

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	\$164,087.75
Budgeted cost of in-kind services	\$0
Financial support	\$164,087.75

Effective Date: July 1, 2020 Termination Date: June 30, 2021

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: K. Hall
Printed Name: Kate Hall
Title: President or Director
Date: 11/20/19

ATTEST

Jane Conway
Jane Conway
Secretary
Date: 11-20-19

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.

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.

4.4 Agency Contracts LLSAP Contracts

Appendix C: RAILS LLSAP FY2021 Support Allocation

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

Totals	
370.7	\$1,750,000.00
10,186,081	\$150,000.00
48.0	\$150,000.00
87.0	\$150,000.00
5.0	\$12,500.00
14.50	\$12,500.00
5.00	\$12,500.00
5.00	\$12,500.00
5.00	\$12,500.00
Totals	\$2,250,000.00

Support Allocation Formula

Category	Component	% Weighting	Total
Resource sharing	ILL and RB 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 3.00% or greater of library's (agency) total annual operating budget	30.00%	\$150,000.00
Category Total		60.00%	
Bib quality	Cataloging standards (y/n)	2.50%	\$12,500.00
Bib quality	Centralized cataloging (staff FTE)	2.50%	\$12,500.00
Category Total		5.00%	
User centered	UX (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

Support Allocations Per LLSAP

Component	CCS		Pinnacle		PrairieCat	
Per-agency flat amount	24.67	\$116,456.83	6.00	\$28,327.34	89.50	\$422,549.46
ILL and RB transactions	2,608,097	\$38,406.77	700,400	\$10,314.08	1,640,104	\$24,152.13
Nonpublic circ members <\$10k collection budget	0.0	\$0.00	0.0	\$0.00	4.0	\$12,500.00
Public circ members annual fee > or = 3.00% (publics)	1	\$1,724.14	4	\$6,896.55	37	\$63,793.10
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	\$2,586.21
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	7.29%	\$164,087.75	2.36%	\$53,037.96	23.69%	\$533,080.90

Component	RRLC		RSA		SWAN	
Per-agency flat amount	8.67	\$40,917.27	144.33	\$681,429.86	97.50	\$460,319.24
ILL and RB transactions	15,030	\$221.33	1,525,871	\$22,469.94	3,696,579	\$54,435.75
Nonpublic circ members <\$10k collection budget	5.0	\$15,625.00	38.0	\$118,750.00	1.0	\$3,125.00
Public circ members annual fee > or = 3.00% (publics)	0	\$0.00	27	\$46,551.72	18	\$31,034.48
Cataloging standards (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Centralized cataloging (staff FTE)	0	\$0.00	5	\$4,310.34	6.5	\$5,603.45
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	2.52%	\$56,763.60	39.16%	\$881,011.87	24.98%	\$562,017.92

Appendix D – COST

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$164,087.75 to Grantee in FY2021. This represents the Grantee's total support allocation (Appendix C).

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

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

Appendix E – FINANCIAL RESPONSIBILITY DETAIL

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
	Expenses			
5000	Salaries, Library Professional	X		
5010	Salaries, Professional	X		
5020	Salaries, Supportive	X		
5030	Social Security taxes	X		
5040	Unemployment insurance	X		
5050	Workers comp.	X		
5060	IMRF (retirement benefits)	X		
5070	Health, dental & life insurance	X		
5080	Other fringe benefits	X		
5090	Temporary help	X		
5100	Recruiting	X		
5110	Print materials	X		
5120	Nonprint materials	X		
5130	E-resources	X		
5140	Rent / Lease	X		
5150	Utilities	X		
5160	Property insurance	X	X	Grantee is responsible for procuring appropriate insurance to cover its owned assets; RAILS is responsible for procuring insurance for its owned assets.
5170	Facility repairs and maintenance	X		
5180	Janitorial services and supplies	X		
5190	Other buildings and grounds	X		
5200	Fuel	X		
5210	Vehicle repairs and maintenance	X		
5220	Vehicle insurance	X		
5230	Vehicle leasing and rent	X		
5240	Other vehicle expenses	X		
5250	In-state travel	X		
5260	Out-of-state travel	X		
5270	Registration & other fees	X		
5280	Continuing education & meetings/other	X		

4.4 Agency Contracts
LLSAP Contracts

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		

4.4 Agency Contracts
LLSAP Contracts

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
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 – FY2021 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached]



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

Contents

RAILS LLSAP Support Grant Application Form	1
FY 2019-2020 Budget	14
Governing Board Policies	16
2016 – 2020 Strategic Plan	76
CCS/Indian Trails Public Library District IGA	93

Also provided:

- Member data sheet
- Indian Trails Public Library District historical resource sharing statistics

FY2021 RAILS LLSAP Support Grant Process and Application

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

LLSAP Definition and Eligibility

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

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

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

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

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

How to Apply

Guidelines and deadlines for each application component are detailed below.

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

Timeline

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

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

Questions?

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

RAILS LLSAP Support Grant Application Form

Intent of Application

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

- ☐ Core services only
- ☒ Financial support only
- ☐ Financial support plus selected optional in-kind services as listed below

Consortium Information

Consortium name Cooperative Computer Services

Consortium website URL www.ccslib.org

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 Kate Hall

Email address khall@northbrook.info

Phone (847) 272-6224

Address 1201 Cedar Lane, Northbrook, IL 60062

Staff contacts

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

<http://www.ccslib.org/contact-us>

Changes since August 1, 2018

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

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

Technology Assessment - Continued upgrades of office infrastructure include: Completed migration to hosted Microsoft 365 and decommission of aging Zimbra mail server, updated network switches and NAS, updated and consolidated VMWare virtual servers.

Resource Sharing - Evaluated the need for a system-wide policy on non-resident holds with the Database Management Committee. The committee recommended continuing the current practice of libraries setting their own policies regarding non-CCS patrons.

Commitment to Membership Growth - Indian Trails Public Library District's membership was approved in January 2019, and they will be live in October 2019. CCS is in discussions with Palatine Public Library District regarding membership. In FY 19-20, we will be defining and documenting member criteria and applications.

Services Provided

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

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 26 libraries, currently using Innovative Interface's Polaris.

In addition to ILS maintenance, CCS offers training, support, and consulting to all members. The addition of a User Experience Specialist will allow CCS to do direct user testing and expand consulting services usability and PAC design.

Shared learning is a key tenet of our mission and vision. CCS has implemented new manager orientations for all service areas. CCS staff continue to develop online, asynchronous tools in addition to hands on experiential training sessions. We offer group training in our office as well as customized training on-site at member libraries. In FY 2018-2019 CCS brought outside speakers on SQL, MarcEdit, and Running Effective Meetings at no additional cost to members.

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.

Documentation

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

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

The CCS Strategic Plan has been revised, updated, and extended through December 2020. New goals include investigating centralized cataloging and identifying an ideal membership size and strategy.

CCS Governing Board Policies have been revised and reorganized. Significant changes were made to sections on: member billing; circulation and resource sharing; and information technology and security.

Board/governance/user group meeting schedule

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

Governing Board typically meets the 4th Wednesday of odd-numbered months at 10:00 AM. Meeting locations vary.

Executive Committee meets the 2nd Wednesday of each month at 10:00 AM at CCS.

The governance meeting schedule may change in FY 20-21.

Support Grant Allocation Metrics

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

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

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

LLSAP Support Grant Formula

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

Consortium Data

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

Member Data

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

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

New Members

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

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

Definitions

Interlibrary Loan

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

Reciprocal Borrowing

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

Union List

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

OCLC

Do your annual membership fees include OCLC membership?

☒ YES

☐ NO

FY2020 Membership Totals

Do not include Union List members

Public	26
School	
Academic	
Special	
Total	26

FY2019 Resource Sharing Activities

Interlibrary Loan Transactions	1254493
Reciprocal Borrowing Transactions	2059511
Total Resource Sharing	3314004

Bibliographic Quality

Cataloging standards are documented and reviewed at least annually. ☒ YES ☐ NO

Please detail:

Updated bibliographic standards based on the RAILS Cataloging Working Group were approved in July 2019. Bibliographic standards are available at http://www.ccslib.org/Catalogers/index.php/Bibliographic_input_standards

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

User-centered services are prioritized

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

Please detail:

User Experience Specialist began in July and will focus on operationalizing the gathering and analysis of patron feedback of patron-facing tools. They will be the liaison to the cross-departmental User Experience Advisory Group.

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

Please detail:

All new policy requests are evaluated by the cross-departmental Database Management Committee, and criteria for approval require avoiding duplication and demonstrating need. In FY1920, we will focus on educating administrators on holds policies, including current settings, patron behavior, and recommended best practices.

Services from RAILS

Core Services

All LLSAPs receive the following services from RAILS.

Meeting Rooms

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

Communication and Collaboration

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

Grants for New Members

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

Optional Services

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

☐ *Delivery Services to LLSAP Facility*

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

☐ *Financial Services*

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

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

Legacy Services

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

- ☐ *Datacenter Services*
- ☐ *Help Desk Ticket System Services*
- ☐ *ILS Phone Notification Dialer Co-location*
- ☐ *Use of RAILS facilities for consortium staff*
- ☐ *Consortium staffed by RAILS employees, including the use of RAILS vehicles*
- ☐ *Website* (Includes limited ongoing development, hosting, and updates of the LLSAP member library support website, with 15 hours basic support plus 20 hours additional support for special projects. FY2021 is the final year this service will be offered, and RAILS will work with you on the transition during the year.)




Agreement to LLSAP requirements

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

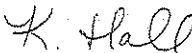
1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services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

Authorized Signatures

Primary contact

Name Rebecca Malinowski
Title Executive Director
Signature 
Date 07/30/2019

Other contact (if applicable)

Name Kate Hall
Title President
Signature 
Date _____

	FY 19-20		FY 18-19		FY 19-20 v FY 18-19 Budget
	Budget	Projected	Budget	\$ Change	% Change
Beginning Balance	\$ 415,550	\$ 463,655	\$ 432,158	\$ (16,609)	-3.84%

OPERATING INCOME

Code	Category	FY 19-20		FY 18-19		FY 18-19 v FY 17-18
		Budget	Projected	Budget	\$ Change	% Change
3010	Library Billings	\$ 1,742,962	\$ 1,785,337	\$ 1,742,962	\$ -	0.00%
3030	OCLC Billings	\$ 296,764	\$ 268,542	\$ 248,808	\$ 47,956	19.27%
3040	Indiv Library Charges	\$ 30,000	\$ 9,650	\$ 30,000	\$ -	0.00%
3740	Sirsi Maint. Credit	\$ -	\$ 17,923	\$ 17,923	\$ (17,923)	-100.00%
OPERATING INCOME						
SUBTOTAL		\$ 2,069,726	\$ 2,081,452	\$ 2,039,693	\$ 30,033	1.47%

OPERATING EXPENDITURES

Code	Category	FY 19-20		FY 18-19		FY 18-19 v FY 17-18
		Budget	Projected	Budget	\$ Change	% Change
4010	ILS Maintenance	\$ 344,991	\$ 322,528	\$ 330,165	\$ 14,826	4.49%
4410	Salaries	\$ 726,213	\$ 604,089	\$ 615,743	\$ 110,470	17.94%
4411	FICA	\$ 55,716	\$ 46,293	\$ 47,104	\$ 8,612	18.28%
4416	Pension	\$ 65,548	\$ 54,463	\$ 55,417	\$ 10,131	18.28%
4412	Unemployment Tax	\$ 6,200	\$ 5,862	\$ 6,200	\$ -	0.00%
4413	Insurance Benefits	\$ 87,336	\$ 56,270	\$ 82,200	\$ 5,136	6.25%
4415	Recruiting/Misc	\$ 500	\$ 300	\$ 336	\$ 164	48.81%
	Personal Equipment Reimbu	\$ 2,100	\$ 1,050			
	Total Personnel	\$ 943,613	\$ 767,277	\$ 807,000	\$ 136,613	16.93%
4210	Library Material	\$ 769	\$ 725	\$ 750	\$ 19	2.53%
4211	Equipment Maint	\$ 1,000	\$ 1,570	\$ 1,375	\$ (375)	-27.27%
4212	Supplies	\$ 4,740	\$ 4,200	\$ 6,500	\$ (1,760)	-27.08%
4214	Telephone/Postage	\$ 5,080	\$ 4,894	\$ 5,000	\$ 80	1.60%
	Total Operating	\$ 11,589	\$ 11,390	\$ 13,625	\$ (2,036)	-14.94%
4115	Data Communications	\$ 20,736	\$ 20,437	\$ 19,300	\$ 1,436	7.44%
4420	Professional Development	\$ 29,600	\$ 31,000	\$ 31,200	\$ (1,600)	-5.13%
4280	Insurance	\$ 24,275	\$ 19,487	\$ 19,037	\$ 5,238	27.52%
4320	Accounting	\$ 9,722	\$ 9,485	\$ 9,485	\$ 237	2.50%
4321	Payroll Processing	\$ 5,100	\$ 4,560	\$ 2,000	\$ 3,100	155.00%
4324	Prof/Cont. General	\$ 37,965	\$ 43,715	\$ 56,900	\$ (18,935)	-33.28%
4325	Maint Agreements	\$ 44,769	\$ 43,363	\$ 46,700	\$ (1,931)	-4.13%
4326	Legal	\$ 5,000	\$ 4,310	\$ 7,000	\$ (2,000)	-28.57%
	Total Prof/Contractual	\$ 102,556	\$ 105,434	\$ 122,085	\$ (19,529)	-16.00%
4910	Capital	\$ 19,500	\$ 20,000	\$ 25,000	\$ (5,500)	-22.00%
4110	Utilities	\$ 13,200	\$ 13,027	\$ 12,840	\$ 360	2.80%
4120	Rent	\$ 122,329	\$ 119,931	\$ 119,931	\$ 2,398	2.00%
6035	Electronic Resources	\$ 71,841	\$ 65,767	\$ 63,495	\$ 8,346	13.15%
6030	OCLC	\$ 296,764	\$ 268,542	\$ 248,808	\$ 47,956	19.27%
6040	Indiv Library Charges	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.00%
OPERATING EXPENDITURES						
SUBTOTAL		\$ 2,030,994	\$ 1,794,819	\$ 1,842,486	\$ 188,509	10.23%
6050	TRANS TO DEVELOPMENT	\$ -	\$ 334,738.24	\$ 172,999	\$ (172,999)	-100.00%
FINAL BALANCE		\$ 454,281	\$ 415,550	\$ 456,367	\$ (2,086)	-0.46%

Development Fund

Code	Category	FY 19-20	FY 18-19		FY 19-20 v FY 18-19 Budget	
		Budget	Projected	Budget	\$ Change	% Change
	Beginning Balance	\$ 646,651	\$ 694,191	\$ 392,366	\$ 254,285	64.81%

DEVELOPMENT INCOME

Code	Category	FY 19-20	FY 18-19		FY 19-20 v FY 18-19 Budget	
		Budget	Projected	Budget	\$ Change	% Change
71	Interest	\$ 10,000	\$ 2,250	\$ 2,000	\$ 8,000	400.00%
3800	Grants	\$ 8,700	\$ 8,200	\$ 8,200	\$ 500	6.10%
3950	TRANS FROM OPS FUND	\$ -	\$ 334,738	\$ 172,999	\$ (172,999)	-100.00%
3055	NEW MEMBER INVESTMEI	\$ 7,199	\$ 32,025		\$ 7,199	
	RAILS Support Grant	\$ 167,319			\$ 167,319	
DEVELOPMENT INCOME						
	SUBTOTAL	\$ 193,219	\$ 377,213	\$ 183,199	\$ 10,020	5.47%

DEVELOPMENT EXPENDITURES

Code	Category	FY 19-20	FY 18-19		FY 19-20 v FY 18-19 Budget	
		Budget	Projected	Budget	\$ Change	% Change
7120	Special Contractual			\$ 10,000	\$ (10,000)	-100.00%
7140	Retrocon			\$ -	\$ -	
7150	Special Software			\$ -	\$ -	
7160	Database Cleanup	\$ 8,700	\$ 8,200	\$ 8,200	\$ 500	6.10%
7193	Site Improvements	\$ 5,550	\$ 320	\$ 2,000	\$ 3,550	177.50%
7191	Equipment			\$ -	\$ -	
7200	Professional Fees			\$ -	\$ -	
7202	Equipment			\$ -	\$ -	
7204	Furniture			\$ -	\$ -	
	Office Renovation Subtotal			\$ -	\$ -	
7212	Professional Services		\$ 400		\$ -	
7210	Subscription Fees		\$ 265,833	\$ -	\$ -	
7214	Capital			\$ -	\$ -	
	Migration Subtotal		\$ 266,233	\$ -	\$ -	
	Development Rebate	\$ 125,000	\$ 150,000		\$ 125,000	
	RAILS Support Grant	\$ 167,319			\$ 167,319	
DEVELOPMENT						
	EXPENDITURE SUBTOTAL	\$ 306,569	\$ 424,753	\$ 20,200	\$ 286,369	1417.67%
	FINAL BALANCE	\$ 533,300	\$ 646,651	\$ 555,365	\$ (22,064)	-3.97%

CCS Governing Board Policies

Table of Contents

Introduction.....	3
Mission and Vision Statements.....	3
Bylaws and Policies Review.....	3
Administration.....	4
Archives.....	4
Record retention.....	4
Communications Media Management.....	5
Legal Counsel.....	6
Indemnification of Governing Board Members, Officers, Employees and Agents.....	6
Patriot Act.....	9
Governance.....	13
Fiscal Accountability Policy.....	13
Public Participation and Comment at Meetings.....	21
Communications Practices.....	23
Membership.....	25
Statement of Membership.....	25
New Members.....	25
Application and Orientation.....	25
Orientation and Training.....	27
Graduated Fees for New Members.....	28
Billing.....	29
Membership Costs.....	29
Library Buy-Ins.....	29
Termination of Member Libraries.....	29
Database Management.....	34
Data Entry.....	34
Database Management Policy.....	34
ILS Policies.....	38

Third Party Product Integration	38
Circulation and Resource Sharing.....	39
Patron Accounts.....	39
Non-CCS Reciprocal Borrowers.....	39
Patrons with Blocks	39
Ongoing Patron Database Maintenance.....	40
Circulation Rules.....	40
Holds	40
Transiting Materials.....	41
Billing for Lost or Damaged Intra-CCS Loan Items	41
Information Technology	42
Security	42
Data Retention	42
Privacy and Confidentiality Policy.....	44
System Administration.....	46
System Maintenance	46
User Licenses	46
Pre-Release Testing	46

Introduction

Revised December 2018

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 following each policy title.

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.

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.

Administration

Revised December 2018

Archives

An archival file as stipulated in the CCS Bylaws shall be maintained under the direction of the CCS Executive Director and under the official custody of the CCS Operations Manager.

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 Executive Director 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 Executive Director 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 Executive Director 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.

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 questions involving policy, the perspective of a CCS member, etc., the media should be referred to the President or, if unavailable, the Vice President/President-Elect of CCS.
- For questions regarding technology or operations, the media should be referred to the CCS Executive Director.

Any of these individuals may designate a surrogate as necessary and appropriate.

When beneficial, CCS will generate a FAQ (Frequently Asked Questions) document and circulate it to members. CCS will note whether the document is intended for distribution within libraries only.

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 Executive Director is empowered to employ the CCS or other legal counsel as operational needs require.

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.

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.

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; and if no CCS Privacy Officer is available, contact both the Attorney for CCS 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; and if no CCS Privacy Officer is available, contact both the Attorney for CCS 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. 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 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 Executive Director 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.
- CCS's information and materials as identified in a proper subpoena or search warrant will be gathered by CCS staff and presented to the law enforcement official in question, rather than allowing such official go through the CCS database and records.
- If anyone claiming to be a law enforcement official asks for information but does *not* present a subpoena or a search warrant, the CCS Privacy Officer must not disclose any information. Instead, the CCS Privacy Officer will explain the requirements of the Library Records Confidential Act.
- Each CCS employee, including Privacy Officers, must keep a log of his or her contacts by law enforcement officials, including a record of all requests for information and all costs incurred in connection with any search or seizure, or in providing other information (written or oral) to any law enforcement official.
- On or after December 31, 2015, the scheduled expiration date of Section 215 of the USA Patriot Act, or at such earlier or later time as permitted by law, each CCS employee must deliver his or her log to the CCS Executive Director for review and photocopying.

5. FISA Search Warrants

- The USA Patriot Act provides for issuance of search warrants under the federal Foreign Intelligence Surveillance Act ("FISA"), and also for orders issued as a National Security Letter ("NSL"). If CCS receives a FISA warrant or NSL, it will be presented by an FBI agent. With respect to FISA search warrants and NSLs, they may contain a "gag order" prohibiting CCS and its employees from disclosing that such warrant or NSL has been served on CCS, and from disclosing that CCS records or materials have been produced pursuant to such warrant or NSL. In such circumstances, CCS and its staff must comply with the search warrant or NSL and must not disclose information to any other person (not present at the time the warrant or NSL was served), including CCS member libraries and the library patron in question. Note that a Patriot Act gag order does permit the CCS person receiving the FISA warrant or NSL to inform the CCS

Executive Director and those members of the CCS staff who are needed to produce the records. The gag order does not change CCS's right to legal representation during the search; so CCS can still seek legal advice concerning the warrant or NSL, and request that CCS's legal counsel be present during the actual search and execution of the warrant or NSL.

Governance

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 Executive Committee at its regularly scheduled meeting.

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 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 Committee 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.

Approved by Governing Board July 27, 2016

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 Executive Director 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 Executive Director 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 Executive Director, 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.

Communications Practices

CCS will post agendas, minutes, and adopted policies of the Governing Board and Governing Board Committees publicly on the CCS website.

Governing Board packets will be sent to Governing Board members and their designees using an email distribution list. It is the responsibility of the library to update emails or inform CCS of changes to ensure delivery. Packets for Governing Board Committees, including Executive Committee, will be sent to members of those committees.

Date Approved 05/24/2017

The following information was provided by the applicant for the LLSAP contract. The information was provided by the applicant for the LLSAP contract. The information was provided by the applicant for the LLSAP contract.

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Membership

Revised December 2018 except as noted

Statement of Membership

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 Policy.
- Participation in CCS interlibrary loan within six months of commencing circulating material in the shared database, using the current agreed-upon practices.
- Approved RAILS policies, procedures and regulations pertaining to its members.

New Members

Application and Orientation

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

- A library interested in joining CCS should provide written notice to the CCS President and the CCS Executive Director of its interest in joining 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 CCS
- CCS Database Management Policy
- 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 Executive Director 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 of user licenses 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 Executive Director must obtain a letter from the appropriate vendor(s) outlining the technical implications and any recommendations for 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 Executive Director 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 Executive Director 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 Executive Director. 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 Executive Director should also be involved in these recommendations and decisions.

The following information will be provided to a new CCS member by the CCS Executive Director, 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

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

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

Billing

Membership Costs

CCS financials are governed by the Fiscal Accountability Policy. The Executive Director will develop budgets for the Operating and Development funds annually, with Governing Board approval, and costs will be apportioned to the membership in accordance with the current membership formula.

The membership formula will be periodically reviewed and approved by the Governing Board, no less than once every five years.

Members will be billed a flat monthly rate as determined during the annual budget process. Library billings in excess of operating costs will be transferred at least annually to the development fund.

Individually and collectively incurred OCLC cataloging and interlibrary loan costs will be apportioned according to relative materials budgets and billed monthly.

Libraries may order items or services through CCS that only impact the ordering library. CCS will bill the libraries for the cost of the item or service. These costs may be billed as incurred or included in the membership formula as appropriate.

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 or the actual cost presented by the vendor, whichever is greater, 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), any 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

Date Revised and Approved 5/24/17

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 of 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. 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.

Database Management

Revised December 2018

Data Entry

Any records entered in a CCS database must be entered according to the most recent guidelines in the CCS Cataloging Manual or Patron Data Entry Standards. All data entry will follow the CCS Database Management Policy.

These documents will be incorporated into applicable training and orientation.

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

CCS will ensure that 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. CCS staff and membership will sponsor or conduct training sessions and workshops that are of interest to 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.

Approved 9/28/2016

ILS Policies

CCS staff will create new ILS policies, including but not limited to material types, patron codes, item stat classes, in consultation with the Database Management Committee.

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, the library is responsible for verifying with CCS that the product is supported by the ILS vendor prior to finalizing a purchase. CCS cannot assure the successful integration of products that are not supported by the ILS vendor.

Circulation and Resource Sharing

Revised December 2018

Patron Accounts

All patron records must conform to current data entry standards. As of April 17, 2018, birthdate is a required field.

Patron records can only be modified by the patron's registered library, except in the case of re-registration and the following fields:

- Email address
- Phone fields
- Notification settings
- Language
- Password

When a patron moves from one library service area to another, the patron's new library will update their existing user record following current data entry standards. The patron must resolve any outstanding obligations such as bills or lost items before they can be re-registered.

Non-CCS Reciprocal Borrowers

Library staff must verify that non-CCS patrons are in good standing with their home library before registering or renewing a reciprocal borrower card.

Non-CCS patron registrations must include the expiration date provided by the patron's home library. If the home library does not assign expiration dates, the registering library will assign an expiration date a maximum of three years from the date of registration.

Patrons with Blocks

Every CCS member is required to refuse borrowing privileges to any patron who exceeds their home library's second-level fine threshold or whose account has a library assigned block.

A member may override blocks for its own patrons when the delinquency involves the home library's own materials and/or fines only. Members may also waive or forgive fines at their discretion when the transaction involves the member's own patrons and materials. Members are not permitted to waive or forgive fines involving another library patron's fines, nor to waive or forgive fines posted by another library for non-CCS reciprocal borrowers.

A member may override blocks for any patron only if the transaction is approved by the patron's home library, including blocks due to expired registration. 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.

Ongoing Patron Database Maintenance

CCS will remove patrons from the CCS database that meet the following criteria:

- Have been inactive for at least three years,
- Have accumulated less than \$15.00 in fines, regardless of library owed,
- Have not been sent to a collections agency, and
- Do not currently have items checked out or lost.

This database maintenance will take place monthly, and libraries will receive notification of patrons removed from the database.

Circulation Rules

Patron limits are determined by the patron's registered library: fine thresholds, total item limit, total hold limit, and total ILL allowed. Fine thresholds must be at least \$10.00.

Material type checkout and hold limits and loan period and fine code definitions are set by the transacting library. The item library sets the number of renewals, loan period code and fine code, which follow the item. For example, the item library may assign the fine code of Book to an item, and the checkout library defines that fine code as \$0.10 per day.

All material eligible for intra-CCS loan renew at least twice, and all libraries participate in autorenewal.

All CCS libraries will use the automatic billing process for overdue materials at 45 days overdue. Libraries may choose to include a processing fee of \$5.00 for lost material.

All CCS libraries will use the delivered Claims Returned process. Patrons will be blocked if they reach 5 current claims.

Holds

Library staff will not reorder the hold queue unless placing item-specific holds involving that library's item and patron. A note must accompany changes to the queue.

Library staff at any CCS library can cancel holds per patron request.

Patrons of CCS libraries may pick up their holds at any CCS library. Each CCS library will determine if non-CCS reciprocal borrowers may pick up holds at their location.

All CCS libraries will process the picklist at least daily, Monday through Friday.

Material may be held for patrons for up to seven days. All CCS libraries will process unclaimed holds at least daily, Monday through Friday.

Transiting Materials

Materials from CCS libraries may be returned to any CCS library, where they will be checked in and routed to the appropriate destination.

Non-CCS materials cannot be checked in, and will be forward to the owning library. Patrons are responsible for the material until it reaches the owning library.

Material traveling in RAILS delivery must be labeled with a RAILS-approved routing label. Library staff will apply a new routing label unless the item is being returned to the owning library. Staff must transfer any notes to the new routing label. Patron name or barcode must not appear on routing labels.

Billing for Lost or Damaged Intra-CCS Loan Items

Intra-CCS ILL occurs when all libraries involved in the transaction are CCS libraries.

All reimbursements will be made according to CCS procedures.

Long Overdue Items

All CCS libraries will assist with the retrieval of delinquent materials through normal overdue procedures. If these efforts are unsuccessful, long overdue items will age to lost 45 days after the original due date. The patron will be billed at this time.

Lost or Damaged ILL Items

The patron's home library will be responsible for borrowed materials from the time the materials leave the supplying library until they have been returned to the supplying library. If damage or loss occurs, the requesting patron's home library must reimburse the owning library for any losses. Replacement materials are not accepted for ILL and Reciprocal Borrowing losses. Any ILL material reported lost that was paid for and subsequently found becomes the property of the patron.

Missing ILL Items

If a patron cannot be held responsible, for example if an item cannot be located once it has arrived at the requesting library, the requesting library must reimburse the supplying library for any losses. Items not checked out to patrons are eligible for reimbursement 60 days after the latest status change.

Items Lost in Transit

If an item never arrives at the requesting library and can be assumed lost in transit, both the owning library and the transiting library will check their shelves for the item. If the item is not found, the owning library will absorb the cost.

Recovering Costs

All payments must be accepted at any CCS library. If money is tendered for a lost or damaged item, the payment, including any processing fees, will be due to the owning library. If a bill is unpaid after seven years, the borrowing patron's library or the item library may remove the bill as part of ongoing patron or item purges.

Information Technology

Revised December 2018

Security

Database Access

It is the responsibility of each member library to ensure that their staff have adequate training regarding data security and patron privacy prior to accessing the CCS database. Authorized staff must request, in writing:

- Creation of logins and passwords new library staff
- Deactivation of logins and passwords for terminated library staff

CCS and library staff with access to patron data must access the database with their individual logins and passwords. It is the responsibility of each library to implement local procedures to safeguard passwords.

Report Security

Library staff are responsible for the handling of vendor- and CCS-provided reports once accessed and/or downloaded.

CCS will not deliver data to any third party without a written request from authorized library staff or where required by law.

Data Breach

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.

Data Retention

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	Retain indefinitely, remove patron ID after 2 years
PowerPAC Transaction Logging	Retained indefinitely, no patron data stored
Bills, Paid	One year after payment
Bills, unpaid	Libraries may request a purge of bills owed to them, subject to existing CCS policies.
Previous user data with item record	Retained until the borrower after next circulates item
Patron Reading History	99 years or 9999 lines, user opt in
Hold Requests	Holds are purged as filled Expired holds 7 days Cancelled holds 30 days Not supplied holds 90 days Expired, Cancelled, Not Supplied can be deleted by staff at patron request
Deleted bib records	Purged monthly
Deleted items	Purged monthly
Deleted patrons	Anonymized patron data (PatronID, Barcode, PatronCodeID, StatisticalClassID, DeleteDate and OrganizationID) is retained in the DeletedPatrons table indefinitely.
Deleted authorities	Purged monthly
Simply Reports Completed Reports	Purged after 30 days
Invoices, payments, orders	Subject to library retention policies
Deleted vendors, funds	Subject to library retention policies
Serials data, check in, prediction Subscription Records, Serials Holdings	Subject to library retention policies
MARC backup	Retain indefinitely

Privacy and Confidentiality Policy

Regarding Registration and Circulation Records and the Protection of Personal Information

I. REGISTRATION AND CIRCULATION RECORDS

Cooperative Computer Services respects the right of privacy of all persons regarding the use of its services. With respect to records that are related to the circulation of library materials that contain names or other personally identifying details, Cooperative Computer Services follows the Illinois Library Records Confidentiality Act (75 ILCS 70/1, et seq.). This law mandates the confidentiality of all records containing personally identifiable information related to an individual's use of a library and its resources, facilities and services. Confidentiality includes, but is not limited to, the circulation of library books, periodicals and other materials, electronic resources searches, interlibrary loan transactions and reference requests. Cooperative Computer Services will not disclose confidential information to outside parties unless required to do so by law. The registration and circulation records that are deemed confidential are covered by Illinois State Law as set forth below:

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 or 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.

All registration and circulation records shall be held confidential and will not be disclosed by Cooperative Computer Services except that such records may be disclosed upon the request or consent of the user or where otherwise required by Illinois State Law.

II. 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 Executive Director. 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 Executive Director 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 Executive Director) 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 Executive Director and appropriate procedures followed.

"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

CCS does not collect, maintain or use any library patron's Social Security numbers or store them in our database.

System Administration

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.

User Licenses

The Executive Director will maintain procedures for requesting new user licenses.

Pre-Release Testing

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

Secretary of State Contracts
Local Records Unit
Margaret Cross Norton Bldg.
Springfield, Illinois 62756
Telephone (217) 782-7076

Local Records Commission
Of Cook County, Illinois

Application No. 18:026C

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Page 1 of 14

AGENCY

Cooperative Computer Services

ADDRESS

3355 J N Arlington Heights Road

CITY

Arlington Heights

ZIP

60004

PHONE

(847) 483-8600

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with the standards of the Local Records Commission of Cook County and will be adequate substitutes for the original records.

Rebecca Malinowski

Signature of Agency Head
Executive Director

July 13, 2018

Date

Approval:

Local Records Commission
of Cook County, Illinois
County Building – Room 801
Chicago, Illinois 60602
(312) 603-7832

Martha Martinez

Chairman

David A. Joens

Director, State Archives

September 11, 2018

Date

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- After their individual retention period is complete,
- If they are correctly listed on a Records Disposal Certificate submitted to and approved by the Local Records Commission of Cook County thirty (30) days prior to disposal,
- Providing any local, state, and federal audit requirements have been met,
- As long, as they are not needed for any litigation either pending or anticipated.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENT AGENCIES OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

ANY RECORD ON THIS APPLICATION MAY BE MICROFILMED OR DIGITIZED AND THE RECORD DISPOSED OF IF THE RECORD IS MICROFILMED OR DIGITIZED IN ACCORDANCE WITH THE STANDARDS OF THE LOCAL RECORDS COMMISSION OF COOK COUNTY AND IF THE FILM OR DIGITIZED RECORD IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING
MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.

This application supersedes application 96:038C.

Subject to statutory provisions, agencies may dispose of records authorized for destruction by the Commission after the agency has received an approved Records Disposal Certificate from the Local Records Commission of Cook County listing the records to be destroyed or disposed of.

All records, regardless of physical format or characteristics, that by state or federal statute, agency rule, or policy contain information that is confidential, must be physically destroyed in a manner that such information cannot be identified or retrieved.

THIS DOCUMENT ALONG WITH ALL RECORDS DISPOSAL CERTIFICATES IS TO BE RETAINED PERMANENTLY.

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)

Item No.	Record Series Title, Description and Recommendation
1.	<p><u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u></p> <p>Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
2.	<p><u>ACCOUNTS PAYABLE AND RECEIVABLE (INCLUDES RECEIPTS)</u></p> <p>Dates: 7/2008- Volume: 10 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
3.	<p><u>ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.</u></p> <p>Dates: 7/2014- Volume: 5 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Alphabetical</p> <p>Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
4.	<p><u>APPLICATIONS FOR EMPLOYMENT AND SUPPORTING DOCUMENTS</u></p> <p>Dates: 7/2013- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain <u>solicited applications and supporting documents</u> for two (2) years from the date of the application, then dispose of. Retain <u>unsolicited applications and supporting documents</u> for one (1) year from the date of application, then dispose of.</p>

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)

Item No.

Record Series Title, Description and Recommendation

5. AUDIT REPORTS

Dates: 1989-
Volume: ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain one copy of each audit report permanently.

6. BIDS, SPECIFICATIONS AND PROPOSALS

Dates: 7/2013-
Volume: ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain successful bids for ten (10) years after terms of the related contract are complete, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of.

7. BUDGETS AND/OR BUDGET WORKSHEETS

Dates: 7/2008-
Volume: 1 ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain budgets for seven (7) years, then dispose of. Retain budget worksheets/supporting documents for two (2) years following approval of budget, then dispose of.

8. BYLAWS/POLICY AND PROCEDURE MANUALS

Dates: 1977-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain permanently.

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)

Item No.	Record Series Title, Description and Recommendation
9.	<p><u>CANCELLED CHECKS, BANK STATEMENTS, AND DEPOSIT SLIPS</u></p> <p>Dates: 7/2008- Volume: 1 ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
10.	<p><u>CIRCULATION STATISTICS</u></p> <p>Dates: 7/2012- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
11.	<p><u>CONTRACTS, LEASES, AND AGREEMENTS FOR GOODS OR SERVICES</u></p> <p>Dates: 7/2005- Volume: 2 ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p>
12.	<p><u>COST BREAKDOWN CHARTS</u></p> <p>Dates: 7/2015- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until superseded, then dispose of.</p>
13.	<p><u>EMPLOYEE HANDBOOKS</u></p> <p>Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)

Item No.	Record Series Title, Description and Recommendation
14.	<p><u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS</u></p> <p>Dates: 1995- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after filing date, then dispose of, provided no review is pending with the Attorney General's Public Access Counselor.</p>
15.	<p><u>GRANT RECORDS</u></p> <p>Dates: 7/2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following date of final expenditure report, then dispose of.</p>
16.	<p><u>INCORPORATION AND DISSOLUTION DOCUMENTS</u></p> <p>Dates: 1985- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
17.	<p><u>INSURANCE POLICIES AND CLAIMS</u></p> <p>Dates: 7/2008- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain policies that cover sexual misconduct for sixty (60) years, then dispose of. Retain policies that cover personal injuries to minors for twenty (20) years after expiration of policy, then dispose of. Retain other policies for seven (7) years after expiration of policy and retain claims for seven (7) years after settlement of claim, then dispose of.</p>

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)

Item No.	Record Series Title, Description and Recommendation
18.	<p><u>INSURANCE RECORDS</u></p> <p>Dates: 7/2008- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the following:</p> <ol style="list-style-type: none">1. Statements of value2. Certificates of insurance3. Renewal notices4. Changes in coverage, etc. <p>Recommendation: Retain for three (3) years following cancellation or expiration of related policy, then dispose of.</p>
19.	<p><u>INTERGOVERNMENTAL AGENCY AGREEMENTS</u></p> <p>Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years following completion of terms of the agreement, then dispose of.</p>
20.	<p><u>INVENTORIES OF EQUIPMENT AND SUPPLIES</u></p> <p>Dates: 7/2013- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of equipment and supplies under \$500.</p> <p>Recommendation: Retain for two (2) years after superseded by a new inventory, then dispose of.</p>

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)

Item No.	Record Series Title, Description and Recommendation
21.	<p><u>INVESTMENT RECORDS (ALL TYPES)</u></p> <p>Dates: 7/2008- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain <u>certificates of deposit, securities, and treasury notes</u> for seven (7) years following maturity, then dispose of. Retain <u>other records</u> within this series for seven (7) years, then dispose of.</p>
22.	<p><u>JOB DESCRIPTIONS</u></p> <p>Dates: 7/2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after superseded, then dispose of.</p>
23.	<p><u>LEDGERS, JOURNALS AND REGISTERS</u></p> <p>Dates: 7/2008- Volume: 7 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>These ledgers, journals and registers are for the following:</p> <ol style="list-style-type: none">1. General2. Accounts payable3. Accounts receivable4. Disbursements5. Receipts, etc. <p>Recommendation: Retain daily, weekly and monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)

Item No.	Record Series Title, Description and Recommendation
24.	<p><u>LEGAL CASE FILES AND LEGAL OPINIONS</u></p> <p>Dates: 7/2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for three (3) years following settlement of case, then dispose of. Retain legal opinions permanently.</p>
25.	<p><u>LONG RANGE PLANNING SURVEY</u></p> <p>Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
26.	<p><u>MINUTES AND AGENDAS</u></p> <p>Dates: 1974- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain originals permanently.</p>

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)

(continued)

Item No.	Record Series Title, Description and Recommendation
27.	<p><u>MONTHLY, ANNUAL, YEAR-TO-DATE REPORTS (ALL AREAS)</u></p> <p>Dates: 7/2008- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These reports are for the following:</p> <ol style="list-style-type: none">1. Cash receipts2. Checks written3. Transfers made4. Invoices paid5. Budgets6. Computer downtime, etc. <p>Recommendation: Retain daily, weekly and monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>
28.	<p><u>NEWSLETTERS</u></p> <p>Dates: 1999- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
29.	<p><u>PACKING LISTS AND PURCHASE ORDERS</u></p> <p>Dates: 7/2013- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)

Item No.	Record Series Title, Description and Recommendation
30.	<p><u>PENSIONS/RETIREMENT FUND RECORDS (FOR FLPA, PENSION, TDR457 VOLUNTARY PLAN)</u></p> <p>Dates: 1987- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain <u>pension applications and final payment records</u> permanently. Retain all <u>other records</u> in this series for seven (7) years after date of last payment of benefits to the retiree or the beneficiary, then dispose of.</p>
31.	<p><u>PERSONNEL FILES</u></p> <p>Dates: 7/2010- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of.</p> <p>If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of.</p> <p>Retain all other records within this record series for five (5) years after termination of employment, then dispose of.</p> <p>If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending retain until conclusion of all judicial action (including appeals), then dispose of.</p>

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)

Item No.	Record Series Title, Description and Recommendation
32.	<p><u>PERSONNEL LEAVE REPORTS</u></p> <p>Dates: 7/2013- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of providing the information is recorded in the individual's work history.</p>
33.	<p><u>PROGRAM/WORKSHOP RECORDS</u></p> <p>Dates: 7/2012- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
34.	<p><u>QUESTIONAIRES, EVALUATIONS AND SURVEYS</u></p> <p>Dates: 7/2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
35.	<p><u>SIGNATURE AUTHORIZATION SHEETS</u></p> <p>Dates: 7/2015- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until superseded, then dispose of</p>

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)

Item No.	Record Series Title, Description and Recommendation
36.	<p><u>STUDIES (DONE BY CCS TASK FORCES)</u></p> <p>Dates: 7/2005- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for ten (10) years, then dispose of. Retain support documentation until administrative use is complete.</p>
37.	<p><u>SYSTEM LOGS</u></p> <p>Dates: 7/2013- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These logs show the following:</p> <ol style="list-style-type: none">1. Start ups2. Downtime3. Problems, etc. <p>Recommendation: Retain for two (2) years from the date of last entry, then dispose of.</p>
38.	<p><u>UNEMPLOYMENT CLAIM RECORDS</u></p> <p>Dates: 7/2008- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)

Item No.	Record Series Title, Description and Recommendation
39.	<p><u>U.S. IMMIGRATION AND NATURALIZATION SERVICE FORM I9 EMPLOYMENT ELIGIBILITY VERIFICATION FORMS</u></p> <p>Dates: 2015- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain three (3) years after date of hire, or one (1) year following termination of employment, whichever is later, then dispose of.</p>
40.	<p><u>VEHICLE/EQUIPMENT MAINTENANCE RECORDS</u></p> <p>Dates: 7/2015- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain until equipment is sold, traded, or junked, then dispose of.</p>
41.	<p><u>WORKER'S COMPENSATION FILES</u></p> <p>Dates: 7/2008- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years following settlement of claim, then dispose of.</p>



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 Bochenki, 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.

RESOLUTION NO. 121918

**RESOLUTION AUTHORIZING EXECUTION OF
INTERGOVERNMENTAL AGREEMENT**

WHEREAS, COOPERATIVE COMPUTER SERVICES (hereinafter "CCS") is an intergovernmental entity formed pursuant to Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Agreement Act Ch. 127, Sec. 741, et seq., for the purpose of providing cooperative computer services and developing cooperative automation in all phases of library operations, so as to minimize costs, enhance resource sharing, improve services, and streamline library procedures; and

WHEREAS, the purpose of CCS is to furnish to the participants in CCS certain computer services and automation in accordance with the Intergovernmental Agreement establishing CCS and the By-Laws of CCS (including amendments thereto adopted from time to time hereafter); and

WHEREAS, the Indian Trails Public Library District (hereinafter referred to as the "Public Library") desires to obtain membership in CCS and to obtain computer services and automation for library purposes and programs in accordance with the Intergovernmental Agreement and By-Laws of CCS (including amendments thereto adopted from time to time hereafter); and

WHEREAS, the Public Library has examined the Intergovernmental Agreement and By-Laws of CCS, and the Public Library intends hereby to be bound by and to comply with said Intergovernmental Agreement and By-Laws (including amendments thereto adopted from time to time hereafter); and

WHEREAS, it is desirable and in the best interests of the Public Library to become an active member of CCS; and

WHEREAS, Section 10 of Article VII of the 1970 Illinois Constitution and Sections 3 and 5 of the Intergovernmental Cooperation Act (Ill. Rev. Stat. Ch. 127, Sec. 740, et seq.) authorize units of local government, including tax-supported public libraries and public library districts, to enter into intergovernmental agreements to exercise and enjoy jointly the respective powers, privileges, or authority and to jointly perform any governmental service, activity, or undertaking, and

WHEREAS, the Illinois Local Library Act (Ill. Rev. Stat. Ch. 81, Sec. 1-0.1, et seq.) and the Illinois Public Library District Act (Ill. Rev. Stat. Ch. 81, Sec. 1001-1) authorize the formation and provision of cooperative computer services and cooperative automation in all phases of library operations;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Public Library as follows:

Section 1: The recitals in the foregoing seven (7) paragraphs are incorporated by reference as substantive provisions hereof.

Section 2: That the President and Secretary of the Public Library are authorized to execute and transmit said Intergovernmental Agreement, together with a certified copy of this Resolution, to the Secretary of CCS.

Section 3: That the Public Library shall be bound by and comply with the Intergovernmental Agreement and By-Laws of CCS, including amendments thereto adopted from time to time hereafter.

Section 4: That this Resolution shall be in full force and effect from and after its adoption and approval as provided by law.

Adopted this 19th day of December, 2018, pursuant to a roll call vote as follows:

AYES:

Louise Barnett
W. Gene Looft
Donald Roalkvam
Henry Hackney, Jr.
Bruce D. Matthews
Wendy Present
Jamie Bulger

NAYS:

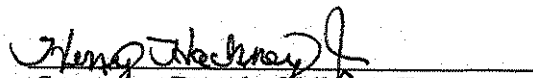
None

ABSENT:

None


President, Board of Library Trustees

ATTESTED and FILED in my office this 19th day of December, 2018


Secretary, Board of Library Trustees

STATE OF ILLINOIS)
) SS:
COUNTY OF COOK)
AND
COUNTY OF LAKE)

CERTIFICATION

I, Henry Hackney, Jr., Secretary of the Board of Library Trustees of the INDIAN TRAILS PUBLIC LIBRARY DISTRICT, Counties of Cook and Lake, State of Illinois, do hereby certify that I am the duly qualified and acting Secretary of the Board of Library Trustees of the INDIAN TRAILS PUBLIC LIBRARY DISTRICT, Counties of Cook and Lake, and State of Illinois.

I do further certify that as such official, I have care and custody of all official records of the Board of Library Trustees of said INDIAN TRAILS PUBLIC LIBRARY DISTRICT, and I do further certify that the attached Resolution entitled, "RESOLUTION NO. 121918 AUTHORIZING EXECUTION OF INTERGOVERNMENTAL AGREEMENT" is a full, true, and complete copy of that Resolution which was adopted on the 19th day of December, 2018, by the INDIAN TRAILS PUBLIC LIBRARY DISTRICT, and as it appears from the official records of the Library in my official care and custody.

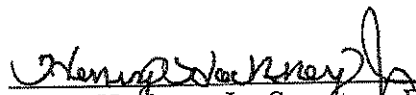
I do further certify that the vote of the Board of Library Trustees of the INDIAN TRAILS PUBLIC LIBRARY DISTRICT on the motion to adopt the aforesaid Resolution was as follows:

AYES:
Louise Barnett
Donald Roalkvam
W. Gene Looft
Henry Hackney, Jr.
Bruce D. Matthews
Wendy Present
Jamie Bulger

NAYS:
None

ABSENT:
None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the INDIAN TRAILS PUBLIC LIBRARY DISTRICT this 19th day of December, 2018.


Henry Hackney, Jr., Secretary, Board of Library Trustees
Of the INDIAN TRAILS PUBLIC LIBRARY DISTRICT,
Cook and Lake Counties, Illinois

INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY COMPUTER SERVICES

WHEREAS, each of the Libraries listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., or a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 et seq.; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970 and to the Intergovernmental Agreement Act, 5 ILCS 220/ 1 et seq., and to the respective statutes pursuant to which each of the said Libraries is established, the Board of Trustees of each of the said Libraries is empowered and authorized to enter into intergovernmental contracts and agreements for library services; and

WHEREAS, the Libraries which are signatories to this Agreement wish to cooperate jointly and mutually among themselves to provide library automation and library computer services;


NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and in further consideration of the execution of this Agreement by any one or more of the other Libraries listed on Exhibit A, the Library whose signature is set forth below hereby agrees as follows:

1. There is hereby created and established an intergovernmental entity to be known as the Cooperative Computer Services, a body politic and corporate ("CCS"), which shall be the administrative entity formed to carry out the joint and cooperative undertakings of this Agreement.
2. CCS shall be comprised of each of the Libraries which are signatories to this Agreement, each of which Libraries shall be designated a "Member" of CCS.
3. The affairs of CCS shall be conducted by a Governing Board, which shall be composed of one representative from each of its Members.
4. Each representative to the Governing Board of CCS shall be appointed by the Board of Trustees of the Member from among the Trustees of such Member or its head librarian. Each such representative shall have such authority and power as shall be conferred by the appointing Member.
5. CCS may exercise any power, privilege, or authority, consistent with its bylaws, which may be exercised by any of its Members, and may perform any governmental service, activity, or undertaking which any of the parties hereto is authorized by law to perform.
6. The Governing Board of CCS shall adopt bylaws consistent with law and with

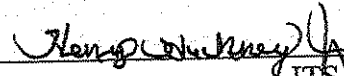
this Agreement to govern its operation, which bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting, contracts, budgeting, receipt and expenditure funds, ownership of real and personal property, operational services, employment of staff, assessment of fees, establishment and termination of membership, and dissolution.

7. This Agreement shall become effective and binding upon and inure to the benefit of the Libraries signing this Agreement, and their respective successors and assigns, as of the date of execution by any two (2) or more of the Libraries listed on Exhibit A; provided, however, that this Agreement shall be null and void ab initio unless by September 22, 1987, not less than less than twenty-three (23) of the Libraries listed on Exhibit A attached hereto have so signed.
8. Cooperative Computer Services, an intergovernmental entity established pursuant to the Illinois Constitution and statutes, shall provide Social Security coverage to its employees. The Governing Board shall enter into a Section 218 Agreement on behalf of the employees of CCS pursuant to Section 218 of the Social Security Act (42 U.S.C. 418) by entering into a coverage agreement with the Social Security Division of the Illinois State Employees' Retirement System, in accordance with Article 21 of the Illinois Pension Code (40 ILCS 5/21-101). The Governing Board is authorized to take such other and further action as may be necessary or desirable to provide and maintain Social Security coverage to the employees of CCS.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under authority of its Board of Trustees, has caused this Agreement to be duly executed. This Agreement shall be executed in several counterparts, each of which shall be signed by one Member Library, and each separate Agreement and all such collectively constitute one original.

PUBLIC LIBRARY
BY: 
ITS PRESIDENT

ATTEST:

BY: 
ITS SECRETARY

APPROVED THIS 19th DAY OF December, _____.

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	\$53,037.96
Budgeted cost of in-kind services	\$0
Financial support	\$53,037.96

Effective Date: July 1, 2020 Termination Date: June 30, 2021

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: Matthew Hammermeister

Printed Name: Matthew Hammermeister

Title: President or Director

Date: 10/10/2019

ATTEST

Jennite Mills

Jennite Mills

Secretary

Date: 10-10-19

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.

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.

4.4 Agency Contracts

Appendix C: RAILS LLSAP FY2021 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 RB transactions	30.00%	\$150,000.00
Category Total		30.00%	
	Number of nonpublic circulating libraries with collection budgets	30.00%	\$150,000.00
Equity	under \$10,000		
	Number of public circulating libraries with LLSAP annual fee as	30.00%	\$150,000.00
	3.00% or greater of library's (agency) total annual operating budget		
Equity			
Category Total		60.00%	
Bib quality	Cataloging standards (y/n)	2.50%	\$12,500.00
Bib quality	Centralized cataloging (staff FTE)	2.50%	\$12,500.00
Category Total		5.00%	
User centered	UX (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	
370.7	\$1,750,000.00
10,186,081	\$150,000.00
48.0	\$150,000.00
87.0	\$150,000.00
5.0	\$12,500.00
14.50	\$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	24.67	\$116,456.83	6.00	\$28,327.34	89.50	\$422,549.46
ILL and RB transactions	2,608,097	\$38,406.77	700,400	\$10,314.08	1,640,104	\$24,152.13
Nonpublic circ members <\$10k collection budget	0.0	\$0.00	0.0	\$0.00	4.0	\$12,500.00
Public circ members annual fee > or = 3.00% (publics)	1	\$1,724.14	4	\$6,896.55	37	\$63,793.10
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	\$2,586.21
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	7.29%	\$164,087.75	2.36%	\$53,037.96	23.69%	\$533,080.90

Component	RRLC		RSA		SWAN	
Per-agency flat amount	8.67	\$40,917.27	144.33	\$681,429.86	97.50	\$460,319.24
ILL and RB transactions	15,030	\$221.33	1,525,871	\$22,469.94	3,696,579	\$54,435.75
Nonpublic circ members <\$10k collection budget	5.0	\$15,625.00	38.0	\$118,750.00	1.0	\$3,125.00
Public circ members annual fee > or = 3.00% (publics)	0	\$0.00	27	\$46,551.72	18	\$31,034.48
Cataloging standards (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Centralized cataloging (staff FTE)	0	\$0.00	5	\$4,310.34	6.5	\$5,603.45
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	2.52%	\$56,763.60	39.16%	\$881,011.87	24.98%	\$562,017.92

Appendix D – COST

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$53,037.96 to Grantee in FY2021. This represents the Grantee's total support allocation (Appendix C).

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

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

Appendix E – FINANCIAL RESPONSIBILITY DETAIL

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
	Expenses			
5000	Salaries, Library Professional	X		
5010	Salaries, Professional	X		
5020	Salaries, Supportive	X		
5030	Social Security taxes	X		
5040	Unemployment insurance	X		
5050	Workers comp.	X		
5060	IMRF (retirement benefits)	X		
5070	Health, dental & life insurance	X		
5080	Other fringe benefits	X		
5090	Temporary help	X		
5100	Recruiting	X		
5110	Print materials	X		
5120	Nonprint materials	X		
5130	E-resources	X		
5140	Rent / Lease	X		
5150	Utilities	X		
5160	Property insurance	X	X	Grantee is responsible for procuring appropriate insurance to cover its owned assets; RAILS is responsible for procuring insurance for its owned assets.
5170	Facility repairs and maintenance	X		
5180	Janitorial services and supplies	X		
5190	Other buildings and grounds	X		
5200	Fuel	X		
5210	Vehicle repairs and maintenance	X		
5220	Vehicle insurance	X		
5230	Vehicle leasing and rent	X		
5240	Other vehicle expenses	X		
5250	In-state travel	X		
5260	Out-of-state travel	X		
5270	Registration & other fees	X		
5280	Continuing education & meetings/other	X		

4.4 Agency Contracts
LLSAP Contracts

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		

4.4 Agency Contracts
LLSAP Contracts

		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 – FY2021 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached]

FY2021 RAILS LLSAP Support Grant Process and Application

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

LLSAP Definition and Eligibility

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

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

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

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

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

How to Apply

Guidelines and deadlines for each application component are detailed below.

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

Timeline

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

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

Questions?

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

RAILS LLSAP Support Grant Application Form

Intent of Application

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

Core services only

Financial support only

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

Consortium Information

Consortium name _____

Consortium website URL _____

Primary contact

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

Name _____

Email address _____

Phone _____

Address _____

Other contact (optional)

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

Name _____

Email address _____

Phone _____

Address _____

Staff contacts

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

Changes since August 1, 2018

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

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

Services Provided

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

Documentation

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

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

Board/governance/user group meeting schedule

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

Support Grant Allocation Metrics

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

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

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

LLSAP Support Grant Formula

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

Consortium Data

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

Member Data

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

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

New Members

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

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

Definitions

Interlibrary Loan

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

Reciprocal Borrowing

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

Union List

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

4.4 Agency Contracts LLSAP Contracts

OCLC

Do your annual membership fees include OCLC membership? YES NO

FY2020 Membership Totals

Do not include Union List members

Public	
School	
Academic	
Special	
Total	

FY2019 Resource Sharing Activities

Interlibrary Loan Transactions	
Reciprocal Borrowing Transactions	
Total Resource Sharing	

Bibliographic Quality

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

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

User-centered services are prioritized

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

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

Services from RAILS

Core Services

All LLSAPs receive the following services from RAILS.

Meeting Rooms

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

Communication and Collaboration

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

Grants for New Members

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

Optional Services

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

Delivery Services to LLSAP Facility

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

Financial Services

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

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

Legacy Services

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

Datacenter Services

Help Desk Ticket System Services

ILS Phone Notification Dialer Co-location

Use of RAILS facilities for consortium staff

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

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

Agreement to LLSAP requirements

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

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

Authorized Signatures

Primary contact

Name Matt Hammermeister
Title ILS Manager
Signature Matt Hammermeister
Date 7/19/2019

Other contact (if applicable)

Name Lisa Pappas
Title Chair, Governing Board
Signature Lisa Pappas
Date 7/19/19

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	\$533,080.90
Budgeted cost of in-kind services	\$0
Financial support	\$533,080.90

Effective Date: July 1, 2020 Termination Date: June 30, 2021

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: _____

Title: _____

Date: _____



Carolyn Coulter

President or Director

10/10/19

ATTEST



Laura Long

Secretary

Date: 10/16/19

RAILS

Signature: _____

Printed Name: _____

Title: _____



Deirdre Brennan

Executive Director

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: jennifer.slaney@sterlingpubliclibrary.org

Attention to: Ms. Jennifer Slaney

Grant Amount: Total Allocation	\$56,763.60
Budgeted cost of in-kind services	\$0
Financial support	\$56,763.60

Effective Date: July 1, 2020

Termination Date: June 30, 2021

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,

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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 /LCS 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.

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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: 3 October 2019

ATTEST

A. Deter
ANTONY DETER
Secretary
Date: 10/8/19

RAILS

Signature: Deirdre Brennan
Printed Name: Deirdre Brennan
Title: Executive Director

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	\$881,012
Budgeted cost of in-kind services	\$838,460
Financial Support	\$42,552

Effective Date: July 1, 2020 Termination Date: June 30, 2021

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

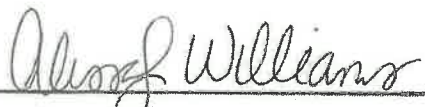
This Agreement may be executed in counterparts. Facsimile signatures shall be sufficient.

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


GRANTEE

Signature: 
Printed Name: G.M. Buhr
Title: President or Director
Date: 5/6/2020

ATTEST


Alissa Williams
Secretary
Date: 5/1/2020

RAILS

Signature: 
Printed Name: Deirdre Brennan
Title: Executive Director

Appendix A – SERVICES PROVIDED BY RAILS

Core Services

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

Meeting Rooms

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

Communication and Collaboration

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

Grants for New Members

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

Optional Services – Level 1

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

Datacenter Services

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

4.4 Agency Contracts LLSAP Contracts

- 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.

4.4 Agency Contracts LLSAP Contracts

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.
3. RAILS shall work with LLSAP staff to plan and execute the transition away from RAILS 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.

4.4 Agency Contracts

Appendix C: RAILS LLSAP FY2021 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 RB transactions	30.00%	\$150,000.00
Category Total		30.00%	
	Number of nonpublic circulating libraries with collection budgets	30.00%	\$150,000.00
Equity	under \$10,000		
	Number of public circulating libraries with LLSAP annual fee as	30.00%	\$150,000.00
	3.00% or greater of library's (agency) total annual operating budget		
Equity			
Category Total		60.00%	
Bib quality	Cataloging standards (y/n)	2.50%	\$12,500.00
Bib quality	Centralized cataloging (staff FTE)	2.50%	\$12,500.00
Category Total		5.00%	
User centered	UX (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	
370.7	\$1,750,000.00
10,186,081	\$150,000.00
48.0	\$150,000.00
87.0	\$150,000.00
5.0	\$12,500.00
14.50	\$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	24.67	\$116,456.83	6.00	\$28,327.34	89.50	\$422,549.46
ILL and RB transactions	2,608,097	\$38,406.77	700,400	\$10,314.08	1,640,104	\$24,152.13
Nonpublic circ members <\$10k collection budget	0.0	\$0.00	0.0	\$0.00	4.0	\$12,500.00
Public circ members annual fee > or = 3.00% (publics)	1	\$1,724.14	4	\$6,896.55	37	\$63,793.10
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	\$2,586.21
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	7.29%	\$164,087.75	2.36%	\$53,037.96	23.69%	\$533,080.90

Component	RRLC		RSA		SWAN	
Per-agency flat amount	8.67	\$40,917.27	144.33	\$681,429.86	97.50	\$460,319.24
ILL and RB transactions	15,030	\$221.33	1,525,871	\$22,469.94	3,696,579	\$54,435.75
Nonpublic circ members <\$10k collection budget	5.0	\$15,625.00	38.0	\$118,750.00	1.0	\$3,125.00
Public circ members annual fee > or = 3.00% (publics)	0	\$0.00	27	\$46,551.72	18	\$31,034.48
Cataloging standards (y/n)	0	\$0.00	1	\$2,500.00	1	\$2,500.00
Centralized cataloging (staff FTE)	0	\$0.00	5	\$4,310.34	6.5	\$5,603.45
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	2.52%	\$56,763.60	39.16%	\$881,011.87	24.98%	\$562,017.92

Appendix D – COST

In-Kind Service	RAILS Budgeted Cost
Consortium staffed by RAILS employees	\$838,460

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$42,552 to Grantee in FY2021. This represents the Grantee's total support allocation (Appendix C), 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 general 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 general 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

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
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 – FY2021 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached]

FY2021 RAILS LLSAP Support Grant Process and Application

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

LLSAP Definition and Eligibility

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

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

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

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

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

How to Apply

Guidelines and deadlines for each application component are detailed below.

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

Timeline

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

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

Questions?

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

RAILS LLSAP Support Grant Application Form

Intent of Application

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

☐ Core services only

☐ Financial support only

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

Consortium Information

Consortium name _____

Consortium website URL _____

Primary contact

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

Name _____

Email address _____

Phone _____

Address _____

Other contact (optional)

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

Name _____

Email address _____

Phone _____

Address _____

Staff contacts

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

Changes since August 1, 2018

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

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

Services Provided

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

Documentation

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

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

Board/governance/user group meeting schedule

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

Support Grant Allocation Metrics

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

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

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

LLSAP Support Grant Formula

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

Consortium Data

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

Member Data

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

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

New Members

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

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

Definitions

Interlibrary Loan

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

Reciprocal Borrowing

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

Union List

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

4.4 Agency Contracts LLSAP Contracts

OCLC

Do your annual membership fees include OCLC membership? YES NO

FY2020 Membership Totals

Do not include Union List members

Public	
School	
Academic	
Special	
Total	

FY2019 Resource Sharing Activities

Interlibrary Loan Transactions	
Reciprocal Borrowing Transactions	
Total Resource Sharing	

Bibliographic Quality

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

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

User-centered services are prioritized

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

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

Services from RAILS

Core Services

All LLSAPs receive the following services from RAILS.

Meeting Rooms

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

Communication and Collaboration

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

Grants for New Members

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

Optional Services

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

Delivery Services to LLSAP Facility

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

Financial Services

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

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

Legacy Services

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

Datacenter Services

Help Desk Ticket System Services

ILS Phone Notification Dialer Co-location

Use of RAILS facilities for consortium staff

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

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

Agreement to LLSAP requirements

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

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

Authorized Signatures

Primary contact

Name _____
Title _____
Signature _____
Date _____

Other contact (if applicable)

Name _____
Title _____
Signature _____
Date _____

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

GRANTEE

ATTEST

Signature: Edward J Bodewes

Printed Name: EDWARD J BODEWES

Title: President or Director

Date: 10-18-2019

Dawn Bussey

Dawn Bussey

Secretary Dawn

Date: 10-18-2019

RAILS

Signature: Deirdre Brennan

Printed Name: Deirdre Brennan

Title: Executive Director