November 8, 2021

TO: **RAILS Consortia Committee – LLSAP Sustainability Working Group**
FROM: **Anne Slaughter**
SUBJECT: **LLSAP Costs**

To show the costs for operating each LLSAP, we have used a report format established by the zILLANE study, which was commissioned by the Illinois State Library in 2002 to evaluate and make recommendations for LLSAP services and operations. This provides a uniform method for understanding and comparing the data across LLSAPs, and the budget line names and descriptions mirror those used by regional library systems and many LLSAPs. The attached spreadsheet includes four tabs: Expenses, Revenues, Supplementary Numbers, and Participation Cost Components. RAILS costs for the operational support provided to RSA and PrairieCat are shown in additional columns of the Expenses tab, and an additional combined total is provided for those organizations.

Category	Expense	CCS	PLC	PrairieCat	PrairieCat - RAILS costs	RRLC	RSA	RSA - RAILS costs	SHARE	SHARE - IHLS costs	SWAN	Totals
Personnel												
	Library Professionals	$713,779	$91,547	$0	$0	$0	$0	$278,260	$474,180	$10,921	$1,546,800	**$3,115,486**
	Other Professionals	$0	$0	$614,902	$30,285	$0	$0	$301,876	$210,601	$121,558	$0	**$1,279,222**
	Support Services	$0	$0	$122,236	$16,811	$0	$0	$144,545	$100,101	$12,763	$0	**$396,455**
	Social Security Texas (FICA)	$51,974	$7,002	$52,990	$3,603	$0	$0	$52,796	$58,243	$11,037	$118,400	**$356,045**
	Unemployment Insurance	$5,314	$0	$0	$120	$0	$0	$2,529	$991	$262	$0	**$9,216**
	Workers' Compensation	$3,118	$0	$1,027	$62	$0	$0	$608	$439	$81	$3,000	**$8,335**
	Retirement Benefits	$65,330	$5,620	$74,682	$476	$0	$0	$7,587	$48,985	$3,172	$140,900	**$346,752**
	Health, Dental, and Life Insurance	$81,156	$6,616	$126,816	$8,587	$0	$0	$104,052	$112,728	$18,999	$253,900	**$712,854**
	Temporary Help	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
	Staff professional memberships	$0	$0	$416	$0	$0	$0	$0	$0	$0	$0	**$416**
	Fringe benefits	$0	$0	$360	$0	$0	$0	$0	$162	$0	$0	**$522**
	Compensated absences-vacation expense	$0	$0	$10,430	$0	$0	$0	$0	$0	$0	$0	**$10,430**
	Recruiting	$0	$0	$17	$0	$0	$0	$0	$2,343	$0	$900	**$3,259**
TOTAL		**$920,671**	**$110,785**	**$1,003,875**	**$59,944**	**$0**	**$0**	**$892,253**	**$1,008,772**	**$178,792**	**$2,063,900**	**$6,238,992**
Library Materials												
	Print Materials	$597	$0	$0	$0	$0	$0	$0	$0	$0	$5,000	**$5,597**
	Nonprint Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
	E-Resources	$85,664	$418,040	$0	$0	$0	$146,091	$0	$237,265	$0	$420,000	**$1,307,060**
TOTAL		**$86,261**	**$418,040**	**$0**	**$0**	**$0**	**$146,091**	**$0**	**$237,265**	**$0**	**$425,000**	**$1,312,657**
Buildings & Grounds												
	Rent	$139,217	$0	$0	$32,916	$0	$0	$86,675	$0	$23,318	$105,904	**$388,030**
	Utilities	$11,379	$0	$0	$8,270	$0	$0	$0	$0	$5,259	$6,400	**$31,308**
	Property Insurance	$0	$0	$2,240	$3,521	$0	$0	$2,062	$0	$3,291	$1,500	**$12,614**
	Repairs & Maintenance	$7,958	$0	$0	$5,239	$0	$0	$13,028	$0	$5,895	$1,300	**$33,420**
	Janitorial Services & Supplies	$3,523	$0	$35	$7,496	$0	$0	$9,146	$0	$1,946	$8,100	**$30,247**
	Other	$0	$0	$0	$2,229	$0	$0	$3,653	$0	$2,835	$100	**$8,817**
TOTAL		**$162,077**	**$0**	**$2,275**	**$59,671**	**$0**	**$0**	**$114,564**	**$0**	**$42,546**	**$123,304**	**$504,437**
Vehicle Expense												
	Gas & Oil	$0	$0	$272	$0	$0	$0	$77	$440	$0	$0	**$789**
	Repairs & Maintenance	$0	$0	$1,741	$0	$0	$0	$805	$0	$854	$0	**$3,400**
	Vehicle Insurance	$0	$0	$2,072	$0	$0	$0	$4,181	$0	$2,477	$0	**$8,730**
	Vehicle Leasing & Rent	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
TOTAL		**$0**	**$0**	**$4,086**	**$0**	**$0**	**$0**	**$5,063**	**$440**	**$3,330**	**$0**	**$12,919**
Travel & CE for Staff & Board												
	In-State Travel	$0	$119	$129	$0	$0	$0	$0	$498	$0	$0	**$746**
	Out-of-State Travel	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
	Professional org memberships	$0	$0	$1,525	$0	$0	$100	$0	$1,073	$0	$0	**$2,698**
	Registration & Other Fees	$0	$881	$5,372	$0	$598	$0	$1,516	$3,680	$0	$0	**$12,048**
TOTAL		**$0**	**$1,001**	**$7,026**	**$0**	**$598**	**$100**	**$1,516**	**$5,251**	**$0**	**$24,800**	**$40,292**
Continuing Education & Meetings / Others												
TOTAL		**$4,050**	**$0**	**$650**	**$0**	**$0**	**$1,689**	**$0**	**$0**	**$0**	**$9,400**	**$15,789**
Public Relations												
TOTAL		**$0**	**$106**	**$0**	**$0**	**$0**	**$0**	**$0**	**$804**	**$0**	**$0**	**$910**

Category	Expense	CCS	PLC	PrairieCat	PrairieCat - RAILS costs	RRLC	RSA	RSA - RAILS costs	SHARE	SHARE - IHLS costs	SWAN	Totals
Liability Insurance												
TOTAL		**$12,573**	**$3,390**	**$6,167**	**$3,590**	**$0**	**$4,787**	**$3,464**	**$0**	**$2,278**	**$9,200**	**$45,449**
Supplies, Postage & Printing												
	Computer Supplies	$0	$957	$2,943	$3,834	$0	$1,975	$2,172	$22,796	$0	$0	**$34,677**
	General Office Supplies & Equipment	$2,660	$135	$275	$197	$0	$753	$6,078	$32,353	$0	$5,300	**$47,750**
	Internal Printing/Photocopying	$552	$116	$0	$0	$0	$0	$0	$0	$0	$0	**$668**
	Postage	$338	$33	$25	$165	$0	$27	$61	$348	$0	$0	**$996**
	Library Supplies	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
	Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$4,040	**$4,040**
TOTAL		**$3,550**	**$1,241**	**$3,242**	**$4,196**	**$0**	**$2,754**	**$8,311**	**$55,496**	**$0**	**$9,340**	**$88,130**
Telephone & Telecomm												
	Local/Long Distance – Voice	$4,112	$4,129	$0	$1,119	$0	$0	$912	$13,627	$0	$0	**$23,899**
	Telecomm – Data & Fax	$14,259	$300	$875	$16,591	$0	$0	$7,252	$0	$0	$19,400	**$58,677**
TOTAL		**$18,371**	**$4,429**	**$875**	**$17,710**	**$0**	**$0**	**$8,164**	**$13,627**	**$0**	**$19,400**	**$82,575**
Equipment Rental, Repair & Maintenance												
	Equipment Rental	$0	$0	$0	$1,617	$0	$0	$1,574	$0	$0	$81,700	**$84,891**
	Equipment Repair & Maintenance	$0	$0	$1,020	$306	$0	$2,892	$0	$2,525	$0	$0	**$6,743**
	Maintenance Agreement	$5,338	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$5,338**
	Computer Hardware Insurance	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
	Depreciation	$0	$0	$4,898	$0	$0	$0	$0	$0	$0	$0	**$4,898**
	Employee Equipment Reimbursement	$2,700	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$2,700**
TOTAL		**$8,038**	**$0**	**$5,918**	**$1,923**	**$0**	**$2,892**	**$1,574**	**$2,525**	**$0**	**$81,700**	**$104,570**
Professional Services												
	Legal	$4,999	$1,330	$6,248	$0	$0	$556	$0	$957	$0	$5,000	**$19,090**
	Accounting	$20,150	$2,575	$4,400	$0	$0	$9,125	$0	$12,620	$0	$20,610	**$69,479**
	Consulting	$3,183	$0	$4,100	$0	$0	$13,825	$0	$400	$0	$5,000	**$26,508**
	Payroll Services	$0	$0	$6,303	$0	$0	$0	$0	$0	$0	$0	**$6,303**
	Banking	$1,970	$0	$0	$0	$0	$0	$0	$0	$0	$107,700	**$109,670**
	Contractual Staff	$0	$0	$0	$0	$0	$23,506	$0	$0	$0	$138,310	**$161,816**
TOTAL		**$30,302**	**$3,905**	**$21,051**	**$0**	**$0**	**$47,012**	**$0**	**$13,977**	**$0**	**$276,620**	**$392,867**
Contractual Services												
	Information Services (bibliographic databases, online subscriptions, etc)	$749,884	$145,221	$513,238	$0	$38,301	$0	$0	$208,548	$0	$1,114,300	**$2,769,492**
	Contractual Agreements	$66,190	$48,410	$91,509	$0	$0	$0	$0	$0	$0	$0	**$206,109**
	Other Contractual Services	$0	$0	$0	$0	$0	$310,887	$0	$656	$0	$0	**$311,544**
	Misc	$0	$0	$2,870	$0	$0	$0	$0	$0	$300,000	$0	**$302,870**
	Misc ecommerce	$0	$0	$3,306	$0	$0	$0	$0	$0	$0	$0	**$3,306**
	Outside Printing	$0	$0	$2,510	$0	$0	$0	$0	$0	$0	$0	**$2,510**
TOTAL		**$816,074**	**$193,631**	**$613,434**	**$0**	**$38,301**	**$310,887**	**$0**	**$209,204**	**$300,000**	**$1,114,300**	**$3,595,831**
Miscellaneous												
TOTAL		**$0**	**$0**	**$0**	**$0**	**$0**	**$574**	**$0**	**$360**	**$0**	**$0**	**$934**
Interlibrary Loan Charges												
TOTAL		**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

zILLANE Data Compiled Final - Expenses

Category	Expense	CCS	PLC	PrairieCat	PrairieCat - RAILS costs	RRLC	RSA	RSA - RAILS costs	SHARE	SHARE - IHLS costs	SWAN	Totals
Member Rebates												
TOTAL		$444,088	$0	$0	$0	$0	$0	$0	$0	$0	$0	$444,088
TOTAL OPERATING EXPENSES		$2,506,055	$736,527	$1,668,598	$147,034	$38,899	$516,785	$1,034,909	$1,547,722	$526,946	$4,156,964	$12,880,440
				PrairieCat Total: $1,825,278			RSA Total: $1,551,695		SHARE Total: $2,074,668			

Category	Revenue Item	CCS	PLC	PrairieCat	RRLC	RSA	SHARE	SWAN	Totals
State Grants		$0	$0	$0	$0	$0	$0	$0	$0
Federal Grants		$0	$0	$0	$0	$0	$0	$0	$0
Other Grants		$164,088	$53,038	$533,080	$56,764	$42,552	$125,000	$623,518	$1,598,040
TOTAL		**$164,088**	**$53,038**	**$533,080**	**$56,764**	**$42,552**	**$125,000**	**$623,518**	**$1,598,040**
LLSAP Participation / Service Fees									
	Annual Participation Fees (from all categories of participants)	$1,795,958	$718,758	$1,147,593	$28,106	$806,381	$1,410,543	$2,851,863	$8,759,202
	One-Time Startup Fees	$46,183	$0	$0	$0	$0	$0	$0	$46,183
	OCLC Fees	$318,134	$0	$0	$0	$0	$0	$0	$318,134
	Other (please describe)	$111,573	$0	$88,848	$0	$0	$0	$0	$200,421
Description of other Fees		Individual Library Billings (optional collection HQ purchase, year 1 of new licenses)		Reimbursements					
TOTAL		**$2,271,848**	**$718,758**	**$1,236,441**	**$28,106**	**$806,381**	**$1,410,543**	**$2,851,863**	**$9,323,941**
Interest Income									
TOTAL		**$605**	**$473**	**$6,647**	**$0**	**$17,707**	**$1,022**	**$37,000**	**$63,454**
Other Revenue									
TOTAL		**$0**	**$0**	**$135**	**$0**	**$108,927**	**$349,437**	**$506,273**	**$964,773**
TOTAL REVENUE		**$2,436,541**	**$772,269**	**$1,776,303**	**$84,870**	**$975,567**	**$1,886,002**	**$4,018,654**	**$11,950,207**

Category	Revenue Item	CCS	PLC	PrairieCat	RRLC	RSA	SHARE	SWAN	Totals
						RSA Other Revenue description: ADML funds held in trust, $20,194.80 - eRead IL rebates for consortium-wide participation, $4,567.71 - Envisionware maintenance and Sirsi Dynix Blue Cloud Mobile template reimbursements offset by corresponding amounts in Other Contractual Services expense, and $1,043.90 - credit card cash back rewards	SHARE Other Revenue includes $300,000 IHLS contribution to SHARE		

	CCS	PLC	PrairieCat	RRLC	RSA	SHARE	SWAN	Totals
B. LLSAP Participation Information – Full Fee-Paying Participant								
B1 Number of all public libraries (agencies)	28	6	73	4	47	337	92	**587**
B2 Number of all public libraries (buildings)	33	9	84	4	67	472	94	**763**
B3 Number of all academic libraries (agencies)	0	0	2	0	3	7	2	**14**
B4 Number of all academic libraries (buildings)	0	0	2	0	3	7	2	**14**
B5 Number of all school libraries (agencies)	0	0	6	6	22	110	1	**145**
B6 Number of all school libraries (buildings)	0	0	19	14	44	231	2	**310**
B7 Number of all special libraries (agencies)	0	0	0	0	1	13	2	**16**
B8 Number of all special libraries (buildings)	0	0	0	0	1	13	2	**16**
B9 Number of all other types	0	0	0	0	0	0	0	**0**
Total Full Fee-Paying Participants	**28**	**6**	**81**	**10**	**73**	**337**	**97**	**632**
C. LLSAP Participation Information – Partial Fee-Paying Participant								
C1 Number of all public libraries (agencies)	0	0	16	0	48	2	4	**70**
C2 Number of all public libraries (buildings)	0	0	16	0	48	2	4	**70**
C3 Number of all academic libraries (agencies)	0	0	0	0	0	0	1	**1**
C4 Number of all academic libraries (buildings)	0	0	0	0	0	0	1	**1**
C5 Number of all school libraries (agencies)	0	0	3	0	19	3	10	**35**
C6 Number of all school libraries (buildings)	0	0	6	0	7	4	40	**57**
C7 Number of all special libraries (agencies)	0	0	0	0	0	0	0	**0**
C8 Number of all special libraries (buildings)	0	0	0	0	0	0	0	**0**
C9 Number of all other types	0	0	0	0	0	0	0	**0**
Total Partial Fee-Paying Participants	**0**	**0**	**19**	**0**	**67**	**5**	**15**	**106**
D. LLSAP Participation Information – Holdings Only Represented								
D1 Number of all public libraries (agencies)	0	0	12	0	1	0	0	**13**
D2 Number of all public libraries (buildings)	0	0	12	0	1	0	0	**13**
D3 Number of all academic libraries (agencies)	0	0	0	0	0	0	0	**0**
D4 Number of all academic libraries (buildings)	0	0	0	0	0	0	0	**0**
D5 Number of all school libraries (agencies)	0	0	23	0	2	0	0	**25**
D6 Number of all school libraries (buildings)	0	0	36	0	2	0	0	**38**
D7 Number of all special libraries (agencies)	0	0	2	0	1	0	0	**3**
D8 Number of all special libraries (buildings)	0	0	2	0	1	0	0	**3**
D9 Number of all other types	0	0	0	0	0	0	0	**0**
Total Holdings Only Represented	**0**	**0**	**37**	**0**	**4**	**0**	**0**	**41**
F. Participants								
F1 Participants as of June 30, 2021 (agencies)	**28**	**6**	**137**	**10**	**144**	**337**	**112**	**774**
I. Bibliographic Record Information								
I1 Total number of bibliographic records in database	1,445,805	607,534	1,209,763	183,726	1,092,958	1,666,368	1,578,467	**7,784,621**
I2 Total number of item records in database	7,604,620	1,472,525	5,216,315	322,058	4,479,069	8,871,796	8,276,953	**36,243,336**

	CCS	PLC	PrairieCat	RRLC	RSA	SHARE	SWAN	Totals
I3 Total number of patrons listed in patron database	497,319	210,141	437,032	27,088	330,353	774,720	1,107,593	**3,384,246**
J. LLSAP Use by All Participants								
J1 Total search transactions in FY2021	13,292,979	3,324,200			3,595,794	7,611,016		**27,823,989**
J2 Total circulation transactions in FY2021	9,926,994	1,899,737	3,911,945	146,178	4,504,874	5,428,653	18,443,891	**44,262,272**
J3 Total interlibrary loan transactions in FY2021	1,407,694	320,193	682,215	6,056	1,019,938	1,498,724	1,578,467	**6,513,287**
J4 Total reciprocal borrowing transactions in FY2021	1,126,352	275,931	419,850	999	509,012	436,589	3,385,410	**6,154,143**
K. Cost and Revenue Information								
K4 FTEs Charged to LLSAP Operating Expenses	9	2	12	0	12	15	21	**71**

	CCS	PLC	PrairieCat	RRLC	RSA	SHARE	SWAN
M. Cost Components to Participate in the LLSAP—Startup							
	Vendor Data Services (24,000-29,000); Year One of Licenses (300/user); eCommerce setup and year one (815); CCS investment: equal to 5 years of development contributions. Currently about 21,000; CCS implementation fees: about 1/3 of annual cost		Capital reserves cost, dependent on level of membership, any vendor migration fees, any vendor fees for addition of library or scopes, must be OCLC member. UL fee due after first year of migration, after go-live quarterly fee due, based on date of go-live.		$1,500 Library setup fee per new branch added to system. Optional: $2,500 to $40,000 (Depending on number of bib records + equipment and data migration costs. Note: Most new members choose to skip the data migration costs and only pay the setup fee.)	$6,500	Library Joining Fee: 25% of the estimated annual membership fee
N. Cost Components to Participate in the LLSAP—Ongoing							
	CCS Membership Even Split: 75% of member fees split evenly, currently 48,827 per library CCS Membership Based on Income: 25% based on library tax receipts, currently ranges from 6881 to 29976 OCLC Fees: based on collection expenditures, currently ranges from 5130 to 22103	ILS / System: $19,870.88 - $41,432.32 Personnel: $13,874.89 - $27,425.48 Administrative: $829.66 - $1,639.92 Databases: $13,636.76 - $27,208.12 OverDrive: $19,728.02 - $62,386.92	per library fee based on membership level, capital reserves fee based on membership level, hosting fee based on membership level, variable fee based on circulations, items in collection and patrons in database.		RSA Membership Fee (paid by all members) - $1,150 Full Online Access/Usage Fee (in addition to RSA membership fee) - Between $1,575 and $79,172. (60 members pay less than $10,000) Basic Online Access/Usage Fee (in addition to RSA membership fee) - $400 if no branch or $1,013 if they have a branch Union Listing Access/Usage Fee (in addition to RSA membership fee) - $0 - Union Listers pay only the membership fee Additional Non-OCLC member fee for non-OCLC libraries - An additional 10% added to combo of Membership Fee and Access/Usage fee	$880-$40,705	Academic Libraries: student pop rounded to 1K X $2 + title count rounded to 1K/$3 ($14,333 - $18,667) School Libraries: student pop rounded to 1K X $5 + building location branch fee $2,500 per building ($17,000) Public Libraries: base fee on 50% needed SWAN public library revenue + property tax income as percentage of remaining revenue needed, minus the even split share of state LLSAP funding ($10,996 - $82,033) Special Libraries: title fee tiers (Tier 1 <10,000 $7,500; Tier 2 <40,000 $10,000; Tier 3 > 40,000 $12,500) + building location branch fee $2,500 per building ($12,500)