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RAILS LLSAP Support Grant: Annual Report

Due on July 31

LLSAP name: Cooperative Computer Services

Date of report: August 5, 2024

LLSAP staff member or representative preparing report

Name: Rebecca Malinowski

Title: Executive Director

Email: rmalinowski@ccslib.org

Phone number: 847-483-8604

Submission: Please email the report as an attachment to anne.slaughter@railslibraries.org.

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 were distributed to members as a quarterly rebate. CCS fees have remained stable or dropped over the past several years, largely due to the addition of new members with the support of catalog grants from RAILS. The RAILS rebates allow our members to see additional savings without artificially dropping CCS fees--members have a clear understanding of the funds needed to run CCS sustainably.

CCS distributes the funds based on the RAILS support formula. Members receive their share of the Collection Expenditure Per Capita and Annual Fee as a Percent of Operating Expenditures components. All members share the ILL/RB component equally. This is the same model used last year.

Attached June 2024 financial statement documents the distribution of funds to our members.

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.

Membership changes: Mount Prospect Public Library and Waukegan Public Library were approved as CCS members, and implementation has begun. The new libraries will go live in Fall 2024.

New Services: The CCS Governing Board voted to join Find More Illinois as a consortium. CCS and RAILS are partnering on a staggered rollout, with most members planned to be live by the end of August 2024.

Platform: CCS is currently using Polaris version 7.5 with a planned upgrade to 7.6 in August 2024. Almost all CCS members have begun using Illinois ePay for credit card processing.

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, and ILS phone notification dialer co-location.)

N/A

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

Find More Illinois

As noted above, CCS is in the process of implementing Find More Illinois. Beginning in FY2025, part of the LLSAP Support Grant will be used to pay the FMI fee.

Explore More Illinois

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)*



Cooperative Computer Services

Monthly Financial Report For the Month Ended June 30, 2024

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

Cooperative Computer Services

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Financial Statements

Cooperative Computer Services
All Funds
Combined Statement of Assets, Liabilities and Fund Balances
As of June 30, 2024

	Prior Month	Current Month	Net Change
Assets			
Cash & Investments			
Northbrook B&T - Checking	492,592.48	272,238.90	(220,353.58)
Northbrook B&T - Payroll	39,755.20	41,277.14	1,521.94
Northbrook B&T - MM	918,324.13	1,072,960.57	154,636.44
INB E-Pay Account	1,000.00	1,000.00	0.00
Illinois Funds - Money Market	30,650.07	30,650.07	0.00
Total Cash & Investments	1,482,321.88	1,418,126.68	(64,195.20)
Other Assets			
Accounts Receivable	73,713.19	38,323.55	(35,389.64)
Deposits - Rent Security	11,138.82	11,138.82	0.00
Prepaid Expenses	0.00	333,989.45	333,989.45
Fixed Assets, Net of Depreciation	49,236.00	49,236.00	0.00
Total Other Assets	134,088.01	432,687.82	298,599.81
Total Assets	1,616,409.89	1,850,814.50	234,404.61
Liabilities and Equity			
Liabilities			
Accounts Payable	0.00	1,287.13	1,287.13
Total Liabilities	0.00	1,287.13	1,287.13
Equity			
Investment in Fixed Assets	49,236.00	49,236.00	0.00
Fund Balances			
Fund Balance - Operating Fund	937,565.43	1,167,950.47	230,385.04
Fund Balance - Development Fund	629,608.46	632,340.90	2,732.44
Total Fund Balances	1,567,173.89	1,800,291.37	233,117.48
Total Equity	1,616,409.89	1,849,527.37	233,117.48
Total Liabilities & Equity	1,616,409.89	1,850,814.50	234,404.61

Cooperative Computer Services
All Funds
Combined Statement of Revenues and Expenses
For the 12 Months Ended June 30, 2024

	Current Month	Year-to-Date	Working Budget	Over(under) Budget	Percent Collected / Expended
Revenues					
Income - Operating Fund					
Library Billings	0.00	1,845,563.04	1,822,896.00	22,667.04	101.24
OCLC Billings	0.00	375,273.96	377,134.00	(1,860.04)	99.51
Individual Library Billings	<u>504.11</u>	<u>49,236.97</u>	<u>42,600.00</u>	<u>6,636.97</u>	<u>115.58</u>
Total Operating Fund Revenue	<u>504.11</u>	<u>2,270,073.97</u>	<u>2,242,630.00</u>	<u>27,443.97</u>	<u>101.22</u>
Income Development Fund					
New Member Investment	0.00	56,521.00	40,543.00	15,978.00	139.41
Rails Support Grant	0.00	210,232.00	210,135.00	97.00	100.05
Online Payment - F&F	0.00	3,108.67	0.00	3,108.67	0.00
Interest	<u>4,636.44</u>	<u>51,614.52</u>	<u>24,720.00</u>	<u>26,894.52</u>	<u>208.80</u>
Total Development Fund Revenue	<u>4,636.44</u>	<u>321,476.19</u>	<u>275,398.00</u>	<u>46,078.19</u>	<u>116.73</u>
Total Revenue All Funds	<u><u>5,140.55</u></u>	<u><u>2,591,550.16</u></u>	<u><u>2,518,028.00</u></u>	<u><u>73,522.16</u></u>	<u><u>102.92</u></u>
Expenses					
Operating Fund					
Operating Expenses	793.29	6,315.27	10,898.00	(4,582.73)	57.95
Professional Fees	18,179.37	104,922.64	80,094.00	24,828.64	131.00
Personnel	74,075.98	901,572.93	1,129,848.00	(228,275.07)	79.80
ILS Maintenance	(326,489.45)	74,450.53	383,824.00	(309,373.47)	19.40
Utilities	107.61	3,236.06	5,700.00	(2,463.94)	56.77
Data Communications	1,174.77	12,469.62	12,192.00	277.62	102.28
Rent	0.00	25,759.31	34,842.00	(9,082.69)	73.93
Insurance	0.00	18,526.83	16,931.00	1,595.83	109.43
Prof Dev - Continuing Ed & Travel	1,606.72	10,137.85	27,800.00	(17,662.15)	36.47
Capital Additions	166.67	6,995.24	18,600.00	(11,604.76)	37.61
OCLC Payments	0.00	375,273.97	377,134.00	(1,860.03)	99.51
Electronic Resources	0.00	47,139.00	96,112.00	(48,973.00)	49.05
Individual Library Charges	<u>504.11</u>	<u>49,236.97</u>	<u>42,600.00</u>	<u>6,636.97</u>	<u>115.58</u>
Total Operating Fund Expenses	<u>(229,880.93)</u>	<u>1,636,036.22</u>	<u>2,236,575.00</u>	<u>(600,538.78)</u>	<u>73.15</u>
Development Fund					
Special Software	0.00	0.00	77,000.00	(77,000.00)	0.00
Site Improvements	1,904.00	2,363.78	15,000.00	(12,636.22)	15.76
Rails Support Grant	<u>0.00</u>	<u>210,231.76</u>	<u>210,135.00</u>	<u>96.76</u>	<u>100.05</u>
Total Development Fund Expenses	<u>1,904.00</u>	<u>212,595.54</u>	<u>302,135.00</u>	<u>(89,539.46)</u>	<u>70.36</u>
Total Expenses All Funds	<u><u>(227,976.93)</u></u>	<u><u>1,848,631.76</u></u>	<u><u>2,538,710.00</u></u>	<u><u>(690,078.24)</u></u>	<u><u>72.82</u></u>

Cooperative Computer Services
All Funds
Summary of Changes in Fund Balance
For the 12 Months Ended June 30, 2024

Total Revenue All Funds	2,591,550.16
Total Expenses All Funds	<u>(1,848,631.76)</u>
Excess (Deficiency) of Revenue over Expenses	742,918.40
Beginning Fund Balance	<u>1,057,372.97</u>
Current Fund Balance	<u>1,800,291.37</u>

Cooperative Computer Services
Operating Fund
Statement of Assets, Liabilities and Fund Balances
As of June 30, 2024

	Prior Month	Current Month	Net Change
Assets			
Cash & Investments			
Northbrook B&T - Checking	492,592.48	272,238.90	(220,353.58)
Northbrook B&T - Payroll	39,755.20	41,277.14	1,521.94
Northbrook B&T - MM	918,324.13	1,072,960.57	154,636.44
INB E-Pay Account	1,000.00	1,000.00	0.00
Illinois Funds - Money Market	30,650.07	30,650.07	0.00
Allocated Cash	(629,608.46)	(632,340.90)	(2,732.44)
Total Cash & Investments	852,713.42	785,785.78	(66,927.64)
Other Assets			
Accounts Receivable	73,713.19	38,323.55	(35,389.64)
Deposits - Rent Security	11,138.82	11,138.82	0.00
Prepaid Expenses	0.00	333,989.45	333,989.45
Total Other Assets	84,852.01	383,451.82	298,599.81
Total Assets	937,565.43	1,169,237.60	231,672.17
Liabilities and Equity			
Liabilities			
Accounts Payable	0.00	1,287.13	1,287.13
Total Liabilities	0.00	1,287.13	1,287.13
Equity			
Fund Balance - Operating Fund	937,565.43	1,167,950.47	230,385.04
Total Equity	937,565.43	1,167,950.47	230,385.04
Total Liabilities & Equity	937,565.43	1,169,237.60	231,672.17

Cooperative Computer Services
Operating Funds
Statement of Revenues and Expenses
For the 12 Months Ended June 30, 2024

	Current Month	Year-to-Date	Working Budget	Over(under) Budget	Percent Collected / Expended
Revenues					
Income					
Library Billings	0.00	1,845,563.04	1,822,896.00	22,667.04	101.24
OCLC Billings	0.00	375,273.96	377,134.00	(1,860.04)	99.51
Individual Library Billings	<u>504.11</u>	<u>49,236.97</u>	<u>42,600.00</u>	<u>6,636.97</u>	<u>115.58</u>
Total Operating Fund Revenue	<u>504.11</u>	<u>2,270,073.97</u>	<u>2,242,630.00</u>	<u>27,443.97</u>	<u>101.22</u>
Total Revenue	<u>504.11</u>	<u>2,270,073.97</u>	<u>2,242,630.00</u>	<u>27,443.97</u>	<u>101.22</u>
Expenses					
Operating Fund					
ILS Maintenance	(326,489.45)	74,450.53	383,824.00	(309,373.47)	19.40
Utilities	107.61	3,236.06	5,700.00	(2,463.94)	56.77
Data Communications	1,174.77	12,469.62	12,192.00	277.62	102.28
Rent	0.00	25,759.31	34,842.00	(9,082.69)	73.93
Operating - Library Materials	0.00	69.95	573.00	(503.05)	12.21
Operating - Equipment Maint.	0.00	0.00	1,000.00	(1,000.00)	0.00
Operating - Supplies	414.50	1,878.25	4,325.00	(2,446.75)	43.43
Operating - Telephone	378.79	4,367.07	5,000.00	(632.93)	87.34
Insurance	0.00	18,526.83	16,931.00	1,595.83	109.43
Professional - Accounting	1,650.00	9,970.00	10,220.00	(250.00)	97.55
Payroll Processing	1,240.00	4,120.00	2,160.00	1,960.00	190.74
Professional - Contractual	1,525.20	42,884.98	28,710.00	14,174.98	149.37
Maintenance Agreements	12,876.97	46,503.96	36,004.00	10,499.96	129.16
Professional - Legal	887.20	1,443.70	3,000.00	(1,556.30)	48.12
Prof Dev - Continuing Ed & Travel	1,606.72	10,137.85	27,800.00	(17,662.15)	36.47
Capital Additions	166.67	6,995.24	18,600.00	(11,604.76)	37.61
OCLC Payments	0.00	375,273.97	377,134.00	(1,860.03)	99.51
Electronic Resources	0.00	47,139.00	96,112.00	(48,973.00)	49.05
Individual Library Charges	<u>504.11</u>	<u>49,236.97</u>	<u>42,600.00</u>	<u>6,636.97</u>	<u>115.58</u>
Total Operating Expenses	<u>(303,956.91)</u>	<u>734,463.29</u>	<u>1,106,727.00</u>	<u>(372,263.71)</u>	<u>66.36</u>
Personnel Expenses					
Personnel - Salaries	56,039.57	695,117.21	861,401.00	(166,283.79)	80.70
Personnel - FICA Tax expense	3,917.59	53,610.11	65,897.00	(12,286.89)	81.35
Personnel - Unemployment Tax	0.00	(8.32)	500.00	(508.32)	(1.66)
Personnel - Insurance Benefits	7,481.10	83,100.38	119,128.00	(36,027.62)	69.76
Personnel - Recruiting	1,525.00	3,788.50	500.00	3,288.50	757.70
Personnel - Pension	4,804.44	62,224.59	77,526.00	(15,301.41)	80.26
Personal Equipment Reimbursement	<u>308.28</u>	<u>3,740.46</u>	<u>4,896.00</u>	<u>(1,155.54)</u>	<u>76.40</u>
Total Personnel Expenses	<u>74,075.98</u>	<u>901,572.93</u>	<u>1,129,848.00</u>	<u>(228,275.07)</u>	<u>79.80</u>
Total Operating Fund Expenses	<u>(229,880.93)</u>	<u>1,636,036.22</u>	<u>2,236,575.00</u>	<u>(600,538.78)</u>	<u>73.15</u>

Cooperative Computer Services
Operating Fund
Summary of Changes in Fund Balance
For the 12 Months Ended June 30, 2024

Year-to-date Revenues	2,270,073.97
Year-to-date Expenses	<u>(1,636,036.22)</u>
Excess (Deficiency) of Revenue over Expenses	634,037.75
Beginning Fund Balance	<u>533,912.72</u>
Current Fund Balance	<u><u>1,167,950.47</u></u>

Cooperative Computer Services
Development Fund
Statement of Assets, Liabilites and Fund Balance

June 30, 2024

Assets	Prior Month	Current Month	Net Change
Assets:			
Allocated Cash	629,608.46	632,340.90	2,732.44
Total Assets	629,608.46	632,340.90	2,732.44
Liabilities and Equity			
Liabilities:			
Total Liabilities	-	-	-
Equity:			
Fund Balance - Development Fund	629,608.46	632,340.90	2,732.44
Total Liabilities and Equity	629,608.46	632,340.90	2,732.44

Statement of Revenues, Expenses and Fund Balances
For the 12 Months Ended June 30, 2024

	Current Month	Year-to-Date	Working Budget	Over(under) Budget	Percent Collected / Expended
Revenues					
Interest - IPTIP	0.00	1,144.41	0.00	1,144.41	0.00
Interest	4,636.44	50,470.11	24,720.00	25,750.11	204.17
New Member Investment	0.00	56,521.00	40,543.00	15,978.00	139.41
Rails Support Grant	0.00	210,232.00	210,135.00	97.00	100.05
Online Payment - F&F	0.00	3,108.67	0.00	3,108.67	0.00
Total Revenue	4,636.44	321,476.19	275,398.00	46,078.19	116.73
Expenses					
Special Software	0.00	0.00	77,000.00	(77,000.00)	0.00
Site Improvements	1,904.00	2,363.78	15,000.00	(12,636.22)	15.76
Rails Support Grant	0.00	210,231.76	210,135.00	96.76	100.05
Total Development Fund Expenses	1,904.00	212,595.54	302,135.00	(89,539.46)	70.36

Summary of Changes in Fund Balance
For the 12 Months Ended June 30, 2024

Year-to-Date Revenues	321,476.19
Year-to-Date Expenses	(212,595.54)
Excess (Deficiency) of Revenues over Expenses	108,880.65
Beginning Fund Balance	523,460.25
Current Fund Balance	632,340.90

Cooperative Computer Services
All Funds
Cash Analysis
June 30, 2024

	Beginning Balance	Current Month		Ending Balance	Net Change For the Month
		Receipts	Disbursements		
<u>Account</u>					
Northbrook B&T - Checking	492,592.48	35,893.75	(256,247.33)	272,238.90	(220,353.58)
Northbrook B&T - Payroll	39,755.20	65,000.00	(63,478.06)	41,277.14	1,521.94
Northbrook B&T - MM	918,324.13	154,636.44	0.00	1,072,960.57	154,636.44
INB E-Pay Account	1,000.00	0.00	0.00	1,000.00	0.00
Illinois Funds - Money Market	30,650.07	0.00	0.00	30,650.07	0.00
Allocated Cash	0.00	2,732.44	(2,732.44)	0.00	0.00
Total	<u>1,482,321.88</u>	<u>258,262.63</u>	<u>(322,457.83)</u>	<u>1,418,126.68</u>	<u>(64,195.20)</u>
<u>Balance by Fund</u>					
Operating Fund	852,713.42	255,530.19	(322,457.83)	785,785.78	(66,927.64)
Development Fund	629,608.46	2,732.44	0.00	632,340.90	2,732.44
Total	<u>1,482,321.88</u>	<u>258,262.63</u>	<u>(322,457.83)</u>	<u>1,418,126.68</u>	<u>(64,195.20)</u>

Cooperative Computer Services
Accounts Receivable
Outstanding Balances
As of June 30, 2024

	Beginning of Fiscal Year	Prior Month Balance	Current Month Balance
Algonquin Area Public Library	5,000.00	0.00	0.00
Des Plaines Public Library	186.60	0.00	0.00
Glencoe Public Library	1,431.90	37.71	0.00
Lake Forest Library	2,250.00	12,248.02	0.00
Northbrook Public Library	4,059.00	0.00	0.00
Prospect Heights Public Library	3,088.00	0.00	0.00
Wilmette Public Library	3,167.16	0.00	0.00
Winnetka Public Library	1,953.00	89.48	0.00
Evanston Public Library	8,118.64	0.00	0.00
Glenview Public Library	5,252.83	207.52	0.00
Morton Grove Public Library	0.00	16,796.75	16,796.75
Indian Trails Public Library	8,171.00	21,526.80	21,526.80
Grayslake Area Public Library District	3,023.00	17,140.25	0.00
Mount Prospect Public Library	<u>0.00</u>	<u>5,666.66</u>	<u>0.00</u>
Total Accounts Receivable	<u><u>45,701.13</u></u>	<u><u>73,713.19</u></u>	<u><u>38,323.55</u></u>

* This report has been compiled by Evan Stahlman of Lauterbach & Amen, LLP.

RAILS LLSAP Support Grant: Annual Report

Due on July 31

LLSAP name: Pinnacle Library Cooperative

Date of report: July 2024

LLSAP staff member or representative preparing report

Name: Matt Hammermeister

Title: Director

Email: mhammermeister@pinnaclelibraries.org

Phone number: 815-552-4277

Submission: Please email the report as an attachment to anne.slaughter@railslibraries.org.

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.

The LLSAP Support Grant funds are generally used to cover the initial costs of new projects. This enables the consortium to experiment with new initiatives without being constrained by the timeline of the normal budgeting process.

This year, a significant portion of the RAILS grant was used to transition our part-time Member Services Librarian position to a full-time role. The part time status often led to challenges in recruiting and retaining staff. Support grant funds were used to pay the difference between the full-time and part-time costs.

The remaining grant funds are used to increase the consortium's reserves, aiding in the planning of future major purchases. IN coming years, we are considering the implementation of a new discovery layer, such as Innovative's Vega Discover.

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.

We've not seen any membership changes, but we are continuing our documentation efforts to formalize the process for adding new members as well as preparing for eventual board turnover. Both projects stem from our consortium's strategic planning conversations.

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, and ILS phone notification dialer co-location.)

No in-kind services used.

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

Fountaindale, Joliet

Find More Illinois

Lemont

Explore More Illinois

All six libraries participate individually.

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)*

We appreciate RAILS' continued support of resource sharing and look forward to another year together.

RAILS LLSAP Support Grant: Annual Report

Due on July 31

LLSAP name: PrairieCat
Date of report: 7/01/2023-6/30/2024
LLSAP staff member or representative preparing report
Name: Carolyn Coulter
Title: director
Email: carolyn.coulter@prairiecat.org
Phone number: 815-443-6016

Submission: Please email the report as an attachment to anne.slaughter@railslibraries.org.

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 are leveraged in our budget as general revenue, and go towards the mission of PrairieCat by funding all aspects of our operations. This includes our software costs, member training, staffing and related expenses. I am attaching our FY24 budget, which shows the RAILS grant in our revenues, as well as our other sources of revenue and our expenses.

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.

In FY24, the Mills and Petrie Memorial Library opted to upgrade from Union Listing level to Basic Online. This project will be ongoing in FY25, as they have quite a bit of work to do to automate their collection. We continue to visit potential members and respond to any inquiries that we receive.

PrairieCat upgrades our ILS software in tandem with Innovative's release schedule of Sierra, Vega and Encore. Currently, we are on the most recent version in general release of all software.

In FY24, PrairieCat continued our development partnership with Innovative to help develop their Vega Promote software platform. In addition, PrairieCat has launched Innovative's new Vega Discovery software, and we are currently working with Innovative to assist with developing more features for consortiums, such as added security and permissions. We are also working with Innovative to assist with development of their LX Starter product for consortiums. This module allows libraries to create modern email notices with add-value content.

In FY24, we completed our migration of the phone notification system to a hosted environment. This system, previously housed at RAILS Burr Ridge, is one of the very last vestiges of PrairieCat's IT infrastructure to be removed from RAILS facilities. In FY25, we will remove our final server from the data center. We will still have our VPN device in the RAILS facility, but everything else will have moved out.

Governance and policies remained the same in FY24, with no major changes occurring.

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, and ILS phone notification dialer co-location.)

We intend to continue with the use of RAILS financial services in the future, as long as they are affordable. We value these services highly and believe the skillsets that we are able to leverage with RAILS accountants are far better than what we could afford elsewhere.

We continue to leverage the Coal Valley and Bolingbrook facilities for minimal file and equipment storage (Coal Valley) and to pick up and drop off cataloging materials (Bolingbrook). We appreciate the flexibility that RAILS allows with these spaces. We do currently house one server at the Burr Ridge data center, which will be moved out this fiscal year. We will shortly have only a firewall device present in that facility.

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

In FY23, the consortium voted for membership for all circulating members of the consortium. In FY24, we have renewed that agreement for three years.

Find More Illinois

Some members are participants

Explore More Illinois

Some members are participants

Any other RAILS projects and group purchases that require ILS interoperability

It varies. Some members leverage RAILS group purchases for several services.

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

RAILS LLSAP Support Grant: Annual Report

Due on July 31

LLSAP name: Rock River Library Consortium (RRLC)
Date of report: July 30, 2024
LLSAP staff member or representative preparing report
Name: Jennifer Slaney
Title: Director
Email: Jennifer.Slaney@sterlingpubliclibrary.org
Phone number: (815) 625-1370

Submission: Please email the report as an attachment to anne.slaughter@railslibraries.org.

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 to purchase the following databases for member libraries:
Gale in Context for School Libraries, Press Reader for Public Libraries.

We also purchased the app: myLibro for Public libraries and Jr-High School libraries.

The Library Corporation (TLC) held their annual users group meeting via webinar and members were encouraged to attend with the fee being covered by grant funds.

Members also approved using grant funds to pay 50% of the TLC annual invoice 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.

This year RRLC accomplished updating their by-laws. Previous by-laws were written in the early 2000's.

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

Find More Illinois

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

Explore More Illinois

Dixon, Milledgeville and 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: Annual Report

Due on July 31

LLSAP name: Resource Sharing Alliance NFP

Date of report: 30 July 2024

LLSAP staff member or representative preparing report

Name: Kendal Orrison

Title: RSA Executive Director | RAILS LLSAP Services Manager

Email: kendal.orrison@railslibraries.org

Phone number: 630-734-5261

Submission: Please email the report as an attachment to anne.slaughter@railslibraries.org.

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 were used to cover staffing costs for RSA's 12 FTE positions. RSA pays RAILS for any spending on RSA's behalf over the grant award amount. This year that included direct and in-direct staffing and benefits costs, building costs for the EP facility, HR, IT, Finance, Admin support, and more. The detailed cost breakouts from RAILS Finance that covered RSA's total costs to RAILS served as the baseline costs for RSA's independence budgeting and planning. We appreciated those figures especially this year as they were invaluable to help projecting new costs.

The grant funds keep RSA affordable for our smaller member libraries who make up the majority of RSA membership. RSA's new fee structure, phasing in through FY29, still can't replace the funds provided in the grant. The LLSAP Support Grant is the thing that provides enough income to staff RSA adequately. There is not enough money in our libraries to support more than 4 or 5 staff without RAILS grant funds.

RSA lost some schools this year, and will lose more next year, but the major reason we have any automated schools is due to the support grant. Without it, none of the RSA School members would remain in RSA and most would end up completely disconnected from the Internet and eliminate most, if not all, intra-library loans.

RAILS Finance has the full FY24 budget and working notes document with all direct RSA expenditures and all in-direct RSA costs to RAILS tracked.

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 is undergoing some changes; FY24 was a monumental year for our member libraries. This year they approved a change of governance from a Not For Profit to an Illinois Intergovernmental Instrumentality. That brings RSA into the same structure as the other LLSAPS, continues our push to directly hire staff, and makes future consortia interchange or partnerships more feasible. The membership also approved a new, fully equitable, fee structure which is causing significant pain for many of our members. The new fees phase in through FY29 with fixed increases each year. All members are seeing an increase in fees with some increasing as much as 467%. Of our public libraries, 44 members increased by 80% or more over FY24; 23 of those by 150% or more. Our school members also agreed to large increases with about half the schools increasing over 100% from FY24.

- Unfortunately, the new fee structure priced out 6 schools comprising 12 automated buildings. We also know we will lose an additional 4 or 5 members in FY25 due to the price increases. Moving forward, school funding issues are likely to cause additional losses in the future. School funding for libraries is a state-wide issue that hits RSA particularly hard due to our membership makeup.

- RSA's automation system is running on the most current versions of all software. We are working with SirsiDynix on their new, beta, mobile app due to our consortia's demanding needs causing significant headaches in back-end, administrative software design and support.

- RSA rolled out new reports, replacing legacy end of month reports from 2007. We're also moving to more interactive tools to allow for on-the-fly adjustments and serendipity in data discovery. We've rolled out the first interactive tool, a collection browser that allows libraries to slice/dice their collections in real time.

- RSA has partnered with the CMC to eliminate our backlog of record certain lower priority upgrades dating back almost 10 years. CMC has been zooming through these and expects to finish by the end of the year.

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, and ILS phone notification dialer co-location.)

- RSA's support staff are all RAILS employees. We have 12 FTE but only 11 current staff members. We choose not to fill the 12th position as it will need to be reworked and reclassified for new duties coming with staff independence. Most staff worked in the EP office 1 day a week while some supervisory staff work 5 days a week. RSA supervisory staff also support all RAILS in-facility meetings allowing delivery staff to do their work uninterrupted.

- RSA resumed a full schedule of in-library visits in FY24 and thus, have started using the RAILS vehicles again.

- In addition, RSA staff use the full package of RAILS benefits and services. These costs are spelled out in the grant and reimbursed by RSA for costs over the grant amount.

- RSA used RAILS IT for most non-ILS related needs in FY24. FY25 will see RSA begin to start the replacement of IT services. We expect to be finish by the end of FY26.

- The CMC is closing cases housed in the old OTRS Help Desk. We expect that project to be finished by the end of 2024. We thank RAILS for allowing this old server to remain active.

- RSA, RAILS, and CMS Springfield are all working to transfer the rack and ICN internet costs from RAILS to RSA.

- The RAILS Finance and HR departments all deserve huge thanks and recognition for their continued outstanding support of RSA! We literally couldn't do it without their support. HR support will be greatly missed with staff independence. We are thrilled to be able to continue to use RAILS Finance support in the future.

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 RSA libraries, with the exception of our four non-automated members, receive eRead IL membership as part of their annual RSA Fees. RSA's Board decided to do this year ago to ensure all our schools and small publics had access to eBooks. The FY24 formula broken schools out into separate entities and broke, in some cases, has cause the eRead cost to RSA to be 30% of the member's total RSA membership fee. We renewed for FY25, we many not renew in FY26 or 27 depending on the what the total fully independent costs end up being.

Find More Illinois

According to the monthly stats from Find More, we have 6 active and 4 inactive Find More IL members. Farmington Area Library joined FMI in FY24. Reviewing the stats, RSA members borrowed about 600 items and filled about 1,200. There has been a steady increase in RSA Member requests over the last 18 or so months while outgoing items have stayed relatively flat. I would like to increase RSA member participation in FMI, but we don't have funds to do so at consortia level.

Explore More Illinois

Almost all RSA members are set up as EMI libraries. We reached out to the 5 non-members last year, but I don't remember if any decided to join. I have heard good things from members about downstate attractions!

Any other RAILS projects and group purchases that require ILS interoperability

We are continually surprised by our members purchasing things from either RAILS or individually that require SIP or web services connections. We usually find out when the installer is on-site. RAILS group purchasing notifications have improved for offered products. It would be helpful to us if there were a pre-notification of RSA members purchasing RAILS offers. Maybe there is and nobody has purchased?

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

RSA's Board, both the previous NFP Board and the new for FY25 Board have expressed thanks for RAILS continued support of RSA operations. The independence project is a massive undertaking organizationally, fee structure wise, and staffing wise. Our partnership with RAILS has been very helpful over the last year as we spun up and ran through phase 1 of the project.

While we don't plan to hire someone to fill our open System Coordinator position, we are going to need additional help this year. We're not staffing experts and we need the help from experts now. We'll be in touch to determine the best path forward to do this; either reworking and hiring our open position via RAILS or through a contractual arrangement. RSA's budget planned for this and the Board should be approving moving forward with additional help in August.

I'm sure we'll be requesting RAILS help, support, or documentation as we deal with the major benefits providers like LIMRiCC, IMRF, MissionSquare. We are 100% sure we'll eventually need the same letter RAILS wrote for PrairieCat to give to IMRF. We may also need letters of recommendation for other vendors. We'll let you know if and when that happens.

Thank you for the continued support these last 13 years.

RAILS LLSAP Support Grant: Annual Report

Due on July 31

LLSAP name: SWAN

Date of report: 7/31/2024

LLSAP staff member or representative preparing report

Name: Aaron Skog

Title: Executive Director

Email: aaron@swanlibraries.net

Phone number: _____

Submission: Please email the report as an attachment to anne.slaughter@railslibraries.org.

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.

SWAN is a vital part of ILLINET, which per the Illinois Secretary of State, is defined as "the online consortial catalogs, known as Local Library System Automation Programs (LLSAPs) and the Illinois statewide Library delivery service (ILDS) funded by the Illinois State Library through grants to IHLS, RAILS and ILDS, [...] are key components of statewide resource sharing."

SWAN provides service to 25% of the library service population in RAILS and in turn fulfills 41% 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 libraries with limited funding. For FY23, each public library in SWAN was awarded \$5,551 against their membership fees. A full explanation of SWAN membership fees for our multi-type consortium can be found online:
<https://support.swanlibraries.net/about/budget>

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, which during FY23 facilitated 1.3 million ILL transactions and over 990,000 reciprocal borrowing transactions within the SWAN consortium.

SWAN's library services platform 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.

SWAN provides a service to six participating LLSAPs through its OCLC Holdings Manager, where each month the holdings for CCS, Pinnacle, PrairieCat, RSA, SHARE, and SWAN update 25 million holdings in WorldCat. The OCLC Holdings Manager contributes more to WorldCat holdings than any other organization, excluding national libraries. Accurate library holdings in WorldCat allows ILLINET to process Illinois interlibrary loan requests and respond to requests from libraries outside of Illinois.

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, and ILS phone notification dialer co-location.)

Delivery to SWAN Headquarters: SWAN receives delivery at its headquarters twice per week where RAILS delivery staff direct mislabeled member library material so that SWAN staff can investigate. We look up the misrouted items within our system and correct the errors on behalf of all libraries routing material through delivery.

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

50 libraries within SWAN's 100 library membership participate in eRead Illinois. This eBook platform is integrated within SWAN's public catalog using Aspen Discovery. SWAN's mobile application integrates eRead Illinois collection using a SWAN managed platform Aspen Discovery.

Find More Illinois

No libraries in SWAN are using FMI.

Explore More Illinois

SWAN established a connection to the EMI service in July 2019 using SWAN's OpenAthens, thus ensuring patron's personally identifiable information is passed to EMI using an encrypted method. The number of libraries participating is not certain, as SWAN does not manage EMI, but we estimate 75 SWAN member libraries participating.

Any other RAILS projects and group purchases that require ILS interoperability

The SWAN EBSCO group purchase arranged with RAILS has 84 public libraries participating in FY24. SWAN's LSP integrates this online research using SAML based authentication with a centrally managed service using SWAN's OpenAthens, and keyword indexes built in EBSCO Discovery Service (EDS). This arrangement provides the library patron a seamless experience, where these online research tools are integrated into the SWAN catalog as a single search interface, using an active library card for access. RAILS group-purchases and deals offered have required SWAN to provide consultation, setup, and ongoing maintenance within SWAN's LSP for EBSCO group-purchase RAILS database "package B," RDA Toolkit, Inkie.org, 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)*

Of the 623 public libraries in Illinois, 538 are members of an LLSAP, which is 86% of the total. Resource sharing by the LLSAPs represents 93% of the total for Illinois, as reported in IPLAR data. The RAILS financial grant to LLSAPs is an important component in the support of ILLINET. We thank the grant funding RAILS provides.