

ILLINOIS STATE LIBRARY
SYSTEM AREA & PER CAPITA GRANT APPLICATION

COVER SHEET

Library System: _____

Address: _____

Address 2: _____

City: _____ State: _____ ZIP + Four _____

Telephone: _____

FAX: _____

Person submitting this application:

First Name _____ Last Name _____

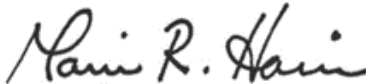
Title: _____ Telephone: _____

FAX: _____ E-Mail Address: _____



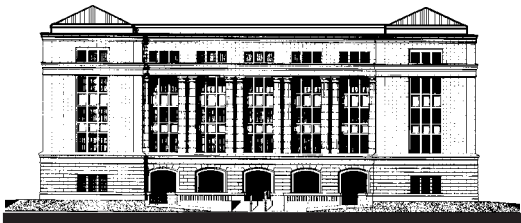
System Board President Signature

6/20/2025
Date



Executive Director Signature

6/20/2025
Date



ALEXI GIANNOULIAS • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**Certification of Eligibility for Grants
Pursuant to
75 ILCS 10/ Illinois Library System Act
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs**

Submit with grant application

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

Name of Library or Agency

☐ **Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

☐ **Is providing a written policy or procedure, approved and in force at the applicant library**, declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Authorized Signature

Date

Signature Name (Typed or Printed)

Title

**ILLINOIS STATE LIBRARY
SYSTEM AREA AND PER CAPITA GRANT APPLICATION
FY 26 BUDGET SHEET**

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Revenues						
State Grants						
Area & Per Capita	\$11,871,714.	\$0.	\$0.	\$0.	\$0.	\$11,871,714.
Blind & Physically Handicapped	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
System Automation & Technology	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$0.	\$249,693.	\$0.	\$0.	\$0.	\$249,693.
Federal Grants	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other Grants	\$0.	\$850,000.	\$0.	\$0.	\$0.	\$850,000.
Fees for Services & Materials	\$1,453,347.	\$0.	\$0.	\$0.	\$0.	\$1,453,347.
Reimbursements	\$2,806,750.	\$0.	\$0.	\$0.	\$0.	\$2,806,750.
Investment Income	\$877,000.	\$0.	\$0.	\$0.	\$0.	\$877,000.
Other Revenue	\$20,344.	\$0.	\$0.	\$0.	\$0.	\$20,344.
Estimated Total Revenue	\$17,029,155.	\$1,099,693.	\$0.	\$0.	\$0.	\$18,128,848.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Buildings & Grounds						
Rent	\$382,711.	\$0.	\$0.	\$0.	\$0.	\$382,711.
Utilities	\$141,930.	\$0.	\$0.	\$0.	\$0.	\$141,930.
Property Insurance	\$30,854.	\$0.	\$0.	\$0.	\$0.	\$30,854.
Repairs & Maintenance	\$54,226.	\$0.	\$0.	\$0.	\$0.	\$54,226.
Custodial and Janitorial Service & Supplies	\$67,270.	\$0.	\$0.	\$0.	\$0.	\$67,270.
Other	\$18,646.	\$0.	\$0.	\$0.	\$0.	\$18,646.
Vehicle Expense						
Fuel	\$270,167.	\$0.	\$0.	\$0.	\$0.	\$270,167.
Repairs & Maintenance	\$94,200.	\$0.	\$0.	\$0.	\$0.	\$94,200.
Vehicle Insurance	\$191,536.	\$0.	\$0.	\$0.	\$0.	\$191,536.
Vehicle Leasing & Rent	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$8,000.	\$0.	\$0.	\$0.	\$0.	\$8,000.
Travel, Meetings and Continuing Education for Staff & Board						
In-state Travel	\$92,737.	\$0.	\$0.	\$0.	\$0.	\$92,737.
Out-of-State Travel	\$51,950.	\$0.	\$0.	\$0.	\$0.	\$51,950.
Registrations, Meetings and Other Fees	\$112,665.	\$0.	\$0.	\$0.	\$0.	\$112,665.
Conferences and Continuing Education Meetings	\$133,800.	\$0.	\$0.	\$0.	\$0.	\$133,800.
Public Relations	\$28,900.	\$0.	\$0.	\$0.	\$0.	\$28,900.

Agreements with systems, member libraries and other cooperatives	\$1,723,849.	\$192,346.	\$0.	\$0.	\$0.	\$1,916,195.
Outside Printing Services	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$1,302,782.	\$737,500.	\$0.	\$0.	\$0.	\$2,040,282.
Depreciation	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Professional Association Membership Dues	\$12,339.	\$0.	\$0.	\$0.	\$0.	\$12,339.
Miscellaneous	\$14,950.	\$0.	\$0.	\$0.	\$0.	\$14,950.
Capital Outlays						
Equipment	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Computer hardware and software	\$0.	\$0.	\$35,000.	\$0.	\$0.	\$35,000.
Furniture & Fixtures	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Building and Improvements	\$0.	\$0.	\$467,000.	\$0.	\$0.	\$467,000.
Land	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Vehicles	\$0.	\$0.	\$197,000.	\$0.	\$0.	\$197,000.
Debt Service						
Principal	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Interest	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Estimated Total Expenditures	\$16,916,043.	\$1,099,693.	\$699,000.	\$0.	\$0.	\$18,714,736.
Excess of Estimated Revenues Over (Under) Estimated Expenditures	\$113,112.	\$0.	\$-699,000.	\$0.	\$0.	\$-585,888.

**ILLINOIS STATE LIBRARY
SYSTEM AREA AND PER CAPITA GRANT APPLICATION
FY 26 BUDGET SHEET**

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Revenues						
State Grants						
Area & Per Capita	\$11,871,714.	\$0.	\$0.	\$0.	\$0.	\$11,871,714.
Blind & Physically Handicapped	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
System Automation & Technology	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$0.	\$249,693.	\$0.	\$0.	\$0.	\$249,693.
Federal Grants	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other Grants	\$0.	\$850,000.	\$0.	\$0.	\$0.	\$850,000.
Fees for Services & Materials	\$1,453,347.	\$0.	\$0.	\$0.	\$0.	\$1,453,347.
Reimbursements	\$2,806,750.	\$0.	\$0.	\$0.	\$0.	\$2,806,750.
Investment Income	\$877,000.	\$0.	\$0.	\$0.	\$0.	\$877,000.
Other Revenue	\$20,344.	\$0.	\$0.	\$0.	\$0.	\$20,344.
Estimated Total Revenue	\$17,029,155.	\$1,099,693.	\$0.	\$0.	\$0.	\$18,128,848.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Expenditures						
Personnel						
Salaries						
Library Professionals	\$1,504,089.	\$25,260.	\$0.	\$0.	\$0.	\$1,529,349.
Other Professionals	\$2,028,891.	\$0.	\$0.	\$0.	\$0.	\$2,028,891.
Support Services	\$2,500,007.	\$0.	\$0.	\$0.	\$0.	\$2,500,007.
Payroll Taxes & Benefits						
Social Security Taxes	\$460,659.	\$1,932.	\$0.	\$0.	\$0.	\$462,591.
Unemployment Insurance	\$36,582.	\$433.	\$0.	\$0.	\$0.	\$37,015.
Workmen's Compensation	\$157,425.	\$22.	\$0.	\$0.	\$0.	\$157,447.
Retirement Benefits	\$46,925.	\$0.	\$0.	\$0.	\$0.	\$46,925.
Health, Dental & Life Insurance	\$1,042,086.	\$0.	\$0.	\$0.	\$0.	\$1,042,086.
Other	\$27,800.	\$0.	\$0.	\$0.	\$0.	\$27,800.
Temporary Help	\$45,000.	\$0.	\$0.	\$0.	\$0.	\$45,000.
Recruiting	\$14,500.	\$0.	\$0.	\$0.	\$0.	\$14,500.
Library Materials						
Printed Materials	\$1,300.	\$0.	\$0.	\$0.	\$0.	\$1,300.
Non-Printed Materials	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
E-Resources	\$3,402,675.	\$0.	\$0.	\$0.	\$0.	\$3,402,675.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Buildings & Grounds						
Rent	\$382,711.	\$0.	\$0.	\$0.	\$0.	\$382,711.
Utilities	\$141,930.	\$0.	\$0.	\$0.	\$0.	\$141,930.
Property Insurance	\$30,854.	\$0.	\$0.	\$0.	\$0.	\$30,854.
Repairs & Maintenance	\$54,226.	\$0.	\$0.	\$0.	\$0.	\$54,226.
Custodial and Janitorial Service & Supplies	\$67,270.	\$0.	\$0.	\$0.	\$0.	\$67,270.
Other	\$18,646.	\$0.	\$0.	\$0.	\$0.	\$18,646.
Vehicle Expense						
Fuel	\$270,167.	\$0.	\$0.	\$0.	\$0.	\$270,167.
Repairs & Maintenance	\$94,200.	\$0.	\$0.	\$0.	\$0.	\$94,200.
Vehicle Insurance	\$191,536.	\$0.	\$0.	\$0.	\$0.	\$191,536.
Vehicle Leasing & Rent	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$8,000.	\$0.	\$0.	\$0.	\$0.	\$8,000.
Travel, Meetings and Continuing Education for Staff & Board						
In-state Travel	\$92,737.	\$0.	\$0.	\$0.	\$0.	\$92,737.
Out-of-State Travel	\$51,950.	\$0.	\$0.	\$0.	\$0.	\$51,950.
Registrations, Meetings and Other Fees	\$112,665.	\$0.	\$0.	\$0.	\$0.	\$112,665.
Conferences and Continuing Education Meetings	\$133,800.	\$0.	\$0.	\$0.	\$0.	\$133,800.
Public Relations	\$28,900.	\$0.	\$0.	\$0.	\$0.	\$28,900.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Liability Insurance	\$55,984.	\$0.	\$0.	\$0.	\$0.	\$55,984.
Supplies, Postage and Printing						
Computer Software and Supplies	\$202,126.	\$0.	\$0.	\$0.	\$0.	\$202,126.
General Office Supplies and Equipment	\$66,903.	\$200.	\$0.	\$0.	\$0.	\$67,103.
Postage	\$15,545.	\$0.	\$0.	\$0.	\$0.	\$15,545.
Binding	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Library Supplies	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Delivery Supplies	\$52,700.	\$0.	\$0.	\$0.	\$0.	\$52,700.
Other	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Telephone and Telecommunications	\$77,705.	\$0.	\$0.	\$0.	\$0.	\$77,705.
Equipment Rental, Repair & Maintenance						
Equipment Rental	\$10,700.	\$0.	\$0.	\$0.	\$0.	\$10,700.
Equipment Repair and Maintenance Agreements	\$118,799.	\$0.	\$0.	\$0.	\$0.	\$118,799.
Professional Services						
Legal	\$50,000.	\$0.	\$0.	\$0.	\$0.	\$50,000.
Accounting	\$64,864.	\$0.	\$0.	\$0.	\$0.	\$64,864.
Consulting	\$157,200.	\$142,000.	\$0.	\$0.	\$0.	\$299,200.
Contractual Staff	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Contractual Services						
Information Service Costs	\$42,066.	\$0.	\$0.	\$0.	\$0.	\$42,066.

Agreements with systems, member libraries and other cooperatives	\$1,723,849.	\$192,346.	\$0.	\$0.	\$0.	\$1,916,195.
Outside Printing Services	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$1,302,782.	\$737,500.	\$0.	\$0.	\$0.	\$2,040,282.
Depreciation	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Professional Association Membership Dues	\$12,339.	\$0.	\$0.	\$0.	\$0.	\$12,339.
Miscellaneous	\$14,950.	\$0.	\$0.	\$0.	\$0.	\$14,950.
Capital Outlays						
Equipment	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Computer hardware and software	\$0.	\$0.	\$35,000.	\$0.	\$0.	\$35,000.
Furniture & Fixtures	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Building and Improvements	\$0.	\$0.	\$467,000.	\$0.	\$0.	\$467,000.
Land	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Vehicles	\$0.	\$0.	\$197,000.	\$0.	\$0.	\$197,000.
Debt Service						
Principal	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Interest	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Estimated Total Expenditures	\$16,916,043.	\$1,099,693.	\$699,000.	\$0.	\$0.	\$18,714,736.
Excess of Estimated Revenues Over (Under) Estimated Expenditures	\$113,112.	\$0.	\$-699,000.	\$0.	\$0.	\$-585,888.

2.1 Delivery Budget Supplement for FY2026:			
Breakout Between State Funds and Federal (LSTA) Funds as it Relates to Library System Delivery (not ILDS)			
DELIVERY REVENUE SOURCE		State Funds	Federal (LSTA) Funds
	Area & Per Capita Grant		\$ 1,936,143.79
	Other State Grants		
	Federal Grants		
	Other Grants		
	Fees	\$ 15,180.00	
	Reimbursements		
	Investment Income		
	Other Revenue	\$ 1,000.00	
Total Revenue Budgeted to Support Library System		\$ 16,180.00	\$ 1,936,143.79
DELIVERY EXPENDITURES		State Funds	Federal (LSTA) Funds
Delivery Personnel:			
	Library Professionals		
	Other Professional	\$ 118,383.21	\$ 240,000.79
	Support Services	\$ 744,472.00	\$ 850,000.00
	Social Security Taxes (FICA)	\$ 99,400.00	\$ 50,000.00
	Unemployment Insurance	\$ 15,276.00	
	Workmen's Compensation	\$ 123,411.00	
	Retirement Benefits	\$ 15,078.00	
	Health, Dental & Life Insurance	\$ 469,544.00	
	Other Professional		
	Temporary Help	\$ 34,160.00	
	Recruitment		
Total		\$ 1,619,724.21	\$ 1,140,000.79
Delivery Buildings and Grounds:			
	Rent	\$ 271,511.00	
	Utilities	\$ 26,168.00	
	Property Insurance	\$ 16,413.00	
	Repairs & Maintenance	\$ 20,993.00	
	Custodial and Janitorial Service & Supplies	\$ 29,858.00	
	Other	\$ 7,121.00	
Total		\$ 372,064.00	\$ -

Delivery Vehicle Expense:			
	Fuel	\$ 222,057.00	
	Repairs & Maintenance	\$ 72,952.00	
	Vehicle Insurance	\$ 138,860.00	
	Vehicle Leasing & Rent		
	Other	\$ 6,512.00	
	Total	\$ 440,381.00	\$ -
Travel, Meetings and CE for Delivery Staff			
	In-State Travel	\$ 7,233.00	
	Out-of-State Travel		
	Registrations, Meetings and Fees	\$ 2,800.00	
	Conferences and Continuing Education Meetings		
	Total	\$ 10,033.00	\$ -
Delivery Liability Insurance:			
	Total	\$ 28,519.00	\$ -
Supplies, Postage and Printing:			
	Computer Software and Supplies	\$ 1,163.00	
	General Office Supplies & Equipment	\$ 5,749.00	
	Postage	\$ 657.00	
	Binding		
	Library Supplies		
	Delivery Supplies	\$ 42,609.00	
	Total	\$ 50,178.00	\$ -
Delivery Telephone & Telecomm			
	Local/Long Distance - Voice	\$ 31,933.00	
	Telecomm - Data & Fax		
	Total	\$ 31,933.00	\$ -
Delivery Equipment Rental, Repair and Maintenance:			
	Equipment Rental		
	Equipment Repair and Maintenance	\$ 3,289.00	
	Maintenance Agreement	\$ 652.00	
	Computer Hardware Insurance		
	Total	\$ 3,941.00	\$ -

Delivery Professional Services:			
	Legal		
	Accounting		
	Consulting	\$ 10,000.00	
	Contractual Staff		
	Total	\$ 10,000.00	\$ -
Delivery Contractual Services:			
	Contractual Agreements with commercial carriers	\$ 116,139.00	\$ 796,143.00
	Total	\$ 116,139.00	\$ 796,143.00
Delivery Capital Outlays:			
	Equipment		
	Computer hardware and software		
	Furniture & Fixtures		
	Building and Improvements		
	Land		
	Vehicles		
	Total	\$ -	\$ -
Total Expenditures Budgeted to Support Library System Delivery			
		\$ 2,682,912.21	\$ 1,936,143.79

RAILS FY2026 System Area and Per Capita Grant Application

2.2 Detailed Budget Narrative

This budget narrative as a component of the Area and Per Capita (APC) grant application provides an overview and a programmatic analysis of the proposed budget that supports our fiscal year (FY) 2026 operational plan. Its purpose is to enhance understanding of the budget components and how the budget supports and aligns with our operational plan. All comparisons made to the prior year budget refer to the FY2025 budget. We have included an attachment showing line-item details of the FY2026 budget and FY2025 budget, with a breakdown by administration, delivery and LLSAP support revenues and expenditures, and a comparison of the two.

Due to the additional APC grant funding that RAILS received from the Illinois Office of the Secretary of State during FY2023, RAILS has and will be able to cover increased expenses, enhance current services, and pursue innovative programs and initiatives for our members in support of our operational plan that is based on our strategic plan. These additional funds assist with:

- Keeping our salaries competitive and our organizational structure sustainable given the ever-changing and increasing service needs from our member libraries
- Expected increases in all insurance costs for calendar year 2026
- Offering grants for libraries that wish to join one of the six Local Library System Automation Programs (LLSAPs) that we support
- Offering grants to libraries, networking groups, and library consortia for continuing education (CE) events with a priority around EDI-related topics
- Supporting the growth and sustainability of our group purchases and discounts program to meet the ever-changing needs of our member libraries
- Replacing staff computers throughout the organization
- Procuring transcription services to make our websites and meetings more accessible
- Increased lease expenditures for our Bolingbrook facility for the increased sorting operation

In addition, RAILS continues to support multiple statewide projects, including:

- Providing high-quality delivery services to the Consortium of Academic & Research Libraries in Illinois (CARLI) members via Illinois Library Delivery Service (ILDS)
- Maintaining and developing the Library Learning (L2) website
- Leading and promoting the Find More Illinois (FMI) program
- Offering the Freedom of Information Act (FOIA)/Open Meetings Act (OMA) hotline
- Developing and promoting Inkie.org
- Leading the Explore More Illinois program
- Offering the world language cataloging services program
- Leading the SLATE project
- Leading the eRead Illinois program
- Offering the My Library Is grants

- Collaborating with partner organizations to plan networking opportunities, promote availability of statewide electronic resources package, plan Directors University, advocate for more certified school librarians, provide trustee training, and increase broadband access

In FY2026, RAILS is planning to continue to grow the group purchase and discount program, the world language cataloging services program, continuing education for our members by adding a learning platform for member libraries, and promotional support for RAILS and partnership programs. As in prior years, the Federal portion of our APC grant funds (\$1,936,143.79) will be used to support our delivery service to our members. A portion of these funds are used for our delivery staff salaries, and the remaining portion is used for our contractual agreement with our delivery outsourcing vendor who provides delivery services to a group of our member libraries.

The FY2025 General Fund was budgeted to have a surplus of \$469,100. For FY2026, the General Fund is budgeted to have a surplus of \$113,112, but we have several FY2026 purchases planned from our Capital Projects Fund (\$699,000) which brings our total FY2026 budget surplus to a \$585,888 deficit. The FY2026 budget incorporates several continuing projects from FY2025 at the current level of need as well as several new projects based on member feedback and needs. This budget incorporates many projects that have the flexibility to be one-time or be continued in future fiscal years. Both the world language cataloging services program as well as the maintenance and development of L2 are expected to be funded through separate grants from the Illinois State Library (ISL). The budget that we are presenting includes all the services that RAILS believes we should be providing to our members to meet the operational plan and our strategic plan goals while keeping RAILS' current and newly added services for our member libraries sustainable for the long term.

The FY2025 budget reflects the new delivery services agreement with Continental Transportation Logistics Global Solutions (CTL) that removes sorting services. One of the six LLSAPs that we support, Resource Sharing Alliance (RSA), is moving towards increased independence with an anticipated date to hire their staff of January 1, 2026. The expenditures for the world language cataloging services program and the maintenance and development of L2 have been moved from the General Fund to the Special Revenue Fund to be offset by anticipated grant revenues.

RAILS deferred vehicle purchases for several years due to market shortages, but beginning in FY2024, RAILS has been able to replace over half of its aging delivery fleet with a total of twenty-one vehicles ordered during FY2024 and FY2025. To continue moving towards a regular replacement schedule for our aging fleet, RAILS plans to purchase two replacement delivery vehicles and two replacement passenger vehicles during FY2026.

Summary

The proposed FY2026 operational plan continues its support of programs and activities included in the RAILS operational plan guided by the RAILS Strategic Plan approved by the RAILS Board in January 2022. Major activities include:

- Support for libraries to join LLSAPs/consortia
- System delivery and ILDS
- Find More Illinois
- Maintenance and continued development of L2

RAILS FY2026 System Area and Per Capita Grant Application | June 20, 2025

- Continuing education and training for members, including public library trustees
- Data collection for deals & discounts, delivery, LLSAPs, schools, etc.
- Support for eRead Illinois
- Explore More Illinois
- Group purchases and discounts program
- Grants to members for continuing education events with an EDI focus
- Grants to help show the value of libraries through the My Library Is program
- World language cataloging services and cataloging training for member library staff

As in past years, we used zero-based budgeting, meaning we developed the FY2026 budget from the ground up. We included all activities that we believe are necessary to support our operational and strategic plans.

Revenues

General Fund revenues of \$17,029,155 are budgeted to decrease \$840,208 from the FY2025 budget. This decrease is primarily due to the decreases in reimbursements (\$405,750), fees for services and materials (\$328,752), and investment income (\$123,000).

Special Revenue Fund activity is budgeted for FY2026, including a grant from the Cook County Digital Equity Fund (\$850,000) that RAILS was awarded in May 2025. Funds are expected to be received shortly after a grant agreement is finalized with this work wrapping up by the end of November 2025. RAILS has submitted applications for two technology grants from the ISL for the continued development and maintenance of L2 (\$125,859) as well as the world language cataloging services program (\$123,834) with revenues from both of these grants also included in this fund.

Expenditures

Budgeted general fund expenditures of \$16,916,043 are \$484,220 below the FY2025 budgeted amounts. Higher than prior year's expenditures are budgeted in personnel; supplies, postage and printing; buildings and grounds; and travel and continuing education. Budgeted expenditures decreased overall in nearly all other categories, with the largest decreases in contractual services, library materials, vehicle expenses, and professional services.

For the General Fund, we are budgeting total estimated revenues exceeding estimated expenditures by \$113,112. Special Revenue Fund revenues offset expenditures for the three programs that are budgeted. We are budgeting \$699,000 of expenditures from the Capital Projects Fund, which has no budgeted revenues. As in FY2025, we have budgeted Area and Per Capita grant revenues of \$11,871,714, which includes \$1,936,144 from the Library Services and Technology Act (LSTA) funding from the Institute of Museum and Library Services (IMLS). FY2026 will be the fifth year of our world language cataloging services program and our continued maintenance and development of the L2 platform that supports the statewide directory of libraries and library learning events in Illinois. Given the history of these grants, we have moved the expenditures for these programs to the Special Revenue Fund with offsetting grant revenues. These applications have been submitted to the ISL and are in the process of being reviewed.

Revenue Details

FY2025 estimated total revenues of \$18,128,848 consist of General Fund and Special Revenue Fund revenues.

APC grant revenues (\$11,871,714) are budgeted at the FY2025 award amount. The APC grant amount accounts for 69.71% of the General Fund revenue budget. Excluding reimbursement revenues, the percentage increases to 83.47%.

General Fund fees for services and materials of \$1,453,347 are budgeted to decrease \$328,752 from the FY2025 budget primarily due to a decrease in payments from RSA for RAILS in-kind support costs (\$392,630) due to RSA planning to hire their own staff as of January 1, 2026. This decrease is partially offset by the anticipated growth of the FMI program (\$32,000), the contractual 4% increase in ILDS contract fees and expected fuel surcharges (\$29,718) for statewide delivery, the growth of the eRead Illinois program (\$3,000), and the addition of lunch fees to recover RAILS costs for in-person CE events (\$840). This was partially offset by a slight decrease in discounted HR Source membership participation (\$1,680). Fees included in the budget are:

- ILDS contract fees for statewide delivery to academic institutions (\$779,707), billed to offset personnel, contractual services, and overhead costs that are devoted to providing this service
- eRead Illinois membership fees (\$488,000), which support purchases of content for the program
- FMI membership fees (\$160,000), which partially offset program costs and help to ensure the sustainability of the program
- Discounted HR Source membership for participating libraries (\$24,800), billed on a sliding scale that partially offset RAILS' expenditures
- CE lunch fees for in-person library continuing education events (\$840) to offset RAILS catering costs

General Fund reimbursements of \$2,806,750 are budgeted to decrease \$405,750 from the FY2025 budget. The launch of the Statewide Database Package and the selection of EBSCO as the vendor for these databases decreased the activity flowing through RAILS for these core packages (\$800,000). RAILS continues to offer additional databases to enhance the state's package. Both this area of the additional EBSCO databases and the rest of the group purchases and discounts program continue to see expansion. Significant increases include an additional \$200,000 of anticipated subscriptions for Gale Small Business Builder and Udemy as well as six new products including SWANK for K-12 libraries (\$100,000), Fiero Code (\$60,000), Chicago Tribune (\$60,000), ComicsPlus (\$40,000), Media Source (\$25,000), and HR Source (\$25,000). A placeholder (\$100,000) for new products was budgeted for FY2025, but, with more specific needs already identified for FY2026, RAILS does not need to continue this provision. The major group purchases budgeted for FY2026 are the EBSCO databases (\$700,000), Communico Cloud (\$500,000), several Gale products (\$370,000), Brainfuse (\$250,000), Press Reader (\$230,000), SWANK (\$200,000), CreativeBug (\$120,000), and JSTOR (\$95,000). Amounts budgeted as reimbursement revenues are beneficial to RAILS' members as they provide economies of scale for collaborative purchasing initiatives to help scarce member library dollars stretch as far as possible and to increase resource sharing. These revenues have no impact upon fund balances as they offset corresponding group purchase expenditures.

Investment income of \$877,000 is budgeted for FY2026, a decrease of \$123,000 from the \$1,000,000 budgeted for the prior year. Interest rates are projected to decrease in the next calendar year with the central tendency of the Federal Reserve's projections at their March 2025 meeting ranging between 3.9% and 4.4% for CY2025 and 3.1% and 3.9% for CY2026. To remain conservative but also realistic, RAILS is projecting average interest rates of 3.5% for all of FY2026. This projected interest income also incorporates the advantageous rates that we have locked in with our series of laddered investments. These projections also assume that we will continue to receive APC funding in a pattern sufficient to maintain our current average account balances.

We have hired an outside consultant to restart the E-Rate filing process. As a result, we anticipate the receipt of \$14,344 of reimbursements for our internet services.

Prairie Area Library System (PALS), one of our predecessor systems, was the recipient of a donation of a tract of land adjacent to our facility. This land has a billboard, and PALS was able to establish an agreement with an advertising company that has been maintained by RAILS. RAILS expects to receive \$1,000 in rental income for the use of the sign which reimburses RAILS for the cost of maintaining the lawn and paying property taxes on this tract of land.

Other revenues are budgeted at \$5,000, which increased \$2,950 from the FY2025 budget. These are primarily amounts received for the sale of Illinois Library Law books that RAILS purchases for member libraries at the ILA member rate, as well as credit card rebates. Member library book purchases are budgeted conservatively in FY2026, since the last edition was published in January 2024 and purchases have begun to level off.

Expenditure Details

Personnel

General Fund personnel-related expenditures of \$7,863,964 are budgeted to increase \$302,666, or 4.00%, from the prior year budget. Personnel-related expenditures are budgeted to account for 46.49% of total expenditures, compared to 43.46% in the FY2025 budget, comprising the largest single category of RAILS expenditures. The FY2026 budget for salary expenditures incorporates the following highlights and assumptions:

- The budget incorporates the FY2025 addition of staff members at Bolingbrook to support the increased sorting function including eight additional full-time sorters, one full-time driver floater, and the conversion of a driver position from part-time to full-time. The impact of this change was approximately \$495,600, including salary and salary-related expenditures.
- The transition of the ten staff members who serve RSA to direct employment with RSA as of January 1, 2026. The impact of this transition is a \$404,392 decrease in salary and salary-related expenditures.
- A system-wide 4% cost-of-living adjustment (COLA) increase has been included to keep pace with Consumer Price Index (CPI) increases and remain competitive. A small number of staff who are covered by a collective bargaining agreement will be awarded increases after negotiations have been concluded. The total impact of this 4% increase is approximately \$236,200, including salaries and benefits for existing staff and proposed internship and temporary positions.
- The budget also incorporates the FY2025 change in one full-time driver position at Rockford to part-time and the addition of one full-time driver floater position for the Rockford delivery

operation. The impact of this change was approximately \$31,000, including salary and salary-related expenditures.

- With the continued and increased demand for the world language cataloging program, the budget also incorporates the continuation of a temporary part-time cataloging services assistant position. The impact of continuing this position is approximately \$27,647, including salary and salary-related expenditures. This position is budgeted in the Special Revenue Fund with the anticipation that it will be covered by the world language cataloging services grant that is currently being reviewed by the ISL.
- The budget incorporates the continuation of the successful and rewarding temporary communications internship as well as the addition of the equally as successful data research internship from FY2024 at a total of 15 hours per week for six months for both internship positions. The impact of these positions is approximately \$17,198, including salary and salary-related expenditures.
- The budget also incorporates an adjustment for one existing position to bring it into alignment for equity within the established pay scale following the results of the benchmarking process that was conducted in FY2024. The impact of this change is approximately \$15,300, including salary and salary-related expenditures.
- The budget incorporates a salary adjustment for another position that was benchmarked after significant changes to core job responsibilities. The impact of this change was approximately \$4,500, including salary and salary-related expenditures.
- The budget incorporates an overall 11.00% anticipated increase in health insurance costs for the second half of FY2026, the most recent open enrollment elections, the addition of delivery staff to support Rockford and Bolingbrook operations, and the transition of RSA staff mid-way through the fiscal year. The impact of these changes was \$120,894.

General Fund salary expenditures of \$6,032,987 are budgeted to increase by \$119,671, or 2.02%, from the prior year budget. Delivery salaries account for \$399,821 of this increase and administrative salaries account for \$119,210 of the total increase, both are partially offset by a decrease in the LLSAP support (RSA) salaries of \$399,360.

The budget for social security taxes (\$460,659) increased \$9,810, or 2.18% from the similar increase in budgeted salaries and shifts in the number of positions. Unemployment insurance (\$36,582) is budgeted to increase \$11,956, or 48.55%, due to a higher than anticipated rate increase in CY2025 and another expected increase in CY2026. Since the rate is based on the last three years' experience and does include an experience factor for the state of Illinois as a whole, it can have large fluctuations. Given the current uncertainty around the job market, this anticipated increase allows for wider statewide fluctuations that could occur during CY2025. Worker's compensation expenditures (\$157,425) are budgeted to increase \$29,608, or 23.16%, due to the increase in budgeted salaries as well as an overall expected 7% increase in rates.

Retirement benefits (\$46,925) are budgeted to decrease \$2,073, or 4.23% from the FY2025 budget due to the preliminary employer contribution rate remaining at .79% for both CY2025 and CY2026 and the shifts in positions between RSA and delivery. RAILS pension obligations are funded in excess of 100%, resulting in low funding obligations for FY2026 as well as FY2025. RAILS anticipates decreases in our employer reserve that will affect FY2027, including RSA employing their own staff and any dramatic fluctuations in the stock and bond markets that will affect IMRF's investment earnings. IMRF smooths investment earnings fluctuations over five years to keep rates more predictable for employers. RAILS'

RAILS FY2026 System Area and Per Capita Grant Application | June 20, 2025

funding percentage increased from 109.95% to 112.47% from the end of calendar year 2023 to calendar year 2024.

Health, dental, and life insurance expenditures of \$1,042,086 are budgeted to increase \$120,894, or 13.12% from the FY2025 budget due to an anticipated 11.00% increase in health insurance premiums for the second half of the year, a 9% increase in dental premiums, and a 2% increase in vision premiums. The insurance cooperative that RAILS participates in experienced an increase in FY2023 of 10.04% for medical premiums and either an 11.38% or 4.81% increase for dental premiums; an increase in FY2024 of 11% for medical premiums and either a 7.45% or 3% increase for dental premiums; and either an increase of 7% or 9% or a decrease of 1.5% for medical premiums as well as an increase of 0% or 15.62% for dental premiums. The increase in this account is significantly higher due to the addition of nine delivery staff at Bolingbrook for the increased sorting operation as well as staff electing higher cost plans overall. This increase is also offset by the transition of the ten staff who service RSA to being hired by RSA on January 1, 2026. The health, dental and life insurance budget is constructed on a departmental and location basis based on the current expenditure levels and adjusted for future cost increases. RAILS is continuing the health reimbursement account (HRA) program, which was first implemented in FY2017, in which employees participate in a higher deductible (\$1,500) PPO program, at lower premiums, but retain the low deductible (\$500) benefit.

Other fringe benefits of \$27,800 are budgeted to decrease \$700. This account includes provisions to reimburse employees for additional deductible expenses incurred under the HRA program (\$4,200), the health savings account (HSA) program (\$12,000), the tuition reimbursement program (\$10,000), and various administrative fees. The tuition reimbursement program, which has been historically underutilized, was decreased from \$15,000 in FY2025 to \$10,000 based on actual staff usage. The amount for this reimbursement program had been increased from \$5,000 to \$15,000 in FY2025 and it remained unused.

The FY2026 budget of \$45,000 for temporary help, all of which is budgeted for the delivery department, increased \$11,000 from the FY2025 budget. Actual expenditures incurred during FY2025 for position vacancies and staff leave coverage have been well in excess of budget. Recruiting expenditures of \$14,500 are budgeted to increase \$2,500 from the FY2025 budget primarily due to the implementation of background checks for all new hires and physical exams for new hires who will hold positions with physical requirements.

Collectively, FY2026 General Fund personnel expenditures are budgeted to increase \$302,666, or 4.00% from the FY2025 budget. This increase is due primarily to budgeted 4% increases for COLA as well as the additions of nine delivery staff at Bolingbrook and anticipated increases in health, dental and vision costs, partially offset by the transition of ten staff to RSA as of January 1, 2026.

Library Materials

Library materials expenditures (\$3,403,975) are budgeted to decrease \$328,600, or 8.80% from the FY2025 budget. Group purchase E-resources expenditures of \$2,806,750 are budgeted, compared to \$3,212,500 budgeted for FY2025. These expenditures are offset by reimbursement revenues and will have no impact on fund balances. In addition, the budget provides that RAILS will use the proceeds of its eRead Illinois membership fees (\$488,000), \$3,000 above the FY2025 budget, to purchase e-books for the eRead Illinois shared collection. Additional content purchases for eRead Illinois are budgeted at \$100,000 to provide additional content for materials that see higher usage rates. Finally, the budget provides for the

RAILS FY2026 System Area and Per Capita Grant Application | June 20, 2025

group purchase (\$7,000) of the Public Web Browser for member libraries. A subscription for the RDS Toolkit (\$925) is used by a RAILS staff member to provide cataloging training to member library staff. The additional content and Public Web Browser purchases will be provided at no cost to the membership.

Buildings and Grounds

Total buildings and grounds expenditures of \$695,637 are budgeted to increase \$90,265, or 14.91% from the FY2025 budget due primarily to an increase in rent expenditures for the lease of additional space at our Bolingbrook facility to house the expanded sorting operation. This also includes the increase when the current Bolingbrook lease was renewed beginning June 2025 as well as modest increases built into the existing leases for the East Peoria and Rockford facilities.

Custodial/janitorial services and supplies increased \$9,559 primarily due to increases in contracted cleaning contracts for increased needs at Bolingbrook as well as increases in labor costs for our vendors.

Utilities are budgeted to increase \$7,824 due primarily to an increase in the Utility Distribution Company (UDC) charges that are determined by the state. We are anticipating a slightly harsher winter and increased utilities costs for the increased space needs at Bolingbrook. RAILS signed a three-year fixed rate energy agreement with the Northern Illinois Municipal Electric Collaborative (NIMEC), locking in an increase that is approximately half of the market rate increases that were expected when the agreement was signed. This agreement ends May 2026.

Property insurance increased \$4,405 primarily due to an expected 7% increase in rates due to nationwide casualty losses and larger than anticipated increases for CY2025.

Vehicle Expenditures

Total vehicle expenditures of \$563,903 are budgeted to decrease \$178,614, or 24.06% from the FY2025 budget, primarily from decreases in fuel (\$124,683), other vehicle expenditures (\$33,200), and vehicle repairs and maintenance (\$31,700), partially offset by increased insurance (\$10,969).

The FY2026 budget assumes decreased fuel usage overall of 5,000 gallons and a market price of \$3.14 per gallon. Due to acquiring newer vehicles with better fuel economy, the fuel usage estimate was able to be lowered from the FY2025 estimate of 92,000 gallons to 87,000 gallons. The average fuel price over the past twelve months has been \$3.14 with the most recent months hovering at \$3.00 per gallon (tax-exempt). The US Energy Information Administration projects that fuel prices will drop \$.18 per gallon in CY2026, which would be well under \$3.00 per gallon for the Midwest.

Other vehicle expenditures (\$8,000) are expected to decrease (\$33,200) due to the completion of the vehicle rebranding project in FY2025 and minimal expenditures related to branding new vehicles in FY2026.

Vehicle repairs and maintenance are anticipated to decrease in FY2026 due to the replacement of over half of RAILS delivery fleet over the past two fiscal years. Prior to FY2024, RAILS had not purchased vehicles since FY2020.

The FY2026 vehicle insurance expenditures (\$191,536) are budgeted to increase \$10,969 due to an anticipated 7% premium increase.

Travel, Meetings and Continuing Education

Total expenditures of \$391,152 for this category are budgeted to increase \$55,037, or 16.37%.

The FY2026 continuing education budget of \$133,800 is budgeted to increase \$45,800 from the FY2025 budget. These funds are used to provide continuing education (CE) and consulting on the topics of library advocacy; general resource sharing issues; interlibrary loan (ILL) and the ILLINET Interlibrary Loan Code; reciprocal access; reciprocal borrowing; nonresident services; per capita grant requirements and standards; strategic planning; etc. The program primarily relies on outside, paid trainers and consulting sources to satisfy these needs. Costs include speaker fees and travel, facility, hospitality, and other associated costs. This line includes \$41,800 for Niche Academy, a learning platform that RAILS plans to implement for continuing education services for our member libraries with potential future uses for RAILS staff. This line also includes a \$15,000 provision for a leadership cohort for members as well as a small provision (\$500) for assistance to member libraries for attendance at Directors University. The budget provides for continuing education in the following categories:

- General — \$51,500 — Continued offerings of workshops, webinars, HR Source, and other events
- Niche Academy learning platform — \$41,800 — Learning platform for RAILS members
- CE event grants — \$16,000 — Continued support of RAILS libraries, networking groups, and consortia seeking to organize a CE event that is made available to RAILS members
- Leadership cohort — \$15,000 — Leadership cohort for members
- Freedom Lifted subscription — \$9,000 — Social justice and leadership training subscriptions taught with an EDI perspective that are available to RAILS members
- Directors University scholarships — \$500 — Assistance for member libraries with demonstrated need to cover their registration fees to attend Directors University

Registrations and meetings (\$112,665) expenditures are budgeted to increase \$8,193 from the FY2025 budget. These expenditures primarily include registration fees and sponsorships, if applicable, for all conferences and courses as well as various board meeting and hospitality expenditures. We increased these expenditures from the prior year budget as we are planning to attend additional in-state conferences and trainings. We also included a small amount for celebration of staff milestone events, including retirements for staff at all of our service centers.

In-state and out-of-state travel expenditures increased \$6,698 and decreased \$5,654, respectively from the FY2025 budget. FY2026 budgeted in-state travel expenditures increased due to anticipated increased travel to member libraries and attendance at more in-state conferences and events. FY2026 budgeted out-of-state travel expenditures decreased due to decreased attendance at the American Library Association (ALA) conference partially offset by the addition of the Public Library Association (PLA) conference which is held biennially.

Public Relations

Public Relations expenditures of \$28,900 are budgeted to increase \$900 from the FY2025 budget due primarily to anticipated increased costs related to conference booths. This expenditure line also includes \$10,000 for RAILS branded conference promotional materials, \$10,000 for eRead Illinois branded promotional materials, \$5,000 for the Remo platform for the Illinois School Library Workers Symposium, \$3,500 for booth costs, and \$400 for data collection postcards. RAILS is applying for a grant to cover the costs of the Remo platform, but we are unsure if it will be awarded.

Liability Insurance

Liability insurance expenditures of \$55,984 are budgeted to decrease \$3,583 from the FY2025 budget, primarily from a less than anticipated budgeted FY2025 increase. This decrease is partially offset by an anticipated 7% increase in calendar year 2026 rates due to nationwide loss exposure from employment claims, cyber liability claims, and claims for digital accessibility.

Supplies, Postage and Printing

Total expenditures of \$337,274 for this category are budgeted to increase \$92,482 from the FY2025 budget, primarily from an \$89,059 increase in computers, software and supplies. The increase in computers, software, and supplies expenditures is primarily due to a provision for the replacement of staff computers early in FY2026 (\$100,000), cloud hosting for RAILS websites (\$25,000), and the purchase of a subscription for an artificial intelligence (AI) platform for staff use (\$7,200). These provisions are partially offset by the completion of the switch replacements and headset replacements in FY2025 as well as a less than anticipated FY2025 increase in Microsoft Office 365 subscription costs.

The FY2026 budget includes \$15,000 for replacement furniture purchases for Burr Ridge based on a continued assessment of staff needs. To provide more information to RAILS visitors when they enter the Burr Ridge facility, RAILS plans to add a digital entryway sign (\$5,000). Additional expenditures include a provision of \$5,000 for updated resource sharing map printing, \$2,000 for RAILS branded tee shirts for new hires and staff, and \$500 for promotional items for the shared booth with AISLE, IHLS, and ILA at the Illinois Association of School Boards conference.

Delivery supplies expenditures of \$52,700 increased \$2,200 due primarily to anticipated routine small equipment purchases (hand dollies, carts, etc.) as needs arise.

Telephone and Telecommunications

FY2026 budgeted expenditures of \$77,705, which incorporate new telecommunications contracts signed as a result of the negotiation work of staff and our e-Rate consultant, are budgeted to decrease \$22,741 from the FY2025 budget. This is primarily due to cost savings from restructuring our services with almost all of our internet service providers as well as the reevaluation of the number of hotspots that staff require for travel.

Equipment Rental, Repair & Maintenance

Total expenditures of \$129,499 for this category are budgeted to decrease \$13,646 from the FY2025 budget, primarily due to decreased equipment repair and maintenance agreements. The budget includes existing contracts for HVAC maintenance, generator maintenance, copier equipment, and annual maintenance expenditures on various equipment and software, including Zoom. This decrease is primarily due to an anticipated decrease in Zoom and Veeam backup expenditures.

Professional Services

Total expenditures of \$272,064 for this category are budgeted to decrease \$59,362 from the FY2025 budget, primarily from a \$43,075 decrease in consulting expenditures. This was primarily due to moving the world language cataloging program expenditures for third-party cataloging services for items that cannot be translated and cataloged in-house (\$52,000) from the General Fund to the Special Revenue Fund. Consulting expenditures include a provision for strategic planning (\$35,000), advanced transcription work and live human captioning services for increased accessibility (\$15,000), consulting for an AI Ambassador program for system staff (\$10,000), efficiency and best practices consulting for the increased sorting operation at Bolingbrook (\$10,000), and a redesign of the Find More Illinois logo (\$6,000). These RAILS FY2026 System Area and Per Capita Grant Application | June 20, 2025

additions were more than offset by the FY2025 completion of several planned projects around accessibility and sustainability.

FY2026 budgeted consulting expenditures of \$157,200 consist of:

- HR Source discounted membership program - \$56,700
- Strategic planning - \$35,000
- FOIA/OMA hotline - \$12,000
- Advanced transcription services - \$10,000
- Consulting for AI Ambassador program - \$10,000
- Find More Illinois project consulting - \$10,000
- Efficiency and best practices consulting for increased sorting operation at Bolingbrook - \$10,000
- Find More Illinois logo redesign - \$6,000
- Live human captioning services - \$5,000
- e-Rate Consulting - \$2,500

We are continuing to develop contracts with consultants in a variety of areas for which libraries and RAILS have needs. These needs and priorities change from year to year, as will the amounts that we have budgeted. We have not hired permanent staff to provide consulting services, as that service model limits our ability to respond to changing financial conditions and the needs of members. The HR Source membership program is partially reimbursed by fees that are billed on a sliding scale to participating libraries.

Legal fees of \$50,000 are budgeted to decrease \$17,600 due to the current progress of the Policy Committee's review of all current policies as well as an anticipated simpler union negotiation process for the small portion of our covered staff. These costs are budgeted based on a portion of actual costs over the last negotiation period.

Contractual Services

Total expenditures of \$3,068,697 for this category are budgeted to decrease \$422,614 from the FY2025 budget, due primarily due to a decrease in other contractual services (\$500,865), partially offset by an increase in contractual agreements with systems, member libraries and other cooperatives (\$62,183) as well as an increase in information service costs (\$16,068).

Other contractual services expenditures of \$1,302,782 are expected to decrease \$500,865 primarily due to a \$395,565 decrease in the budgeted delivery services contract with CTL. To enhance sorting accuracy and put us in a better position to control future price increases, RAILS renegotiated the contract with CTL to eliminate sorting services and add them to our current operation at Bolingbrook. This decrease in expenditures is also due to anticipated fuel price decreases from \$4.25 per gallon to \$3.14 per gallon which eliminates the expectation of a 6% fuel surcharge. Additional decreases are due to moving the grant-funded expenditures for the maintenance and development of L2 from the General Fund to the Special Revenue Fund as well as the elimination of the \$15,000 provision to support the FY2025 start of the JSTOR group purchase for members.

The FY2026 other contractual services budget provides for administration expenditures of \$390,500, a decrease of \$105,300 from the FY2025 budget. These expenditures include:

RAILS FY2026 System Area and Per Capita Grant Application | June 20, 2025

- Find More Illinois expenditures of \$170,500
- BiblioLabs platform expenditures of \$70,000 to support the statewide BiblioLabs platform for Inkie.org which promotes local self-published author materials
- Explore More Illinois platform expenditures of \$60,000 to expand the program, which connects library patrons to deals and discounts from museums and other cultural attractions
- A provision of \$35,000 to continue and further develop Consortia Manager. Consortia Manager provides an infrastructure for managing member library group purchases and discounts as well as create the opportunity for the expansion of group purchase programs and process efficiencies
- A provision of \$25,000, which is RAILS' investment to continue and encourage participation in the Smart Horizons Career Online High School group purchase offer
- A provision of \$25,000, which is RAILS' investment to encourage adoption of the Gale Excel high school group purchase offer
- A provision of \$4,000 for the Backstage Library Works bibliographic MARC records processing for eRead Illinois
- A provision of \$1,000 for potential records shredding in compliance with our Illinois State approved records retention plan

The FY2026 budget for agreements with systems, member libraries, and other cooperatives expenditures (\$1,723,849) is \$62,183 above the FY2025 budget primarily due to an increase in LLSAP support (\$246,029) partially offset by a decrease in administration expenditures (\$183,846). LLSAP direct support expenditures increased \$246,029 from the FY2025 budget, as RSA will only be receiving six months of in-kind personnel support for the ten staff members who will transition to being employed by RSA as of January 1, 2026. RAILS intends to continue its support payments to six entities in FY2026, three of which (CCS, Rock River, and Pinnacle) were added in FY2020. The FY2026 and FY2025 support payments are shown below:

		<u>FY 2026</u>		<u>FY 2025</u>
CCS	\$	223,995	\$	215,295
Pinnacle		56,527		57,803
PrairieCat		527,062		515,237
RRLC		71,504		70,215
RSA		224,713		0
SWAN		501,394		500,616
Total Direct LLSAP Support	\$	1,605,195	\$	1,359,166

The FY2026 total support allocations to PrairieCat and RSA, both of which receive varying levels of in-kind support from RAILS in addition to the monetary awards above, are \$580,140 and \$816,441, respectively.

This increase in LLSAP support expenditures is partially offset by a decrease in administration (\$183,846) primarily due to the transfer of indirect costs recorded in the General Fund for the three grants included in the Special Revenue Fund (\$192,346). These costs include RAILS staff member time, travel, and other overhead costs. This is partially offset by an increase in the need for cataloging membership grants from \$140,000 in FY2025 to \$150,000 in FY2026. These grants are budgeted based on expressed interest and anticipated need.

This overall decrease in contractual services is also further offset by the increase in information services costs (\$16,068) primarily due to additional costs to move more of our information technology infrastructure to the cloud and increased costs for subscriptions to increase the accessibility of our websites and meetings.

Professional Association Membership Dues

Total expenditures of \$12,339 for this category are budgeted to increase \$1,090 from the FY2025 budget, due primarily to changing needs for memberships and achieving savings from shifting individual membership to organization memberships for select library groups.

Miscellaneous

Total expenditures of \$14,950 for this category are budgeted to increase \$2,500 from the FY2025 budget. This increase is due to increased anticipated bank fees due to shifting a portion of our vendors to ACH payments over the course of FY2026. This will reduce the need to purchase check stock moving forward. This account is used for bank, credit card fees, and other minor expenses.

Special Revenue Fund Grant Expenditures

Expenditures of \$1,099,693 are budgeted for FY2026 and are anticipated to be completely offset by grant revenues.

RAILS was awarded \$850,000 from the Cook County Digital Equity Fund to establish a digital navigator network in libraries within suburban Cook County. The bulk of these funds will be distributed to libraries in the form of sub-grants for this digital equity and digital access work (\$632,500). RAILS plans to work with two outside consultants for planning and outreach (\$90,000), and the remaining amount of the grant (\$127,500) will be used to cover RAILS staff time spent administering, developing, and managing the project including expected staff travel and other indirect costs for administering the grant.

FY2026 is the fifth year of both the world language cataloging services and the continuing maintenance and development of L2 grants. As in prior years, RAILS has applied for funding to support both services, and we anticipate receiving a funding decision shortly after the start of FY2026.

Total expenditures for the world language cataloging services program (\$123,834) include a portion of the Cataloging Services Manager's time spent on the project (\$32,730) as well as a temporary part-time Cataloging Services Assistant position (\$27,647). Additional expenditures for this grant include cataloging fees for the third-party cataloging service that catalogs items that cannot be translated in-house (\$52,000), a small allowance for shipping supplies and other materials (\$200), and indirect costs for administering the program (\$11,257).

Total expenditures for the continuing maintenance and development of L2 (\$125,859) include a portion of the Applications and Web Developer's time spent on the project (\$9,418). Additional expenditures include maintenance and development to be provided by the vendor that built L2 (\$105,000) and indirect costs for administering the project (\$11,441).

Capital Outlays

Expenditures of \$699,000 are budgeted \$49,000 below the FY2025 budget. The budget includes \$35,000 to purchase servers for migration away from VMware. This project was originally budgeted to happen in

RAILS FY2026 System Area and Per Capita Grant Application | June 20, 2025

FY2025, but it involved more extensive research and lead times than anticipated and is now expected to be completed and paid for early in FY2026.

RAILS had a building assessment performed for the Burr Ridge facility that highlighted several areas of long-deferred maintenance that have been incorporated into the FY2026 budget, including:

- Chiller replacement at a cost of \$285,000
- Light fixture and ceiling tile replacement at a cost of \$90,000
- Asphalt repairs at a cost of \$60,000
- Server room reconfiguration at a cost of \$10,000

In addition to these items for Burr Ridge, a total of \$10,000 is included to install or finish installing key fob systems in both the Rockford and Coal Valley facilities to improve uniformity and security. A provision of \$12,000 is also included to replace the well-worn carpet in the East Peoria facility.

The FY2026 budget also includes \$87,000 for the purchase of two passenger vehicles for Burr Ridge including a larger vehicle that can be used to transport items for conferences or projects at other RAILS service centers. An additional two replacement vehicles are budgeted for delivery at a total cost of \$110,000. With these planned purchases, we are continuing to move towards a regular schedule for the replacement of our fleet.

Conclusion

General Fund revenues of \$17,029,155 are budgeted to decrease \$840,208 from the FY2025 budget, primarily due to decreases in reimbursements (\$405,750), fees for services and materials (\$328,752), and investment income (\$123,000).

Budgeted General Fund expenditures of \$16,916,043 are \$484,220 below the FY2025 budgeted amounts. Higher than prior year's expenditures are budgeted in personnel; supplies, postage and printing; buildings and grounds; and travel and continuing education. Budgeted expenditures decreased overall in nearly all other categories, with the largest decreases in contractual services, library materials, vehicle expenses, and professional services.

For the General Fund, we are budgeting total estimated revenues exceeding estimated expenditures by \$113,112. We are also budgeting \$699,000 of expenditures from the Capital Projects Fund, which has no budgeted revenues.

The budget and operational plan are based on level APC funding of \$11,871,714. We requested additional funding (\$125,859) to support the continued maintenance and development of L2, and additional funding (\$123,834) to support the world language cataloging services. RAILS was awarded a grant from the Cook County Digital Equity Fund in the amount of \$850,000. These three grants are budgeted in the Special Revenue Fund. The budget we are presenting includes the services that RAILS believes we should be providing for our members.

This is both a forward-looking and financially sound budget that will enable RAILS to work toward meeting the goals in its strategic plan and the activities identified by the Illinois State Library with enough flexibility to allow for additional activity growth and cost increases for the future.

Reaching Across Illinois Library System						Reaching Across Illinois Library System				FY 26 INC/(DEC) VS FY 25					
Budget - General Fund						Amended Budget - General Fund									
Year Ending June 30, 2026						Year Ending June 30, 2025									
				LLSAP	Total			LLSAP	Total			LLSAP	Total		
		Admin	Delivery	Support	Fund Budget		Admin	Delivery	Support	Fund Budget		Admin	Delivery	Support	Fund Budget
REVENUES															
State grants															
Area and per Capita	4000	11,871,714	0	0	11,871,714	11,871,714	-	-	-	11,871,714	-	-	-	-	-
Blind and Physically Handicapped	4010	0	0	0	0	-	-	-	-	-	-	-	-	-	-
System Automation and Technology	4020	0	0	0	0	-	-	-	-	-	-	-	-	-	-
Other State Grants	4030	0	0	0	0	-	-	-	-	-	-	-	-	-	-
Federal grants	4040	0	0	0	0	-	-	-	-	-	-	-	-	-	-
Other grants	4050	0	0	0	0	-	-	-	-	-	-	-	-	-	-
Fees for services and materials	4060	673,640	779,707	0	1,453,347	639,480	749,989	392,630	1,782,099	34,160	29,718	(392,630)	(328,752)		
Reimbursements	4070	2,806,750	0	0	2,806,750	3,212,500	-	-	3,212,500	(405,750)	-	-	(405,750)		
Investment income	4080	877,000	0	0	877,000	1,000,000	-	-	1,000,000	(123,000)	-	-	(123,000)		
Rental Income	4085	0	1,000	0	1,000	-	1,000	-	1,000	-	-	-	-		
E-Rate Reimbursement	4090	14,344	0	0	14,344	-	-	-	-	14,344	-	-	14,344		
Other Revenue	4090	5,000	0	0	5,000	2,050	-	-	2,050	2,950	-	-	2,950		
Other Financing Sources	4093	0	0	0	0	-	-	-	-	-	-	-	-		
Estimated Total Revenue		16,248,448	780,707	0	17,029,155	16,725,744	750,989	392,630	17,869,363	(477,296)	29,718	(392,630)	(840,208)		
EXPENDITURES															
Personnel															
Salaries and wages															
Library professionals	5000	1,320,681	0	183,408	1,504,089	1,259,625	-	351,975	1,611,600	61,056	-	(168,567)	(107,511)		
Other professionals	5010	1,443,600	423,104	162,187	2,028,891	1,320,248	406,916	311,527	2,038,691	123,352	16,188	(149,340)	(9,800)		
Support services	5020	462,116	2,009,712	28,179	2,500,007	527,314	1,626,079	109,632	2,263,025	(65,198)	383,633	(81,453)	236,982		
Payroll taxes and fringe benefits															
Social security taxes	5030	245,949	186,118	28,592	460,659	236,187	155,518	59,144	450,849	9,762	30,600	(30,552)	9,810		
Unemployment insurance	5040	13,962	19,140	3,480	36,582	10,346	11,475	2,805	24,626	3,616	7,665	675	11,956		
Worker's compensation	5050	2,764	154,341	320	157,425	3,077	123,973	767	127,817	(313)	30,368	(447)	29,608		
Retirement benefits	5060	25,142	18,830	2,953	46,925	25,716	16,828	6,454	48,998	(574)	2,002	(3,501)	(2,073)		
Health, dental and life insurance	5070	399,450	593,680	48,956	1,042,086	377,724	438,905	104,563	921,192	21,726	154,775	(55,607)	120,894		
Other Fringe Benefits	5080	27,800	0		27,800	28,500	-		28,500	(700)	-	-	(700)		
Temporary help	5090	0	45,000	0	45,000	-	34,000	-	34,000	-	11,000	-	11,000		
Recruiting	5100	14,500	0	0	14,500	12,000	-	-	12,000	2,500	-	-	2,500		
Other	5105	0	0		0	-	-		-	-	-	-	-		
Total Personnel		3,955,964	3,449,925	458,075	7,863,964	3,800,737	2,813,694	946,867	7,561,298	155,227	636,231	(488,792)	302,666		
Library Materials															
Print materials	5110	1,300	0	0	1,300	2,150	-	-	2,150	(850)	-	-	(850)		
Non-Print materials	5120	0	0	0	0	-	-	-	-	-	-	-	-		
E Resources	5130	3,402,675	0	0	3,402,675	3,730,425	-	-	3,730,425	(327,750)	-	-	(327,750)		
Total Library Materials		3,403,975	0	0	3,403,975	3,732,575	0	0	3,732,575	(328,600)	-	-	(328,600)		
Buildings and Grounds															
Rent/Lease	5140	0	348,711	34,000	382,711	-	280,889	32,908	313,797	-	67,822	1,092	68,914		
Utilities	5150	107,760	31,050	3,120	141,930	97,080	33,465	3,561	134,106	10,680	(2,415)	(441)	7,824		
Property Insurance	5160	9,576	19,663	1,615	30,854	11,088	14,057	1,304	26,449	(1,512)	5,606	311	4,405		
Repairs And Maintenance	5170	29,175	23,700	1,351	54,226	18,600	35,900	1,026	55,526	10,575	(12,200)	325	(1,300)		
Custodial/Janitorial Service And Supplies	5180	27,550	36,138	3,582	67,270	19,930	34,927	2,854	57,711	7,620	1,211	728	9,559		
Other Buildings and Grounds	5190	10,271	7,871	504	18,646	9,381	7,787	615	17,783	890	84	(111)	863		
Total Buildings and Grounds		184,332	467,133	44,172	695,637	156,079	407,025	42,268	605,372	28,253	60,108	1,904	90,265		

Reaching Across Illinois Library System Budget - General Fund Year Ending June 30, 2026						Reaching Across Illinois Library System Amended Budget - General Fund Year Ending June 30, 2025				FY 26 INC/(DEC) VS FY 25			
		Total General Fund Budget				Total General Fund Budget				Total General Fund Budget			
		Admin	Delivery	LLSAP Support		Admin	Delivery	LLSAP Support		Admin	Delivery	LLSAP Support	
Vehicle Expenses													
Fuel	5200	2,100	267,817	250	270,167	3,250	391,100	500	394,850	(1,150)	(123,283)	(250)	(124,683)
Repairs and maintenance	5210	4,000	90,000	200	94,200	4,500	121,000	400	125,900	(500)	(31,000)	(200)	(31,700)
Vehicle insurance	5220	14,743	173,110	3,683	191,536	17,060	156,946	6,561	180,567	(2,317)	16,164	(2,878)	10,969
Vehicles leasing and rent	5230	0	0	0	0	-	-	-	-	-	-	-	-
Other	5240	0	8,000	0	8,000	-	41,200	-	41,200	-	(33,200)	-	(33,200)
Total Vehicle Expenses		20,843	538,927	4,133	563,903	24,810	710,246	7,461	742,517	(3,967)	(171,319)	(3,328)	(178,614)
Travel and Continuing Education for Staff and Board													
Board Member Travel - In State	5246	9,400	0	0	9,400	15,755	-	-	15,755	(6,355)	-	-	(6,355)
Staff Milage & Tolls - In State	5247	19,051	2,972	1,056	23,080	20,457	2,174	663	23,294	(1,406)	798	393	(214)
Meals - In State	5248	20,967	2,201	238	23,406	13,323	1,754	250	15,327	7,644	447	(12)	8,079
Lodging - In State	5249	25,292	1,970	450	27,712	24,102	2,826	-	26,928	1,190	(856)	450	784
In State Travel	5250	8,935	90	114	9,139	4,435	100	200	4,735	4,500	(10)	(86)	4,404
Airfare - Out of State	5257	13,530	0	0	13,530	12,100	-	-	12,100	1,430	-	-	1,430
Meals - Out of State	5258	8,971	0	0	8,971	10,150	-	-	10,150	(1,179)	-	-	(1,179)
Lodging - Out of State	5259	23,169	0	0	23,169	28,214	-	-	28,214	(5,045)	-	-	(5,045)
Out of State Travel	5260	6,280	0	0	6,280	7,140	-	-	7,140	(860)	-	-	(860)
Registrations and meeting, other fees	5270	109,165	2,800	700	112,665	98,672	1,800	4,000	104,472	10,493	1,000	(3,300)	8,193
Strategic Planning & Development	5271	0	0	0	0	-	-	-	-	-	-	-	-
Conferences and Continuing Education Meetings	5280	133,800	0	0	133,800	88,000	-	-	88,000	45,800	-	-	45,800
Total Travel and Continuing Education		378,560	10,033	2,558	391,152	322,348	8,654	5,113	336,115	56,212	1,379	(2,555)	55,037
Public Relations	5290	28,900	0	0	28,900	28,000	-	-	28,000	900	-	-	900
Liability Insurance	5300	17,209	35,111	3,664	55,984	22,960	32,482	4,125	59,567	(5,751)	2,629	(461)	(3,583)
Supplies, Postage and Printing													
Computers, Software and Supplies	5310	192,700	1,480	7,946	202,126	104,700	960	7,407	113,067	88,000	520	539	89,059
General office supplies and equipment	5320	60,406	5,800	697	66,903	58,354	5,400	786	64,540	2,052	400	(89)	2,363
Postage	5330	14,695	800	50	15,545	15,885	750	50	16,685	(1,190)	50	-	(1,140)
Library supplies	5350	0	0	0	0	-	-	-	-	-	-	-	-
Delivery supplies	5360	0	52,700	0	52,700	-	50,500	-	50,500	-	2,200	-	2,200
Other	5370	0	0	0	0	-	-	-	-	-	-	-	-
Total Supplies, Postage and Printing		267,801	60,780	8,693	337,274	178,939	57,610	8,243	244,792	88,862	3,170	450	92,482
Telephone and telecommunications	5380	31,700	39,165	6,840	77,705	48,300	42,276	9,870	100,446	(16,600)	(3,111)	(3,030)	(22,741)
Equipment rental, repair and maintenance													
Equipment rental	5390	6,800	3,900	0	10,700	5,860	3,384	-	9,244	940	516	-	1,456
Equipment repair and maintenance agreeeme	5400	116,083	700	2,016	118,799	131,183	700	2,018	133,901	(15,100)	-	(2)	(15,102)
Total Equipment rental, repair and maintenance		122,883	4,600	2,016	129,499	137,043	4,084	2,018	143,145	(14,160)	516	(2)	(13,646)
Professional Services													
Legal	5410	50,000	0	0	50,000	67,600	-	-	67,600	(17,600)	-	-	(17,600)
Accounting	5420	22,000	0	0	22,000	22,000	-	-	22,000	-	-	-	-
Consulting	5430	147,200	10,000	0	157,200	200,275	-	-	200,275	(53,075)	10,000	-	(43,075)
Payroll Service Fees	5435	42,864	0	0	42,864	41,551	-	-	41,551	1,313	-	-	1,313
Contractual staff	5440	0	0	0	0	-	-	-	-	-	-	-	-
Total Professional Services		262,064	10,000	0	272,064	331,426	0	0	331,426	(69,362)	10,000	-	(59,362)
Contractual Services													
Information service costs	5450	42,066	0	0	42,066	25,998	-	-	25,998	16,068	-	-	16,068
Contractual agreements with systems, member			0				-			-	-		-
libraries and other cooperatives	5460	118,654	0	1,605,195	1,723,849	302,500	-	1,359,166	1,661,666	(183,846)	-	246,029	62,183

Reaching Across Illinois Library System Budget - General Fund Year Ending June 30, 2026						Reaching Across Illinois Library System Amended Budget - General Fund Year Ending June 30, 2025				FY 26 INC/(DEC) VS FY 25			
		Admin	Delivery	LLSAP Support	Total General Fund Budget	Admin	Delivery	LLSAP Support	Total General Fund Budget	Admin	Delivery	LLSAP Support	Total General Fund Budget
Outside printing services	5470	0	0	0	0	-	-	-	-	-	-	-	-
Other contractual services	5480	390,500	912,282	0	1,302,782	495,800	1,307,847	-	1,803,647	(105,300)	(395,565)	-	(500,865)
Total Contractual Services		551,220	912,282	1,605,195	3,068,697	824,298	1,307,847	1,359,166	3,491,311	(273,078)	(395,565)	246,029	(422,614)
Depreciation													
Professional association membership dues	5500	12,339	0	0	12,339	11,249	-	-	11,249	1,090	-	-	1,090
Miscellaneous	5510	13,500	1,450	0	14,950	11,100	1,350	-	12,450	2,400	100	-	2,500
Overhead Expenses Transferred to Talking Books		0	0	0	0	-	-	-	-	-	-	-	-
Debt Service				0				-		-	-	-	-
Principal	5600	0	0	0	0	-	-	-	-	-	-	-	-
Interest	5590	0	0	0	0	-	-	-	-	-	-	-	-
Total Debt Service		0	0	0	0	-	-	-	-	-	-	-	-
Estimated total expenditures		9,251,290	5,529,406	2,135,346	16,916,043	9,629,864	5,385,268	2,385,131	17,400,263	(378,574)	144,138	(249,785)	(484,220)
Estimated Excess (Deficiency) of Revenue Over Expenditures		6,997,158	(4,748,699)	(2,135,346)	113,112	7,095,880	-4,634,279	-1,992,501	469,100	(98,722)	(114,420)	(142,845)	(355,988)

RAILS FY 2026 System Area and Per Capita Grant Application

3.0 System Operational Plan

This document presents the Reaching Across Illinois Library System's (RAILS) operational plan for FY 2026. This operational plan offers a strategic and sustainable approach to empowering our libraries to better serve their communities.

You will find that the FY 2026 System Operational Plan has a wide range of activities. At RAILS, we continue to offer the same high-level services that our members have come to expect, including interlibrary delivery, continuing education and consulting resources to library employees and trustees, shared catalog and cataloging support, e-content services, museum and attractions pass program, group purchases and vendor discounts, networking opportunities for library employees, and targeted grant funding to member libraries and much more.

But we are also aware that our libraries need more than just the tangible things that we can offer them. They also need partners who are willing to listen and engage with them about their challenges. By being willing to talk directly to our members via activities like our conference participation, site visits, and online events, RAILS gains valuable insights into what the future holds for our libraries.

The key is resource sharing. When libraries can work together to offer more, the biggest beneficiaries are the people we serve. Alongside the continuing support that we receive from our statewide partners, we look forward to another great year for Illinois libraries.

Strategic Plan Goal One: RAILS provides leadership in ensuring sustainable, equitable resource sharing for all member libraries.

Objectives	Planned Activities	System Standard
Enhance the sharing of knowledge and best practices through member networking and communications between all types of libraries	Plan/schedule virtual and in-person networking opportunities for staff at all levels at all sizes and types of libraries (academic, public, school, and specialized) to share best practices on a variety of topics.	23 ILAC 3030.215 b) 1)
	Work with statewide partners, including the Association of Illinois School Library Educators (AISLE), Illinois Association of College & Research Libraries (IACRL), Illinois Heartland Library System (IHLS), Illinois Library Association (ILA), and others to plan networking opportunities for staff at different levels from different types of libraries and for public library trustees.	23 ILAC 3030.215 b) 1)
	Publicize existing RAILS networking groups and the benefits of belonging to a networking group to all levels of staff at all types and sizes of libraries.	23 ILAC 3030.215 a) 3) G)

Objectives	Planned Activities	System Standard
	<p>Assist in the formation of new RAILS networking groups as needed.</p> <p>Continue to build and strengthen relationships and engagement with RAILS networking groups. Attend networking group meetings as appropriate to share the latest RAILS news and gather feedback on RAILS programs/services.</p> <p>Continue with plans to offer member groups the opportunity to meet in person at RAILS service centers as possible.</p> <p>Continue providing subsidized Zoom and conference calling accounts to qualified RAILS networking groups.</p> <p>Encourage use of RAILS mailing lists, including lists geared toward different library types and sizes, and staff at all levels.</p> <p>Establish new mailing lists as needed. Sunset lists that aren't being used.</p>	<p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 a) 5)</p> <p>23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 a) 3) G)</p>
Leverage economies of scale to provide greater purchasing power for member libraries so they can offer more resources to their users than libraries would be able to afford on their own	<p>Continue to expand the RAILS discount and group purchase program by offering new deals for member libraries of all sizes and types. Target publicity to help ensure that members know about specific offers available to their library type.</p> <p>Gather input from members at all types and sizes of libraries on desired discounts/group purchases. Implement new offerings in response to this feedback.</p> <p>Work with statewide partners – including those at the Secretary of State's Office/Illinois State Library - to promote availability of the statewide database package. Along with internal and external partners consider new avenues for outreach and engagement around this resource, for all library types.</p> <p>Continue the development of the comprehensive Consortia Manager platform to manage RAILS group purchases and discounts.</p>	<p>23 ILAC 3030.215 a) 6) 23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 a) 6)</p> <p>23 ILAC 3030.215 a) 6) 23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 f) 5)</p> <p>23 ILAC 3030.215 a) 6) 23 ILAC 3030.215 a) 5)</p>

Objectives	Planned Activities	System Standard
	<p>Develop standards and evaluation metrics to gauge the effectiveness of the deals & discounts program.</p> <p>Widely publicize member savings to demonstrate the program's impact.</p> <p>Continue with new <i>Chicago Tribune</i> Digital Access pilot program. Analyze the results to determine whether it is appropriate to expand to a larger audience.</p> <p>Develop new methods for promoting deals & discounts.</p> <p>Network with group purchasing managers in Illinois and nationwide to explore new opportunities and develop best practices.</p> <p style="text-align: center;">Online High School Programs</p> <p>Continue to subsidize the management of the Career Online High School (COHS) and Gale: Excel Adult High School platforms to enable libraries to offer adult learners accredited high school diplomas and career certificates.</p> <p>Explore additional ways to expand and promote the COHS and Gale: Excel Adult High School programs, including:</p> <ul style="list-style-type: none"> • Targeting libraries not yet participating in the program with large populations of adults who have not received a high school diploma • Targeting youth services library staff to help them promote the program to young parents without a high school diploma 	<p>23 ILAC 3030.215 a) 6) 23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 a) 6) 23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 f) 5)</p> <p>23 ILAC 3030.215 a) 6) 23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 f) 5)</p> <p>23 ILAC 3030.215 a) 6)</p> <p>23 ILAC 3030.215 a) 6) Applies to entire section</p>
RAILS will continue to seek greater efficiencies, innovations, and enhancements to delivery services.	<p>Work with RAILS members of all sizes and types to determine the most appropriate delivery method to meet their needs.</p> <p>Purchase two new additional delivery vehicles to replace the aging fleet.</p> <p>Consult with members on delivery issues/concerns on an ongoing basis. Widely promote the use of the delivery help desk.</p>	<p>23 ILAC 3030.215 e) 1) 23 ILAC 3030.215 e) 2) 23 ILAC 3030.215 e) 3)</p> <p>23 ILAC 3030.215 e) 2)</p> <p>23 ILAC 3030.215 e) 6)</p>

Objectives	Planned Activities	System Standard
	<p>Conduct a delivery satisfaction survey during the upcoming year.</p> <p>Promote the need for RAILS members to complete quarterly delivery volume counts. Consult with libraries individually as needed.</p> <p>Continue discussions with RAILS Consortia Committee about finding new ways to utilize data to get an accurate count for delivery.</p> <p>Develop strategies to improve and achieve total compliance with quarterly delivery counts to get more accurate information on delivery volume. Examine count data to determine potential changes to existing delivery routes and best practices.</p> <p>Continue to utilize the updated delivery video series to help train staff from member libraries. Provide one-on-one assistance with libraries as necessary.</p> <p>Continue expansion of the Bolingbrook facility to perform in-house sorting. Focus on fine tuning the operation for greater efficiency.</p> <p>Continue providing high-quality statewide delivery services to CARLI (Consortium of Academic & Research Libraries in Illinois) members via ILDS (Illinois Library Delivery Service).</p> <p>Continue working with GeoMARC (formerly Laboratory for Applied Spatial Analysis) on potential future improvements to RAILS delivery service, including delivery route efficiencies.</p>	<p>23 ILAC 3030.215 e) 5) H)</p> <p>23 ILAC 3030.215 e) 5) H)</p> <p>23 ILAC 3030.215 e) 5) H)</p> <p>23 ILAC 3030.215 e) 6)</p> <p>23 ILAC 3030.215 e) 5) H)</p> <p>23 ILAC 3030.215 e) 2)</p> <p>23 ILAC 3030.215 e) 1)</p> <p>23 ILAC 3030.215 e) 1)</p>
Work collaboratively with members, the Illinois Heartland Library System, and the Illinois State Library to identify and support appropriate and affordable shared catalog solutions and expand resource sharing to all libraries and residents	<p>General</p> <p>Work with the RAILS Resource Sharing Committee to ensure sustainable, equitable resource sharing to help meet the first goal of the RAILS strategic plan. Promote/encourage the use of Find More Illinois statewide to help achieve this goal.</p> <p>Collaborate with the Illinois State Library (ISL), IHLS, Chicago Public Library System (CPLS), AISLE, CARLI,</p>	<p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 b) 1)</p>

Objectives	Planned Activities	System Standard
	<p>IACRL, ILA, and other stakeholders to expand resource sharing in Illinois</p> <p>Collaborate with and support the work of the International Coalition of Library Consortia (ICOLC)</p>	<p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3)</p>
	<p>Promote/Support LLSAP Membership</p> <p>Continue to support six LLSAPs (CCS, Pinnacle, PrairieCat, Rock River Library Consortium, RSA, and SWAN) financially via the LLSAP Support Grant, as well as offering the use of RAILS meeting spaces and other services.</p>	<p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3)</p>
	<p>Continue to support RSA's efforts toward operational independence from RAILS with a target date of January 1, 2026 to fully transition staff.</p>	<p>23 ILAC 3030.215 c) 1)</p>
	<p>Continue to offer the Catalog Membership Grant to fund one-time costs for libraries wishing to join an LLSAP, with ongoing evaluation and adjustment of the grant process framework to maximize support to nonautomated libraries.</p>	<p>23 ILAC 3030.215 c) 1)</p>
	<p>Continue progress on RAILCAR, a data collection and analysis initiative designed to supplement existing data related to LLSAPs and library automation. This tool is integrated into the processes for both the LLSAP Support and Catalog Membership Grants.</p>	<p>23 ILAC 3030.215 c) 1)</p>
	<p>Promote the value of consortium membership to all types and sizes of RAILS libraries via RAILS communication tools, committee work, and member encounters.</p>	<p>23 ILAC 3030.215 c) 1)</p>
	<p>Continue to work with RAILS Consortia Committee to investigate and recommend ways to improve and increase consortial services in Illinois.</p>	<p>23 ILAC 3030.215 c) 2) 23 ILAC 3030.215 c) 8) 23 ILAC 3030.215 c) 9)</p>
	<p>Expand and Promote Find More Illinois (FMI)</p> <p>Recruit libraries to join FMI</p> <ul style="list-style-type: none"> Target promotions at libraries that would grow and enhance resources available through FMI 	<p>All apply to FMI section</p>

Objectives	Planned Activities	System Standard
	<ul style="list-style-type: none"> Promote FMI benefits to nonautomated libraries <p>Target academic libraries to join the program.</p> <p>Continue working on a lender-only program for academic libraries that would allow them to join at a reduced rate. This will expand the collection. This program may also be expanded to other library types based upon further analysis and consideration.</p> <p>Continue to promote the growth of FMI, including developing new recruitment strategies and collaborating with CARLI to add I-Share members who wish to participate.</p> <p>Enhance the FMI program with add-on services as appropriate. Implement operational efficiencies as the program grows.</p> <p>Provide training, consulting, and technical support to FMI libraries.</p> <p>Evaluate and revise the FMI participation fee structure to ensure ongoing value to members of all types and sizes.</p> <p>Establish an FMI user group and/or committee working group to incorporate member feedback into the fee structure, as well as to assist with providing insights into recruitment, program enhancements, and best practices for participants.</p> <p>Continue to offer IHLS the opportunity to participate in FMI.</p> <p>Support High-Quality Cataloging</p> <p>Continue to develop and deliver cataloging training in response to member feedback, including recurring opportunities and one-time workshops. Continue to adapt course materials and provide them to members for self-guided use and maximize the Moodle platform for recurring courses.</p>	<p>23 ILAC 3030.215 c) 5) 23 ILAC 3030.215 c) 6) Both apply to entire section</p>

Objectives	Planned Activities	System Standard
	<p>Continue support and consulting in cataloging-related activities for eRead Illinois and Find More Illinois.</p> <p>Ensure collaboration and administration of the iCAMP mentorship program, participating in the evaluation and operationalization of the program activities. Work with IHLS to achieve the program's goals and ensure alignment with RAILS priorities.</p> <p>Support and contribute to the work of the South Asia Funnel as part of the Subject Authority Cooperative Program (SACO).</p> <p>Oversee the administration, growth, and cataloging activities of the World Language Cataloging Program and its grant funding. Develop the FY2026 plan, marketing plan, and funding request, with contingencies for the Cataloging Services Assistant role.</p> <p style="text-align: center;">eRead Illinois Boundless</p> <p>Recruit RAILS libraries and IHLS non-SHARE libraries to join eRead Illinois.</p> <p>Support the training and marketing needs of eRead Illinois participants.</p> <p>Evaluate eRead content to ensure that it continues to meet member needs (see also EDI section below)</p> <ul style="list-style-type: none"> Continue to enhance and develop additional content for K-12 students Regularly seek input from eRead participants on the collection and implement member suggestions as possible <p>Network with e-content managers in Illinois and nationwide to share and stay abreast of new developments and initiatives.</p>	<p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3) 23 ILAC 3030.215 c) 4) All apply to entire eRead section</p>

Objectives	Planned Activities	System Standard
	<p>Inkie.org Library</p> <p>Continue to develop and promote the Inkie.org Library program to support self-publishing, Illinois authors, and Illinois e-content statewide.</p> <p>Continue offering group purchase pricing on BiblioBoard products for self-published authors.</p> <p>Publicize Inkie.org Library resources as being free (courtesy of RAILS) to all Illinois libraries and to all Illinois residents, including those not served by a public library.</p> <p>Provide current information on available resources for IHLS to share with their member libraries.</p> <p>Explore More Illinois (EMI)</p> <p>Continue working with CPLS and IHLS to ensure that the new logos and branding guidelines are followed.</p> <p>Collaborate with CPLS and IHLS to publicize EMI to all Illinois public libraries and community colleges and to encourage them to participate.</p> <p>Continue to grow/expand the number and types of participating attractions. Collaborate with CPLS and IHLS to recruit attractions.</p> <p>Network with ePass (EMI's software) administrators nationwide to explore new opportunities and solutions and to share best practices.</p> <p>Other E-Resources Initiatives</p> <p>Continue to develop RAILS Vendor Privacy Policies and VPAT (Vendor Product Accessibility Template) web pages with links to policies and VPATs for third-party vendors providing e-resources to public libraries. Based on member feedback and participation, determine whether to expand the project to include academic, school, and specialized libraries.</p>	<p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 a) 6)</p> <p>23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 b)1)</p> <p>23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 b) 1)</p>

Objectives	Planned Activities	System Standard
	<p>Continue to stay abreast of e-content initiatives, such as the Palace Project, Digital Public Library of America (DPLA) and Illinois Digital Heritage Hub.</p> <p>Partner with other library organizations to continue dialogue with publishers on need for better e-book access/pricing for libraries/consortia.</p>	<p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 a) 3) G)</p>

Strategic Plan Goal Two: *RAILS models best practices in equity, diversity, accessibility, and inclusion.*

Objectives	Planned Activities	System Standard
RAILS will provide leadership in developing and providing resources that will support member libraries' efforts to provide equitable, diverse, and inclusive services.	Continue offering regular EDI training opportunities for all RAILS members. Collaborate with other Illinois stakeholders offering EDI-related continuing education (CE) to avoid duplication of effort.	23 ILAC 3030.215 d) 2)
	<p>Continue offering World Language Cataloging Services grant program statewide.</p> <ul style="list-style-type: none"> Continue seeking grant funds from ISL to fund the statewide program Continue publicizing the program to libraries of all types statewide Continue to promote the benefits of IHLS' Cataloging Maintenance Center program and how that program differs from and works in conjunction with the RAILS program 	23 ILAC 3030.215 c) 5)
	Continue to develop/promote an eRead Illinois collection and Inkie.org Library resources that address the needs of an ethnically and culturally diverse audience. Regularly evaluate the collection using industry respected tools to identify potential gaps.	23 ILAC 3030.215 c) 3)
	Recruit attractions for Explore More Illinois of interest to an ethnically and culturally diverse audience.	23 ILAC 3030.215 b) 1)
	Promote the online high school programs (see above) as addressing the needs of a culturally, economically, and ethnically diverse audience.	23 ILAC 3030.215 a) 3) G)
	Offer RAILS Member Updates featuring topics and ideas that connect to RAILS EDI efforts.	23 ILAC 3030.215 a) 3) G)

Objectives	Planned Activities	System Standard
	Provide/promote opportunities for members from all types and sizes of libraries to share best practices and collaborate on EDI-related challenges through the RAILS EDI mailing list, EDI Pulse Page, and other activities.	23 ILAC 3030.215 b) 1)
	Promote and provide administrative support as applicable for RAILS EDI-related networking groups.	23 ILAC 3030.215 b) 1)
	Continue to offer the Social Justice for Libraries Course from Freedom Lifted for member libraries.	23 ILAC 3030.215 d) 2)
	Include EDI elements in RAILS grants for members (CE Event grants, My Library Is... grants, etc.) when possible, to encourage applicants to provide equitable, diverse, inclusive, and accessible programs/services and to publicize these offerings to their communities.	23 ILAC 3030.215 d) 2)
	Under the leadership of the RAILS Digital Accessibility team, develop best practices to ensure that RAILS digital content will adhere to the World Wide Web Consortium's Web Content Accessibility Guidelines v2.1 at Level AA.	23 ILAC 3030.215 d) 2)
	Continue to incorporate the new Climate Team video as part of the onboarding process for all new RAILS staff to help familiarize them with our organizational culture and values	23 ILAC 3030.215 a) 3)
Examine all aspects of RAILS policies, procedures, and core services through an equity lens and make needed improvements	Continue to grow and develop RAILS' external and internal EDI strategies and initiatives	23 ILAC 3030.215 d) 2)
	Continue conducting a thorough analysis/evaluation of RAILS Employee Handbook to ensure that all language and policies meet our EDI goals	23 ILAC 3030.215 a) 3)
	Continue the work of the RAILS Climate Team to identify and implement internal best practices and initiatives for RAILS staff	23 ILAC 3030.215 a) 3)
	Develop internal documentation in conjunction with new ethical AI policy	23 ILAC 3030.215 a) 3)
	Continue holding regular EDI training sessions for RAILS staff	23 ILAC 3030.215 d) 2)

Objectives	Planned Activities	System Standard
Work with RAILS members of all types to identify and implement ways to diversify library governing bodies and staff to increase representation and better reflect the communities they serve	Continue to work with the RAILS Board Nominating Committee and others to attract diverse candidates to run for the RAILS Board. Promote RAILS' goal to develop a more diverse board in election publicity.	23 ILAC 3030.250
	Provide training/consulting/guidance for member libraries of all types to help them develop a more diverse and representative board.	23 ILAC 3030.215 d) 2)
	Provide opportunities for libraries of all types to share best practices and strategies they have used to diversify their governing boards, including via the RAILS EDI Pulse Page and mailing list.	23 ILAC 3030.215 b) 1)
	Provide training for RAILS members to help them diversify their hiring and recruitment practices.	23 ILAC 3030.215 d) 2)
	Provide opportunities/tools for members to share strategies they have used to recruit a more diverse staff, including the EDI mailing list and the EDI Pulse Page.	23 ILAC 3030.215 b) 1)

Strategic Plan Goal Three: *RAILS assists member libraries in preparing for the future.*

Objectives	Planned Activities	System Standard
Leveraging RAILS' power and influence in the Illinois library community, work collaboratively for additional funding for all types of libraries to ensure that libraries have the staffing, technology, and infrastructure needed to offer essential and cutting-edge services to their communities	Provide CE/consulting/tools to help libraries with different aspects of fundraising, including how to advocate for additional/continued funding from library administrators, funders, etc.	23 ILAC 3030.215 d) 2)
	Continue to schedule regular meetings with AISLE, Chicago Public Schools (CPS), IHLS, ILA, and ISL to discuss collaborative projects to help school libraries deal with funding challenges, understand legal/policy changes, and create new resources to help address issues.	23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 d) 2)
	Participate in a wide variety of efforts to help advocate for continued/increased funding for all types of libraries, including: <ul style="list-style-type: none"> ILA Legislative Meetups 	23 ILAC 3030.215 d) 2)

Objectives	Planned Activities	System Standard
	<ul style="list-style-type: none"> Responding to American Library Association (ALA) calls to actions Continuing to work with the ILA Public Policy Committee to discuss legislation of importance to libraries <p>Keep RAILS libraries informed of important legislative developments affecting libraries.</p> <p>Publicize opportunities for staff from member libraries to advocate for continued/increased funding for libraries as appropriate, including:</p> <ul style="list-style-type: none"> Encouraging members to attend ILA Legislative Meetups Encouraging members to respond to ALA calls to action Encouraging library staff to use talking points and other resources on the My Library Is... website Encouraging members to contact their elected officials as appropriate and providing talking points on specific issues and programs as possible <p>Utilize the new Numbers that Count campaign and the Illinois Libraries: Agencies of Impact report to promote the value of libraries and continued support of the library ecosystem in Illinois.</p> <p>Support AISLE's statewide efforts to increase the number of certified school librarians.</p> <p>Work with the RAILS Board Advocacy Committee to educate the board about issues affecting RAILS and libraries that may require their advocacy efforts locally, regionally, or nationally.</p>	<p>23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 d) 2)</p>
Help member libraries of all types and sizes demonstrate their value to their different stakeholders	<p>My Library Is... (MLI) Initiative</p> <p>Continue to promote My Library Is... website resources via the <i>RAILS E-News</i> and other publicity channels.</p>	<p>23 ILAC 3030.215 a) 3) B)</p>

Objectives	Planned Activities	System Standard
	Continue to encourage staff at all levels from all types and sizes of libraries to contribute posts to the My Library Is... blog to share best practices in telling the library story.	23 ILAC 3030.215 b) 1)
	Continue offering MLI grants to help libraries with limited resources to tell their stories more effectively.	23 ILAC 3030.215 d) 2)
	Examine talking points available on MLI website and revise/expand them as necessary to make sure they help staff at all sizes and types of libraries to demonstrate their value to different stakeholders.	23 ILAC 3030.215 d) 2)
	Continue to work with IHLS to further expand and publicize the initiative to staff at all types and sizes of libraries statewide.	23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 a) 3) G)
	Continue to work with AISLE, IACRL, ILA, and other stakeholders on common goals/ activities re to the MLI initiative to avoid duplication of efforts.	23 ILAC 3030.215 b) 1)
	Engage with marketing/communications staff from member libraries to ensure that they have access to My Library Is... materials and know about the campaign.	23 ILAC 3030.215 b) 1)
Professional development and member engagement efforts are future-focused, crossing library types and specific to individual library type needs	Provide CE/consulting on general resource sharing issues identified in the administrative rules, including interlibrary loan, the ILLINET Interlibrary Loan Code, nonresident services, the RAILS Resource Sharing Policy, etc.	23 ILAC 3030.215 d) 1)
	Provide CE/consulting on library advocacy, management and practice, and other core service areas identified in the administrative rules.	23 ILAC 3030.215 d) 2)
	Provide CE/consulting to help libraries meet per capita grant requirements and standards for their type of library.	23 ILAC 3030.215 d) 1)
	Offer CE/consulting assistance and other resources to help libraries of all types and sizes to develop/maintain a current strategic plan.	23 ILAC 3030.215 d) 1)

Objectives	Planned Activities	System Standard
	Identify/monitor issues, trends, and challenges affecting libraries of all types and sizes and provide CE/consulting to help libraries respond to these issues and challenges.	23 ILAC 3030.215 d) 2)
	Offer new opportunities for member learning, such as Learning Labs, which are participatory and interactive sessions for staff.	23 ILAC 3030.215 d) 2)
	Continue to gather member input on CE needs from all sizes and types of RAILS libraries and implement training to meet those needs.	23 ILAC 3030.215 a) 2) 23 ILAC 3030.215 d) 2)
	Based on member input, continue to offer CE Event Grants to help libraries, networking groups, and library consortia plan/offer training events of interest to library staff. Continue prioritizing EDI-related topics for the grants as referenced above.	23 ILAC 3030.215 d) 2)
	Continue to partner with AISLE to identify training needs for school library staff and to offer joint CE opportunities based on that feedback	23 ILAC 3030.215 d) 2)
	Continue offering sessions with PDH credits.	23 ILAC 3030.215 d) 2)
	Continue offering Directors University in-person event as well as DU On Demand recordings, which allow all directors to access essential information year-round.	23 ILAC 3030.215 d) 1) 23 ILAC 3030.215 d) 2)
	Work with statewide stakeholders to plan and offer Directors 2.0 to offer intermediate-level training for library directors. Publicize widely.	23 ILAC 3030.215 d) 1) 23 ILAC 3030.215 d) 2)
	With the help of the Library Leadership Training Design team, offer a new professional development cohort that will help expand leadership training in Illinois.	23 ILAC 3030.215 d) 2)
	Continue partnership with United for Libraries to provide statewide, online, on-demand trustee training. Publicize training widely.	23 ILAC 3030.215 d) 2)

Objectives	Planned Activities	System Standard
	Continue to support the iLEAD Trustee Learning Portal.	23 ILAC 3030.215 d) 2)
	Consult with/attend library board meetings as appropriate to help boards meet legal requirements and to develop leadership skills.	23 ILAC 3030.215 d) 2)
	Continue partnership with HR Source to provide CE and discounted membership. Publicize widely.	23 ILAC 3030.215 d) 2)
	Continue partnership with Ancel Glink to offer statewide FOIA/OMA hotline. Publicize widely.	23 ILAC 3030.215 d) 2)

Strategic Plan Goal Four: *RAILS leads alongside member libraries to develop and strengthen the Illinois library community and expand services to all.*

Objectives	Planned Activities	System Standard
RAILS will continue to strengthen collaborative relationships with partner library organizations, including the Association of Illinois School Library Educators, the Chicago Public Library, the Consortium of Academic and Research Libraries in Illinois, the Illinois Association of College & Research Libraries, the Illinois Heartland Library System, the Illinois Library Association, the Illinois State Library, and the Special Libraries Association – Illinois Community.	<p>Service Standards</p> <p>Continue conversations with ISL, IHLS, and other partners to explore possibility of revising system membership standards to help libraries of all types provide better service to their communities</p> <p>L2 (Library Directory and Learning Calendar)</p> <p>Ask ISL to continue to provide additional grant funding to support L2</p> <p>Continue to provide statewide leadership for L2</p> <ul style="list-style-type: none"> • Host, maintain, and develop additional features • Provide ongoing user help and support to library staff, networking groups, and sponsor organizations (LLSAPs, ISL, library systems) • Update and maintain externally sourced directory data and ensure adherence to formatting standards • Provide technical support, ongoing reporting, and any necessary development for annual library certification • Facilitate the statewide advisory group (L2G2) and participation in the Intercept open source community 	<p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 d) 1)</p> <p>23 ILAC 3030.215 a) 4) A) Applies to entire L2 Section</p>

Objectives	Planned Activities	System Standard
	<p>Continue to contract with Aten Design Group for L2 support and development.</p> <p>Continue to create, maintain, and update technical and procedural documentation and how-to materials for all types of users in various formats. Promote and provide guidance to library administrators on updating their resource sharing policies, non-resident program participation, and other self-reported directory information.</p> <p>Certification</p> <p>Work with ISL, IHLS, and other partners to improve and enhance the annual certification process.</p> <p>Work with RAILS members to ensure that they complete the certification process.</p> <p>Other Collaborative Initiatives</p> <p>RAILS Executive Director continues to serve on Illinois State Library Advisory Committee.</p> <p>Continue to schedule regular meetings with AISLE, CPS, IHLS, ILA, ISL, and others as appropriate to discuss collaborative projects to benefit school libraries as referenced above.</p> <p>Collaborate with AISLE, IHLS, ILA, and ISL to plan Illinois School Library Workers Symposium, supporting individuals working in school libraries with no formal library education.</p> <p>Collaborate with AISLE, IHLS, CARLI, ILA, and others to form volunteer regional response teams to help libraries facing materials challenges</p> <p>Continue providing leadership and support to special libraries. Including helping to determine next steps after the dissolution of the Special Libraries Association (SLA).</p>	<p>23 ILAC 3030.215 a) 4) C)</p> <p>23 ILAC 3030.215 a) 4) C)</p> <p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 b) 1)</p>

Objectives	Planned Activities	System Standard
	Continue regular meetings with the Commissioner of the Chicago Public Library to discuss collaboration possibilities	23 ILAC 3030.215 b) 1)
	Broadband	
	Continue to engage in statewide efforts focused on broadband expansion, technology adoption, and digital equity issues, including continued leadership of the Illinois Department of Economic Opportunity's Broadband Advisory Council.	23 ILAC 3030.215 b) 1)
	Continue to work with CARLI and IHLS to raise awareness among library staff, advocate for the importance of library services in expanding digital literacy and technology adoption, and cultivate additional partnership opportunities.	23 ILAC 3030.215 b) 1)
	Partner on grant initiatives with library-related organizations to improve digital literacy in the state of Illinois.	23 ILAC 3030.215 b) 1)
	Engage with and support member libraries in their own digital equity efforts through continued support for the Digital Equity Networking Group, promoting opportunities for funding and/or collaboration, and sharing resources to support robust digital literacy services.	23 ILAC 3030.215 b) 1)
RAILS will continually seek to understand member perceptions of inequities in system services to better support academic, school, and specialized libraries, as well as public libraries of all sizes.	Develop new targeted email communications for specific library types.	23 ILAC 3030.215 a) 3) G)
	Promote the member centers for different types of libraries on the redesigned RAILS website	23 ILAC 3030.215 a) 3) G)
	Mail promotional pieces to libraries not receiving RAILS delivery as appropriate to ensure they are aware of the programs/services available to them	23 ILAC 3030.215 a) 3) G)
	Continue to meet with AISLE, CPS, IHLS, ILA, and ISL to address the needs of school libraries as referenced above.	23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 d) 2)

Objectives	Planned Activities	System Standard
	<p>Continue to work with other stakeholders statewide and beyond on school library data project (see next section).</p> <p>(See also Communications section below)</p>	<p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 d) 2)</p>
Continuously evaluate RAILS programs and services to ensure that they are having an impact and are helping to create the best possible future for all member libraries	<p>Continue to work with AISLE, CPS, IHLS, ILA, ISL, and other stakeholders statewide on the SLATE project including library staff, administrators, boards, and other about the importance of school libraries and the need to support and fund them.</p> <p>Continue to promote the SLATE data dashboard widely including via email, social media campaigns, conferences, and networking opportunities.</p> <p>Continue to improve and expand the SLATE data dashboard through the following:</p> <ul style="list-style-type: none"> • Continue to collect school data through School Library Census program • Continued development of expanded features and functions • Identification and inclusion of additional tools and resources for school library advocacy <p>Launch Libraries Count: RAILS Data Conference in conjunction with the 2025 ILA Annual Conference in Rosemont, IL. This event will be an opportunity for libraries to learn how to use their data effectively.</p> <p>Research developing a centralized RAILS data hub to coordinate and manage data sources used to support services for RAILS members and staff</p> <ul style="list-style-type: none"> • Determine core data sources used by RAILS staff and create documentation for requirements, maintenance, governance, and access • Develop method for training staff on proper data usage and create data request ticket system <p>Continue developing RAILCAR (as referenced above), which contains information from core data sources for LLSAPs and member libraries to inform</p>	<p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 a) 2)</p> <p>23 ILAC 3030.215 a) 2)</p> <p>23 ILAC 3030.215 a) 2)</p> <p>23 ILAC 3030.215 a) 2)</p>

Objectives	Planned Activities	System Standard
	<p>their decisions on consortium membership and compare LLSAP operations.</p> <p>Update the RAILS resource sharing map in ArcGIS software to include new data layers and make it more accessible for members.</p> <p>Develop new data-related website and SharePoint site to improve data accessibility for staff, members, and other stakeholders.</p> <p>Develop a data ticketing system to help keep track of project requests.</p> <p>Investigate feasibility of supplementing the quarterly delivery counts with ILS data to reduce staff labor and improve accuracy.</p> <p>Continue to work with RAILS Communications on a member-facing, data-inclusive annual report that showcases the work of the system.</p> <p>Continue to solicit member feedback via RAILS communication tools, surveys, and member encounters. Implement changes/additions to RAILS programs/services based on member input as appropriate. Ensure that we are getting feedback from libraries of all types and sizes in all geographic areas of the system.</p> <p>Continue the Data Internship program to provide opportunities for library students to gain practical library data and systems experience through contributing to RAILS data projects.</p> <p>(See other sections of this document for plans to gather and respond to member feedback on specific RAILS programs/services).</p>	<p>23 ILAC 3030.215 a) 2)</p> <p>23 ILAC 3030.215 a) 2)</p> <p>23 ILAC 3030.215 a) 2)</p> <p>23 ILAC 3030.215 a) 2)</p> <p>23 ILAC 3030.215 a) 2)</p> <p>23 ILAC 3030.215 a) 2)</p> <p>23 ILAC 3030.215 a) 2)</p>
Collaborate with the Illinois State Library, the Illinois Heartland Library System, and other partners to develop a plan and timeline for achieving universal service	<p>Continue to work with the RAILS Board Universal Service Committee to find and implement solutions to challenges related to the unserved in Illinois.</p> <p>Continue to work with members to identify obstacles to libraries adopting the expanded Cards for Kids Act legislation.</p>	<p>23 ILAC 3030.215 f) 5)</p> <p>23 ILAC 3030.215 f) 5)</p>

Objectives	Planned Activities	System Standard
	<ul style="list-style-type: none"> Encourage all libraries to extend service to all children in unserved areas Promote RAILS talking points designed to help library staff demonstrate the benefits of adopting this legislation to their boards and other stakeholders Explore utilizing L2 to gather data on libraries participating in the expanded Cards for Kids legislation <p>Continue to work with statewide partners to seek legislative support for statewide access to electronic resources for all Illinois residents, including the unserved (see further details above).</p> <p>Publicize requirement for library boards to vote annually on participation in the nonresident program and for members to update their participation information via L2. Publicize the names of participating/nonparticipating libraries and share with ISL per statutory requirements.</p> <p>Identify member libraries who have not updated their L2 non-resident info in over 18 months. Coordinate outreach to those libraries to receive updated information.</p>	<p>23 ILAC 3030.215 f) 5)</p> <p>23 ILAC 3030.215 f) 4)</p>

Other Administrative Activities

The following section details RAILS' planned FY 2026 activities to meet statutory priorities for Illinois library systems not included in the sections above.

Objectives	Planned Activities	System Standard
Engage and communicate with members and potential members from all types of libraries throughout the RAILS area to ensure they are aware of system programs/ services of benefit to them and to better understand, anticipate, and meet their needs	<p>Member Recruitment</p> <p>Engage with libraries of all types that express an interest in RAILS membership.</p> <p>Visit potential members to ensure they meet membership criteria.</p> <p>Work with RAILS Board on new member recommendations for approval by ISL.</p>	<p>23 ILAC 3030.215 a) 4)</p> <p>b)</p> <p>Applies to entire section</p>

Objectives	Planned Activities	System Standard
	<p data-bbox="565 237 1133 268">General Member Communication/Engagement</p> <p data-bbox="548 310 1117 405">Promote available programs/services via RAILS communication tools and member visits, including:</p> <ul data-bbox="565 415 1149 1570" style="list-style-type: none"> • RAILS website • Weekly <i>RAILS E-News</i> • Social media channels • <i>Can't Shelve This</i> podcast • RAILS Online Store • Visiting as many members as possible, either virtually or in person, concentrating on libraries that RAILS has not visited or had any correspondence with in the past two years • Offering online site visits to any interested library to remind them of system benefits • Offering to attend a meeting of all RAILS networking groups as specified above • Scheduling regular member updates • Using available type of library mailing lists and lists for different levels of staff to communicate about specific programs/ services of interest • Offering "New Director Welcome" online discussions • Sending all new RAILS library directors a welcome communication to acquaint them with system programs/services • Continuing to feature "RAILS Minute" videos with the RAILS Executive Director highlighting the latest system news • Exhibiting at library conferences, including conferences for different types of libraries and different levels of staff • Presenting programs at library-related conferences as appropriate to promote RAILS programs/services <p data-bbox="548 1612 1101 1675">Contract for continued support for new RAILS website, to include:</p> <ul data-bbox="565 1686 1117 1822" style="list-style-type: none"> • Custom development of Gutenberg editor • Miscellaneous design tweaks, feature development, and software and server updates 	<p data-bbox="1182 268 1414 352">23 ILAC 3030.215 a) 3) G) Applies to entire section</p>

Objectives	Planned Activities	System Standard
	<p>Develop new Data website to house data-related projects including the SLATE data dashboard.</p> <p>Gather feedback from different levels of staff (including non-librarians) on how RAILS can communicate with them more effectively. Develop strategies to respond to this feedback.</p>	
Engage and communicate with the RAILS Board of Directors to ensure that they are aware of RAILS programs and services, that they can serve as ambassadors for RAILS, and that their service on the board is as rewarding as possible	<p>Communicate regularly with the board through the RAILS board mailing list and other means.</p> <p>Ensure that the board is aware of RAILS' progress in meeting the goals and objectives of our new strategic plan.</p> <p>Keep board informed about important issues for RAILS and for libraries of all types. Provide talking points for communicating with members about RAILS programs/services.</p> <p>Plan/implement orientation session at Burr Ridge service center for all new RAILS Board members. Invite existing board members to attend for a refresher.</p> <p>Schedule board meetings in different parts of the RAILS area as possible so the board can learn about different areas of the system and meet members from different areas.</p> <p>Continue to promote and encourage diversity on the RAILS Board as referenced above.</p> <p>Support board conference/meeting attendance as appropriate.</p> <p>Work with RAILS Board Policy Committee to establish schedule for regular review of RAILS policies.</p>	23 ILAC 3030.250 Applies to entire section
Recruit RAILS staff as needed to meet roles specified in administrative rules and to support strategic plan goals and objectives. Actively seek a	<p>Encourage/support professional development for staff.</p> <p>Continue to hold regular staff meetings to keep all staff informed of the latest RAILS developments</p>	23 ILAC 3030.215 a) 3) Applies to entire section

Objectives	Planned Activities	System Standard
diverse staff in terms of race, ethnicity, sexual orientation, gender identify, and other factors.	<p>and to help staff at different service centers engage with each other.</p> <p>Continue work of RAILS Employee Committees to develop collaborative activities for all staff</p> <ul style="list-style-type: none"> Plan in-person staff in-service day in FY 2026 Offer regular staff engagement activities at service centers throughout the year <p>Continue discussions with new staff who have worked at RAILS for at least 90 days to gather input on their onboarding and orientation experiences. Make changes to RAILS' onboarding process as appropriate in response to this feedback.</p> <p>Update internal safety procedures and continue discussions about disaster planning</p> <p>In conjunction with RAILS IT, create new performance management platform to assist with automation of performance discussions</p> <p>Expand the new RAILS staff onboarding process to ensure that RAILS' values, mission, and organizational culture are emphasized throughout the entire onboarding experience.</p> <p>Continue to communicate via new HR Insights email initiative to give staff more information about key HR activities</p> <p>Continue to prioritize EDI-related staff activities and initiatives as referenced above</p>	
Maintain robust technology infrastructure needed to carry out all RAILS programs/services	<p>Replace laptops for RAILS staff and printers at all RAILS facilities.</p> <p>Replace aging climate control systems in Burr Ridge datacenter.</p> <p>Audit and improve security practices across wide area network and IT systems.</p> <p>Investigate and begin implementation of a new virtualization platform for cost-saving purposes.</p>	23 ILAC 3030.215 a) 5) Applies to entire section

Objectives	Planned Activities	System Standard
	<p>Continue to utilize project request process for staff to inform and request input on IT-related projects they are planning.</p> <p>Continue to develop, implement, and maintain in-house software, including apps for contract tracking, delivery routing, HR hiring and performance management.</p> <p>Update and expand disaster recovery plan and staff cybersecurity training.</p> <p>Expand cloud hosting for stability, cost savings and disaster readiness.</p>	

3.1 Unmet Core Services

To the best of our knowledge, RAILS currently meets all core service standards.

RAILS FY2026 Area and Per Capita Grant Application

4. Exhibit 1.a: List of Position Titles Including the Budget Line Item, Salary, and Fund Type

Position/Title	Budget Line Item	F/T or P/T	Annualized Salary	General Fund	Special Revenue Fund	Capital Projects Fund	Proprietary Fund	Fiduciary Fund
Executive Director	Library Professionals	F/T	\$ 195895.00	X				
Associate Executive Director	Library Professionals	F/T	\$ 143212.00	X				
Special Projects Coordinator	Support Services	F/T	\$ 59502.00	X				
Administrative Assistant	Support Services	F/T	\$ 48023.00	X				
Administrative Assistant	Support Services	F/T	\$ 48023.00	X				
Staff Accountant	Other Professionals	F/T	\$ 77055.00	X				
Staff Accountant	Other Professionals	F/T	\$ 72762.00	X				
Finance Director	Other Professionals	F/T	\$ 107278.00	X				
Accounting Specialist	Support Services	F/T	\$ 48550.00	X				
Cataloging Services Manager	Library Professionals	F/T	\$ 83021.00	X				

Director of Technology Services	Library Professionals	F/T	\$ 127994.00	X				
Application Developer	Other Professionals	F/T	\$ 89292.00	X				
Network Administrator	Other Professionals	F/T	\$ 82456.00	X				
System Administrator	Other Professionals	F/T	\$ 80386.00	X				
Information Technology Manager	Other Professionals	F/T	\$ 115279.00	X				
Senior Support Specialist	Support Services	F/T	\$ 58129.00	X				
Human Resources Director	Other Professionals	F/T	\$ 106626.00	X				
Human Resources Assistant	Other Professionals	F/T	\$ 50132.00	X				
Special Projects Librarian	Library Professionals	P/T	\$ 28173.00	X				
E-Content Specialist	Library Professionals	F/T	\$ 80490.00	X				
Director of Library Resources & Programs	Library Professionals	F/T	\$ 114348.00	X				
Consortial Services Supervisor	Library Professionals	F/T	\$ 78358.00	X				

Technology Special Projects Coordinator	Other Professionals	F/T	\$ 87824.00	X				
Library Resource Specialist	Other Professionals	F/T	\$ 66560.00	X				
Member Engagement Specialist	Library Professionals	F/T	\$ 73913.00	X				
Application and Web Developer	Library Professionals	F/T	\$ 103062.00	X				
Director, Marketing & Communications	Library Professionals	F/T	\$ 112476.00	X				
Marketing and Public Relations Specialist	Other Professional	F/T	\$ 71462.00	X				
Digital Marketing and Communications Specialist	Other Professional	F/T	\$ 66478.00	X				
Director of Consulting and Cont Education	Library Professionals	F/T	\$ 100693.00	X				
Consulting and Continuing Education Specialist	Library Professionals	F/T	\$ 71246.00	X				
Consulting and Continuing Education Specialist	Other Professional	F/T	\$ 69948.00	X				
Data Analyst	Other Professionals	F/T	\$ 71127.00	X				

Data Analysis Manager	Other Professionals	F/T	\$ 91808.00	X				
Operations Manager	Library Professionals	F/T	\$ 47295.00	X				
Member Services User Experience Coordinator	Library Professionals	F/T	\$ 34547.00	X				
Cataloging and Database Supervisor	Library Professionals	F/T	\$ 39326.00	X				
LLSAP Services Manager	Library Professionals	F/T	\$ 62240.00	X				
System Supervisor	Other Professionals	F/T	\$ 39418.00	X				
Cataloging and Database Coordinator	Other Professionals	F/T	\$ 32070.00	X				
Member Services Coordinator	Other Professionals	F/T	\$ 31455.00	X				
Cataloging and Database Coordinator	Other Professionals	F/T	\$ 28155.00	X				
Cataloging and Database Coordinator	Other Professionals	F/T	\$ 31089.00	X				
Member Services Coordinator	Support Services	F/T	\$ 28179.00	X				
Delivery and Facilities Director	Other Professionals	F/T	\$ 122022.00	X				
Delivery Facility Associate	Support Services	F/T	\$ 54496.00	X				

Delivery Services Manager	Other Professionals	F/T	\$ 72686.00	X				
Driver	Support Services	F/T	\$ 51345.00	X				
Driver/Floater	Support Services	F/T	\$ 40638.00	X				
Driver	Support Services	P/T	\$ 20725.00	X				
Driver	Support Services	F/T	\$ 34543.00	X				
Driver	Support Services	F/T	\$ 34543.00	X				
Driver	Support Services	F/T	\$ 34543.00	X				
Delivery Services Manager	Other Professionals	F/T	\$ 72686.00	X				
Driver	Support Services	F/T	\$ 39662.00	X				
Driver	Support Services	F/T	\$ 45493.00	X				
Driver	Support Services	F/T	\$ 42649.00	X				
Driver	Support Services	F/T	\$ 45493.00	X				
Driver	Support Services	P/T	\$ 28433.00	X				
Driver	Support Services	F/T	\$ 44356.00	X				
Driver/Floater	Support Services	F/T	\$ 40638.00	X				

Driver	Support Services	F/T	\$ 45843.00	X				
Sorter	Support Services	F/T	\$ 42649.00	X				
Sorter	Support Services	F/T	\$ 35578.00	X				
Delivery Services Manager	Other Professionals	F/T	\$ 72686.00	X				
Driver	Support Services	F/T	\$ 42649.00	X				
Driver	Support Services	F/T	\$ 42649.00	X				
Driver	Support Services	F/T	\$ 52320.00	X				
Delivery Services Manager	Other Professionals	F/T	\$ 83024.00	X				
Driver	Support Services	F/T	\$ 42649.00	X				
Sorter	Support Services	F/T	\$ 34543.00	X				
Driver	Support Services	F/T	\$ 42649.00	X				
Driver	Support Services	F/T	\$ 42649.00	X				
Sorter	Support Services	F/T	\$ 34543.00	X				
Sorter	Support Services	F/T	\$ 42649.00	X				
Sorter	Support Services	F/T	\$ 34543.00	X				

Driver	Support Services	F/T	\$ 37184.00	X				
Driver	Support Services	F/T	\$ 40923.00	X				
Driver/Floater	Support Services	F/T	\$ 40638.00	X				
Driver	Support Services	F/T	\$ 43218.00	X				
Sorter	Support Services	F/T	\$ 42649.00	X				
Driver/Floater	Support Services	F/T	\$ 40638.00	X				
Sorter	Support Services	F/T	\$ 43651.00	X				
Sorter	Support Services	F/T	\$ 42649.00	X				
Driver	Support Services	F/T	\$ 43218.00	X				
Driver	Support Services	F/T	\$ 40638.00	X				
Driver	Support Services	P/T	\$ 40944.00	X				
Driver	Support Services	F/T	\$ 34543.00	X				
Driver	Support Services	F/T	\$ 45072.00	X				
Sorter	Support Services	F/T	\$ 42649.00	X				
Driver	Support Services	F/T	\$ 40638.00	X				

Sorter	Support Services	F/T	\$ 42999.00	X				
Sorter	Support Services	F/T	\$ 34543.00	X				
Sorter	Support Services	F/T	\$ 34543.00	X				
Sorter	Support Services	F/T	\$ 34543.00	X				
Sorter	Support Services	F/T	\$ 34543.00	X				
Sorter	Support Services	F/T	\$ 34543.00	X				
Driver/Floater	Support Services	F/T	\$ 40638.00	X				
Driver/Floater	Support Services	F/T	\$ 40638.00	X				
Total			\$ 5688171.00					

RAILS FY2026 Area and Per Capita Grant Application

4. Exhibit 1.b: List of Vacancies to be filled during the budget year

Position/Title	Budget Line Item	F/T or P/T	Annualized Salary Range	General Fund	Special Revenue Fund	Capital Projects Fund	Proprietary Fund	Fiduciary Fund
Executive Assistant	Support Services	F/T	\$ 75577.00	X				
HR Coordinator	Other Professionals	F/T	\$ 63938.00	X				
Cataloging Services Assistant (Temp)	Library Professionals	P/T	\$ 25260.00		X			
Data Research Assistant Intern (Temp)	Other Professionals	P/T	\$ 7800.00	X				
Communications Intern (temp)	Other Professionals	P/T	\$ 7800.00	X				
Special Projects Coordinator	Support Services	F/T	\$ 65424.00	X				
Accounting Specialist	Support Services	F/T	\$ 58888.00	X				
Library Resource Specialist	Other Professionals	F/T	\$ 65389.00	X				
Total			\$ 370076.00	X				

RAILS FY2026 System Area and Per Capita Grant Application

4. Exhibit 4.2 Planned Motor Vehicle Purchases during FY2026

Vehicle to be Added	Replacing which Vehicle (if applicable)	Type of Use	Budgeted Cost
Delivery Van	TBD	Delivery	\$55,000.00
Delivery Van	TBD	Delivery	\$55,000.00
Passenger Van	TBD	Staff	\$50,000.00
Passenger car	TBD	Staff	\$37,000.00

RAILS FY2026 System Area and Per Capita Grant Application

Exhibit 4.3: Summary of Budget Year Estimated Out-of-State Travel Information

Reason for Travel (Conference Name) and Destination	Anticipated Number of Travelers	Month of Travel and Duration	Budgeted Cost
AASL Conference, St. Louis, MO	2	October 2025, 3 days	\$2,523
ALA Core Forum, Denver, CO	2	November 2025, 3 days	\$3,644
AMA Symposium for the Marketing of Higher Education, National Harbor, MD	1	November 2025, 4 days	\$1,914
ARSL Conference, Albuquerque, NM	2	September 2025, 4 days	\$3,170
Charleston Library Conference, Charleston, SC	1	November 2025, 5 days	\$2,610
Computers in Libraries, Arlington, VA	2	March 2026, 3 days	\$4,200
Data Conference, Location TBD	1	Month TBD, Duration TBD	\$1,050
Defcon, Las Vegas, NV	3	August 2025, 4 days	\$5,550
Drupal Government Conference, College Park, MD	1	August 2025, 3 days	\$1,350
Electronic Resources & Libraries, Austin, TX	1	March 2026, 4 days	\$2,050
ICOLC Conference, Location TBD	3	Month TBD, Duration TBD	\$5,350
Illinois Association of Museums Conference, Davenport, IA	1	July and August 2025, 4 days	\$685
PLA Conference, Minneapolis, MN	11	April 2026, 3 days	\$16,504
PRSA Icon Conference, Washington, DC	1	October 2025, 3 days	\$1,350
	Total		\$51,950

4 Exhibit 4. All Agency Contracts Including Rental Agreements

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount for the Budget Year	Comments
Abila P.O. Box 737451 Dallas, TX 75373-7451	Information Service Costs	Accounting Software – Burr Ridge location	3/31/2025 - 3/30/2026 Renewed Annually	Budget Year - \$7,448.84 annual license and maintenance fee	
ADT Security Service P.O. Box 371878 Pittsburgh, PA 15250	Other Buildings and Grounds	Alarm Service – Rockford location	5/7/2024 – 5/6/2027	Budget Year - \$52.99 per month	
Ancel Glink 140 South Dearborn Street, Suite 600 Chicago, IL 60603	Legal	General Corporate Counsel – all RAILS locations	5/1/2014 – Until Termination	Budget Year - \$235.00 - \$250.00 per hour	
Ancel Glink 140 South Dearborn Street, Suite 600 Chicago, IL 60603	Consulting	FOIA Hotline for RAILS and IHLS Members – all RAILS and IHLS locations	3/11/2016 – Until Termination	Budget Year - \$235.00 - \$250.00 per hour	
AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752	Telephone and Telecommunications	MIS Ethernet Access – Bolingbrook location	7/1/2025 – 6/30/2027	Budget Year - \$448.00 per month	
AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752	Telephone and Telecommunications	MIS Ethernet Access and Managed Router – Burr Ridge location	7/1/2025 – 6/30/2027	Budget Year - \$792.80 per month	
Auto-Graphics, Inc. 15218 Summit Ave., Suite 300 Box #240 Fontana, CA 92336	Other Contractual Services	Find More Illinois Platform Subscription – all RAILS locations	7/1/2024 – 6/30/2029	Budget Year - \$110,000.00 annual base fee. Tier 1 (21 to 200 libraries) \$0.00 – \$600.00 paid quarterly per public, school, special, and academic library. Tier 2 (201 to 300 libraries) \$0.00 - \$500.00 paid quarterly per public, school, special, and academic library.	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount for the Budget Year	Comments
Baker & Taylor, LLC 2810 Coliseum Centre Drive, Suite 300 Charlotte, NC 28217	Other Contractual Services	Content Café Subscription for Find More Illinois – all RAILS locations	3/1/2025 – 2/28/2026 Renewed Annually	Budget Year - \$5,058.90 per year	
Beary Landscape Management 4627 Elm Avenue Brookfield, IL 60513	Building Repairs and Maintenance	Lawn and Landscape Care – Burr Ridge location	4/1/2024 – 10/31/2025	Budget Year - \$730.00 per month commencing April 1, 2025 through October 31, 2025 for spring clean-up, edge beds and tree rings, cultivate beds and tree rings, weekly service of mowing and perennial beds maintenance, prune shrubs, fall clean up, turf application in spring, summer, and fall.	
Chicago Metropolitan Fire Prevention Co. 820 North Addison Avenue Elmhurst IL 60126	Other Buildings and Grounds	Fire Alarm Monitoring Service – Burr Ridge location	1/1/2025 – 12/31/2025 Renewed Annually	Budget Year - \$108.00 per quarter	
Comcast P.O. Box 4089 Carol Stream, IL 60197-4089	Telephone and Telecommunications	Internet Service – Rockford location	4/18/2024 – 4/17/2026	Budget Year - \$179.90 per month	
Consortia Manager Lergravsvej 61, 2300 Copenhagen S, Denmark	Other Contractual Services	Subscription Automation Software for Member Library Group Purchases – all RAILS locations	4/1/2025 – 3/31/2026	Budget Year - \$21,687.00 annual license fee	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount for the Budget Year	Comments
Continental Transportation Solutions, Inc. 2881 Busse Road Elk Grove Village, IL 60007	Other Contractual Services	Outsourcing of Burr Ridge and Wheeling Delivery	9/1/2024 and Continue on Month-to-Month	Budget Year - \$29.96 per stop for delivery, and a fuel surcharge ranging from 3.00% to 15.00% of the delivery portion of the per stop charges	
Dixie Venture, Inc. 6000 West War Memorial Dr. Peoria, IL 61615 As Successor of Family Video Movie, Club, Inc. Keith Hoogland Limited Partnership	Rental Payment	Lease Agreement – East Peoria location	7/1/2025 – 6/30/2026	Budget Year - \$6,545.53 per month through June 30, 2026 with 72% of building expenses as well as 39% of property expenses incurred by the landlord including real estate taxes and operating expenses	Exercise of third extension in original lease signed 6/26/2021
Dynegy Energy Services, LLC 6555 Sierra Drive Irving, TX 75039	Utilities	Electricity – Burr Ridge location	5/1/2023 – 5/31/2026	Budget Year – Fixed Energy Price @ \$0.06411 per kWh	
Employee Benefits Corp. P.O. Box 44347 Madison, WI 53744-4347	Other Fringe Benefits	Renewal Fee for Premium Pretax Benefit Plan – all RAILS locations	7/1/2025 – 6/30/2026 Renewed Annually	Budget Year - \$87.12 per month and \$275.00 per year	
Freedom Lifted, LLC 1448 E 52nd St #265 Chicago, IL 60615	Conferences and Continuing Education Meetings	Continuing Education for Justice at Work Courses – all RAILS locations	9/16/2024 – 9/15/2025	Budget Year - \$10,000.00 per year	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount for the Budget Year	Comments
First Bankcard c/o First National Bank of Omaha P.O. Box 2818 Omaha, NE 68103	Miscellaneous	Commercial Credit Cards – all RAILS locations	8/1/2024 – 7/31/2025 Renewed Annually	Budget Year - \$135.00 per year	
Groot, Inc. 8475 53rd St. McCook, IL 60525	Other Buildings and Grounds	Trash and Recycling Removal – Bolingbrook location	7/1/2025 – 6/30/2028 with an additional renewal period of 12 months	Budget Year - \$101.25 per month. For year one, the charges will not increase.	
Groot, Inc. 8475 53rd St. McCook, IL 60525	Other Buildings and Grounds	Trash and Recycling Removal – Burr Ridge location	4/1/2024 – 3/31/2029 with an additional renewal period of 12 months	Budget Year - \$106.84 per month. For year one, the charges will not increase. For years 2 through 3, the charges will not increase by more than 8% per year.	
HR Source 3025 Highland Parkway, Suite 225 Downers Grove, IL 60515	Consulting	Management Association Memberships and CE Events for RAILS Member Libraries – all RAILS locations	7/1/2025 – 6/30/2026 Renewed Annually	Budget Year - \$20,000.00 down payment and pro-rated additional fees based on participation at \$630.00 per library	
i3 Broadband, LLC 602 High Point Lane East Peoria, IL 61611	Telephone and Telecommunications	Internet Service – East Peoria location	3/19/2025 – 3/18/2028	Budget Year - \$424.98 per month	
Illinois Department of Central Management Systems dba Technology Management Revolving Fund P.O. Box 10191 Springfield, IL 62791-0191	Telephone and Telecommunications	Co-Location and Bandwidth for RSA Servers – East Peoria location	7/1/2025 – 6/30/2026	Budget Year - \$240.00 per month	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount for the Budget Year	Comments
Infinite Connections, Inc. 1647 West Erie, Ste 1 Chicago, IL 60622	Consulting	Assess, process, and submit forms for E-Rate filing	1/10/2025 – 12/31/2026	Budget Year - \$2,500.00 fixed fee basis through December 31, 2026	
KONE Inc P.O. Box 734874 Chicago, IL 60673-4874	Equipment Repair and Maintenance Agreements	Elevator Maintenance – Coal Valley location	4/1/2025 – 3/31/2026 Renewed Annually	Budget Year - \$716.40 per year	
Konica Minolta 1111 Old Eagle School Road Wayne, PA 19807	Equipment Rental	Copier Lease – all RAILS locations	9/14/2023 – 9/14/2025	Budget Year - \$538.87 per month	
Lane Real Estate LLC 2005 15th Street Rockford, IL 61104	Rental Payment	Lease Agreement – Rockford location	3/1/2024 – 2/28/2027	Budget Year - \$3,165.07 per month through February 28, 2026 and \$3,260.01 per month through February 28, 2027 with \$804.75 per month for real estate taxes	
LIRA c/o ILA 560 W. Washington Blvd., Ste. 330 Chicago, IL 60661-2692	Liability Insurance, Property Insurance, Vehicle Insurance, Workman's Comp. Insurance, and associated fees	Insurance Risk Management Services – all RAILS locations	Indefinite, but 3 Year Minimum (Initially joined March 2014)	Budget Year - \$269,107.50 per year through December 31, 2025	
Lyrasis 3390 Peachtree Rd., NE Suite 400 Atlanta, GA 30326	Conferences and Continuing Education Meetings	Lyrasis Group Agent Membership – all RAILS locations	7/1/2025 – 6/30/2026	Budget Year - \$2,450.00 per year	
Mediacom dba MCC Telephony, LLC 1 Mediacom Way Mediacom Park, NY 10918	Telephone and Telecommunications	Internet Service – Coal Valley location	7/1/2025 – 6/30/2028	Budget Year - \$350.00 per month	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount for the Budget Year	Comments
OPP. Franchising, Inc. dba Jani-King of IL 2791 Momentum Place Chicago, IL 60689-5327	Custodial/Janitorial Service and Supplies	Cleaning Service – Bolingbrook location	3/10/2025 – 3/9/2026 Renewed Annually	Budget Year - \$1,690.00 per month, five times per week cleaning for entrance, offices, restroom, empty garbage in warehouse nightly, and warehouse to be cleaned once per month	
PHD Services, LLC 519 Abington Street Peoria, IL 61603	Custodial/Janitorial Service and Supplies	Cleaning Service – East Peoria location	1/1/2025 – 12/31/2025 Renewed Annually	Budget Year - \$761.66 per month	
Pitney Bowes Inc. 27 Waterview Drive Shelton, CT 06484	Postage	Postal Meter - Burr Ridge location	1/1/2025 – 12/31/2025 Renewed Annually	Budget Year - \$252.84 per quarter and \$608.04 per year	
PremiStar-North, formerly West Town Mechanical 18 Congress Circle West Roselle, IL 60172	Building Repairs and Maintenance	HVAC Maintenance – Burr Ridge location	7/1/2025 – 6/30/2026 Renewed Annually	Budget Year - \$702.00 per month	
Quipu Group, LLC 820 S. Monaco Parkway, #453 Denver, CO 80224	Other Contractual Services	Museum Pass – all RAILS locations	10/1/2024 – 9/30/2025 Renewed Annually	Budget Year - \$43,979.00 per year	
Reliable Fire & Security 12845 S. Cicero Ave. Alsip, IL 60803	Other Buildings and Grounds	Sprinkler and Fire Systems Inspection – Burr Ridge location	7/1/2025 – 6/30/2026 Renewed Annually	Budget Year – fire alarm inspection - \$650.00, halon inspection - \$653.00 twice a year, sprinkler system inspection - \$560.00, emergency light inspection - \$475.00, and fire extinguisher testing and recertification - \$285.25	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount for the Budget Year	Comments
Republic Services 6449 Valley Drive Bettendorf, IA 52722-555858	Other Buildings and Grounds	Trash and Recycling Removal – Coal Valley location	9/1/2024 – 8/31/2025 Renewed Annually following Initial Term	Budget Year - \$88.29 per month with a 10% increase on pickup service effective 9/2024	
Rock River Disposal Services, Inc. 4002 S. Main St. Rockford, IL 61102	Other Buildings and Grounds	Trash and Recycling Removal – Rockford location	4/1/2024 – 3/31/2027 Month to Month after Initial Term	Budget Year - \$40.05 bi-weekly, with no more than a 3% increase per year for the second and third contract years	
Shallow Bay – Chicago Industrial Property Investors LP Westmount Realty Capital 700 N. Pearl St., #1650 Dallas, TX 75201 Purchased from Up Crossroads, LLC	Rental Payment	Lease Agreement - Bolingbrook location	Suites A, B, and C – 6/01/2025 – 11/30/2027 Suite D – 12/01/2024 – 11/30/2027	Budget Year - \$10,921.43 per month commencing on June 1, 2025 through May 31, 2026 for Units A, B and C increasing to \$11,358.28 per month through May 31, 2027, and \$3,918.00 per month commencing on December 1, 2024 through November 30, 2025 for Unit D increasing to \$4,074.72 per month through November 30, 2026, all units with 21.80% of all additional rent incurred by the landlord including real estate taxes, insurance, and operating expenses	Exercise of fifth amendment in original lease signed 3/28/2013.
Sikich CPA LLC 1415 W. Diehl Rd., Suite 400 Naperville, IL 60563	Accounting	Annual Financial Audit and Single Audit – all RAILS locations	FY25 – FY29	Budget Year - \$18,500 for annual financial audit and \$3,000 for single audit	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount for the Budget Year	Comments
Stuard & Associates 7500 N. Blue Heron Drive Unionville, IN 47468	Building Repairs and Maintenance	Elevator Inspection – Coal Valley location	6/3/2025 – 6/2/2026 Renewed Annually	Budget Year - \$220.00 per year	
Thermflo, Inc. 875 Busch Parkway Buffalo Grove, IL 60089	Equipment Repair and Maintenance Agreements	Generator Maintenance – Burr Ridge location	6/1/2025 – 5/31/2026	Budget Year - \$1,897.00 per year for annual oil, oil filter, fuel filter, and air filter replacement and software updates. Additional services will be billed on a per incident basis including \$500.00 for evening and Saturday service, \$1,000.00 for Sunday and Holiday service, \$1,287.00 for 2 hour progressive load bank test, \$1,487.00 for progressive load bank test, and labor charges ranging from \$192.00 - \$341.00 per hour in addition to a \$185.00 truck charge.	
University of Illinois P.O. Box 820 Rantoul, IL 61866	Fees for Services and Materials Revenue	ILDS Delivery Service	7/1/2024 – 6/30/2025 with four additional optional renewal years - 7/1/2025 - 6/30/2029	Budget Year - \$756,957.13 for Year Two with Years Three through Five increasing annually by 4%, and \$4,312.78 per additional delivery stop with each additional stop for Years 3 – 5 increasing annually by 4%. In addition, a 0% to 4% monthly fuel surcharge based on the Energy Information Administration monthly Chicago Index price per gallon.	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount for the Budget Year	Comments
Vestis First Aid and Safety, LLC 2680 Palumbo Drive, Suite 100 Lexington, KY 40509	General Office Supplies and Equipment	First Aid Kit Supplies – Burr Ridge and Bolingbrook locations	Renewed Annually	Budget Year – As needed refills per item used (average of \$140.00 per month)	
Vivica Partners LLC 2018 Dewes Street Glenview, IL 60025	Conferences and Continuing Education Meetings	Design and Facilitation for Illinois Library Leaders Cohort Program	7/1/2025 – 6/30/2026	Budget Year - \$15,000.00	
WEX Health, Inc. 4321 20 th Avenue SW Fargo, ND 58103	Other Fringe Benefits	Renewal Fee for FSA and HRA Benefit Plans – all RAILS locations	1/1/2025 – 1/1/2026	Budget Year – FSA @ \$5.15 per participant per month (minimum of \$50.00 per month), HRA @ \$5.00 per participant per month	
Wright National Flood Insurance Company P.O. Box 33003 St. Petersburg, FL 33733-8003	Property Insurance	Flood Insurance – Coal Valley location	12/26/2024 – 12/26/2025 Renewed Annually	Budget Year – 2,128.00 per year	
Wyffels Family Inc. 606 Rock Point Rd. Colona, IL 61241	Building Repairs and Maintenance	Lawn and Landscape Care – Coal Valley location	2/16/2025 – 10/31/2025 Renewed Annually	Budget Year - \$127.00 per week for mow, trim, blow, and edge, \$200.00 per seasonal cleanup (Spring and Fall), \$150.00 per lawn weed control application (2 times per year), \$160.00 per fertilizer application (April and June), and \$150.00 per tree trimming (2 times per year)	Depending on the weather and growth of the lawn contract could be extended through November 2025.

RAILS LLSAP Support Grant Agreement

Grantor: Reaching Across Illinois Library System ("RAILS") , a body politic.

Street Address: 125 Tower Drive City/State/Zip: Burr Ridge, IL 60527

Email Address: monica.harris@railslibraries.org Attention to: Monica Harris, Executive Director

Grantee: Cooperative Computer Services

Street Address: 3355 N. Arlington Heights Rd., Suite J City/State/Zip: Arlington Heights, IL 60004

Email Address: rmalinowski@ccslib.org Attention to: Rebecca Malinowski, Executive Director

Grant Amount:	Total Allocation	\$223,995.00
	Estimated Cost of RAILS services	\$0.00
	Financial support	\$223,995.00

Effective Date: July 1, 2025 Termination Date: June 30, 2026

THIS AGREEMENT is made and entered into the above-referenced date, by and between, Grantee and RAILS.

Whereas, Local Library System Automation Programs (LLSAPs) 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, and

Whereas, it is the desire of RAILS to strengthen resource sharing in the state of Illinois and support the activities of LLSAPs; and

Whereas, RAILS staff have reviewed the Application, by this reference made part of this Agreement, as Appendix F, and verified that Grantee meets the criteria for a RAILS LLSAP as set forth in Appendix B (Services Provided by Grantee); and

Whereas, RAILS does hereby agree to provide the Grant Amount as financial and/or in-kind support as set forth in Appendices A and C and Grantee hereby accepts the support upon the terms and conditions hereinafter provided,

NOW, THEREFORE, in consideration of the mutual undertakings and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

Article 1: Term and Termination. Subject to the provisions for termination as hereinafter provided, this Agreement shall become effective on the Effective Date and shall be terminated on the Termination Date, unless terminated by mutual written consent of both Parties or by either Party upon one hundred twenty (120) days' written notice to the other Party. RAILS shall be responsible for in-kind services through the termination date and all payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 2: Services and Costs. Contingent upon state funding, RAILS and Grantee, respectively, shall provide the services set forth in Appendices A and B. The Cost and Financial Responsibility as allocated between the Parties are set forth in Appendices D and E. The Appendices are exhibits to this Agreement and are incorporated herein.

Article 3: Funding. If, in any fiscal year, funding to RAILS from the Illinois Secretary of State by the Illinois State Library ceases or fails to make available sufficient funds for this Agreement, RAILS may, but shall not be obligated to, terminate this Agreement upon written notice to Grantee, effective as of the date of the termination or discontinuance of such funding. All payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 4: Reporting Requirements. The Grantee agrees to supply RAILS with annual program progress reports until termination of this agreement. Annual reports are due on July 31, 2026. Grantee also agrees to supply RAILS with any reports and information necessary to satisfy RAILS' own reporting requirements to the Illinois State Library. The Grantee agrees to exercise good faith in the performance of this Agreement and to provide such additional information as RAILS determines is necessary and appropriate.

Article 5: Records and Documentation. The Grantee shall maintain, for a minimum of three years from the later date of either: (a) final payment under the Agreement or (b) the completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, receipts, and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records, and supporting documents related to the Agreement shall be available for review and audit by RAILS; and the Grantee agrees to cooperate fully with any audit conducted by RAILS or agents acting on behalf of RAILS and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of RAILS for the recovery of any funds paid by RAILS under the Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

Article 6: Freedom of Information Act. The Grantee and RAILS recognize and agree that this Agreement, required reports, and other information provided to RAILS are public records as defined in the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

Article 7: Liability.

A. Indemnity. The Grantee agrees that RAILS shall not be liable in relation to and does hereby hold harmless and indemnify RAILS, all RAILS officials, officers, employees, agents, representatives, consultants, and attorneys, from any and all claims that may be asserted at any time against any of them in connection with (i) RAILS' review and approval of the Project; (ii) the payment of the Grant Amount; or (iii) RAILS' assent to the terms and provisions of this Agreement and the Grantee's Project.

B. Defense Expense. The Grantee shall, and does hereby agree to, pay all expenses, including without limitation legal fees and administrative expenses, incurred by RAILS in defending itself with regard to any and all of the claims referenced in Article 7.A of this Agreement.

C. Limited Liability. RAILS does not assume any liability for acts or omissions of the Grantee and such liability rests solely with the Grantee. Without limiting the generality of the foregoing:

- (1) RAILS' review of the Application and assent to the terms and provisions of this Agreement do not, and shall not, in any way, be deemed to insure the Grantee, or any of its heirs, successors, assigns, tenants, and licensees, or any other Person, against damage or injury of any kind at any time.
- (2) Any specification, description, or objective in this agreement concerning the operation of the Integrated Library System ("ILS") is a statement of the understanding of the parties as to the design and service objectives of the ILS, and does not create an express or implied warranty that the ILS does or will always continue to operate as described.
- (3) Notwithstanding any other provision of this agreement, neither RAILS nor its officers, board members, employees or agents shall be liable to or through the LLSAP members for any damages, including but not limited to direct, indirect, incidental or consequential damages sustained or incurred in connection with the performance or nonperformance of services under this agreement, and any amendments thereto, or the provision, use or operation of the ILS or services provided pursuant to this agreement and any amendments thereto, regardless of the form of action and whether or not such damages are foreseeable.
- (4) Neither party to this agreement, including their officers, board members, employees and agents, shall be liable in any way for delays, failure in performance, loss or damage due to force majeure conditions or causes beyond such party's reasonable control.
- (5) Any action in law or in equity arising from or in connection with any matter under this agreement must be brought within two years after the cause of action has accrued, except claims for damages which may be covered under the Illinois Tort Immunity Act.
- (6) Except as set forth expressly in this agreement, no warranties, express or implied, including warranties of merchantability or fitness for a particular purpose are made by RAILS.
- (7) The terms and conditions in this Article 7 shall survive the termination of this agreement.

Article 8: Applicable Law. This Agreement shall be governed in all respects by the laws of the State of Illinois. In compliance with the United States and Illinois Constitutions, the Illinois Human Rights Act, the United States Civil Rights Act, and Section 504 of the Federal Rehabilitation Act and other applicable laws and rules, RAILS does not unlawfully discriminate in the awarding of grants or any other activity.

Article 9: Notices. All notices required under the terms of this Agreement shall be in writing, and delivered electronically, in person, or by certified or registered mail with return receipt to the above-referenced addresses of the parties hereto. A party may change its address by notice in the manner prescribed in this Article.

Article 10: Breach. Any breach of this Agreement by the Grantee will allow RAILS to terminate this Agreement without penalty, and to seek enforcement of this Agreement by suit, action, mandamus, or any other proceeding in law or in equity, including without limitation specific performance to compel the performance of this Agreement. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

Article 11. No Third Party Beneficiaries. No claim as a third party beneficiary under this Agreement by any person or entity shall be made, or be valid, against the RAILS or the Grantee.

Article 12: Certification. The Grantee does hereby ratify and adopt all assurances, statements, descriptions, representations, warranties, covenants, and agreements submitted to RAILS and referred to in this Agreement. The Grantee certifies that all information in the Agreement is true and correct to the best of the Grantee's knowledge, information, and belief; that the grant funds shall be used only for the services to its members as described in this Agreement; and that the award of grant funds is conditioned upon said certification.

Article 13: Insurance. Grantee will provide all insurance for its employees (if any) and will procure insurance that covers all equipment it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment. RAILS will provide all insurance for its employees and will procure insurance for all equipment and vehicles that it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment or vehicles. Each entity will provide workers compensation for its own employees. Grantee is not covered by any RAILS cyber security insurance policy, and may decide to procure its own if it wishes.

Article 14: Amendments; Waivers. This Agreement and the rights created by this Agreement may not be amended, modified, or waived in any respect except by written agreement expressly referring to this Agreement and duly and validly authorized, executed, and delivered by the Parties.

Article 15: Relationship of the Parties. RAILS shall act as an independent contractor with respect to the provision of the services pursuant to this Agreement. Nothing in this Agreement is intended, or shall be construed or applied, to create the relationship of principal and agent, employer and employee, partners, or joint ventures between RAILS and Grantee. No employer/employee relationship shall be created by this Agreement between Grantee and any RAILS employee providing services under the terms of this Agreement.

Article 16: Severability. The provisions of this Agreement are severable if any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law or contrary to any rule or regulation having the force and effect of law; such decision shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, either Party may terminate this Agreement forthwith, upon the delivery of written notice of termination of the other Party.

Article 17: Entire Agreement. It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements in negotiations between the Parties relating to the subject matter hereof.

Article 18: Successors. This Agreement shall be binding upon successors of the Parties.

Article 19: Authority. Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith.

Article 20: Execution in Counterparts. This Agreement may be executed in counterparts. Facsimile signatures shall be sufficient.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Execution Date.

GRANTEE

ATTEST

Signature: 

Printed Name: Rebecca Malinowski

Title: Executive Director

Date: February 3, 2025

RAILS

Signature: 

Printed Name: Monica Harris

Title: Executive Director

Appendix A – SERVICES PROVIDED BY RAILS

Core Services

All LLSAPs receive the following services from RAILS. No expenses will be deducted from cash support.

Meeting Rooms

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability; the general guidelines posted on the RAILS website; and any restrictions in access, capacity, and other factors that may arise in connection with public health or other issues. Access for advance scheduling and event management is provided via L2.

Communication and Collaboration

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events, as well as API access for event and directory data.

Grants for New Members

1. When funds are available, and subject to the application and award decision process, requirements, and other RAILS procedures, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

Optional Services

Cost-recovery expenses will be deducted from Grantee's total support allocation.

Financial Services

RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts and the Uniform Accounting and Reporting Manual for Illinois Library Systems. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by the LLSAP to its member libraries.
2. Processing vendor invoices and payments.
3. Financial reconciliations and the provision of financial information for board packets, actuarial valuations, insurance audits and renewals, tax forms, eCommerce, or other business purposes.
4. Audit support, including providing the chosen auditor with requested documents and reports as well as reviewing financial statements and any auditor-proposed adjustments.
5. Supply information and assistance, as needed, for preparation of LLSAP draft and final budgets.
6. Provide banking assistance to include lock box establishment and administration, Positive Pay administration, as well as ACH transactions.

Appendix B – SERVICES PROVIDED BY GRANTEE

1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
 - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. 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).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
 - a. Providing statistics to support delivery improvements
 - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
 - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

Appendix C – LLSAP Support Allocation Summary

Appendix C: FY2026 RAILS LLSAP Support Grant - Financial Support Allocations

Money Allocation Per Metric		% of Total
Collection Expenditures Per Capita	\$750,000	33%
Annual Fee as Percentage of Library Operating Budget	\$700,000	31%
Interlibrary Loan and Reciprocal Borrowing Transactions	\$400,000	18%
Multi-type (nonpublic) Membership	\$400,000	18%
Total	\$2,250,000	100%

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$31,878	\$49,259	\$142,857	\$0	\$223,995	10.0%
Pinnacle	\$10,929	\$16,420	\$29,177	\$0	\$56,527	2.5%
PrairieCat	\$224,871	\$233,333	\$54,897	\$67,039	\$580,140	25.8%
RRLC	\$20,288	\$3,457	\$832	\$46,927	\$71,504	3.2%
RSA	\$284,971	\$214,321	\$64,635	\$252,514	\$816,441	36.3%
SWAN	\$177,062	\$183,210	\$107,602	\$33,520	\$501,394	22.3%
Total	\$750,000	\$700,000	\$400,000	\$400,000	\$2,250,000	100.0%

Collection Expenditures Per Capita					
Quartile	1	2	3	4	
Dollars per library	\$3,125	\$2,344	\$1,563	\$773	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

CE/Pop	1	2	3	4	Total
CCS	0	2	8	19	29
Pinnacle	1	1	3	1	6
PrairieCat	32	34	21	16	103
RRLC	2	3	3	3	11
RSA	41	36	35	23	135
SWAN	20	20	26	35	101
Total	96	96	96	97	385

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$12,500	\$14,691	\$31,878
Pinnacle	\$3,125	\$2,344	\$4,688	\$773	\$10,929
PrairieCat	\$100,000	\$79,688	\$32,813	\$12,371	\$224,871
RRLC	\$6,250	\$7,031	\$4,688	\$2,320	\$20,288
RSA	\$128,125	\$84,375	\$54,688	\$17,784	\$284,971
SWAN	\$62,500	\$46,875	\$40,625	\$27,062	\$177,062
Total	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

LLSAP Annual Fee as Percentage of Library Operating Budget					
Quartile	1	2	3	4	
Dollars per library	\$3,457	\$2,593	\$1,728	\$864	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

AF/OE	1	2	3	4	Total
CCS	1	9	7	12	29
Pinnacle	3	2	0	1	6
PrairieCat	36	26	17	14	93
RRLC	0	0	0	4	4
RSA	25	27	23	21	96
SWAN	16	17	34	29	96
Total	81	81	81	81	324

AF/OE	1	2	3	4	Total
CCS	\$3,457	\$23,333	\$12,099	\$10,370	\$49,259
Pinnacle	\$10,370	\$5,185	\$0	\$864	\$16,420
PrairieCat	\$124,444	\$67,407	\$29,383	\$12,099	\$233,333
RRLC	\$0	\$0	\$0	\$3,457	\$3,457
RSA	\$86,420	\$70,000	\$39,753	\$18,148	\$214,321
SWAN	\$55,309	\$44,074	\$58,765	\$25,062	\$183,210
Total	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

Total Interlibrary Loan and Reciprocal Borrowing Transactions	
Money Allocation	\$400,000

ILL/RB	3-year Total	% of Total
CCS	9,217,329	35.71%
Pinnacle	1,882,568	7.29%
PrairieCat	3,542,010	13.72%
RRLC	53,663	0.21%
RSA	4,170,311	16.16%
SWAN	6,942,643	26.90%
Total	25,808,524	100.00%

ILL/RB	Total
CCS	\$142,857
Pinnacle	\$29,177
PrairieCat	\$54,897
RRLC	\$832
RSA	\$64,635
SWAN	\$107,602
Total	\$400,000

Multitype Membership Bonus				
Dollars per library	Per year			
	\$2,234.64			
Money Allocation	Academic	School	Special	Total
Percent of Total	10.60%	84.90%	4.50%	100.00%
Dollar Amount	\$42,211	\$339,698	\$18,090	\$400,000

Multi-type	Academic	School	Special	Total
CCS	0.00%	0.00%	0.00%	0.00%
Pinnacle	0.00%	0.00%	0.00%	0.00%
PrairieCat	3.35%	13.41%	0.00%	16.76%
RRLC	0.00%	11.73%	0.00%	11.73%
RSA	3.35%	55.87%	3.91%	63.13%
SWAN	3.35%	1.68%	3.35%	8.38%
Total	10.06%	82.68%	7.26%	100.00%

Multi-type	Academic	School	Special	Total
CCS	\$0	\$0	\$0	\$0
Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	\$13,408	\$53,631	\$0	\$67,039
RRLC	\$0	\$46,927	\$0	\$46,927
RSA	\$13,408	\$223,464	\$15,642	\$252,514
SWAN	\$13,408	\$6,704	\$13,408	\$33,520
Total	\$40,223	\$330,726	\$29,050	\$400,000

Appendix D – COST

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$223,995.00 to Grantee in FY2026. This represents the Grantee's total support allocation (Appendix C).

This amount may be adjusted by mutual written agreement between RAILS and Grantee at least ninety (90) days before the adjustment takes effect.

Payments will be made by RAILS in equal quarterly installments, on or immediately following July 1, October 1, January 1, and April 1.

Appendix E – FY2026 RAILS LLSAP SUPPORT GRANT APPLICATION



FY2026 RAILS LLSAP Support Grant Application

Local Library System Automation Programs (LLSAPs) are invited to apply for support from RAILS via an annual grant award process. Support is provided through direct financial support and/or services. If RAILS services are provided, the cost of providing those services will be calculated and deducted from the LLSAP's financial award. Total support to LLSAPs will not exceed the amount of the allocation as determined by the support formula. Funding is contingent on the availability of state funding.

LLSAP Definition

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." 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 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*

Eligibility

Consortia in the RAILS service area meeting the criteria outlined in the LLSAP Definition are invited to apply for this grant according to the requirements, timeline, and procedures outlined below. Eligibility requirements are rooted in the LLSAP definition, and include:

1. Newly formed consortia will not be eligible unless RAILS agrees a new consortium is in the best interests of the communities served.
2. The consortium must demonstrate commitment to resource sharing within and beyond the consortium in a multitype library environment.
3. The consortium must be open to growing its membership.

How to Apply

1. Complete the attached application form.
2. Complete the webform and two linked spreadsheets at https://railslibraries.org/form/railcar_fy26.
3. Assemble required documentation.
4. Submit application package via email to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.org). Please combine multiple PDFs into one file.

Timeline

Final timing of some steps may be subject to change based on several factors, including approval of RAILS' application for its funding via the Illinois State Library Area and Per Capita (APC) grant, and RAILS Board actions that may affect LLSAP funding. Funding is contingent on the availability of state funding.

September 16, 2024	Application package due to RAILS
September—October 2024	RAILS reviews grant applications and determines awards
October 2024	RAILS responds with award letter and grant agreement
January 31, 2025	Signed grant agreements due to RAILS
July 1, 2025	FY2026 grant payments and services begin
July 31, 2026	Annual reports due to RAILS

Questions?

Direct questions, application materials, and other communications to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.org).

Intent of Application

Select one checkbox to indicate what type of support your consortium wishes to receive from RAILS. All LLSAPs receive core services. Funding of all services is contingent on the availability of state funding.

- ☐ Core services only (no financial support)
- ☐ Financial support only
- ☐ Financial support plus selected optional services as listed below

Consortium Information

Consortium Name: _____

Consortium Website URL: _____

Primary Contact

RAILS' primary contact for the application, award, and reporting process; generally the Executive Director or equivalent.

Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Other Contact (Optional)

An additional individual, if applicable, such as the Board President, who is in a position of leadership in the consortium and would also serve as a representative throughout the process.

Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Staff Contacts

Please attach a list of staff names, titles, departments, and contact information as applicable, or provide a link to where this information is available on your website.

URL: _____

Changes since September 1, 2023

Use this space to describe any changes to the following since September 1, 2023:

- Organization type (legal designation such as intergovernmental instrumentality, not-for-profit, etc.).
- Technology assessment (current state of the technology used to provide the consortium's services to its members, including description, age, & condition of hardware and network environment, any upgrade or migration plans, etc.).
- Resource sharing activities, including policies, documented practices, board decisions, etc.
- Commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.
- Investigation of merger or consolidation with another consortium.
- Membership composition, including new member libraries, departing member libraries, or other changes in membership status.

Services Provided

List services provided by your consortium, including membership levels and associated service levels (if applicable).

Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, including but not limited to those listed below, IF THEY HAVE CHANGED SINCE SEPTEMBER 1, 2023. Include all relevant documents, if your consortium has them, as attachments to your application packet. Use the space below as needed for any comments or explanations.

- Budget from most recent fiscal year
- Bylaws and/or other governance documents
- Policies
- Strategic plan
- LLSAP Financial Sustainability Plan

Support Grant Allocation Metrics

Each fiscal year, RAILS budgets a set amount for support grants to LLSAPs, defined as financial support and/or services, and allocates that grant funding according to a formula. LLSAPs opting to receive financial support only will receive their entire allocation disbursed in quarterly payments. If the LLSAP opts to receive any services, the cost of providing those services will be deducted from its allocation, which could result in the LLSAP making cost-recovery payments to RAILS. RAILS does not place restrictions on how LLSAPs use financial support received from RAILS, provided that the LLSAP can demonstrate the benefit to the consortium or its member libraries, and that the financial sustainability of the LLSAP is enhanced.

Review the formula and instructions and complete the form below so RAILS can determine your consortium's grant funding allocation.

LLSAP Support Grant Formula

	Quartile Allocations					
Metric	Allocated	Tier 1 Bottom 25%	Tier 2 25-50%	Tier 3 50-75%	Tier 4 Top 25%	Data Source
Collection Expenditures Collection expenditures per capita (total budget for books, periodicals, audiovisual, CDs, and electronic resources)	\$750,000	40%	30%	20%	10%	Public libraries: IPLAR Nonpublic libraries: collected and reported by LLSAP, as of mid-September in year of application Three-year average.
Annual Fee % of Operating Budget LLSAP annual fee as a percentage of library's total annual operating budget (public libraries only)	\$700,000	40%	30%	20%	10%	Operating budget: IPLAR Annual fee: reported by LLSAP in application, including OCLC
ILL/RB Transactions Total annual interlibrary loan and reciprocal borrowing transactions	\$400,000	Allocation is relative to the percent of the total transactions each LLSAP accounts for.				zILLANE reports. Three-year average.
Multi-type Bonus Multitype membership bonus (nonpublic libraries only)	\$400,000	Allocation is relative to the percent of the total nonpublic member library agencies each LLSAP accounts for.				Reported by LLSAP in application. Three-year average.

Data Collection

RAILS routinely collects key data about your consortium as a part of this application. This data helps us determine your grant award via the support formula above, and also supports our ongoing work with and understanding of RAILS LLSAPs, including via the newly developed RAILCAR data project. This data collection includes a webform and two separate spreadsheets provided via links within the webform. Login to the RAILS website is required to access the form.

RAILS' fiscal year is defined as July 1–June 30. Provide data for this period when possible, or use your consortium's fiscal year period. We will use data provided previously to calculate three-year averages for the formula where specified. Some of the terms are defined on the next page for consistency.

[RAILCAR Data \(Webform\)](#)

RAILCAR will provide a tool for analysis of quantitative and qualitative data related to LLSAP operations and member libraries, with a focus on supporting library assessment of the affordability and sustainability of LLSAP membership, and includes the data submitted via this application in addition to data from other standard sources such as IPLAR. The data points collected for RAILCAR may vary from year to year as analysis is completed and potential changes identified. Please complete the form at https://railslibraries.org/form/railcar_fy26, including the two spreadsheets linked within the form (described below). You may save a draft of a partially complete form and return to finish and submit it later if needed.

[zILLANE Report for FY2024 and Additional Member Library Data \(Spreadsheet\)](#)

The zILLANE report was originally commissioned by the Illinois State Library to help identify strategies for enhancing resource sharing in Illinois. In addition to providing some of the data required for the calculation of grant awards, it also contains useful information that supports RAILS work with and understanding of LLSAPs. Please ensure you complete the information requested in all tabs of the template, and that you use actual expenditures rather than budgeted amounts for the financial information. This spreadsheet also includes tabs for member library information that now includes a prepopulated list of member libraries. Please review and make any necessary updates. Please note the Instructions tab, and complete all other tabs as directed.

[LLSAP-Coordinated Group Purchases and Discounts \(Spreadsheet\)](#)

The purpose for collecting this information is to gain understanding of the existing deals in the LLSAP landscape and, when appropriate, to compare and support existing deals for the benefit of all organizations. The spreadsheet will contain a copy of the entries from the previous years RAILCAR submission. Please add and remove deals as needed. Please note the Instructions tab, and complete all other tabs as directed.

Definitions

Collection Budget

All operating expenditures for print, electronic, and other materials, including: books, current serial subscriptions, print and digital government documents, any other print acquisitions, ebooks, audio and video downloadables, e-serials including journals, databases, microform, CDs, DVDs, video games, maps, and materials in new and other formats. We recognize it can be challenging to collect this data for schools. Please use the most current number they are able to provide.

Interlibrary Loan

Checkouts, including renewals, resulting from the process by which a library requests material from, or supplies material to, another library, whether inside or outside the consortium. With interlibrary loan, materials move between libraries. Report on the borrowing side of the transaction.

Reciprocal Borrowing

Checkouts, including renewals, resulting from the right of a person who holds a valid, in-good-standing library registration card from a full member public library to borrow materials on site from other library system full member public libraries, whether inside or outside the consortium. With reciprocal borrowing, patrons move between libraries.

Service Population

- Schools - total student enrollment
- Academics - total student enrollment
- Special - Full-time equivalent (FTE) employees who have access to the collection

Union List

A library that contributes its holdings to the database for resource sharing activities only. Patrons of the library are not included as part of the shared patron database, and the ILS is not used for circulation activities.

Use of RAILS Funds

While RAILS places no specific restrictions on how LLSAPs use the funding allocated to them, we expect that use will be in keeping with the LLSAP definition (p. 1) and LLSAP Requirements (p. 15), that it enhances the financial sustainability of the LLSAP, and that the LLSAP can demonstrate the benefit to the consortium or its member libraries. Please detail how your consortium plans to use RAILS financial support.

Services from RAILS

Core Services

All LLSAPs receive the following services from RAILS in addition to their funding allocation.

Meeting Rooms

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability; the general guidelines posted on the RAILS website; and any restrictions in access, capacity, and other factors that may arise in connection with public health or other issues. Access for advance scheduling and event management is provided via L2.

Communication and Collaboration

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events and directory data, as well as API access for event and directory data.

Grants for New Members

1. When funds are available, and subject to the application and award decision process, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

Legacy Services

The services below are not available as new services. Some consortia will continue to receive these services in accordance with pre-existing agreements with RAILS and guided by their Financial Sustainability Plan. If your consortium currently receives any of these services, please select the services you wish to continue receiving from RAILS in FY2026.

RAILS will deduct the costs of providing the following services from your total allocation, and will provide estimated costs when making your grant award.

☐ Delivery Services to LLSAP Facility

RAILS can provide delivery service up to five days per week to LLSAP headquarters if not located in a RAILS member library, within an approximately two-hour window to be determined by RAILS. LLSAP must provide access for delivery staff, including a key and alarm code access, if delivery times are outside of LLSAP's normal business hours.

☐ Financial Services

RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts and the Uniform Accounting and Reporting Manual for Illinois Library Systems. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by the LLSAP to its member libraries.
2. Processing vendor invoices and payments.
3. Financial reconciliations and the provision of financial information for board packets, actuarial valuations, insurance audits and renewals, tax forms, eCommerce, or other business purposes.
4. Audit support, including providing the chosen auditor with requested documents and reports as well as reviewing financial statements and any auditor-proposed adjustments.
5. Supply information and assistance, as needed, for preparation of LLSAP draft and final budgets.
6. Provide banking assistance to include lock box establishment and administration, Positive Pay administration, as well as ACH transactions.

☐ Use of RAILS Facilities for Consortium Staff: IT Support

RAILS shall:

1. Provide support to Grantee staff for technical issues during RAILS business hours.
2. Manage, or contract to provide, hosted IT services and/or the data facility needed for self-hosted services, including uninterrupted power services, fire suppression system, cleaning, and security.
3. Maintain Internet connectivity and the Local Area Network ("LAN"), including network security.
4. Provide and maintain email services for Grantee help desk support and LLSAP staff, including protection against spam.
5. Provide hardware and software for all staff who perform services for the ILS, including the operating system and all required office applications.
6. Provide printer and copier equipment and support.
7. Provide remote telecommuting access for staff to the RAILS network.

☐ Use of RAILS Facilities for Consortium Staff: Facility

Please note that RAILS will contract with service providers for rent, utilities, and telecommunications for the entire facility. We will then calculate Grantee's share of these costs and deduct that amount from the total allocation. Grantee will be responsible for procuring and paying for office supplies and postage.

RAILS shall:

1. House the equipment and staff.
2. When needed to provide member support or technical support, allow Grantee staff access to RAILS facilities outside of normal business hours and on holidays.
3. Contract for utilities such as electricity, gas, and water.
4. Contract for and manage facility telecommunications, including but not limited to data lines, video conferencing, facility phones, phone system support contracts, and phone equipment.
5. In the event that the existing facility becomes unavailable, assume all costs associated with Grantee's relocation to a different facility selected by RAILS, including but not limited to moving, acquiring furniture, network infrastructure, space planning, and moving consultation. When possible, RAILS will provide at least 120 days written notice to Grantee prior to any relocation.

☐ Consortium Staffed by RAILS Employees, Including the Use of RAILS Vehicles

RAILS shall:

1. Give the LLSAP Services Manager supervisory authority for staff assigned to Grantee.
2. Give the LLSAP Services Manager the authority to develop and recommend support staffing levels, recommend new hires, and make staff assignments within the Grantee's service area.
3. Give Grantee's Board of Directors right of approval for the person selected to be the LLSAP Services Manager. If Grantee's Board of Directors determines that the performance of the LLSAP Services Manager is not satisfactory, it may request that RAILS remove him/her from the position, but RAILS will have final decision-making authority.
4. Provide adequate staffing to complete the services provided for in this Agreement and to provide prompt, efficient and responsive service to Grantee members during the hours and days determined by Grantee. RAILS will pay for all employer portions of salaries and associated taxes, retirement, health, dental, life and vision insurance.
5. Provide Human Resources support, including talent recruitment, benefits administration, employee relations, performance management, training and development, workers compensation, leave of absence administration, HRIS data management and payroll administration.
6. Provide access to system vehicles for in-state LLSAP-related travel for RAILS staff assigned to Grantee. Travel reimbursement by RAILS may be substituted when system vehicles are unavailable.

Use this space, or a separate attached document, to describe any plans you have to transition these services away from RAILS operations and provide them independently, or if your planned use of these services during FY2026 will differ significantly from the descriptions

☐ Agreement to LLSAP Requirements

Use the checkbox to indicate your agreement to the LLSAP requirements. These requirements will be included in the RAILS LLSAP support grant agreement.

1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
 - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to any procedures and communication practices that may apply to the creation of or edits to specific items in L2, as well as all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. 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).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
 - a. Providing statistics to support delivery improvements
 - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
 - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

Authorized Signatures

Primary Contact

Name: _____

Title: _____

Signature: _____

Date: _____

Other contact (if applicable)

Name: _____

Title: _____

Signature: _____

Date: _____

RAILS LLSAP Support Grant Agreement

Grantor: Reaching Across Illinois Library System ("RAILS") , a body politic.

Street Address: 125 Tower Drive City/State/Zip: Burr Ridge, IL 60527

Email Address: monica.harris@railslibraries.org Attention to: Monica Harris, Executive Director

Grantee: Pinnacle Library Cooperative

Street Address: 20670 City Center Blvd. City/State/Zip: Crest Hill, IL 60403

Email Address: mhammermeister@pinnaclelibraries.org Attention to: Matt Hammermeister

Grant Amount: Total Allocation **\$56,527.00**

Estimated Cost of RAILS services **\$0.00**

Financial support **\$56,527.00**

Effective Date: July 1, 2025 Termination Date: June 30, 2026

THIS AGREEMENT is made and entered into the above-referenced date, by and between, Grantee and RAILS.

Whereas, Local Library System Automation Programs (LLSAPs) 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, and

Whereas, it is the desire of RAILS to strengthen resource sharing in the state of Illinois and support the activities of LLSAPs; and

Whereas, RAILS staff have reviewed the Application, by this reference made part of this Agreement, as Appendix F, and verified that Grantee meets the criteria for a RAILS LLSAP as set forth in Appendix B (Services Provided by Grantee); and

Whereas, RAILS does hereby agree to provide the Grant Amount as financial and/or in-kind support as set forth in Appendices A and C and Grantee hereby accepts the support upon the terms and conditions hereinafter provided,

NOW, THEREFORE, in consideration of the mutual undertakings and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

Article 1: Term and Termination. Subject to the provisions for termination as hereinafter provided, this Agreement shall become effective on the Effective Date and shall be terminated on the Termination Date, unless terminated by mutual written consent of both Parties or by either Party upon one hundred twenty (120) days' written notice to the other Party. RAILS shall be responsible for in-kind services through the termination date and all payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 2: Services and Costs. Contingent upon state funding, RAILS and Grantee, respectively, shall provide the services set forth in Appendices A and B. The Cost and Financial Responsibility as allocated between the Parties are set forth in Appendices D and E. The Appendices are exhibits to this Agreement and are incorporated herein.

Article 3: Funding. If, in any fiscal year, funding to RAILS from the Illinois Secretary of State by the Illinois State Library ceases or fails to make available sufficient funds for this Agreement, RAILS may, but shall not be obligated to, terminate this Agreement upon written notice to Grantee, effective as of the date of the termination or discontinuance of such funding. All payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 4: Reporting Requirements. The Grantee agrees to supply RAILS with annual program progress reports until termination of this agreement. Annual reports are due on July 31, 2026. Grantee also agrees to supply RAILS with any reports and information necessary to satisfy RAILS' own reporting requirements to the Illinois State Library. The Grantee agrees to exercise good faith in the performance of this Agreement and to provide such additional information as RAILS determines is necessary and appropriate.

Article 5: Records and Documentation. The Grantee shall maintain, for a minimum of three years from the later date of either: (a) final payment under the Agreement or (b) the completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, receipts, and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records, and supporting documents related to the Agreement shall be available for review and audit by RAILS; and the Grantee agrees to cooperate fully with any audit conducted by RAILS or agents acting on behalf of RAILS and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of RAILS for the recovery of any funds paid by RAILS under the Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

Article 6: Freedom of Information Act. The Grantee and RAILS recognize and agree that this Agreement, required reports, and other information provided to RAILS are public records as defined in the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

Article 7: Liability.

A. Indemnity. The Grantee agrees that RAILS shall not be liable in relation to and does hereby hold harmless and indemnify RAILS, all RAILS officials, officers, employees, agents, representatives, consultants, and attorneys, from any and all claims that may be asserted at any time against any of them in connection with (i) RAILS' review and approval of the Project; (ii) the payment of the Grant Amount; or (iii) RAILS' assent to the terms and provisions of this Agreement and the Grantee's Project.

B. Defense Expense. The Grantee shall, and does hereby agree to, pay all expenses, including without limitation legal fees and administrative expenses, incurred by RAILS in defending itself with regard to any and all of the claims referenced in Article 7.A of this Agreement.

C. Limited Liability. RAILS does not assume any liability for acts or omissions of the Grantee and such liability rests solely with the Grantee. Without limiting the generality of the foregoing:

- (1) RAILS' review of the Application and assent to the terms and provisions of this Agreement do not, and shall not, in any way, be deemed to insure the Grantee, or any of its heirs, successors, assigns, tenants, and licensees, or any other Person, against damage or injury of any kind at any time.
- (2) Any specification, description, or objective in this agreement concerning the operation of the Integrated Library System ("ILS") is a statement of the understanding of the parties as to the design and service objectives of the ILS, and does not create an express or implied warranty that the ILS does or will always continue to operate as described.
- (3) Notwithstanding any other provision of this agreement, neither RAILS nor its officers, board members, employees or agents shall be liable to or through the LLSAP members for any damages, including but not limited to direct, indirect, incidental or consequential damages sustained or incurred in connection with the performance or nonperformance of services under this agreement, and any amendments thereto, or the provision, use or operation of the ILS or services provided pursuant to this agreement and any amendments thereto, regardless of the form of action and whether or not such damages are foreseeable.
- (4) Neither party to this agreement, including their officers, board members, employees and agents, shall be liable in any way for delays, failure in performance, loss or damage due to force majeure conditions or causes beyond such party's reasonable control.
- (5) Any action in law or in equity arising from or in connection with any matter under this agreement must be brought within two years after the cause of action has accrued, except claims for damages which may be covered under the Illinois Tort Immunity Act.
- (6) Except as set forth expressly in this agreement, no warranties, express or implied, including warranties or merchantability or fitness for a particular purpose are made by RAILS.
- (7) The terms and conditions in this Article 7 shall survive the termination of this agreement.

Article 8: Applicable Law. This Agreement shall be governed in all respects by the laws of the State of Illinois. In compliance with the United States and Illinois Constitutions, the Illinois Human Rights Act, the United States Civil Rights Act, and Section 504 of the Federal Rehabilitation Act and other applicable laws and rules, RAILS does not unlawfully discriminate in the awarding of grants or any other activity.

Article 9: Notices. All notices required under the terms of this Agreement shall be in writing, and delivered electronically, in person, or by certified or registered mail with return receipt to the above-referenced addresses of the parties hereto. A party may change its address by notice in the manner prescribed in this Article.

Article 10: Breach. Any breach of this Agreement by the Grantee will allow RAILS to terminate this Agreement without penalty, and to seek enforcement of this Agreement by suit, action, mandamus, or any other proceeding in law or in equity, including without limitation specific performance to compel the performance of this Agreement. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

Article 11. No Third Party Beneficiaries. No claim as a third party beneficiary under this Agreement by any person or entity shall be made, or be valid, against the RAILS or the Grantee.

Article 12: Certification. The Grantee does hereby ratify and adopt all assurances, statements, descriptions, representations, warranties, covenants, and agreements submitted to RAILS and referred to in this Agreement. The Grantee certifies that all information in the Agreement is true and correct to the best of the Grantee's knowledge, information, and belief; that the grant funds shall be used only for the services to its members as described in this Agreement; and that the award of grant funds is conditioned upon said certification.

Article 13: Insurance. Grantee will provide all insurance for its employees (if any) and will procure insurance that covers all equipment it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment. RAILS will provide all insurance for its employees and will procure insurance for all equipment and vehicles that it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment or vehicles. Each entity will provide workers compensation for its own employees. Grantee is not covered by any RAILS cyber security insurance policy, and may decide to procure its own if it wishes.

Article 14: Amendments; Waivers. This Agreement and the rights created by this Agreement may not be amended, modified, or waived in any respect except by written agreement expressly referring to this Agreement and duly and validly authorized, executed, and delivered by the Parties.

Article 15: Relationship of the Parties. RAILS shall act as an independent contractor with respect to the provision of the services pursuant to this Agreement. Nothing in this Agreement is intended, or shall be construed or applied, to create the relationship of principal and agent, employer and employee, partners, or joint ventures between RAILS and Grantee. No employer/employee relationship shall be created by this Agreement between Grantee and any RAILS employee providing services under the terms of this Agreement.

Article 16: Severability. The provisions of this Agreement are severable if any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law or contrary to any rule or regulation having the force and effect of law; such decision shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, either Party may terminate this Agreement forthwith, upon the delivery of written notice of termination of the other Party.

Article 17: Entire Agreement. It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements in negotiations between the Parties relating to the subject matter hereof.

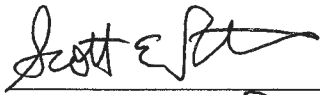
Article 18: Successors. This Agreement shall be binding upon successors of the Parties.

Article 19: Authority. Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith.


Article 20: Execution in Counterparts. This Agreement may be executed in counterparts. Facsimile signatures shall be sufficient.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Execution Date.

GRANTEE

Signature: 
Printed Name: Scott E. Poulton
Title: Chair
Date: 12/10/24

ATTEST


Matt Hammermeister
Director, Pinnacle Library Cooperative
12/10/2024

RAILS

Signature: 
Printed Name: Monica Harris
Title: Executive Director

Appendix A – SERVICES PROVIDED BY RAILS

Core Services

All LLSAPs receive the following services from RAILS. No expenses will be deducted from cash support.

Meeting Rooms

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability; the general guidelines posted on the RAILS website; and any restrictions in access, capacity, and other factors that may arise in connection with public health or other issues. Access for advance scheduling and event management is provided via L2.

Communication and Collaboration

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events, as well as API access for event and directory data.

Grants for New Members

1. When funds are available, and subject to the application and award decision process, requirements, and other RAILS procedures, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

Optional Services

Cost-recovery expenses will be deducted from Grantee's total support allocation.

Financial Services

RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts and the Uniform Accounting and Reporting Manual for Illinois Library Systems. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by the LLSAP to its member libraries.
2. Processing vendor invoices and payments.
3. Financial reconciliations and the provision of financial information for board packets, actuarial valuations, insurance audits and renewals, tax forms, eCommerce, or other business purposes.
4. Audit support, including providing the chosen auditor with requested documents and reports as well as reviewing financial statements and any auditor-proposed adjustments.
5. Supply information and assistance, as needed, for preparation of LLSAP draft and final budgets.
6. Provide banking assistance to include lock box establishment and administration, Positive Pay administration, as well as ACH transactions.

Appendix B – SERVICES PROVIDED BY GRANTEE

1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
 - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. 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).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
 - a. Providing statistics to support delivery improvements
 - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
 - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

Appendix C – LLSAP Support Allocation Summary

Appendix C: FY2026 RAILS LLSAP Support Grant - Financial Support Allocations

Money Allocation Per Metric		% of Total
Collection Expenditures Per Capita	\$750,000	33%
Annual Fee as Percentage of Library Operating Budget	\$700,000	31%
Interlibrary Loan and Reciprocal Borrowing Transactions	\$400,000	18%
Multi-type (nonpublic) Membership	\$400,000	18%
Total	\$2,250,000	100%

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$31,878	\$49,259	\$142,857	\$0	\$223,995	10.0%
Pinnacle	\$10,929	\$16,420	\$29,177	\$0	\$56,527	2.5%
PrairieCat	\$224,871	\$233,333	\$54,897	\$67,039	\$580,140	25.8%
RRLC	\$20,288	\$3,457	\$832	\$46,927	\$71,504	3.2%
RSA	\$284,971	\$214,321	\$64,635	\$252,514	\$816,441	36.3%
SWAN	\$177,062	\$183,210	\$107,602	\$33,520	\$501,394	22.3%
Total	\$750,000	\$700,000	\$400,000	\$400,000	\$2,250,000	100.0%

Collection Expenditures Per Capita					
Quartile	1	2	3	4	
Dollars per library	\$3,125	\$2,344	\$1,563	\$773	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

CE/Pop	1	2	3	4	Total
CCS	0	2	8	19	29
Pinnacle	1	1	3	1	6
PrairieCat	32	34	21	16	103
RRLC	2	3	3	3	11
RSA	41	36	35	23	135
SWAN	20	20	26	35	101
Total	96	96	96	97	385

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$12,500	\$14,691	\$31,878
Pinnacle	\$3,125	\$2,344	\$4,688	\$773	\$10,929
PrairieCat	\$100,000	\$79,688	\$32,813	\$12,371	\$224,871
RRLC	\$6,250	\$7,031	\$4,688	\$2,320	\$20,288
RSA	\$128,125	\$84,375	\$54,688	\$17,784	\$284,971
SWAN	\$62,500	\$46,875	\$40,625	\$27,062	\$177,062
Total	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

LLSAP Annual Fee as Percentage of Library Operating Budget					
Quartile	1	2	3	4	
Dollars per library	\$3,457	\$2,593	\$1,728	\$864	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

AF/OE	1	2	3	4	Total
CCS	1	9	7	12	29
Pinnacle	3	2	0	1	6
PrairieCat	36	26	17	14	93
RRLC	0	0	0	4	4
RSA	25	27	23	21	96
SWAN	16	17	34	29	96
Total	81	81	81	81	324

AF/OE	1	2	3	4	Total
CCS	\$3,457	\$23,333	\$12,099	\$10,370	\$49,259
Pinnacle	\$10,370	\$5,185	\$0	\$864	\$16,420
PrairieCat	\$124,444	\$67,407	\$29,383	\$12,099	\$233,333
RRLC	\$0	\$0	\$0	\$3,457	\$3,457
RSA	\$86,420	\$70,000	\$39,753	\$18,148	\$214,321
SWAN	\$55,309	\$44,074	\$58,765	\$25,062	\$183,210
Total	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

Total Interlibrary Loan and Reciprocal Borrowing Transactions	
Money Allocation	\$400,000

ILL/RB	3-year Total	% of Total
CCS	9,217,329	35.71%
Pinnacle	1,882,568	7.29%
PrairieCat	3,542,010	13.72%
RRLC	53,663	0.21%
RSA	4,170,311	16.16%
SWAN	6,942,643	26.90%
Total	25,808,524	100.00%

ILL/RB	Total
CCS	\$142,857
Pinnacle	\$29,177
PrairieCat	\$54,897
RRLC	\$832
RSA	\$64,635
SWAN	\$107,602
Total	\$400,000

Multitype Membership Bonus				
Dollars per library	Per year			
	\$2,234.64			
Money Allocation	Academic	School	Special	Total
Percent of Total	10.60%	84.90%	4.50%	100.00%
Dollar Amount	\$42,211	\$339,698	\$18,090	\$400,000

Multi-type	Academic	School	Special	Total
CCS	0.00%	0.00%	0.00%	0.00%
Pinnacle	0.00%	0.00%	0.00%	0.00%
PrairieCat	3.35%	13.41%	0.00%	16.76%
RRLC	0.00%	11.73%	0.00%	11.73%
RSA	3.35%	55.87%	3.91%	63.13%
SWAN	3.35%	1.68%	3.35%	8.38%
Total	10.06%	82.68%	7.26%	100.00%

Multi-type	Academic	School	Special	Total
CCS	\$0	\$0	\$0	\$0
Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	\$13,408	\$53,631	\$0	\$67,039
RRLC	\$0	\$46,927	\$0	\$46,927
RSA	\$13,408	\$223,464	\$15,642	\$252,514
SWAN	\$13,408	\$6,704	\$13,408	\$33,520
Total	\$40,223	\$330,726	\$29,050	\$400,000

Appendix D – COST

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$56,527.00 to Grantee in FY2026. This represents the Grantee's total support allocation (Appendix C).

This amount may be adjusted by mutual written agreement between RAILS and Grantee at least ninety (90) days before the adjustment takes effect.

Payments will be made by RAILS in equal quarterly installments, on or immediately following July 1, October 1, January 1, and April 1.



FY2026 RAILS LLSAP Support Grant Application

Local Library System Automation Programs (LLSAPs) are invited to apply for support from RAILS via an annual grant award process. Support is provided through direct financial support and/or services. If RAILS services are provided, the cost of providing those services will be calculated and deducted from the LLSAP's financial award. Total support to LLSAPs will not exceed the amount of the allocation as determined by the support formula. Funding is contingent on the availability of state funding.

LLSAP Definition

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." 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 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*

Eligibility

Consortia in the RAILS service area meeting the criteria outlined in the LLSAP Definition are invited to apply for this grant according to the requirements, timeline, and procedures outlined below. Eligibility requirements are rooted in the LLSAP definition, and include:

1. Newly formed consortia will not be eligible unless RAILS agrees a new consortium is in the best interests of the communities served.
2. The consortium must demonstrate commitment to resource sharing within and beyond the consortium in a multitype library environment.
3. The consortium must be open to growing its membership.

How to Apply

1. Complete the attached application form.
2. Complete the webform and two linked spreadsheets at https://railslibraries.org/form/railcar_fy26.
3. Assemble required documentation.
4. Submit application package via email to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.org). Please combine multiple PDFs into one file.

Timeline

Final timing of some steps may be subject to change based on several factors, including approval of RAILS' application for its funding via the Illinois State Library Area and Per Capita (APC) grant, and RAILS Board actions that may affect LLSAP funding. Funding is contingent on the availability of state funding.

September 16, 2024	Application package due to RAILS
September—October 2024	RAILS reviews grant applications and determines awards
October 2024	RAILS responds with award letter and grant agreement
January 31, 2025	Signed grant agreements due to RAILS
July 1, 2025	FY2026 grant payments and services begin
July 31, 2026	Annual reports due to RAILS

Questions?

Direct questions, application materials, and other communications to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.org).

Intent of Application

Select one checkbox to indicate what type of support your consortium wishes to receive from RAILS. All LLSAPs receive core services. Funding of all services is contingent on the availability of state funding.

- ☐ Core services only (no financial support)
- ☐ Financial support only
- ☐ Financial support plus selected optional services as listed below

Consortium Information

Consortium Name: _____

Consortium Website URL: _____

Primary Contact

RAILS' primary contact for the application, award, and reporting process; generally the Executive Director or equivalent.

Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Other Contact (Optional)

An additional individual, if applicable, such as the Board President, who is in a position of leadership in the consortium and would also serve as a representative throughout the process.

Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Staff Contacts

Please attach a list of staff names, titles, departments, and contact information as applicable, or provide a link to where this information is available on your website.

URL: _____

Changes since September 1, 2023

Use this space to describe any changes to the following since September 1, 2023:

- Organization type (legal designation such as intergovernmental instrumentality, not-for-profit, etc.).
- Technology assessment (current state of the technology used to provide the consortium's services to its members, including description, age, & condition of hardware and network environment, any upgrade or migration plans, etc.).
- Resource sharing activities, including policies, documented practices, board decisions, etc.
- Commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.
- Investigation of merger or consolidation with another consortium.
- Membership composition, including new member libraries, departing member libraries, or other changes in membership status.

Services Provided

List services provided by your consortium, including membership levels and associated service levels (if applicable).

Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, including but not limited to those listed below, IF THEY HAVE CHANGED SINCE SEPTEMBER 1, 2023. Include all relevant documents, if your consortium has them, as attachments to your application packet. Use the space below as needed for any comments or explanations.

- Budget from most recent fiscal year
- Bylaws and/or other governance documents
- Policies
- Strategic plan
- LLSAP Financial Sustainability Plan

Support Grant Allocation Metrics

Each fiscal year, RAILS budgets a set amount for support grants to LLSAPs, defined as financial support and/or services, and allocates that grant funding according to a formula. LLSAPs opting to receive financial support only will receive their entire allocation disbursed in quarterly payments. If the LLSAP opts to receive any services, the cost of providing those services will be deducted from its allocation, which could result in the LLSAP making cost-recovery payments to RAILS. RAILS does not place restrictions on how LLSAPs use financial support received from RAILS, provided that the LLSAP can demonstrate the benefit to the consortium or its member libraries, and that the financial sustainability of the LLSAP is enhanced.

Review the formula and instructions and complete the form below so RAILS can determine your consortium's grant funding allocation.

LLSAP Support Grant Formula

Metric	Quartile Allocations					Data Source
	Allocated	Tier 1 Bottom 25%	Tier 2 25-50%	Tier 3 50-75%	Tier 4 Top 25%	
Collection Expenditures Collection expenditures per capita (total budget for books, periodicals, audiovisual, CDs, and electronic resources)	\$750,000	40%	30%	20%	10%	Public libraries: IPLAR Nonpublic libraries: collected and reported by LLSAP, as of mid-September in year of application Three-year average.
Annual Fee % of Operating Budget LLSAP annual fee as a percentage of library's total annual operating budget (public libraries only)	\$700,000	40%	30%	20%	10%	Operating budget: IPLAR Annual fee: reported by LLSAP in application, including OCLC
ILL/RB Transactions Total annual interlibrary loan and reciprocal borrowing transactions	\$400,000	Allocation is relative to the percent of the total transactions each LLSAP accounts for.				zILLANE reports. Three-year average.
Multi-type Bonus Multitype membership bonus (nonpublic libraries only)	\$400,000	Allocation is relative to the percent of the total nonpublic member library agencies each LLSAP accounts for.				Reported by LLSAP in application. Three-year average.

Data Collection

RAILS routinely collects key data about your consortium as a part of this application. This data helps us determine your grant award via the support formula above, and also supports our ongoing work with and understanding of RAILS LLSAPs, including via the newly developed RAILCAR data project. This data collection includes a webform and two separate spreadsheets provided via links within the webform. Login to the RAILS website is required to access the form.

RAILS' fiscal year is defined as July 1–June 30. Provide data for this period when possible, or use your consortium's fiscal year period. We will use data provided previously to calculate three-year averages for the formula where specified. Some of the terms are defined on the next page for consistency.

[RAILCAR Data \(Webform\)](#)

RAILCAR will provide a tool for analysis of quantitative and qualitative data related to LLSAP operations and member libraries, with a focus on supporting library assessment of the affordability and sustainability of LLSAP membership, and includes the data submitted via this application in addition to data from other standard sources such as IPLAR. The data points collected for RAILCAR may vary from year to year as analysis is completed and potential changes identified. Please complete the form at https://railslibraries.org/form/railcar_fy26, including the two spreadsheets linked within the form (described below). You may save a draft of a partially complete form and return to finish and submit it later if needed.

[zILLANE Report for FY2024 and Additional Member Library Data \(Spreadsheet\)](#)

The zILLANE report was originally commissioned by the Illinois State Library to help identify strategies for enhancing resource sharing in Illinois. In addition to providing some of the data required for the calculation of grant awards, it also contains useful information that supports RAILS work with and understanding of LLSAPs. Please ensure you complete the information requested in all tabs of the template, and that you use actual expenditures rather than budgeted amounts for the financial information. This spreadsheet also includes tabs for member library information that now includes a prepopulated list of member libraries. Please review and make any necessary updates. Please note the Instructions tab, and complete all other tabs as directed.

[LLSAP-Coordinated Group Purchases and Discounts \(Spreadsheet\)](#)

The purpose for collecting this information is to gain understanding of the existing deals in the LLSAP landscape and, when appropriate, to compare and support existing deals for the benefit of all organizations. The spreadsheet will contain a copy of the entries from the previous years RAILCAR submission. Please add and remove deals as needed. Please note the Instructions tab, and complete all other tabs as directed.

Definitions

Collection Budget

All operating expenditures for print, electronic, and other materials, including: books, current serial subscriptions, print and digital government documents, any other print acquisitions, ebooks, audio and video downloadables, e-serials including journals, databases, microform, CDs, DVDs, video games, maps, and materials in new and other formats. We recognize it can be challenging to collect this data for schools. Please use the most current number they are able to provide.

Interlibrary Loan

Checkouts, including renewals, resulting from the process by which a library requests material from, or supplies material to, another library, whether inside or outside the consortium. With interlibrary loan, materials move between libraries. Report on the borrowing side of the transaction.

Reciprocal Borrowing

Checkouts, including renewals, resulting from the right of a person who holds a valid, in-good-standing library registration card from a full member public library to borrow materials on site from other library system full member public libraries, whether inside or outside the consortium. With reciprocal borrowing, patrons move between libraries.

Service Population

- Schools - total student enrollment
- Academics - total student enrollment
- Special - Full-time equivalent (FTE) employees who have access to the collection

Union List

A library that contributes its holdings to the database for resource sharing activities only. Patrons of the library are not included as part of the shared patron database, and the ILS is not used for circulation activities.

Use of RAILS Funds

While RAILS places no specific restrictions on how LLSAPs use the funding allocated to them, we expect that use will be in keeping with the LLSAP definition (p. 1) and LLSAP Requirements (p. 15), that it enhances the financial sustainability of the LLSAP, and that the LLSAP can demonstrate the benefit to the consortium or its member libraries. Please detail how your consortium plans to use RAILS financial support.

Services from RAILS

Core Services

All LLSAPs receive the following services from RAILS in addition to their funding allocation.

Meeting Rooms

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability; the general guidelines posted on the RAILS website; and any restrictions in access, capacity, and other factors that may arise in connection with public health or other issues. Access for advance scheduling and event management is provided via L2.

Communication and Collaboration

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events and directory data, as well as API access for event and directory data.

Grants for New Members

1. When funds are available, and subject to the application and award decision process, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

Legacy Services

The services below are not available as new services. Some consortia will continue to receive these services in accordance with pre-existing agreements with RAILS and guided by their Financial Sustainability Plan. If your consortium currently receives any of these services, please select the services you wish to continue receiving from RAILS in FY2026.

RAILS will deduct the costs of providing the following services from your total allocation, and will provide estimated costs when making your grant award.

☐ Delivery Services to LLSAP Facility

RAILS can provide delivery service up to five days per week to LLSAP headquarters if not located in a RAILS member library, within an approximately two-hour window to be determined by RAILS. LLSAP must provide access for delivery staff, including a key and alarm code access, if delivery times are outside of LLSAP's normal business hours.

☐ Financial Services

RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts and the Uniform Accounting and Reporting Manual for Illinois Library Systems. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by the LLSAP to its member libraries.
2. Processing vendor invoices and payments.
3. Financial reconciliations and the provision of financial information for board packets, actuarial valuations, insurance audits and renewals, tax forms, eCommerce, or other business purposes.
4. Audit support, including providing the chosen auditor with requested documents and reports as well as reviewing financial statements and any auditor-proposed adjustments.
5. Supply information and assistance, as needed, for preparation of LLSAP draft and final budgets.
6. Provide banking assistance to include lock box establishment and administration, Positive Pay administration, as well as ACH transactions.

☐ Use of RAILS Facilities for Consortium Staff: IT Support

RAILS shall:

1. Provide support to Grantee staff for technical issues during RAILS business hours.
2. Manage, or contract to provide, hosted IT services and/or the data facility needed for self-hosted services, including uninterrupted power services, fire suppression system, cleaning, and security.
3. Maintain Internet connectivity and the Local Area Network ("LAN"), including network security.
4. Provide and maintain email services for Grantee help desk support and LLSAP staff, including protection against spam.
5. Provide hardware and software for all staff who perform services for the ILS, including the operating system and all required office applications.
6. Provide printer and copier equipment and support.
7. Provide remote telecommuting access for staff to the RAILS network.

☐ Use of RAILS Facilities for Consortium Staff: Facility

Please note that RAILS will contract with service providers for rent, utilities, and telecommunications for the entire facility. We will then calculate Grantee's share of these costs and deduct that amount from the total allocation. Grantee will be responsible for procuring and paying for office supplies and postage.

RAILS shall:

1. House the equipment and staff.
2. When needed to provide member support or technical support, allow Grantee staff access to RAILS facilities outside of normal business hours and on holidays.
3. Contract for utilities such as electricity, gas, and water.
4. Contract for and manage facility telecommunications, including but not limited to data lines, video conferencing, facility phones, phone system support contracts, and phone equipment.
5. In the event that the existing facility becomes unavailable, assume all costs associated with Grantee's relocation to a different facility selected by RAILS, including but not limited to moving, acquiring furniture, network infrastructure, space planning, and moving consultation. When possible, RAILS will provide at least 120 days written notice to Grantee prior to any relocation.

☐ Consortium Staffed by RAILS Employees, Including the Use of RAILS Vehicles

RAILS shall:

1. Give the LLSAP Services Manager supervisory authority for staff assigned to Grantee.
2. Give the LLSAP Services Manager the authority to develop and recommend support staffing levels, recommend new hires, and make staff assignments within the Grantee's service area.
3. Give Grantee's Board of Directors right of approval for the person selected to be the LLSAP Services Manager. If Grantee's Board of Directors determines that the performance of the LLSAP Services Manager is not satisfactory, it may request that RAILS remove him/her from the position, but RAILS will have final decision-making authority.
4. Provide adequate staffing to complete the services provided for in this Agreement and to provide prompt, efficient and responsive service to Grantee members during the hours and days determined by Grantee. RAILS will pay for all employer portions of salaries and associated taxes, retirement, health, dental, life and vision insurance.
5. Provide Human Resources support, including talent recruitment, benefits administration, employee relations, performance management, training and development, workers compensation, leave of absence administration, HRIS data management and payroll administration.
6. Provide access to system vehicles for in-state LLSAP-related travel for RAILS staff assigned to Grantee. Travel reimbursement by RAILS may be substituted when system vehicles are unavailable.

Use this space, or a separate attached document, to describe any plans you have to transition these services away from RAILS operations and provide them independently, or if your planned use of these services during FY2026 will differ significantly from the descriptions

☐ Agreement to LLSAP Requirements

Use the checkbox to indicate your agreement to the LLSAP requirements. These requirements will be included in the RAILS LLSAP support grant agreement.

1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
 - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to any procedures and communication practices that may apply to the creation of or edits to specific items in L2, as well as all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. 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).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
 - a. Providing statistics to support delivery improvements
 - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
 - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

Authorized Signatures

Primary Contact

Name: **Matt Hammermeister**

Title: **Director**

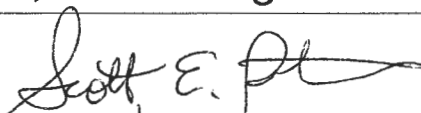
Signature: 

Date: **7/24/2024**

Other contact (if applicable)

Name: **Scott Pointon**

Title: **Chair, Governing Board**

Signature: 

Date: **7/24/24**

Staff Name	Title	Email
Matt Hammermeister	Director	mhammermeister@pinnaclelibraries.org
Brittany Smith	Member Services Librarian	bsmith@pinnaclelibraries.org

Pinnacle Library Cooperative

FY2025 Budget

(Approved April 2024, Revised June 2024)

Acct	Account Name	FY2025
500	System Hardware/Software/Services	\$ 160,000.00
510	SysAdmin Services (Shorewood-Troy)	\$ 187,000.00
515	Staff Equipment, Fees, and Services	\$ 2,300.00
516	Professional Dues, Training, and Travel	\$ 8,000.00
520	e-Books	\$ 335,000.00
530	Reference Databases	\$ 69,618.00
540	Service Platforms	\$ 36,800.00
550	Special Projects (Authority control, etc)	\$ 10,400.00
590	General Administrative Costs	\$ 14,235.00
599	Contingency	\$ 1,000.00
Totals		\$ 824,353.00

RAILS LLSAP Support Grant Agreement

Grantor: Reaching Across Illinois Library System ("RAILS") , a body politic.

Street Address: 125 Tower Drive City/State/Zip: Burr Ridge, IL 60527

Email Address: monica.harris@railslibraries.org Attention to: Monica Harris, Executive Director

Grantee: PrairieCat

Street Address: 220 W. 23rd Ave City/State/Zip: Coal Valley, IL 61240

Email Address: carolyn.coulter@prairiecat.org Attention to: Carolyn Coulter

Grant Amount: Total Allocation **\$580,140.00**

Estimated Cost of RAILS services **\$53,078.00**

Financial support **\$527,062.00**

Effective Date: July 1, 2025 Termination Date: June 30, 2026

THIS AGREEMENT is made and entered into the above-referenced date, by and between, Grantee and RAILS.

Whereas, Local Library System Automation Programs (LLSAPs) 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, and

Whereas, it is the desire of RAILS to strengthen resource sharing in the state of Illinois and support the activities of LLSAPs; and

Whereas, RAILS staff have reviewed the Application, by this reference made part of this Agreement, as Appendix F, and verified that Grantee meets the criteria for a RAILS LLSAP as set forth in Appendix B (Services Provided by Grantee); and

Whereas, RAILS does hereby agree to provide the Grant Amount as financial and/or in-kind support as set forth in Appendices A and C and Grantee hereby accepts the support upon the terms and conditions hereinafter provided,

NOW, THEREFORE, in consideration of the mutual undertakings and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

Article 1: Term and Termination. Subject to the provisions for termination as hereinafter provided, this Agreement shall become effective on the Effective Date and shall be terminated on the Termination Date, unless terminated by mutual written consent of both Parties or by either Party upon one hundred twenty (120) days' written notice to the other Party. RAILS shall be responsible for in-kind services through the termination date and all payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 2: Services and Costs. Contingent upon state funding, RAILS and Grantee, respectively, shall provide the services set forth in Appendices A and B. The Cost and Financial Responsibility as allocated between the Parties are set forth in Appendices D and E. The Appendices are exhibits to this Agreement and are incorporated herein.

Article 3: Funding. If, in any fiscal year, funding to RAILS from the Illinois Secretary of State by the Illinois State Library ceases or fails to make available sufficient funds for this Agreement, RAILS may, but shall not be obligated to, terminate this Agreement upon written notice to Grantee, effective as of the date of the termination or discontinuance of such funding. All payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 4: Reporting Requirements. The Grantee agrees to supply RAILS with annual program progress reports until termination of this agreement. Annual reports are due on July 31, 2026. Grantee also agrees to supply RAILS with any reports and information necessary to satisfy RAILS' own reporting requirements to the Illinois State Library. The Grantee agrees to exercise good faith in the performance of this Agreement and to provide such additional information as RAILS determines is necessary and appropriate.

Article 5: Records and Documentation. The Grantee shall maintain, for a minimum of three years from the later date of either: (a) final payment under the Agreement or (b) the completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, receipts, and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records, and supporting documents related to the Agreement shall be available for review and audit by RAILS; and the Grantee agrees to cooperate fully with any audit conducted by RAILS or agents acting on behalf of RAILS and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of RAILS for the recovery of any funds paid by RAILS under the Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

Article 6: Freedom of Information Act. The Grantee and RAILS recognize and agree that this Agreement, required reports, and other information provided to RAILS are public records as defined in the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

Article 7: Liability.

A. Indemnity. The Grantee agrees that RAILS shall not be liable in relation to and does hereby hold harmless and indemnify RAILS, all RAILS officials, officers, employees, agents, representatives, consultants, and attorneys, from any and all claims that may be asserted at any time against any of them in connection with (i) RAILS' review and approval of the Project; (ii) the payment of the Grant Amount; or (iii) RAILS' assent to the terms and provisions of this Agreement and the Grantee's Project.

B. Defense Expense. The Grantee shall, and does hereby agree to, pay all expenses, including without limitation legal fees and administrative expenses, incurred by RAILS in defending itself with regard to any and all of the claims referenced in Article 7.A of this Agreement.

C. Limited Liability. RAILS does not assume any liability for acts or omissions of the Grantee and such liability rests solely with the Grantee. Without limiting the generality of the foregoing:

- (1) RAILS' review of the Application and assent to the terms and provisions of this Agreement do not, and shall not, in any way, be deemed to insure the Grantee, or any of its heirs, successors, assigns, tenants, and licensees, or any other Person, against damage or injury of any kind at any time.
- (2) Any specification, description, or objective in this agreement concerning the operation of the Integrated Library System ("ILS") is a statement of the understanding of the parties as to the design and service objectives of the ILS, and does not create an express or implied warranty that the ILS does or will always continue to operate as described.
- (3) Notwithstanding any other provision of this agreement, neither RAILS nor its officers, board members, employees or agents shall be liable to or through the LLSAP members for any damages, including but not limited to direct, indirect, incidental or consequential damages sustained or incurred in connection with the performance or nonperformance of services under this agreement, and any amendments thereto, or the provision, use or operation of the ILS or services provided pursuant to this agreement and any amendments thereto, regardless of the form of action and whether or not such damages are foreseeable.
- (4) Neither party to this agreement, including their officers, board members, employees and agents, shall be liable in any way for delays, failure in performance, loss or damage due to force majeure conditions or causes beyond such party's reasonable control.
- (5) Any action in law or in equity arising from or in connection with any matter under this agreement must be brought within two years after the cause of action has accrued, except claims for damages which may be covered under the Illinois Tort Immunity Act.
- (6) Except as set forth expressly in this agreement, no warranties, express or implied, including warranties of merchantability or fitness for a particular purpose are made by RAILS.
- (7) The terms and conditions in this Article 7 shall survive the termination of this agreement.

Article 8: Applicable Law. This Agreement shall be governed in all respects by the laws of the State of Illinois. In compliance with the United States and Illinois Constitutions, the Illinois Human Rights Act, the United States Civil Rights Act, and Section 504 of the Federal Rehabilitation Act and other applicable laws and rules, RAILS does not unlawfully discriminate in the awarding of grants or any other activity.

Article 9: Notices. All notices required under the terms of this Agreement shall be in writing, and delivered electronically, in person, or by certified or registered mail with return receipt to the above-referenced addresses of the parties hereto. A party may change its address by notice in the manner prescribed in this Article.

Article 10: Breach. Any breach of this Agreement by the Grantee will allow RAILS to terminate this Agreement without penalty, and to seek enforcement of this Agreement by suit, action, mandamus, or any other proceeding in law or in equity, including without limitation specific performance to compel the performance of this Agreement. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

Article 11. No Third Party Beneficiaries. No claim as a third party beneficiary under this Agreement by any person or entity shall be made, or be valid, against the RAILS or the Grantee.

Article 12: Certification. The Grantee does hereby ratify and adopt all assurances, statements, descriptions, representations, warranties, covenants, and agreements submitted to RAILS and referred to in this Agreement. The Grantee certifies that all information in the Agreement is true and correct to the best of the Grantee's knowledge, information, and belief; that the grant funds shall be used only for the services to its members as described in this Agreement; and that the award of grant funds is conditioned upon said certification.

Article 13: Insurance. Grantee will provide all insurance for its employees (if any) and will procure insurance that covers all equipment it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment. RAILS will provide all insurance for its employees and will procure insurance for all equipment and vehicles that it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment or vehicles. Each entity will provide workers compensation for its own employees. Grantee is not covered by any RAILS cyber security insurance policy, and may decide to procure its own if it wishes.

Article 14: Amendments; Waivers. This Agreement and the rights created by this Agreement may not be amended, modified, or waived in any respect except by written agreement expressly referring to this Agreement and duly and validly authorized, executed, and delivered by the Parties.

Article 15: Relationship of the Parties. RAILS shall act as an independent contractor with respect to the provision of the services pursuant to this Agreement. Nothing in this Agreement is intended, or shall be construed or applied, to create the relationship of principal and agent, employer and employee, partners, or joint ventures between RAILS and Grantee. No employer/employee relationship shall be created by this Agreement between Grantee and any RAILS employee providing services under the terms of this Agreement.

Article 16: Severability. The provisions of this Agreement are severable if any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law or contrary to any rule or regulation having the force and effect of law; such decision shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, either Party may terminate this Agreement forthwith, upon the delivery of written notice of termination of the other Party.

Article 17: Entire Agreement. It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements in negotiations between the Parties relating to the subject matter hereof.

Article 18: Successors. This Agreement shall be binding upon successors of the Parties.

Article 19: Authority. Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith.

Article 20: Execution in Counterparts. This Agreement may be executed in counterparts. Facsimile signatures shall be sufficient.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Execution Date.

GRANTEE

ATTEST

Signature: _____

Printed Name: _____

Title: _____

Date: _____

RAILS

Signature: _____

Printed Name: Monica Harris

Title: Executive Director

Appendix A – SERVICES PROVIDED BY RAILS

Core Services

All LLSAPs receive the following services from RAILS. No expenses will be deducted from cash support.

Meeting Rooms

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability; the general guidelines posted on the RAILS website; and any restrictions in access, capacity, and other factors that may arise in connection with public health or other issues. Access for advance scheduling and event management is provided via L2.

Communication and Collaboration

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events, as well as API access for event and directory data.

Grants for New Members

1. When funds are available, and subject to the application and award decision process, requirements, and other RAILS procedures, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

Optional Services

Cost-recovery expenses will be deducted from Grantee's total support allocation.

Financial Services

RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts and the Uniform Accounting and Reporting Manual for Illinois Library Systems. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by the LLSAP to its member libraries.
2. Processing vendor invoices and payments.
3. Financial reconciliations and the provision of financial information for board packets, actuarial valuations, insurance audits and renewals, tax forms, eCommerce, or other business purposes.
4. Audit support, including providing the chosen auditor with requested documents and reports as well as reviewing financial statements and any auditor-proposed adjustments.
5. Supply information and assistance, as needed, for preparation of LLSAP draft and final budgets.
6. Provide banking assistance to include lock box establishment and administration, Positive Pay administration, as well as ACH transactions.

Appendix B – SERVICES PROVIDED BY GRANTEE

1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
 - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. 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).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
 - a. Providing statistics to support delivery improvements
 - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
 - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

Appendix C – LLSAP Support Allocation Summary

Appendix C: FY2026 RAILS LLSAP Support Grant - Financial Support Allocations

Money Allocation Per Metric		% of Total
Collection Expenditures Per Capita	\$750,000	33%
Annual Fee as Percentage of Library Operating Budget	\$700,000	31%
Interlibrary Loan and Reciprocal Borrowing Transactions	\$400,000	18%
Multi-type (nonpublic) Membership	\$400,000	18%
Total	\$2,250,000	100%

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$31,878	\$49,259	\$142,857	\$0	\$223,995	10.0%
Pinnacle	\$10,929	\$16,420	\$29,177	\$0	\$56,527	2.5%
PrairieCat	\$224,871	\$233,333	\$54,897	\$67,039	\$580,140	25.8%
RRLC	\$20,288	\$3,457	\$832	\$46,927	\$71,504	3.2%
RSA	\$284,971	\$214,321	\$64,635	\$252,514	\$816,441	36.3%
SWAN	\$177,062	\$183,210	\$107,602	\$33,520	\$501,394	22.3%
Total	\$750,000	\$700,000	\$400,000	\$400,000	\$2,250,000	100.0%

Collection Expenditures Per Capita					
Quartile	1	2	3	4	
Dollars per library	\$3,125	\$2,344	\$1,563	\$773	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

CE/Pop	1	2	3	4	Total
CCS	0	2	8	19	29
Pinnacle	1	1	3	1	6
PrairieCat	32	34	21	16	103
RRLC	2	3	3	3	11
RSA	41	36	35	23	135
SWAN	20	20	26	35	101
Total	96	96	96	97	385

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$12,500	\$14,691	\$31,878
Pinnacle	\$3,125	\$2,344	\$4,688	\$773	\$10,929
PrairieCat	\$100,000	\$79,688	\$32,813	\$12,371	\$224,871
RRLC	\$6,250	\$7,031	\$4,688	\$2,320	\$20,288
RSA	\$128,125	\$84,375	\$54,688	\$17,784	\$284,971
SWAN	\$62,500	\$46,875	\$40,625	\$27,062	\$177,062
Total	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

LLSAP Annual Fee as Percentage of Library Operating Budget					
Quartile	1	2	3	4	
Dollars per library	\$3,457	\$2,593	\$1,728	\$864	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

AF/OE	1	2	3	4	Total
CCS	1	9	7	12	29
Pinnacle	3	2	0	1	6
PrairieCat	36	26	17	14	93
RRLC	0	0	0	4	4
RSA	25	27	23	21	96
SWAN	16	17	34	29	96
Total	81	81	81	81	324

AF/OE	1	2	3	4	Total
CCS	\$3,457	\$23,333	\$12,099	\$10,370	\$49,259
Pinnacle	\$10,370	\$5,185	\$0	\$864	\$16,420
PrairieCat	\$124,444	\$67,407	\$29,383	\$12,099	\$233,333
RRLC	\$0	\$0	\$0	\$3,457	\$3,457
RSA	\$86,420	\$70,000	\$39,753	\$18,148	\$214,321
SWAN	\$55,309	\$44,074	\$58,765	\$25,062	\$183,210
Total	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

Total Interlibrary Loan and Reciprocal Borrowing Transactions	
Money Allocation	\$400,000

ILL/RB	3-year Total	% of Total
CCS	9,217,329	35.71%
Pinnacle	1,882,568	7.29%
PrairieCat	3,542,010	13.72%
RRLC	53,663	0.21%
RSA	4,170,311	16.16%
SWAN	6,942,643	26.90%
Total	25,808,524	100.00%

ILL/RB	Total
CCS	\$142,857
Pinnacle	\$29,177
PrairieCat	\$54,897
RRLC	\$832
RSA	\$64,635
SWAN	\$107,602
Total	\$400,000

Multitype Membership Bonus				
Dollars per library	Per year			
	\$2,234.64			
Money Allocation	Academic	School	Special	Total
Percent of Total	10.60%	84.90%	4.50%	100.00%
Dollar Amount	\$42,211	\$339,698	\$18,090	\$400,000

Multi-type	Academic	School	Special	Total
CCS	0.00%	0.00%	0.00%	0.00%
Pinnacle	0.00%	0.00%	0.00%	0.00%
PrairieCat	3.35%	13.41%	0.00%	16.76%
RRLC	0.00%	11.73%	0.00%	11.73%
RSA	3.35%	55.87%	3.91%	63.13%
SWAN	3.35%	1.68%	3.35%	8.38%
Total	10.06%	82.68%	7.26%	100.00%

Multi-type	Academic	School	Special	Total
CCS	\$0	\$0	\$0	\$0
Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	\$13,408	\$53,631	\$0	\$67,039
RRLC	\$0	\$46,927	\$0	\$46,927
RSA	\$13,408	\$223,464	\$15,642	\$252,514
SWAN	\$13,408	\$6,704	\$13,408	\$33,520
Total	\$40,223	\$330,726	\$29,050	\$400,000

Appendix D – COST

RAILS Service	RAILS Budgeted Cost
Financial services	\$53,078.00

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$527,062.00 to Grantee in FY2026. This represents the Grantee's total support allocation (Appendix C), less the budgeted cost of the RAILS service(s) listed above.

This amount may be adjusted by mutual written agreement between RAILS and Grantee at least ninety (90) days before the adjustment takes effect.

Payments will be made by RAILS in equal quarterly installments, on or immediately following July 1, October 1, January 1, and April 1.



FY2026 RAILS LLSAP Support Grant Application

Local Library System Automation Programs (LLSAPs) are invited to apply for support from RAILS via an annual grant award process. Support is provided through direct financial support and/or services. If RAILS services are provided, the cost of providing those services will be calculated and deducted from the LLSAP's financial award. Total support to LLSAPs will not exceed the amount of the allocation as determined by the support formula. Funding is contingent on the availability of state funding.

LLSAP Definition

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." 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 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*

Eligibility

Consortia in the RAILS service area meeting the criteria outlined in the LLSAP Definition are invited to apply for this grant according to the requirements, timeline, and procedures outlined below. Eligibility requirements are rooted in the LLSAP definition, and include:

1. Newly formed consortia will not be eligible unless RAILS agrees a new consortium is in the best interests of the communities served.
2. The consortium must demonstrate commitment to resource sharing within and beyond the consortium in a multitype library environment.
3. The consortium must be open to growing its membership.

How to Apply

1. Complete the attached application form.
2. Complete the webform and two linked spreadsheets at https://railslibraries.org/form/railcar_fy26.
3. Assemble required documentation.
4. Submit application package via email to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.org). Please combine multiple PDFs into one file.

Timeline

Final timing of some steps may be subject to change based on several factors, including approval of RAILS' application for its funding via the Illinois State Library Area and Per Capita (APC) grant, and RAILS Board actions that may affect LLSAP funding. Funding is contingent on the availability of state funding.

September 16, 2024	Application package due to RAILS
September—October 2024	RAILS reviews grant applications and determines awards
October 2024	RAILS responds with award letter and grant agreement
January 31, 2025	Signed grant agreements due to RAILS
July 1, 2025	FY2026 grant payments and services begin
July 31, 2026	Annual reports due to RAILS

Questions?

Direct questions, application materials, and other communications to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.org).

Intent of Application

Select one checkbox to indicate what type of support your consortium wishes to receive from RAILS. All LLSAPs receive core services. Funding of all services is contingent on the availability of state funding.

- ☐ Core services only (no financial support)
- ☐ Financial support only
- ☐ Financial support plus selected optional services as listed below

Consortium Information

Consortium Name: _____

Consortium Website URL: _____

Primary Contact

RAILS' primary contact for the application, award, and reporting process; generally the Executive Director or equivalent.

Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Other Contact (Optional)

An additional individual, if applicable, such as the Board President, who is in a position of leadership in the consortium and would also serve as a representative throughout the process.

Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Staff Contacts

Please attach a list of staff names, titles, departments, and contact information as applicable, or provide a link to where this information is available on your website.

URL: _____

Changes since September 1, 2023

Use this space to describe any changes to the following since September 1, 2023:

- Organization type (legal designation such as intergovernmental instrumentality, not-for-profit, etc.).
- Technology assessment (current state of the technology used to provide the consortium's services to its members, including description, age, & condition of hardware and network environment, any upgrade or migration plans, etc.).
- Resource sharing activities, including policies, documented practices, board decisions, etc.
- Commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.
- Investigation of merger or consolidation with another consortium.
- Membership composition, including new member libraries, departing member libraries, or other changes in membership status.

Services Provided

List services provided by your consortium, including membership levels and associated service levels (if applicable).

Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, including but not limited to those listed below, IF THEY HAVE CHANGED SINCE SEPTEMBER 1, 2023. Include all relevant documents, if your consortium has them, as attachments to your application packet. Use the space below as needed for any comments or explanations.

- Budget from most recent fiscal year
- Bylaws and/or other governance documents
- Policies
- Strategic plan
- LLSAP Financial Sustainability Plan

Support Grant Allocation Metrics

Each fiscal year, RAILS budgets a set amount for support grants to LLSAPs, defined as financial support and/or services, and allocates that grant funding according to a formula. LLSAPs opting to receive financial support only will receive their entire allocation disbursed in quarterly payments. If the LLSAP opts to receive any services, the cost of providing those services will be deducted from its allocation, which could result in the LLSAP making cost-recovery payments to RAILS. RAILS does not place restrictions on how LLSAPs use financial support received from RAILS, provided that the LLSAP can demonstrate the benefit to the consortium or its member libraries, and that the financial sustainability of the LLSAP is enhanced.

Review the formula and instructions and complete the form below so RAILS can determine your consortium's grant funding allocation.

LLSAP Support Grant Formula

	Quartile Allocations					
Metric	Allocated	Tier 1 Bottom 25%	Tier 2 25-50%	Tier 3 50-75%	Tier 4 Top 25%	Data Source
Collection Expenditures Collection expenditures per capita (total budget for books, periodicals, audiovisual, CDs, and electronic resources)	\$750,000	40%	30%	20%	10%	Public libraries: IPLAR Nonpublic libraries: collected and reported by LLSAP, as of mid-September in year of application Three-year average.
Annual Fee % of Operating Budget LLSAP annual fee as a percentage of library's total annual operating budget (public libraries only)	\$700,000	40%	30%	20%	10%	Operating budget: IPLAR Annual fee: reported by LLSAP in application, including OCLC
ILL/RB Transactions Total annual interlibrary loan and reciprocal borrowing transactions	\$400,000	Allocation is relative to the percent of the total transactions each LLSAP accounts for.				zILLANE reports. Three-year average.
Multi-type Bonus Multitype membership bonus (nonpublic libraries only)	\$400,000	Allocation is relative to the percent of the total nonpublic member library agencies each LLSAP accounts for.				Reported by LLSAP in application. Three-year average.

Data Collection

RAILS routinely collects key data about your consortium as a part of this application. This data helps us determine your grant award via the support formula above, and also supports our ongoing work with and understanding of RAILS LLSAPs, including via the newly developed RAILCAR data project. This data collection includes a webform and two separate spreadsheets provided via links within the webform. Login to the RAILS website is required to access the form.

RAILS' fiscal year is defined as July 1–June 30. Provide data for this period when possible, or use your consortium's fiscal year period. We will use data provided previously to calculate three-year averages for the formula where specified. Some of the terms are defined on the next page for consistency.

[RAILCAR Data \(Webform\)](#)

RAILCAR will provide a tool for analysis of quantitative and qualitative data related to LLSAP operations and member libraries, with a focus on supporting library assessment of the affordability and sustainability of LLSAP membership, and includes the data submitted via this application in addition to data from other standard sources such as IPLAR. The data points collected for RAILCAR may vary from year to year as analysis is completed and potential changes identified. Please complete the form at https://railslibraries.org/form/railcar_fy26, including the two spreadsheets linked within the form (described below). You may save a draft of a partially complete form and return to finish and submit it later if needed.

[zILLANE Report for FY2024 and Additional Member Library Data \(Spreadsheet\)](#)

The zILLANE report was originally commissioned by the Illinois State Library to help identify strategies for enhancing resource sharing in Illinois. In addition to providing some of the data required for the calculation of grant awards, it also contains useful information that supports RAILS work with and understanding of LLSAPs. Please ensure you complete the information requested in all tabs of the template, and that you use actual expenditures rather than budgeted amounts for the financial information. This spreadsheet also includes tabs for member library information that now includes a prepopulated list of member libraries. Please review and make any necessary updates. Please note the Instructions tab, and complete all other tabs as directed.

[LLSAP-Coordinated Group Purchases and Discounts \(Spreadsheet\)](#)

The purpose for collecting this information is to gain understanding of the existing deals in the LLSAP landscape and, when appropriate, to compare and support existing deals for the benefit of all organizations. The spreadsheet will contain a copy of the entries from the previous years RAILCAR submission. Please add and remove deals as needed. Please note the Instructions tab, and complete all other tabs as directed.

Definitions

Collection Budget

All operating expenditures for print, electronic, and other materials, including: books, current serial subscriptions, print and digital government documents, any other print acquisitions, ebooks, audio and video downloadables, e-serials including journals, databases, microform, CDs, DVDs, video games, maps, and materials in new and other formats. We recognize it can be challenging to collect this data for schools. Please use the most current number they are able to provide.

Interlibrary Loan

Checkouts, including renewals, resulting from the process by which a library requests material from, or supplies material to, another library, whether inside or outside the consortium. With interlibrary loan, materials move between libraries. Report on the borrowing side of the transaction.

Reciprocal Borrowing

Checkouts, including renewals, resulting from the right of a person who holds a valid, in-good-standing library registration card from a full member public library to borrow materials on site from other library system full member public libraries, whether inside or outside the consortium. With reciprocal borrowing, patrons move between libraries.

Service Population

- Schools - total student enrollment
- Academics - total student enrollment
- Special - Full-time equivalent (FTE) employees who have access to the collection

Union List

A library that contributes its holdings to the database for resource sharing activities only. Patrons of the library are not included as part of the shared patron database, and the ILS is not used for circulation activities.

Use of RAILS Funds

While RAILS places no specific restrictions on how LLSAPs use the funding allocated to them, we expect that use will be in keeping with the LLSAP definition (p. 1) and LLSAP Requirements (p. 15), that it enhances the financial sustainability of the LLSAP, and that the LLSAP can demonstrate the benefit to the consortium or its member libraries. Please detail how your consortium plans to use RAILS financial support.

Services from RAILS

Core Services

All LLSAPs receive the following services from RAILS in addition to their funding allocation.

Meeting Rooms

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability; the general guidelines posted on the RAILS website; and any restrictions in access, capacity, and other factors that may arise in connection with public health or other issues. Access for advance scheduling and event management is provided via L2.

Communication and Collaboration

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events and directory data, as well as API access for event and directory data.

Grants for New Members

1. When funds are available, and subject to the application and award decision process, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

Legacy Services

The services below are not available as new services. Some consortia will continue to receive these services in accordance with pre-existing agreements with RAILS and guided by their Financial Sustainability Plan. If your consortium currently receives any of these services, please select the services you wish to continue receiving from RAILS in FY2026.

RAILS will deduct the costs of providing the following services from your total allocation, and will provide estimated costs when making your grant award.

☐ Delivery Services to LLSAP Facility

RAILS can provide delivery service up to five days per week to LLSAP headquarters if not located in a RAILS member library, within an approximately two-hour window to be determined by RAILS. LLSAP must provide access for delivery staff, including a key and alarm code access, if delivery times are outside of LLSAP's normal business hours.

☐ Financial Services

RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts and the Uniform Accounting and Reporting Manual for Illinois Library Systems. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by the LLSAP to its member libraries.
2. Processing vendor invoices and payments.
3. Financial reconciliations and the provision of financial information for board packets, actuarial valuations, insurance audits and renewals, tax forms, eCommerce, or other business purposes.
4. Audit support, including providing the chosen auditor with requested documents and reports as well as reviewing financial statements and any auditor-proposed adjustments.
5. Supply information and assistance, as needed, for preparation of LLSAP draft and final budgets.
6. Provide banking assistance to include lock box establishment and administration, Positive Pay administration, as well as ACH transactions.

☐ Use of RAILS Facilities for Consortium Staff: IT Support

RAILS shall:

1. Provide support to Grantee staff for technical issues during RAILS business hours.
2. Manage, or contract to provide, hosted IT services and/or the data facility needed for self-hosted services, including uninterrupted power services, fire suppression system, cleaning, and security.
3. Maintain Internet connectivity and the Local Area Network ("LAN"), including network security.
4. Provide and maintain email services for Grantee help desk support and LLSAP staff, including protection against spam.
5. Provide hardware and software for all staff who perform services for the ILS, including the operating system and all required office applications.
6. Provide printer and copier equipment and support.
7. Provide remote telecommuting access for staff to the RAILS network.

☐ Use of RAILS Facilities for Consortium Staff: Facility

Please note that RAILS will contract with service providers for rent, utilities, and telecommunications for the entire facility. We will then calculate Grantee's share of these costs and deduct that amount from the total allocation. Grantee will be responsible for procuring and paying for office supplies and postage.

RAILS shall:

1. House the equipment and staff.
2. When needed to provide member support or technical support, allow Grantee staff access to RAILS facilities outside of normal business hours and on holidays.
3. Contract for utilities such as electricity, gas, and water.
4. Contract for and manage facility telecommunications, including but not limited to data lines, video conferencing, facility phones, phone system support contracts, and phone equipment.
5. In the event that the existing facility becomes unavailable, assume all costs associated with Grantee's relocation to a different facility selected by RAILS, including but not limited to moving, acquiring furniture, network infrastructure, space planning, and moving consultation. When possible, RAILS will provide at least 120 days written notice to Grantee prior to any relocation.

☐ Consortium Staffed by RAILS Employees, Including the Use of RAILS Vehicles

RAILS shall:

1. Give the LLSAP Services Manager supervisory authority for staff assigned to Grantee.
2. Give the LLSAP Services Manager the authority to develop and recommend support staffing levels, recommend new hires, and make staff assignments within the Grantee's service area.
3. Give Grantee's Board of Directors right of approval for the person selected to be the LLSAP Services Manager. If Grantee's Board of Directors determines that the performance of the LLSAP Services Manager is not satisfactory, it may request that RAILS remove him/her from the position, but RAILS will have final decision-making authority.
4. Provide adequate staffing to complete the services provided for in this Agreement and to provide prompt, efficient and responsive service to Grantee members during the hours and days determined by Grantee. RAILS will pay for all employer portions of salaries and associated taxes, retirement, health, dental, life and vision insurance.
5. Provide Human Resources support, including talent recruitment, benefits administration, employee relations, performance management, training and development, workers compensation, leave of absence administration, HRIS data management and payroll administration.
6. Provide access to system vehicles for in-state LLSAP-related travel for RAILS staff assigned to Grantee. Travel reimbursement by RAILS may be substituted when system vehicles are unavailable.

Use this space, or a separate attached document, to describe any plans you have to transition these services away from RAILS operations and provide them independently, or if your planned use of these services during FY2026 will differ significantly from the descriptions

☐ Agreement to LLSAP Requirements

Use the checkbox to indicate your agreement to the LLSAP requirements. These requirements will be included in the RAILS LLSAP support grant agreement.

1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
 - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to any procedures and communication practices that may apply to the creation of or edits to specific items in L2, as well as all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. 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).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
 - a. Providing statistics to support delivery improvements
 - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
 - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

Authorized Signatures

Primary Contact

Name: _____

Title: _____

Signature: _____

Date: _____

Other contact (if applicable)

Name: _____

Title: _____

Signature: _____

Date: _____

RAILS LLSAP Support Grant Agreement

Grantor: Reaching Across Illinois Library System ("RAILS") , a body politic.

Street Address: 125 Tower Drive City/State/Zip: Burr Ridge, IL 60527

Email Address: monica.harris@railslibraries.org Attention to: Monica Harris, Executive Director

Grantee: Rock River Library Consortium (RRLC)

Street Address: 102 W. 3rd St. City/State/Zip: Sterling, IL 61081

Email Address: jennifer.slaney@sterlingpubliclibrary.org Attention to: Jennifer Slaney

Grant Amount: Total Allocation **\$71,504.00**

Estimated Cost of RAILS services **\$0.00**

Financial support **\$71,504.00**

Effective Date: July 1, 2025 Termination Date: June 30, 2026

THIS AGREEMENT is made and entered into the above-referenced date, by and between, Grantee and RAILS.

Whereas, Local Library System Automation Programs (LLSAPs) 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, and

Whereas, it is the desire of RAILS to strengthen resource sharing in the state of Illinois and support the activities of LLSAPs; and

Whereas, RAILS staff have reviewed the Application, by this reference made part of this Agreement, as Appendix F, and verified that Grantee meets the criteria for a RAILS LLSAP as set forth in Appendix B (Services Provided by Grantee); and

Whereas, RAILS does hereby agree to provide the Grant Amount as financial and/or in-kind support as set forth in Appendices A and C and Grantee hereby accepts the support upon the terms and conditions hereinafter provided,

NOW, THEREFORE, in consideration of the mutual undertakings and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

Article 1: Term and Termination. Subject to the provisions for termination as hereinafter provided, this Agreement shall become effective on the Effective Date and shall be terminated on the Termination Date, unless terminated by mutual written consent of both Parties or by either Party upon one hundred twenty (120) days' written notice to the other Party. RAILS shall be responsible for in-kind services through the termination date and all payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 2: Services and Costs. Contingent upon state funding, RAILS and Grantee, respectively, shall provide the services set forth in Appendices A and B. The Cost and Financial Responsibility as allocated between the Parties are set forth in Appendices D and E. The Appendices are exhibits to this Agreement and are incorporated herein.

Article 3: Funding. If, in any fiscal year, funding to RAILS from the Illinois Secretary of State by the Illinois State Library ceases or fails to make available sufficient funds for this Agreement, RAILS may, but shall not be obligated to, terminate this Agreement upon written notice to Grantee, effective as of the date of the termination or discontinuance of such funding. All payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 4: Reporting Requirements. The Grantee agrees to supply RAILS with annual program progress reports until termination of this agreement. Annual reports are due on July 31, 2026. Grantee also agrees to supply RAILS with any reports and information necessary to satisfy RAILS' own reporting requirements to the Illinois State Library. The Grantee agrees to exercise good faith in the performance of this Agreement and to provide such additional information as RAILS determines is necessary and appropriate.

Article 5: Records and Documentation. The Grantee shall maintain, for a minimum of three years from the later date of either: (a) final payment under the Agreement or (b) the completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, receipts, and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records, and supporting documents related to the Agreement shall be available for review and audit by RAILS; and the Grantee agrees to cooperate fully with any audit conducted by RAILS or agents acting on behalf of RAILS and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of RAILS for the recovery of any funds paid by RAILS under the Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

Article 6: Freedom of Information Act. The Grantee and RAILS recognize and agree that this Agreement, required reports, and other information provided to RAILS are public records as defined in the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

Article 7: Liability.

A. Indemnity. The Grantee agrees that RAILS shall not be liable in relation to and does hereby hold harmless and indemnify RAILS, all RAILS officials, officers, employees, agents, representatives, consultants, and attorneys, from any and all claims that may be asserted at any time against any of them in connection with (i) RAILS' review and approval of the Project; (ii) the payment of the Grant Amount; or (iii) RAILS' assent to the terms and provisions of this Agreement and the Grantee's Project.

B. Defense Expense. The Grantee shall, and does hereby agree to, pay all expenses, including without limitation legal fees and administrative expenses, incurred by RAILS in defending itself with regard to any and all of the claims referenced in Article 7.A of this Agreement.

C. Limited Liability. RAILS does not assume any liability for acts or omissions of the Grantee and such liability rests solely with the Grantee. Without limiting the generality of the foregoing:

- (1) RAILS' review of the Application and assent to the terms and provisions of this Agreement do not, and shall not, in any way, be deemed to insure the Grantee, or any of its heirs, successors, assigns, tenants, and licensees, or any other Person, against damage or injury of any kind at any time.
- (2) Any specification, description, or objective in this agreement concerning the operation of the Integrated Library System ("ILS") is a statement of the understanding of the parties as to the design and service objectives of the ILS, and does not create an express or implied warranty that the ILS does or will always continue to operate as described.
- (3) Notwithstanding any other provision of this agreement, neither RAILS nor its officers, board members, employees or agents shall be liable to or through the LLSAP members for any damages, including but not limited to direct, indirect, incidental or consequential damages sustained or incurred in connection with the performance or nonperformance of services under this agreement, and any amendments thereto, or the provision, use or operation of the ILS or services provided pursuant to this agreement and any amendments thereto, regardless of the form of action and whether or not such damages are foreseeable.
- (4) Neither party to this agreement, including their officers, board members, employees and agents, shall be liable in any way for delays, failure in performance, loss or damage due to force majeure conditions or causes beyond such party's reasonable control.
- (5) Any action in law or in equity arising from or in connection with any matter under this agreement must be brought within two years after the cause of action has accrued, except claims for damages which may be covered under the Illinois Tort Immunity Act.
- (6) Except as set forth expressly in this agreement, no warranties, express or implied, including warranties or merchantability or fitness for a particular purpose are made by RAILS.
- (7) The terms and conditions in this Article 7 shall survive the termination of this agreement.

Article 8: Applicable Law. This Agreement shall be governed in all respects by the laws of the State of Illinois. In compliance with the United States and Illinois Constitutions, the Illinois Human Rights Act, the United States Civil Rights Act, and Section 504 of the Federal Rehabilitation Act and other applicable laws and rules, RAILS does not unlawfully discriminate in the awarding of grants or any other activity.

Article 9: Notices. All notices required under the terms of this Agreement shall be in writing, and delivered electronically, in person, or by certified or registered mail with return receipt to the above-referenced addresses of the parties hereto. A party may change its address by notice in the manner prescribed in this Article.

Article 10: Breach. Any breach of this Agreement by the Grantee will allow RAILS to terminate this Agreement without penalty, and to seek enforcement of this Agreement by suit, action, mandamus, or any other proceeding in law or in equity, including without limitation specific performance to compel the performance of this Agreement. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

Article 11. No Third Party Beneficiaries. No claim as a third party beneficiary under this Agreement by any person or entity shall be made, or be valid, against the RAILS or the Grantee.

Article 12: Certification. The Grantee does hereby ratify and adopt all assurances, statements, descriptions, representations, warranties, covenants, and agreements submitted to RAILS and referred to in this Agreement. The Grantee certifies that all information in the Agreement is true and correct to the best of the Grantee's knowledge, information, and belief; that the grant funds shall be used only for the services to its members as described in this Agreement; and that the award of grant funds is conditioned upon said certification.

Article 13: Insurance. Grantee will provide all insurance for its employees (if any) and will procure insurance that covers all equipment it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment. RAILS will provide all insurance for its employees and will procure insurance for all equipment and vehicles that it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment or vehicles. Each entity will provide workers compensation for its own employees. Grantee is not covered by any RAILS cyber security insurance policy, and may decide to procure its own if it wishes.

Article 14: Amendments; Waivers. This Agreement and the rights created by this Agreement may not be amended, modified, or waived in any respect except by written agreement expressly referring to this Agreement and duly and validly authorized, executed, and delivered by the Parties.

Article 15: Relationship of the Parties. RAILS shall act as an independent contractor with respect to the provision of the services pursuant to this Agreement. Nothing in this Agreement is intended, or shall be construed or applied, to create the relationship of principal and agent, employer and employee, partners, or joint ventures between RAILS and Grantee. No employer/employee relationship shall be created by this Agreement between Grantee and any RAILS employee providing services under the terms of this Agreement.

Article 16: Severability. The provisions of this Agreement are severable if any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law or contrary to any rule or regulation having the force and effect of law; such decision shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, either Party may terminate this Agreement forthwith, upon the delivery of written notice of termination of the other Party.

Article 17: Entire Agreement. It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements in negotiations between the Parties relating to the subject matter hereof.

Article 18: Successors. This Agreement shall be binding upon successors of the Parties.

Article 19: Authority. Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith.

Article 20: Execution in Counterparts. This Agreement may be executed in counterparts. Facsimile signatures shall be sufficient.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Execution Date.

GRANTEE

ATTEST

Signature: Jennifer A Stanley
Printed Name: Jennifer A Stanley
Title: Director
Date: 11/27/2024

RAILS

Signature: Monica Harris
Printed Name: Monica Harris
Title: Executive Director

Appendix A – SERVICES PROVIDED BY RAILS

Core Services

All LLSAPs receive the following services from RAILS. No expenses will be deducted from cash support.

Meeting Rooms

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability; the general guidelines posted on the RAILS website; and any restrictions in access, capacity, and other factors that may arise in connection with public health or other issues. Access for advance scheduling and event management is provided via L2.

Communication and Collaboration

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events, as well as API access for event and directory data.

Grants for New Members

1. When funds are available, and subject to the application and award decision process, requirements, and other RAILS procedures, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

Optional Services

Cost-recovery expenses will be deducted from Grantee's total support allocation.

Financial Services

RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts and the Uniform Accounting and Reporting Manual for Illinois Library Systems. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by the LLSAP to its member libraries.
2. Processing vendor invoices and payments.
3. Financial reconciliations and the provision of financial information for board packets, actuarial valuations, insurance audits and renewals, tax forms, eCommerce, or other business purposes.
4. Audit support, including providing the chosen auditor with requested documents and reports as well as reviewing financial statements and any auditor-proposed adjustments.
5. Supply information and assistance, as needed, for preparation of LLSAP draft and final budgets.
6. Provide banking assistance to include lock box establishment and administration, Positive Pay administration, as well as ACH transactions.

Appendix B – SERVICES PROVIDED BY GRANTEE

1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
 - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. 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).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
 - a. Providing statistics to support delivery improvements
 - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
 - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

Appendix C – LLSAP Support Allocation Summary

Appendix C: FY2026 RAILS LLSAP Support Grant - Financial Support Allocations

Money Allocation Per Metric		% of Total
Collection Expenditures Per Capita	\$750,000	33%
Annual Fee as Percentage of Library Operating Budget	\$700,000	31%
Interlibrary Loan and Reciprocal Borrowing Transactions	\$400,000	18%
Multi-type (nonpublic) Membership	\$400,000	18%
Total	\$2,250,000	100%

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$31,878	\$49,259	\$142,857	\$0	\$223,995	10.0%
Pinnacle	\$10,929	\$16,420	\$29,177	\$0	\$56,527	2.5%
PrairieCat	\$224,871	\$233,333	\$54,897	\$67,039	\$580,140	25.8%
RRLC	\$20,288	\$3,457	\$832	\$46,927	\$71,504	3.2%
RSA	\$284,971	\$214,321	\$64,635	\$252,514	\$816,441	36.3%
SWAN	\$177,062	\$183,210	\$107,602	\$33,520	\$501,394	22.3%
Total	\$750,000	\$700,000	\$400,000	\$400,000	\$2,250,000	100.0%

Collection Expenditures Per Capita					
Quartile	1	2	3	4	
Dollars per library	\$3,125	\$2,344	\$1,563	\$773	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

CE/Pop	1	2	3	4	Total
CCS	0	2	8	19	29
Pinnacle	1	1	3	1	6
PrairieCat	32	34	21	16	103
RRLC	2	3	3	3	11
RSA	41	36	35	23	135
SWAN	20	20	26	35	101
Total	96	96	96	97	385

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$12,500	\$14,691	\$31,878
Pinnacle	\$3,125	\$2,344	\$4,688	\$773	\$10,929
PrairieCat	\$100,000	\$79,688	\$32,813	\$12,371	\$224,871
RRLC	\$6,250	\$7,031	\$4,688	\$2,320	\$20,288
RSA	\$128,125	\$84,375	\$54,688	\$17,784	\$284,971
SWAN	\$62,500	\$46,875	\$40,625	\$27,062	\$177,062
Total	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

LLSAP Annual Fee as Percentage of Library Operating Budget					
Quartile	1	2	3	4	
Dollars per library	\$3,457	\$2,593	\$1,728	\$864	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

AF/OE	1	2	3	4	Total
CCS	1	9	7	12	29
Pinnacle	3	2	0	1	6
PrairieCat	36	26	17	14	93
RRLC	0	0	0	4	4
RSA	25	27	23	21	96
SWAN	16	17	34	29	96
Total	81	81	81	81	324

AF/OE	1	2	3	4	Total
CCS	\$3,457	\$23,333	\$12,099	\$10,370	\$49,259
Pinnacle	\$10,370	\$5,185	\$0	\$864	\$16,420
PrairieCat	\$124,444	\$67,407	\$29,383	\$12,099	\$233,333
RRLC	\$0	\$0	\$0	\$3,457	\$3,457
RSA	\$86,420	\$70,000	\$39,753	\$18,148	\$214,321
SWAN	\$55,309	\$44,074	\$58,765	\$25,062	\$183,210
Total	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

Total Interlibrary Loan and Reciprocal Borrowing Transactions	
Money Allocation	\$400,000

ILL/RB	3-year Total	% of Total
CCS	9,217,329	35.71%
Pinnacle	1,882,568	7.29%
PrairieCat	3,542,010	13.72%
RRLC	53,663	0.21%
RSA	4,170,311	16.16%
SWAN	6,942,643	26.90%
Total	25,808,524	100.00%

ILL/RB	Total
CCS	\$142,857
Pinnacle	\$29,177
PrairieCat	\$54,897
RRLC	\$832
RSA	\$64,635
SWAN	\$107,602
Total	\$400,000

Multitype Membership Bonus				
Dollars per library	Per year			
	\$2,234.64			
Money Allocation	Academic	School	Special	Total
Percent of Total	10.60%	84.90%	4.50%	100.00%
Dollar Amount	\$42,211	\$339,698	\$18,090	\$400,000

Multi-type	Academic	School	Special	Total
CCS	0.00%	0.00%	0.00%	0.00%
Pinnacle	0.00%	0.00%	0.00%	0.00%
PrairieCat	3.35%	13.41%	0.00%	16.76%
RRLC	0.00%	11.73%	0.00%	11.73%
RSA	3.35%	55.87%	3.91%	63.13%
SWAN	3.35%	1.68%	3.35%	8.38%
Total	10.06%	82.68%	7.26%	100.00%

Multi-type	Academic	School	Special	Total
CCS	\$0	\$0	\$0	\$0
Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	\$13,408	\$53,631	\$0	\$67,039
RRLC	\$0	\$46,927	\$0	\$46,927
RSA	\$13,408	\$223,464	\$15,642	\$252,514
SWAN	\$13,408	\$6,704	\$13,408	\$33,520
Total	\$40,223	\$330,726	\$29,050	\$400,000

Appendix D – COST

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$71,504.00 to Grantee in FY2026. This represents the Grantee's total support allocation (Appendix C).

This amount may be adjusted by mutual written agreement between RAILS and Grantee at least ninety (90) days before the adjustment takes effect.

Payments will be made by RAILS in equal quarterly installments, on or immediately following July 1, October 1, January 1, and April 1.

Appendix E – FY2026 RAILS LLSAP SUPPORT GRANT APPLICATION

Intent of Application

Select one checkbox to indicate what type of support your consortium wishes to receive from RAILS. All LLSAPs receive core services. Funding of all services is contingent on the availability of state funding.

- ☐ Core services only (no financial support)
- ☒ Financial support only
- ☐ Financial support plus selected optional services as listed below

Consortium Information

Consortium Name: Rock River Library Consortium (RRLC)

Consortium Website URL: https://rockriver.tlcdelivers.com

Primary Contact

RAILS' primary contact for the application, award, and reporting process; generally the Executive Director or equivalent.

Name: Jennifer Slaney

Email Address: Jennifer.Slaney@sterlingpubliclibrary.org

Phone Number: 815-625-1370

Address: 102 W. 3rd St. Sterling IL 61081

Other Contact (Optional)

An additional individual, if applicable, such as the Board President, who is in a position of leadership in the consortium and would also serve as a representative throughout the process.

Name: Heather Johnson

Email Address: hjohnson@sps5.org

Phone Number: 815-625-6800 ex 1483

Address: 1608 4th Ave. Sterling IL 61081

Staff Contacts

Please attach a list of staff names, titles, departments, and contact information as applicable, or provide a link to where this information is available on your website.

URL: _____

Changes since September 1, 2023

Use this space to describe any changes to the following since September 1, 2023:

- Organization type (legal designation such as intergovernmental instrumentality, not-for-profit, etc.).
- Technology assessment (current state of the technology used to provide the consortium's services to its members, including description, age, & condition of hardware and network environment, any upgrade or migration plans, etc.).
- Resource sharing activities, including policies, documented practices, board decisions, etc.
- Commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.
- Investigation of merger or consolidation with another consortium.
- Membership composition, including new member libraries, departing member libraries, or other changes in membership status.

Completed and updated consortium by-laws.

Services Provided

List services provided by your consortium, including membership levels and associated service levels (if applicable).

RRLC has only one membership level, full membership. All current members meet this requirement.

Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, including but not limited to those listed below, IF THEY HAVE CHANGED SINCE SEPTEMBER 1, 2023. Include all relevant documents, if your consortium has them, as attachments to your application packet. Use the space below as needed for any comments or explanations.

- Budget from most recent fiscal year
- Bylaws and/or other governance documents
- Policies
- Strategic plan
- LLSAP Financial Sustainability Plan

FY25 Budget attached

Revised By-laws attached

RRLC FY25 Budget

	\$61,960.86	
RAILS Grant for FY25	\$70,215.00	
Member Fees	\$16,137.50	
Total Revenue FY25		\$148,313.36
Expenditures		
TLC	\$32,275.00	
Grant Funds (Current Database)	\$30,882.69	
Cost to Remove Entities	\$0.00	
Librarian training		

RRLC FY25 Budget

282

Misc. Expend			
Total Expenditures		\$63,157.69	
Estimated Balance June 2025			\$85,155.67

BYLAWS OF THE Rock River Library Consortium

MISSION STATEMENT

The primary mission of the Rock River Library Consortium, hereinafter referred to as RRLC, is to provide access to information resources by means of sharing those resources, including an integrated automated system which reflects the holdings and availability of holdings in all participating libraries, and through other shared technologies and services.

ARTICLE I - AUTHORITY

RRLC is established pursuant to the intergovernmental cooperation clause as set forth in Article VII, Section 10 of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* RRLC shall not have or exercise any power that is not granted to a public library pursuant to Illinois law.

ARTICLE II - DEFINITIONS

Executive Committee – The executive committee of the RRLC consists of the Chair and the Secretary.

Fiscal Year - The fiscal year of RRLC shall be from July 1 to June 30.

Member of the Board – A library that pays for the services and the use of all existing application programs, as delineated in the Intergovernmental Agreement, and whose patrons have full access to the benefits of the ILS and other shared technologies and services. Members are voting members and may hold any office.

Standing Groups – The Executive Committee may, at their discretion, form ad hoc committees to address various issues and topics.

ARTICLE III - GOVERNING BOARD

SECTION 1. GENERAL POWERS AND DUTIES

To the extent not otherwise expressly provided in these Bylaws, the affairs of RRLC shall be managed by its Executive Committee. In addition, the Board shall have the following specific duties:

1. To administer and supervise the ILS;
2. To administer and supervise all shared technologies and services;
3. To adopt policy and bylaws;
4. To approve the budget;
5. To employ or contract with agents, employees, vendors, independent contractors or other entities, including legal counsel, accountants and such other persons as may be necessary to provide any services required for the shared technologies or services;
6. To purchase or lease equipment, machinery or personal property necessary for the carrying out of the purpose of the ILS or other shared technologies or services;
7. To evaluate the performance of vendors and contractors;

8. To review agreements and bylaws at least every three (3) years.

The RRLC Executive Committee shall not have or exercise any power that is not granted to a public library pursuant to Illinois Law.

Section 2. Number of Members

The number of directors on the RRLC Board shall be equal to the number of entities which are active Members and shall be increased or decreased automatically and without further act so that the number of the members of the RRLC Board shall be equal to the number of active Members.

Section 3. Appointment

Each Entity shall appoint a delegate to represent the entity. The delegate may also designate, in writing, an alternate to vote in their absence.

Each delegate shall vote in accordance with the authority conferred by the Governing Body of the Member making the appointment.

Section 4. Meetings

The RRLC Board shall establish a schedule of regular meetings as it deems appropriate, no less frequently than three times a year. Meetings of the RRLC Board will be held customarily at a RRLC Member, but under special circumstances they may be held elsewhere with prior approval of the Executive Committee. The RRLC Chair shall ensure that the packet of materials for each meeting of the Executive Committee is transmitted to each RRLC Member.

Section 5. Special Meetings

Special meetings of the RRLC Board may be called by or at the request of the Chair, or the Secretary or any three (3) members of the RRLC Board. Special meetings will be held at a RRLC Member building, but under special circumstances they may be held at another location convenient to the public and with the prior approval of the Executive Committee.

Section 6. Notices

Except as hereinafter provided, notice of any special meeting of the RRLC Board shall be given at least five (5) business days prior thereto by telephone, by electronic telecommunications or by written notice to each member of the RRLC Board at his/her address as shown by the records of RRLC. If given by electronic telecommunication, such notice shall be deemed to be delivered when the electronic telecommunication is sent, provided, however, that the electronic communication must be filed with the minutes of proceedings of the RRLC Board. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid.

In the event that the Chair, Secretary or any three (3) members of the RRLC Board shall determine that there is a financial or other emergency to RRLC, an emergency special meeting of the RRLC Board may be held if reasonable notice thereof is given by telephone or electronic telecommunications prior to such meeting.

Section 7. Quorum

A majority of all members of the RRLC Board that are physically present, pursuant to Illinois law, and shall constitute a quorum of the RRLC Board for the transaction of business at any meeting of the RRLC Board.

Section 8. Voting

Except as provided elsewhere in these Bylaws, a simple majority of a quorum shall be sufficient to pass on all matters.

Section 9. Compensation

Members of the Executive Committee shall not receive any compensation for their services.

ARTICLE IV – OFFICERS**Section 1. The Officers**

The Officers of RRLC shall be composed of the Chair and the Secretary.

They shall assume their office at the beginning of the new fiscal year in accordance with the provisions of Section 2 below. Only those persons who are members of the RRLC Board are eligible for election to the office of Chair and Secretary.

Officers whose authority and duties are not prescribed in these Bylaws shall have the authority and perform the duties prescribed, from time to time by the Executive Committee.

Section 2. Election and Term of Office

The term of office for each officer shall be for two (2) fiscal years of RRLC.

Each officer shall hold office until a successor shall have been duly elected or until the elected officer shall resign, vacate office or shall have been removed in the same manner set forth herein. Election of an officer shall not of itself create contract rights as contract rights are retained by the governing board of the Chair of the RRLC.

Section 3. Vacancies

In the event one of the offices becomes vacant, the Board shall elect one of its other members to fill the remainder of the term at the next RRLC Board meeting.

Section 4. Chair

The Chair shall be the executive officer of the Board and shall have general supervision of the group. The Chair shall create agendas and preside at all meetings of the RRLC. The Chair shall appoint all committees and liaisons to other groups. The Chair, with the concurrence of the other members, shall establish Standing and Ad Hoc Committees as deemed necessary to support the normal functions, special activities and purposes of RRLC. Except in those instances which the authority to execute is expressly delegated to another officer or agent of RRLC or a different mode of execution is expressly prescribed by the members or these Bylaws, the Chair may execute for RRLC any contracts, deeds, mortgages or other instruments which the RRLC has authorized to be executed, and may accomplish such execution either

individually or with the Secretary or any other officer or agent thereunto authorized by the RRLC, according to the requirements of the form of the Instrument.

Section 5. Secretary

The Secretary shall record the minutes of the meetings. The Secretary shall also see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the official records of RRLC; keep a register of the contact information supplied of each member of the RRLC; and perform all duties incident to the office of Secretary; and such other duties as from time to time may be assigned to him/her by the Chair. In the absence of the Secretary, the Chair shall designate another member as Secretary Pro Tem to keep the minutes.

ARTICLE V - FINANCIAL MATTERS

Section 1. Fiscal Year

The fiscal year of RRLC shall be from July 1 to June 30.

Section 2. Financial Guidelines

The RRLC shall establish a policy concerning the minimum fund balances for the Operating Fund. The minimum Operating Fund balance shall be equal to the cost of one (1) year of the library automation software without any additional supplementary enhancements.

Section 3. Budget

The Executive Committee shall prepare a draft of the Operating Budget for the forthcoming fiscal year by the first meeting of the calendar year.

The proposed Operating Fund budget shall be voted upon by a roll call vote of quorum of the RRLC. The cost of planned replacement of the library automation software shall be the basis of a Reserve Fund. Members shall contribute yearly to the Reserve Fund so that it remains viable.

The budget may be amended by a roll call vote of quorum of the RRLC members, should the members during the course of any fiscal year determine that the approved budget of RRLC requires amendment.

Section 4. Contracts

The Executive Committee may authorize any officer or officers, agent or agents of RRLC, to enter into any contract or execute and deliver any instrument in the name of and on behalf of RRLC; such authority may be general or confined to specific instances.

Section 5. Deposits

All funds of RRLC shall be deposited from time to time to the credit of RRLC in such banks, trust companies or other depositories as the members of the Executive Committee may approve; provided, however, that all such deposits and investments shall be in financial institutions in which monies of public libraries may be deposited or invested in, in compliance with the requirements of Illinois Compiled Statutes, 30 ILCS 235/0.01.

Section 6. Gifts

The Executive Committee may accept or reject on behalf of RRLC any contribution, gift, bequest or device for the general purposes or for any special purpose of the RRLC.

Section 7. Audits

An audit shall be conducted within 180 days of the end of each fiscal year by an Independent certified public accountant authorized to practice public accounting in Illinois,

Section 8. Payments

Each Member shall pay in full its share of the financial obligations incurred by RRLC, such payment to be made within ninety (90) days of receipt of the RRLC's billing.

Section 9. Financial Arrearages

In the event that a Member fails to timely pay its quarterly billing statement from RRLC or fails to pay within thirty (30) days after written demand may suspend the membership status of such Member and thereby deny access to all RRLC funded services to such Member, until such payment is made in full. If such Member fails to make full payment within ninety (90) days after such termination of services, the Executive Committee may take such other action as is necessary or appropriate, including litigation against such Member.

ARTICLE VI - BOOKS AND RECORDS

RRLC shall keep correct and complete books and records of account and shall also keep minutes of the meetings of the membership of the RRLC and of proceedings of the Executive Committee and committees having any of the authority of the Executive Committee. All books and records of RRLC may be inspected by any Member or Director, or the agent or attorney thereof, for any proper purpose at any reasonable time. All records, regardless of format, will be maintained according to appropriate records management schedules and will be held at the designated Repository Library. The Repository Library was designated at the establishment of RRLC and is currently the Sterling Public Library.

ARTICLE VII - SERVICES TO MEMBERS

Subject to the terms and conditions set forth in the Intergovernmental Agreement and in conformity with the provisions of these Bylaws, RRLC shall, on a uniform and nondiscriminatory basis, provide each member on active membership status in RRLC with cooperative library application computer services and automation services, including but not limited to software designed to meet the specific needs of the members. The members of RRLC shall take all necessary and appropriate actions so as to enable RRLC to provide such computer and automation services, including causing RRLC to enter into one or more contracts with third parties for such services.

ARTICLE VIII - MEMBERS AND MEMBERSHIP**Section 1. Members**

Any library that agrees to the terms and conditions of an agreement with RRLC may be

admitted to membership in RRLC, but only upon compliance with the following conditions:

1. The addition of the new Member requires approval by the affirmative vote of the quorum of the Member Libraries;
2. The new Member shall sign a copy of the contract "Establishing RRLC and Membership in RRLC" (an intergovernmental agreement) and of these Bylaws for the purpose of acknowledging its commitment to assume the rights and fulfill the responsibilities of membership in RRLC and shall transmit to the Secretary of RRLC a signed copy of the document approved by such new Member providing for the execution of the "Establishing RRLC and Membership in RRLC";
3. The active membership of such a new member shall become effective on the date of the signed agreement;
4. Providing evidence of membership in RAILS.

For purposes of these Bylaws, the members of RRLC are referred to as "Members." The term "Member" includes each new Member as of the effective date of its active membership in RRLC.

Section 2. Transfer of Membership

Membership in RRLC is not transferable or assignable.

Section 3. Responsibilities of Member Libraries

Each member shall comply with such other reasonable rules and regulations as may be established by RRLC for the administration of the shared library automation software (also known as an Integrated Library System) and other shared services. In the event that any member shall fail to conform to such standards, the RRLC Chair shall investigate and shall report its findings and recommendations to the RRLC members for such action as the members may determine to be appropriate pursuant to Article XI below.

Each member shall comply with the confidentiality requirements contained in any Sales Agreement and Maintenance Agreement or any other agreement entered into by RRLC with any vendor. The compliance required of each member shall include signing any confidentiality documents and observing any other requirements designated by RRLC in writing. In addition, each member shall be individually responsible for any breach or violation of the confidentiality requirements by such member, whether occurring during the term of the member's membership in RRLC or thereafter. All members shall be full members of RAILS with no exceptions.

Section 4. Reinstatement

A member that has terminated membership may be reinstated by applying for admission as a new member, as set forth in Section 1 of this Article. Such reinstated member shall pay its share of the costs of and services purchased by RRLC as a new member.

ARTICLE X - TERMINATION OF MEMBERSHIP

Section 1. Obligations Upon Termination of Membership

A member may terminate their membership in RRLC in accordance with paragraph below. The termination of any Member shall not change the binding effect of this Agreement for the remaining Members, who shall continue to be governed by the terms of this Agreement.

Any member may terminate their membership in RRLC by giving at least 90 days written notice to each Member prior to the 1st day of March of any calendar year. If a Member terminates their membership, that Member is required, to be responsible for all costs associated with the purging of the system database and other associated application and data files, of bibliographic data, patron data or other data, the purging of which is made necessary or desirable due to the termination.

Termination by Loss of Good Standing: In the event a member fails to maintain itself in good standing as a party to this Agreement, said member shall be deemed to have voluntarily terminated their membership in RRLC. If a member fails to maintain itself in good standing, and is deemed by a majority vote of the members to have voluntarily terminated their membership in RRLC, the terminated member will be responsible for all costs associated with purging of the system database and other associated application and data files, of bibliographic data, patron data or other data the purging of which is made necessary or desirable due to the withdrawal.

Notwithstanding anything to the contrary contained in these Bylaws, a terminating member shall remain fully obligated for:

- All special payments and duties which had been specifically allocated to it by the members of RRLC prior to the giving of written notices of termination by such terminating member; and
- Its pro rata share of any extraordinary payments; and
- Duties allocated to it by the members during the final year of participation by such terminating member.

Section 2. Rights Upon Termination of Membership

At the expense of the terminating member, RRLC shall copy in machine-readable form the terminating member's entries in RRLC's bibliographic and patron databases and remove terminating member's bibliographic and patron records from the RRLC database.

Such terminating member shall have no right or interest in the hardware, software or contractual services thereafter purchased by RRLC, except as otherwise specifically provided in these Bylaws. Terminating libraries must pay for extraction of their records and forfeit their portion of the reserve fund.

Section 3. Procedure Upon Dissolution of RRLC

Upon the adoption of a resolution of dissolution by a quorum of the members of RRLC, RRLC

shall cease to conduct its affairs except insofar as may be necessary for the proper winding up thereof, and shall immediately cause a notice of the proposed dissolution to be mailed to each Member and to each known creditor of RRLC. RRLC shall then proceed to collect its assets and apply and distribute them as hereinafter provided:

- All liabilities and obligations of RRLC shall be paid or adequate provision shall be made therefore; and
- All remaining property and assets held by or in the name of RRLC shall be distributed to the then current Members of RRLC. Said distribution shall be in a manner which approximates the respective equity positions of the Members at the time of dissolution.

Article XI - ENFORCEMENT PROCEDURES

Failure to Comply

In the event that a member fails to comply with these Bylaws or any rule or regulation of RRLC:

- Such a member shall be given a written notice from the RRLC Chair requesting compliance. At the written request of such member, the RRLC Executive Committee (Chair & Secretary) will meet with such member to discuss the failure to comply and the corrective action needed for compliance;
- Unless such Member has taken all required corrective action within the time period set forth in said written notice, or, if a hearing was requested, within the time period imposed by the RRLC Executive Committee after such hearing, the members may suspend the active membership status of such member and thereby deny access to all RRLC funded services to such member, until corrective action is taken. The member shall not thereby be released from any of its obligations under the signed contract (Intergovernmental Agreement) and these Bylaws, including the obligation to make financial payments to RRLC; and
- If such Member has not taken corrective action within ninety (90) days after such termination of services, the Executive Committee may take such other action as it deems necessary or appropriate, including litigation against such member.

ARTICLE XII - AMENDMENT OF BYLAWS

The Bylaws may be amended, altered, added to or repealed upon the affirmative vote of the quorum of the RRLC Board, provided that notice of the proposed amendment, alteration, addition or repeal is given in writing to the Members five (5) days prior to such meeting.

ARTICLE XIII – NOTICES

All notices of claims or any other notice required to be given pursuant to these Bylaws, shall be in writing, shall be sent by certified mail and shall be addressed to or to such address or such other parties as the Parties may from time to time designate by notice as provided herein:

RRLC
c/o Sterling Public Library
102 W. 3rd St., Sterling, IL 61081
Attn: Chair

ARTICLE XIV – LIABILITY OF RRLC AND RRLC EXECUTIVE COMMITTEE

The RRLC Executive Committee shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of RRLC funds or failure to invest. They may participate in indemnification and self-insurance programs and will also purchase liability insurance for RRLC and for its officers and directors. No Chair or employee shall be liable for any action taken or omitted by any other Chair or employee. No Chair of the RRLC shall be required to give a bond or other security to guarantee the faithful performance of the Chair's duties hereunder, except as required by this Agreement or by law;

The liability of RRLC, its employees and RRLC Executive Committee is limited solely to the proceeds of payments of members and to the proceeds of any insurance purchased by RRLC;

If any claim or action not covered by insurance is instituted against a RRLC Chair arising out of an act or omission occurring within the scope of their duties or authority, RRLC shall at the request of them:

- Appear and defend against the claim or action; and
- Pay or indemnify the RRLC Chair for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
- Pay or indemnify the RRLC Chair for a compromise or settlement of such claim or action providing the settlement is approved by the RRLC Chair.

Approved April 23, 2024

Use of RAILS Funds

While RAILS places no specific restrictions on how LLSAPs use the funding allocated to them, we expect that use will be in keeping with the LLSAP definition (p. 1) and LLSAP Requirements (p. 15), that it enhances the financial sustainability of the LLSAP, and that the LLSAP can demonstrate the benefit to the consortium or its member libraries. Please detail how your consortium plans to use RAILS financial support.

Percentage of grant funds will be used to offset the yearly cost for The Library Corporation (TLC) software, cloud storage, licenses, ongoing database clean-up, and authority file maintenance. Funds will also be used for any member library staff to attend the annual TLC-U conference via remote.

Funds will used to purchase Gale In-Context datases for Jr/Sr high schools and Opposing Viewpoint database for high schools. public libraries will have access to Brainfuse (Online tutoring, career assistance, veteran services and college prep).

All Jr/Sr high schools along with public libraries will have access to myLibro (all-in-one mobile app) that connects to our circulation system. All members have full access to Novelist via the OPAC.

Legacy Services

The services below are not available as new services. Some consortia will continue to receive these services in accordance with pre-existing agreements with RAILS and guided by their Financial Sustainability Plan. If your consortium currently receives any of these services, please select the services you wish to continue receiving from RAILS in FY2026.

RAILS will deduct the costs of providing the following services from your total allocation, and will provide estimated costs when making your grant award.

☐ Delivery Services to LLSAP Facility

RAILS can provide delivery service up to five days per week to LLSAP headquarters if not located in a RAILS member library, within an approximately two-hour window to be determined by RAILS. LLSAP must provide access for delivery staff, including a key and alarm code access, if delivery times are outside of LLSAP's normal business hours.

☐ Financial Services

RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts and the Uniform Accounting and Reporting Manual for Illinois Library Systems. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by the LLSAP to its member libraries.
2. Processing vendor invoices and payments.
3. Financial reconciliations and the provision of financial information for board packets, actuarial valuations, insurance audits and renewals, tax forms, eCommerce, or other business purposes.
4. Audit support, including providing the chosen auditor with requested documents and reports as well as reviewing financial statements and any auditor-proposed adjustments.
5. Supply information and assistance, as needed, for preparation of LLSAP draft and final budgets.
6. Provide banking assistance to include lock box establishment and administration, Positive Pay administration, as well as ACH transactions.

☐ Use of RAILS Facilities for Consortium Staff: IT Support

RAILS shall:

1. Provide support to Grantee staff for technical issues during RAILS business hours.
2. Manage, or contract to provide, hosted IT services and/or the data facility needed for self-hosted services, including uninterrupted power services, fire suppression system, cleaning, and security.
3. Maintain Internet connectivity and the Local Area Network ("LAN"), including network security.
4. Provide and maintain email services for Grantee help desk support and LLSAP staff, including protection against spam.
5. Provide hardware and software for all staff who perform services for the ILS, including the operating system and all required office applications.
6. Provide printer and copier equipment and support.
7. Provide remote telecommuting access for staff to the RAILS network.

☐ Use of RAILS Facilities for Consortium Staff: Facility

Please note that RAILS will contract with service providers for rent, utilities, and telecommunications for the entire facility. We will then calculate Grantee's share of these costs and deduct that amount from the total allocation. Grantee will be responsible for procuring and paying for office supplies and postage.

RAILS shall:

1. House the equipment and staff.
2. When needed to provide member support or technical support, allow Grantee staff access to RAILS facilities outside of normal business hours and on holidays.
3. Contract for utilities such as electricity, gas, and water.
4. Contract for and manage facility telecommunications, including but not limited to data lines, video conferencing, facility phones, phone system support contracts, and phone equipment.
5. In the event that the existing facility becomes unavailable, assume all costs associated with Grantee's relocation to a different facility selected by RAILS, including but not limited to moving, acquiring furniture, network infrastructure, space planning, and moving consultation. When possible, RAILS will provide at least 120 days written notice to Grantee prior to any relocation.

☐ Consortium Staffed by RAILS Employees, Including the Use of RAILS Vehicles

RAILS shall:

1. Give the LLSAP Services Manager supervisory authority for staff assigned to Grantee.
2. Give the LLSAP Services Manager the authority to develop and recommend support staffing levels, recommend new hires, and make staff assignments within the Grantee's service area.
3. Give Grantee's Board of Directors right of approval for the person selected to be the LLSAP Services Manager. If Grantee's Board of Directors determines that the performance of the LLSAP Services Manager is not satisfactory, it may request that RAILS remove him/her from the position, but RAILS will have final decision-making authority.
4. Provide adequate staffing to complete the services provided for in this Agreement and to provide prompt, efficient and responsive service to Grantee members during the hours and days determined by Grantee. RAILS will pay for all employer portions of salaries and associated taxes, retirement, health, dental, life and vision insurance.
5. Provide Human Resources support, including talent recruitment, benefits administration, employee relations, performance management, training and development, workers compensation, leave of absence administration, HRIS data management and payroll administration.
6. Provide access to system vehicles for in-state LLSAP-related travel for RAILS staff assigned to Grantee. Travel reimbursement by RAILS may be substituted when system vehicles are unavailable.

Use this space, or a separate attached document, to describe any plans you have to transition these services away from RAILS operations and provide them independently, or if your planned use of these services during FY2026 will differ significantly from the descriptions

☒ Agreement to LLSAP Requirements

Use the checkbox to indicate your agreement to the LLSAP requirements. These requirements will be included in the RAILS LLSAP support grant agreement.

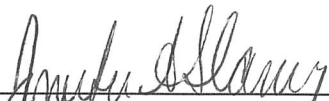
1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
 - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to any procedures and communication practices that may apply to the creation of or edits to specific items in L2, as well as all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. 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).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
 - a. Providing statistics to support delivery improvements
 - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
 - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

Authorized Signatures

Primary Contact

Name: **Jennifer Slaney**

Title: **Director**


Signature: 

Date: **September 6, 2024**

Other contact (if applicable)

Name: **Heather Johnson**

Title: **District Librarian**

Signature: 

Date: **September 6, 2024**

RAILS LLSAP Support Grant Agreement

Grantor: Reaching Across Illinois Library System ("RAILS") , a body politic.

Street Address: 125 Tower Drive City/State/Zip: Burr Ridge, IL 60527

Email Address: monica.harris@railslibraries.org Attention to: Monica Harris, Executive Director

Grantee: Resource Sharing Alliance (RSA)

Street Address: 715 Sabrina Drive City/State/Zip: East Peoria, IL 61611

Email Address: kendal.orrison@railslibraries.org Attention to: Kendal Orrison

Grant Amount: Total Allocation **\$816,441.00**

Estimated Cost of RAILS services **\$591,728.00**

Financial support **\$224,713.00**

Effective Date: July 1, 2025 Termination Date: June 30, 2026

THIS AGREEMENT is made and entered into the above-referenced date, by and between, Grantee and RAILS.

Whereas, Local Library System Automation Programs (LLSAPs) 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, and

Whereas, it is the desire of RAILS to strengthen resource sharing in the state of Illinois and support the activities of LLSAPs; and

Whereas, RAILS staff have reviewed the Application, by this reference made part of this Agreement, as Appendix F, and verified that Grantee meets the criteria for a RAILS LLSAP as set forth in Appendix B (Services Provided by Grantee); and

Whereas, RAILS does hereby agree to provide the Grant Amount as financial and/or in-kind support as set forth in Appendices A and C and Grantee hereby accepts the support upon the terms and conditions hereinafter provided,

NOW, THEREFORE, in consideration of the mutual undertakings and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

Article 1: Term and Termination. Subject to the provisions for termination as hereinafter provided, this Agreement shall become effective on the Effective Date and shall be terminated on the Termination Date, unless terminated by mutual written consent of both Parties or by either Party upon one hundred twenty (120) days' written notice to the other Party. RAILS shall be responsible for in-kind services through the termination date and all payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 2: Services and Costs. Contingent upon state funding, RAILS and Grantee, respectively, shall provide the services set forth in Appendices A and B. The Cost and Financial Responsibility as allocated between the Parties are set forth in Appendices D and E. The Appendices are exhibits to this Agreement and are incorporated herein.

Article 3: Funding. If, in any fiscal year, funding to RAILS from the Illinois Secretary of State by the Illinois State Library ceases or fails to make available sufficient funds for this Agreement, RAILS may, but shall not be obligated to, terminate this Agreement upon written notice to Grantee, effective as of the date of the termination or discontinuance of such funding. All payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 4: Reporting Requirements. The Grantee agrees to supply RAILS with annual program progress reports until termination of this agreement. Annual reports are due on July 31, 2026. Grantee also agrees to supply RAILS with any reports and information necessary to satisfy RAILS' own reporting requirements to the Illinois State Library. The Grantee agrees to exercise good faith in the performance of this Agreement and to provide such additional information as RAILS determines is necessary and appropriate.

Article 5: Records and Documentation. The Grantee shall maintain, for a minimum of three years from the later date of either: (a) final payment under the Agreement or (b) the completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, receipts, and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records, and supporting documents related to the Agreement shall be available for review and audit by RAILS; and the Grantee agrees to cooperate fully with any audit conducted by RAILS or agents acting on behalf of RAILS and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of RAILS for the recovery of any funds paid by RAILS under the Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

Article 6: Freedom of Information Act. The Grantee and RAILS recognize and agree that this Agreement, required reports, and other information provided to RAILS are public records as defined in the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

Article 7: Liability.

A. Indemnity. The Grantee agrees that RAILS shall not be liable in relation to and does hereby hold harmless and indemnify RAILS, all RAILS officials, officers, employees, agents, representatives, consultants, and attorneys, from any and all claims that may be asserted at any time against any of them in connection with (i) RAILS' review and approval of the Project; (ii) the payment of the Grant Amount; or (iii) RAILS' assent to the terms and provisions of this Agreement and the Grantee's Project.

B. Defense Expense. The Grantee shall, and does hereby agree to, pay all expenses, including without limitation legal fees and administrative expenses, incurred by RAILS in defending itself with regard to any and all of the claims referenced in Article 7.A of this Agreement.

C. Limited Liability. RAILS does not assume any liability for acts or omissions of the Grantee and such liability rests solely with the Grantee. Without limiting the generality of the foregoing:

- (1) RAILS' review of the Application and assent to the terms and provisions of this Agreement do not, and shall not, in any way, be deemed to insure the Grantee, or any of its heirs, successors, assigns, tenants, and licensees, or any other Person, against damage or injury of any kind at any time.
- (2) Any specification, description, or objective in this agreement concerning the operation of the Integrated Library System ("ILS") is a statement of the understanding of the parties as to the design and service objectives of the ILS, and does not create an express or implied warranty that the ILS does or will always continue to operate as described.
- (3) Notwithstanding any other provision of this agreement, neither RAILS nor its officers, board members, employees or agents shall be liable to or through the LLSAP members for any damages, including but not limited to direct, indirect, incidental or consequential damages sustained or incurred in connection with the performance or nonperformance of services under this agreement, and any amendments thereto, or the provision, use or operation of the ILS or services provided pursuant to this agreement and any amendments thereto, regardless of the form of action and whether or not such damages are foreseeable.
- (4) Neither party to this agreement, including their officers, board members, employees and agents, shall be liable in any way for delays, failure in performance, loss or damage due to force majeure conditions or causes beyond such party's reasonable control.
- (5) Any action in law or in equity arising from or in connection with any matter under this agreement must be brought within two years after the cause of action has accrued, except claims for damages which may be covered under the Illinois Tort Immunity Act.
- (6) Except as set forth expressly in this agreement, no warranties, express or implied, including warranties of merchantability or fitness for a particular purpose are made by RAILS.
- (7) The terms and conditions in this Article 7 shall survive the termination of this agreement.

Article 8: Applicable Law. This Agreement shall be governed in all respects by the laws of the State of Illinois. In compliance with the United States and Illinois Constitutions, the Illinois Human Rights Act, the United States Civil Rights Act, and Section 504 of the Federal Rehabilitation Act and other applicable laws and rules, RAILS does not unlawfully discriminate in the awarding of grants or any other activity.

Article 9: Notices. All notices required under the terms of this Agreement shall be in writing, and delivered electronically, in person, or by certified or registered mail with return receipt to the above-referenced addresses of the parties hereto. A party may change its address by notice in the manner prescribed in this Article.

Article 10: Breach. Any breach of this Agreement by the Grantee will allow RAILS to terminate this Agreement without penalty, and to seek enforcement of this Agreement by suit, action, mandamus, or any other proceeding in law or in equity, including without limitation specific performance to compel the performance of this Agreement. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

Article 11. No Third Party Beneficiaries. No claim as a third party beneficiary under this Agreement by any person or entity shall be made, or be valid, against the RAILS or the Grantee.

Article 12: Certification. The Grantee does hereby ratify and adopt all assurances, statements, descriptions, representations, warranties, covenants, and agreements submitted to RAILS and referred to in this Agreement. The Grantee certifies that all information in the Agreement is true and correct to the best of the Grantee's knowledge, information, and belief; that the grant funds shall be used only for the services to its members as described in this Agreement; and that the award of grant funds is conditioned upon said certification.

Article 13: Insurance. Grantee will provide all insurance for its employees (if any) and will procure insurance that covers all equipment it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment. RAILS will provide all insurance for its employees and will procure insurance for all equipment and vehicles that it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment or vehicles. Each entity will provide workers compensation for its own employees. Grantee is not covered by any RAILS cyber security insurance policy, and may decide to procure its own if it wishes.

Article 14: Amendments; Waivers. This Agreement and the rights created by this Agreement may not be amended, modified, or waived in any respect except by written agreement expressly referring to this Agreement and duly and validly authorized, executed, and delivered by the Parties.

Article 15: Relationship of the Parties. RAILS shall act as an independent contractor with respect to the provision of the services pursuant to this Agreement. Nothing in this Agreement is intended, or shall be construed or applied, to create the relationship of principal and agent, employer and employee, partners, or joint ventures between RAILS and Grantee. No employer/employee relationship shall be created by this Agreement between Grantee and any RAILS employee providing services under the terms of this Agreement.

Article 16: Severability. The provisions of this Agreement are severable if any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law or contrary to any rule or regulation having the force and effect of law; such decision shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, either Party may terminate this Agreement forthwith, upon the delivery of written notice of termination of the other Party.

Article 17: Entire Agreement. It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements in negotiations between the Parties relating to the subject matter hereof.

Article 18: Successors. This Agreement shall be binding upon successors of the Parties.

Article 19: Authority. Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith.

Article 20: Execution in Counterparts. This Agreement may be executed in counterparts. Facsimile signatures shall be sufficient.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Execution Date.

GRANTEE

ATTEST

Signature: _____

Printed Name: _____

Title: _____

Date: _____

RAILS

Signature: _____

Printed Name: Monica Harris

Title: Executive Director

Appendix A – SERVICES PROVIDED BY RAILS

Core Services

All LLSAPs receive the following services from RAILS. No expenses will be deducted from cash support.

Meeting Rooms

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability; the general guidelines posted on the RAILS website; and any restrictions in access, capacity, and other factors that may arise in connection with public health or other issues. Access for advance scheduling and event management is provided via L2.

Communication and Collaboration

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events, as well as API access for event and directory data.

Grants for New Members

1. When funds are available, and subject to the application and award decision process, requirements, and other RAILS procedures, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

Optional Services

Cost-recovery expenses will be deducted from Grantee's total support allocation.

Financial Services

RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts and the Uniform Accounting and Reporting Manual for Illinois Library Systems. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by the LLSAP to its member libraries.
2. Processing vendor invoices and payments.
3. Financial reconciliations and the provision of financial information for board packets, actuarial valuations, insurance audits and renewals, tax forms, eCommerce, or other business purposes.
4. Audit support, including providing the chosen auditor with requested documents and reports as well as reviewing financial statements and any auditor-proposed adjustments.
5. Supply information and assistance, as needed, for preparation of LLSAP draft and final budgets.
6. Provide banking assistance to include lock box establishment and administration, Positive Pay administration, as well as ACH transactions.

Use of RAILS facilities for consortium staff: IT Support

RAILS shall:

1. Provide support to Grantee staff for technical issues during RAILS business hours.
2. Manage, or contract to provide, hosted IT services and/or the data facility needed for self-hosted services, including uninterrupted power services, fire suppression system, cleaning, and security.
3. Maintain Internet connectivity and the Local Area Network ("LAN"), including network security.
4. Provide and maintain email services for Grantee help desk support and LLSAP staff, including protection against spam.
5. Provide hardware and software for all staff who perform services for the ILS, including the operating system and all required office applications.
6. Provide printer and copier equipment and support.
7. Provide remote telecommuting access for staff to the RAILS network.

Use of RAILS facilities for consortium staff: Facility

RAILS shall:

1. House the equipment and staff.
2. When needed to provide member support or technical support, allow Grantee staff access to RAILS facilities outside of normal business hours and on holidays.
3. Contract with service providers for utilities such as electricity, gas, and water.
4. Contract and manage facility telecommunications, including but not limited to data lines, facility phones, video conferencing, phone system support contracts, and phone equipment.
5. In the event that the existing facility becomes unavailable, assume all costs associated with Grantee's relocation to a different facility selected by RAILS, including but not limited to moving, acquiring furniture, network infrastructure, space planning, and moving consultation. When possible, RAILS will provide at least 120 days written notice to Grantee prior to any relocation.

Use of RAILS vehicles

1. RAILS shall provide access to system vehicles for in-state LLSAP-related travel for RAILS staff assigned to RSA. Travel reimbursement by RAILS may be substituted when system vehicles are unavailable.

Consortium staffed by RAILS employees

1. RAILS shall give the RSA LLSAP Services Manager supervisory authority for staff assigned to RSA.
2. RAILS shall give the RSA LLSAP Services Manager the authority to develop and recommend RSA support staffing levels, recommend new hires, and make staff assignments within the RSA service.

3. RAILS shall give RSA's Board of Directors right of approval for the person selected to be the RSA LLSAP Services Manager. If RSA's Board of Directors determines that the performance of the RSA LLSAP Services Manager is not satisfactory, it may request that RAILS remove him/her from the position, but RAILS will have final decision-making authority.
4. RAILS shall provide adequate staffing to complete the services provided for in this Agreement and to provide prompt, efficient and responsive service to RSA members during the hours and days determined by RSA. RAILS will manage payment for all employer portions of salaries and associated taxes, retirement, health, dental, life and vision insurance.
5. RAILS shall provide Human Resources support, including talent recruitment, benefits administration, employee relations, performance management, training and development, workers compensation, leave of absence administration, HRIS data management and payroll administration.

Appendix B – SERVICES PROVIDED BY GRANTEE

1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
 - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. 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).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
 - a. Providing statistics to support delivery improvements
 - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
 - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

Appendix C – LLSAP Support Allocation Summary

Appendix C: FY2026 RAILS LLSAP Support Grant - Financial Support Allocations

Money Allocation Per Metric		% of Total
Collection Expenditures Per Capita	\$750,000	33%
Annual Fee as Percentage of Library Operating Budget	\$700,000	31%
Interlibrary Loan and Reciprocal Borrowing Transactions	\$400,000	18%
Multi-type (nonpublic) Membership	\$400,000	18%
Total	\$2,250,000	100%

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$31,878	\$49,259	\$142,857	\$0	\$223,995	10.0%
Pinnacle	\$10,929	\$16,420	\$29,177	\$0	\$56,527	2.5%
PrairieCat	\$224,871	\$233,333	\$54,897	\$67,039	\$580,140	25.8%
RRLC	\$20,288	\$3,457	\$832	\$46,927	\$71,504	3.2%
RSA	\$284,971	\$214,321	\$64,635	\$252,514	\$816,441	36.3%
SWAN	\$177,062	\$183,210	\$107,602	\$33,520	\$501,394	22.3%
Total	\$750,000	\$700,000	\$400,000	\$400,000	\$2,250,000	100.0%

Collection Expenditures Per Capita					
Quartile	1	2	3	4	
Dollars per library	\$3,125	\$2,344	\$1,563	\$773	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

CE/Pop	1	2	3	4	Total
CCS	0	2	8	19	29
Pinnacle	1	1	3	1	6
PrairieCat	32	34	21	16	103
RRLC	2	3	3	3	11
RSA	41	36	35	23	135
SWAN	20	20	26	35	101
Total	96	96	96	97	385

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$12,500	\$14,691	\$31,878
Pinnacle	\$3,125	\$2,344	\$4,688	\$773	\$10,929
PrairieCat	\$100,000	\$79,688	\$32,813	\$12,371	\$224,871
RRLC	\$6,250	\$7,031	\$4,688	\$2,320	\$20,288
RSA	\$128,125	\$84,375	\$54,688	\$17,784	\$284,971
SWAN	\$62,500	\$46,875	\$40,625	\$27,062	\$177,062
Total	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

LLSAP Annual Fee as Percentage of Library Operating Budget					
Quartile	1	2	3	4	
Dollars per library	\$3,457	\$2,593	\$1,728	\$864	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

AF/OE	1	2	3	4	Total
CCS	1	9	7	12	29
Pinnacle	3	2	0	1	6
PrairieCat	36	26	17	14	93
RRLC	0	0	0	4	4
RSA	25	27	23	21	96
SWAN	16	17	34	29	96
Total	81	81	81	81	324

AF/OE	1	2	3	4	Total
CCS	\$3,457	\$23,333	\$12,099	\$10,370	\$49,259
Pinnacle	\$10,370	\$5,185	\$0	\$864	\$16,420
PrairieCat	\$124,444	\$67,407	\$29,383	\$12,099	\$233,333
RRLC	\$0	\$0	\$0	\$3,457	\$3,457
RSA	\$86,420	\$70,000	\$39,753	\$18,148	\$214,321
SWAN	\$55,309	\$44,074	\$58,765	\$25,062	\$183,210
Total	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

Total Interlibrary Loan and Reciprocal Borrowing Transactions	
Money Allocation	\$400,000

ILL/RB	3-year Total	% of Total
CCS	9,217,329	35.71%
Pinnacle	1,882,568	7.29%
PrairieCat	3,542,010	13.72%
RRLC	53,663	0.21%
RSA	4,170,311	16.16%
SWAN	6,942,643	26.90%
Total	25,808,524	100.00%

ILL/RB	Total
CCS	\$142,857
Pinnacle	\$29,177
PrairieCat	\$54,897
RRLC	\$832
RSA	\$64,635
SWAN	\$107,602
Total	\$400,000

Multitype Membership Bonus				
Dollars per library	Per year			
	\$2,234.64			
Money Allocation	Academic	School	Special	Total
Percent of Total	10.60%	84.90%	4.50%	100.00%
Dollar Amount	\$42,211	\$339,698	\$18,090	\$400,000

Multi-type	Academic	School	Special	Total
CCS	0.00%	0.00%	0.00%	0.00%
Pinnacle	0.00%	0.00%	0.00%	0.00%
PrairieCat	3.35%	13.41%	0.00%	16.76%
RRLC	0.00%	11.73%	0.00%	11.73%
RSA	3.35%	55.87%	3.91%	63.13%
SWAN	3.35%	1.68%	3.35%	8.38%
Total	10.06%	82.68%	7.26%	100.00%

Multi-type	Academic	School	Special	Total
CCS	\$0	\$0	\$0	\$0
Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	\$13,408	\$53,631	\$0	\$67,039
RRLC	\$0	\$46,927	\$0	\$46,927
RSA	\$13,408	\$223,464	\$15,642	\$252,514
SWAN	\$13,408	\$6,704	\$13,408	\$33,520
Total	\$40,223	\$330,726	\$29,050	\$400,000

Appendix D – COST

RAILS Service	RAILS Estimated Cost
Financial Services	\$38,663.64
IT Support	\$24,968.17
Use of RAILS facility	\$49,849.50
Use of RAILS vehicles*	\$3,805.50
Consortium staffed by RAILS employees* (including travel and continuing education)	\$474,440.82
*Service provided through December 31, 2025	

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$224,713.00 to Grantee in FY2026. This represents the Grantee's total support allocation (Appendix C), less the budgeted cost of the RAILS service(s) listed above.

This amount may be periodically adjusted based on actual costs as reasonably determined by RAILS. Such adjustment shall take place, at a minimum, within 90 days of the end of each fiscal year.

Billing will be quarterly, based on the Estimated Cost.

Appendix E – FINANCIAL RESPONSIBILITY DETAIL

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
	Expenses			
5000	Salaries, Library Professional	X	X	RAILS responsibility ceases December 31, 2025
5010	Salaries, Professional	X	X	RAILS responsibility ceases December 31, 2025
5020	Salaries, Supportive	X	X	RAILS responsibility ceases December 31, 2025
5030	Social Security taxes	X	X	RAILS responsibility ceases December 31, 2025
5040	Unemployment insurance	X	X	RAILS responsibility ceases December 31, 2025
5050	Workers comp.	X	X	RAILS responsibility ceases December 31, 2025
5060	IMRF (retirement benefits)	X	X	RAILS responsibility ceases December 31, 2025
5070	Health, dental & life insurance	X	X	RAILS responsibility ceases December 31, 2025
5080	Other fringe benefits	X	X	RAILS responsibility ceases December 31, 2025
5090	Temporary help	X	X	RAILS responsibility ceases December 31, 2025

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
5100	Recruiting	X	X	RAILS responsibility ceases December 31, 2025
5110	Print materials	X		
5120	Nonprint materials	X		
5130	E-resources	X		
5140	Rent / Lease		X	
5150	Utilities		X	
5160	Property insurance	X	X	Grantee is responsible for procuring appropriate insurance to cover its owned assets; RAILS is responsible for procuring insurance for its owned assets.
5170	Facility repairs and maintenance		X	
5180	Janitorial services and supplies		X	
5190	Other buildings and grounds		X	
5200	Fuel	X	X	RAILS responsibility ceases December 31, 2025
5210	Vehicle repairs and maintenance	X	X	RAILS responsibility ceases December 31, 2025
5220	Vehicle insurance	X	X	RAILS responsibility ceases December 31, 2025
5230	Vehicle leasing and rent	X	X	RAILS responsibility ceases December 31, 2025
5240	Other vehicle expenses	X	X	RAILS responsibility ceases December 31, 2025

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
5250	In-state travel	X	X	RAILS responsibility ceases December 31, 2025
5260	Out-of-state travel	X	X	RAILS responsibility ceases December 31, 2025
5270	Registration & other fees	X	X	RAILS responsibility ceases December 31, 2025
5280	Continuing education & meetings/other	X	X	RAILS responsibility ceases December 31, 2025
5290	Public relations	X	X	Grantee is responsible for Grantee-specific public relations; RAILS is responsible for materials promoting LLSAP membership in general.
5300	Liability insurance/bond	X	X	Grantee is responsible for procuring appropriate insurance to cover its officers; RAILS is responsible for other liability insurance related to its operation.
5310	Computers, software, and supplies	X	X	Grantee is responsible for ILS-related technology; RAILS provides network, desktop, and staff support
5320	Office supplies		X	
5330	Postage		X	
5340	Binding	N/A	N/A	
5350	Library supplies	N/A	N/A	
5360	Delivery supplies		X	
5370	Other supplies		X	
5380	Telephone (includes data, fax, and cell phones)		X	

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
5390	Equipment rental		X	
5400	Equipment repair/maintenance (includes maintenance agreements)	X	X	Grantee is responsible for repair/maintenance of ILS-related and other owned equipment; RAILS is responsible for all other equipment repair/maintenance.
5410	Legal	X	X	Requesting entity is responsible for legal fees.
5420	Accounting/bank service charge	X	X	Used for audit charges. Grantee is responsible for charges related to its own annual audits; RAILS is responsible for charges related to its annual audits
5430	Consulting	X	X	Grantee is responsible for ILS-related consulting; RAILS is responsible for general IT consulting, as well as consulting for facility changes.
5435	Payroll service fees	X	X	Grantee is responsible for payroll services for Grantee employees. RAILS is responsible for payroll services for RAILS employees.
5440	Contractual staff	X	X	Grantee is responsible for contractual staff hired for Grantee-specific projects; RAILS is responsible for contractual staff hired to provide RAILS service to Grantee.
5450	Information services costs	X		
5460	Agreements with systems, members, others	X		

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
5470	Outside printing	X	X	Grantee is responsible for outside printing of Grantee-specific materials; RAILS is responsible for printing materials promoting LLSAP membership in general.
5480	Other contractual services	X	X	Grantee is responsible for contractual services for Grantee-specific projects; RAILS is responsible for contractual staff hired to provide RAILS service to LLSAP.
5500	Memberships	X		
5510	Miscellaneous	X	X	Used for bank service charges. Grantee is responsible for charges related to its own bank accounts; RAILS is responsible for charges related to its accounts and for lock boxes for receipt of fees paid by Grantee members.

FY2026 RAILS LLSAP Support Grant Application

Local Library System Automation Programs (LLSAPs) are invited to apply for support from RAILS via an annual grant award process. Support is provided through direct financial support and/or services. If RAILS services are provided, the cost of providing those services will be calculated and deducted from the LLSAP's financial award. Total support to LLSAPs will not exceed the amount of the allocation as determined by the support formula. Funding is contingent on the availability of state funding.

LLSAP Definition

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." 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 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*

Eligibility

Consortia in the RAILS service area meeting the criteria outlined in the LLSAP Definition are invited to apply for this grant according to the requirements, timeline, and procedures outlined below. Eligibility requirements are rooted in the LLSAP definition, and include:

1. Newly formed consortia will not be eligible unless RAILS agrees a new consortium is in the best interests of the communities served.
2. The consortium must demonstrate commitment to resource sharing within and beyond the consortium in a multitype library environment.
3. The consortium must be open to growing its membership.

How to Apply

1. Complete the attached application form.
2. Complete the webform and two linked spreadsheets at https://railslibraries.org/form/railcar_fy26.
3. Assemble required documentation.
4. Submit application package via email to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.org). Please combine multiple PDFs into one file.

Timeline

Final timing of some steps may be subject to change based on several factors, including approval of RAILS' application for its funding via the Illinois State Library Area and Per Capita (APC) grant, and RAILS Board actions that may affect LLSAP funding. Funding is contingent on the availability of state funding.

September 16, 2024	Application package due to RAILS
September—October 2024	RAILS reviews grant applications and determines awards
October 2024	RAILS responds with award letter and grant agreement
January 31, 2025	Signed grant agreements due to RAILS
July 1, 2025	FY2026 grant payments and services begin
July 31, 2026	Annual reports due to RAILS

Questions?

Direct questions, application materials, and other communications to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.org).

Intent of Application

Select one checkbox to indicate what type of support your consortium wishes to receive from RAILS. All LLSAPs receive core services. Funding of all services is contingent on the availability of state funding.

- ☐ Core services only (no financial support)
- ☐ Financial support only
- ☐ Financial support plus selected optional services as listed below

Consortium Information

Consortium Name: _____

Consortium Website URL: _____

Primary Contact

RAILS' primary contact for the application, award, and reporting process; generally the Executive Director or equivalent.

Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Other Contact (Optional)

An additional individual, if applicable, such as the Board President, who is in a position of leadership in the consortium and would also serve as a representative throughout the process.

Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Staff Contacts

Please attach a list of staff names, titles, departments, and contact information as applicable, or provide a link to where this information is available on your website.

URL: _____

Changes since September 1, 2023

Use this space to describe any changes to the following since September 1, 2023:

- Organization type (legal designation such as intergovernmental instrumentality, not-for-profit, etc.).
- Technology assessment (current state of the technology used to provide the consortium's services to its members, including description, age, & condition of hardware and network environment, any upgrade or migration plans, etc.).
- Resource sharing activities, including policies, documented practices, board decisions, etc.
- Commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.
- Investigation of merger or consolidation with another consortium.
- Membership composition, including new member libraries, departing member libraries, or other changes in membership status.

Services Provided

List services provided by your consortium, including membership levels and associated service levels (if applicable).

Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, including but not limited to those listed below, IF THEY HAVE CHANGED SINCE SEPTEMBER 1, 2023. Include all relevant documents, if your consortium has them, as attachments to your application packet. Use the space below as needed for any comments or explanations.

- Budget from most recent fiscal year
- Bylaws and/or other governance documents
- Policies
- Strategic plan
- LLSAP Financial Sustainability Plan

Support Grant Allocation Metrics

Each fiscal year, RAILS budgets a set amount for support grants to LLSAPs, defined as financial support and/or services, and allocates that grant funding according to a formula. LLSAPs opting to receive financial support only will receive their entire allocation disbursed in quarterly payments. If the LLSAP opts to receive any services, the cost of providing those services will be deducted from its allocation, which could result in the LLSAP making cost-recovery payments to RAILS. RAILS does not place restrictions on how LLSAPs use financial support received from RAILS, provided that the LLSAP can demonstrate the benefit to the consortium or its member libraries, and that the financial sustainability of the LLSAP is enhanced.

Review the formula and instructions and complete the form below so RAILS can determine your consortium's grant funding allocation.

LLSAP Support Grant Formula

Metric	Quartile Allocations					Data Source
	Allocated	Tier 1 Bottom 25%	Tier 2 25-50%	Tier 3 50-75%	Tier 4 Top 25%	
Collection Expenditures Collection expenditures per capita (total budget for books, periodicals, audiovisual, CDs, and electronic resources)	\$750,000	40%	30%	20%	10%	Public libraries: IPLAR Nonpublic libraries: collected and reported by LLSAP, as of mid-September in year of application Three-year average.
Annual Fee % of Operating Budget LLSAP annual fee as a percentage of library's total annual operating budget (public libraries only)	\$700,000	40%	30%	20%	10%	Operating budget: IPLAR Annual fee: reported by LLSAP in application, including OCLC
ILL/RB Transactions Total annual interlibrary loan and reciprocal borrowing transactions	\$400,000	Allocation is relative to the percent of the total transactions each LLSAP accounts for.				zILLANE reports. Three-year average.
Multi-type Bonus Multitype membership bonus (nonpublic libraries only)	\$400,000	Allocation is relative to the percent of the total nonpublic member library agencies each LLSAP accounts for.				Reported by LLSAP in application. Three-year average.

Data Collection

RAILS routinely collects key data about your consortium as a part of this application. This data helps us determine your grant award via the support formula above, and also supports our ongoing work with and understanding of RAILS LLSAPs, including via the newly developed RAILCAR data project. This data collection includes a webform and two separate spreadsheets provided via links within the webform. Login to the RAILS website is required to access the form.

RAILS' fiscal year is defined as July 1–June 30. Provide data for this period when possible, or use your consortium's fiscal year period. We will use data provided previously to calculate three-year averages for the formula where specified. Some of the terms are defined on the next page for consistency.

[RAILCAR Data \(Webform\)](#)

RAILCAR will provide a tool for analysis of quantitative and qualitative data related to LLSAP operations and member libraries, with a focus on supporting library assessment of the affordability and sustainability of LLSAP membership, and includes the data submitted via this application in addition to data from other standard sources such as IPLAR. The data points collected for RAILCAR may vary from year to year as analysis is completed and potential changes identified. Please complete the form at https://railslibraries.org/form/railcar_fy26, including the two spreadsheets linked within the form (described below). You may save a draft of a partially complete form and return to finish and submit it later if needed.

[zILLANE Report for FY2024 and Additional Member Library Data \(Spreadsheet\)](#)

The zILLANE report was originally commissioned by the Illinois State Library to help identify strategies for enhancing resource sharing in Illinois. In addition to providing some of the data required for the calculation of grant awards, it also contains useful information that supports RAILS work with and understanding of LLSAPs. Please ensure you complete the information requested in all tabs of the template, and that you use actual expenditures rather than budgeted amounts for the financial information. This spreadsheet also includes tabs for member library information that now includes a prepopulated list of member libraries. Please review and make any necessary updates. Please note the Instructions tab, and complete all other tabs as directed.

[LLSAP-Coordinated Group Purchases and Discounts \(Spreadsheet\)](#)

The purpose for collecting this information is to gain understanding of the existing deals in the LLSAP landscape and, when appropriate, to compare and support existing deals for the benefit of all organizations. The spreadsheet will contain a copy of the entries from the previous years RAILCAR submission. Please add and remove deals as needed. Please note the Instructions tab, and complete all other tabs as directed.

Definitions

Collection Budget

All operating expenditures for print, electronic, and other materials, including: books, current serial subscriptions, print and digital government documents, any other print acquisitions, ebooks, audio and video downloadables, e-serials including journals, databases, microform, CDs, DVDs, video games, maps, and materials in new and other formats. We recognize it can be challenging to collect this data for schools. Please use the most current number they are able to provide.

Interlibrary Loan

Checkouts, including renewals, resulting from the process by which a library requests material from, or supplies material to, another library, whether inside or outside the consortium. With interlibrary loan, materials move between libraries. Report on the borrowing side of the transaction.

Reciprocal Borrowing

Checkouts, including renewals, resulting from the right of a person who holds a valid, in-good-standing library registration card from a full member public library to borrow materials on site from other library system full member public libraries, whether inside or outside the consortium. With reciprocal borrowing, patrons move between libraries.

Service Population

- Schools - total student enrollment
- Academics - total student enrollment
- Special - Full-time equivalent (FTE) employees who have access to the collection

Union List

A library that contributes its holdings to the database for resource sharing activities only. Patrons of the library are not included as part of the shared patron database, and the ILS is not used for circulation activities.

Use of RAILS Funds

While RAILS places no specific restrictions on how LLSAPs use the funding allocated to them, we expect that use will be in keeping with the LLSAP definition (p. 1) and LLSAP Requirements (p. 15), that it enhances the financial sustainability of the LLSAP, and that the LLSAP can demonstrate the benefit to the consortium or its member libraries. Please detail how your consortium plans to use RAILS financial support.

Services from RAILS

Core Services

All LLSAPs receive the following services from RAILS in addition to their funding allocation.

Meeting Rooms

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability; the general guidelines posted on the RAILS website; and any restrictions in access, capacity, and other factors that may arise in connection with public health or other issues. Access for advance scheduling and event management is provided via L2.

Communication and Collaboration

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events and directory data, as well as API access for event and directory data.

Grants for New Members

1. When funds are available, and subject to the application and award decision process, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

Legacy Services

The services below are not available as new services. Some consortia will continue to receive these services in accordance with pre-existing agreements with RAILS and guided by their Financial Sustainability Plan. If your consortium currently receives any of these services, please select the services you wish to continue receiving from RAILS in FY2026.

RAILS will deduct the costs of providing the following services from your total allocation, and will provide estimated costs when making your grant award.

☐ Delivery Services to LLSAP Facility

RAILS can provide delivery service up to five days per week to LLSAP headquarters if not located in a RAILS member library, within an approximately two-hour window to be determined by RAILS. LLSAP must provide access for delivery staff, including a key and alarm code access, if delivery times are outside of LLSAP's normal business hours.

☐ Financial Services

RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts and the Uniform Accounting and Reporting Manual for Illinois Library Systems. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by the LLSAP to its member libraries.
2. Processing vendor invoices and payments.
3. Financial reconciliations and the provision of financial information for board packets, actuarial valuations, insurance audits and renewals, tax forms, eCommerce, or other business purposes.
4. Audit support, including providing the chosen auditor with requested documents and reports as well as reviewing financial statements and any auditor-proposed adjustments.
5. Supply information and assistance, as needed, for preparation of LLSAP draft and final budgets.
6. Provide banking assistance to include lock box establishment and administration, Positive Pay administration, as well as ACH transactions.

☐ Use of RAILS Facilities for Consortium Staff: IT Support

RAILS shall:

1. Provide support to Grantee staff for technical issues during RAILS business hours.
2. Manage, or contract to provide, hosted IT services and/or the data facility needed for self-hosted services, including uninterrupted power services, fire suppression system, cleaning, and security.
3. Maintain Internet connectivity and the Local Area Network ("LAN"), including network security.
4. Provide and maintain email services for Grantee help desk support and LLSAP staff, including protection against spam.
5. Provide hardware and software for all staff who perform services for the ILS, including the operating system and all required office applications.
6. Provide printer and copier equipment and support.
7. Provide remote telecommuting access for staff to the RAILS network.

☐ Use of RAILS Facilities for Consortium Staff: Facility

Please note that RAILS will contract with service providers for rent, utilities, and telecommunications for the entire facility. We will then calculate Grantee's share of these costs and deduct that amount from the total allocation. Grantee will be responsible for procuring and paying for office supplies and postage.

RAILS shall:

1. House the equipment and staff.
2. When needed to provide member support or technical support, allow Grantee staff access to RAILS facilities outside of normal business hours and on holidays.
3. Contract for utilities such as electricity, gas, and water.
4. Contract for and manage facility telecommunications, including but not limited to data lines, video conferencing, facility phones, phone system support contracts, and phone equipment.
5. In the event that the existing facility becomes unavailable, assume all costs associated with Grantee's relocation to a different facility selected by RAILS, including but not limited to moving, acquiring furniture, network infrastructure, space planning, and moving consultation. When possible, RAILS will provide at least 120 days written notice to Grantee prior to any relocation.

☐ Consortium Staffed by RAILS Employees, Including the Use of RAILS Vehicles

RAILS shall:

1. Give the LLSAP Services Manager supervisory authority for staff assigned to Grantee.
2. Give the LLSAP Services Manager the authority to develop and recommend support staffing levels, recommend new hires, and make staff assignments within the Grantee's service area.
3. Give Grantee's Board of Directors right of approval for the person selected to be the LLSAP Services Manager. If Grantee's Board of Directors determines that the performance of the LLSAP Services Manager is not satisfactory, it may request that RAILS remove him/her from the position, but RAILS will have final decision-making authority.
4. Provide adequate staffing to complete the services provided for in this Agreement and to provide prompt, efficient and responsive service to Grantee members during the hours and days determined by Grantee. RAILS will pay for all employer portions of salaries and associated taxes, retirement, health, dental, life and vision insurance.
5. Provide Human Resources support, including talent recruitment, benefits administration, employee relations, performance management, training and development, workers compensation, leave of absence administration, HRIS data management and payroll administration.
6. Provide access to system vehicles for in-state LLSAP-related travel for RAILS staff assigned to Grantee. Travel reimbursement by RAILS may be substituted when system vehicles are unavailable.

Use this space, or a separate attached document, to describe any plans you have to transition these services away from RAILS operations and provide them independently, or if your planned use of these services during FY2026 will differ significantly from the descriptions

☐ Agreement to LLSAP Requirements

Use the checkbox to indicate your agreement to the LLSAP requirements. These requirements will be included in the RAILS LLSAP support grant agreement.

1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
 - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to any procedures and communication practices that may apply to the creation of or edits to specific items in L2, as well as all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. 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).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
 - a. Providing statistics to support delivery improvements
 - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
 - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

Authorized Signatures

Primary Contact

Name: _____

Title: _____

Signature: _____

Date: _____

Other contact (if applicable)

Name: _____

Title: _____

Signature: _____

Date: _____

RAILS LLSAP Support Grant Agreement

Grantor: Reaching Across Illinois Library System (“RAILS”) , a body politic.

Street Address: 125 Tower Drive City/State/Zip: Burr Ridge, IL 60527

Email Address: monica.harris@railslibraries.org Attention to: Monica Harris, Executive Director

Grantee: System Wide Automated Network

Street Address: 800 Quail Ridge Drive City/State/Zip: Westmont, IL 60559

Email Address: aaron@swanlibraries.net Attention to: Aaron Skog, Executive Director

Grant Amount: Total Allocation **\$501,394.00**

Estimated Cost of RAILS services **\$0.00**

Financial support **\$501,394.00**

Effective Date: July 1, 2025 Termination Date: June 30, 2026

THIS AGREEMENT is made and entered into the above-referenced date, by and between, Grantee and RAILS.

Whereas, Local Library System Automation Programs (LLSAPs) 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, and

Whereas, it is the desire of RAILS to strengthen resource sharing in the state of Illinois and support the activities of LLSAPs; and

Whereas, RAILS staff have reviewed the Application, by this reference made part of this Agreement, as Appendix F, and verified that Grantee meets the criteria for a RAILS LLSAP as set forth in Appendix B (Services Provided by Grantee); and

Whereas, RAILS does hereby agree to provide the Grant Amount as financial and/or in-kind support as set forth in Appendices A and C and Grantee hereby accepts the support upon the terms and conditions hereinafter provided,

NOW, THEREFORE, in consideration of the mutual undertakings and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

Article 1: Term and Termination. Subject to the provisions for termination as hereinafter provided, this Agreement shall become effective on the Effective Date and shall be terminated on the Termination Date, unless terminated by mutual written consent of both Parties or by either Party upon one hundred twenty (120) days' written notice to the other Party. RAILS shall be responsible for in-kind services through the termination date and all payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 2: Services and Costs. Contingent upon state funding, RAILS and Grantee, respectively, shall provide the services set forth in Appendices A and B. The Cost and Financial Responsibility as allocated between the Parties are set forth in Appendices D and E. The Appendices are exhibits to this Agreement and are incorporated herein.

Article 3: Funding. If, in any fiscal year, funding to RAILS from the Illinois Secretary of State by the Illinois State Library ceases or fails to make available sufficient funds for this Agreement, RAILS may, but shall not be obligated to, terminate this Agreement upon written notice to Grantee, effective as of the date of the termination or discontinuance of such funding. All payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 4: Reporting Requirements. The Grantee agrees to supply RAILS with annual program progress reports until termination of this agreement. Annual reports are due on July 31, 2026. Grantee also agrees to supply RAILS with any reports and information necessary to satisfy RAILS' own reporting requirements to the Illinois State Library. The Grantee agrees to exercise good faith in the performance of this Agreement and to provide such additional information as RAILS determines is necessary and appropriate.

Article 5: Records and Documentation. The Grantee shall maintain, for a minimum of three years from the later date of either: (a) final payment under the Agreement or (b) the completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, receipts, and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records, and supporting documents related to the Agreement shall be available for review and audit by RAILS; and the Grantee agrees to cooperate fully with any audit conducted by RAILS or agents acting on behalf of RAILS and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of RAILS for the recovery of any funds paid by RAILS under the Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

Article 6: Freedom of Information Act. The Grantee and RAILS recognize and agree that this Agreement, required reports, and other information provided to RAILS are public records as defined in the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

Article 7: Liability.

A. Indemnity. The Grantee agrees that RAILS shall not be liable in relation to and does hereby hold harmless and indemnify RAILS, all RAILS officials, officers, employees, agents, representatives, consultants, and attorneys, from any and all claims that may be asserted at any time against any of them in connection with (i) RAILS' review and approval of the Project; (ii) the payment of the Grant Amount; or (iii) RAILS' assent to the terms and provisions of this Agreement and the Grantee's Project.

B. Defense Expense. The Grantee shall, and does hereby agree to, pay all expenses, including without limitation legal fees and administrative expenses, incurred by RAILS in defending itself with regard to any and all of the claims referenced in Article 7.A of this Agreement.

C. Limited Liability. RAILS does not assume any liability for acts or omissions of the Grantee and such liability rests solely with the Grantee. Without limiting the generality of the foregoing:

- (1) RAILS' review of the Application and assent to the terms and provisions of this Agreement do not, and shall not, in any way, be deemed to insure the Grantee, or any of its heirs, successors, assigns, tenants, and licensees, or any other Person, against damage or injury of any kind at any time.
- (2) Any specification, description, or objective in this agreement concerning the operation of the Integrated Library System ("ILS") is a statement of the understanding of the parties as to the design and service objectives of the ILS, and does not create an express or implied warranty that the ILS does or will always continue to operate as described.
- (3) Notwithstanding any other provision of this agreement, neither RAILS nor its officers, board members, employees or agents shall be liable to or through the LLSAP members for any damages, including but not limited to direct, indirect, incidental or consequential damages sustained or incurred in connection with the performance or nonperformance of services under this agreement, and any amendments thereto, or the provision, use or operation of the ILS or services provided pursuant to this agreement and any amendments thereto, regardless of the form of action and whether or not such damages are foreseeable.
- (4) Neither party to this agreement, including their officers, board members, employees and agents, shall be liable in any way for delays, failure in performance, loss or damage due to force majeure conditions or causes beyond such party's reasonable control.
- (5) Any action in law or in equity arising from or in connection with any matter under this agreement must be brought within two years after the cause of action has accrued, except claims for damages which may be covered under the Illinois Tort Immunity Act.
- (6) Except as set forth expressly in this agreement, no warranties, express or implied, including warranties of merchantability or fitness for a particular purpose are made by RAILS.
- (7) The terms and conditions in this Article 7 shall survive the termination of this agreement.

Article 8: Applicable Law. This Agreement shall be governed in all respects by the laws of the State of Illinois. In compliance with the United States and Illinois Constitutions, the Illinois Human Rights Act, the United States Civil Rights Act, and Section 504 of the Federal Rehabilitation Act and other applicable laws and rules, RAILS does not unlawfully discriminate in the awarding of grants or any other activity.

Article 9: Notices. All notices required under the terms of this Agreement shall be in writing, and delivered electronically, in person, or by certified or registered mail with return receipt to the above-referenced addresses of the parties hereto. A party may change its address by notice in the manner prescribed in this Article.

Article 10: Breach. Any breach of this Agreement by the Grantee will allow RAILS to terminate this Agreement without penalty, and to seek enforcement of this Agreement by suit, action, mandamus, or any other proceeding in law or in equity, including without limitation specific performance to compel the performance of this Agreement. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

Article 11. No Third Party Beneficiaries. No claim as a third party beneficiary under this Agreement by any person or entity shall be made, or be valid, against the RAILS or the Grantee.

Article 12: Certification. The Grantee does hereby ratify and adopt all assurances, statements, descriptions, representations, warranties, covenants, and agreements submitted to RAILS and referred to in this Agreement. The Grantee certifies that all information in the Agreement is true and correct to the best of the Grantee's knowledge, information, and belief; that the grant funds shall be used only for the services to its members as described in this Agreement; and that the award of grant funds is conditioned upon said certification.

Article 13: Insurance. Grantee will provide all insurance for its employees (if any) and will procure insurance that covers all equipment it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment. RAILS will provide all insurance for its employees and will procure insurance for all equipment and vehicles that it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment or vehicles. Each entity will provide workers compensation for its own employees. Grantee is not covered by any RAILS cyber security insurance policy, and may decide to procure its own if it wishes.

Article 14: Amendments; Waivers. This Agreement and the rights created by this Agreement may not be amended, modified, or waived in any respect except by written agreement expressly referring to this Agreement and duly and validly authorized, executed, and delivered by the Parties.

Article 15: Relationship of the Parties. RAILS shall act as an independent contractor with respect to the provision of the services pursuant to this Agreement. Nothing in this Agreement is intended, or shall be construed or applied, to create the relationship of principal and agent, employer and employee, partners, or joint ventures between RAILS and Grantee. No employer/employee relationship shall be created by this Agreement between Grantee and any RAIL employee providing services under the terms of this Agreement.

Article 16: Severability. The provisions of this Agreement are severable if any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law or contrary to any rule or regulation having the force and effect of law; such decision shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, either Party may terminate this Agreement forthwith, upon the delivery of written notice of termination of the other Party.

Article 17: Entire Agreement. It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements in negotiations between the Parties relating to the subject matter hereof.

Article 18: Successors. This Agreement shall be binding upon successors of the Parties.

Article 19: Authority. Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith.

Article 20: Execution in Counterparts. This Agreement may be executed in counterparts. Facsimile signatures shall be sufficient.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Execution Date.

GRANTEE

ATTEST

Signature: Aaron Shog

Printed Name: _____

Title: _____

Date: _____

RAILS

Signature: Monica Harris

Printed Name: Monica Harris

Title: Executive Director

Appendix A – SERVICES PROVIDED BY RAILS

Core Services

All LLSAPs receive the following services from RAILS. No expenses will be deducted from cash support.

Meeting Rooms

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability; the general guidelines posted on the RAILS website; and any restrictions in access, capacity, and other factors that may arise in connection with public health or other issues. Access for advance scheduling and event management is provided via L2.

Communication and Collaboration

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events, as well as API access for event and directory data.

Grants for New Members

1. When funds are available, and subject to the application and award decision process, requirements, and other RAILS procedures, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

Optional Services

Cost-recovery expenses will be deducted from Grantee's total support allocation.

Financial Services

RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts and the Uniform Accounting and Reporting Manual for Illinois Library Systems. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by the LLSAP to its member libraries.
2. Processing vendor invoices and payments.
3. Financial reconciliations and the provision of financial information for board packets, actuarial valuations, insurance audits and renewals, tax forms, eCommerce, or other business purposes.
4. Audit support, including providing the chosen auditor with requested documents and reports as well as reviewing financial statements and any auditor-proposed adjustments.
5. Supply information and assistance, as needed, for preparation of LLSAP draft and final budgets.
6. Provide banking assistance to include lock box establishment and administration, Positive Pay administration, as well as ACH transactions.

Appendix B – SERVICES PROVIDED BY GRANTEE

1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
 - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. 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).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
 - a. Providing statistics to support delivery improvements
 - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
 - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

Appendix C – LLSAP Support Allocation Summary

Appendix C: FY2026 RAILS LLSAP Support Grant - Financial Support Allocations

Money Allocation Per Metric		% of Total
Collection Expenditures Per Capita	\$750,000	33%
Annual Fee as Percentage of Library Operating Budget	\$700,000	31%
Interlibrary Loan and Reciprocal Borrowing Transactions	\$400,000	18%
Multi-type (nonpublic) Membership	\$400,000	18%
Total	\$2,250,000	100%

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$31,878	\$49,259	\$142,857	\$0	\$223,995	10.0%
Pinnacle	\$10,929	\$16,420	\$29,177	\$0	\$56,527	2.5%
PrairieCat	\$224,871	\$233,333	\$54,897	\$67,039	\$580,140	25.8%
RRLC	\$20,288	\$3,457	\$832	\$46,927	\$71,504	3.2%
RSA	\$284,971	\$214,321	\$64,635	\$252,514	\$816,441	36.3%
SWAN	\$177,062	\$183,210	\$107,602	\$33,520	\$501,394	22.3%
Total	\$750,000	\$700,000	\$400,000	\$400,000	\$2,250,000	100.0%

Collection Expenditures Per Capita											
Quartile	1	2	3	4		Money Allocation	1	2	3	4	Total
Dollars per library	\$3,125	\$2,344	\$1,563	\$773		Percent of Total	40%	30%	20%	10%	100%
						Dollar Amount	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

CE/Pop	1	2	3	4	Total
CCS	0	2	8	19	29
Pinnacle	1	1	3	1	6
PrairieCat	32	34	21	16	103
RRLC	2	3	3	3	11
RSA	41	36	35	23	135
SWAN	20	20	26	35	101
Total	96	96	96	97	385

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$12,500	\$14,691	\$31,878
Pinnacle	\$3,125	\$2,344	\$4,688	\$773	\$10,929
PrairieCat	\$100,000	\$79,688	\$32,813	\$12,371	\$224,871
RRLC	\$6,250	\$7,031	\$4,688	\$2,320	\$20,288
RSA	\$128,125	\$84,375	\$54,688	\$17,784	\$284,971
SWAN	\$62,500	\$46,875	\$40,625	\$27,062	\$177,062
Total	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

LLSAP Annual Fee as Percentage of Library Operating Budget											
Quartile	1	2	3	4		Money Allocation	1	2	3	4	Total
Dollars per library	\$3,457	\$2,593	\$1,728	\$864		Percent of Total	40%	30%	20%	10%	100%
						Dollar Amount	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

AF/OE	1	2	3	4	Total
CCS	1	9	7	12	29
Pinnacle	3	2	0	1	6
PrairieCat	36	26	17	14	93
RRLC	0	0	0	4	4
RSA	25	27	23	21	96
SWAN	16	17	34	29	96
Total	81	81	81	81	324

AF/OE	1	2	3	4	Total
CCS	\$3,457	\$23,333	\$12,099	\$10,370	\$49,259
Pinnacle	\$10,370	\$5,185	\$0	\$864	\$16,420
PrairieCat	\$124,444	\$67,407	\$29,383	\$12,099	\$233,333
RRLC	\$0	\$0	\$0	\$3,457	\$3,457
RSA	\$86,420	\$70,000	\$39,753	\$18,148	\$214,321
SWAN	\$55,309	\$44,074	\$58,765	\$25,062	\$183,210
Total	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

Total Interlibrary Loan and Reciprocal Borrowing Transactions		Money Allocation	\$400,000
---	--	------------------	-----------

ILL/RB	3-year Total	% of Total
CCS	9,217,329	35.71%
Pinnacle	1,882,568	7.29%
PrairieCat	3,542,010	13.72%
RRLC	53,663	0.21%
RSA	4,170,311	16.16%
SWAN	6,942,643	26.90%
Total	25,808,524	100.00%

ILL/RB	Total
CCS	\$142,857
Pinnacle	\$29,177
PrairieCat	\$54,897
RRLC	\$832
RSA	\$64,635
SWAN	\$107,602
Total	\$400,000

Multitype Membership Bonus									
Dollars per library	Per year				Money Allocation	Academic	School	Special	Total
	\$2,234.64				Percent of Total	10.60%	84.90%	4.50%	100.00%
					Dollar Amount	\$42,211	\$339,698	\$18,090	\$400,000

Multi-type	Academic	School	Special	Total
CCS	0.00%	0.00%	0.00%	0.00%
Pinnacle	0.00%	0.00%	0.00%	0.00%
PrairieCat	3.35%	13.41%	0.00%	16.76%
RRLC	0.00%	11.73%	0.00%	11.73%
RSA	3.35%	55.87%	3.91%	63.13%
SWAN	3.35%	1.68%	3.35%	8.38%
Total	10.06%	82.68%	7.26%	100.00%

Multi-type	Academic	School	Special	Total
CCS	\$0	\$0	\$0	\$0
Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	\$13,408	\$53,631	\$0	\$67,039
RRLC	\$0	\$46,927	\$0	\$46,927
RSA	\$13,408	\$223,464	\$15,642	\$252,514
SWAN	\$13,408	\$6,704	\$13,408	\$33,520
Total	\$40,223	\$330,726	\$29,050	\$400,000

Appendix D – COST

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$501,394.00 to Grantee in FY2026. This represents the Grantee's total support allocation (Appendix C).

This amount may be adjusted by mutual written agreement between RAILS and Grantee at least ninety (90) days before the adjustment takes effect.

Payments will be made by RAILS in equal quarterly installments, on or immediately following July 1, October 1, January 1, and April 1.

Appendix E – FY2026 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached]

FY2026 RAILS LLSAP Support Grant Application

Local Library System Automation Programs (LLSAPs) are invited to apply for support from RAILS via an annual grant award process. Support is provided through direct financial support and/or services. If RAILS services are provided, the cost of providing those services will be calculated and deducted from the LLSAP's financial award. Total support to LLSAPs will not exceed the amount of the allocation as determined by the support formula. Funding is contingent on the availability of state funding.

LLSAP Definition

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." 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 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*

Eligibility

Consortia in the RAILS service area meeting the criteria outlined in the LLSAP Definition are invited to apply for this grant according to the requirements, timeline, and procedures outlined below. Eligibility requirements are rooted in the LLSAP definition, and include:

1. Newly formed consortia will not be eligible unless RAILS agrees a new consortium is in the best interests of the communities served.
2. The consortium must demonstrate commitment to resource sharing within and beyond the consortium in a multitype library environment.
3. The consortium must be open to growing its membership.

How to Apply

1. Complete the attached application form.
2. Complete the webform and two linked spreadsheets at https://railslibraries.org/form/railcar_fy26.
3. Assemble required documentation.
4. Submit application package via email to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.org). Please combine multiple PDFs into one file.

Timeline

Final timing of some steps may be subject to change based on several factors, including approval of RAILS' application for its funding via the Illinois State Library Area and Per Capita (APC) grant, and RAILS Board actions that may affect LLSAP funding. Funding is contingent on the availability of state funding.

September 16, 2024	Application package due to RAILS
September—October 2024	RAILS reviews grant applications and determines awards
October 2024	RAILS responds with award letter and grant agreement
January 31, 2025	Signed grant agreements due to RAILS
July 1, 2025	FY2026 grant payments and services begin
July 31, 2026	Annual reports due to RAILS

Questions?

Direct questions, application materials, and other communications to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.org).

Intent of Application

Select one checkbox to indicate what type of support your consortium wishes to receive from RAILS. All LLSAPs receive core services. Funding of all services is contingent on the availability of state funding.

- ☐ Core services only (no financial support)
- ☐ Financial support only
- ☐ Financial support plus selected optional services as listed below

Consortium Information

Consortium Name: _____

Consortium Website URL: _____

Primary Contact

RAILS' primary contact for the application, award, and reporting process; generally the Executive Director or equivalent.

Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Other Contact (Optional)

An additional individual, if applicable, such as the Board President, who is in a position of leadership in the consortium and would also serve as a representative throughout the process.

Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Staff Contacts

Please attach a list of staff names, titles, departments, and contact information as applicable, or provide a link to where this information is available on your website.

URL: _____

Changes since September 1, 2023

Use this space to describe any changes to the following since September 1, 2023:

- Organization type (legal designation such as intergovernmental instrumentality, not-for-profit, etc.).
- Technology assessment (current state of the technology used to provide the consortium's services to its members, including description, age, & condition of hardware and network environment, any upgrade or migration plans, etc.).
- Resource sharing activities, including policies, documented practices, board decisions, etc.
- Commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.
- Investigation of merger or consolidation with another consortium.
- Membership composition, including new member libraries, departing member libraries, or other changes in membership status.

Services Provided

List services provided by your consortium, including membership levels and associated service levels (if applicable).

Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, including but not limited to those listed below, IF THEY HAVE CHANGED SINCE SEPTEMBER 1, 2023. Include all relevant documents, if your consortium has them, as attachments to your application packet. Use the space below as needed for any comments or explanations.

- Budget from most recent fiscal year
- Bylaws and/or other governance documents
- Policies
- Strategic plan
- LLSAP Financial Sustainability Plan

Support Grant Allocation Metrics

Each fiscal year, RAILS budgets a set amount for support grants to LLSAPs, defined as financial support and/or services, and allocates that grant funding according to a formula. LLSAPs opting to receive financial support only will receive their entire allocation disbursed in quarterly payments. If the LLSAP opts to receive any services, the cost of providing those services will be deducted from its allocation, which could result in the LLSAP making cost-recovery payments to RAILS. RAILS does not place restrictions on how LLSAPs use financial support received from RAILS, provided that the LLSAP can demonstrate the benefit to the consortium or its member libraries, and that the financial sustainability of the LLSAP is enhanced.

Review the formula and instructions and complete the form below so RAILS can determine your consortium's grant funding allocation.

LLSAP Support Grant Formula

Metric	Quartile Allocations					Data Source
	Allocated	Tier 1 Bottom 25%	Tier 2 25-50%	Tier 3 50-75%	Tier 4 Top 25%	
Collection Expenditures Collection expenditures per capita (total budget for books, periodicals, audiovisual, CDs, and electronic resources)	\$750,000	40%	30%	20%	10%	Public libraries: IPLAR Nonpublic libraries: collected and reported by LLSAP, as of mid-September in year of application Three-year average.
Annual Fee % of Operating Budget LLSAP annual fee as a percentage of library's total annual operating budget (public libraries only)	\$700,000	40%	30%	20%	10%	Operating budget: IPLAR Annual fee: reported by LLSAP in application, including OCLC
ILL/RB Transactions Total annual interlibrary loan and reciprocal borrowing transactions	\$400,000	Allocation is relative to the percent of the total transactions each LLSAP accounts for.				zILLANE reports. Three-year average.
Multi-type Bonus Multitype membership bonus (nonpublic libraries only)	\$400,000	Allocation is relative to the percent of the total nonpublic member library agencies each LLSAP accounts for.				Reported by LLSAP in application. Three-year average.

Data Collection

RAILS routinely collects key data about your consortium as a part of this application. This data helps us determine your grant award via the support formula above, and also supports our ongoing work with and understanding of RAILS LLSAPs, including via the newly developed RAILCAR data project. This data collection includes a webform and two separate spreadsheets provided via links within the webform. Login to the RAILS website is required to access the form.

RAILS' fiscal year is defined as July 1–June 30. Provide data for this period when possible, or use your consortium's fiscal year period. We will use data provided previously to calculate three-year averages for the formula where specified. Some of the terms are defined on the next page for consistency.

[RAILCAR Data \(Webform\)](#)

RAILCAR will provide a tool for analysis of quantitative and qualitative data related to LLSAP operations and member libraries, with a focus on supporting library assessment of the affordability and sustainability of LLSAP membership, and includes the data submitted via this application in addition to data from other standard sources such as IPLAR. The data points collected for RAILCAR may vary from year to year as analysis is completed and potential changes identified. Please complete the form at https://railslibraries.org/form/railcar_fy26, including the two spreadsheets linked within the form (described below). You may save a draft of a partially complete form and return to finish and submit it later if needed.

[zILLANE Report for FY2024 and Additional Member Library Data \(Spreadsheet\)](#)

The zILLANE report was originally commissioned by the Illinois State Library to help identify strategies for enhancing resource sharing in Illinois. In addition to providing some of the data required for the calculation of grant awards, it also contains useful information that supports RAILS work with and understanding of LLSAPs. Please ensure you complete the information requested in all tabs of the template, and that you use actual expenditures rather than budgeted amounts for the financial information. This spreadsheet also includes tabs for member library information that now includes a prepopulated list of member libraries. Please review and make any necessary updates. Please note the Instructions tab, and complete all other tabs as directed.

[LLSAP-Coordinated Group Purchases and Discounts \(Spreadsheet\)](#)

The purpose for collecting this information is to gain understanding of the existing deals in the LLSAP landscape and, when appropriate, to compare and support existing deals for the benefit of all organizations. The spreadsheet will contain a copy of the entries from the previous years RAILCAR submission. Please add and remove deals as needed. Please note the Instructions tab, and complete all other tabs as directed.

Definitions

Collection Budget

All operating expenditures for print, electronic, and other materials, including: books, current serial subscriptions, print and digital government documents, any other print acquisitions, ebooks, audio and video downloadables, e-serials including journals, databases, microform, CDs, DVDs, video games, maps, and materials in new and other formats. We recognize it can be challenging to collect this data for schools. Please use the most current number they are able to provide.

Interlibrary Loan

Checkouts, including renewals, resulting from the process by which a library requests material from, or supplies material to, another library, whether inside or outside the consortium. With interlibrary loan, materials move between libraries. Report on the borrowing side of the transaction.

Reciprocal Borrowing

Checkouts, including renewals, resulting from the right of a person who holds a valid, in-good-standing library registration card from a full member public library to borrow materials on site from other library system full member public libraries, whether inside or outside the consortium. With reciprocal borrowing, patrons move between libraries.

Service Population

- Schools - total student enrollment
- Academics - total student enrollment
- Special - Full-time equivalent (FTE) employees who have access to the collection

Union List

A library that contributes its holdings to the database for resource sharing activities only. Patrons of the library are not included as part of the shared patron database, and the ILS is not used for circulation activities.

Use of RAILS Funds

While RAILS places no specific restrictions on how LLSAPs use the funding allocated to them, we expect that use will be in keeping with the LLSAP definition (p. 1) and LLSAP Requirements (p. 15), that it enhances the financial sustainability of the LLSAP, and that the LLSAP can demonstrate the benefit to the consortium or its member libraries. Please detail how your consortium plans to use RAILS financial support.

Services from RAILS

Core Services

All LLSAPs receive the following services from RAILS in addition to their funding allocation.

Meeting Rooms

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability; the general guidelines posted on the RAILS website; and any restrictions in access, capacity, and other factors that may arise in connection with public health or other issues. Access for advance scheduling and event management is provided via L2.

Communication and Collaboration

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events and directory data, as well as API access for event and directory data.

Grants for New Members

1. When funds are available, and subject to the application and award decision process, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

Legacy Services

The services below are not available as new services. Some consortia will continue to receive these services in accordance with pre-existing agreements with RAILS and guided by their Financial Sustainability Plan. If your consortium currently receives any of these services, please select the services you wish to continue receiving from RAILS in FY2026.

RAILS will deduct the costs of providing the following services from your total allocation, and will provide estimated costs when making your grant award.

☐ Delivery Services to LLSAP Facility

RAILS can provide delivery service up to five days per week to LLSAP headquarters if not located in a RAILS member library, within an approximately two-hour window to be determined by RAILS. LLSAP must provide access for delivery staff, including a key and alarm code access, if delivery times are outside of LLSAP's normal business hours.

☐ Financial Services

RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts and the Uniform Accounting and Reporting Manual for Illinois Library Systems. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by the LLSAP to its member libraries.
2. Processing vendor invoices and payments.
3. Financial reconciliations and the provision of financial information for board packets, actuarial valuations, insurance audits and renewals, tax forms, eCommerce, or other business purposes.
4. Audit support, including providing the chosen auditor with requested documents and reports as well as reviewing financial statements and any auditor-proposed adjustments.
5. Supply information and assistance, as needed, for preparation of LLSAP draft and final budgets.
6. Provide banking assistance to include lock box establishment and administration, Positive Pay administration, as well as ACH transactions.

☐ Use of RAILS Facilities for Consortium Staff: IT Support

RAILS shall:

1. Provide support to Grantee staff for technical issues during RAILS business hours.
2. Manage, or contract to provide, hosted IT services and/or the data facility needed for self-hosted services, including uninterrupted power services, fire suppression system, cleaning, and security.
3. Maintain Internet connectivity and the Local Area Network ("LAN"), including network security.
4. Provide and maintain email services for Grantee help desk support and LLSAP staff, including protection against spam.
5. Provide hardware and software for all staff who perform services for the ILS, including the operating system and all required office applications.
6. Provide printer and copier equipment and support.
7. Provide remote telecommuting access for staff to the RAILS network.

☐ Use of RAILS Facilities for Consortium Staff: Facility

Please note that RAILS will contract with service providers for rent, utilities, and telecommunications for the entire facility. We will then calculate Grantee's share of these costs and deduct that amount from the total allocation. Grantee will be responsible for procuring and paying for office supplies and postage.

RAILS shall:

1. House the equipment and staff.
2. When needed to provide member support or technical support, allow Grantee staff access to RAILS facilities outside of normal business hours and on holidays.
3. Contract for utilities such as electricity, gas, and water.
4. Contract for and manage facility telecommunications, including but not limited to data lines, video conferencing, facility phones, phone system support contracts, and phone equipment.
5. In the event that the existing facility becomes unavailable, assume all costs associated with Grantee's relocation to a different facility selected by RAILS, including but not limited to moving, acquiring furniture, network infrastructure, space planning, and moving consultation. When possible, RAILS will provide at least 120 days written notice to Grantee prior to any relocation.

☐ Consortium Staffed by RAILS Employees, Including the Use of RAILS Vehicles

RAILS shall:

1. Give the LLSAP Services Manager supervisory authority for staff assigned to Grantee.
2. Give the LLSAP Services Manager the authority to develop and recommend support staffing levels, recommend new hires, and make staff assignments within the Grantee's service area.
3. Give Grantee's Board of Directors right of approval for the person selected to be the LLSAP Services Manager. If Grantee's Board of Directors determines that the performance of the LLSAP Services Manager is not satisfactory, it may request that RAILS remove him/her from the position, but RAILS will have final decision-making authority.
4. Provide adequate staffing to complete the services provided for in this Agreement and to provide prompt, efficient and responsive service to Grantee members during the hours and days determined by Grantee. RAILS will pay for all employer portions of salaries and associated taxes, retirement, health, dental, life and vision insurance.
5. Provide Human Resources support, including talent recruitment, benefits administration, employee relations, performance management, training and development, workers compensation, leave of absence administration, HRIS data management and payroll administration.
6. Provide access to system vehicles for in-state LLSAP-related travel for RAILS staff assigned to Grantee. Travel reimbursement by RAILS may be substituted when system vehicles are unavailable.

Use this space, or a separate attached document, to describe any plans you have to transition these services away from RAILS operations and provide them independently, or if your planned use of these services during FY2026 will differ significantly from the descriptions

☐ Agreement to LLSAP Requirements

Use the checkbox to indicate your agreement to the LLSAP requirements. These requirements will be included in the RAILS LLSAP support grant agreement.

1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
 - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to any procedures and communication practices that may apply to the creation of or edits to specific items in L2, as well as all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. 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).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
 - a. Providing statistics to support delivery improvements
 - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
 - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

Authorized Signatures

Primary Contact

Name: _____

Title: _____

Signature: *Aaron Skog*

Date: _____

Other contact (if applicable)

Name: _____

Title: _____

Signature: _____

Date: _____

RAILS FY2026 System Area and Per Capita Grant Application

4. Exhibit 4.5: Information detailing the health, dental, vision and life insurance coverage for employees and dependents

Employee Individual Insurance Coverage

Health Insurance: Employer/employee contribution amounts for health insurance are not determined by an employee's annual salary.

Employee's Individual Insurance Coverage		
Type of Insurance	Percentage of Coverage Paid by Employer	Percentage of Coverage Paid by Employee
Medical – HMO Plan	80%	20%
Medical – High PPO Plan	80%	20%
Medical – High PPO Plan w/HSA	80%	20%
Dental – HMO Plan	80%	20%
Dental – PPO plan	80%	20%
Vision Plan	80%	20%

Are employer/employee contribution amounts for health insurance determined by the employer's annual salary? **No**

Is a term life insurance program offered to library system employees? **Yes**

If yes, what percentage of the premium is paid by the library system: RAILS pays 100% of the premium of the basis life insurance plan, which provides for life insurance of \$30,000. The employee pays 100% of the premiums for any life insurance the employee enrolls for above that amount.

Dependent Insurance Coverage

Type of Insurance	% Covered by Employer	% Covered by Employee
Medical – All plans	70%	30%
Dental – All plans	70%	30%
Vision	70%	30%

Retiree Health Insurance: Retiree health insurance coverage is offered to library system employees. The retiree pays 100% of the premium and administrative fees; therefore, there is no annual cost to the library system for offering this retirement benefit.

RAILS FY2026 System Area and Per Capita Grant Application

4. Exhibit 4.6 Physical Facilities in FY2026

Property Address	Rent or Own?	Use of Property	Plans for Property	Term	Cost of lease
1000 W. Crossroads Parkway Bolingbrook, IL 60490	Rent	Delivery workspace	Continue to lease	Suites A,B, and C – 6/01/2025 – 11/30/2027 Suite D – 12/01/2024 – 11/30/2027	Suites A,B, and C - \$10,921.43 per month through May 31, 2026, \$11,358.28 per month through May 31, 2027, \$11,812.61 per month through November 30, 2027 Suite D - \$3,918 per month through November 30, 2025, \$4,074.72 per month through November 30, 2026, \$4,237.71 per month through November 30, 2027 With 21.80% additional costs for real estate taxes, insurance, and operating expenses
125 Tower Drive, Burr Ridge, IL 60527	Own	Administration	Continue to own	None	None
220 W. 23 rd Ave. Coal Valley, IL 61240	Own	Delivery workspace	Continue to own	None	None

RAILS FY2026 System Area and Per Capita Grant Application

4. Exhibit 4.6 Physical Facilities in FY2026

Property Address	Rent or Own?	Use of Property	Plans for Property	Term	Cost of lease
715 Sabrina Dr East Peoria, IL 61611	Rent	Delivery and LLSAP workspace	Continue to lease	7/1/2025 – 6/30/2026	\$6,545.53 per month through June 30, 2026 With 72% of building expenses and 39% additional costs for real estate taxes and operating expenses
4717 Colt Rd. Rockford, IL 61109	Rent	Delivery workspace	Continue to lease	3/1/2024 – 2/28/2027	\$3,165.07 per month through February 28, 2026 and \$3,260.01 per month through February 28, 2027 With \$804.75 per month for real estate taxes

RAILS FY2026 System Area and Per Capital Grant Application

4. Exhibit 7: Listing and Description of All Corporations Formed by the Library System

Name	Brief description	System Area and Per Capita Grant Budgeted (direct or indirect)	Is any SAPG spending not related to ISL core priorities? (Yes or No)	Attach Articles of Incorporation and Annual Report for each corporation
None	None	None	Not Applicable	None

RAILS FY2026 System Area and Per Capita Grant

Application 4. Exhibit 8: Description of All Pending Litigation

Case name	Docket number	Legal representation	Brief explanation	Potential impact	Cost breakdown/analysis
No pending litigation	N/A	N/A	N/A	N/A	N/A



Statement of Economic
Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

DAN BOSTROM
Filing Date: 3/10/2025
Filing Year: 2024

Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	DIRECTOR OF MARKETING & COMMUNICATIONS

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: N/A

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: N/A

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list “none” below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: N/A



Statement of Economic
Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

MONICA CALDICOTT
Filing Date: 3/17/2025
Filing Year: 2024

Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	BOARD MEMBER

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: N/A

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: N/A

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list “none” below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: N/A



Statement of Economic
Interests

Filed with the Cook County Clerk

www.cookcountyclerk.com

(312) 603-1121

JEAN CARROLL
Filing Date: 3/21/2025
Filing Year: 2024

Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	BOARD MEMBER
1720-0	WESTERN SPRINGS, VILLAGE OF	LIBRARY BOARD TRUSTEE

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: N/A

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal

campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: N/A

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list "none" below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: N/A



Statement of Economic
Interests

Filed with the Cook County Clerk

www.cookcountyclerk.com

(312) 603-1121

JENNIFER CUTSHALL

Filer ID: 81300

Filing ID: 470822

Filer Mailing Address: 1637 TERRACE
ROADHOMewood, IL 60430

Filing Date: 4/16/2025 8:46 AM

Filing Year: 2024

Your Agency

Code

0236-

0

0276-

0

Name

HOMewood PUBLIC LIBRARY DISTRICT

REACHING ACROSS ILLINOIS LIBRARY SYSTEMS
(RAILS)

Title

TRUSTEE

BOARD
MEMBER

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: N/A

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to report any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: N/A

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family

member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list “none” below. ANSWER: N/A
6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list “none” below. ANSWER: N/A
7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative. ANSWER: N/A



Statement of Economic
Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

SAMANTHA DALY
Filing Date: 3/11/2025
Filing Year: 2024

Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	HUMAN RESOURCES DIRECTOR

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: N/A

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: N/A

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list “none” below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: N/A



Statement of Economic
Interests

Filed with the Cook County Clerk

www.cookcountyclerk.com

(312) 603-1121

JOE FILAPEK
Filing Date: 3/24/2025
Filing Year: 2024

Your Agency

Code
0276-
0

Name
REACHING ACROSS ILLINOIS LIBRARY
SYSTEMS (RAILS)

Title
ASSOCIATE EXECUTIVE
DIRECTOR

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: N/A

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: Applicable To: SPOUSE Job Title: 1ST GRADE TEACHER

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list “none” below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list “none” below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: N/A



Statement of Economic
Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

EMILY FISTER
Filer ID: 41445
Filing ID: 467127
Filer Mailing Address: 47 ELMWOOD
COURT INDIAN HEAD PARK, IL 60525
Filing Date: 3/10/2025 3:47 PM
Filing Year: 2024

Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS EXECUTIVE ASSISTANT

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: N/A

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: N/A

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list “none” below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: N/A



Statement of Economic
Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

GWEN GREGORY
Filing Date: 3/10/2025
Filing Year: 2024

Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	BOARD MEMBER

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: Source of Income: NORTHERN ILLINOIS UNIVERSITY SALARY

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: Applicable To: SELF **Unit of Government:** OTHER **Unit of Government - Other:** NORTHERN ILLINOIS UNIVERSITY **Job Title:** LIBRARIAN

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list “none” below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: N/A



Statement of Economic
Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

GRANT HALTER
Filing Date: 3/18/2025
Filing Year: 2024

Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	DATA ANALYSIS MANAGER

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: N/A

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: N/A

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list “none” below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: N/A



Statement of Economic
Interests

Filed with the Cook County Clerk

www.cookcountyclerk.com

(312) 603-1121

MONICA HARRIS
Filing Date: 4/3/2025
Filing Year: 2024

Your Agency

Code
0276-
0

Name
REACHING ACROSS ILLINOIS LIBRARY SYSTEMS
(RAILS)

Title
EXECUTIVE
DIRECTOR

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: N/A

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: N/A

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list “none” below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list “none” below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: **Persons Name:** BRAD BROOKS **Relationship:** SPOUSE/PARTNER
Name of Utility: ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)



Statement of Economic
Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

MARK HATCH
Filing Date: 3/17/2025
Filing Year: 2024

Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS DELIVERY AND FACILITIES DIRECTOR

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: N/A

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: N/A

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list “none” below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: N/A



Statement of Economic
Interests

Filed with the Cook County Clerk

www.cookcountyclerk.com

(312) 603-1121

LEILA HEATH
Filing Date: 3/20/2025
Filing Year: 2024

Your Agency

Code
0276-
0

Name
REACHING ACROSS ILLINOIS LIBRARY SYSTEMS
(RAILS)

Title
RAILS
DIRECTOR

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: N/A

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: N/A

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list “none” below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list “none” below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: N/A



Statement of Economic
Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

SHARON SWANSON
Filing Date: 3/10/2025
Filing Year: 2024

Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	FINANCE DIRECTOR

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: N/A

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: N/A

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list “none” below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: N/A



Statement of Economic
Interests

Filed with the Cook County Clerk

www.cookcountyclerk.com

(312) 603-1121

ALEX VANCINA
Filing Date: 3/31/2025
Filing Year: 2024

Your Agency

Code

0276-0

Name

REACHING ACROSS ILLINOIS LIBRARY SYSTEMS
(RAILS)

Title

BOARD
MEMBER

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: Source of Income: HELEN M. PLUM MEMORIAL PUBLIC LIBRARY
DISTRICT

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: **Applicable To:** SELF **Unit of Government:** OTHER **Unit of Government - Other:** HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT **Job Title:** TECHNOLOGY & METADATA SERVICES MANAGER

ANSWER: **Unit of Government:** OTHER **Unit of Government - Other:** NEW LENOX PUBLIC LIBRARY DISTRICT **Job Title:** PRESIDENT, BOARD OF TRUSTEES

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list "none" below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: N/A





Statement of Economic
Interests

Filed with the Cook County Clerk

www.cookcountyclerk.com

(312) 603-1121

KAREN VOITIK
Filing Date: 3/11/2025
Filing Year: 2024

Your Agency

Code

0276-0

Name

REACHING ACROSS ILLINOIS LIBRARY SYSTEMS
(RAILS)

Title

BOARD
MEMBER

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: N/A

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: N/A

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list “none” below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list “none” below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: N/A



Statement of Economic
Interests

Filed with the Cook County Clerk
www.cookcountyclerk.com
(312) 603-1121

CATHERINE YANIKOSKI
Filing Date: 3/27/2025
Filing Year: 2024

Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	BOARD MEMBER

Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

ANSWER: N/A

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

ANSWER: N/A

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to re- port any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

ANSWER: N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

ANSWER: N/A

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

ANSWER: N/A

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list “none” below.

ANSWER: N/A

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

ANSWER: N/A



REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

ORDINANCE NO. 2016-01, AMENDING IN ITS ENTIRETY THE ETHICS ACT ORDINANCE (ORDINANCE 2011-02)

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution; and

WHEREAS, the Board of Directors of the Reaching Across Illinois Library System ("RAILS") adopted Ordinance No. 2011-02 establishing ethics regulations; and

WHEREAS, the Board now desires to modify the membership of the ethics commission and amend and replace Ordinance No. 2011-12 in its entirety with the provisions set forth in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE REACHING ACROSS ILLINOIS LIBRARY SYSTEM, AS FOLLOWS:

SECTION 1: Ordinance No. 2011-12 is hereby amended and replaced in its entirety with the provisions contained in this Ordinance:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the RAILS, whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the RAILS.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities. (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the RAILS in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10

GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 15

ETHICS ADVISOR

Section 15-1. The Executive Director, with the advice and consent of the Board of Directors shall designate an Ethics Advisor for the RAILS. The duties of the Ethics Advisor may be delegated to an officer or employee of the RAILS unless the position has been created as an office by the RAILS.

Section 15-2. The Ethics Advisor shall provide guidance to the officers and employees of the RAILS concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Directors.

ARTICLE 20

ETHICS COMMISSION

Section 20-1. There is hereby created a commission to be known as the Ethics Commission of RAILS.

Section 20-2. The Commission shall be comprised of the members of the RAILS Executive Committee.

Section 20-3. At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist of three commissioners, and official action by the commission shall require the affirmative vote of three members.

Section 20-4. The Commission shall have the following powers and duties:

(1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.

(2) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in

accordance with Section 25-1(c) of this Ordinance and refer violations of Article 5 or Article 10 of this Ordinance to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Ordinance and not upon its own prerogative.

(3) To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Ordinance.

(4) To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the RAILS to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.

(5) The powers and duties of the Commission are limited to matters clearly within the purview of this Ordinance.

Section 20-5. (a) Complaints alleging a violation of this Ordinance shall be filed with the Ethics Commission.

(b) Within 3 business days after the receipt of a complaint, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within 3 business days after receipt by the commission. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

(c) Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Ordinance, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed within 7 business days after receiving the complaint.

If the complaint is deemed sufficient to allege a violation of Article 10 of this Ordinance and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within 4 weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public.

If the complaint is deemed sufficient to allege a violation of Article 5 of this Ordinance, then the Commission shall notify in writing the attorney designated by the corporate authorities to prosecute such actions and shall transmit to the attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

(d) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

(e) Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline to the alleged violator and to the Executive Director, or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

(f) If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within 7 business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within 7 days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the Executive Director or impose a fine upon the violator, or both.

(g) If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under subsection (e) within 7 days after the complaint is filed, and during the 7 days preceding that election, the Commission shall render such decision before the date of that election, if possible.

(h) The Commission may fine any person who intentionally violates any provision of Article 10 of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may recommend any appropriate discipline up to and including discharge.

(i) A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

ARTICLE 25

PENALTIES

Section 25-1. Penalties. (a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.


(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the RAILS by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the RAILS, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

PASSED BY THE BOARD OF DIRECTORS, REACHING ACROSS ILLINOIS LIBRARY SYSTEM, IN PUBLIC SESSION ASSEMBLED THIS 17th DAY OF June 2016.



Secretary, Board of Directors,
Reaching Across Illinois Library System

4847-3267-4098, v. 1

4. Exhibit 11: Certification indicating review and compliance of Board with Illinois statutes

Legal Statute	Citation	RAILS Board Member														
		Monica Caldicott	Jean Carroll	Jennifer Cutshall	vacant	Gwen Gregory	Diane Hollister	Jennifer Hovanec	Amanda Kowalcze	Rene Leyva	Julie Milavec	Emily Porter	Carolyn Sennett	Alex Vancina	Karen Voitik	Catherine Yanikoski
OMA	5 ILCS 120	X	X	X		X	X	X	X	X	X	X	X	X	X	X
FOIA	5 ILCS 140	X	X	X		X	X	X	X	X	X	X	X	X	X	X
IL Public Labor Relations Act	5 ILCS 315	X	X	X		X	X	X	X	X	X	X	X	X	X	X
IL Government Ethics Act	5 ILCS 420	X	X	X		X	X	X	X	X	X	X	X	X	X	X
Local Records Act	50 ILCS 205	X	X	X		X	X	X	X	X	X	X	X	X	X	X
State Officials & Employees Act	5 ILCS 430	X	X	X		X	X	X	X	X	X	X	X	X	X	X
Public Funds Deposit Act	30 ILCS 225	X	X	X		X	X	X	X	X	X	X	X	X	X	X
Public Funds Investment Act	30 ILCS 235	X	X	X		X	X	X	X	X	X	X	X	X	X	X
IMRF	50 ILCS 5	X	X	X		X	X	X	X	X	X	X	X	X	X	X
Public Officer Prohibited Activities	50 ILCS 105	X	X	X		X	X	X	X	X	X	X	X	X	X	X
IL Library System Act	75 ILCS 10	X	X	X		X	X	X	X	X	X	X	X	X	X	X
American with Disabilities Act	42 USC 1201	X	X	X		X	X	X	X	X	X	X	X	X	X	X
IL Human Rights Act	775 ILCS 5	X	X	X		X	X	X	X	X	X	X	X	X	X	X

KEY: X = to the best of our knowledge

Reaching Across Illinois Library System (RAILS)

Bylaws

Revision Control

These bylaws were adopted by the individual System Boards (Alliance Library System, DuPage Library System, Metropolitan Library System, North Suburban Library System, Prairie Area Library System) as Appendix B of the Intergovernmental Agreement in February 2011.

- RAILS Bylaws – APPROVED by System Boards February 2011
- RAILS Bylaws – ADOPTED by the Merger Transition Board on March 10, 2011
- RAILS Bylaws – RATIFIED by RAILS Board on July 1, 2011
- RAILS Bylaws – REVISION APPROVED by RAILS BOARD October 21, 2011 (Article 6, Section D)
- RAILS Bylaws – REVISION APPROVED by RAILS Board December 19, 2011 (Article 4, Section B; Article 5, Section N)
- RAILS Bylaws – REVISION APPROVED by RAILS Board February 22, 2013 (Article 5E; Article 5K; Article 5O)
- RAILS Bylaws – REVISION APPROVED by RAILS Board May 22, 2015 (Article 5C and E)
- RAILS Bylaws – REVISION APPROVED by RAILS Board May 22, 2015 (Article 5, Section N)
- RAILS Bylaws – REVISION APPROVED by RAILS Board May 22, 2015 (Article 6, Section A)
- RAILS Bylaws – REVISION APPROVED by RAILS Board June 19, 2015 (Article 1; Article 5B, C & D; Article 8)
- RAILS Bylaws – REVISION APPROVED by RAILS Board July 24, 2015 (Article 6; Section D)
- RAILS Bylaws – REVISION APPROVED by RAILS Board October 30, 2015 (Article 6; Section B)
- RAILS Bylaws – REVISION APPROVED by RAILS Board May 28, 2021 (Article 2; Article 5C, Article 6A)

Article 1 Name and Definitions

- The name of the organization shall be Reaching Across Illinois Library System (RAILS) hereinafter known as the System.
- A “Member,” or “the Membership,” refers to the library organizations that have chosen to join, been approved, and receive services from the System.
- “Directors” are individuals serving on the System Board of Directors.
- “Eligible electors” are individuals who are eligible to register to vote within the territory of the System. Each Member library will designate an individual who will cast the organization’s vote in the election of Directors to the System Board.

Article 2 Purpose

RAILS is a multi-type regional library system that fosters collaboration and resource sharing among libraries to empower them to better serve their clientele or library users.

Article 3 Authority

The System derives its authority from the Library Systems Act (75 ILCS 10/1 et seq.). This statute states that it is the policy of the State of Illinois in promoting public education, and in serving all levels of the educational process, to encourage the improvement of free public libraries and the cooperation among all types of libraries in the sharing of library resources.

Article 4 Membership in the System

A. Eligibility

The statutes and administrative rules of the State of Illinois and the Membership Criteria of the System govern Membership in the System. Any Public, School, Academic or Special library, within the service area, is eligible to apply for Membership. Participating libraries will hereinafter be known as Members. Acceptance is subject to the approval of the Board of Directors of the System and the State Librarian and implies agreement by the applying library to applicable State statutes and rules and to the System's Bylaws, policies and Plan of Service. Members agree to comply with policies, rules and regulations required for maintaining Membership.

B. Suspension

Any Member library may be suspended from Membership if not in compliance with State Statutes, Administrative Rules or System Requirements. Members will remain in good standing as long as they meet System and State Membership criteria. Specific information about Suspension can be found in the Administrative Rules (3030.115).

Article 5 Governance

A. The Governing Board

The Governing Board shall be the System Board of Directors composed of fifteen (15) individuals hereinafter referred to as "The System Board."

B. Number and Qualifications

While all Directors are expected to represent the entire System, the Board of Directors will be made up of the following types of individuals.

1. Eight (8) seats will be held by Board members of Member Public Libraries.
2. One (1) seat will be held by an individual who is currently employed by a School Library.
3. One (1) seat will be held by an individual employed by an Academic Library.
4. One (1) seat will be held by an individual employed by a Special Library.
5. The remaining four (4) seats will be filled by individuals elected at large and currently employed by or current members of the governing board of libraries of any types: public, academic, school and special, and without regard to type of library.
6. All Directors must be eligible electors in the geographical area of the System.

C. Nominations

1. Each year, the President of the System Board will appoint a Nominating Committee that selects and confirms candidates for election to the System Board. The committee shall be comprised of no less than five individuals. Of these individuals, no more than the Chair of the Committee and one other Director shall be appointed to the committee from the sitting Board. All other committee members shall be appointed from general RAILS membership. No Nominating Committee Member may be slated for election to the System Board.
2. The Nominating Committee shall make every effort to recruit a diverse, equitable and inclusive roster of candidates for the RAILS board so that the board will truly represent, as much as

possible, the diverse membership of RAILS libraries and their communities. The call for nominations will be publicized to the Members of the System and any Member may propose names for the Nominating Committee's consideration

3. Further nomination may be made upon written petitions of ten (10) Member Libraries represented by the type of seat on the System Board to be filled. Such petitions, accompanied by written acceptance of the nominee, must be filed with the System Board Secretary, who will convey the nominations to the Chair of the Nominating Committee. Timing of such petition will be appropriately publicized.
4. No individual may be a candidate for more than one Board seat in a specific election. No individual may hold two RAILS board seats simultaneously.
5. An individual may not serve on the RAILS board if the individual's election or appointment to the board would result in there being on the board at the same time two individuals who are employed by and/or on the governing board of the same member library. If two candidates from the same member library both receive enough votes to be seated on the board in the same election, the candidate with the lowest number of votes between the two candidates will be disqualified and the candidate with the highest number of votes between the two candidates will be seated on the board.

D. Election of Directors

1. The Nominating Committee will determine the design and the timetable for the distribution and return of ballots.
2. Each Member library shall receive one ballot with all the names of the candidates with instructions for casting the ballot. The individual designated by the Member will cast the ballot.
3. When the votes are tallied, the candidate(s) receiving the highest number of votes in his/her category is elected to the vacant seat(s). In case of a tie, the seat holder will be decided by a flip of the coin.

E. Term

The term of office of Directors shall be three years, but no Director shall serve more than a total of six years unless two years have elapsed since his/her sixth year of service. The terms of office of one-third of the Directors shall expire each year. The term of office begins with the first Board meeting after the start of the fiscal year.

F. Vacancies

Should a vacancy occur between elections, The System Board will appoint an individual with the qualifications to fill the specific type of vacant seat as described in Article 5, Section B 1-6.

G. Disqualifications

Directors are expected to fulfill the duties required of them by the nature of their office. The System Board by a Majority vote may, with a quorum present, declare a System Board position vacant if a Director fails to attend two (2) unexcused Board meetings during the System year.

Should a Director no longer be an eligible elector within the geographic area of the system, or leave the local position by virtue of which he/she was eligible, nominated and elected, the seat shall be declared vacant. This shall not apply when the Director changes positions within the local entity or is still otherwise qualified to represent the type of seat for which the Director was elected.

H. Meetings

The System Board shall meet a minimum of nine (9) times a year. Directors may attend meetings electronically consistent with established Board policy and the Open Meetings Act. A simple majority of the Directors will constitute a quorum.

Special meetings of the Board of Directors may be called by the President or upon the request of three Directors upon five days written notice, for the transaction of such business as may be stated in such notice.

I. Powers and Duties of the Board of Directors

The powers and duties of the System Board shall be in accordance with the Illinois Library System Act and the Rules and Regulations promulgated there under.

The Board of Directors will conduct an evaluation of the Executive Director annually at an appropriate time.

J. Officers

The Officers of the Board shall be as follows: President, Vice President, Secretary, and Treasurer. The Officers of the Board shall have the following duties and responsibilities:

1. The President will preside at all meetings of the Board; shall appoint any necessary committees; shall sign official documents; and, shall assume such other powers that meet with the consent of the Board.
2. The Vice President will preside at meetings in the absence of the President; shall in the case of the resignation of the President or the inability of the President to perform the duties of the office assume the President's responsibilities until the election of a new President; and, shall perform such other duties as the Board may direct.
3. The Secretary will keep minutes of all Board meetings; shall sign documents and correspondence in the name of the Board when so directed by the President and/or the Board; and, shall perform such other duties as the Board may direct.
4. The Treasurer will discharge the responsibilities placed upon that office by law, oversee the fiscal affairs and activities of the System; report regularly to the Board of these matters, and perform such other duties as the Board may direct. Before entering the office, the treasurer is required to give a bond in an amount set by the Board in compliance with law, and the cost of such to be paid by the System.

K. Election of Officers

The Nominating Committee will propose the slate of Officers of the System Board. The election of officers shall be held at the first meeting of the System Board each year. The officers shall be elected for one (1) year, and no officer shall serve more than two (2) consecutive full terms in one office. A term of six (6) months or more shall be considered a full term. The term of office begins with the first Board meeting after the start of the fiscal year.

L. Vacancies in Officers Roles

In the event that the office of President becomes vacant, the Vice-President shall assume the duties of the President, and the System Board shall elect one of the remaining Directors to the office of Vice-President for the remainder of the term. In the event one of the other offices becomes vacant, the System Board shall elect one of the remaining Directors to fill the remainder of the term.

M. Committees

1. Executive Committee

- a. The President, Vice-President, Secretary, and Treasurer together with one additional Director elected by the Board of Directors shall constitute the Executive Committee. The designation of such committee, and the delegation thereto of authority, shall not operate to relieve the Board of Directors, or any Member thereof, of any responsibility imposed by law.
- b. The Executive Committee shall have and may exercise the authority of the Board of Directors as specifically and expressly delegated by the action of the Board of Directors.
- c. A majority of the Directors on the Executive Committee shall constitute a quorum.
- d. The President of the Board of Directors shall preside at the meetings of the Executive Committee. In the absence of the President, the Vice-President shall preside.

2. Other committees

- a. Committees of the Board will be appointed where there is a need in the areas of Board operations, Board policy, and activities outside the responsibilities of the Executive Director as chief executive and administrative officer. The Board of Directors may establish ad hoc and advisory committees as it sees fit.

N. Economic Interest

No member of the RAILS Board of Directors may profit personally, either directly or indirectly, for any business connected with the system.

Each member of the RAILS Board of Directors shall file a Statement of Economic Interest as required by the Illinois Governmental Ethics Act.

Each member of the RAILS Board of Directors shall also file a Conflict of Interest Form *annually or within 60 days of assumption of office*, certifying that the member has no prohibited conflict of interest with RAILS and disclosing any personal or business relationships that reasonably could produce a direct or indirect conflict involving RAILS. The Conflict of Interest Form should be filed with the RAILS Executive Director.

The members of the RAILS Board of Directors shall serve without compensation, but their actual and necessary expenses shall be paid or reimbursed by the system.

O. Indemnification

Members of the RAILS Board of Directors shall be indemnified as described in the RAILS Indemnification Policy.

Article 6 System Executive Director

- A. The Board of Directors shall, by resolution, appoint an Executive Director of the System who shall meet any and all requirements, including having a master's degree from an American Library Association-accredited library education program and at least five years postgraduate employment, including at least two years in library administrative experience, as required by the Board and by Illinois law and regulation. (75 ILCS 10/7).
- B. Responsibilities of the Executive Director:
 - 1. General administration of the System.
 - 2. Provision of professional advice to the Board of Directors.
 - 3. Authority and responsibility for staff recruitment, evaluations, promotions, discipline management and terminations as well as all other personnel matters in accordance with System policies, except that the Executive Director's authority to hire, fix the compensation, and terminate employees is subject to the approval of the RAILS Board of Directors.
 - 4. Implementation of policies, objectives, and plans of the Board of Directors.
- C. The Executive Director shall be responsible directly to the Board of Directors.

Article 7 Fiscal Year

The fiscal year for the System shall begin with July 1 and end with June 30, following the applicable rules and regulations of the State of Illinois.

Article 8 Amendments

Proposed Bylaw changes can originate from the System Board or from the Membership of the System. Proposed amendments to the Bylaws must be submitted for consideration by the System Board at a meeting at which notice of the proposed bylaw amendment has been provided or listed on the meeting agenda. A bylaw amendment may not be voted upon until a subsequent meeting of the Board. Changes to the bylaws must be approved by 2/3's vote of the Directors attending the meeting at which they are considered and must be submitted for approval to the Illinois State Library before they shall become effective.

Notwithstanding the above two-step process, the requirement that action on a bylaw amendment be deferred to a second meeting can be waived, and a bylaw amendment approved at the meeting at which it is initiated, if the bylaw amendment (1) is listed on the agenda for action at the first meeting and (2) is approved by all directors attending the first meeting.