursue the opportunities that group purchasing of some services and software might bring to our membership. Creating an organization that would allow for such purchasing, while at the same time allow those members who are interested in just sharing an Integrated System as we do currently, is something that PrairieCat should pursue in the future.

We should be mindful of creating an organization that can accommodate multiple levels of involvement in order to allow for the varying needs and resources of our membership.

What we need to start doing better:

PrairieCat members are very diverse in size and type, community make up, and level of engagement with the organization. As with many membership organizations, not all members are as active as they would like to or are able to be. PrairieCat needs to work harder on creating engagement opportunities for all members. In the past, geography has been a barrier, but tools and technologies are now readily available and easy to use that eliminate those barriers.

Engagement is also difficult to measure. This plan includes tools that PrairieCat can use to define successful engagement and metrics to track progress. More engagement means stronger connections between members, better networking, and ultimately a more satisfying experience.

In order to promote engagement with our membership as well as our end users, a coordinated marketing plan must be developed and implemented. This plan should be a part of our overall communications plan, which should also be developed for both internal and external stakeholders.

Our members were loud and clear during this process that they need more training.

Training has always been of fundamental importance to PrairieCat. After all, members would not be able to use the ILS if they were not properly trained. However, we heard through the planning process that training needs are changing and this plan incorporates goals that will help us update and improve our training.

Goals, Activities, Measures

The following page is a one-page summary of this strategic plan. It includes the vision statements for each of the four key theme areas and details the goals in each area. Following the one-page summary is additional detail for each theme area, including some proposed activities for each goals and thoughts on possible metrics. The complete Activity Plan is being drafted by staff and the Admin Council and will serve as an implementation guide during the life of this plan. Progress toward meeting plan goals will be regularly reported at future Delegates meetings.

Engagement

PrairieCat seeks to deeply connect with members and create stronger connections between members. As mentioned above, engagement is a very personal concept and means different things to different people. Through the goals of this key theme, we hope to better define successful engagement and create additional opportunities for engagement. We also want to be responsive to how members want to engage and respectful of their uniqueness and abilities.

Goal 1: *Members feel informed and connected through targeted, one-way communications.*

Activities include:

- Finalizing and implementing a Communications and Marketing Plan.
- Developing a graphic yearly meeting calendar.

Goal 2: *Members have strong relationships through personal connections and two-way communication.*

Activities include:

- Continuing Zone Meetings.
- Developing an organized mentoring program.
- Formalizing new member orientation.

Goal 3: *Members are empowered and actively participate in their organization.*

Activities include:

- Forming a Member Engagement Committee to work on an engagement program.
- Developing leadership recruitment plans.
- Adding networking opportunities and fun activities to the Delegates Assembly meetings.

Goal 4: *Strengthen the PrairieCat brand so that it is easily recognized by stakeholders.*

Activities include:

- Reaching out to prospective members.
- Building relationships with vendors.
- Re-designing the logo and Website.

How will we know we are successful?

Metrics include: Tracking face-to-face meeting participation, number of site visits, and percentage of voter participation in elections.

Governance

PrairieCat is facing significant changes in governance over the next five years, including separating staff from RAILS. Governance issues are not as compelling as other aspects of this plan, but they are the bedrock for organizational growth. Successfully reaching these governance goals means that the organization is stronger and sustainable in five years. Without sustainability, none of the other activities matter.

Goal 1: *PrairieCat is sustainable and independent.*

Activities include:

- Separating staff from RAILS.
- Developing a business plan.
- Building financial reserves and implementing multi-year budgeting.

Goal 2: *PrairieCat has a learning culture supported by continuous improvement.*

Activities include:

- Reviewing and revising Bylaws.
- Reevaluating representation tiers.
- Streamlining voting at the Delegates Assembly meetings.

Goal 3: *Leadership is innovative and creates a vision that inspires members.*

Activities include:

- Organizing a team to develop and initiate enhanced membership options.
- Adding educational components to the Delegates Assembly meetings.
- Developing a plan for growing the membership.

How will we know we are successful?

Metrics include: Percent of budget provided by RAILS, staffing independence, and annual member satisfaction feedback (collected via a survey).

Training

Without training, PrairieCat members are unable to use the ILS to the best of their abilities. Training is also at the core of PrairieCat's commitment to continuous improvement with members. Through training, PrairieCat is able to connect with staff at member libraries that they might not otherwise have the opportunity to meet. Developing relationships with all staff-level users at member libraries is important for understanding their needs and improving training sessions and materials.

In addition, this plan seeks to establish training benchmarks and make improvements based on outcomes. By more systematically tracking and evaluating training, we will holistically approach change in this theme. We'll also learn how to make the best use of technology tools that will enhance our success.

Goal 1: *Training opportunities are well advertised and materials are easily accessible.*

Activities include:

- Updating designated training contact for each member.
- Utilizing multiple methods for advertising training.
- Reorganizing the Website so training and training materials are easy to find.

Goal 2: *Training is available and responsive to member needs.*

Activities include:

- Expanding training formats.
- Developing the mentoring program to include a training component.
- Including training opportunities at Zone Meetings.

Goal 3: *Training opportunities and materials are evaluated to ensure their quality and effectiveness.*

Activities include:

- Developing an evaluation framework for training and training materials.
- Tracking training by member and individual library staff.
- Developing a badging program.

How will we know we are successful?

Metrics include: Number of training participants, events, and contact hours, participation in a badging program, and annually reviewing benchmarks, changes needed, and growth areas (collected via a survey).

User Experience

Ensuring a great experience for patrons of PrairieCat member libraries is the most public and far-reaching aspect of this plan. Patrons of member libraries are diverse in all ways imaginable and PrairieCat wants to empower members to connect with their patrons through their collections, shared resources, and other cooperative services.

This goal goes beyond PrairieCat members and seeks to incorporate feedback from the end users. After all, we need to understand what users want if we want to improve their experience. This key theme will continue to grow and evolve as we learn from users and aspire to improve our services.

Goal 1: *PrairieCat designs services focused on meeting user needs and improving end user engagement.*

Activities include:

- Establishing a User Experience Team to coordinate activities and user feedback.
- Looking for opportunities to standardize loan periods and policies.

Goal 2: *PrairieCat enhances services to further meet the needs of diverse users.*

Activities include:

- Considering expanding the languages available in the card catalog.
- Implementing a mobile app for the catalog.
- Develop policies and practices for non-traditional materials.

How will we know we are successful?

Metrics include: Usage statistics for end user products and services, user satisfaction and knowledge of services survey, and annually reviewing benchmarks, changes needed, and growth areas (collected via a survey).

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: Rock River Library Consortium (RRLC)

Street Address: 102 W. 3rd St

City/State/Zip: Sterling, IL 61081

Email Address: spl-director@comcast.net

Attention to: Ms. Jennifer Slaney

Grant Amount: Total Allocation	\$50,774.91
Budgeted cost of in-kind services	\$0
Financial support	\$50,774.91

Effective Date: July 1, 2019

Termination Date: June 30, 2020

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 semiannual program progress reports until termination of this agreement. Semiannual reports are due on January 31, 2020 and July 31, 2020. 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 or 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: Jennifer A Slaney
Printed Name: Jennifer A Slaney

Title: President or Director

Date: 9/4/18

ATTEST

A. Deter
ANTHONY DETER

Secretary

Date: 9/4/18

RAILS

Signature: Deirdre Brennan

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.

Bibliographic Services

1. Contingent upon the development of a new service or arrangement with the Illinois State Library to replace OSMOSIS from The MARC of Quality, RAILS shall pay for the periodic batchloading of holdings information to a bibliographic utility.

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 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.

Appendix C: RAILS LLSAP FY2020 Support Allocation

Support amount distributed through formula	\$500,000
Flat per-agency amount	\$1,750,000
Total LLSAP Support	\$2,250,000

Support Allocation Formula

Category	Component	% Weighting	Total
Resource sharing	ILL and reciprocal borrowing transactions	30.00%	\$150,000.00
Category Total		30.00%	
Equity	Number of nonpublic circulating libraries with collection budgets under \$10,000	30.00%	\$150,000.00
Equity	Number of public circulating libraries with LLSAP annual fee as 3% or greater of library's (agency) total annual operating budget	30.00%	\$150,000.00
Category Total		60.00%	
Bib quality	Cataloging standards implemented (y/n)	2.50%	\$12,500.00
Bib quality	Centralized cataloging services (staff FTE)	2.50%	\$12,500.00
Category Total		5.00%	
User centered	UX improvements (y/n)	2.50%	\$12,500.00
User centered	Policy simplification (y/n)	2.50%	\$12,500.00
Category Total		5.00%	
Totals		100.00%	\$500,000.00

Totals	
368.0	\$1,750,000.00
8,875,610	\$150,000.00
48.0	\$150,000.00
81.0	\$150,000.00
5.0	\$12,500.00
12.50	\$12,500.00
5.00	\$12,500.00
5.00	\$12,500.00
\$2,250,000.00	

Support Allocations Per LLSAP

Component	CCS		Pinnacle		PrairieCat	
Per-agency flat amount	24.33	\$115,702.87	6	\$28,533.38	92.33	\$439,081.23
ILL and RB transactions	2,172,111	\$36,709.21	708,968	\$11,981.73	1,538,819	\$26,006.42
Nonpublic circ members <\$10k collection budget	0	\$0.00	0	\$0.00	5	\$15,625.00
Public circ members annual fee > or = 3% (publics)	4	\$7,407.41	3	\$5,555.56	37	\$68,518.52
Cataloging standards (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Centralized cataloging (staff FTE)	0	\$0.00	0	\$0.00	3	\$3,000.00
UX (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Policy simplification (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Allocation	7.44%	\$167,319.49	2.38%	\$53,570.67	24.88%	\$559,731.16

Component	RRLC		RSA		SWAN	
Per-agency flat amount	8	\$38,044.51	146.33	\$695,881.68	91	\$432,756.32
ILL and RB transactions	13,633	\$230.40	1,491,147	\$25,200.75	2,950,932	\$49,871.48
Nonpublic circ members <\$10k collection budget	4	\$12,500.00	38	\$118,750.00	1	\$3,125.00
Public circ members annual fee > or = 3% (publics)	0	\$0.00	23	\$42,592.59	14	\$25,925.93
Cataloging standards (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Centralized cataloging (staff FTE)	0	\$0.00	4	\$4,000.00	5.5	\$5,500.00
UX (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Policy simplification (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Allocation	2.26%	\$50,774.91	39.73%	\$893,925.03	23.32%	\$524,678.73

Appendix D – COST

For the services provided by Grantee (as set forth in Appendix A), RAILS shall pay \$50,774.91 to Grantee in FY2020. This represents the Grantee's total support allocation (Appendix B).

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		
5260	Out-of-state travel	X		
5270	Registration & other fees	X		
5280	Continuing education & meetings/other	X		

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
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		
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		
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		
5435	Payroll service fees	X		
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		
5460	Agreements with systems, members, others	X		

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
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		
5510	Miscellaneous	X		

Appendix F – FY2020 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached below]

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 **Rock River Library Consortium (RRLC)**

Primary contact

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

Name **Jennifer Slaney**

Email address **SPL-Director@comcast.net**

Phone **815-625-1370**

Address **102 W. 3rd St. Sterling, IL 61081**

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 **Antony Deter**

Email address **Antony.deter@dixonpubliclibrary.org**

Phone **815-284-7261 ex 5**

Address **221 S. Hennepin Ave, Dixon IL 61021**

Organization type

Legal designation such as intergovernmental instrumentality, not-for-profit, etc.

Intergovernmental agreements

Consortium history and description

Describe the consortium in general, including services provided, staffing, date formed, and other historical information. If some or all of the information above exists on the consortium's website, you may provide links instead of or in addition to a narrative on this form. (1000 words or less)

Currently, the RRLC is a consortium consisting of three public libraries, four public and private high schools, and seven middle/grade schools in the Dixon, Rock Falls and Sterling area. We have 286,000 items, 170,800 distinct titles and 16,521 patrons. The Library Corporation (TLC) is our ILS vendor.

Timeline

2000----Sterling Public Library, Sterling Schools and Newman High School start the Sterling Consortium

2005----Sterling Consortium welcomes Rock Falls Public Library and Rock Falls High School

2011----Sterling Consortium changes their to Rock River Library Consortium after adding in Dixon Public Library and Dixon High School

2013----RRLC moves from a local server housed at the Sterling Public Library to a cloud based server with TLC

2016---St Andrew Grade School in Rock Falls joins

All entries are required to maintain their own patron database on TLC. Libraries can either upload their marc records from vendors or manual catalog their items into the database. All libraries have their own circulation policies and rules.

Consortium fees are based on student population or service area population and circulation figures for a year. Each entities number is then divided into the total of population and circulation to receive a percentage. This percentage is then multiplied against the total budget giving a cost figure for each institution.

Technology assessment

Describe the 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. (1000 words or less)

Each institution is required to maintain the basic requirements set by TLC for local access to the server in Inwood, Virginia. Age of local pc's vary but each institution is required to maintain their own internet connection.

RRLC currently runs on the newest version one or two patches behind. Our next upgrade will include allowing clients to catalog via the web and not require them to load software on a local pc.

Support Grant Allocation Metrics

If applying for core services only, this section may be left blank.

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. LLSAPs that receive in-kind services where budgeted expenses are higher than the amount of their grant award pay the balance in fees to RAILS. LLSAPs that do not receive in-kind services, or the budgeted expenses for their in-kind services 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.

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

Where applicable, provide three complete fiscal years of 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.

Member Data

Please use the provided spreadsheet template to provide 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 for past three fiscal years

Do your annual membership fees include OCLC membership?

☐

Yes

☒

No

Membership Totals

Do not include Union List members

	Public	School* based on Buildings		
FY2016	3	11		
FY2017	3	11		
FY2018	3	11		

Resource Sharing Activities

	Total Interlibrary Loan	Total Reciprocal Borrowing
FY2016	5230	8226
FY2017	5844	7766
FY2018	6212	7620

Bibliographic Quality

Cataloging standards are documented and reviewed at least annually. Please detail:

☐

Yes

☒

No

Working on creating this document

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

☐

Yes

☒

No

The public libraries and the larger high school libraries with trained librarians fix the temporary brief records or merge records together.

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. Please detail:

☐ Yes ☒ No

Steps have been taken toward reducing or simplifying, in general: circulation policies, holds policies, item types, etc.

Please detail:

☐ Yes ☒ No

Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, such as those listed below. 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.

Attached are the Draft by-laws and FY19 Budget

Compliance with criteria

Use the spaces provided to complete the following information, and/or attach any supporting documents.

Merger or consolidation

(if relevant; complete only if your consortium has never received RAILS support)

Several RAILS consortia have investigated and decided that merging with each other is in the best interests of the communities served. If your consortium has undertaken such an investigation, please describe the investigation and the outcome.

New consortia

(complete only if this grant application is being submitted by a newly formed or forming consortium)

Newly formed consortia are not eligible for RAILS support unless RAILS agrees a new consortium is in the best interests of the communities served. If this is a newly formed or forming consortium, explain why this is in the best interests of the communities served.

Resource sharing

Describe your consortium's commitment to resource sharing, including a description of resource sharing activities, relevant statistics, etc. Include any related policies, documented practices, board decisions, etc.

The consortium was begun to save the local tax payers money. The three public libraries and Rock Falls High School were already on TLC as standard systems in 2000, but do to signing long term contracts with TLC libraries were added as their contract expired.

All three public libraries are committed to helping the residents of the community whether they are serviced by the public libraries or by the public or private schools. Two of our schools are private catholic elementaries with limited funds for books. These two schools manage to pay their fair share and recognize the importance and wealth of material available to their students and faculty.

Growth

Describe your consortium's commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.

RRLC is always looking for new members. Ideally we would like them to be on the same van route to facilitate getting materials into patrons hands as quickly as possible. Currently, on average patrons receive materials in two days or less.

Members are always recruiting new libraries based on reciprocal borrowing, as is the case for public libraries, or size of the school and whether a majority of school libraries would benefit from the addition. New members are approved by a majority vote to join RRLC. New members must be in good standing with RAILS and serve their patrons first.

Services from 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.

Bibliographic Services

1. Contingent upon the development of a new service or arrangement with the Illinois State Library to replace OSMOSIS from The MARC of Quality, RAILS shall pay for the periodic batchloading of holdings information to a bibliographic utility.

Optional Services

Please use the checkboxes to indicate any optional RAILS services your consortium would like to receive. Cost-recovery expenses, calculated per service based on actual RAILS budgeted expenses, will be deducted as in-kind support from any cash support your consortium is allocated. Use of services is not required.

☐

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.

☐ *Delivery Services to LLSAP Facility*

- 1. RAILS shall 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 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.

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 FY2020.

☐

Use of RAILS facilities for consortium staff. (Please describe your facility needs, including the number of staff, and whether you require meeting room space, training lab, and videoconference.)

☐

Consortium staffed by RAILS employees

☐

Use of RAILS vehicles (Consortium must provide insurance if its staff are not RAILS employees.)

☐

Website

☐

ILS Phone Notification Dialer Co-location

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.

Board/governance 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.

RRLC meets on a quarterly basis a minimum of three times a year (September, January, April)

Authorized Signatures

Primary contact

Name Jennifer Slaney

Title Director

Signature 

Date 8/16/18

Other contact (if applicable)

Name

Title

Signature

Date

						Annual Collection Budget		
Library Name	Library Type	Membership Level	Annual Fee	FY2016	FY2017	FY2018		
Dixon Public Library	Public	Full	7346					
Rock Falls Public Library	Public	Full	3493					
Sterling Public Library	Public	Full	7843					
Sterling Public Schools	School	Full	4509	11,000	11,000	11,000		
Newman High School	School	Full	150	1,500	1,500	1,500		
Rock Falls High School	School	Full	425	6,786	6,651	6,591		
Dixon High School	School	Full	566	8,000	8,000	8,000		
St. Marys Grade School	School	Full	314	500	500	500		
St. Andrews Grade School	School	Full	108	500	500	500		

Expenditures	Expense Item	FY2016	FY2017
Personnel			
	Library Professionals	NA	NA
	Other Professionals	NA	NA
	Support Services	NA	NA
	Social Security Taxes (FICA)	NA	NA
	Unemployment Insurance	NA	NA
	Workers' Compensation	NA	NA
	Retirement Benefits	NA	NA
	Health, Dental, and Life Insurance	NA	NA
	Temporary Help	NA	NA
	Recruiting	NA	NA
TOTAL			
Library Materials			
	Print Materials	NA	NA
	Nonprint Materials	NA	NA
	E-Resources	NA	NA
TOTAL			
Buildings & Grounds			
	Rent	NA	NA
	Utilities	NA	NA
	Property Insurance	NA	NA
	Repairs & Maintenance	NA	NA
	Janitorial Services & Supplies	NA	NA
	Other	NA	NA
TOTAL			
Vehicle Expense			
	Gas & Oil	NA	NA
	Repairs & Maintenance	NA	NA
	Vehicle Insurance	NA	NA
	Vehicle Leasing & Rent	NA	NA
TOTAL			
Travel & CE for Staff & Board			
	In-State Travel	NA	NA
	Out-of-State Travel	NA	NA
	Registration & Other Fees	NA	NA
TOTAL			
Continuing Education & Meetings / Others			
Public Relations		NA	NA

Liability Insurance		NA	NA
Supplies, Postage & Printing			
	Computer Supplies	NA	NA
	General Office Supplies & Equipment	NA	NA
	Internal Printing/Photocopying	NA	NA
	Postage	NA	NA
	Library Supplies	NA	NA
	Other	NA	NA
TOTAL			
Telephone & Telecomm		FY2016	FY2017
	Local/Long Distance – Voice	NA	NA
	Telecomm – Data & Fax	NA	NA
TOTAL			
Equipment Rental, Repair & Maintenance			
	Equipment Rental	NA	NA
	Equipment Repair & Maintenance	NA	NA
	Maintenance Agreement	NA	NA
	Computer Hardware Insurance	NA	NA
TOTAL			
Professional Services			
	Legal	NA	NA
	Accounting	NA	NA
	Consulting	NA	NA
	Contractual Staff	NA	NA
TOTAL			
Contractual Services			
	Information Services (bibliographic databases, online subscriptions, etc.)	24,757	23,479
	Contractual Agreements		
	Outside Printing		
TOTAL		24,757	23,479
Interlibrary Loan Charges			
TOTAL OPERATING EXPENSES			
Revenues	Revenue Item	FY2016	FY2017
State Grants		0	0
Federal Grants		0	0

Other Grants		0	0
LLSAP Participation / Service Fees			
	Annual Participation Fees (from all categories of participants)	24,757	23,479
	One-Time Startup Fees		
	Other (please describe)		
Interest Income			
Other Revenue			
TOTAL REVENUE		24,757	23,479

B. LLSAP Participation Information – Full Fee-Paying Participant		
	FY 2016	FY 2017
B1 Number of all public libraries (agencies)	3	3
B2 Number of all public libraries (buildings)	3	3
B3 Number of all academic libraries (agencies)		
B4 Number of all academic libraries (buildings)		
B5 Number of all school libraries (agencies)	6	6
B6 Number of all school libraries (buildings)	11	11
B7 Number of all special libraries (agencies)		
B8 Number of all special libraries (buildings)		
B9 Number of all other types		
Total Full Fee-Paying Participants	9	9

C. LLSAP Participation Information – Partial Fee-Paying Participant	FY 2016	FY 2017
C1 Number of all public libraries (agencies)		

C2 Number of all public libraries (buildings)		
C3 Number of all academic libraries (agencies)		
C4 Number of all academic libraries (buildings)		
C5 Number of all school libraries (agencies)		
C6 Number of all school libraries (buildings)		
C7 Number of all special libraries (agencies)		
C8 Number of all special libraries (buildings)		
C9 Number of all other types		
Total Partial Fee-Paying Participants		

D. LLSAP Participation Information – Holdings Only Represented	FY 2016	FY 2017
D1 Number of all public libraries (agencies)	3	3
D2 Number of all public libraries (buildings)	3	3
D3 Number of all academic libraries (agencies)		
D4 Number of all academic libraries (buildings)		
D5 Number of all school libraries (agencies)	6	6
D6 Number of all school libraries (buildings)	11	11
D7 Number of all special libraries (agencies)		

D8 Number of all special libraries (buildings)		
D9 Number of all other types		
Total Holdings Only Represented		

F. Participants	FY 2016	FY 2017
F1 Participants as of June 30, 2016	9	9

I. Bibliographic Record Information	FY 2016	FY 2017
I1 Total number of bibliographic records in database	248,592	242,894
I2 Total number of item records in database	300,748	292,527
I3 Total number of patrons listed in patron database	17,252	29,736

J. LLSAP Use by All Participants	FY 2016	FY 2017
J1 Total search transactions in past 12 months (FY2016)		
J2 Total circulation transactions in past 12 months (FY2016)	281,715	273,209
J3 Total interlibrary loan transactions in FY2016	5,230	5,844
J4 Total reciprocal borrowing transactions in FY2016	8,226	7,766

K. Cost and Revenue Information	FY 2016	FY 2017
K1 Annual Total Fees Received From Full Members	24,757	23,479
K2 Annual Total Fees Received From Partial Members		
K3 Annual Fees/Support Received From RLS		
K4 FTEs Charged to LLSAP Operating Expenses		
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs		
K6 Annual Total Cost of Operating the LLSAP	24,757	23,479

L. Cost Components of Operating the LLSAP	FY2016	FY2017

M. Cost Components to Participate in the LLSAP—Startup	FY2016	FY2017
Set by TLC	3000	3000

N. Cost Components to Participate in the LLSAP—Ongoing	FY2016	FY2017
Based on Mathematical formula		

<i>Metrics</i>	<i>Allocation method and/or weighting</i>
<p>Key Value: Support is distributed equitably, with an emphasis on feasible participation for libraries of all types, sizes, and funding levels</p>	
Number of member libraries (agencies)	12
Number of public circulating libraries with LLSAP annual fee as 3% or greater of library's total annual operating budget	0
Number of nonpublic circulating libraries with collection budgets under \$10,000	9
Key Value: Resource sharing activities	
Total annual interlibrary loan and reciprocal borrowing transactions	13,632
Key Value: Bibliographic quality	
Cataloging standards are documented and reviewed at least annually	N
Centralized cataloging services offered (staff FTE)	N
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.	N
Steps have been taken toward reducing or simplifying, in general: <ul style="list-style-type: none">• Circulation policies• Holds policies• Item types	N N N N

DRAFT

BYLAWS OF THE Rock River Library Consortium

MISSION STATEMENT

The primary mission of the Rock River Library Consortium, hereinafter referred to as RRLC, is to provide access to information resources by means of sharing those resources, including an integrated automated system which reflects the holdings and availability of holdings in all participating libraries, and through other shared technologies and services.

ARTICLE I - AUTHORITY

RRLC is established pursuant to the intergovernmental cooperation clause as set forth in Article VII, Section 10 of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* RRLC shall not have or exercise any power that is not granted to a public library pursuant to Illinois law.

ARTICLE II - DEFINITIONS

Governing Board - The board of directors of the RRLC consists of one representative from each Member.

Director - The representative of a Member appointed by its Governing Body to serve on the Governing Board.

Fiscal Year - The fiscal year of RRLC shall be from July 1 to June 30.

Member - A library that pays for the services and the use of all existing application programs, as delineated in the Intergovernmental Agreement, and whose patrons have full access to the benefits of the ILS and other shared technologies and services. Members are voting members and may hold any office.

Standing Groups - The Governing Board may, at their discretion, form ad hoc committees to address various issues and topics, including but not limited to issues around the

ARTICLE III - GOVERNING BOARD

Section 1. General Powers and Duties

To the extent not otherwise expressly provided in these Bylaws, the affairs of RRLC shall be managed by its Governing Board. In addition, the Board shall have the following specific duties:

1. To administer and supervise the ILS;
2. To administer and supervise all shared technologies and services;
3. To adopt policy and bylaws;
4. To approve the budget;
5. To employ or contract with agents, employees, vendors, independent contractors or other entities, including legal counsel, accountants and such other persons as may be necessary to provide any services required for the shared technologies or services;
6. To purchase or lease equipment, machinery or personal property necessary

- for the carrying out of the purpose of the ILS or other shared technologies or services;
7. To evaluate the performance of vendors and contractors;
 8. To review agreements and bylaws at least every three (3) years.

The RRLC Governing Board shall not have or exercise any power that is not granted to a public library pursuant to Illinois Law.

Section 2. Number of Members

The number of directors on the Governing Board shall be equal to the number of libraries which are active Members and shall be increased or decreased automatically and without further act so that the number of the members of the Governing Board shall be equal to the number of active Members.

Section 3. Appointment

Each Member shall appoint its Library Director, or **District Librarian**. The Director may also designate, in writing, an alternate to vote in their absence.

Each Director shall vote in accordance with the authority conferred by the Governing Body of the Member making the appointment.

Section 4. Meetings

The Governing Board shall establish a schedule of regular meetings as it deems appropriate, no less frequently than three times a year. Meetings of the Governing Board will be held customarily at a RRLC Member, but under special circumstances they may be held elsewhere with prior approval of the Governing Board. The RRLC Chair shall ensure that the packet of materials for each meeting of the Governing Board is transmitted to each member of the Governing Board.

Section 5. Special Meetings

Special meetings of the Governing Board may be called by or at the request of the Chair, the Vice Chair or any three (3) members of the Governing Board. Special meetings will be held at a RRLC Member, but under special circumstances they may be held at another location convenient to the public and with the prior approval of the Governing Board.

Section 6. Notices

Subject to the provisions of Section 5 above, no further notice of annual or regularly scheduled meetings of the Governing Board need be given to the individual members of the Governing Board.

Except as hereinafter provided, notice of any special meeting of the Governing Board shall be given at least five (5) business days prior thereto by telephone, by electronic telecommunications or by written notice to each member of the Governing Board at his/her address as shown by the records of RRLC. Board shall notify members at least two (2) days prior to any special meeting. If given by electronic telecommunication, such notice shall be deemed to be delivered when the electronic telecommunication is sent, provided, however, that the electronic

communication must be filed with the minutes of proceedings of the Governing Board. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid.

In the event that the Chair, Vice Chair or any three (3) members of the Governing Board shall determine that there is a financial or other emergency to RRLC, an emergency special meeting of the Governing Board may be held if reasonable notice thereof is given by telephone or electronic telecommunications prior to such meeting.

A minimum of ten (10) days notice by telephone, by electronic telecommunications or by written notice shall be provided to each Director at his/her address as shown by the records of RRLC before the Governing Board meeting at which the following items are to be voted on and these items must receive a three-fourths (3/4) vote of all Members:

1. Approval of the budget;
2. Approval of bylaws changes;
3. All contracts;
4. Any matter of capital improvements of hardware or software purchased which have an impact in excess of \$5,000.00 on any Member; and
5. Dissolution of RRLC.

Section 7. Quorum

A majority of all members of the Governing Board must be physically present, pursuant to Illinois law, and shall constitute a quorum of the Governing Board for the transaction of business at any meeting of the Governing Board, provided that if less than a quorum of the members of the Governing Board is present at said meeting, a majority of the members of the Governing Board present may adjourn the meeting to another time without further notice.

Section 8. Voting

Except as provided elsewhere in these Bylaws, a simple majority of a quorum shall be sufficient to pass on all matters. All votes will be taken at a RRLC Governing Board meeting.

Section 9. Compensation

Members of the Governing Board shall not receive any compensation for their services.

ARTICLE IV – OFFICERS

Section 1. The Officers

The Officers of RRLC shall be composed of the Chair and the Secretary.

The officers shall be elected by the Governing Board at the last general meeting before the end of the RRLC's fiscal year. They shall assume their office at the beginning of the new fiscal year in accordance with the provisions of Section 2 below. Only those persons who are members of the Governing Board are eligible for election to the office of Chair and Secretary.

Officers whose authority and duties are not prescribed in these Bylaws shall have the authority and perform the duties prescribed, from time to time by the Governing Board.

Section 2. Election and Term of Office

The term of office for each officer shall be for two (2) fiscal years of RRLC.

Each officer shall hold office until his/her successor shall have been duly elected or until he/she shall resign, vacate office or shall have been removed in the same manner set forth herein. Election of an officer shall not of itself create contract rights. The same person may hold an officer position for a maximum of two consecutive terms.

Section 3. Vacancies

In the event one of the offices becomes vacant, the Board shall elect one of its other members to fill the remainder of the term at the next Governing Board meeting.

Section 4. Chair

The Chair shall be the executive officer of the Board and shall have general supervision of the group. The Chair shall create agendas and preside at all meetings of the Governing Board. The Chair shall appoint all committees and liaisons to other groups. The Chair, with the concurrence of the Governing Board, shall establish Standing and Ad Hoc Committees as deemed necessary to support the normal functions, special activities and purposes of RRLC. Except in those instances which the authority to execute is expressly delegated to another officer or agent of RRLC or a different mode of execution is expressly prescribed by the Governing Board or these Bylaws, he/she may execute for RRLC any contracts, deeds, mortgages or other instruments which the Governing Board has authorized to be executed, and he/she may accomplish such execution either individually or with the Secretary or any other officer or agent thereunto authorized by the Governing Board, according to the requirements of the form of the instrument.

Section 5. Secretary

The Secretary shall record the minutes of the meetings of the Governing Board and Executive Committee meetings. The Secretary shall also see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the official records of RRLC; keep a register of the post office address of each member of the Governing Board, which addresses shall be furnished to the Secretary by such member of the Governing Board; and perform all duties incident to the office of Secretary; and such other duties as from time to time may be assigned to him/her by the Chair or by the Governing Board.

In the absence of the Secretary, the Chair shall designate another Governing Board member as Secretary Pro Tem to keep the minutes.

ARTICLE V - FINANCIAL MATTERS

Section 1. Fiscal Year

The fiscal year of RRLC shall be from July 1 to June 30.

Section 2. Financial Guidelines

The Governing Board shall establish a policy concerning the minimum and maximum fund balances for the Operating Fund. Needs describing

Section 3. Budget

The Governing Board shall prepare a draft of the Operating Budget for the forthcoming fiscal year by January of each year.

The proposed Operating Fund budget shall be voted upon by a roll call vote of three-fourths (3/4) of the RRLC Governing Board.

The Governing Board may amend the budget by a roll call vote of three-fourths (3/4) of the RRLC Governing Board, should the Governing Board during the course of any fiscal year determine that the approved budget of RRLC requires amendment.

Section 4. Contracts

The Governing Board may authorize any officer or officers, agent or agents of RRLC, to enter into any contract or execute and deliver any instrument in the name of and on behalf of RRLC; such authority may be general or confined to specific instances.

Section 6. Deposits

All funds of RRLC shall be deposited from time to time to the credit of RRLC in such banks, trust companies or other depositories as the members of the Governing Board may approve; provided, however, that all such deposits and investments shall be in financial institutions in which monies of public libraries may be deposited or invested in, in compliance with the requirements of Illinois Compiled Statutes, 30 ILCS 235/0.01.

Section 7. Gifts

The Governing Board may accept or reject on behalf of RRLC any contribution, gift, bequest or device for the general purposes or for any special purpose of RRLC.

Section 8. Audits

An audit shall be conducted within 180 days of the end of each fiscal year by an independent certified public accountant authorized to practice public accounting in Illinois,

Section 9 Payments

Each Member shall pay in full its share of the financial obligations incurred by RRLC, such payment to be made within ninety (90) days of receipt of RRLC's billing.

Section 10. Financial Arrearages

In the event that a Member fails to timely pay its quarterly billing statement from RRLC or fails to pay within thirty (30) days after written demand may suspend the membership status of such Member and thereby deny computer services and database access to such Member, until such payment is made in full. If such Member fails to make full payment within ninety (90) days after such termination of services,

the Governing Board may take such other action as is necessary or appropriate, including litigation against such Member.

ARTICLE VI - BOOKS AND RECORDS

RRLC shall keep correct and complete books and records of account and shall also keep minutes of the meetings of the membership of RRLC and of proceedings of the Governing Board and committees having any of the authority of the Governing Board. RRLC shall keep at its principal office a record giving the names and addresses of the members of the Governing Board. All books and records of RRLC may be inspected by any Member or Director, or the agent or attorney thereof, for any proper purpose at any reasonable time. All records, regardless of format, will be maintained according to appropriate records management schedules and will be held at the designated Repository Library. The Repository Library will be designated at the establishment of RRLC. The Governing Board will review the status of the records and Repository Library annually and a new library may be designated Repository Library upon a 3/4 vote of the Governing Board.

ARTICLE VII - SERVICES TO MEMBERS

Subject to the terms and conditions set forth in the Intergovernmental Agreement and in conformity with the provisions of these Bylaws, RRLC shall, on a uniform and nondiscriminatory basis, provide each Member on active membership status in RRLC with cooperative library application computer services and automation services, including but not limited to software designed to meet the specific needs of the Members. The Governing Board of RRLC shall take all necessary and appropriate actions so as to enable RRLC to provide such computer and automation services, including causing RRLC to enter into one or more contracts with third parties for such services. ASK THE LAWYER

ARTICLE VIII - MEMBERS AND MEMBERSHIP

Section 1. Members

Any library that agrees to the terms and conditions of an agreement with RRLC may be admitted to membership in RRLC, but only upon compliance with the following conditions:

The addition of the new Member requires approval by the affirmative vote of a $\frac{3}{4}$ vote of the Member Libraries;

The new Member shall sign a copy of the Intergovernmental Agreement and of these Bylaws for the purpose of acknowledging its commitment to assume the rights and fulfill the responsibilities of membership in RRLC and shall transmit to the Secretary of RRLC a certified copy of the document approved by such new Member providing for the execution of the Intergovernmental Agreement and Bylaws and the signed Intergovernmental Agreement;

The active membership of such new Member shall become effective on the date on which its bibliographic or patron records are first loaded into the RRLC database;

If the financial impact of the new Member will cause a disproportionate increase in costs on existing Members, admission may be conditioned on the applicant Library bearing such increase in costs; and

For purposes of these Bylaws, the members of RRLC are referred to as "Members." The term "Member" includes each new Member as of the effective date of its active membership in RRLC.

Section 2. Transfer of Membership

Membership in RRLC is not transferable or assignable.

Section 3. Responsibilities of Member Libraries

Each Member shall comply with such other reasonable rules and regulations as may be established by RRLC for the administration of the ILS and other shared services. In the event that any Member shall fail to conform to such standards, the RRLC Executive Committee shall investigate and shall report its findings and recommendations to the RRLC Governing Board for such action as the Governing Board may determine to be appropriate pursuant to Article XI below.

Each Member shall comply with the confidentiality requirements contained in any Sales Agreement and Maintenance Agreement or any other agreement entered into by RRLC with any vendor. The compliance required of each Member shall include signing any confidentiality documents and observing any other requirements designated by RRLC in writing. In addition, each Member shall be individually responsible for any breach or violation of the confidentiality requirements by such Member, whether occurring during the term of the Member's membership in RRLC or thereafter.

Can we take on members who will not become RAILS members? For example, Rock Falls Middle School. Full member and associate members?

Section 4. Reinstatement

A Member that has terminated membership may be reinstated by applying for admission as a new Member, as set forth in Section 1 of this Article. Such reinstated Member shall pay its share of the costs of new equipment and services purchased by RRLC subsequent to the termination of such Library's membership status, said share to be determined according to the policies of RRLC as in effect at the time of such reinstatement.

ARTICLE X - TERMINATION OF MEMBERSHIP

Section 1. Obligations Upon Termination of Membership

A Member terminating its membership in RRLC during the third or subsequent year, as provided in Section 4 of Article IX above, shall continue to be fully obligated for all payments and other duties owed by such Member to RRLC during the final year of such Member's participation in RRLC.

Notwithstanding anything to the contrary contained in these Bylaws, a terminating Member shall remain fully obligated for:

All special payments and duties which had been specifically allocated to it by the Governing Board of RRLC prior to the giving of written notices of termination by such terminating Member; and

Its pro rata share of any extraordinary payments and duties allocated to it by the Governing Board during the final year of participation by such terminating Member.

Section 2. Rights Upon Termination of Membership

At the expense of the terminating Member, RRLC shall copy in machine-readable form the terminating Member's entries in RRLC's bibliographic and patron databases and remove terminating Member's bibliographic and patron records from the RRLC database.

Such terminating Member shall have no right or interest in the hardware, software or contractual services heretofore and thereafter purchased by RRLC, except as otherwise specifically provided in these Bylaws. Terminating libraries must pay for extraction of their records and forfeit their portion of the development fund.

Section 3. Procedure Upon Dissolution of RRLC Upon the adoption of a resolution of dissolution by three-fourths (3/4) of the Members of RRLC, RRLC shall cease to conduct its affairs except insofar as may be necessary for the proper winding up thereof, and shall immediately cause a notice of the proposed dissolution to be mailed to each Member and to each known creditor of RRLC. RRLC shall then proceed to collect its assets and apply and distribute them as hereinafter provided: All liabilities and obligations of RRLC shall be paid or adequate provision shall be made therefore;

All assets held by RRLC upon condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements; and

All remaining property and assets held by or in the name of RRLC shall be distributed to the then current Members of RRLC. Said distribution shall be in a manner which approximates the respective equity positions of the Members at the time of dissolution.

Article XI - ENFORCEMENT PROCEDURES

Failure to Comply

In the event that a Member fails to comply with these Bylaws or any rule or regulation of RRLC:

Such Member shall be given a written notice from the Governing Board requesting compliance. At the written request of such Member, the Governing Board Executive Committee will meet with such Member to discuss the failure to comply and the corrective action needed for compliance;

Unless such Member has taken all required corrective action within the time period set forth in said written notice, or, if a hearing was requested, within the time period imposed by the Governing Board Executive Committee after such hearing, the full Governing Board may suspend the active membership status of such Member and thereby deny computer services and database access to such Member, until such corrective action is taken. The Member shall not thereby be released from any of its obligations under the Intergovernmental Agreement and these Bylaws, including the obligation to make financial payments to RRLC; and

If such Member has not taken such corrective action within ninety (90) days after

such termination of services, the Governing Board may take such other action as it deems necessary or appropriate, including litigation against such Member.

ARTICLE XII - AMENDMENT OF BYLAWS

The Bylaws may be amended, altered, added to or repealed upon the affirmative vote of three-fourths (3/4) of the Governing Board, at any regular or special meeting of the Governing Board, provided that notice of the proposed amendment, alteration, addition or repeal is given in writing to the Members ten (10) days prior to such meeting.

ARTICLE XIII – NOTICES

All notices of claims or any other notice required to be given pursuant to these Bylaws, shall be in writing, shall be sent by certified mail and shall be addressed to or to such address or such other parties as the Parties may from time to time designate by notice as provided herein:

RRLC
c/o
Attn: Chair

ARTICLE XIV – LIABILITY OF RRLC AND RRLC GOVERNING BOARD DIRECTORS

The Directors of the RRLC Governing Board shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of RRLC funds or failure to invest. They may participate in indemnification and self-insurance programs and will also purchase liability insurance for RRLC and for its officers and directors. No Director or employee shall be liable for any action taken or omitted by any other Director or employee. No Director of the RRLC Governing Board shall be required to give a bond or other security to guarantee the faithful performance of the Director's duties hereunder, except as required by this Agreement or by law;

The liability of RRLC, its employees and RRLC Governing Board Directors is limited solely to the proceeds of payments of Members and to the proceeds of any insurance purchased by RRLC;

If any claim or action not covered by insurance is instituted against a RRLC Governing Board Director arising out of an act or omission occurring within the scope of his or her duties or authority, RRLC shall at the request of them:

Appear and defend against the claim or action; and

Pay or indemnify the RRLC Governing Board Director for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and

Pay or indemnify the RRLC Governing Board Director for a compromise or settlement of such claim or action providing the settlement is approved by the RRLC Governing Board.

The term "RRLC Governing Board Director" shall include former RRLC Governing Board Directors. Notwithstanding anything to the contrary in this Article XIV, this indemnification shall not apply if the RRLC Governing Board finds that the claim or action is based on malicious, willful or criminal claim or action is based on malicious, willful or criminal misconduct. In such case the action to be taken by the RRLC Governing Board will be determined after an investigation of the facts.

	Population/Students	Yearly Circs	Total Circ/Pop	% of Bill				
Dixon Public Library	15,733	96,622	112,355	29.67%				
Sterling Public Library	15,370	104,581	119,951	31.68%				
Rock Falls Public Library	9,266	44,161	53,427	14.11%				
Sterling Public Schools	3,634	65,336	68,970	18.22%				
Newman High School	262	2,042	2,304	0.61%				
St. Mary's Grade	183	4,628	4,811	1.27%				
St Andrew Grade	158	1,500	1,658	0.44%				
Rock Falls High School	681	5,819	6,500	1.72%				
Dixon High School	803	7,858	8,661	2.29%				
Totals	46,090	332,547	378,637					
	Yearly Fees FY19	Host solution service	Enchanted Content	Go Daddy Domain renewal	SIP	Grand Total		
	\$17,790.00	5000	612	855.37	500	\$24,757.37		
Dixon Public Library	\$5,278.92	\$1,483.68	\$181.60	\$253.82	\$148.37	\$7,346.39		
Sterling Public Library	\$5,635.82	\$1,583.98	\$193.88	\$270.98	\$158.40	\$7,843.06		
Rock Falls Public Library	\$2,510.23	\$705.52	\$86.36	\$120.70	\$70.55	\$3,493.35		
Sterling Public Schools	\$3,240.51	\$910.77	\$111.48	\$155.81	\$91.08	\$4,509.64		
Newman High School	\$108.25	\$30.42	\$3.72	\$5.20	\$3.04	\$150.65		
St. Mary's	\$226.04	\$63.53	\$7.78	\$10.87	\$6.35	\$314.57		
St Andrew	\$77.90	\$21.89	\$2.68	\$3.75	\$2.19	\$108.41		
Rock Falls High School	\$305.40	\$85.83	\$10.51	\$14.68	\$8.58	\$425.01		
Dixon High School	\$406.93	\$114.37	\$14.00	\$19.57	\$11.44	\$566.30		
	\$17,790.00	\$5,000.00	\$612.00	\$855.37	\$500.00	\$24,757.37		
Go Daddy is payment for the Domain name "Rock River Libraries"								

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: System Wide Automated Network (SWAN)

Street Address: 800 Quail Ridge Dr.

City/State/Zip: Westmont, IL 60559

Email Address: aaron@swanlibraries.net

Attention to: Mr. Aaron Skog

Grant Amount: Total Allocation	\$524,678.73
Budgeted cost of in-kind services	\$0
Financial support	\$524,678.73

Effective Date: July 1, 2019

Termination Date: June 30, 2020

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 semiannual program progress reports until termination of this agreement. Semiannual reports are due on January 31, 2020 and July 31, 2020. 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 or 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: Edward J. Borden

Printed Name: EDWARD TED BORDEN

Title: President or Director

Date: 12-21-18

ATTEST

Tiffany Verzani

Tiffany Verzani

Secretary

Date: 12-21-18

RAILS

Signature: Deirdre Brennan

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.

Bibliographic Services

1. Contingent upon the development of a new service or arrangement with the Illinois State Library to replace OSMOSIS from The MARC of Quality, RAILS shall pay for the periodic batchloading of holdings information to a bibliographic utility.

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.

Delivery Services to LLSAP Facility

1. RAILS shall 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 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.

Website

1. RAILS shall provide basic LLSAP hosting, installation, build, and configuration of a standardized Drupal design and installation profile; including module installation and updates, and Library Learning (L2) integration for member access and import of events and library building profiles.
2. RAILS shall provide additional ongoing website support services, including development and maintenance of limited custom features, not to exceed 20 hours per year. RAILS shall cooperate with any outside vendors hired by the LLSAP to provide additional website services.

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 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.

Appendix C: RAILS LLSAP FY2020 Support Allocation

Support amount distributed through formula	\$500,000
Flat per-agency amount	\$1,750,000
Total LLSAP Support	\$2,250,000

Support Allocation Formula

Category	Component	% Weighting	Total
Resource sharing	ILL and reciprocal borrowing transactions	30.00%	\$150,000.00
Category Total		30.00%	
Equity	Number of nonpublic circulating libraries with collection budgets under \$10,000	30.00%	\$150,000.00
Equity	Number of public circulating libraries with LLSAP annual fee as 3% or greater of library's (agency) total annual operating budget	30.00%	\$150,000.00
Category Total		60.00%	
Bib quality	Cataloging standards implemented (y/n)	2.50%	\$12,500.00
Bib quality	Centralized cataloging services (staff FTE)	2.50%	\$12,500.00
Category Total		5.00%	
User centered	UX improvements (y/n)	2.50%	\$12,500.00
User centered	Policy simplification (y/n)	2.50%	\$12,500.00
Category Total		5.00%	
Totals		100.00%	\$500,000.00

Totals	
368.0	\$1,750,000.00
8,875,610	\$150,000.00
48.0	\$150,000.00
81.0	\$150,000.00
5.0	\$12,500.00
12.50	\$12,500.00
5.00	\$12,500.00
5.00	\$12,500.00
\$2,250,000.00	

Support Allocations Per LLSAP

Component	CCS		Pinnacle		PrairieCat	
Per-agency flat amount	24.33	\$115,702.87	6	\$28,533.38	92.33	\$439,081.23
ILL and RB transactions	2,172,111	\$36,709.21	708,968	\$11,981.73	1,538,819	\$26,006.42
Nonpublic circ members <\$10k collection budget	0	\$0.00	0	\$0.00	5	\$15,625.00
Public circ members annual fee > or = 3% (publics)	4	\$7,407.41	3	\$5,555.56	37	\$68,518.52
Cataloging standards (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Centralized cataloging (staff FTE)	0	\$0.00	0	\$0.00	3	\$3,000.00
UX (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Policy simplification (y/n)	1	\$2,500.00	1	\$2,500.00	1	\$2,500.00
Allocation	7.44%	\$167,319.49	2.38%	\$53,570.67	24.88%	\$559,731.16

Component	RRLC		RSA		SWAN	
Per-agency flat amount	8	\$38,044.51	146.33	\$695,881.68	91	\$432,756.32
ILL and RB transactions	13,633	\$230.40	1,491,147	\$25,200.75	2,950,932	\$49,871.48
Nonpublic circ members <\$10k collection budget	4	\$12,500.00	38	\$118,750.00	1	\$3,125.00
Public circ members annual fee > or = 3% (publics)	0	\$0.00	23	\$42,592.59	14	\$25,925.93
Cataloging standards (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Centralized cataloging (staff FTE)	0	\$0.00	4	\$4,000.00	5.5	\$5,500.00
UX (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Policy simplification (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Allocation	2.26%	\$50,774.91	39.73%	\$893,925.03	23.32%	\$524,678.73

Appendix D – COST

For the services provided by Grantee (as set forth in Appendix A), RAILS shall pay \$524,678.73 to Grantee in FY2020. This represents the Grantee's total support allocation (Appendix B).

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.
5270	Registration & other fees	X		Grantee is responsible for conference and workshop registration for its own staff.

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
5280	Continuing education & meetings/other	X		
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 required to provide in kind services above.
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		
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		
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.

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
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 – FY2020 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached below]

FY2020 RAILS LLSAP Support Grant

Process and Application

Local Library System Automation Programs (LLSAPs) receive direct and/or indirect support from RAILS. Beginning in FY2020, RAILS support will be distributed through 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*

Regional library systems have traditionally directly supported the operations of LLSAPs that were established by those regional library systems, while other consortia in the RAILS service area have been entirely self-funded. Along with current LLSAPs, independent consortia in the RAILS service area are welcome to apply for this grant, thus becoming RAILS LLSAPs, 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. Submit a brief letter of your consortium's intent to apply for this grant via email to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.info).
2. Complete the attached application form.
3. Assemble required documentation.
4. 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.

July 1, 2018	Letter of intent due to RAILS
August 1, 2018	Application package due to RAILS
August–September 2018	RAILS reviews grant applications and determines awards
October 2018	RAILS responds with award letter and grant agreement
January 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

Questions?

Direct questions, letters of intent, 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 **SWAN**

Primary contact

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

Name **Aaron Skog**

Email address **aaron@swanlibraries.net**

Phone **630-326-7022**

Address **800 Quail Ridge Dr, Westmont, IL 60559**

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 **Dawne Tortorella**

Email address **dawne@swanlibraries.net**

Phone **630-326-7995**

Address **800 Quail Ridge Dr, Westmont, IL 60559**

Organization type

Legal designation such as intergovernmental instrumentality, not-for-profit, etc.

Illinois intergovernmental instrumentality

Consortium history and description

Describe the consortium in general, including services provided, staffing, date formed, and other historical information. If some or all of the information above exists on the consortium's website, you may provide links instead of or in addition to a narrative on this form. (1000 words or less)

SWAN (System Wide Automated Network) has been serving Illinois Libraries since 1974 and today has 97 libraries throughout the Chicagoland area.

<https://www.swanlibraries.net/about-us/>

SWAN provides a content management system for its libraries to manage the acquisitions of physical materials through vendors the library chooses to work with.

Over the past 4-years, SWAN has expanded its platform to provide consortium members the ability to integrate e-books, streaming services, and online subscriptions into the public catalog. SWAN now has a single search interface for library users to find all of the collections member libraries provide.

SWAN provides centralized services to enhance the user experience and to free up library staff time spent on various routines. These include centralized billing, notice printing, automated phone notification and text notification, cataloging services, and group purchases.

Technology assessment

Describe the 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. (1000 words or less)

SWAN will replace its physical server infrastructure within the FY2019 period (July 1, 2018 - June 30, 2019). Presently, these servers are housed in a rack within the RAILS Burr Ridge data center. The specific recommendation we have provided our membership is to use infrastructure-as-a-service, which was outlined in a written report:

<https://support.swanlibraries.net/news/2018-01-09/swans-server-infrastructure-migrating-microsoft-azure>

SWAN will assess its automated phone notification system during the FY2019 period. This system will continue to reside in RAILS Burr Ridge data center. SWAN IT staff will continue to communicate with RAILS IT on plans for the system called "SVA."

SWAN utilizes contracted services to provide weekend and evening support to libraries. Staff are scheduled for on-call duties on weekends should emergencies arise within the membership.

The consortium utilizes a virtual private network for all library connections to the central server equipment. This equipment has been upgraded at various member libraries over the past two years to ensure encryption of data between member libraries and SWAN's central servers remains at the most current, recommended standards.

Support Grant Allocation Metrics

If applying for core services only, this section may be left blank.

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. LLSAPs that receive in-kind services where budgeted expenses are higher than the amount of their grant award pay the balance in fees to RAILS. LLSAPs that do not receive in-kind services, or the budgeted expenses for their in-kind services 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.

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

Where applicable, provide three complete fiscal years of 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.

Member Data

Please use the provided spreadsheet template to provide 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 for past three fiscal years

Do your annual membership fees include OCLC membership?

☒

Yes

☐

No

Membership Totals

Do not include Union List members

	Public	School	Academic	Special
FY2016	73	0	2	2
FY2017	75	0	1	2
FY2018	91	1	2	3

Resource Sharing Activities

	Total Interlibrary Loan	Total Reciprocal Borrowing
FY2016	1,122,825	1,604,111
FY2017	1,143,112	1,369,080
FY2018	1,494,458	2,087,032

Bibliographic Quality

Cataloging standards are documented and reviewed at least annually. Please detail:

☒

Yes

☐

No

SWAN utilizes a Cataloging Advisory Group, which is led by the SWAN Bibliographic Services Manager. The SWAN Cataloging Manual outlines consortium practice for all libraries. This was updated 2/1/2018.

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

☒

Yes

☐

No

SWAN Bibliographic Services 5.5 FTE provides centralized cataloging to 81 SWAN libraries. The department provides training to all libraries and services for bibliographic database such as record merges, auditing 3rd party vendor configuration for automatic record loading, customized reports, and record deletion.

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. Please detail:

☒ Yes ☐ No

SWAN formed a Discovery & User Experience Advisory Group with representation from member libraries. SWAN also formally conducted a usability study of its catalog with library patrons in 2017. Based on this we created a new position, User Experience Manager, that was hired in November 2017.

Steps have been taken toward reducing or simplifying, in general: circulation policies, holds policies, item types, etc.

Please detail:

☒ Yes ☐ No

During the configuration of SWAN's Symphony ILS, recommendations on 5 key areas of the consortia were adopted by the membership. These included steps to (1) reduce complexity of lending configuration, (2) setting the "charging" library loan rules to apply on ILL materials, (3) creating uniformity on the method where multiple volumes are cataloged, (4) standardized treatment of boxed sets, e.g. no longer breaking up television shows into separate discs, and (5) allowing library patrons to select a location for retrieving holds that might not be their home library. These changes were designed to enhance the library user experience, while balancing local library decision making authority.

Details on this recommendation are outlined online:

<https://support.swanlibraries.net/news/2014-07-03/recommendations-symphony-ils-profile-whitepaper-issued>

Over the 2017-2018 period, SWAN worked with the incoming new 19 libraries to build lending and collection level holds to fit SWAN's existing configuration structure. Through this direct consulting between SWAN staff and library staff, the additional complexity of the consortium was minimized.

In September 2017, SWAN enabled the ability for non-member library patrons registered as reciprocal borrowers to be able to place holds directly in the online catalog. Discussions held directly with Chicago Public Library staff affirmed this decision as Chicago allows registered reciprocal borrowers to place holds within its library catalog.

Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, such as those listed below. 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

All SWAN policies, budget, bylaws, and current strategic plan are available for review on the publicly accessible webpage below:

<https://support.swanlibraries.net/content/swan-board-committees>

SWAN is creating a new 5-year strategic plan, 2019-2023.

Compliance with criteria

Use the spaces provided to complete the following information, and/or attach any supporting documents.

Merger or consolidation

(if relevant; complete only if your consortium has never received RAILS support)

Several RAILS consortia have investigated and decided that merging with each other is in the best interests of the communities served. If your consortium has undertaken such an investigation, please describe the investigation and the outcome.

LINC, MAGIC, and SWAN undertook informal discussions in early 2015 and then moved to a formal phase Oct 2015. A series of meetings with libraries in LINC and MAGIC resulted in 19 libraries from both groups being formally approved for SWAN membership in January 2017. The 19 libraries went live May 1, 2018, allowing LINC and MAGIC consortia to officially dissolve as organizations.

New consortia

(complete only if this grant application is being submitted by a newly formed or forming consortium)

Newly formed consortia are not eligible for RAILS support unless RAILS agrees a new consortium is in the best interests of the communities served. If this is a newly formed or forming consortium, explain why this is in the best interests of the communities served.

Resource sharing

Describe your consortium's commitment to resource sharing, including a description of resource sharing activities, relevant statistics, etc. Include any related policies, documented practices, board decisions, etc.

SWAN provides high levels of resource sharing within its consortium of libraries. data shows that 2.5 million transactions occur annually, representing 31% of the total consortial resource sharing in RAILS. With the addition of 19 libraries from the LINC and MAGIC consortia, this is expected to rise to 40% of the total 8 million resource sharing transactions in RAILS. What makes this even more impressive is SWAN libraries in 2018 represent 20% of the 490 total consortia members. We believe these numbers speak for themselves in SWAN's commitment to resource sharing.

Details on the resource sharing of RAILS library consortia were shared at the January 22, 2018 RAILS Board Consortia Committee.

We will seek membership approval in September 2018 for Green Hills Public Library District to join SWAN, with a goal to have the library circulating in January 2019.

Growth

Describe your consortium's commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.

SWAN is a multi-type consortia of academic, public, school, and special libraries. SWAN is open to libraries joining the consortia. Over the past 10 years, 23 libraries have joined SWAN. We continue to receive inquiries from libraries within our service area, which include Green Hills Public Library District, Bartlett Public Library, and Glenside Public Library District.

We have modified the membership fee formula, making it possible to provide prospective libraries membership cost estimates. SWAN's contract with its primary vendor for its integrated library system and catalog was structured with the addition of member libraries in mind. This allows for data migration and licensing costs to be understood up front, and is locked in for the duration of the contract.

SWAN Bylaws provide for additional joining fees from new libraries to assist with its reserve fund. SWAN member libraries approve the library admission to SWAN via electronic vote. The prospective library approves the SWAN intergovernmental agreement, which obliges the library to follow SWAN Bylaws, policies, and governance. All libraries are eligible to participate in SWAN's governing board, which are elected at-large by the membership.

Services from 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.

Bibliographic Services

1. Contingent upon the development of a new service or arrangement with the Illinois State Library to replace OSMOSIS from The MARC of Quality, RAILS shall pay for the periodic batchloading of holdings information to a bibliographic utility.

Optional Services

Please use the checkboxes to indicate any optional RAILS services your consortium would like to receive. Cost-recovery expenses, calculated per service based on actual RAILS budgeted expenses, will be deducted as in-kind support from any cash support your consortium is allocated. Use of services is not required.



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.



Delivery Services to LLSAP Facility

1. RAILS shall 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 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.

[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 FY2020.



Use of RAILS facilities for consortium staff. (Please describe your facility needs, including the number of staff, and whether you require meeting room space, training lab, and videoconference.)

SWAN will hold some membership meetings at the RAILS Burr Ridge location. Depending on the CE event, we might utilize another smaller room. Our estimate would be 10 meetings in the FY2020 would be held in the Burr Ridge Main Meeting Room.



Consortium staffed by RAILS employees



Use of RAILS vehicles (Consortium must provide insurance if its staff are not RAILS employees.)



Website



ILS Phone Notification Dialer Co-location

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.

Board/governance 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.

SWAN Board of directors meets monthly on the third Friday of the month. The meeting schedule is adopted at the November SWAN Board meeting and is posted online:

<https://support.swanlibraries.net/content/swan-board-committees>

Authorized Signatures

Primary contact

Name *Edward Ted Bodewes*

Title SWAN Board President

Signature *Edward T Bodewes*

Date *7-24-18*

Other contact (if applicable)

Name *Stacy Ann Wittmann*

Title SWAN Board Vice-President

Signature *Stacy Ann Wittmann*

Date *7-24-18*

Appendix: LLSAP Annual Report to the Illinois State Library Template Sample

Adapted from Appendix F of the zILLANE Study. Provided as a sample of annual statewide reporting requirements. Actual report templates will be forwarded, along with deadlines and any other accompanying information, when received from the Illinois State Library.

4. LLSAP Annual Report

4.1 This document is an Adaptation of Appendix F of the zILLANE Study.

Instructions

For FY2016, the format of this report is in two sections: **Section 1** is data for the entire RLS (Regional Library System), and **Section 2** is data for each individual LLSAP. We have maintained the same table and numbering scheme to allow the matching of data from preceding years.

Only one Section 1 needs to be submitted for the entire RLS.

Multiple Section 2 reports should be submitted, one for each individual LLSAP. (Individual LLSAP is defined as a separate system-supported automation group that used a separate integrated library system product for FY2016.)

Section 1

[omitted]

Section 2

Multiple Section 2 reports need to be submitted, 1 for each LLSAP.

Tables 1, 2, B, C, D, F, I, J, K, L, M, N

Please note that we need to try to use common units across LLSAPs for comparison purposes. In counting the libraries in your LLSAP, please list both the agency and the buildings. For example a school district might be counted as an agency once but may have numerous buildings or campuses that are libraries.

Some categories of information will not apply to you, but for those that do, please provide requested information.

Tables 1 and 2 – specific instructions

Please use the following tables to report each individual LLSAP's costs (Table 1) and revenues (Table 2) for the last two fiscal years.

If you have other categories and/or line items to report, please add those to the tables. You can provide explanatory notes either in the tables or following the tables.

There may be categories and/or line items in the form for which you do not record costs or revenues. Please put a N/A in the FY2016 columns for those items.

Table 1: Individual LLSAP Operating Expenses

Expenditures	Expense Item	FY2016
Personnel		
	Library Professionals	
	Other Professionals	
	Support Services	
	Social Security Taxes (FICA)	
	Unemployment Insurance	
	Workers' Compensation	
	Retirement Benefits	
	Health, Dental, and Life Insurance	
	Temporary Help	
	Recruiting	
TOTAL		
Library Materials		
	Print Materials	
	Nonprint Materials	
	E-Resources	
TOTAL		
Buildings & Grounds		
	Rent	
	Utilities	
	Property Insurance	
	Repairs & Maintenance	
	Janitorial Services & Supplies	
	Other	
TOTAL		
Vehicle Expense		
	Gas & Oil	
	Repairs & Maintenance	
	Vehicle Insurance	
	Vehicle Leasing & Rent	
TOTAL		
Travel & CE for Staff & Board		
	In-State Travel	
	Out-of-State Travel	
	Registration & Other Fees	
TOTAL		

Continuing Education & Meetings / Others		
Public Relations		
Liability Insurance		
Supplies, Postage & Printing		
	Computer Supplies	
	General Office Supplies & Equipment	
	Internal Printing/Photocopying	
	Postage	
	Library Supplies	
	Other	
TOTAL		
Telephone & Telecomm		FY2016
	Local/Long Distance – Voice	
	Telecomm – Data & Fax	
TOTAL		
Equipment Rental, Repair & Maintenance		
	Equipment Rental	
	Equipment Repair & Maintenance	
	Maintenance Agreement	
	Computer Hardware Insurance	
TOTAL		
Professional Services		
	Legal	
	Accounting	
	Consulting	
	Contractual Staff	
TOTAL		
Contractual Services		
	Information Services (bibliographic databases, online subscriptions, etc.)	
	Contractual Agreements	
	Outside Printing	
TOTAL		

Interlibrary Loan Charges		
TOTAL OPERATING EXPENSES		

Table 2
LLSAP Annual Revenues

Revenues	Revenue Item	FY2016
State Grants		
Federal Grants		
Other Grants		
LLSAP Participation / Service Fees		
	Annual Participation Fees (from all categories of participants)	
	One-Time Startup Fees	
	Other (please describe)	
Interest Income		
Other Revenue		
TOTAL REVENUE		

Tables B-O: LLSAP Supplemental Information

B. LLSAP Participation Information – Full Fee-Paying Participant	FY 2016
B1 Number of all public libraries (agencies)	
B2 Number of all public libraries (buildings)	
B3 Number of all academic libraries (agencies)	
B4 Number of all academic libraries (buildings)	
B5 Number of all school libraries (agencies)	
B6 Number of all school libraries (buildings)	
B7 Number of all special libraries (agencies)	
B8 Number of all special libraries (buildings)	
B9 Number of all other types	
Total Full Fee-Paying Participants	

C. LLSAP Participation Information – Partial Fee-Paying Participant	FY 2016
C1 Number of all public libraries (agencies)	

C2 Number of all public libraries (buildings)	
C3 Number of all academic libraries (agencies)	
C4 Number of all academic libraries (buildings)	
C5 Number of all school libraries (agencies)	
C6 Number of all school libraries (buildings)	
C7 Number of all special libraries (agencies)	
C8 Number of all special libraries (buildings)	
C9 Number of all other types	
Total Partial Fee-Paying Participants	

D. LLSAP Participation Information – Holdings Only Represented	FY 2016
D1 Number of all public libraries (agencies)	
D2 Number of all public libraries (buildings)	
D3 Number of all academic libraries (agencies)	
D4 Number of all academic libraries (buildings)	
D5 Number of all school libraries (agencies)	
D6 Number of all school libraries (buildings)	
D7 Number of all special libraries (agencies)	
D8 Number of all special libraries (buildings)	
D9 Number of all other types	
Total Holdings Only Represented	

F. Participants	FY 2016
F1 Participants as of June 30, 2016	

I. Bibliographic Record Information	FY 2016
I1 Total number of bibliographic records in database	
I2 Total number of item records in database	
I3 Total number of patrons listed in patron database	

J. LLSAP Use by All Participants	FY 2016
J1 Total search transactions in past 12 months (FY2016)	
J2 Total circulation transactions in past 12 months (FY2016)	
J3 Total interlibrary loan transactions in FY2016	
J4 Total reciprocal borrowing transactions in FY2016	

K. Cost and Revenue Information	FY 2016
K1 Annual Total Fees Received From Full Members	
K2 Annual Total Fees Received From Partial Members	
K3 Annual Fees/Support Received From RLS	
K4 FTEs Charged to LLSAP Operating Expenses	
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs	
K6 Annual Total Cost of Operating the LLSAP	

L. Cost Components of Operating the LLSAP	FY2016

M. Cost Components to Participate in the LLSAP—Startup	FY2016

N. Cost Components to Participate in the LLSAP—Ongoing	FY2016

SWAN Membership List Fiscal Year 2019

Membership Level	SWAN Library	Type	Fee Total FY19
Full	Acorn Public Library District	Public	\$ 19,424
Full	Alsip-Merrionette Park Public Library District	Public	\$ 31,789
Full	Batavia Public Library District	Public	\$ 42,328
Full	Bedford Park Public Library District	Public	\$ 21,748
Full	Beecher Community Library District	Public	\$ 12,599
Full	Bellwood Public Library	Public	\$ 26,483
Full	Bensenville Community Public Library District	Public	\$ 24,121
Full	Bensenville Elementary School District #2	School	\$ 17,500
Full	Berkeley Public Library	Public	\$ 13,333
Full	Berwyn Public Library	Public	\$ 41,582
Full	Bloomington Public Library	Public	\$ 36,805
Full	Blue Island Public Library	Public	\$ 20,292
Full	Bridgeview Public Library	Public	\$ 19,796
Full	Broadview Public Library District	Public	\$ 22,187
Full	Brookfield Public Library	Public	\$ 30,530
Full	Brookfield Zoo	Special	\$ -
Full	Calumet City Public Library	Public	\$ 24,867
Full	Calumet Park Public Library	Public	\$ 11,402
Full	Carol Stream Public Library	Public	\$ 43,122
Full	Chicago Heights Public Library	Public	\$ 18,291
Full	Chicago Ridge Public Library	Public	\$ 23,602
Full	Cicero Public Library	Public	\$ 29,208
Full	Clarendon Hills Public Library	Public	\$ 16,556
Full	Crestwood Public Library District	Public	\$ 14,709
Full	Crete Public Library District	Public	\$ 26,271
Full	Dolton Public Library District	Public	\$ 20,916
Full	Downers Grove Public Library	Public	\$ 53,809
Full	Eisenhower Public Library District	Public	\$ 41,206
Full	Elmwood Park Public Library	Public	\$ 24,269
Full	Evergreen Park Public Library	Public	\$ 20,137
Full	Flossmoor Public Library	Public	\$ 21,933
Full	Forest Park Public Library	Public	\$ 26,372
Full	Frankfort Public Library District	Public	\$ 30,537
Full	Franklin Park Public Library District	Public	\$ 25,726
Full	Geneva Public Library District	Public	\$ 54,571
Full	Glen Ellyn Public Library	Public	\$ 47,508
Full	Glenwood-Lynwood Public Library District	Public	\$ 19,508
Full	Grande Prairie Public Library District	Public	\$ 23,540
Full	Harvey Public Library District	Public	\$ 18,108
Full	Hillside Public Library	Public	\$ 20,137
Full	Hinsdale Public Library	Public	\$ 35,523
Full	Hodgkins Public Library District	Public	\$ 14,960
Full	Homewood Public Library District	Public	\$ 30,540
Full	Indian Prairie Public Library District	Public	\$ 42,480
Full	Itasca Community Library	Public	\$ 23,439
Full	Justice Public Library District	Public	\$ 12,804
Full	Kaneville Public Library District	Public	\$ 10,579
Full	La Grange Public Library	Public	\$ 31,086
Full	LaGrange Park Public Library District	Public	\$ 26,732
Full	Lansing Public Library	Public	\$ 32,044
Full	Lyons Public Library	Public	\$ 16,248

SWAN Membership List Fiscal Year 2019

Membership Level	SWAN Library	Type	Fee Total FY19
Full	Markham Public Library	Public	\$ 17,290
Full	Matteson Area Public Library District	Public	\$ 32,815
Full	Maywood Public Library District	Public	\$ 22,104
Full	McCook Public Library District	Public	\$ 13,276
Full	Melrose Park Public Library	Public	\$ 19,231
Full	Messenger Public Library of North Aurora	Public	\$ 25,523
Full	Midlothian Public Library	Public	\$ 21,281
Full	Morton Arboretum	Special	\$ 12,500
Full	Nancy L. McConathy Public Library District	Public	\$ 12,759
Full	National University of Health Sciences	Academic	\$ 14,333
Full	North Riverside Public Library District	Public	\$ 18,369
Full	Northlake Public Library District	Public	\$ 26,142
Full	Oak Brook Public Library	Public	\$ 19,726
Full	Oak Lawn Public Library	Public	\$ 60,780
Full	Oak Park Public Library	Public	\$ 78,899
Full	Palos Heights Public Library	Public	\$ 23,323
Full	Palos Park Public Library	Public	\$ 13,875
Full	Park Forest Public Library	Public	\$ 29,287
Full	Prairie State College	Academic	\$ 18,667
Full	Prairie Trails Public Library District	Public	\$ 26,836
Full	Richton Park Public Library District	Public	\$ 18,548
Full	River Forest Public Library	Public	\$ 21,384
Full	River Grove Public Library District	Public	\$ 13,740
Full	Riverdale Public Library District	Public	\$ 14,681
Full	Riverside Public Library	Public	\$ 19,826
Full	Saint Charles Public Library District	Public	\$ 82,348
Full	Schiller Park Public Library	Public	\$ 19,278
Full	South Holland Public Library	Public	\$ 28,227
Full	Steger-South Chicago Heights Public Library District	Public	\$ 13,636
Full	Stickney-Forest View Public Library District	Public	\$ 19,580
Full	Sugar Grove Public Library District	Public	\$ 15,541
Full	Summit Public Library District	Public	\$ 18,306
Full	Theosophical Society in America	Special	\$ 12,500
Full	Thomas Ford Memorial Library	Public	\$ 22,082
Full	Thornton Public Library	Public	\$ 11,001
Full	Tinley Park Public Library	Public	\$ 57,857
Full	Town and Country Public Library District	Public	\$ 24,405
Full	University Park Public Library District	Public	\$ 14,835
Full	Villa Park Public Library	Public	\$ 29,264
Full	West Chicago Public Library District	Public	\$ 29,946
Full	Westchester Public Library	Public	\$ 21,482
Full	Westmont Public Library	Public	\$ 27,159
Full	William Leonard Public Library District	Public	\$ 11,793
Full	Wood Dale Public Library District	Public	\$ 32,009
Full	Woodridge Public Library	Public	\$ 44,437
Full	Worth Public Library District	Public	\$ 17,082

SWAN Membership List Fiscal Year 2019

Type	
Academic	2
School	1
Special	3
Public	91
Total Full Members	97

Library Name	Library Type	Annual Collection Budget (academic, school, & special libraries only)		
National University of Health Sciences	Academic	\$126,178	\$133,131	\$133,134
Prairie State College	Academic	\$169,000	\$168,000	\$193,000
Bensenville Elementary School District #2	School	\$13,000	\$13,000	\$13,000
Brookfield Zoo	Special	\$22,630	\$17,964	\$27,613
Morton Arboretum	Special	\$17,570	\$13,740	\$13,780
Theosophical Society in America	Special	\$5,300	\$6,500	\$7,500
		FY2016	FY2017	FY2018

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: Resource Sharing Alliance (RSA)

Street Address: 600 High Point Lane City/State/Zip: East Peoria, IL 61611

Email Address: Kendal.orrison@railslibraries.info Attention to: Mr. Kendal Orrison

Grant Amount: Total Allocation	\$893,925
Budgeted cost of in-kind services	\$841,913
Financial support	\$52,012

Effective Date: July 1, 2019 Termination Date: June 30, 2020

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 semiannual program progress reports until termination of this agreement. Semiannual reports are due on January 31, 2020 and July 31, 2020. 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 or 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

ATTEST

Signature: Kendal T Orrison

Printed Name: Kendal T Orrison

Title: President or Director

Date: 11 October 2018

Gregory M Weydert

Gregory M Weydert

Secretary

Date: 10-23-18

RAILS

Signature: Deirdre Brennan

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.

Bibliographic Services

1. Contingent upon the development of a new service or arrangement with the Illinois State Library to replace OSMOSIS from The MARC of Quality, RAILS shall pay for the periodic batchloading of holdings information to a bibliographic utility.

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.

Use of RAILS vehicles

1. RAILS shall provide access to system vehicles for in-state LLSAP-related travel for RAILS staff assigned to RSA. Travel reimbursement by RAILS may be substituted when system vehicles are unavailable.

Website

1. RAILS shall provide basic LLSAP hosting, installation, build, and configuration of a standardized Drupal design and installation profile; including module installation and updates, and Library Learning (L2) integration for member access and import of events and library building profiles.
2. RAILS shall provide additional ongoing website support services, including development and maintenance of limited custom features, not to exceed 20 hours per year. RAILS shall cooperate with any outside vendors hired by the LLSAP to provide additional website services.

Optional Services – Level 2

Cost-recovery expenses will be deducted as in-kind support from Grantee's total support allocation.

Consortium staffed by RAILS employees

1. RAILS shall give the RSA LLSAP Services Manager supervisory authority for staff assigned to RSA.
2. RAILS shall give the RSA LLSAP Services Manager the authority to develop and recommend RSA support staffing levels, recommend new hires, and make staff assignments within the RSA service.
3. RAILS shall give RSA's Board of Directors right of approval for the person selected to be the RSA LLSAP Services Manager. If RSA's Board of Directors determines that the performance of the RSA LLSAP Services Manager is not satisfactory, it may request that RAILS remove him/her from the position, but RAILS will have final decision-making authority.
4. RAILS shall provide adequate staffing to complete the services provided for in this Agreement and to provide prompt, efficient and responsive service to RSA members during the hours and days determined by RSA. RAILS will pay for all employer portions of salaries and associated taxes, retirement, health, dental, life and vision insurance.

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 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.

Appendix C: RAILS LLSAP FY2020 Support Allocation

Support amount distributed through formula **\$500,000**

Flat per-agency amount **\$1,750,000**

Total LLSAP Support **\$2,250,000**

Support Allocation Formula

Category	Component	% Weighting	Total
Resource sharing	ILL and reciprocal borrowing transactions	30.00%	\$150,000.00
Category Total		30.00%	\$150,000.00
Equity	Number of nonpublic circulating libraries with collection budgets under \$10,000	30.00%	\$150,000.00
Equity	Number of public circulating libraries with LLSAP annual fee as 3% or greater of library's (agency) total annual operating budget	30.00%	\$150,000.00
Category Total		60.00%	\$300,000.00
Bib quality	Cataloging standards implemented (y/n)	2.50%	\$12,500.00
Bib quality	Centralized cataloging services (staff FTE)	2.50%	\$12,500.00
Category Total		5.00%	\$25,000.00
User centered	UX improvements (y/n)	2.50%	\$12,500.00
User centered	Policy simplification (y/n)	2.50%	\$12,500.00
Category Total		5.00%	\$25,000.00
Totals		100.00%	\$500,000.00

Totals	
368.0	\$1,750,000.00
8,875,610	\$150,000.00
48.0	\$150,000.00
81.0	\$150,000.00
5.0	\$12,500.00
12.50	\$12,500.00
5.00	\$12,500.00
5.00	\$12,500.00
Totals	\$2,250,000.00

Support Allocations Per LLSAP

Component	CCS
Per-agency flat amount	24.33
ILL and RB transactions	2,172,111
Nonpublic circ members <\$10k collection budget	0
Public circ members annual fee > or = 3% (publics)	4
Cataloging standards (y/n)	1
Centralized cataloging (staff FTE)	0
UX (y/n)	1
Policy simplification (y/n)	1
Allocation	7.44%
	\$167,319.49

Pinnacle	
6	\$28,533.38
708,968	\$11,981.73
0	\$0.00
3	\$5,555.56
1	\$2,500.00
0	\$0.00
1	\$2,500.00
1	\$2,500.00
2.38%	\$53,570.67

PrairieCat	
92.33	\$439,081.23
1,538,819	\$26,006.42
5	\$15,625.00
37	\$68,518.52
1	\$2,500.00
3	\$3,000.00
1	\$2,500.00
1	\$2,500.00
24.88%	\$559,731.16

Component	RRLC
Per-agency flat amount	8
ILL and RB transactions	13,633
Nonpublic circ members <\$10k collection budget	4
Public circ members annual fee > or = 3% (publics)	0
Cataloging standards (y/n)	0
Centralized cataloging (staff FTE)	0
UX (y/n)	0
Policy simplification (y/n)	0
Allocation	2.26%
	\$50,774.91

RSA	
146.33	\$695,881.68
1,491,147	\$25,200.75
38	\$118,750.00
23	\$42,592.59
1	\$2,500.00
4	\$4,000.00
1	\$2,500.00
1	\$2,500.00
39.73%	\$893,925.03

SWAN	
91	\$432,756.32
2,950,932	\$49,871.48
1	\$3,125.00
14	\$25,925.93
1	\$2,500.00
5.5	\$5,500.00
1	\$2,500.00
1	\$2,500.00
23.32%	\$524,678.73

Appendix D – COST

In-Kind Service	RAILS Budgeted Cost
Consortium staffed by RAILS employees	\$841,913

For the services provided by Grantee (as set forth in Appendix A), RAILS shall pay \$52,012 to Grantee in FY2020. This represents the Grantee's total support allocation (Appendix B), less the budgeted cost of the in-kind service(s) listed above.

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	X	RAILS will budget for support for RSA-NFP staff, and will provide vehicles for staff use and travel reimbursement when vehicles are not available.

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5260	Out-of-state travel	X	X	Shared responsibility. RAILS will budget for travel expenses for professional development for RSA-NFP staff. LLSAP is responsible for additional expenses for ILS-related conferences and continuing education.
5270	Registration & other fees	X	X	Shared responsibility. RAILS will budget for conference and workshop registration for RSA-NFP staff. LLSAP is responsible for additional expenses for ILS-related conferences and continuing education.
5280	Continuing education & meetings/other	X		LLSAP 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	RSA is responsible for RSA-specific public relations; RAILS is responsible for materials promoting LLSAP membership in general.
5300	Liability insurance/bond	X	X	RSA 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	RSA 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 and charges for RSA's federal information return for not-for-profit entities to the IRS. Grantee is responsible for charges related to its own annual audits; RAILS is responsible for charges related to its annual audits

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
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	
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	X	Grantee is responsible for direct information services used to run and enhance Grantee including ILS vendor contracts and OCLC costs; RAILS is responsible for all other 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 – FY2020 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached below]

FY2020 RAILS LLSAP Support Grant

Process and Application

Local Library System Automation Programs (LLSAPs) receive direct and/or indirect support from RAILS. Beginning in FY2020, RAILS support will be distributed through 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*

Regional library systems have traditionally directly supported the operations of LLSAPs that were established by those regional library systems, while other consortia in the RAILS service area have been entirely self-funded. Along with current LLSAPs, independent consortia in the RAILS service area are welcome to apply for this grant, thus becoming RAILS LLSAPs, 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. Submit a brief letter of your consortium's intent to apply for this grant via email to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.info).
2. Complete the attached application form.
3. Assemble required documentation.
4. 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.

July 1, 2018	Letter of intent due to RAILS
August 1, 2018	Application package due to RAILS
August–September 2018	RAILS reviews grant applications and determines awards
October 2018	RAILS responds with award letter and grant agreement
January 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

Questions?

Direct questions, letters of intent, 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 Resource Sharing Alliance

Primary contact

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

Name Kendal Orrison

Email address kendal.orrison@railslibraries.info

Phone 309-740-2452

Address 600 High Point Lane, East Peoria IL 61611

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 Genna Buhr (Board President)

Email address genna@fondulaclibrary.org

Phone 309-699-3917

Address 400 Richland Street, East Peoria, IL 61611

Organization type

Legal designation such as intergovernmental instrumentality, not-for-profit, etc.

Not-For-Profit, 501(c)(3)

Consortium history and description

Describe the consortium in general, including services provided, staffing, date formed, and other historical information. If some or all of the information above exists on the consortium's website, you may provide links instead of or in addition to a narrative on this form. (1000 words or less)

RSA was founded as a Not for Profit organization in the early-1980's by a small group of libraries sharing data entry and other electronic services. RSA expanded in the mid-1990's to provide an integrated library system (ILS) and continued to grow the number of member libraries. As it grew over time, it contained members belonging to four different regional library systems. Those four systems merged in July 1994 in large part to support RSA growth.

From that point forward, the Alliance Library System (ALS) and RSA's driving vision was for all ALS member libraries to be members of RSA. At that time, membership was limited to fully automated libraries and Union List libraries who cataloged their collection in the system but did not use the system for daily circulation operations. Having all the RSA member library materials in one database enabled libraries to search and request materials easily. ALS heavily supported RSA's operations and provided grants for all types and sized of libraries to join RSA. In June 1999, RSA dissolved their Not for Profit organization to merge fully into the Alliance Library System. This allowed ALS to provide even more support towards the goal of having all ALS libraries in RSA.

In 2006, RSA entered into a contract with SirsiDynix to replace an aging The Library Corporation CARL ILS with SirsiDynix's Unicorn ILS. One of the primary goals of the 6-month final contract negotiation process was the creation of a first-ever, 'starter' level of fully automated library spelled out in the vendor contract. RSA named this the Basic Online level and the idea and practice has now spread across the library industry. At the time of the contract, RSA had 75 fully automated members and 98 Union Listing, non-circulating members. The new contract provided inexpensive licensing terms to RSA and allowed Union Listing members to fully automate their cataloging, circulation, holds and online catalog services. RSA now has only 9 Union Listing members to go along with 74 Full Online and 64 Basic Online members.

Uncertainty surrounding the outcome of the 2011 Library Systems merger led RSA, as well as the other consortia integrated inside other library systems, to break from what remained of the Alliance Library System. In April 2011, RSA returned to NFP status and received 501(c)(3) status by the IRS.

To sum up, RSA was formed by local libraries and then absorbed into the Alliance Library System with the goal of automating as many libraries as possible, regardless of library size or type. Alliance and RAILS have both contributed large amounts of time, resources and money to ensure the viability of RSA and keep it open to libraries of all types and sizes. RSA, once again a separate Not for Profit organization, continues its long tradition of serving all libraries to enable the best patron experience possible.

Technology assessment

Describe the 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. (1000 words or less)

RSA's production environment moved almost entirely to SaaS hosting by SirsiDynix in January 2018. Our Symphony ILS, Online Catalog, major reporting product, and all ancillary products are all hosted and maintained by SirsiDynix. For these products, RSA staff simply administer the software we use while SirsiDynix worries about security patching, hardware upgrades, etc. RSA continues to host a 3 server VMware setup in the CMS Springfield hosting facility to provide file servers and two reporting products that are slowly being phased out. All traffic to the SirsiDynix hosted Symphony ILS runs through RSA's firewall in Springfield down a secure VPN tunnel.

The Springfield located servers, storage array, and all networking equipment outside of the firewall are 5 1/2 years old, but are still in excellent working order. We are in the planning stages of upgrading to the newest versions of VMware and Veeam backup software by early winter 2018. At some point in a few years we may be able to completely transition away from this legacy equipment and use commercial file hosting to fill that gap in services.

Our firewall is near the end of its supported life and we're working to find a suitable replacement that includes VPN access for our libraries who need connections from outside of their libraries. VPN access has become the main moneymaker for firewall vendors and runs between 10K and 20K a year for our current level of connections. Tech Soup appears to have some new options for NFP's that may be viable and we are investigating this new option.

RSA is in year one of a 7 year ILS contract for hosting and services from SirsiDynix. Our contract ends 1 February 2025.

RSA uses RAILS for email, help desk, telephones, hosting 2 very important forms, and for IT support (desktops and standard daily software). RSA has an account with Google Apps for Not for Profits as an emergency backup and to host a couple RSA-wide product specific listservs. We also use the Google suite for online forms, data gathering, and are looking to use it for online document collaboration with our members.

RSA owns 2 iMac computers, 2 printers, several software productions we specifically needed and most of our office furniture.

Support Grant Allocation Metrics

If applying for core services only, this section may be left blank.

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. LLSAPs that receive in-kind services where budgeted expenses are higher than the amount of their grant award pay the balance in fees to RAILS. LLSAPs that do not receive in-kind services, or the budgeted expenses for their in-kind services 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.

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

LLSAP Support Grant Formula

Metrics	Allocation method and/or weighting
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

Where applicable, provide three complete fiscal years of 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.

Member Data

Please use the provided spreadsheet template to provide 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 for past three fiscal years

Do your annual membership fees include OCLC membership?

☐

Yes

☒

No

Membership Totals

Do not include Union List members

	Public	School	Academic	Special
FY2016	90	47	5	2
FY2017	93	46	4	2
FY2018	95	46	4	2

Resource Sharing Activities

	Total Interlibrary Loan	Total Reciprocal Borrowing
FY2016	521,997	846,312
FY2017	563,303	942,940
FY2018	648,173	950,716

Bibliographic Quality

Cataloging standards are documented and reviewed at least annually. Please detail:

☒ Yes ☐ No

Our cataloging standards are in a constant state of revision as we seek to limit damage member libraries can do the database. RSA strictly limits the number of staff who can edit title records to about 10 non-RSA staff. We are converting non-trained libraries to copy cataloging and slowly limiting OCLC imports to selected staff only.

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

☒ Yes ☐ No

Yes. 4 FTE at RSA. This is the core staff that are working to fix the previous 'Wild West of Cataloging' method of everybody doing whatever they wanted in cataloging. This staff fields 1,000 to 1,200 cataloging requests a month from member libraries.

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. Please detail:

- ☒ Yes ☐ No The catalogers enhance the patron search and hold experience. RSACat Committee reviews & suggests changes to the OPAC. RSA has created exclusive OPAC enhancements to help patrons understand search results (physical vs ebook). We beta test all SD OPAC releases; our size improves release versions.

Steps have been taken toward reducing or simplifying, in general: circulation policies, holds policies, item types, etc.

Please detail:

- ☒ Yes ☐ No

We are completely reworking our circ map library by library right now. We've already shrunk from 4000+ lines to just over 3000 lines. Our hold policy is that everything outside of reference is holdable and libraries must opt out any item type they protect. The hold map then sets those item types as local holdable only to stop those patrons from borrowing them from other libraries. Almost all public libraries share with school libraries and about 70% of school libraries share with public libraries now. RSA strictly limits item types as they are the primary source of cascading work for RSA staff when added. We only add new item types for new product categories that multiple libraries are purchasing. RSA has less than 200 item types which is quite low for 147 member libraries running in Symphony. Item types control for checkout and hold rules.

New options like automatic renewals are getting libraries to start talking about implementing RSA-wide public library circulation standards! This is new and must come from our libraries to work. More and more libraries have been greatly simplifying their circulation rules to match surrounding area libraries and to take advantage of the multi-item type circ limits the April Symphony upgrade enabled. Hopefully this will result in more libraries choosing to use common checkout times and renewal limits over time.

We've also seen a number of public libraries experimenting with and implementing fine free systems that only charge for lost or damaged items or use long (14 day) grace periods to be more patron friendly. Many other libraries are watching these experiments to see if these ideas will work in their libraries. The value of consortia is that it makes experiments like this far more visible to other libraries around them.

Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, such as those listed below. 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

Budget (FY19), Bylaws (revised 2018) attached. Strategic plan is documented in the Financial Sustainability Plan filed in June. Policies are available on our support website rsanfp.com > Workflows Documentation & Training > Circulation (or Cataloging) > Policies. The circ policy subcommittee is currently documenting all common unwritten policies due to library turnover caused knowledge loss.

Compliance with criteria

Use the spaces provided to complete the following information, and/or attach any supporting documents.

Merger or consolidation

(if relevant; complete only if your consortium has never received RAILS support)

Several RAILS consortia have investigated and decided that merging with each other is in the best interests of the communities served. If your consortium has undertaken such an investigation, please describe the investigation and the outcome.

RSA is too large to consider merging with another consortium for the most part. We are keeping our options open for software group purchases (including future ILS purchases), possible staffing 'mergers' (if no RAILS in-kind staff), and for general technology purchases and sharing. We have no formal plans for mergers at this time. Loss of RAILS support could force a merger however.

New consortia

(complete only if this grant application is being submitted by a newly formed or forming consortium)

Newly formed consortia are not eligible for RAILS support unless RAILS agrees a new consortium is in the best interests of the communities served. If this is a newly formed or forming consortium, explain why this is in the best interests of the communities served.

Resource sharing

Describe your consortium's commitment to resource sharing, including a description of resource sharing activities, relevant statistics, etc. Include any related policies, documented practices, board decisions, etc.

RSA participates in SHARE Illinois and has barcodes for each library in the SHARE Illinois group in our automation system. We fill many holds outside of RSA each month via SHARE requests. We fill thousands of additional holds each month via email, fax, and phone to non-RSA libraries inside Illinois as well as around the world via OCLC requests. Should Find More Illinois be affordable at a consortia level, RSA would consider joining en-mass to expand sharing opportunities via the overlay.

RSA purchases all automated (full and basic) members eRead Illinois memberships. This ensures our smallest public libraries and schools have access to eBooks they otherwise wouldn't have. RSA is also setting up with Quipu for Explore More Illinois. We are exploring adding a BiblioBoard connector to our catalog, but that's an expense we haven't budgeted for yet.

RSA's general sharing policy is that everything is shared unless a library specifically opts out. See the Zlliane report or the About RSA page for more RCIP and ILL stats.

Growth

Describe your consortium's commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.

RSA has been very committed to growth over the years. We automated most of the 98 Union Listers we had in 2007 or they dropped out due to budget issues. We have only 9 Union Listing libraries left. We have added about 12 new libraries from Quincy PL on the large side to small libraries like Ransom Memorial, Neponsit, or Flanagan PL over the years. In fact, we're literally bursting at the seams and will need to add more staff members prior to adding more libraries. We're currently at a 20 to 1 Library to Staff ratio and this is proving to be too high to provide excellent support.

We would like to continue to add new members in our service area and are currently awaiting the outcome of Bloomington PL's RFP to see if they are joining RSA. We also have interest in joining from Astoria PL (not in RSA) and a few others. We need to rework our membership levels and fees before adding any more libraries outside of Bloomington to ensure we can add staff to support our members.

New members are approved by the RSA Board of Directors after some screening phone calls by RSA staff. Very large new libraries require a lot of help from SirsiDynix and other vendors to migrate data. Small libraries generally manually catalog their entire collections in RSA's system to save money. This has the pleasant side effect of putting their collection on existing records with lots of other libraries to increase hold fill times for their patrons. RSA doesn't not require OCLC membership; all new members outside of Quincy were not OCLC libraries.

Services from 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.

Bibliographic Services

1. Contingent upon the development of a new service or arrangement with the Illinois State Library to replace OSMOSIS from The MARC of Quality, RAILS shall pay for the periodic batchloading of holdings information to a bibliographic utility.

Optional Services

Please use the checkboxes to indicate any optional RAILS services your consortium would like to receive. Cost-recovery expenses, calculated per service based on actual RAILS budgeted expenses, will be deducted as in-kind support from any cash support your consortium is allocated. Use of services is not required.



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.



Delivery Services to LLSAP Facility

1. RAILS shall 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 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.

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 FY2020.



Use of RAILS facilities for consortium staff. (Please describe your facility needs, including the number of staff, and whether you require meeting room space, training lab, and videoconference.)

Space for 10 (hopefully 12 someday) RSA Support Staff in a building of RAILS choosing. We'd ideally like a 8 to 10 person training lab, video conference setup, another small conference room (8 to 10 people), and a larger 50-ish person meeting space. Space can be co-located with the delivery hub or in separate facilities.

FYI - maybe someday we'll have a ILS Phone Notification Dialer system. But for now we don't have one.



Consortium staffed by RAILS employees



Use of RAILS vehicles (Consortium must provide insurance if its staff are not RAILS employees.)



Website



ILS Phone Notification Dialer Co-location

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.

Board/governance 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.

RSA Board of Director (morning) and Users Group (afternoon) Meetings for FY19:
2 Aug 18
1 Nov 18 - Draft FY20 budget due to Board, RSA FY20 fees set at this meeting.
7 Feb 19 - Vote of FY20 budget
2 May 19

In-between Board meetings occasionally pop-up but none are planned at this time.

Authorized Signatures

Primary contact

Name Kendal Orrison

Title Executive Director RSA NFP, LLSAP Services Manager

Signature *Kendal J Orrison*

Date 13 September 2018

Other contact (if applicable)

Name

Title

Signature

Date

Appendix: LLSAP Annual Report to the Illinois State Library Template Sample

Adapted from Appendix F of the zILLANE Study. Provided as a sample of annual statewide reporting requirements. Actual report templates will be forwarded, along with deadlines and any other accompanying information, when received from the Illinois State Library.

4. LLSAP Annual Report

4.1 This document is an Adaptation of Appendix F of the zILLANE Study.

Instructions

For FY2016, the format of this report is in two sections: **Section 1** is data for the entire RLS (Regional Library System), and **Section 2** is data for each individual LLSAP. We have maintained the same table and numbering scheme to allow the matching of data from preceding years.

Only one Section 1 needs to be submitted for the entire RLS.

Multiple Section 2 reports should be submitted, one for each individual LLSAP. (Individual LLSAP is defined as a separate system-supported automation group that used a separate integrated library system product for FY2016.)

Section 1

[omitted]

Section 2

Multiple Section 2 reports need to be submitted, 1 for each LLSAP.

Tables 1, 2, B, C, D, F, I, J, K, L, M, N

Please note that we need to try to use common units across LLSAPs for comparison purposes. In counting the libraries in your LLSAP, please list both the agency and the buildings. For example a school district might be counted as an agency once but may have numerous buildings or campuses that are libraries.

Some categories of information will not apply to you, but for those that do, please provide requested information.

Tables 1 and 2 – specific instructions

Please use the following tables to report each individual LLSAP's costs (Table 1) and revenues (Table 2) for the last two fiscal years.

If you have other categories and/or line items to report, please add those to the tables. You can provide explanatory notes either in the tables or following the tables.

There may be categories and/or line items in the form for which you do not record costs or revenues. Please put a N/A in the FY2016 columns for those items.

Table 1: Individual LLSAP Operating Expenses

Expenditures	Expense Item	FY2016
Personnel		
	Library Professionals	
	Other Professionals	
	Support Services	
	Social Security Taxes (FICA)	
	Unemployment Insurance	
	Workers' Compensation	
	Retirement Benefits	
	Health, Dental, and Life Insurance	
	Temporary Help	
	Recruiting	
TOTAL		
Library Materials		
	Print Materials	
	Nonprint Materials	
	E-Resources	
TOTAL		
Buildings & Grounds		
	Rent	
	Utilities	
	Property Insurance	
	Repairs & Maintenance	
	Janitorial Services & Supplies	
	Other	
TOTAL		
Vehicle Expense		
	Gas & Oil	
	Repairs & Maintenance	
	Vehicle Insurance	
	Vehicle Leasing & Rent	
TOTAL		
Travel & CE for Staff & Board		
	In-State Travel	
	Out-of-State Travel	
	Registration & Other Fees	
TOTAL		

Continuing Education & Meetings / Others		
Public Relations		
Liability Insurance		
Supplies, Postage & Printing		
	Computer Supplies	
	General Office Supplies & Equipment	
	Internal Printing/Photocopying	
	Postage	
	Library Supplies	
	Other	
TOTAL		
Telephone & Telecomm		FY2016
	Local/Long Distance – Voice	
	Telecomm – Data & Fax	
TOTAL		
Equipment Rental, Repair & Maintenance		
	Equipment Rental	
	Equipment Repair & Maintenance	
	Maintenance Agreement	
	Computer Hardware Insurance	
TOTAL		
Professional Services		
	Legal	
	Accounting	
	Consulting	
	Contractual Staff	
TOTAL		
Contractual Services		
	Information Services (bibliographic databases, online subscriptions, etc.)	
	Contractual Agreements	
	Outside Printing	
TOTAL		

Interlibrary Loan Charges		
TOTAL OPERATING EXPENSES		

Table 2
LLSAP Annual Revenues

Revenues	Revenue Item	FY2016
State Grants		
Federal Grants		
Other Grants		
LLSAP Participation / Service Fees		
	Annual Participation Fees (from all categories of participants)	
	One-Time Startup Fees	
	Other (please describe)	
Interest Income		
Other Revenue		
TOTAL REVENUE		

Tables B-O: LLSAP Supplemental Information

B. LLSAP Participation Information – Full Fee-Paying Participant	FY 2016
B1 Number of all public libraries (agencies)	
B2 Number of all public libraries (buildings)	
B3 Number of all academic libraries (agencies)	
B4 Number of all academic libraries (buildings)	
B5 Number of all school libraries (agencies)	
B6 Number of all school libraries (buildings)	
B7 Number of all special libraries (agencies)	
B8 Number of all special libraries (buildings)	
B9 Number of all other types	
Total Full Fee-Paying Participants	

C. LLSAP Participation Information – Partial Fee-Paying Participant	FY 2016
C1 Number of all public libraries (agencies)	

C2 Number of all public libraries (buildings)	
C3 Number of all academic libraries (agencies)	
C4 Number of all academic libraries (buildings)	
C5 Number of all school libraries (agencies)	
C6 Number of all school libraries (buildings)	
C7 Number of all special libraries (agencies)	
C8 Number of all special libraries (buildings)	
C9 Number of all other types	
Total Partial Fee-Paying Participants	

D. LLSAP Participation Information – Holdings Only Represented	FY 2016
D1 Number of all public libraries (agencies)	
D2 Number of all public libraries (buildings)	
D3 Number of all academic libraries (agencies)	
D4 Number of all academic libraries (buildings)	
D5 Number of all school libraries (agencies)	
D6 Number of all school libraries (buildings)	
D7 Number of all special libraries (agencies)	
D8 Number of all special libraries (buildings)	
D9 Number of all other types	
Total Holdings Only Represented	

F. Participants	FY 2016
F1 Participants as of June 30, 2016	

I. Bibliographic Record Information	FY 2016
I1 Total number of bibliographic records in database	
I2 Total number of item records in database	
I3 Total number of patrons listed in patron database	

J. LLSAP Use by All Participants	FY 2016
J1 Total search transactions in past 12 months (FY2016)	
J2 Total circulation transactions in past 12 months (FY2016)	
J3 Total interlibrary loan transactions in FY2016	
J4 Total reciprocal borrowing transactions in FY2016	

K. Cost and Revenue Information	FY 2016
K1 Annual Total Fees Received From Full Members	
K2 Annual Total Fees Received From Partial Members	
K3 Annual Fees/Support Received From RLS	
K4 FTEs Charged to LLSAP Operating Expenses	
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs	
K6 Annual Total Cost of Operating the LLSAP	

L. Cost Components of Operating the LLSAP	FY2016

M. Cost Components to Participate in the LLSAP—Startup	FY2016

N. Cost Components to Participate in the LLSAP—Ongoing	FY2016