RAILS
REACHING ACROSS ILLINOIS LIBRARY SYSTEM

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

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TO: **RAILS Consortia Committee**
FROM: **Anne Slaughter**
SUBJECT: **Catalog membership grant criteria**

Each year before building the RAILS budget, we engage in an internal review of Catalog Membership Grant requirements and criteria. This year we would like to gather your input on how RAILS can approach this important aspect of our mission while avoiding unintentional negative impacts on LLSAP operations and member libraries. We will also have this discussion with the LLSAP Sustainability Working group at their meeting the afternoon of January 10, and will share your input with them.

Illinois Administrative Code charges library systems with eliminating barriers to library participation in shared catalogs and finding ways to support online access to all member library holdings. To this end, RAILS offers Catalog Membership Grants to member libraries that offset the one-time costs associated with joining an LLSAP such as ILS licensing, migration costs, retrospective conversion, and necessary technology equipment. Libraries must commit to sustaining LLSAP membership for at least five years. Non-automated libraries are additionally asked to share their plans for sustaining LLSAP membership, including buy-in from the library's board or other administrative body. Expenditures must meet eligibility criteria, and the LLSAP Director is required to work with the library on their application and provide their sign-off before submission. Since 2015, this program has provided a total of $1,738,547.50 across 71 grant awards to individual libraries as well as several group migrations.

The LLSAP Sustainability Working Group has been discussing all aspects of the costs associated with LLSAPs, including LLSAP operations as well as the cost to libraries. One theme of the discussions has been the issue of libraries that can't afford or may not otherwise be well suited to LLSAP membership. In these cases, the impact of membership growth on LLSAP operations isn't necessarily positive. The costs to the LLSAP to add and support the membership of libraries with challenging funding situations (such as ILS licensing fees, the cost of providing other services, and staff resources) are not always offset by the low fees assessed to the libraries. In addition, some libraries don't have the resources to support even modest annual fee increases the LLSAP may need to institute to keep up with their own increasing costs and to support additional services LLSAP members want and need. Individual LLSAP member libraries each bear a responsibility to the other members to participate in ongoing ILL and cataloging activities, collection development, etc. If they are unable to do so, there can be a detrimental impact on other member libraries if they have to disproportionately shoulder the burden of costs and resource sharing activities.

LLSAPs may apply their own membership criteria that libraries must meet before joining, but the RAILS LLSAP definition also requires them to be open to membership by libraries of all types, and to support overall growth in LLSAP participation and resource sharing activities among RAILS libraries. We are very interested in your thoughts on how RAILS might balance these important considerations in updating and administering the criteria for the Catalog Membership Grants.

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 Catalog Membership Grants FY2022 Application

Program Overview

This grant is intended to increase membership in RAILS Local Library System Automation Programs* (LLSAP) by funding startup costs for any RAILS member library that isn't currently an LLSAP member. RAILS LLSAPs are CCS, Pinnacle, PrairieCat, RRLC, RSA-NFP, and SWAN. Refer to the eligibility criteria, grant priorities, and application checklist as you work with the LLSAP Director to plan your project, and carefully review each section of the application to ensure a successful submission.

Funds will be awarded for projects with expenditures beginning in FY2022 (July 1, 2021 – June 30, 2022). Timing of award announcements and disbursements will be dependent on final approval of the RAILS budget by the Illinois State Library, and availability of grant funding is subject to changes in system funding levels.

Direct your application and any other questions, including help identifying which LLSAP you should join, to Anne Slaughter, RAILS Director of Technology Services, at anne.slaughter@railslibraries.info or 630.734.5127. This application, the report template, and other grant information can be found at https://www.railslibraries.info/services/catalog-grants.

Application deadlines for FY2022:

- October 15, 2021
- April 15, 2022

*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."

Basic eligibility criteria

Libraries of all types that also meet the following basic criteria may be eligible for RAILS LLSAP Membership grants:

- RAILS membership
- Ability to meet the membership requirements of the specific LLSAP
- Commitment to sustain membership in the LLSAP for at least five years
- Grant recipients must submit quarterly reports to RAILS until all project activities have been completed and all funds expended.

Priorities for grant awards

RAILS will support projects that meet the basic eligibility criteria, and make award determinations based on the availability of funding, the strength of individual applications, and the following priorities (in order):

1. Mergers and partial mergers of existing consortia
2. Nonautomated libraries that can sustain ongoing costs of LLSAP membership (application will require library board-vetted 5 year plan for sustaining membership)
3. Libraries with standalone integrated library systems joining an LLSAP
4. Upgrades from union list to online participation (basic or full)

Not eligible:

- Individual libraries leaving a consortium to become a standalone library
- Individual libraries leaving one LLSAP for another
- Libraries upgrading from basic online to full participation
- Libraries wishing to join an LLSAP at the Union List membership level

Application Checklist

Before submitting your application, please ensure you have completed all steps in the checklist. Incomplete applications will not be accepted.

1. Carefully review this entire document
2. Identify the LLSAP you wish to join
3. Contact the LLSAP's Director to discuss membership costs and requirements, and project timeline and parameters
4. Download and save the application to your computer before completing any fields
5. Complete the application. This includes:
   a. Work with the LLSAP Director and library staff to create a project plan
   b. Work with the LLSAP Director and any necessary vendors to obtain pricing for the budget sections of the application
   c. Nonautomated libraries: Work with your board or administrative body to create a plan for sustaining the ongoing costs of LLSAP membership for at least five years
   d. Complete the narrative sections of the application. ALL components requested in the description of each section must be addressed.
   e. Complete the budget section for all relevant expenses.
       i. If you are requesting funding for an equipment purchase, you must complete the Equipment and Supplies section of the budget chart (p. 13), as well as the Equipment Detail section on page 14. We cannot consider your request if this information is not supplied.
6. Work with the LLSAP Director to ensure your application is accurate and complete. Obtain their sign-off (included as part of the application form).
7. Submit completed application to Anne Slaughter via email (anne.slaughter@railslibraries.info) on or before the deadline
8. Upon receipt of funds, submit quarterly reports to RAILS until all project activities have been completed and all funds expended
9. Upon go-live, update the L2 directory (https://librarylearning.org/) with your new automation information and any other new information

Submitting Agency:

Project Title:

Project Director

Name:

Title:

Email:

Phone:

Work Mailing Address

Building Name:

Street or P.O. Box:

City:

ZIP:

Financial Contact (if different than Project Director)

Name:

Title:

Email:

Phone:

Work Mailing Address

Building Name:

Street or P.O. Box:

City:

ZIP:

Library Information

Website URL:

Number of buildings:

> (Count main and branch libraries, school libraries within a district, etc. Don't count office collections, collections in storage, etc.)

Number of titles in library collections:

Number of items/volumes in library collections:

Number of registered patrons:

Annual circulation:

Population Served:

> For each library type, population is defined as follows:
> **Public Library** - Population residing in tax base. Please use latest IPLAR figure
> **Academic or School Library** - Full-time equivalents (FTEs) where FTE includes faculty and students, but not support staff
> **Special Library** - Full-time equivalents (FTEs) where FTE includes staff and affiliates served by the library and who are eligible to borrow materials

Current Automation Status

Not automated

Current Union List member of an LLSAP

> LLSAP name:

Automated standalone

> Vendor, software name, and version (if known):

The following boxes must be checked by the Project Director in order to be considered for funding

I confirm that I am authorized to submit this application, that I have read and understand the Program Overview, and that this application is complete.

I confirm the intent of the Submitting Agency to go online with an LLSAP within 18 months of receipt of grant funds and to remain a member of the LLSAP for at least five years.

To be signed by LLSAP Director

I confirm that I have reviewed this application in full. The Submitting Agency meets the membership

requirements of my LLSAP, and I affirm its commitment to go live within 18 months.

LLSAP Director signature:

Administrative Capacity

Describe the library's capacity to support the project. Include:

- Applicable policies for purchasing, hiring, or inventory management
- Any other internal financial controls
- How the Project Director and other key staff involved in this project have the experience, training, and/or education to deliver activities proposed

Project Description and Timeline

In 1000 words or less, describe the overall project. Include:

- Details about methods and activities and how they will be implemented
- How items requested in the budget will be used
- A timeline specifying when key actions (e.g. planning, training, activities) will take place. The project should have a target completion date of no more than 18 months after anticipated receipt of grant funds.

Target Audience and Need

In 750 words or less, describe the target audience served by your library and how this project will benefit them. Include information about any unique resources in your collection that could use exposure to a wider audience.

Project Promotion

In 750 words or less, describe your plan for promoting the project, including communication strategies and tactics, outreach to new and existing audiences, and community partnerships.

Sustainability Plan

This section is only required for nonautomated libraries. In 750 words or less, describe your library's plan for sustaining the ongoing costs of LLSAP membership for at least five years. Buy-in from the library's board or other administrative body is required; please cite any official actions taken or other documentation supporting this plan.

Budget

Complete relevant budget sections. Consult with the LLSAP staff to determine which components are needed for your library's project and to get estimates. Local contributions are not required, but will strengthen your grant application.

If you are requesting equipment, you must complete the equipment detail section in addition to the general budget chart.

The following costs are not eligible for this grant:
- Library materials
- Furniture
- Personnel costs for permanent, full-time exempt employees
- Travel
- Special equipment not required to get online, such as self-check units, RFID equipment, automated material handlers, and library security systems
- Penalty fees assessed by vendors for early contract termination
- Fees assessed to new members by consortia (i.e. reserve fund contributions)
- Ongoing costs for LLSAP membership, telecommunications, etc.

Category	Description	Grant Funds Requested	Local Contribution
Vendor and LLSAP Fees			
Vendor implementation fees	Fees charged by the LLSAP's vendor to add new agencies or buildings and complete data migration		
Other vendor or LLSAP fees	Describe:		
Total vendor or LLSAP fees			

Category	Description	Grant Funds Requested	Local Contribution
Retrospective Conversion	Complete this section if your library is not able to use records from an existing integrated library system.		
OCLC or other vendor costs			
Permanent library staff	Not eligible for grant funding, but show local contribution for library employees working on this project.	N/A	
Temporary library staff, independent contractors, or additional hours for part time permanent staff	Enter the hourly wage and estimated hours needed:		
Other retrospective conversion costs	Describe:		
Total retrospective conversion costs			
Other Costs	List in left column and describe below.		
Total other costs			

Category	Description	Grant Funds Requested	Local Contribution
Equipment and Supplies	***Equipment purchased must meet recommended specifications for the LLSAP's system. Justification for and intended uses of any requested equipment must be outlined in the Project Description.***		
Staff workstations			
Local network equipment (router, firewall, etc.)			
Barcode scanners			
Receipt printer (regular)	Grant will fund maximum of one regular receipt printer and one case of receipt paper		
Receipt printer (restick)	Grant will fund a maximum of one restick receipt printer and one case of self-adhesive receipt paper		
Barcode labels			
Other equipment and supply costs	Describe:		
Total equipment and supply costs			

Budget Summary

Category	Grant Funds Requested	Local Contribution
Vendor and LLSAP Fees		
Retrospective Conversion		
Other Costs		
Equipment and Supplies		
Total		

Equipment Detail

Item	Unit cost	Qty	Total Cost	Model	Intended Use (Circ Desk, OPAC, Tech Serv, etc)	Age (in years) of equipment being replaced. Enter N/A for additional equipment.	% of time equipment will be used for access to LLSAP
Total							