

September 17, 2021

TO: RAILS Board of Directors

FROM: Anne Slaughter, RAILS Director of Technology Services

SUBJECT: LLSAP membership summary and additional information

This and the following documents in your packet provide a high-level summary of the community of shared catalog consortia within RAILS' service area, known as Local Library System Automation Programs, or LLSAPs.

Below is a summary of LLSAP membership as of FY2022. This excludes union listing members from the totals for PrairieCat and RSA, the only LLSAPs that have a union listing level of membership. RAILS distributes LLSAP support based on libraries that use the ILS for circulation and patron records.

| Consortium | Public | School | Academic | Special | Total |
|-------------------------------------|---------------|---------------|-----------------|----------------|--------------|
| Cooperative Computer Services (CCS) | 28 | 0 | 0 | 0 | 28 |
| Pinnacle Library Cooperative | 6 | 0 | 0 | 0 | 6 |
| PrairieCat | 89 | 9 | 2 | 0 | 100 |
| Resource Sharing Alliance (RSA) | 93 | 41 | 3 | 2 | 139 |
| Rock River Library Consortium | 4 | 9 | 0 | 0 | 13 |
| SWAN | 95 | 1 | 2 | 2 | 100 |
| Total | 315 | 60 | 7 | 4 | 386 |

There are also 62 RAILS member libraries that belong to CARLI's I-Share consortium, a statewide shared catalog operated by the University of Illinois System and comprised of academic and research libraries.

RAILS LLSAP GOAL AND DEFINITION

Local Library System Automation Program (LLSAP) is a term used statewide and rooted in historical relationships between the regional library systems and consortia. 23 Ill. Adm. Code 3030 states: “Local Library System Automation Program means an integrated library system open to membership by full library system members of all types developed by or receiving financial or in kind support from a library system.”

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 (The task force has since been replaced by the RAILS Consortia Committee.)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

RAILS LLSAP SUPPORT GOAL

To foster resource sharing and make a library management system affordable for any interested member library, RAILS’ goal is to support shared catalog consortia in its service area. To enrich existing relationships while promoting collaborative ventures with new partners, the RAILS Board has approved this definition of LLSAPs (Local Library System Automation Programs):

RAILS LLSAP DEFINITION

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

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

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

RAILS Support to LLSAPs FY2015-FY2022

LLSAP Support Grant & Historical Allocations

Before FY2020, the value of in-kind services was calculated and deducted from the total allocation, and in some years, certain LLSAPs paid fees back to RAILS to offset support expenses that exceeded the allocation. FY2015 predates the development of a support formula, and support expenses were not determined through an allocation. In FY2020-2022, the value of in-kind services other than personnel was not calculated or deducted from the total allocation, and these services were provided in addition to the grant funding. RSA's personnel expenses are included in their total allocation; all other figures show financial awards unless otherwise noted. These amounts do not include the 30% rebate for 100% eRead Illinois participation, in-kind services (besides personnel) provided between FY2020-2022, or other occasional additional and project-specific one-time payments and reimbursements throughout the years. Beginning in FY2023, in-kind services will again be calculated and deducted from the total allocation.

| | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | Total | FY22 Members (Excluding union list) |
|----------------|--------------------|---|---|--|---|--------------------|--------------------|--------------------|---------------------|--|
| CCS | \$0 | \$0 | \$0 | \$0 | \$0 | \$167,319 | \$164,088 | \$187,966 | \$519,373 | 28 |
| PLC | \$0 | \$0 | \$0 | \$0 | \$0 | \$53,571 | \$53,038 | \$53,887 | \$160,496 | 6 |
| PrairieCat | \$908,847* | \$672,690* | \$748,174* | \$678,890* | \$767,905 Includes \$588,542 in financial support plus in- kind services | \$559,731 | \$533,081 | \$559,218 | \$5,428,536 | 100 |
| RSA | \$742,484* | \$752,479* | \$770,718* | \$746,188* | \$817,927* | \$893,925 | \$881,012 | \$857,120 | \$6,461,853 | 139 |
| RRLC | \$0 | \$0 | \$0 | \$0 | \$0 | \$50,775 | \$56,764 | \$69,118 | \$176,657 | 13 |
| SWAN | \$410,498* | \$565,927 Includes \$349,143 in financial support plus in- kind services | \$572,581 Includes \$485,670 in financial support plus in- kind services | \$568,629 Includes \$503,447 in financial support plus in- kind services | \$664,167 Includes \$598,985 in financial support plus in- kind services | \$524,679 | \$562,018 | \$522,691 | \$4,391,190 | 100 |
| Total** | \$2,061,829 | \$1,991,096 | \$2,091,473 | \$1,993,707 | \$2,250,000 | \$2,250,000 | \$2,250,000 | \$2,250,000 | \$17,138,105 | 386 |

*Support provided entirely as in-kind services

**In FY2016-FY2018, the balance of the budgeted \$2,250,000 was provided to MAGIC. In FY15, the total support provided was \$2,343,507, with the balance provided to MAGIC.

Catalog Membership Grants

This summarizes all grant awards made to libraries through the Catalog Membership Grant program, which offsets many of the one-time expenses associated with joining an LLSAP. In some cases these awards were made directly to libraries, and in others, the LLSAP applied for the funding directly, as the majority of the expenses are fees paid to the LLSAP's ILS vendor. Libraries joining CCS, PLC, and RRLC were not eligible for grant funding before these groups were formally designated as LLSAPs in FY2019.

| | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | Total | Libraries Added |
|--------------|---------------------|---------------------|---------------------|------------|---------------------|---------------------|-------------|--------|-----------------------|-----------------|
| CCS | \$0.00 | \$0.00 | \$0.00 | \$0 | \$82,660.00 | \$83,830.00 | \$0 | TBD | \$166,490.00 | 4 |
| PLC | \$0.00 | \$0.00 | \$0.00 | \$0 | \$0.00 | \$0.00 | \$0 | TBD | \$0.00 | 0 |
| PrairieCat | \$92,036.59 | \$443,249.18 | \$53,699.94 | \$0 | \$187,955.10 | \$8,846.00 | \$7,435.00 | TBD | \$793,221.81 | 32 |
| RSA | \$110,805.92 | \$24,257.40 | \$34,992.85 | \$0 | \$10,458.95 | \$0.00 | \$0 | TBD | \$180,515.12 | 14 |
| RRLC | \$0.00 | \$0.00 | \$0.00 | \$0 | \$26,348.00 | \$0.00 | \$22,645.00 | TBD | \$48,993.00 | 4 |
| SWAN | \$95,964.04 | \$0.00 | \$311,307.21 | \$0 | \$38,480.00 | \$89,410.16 | \$0 | TBD | \$535,161.41 | 25 |
| Total | \$298,806.55 | \$467,506.58 | \$400,000.00 | \$0 | \$511,958.22 | \$182,086.16 | \$30,080.00 | TBD | \$1,720,381.34 | 76 |

RAILS LLSAP Support Grant: Semiannual Report

Due on January 31 and July 31

LLSAP name: Cooperative Computer Services (CCS)

Date of report: 7/30/2021

Time period covered by this report:

- July 1 to December 31 *Report due January 31*
- January 1 to June 30 *Report due July 31*

LLSAP staff member or representative preparing report

Name: Debra Wischmeyer

Title: Acting Director

Email: dwischmeyer@ccslib.org

Phone number: 847-483-8595

Submission: Submission of reports by email is preferred. Please email the report as an attachment to anne.slaughter@railslibraries.info.

1. Describe how RAILS grant funds were used. Attach any applicable supporting documents (such as LLSAP budget, memos, etc.) demonstrating the use of RAILS funds.

RAILS funds continued to be distributed to members as a quarterly rebate during the reporting period. A sample memo sent to libraries is included with this report.

2. Please describe any significant LLSAP activities in the time period covered by the report, such as membership changes, new services or policies, ILS platform updates and changes, governance changes, etc.

As development partners for Innovative's new Vega Discover product, CCS staff attend weekly meetings to provide feedback and advocate for software functionality that improves the discovery experience for consortia.

CCS focused on several DEI initiatives during the reporting period:

- Development of a collection development tool to analyze diversity of library collections
- Removal of pejorative subject headings; addition of more inclusive LGBTQIA+ headings
- Addition of a new patron demographic field to gather race/ethnicity data to support individual library DEI initiatives
- Coordination of a webinar series focusing on serving diverse populations through collection development, funded by a RAILS Equity, Diversity, and Inclusion Training Grant.

CCS selected Planetaria for our website redesign project, expected to launch in October. The new website will use the L2 API for staff authentication, staff directory and meeting calendar.

Updated CCS bylaws were reviewed and approved. The updated bylaws are available at <http://www.ccslib.org/governance/governance-documents/ccs-bylaws/file>.

3. If optional in-kind services are used, please list services and describe any significant activities related to them. If your needs regarding these services have changed or you anticipate them changing, please describe how. (In-kind services include datacenter, delivery services to LLSAP facility, financial services, help desk ticket system, use of RAILS facilities for LLSAP staff, consortium staffed by RAILS employees, use of RAILS vehicles, website, and ILS phone notification dialer co-location.)

Not applicable.

4. For the RAILS services listed below, please indicate the ones in which any or all of your member libraries participate, and describe any significant activities, changes, or needs related to the services:

eRead Illinois

Yes; no significant changes made.

Find More Illinois

No.

Explore More Illinois

Yes; no significant changes made.

Any other RAILS projects and group purchases that require ILS interoperability

CCS continues to support libraries participating in various RAILS group purchases, including Communico, Gale Analytics, Open Gov, and Patron Point. CCS's primary role is assisting with authentication configuration (API/SIP) and providing ILS data as needed.

No significant changes were made during the reporting period.

5. Do you have any questions, comments, or concerns you would like to share with us? (*optional*)

At their July meeting, CCS' Governing Board voted to distribute the FY21-22 LLSAP support grant in a more equitable way, following the metrics used by RAILS in the LLSAP grant formula.

The amount awarded for library-specific metrics (collection expenditures per service population and annual LLSAP fee as a percentage of library operating expenditures) will be distributed to each library according to the RAILS formula. The award amount provided for ILL and RB resource sharing transactions will be split evenly among all member libraries.



February 10, 2021

Sara Murray
Algonquin Area PLD
2600 Harnish Drive
Algonquin, IL 60102

With the approval of CCS's application for a RAILS LLSAP Support Grant for FY2021, CCS was to receive a financial award of \$164,087.75 to be distributed in quarterly payments by RAILS beginning on July 1, 2020.

As with the previous fiscal year, the RAILS LLSAP support allocation for FY2021 be passed along to libraries in FY 2020-21. The enclosed check represents your library's quarterly portion of this support allocation for FY2021.

Thank you for your continued engagement and investment in CCS. Please reach out to me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'R Malinowski', written in a cursive style.

Rebecca Malinowski
Cooperative Computer Services

Cooperative Computer Services
3355 N. Arlington Heights Rd. Suite J
Arlington Heights, IL 60004
847-483-8600
www.ccslib.org

RAILS LLSAP Support Grant: Semiannual Report

Due on January 31 and July 31

LLSAP name: Pinnacle Library Cooperative

Date of report: July 6, 2021

Time period covered by this report:

- July 1 to December 31 *Report due January 31*
- January 1 to June 30 *Report due July 31*

LLSAP staff member or representative preparing report

Name: Matt Hammermeister

Title: ILS Manager

Email: mhammermeister@pinnaclelibraries.org

Phone number: (815) 552-4277

Submission: Submission of reports by email is preferred. Please email the report as an attachment to anne.slaughter@railslibraries.info.

1. Describe how RAILS grant funds were used. Attach any applicable supporting documents (such as LLSAP budget, memos, etc.) demonstrating the use of RAILS funds.

RAILS grant funds are used to supplement Pinnacle's reserve fund. Currently, the reserve fund has two purposes:

(1) ILS Upgrade - the funds were initially set aside to help offset the costs of an eventual upgrade. Our ILS vendor is in the process of launching a next-generation platform over the next several years. We are working with them as development partners, but there will still be a cost associated with each module. The grant funding will be used towards some of those costs.

(2) New Group Purchases - The reserve fund has also been used to pay the first-year costs of new group purchases. This allows us to add new services for all of our libraries even when we have not had the opportunity to budget for them yet. This year, the grant funding allowed us to provide OverDrive magazines for all of our patrons.

2. Please describe any significant LLSAP activities in the time period covered by the report, such as membership changes, new services or policies, ILS platform updates and changes, governance changes, etc.

Pinnacle continues to participate in Innovative's development partner program for Vega - their next-generation library experience platform. The first module, Vega Discover, should be available within the next 12 months.

In April, all six libraries enabled auto-renewal, which automatically renews any eligible items three days before their due date. In the first few months, we've seen manual renewals decrease by 70%, which saves time for both patrons and staff.

In June, we outsourced our phone notification system with Unique and decommissioned our old telephony server. That server was the last physical server that we owned and maintained, as everything else is hosted.

With the help of the LLSAP support grant, we added eMagazines to our OverDrive subscription for all libraries. These magazines are available for all patrons through the OverDrive app.

3. If optional in-kind services are used, please list services and describe any significant activities related to them. If your needs regarding these services have changed or you anticipate them changing, please describe how. (In-kind services include datacenter, delivery services to LLSAP facility, financial services, help desk ticket system, use of RAILS facilities for LLSAP staff, consortium staffed by RAILS employees, use of RAILS vehicles, website, and ILS phone notification dialer co-location.)

(no in-kind services)

4. For the RAILS services listed below, please indicate the ones in which any or all of your member libraries participate, and describe any significant activities, changes, or needs related to the services:

eRead Illinois

3 libraries participate - Fountaindale, Joliet, Plainfield.

No significant changes have been made.

Find More Illinois

No libraries participate.

Explore More Illinois

All six libraries participate.

No significant changes have been made.

Any other RAILS projects and group purchases that require ILS interoperability

There are no new projects in this period. The consortium continues to provide a testing environment for RAILS for the SimplyE platform.

5. Do you have any questions, comments, or concerns you would like to share with us? *(optional)*

Pinnacle appreciates RAILS' commitment to serving our consortium and member libraries. The Support Grant funding has given our consortium the ability to try new services and adopt new platforms quickly. This, in turn, allows our libraries to adapt to changes more quickly.

RAILS LLSAP Support Grant: Semiannual Report

Due on January 31 and July 31

LLSAP name: PrairieCat

Date of report: 7/14/2021

Time period covered by this report:

- July 1 to December 31 *Report due January 31*
 January 1 to June 30 *Report due July 31*

LLSAP staff member or representative preparing report

Name: Carolyn Coulter

Title: Director

Email: carolyn.coulter@railslibraries.info

Phone number: 630-734-5234

Submission: Submission of reports by email is preferred. Please email the report as an attachment to anne.slaughter@railslibraries.info.

1. Describe how RAILS grant funds were used. Attach any applicable supporting documents (such as LLSAP budget, memos, etc.) demonstrating the use of RAILS funds.

RAILS grant funds are incorporated in to our annual budget as a revenue. In FY21, RAILS grant funds accounted for approximately 30% of our overall revenues, the rest made up of member fees. As you can see from the attached budget information, these funds are applied to our operating expenses, which cover the operation and maintenance of our systems, staff, and associated costs.

2. Please describe any significant LLSAP activities in the time period covered by the report, such as membership changes, new services or policies, ILS platform updates and changes, governance changes, etc.

On July 1, we went "live" with our membership in IMRF. This is a great step for the organization's ability to keep and recruit qualified staff, and I am very happy we could achieve this. This would not have been possible without the support and assistance of RAILS finance and administration, and it is very much appreciated.

We brought the Marengo-Union Public Library District live for circulation in the PrairieCat system on 6/30. Marengo joins us as the 101st public library and 137th library in our consortium. We continue to work with Lostant Community Public Library, the Byron Public Schools, and the Putnam County Elementary School to bring them up in the system as well. All are making progress with training and most have begun item entry.

On July 14, we will go live with new procedures to lock down our server and provide better security to members. Along with this, we will be moving some of our smaller libraries to the Sierra web client. This project is the culmination of a goal we have had for several years, and we are glad that the Innovative system can better accommodate our needs at this point.

Our rollout last year of the Capira mobile app has been successful, and we will be recruiting

3. If optional in-kind services are used, please list services and describe any significant activities related to them. If your needs regarding these services have changed or you anticipate them changing, please describe how. (In-kind services include datacenter, delivery services to LLSAP facility, financial services, help desk ticket system, use of RAILS facilities for LLSAP staff, consortium staffed by RAILS employees, use of RAILS vehicles, website, and ILS phone notification dialer co-location.)

We have moved our test environment out of the RAILS datacenter, and are now completely off RAILS web servers. We continue to leverage RAILS online ticketing system, helpdesk, data connectivity, telephony, and end user devices, which are much appreciated. We currently have one virtual server host housed in the RAILS datacenter, and we also continue to house our phone auto-dialer there.

As we have moved away from in-office work and toward remote work for all of our staff, the online services and support provided by RAILS have proved invaluable to our staff. Our staff are now working a hybrid schedule, visiting the facilities several times a week but also working from home. The support that RAILS provides us to facilitate our work is very much appreciated. Given the success we had with teleworking during the pandemic's height, we feel that a hybrid work solution is desirable and workable, and we will maintain this arrangement ongoing.

As always, the financial services that we are provided by RAILS have been outstanding. I can't say enough about Sharon Swanson and her contributions to our organization. As mentioned above, we have worked this year to re-join IMRF, and the support and expertise of RAILS finance staff has been invaluable to us during this process.

4. For the RAILS services listed below, please indicate the ones in which any or all of your member libraries participate, and describe any significant activities, changes, or needs related to the services:

eRead Illinois

Some of our members subscribe, however this is not mandated by PrairieCat. Members deal with billing and service needs directly with RAILS.

Find More Illinois

Some of our members subscribe, however this is not mandated by PrairieCat. Members deal with billing and service needs directly with RAILS.

Explore More Illinois

Some of our members subscribe, however this is not mandated by PrairieCat. Members deal with billing and service needs directly with RAILS.

Any other RAILS projects and group purchases that require ILS interoperability

Many RAILS group purchases require SIP2 or Patron API support from PrairieCat. We are happy to oblige, though it would be helpful if, when a new group purchase is made, interoperability is assured and tested with the various ILS's in the state before the contracts are signed.

5. Do you have any questions, comments, or concerns you would like to share with us? *(optional)*

PrairieCat is very appreciative of all that RAILS does for us, in all regards. We thank the administration, staff and board members of RAILS for supporting us and helping us serve our membership and their patrons. We would be hard pressed to do so without the support provided by RAILS.

| | | FY21 Independence W/ 3% increase 25K Reserves | FY22 Independence W/ 2% increase 10K Reserves | | Percentage of revenues or Expenditures |
|---|--|--|--|---|--|
| REVENUES | | | | | |
| 4050 | Other Grants-RAILS CE Grant | \$1,000.00 | \$2,000.00 | RAILS CE grant for PUG Day | 0.11% |
| 4051 | Revenue from LLSAP RAILS grant | \$533,080.90 | \$559,218.00 | RAILS award (FY20) \$559,731.16; (FY21): \$533,080.90; | |
| 4062 | Union List Member Revenue | \$26,562.00 | \$28,960.00 | (FY22) \$559,218 | 30.78% |
| 4063 | Fully Participating & Basic Online Member Revenue | \$1,048,834.69 | \$1,050,175.08 | from spreadsheet annual UL billing to BR (add 3.5% FY22) | 1.59% |
| 4064 | ILL Barcode Revenue | \$7,000.00 | \$7,000.00 | | 57.79% |
| 4065 | Cataloging Revenue | \$0.00 | \$0.00 | | 0.39% |
| 4066 | Continuing Education Revenue | \$0.00 | \$0.00 | | 0.00% |
| 4067 | Fully Participating & Basic Online - CR Contribution | \$52,611.00 | \$54,457.00 | add 3.5% FY22 | 3.00% |
| 4068 | Union List - CR Contribution | \$6,688.00 | \$7,280.00 | add 3.5% FY22 | 0.40% |
| 4070 | Reimbursements | \$13,010.00 | \$19,000.00 | reimburse for express lane and marc report | 1.05% |
| 4071 | Reimbursements - Hosting fee | \$41,520.00 | \$43,890.00 | 5% increase | 2.42% |
| 4073 | Reimbursements - PUG Day/DA Fee | \$6,000.00 | \$0 | PUG Day lunch reimbursement | 0.00% |
| 4072 | Reimbursements - eRead Illinois | \$0.00 | \$0.00 | | 0.00% |
| 4074 | Reimbursements - Capria mobile app | \$35,104.00 | \$39,600.00 | mobile app reimbursement | 2.18% |
| 4080 | Investment Income | \$8,200.00 | \$4,500.00 | reduced due to market uncertainty | 0.25% |
| 4090 | Other Revenue | \$1,000.00 | \$1,000.00 | | 0.06% |
| TOTAL REVENUE | | \$1,780,610.59 | \$1,817,080.08 | | 100.00% |
| EXPENDITURES | | | | | |
| 5131 | eResources - eRead Illinois | \$0.00 | \$0.00 | | 0.00% |
| 5010 | other professionals | \$611,872.03 | \$624,109.48 | | 34.54% |
| 5020 | support services | \$132,979.57 | \$130,482.65 | | 7.22% |
| 5030 | Payroll taxes, SS taxes, fringe benefits | \$56,981.15 | \$57,726.30 | | 3.19% |
| 5040 | Unemployment Insurance | \$3,500.00 | \$3,500.00 | | 0.19% |
| 5050 | Worker's Compensation insurance | \$1,442.00 | \$1,581.65 | | 0.09% |
| 5060 | Retirement benefits | \$74,485.16 | \$114,188.82 | 15% employer contribution, 1K administration Disability included, 10% increase for 6 months in FY22 | 6.32% |
| 5070 | Health, Dental, Life, Disability | \$134,950.72 | \$138,373.52 | (healthcare), 5% increase (disability) | 7.66% |
| 5080 | other fringe benefits | \$1,000.00 | \$1,000.00 | wellness plan, retirement gifts | 0.06% |
| 5083 | Tuition reimbursements | \$1,000.00 | \$500.00 | | 0.03% |
| 5084 | Staff professional memberships | \$2,000.00 | \$1,000.00 | individual memberships to orgs | 0.06% |
| 5160 | Property Insurance | \$1,700.00 | \$1,700.00 | Inland Marine insurance (\$1,500.00) | 0.09% |
| 5200 | Fuel | \$3,000.00 | \$2,000.00 | | 0.11% |
| 5210 | Repairs and maintenance | \$3,000.00 | \$3,000.00 | Maintenance of vehicles, tires, replacement of vehicle parts, | 0.17% |
| 5220 | Vehicle Insurance | \$2,500.00 | \$2,500.00 | vehicle repairs, vehicle cleaning, and oil changes | 0.14% |
| 5230 | Vehicle leasing and rent | \$1,000.00 | \$500.00 | | 0.03% |
| 5240 | Other vehicle expenses | \$750.00 | \$750.00 | Ipasses, driver's license checks | 0.04% |
| 5250 | In-State Travel | \$6,000.00 | \$5,000.00 | | 0.28% |
| 5260 | Out-of-State Travel | \$10,000.00 | \$7,000.00 | ALA, ILA, IUG, DirectorLink | 0.39% |
| 5270 | Registration & Meetings, Other fees | \$10,600.00 | \$7,000.00 | DA (\$1,000), AC (\$1,000), Staff Conferences (\$2,000), training registration (\$3,000) | 0.39% |
| 5280 | Conferences and Continuing Education Meetings | \$25,000.00 | \$5,000.00 | PUG Day (\$3000), PUG Day lunches (reimbursed: \$0), RAILS CE Grant PUG day (\$2000) and other committee meetings (\$0) | 0.28% |
| 5290 | Public Relations | \$500.00 | \$500.00 | | 0.03% |
| 5300 | Liability Insurance | \$6,000.00 | \$6,500.00 | D and O: \$3,227; Cyber: \$1300; General Liability: \$500, surety bond: \$1000 | 0.36% |
| 5310 | Computer, Software & Supplies | \$7,000.00 | \$10,000.00 | LMS \$5000; certs, \$2,000, NetNotify | 0.55% |
| 5320 | General Office Supplies and Equipment | \$200.00 | \$200.00 | | 0.01% |
| 5380 | Telephone & Telecommunications | \$0.00 | \$0.00 | | 0.00% |
| 5400 | Equipment Repair & Maintenance Agreements | \$3,000.00 | \$3,000.00 | maintenance on training servers, FW maintenance | 0.17% |
| 5410 | Legal | \$10,000.00 | \$10,000.00 | | 0.55% |
| 5420 | Accounting | \$5,200.00 | \$5,000.00 | Audit contract (5K), actuary for retiree benefits study (dropped) | 0.28% |
| 5430 | Consulting | \$2,500.00 | \$2,500.00 | | 0.14% |
| 5435 | Payroll services fees | \$6,020.40 | \$6,249.18 | \$5,600 + \$200 for ACA *3.8% FY21 increase, 3.8% increase FY22 | 0.35% |
| 5450 | Information Service Costs | \$492,006.98 | \$513,908.40 | Innovative software maintenance, enriched content, MARCIVE, OCLC fees (see info services spreadsheet) | 28.44% |
| 5450 | Information Service Costs | \$27,950.00 | \$39,600.00 | special projects-Capria mobile app (reimbursed by participants) | 2.19% |
| 5470 | Outside Printing services | \$1,000.00 | \$1,000.00 | | 0.06% |
| 5480 | Other Contractual Services | \$79,880.30 | \$91,710.08 | innovative hosting, web server hosting and maintenance (\$6,000), other contracts (1K) | 5.08% |
| 5490 | Depreciation | \$4,897.60 | \$4,897.60 | depreciation on cars | 0.27% |
| 5500 | Professional Association Membership Dues | \$2,000.00 | \$2,000.00 | IUG (\$200), WIIUG (\$100), Mgmt assoc (\$1,040), ARSL (\$150), ILA (\$200) | 0.11% |
| 5510 | Miscellaneous | \$2,500.00 | \$2,500.00 | | 0.14% |
| 5520 | Miscellaneous - E-Commerce Fees | \$7,000.00 | \$5,500.00 | reduced due to prior years expenditures | 0.30% |
| TOTAL EXPENDITURES | | \$1,741,415.91 | \$1,811,977.68 | | |
| TOTAL EXPENDITURES LESS DEPRECIATION | | \$1,736,518.31 | \$1,807,080.08 | | 100.27% |
| Exclusion of Depreciation from Cash Expenditures | | | | | |
| Change in net position | | \$39,194.68 | \$5,102.40 | | |
| To Capital Reserves (Overage) | | \$44,092.28 | \$10,000.00 | | |

| | FY21 Independence W/ 3% increase 25K Reserves | FY22 Independence W/ 2% increase 10K Reserves | | Percentage of revenues or Expenditures | Document 7.3.2 |
|---------------------|--|--|-----------------------|---|----------------|
| REVENUES | | | | | |
| 4050 | Other Grants-RAILS CE Grant | \$1,000.00 | \$2,000.00 | RAILS CE grant for PUG Day | 0.11% |
| 4051 | Revenue from LLSAP RAILS grant | \$533,080.90 | \$559,218.00 | RAILS award (FY20) \$559,731.16; (FY21): \$533,080.90; | 30.78% |
| 4062 | Union List Member Revenue | \$26,562.00 | \$28,960.00 | (FY22) \$559,218 | 1.59% |
| 4063 | Fully Participating & Basic Online Member Revenue | \$1,048,834.69 | \$1,050,175.08 | from spreadsheet annual UL billing to BR (add 3.5% FY22) | 57.79% |
| 4064 | ILL Barcode Revenue | \$7,000.00 | \$7,000.00 | | 0.39% |
| 4065 | Cataloging Revenue | \$0.00 | \$0.00 | | 0.00% |
| 4066 | Continuing Education Revenue | \$0.00 | \$0.00 | | 0.00% |
| 4067 | Fully Participating & Basic Online - CR Contribution | \$52,611.00 | \$54,457.00 | add 3.5% FY22 | 3.00% |
| 4068 | Union List - CR Contribution | \$6,688.00 | \$7,280.00 | add 3.5% FY22 | 0.40% |
| 4070 | Reimbursements | \$13,010.00 | \$19,000.00 | reimburse for express lane and marc report | 1.05% |
| 4071 | Reimbursements - Hosting fee | \$41,520.00 | \$43,890.00 | 5% increase | 2.42% |
| 4073 | Reimbursements - PUG Day/DA Fee | \$6,000.00 | \$0 | PUG Day lunch reimbursement | 0.00% |
| 4072 | Reimbursements - eRead Illinois | \$0.00 | \$0.00 | | 0.00% |
| 4074 | Reimbursements - Capria mobile app | \$35,104.00 | \$39,600.00 | mobile app reimbursement | 2.18% |
| 4080 | Investment Income | \$8,200.00 | \$4,500.00 | reduced due to market uncertainty | 0.25% |
| 4090 | Other Revenue | \$1,000.00 | \$1,000.00 | | 0.06% |
| | TOTAL REVENUE | \$1,780,610.59 | \$1,817,080.08 | | 100.00% |
| EXPENDITURES | | | | | |
| 5131 | eResources - eRead Illinois | \$0.00 | \$0.00 | | 0.00% |
| 5010 | other professionals | \$611,872.03 | \$624,109.48 | | 34.54% |
| 5020 | support services | \$132,979.57 | \$130,482.65 | | 7.22% |
| 5030 | Payroll taxes, SS taxes, fringe benefits | \$56,981.15 | \$57,726.30 | | 3.19% |
| 5040 | Unemployment Insurance | \$3,500.00 | \$3,500.00 | | 0.19% |
| 5050 | Worker's Compensation Insurance | \$1,442.00 | \$1,581.65 | | 0.09% |
| 5060 | Retirement benefits | \$74,485.16 | \$114,188.82 | 15% employer contribution, 1K administration | 6.32% |
| 5070 | Health, Dental, Life, Disability | \$134,950.72 | \$138,373.52 | Disability included, 10% increase for 6 months in FY22 | 7.66% |
| 5080 | other fringe benefits | \$1,000.00 | \$1,000.00 | (healthcare), 5% increase (disability) | 0.06% |
| 5083 | Tuition reimbursements | \$1,000.00 | \$500.00 | wellness plan, retirement gifts | 0.03% |
| 5084 | Staff professional memberships | \$2,000.00 | \$1,000.00 | individual memberships to orgs | 0.06% |
| 5160 | Property Insurance | \$1,700.00 | \$1,700.00 | Inland Marine Insurance (\$1,500.00) | 0.09% |
| 5200 | Fuel | \$3,000.00 | \$2,000.00 | | 0.11% |
| 5210 | Repairs and maintenance | \$3,000.00 | \$3,000.00 | Maintenance of vehicles, tires, replacement of vehicle parts, | 0.17% |
| 5220 | Vehicle Insurance | \$2,500.00 | \$2,500.00 | vehicle repairs, vehicle cleaning, and oil changes | 0.14% |
| 5230 | Vehicle leasing and rent | \$1,000.00 | \$500.00 | | 0.03% |
| 5240 | Other vehicle expenses | \$750.00 | \$750.00 | Ipasses, driver's license checks | 0.04% |
| 5250 | In-State Travel | \$6,000.00 | \$5,000.00 | | 0.28% |
| 5260 | Out-of-State Travel | \$10,000.00 | \$7,000.00 | ALA, ILA, IUG, DirectorLink | 0.39% |
| 5270 | Registration & Meetings, Other fees | \$10,600.00 | \$7,000.00 | DA (\$1,000), AC (\$1,000), Staff Conferences (\$2,000), training registration (\$3,000) | 0.39% |
| 5280 | Conferences and Continuing Education Meetings | \$25,000.00 | \$5,000.00 | PUG Day (\$3000), PUG Day lunches (reimbursed: \$0), RAILS CE Grant PUG day (\$2000) and other committee meetings (\$0) | 0.28% |
| 5290 | Public Relations | \$500.00 | \$500.00 | | 0.03% |
| 5300 | Liability Insurance | \$6,000.00 | \$6,500.00 | D and O: \$3,227; Cyber: \$1300 ; General Liability: \$500, surety bond: \$1000 | 0.36% |
| 5310 | Computer, Software & Supplies | \$7,000.00 | \$10,000.00 | LMS \$5000; certs, \$2,000, NetNotify | 0.55% |
| 5320 | General Office Supplies and Equipment | \$200.00 | \$200.00 | | 0.01% |
| 5380 | Telephone & Telecommunications | \$0.00 | \$0.00 | | 0.00% |
| 5400 | Equipment Repair & Maintenance Agreements | \$3,000.00 | \$3,000.00 | maintenance on training servers, FW maintenance | 0.17% |
| 5410 | Legal | \$10,000.00 | \$10,000.00 | | 0.55% |
| 5420 | Accounting | \$5,200.00 | \$5,000.00 | Audit contract (\$K), actuary for retiree benefits study (dropped) | 0.28% |
| 5430 | Consulting | \$2,500.00 | \$2,500.00 | | 0.14% |
| 5435 | Payroll services fees | \$6,020.40 | \$6,249.18 | \$5,600 + \$200 for ACA * 3.8% FY21 increase, 3.8% increase FY22 | 0.35% |
| 5450 | Information Service Costs | \$492,006.98 | \$513,908.40 | Innovative software maintenance, enriched content, MARCIVE, OCLC fees (see info services spreadsheet) | 28.44% |
| 5450 | Information Service Costs | \$27,950.00 | \$39,600.00 | special projects-Capria mobile app (reimbursed by participants) | 2.19% |
| 5470 | Outside Printing services | \$1,000.00 | \$1,000.00 | | 0.06% |
| 5480 | Other Contractual Services | \$79,880.30 | \$91,710.08 | innovative hosting, web server hosting and maintenance (\$6,000), other contracts (1K) | 5.08% |
| 5490 | Depreciation | \$4,897.60 | \$4,897.60 | depreciation on cars | 0.27% |
| 5500 | Professional Association Membership Dues | \$2,000.00 | \$2,000.00 | IUG (\$200), WIUG (\$100), Mgmt assoc (\$1,040), ARSL (\$150), ILA (\$200) | 0.11% |
| 5510 | Miscellaneous | \$2,500.00 | \$2,500.00 | | 0.14% |
| 5520 | Miscellaneous - E-Commerce Fees | \$7,000.00 | \$5,500.00 | reduced due to prior years expenditures | 0.30% |
| | TOTAL EXPENDITURES | \$1,741,415.91 | \$1,811,977.68 | | |
| | TOTAL EXPENDITURES LESS DEPRECIATION | \$1,736,518.31 | \$1,807,080.08 | | 100.27% |
| | Exclusion of Depreciation from Cash Expenditures | | | | |
| | Change in net position | \$39,194.68 | \$5,102.40 | | |
| | To Capital Reserves (Overage) | \$44,092.28 | \$10,000.00 | | |

RAILS LLSAP Support Grant: Semiannual Report

Due on January 31 and July 31

LLSAP name: Rock River Library Consortium

Date of report: July 20, 2021

Time period covered by this report:

- July 1 to December 31 *Report due January 31*
- January 1 to June 30 *Report due July 31*

LLSAP staff member or representative preparing report

Name: Jennifer Slaney

Title: Director

Email: Jennifer.Slaney@sterlingpubliclibrary.org

Phone number: 815-625-1370

Submission: Submission of reports by email is preferred. Please email the report as an attachment to anne.slaughter@railslibraries.info.

1. Describe how RAILS grant funds were used. Attach any applicable supporting documents (such as LLSAP budget, memos, etc.) demonstrating the use of RAILS funds.

Grant funds were used for the annual cost for NCIP to connect to Find More Illinois. We are currently working on adding Milledgeville Public Library via NCIP and then will add others once all the bugs have been worked out. It has been a slow process with TLC. We also used funds to pay for TLC annual conference via webinar for all entities to send individuals later this year.

2. Please describe any significant LLSAP activities in the time period covered by the report, such as membership changes, new services or policies, ILS platform updates and changes, governance changes, etc. Document 7.3.2

RRLC did a major upgrade to version 5.4 from 4.x during this period. This version of TLC is web based including cataloguing which helped with remote working for some of the libraries. The upgrade put off doing database and authority record file clean up and using the funds we set aside. We have decide to once again set aside the funds for clean-up for this coming year. We will also set aside funds to help members with the membership fees to join eRead Illinois and/or SORA along with looking into adding more databases for consortium members.

3. If optional in-kind services are used, please list services and describe any significant activities related to them. If your needs regarding these services have changed or you anticipate them changing, please describe how. (In-kind services include datacenter, delivery services to LLSAP facility, financial services, help desk ticket system, use of RAILS facilities for LLSAP staff, consortium staffed by RAILS employees, use of RAILS vehicles, website, and ILS phone notification dialer co-location.)

4. For the RAILS services listed below, please indicate the ones in which any or all of your member libraries participate, and describe any significant activities, changes, or needs related to the services:

eRead Illinois

Dixon, Milledgeville, Rock Falls, Sterling Public Libraries
Dixon and Rock Falls High Schools and Sterling Schools

Find More Illinois

Dixon, Milledgeville, Rock Falls, Sterling Public Libraries
Dixon and Rock Falls High Schools

Explore More Illinois

Dixon, Milledgeville, Rock Falls, Sterling Public Libraries

Any other RAILS projects and group purchases that require ILS interoperability

5. Do you have any questions, comments, or concerns you would like to share with us? *(optional)*

RAILS LLSAP Support Grant: Semiannual Report

Due on January 31 and July 31

LLSAP name: Resource Sharing Alliance NFP

Date of report: 3 Aug 2021

Time period covered by this report:

- July 1 to December 31 *Report due January 31*
- January 1 to June 30 *Report due July 31*

LLSAP staff member or representative preparing report

Name: Kendal Orrison

Title: RSA NFP LLSAP Services Manager / RSA Executive Director

Email: kendal.orrison@railslibraries.info

Phone number: 630-734-5261

Submission: Submission of reports by email is preferred. Please email the report as an attachment to anne.slaughter@railslibraries.info.

1. Describe how RAILS grant funds were used. Attach any applicable supporting documents (such as LLSAP budget, memos, etc.) demonstrating the use of RAILS funds.

RAILS grant funds are included in RSA's budget in two ways, as a direct grant payment amount and as in-kind income for tax purposes. In-kind support costs are new for RSA in FY21 as RAILS transitioned to grants rather than contracts. Our Not for Profit status requires us to report both support types on our taxes. The direct payment is ~43% of RSA's income, the in-kind support adds a further ~10% income. Operationally, the direct grant payments cover most of the salary for RSA's current 12 FTE support staff of RAILS staff members. RSA had planned to increase to 15 FTE this FY, but the economic uncertainty has halted those plans. RAILS and RSA filled our vacant position in January 2021. RSA, in conjunction with RAILS Delivery in East Peoria, moved to a new facility at the end of June. RAILS provided some new desks to help facilitate that move which we greatly appreciated. The new building may affect our overall cost structure for FY23 and beyond grants in unknown ways.

FY21 Budget was provided with the Jan report and has not changed.

2. Please describe any significant LLSAP activities in the time period covered by the report, such as membership changes, new services or policies, ILS platform updates and changes, governance changes, etc.

RSA continues to work with our newer members: Williamsfield PL, Ransom Memorial PL, and Astoria PL. Williamsfield had a new Director start at the beginning of summer reading and is now ready to circ training. Ransom & Astoria are both live in RSA. Stark County combined their Jr HS and HS libraries, then used the empty Jr HS branch to automate their Elementary school. ROWVA's HS library de-automated due to staffing issues and that branch moved to their Elementary School instead. Both of these school branch changes are no-cost swaps as RSA can do the work in-house. Pekin High School, a Union Listing member, has pulled out of RSA membership as of 30 June 2021.

Like all other consortia, RSA continued to tweak and change the system based on our individual member needs for COVID activities. Holds remain at a higher rate than 'normal', while in-library checkouts have started to approach pre-COVID levels. RSA converted 8+ additional libraries to fine free in the later half of the FY.

RSA has updated every software offering in our system over the last past year.

RSA's Board has chartered a Membership Services Levels committee to create new membership levels and eventually, a new fee structure to go with those new levels.

3. If optional in-kind services are used, please list services and describe any significant activities related to them. If your needs regarding these services have changed or you anticipate them changing, please describe how. (In-kind services include datacenter, delivery services to LLSAP facility, financial services, help desk ticket system, use of RAILS facilities for LLSAP staff, consortium staffed by RAILS employees, use of RAILS vehicles, website, and ILS phone notification dialer co-location.)

RSA non-supervisory staff are still mostly working at home; Supervisors are in the office 1 to 5 days a week. Work from home for daily tasks continues on pace. Project based work and more colaberative types of deeper work are progressing very slowly due to work at home limits. Face to face brainstorming and team problem solving are difficult via Zoom and our projects show that. The building move ate two complete months of time (May and June) for supervisory staff as well.

RSA's new Salesforce help desk went live in January and has proved to be much better than OTRS in managing cases and intra-team taskings. It also allows us to track other library and library staff details more seamlessly. A note on OTRS, the CMC will start processing the MARC record upgrade requests (4,000+) that still exist in that system. We have reworked and made live new Cataloging Request forms. That was the last thing RAILS was hosting for RSA on the website front.

Use of the RAILS vehicles has been minimal all year. Hopefully FY22 will allow us to resume visits to libraries.

RSA continues to review our options for staff independence from RAILS in the 2024-2026 time frame. An agreement with a local library or other consortia remain at the top of the list. RAILS support for RSA operations continues to be excellent even during these difficult times. The new building, Financial support, HR support, and more have all provided valuable help to RSA and our staff as we navigate these strange waters of COVID.

4. For the RAILS services listed below, please indicate the ones in which any or all of your member libraries participate, and describe any significant activities, changes, or needs related to the services:

eRead Illinois

All 138 automated RSA libraries are members of eRead Illinois. Our public libraries still report a patron preference for the OverDrive experience. Our Axis360 circulation numbers reflect this. We are excited for the additional JUV materials from the grant!

Find More Illinois

RSA has 7 active and 1 inactive members of Find More IL member. We have one library in our service area that chose to join FMI rather than RSA due to pricing. That library is used 39.50 searches of RSA's collection to populate FMI.

Explore More Illinois

All RSA public libraries, with the exception of ~6, are setup to use EMI. We don't get usage statistics to know how often it is used. Approximately 95% of RSA's public library patrons can authenticate and use EMI. More Central and West Central locations would be appreciated.

Any other RAILS projects and group purchases that require ILS interoperability

RSA provides SIP2 or Web Services patron authentication on request of our member libraries. If any RAILS products require authentication, RSA generally can make it work.

A note here, the more heads up for these types of group purchases and programs the better.

5. Do you have any questions, comments, or concerns you would like to share with us? *(optional)*

Thank you for the continued support of RSA and the other RAILS LLSAPs. RAILS support continues to allow RSA's smaller public and most of our school libraries to be able to afford to be members of consortia.

Full time staffing increases appear to be out of the question at this point unfortunately. I hope that the \$90,000 in FY22 funds set aside by the RSA Board for contract consulting or part time help for specific tasks, can help fill this void.

Again I'd like to specifically call out Sharon and the entire Finance section for their excellent services.

In addition, Sam in HR has been invaluable this year to help RSA through some staffing issues. We are all grateful for her patients and support!

RAILS LLSAP Support Grant: Semiannual Report

Due on January 31 and July 31

LLSAP name: SWAN

Date of report: 7/30/21

Time period covered by this report:

- July 1 to December 31 *Report due January 31*
 January 1 to June 30 *Report due July 31*

LLSAP staff member or representative preparing report

Name: Aaron Skog

Title: Executive Director

Email: aaron@swanlibraries.net

Phone number: 630-326-7022

Submission: Submission of reports by email is preferred. Please email the report as an attachment to anne.slaughter@railslibraries.info.

1. Describe how RAILS grant funds were used. Attach any applicable supporting documents (such as LLSAP budget, memos, etc.) demonstrating the use of RAILS funds.

Per the Illinois Secretary of State: "Illinois Library Systems are funded by annual system area and per capita grants from the Illinois State Library to serve the communities in their geographic area. This creates a network of cooperative library resource sharing accessible to Illinois residents. The key functions of the library systems include the administration of online consortial catalogs, known as Local Library System Automation Programs (LLSAPs), support for resource sharing and library system delivery service."

SWAN LLSAP provides service to 25% of the library service population in RAILS and in turn fulfills 35% of the resource sharing occurring within RAILS. LLSAP funding to SWAN is awarded to all public member libraries to lower the annual membership fee to participate in the resource sharing consortium. Each public library in SWAN receives an equal amount of the LLSAP fund award. This equal distribution therefore favors smaller libraries. For FY21, each public library in SWAN was awarded \$6,109 against

2. Please describe any significant LLSAP activities in the time period covered by the report, such as membership changes, new services or policies, ILS platform updates and changes, governance changes, etc.

SWAN provides a library services platform (LSP) to all member libraries which includes a shared ILS for resource sharing, facilitating 1.5 million ILL transactions and 1.6 million reciprocal borrowing transactions, and 93 thousand items via the state-wide OCLC catalog annually.

SWAN's LSP integrates e-content for all member libraries to provide a single search interface for physical material, eBooks, eAudio, eStreaming, and subscription e-content from EBSCO, Gale, and other vendors. The public catalog discovery platform is being evaluated for replacement with the Aspen Discovery web-based platform. Details on this exciting, library open-source project can be found at <https://support.swanlibraries.net/aspen>

The addition of three standalone public library districts Glenside, Roselle, and Warrenville was completed December 9, 2020. These three libraries bring SWAN's total membership to 100 libraries, capping a period of 25 libraries joining during the past 5 years. The RAILS Catalog Grant has supported reimbursement of one-time costs associated with data migration services and software licensing. A study conducted after these 3 libraries joined SWAN found that the standalone library on average saves \$54,000 annually after joining the consortium.

3. If optional in-kind services are used, please list services and describe any significant activities related to them. If your needs regarding these services have changed or you anticipate them changing, please describe how. (In-kind services include datacenter, delivery services to LLSAP facility, financial services, help desk ticket system, use of RAILS facilities for LLSAP staff, consortium staffed by RAILS employees, use of RAILS vehicles, website, and ILS phone notification dialer co-location.)

Website Hosting: the membership support site is hosted and serviced by RAILS, along with three email lists for membership communication. This system was moved to SWAN cloud-based platform in June 2021.

ILS Phone Notification Dialer Co-Location: SWAN provides a unified patron notification for phone, email, and text to all member libraries. The phone dialer was in RAILS Burr Ridge datacenter, which has been in use since 2015. This system was moved to SWAN cloud-based platform in June 2021.

Help Desk Ticket System: SWAN provides access to the RAILS hosted OTRS system integrated with L2 for an easy to use single-sign-on for member library staff to ask questions, report issues, or request services. This system was moved to SWAN cloud-based platform in June 2021.

Delivery to SWAN Headquarters: SWAN receives delivery at its headquarters where RAILS delivery staff direct mislabeled member library material so that SWAN staff can investigate. We look up the misrouted items within our integrated library system and correct the errors.

4. For the RAILS services listed below, please indicate the ones in which any or all of your member libraries participate, and describe any significant activities, changes, or needs related to the services:

eRead Illinois

46 libraries within SWAN's 100 library membership participate in eRead Illinois. This eBook platform is integrated within SWAN's catalog and is maintained by SWAN staff centrally.

Find More Illinois

SWAN established a secure HTTPS connection using SAML based authentication as part of the OpenAthens e-content access within SWAN's LSP. Frankfort Public Library District is the only participating library.

Explore More Illinois

SWAN established a secure HTTPS connection to the EMI service in July 2019. EMI was mostly inactive due to the pandemic so the number of libraries participating is not certain, but the prior year had 75 libraries that are also SWAN members.

Any other RAILS projects and group purchases that require ILS interoperability

RAILS group-purchases and deals offered have required SWAN to provide consultation, setup, and ongoing maintenance within SWAN's LSP for EBSCO group-purchase database packages, RBdigital Unlimited Audiobooks, RDA Toolkit, BiblioBoard, collectionHQ, Communico, Gale Analytics on Demand, OCLC WebDewey, Patron Point, and TeamSoftware Solutions Public Web Browser.

5. Do you have any questions, comments, or concerns you would like to share with us? *(optional)*

Five years ago, SWAN moved to its own facility in 2016, freeing up space in RAILS Burr Ridge headquarters. The accounting services RAILS provided were transitioned to SWAN administration in June 2019. With the already noted transition of RAILS provided infrastructure to SWAN's cloud-based infrastructure in June 2021, SWAN has fulfilled its organization goal to ensure business continuity of the resource sharing consortium. Through these efforts, SWAN has reduced RAILS overall operating expenses and freed RAILS staffing allocated in support of those LLSAP services, allowing RAILS to pivot and provide other programs to member libraries. SWAN also added the 19 libraries from two separate LLSAP entities—which subsequently dissolved—that RAILS would have been obligated to fund. This resulted in a net benefit to RAILS financially for the long-term. It is important to acknowledge all these efforts and the positive impact SWAN has overall on RAILS own financial sustainability.

We believe RAILS LLSAP grant funds should not only be maintained at current

RAILS LLSAP Sustainability Working Group

Charge

The Consortia Committee charge calls for the establishment of working groups as needed on specific topics related to consortia. Accordingly, the LLSAP Sustainability Working Group is established to develop and recommend the following to RAILS:

- A plan, not to exceed 5 years, to ensure that all RAILS LLSAPs are financially self-sustaining.
- A plan for RAILS to support capital investment in LLSAPs, including but not limited to:
 - Technology or software upgrades
 - Membership expansion
 - Research and development related to technology and services design and delivery
 - Cost savings and efficiency enhancements, including potential mergers of existing LLSAPs.

Membership

Membership will follow the guidelines in the Consortia Committee charge; working group membership need not be limited to the Consortia Committee members and need not include representatives from all consortia. Representatives from libraries with standalone integrated library systems may be included when needed based on the working group's charge.

The Consortia Committee chairperson will appoint working group members and designate the group's chairperson. Members serve for the entire period of the working group. Member seats will include:

- Consortia Committee chair
- One representative from an LLSAP formerly operated by RAILS' predecessor systems
- One representative from a consortium that received the LLSAP designation in FY2019
- One representative from any LLSAP
- Three RAILS Board members

RAILS Service of the Month Talking Points: RAILS LLSAPs September 2021

The following are talking points RAILS Board members can use when talking to staff and trustees from other RAILS libraries about joining one of six RAILS LLSAPs or shared online catalogs. Choose the talking point or points that work best for you depending on who you're talking to and the situation at hand.

- An LLSAP (Local Library System Automation Program) is a shared online catalog that is supported in part by an Illinois library system. LLSAP membership is open to all RAILS libraries.
- An LLSAP gives library patrons greater access to a wider variety of materials all in one place. No one library is able to provide all the materials its patrons need. If your library belongs to an LLSAP, your patrons have easy access to millions of resources – all in one place.
- RAILS currently supports six LLSAPs. Approximately 383 RAILS library agencies (539 individual library buildings) currently participate in one of these LLSAPs. This includes public libraries, colleges and community colleges, school libraries, and specialized libraries. This means your patrons will have access to a much more diverse, multicultural, and unique collection of materials if you belong to an LLSAP.
- The LLSAP catalog also indicates whether a specific item is currently available at a given library. Patrons can choose to go to that library or to have the item delivered to their home library through the RAILS Delivery service.
- LLSAPs help make automation affordable. The costs for an individual library to make its collection available online are high. LLSAP membership is more affordable because members share expenses. In addition, RAILS provides financial support from its annual grant funding.
- RAILS also offers Catalog Membership Grants to help fund startup costs for any RAILS library that isn't currently an LLSAP member. More information is available on the RAILS website at railslibraries.info/services/catalog-grants.
- LLSAP staff save libraries time by providing consulting, training, and other support. Libraries do not have to hire extra staff to deal with these issues, and current library staff can focus their efforts on directly serving library users.