



125 Tower Drive
Burr Ridge IL 60527
630.734.5000
Fax: 630.734.5050
railslibraries.info

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

This memo and attached cost data are repeated from the Working Group's November meeting, presented here again for further discussion and analysis.

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

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)