

ILLINOIS STATE LIBRARY  
FY2024 SYSTEM AREA & PER CAPITA GRANT APPLICATION

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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

May, 26, 2023

\_\_\_\_\_  
Date



\_\_\_\_\_  
Executive Director Signature

May, 26, 2023

\_\_\_\_\_  
Date

**ILLINOIS STATE LIBRARY  
SYSTEM AREA AND PER CAPITA GRANT APPLICATION  
FY 24 BUDGET SHEET**

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
<b>Revenues</b>						
<b>State Grants</b>						
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.	\$0.	\$0.	\$0.	\$0.	\$0.
Federal Grants	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other Grants	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Fees for Services & Materials	\$1,382,052.	\$0.	\$0.	\$0.	\$0.	\$1,382,052.
Reimbursements	\$2,940,700.	\$0.	\$0.	\$0.	\$0.	\$2,940,700.
Investment Income	\$700,000.	\$0.	\$0.	\$0.	\$0.	\$700,000.
Other Revenue	\$9,620.	\$0.	\$0.	\$0.	\$0.	\$9,620.
Estimated Total Revenue	\$16,904,086.	\$0.	\$0.	\$0.	\$0.	\$16,904,086.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
<b>Expenditures</b>						
<b>Personnel</b>						
<b>Salaries</b>						
Library Professionals	\$1,588,260.	\$0.	\$0.	\$0.	\$0.	\$1,588,260.
Other Professionals	\$1,973,059.	\$0.	\$0.	\$0.	\$0.	\$1,973,059.
Support Services	\$2,157,506.	\$0.	\$0.	\$0.	\$0.	\$2,157,506.
<b>Payroll Taxes &amp; Benefits</b>						
Social Security Taxes	\$437,689.	\$0.	\$0.	\$0.	\$0.	\$437,689.
Unemployment Insurance	\$27,619.	\$0.	\$0.	\$0.	\$0.	\$27,619.
Workmen's Compensation	\$115,177.	\$0.	\$0.	\$0.	\$0.	\$115,177.
Retirement Benefits	\$64,048.	\$0.	\$0.	\$0.	\$0.	\$64,048.
Health, Dental & Life Insurance	\$900,908.	\$0.	\$0.	\$0.	\$0.	\$900,908.
Other	\$19,000.	\$0.	\$0.	\$0.	\$0.	\$19,000.
Temporary Help	\$24,000.	\$0.	\$0.	\$0.	\$0.	\$24,000.
Recruiting	\$12,000.	\$0.	\$0.	\$0.	\$0.	\$12,000.
<b>Library Materials</b>						
Printed Materials	\$2,850.	\$0.	\$0.	\$0.	\$0.	\$2,850.
Non-Printed Materials	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
E-Resources	\$3,478,500.	\$0.	\$0.	\$0.	\$0.	\$3,478,500.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
<b>Buildings &amp; Grounds</b>						
Rent	\$283,372.	\$0.	\$0.	\$0.	\$0.	\$283,372.
Utilities	\$117,869.	\$0.	\$0.	\$0.	\$0.	\$117,869.
Property Insurance	\$30,350.	\$0.	\$0.	\$0.	\$0.	\$30,350.
Repairs & Maintenance	\$64,265.	\$0.	\$0.	\$0.	\$0.	\$64,265.
Custodial and Janitorial Service & Supplies	\$57,400.	\$0.	\$0.	\$0.	\$0.	\$57,400.
Other	\$17,087.	\$0.	\$0.	\$0.	\$0.	\$17,087.
<b>Vehicle Expense</b>						
Fuel	\$427,220.	\$0.	\$0.	\$0.	\$0.	\$427,220.
Repairs & Maintenance	\$121,400.	\$0.	\$0.	\$0.	\$0.	\$121,400.
Vehicle Insurance	\$149,000.	\$0.	\$0.	\$0.	\$0.	\$149,000.
Vehicle Leasing & Rent	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$16,250.	\$0.	\$0.	\$0.	\$0.	\$16,250.
<b>Travel, Meetings and Continuing Education for Staff &amp; Board</b>						
In-state Travel	\$71,972.	\$0.	\$0.	\$0.	\$0.	\$71,972.
Out-of-State Travel	\$73,065.	\$0.	\$0.	\$0.	\$0.	\$73,065.
Registrations, Meetings and Other Fees	\$86,305.	\$0.	\$0.	\$0.	\$0.	\$86,305.
Conferences and Continuing Education Meetings	\$86,000.	\$0.	\$0.	\$0.	\$0.	\$86,000.
Public Relations	\$27,100.	\$0.	\$0.	\$0.	\$0.	\$27,100.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Liability Insurance	\$58,075.	\$0.	\$0.	\$0.	\$0.	\$58,075.
<b>Supplies, Postage and Printing</b>						
Computer Software and Supplies	\$95,253.	\$0.	\$0.	\$0.	\$0.	\$95,253.
General Office Supplies and Equipment	\$42,234.	\$0.	\$0.	\$0.	\$0.	\$42,234.
Postage	\$10,983.	\$0.	\$0.	\$0.	\$0.	\$10,983.
Binding	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Library Supplies	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Delivery Supplies	\$46,850.	\$0.	\$0.	\$0.	\$0.	\$46,850.
Other	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Telephone and Telecommunications	\$116,886.	\$0.	\$0.	\$0.	\$0.	\$116,886.
<b>Equipment Rental, Repair &amp; Maintenance</b>						
Equipment Rental	\$12,985.	\$0.	\$0.	\$0.	\$0.	\$12,985.
Equipment Repair and Maintenance Agreements	\$125,537.	\$0.	\$0.	\$0.	\$0.	\$125,537.
<b>Professional Services</b>						
Legal	\$55,000.	\$0.	\$0.	\$0.	\$0.	\$55,000.
Accounting	\$61,115.	\$0.	\$0.	\$0.	\$0.	\$61,115.
Consulting	\$156,500.	\$0.	\$0.	\$0.	\$0.	\$156,500.
Contractual Staff	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
<b>Contractual Services</b>						
Information Service Costs	\$49,486.	\$0.	\$0.	\$0.	\$0.	\$49,486.

Agreements with systems, member libraries and other cooperatives	\$1,736,871.	\$0.	\$0.	\$0.	\$0.	\$1,736,871.
Outside Printing Services	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$1,628,297.	\$0.	\$0.	\$0.	\$0.	\$1,628,297.
Depreciation	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Professional Association Membership Dues	\$11,475.	\$0.	\$0.	\$0.	\$0.	\$11,475.
Miscellaneous	\$11,823.	\$0.	\$0.	\$0.	\$0.	\$11,823.
<b>Capital Outlays</b>						
Equipment	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Computer hardware and software	\$0.	\$0.	\$15,000.	\$0.	\$0.	\$15,000.
Furniture & Fixtures	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Building and Improvements	\$0.	\$0.	\$134,000.	\$0.	\$0.	\$134,000.
Land	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Vehicles	\$0.	\$0.	\$750,000.	\$0.	\$0.	\$750,000.
<b>Debt Service</b>						
Principal	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Interest	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Estimated Total Expenditures	\$16,648,641.	\$0.	\$899,000.	\$0.	\$0.	\$17,547,641.
Excess of Estimated Revenues Over (Under) Estimated Expenditures	\$255,445.	\$0.	\$-899,000.	\$0.	\$0.	\$-643,555.



**2.1 Delivery Budget Supplement for FY2024:**

**Breakout Between State Funds and Federal (LSTA) Funds as it Relates to Library System Delivery (not ILDS)**

<b>DELIVERY REVENUE SOURCE</b>		<b>State Funds</b>	<b>Federal (LSTA) Funds</b>
	Area & Per Capita Grant		\$ 1,936,143.79
	Other State Grants		
	Federal Grants		
	Other Grants		
	Fees	\$ 7,590.00	
	Reimbursements		
	Investment Income		
	Other Revenue	\$ 500.00	
<b>Delivery</b>		<b>\$ 8,090.00</b>	<b>\$ 1,936,143.79</b>
<b>DELIVERY EXPENDITURES</b>		<b>State Funds</b>	<b>Federal (LSTA) Funds</b>
<b>Delivery Personnel:</b>			
	Library Professionals		
	Other Professional	\$ 95,796.21	\$ 240,000.79
	Support Services	\$ 183,512.00	\$ 850,000.00
	Social Security Taxes (FICA)	\$ 54,755.00	\$ 50,000.00
	Unemployment Insurance	\$ 8,921.00	
	Workmen's Compensation	\$ 80,479.00	
	Retirement Benefits	\$ 15,345.00	
	Health, Dental & Life Insurance	\$ 303,774.00	
	Other Professional		
	Temporary Help	\$ 19,666.00	
	Recruitment		
	<b>Total</b>	<b>\$ 762,248.21</b>	<b>\$ 1,140,000.79</b>
<b>Delivery Buildings and Grounds:</b>			
	Rent	\$ 192,211.00	
	Utilities	\$ 29,508.00	
	Property Insurance	\$ 12,168.00	
	Repairs & Maintenance	\$ 42,198.00	
	Custodial and Janitorial Service & Supplies	\$ 25,932.00	
	Other	\$ 7,737.00	
	<b>Total</b>	<b>\$ 309,754.00</b>	<b>\$ -</b>



<b>Delivery Vehicle Expense:</b>			
	Fuel	\$ 272,276.00	
	Repairs & Maintenance	\$ 93,604.00	
	Vehicle Insurance	\$ 101,890.00	
	Vehicle Leasing & Rent		
	Other	\$ 14,430.00	
	<b>Total</b>	\$ 482,200.00	\$ -
<b>Travel, Meetings and CE for Delivery Staff</b>			
	In-State Travel	\$ 5,849.00	
	Out-of-State Travel		
	Registrations, Meetings and Fees	\$ 1,600.00	
	Conferences and Continuing Education Meetings		
	<b>Total</b>	\$ 7,449.00	\$ -
<b>Delivery Liability Insurance:</b>			
	<b>Total</b>	\$ 25,897.00	\$ -
<b>Supplies, Postage and Printing:</b>			
	Computer Software and Supplies	\$ 500.00	
	General Office Supplies & Equipment	\$ 4,897.00	
	Postage	\$ 620.00	
	Binding		
	Library Supplies		
	Delivery Supplies	\$ 38,375.00	
	<b>Total</b>	\$ 44,392.00	\$ -
<b>Delivery Telephone &amp; Telecomm</b>			
	Local/Long Distance - Voice	\$ 45,206.00	
	Telecomm - Data & Fax		
	<b>Total</b>	\$ 45,206.00	\$ -
<b>Delivery Equipment Rental, Repair and Maintenance:</b>			
	Equipment Rental	\$ 5,717.00	
	Equipment Repair and Maintenance	\$ 612.00	
	Maintenance Agreement		
	Computer Hardware Insurance		
	<b>Total</b>	\$ 6,329.00	\$ -

<b>Delivery Professional Services:</b>			
	Legal		
	Accounting		
	Consulting	\$ 8,190.00	
	Contractual Staff		
	<b>Total</b>	\$ 8,190.00	\$ -
<b>Delivery Contractual Services:</b>			
	Contractual Agreements with commercial carriers	\$ 418,785.00	\$ 796,143.00
	<b>Total</b>	\$ 418,785.00	\$ 796,143.00
<b>Delivery Capital Outlays:</b>			
	Equipment		
	Computer hardware and software		
	Furniture & Fixtures		
	Building and Improvements		
	Land		
	Vehicles		
	<b>Total</b>	\$ -	\$ -
<b>Total Expenditures Budgeted to Support Library</b>			
<b>System Delivery</b>		<b>\$ 2,110,450.21</b>	<b>\$ 1,936,143.79</b>

# RAILS FY2024 System Area and Per Capita Grant Application

## 2.2 Detailed Budget Narrative

This budget narrative for the FY2024 plan of service in the Area and Per Capita (APC) grant application provides an overview and a programmatic analysis of the proposed budget. Its purpose is to enhance understanding of the budget components and how the budget supports and aligns with the plan of service. All comparisons made to the prior year budget refer to the FY2023 budget. We have included as an attachment a spreadsheet showing line-item details of the FY2024 budget and FY2023 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 Secretary of State during FY2023, RAILS has been able to cover increased expenses, enhance current services, and pursue new programs and initiatives for our members in support of our plan of service and our strategic plan goals during FY2023 and FY2024. RAILS continues to be extremely grateful for these extra funds to help us keep meeting the ever-changing needs of our members, especially in a time of continuing cost increases for most of our services and materials. These additional funds assist with keeping our salaries competitive given the relentless increases in the consumer price index, meeting expected increases in all insurance costs for calendar year 2024, funding the increased need for our cataloging grants for members to join LLSAPs and grants for the My Library Is program, as well as meeting increased utility and lease expenditures.

In addition to continuing to support the multiple state-wide projects including the ILDS delivery, L2 website and maintenance, Find More Illinois (FMI), FOIA/OMA hotline, BiblioBoard E-resources, eRead Illinois, and the My Library Is program, RAILS is planning to add substantially to its support for Find More Illinois with the VERSO Consortia product, consortia, EDI initiatives for the member libraries and our internal staff and policies, promotional support for RAILS programs individualized for each member library type, and re-branding of Explore More Illinois in partnership with the Chicago Public Library and the Illinois Heartland Library System. 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, specifically to cover a portion of our delivery staff salaries as well as a portion of our contractual agreement with our delivery outsourcing vendor who provides delivery services to a portion of our member libraries.

The FY2023 General Fund was budgeted to have a surplus of \$556,769 and then amended mid-year for salary changes to have a surplus of \$463,271. The General Fund is budgeted to have a surplus of \$255,445, but we have several FY2024 purchases planned from our Capital Projects Fund (\$899,000) which brings out total FY2024 budget surplus to a \$643,555 deficit. With the expected FY2023 retirement of the RAILS Executive Director and the newly awarded additional APC funds, RAILS delayed pursuing many new projects. The FY2024 budget incorporates many of these projects, some of which have the flexibility to be one-time or be continued in future fiscal years. The budget that we are presenting includes all of the services that RAILS believes we should be providing to our members to meet the plan of service and our strategic plan goals while keeping RAILS' newly added services for the member libraries sustainable for the long term.

The FY2024 budget reflects the movement of PrairieCat to additional independence from our IT support and our facilities support. Due to this movement, the Coal Valley and Bolingbrook expenditures that were formerly allocated between administration and delivery, have been moved in total to the delivery budget. In addition, in-kind expenditures for facilities, vehicles and other support for RSA NFP that were formerly charged to administration have been moved to the LLSAP department due to the change in the LLSAP support grant formula to deduct all in-kind support from the annual grant award amount.

RAILS has deferred vehicle purchases for several years due to outsourcing investigations, and, most recently, vehicles have been unavailable due to market shortages. Government purchasing contracts have once again been secured by local vendors, and RAILS plans to purchase twelve replacement vehicles during FY2024.

## Summary

The proposed FY2024 plan of service continues its support of programs and activities included in the RAILS strategic plan approved by the RAILS Board in January 2022. Major activities include:

- Support for libraries to join LLSAPs/consortia (including evaluation of the VERSO consortia for non-automated and under-automated libraries)
- System delivery and ILDS
- Find More Illinois
- Maintenance and continued development of the L2 platform
- Continuing education and training for members, including public library trustees
- Data collection for deals & discounts, delivery, LLSAPs, eRead Illinois pricing model, etc.
- Support for eRead Illinois and BiblioBoard
- Explore More Illinois
- Re-imagining our policies and services through an EDI focus and leading EDI efforts with member libraries
- Group purchasing
- Grants to members for continuing education events with an EDI focus and to help show the value of school libraries through My Library Is
- Specialized cataloging and cataloging training for libraries

As in past years, we used zero-based budgeting, meaning we developed the FY2024 budget from the ground up. We included all activities that we believe are necessary to support our strategic plan.

## Revenues

General Fund revenues of \$16,904,086 are budgeted to increase \$1,742,980 from the FY2023 budget. This increase is primarily due to the increases in reimbursements (\$840,700), investment income (\$622,231), and fees for services and materials (\$290,815).

No Special Revenue Fund activity is budgeted for FY2024. Applications for grant funds were submitted for the continued development and maintenance of the L2 platform as well as the continued specialized cataloging program, but the grant funds for these projects have not yet been awarded. The expenditures for these projects are budgeted in the General Fund.

## Expenditures

Budgeted general fund expenditures of \$16,648,641 are \$1,950,807 above the FY2023 budgeted amounts. Lower than prior year expenditures are budgeted in professional services and equipment rental, repair and maintenance expenditures. Budgeted expenditures increased in all other categories, with the largest increases in library materials, personnel, contractual services, and buildings and grounds expenditures.

For the General Fund, we are budgeting total estimated revenues exceeding estimated expenditures by \$255,445. We also are budgeting \$899,000 of expenditures from the Capital Projects Fund, which has no budgeted revenues. Per the Illinois State Library guidance, we budgeted Area and Per Capita grant revenues of \$11,871,714, the FY2024 anticipated award amount.

## Revenue Details

FY2024 estimated total revenues of \$16,904,086 consist entirely of General Fund revenues.

APC grant revenues (\$11,871,714) are budgeted at the FY2023 award amount. The APC grant amount accounts for 70.23% of the General Fund revenue budget. Excluding reimbursement revenues, the percentage increases to 85.02%.

General Fund fees for services and materials of \$1,382,052 are budgeted to increase \$290,815 from the FY2023 budget primarily due to a budgeted increase in payments from RSA (\$155,826), resulting from the changes in the LLSAP support calculation, increases in ILDS contract fees and expected fuel surcharges (\$29,523) for statewide delivery, a large increase in eRead Illinois membership fees due to the budgeted addition of the PrairieCat consortium (\$80,000), and, after a year of waiving fees for the membership due to an incentive period in the vendor's contract, the addition of Find More Illinois membership fees (\$46,466). FMI implementation fees have been waived for new members who join prior to January 2024. These increases are partially offset by a decrease in budgeted HR Source membership fees and CE event fees. Fees included in the budget are:

- ILDS contract fees for statewide delivery to academic institutions (\$597,672)
- eRead Illinois membership fees (\$430,000), which support purchases of additional content
- FMI membership fees (\$46,466), which partially offset program costs and help to ensure sustainability
- Fees to member libraries (\$22,000), billed on a sliding scale that partially offset RAILS' expenditures for HR consulting for the membership.

Additional General Fund revenues consist of reimbursements (\$2,940,700), which is an \$840,700 increase from the FY2023 budget. This program is continuing to significantly expand this year and has significantly expanded over the past several years (as a comparison, FY2015 reimbursement revenues were \$565,742). Significant increases include \$400,000 for EBSCO databases due to increased anticipated participation, \$250,000 and \$225,000 for new products (Brainfuse and CreativeBug, respectively), \$160,000 for Press Reader, and \$95,000 for Gale Small Business Builder. These increases were partially offset by a decrease of \$350,000 which was budgeted as a placeholder in FY2023 for potential new products. The addition of six new products (LOTE Online for Kids, Brainfuse, CreativeBug, Hiveclass, Infobase Streaming, and Infobase Products) are budgeted in FY2024. Major group purchase

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programs budgeted are for EBSCO databases (\$1,300,000), Communico Cloud (\$450,000), Press Reader (\$250,000), Brainfuse (\$250,000), several Gale products (\$244,500), CreativeBug (\$225,000), and SWANK (\$80,000). 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.

We have also included E-rate reimbursements amounting to \$6,120. This amount decreased \$5,980 from the FY2023 budgeted amount due to contract timing issues with one of our telecommunications vendors. In past years, before FY2020, we had not included these revenues in the budget because of uncertainties in the billing and approval process. We, however, have been successful in securing these revenues and are confident of their pending realization.

Investment income of \$700,000 is budgeted for FY2024, an increase of \$622,231 from the \$77,769 budgeted for the prior year. Interest rates on money market funds, such as Illinois Funds, have increased to a current level of just over 5.00%, due to the Federal Reserve's historic increases in interest rates to combat inflation. This increase in investment income is also due to RAILS purchasing a series of investments with laddered maturities to attempt to stabilize returns during periods of fluctuating rates. We are conservatively assuming that FY2024 investment yields will peak over the next several months and then remain relatively level over the next fiscal year with an average return of 3.75%, and that we will receive APC funding in a pattern sufficient to maintain our current average investment balances after deducting our FY2024 Capital Fund purchases.

Other revenues are budgeted at \$3,000, which decreased \$6,500 from the FY2023 budget. These are primarily amounts received for the sale of Illinois Library Law and Serving Our Public books that RAILS purchases at a discount for members, as well as credit card rebates. Book purchases are expected to be minimal in FY2024, given that the current editions of these books have been published for several years. The revenue from these book sales has no impact upon fund balances as they offset corresponding expenditures for print materials.

In summary, General Fund revenues of \$16,904,086 are budgeted to increase \$1,742,980 from the FY2023 budget, primarily due to an increase in reimbursements (\$840,700), investment income (\$622,231), and fees for services and materials (\$290,815).

As in FY2024, no Special Revenue Fund revenues are budgeted for FY2024 due to the uncertainty of the grant revenues in support of developing and maintaining L2 as well as the grant revenues to support specialized cataloging.

## **Expenditure Details**

### **Expenditures—Personnel**

General Fund personnel-related expenditures of \$7,319,266 are budgeted to increase by \$605,410, or 9.02%, from the prior year budget. Personnel-related expenditures are budgeted to account for 43.96% of total expenditures, compared to 45.68% in the revised FY2023 budget, comprising the largest single category of RAILS expenditures. The FY2024 budget for salary expenditures incorporates the following highlights and assumptions:

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- A system-wide 4.5% salary increase has been included except for personnel whose salaries would reach the maximum amounts within their position grade, who instead will receive increases to the maximum amounts. Other exceptions to this increase are for those staff members subject to a collective bargaining agreement who will receive the prescribed annual increase in the agreement. We also have incorporated salary adjustments for three remaining delivery staff who were not included in the FY2023 mid-year adjustment to move the existing delivery department staff from \$18 to \$19.50 per hour and move the delivery service managers to the mid-point of their pay grade. The total impact of the above 4.5% increases is approximately \$209,082 for salaries and \$22,568 for other personnel expenditures. The impact of the delivery department salary adjustments is \$11,520 for salaries and \$1,357 for other personnel expenditures. The budget incorporates an 11% anticipated increase in health insurance costs for the second half of FY2024.
- The budget includes the addition of a human resources assistant who will support the organization's human resources needs as whole, as workload related to labor turnover, policy development and support related to the Union that represents a portion of the Delivery staff, and best practice as it relates to Equity, Diversity, and Inclusion has increased substantially. With the increase in programs and initiatives, the budget also incorporates the addition of a temporary data research assistant who would work a total of 250 hours with a focus on eRead IL analysis, human resources projects, and several other long-standing projects. Lastly, the budget incorporates filling the associate executive director and the director of marketing and communications positions that are now vacant or will become vacant in FY2024. The total compensation for the four positions expected to be filled during FY2024 is \$339,016 (\$290,319 for salaries and \$48,697 for other personnel expenditures). This is a net increase from the FY2023 budgeted salaries of \$37,468 for salary and other personnel expenditures.

General Fund salary expenditures of \$5,718,825 are budgeted to increase by \$364,152, or 6.80%, from the prior year budget. Administrative salaries account for \$156,070, LLSAP support (RSA) salaries account for \$41,515 and delivery accounts for \$166,567 of the total increase. In an effort to increase equity across the delivery department after a collective bargaining agreement was approved for a certain portion of the delivery staff, the delivery driving and sorting staff were raised to \$19.50 with delivery service managers increased to the mid-point of their salary grade. The starting wage for delivery driving and sorting staff remains at \$17 per hour.

The General Fund FY2024 budget for social security taxes increased \$28,079, or 6.86% from the similar increase in budgeted salaries. Unemployment insurance is budgeted to increase \$8,520, or 44.61%, due to an expected 38.41% increase from the FY2023 rate. Since the rate is based on the last three years' experience and does include an experience factor for Illinois state as a whole, it can have large fluctuations. Worker's compensation expenditures are budgeted to increase \$4,465, or 4.03%, due to the increase in budgeted salaries.

Retirement benefits are budgeted to increase \$9,246, or 16.87% from the FY2023 budget due to increased salaries and wages and an anticipated increase in the employer contribution rate. The calendar year 2023 contribution rate, which applies to the first half of FY2023, is .96%. Due to the fluctuations in IMRF investment returns, IMRF advised employers to be budget cautiously for potential employer contribution increases. The second half of FY2024 is budgeted to anticipate a conservative 1.30% contribution rate for a blended rate for the fiscal year of 1.13%. RAILS pension obligations are

funded in excess of 100%, resulting in low funding obligations for FY2024 as well as FY2023, but this funding percentage did decrease from 131.39% to 104.41% from the end of calendar year 2021 to 2022.

Health, dental, and life insurance expenditures of \$900,908 are budgeted to increase \$193,948, or 27.43% from the FY2023 budget due to an expected 11% increase in health insurance rates for the second half of the year, the two added administrative positions, more staff electing to enroll in the health insurance plans, and staff selecting higher coverage plans. RAILS experienced no rate increase in FY2021 due to the decision of the insurance cooperative that we participate in to change insurance carriers from Blue Cross Blue Shield to Aetna, but we did experience an increase in FY2022 of 8.31% for medical premiums and 4.92% for dental premiums as well as an increase in FY2023 of 10.04% for medical premiums and either an 11.38% or 4.81% increase for dental premiums, depending on the plan selection. This account 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 \$19,000 are budgeted to increase \$1,500. This account includes provisions to reimburse employees for additional deductible expenses incurred under the HRA program (\$5,500), the tuition reimbursement program (\$5,000) and various administrative fees. The employer contributions to the health savings account (HSA) program were increased from \$1,000 to \$2,500 based on expected usage.

The FY2024 budget of \$24,000 for temporary help, all of which are budgeted for the delivery department, increased \$3,000 from the FY2023 budget, but the entire budget for temporary help decreased \$1,500 due to the elimination of the need for temporary help for human resources to cover anticipated time off. Actual expenditures incurred during FY2023 for position vacancies and staff leave coverage have been well in excess of budget. Recruiting expenditures of \$12,000 are budgeted to decrease \$3,000 from the FY2023 budget primarily due to an anticipated decrease in recruiting efforts for delivery staff and the FY2023 completion of the executive director search.

Collectively, FY2024 General Fund personnel expenditures are budgeted to increase \$605,410, or 9.02% from the FY2023 budget, due primarily to budgeted increases for cost-of-living increases, the addition of the human resources assistant and temporary data research assistant positions, as well as the expected increase in health, dental, and life insurance rates for the second half of the year.

## **Expenditures—Operating**

**The following is a discussion of FY2024 budgeted General Fund expenditures.**

### **Library Materials**

The major expenditure item of library materials, E-resources (\$3,478,500), is budgeted to increase \$1,022,300, or 41.62% from the FY2023 budget. Group purchase E-resources expenditures of \$2,940,700 are budgeted, compared to \$2,100,000 budgeted for FY2023. 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 (\$430,000), or \$80,000 above the FY2023 budget, to purchase e-books for the eRead Illinois Axis 360 shared collection. Additional content purchases for eRead Illinois for K-12 and special language materials with a focus on schools are

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budgeted at \$100,000. Finally, the budget provides for the group purchase (\$7,000) of the Public Web Browser for member libraries. The content and Public Web Browser purchases will be provided at no cost to the membership.

### **Buildings and Grounds**

Total buildings and grounds expenditures of \$570,343 are budgeted to increase \$85,189, or 17.56% from the FY2023 budget due primarily to an increase in rent expenditures for the new lease for the Bolingbrook facility as well as modest increases for the East Peoria and Rockford facilities. Warehouse space is extremely scarce in the Bolingbrook area and the available space is at or above the increase in the lease that we signed with our current landlord (13.57% and a 131.74% increase in the rent and common area maintenance, respectively). Utilities are budgeted to increase \$20,509 due primarily to the new fixed rate energy agreement that RAILS has in place with Northern Illinois Municipal Electric Collaborative (NIMEC), locking in a 25.94% increase in the aggregated per kWh rate for the next three years, in comparison with the market rate that runs 27.00% higher than NIMEC's aggregated rate. Building repairs and maintenance increased \$13,475 primarily due to a \$20,000 contingency for build-out costs if RAILS chooses to pursue a new leased facility as leases expire, partially offset by no major planned building maintenance projects during FY2024. Property insurance is expected to decrease in Coal Valley slightly and increase at Burr Ridge due to the results of the two appraisals that we had performed during FY2023 that valued the Coal Valley building at a total value of \$405,000 (decreased from \$500,000 in 2011) and the Burr Ridge building at a total value of \$3,660,000 (increased from \$2,200,000 in 2017).

### **Vehicle Expenditures**

Total vehicle expenditures of \$713,870 are budgeted to increase \$26,392, or 3.84% from the FY2023 budget, primarily from increases in vehicle insurance (\$20,016) and other vehicle expenditures (\$9,400), partially offset by slightly decreased vehicle repairs and maintenance expenditures (\$3,400).

The FY2024 vehicle insurance expenditures (\$149,000) are budgeted to increase \$20,016 due to increased insurance needs from the planned purchases of twelve replacement delivery vehicles during FY2024 as well as anticipated premium increases overall. Other vehicle expenditures (\$16,250) are expected to increase (\$9,400) due to the RAILS signage costs for the new delivery vehicles.

The actual expenditures during FY2023 for vehicle repairs and maintenance were consistently above the FY2023 budget due to the aging and heavy usage of RAILS' fleet. RAILS has not purchased new vehicles since FY2020. The RAILS delivery fleet includes numerous vehicles that have over 200,000 and 300,000 miles, and annual repair costs on these vehicles, in particular, can be extremely high. Due to the planned purchases of new vehicles very early in FY2024, we have budgeted a slight decrease in vehicle repairs and maintenance (\$3,400).

The FY2024 budget assumes level fuel usage of 8,333 gallons/month and a market price of \$4.25/gallon, which is unchanged from the prior year. Given the current market prices, this approximates the budget average that we expect to see for most of FY2024.

### **Travel, Meetings and Continuing Education**

Total expenditures of \$317,342 for this category are budgeted to increase \$81,640, or 34.64%.

In-state and out-of-state travel expenditures increased \$31,024 and \$22,708, respectively from the FY2023 budget. FY2023 actual expenditures were lower due to continued decreased travel to the

member libraries and to conferences. We expect FY2024 expenditures to continue to increase due to the ending of the disaster proclamation and the complete return to in-person meetings.

Registrations and meetings (\$86,305) expenditures are budgeted to increase \$10,188 from the FY2023 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 conferences in-person (including conferences that are held biennially) as well as cover higher sponsorship costs for conferences while promoting services for members in fulfillment of our collaborative leadership goal in our plan of service.

The FY2024 continuing education budget of \$86,000, an increase of \$17,720 from the FY2023 budget, supports the RAILS strategic plan goal to provide continuing education (CE) and consulting on the topic of and through the viewpoint of equity, diversity and inclusion, especially with a focus on library trustees; My Library Is grants; general resource sharing issues; interlibrary loan (ILL) and the ILLINET Interlibrary Loan Code; reciprocal access; reciprocal borrowing; nonresident services; 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 also includes slightly increased (\$1,500) CE event expenditures and a \$1,000 increase in CE event grants. For FY2024, this line also includes \$18,500 for Freedom Lifted subscriptions for member libraries to provide social justice and leadership training through an EDI lens. The budget provides for continuing education in the following categories:

- *General* — \$51,500 — Continued offerings of workshops, webinars, HR Source, Trustee Academy, and other events
- *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. Will continue to focus on the strategic plan goal of EDI in FY2024
- *Freedom Lifted subscriptions* — \$18,500 — Social justice and leadership training subscriptions taught with an EDI perspective that will be made available to RAILS members

### **Public Relations**

Public Relations expenditures of \$27,100 are budgeted to increase \$11,000 from the FY2023 budget due primarily to the one-time expenditures to brand Explore More Illinois (\$20,000), partially offset by a decreased need for promotional materials due to purchases made in FY2023 that were done to take advantage of significant savings. This expenditure line also includes promotional materials for Find More Illinois (\$5,000).

### **Liability Insurance**

Liability insurance expenditures of \$58,075 are budgeted to increase \$10,775 from the FY2023 budget, primarily from an estimated 17.00% increase in calendar year 2024 rates.

### **Supplies, Postage and Printing**

Total expenditures of \$195,320 for this category are budgeted to increase \$47,874 from the FY2023 budget, primarily from a \$40,597 increase in computers, software, and supplies expenditures. The FY2024 budget includes the replacement of all staff monitors and dual monitor stands (\$37,000) as the current monitors are all at end of life. The FY2024 budget also includes several software subscriptions

with modest increases. Delivery supplies expenditures of \$46,850 increased \$5,050 due primarily to an anticipated increase in the cost of labels, based on FY2023 actual expenditures.

### **Telephone and Telecommunications**

FY2024 budgeted expenditures of \$116,886, which incorporate existing contracts, are \$11,208 above the FY2023 budget primarily due to increased contractual prices for fiber services for the Burr Ridge and Bolingbrook locations as well as modest expected increases for the remainder of our telecommunications expenditures.

### **Equipment Rental, Repair & Maintenance**

Total expenditures of \$138,522 for this category are budgeted to decrease \$30,427 from the FY2023 budget, primarily due to decreased equipment repair and maintenance agreements. The budget includes existing contracts for HVAC maintenance, copier equipment, and annual maintenance expenditures on various equipment and software, including Zoom. The largest portion of this decrease is due to the reduction in the support contract costs for our servers.

### **Professional Services**

Total expenditures of \$272,615 for this category are budgeted to decrease \$40,385 from the FY2023 budget, primarily from a \$57,500 decrease in consulting expenditures related to the FY2023 completion of RAILS' new website redesign, partially offset by an expected \$14,500 increase in legal fees given our first year of navigating the collective bargaining agreement that covers a portion of our delivery staff. Actual FY2023 legal fees were well above the budgeted amounts due to the costs associated with collective bargaining negotiations. FY2024 budgeted consulting expenditures include \$45,000 for the HR Source membership for the member libraries, \$35,000 for consulting related to the investigation of the VERSO Consortia project that would provide an ILS for non-automated and under-automated libraries, and \$19,500 for equity, diversity and inclusion (EDI) consulting for the organization and the membership in support of the goal to model best practices of EDI.

The \$156,500 budget for Consulting consists of:

- HR Source (Formerly MAI) discount membership program — \$45,000
- VERSO Consortia product investigation for non-automated and under-automated libraries — \$35,000
- Equity, diversity, and inclusion (EDI) consulting — \$19,500
- Re-benchmarking all positions organization-wide — \$15,000
- Cataloging services consulting for member libraries — \$14,000
- Delivery routing and consulting — \$10,000
- EDI review of the employee handbook — \$7,000
- FOIA/OMA hotline — \$6,000
- IT best practices security audit — \$5,000

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.

## Contractual Services

Total expenditures of \$3,414,654 for this category are budgeted to increase \$118,117 from the FY2023 budget, due primarily to an increase in contractual agreements with systems, member libraries and other cooperatives (\$98,859) as well as increased information service costs (\$22,372).

The FY2024 budget for agreements with systems, member libraries, and other cooperatives expenditures (\$1,736,871) is \$98,859 above the FY2023 budget primarily due to an increase in administration expenditures (\$163,000), partially offset by a change in how support is allocated between administration and the LLSAPs (\$64,141). This increase in administration includes increased support for cataloging membership grants (\$150,000), which are budgeted based on expressed interest and anticipated need, as well as a \$50,000 increase in My Library Is grants for school libraries, partially offset by reductions in this line for VERSO Consortia expenditures that we are budgeting in other lines for FY2024.

LLSAP direct support expenditures decreased \$64,141 from the FY2023 budget, as RSA and PrairieCat will receive in-kind personnel support from RAILS personnel that will be recorded within the administration department. RAILS intends to continue its support payments to six entities, three of which (CCS, Rock River and Pinnacle) were added in FY2020. The FY2024 and FY2023 support payments are shown below:

	<u>FY 2024</u>	<u>FY 2023</u>
CCS	\$ 210,232	\$ 197,698
Pinnacle	56,989	55,107
PrairieCat	516,776	564,277
RRLC	66,836	69,549
RSA	0	0
SWAN	499,038	527,381
Total Direct LLSAP Support	\$ 1,349,871	\$ 1,414,012

The FY2024 total support allocations to PrairieCat and RSA are \$566,570 and \$848,834, respectively. Since budgeted RSA in-kind support expenditures (\$1,134,748) exceed this amount, RSA will make payments to RAILS of \$285,914.

This amount is also increased by information services costs which increased overall by \$22,372 primarily due to an increase in our website support as well as the creation of an eRead IL signup form.

In addition, this increase was slightly offset by a \$2,574 decrease in other contractual services primarily due to a \$34,749 decrease in the budgeted delivery services contract with Continental Transportation Logistics (CTL). Instead of the anticipated 22% increase during FY2023, we negotiated a 20% increase. This long-delayed increase was due to increased labor, overhead, and fuel costs that are similar to the continued increases that RAILS is experiencing. This decrease was partially offset by a \$32,175 increase in development and licensing fees for the Consortia Manager product to further streamline the group purchase program as well as additional fees for the pilot and investigation phase of the VERSO Consortia product.

The FY2024 other contractual services budget provides for administration expenditures of \$413,369, an increase of \$32,175 from the FY2023 budget. These expenditures include:

- Find More Illinois expenditures of \$166,369, or \$22,175 above the FY2023 budget
- BiblioLabs platform expenditures of \$70,000, an increase of \$25,000 from the FY2022 budget, to support the statewide BiblioLabs platform for Inkie.org which promotes local self-published author materials
- Explore More Illinois expenditures of \$55,000 to expand the program, which connects library patrons to deals and discounts from museums and other cultural attractions. This has increased \$5,000 from the FY2023 budget
- Additional expenditures of \$35,000 related to the continued development and maintenance of the L2 website, a decrease of \$35,000 from the FY2023 budget
- A provision of \$25,000, which is RAILS' investment to continue the Smart Horizons Career Online High School group purchase offer
- A provision of \$30,000 to implement Consortia Manager, and increase of \$8,000 from the FY2023 budget, which 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 \$15,000 for Open-Gov contractual support, which will provide for additional RAILS transparency to its members and other interested parties
- A provision of \$10,000, which will cover the costs of a pilot investigation for the VERSO Consortia product
- A provision of \$4,000, which will cover the cost of record conversion for the VERSO Consortia pilot investigation
- A provision of \$2,000 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

### **Capital Outlays**

Expenditures of \$899,000 are budgeted \$464,000 above the FY2023 budget. The budget includes \$15,000 to replace RAILS' firewall and \$50,000 for modernizing and replacing the aging cabling at the Burr Ridge facility.

A provision of \$34,000 for sprinkler system, patio and sliding door replacements for the Burr Ridge facility is incorporated into the budget in addition to \$50,000 for carpet replacement and other necessary renovations at the Coal Valley facility.

The FY2024 budget also includes \$750,000 for the purchase of twelve delivery vehicles to replace our aging fleet. RAILS last purchased vehicles in FY2020 but has deferred purchases due to evaluation of an RFP for additional outsourcing and, more recently, market shortages.

### **Conclusion**

General Fund revenues of \$16,904,086 are budgeted to increase \$1,742,980 from the FY2023 budget, primarily due to increases in reimbursements (\$840,700), investment income (\$622,231), and fees for services and materials (\$290,815).

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Budgeted General Fund expenditures of \$16,648,641 are \$1,950,807 above the FY2023 budgeted amounts. Lower than prior year expenditures are budgeted in two expenditure categories: professional services and equipment rental, repair, and maintenance. Budgeted expenditures increased in all other categories, primarily library materials, personnel, contractual services, and buildings and grounds.

For the General Fund, we are budgeting that total estimated revenues will exceed estimated expenditures by \$25,445. We also are budgeting \$899,000 of expenditures from the Capital Projects Fund, which has no budgeted revenues.

The budget and plan of service are based on level APC funding of \$11,871,714. We requested additional funding (\$53,611) to support the L2 program, and additional funding (\$45,627) to support the world language and specialized format cataloging consulting services. The budget we are presenting includes the services that RAILS believes we should be providing to 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.**

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## 3.0 System Operational Plan

This document presents the Reaching Across Illinois Library System’s (RAILS) operational plan for FY 2024. Our overarching goal in implementing this plan will be to ensure that we are providing the best possible service to all levels of library staff at RAILS member libraries of all types and sizes across our 27,000 square mile area and helping them to provide the best possible service to their customers.

As a part of this effort, we look to increase collaborations with our statewide partners to share best practices, to work on cooperative projects to benefit Illinois libraries of all types and sizes, and to make the most efficient use of system funding. Examples of these proposed collaborations appear throughout this document.

This plan was developed with a great deal of input from RAILS members as is required by the administrative rules for library systems, including feedback received at RAILS member update sessions; at the Meet and Greet sessions held throughout our area to welcome RAILS’ new Executive Director; at visits to member libraries, both in-person and virtual; via various surveys conducted of our membership as described throughout this document; and other means.

This document follows the arrangement of the RAILS strategic plan approved by the RAILS Board on January 28, 2022. All activities included in this plan are aligned with and support statutory priorities for Illinois library systems as noted.

### ***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), Special Libraries Association-Illinois Community (SLA-IL), 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)

Objectives	Planned Activities	System Standard
	<p>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</p> <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>Create new project-based networking opportunities in which volunteers from RAILS member libraries can assist other members with limited resources with weeding, processing materials, cleaning up the library, and other finite projects</p> <p>Continue with plans to offer member groups the opportunity to meet in person at RAILS service centers as possible, as was done pre-COVID 19</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 a) 3) G)</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 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>
<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>	<p>Continue to expand the RAILS discount and group purchase program by offering new deals for member libraries of all sizes and types as possible. 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 as possible.</p>	<p>23 ILAC 3030.215 a) 6) 23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 a) 6)</p>



Objectives	Planned Activities	System Standard
	<p>Continue to work with statewide partners to advocate for additional funding in the Secretary of State’s budget for a statewide electronic resources package to provide better economies of scale. Encourage member library staff to advocate for the package as appropriate.</p> <p>Continue the development of the comprehensive Consortia Manager platform to manage RAILS group purchases and discounts</p> <p>Develop standards and evaluation metrics to gauge the effectiveness of the deals &amp; discounts program. Widely publicize member savings to demonstrate the program’s impact.</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;"><b>Career Online High School Program (COHS)</b></p> <p>Continue to subsidize the cost and management of the COHS platform 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 program, including:</p> <ul style="list-style-type: none"> <li>• Targeting libraries not yet participating in the program with large populations of adults who have not received a high school diploma</li> <li>• Targeting youth services library staff to help them promote the program to young parents without a high school diploma</li> </ul>	<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> <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) Applies to entire section</p>
<p>RAILS will continue to seek greater efficiencies, innovations, and enhancements to delivery services.</p>	<p>Work with RAILS members of all sizes and types to determine the most appropriate delivery method to meet their needs</p> <p>Purchase additional delivery vehicles</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>Continue to promote the delivery video training series developed in FY 2023 to help library staff learn about delivery procedures</p> <p>Promote the need for RAILS members to complete quarterly delivery volume counts. Consult with libraries on an individual basis as needed.</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 evaluate the implementation of the iPad app for drivers to track delivery volume and other delivery functions. Continue to explore additional opportunities to automate delivery processes to streamline services and improve efficiency.</p> <p>Continue providing high-quality statewide delivery services to CARLI (Consortium of Academic &amp; Research Libraries in Illinois) members via ILDS (Illinois Library Delivery Service). Evaluate ILDS data to analyze changes in volume and respond with necessary and appropriate service changes.</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) 6)</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) 2)</p> <p>23 ILAC 3030.215 e) 1)</p>
<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>	<p style="text-align: center;"><b>General</b></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, IACRL, ILA, SLA Illinois, and other stakeholders to expand resource sharing in Illinois</p>	<p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 b) 1)</p>

Objectives	Planned Activities	System Standard
	<p>Collaborate with and support the work of the International Coalition of Library Consortia (ICOLC)</p> <p style="text-align: center;"><b>Promote/Support LLSAP Membership</b></p> <p>Continue to support six LLSAPs (CCS, Pinnacle, PrairieCat, Rock River Library Consortium, RSA-NFP, and SWAN) financially via the LLSAP Support Grant, as well as offering the use of RAILS meeting spaces and other services</p> <p>Continue to support RSA’s efforts toward greater operational independence from RAILS, including their transition to an Illinois intergovernmental instrumentality and the process of beginning to employ their own staff</p> <p>Continue to offer the Catalog Membership Grant to fund one-time costs for libraries wishing to join an LLSAP. Evaluate and iterate on the new grant process framework introduced in FY 2023.</p> <p>Continue progress on the development of RAILCAR, a data collection and analysis initiative designed to supplement existing data related to LLSAPs and library automation. Develop specific criteria for LLSAPs and libraries to evaluate affordability. This tool will be integrated into the processes for both the LLSAP Support and Catalog Membership Grants.</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>Continue to work with RAILS Consortia Committee to investigate and recommend ways to improve and increase consortial services in Illinois</p> <p style="text-align: center;"><b>Expand and Promote Find More Illinois (FMI)</b></p> <p>Recruit libraries to join FMI</p> <ul style="list-style-type: none"> <li>• Target promotions at libraries that would grow and enhance resources available through FMI</li> </ul>	<p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3)</p> <p>23 ILAC 3030.215 c) 1) 23 ILAC 3030.215 c) 3)</p> <p>23 ILAC 3030.215 c) 1)</p> <p>23 ILAC 3030.215 c) 1)</p> <p>23 ILAC 3030.215 c) 1)</p> <p>23 ILAC 3030.215 c) 1)</p> <p>23 ILAC 3030.215 c) 1)</p> <p>23 ILAC 3030.215 c) 1) 23 ILAC 3030.215 c) 8) 23 ILAC 3030.215 c) 9) All apply to FMI section</p>

Objectives	Planned Activities	System Standard
	<ul style="list-style-type: none"> <li>Promote FMI benefits to nonautomated libraries</li> </ul> <p>Continue to promote the growth of FMI, including via an extension of the FY 2023 incentive program 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>Undertake feasibility, cost assessment, and planning process for adding a basic ILS component to FMI, aimed at automating nonautomated or under-automated libraries and making it possible for them to participate more fully in resource sharing</p> <p>Continue to offer IHLS the opportunity to participate in FMI</p> <p style="text-align: center;"><b>Support High-Quality Cataloging</b></p> <p>Continue to develop/deliver cataloging training in response to member feedback, including recurring opportunities and one-time workshops</p> <p>Formally evaluate the effectiveness of RAILS cataloging training and cataloging services</p> <p>Continue support and consulting in cataloging-related activities for eRead Illinois and Find More Illinois</p> <p>Investigate the possibility of establishing a mentorship program for Illinois library catalogers, possibly in collaboration with IHLS' Cataloging Maintenance Center (CMC). Survey libraries to determine need/interest.</p> <p>Explore the possibility of becoming a member of the Library of Congress' Program for Cooperative Cataloging/Name Authority Cooperative Program</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 offering World Language Cataloging Services Program as detailed below</p> <p style="text-align: center;"><b>eRead Illinois Axis 360</b></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"> <li>• Continue to enhance and develop additional content for K-12 students</li> <li>• Regularly seek input from eRead participants on the collection and implement member suggestions as possible</li> </ul> <p>Celebrate/promote the 10-year anniversary of eRead Illinois</p> <p>Network with e-content managers in Illinois and nationwide to share and stay abreast of new developments and initiatives</p> <p style="text-align: center;"><b>Inkie.org Library</b></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 style="text-align: center;"><b>Explore More Illinois (EMI)</b></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> <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>

Objectives	Planned Activities	System Standard
	<p>Work with CPLS and IHLS to rebrand the program to reflect participation of libraries statewide, including implementing a name change and new logo. Publicize rebranding efforts widely.</p>	<p>23 ILAC 3030.215 a) 3) G)</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>23 ILAC 3030.215 a) 3) G)</p>
	<p>Continue to grow/expand the number and types of participating attractions, including attractions in other midwestern states. Collaborate with CPLS and IHLS to recruit attractions.</p>	<p>23 ILAC 3030.215 b) 1)</p>
	<p>Explore the possibility of making EMI available to users of academic, school, and specialized libraries</p>	<p>23 ILAC 3030.215 b) 1)</p>
	<p>Network with ePass (EMI’s software) administrators nationwide to explore new opportunities and solutions and to share best practices</p>	<p>23 ILAC 3030.215 b) 1)</p>
	<p><b>Other E-Resources Initiatives</b></p>	
	<p>Continue to participate as a partner in the CARLI Open Textbook grant</p>	<p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3)</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</p> <ul style="list-style-type: none"> <li>• Based on member feedback and participation, determine whether to expand the project to include academic, school, and specialized libraries</li> </ul>	<p>23 ILAC 3030.215 b) 1)</p>
	<p>Provide ongoing support for the Digital Public Library of America (DPLA) and Illinois Digital Heritage Hub</p>	<p>23 ILAC 3030.215 b) 1)</p>
	<p>Support/publicize License to Read Act, making it possible for the Secretary of State to negotiate favorable pricing for e-books and e-audiobooks for libraries</p>	<p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 a) 3) G)</p>

Objectives	Planned Activities	System Standard
	Partner with other library organizations to continue dialogue with publishers on need for better e-book access/pricing for libraries/consortia	23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 c) 3)

**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)
	Offer EDI training targeted at public library trustees	23 ILAC 3030.215 d) 2)
	Evaluate the RAILS FY 2023 EDI Learning Cohort. Based on this analysis, consider forming a FY 2024 Cohort	23 ILAC 3030.215 d) 2)
	Explore other online, asynchronous EDI training programs to offer RAILS members during FY 2024	23 ILAC 3030.215 d) 2)
	Launch an EDI-focused directory of trainers and public programmers	23 ILAC 3030.215 d) 2)
	Continue offering World Language Cataloging Services grant program statewide <ul style="list-style-type: none"> <li>• Continue seeking grant funds from ISL to fund the statewide program</li> <li>• Continue publicizing the program to libraries of all types statewide</li> <li>• 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</li> </ul>	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)

Objectives	Planned Activities	System Standard
	<p>Recruit attractions for Explore More Illinois of interest to an ethnically and culturally diverse audience</p> <p>Promote the Career Online High School Program (see above) as addressing the needs of a culturally, economically, and ethnically diverse audience</p> <p>Publicize successful strategies libraries have used to promote and foster EDI via the My Library Is... campaign (see below)</p> <p>Plan/conduct <i>Sparks</i> podcast interviews highlighting successful strategies libraries have used to provide EDI-related programs and services</p> <p>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</p> <p>Promote and provide administrative support as applicable for RAILS EDI-related networking groups</p> <p>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</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 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 d) 2)</p>
<p>Examine all aspects of RAILS policies, procedures, and core services through an equity lens and make needed improvements</p>	<p>Continue to grow and develop RAILS' external and internal EDI strategies and initiatives</p> <p>Promote the accessibility features of the redesigned RAILS website and continue to monitor and make changes to the website with accessibility in mind</p> <p>Conduct thorough analysis/evaluation of RAILS Employee Handbook to ensure that all language and policies meet our EDI goals</p> <p>Continue to support the onboarding of new RAILS staff through an employee connection program</p>	<p>23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 a) 3)</p> <p>23 ILAC 3030.215 a) 3)</p>



Objectives	Planned Activities	System Standard
	<p>designed to help build an inclusive culture and improve employee retention</p> <p>Continue the work of the RAILS Climate Team to identify and implement internal best practices and initiatives for RAILS staff</p> <p>Continue holding regular EDI training sessions for RAILS staff</p>	<p>23 ILAC 3030.215 a) 3)</p> <p>23 ILAC 3030.215 a) 3)</p>
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	<p>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.</p> <p>Provide training/consulting/guidance for member libraries of all types to help them develop a more diverse and representative board</p> <p>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</p> <p>Provide training for RAILS members to help them diversify their hiring and recruitment practices</p> <p>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</p>	<p>23 ILAC 3030.250</p> <p>23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 b) 1)</p>

**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	<p>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.</p> <p>Continue to schedule regular meetings with AISLE, Chicago Public Schools (CPS), IHLS, ILA,</p>	<p>23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 d) 2)</p>

Objectives	Planned Activities	System Standard
offer essential and cutting-edge services to their communities	and ISL to discuss collaborative projects to help school libraries deal with funding challenges	
	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"> <li>• ILA Legislative Meetups</li> <li>• Responding to American Library Association (ALA) calls to actions</li> <li>• Continuing to work with the ILA Public Policy Committee to discuss legislation of importance to libraries</li> </ul>	23 ILAC 3030.215 d) 2)
	Keep RAILS libraries informed of important legislative developments affecting libraries	23 ILAC 3030.215 a) 3) G)
	Publicize opportunities for staff from member libraries to advocate for continued/increased funding for libraries as appropriate, including: <ul style="list-style-type: none"> <li>• Encouraging members to attend ILA Legislative Meetups</li> <li>• Encouraging members to respond to ALA calls to action</li> <li>• Encouraging library staff to use talking points and other resources on the My Library Is... website</li> <li>• Encouraging members to contact their elected officials as appropriate and providing talking points on specific issues and programs as possible</li> </ul>	23 ILAC 3030.215 a) 3) G)
	Develop video(s) through the My Library Is... initiative to demonstrate the importance of continued/increased funding for all types of libraries, including possible interviews with library patrons on the importance of libraries. Publicize the video(s) widely and encourage libraries of all types to use them to publicize the importance of continued/increased library funding.	23 ILAC 3030.215 d) 2) 23 ILAC 3030.215 a) 3) G)
	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	23 ILAC 3030.215 d) 2)

Objectives	Planned Activities	System Standard
<p>Help member libraries of all types and sizes demonstrate their value to their different stakeholders</p>	<p style="text-align: center;"><b>My Library Is... (MLI) Initiative</b></p> <p>Continue to promote My Library Is... website resources via the <i>RAILS E-News</i> and other publicity channels</p> <p>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</p> <p>Continue to work with MLI Advisory Group (consisting of staff from all types of libraries) to publicize the initiative and to develop new activities to help libraries of all types to demonstrate their value</p> <p>Continue offering MLI grants to help libraries with limited resources to tell their stories more effectively</p> <p>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</p> <p>Continue to work with IHLS to further expand and publicize the initiative to staff at all types and sizes of libraries statewide</p> <p>Continue to work with AISLE, IACRL, ILA, SLA-IL, and other stakeholders on common goals/ activities re to the MLI initiative to avoid duplication of efforts</p> <p>(See additional campaign activities in previous section)</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) 23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 d) 2)</p> <p>23 ILAC 3030.215 d) 2)</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>Professional development and member engagement efforts are future-focused, crossing library types and specific to individual library type needs</p>	<p>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.</p>	<p>23 ILAC 3030.215 d) 1)</p>

Objectives	Planned Activities	System Standard
	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/ 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)
	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)
	Continue to develop Library Pulse pages on the RAILS website to help members respond to current issues, challenges, and trends	23 ILAC 3030.215 d) 2)
	Produce regular RAILS <i>Sparks</i> podcasts on current issues/trends affecting libraries of all types and sizes	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)
	Continue to monitor library director retirements in the RAILS community and explore offering leadership training as needed to make up for the resulting loss of knowledge and experience	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)

Objectives	Planned Activities	System Standard
	<p>Continue to work jointly with the Illinois State Library and AISLE to offer school library staff PDH (Professional Development Hours) credits for RAILS-organized CE opportunities. Submit application to ISBE for RAILS to become an authorized provider of PDH credits.</p>	23 ILAC 3030.215 d) 2)
	<p>Work with statewide stakeholders to plan and offer Directors University, the statewide training initiative for new public library directors. Publicize widely.</p>	23 ILAC 3030.215 d) 1) 23 ILAC 3030.215 d) 2)
	<p>Work with statewide stakeholders to plan and offer Directors 2.0 to offer intermediate-level training for library directors. Publicize widely.</p>	23 ILAC 3030.215 d) 1) 23 ILAC 3030.215 d) 2)
	<p>Work with statewide stakeholders to possibly plan and offer Elevate Illinois Libraries Leadership Program to recruit and nurture future Illinois library leaders</p>	23 ILAC 3030.215 d) 2)
	<p>Continue partnership with United for Libraries to provide statewide, online, on-demand trustee training. Publicize training widely.</p>	23 ILAC 3030.215 d) 2)
	<p>Continue to support IHLS trustee training grant project. Publicize project to members as appropriate.</p>	23 ILAC 3030.215 b) 1)
	<p>Collaborate with partners to offer additional trustee training opportunities in response to member feedback</p>	23 ILAC 3030.215 d) 2)
	<p>Consult with/attend library board meetings as appropriate to help boards meet legal requirements and to develop leadership skills</p>	23 ILAC 3030.215 d) 2)
	<p>Continue partnership with HR Source to provide CE and discounted membership. Publicize widely.</p>	23 ILAC 3030.215 d) 2)
	<p>Continue partnership with Ancel Glink to offer statewide FOIA/OMA hotline. Publicize widely.</p>	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
<p>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 &amp; Research Libraries, the Illinois Heartland Library System, the Illinois Library Association, the Illinois State Library, and the Special Libraries Association – Illinois Community.</p>	<p style="text-align: center;"><b>Service Standards</b></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 style="text-align: center;"><b>L2 (Library Directory and Learning Calendar)</b></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"> <li>• Host, maintain, and develop additional features</li> <li>• Provide ongoing user help and support to library staff, networking groups, and sponsor organizations (LLSAPs, ISL, library systems)</li> <li>• Update and maintain externally sourced directory data</li> <li>• Provide technical support, ongoing reporting, and any necessary development for annual library certification</li> <li>• Facilitate the statewide advisory group (L2G2) and participation in the Intercept open source community</li> </ul> <p>Continue to contract with Aten Design Group for L2 support and development</p> <p style="text-align: center;"><b>Certification</b></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 style="text-align: center;"><b>Other Collaborative Initiatives</b></p> <p>RAILS Executive Director continue to serve on Illinois State Library Advisory Committee</p>	<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> <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>

Objectives	Planned Activities	System Standard
	<p>Work with CPLS and IHLS to schedule meetings and other get-togethers for system staff</p> <ul style="list-style-type: none"> <li>• Plan event at ILA conference in Springfield for any staff or board member interested in attending from any of the three systems</li> <li>• Schedule regular meetings to discuss statewide services and ideas for collaborating to promote those services</li> <li>• Plan a joint board meeting for IHLS and RAILS systems for Spring 2024</li> </ul>	23 ILAC 3030.215 b) 1)
	<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>	23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 d) 2)
	<p>Collaborate with AISLE, IHLS, ILA, and ISL to plan an online Illinois School Library Training event, targeted at individuals working in school libraries with no formal library education</p>	23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 d) 2)
	<p>Collaborate with AISLE, IHLS, ILA, and others to form a Regional Response Team to help libraries facing materials challenges</p>	23 ILAC 3030.215 b) 1)
	<p>Continue providing leadership and support to SLA-IL via the RAILS Member Engagement Manager publicizing SLA-IL activities and events and looking for opportunities for collaborations. RAILS' Member Engagement Manager will continue to maintain a seat on the SLA-IL Board as well.</p>	23 ILAC 3030.215 b) 1)
	<p>Continue regular meetings with the Commissioner of the Chicago Public Library to discuss collaboration possibilities</p>	23 ILAC 3030.215 b) 1)
	<p>Continue to engage in statewide efforts focused on broadband expansion, technology adoption, and digital equity issues as significant federal and state funding is distributed, including continued service on the Illinois Department of Economic Opportunity's Broadband Advisory Council. Work to ensure that libraries are aware of and equipped to participate in these efforts, in collaboration with IHLS and other Illinois library representatives.</p>	23 ILAC 3030.215 b) 1)

Objectives	Planned Activities	System Standard
	<p>Continue to serve as sponsor for library-related conferences as possible, including conferences aimed at libraries of all types and different staff levels</p> <p>Partner on grant initiatives with library-related organizations to improve library service in Illinois and to help demonstrate the value of all types of libraries</p>	<p>23 ILAC 3030.215 b) 1)</p> <p>23 ILAC 3030.215 b) 1)</p>
<p>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.</p>	<p>Develop regular, targeted email communications for academic, school, and specialized libraries to ensure that they are aware of specific RAILS programs/ services of benefit to them and the latest RAILS news of possible interest to their library type</p> <p>Promote the member centers for different types of libraries on the redesigned RAILS website</p> <p>Mail promotional pieces to libraries not receiving RAILS delivery as appropriate to ensure they are aware of the programs/services available to them</p> <p>Follow up on results of RAILS Services Inequity Study conducted in FY 2023. Publicize study findings and RAILS' planned action steps in response to the findings.</p> <p>Continue to meet with AISLE, CPS, IHLS, ILA, and ISL to address the needs of school libraries as referenced above</p> <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 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 a) 2)</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>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>	<p>Continue to work with AISLE, CPS, IHLS, ILA, ISL, and other stakeholders statewide on the school library data project, with the goal of educating school library staff, administrators, boards, and other about the importance of school libraries and the need to support and fund them</p> <ul style="list-style-type: none"> <li>• Create an online, sustainable presence for Illinois school library data, with the goal of</li> </ul>	<p>23 ILAC 3030.215 b) 1) 23 ILAC 3030.215 d) 2)</p>



Objectives	Planned Activities	System Standard
	<p>building a digital resource center for school library advocacy</p> <ul style="list-style-type: none"> <li>• Brand project, including developing a name and designing a logo</li> <li>• Publicize the project widely, including conducting a social media campaign to publicize data being collected and benefits of project</li> </ul> <p>Follow up on results of RAILS Services Inequity Study as referenced in previous section</p> <p>Develop a centralized RAILS data hub to coordinate and manage incoming data sources used to support services for RAILS members and staff</p> <ul style="list-style-type: none"> <li>• Determine core data sources used by RAILS staff and create documentation for requirements, maintenance, and access</li> <li>• Develop method for training staff on proper data usage and create data request ticket system</li> </ul> <p>Create RAILCAR (as referenced above), which will contain information from core data sources for LLSAPs and member libraries to inform their decisions on consortium membership and compare LLSAP operations</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>(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 c) 1)</p> <p>23 ILAC 3030.215 a) 2)</p>
<p>Collaborate with the Illinois State Library, the Illinois Heartland Library System, and other partners to develop a plan</p>	<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>23 ILAC 3030.215 f) 5)</p>

Objectives	Planned Activities	System Standard
and timeline for achieving universal service	Continue to work with members to identify obstacles to libraries adopting the extended Cards for Kids Act legislation. <ul style="list-style-type: none"> <li>Encourage all libraries to extend service to all children in unserved areas</li> <li>Promote RAILS talking points designed to help library staff demonstrate the benefits of adopting this legislation to their boards and other stakeholders</li> </ul>	23 ILAC 3030.215 f) 5)
	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)	23 ILAC 3030.215 f) 5)
	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.	23 ILAC 3030.215 f) 4)

**Other Administrative Activities**

The following section details RAILS’ planned FY 2024 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 style="text-align: center;"><b>Member Recruitment</b></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>	23 ILAC 3030.215 a) 4) B) Applies to entire section
	<p style="text-align: center;"><b>General Member Communication/Engagement</b></p> <p>Promote available programs/services via RAILS communication tools and member encounters, including:</p>	23 ILAC 3030.215 a) 3) G) Applies to entire section

Objectives	Planned Activities	System Standard
	<ul style="list-style-type: none"> <li>• RAILS website</li> <li>• Weekly <i>RAILS E-News</i></li> <li>• Continuing to ramp up our social media engagement efforts</li> <li>• 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</li> <li>• Offering online site visits to any interested library to remind them of system benefits</li> <li>• Offering to attend a meeting of all RAILS networking groups as specified above</li> <li>• Scheduling regular member updates</li> <li>• Using available type of library mailing lists and lists for different levels of staff to communicate about specific programs/ services of interest</li> <li>• Offering “New Director Welcome” online discussions</li> <li>• Sending all new RAILS library directors a welcome communication to acquaint them with system programs/services</li> <li>• Continuing to feature “RAILS Minute” videos with the RAILS Executive Director highlighting the latest system news</li> <li>• Exhibiting at library conferences, including conferences for different types of libraries and different levels of staff</li> <li>• Presenting programs at library-related conferences as appropriate to promote RAILS programs/services</li> </ul> <p>Contract for continued support for new RAILS website, to include:</p> <ul style="list-style-type: none"> <li>• Interface and automation to generate the quarterly delivery count forms</li> <li>• Design/theming work for potential EDI Trainer/Presenter Directory</li> <li>• Custom development of Gutenberg editor</li> <li>• Help building form for eRead Illinois signup/renewal period if Consortia Manager is not ready to handle this process</li> <li>• Miscellaneous design tweaks, feature development, and software and server updates</li> </ul>	

Objectives	Planned Activities	System Standard
	<p>Continue to gather feedback on the redesigned RAILS website and make improvements/enhancements to the site based on that feedback</p> <p>Complete the migration of service-specific websites (eRead Illinois, Explore More Illinois, Find More Illinois, and My Library Is ...) to the current version of Drupal website software</p> <p>Plan and conduct a promotional campaign to increase the number of subscribers to the <i>RAILS E-News</i></p> <p>Continue to make improvements to the weekly <i>RAILS E-News</i> based on the results of the FY 2022 <i>RAILS E-News</i> survey and other member feedback</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>	
<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>	<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>23 ILAC 3030.250 Applies to entire section</p>

Objectives	Planned Activities	System Standard
	<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>	
<p>Recruit RAILS staff as needed to meet roles specified in administrative rules and to support strategic plan goals and objectives. Actively seek a diverse staff in terms of race, ethnicity, sexual orientation, gender identify, and other factors.</p>	<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 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"> <li>• Plan in-person staff in-service day in FY 2024</li> <li>• Offer regular staff engagement activities at service centers throughout the year</li> </ul> <p>Conduct salary benchmarking study to ensure that RAILS salaries are fair and equitable, to help retain highly qualified staff, and to attract new talent</p> <p>Develop a succession plan for RAILS in conjunction with the RAILS Board Policy Committee</p> <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>Continue to prioritize EDI-related staff activities and initiatives as referenced above</p>	<p>23 ILAC 3030.215 a) 3) Applies to entire section</p>
<p>Maintain robust technology infrastructure needed to carry out all RAILS programs/services</p>	<p>Replace printers, firewalls, and monitors at all RAILS service centers</p> <p>Redesign and replace network cabling at Burr Ridge service center</p>	<p>23 ILAC 3030.215 a) 5) Applies to entire section</p>

Objectives	Planned Activities	System Standard
	<p>Audit and improve security practices across wide area network and IT systems</p> <p>Establish formalized structure for staff to inform and request input on IT-related projects they are planning</p> <p>Update and expand disaster recovery plan and staff cybersecurity training</p> <p>Implement SharePoint and standardized file management practices across the organization</p>	

### 3.1 Unmet Core Services

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

## 3.2 Statewide Service Collaboration

RAILS collaborates with other systems and statewide organizations to provide the following statewide services:

- RAILS collaborates with the Illinois Heartland Library System (IHLS) to provide statewide delivery service through ILDS.
- RAILS developed, manages, and provides technical support for the statewide delivery ticketing system.
- RAILS works with GeoMARC, IHLS, and ISL to provide greater efficiencies, service improvements, and cost savings for statewide delivery service.
- RAILS participates in quarterly, statewide delivery meetings with IHLS, CARLI (Consortium of Academic and Research Libraries in Illinois), and the Illinois State Library (ISL) to provide updates on each of our individual delivery operations and share best practices.
- RAILS extends continuing education offerings to other library systems when possible, including the opportunity to view many of RAILS' webinars in the CE Archives on the RAILS website.
- RAILS works with other statewide partners to plan Directors University and Directors 2.0.
- RAILS partners with the Association of Illinois School Library Educators (AISLE) to identify training needs for school library staff and to offer joint CE opportunities based on that feedback.
- RAILS works with ISL and AISLE to offer school library staff PDH (Professional Development Hours) credits for RAILS-organized CE opportunities.
- RAILS is collaborating with AISLE, IHLS, the Illinois Library Association (ILA), and ISL to plan an online Illinois school library training event, targeted at individuals working in school libraries with no formal library education.
- RAILS collaborates with other Illinois stakeholders offering EDI-related continuing education to avoid duplication of effort.
- RAILS continues to work with AISLE, Chicago Public Schools (CPS), IHLS, ILA, ISL, and other stakeholders statewide on the school library data project, with the goal of educating school library staff, administrators, boards, and others about the importance of school libraries and the need to support and fund them.
- RAILS is collaborating with AISLE, IHLS, ILA, and others to form a Regional Response Team to help libraries facing materials challenges.
- RAILS provides a statewide FOIA/OMA hotline.
- RAILS offers training and supports Illinois public library trustee development by offering access to United for Libraries' *Short Takes for Trustees* statewide.
- RAILS provides leadership and direction for the L2 statewide Library Directory & Learning Calendar, including:
  - Hosting, maintaining, and developing additional features for L2.
  - Providing ongoing user help and support to library staff, networking groups, and sponsor organizations (LLSAPs, ISL, library systems).
  - Providing technical support, ongoing reporting, and any necessary development for annual library certification.
  - Facilitating the statewide advisory group (L2G2).
- RAILS works with IHLS and ISL to ensure that the annual certification process runs smoothly via L2. RAILS staff provide ongoing L2 support for all system libraries during the certification process as stated above.



- RAILS welcomes and encourages IHLS participation in Find More Illinois (FMI). RAILS also works with CARLI to add I-Share members who wish to participate in FMI.
- RAILS invites IHLS to participate in RAILS projects/committees as possible, including the Resource Sharing Committee and the Consortia Committee.
- RAILS offers and promotes the World Language Cataloging Services Program to libraries statewide.
- RAILS regularly promotes services and training opportunities available through the IHLS Cataloging Maintenance Center (CMC).
- RAILS will investigate the possibility of establishing a mentorship program for Illinois library catalogers in FY 2024, possibly in collaboration with the CMC.
- RAILS makes the eRead Illinois Axis 360 shared collection available to IHLS members who do not participate in the SHARE catalog and supports their training and marketing needs.
- Some vendor discounts and group purchases coordinated by RAILS are also open to IHLS members.
- RAILS extends participation in the Career Online High School scholarship program to IHLS libraries. RAILS provides support and marketing, and subsidizes platform costs and negotiates scholarship pricing for the entire state.
- All Illinois public libraries and community college libraries are welcome to participate in RAILS' Explore More Illinois cultural pass program. RAILS will continue to collaborate with CPLS and IHLS in FY 2024 to grow, expand, publicize, and rebrand the program.
- RAILS works with other statewide partners to advocate for additional funding in the Secretary of State's budget for a statewide electronic resources package that would be available without cost to all Illinois libraries and residents.
- RAILS will continue to support/publicize the License to Read Act, making it possible for the Secretary of State to negotiate favorable pricing for e-books and e-audiobooks for libraries.
- RAILS encourages IHLS to participate in the My Library Is... initiative.
- RAILS initiated and continues to schedule and participate in regular meetings with AISLE, CPS, IHLS, ILA, and ISL staff to discuss collaborative efforts to support Illinois school libraries.
- RAILS will continue to work with statewide partners to identify obstacles to libraries adopting the extended Cards for Kids Act legislation and to encourage all libraries to extend service to all children in unserved areas.
- RAILS will continue to engage in statewide efforts focused on broadband expansion, technology adoption, and digital equity issues, including continued service by a RAILS staff member on the Illinois Department of Economic Opportunity's Broadband Advisory Council and collaboration with IHLS on shared priorities.
- RAILS encourages staff from member libraries to support statewide advocacy initiatives, including attending ILA Legislative Meetups and responding to ALA calls to action.
- RAILS participates in the Advisory and Feedback committees for the Statewide Trustee Education Project led by IHLS through the participation of two RAILS staff, board, and member libraries.
- RAILS works with statewide partners, including AISLE, the Illinois Association of College & Research Libraries (IACRL), IHLS, ILA, the Special Libraries Association-Illinois Community (SLA-IL), and others to plan/develop networking opportunities for staff at different levels from different types of libraries and for public library trustees.
- Staff members from CPLS and IHLS libraries can subscribe to and participate in many of the email discussion lists hosted by RAILS.

- RAILS schedules regular meetings with the Commissioner of the Chicago Public Library to discuss collaboration possibilities.
- RAILS schedules regular meetings between the Executive Directors of CARLI, IHLS, and RAILS to discuss opportunities for collaboration and support
- RAILS collaborates with CPLS and IHLS to schedule collaboration opportunities for system staff, including regular meetings to discuss statewide services and ideas for promoting those services, planning an event at the 2023 ILA conference for any staff or board member interested in attending from any of the three systems, and planning a joint board meeting for IHLS and RAILS in Spring 2024.
- RAILS provides leadership and support to the SLA-Illinois Community via the RAILS Member Engagement Manager publicizing SLA-IL activities and events and looking for opportunities for collaborations. RAILS' Member Engagement Manager will continue to maintain a seat on the SLA-IL Board as well.
- RAILS will work with ISL, IHLS, and other partners to revive conversations about revising system membership standards to help all types of libraries provide better service to their communities.
- IHLS and CPLS members are welcome to post items to the Free/For Sale/Wanted page on the RAILS website.
- IHLS and CPLS members are welcome to post available job listings on the RAILS Jobs Board.
- IHLS libraries have access to the Library Policies/Plans/Procedures and Job Descriptions repositories on the RAILS website.
- RAILS IT staff regularly collaborate with IHLS staff to share information and experiences re: common initiatives.
- The RAILS Executive Director serves on the Illinois State Library Advisory Committee.
- The RAILS Executive Director serves as an ex officio member of ILA's Public Policy Committee.
- RAILS continues to participate as a partner in the CARLI Open Textbooks grant.
- RAILS partners on additional grant initiatives with library-related organizations to improve and expand library service in Illinois and to help demonstrate the value of all types of libraries.
- A RAILS staff member serves as Treasurer of both the LIMRiCC and LIRA cooperatives, which provide insurance to libraries statewide.
- RAILS collaborates with and supports the work of the International Coalition of Library Consortia (ICOLC).
- RAILS provides ongoing support for the Digital Public Library of America (DPLA) and the Illinois Digital Heritage Hub. The RAILS Executive Director serves as the backup representative to the DPLA Network Council for Illinois.

## RAILS FY2024 System Area and Per Capita Grant Application

### 3.3 Operational Plan – Proposed Fees for Service

Fee Description	Who Fee Impacts	Amount of Fee	Estimate of Annual Revenue Generated
<p>Libraries participating in the eRead Illinois project pay an annual fee. The libraries choose how they want to be invoiced. Most are invoiced annually, but some choose to be billed quarterly. The fees are to assist with adding content and to make the project sustainable.</p>	<p>Libraries participating in eRead Illinois</p>	<p>Variable based on library type and several factors. Academic libraries are tiered by total enrollment with fees ranging from \$400 - \$2,000, Public libraries are tiered by operating expenditures with fees ranging from \$275 - \$12,000, School libraries are tiered by enrollment and number of buildings with fees ranging from \$175 - \$425 per building, and Special libraries are tiered by population served with fees ranging from \$300 - \$500.</p>	<p>\$430,000</p>

<b>Fee Description</b>	<b>Who Fee Impacts</b>	<b>Amount of Fee</b>	<b>Estimate of Annual Revenue Generated</b>
<p>Contract fees from CARLI for the provision of Statewide delivery services to academic institutions. FY2024 fees for current stops by agreement are \$590,082. In addition, \$7,590 a year to members for branch delivery.</p>	<p>Participating academic institutions. In addition, three RAILS members for branch delivery</p>	<p>Contractual amounts</p>	<p>\$597,672</p>

<b>Fee Description</b>	<b>Who Fee Impacts</b>	<b>Amount of Fee</b>	<b>Estimate of Annual Revenue Generated</b>
Libraries participating in the Find More Illinois project pay an annual fee. The libraries choose how they want to be invoiced. Most are invoiced annually, but some choose to be billed quarterly. The fees are to make the project sustainable.	Libraries participating in Find More Illinois	Variable based on library collection budgets with fees ranging from \$150 - \$8,500.	\$46,466

Fee Description	Who Fee Impacts	Amount of Fee	Estimate of Annual Revenue Generated
Human resource consulting for qualifying libraries	<p>Available to public libraries with operating budgets less than \$1,000,000. HR Source will charge RAILS \$550/library/year. To extend the service to as many libraries as possible and to ensure that libraries that sign up for the service are motivated to use it, RAILS will charge for this based on a sliding scale, with the smallest libraries getting the highest percentage of financial support from RAILS.</p> <p>This service is offered to public libraries, as other types of libraries typically have access to their organization's HR department.</p>	<p>Libraries with an operating budget of \$50,000 or less will be charged \$55/year. Budget of \$50,001–100,000 will be charged \$140/year. Budget of \$100,001–\$250,000 will be charged 220/year. Budget of \$250,001–\$500,000 will be charged \$300/year. Budget of \$500,001 to \$1,000,000 will be charged \$400</p>	\$22,000

## RAILS FY2024 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 Range	General Fund	Special Revenue Fund	Capital Projects Fund	Proprietary Fund	Fiduciary Fund
Executive Director	Library Professionals	F/T	\$ 173089.00	X				
Executive Assistant	Support Services	F/T	\$ 80535.00	X				
Administrative Assistant	Support Services	F/T	\$ 50690.00	X				
Administrative Assistant	Support Services	F/T	\$ 45003.00	X				
Administrative Assistant	Support Services	F/T	\$ 42958.00	X				
Administrative Assistant	Support Services	F/T	\$ 62942.00	X				
Finance Manager	Other Professionals	F/T	\$ 91395.00	X				
Staff Accountant	Other Professionals	F/T	\$ 72210.00	X				
Staff Accountant	Other Professionals	F/T	\$ 68186.00	X				
Accounting Specialist	Support Services	F/T	\$ 50874.00	X				
Accounting Specialist	Support Services	F/T	\$ 45494.00	X				

Director of Technology Svc.	Library Professionals	F/T	\$ 119618.00	X				
Network Administrator	Other Professionals	F/T	\$ 77271.00	X				
Cataloging Services Manager	Library Professionals	F/T	\$ 77800.00	X				
System Administrator	Other Professionals	F/T	\$ 75284.00	X				
IT Manager	Other Professionals	F/T	\$ 108077.00	X				
Application Developer	Other Professionals	F/T	\$ 83678.00	X				
Sr. Support Specialist	Support Services	F/T	\$ 54134.00	X				
Technology Spec. Projects Coord.	Other Professionals	F/T	\$ 82065.00	X				
Consortial Svc. Supervisor	Library Professionals	F/T	\$ 73431.00	X				
HR Manager	Other Professionals	F/T	\$ 90540.00	X				
HR Coordinator	Other Professionals	F/T	\$ 59772.00	X				
Director of Library Resources and Programs	Library Professionals	F/T	\$ 97232.00	X				
Special Projects Librarian	Library Professionals	P/T	\$ 26404.00	X				
E-Content Specialist	Library Professionals	F/T	\$ 75428.00	X				



Library Resource Specialist	Other Professionals	F/T	\$ 58501.00	X				
Application & Web Developer	Library Professionals	F/T	\$ 96627.00	X				
Member Engagement Manager	Library Professionals	F/T	\$ 97527.00	X				
Marketing & PR Specialist	Other Professionals	F/T	\$ 66968.00	X				
Digital Mrktg. & Communications Specialist	Other Professionals	F/T	\$ 57697.00	X				
Consulting/Cont. Ed Specialist	Library Professionals	F/T	\$ 66766.00	X				
Consulting/Cont. Ed Specialist	Other Professionals	F/T	\$ 65222.00	X				
Director Consulting & Cont. Education	Library Professionals	F/T	\$ 105582.00	X				
Data Research Specialist	Other Professionals	F/T	\$ 66654.00	X				
Data Analysis Manager	Other Professionals	F/T	\$ 81242.00	X				
LLSAP Services Manager	Library Professionals	F/T	\$ 115991.00	X				
Member Services User Experience Coordinator	Library Professionals	F/T	\$ 64576.00	X				
Cataloging & DB Supervisor	Library Professionals	F/T	\$ 73238.00	X				

Cataloging & DB Coordinator	Other Professionals	F/T	\$ 60107.00	X				
Cataloging & DB Coordinator	Other Professionals	F/T	\$ 58268.00	X				
Member Services Coordinator	Other Professionals	F/T	\$ 58954.00	X				
System Supervisor	Other Professionals	F/T	\$ 73502.00	X				
Cataloging & DB Coordinator	Support Services	F/T	\$ 53982.00	X				
System Coordinator	Other Professionals	F/T	\$ 68256.00	X				
Operations Manager	Library Professionals	F/T	\$ 88642.00	X				
Member Services Coordinator	Support Services	F/T	\$ 52817.00	X				
Cataloging & DB Coordinator	Other Professionals	F/T	\$ 52768.00	X				
Delivery and Facilities Director	Other Professionals	F/T	\$ 114361.00	X				
Delivery Facility Associate	Support Services	F/T	\$ 50882.00	X				
Delivery Services Manager	Other Professionals	F/T	\$ 68116.00	X				
Delivery Driver	Support Services	F/T	\$ 39956.00	X				
Delivery Driver	Support Services	F/T	\$ 39695.00	X				
Delivery Driver	Support Services	F/T	\$ 41784.00	X				

Delivery Driver	Support Services	F/T	\$ 39308.00	X				
Floater/Shuttle	Support Services	F/T	\$ 42442.00	X				
Delivery Services Manager	Other Professionals	F/T	\$ 68116.00	X				
Delivery Sorter	Support Services	F/T	\$ 34709.00	X				
Delivery Driver	Support Services	F/T	\$ 46321.00	X				
Delivery Driver	Support Services	F/T	\$ 37561.00	X				
Delivery Driver	Support Services	F/T	\$ 41140.00	X				
Delivery Driver	Support Services	P/T	\$ 26011.00	X				
Delivery Driver	Support Services	F/T	\$ 44197.00	X				
Delivery Driver	Support Services	F/T	\$ 43416.00	X				
Delivery Driver	Support Services	F/T	\$ 41114.00	X				
Floater/Shuttle	Support Services	F/T	\$ 42875.00	X				
Delivery Sorter	Support Services	F/T	\$ 39812.00	X				
Delivery Services Manager	Other Professionals	F/T	\$ 68116.00	X				
Delivery Driver	Support Services	F/T	\$ 39419.00	X				

Delivery Driver	Support Services	F/T	\$ 40216.00	X				
Delivery Driver	Support Services	F/T	\$ 43263.00	X				
Delivery Services Manager	Other Professionals	F/T	\$ 77733.00	X				
Delivery Driver	Support Services	F/T	\$ 39812.00	X				
Delivery Driver	Support Services	F/T	\$ 39812.00	X				
Delivery Driver	Support Services	F/T	\$ 39812.00	X				
Delivery Driver	Support Services	F/T	\$ 39812.00	X				
Delivery Sorter	Support Services	F/T	\$ 39812.00	X				
Delivery Driver	Support Services	P/T	\$ 17266.00	X				
Delivery Driver	Support Services	F/T	\$ 40343.00	X				
Delivery Driver	Support Services	F/T	\$ 39812.00	X				
Delivery Sorter	Support Services	F/T	\$ 39812.00	X				
Delivery Driver	Support Services	F/T	\$ 39812.00	X				
Delivery Driver	Support Services	P/T	\$ 18186.00	X				
Floater/Shuttle	Support Services	F/T	\$ 43059.00	X				

Delivery Sorter	Support Services	F/T	\$ 39812.00	X				
Delivery Driver	Support Services	F/T	\$ 40343.00	X				
Delivery Driver	Support Services	P/T	\$ 38220.00	X				
Delivery Driver	Support Services	F/T	\$ 42040.00	X				
Floater/Shuttle	Support Services	F/T	\$ 37770.00	X				
Delivery Sorter	Support Services	F/T	\$ 40078.00	X				
Delivery Driver	Support Services	F/T	\$ 34709.00	X				
Delivery Sorter	Support Services	F/T	\$ 39812.00	X				
Delivery Sorter	Support Services	F/T	\$ 39812.00	X				
Total			\$ 5428506.00	X				

## RAILS FY2024 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
Associate Executive Director	Library Professionals	F/T	\$ 140000.00	X				
Director, Marketing & Communications	Library Professionals	F/T	\$ 96309.00	X				
HR Assistant	Support Services	F/T	\$ 46510.00	X				
Data Research Assistant (Temp)	Support Services	P/T	\$ 7500.00	X				
Total			\$ 290319.00	X				

# RAILS FY2024 System Area and Per Capita Grant Application

## 4. Exhibit 4.2 Planned Motor Vehicle Purchases during FY2024

Vehicle to be Added	Replacing which Vehicle (if applicable)	Type of Use	Budget Cost
Ford Transit Van	2006 Ford E250	Delivery	\$60,000.00
Ford Transit Van	2006 Ford E350	Delivery	\$60,000.00
Ford Transit Van	2007 GMC Box Truck	Delivery	\$60,000.00
Ford Transit Van	2009 GMC G3500	Delivery	\$60,000.00
Ford Transit Van	2009 Chevy Box Truck	Delivery	\$60,000.00
Ford Transit Van	2011 Chevy Box Truck	Delivery	\$60,000.00
Ford Transit Van	2012 Ford E250	Delivery	\$60,000.00
Ford Transit Van	2013 Ford E350	Delivery	\$60,000.00
Ford Transit Van	2014 Ford E350	Delivery	\$60,000.00
Ford Transit Van	2016 Ford Transit	Delivery	\$60,000.00
Ford F450 Box Truck	2016 Ford Transit	Delivery	\$75,000.00
Ford F450 Box Truck	2018 Ford Transit	Delivery	\$75,000.00

## RAILS FY2024 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	Number of Travelers	Month of Travel and Duration	Budgeted Cost
ALA Annual Conference, San Diego, CA	8	June and July 2024, 6 days	\$19,536
ALA Core Forum, New Orleans, LA	1	October 2023, 3 days	\$1,800
ALA LibLearnX, Baltimore, MD	3	January 2024, 4 days	\$4,382
ARSL Conference, Wichita, KS	7	September 2023, 4 days	\$10,402
PLA Annual Conference, Columbus, OH	6	April 2024, 3 days	\$10,165
Book Industry Study Group, New York, NY	1	Month TBD, Duration TBD	\$1,540
Charleston Library Conference, Charleston, SC	1	November 2023, 5 days	\$2,350
Code4Lib, Location TBD	1	February or March 2024, Duration TBD	\$2,216
Electronic Resources & Libraries, Location TBD	1	Month TBD, Duration TBD	\$1,890
ICOLC Spring Meeting, Location TBD	2	Month TBD, Duration TBD	\$3,330
Drupal Government Conference, Location TBD	1	Month TBD, Duration TBD	\$2,772
Defcon, Las Vegas, NV	3	August 2023, 4 days	\$5,250
National Digital Inclusion Alliance Net Inclusion Conference, Location TBD	1	Month TBD, Duration TBD	\$1,932
Special Library Association Annual Conference, Location TBD	1	Month TBD, Duration TBD	\$1,800
American Society of Association Executives Annual Meeting, Atlanta, GA	1	August 2023, 4 days	\$1,600
Data Conference, Location TBD	2	Month TBD, Duration TBD	\$2,100
	Total		\$73,065



#### 4 Exhibit 4. All Agency Contracts Including Rental Agreements

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Amount Current Year/Budget Year End	Comments
<b>Abila Dept. 2145 P.O. Box 122145 Dallas, TX 75312-2145</b>	Information Service Costs	Software Maintenance for Accounting Department – Burr Ridge location	4/1/2023 - 3/31/2024 Renewed Annually	Current Year - \$6,445.85 per year Budget Year - \$6,865 per year	
<b>ADT Security Service P.O. Box 371878 Pittsburgh, PA 15250</b>	Other Buildings and Grounds	Alarm Service – Rockford location	5/1/2023 – 4/30/2024 Renewed Annually	Current Year - \$57.73 per month Budget Year - \$63.50 per month	
<b>American Bankers Insurance Company of Florida P.O. Box 662888 Dallas, TX 75373-1178</b>	Property Insurance	Flood Insurance – Coal Valley location	12/26/2022 – 12/25/2023 Renewed Annually	Current Year - \$1,393.00 per year Budget Year - \$1,595.00 per year	
<b>Ancel Glink 140 South Dearborn Street, Suite 600 Chicago, IL 60603</b>	Legal	General Corporate Counsel – all RAILS locations	5/1/2014 – Until Termination	Current Year - \$190.00 - \$220.00 per hour Budget Year - \$190.00 - \$225.00 per hour	
<b>Ancel Glink 140 South Dearborn Street, Suite 600 Chicago, IL 60603</b>	Consulting	FOIA Hotline for RAILS and IHLS Members – all RAILS and IHLS locations	3/11/2016 – Until Termination	Current Year - \$190.00 - \$220.00 per hour Budget Year - \$190.00 - \$225.00 per hour	
<b>A Place for Space Properties, LLC 5112 Linden Road Rockford, IL 61109 As Successor of Louis Capra &amp; Management</b>	Rental Payment	Lease Agreement – Rockford location	2/1/2022 – 2/29/2024	Current Year - \$2,191.00 per month through January 31, 2023 Budget Year – \$2,257.00 per month through February 29, 2024, and estimated to increase 3% per month after the lease expiration	Original lease signed 6/1/2012.

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start &amp; End</b>	<b>Amount Current Year/Budget Year End</b>	<b>Comments</b>
<b>Aten Design Group, Inc. 1615 Platt St, Ste 200 Denver, CO 80202</b>	Other Contractual Services	L2 Development and Maintenance Project – All RAILS locations	10/1/2020 – 6/30/2021 Continuing into FY24 with a decrease in usage and fees	Current Year - \$70,000 per year Budget Year - \$35,000.00 per year	
<b>AT&amp;T Corp. One AT&amp;T Way Bedminster, NJ 07921-0752</b>	Telephone and Telecommunications	ASE Line – Bolingbrook location	7/1/2023 – 6/30/2024	Current Year - \$365.15 per month Budget Year - \$474.69 per month	
<b>AT&amp;T Corp. One AT&amp;T Way Bedminster, NJ 07921-0752</b>	Telephone and Telecommunications	ASE Line – Burr Ridge location	7/1/2023 – 6/30/2024	Current Year - \$442.46 per month Budget Year - \$575.20 per month	
<b>Auto-Graphics, Inc. 10535 Foothill Blvd., Suite 200 Rancho Cucamonga, CA 91730</b>	Other Contractual Services	Find More Illinois Platform Subscription – all RAILS locations	1/26/2023 – 1/25/2024 Renewed Annually	Current Year - \$139,000.00 annual base fee, \$150.00 - \$250.00 paid quarterly per public, special, and academic library, and \$37.50 paid quarterly per school library Budget Year - \$110,000.00 annual base fee, \$75.00 - \$375.00 paid quarterly per public, special, and academic library, and \$37.50 paid quarterly per school library	
<b>Baker &amp; Taylor, LLC 2810 Coliseum Centre Drive, Suite 300 Charlotte, NC 28217</b>	Other Contractual Services	Content Café Subscription for Find More Illinois – all RAILS locations	3/1/2023 – 2/28/2024 Renewed Annually	Current Year and Budget Year - \$4,769.00 per year	

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start &amp; End</b>	<b>Amount Current Year/Budget Year End</b>	<b>Comments</b>
<b>Beary Landscape Management 4627 Elm Avenue Brookfield, IL 60513</b>	Building Repairs and Maintenance	Lawn and Landscape Care – Burr Ridge Location	4/1/2023 – 10/31/2023	Current Year - \$0.00 Budget Year - \$700 per month for routine maintenance of pre-emerge beds, edge beds, cultivate beds, and tree rings, weekly service of mowing and perennial beds maintenance, prune shrubs, application of spring, summer, and fall fertilizer	
<b>Blade Runner, LLC 904 39<sup>th</sup> Avenue East Moline, IL 61244</b>	Building Repairs and Maintenance	Lawn and Landscape Care – Coal Valley Location	4/1/2023 – 11/1/2023	Current Year - \$590.00 per month Budget Year - \$630.00 per month for routine maintenance, weeding removal, mechanical edging, fertilization (2 times per year), broadleaf weed control (2 times per year), trimming and pruning (2 times per year), spring clean up and fall clean up.	
<b>Buildingstars Operations, Inc. 902 Morse Avenue Schaumburg, IL 60193</b>	Custodial/Janitorial Service and Supplies	Cleaning Service – Burr Ridge location	Month to Month	Current Year and Budget Year - \$1,489.00 per month	
<b>Chicago Metropolitan Fire Prevention Co. 820 North Addison Avenue Elmhurst IL 60126</b>	Other Buildings and Grounds	Fire Alarm Monitoring Service – Burr Ridge location	12/1/2022 – 11/30/2023 Renewed Annually	Current Year and Budget Year - \$99.00 per quarter	

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start &amp; End</b>	<b>Amount Current Year/Budget Year End</b>	<b>Comments</b>
<b>Consortia Manager Lergravsvej 61, 2300 Copenhagen S, Denmark</b>	Other Contractual Services	Subscription Automation Software for Member Library Group Purchases – all RAILS locations	4/1/2021 – 3/31/2024	Current Year and Budget Year - \$5,000.00 implementation fees, \$150.00 per hour for development work, and \$20,000.00 annual license fee	
<b>Constellation NewEnergy, Inc. 1001 Louisiana St., Constellation Suite 2300 Houston, TX 77002</b>	Utilities	Electricity – Burr Ridge location	5/7/2020 – 5/6/2023	Current Year – Fixed Energy Price @ \$0.4979 per kWh Budget Year - \$0.00	
<b>Dixie Venture, Inc. 6000 West War Memorial Dr. Peoria, IL 61615 As Successor of Family Video Movie, Club, Inc. Keith Hoogland Limited Partnership</b>	Rental Payment	Lease Agreement – East Peoria location	7/1/2021 – 6/30/2023	Current Year - \$6,168 per month not including CAMS, Real Estate Taxes, and Insurance. Includes office and delivery warehouse space, and will increase 2% per month after lease expiration Budget Year - \$0.00	No contract has been signed yet, but currently being negotiated.
<b>Dynegy Energy Services, LLC 6555 Sierra Drive Irving, TX 75039</b>	Utilities	Electricity – Burr Ridge location	5/1/2023 – 5/31/2026	Current Year - \$0.00 Budget Year – Fixed Energy Price @ \$0.06326 per kWh	
<b>Employee Benefits Corp. P.O. Box 44347 Madison, WI 53744- 4347</b>	Other Fringe Benefits	Renewal Fee for Premium Pretax Benefit Plan – all RAILS locations	7/1/2023 – 6/30/2024 Renewed Annually	Current Year - \$72.60 per month Budget Year - \$85.91 per month and \$275.00 per year	

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start &amp; End</b>	<b>Amount Current Year/Budget Year End</b>	<b>Comments</b>
<b>First Bankcard C/O First National Bank of Omaha P.O. Box 2818 Omaha, NE 68103</b>	Miscellaneous	Commercial Credit Cards – all RAILS locations	8/1/2022 – 7/31/2023 Renewed Annually	Current Year and Budget Year - \$100.00 per year	
<b>Greenday Landscaping 779 Bluestem Drive Bolingbrook, IL 60440</b>	Building Repairs and Maintenance	Lawn and Landscape Care – Burr Ridge location	4/12/2022 – 11/15/2022	Current Year - \$110.00 per week, \$550.00 for Spring clean-up, \$325.00 for aeration, \$200.00 per fertilization and weed control application (5 times per season), \$550.00 for Fall clean-up, and \$100.00 per month for maintaining weeds in flowerbeds Budget Year - \$0.00	
<b>HR Source 3025 Highland Parkway, Suite 225 Downers Grove, IL 60515</b>	Consulting	Management Association Memberships and CE Events for RAILS Member Libraries – all RAILS Locations	7/1/2023 – 6/30/2024 Renewed Annually	Current Year and Budget Year - \$15,000.00 down payment and pro-rated additional fees based on participation at \$550.00 per library	
<b>HR Source 3025 Highland Parkway, Suite 225 Downers Grove, IL 60515</b>	Consulting	Market Benchmarking and Structure Development	1/1/2024 – 3/31/2024	Current Year - \$0.00 Budget Year - \$14,750.00 per year for up to 50 positions, and any requests for changes once the project documents have been finalized will be a \$200.00/hr	
<b>Hughes Maintenance Corporation DBA City Wide Facility Solutions of Illinois 361 S. Frontage Rd., Suite 123 Burr Ridge, IL 60527</b>	Custodial/Janitorial Service and Supplies	Cleaning Service – Bolingbrook location	7/13/2021 – 7/12/2022	Current Year - \$750.00 per month, warehouse sweeping once per month, and estimated of no more than 3.5% annual increase Budget Year - \$0.00	

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start &amp; End</b>	<b>Amount Current Year/Budget Year End</b>	<b>Comments</b>
<b>i3 Broadband, LLC 602 High Point Lane East Peoria, IL 61611</b>	Telephone and Telecommunications	Internet Service – East Peoria location	6/26/2021 – 6/25/2025	Current Year and Budget Year - \$564.83 per month	
<b>Illinois Department of Central Management Systems DBA Technology Management Revolving Fund P.O. Box 10191 Springfield, IL 62791-0191</b>	Telephone and Telecommunications	Co-Location and Bandwidth for RSA Servers – East Peoria location	7/1/2023 – 6/30/2024	Current Year and Budget Year - \$240.00 per month	
<b>Illinois State Library Gwendolyn Brooks Building 300 S. Second Street Springfield, IL 62701-1796</b>	Information Service Costs	OCLC Services – all RAILS locations	7/1/2023 – 6/30/2024 Renewed Annually	Current Year and Budget Year - \$227.43 per year	
<b>KONE Inc PO Box 734874 Chicago, IL 60673</b>	Equipment Repair and Maintenance Agreements	Elevator Maintenance – Coal Valley location	4/1/2023 – 3/31/2024 Renewed Annually	Current Year - \$636.84 per year Budget Year - \$662.28 per year	
<b>Konica Minolta 1111 Old Eagle School Road Wayne, PA 19807</b>	Equipment Rental	Copier Lease – all RAILS locations	8/30/2018 – 8/29/2023	Current Year and Budget Year - \$686.35 per month and \$.0039 for printing overages	
<b>Lauterbach &amp; Amen, LLP 668 N. River Road Naperville, IL 60563</b>	Accounting	Audit Services – all RAILS locations	Fiscal Year 2020 – Fiscal Year 2024	Current Year - \$21,000.00 per year Budget Year - \$21,600.00 per year	

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start &amp; End</b>	<b>Amount Current Year/Budget Year End</b>	<b>Comments</b>
<b>Lumen DBA Level 3 Communications, LLC 1025 Eldorado Blvd Broomfield, CO 80021</b>	Telephone and Telecommunications	Voice Telephone Conferencing – all RAILS locations	4/3/2023 – 4/2/2024 Renewed Annually	Current Year and Budget Year – Estimated usage at 10,000 minutes/month at \$.01 per minute for access bridging, \$.009 for access dial in, and \$0.50 for recording hosting fee	
<b>LIRA C/O ILA 33 W. Grand Ave, Ste. 401 Chicago, IL 60654- 6799</b>	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)	Current Year and Budget Year - \$351,007 per year	
<b>LR Consulting LLC 2122 Cleveland Street Evanston, IL 60202</b>	Consulting	Equity, Diversity, and Inclusion Training for RAILS Staff and Board – all RAILS locations	7/1/2023 – 6/30/2024	Current Year - \$35,000.00 per year and up to \$500.00 for travel expenses in addition to \$325.00 per any additional hours of work in excess of the estimated contractual hours Budget Year - \$19,500.00 per year for 60 hours of time and up to \$500.00 for expenses in addition to \$325.00 per any additional hours of work in excess of the estimated contractual hours	
<b>Lyrasis 3390 Peachtree Rd., NE Suite 400 Atlanta, GA 30326</b>	Conferences and Continuing Education Meetings	Lyrasis Group Agent Membership – all RAILS locations	7/1/2023 – 6/30/2024	Current Year and Budget Year - \$2,450.00 per year	

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start &amp; End</b>	<b>Amount Current Year/Budget Year End</b>	<b>Comments</b>
<b>Mediacom DBA MCC Telephony, LLC 1 Mediacom Way Mediacom Park, NY 10918</b>	Telephone and Telecommunications	Internet Service – Coal Valley location	7/1/2022 – 6/30/2025	Current Year and Budget Year - \$750.00 per month	
<b>Metro Power, Inc. P.O. Box 1033 Mokena, IL 60448</b>	Building Repairs and Maintenance	Generator Maintenance – Burr Ridge location	9/26/2021 – 9/25/2022	Current Year - \$875.00 twice a year Budget Year - \$0.00	
<b>OPP. Franchising, Inc dba Jani-King of IL 2791 Momentum Place, Chicago, IL 60689</b>	Custodial/Janitorial Service and Supplies	Cleaning Service – Bolingbrook location	Month to Month	Current Year - \$0.00 Budget Year - \$1,135 per month, five times per week cleaning	
<b>Orkin Pest Control 603 E. Diehl Road, Suite 124 Naperville, IL 60563-4904</b>	Other Buildings and Grounds	Pest Removal Services – Burr Ridge location	Month to Month	Current Year - \$111.00 per month Budget Year - \$120.99 per month	
<b>PHD Services, LLC 519 Abington Street Peoria, IL 61603</b>	Custodial/Janitorial Service and Supplies	Cleaning Service – East Peoria location	7/1/2021 – 12/31/2023 Renewed Annually	Current Year - \$572.00 per month through December 31, 2022 Budget Year - \$635.56 per month through December 31, 2023	
<b>Pitney Bowes Inc. P.O. Box 371896 Pittsburgh, PA 15250-7896</b>	Postage	Postal Meter - Burr Ridge location	1/1/2023 – 12/31/2023 Renewed Annually	Current Year and Budget Year - \$252.84 paid quarterly and \$608.04 annual fee	
<b>Quipu Group, LLC 820 S. Monaco Parkway, #453 Denver, CO 80224</b>	Other Contractual Services	Museum Pass – all RAILS locations	10/1/2022 – 9/30/2023 Renews Annually	Current Year - \$39,481.00 per year Budget Year - \$40,665 per year	



<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start &amp; End</b>	<b>Amount Current Year/Budget Year End</b>	<b>Comments</b>
<b>Reliable Fire &amp; Security</b> 12845 S. Cicero Ave. Alsip, IL 60803	Other Buildings and Grounds	Sprinkler and Fire Systems Inspection – Burr Ridge location	7/1/2023 – 6/30/2024 Renewed Annually	Current Year – fire alarm inspection - \$475.00 twice a year, halon inspection - \$460.00 twice a year, sprinkler system inspection - \$395.00 once a year, emergency light inspection - \$296.35, and fire extinguisher testing and recertification - \$399.35 Budget Year – fire alarm inspection - \$475.00 twice a year, halon inspection - \$460.00 twice a year, sprinkler system inspection - \$2,245 (5year service) for once a year, emergency light inspection - \$213.50, and fire extinguisher testing and recertification - \$149.45	
<b>Republic Services</b> 5050 W. Lake Street Melrose Park, IL 60160-276666	Other Buildings and Grounds	Trask and Recycling Removal – Burr Ridge location	5/1/2023 – 4/30/2024 Renewed Annually following Initial Term	Current Year and Budget Year - \$155.00 per month	
<b>Republic Services</b> 5050 W. Lake Street Melrose Park, IL 60160-276666	Other Buildings and Grounds	Trash and Recycling Removal – Coal Valley location	9/1/2022 – 8/31/2023 Renewed Annually following Initial Term	Current Year and Budget Year – \$250.00 per month	
<b>Rock River Disposal Services, Inc.</b> 5450 Wansford Way Suite 201 Rockford, IL 61109-7549	Other Buildings and Grounds	Trash and Recycling Removal – Rockford location	10/6/2020 – 10/5/2023 Month to Month after Initial Term	Current and Budget Year - \$43.20 bi-weekly with a 3% increase for the third contract year	

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start &amp; End</b>	<b>Amount Current Year/Budget Year End</b>	<b>Comments</b>
<b>Stuard &amp; Associates</b> 7500 N. Blue Heron Drive Unionville, IN 47468	Building Repairs and Maintenance	Elevator Inspection – Coal Valley location	6/3/2023 – 6/2/2024 Renewed Annually	Current Year and Budget Year - \$220.00 per year	
<b>The Galecia Group</b> 15 Old Creek Rd. Petaluma, CA 94952	Consulting	Consulting for the expansion of Find More Illinois for the VERSO consortium	5/1/2023 – 4/30/2024	Current Year - \$0.00 Budget Year - \$33,000 per year, initial payment of \$8,250 which is due upon receipt, and three quarterly invoices of \$8,250.	Contract may be terminated, and the termination would take effect at the conclusion of that quarter.
<b>University of Illinois</b> P.O. Box 820 Rantoul, IL 61866	Fees for Services and Materials Revenue	ILDS Delivery Service	7/1/2023 – 6/30/2024	Current Year - \$550,898.51 per year Budget Year - \$572,787.24 per year, \$3,795.00 additional for each additional location, and 0% to 4% monthly fuel surcharge based on the Energy Information Administration monthly Chicago Index price per gallon	
<b>UP-Crossroads, LLC</b> <b>Colliers International</b> 1000 Remington Blvd, Suite 205 Bolingbrook, IL 60440 As Successor of Midwest Industrial Funds	Rental Payment	Lease Agreement - Bolingbrook location	6/1/2023 – 5/31/2025	Current Year - \$9,055.97 per month Budget Year - \$10,284.75 per month through May 31, 2024, and increases to \$10,644.72 per month through May 31, 2025	Exercise of fourth extension in original lease signed 3/28/2013.
<b>Western First Aid and Safety</b> 2680 Palumbo Drive, Suite 100 Lexington, KY 40509	General Office Supplies and Equipment	First Aid Kit Supplies – Burr Ridge and Bolingbrook locations	Renewed Annually	Current Year and Budget Year – As needed refills per item used (average of \$117.00 per month)	

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start &amp; End</b>	<b>Amount Current Year/Budget Year End</b>	<b>Comments</b>
<b>PremiStar-North, formerly West Town Mechanical 18 Congress Circle West Roselle, IL 60172</b>	Building Repairs and Maintenance	HVAC Maintenance – Burr Ridge location	7/1/2023 – 6/30/2025 Renewed Bi-Annually	Current Year and Budget Year - \$675.00 per month	
<b>WEX Health, Inc. 4321 20<sup>th</sup> Avenue SW Fargo, ND 58103</b>	Other Fringe Benefits	Renewal Fee for FSA and HRA Benefit Plans – all RAILS locations	1/1/2023 – 1/1/2024	Current Year and Budget Year – FSA @ \$5.15 per participant per month (minimum of \$50.00 per month), HRA @ \$5.00 per participant per month	
<b>Wright Express P.O. Box 279 Hillsboro, IL 62049</b>	Fuel	Fuel Credit Card – all RAILS locations	Month to Month	Current Year and Budget Year - \$100.00 per year	

## 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.info](mailto:monica.harris@railslibraries.info) Attention to: Monica Harris, Interim Executive Director

Grantee: Cooperative Computer Services (CCS).

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

Email Address: [rmalinowski@ccslib.org](mailto:rmalinowski@ccslib.org) Attention to: Rebecca Malinowski

<b>Grant Amount: Total Allocation</b>	<b>\$210,135</b>
<b>Estimated cost of RAILS services</b>	<b>\$0</b>
<b>Financial support</b>	<b>\$210,135</b>

Effective Date: July 1, 2023 Termination Date: June 30, 2024

**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, 2024. 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: *HSP*  
Heidi Smith (Jan 12, 2023 17:15 CST)

*Diane McNulty*  
Diane McNulty (Jan 12, 2023 18:33 CST)

Printed Name: Heidi Smith

Diane McNulty

Title: President or Director

Secretary

Date: Jan 12, 2023

Date: Jan 12, 2023

**RAILS**

Signature: *Monica Harris*  
Monica Harris (Jan 13, 2023 08:18 CST)

Printed Name: Monica Harris

Title: Interim 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 and other flexible public work and collaboration spaces at RAILS facilities to LLSAP, subject to availability and the general guidelines posted at <https://www.railslibraries.info/about/room-guidelines>. Access for advance scheduling of reservable meeting rooms and workspaces will be provided via L2.

### *Communication and Collaboration*

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Conference calling account, upon request

### *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.

## 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: FY2024 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%
<b>Total</b>	<b>\$2,250,000</b>	<b>100%</b>

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$29,430	\$45,722	\$134,984	\$0	\$210,135	9.3%
Pinnacle	\$9,327	\$16,625	\$31,005	\$0	\$56,957	2.5%
PrairieCat	\$221,231	\$226,038	\$57,993	\$60,000	\$565,262	25.1%
RRLC	\$26,337	\$4,397	\$956	\$40,000	\$71,690	3.2%
RSA	\$294,757	\$210,554	\$70,758	\$270,000	\$846,068	37.6%
SWAN	\$168,919	\$196,665	\$104,305	\$30,000	\$499,888	22.2%
<b>Total</b>	<b>\$750,000</b>	<b>\$700,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$2,250,000</b>	<b>100.0%</b>

Collection Expenditures Per Capita					
Quartile	1	2	3	4	Total
Dollars per library	\$3,093	\$2,320	\$1,546	\$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	6	20	28
Pinnacle	0	2	2	2	6
PrairieCat	32	36	16	17	101
RRLC	5	2	3	2	12
RSA	41	39	39	21	140
SWAN	19	15	31	35	100
<b>Total</b>	<b>97</b>	<b>96</b>	<b>97</b>	<b>97</b>	<b>387</b>

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$9,278	\$15,464	\$29,430
Pinnacle	\$0	\$4,688	\$3,093	\$1,546	\$9,327
PrairieCat	\$98,969	\$84,375	\$24,742	\$13,144	\$221,231
RRLC	\$15,464	\$4,688	\$4,639	\$1,546	\$26,337
RSA	\$126,804	\$91,406	\$60,309	\$16,237	\$294,757
SWAN	\$58,763	\$35,156	\$47,938	\$27,062	\$168,919
<b>Total</b>	<b>\$300,000</b>	<b>\$225,000</b>	<b>\$150,000</b>	<b>\$75,000</b>	<b>\$750,000</b>

LLSAP Annual Fee as Percentage of Library Operating Budget					
Quartile	1	2	3	4	Total
Dollars per library	\$3,544	\$2,658	\$1,772	\$886	
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	0	7	10	11	28
Pinnacle	3	2	0	1	6
PrairieCat	34	26	13	18	91
RRLC	0	0	1	3	4
RSA	22	27	25	21	95
SWAN	21	18	30	26	95
<b>Total</b>	<b>80</b>	<b>80</b>	<b>79</b>	<b>80</b>	<b>319</b>

AF/OE	1	2	3	4	Total
CCS	\$0	\$18,375	\$17,722	\$9,625	\$45,722
Pinnacle	\$10,500	\$5,250	\$0	\$875	\$16,625
PrairieCat	\$119,000	\$68,250	\$23,038	\$15,750	\$226,038
RRLC	\$0	\$0	\$1,772	\$2,625	\$4,397
RSA	\$77,000	\$70,875	\$44,304	\$18,375	\$210,554
SWAN	\$73,500	\$47,250	\$53,165	\$22,750	\$196,665
<b>Total</b>	<b>\$280,000</b>	<b>\$210,000</b>	<b>\$140,000</b>	<b>\$70,000</b>	<b>\$700,000</b>

Total Interlibrary Loan and Reciprocal Borrowing Transactions

ILL/RB			Total		
ILL/RB	3-year Total	% of Total	ILL/RB	Total	
CCS	7,780,177	33.7%	CCS	\$134,984	
Pinnacle	1,787,068	7.8%	Pinnacle	\$31,005	
PrairieCat	3,342,585	14.5%	PrairieCat	\$57,993	
RRLC	55,089	0.2%	RRLC	\$956	
RSA	4,078,312	17.7%	RSA	\$70,758	
SWAN	6,011,883	26.1%	SWAN	\$104,305	
<b>Total</b>	<b>23,055,114</b>	<b>100.0%</b>	<b>Total</b>	<b>\$400,000</b>	

Multi-type (Nonpublic) Membership Bonus

Multi-type					Multi-type				
Multi-type	Academic	School	Special	Total	Multi-type	Academic	School	Special	Total
CCS	0.0%	0.0%	0.0%	0.0%	CCS	\$0	\$0	\$0	\$0
Pinnacle	0.0%	0.0%	0.0%	0.0%	Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	3.0%	12.0%	0.0%	15.0%	PrairieCat	\$12,000	\$48,000	\$0	\$60,000
RRLC	0.0%	10.0%	0.0%	10.0%	RRLC	\$0	\$40,000	\$0	\$40,000
RSA	4.5%	61.5%	1.5%	67.5%	RSA	\$18,000	\$246,000	\$6,000	\$270,000
SWAN	3.0%	1.5%	3.0%	7.5%	SWAN	\$12,000	\$6,000	\$12,000	\$30,000
<b>Total</b>	<b>10.5%</b>	<b>85.0%</b>	<b>4.5%</b>	<b>100.0%</b>	<b>Total</b>	<b>\$42,000</b>	<b>\$340,000</b>	<b>\$18,000</b>	<b>\$400,000</b>

## Appendix D – COST

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$210,135 to Grantee in FY2024. 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 – FINANCIAL RESPONSIBILITY DETAIL

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
	<b>Expenses</b>			
5000	Salaries, Library Professional	X		
5010	Salaries, Professional	X		
5020	Salaries, Supportive	X		
5030	Social Security taxes	X		
5040	Unemployment insurance	X		
5050	Workers comp.	X		
5060	IMRF (retirement benefits)	X		
5070	Health, dental & life insurance	X		
5080	Other fringe benefits	X		
5090	Temporary help	X		
5100	Recruiting	X		
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		
5210	Vehicle repairs and maintenance	X		
5220	Vehicle insurance	X		
5230	Vehicle leasing and rent	X		
5240	Other vehicle expenses	X		
5250	In-state travel	X		
5260	Out-of-state travel	X		
5270	Registration & other fees	X		
5280	Continuing education & meetings/other	X		

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
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		
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		
5390	Equipment rental	X		
5400	Equipment repair/maintenance (includes maintenance agreements)	X		
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		
5435	Payroll service fees	X		
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		Grantee is responsible for all information services costs.
5460	Agreements with systems, members, others	X		

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
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		Grantee is responsible for its institutional memberships in ILS-related groups.
5510	Miscellaneous	X		

Appendix F – FY2024 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached]



# FY2024 RAILS LLSAP Support Grant Application

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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 in-kind services. If in-kind services are provided, the cost to RAILS 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.

## 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 are invited to apply for this grant according to the criteria, 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. Assemble required documentation.
3. Submit application package via email to Anne Slaughter, RAILS Director of Technology Services ([anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info)). Please combine multiple PDFs into one file, and submit spreadsheets as separate files in their original format.

## 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, RAILS Board actions that may affect LLSAP funding, and progress on the state budget. Funding is contingent on the availability of state funding.

September 15, 2022	Application package due to RAILS
September—October 2022	RAILS reviews grant applications and determines awards
October 2022	RAILS responds with award letter and grant agreement
January 31, 2023	Signed grant agreements due to RAILS
July 1, 2023	FY2024 grant payments and in-kind services begin
July 31, 2024	Annual reports due to RAILS

## Questions?

Direct questions, application materials, and other communications to Anne Slaughter, RAILS Director of Technology Services ([anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info)).

## 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 in-kind services as listed below

## Consortium Information

Consortium name CCS

Consortium website URL [www.ccslib.org](http://www.ccslib.org)

### Primary contact

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

Name Rebecca Malinowski

Email address [rmalinowski@ccslib.org](mailto:rmalinowski@ccslib.org)

Phone 847-483-8604

Address 3355 N Arlington Heights Rd

### 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 Heidi Smith

Email address [hsmith@hplibrary.org](mailto:hsmith@hplibrary.org)

Phone (847) 432-0720

Address 494 Laurel Avenue Highland Park

### 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.

<http://www.ccslib.org/contact-us>

## Changes since September 1, 2021

Use this space to describe any changes to the following since September 1, 2021:

- 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.

### Technology Assessment

CCS has migrated to a new website for members which was developed with accessibility and usability at the forefront.

### Resource Sharing

CCS has developed and approved a resource sharing policy which promotes ILL among members. A copy has been previously shared with RAILS and is available at <https://www.ccslib.org/sites/default/files/2022-04/2022%20March%20CCS%20Governing%20Board%20Policies%20APPROVED.pdf>

### Mergers and Consolidation

CCS Executive Director was an active member of the RAILS LLSAP Sustainability Working Group and continues to offer support to RSA as they move forward with their sustainability work.

### Membership Composition

Governing Board will vote on Warren-Newport membership in October 2022. CCS is also working with Mount Prospect Public Library to explore membership.

## Services Provided

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

CCS manages and supports a shared ILS for all 28 member libraries, currently Innovative Interface's Polaris. All members are full members with access to all services.

As part of our core services, CCS provides training, support and consulting to members:

- Training: Includes both asynchronous training courses, synchronous/live training sessions, new manager orientations, and custom training sessions for individual libraries.
- Support: Includes ILS support and troubleshooting, 3rd party integrations and vendors.
- Consulting: Includes consulting on departmental workflows, optimization of ILS policies/settings, usability and customization of the discovery interface.

Additional services CCS provides includes:

- Custom reporting services
- Centralized authorities work and bibliographic record maintenance by our NACO-certified Data Services Librarian and MARCIVE
- Networking and learning opportunities at technical and advisory group meetings

## Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, such as those listed below, IF THEY HAVE CHANGED SINCE SEPTEMBER 1, 2021. 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

See attachments:

FY 2022-2023 Budget

FY 2022-2023 Goals to support Strategic Plan

Governing Board Policies available at <https://www.ccslib.org/governing-documents>

Changes since September 2021 include:

- Added Development Fund balance guidelines to fiscal accountability policy (previously approved)
- Updated Mission and Vision (previously approved)
- Addition of Resource Sharing policy
- Minor language corrections

## Support Grant Allocation Metrics

If applying for core services only, you may proceed to "Agreement to LLSAP Requirements" on page 13.

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

## Consortium Data

In order to determine your grant award, we need to collect some key data about your consortium. This data also supports our ongoing work with and understanding of RAILS LLSAPs. Some of the terms are defined below for consistency. 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. *Completed templates must be attached to your application as separate .xlsx or other delimited format files.*

### *zILLANE Report for FY2022 - use template provided*

This 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.

### *Member Library Detail - use template provided*

Please use the provided spreadsheet template to supply the following information for each member library agency using the LLSAP's patron database and circulation functions (not union list members):

- Library name
- Library type (public, school, academic, special)
- Membership level, if relevant
- Most current board-approved (if relevant) annual membership fees per member library agency
- For nonpublic libraries only:
  - Annual collection budget
  - Service population

### *Supplementary Data - complete fields below*

OCLC

Do your annual membership fees include OCLC membership?  Yes  No

FY2023 Membership Additions (if applicable)

If your LLSAP has formally approved any new members since June 30, 2022 and they are not reflected in the FY2022 zILLANE report, please note them below. Do not include Union List members.

Public	28
School	
Academic	
Special	
<b>Total</b>	28



## 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. 13), 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.

RAILS financial support is currently distributed to member libraries as a quarterly rebate. This reduces membership fees and allows each library to directly benefit from RAILS LLSAP funding.

In line with recent changes made by RAILS to make the LLSAP grant formula more equitable, CCS has changed how we distribute the grant funds to members. Each library receives the amount assigned to them by the grant formula for collection expenditures per capita and the annual fee metric. The ILL/RB amount is split evenly among all libraries. This benefits libraries that are less well-funded and are proportionately investing more of their funding into the LLSAP.

## 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 at <https://www.railslibraries.info/about/room-guidelines>; and restrictions in access, capacity, and other factors related to the COVID-19 pandemic. 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](http://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, 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 FY2024.

*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. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by LLSAP to its member libraries.
2. Financial reconciliations and the provision of financial information for insurance renewals or other business purposes.
3. Audit support; providing the chosen auditor with requested documents and reports. Review of financial statements and any auditor proposed adjustments.
4. Supply information and assistance as needed for preparation of LLSAP draft and final budgets.
5. Provide banking assistance to include lock box establishment and administration.

ILS Phone Notification Dialer Co-location

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 FY2024 will differ significantly from the descriptions above.

## 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 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 Rebecca Malinowski

Title Executive Director

Signature  Heidi Smith (Jan 12, 2023 17:15 CST)

Date 9/15/2022

Other contact (if applicable)

Name Heidi Smith

Title President, CCS

Signature  Heidi Smith (Jan 12, 2023 17:15 CST)

Date



CCS Fiscal Year 2022-2023 Budget

	FY 22-23 Budget	FY 21-22 Projected	FY 21-22 Budget	FY 20-21 Audited	FY 22 Budget to Budget Change
Beginning Balance	\$ 792,588	\$ 745,677	\$ 608,101	\$ 558,546	\$ 184,487
<b>OPERATING INCOME</b>					
Code Category	FY 22-23 Budget	FY 21-22 Projected	FY 21-22 Budget	FY 20-21 Audited	FY 22 Budget to Budget Change
3010 Library Billings	\$ 1,822,896	\$ 1,822,896	\$ 1,822,896	\$ 1,795,957	\$ -
3030 OCLC Billings	\$ 347,633	\$ 334,231	\$ 318,134	\$ 318,134	\$ 29,499
3040 Indiv Library Charges	\$ 35,000	\$ 35,000	\$ 30,000	\$ 111,573	\$ 5,000
<b>OPERATING INCOME</b>					
<b>SUBTOTAL</b>	<b>\$ 2,205,529</b>	<b>\$ 2,192,127</b>	<b>\$ 2,171,030</b>	<b>\$ 2,225,664</b>	<b>\$ 34,499</b>
<b>OPERATING EXPENDITURES</b>					
Code Category	FY 22-23 Budget	FY 21-22 Projected	FY 21-22 Budget	FY 20-21 Audited	FY 22 Budget to Budget Change
4010 ILS Maintenance	\$ 374,463	\$ 365,624	\$ 365,624	\$ 309,723	\$ 8,839
4410 Salaries	\$ 830,656	\$ 736,100	\$ 798,708		\$ 31,948
4411 FICA	\$ 63,545	\$ 56,312	\$ 61,101		\$ 2,444
4416 Pension	\$ 74,759	\$ 66,249	\$ 71,884		\$ 2,875
4412 Unemployment Tax	\$ 6,480	\$ 5,000	\$ 6,200		\$ 280
4413 Insurance Benefits	\$ 121,642	\$ 95,040	\$ 151,107		\$ (29,465)
4415 Recruiting/Misc	\$ 500	\$ -	\$ 500		\$ -
4417 Personal Equipment Reimbur	\$ 4,800	\$ 3,900	\$ 3,000		\$ 1,800
Total Personnel	\$ 1,102,383	\$ 962,601	\$ 1,092,500	\$ 923,254	\$ 9,883
4210 Library Material	\$ 573	\$ 573	\$ 812		\$ (239)
4211 Equipment Maint	\$ 1,000	\$ 1,000	\$ 1,000		\$ -
4212 Supplies	\$ 4,120	\$ 2,832	\$ 4,303		\$ (183)
4214 Telephone/Postage	\$ 5,105	\$ 4,605	\$ 5,105		\$ -
Total Operating	\$ 10,798	\$ 9,010	\$ 11,220	\$ 7,711	\$ (422)
4115 Data Communications	\$ 12,192	\$ 13,546	\$ 15,703	\$ 14,984	\$ (3,511)
4420 Professional Development	\$ 20,400	\$ 12,000	\$ 20,400	\$ 4,050	\$ -
4280 Insurance	\$ 16,230	\$ 16,079	\$ 16,534	\$ 15,691	\$ (304)
4320 Accounting	\$ 10,295	\$ 10,025	\$ 10,025		\$ 270
4321 Payroll Processing	\$ 2,160	\$ 2,100	\$ 2,100		\$ 60
4324 Prof/Cont. General	\$ 27,210	\$ 24,160	\$ 28,140		\$ (930)
4325 Maint Agreements	\$ 60,971	\$ 57,501	\$ 54,978		\$ 5,993
4326 Legal	\$ 3,000	\$ 3,000	\$ 3,000		\$ -
Total Prof/Contractual	\$ 103,636	\$ 96,786	\$ 98,243	\$ 110,060	\$ 5,393
4910 Capital	\$ 14,500	\$ 13,000	\$ 17,700	\$ 2,330	\$ (3,200)
4110 Utilities	\$ 12,500	\$ 10,430	\$ 12,500	\$ 11,379	\$ -
4120 Rent	\$ 110,911	\$ 110,911	\$ 127,271	\$ 123,981	\$ (16,359)
6035 Electronic Resources	\$ 90,069	\$ 83,301	\$ 84,839	\$ 85,664	\$ 5,231
6030 OCLC	\$ 347,633	\$ 334,231.32	\$ 318,134	\$ 318,134	\$ 29,499
6040 Indiv Library Charges	\$ 35,000	\$ 35,000	\$ 30,000	\$ 111,573	\$ 5,000
<b>OPERATING EXPENDITURES</b>					
<b>SUBTOTAL</b>	<b>\$ 2,250,715</b>	<b>\$ 2,062,520</b>	<b>\$ 2,210,667</b>	<b>\$ 2,038,534</b>	<b>\$ 40,048</b>
6050 TRANS TO DEVELOPMENT		\$ 82,696			
FINAL BALANCE	\$ 747,403	\$ 792,588	\$ 568,464	\$ 745,676	

**Development Fund**

Code	Category	FY 22-23 Budget	FY 21-22 Projected	FY 21-22 Budget	FY 20-21 Audited	FY 22 Budget to FY 23 Budget	
						Budget Change	Percent Change
	Beginning Balance	\$ 497,533	\$ 604,598	\$ 588,294	\$ 845,510	\$ (90,761)	-15%

**DEVELOPMENT INCOME**

Code	Category	FY 22-23 Budget	FY 21-22 Projected	FY 21-22 Budget	FY 20-21 Audited	FY 22 Budget to FY 23 Budget	
						Budget Change	Percent Change
3355	Interest	\$ 350	\$ 250	\$ 500	\$ 605	\$ (150)	-30%
3800	Grants					\$ -	
3950	TRANS FROM OPS FUND		\$ 82,696		\$ -	\$ -	
3055	NEW MEMBER INVESTMENT		\$ 17,446	\$ 17,446	\$ 46,183	\$ (17,446)	-100%
3760	RAILS Support Grant	\$ 197,698	\$ 187,966	\$ 187,966	\$ 164,088	\$ 9,732	5%
3360	Insurance Dividend/Refund					\$ -	
<b>DEVELOPMENT INCOME</b>							
<b>SUBTOTAL</b>		<b>\$ 198,048</b>	<b>\$ 288,358</b>	<b>\$ 205,912</b>	<b>\$ 210,876</b>	<b>\$ (7,864)</b>	<b>-4%</b>

**DEVELOPMENT EXPENDITURES**

Code	Category	FY 22-23 Budget	FY 21-22 Projected	FY 21-22 Budget	FY 20-21 Audited	FY 22 Budget to FY 23 Budget	
						Budget Change	Percent Change
7120	Special Contractual		\$ 25,485	\$ 8,530	\$ 7,700	\$ (8,530)	-100%
7140	Retrocon					\$ -	
7150	Special Software	\$ 77,000	\$ -	\$ 77,000		\$ -	0%
7160	Database Cleanup					\$ -	
7193	Site Improvements Capital	\$ 75,000				\$ 75,000	
7215	Development Rebate		\$ 181,972	\$ 48,210	\$ 280,000	\$ (48,210)	-100%
7220	RAILS Support Grant	\$ 197,698	\$ 187,966	\$ 187,966	\$ 164,088	\$ 9,732	5%
<b>DEVELOPMENT EXPENDITURE SUBTOTAL</b>		<b>\$ 349,698</b>	<b>\$ 395,423</b>	<b>\$ 321,706</b>	<b>\$ 451,788</b>	<b>\$ 27,992</b>	<b>9%</b>
<b>FINAL BALANCE</b>		<b>\$ 345,883</b>	<b>\$ 497,533</b>	<b>\$ 472,500</b>	<b>\$ 604,598</b>	<b>\$ (126,617)</b>	<b>-27%</b>

## FY 2022-2023 Strategic Directions & Goals

**Develop flexible, responsive services that will continue to improve the patron and staff experience.**

*Evaluate Cataloging and Acquisitions Workflows – July 2022-July 2023*

Owner: Rachel Fischer

Evaluate existing cataloging and acquisitions workflows for efficiencies, including but not limited to centralized cataloging using the new acquisitions workflows in Polaris Leap.

**Strategically build membership to further promote resource sharing in Illinois.**

*New Member Addition – November 2022 – September 2023*

Owner: Mieko Fujiura-Landers

Integrate the Warren-Newport Public Library into the CCS community, including data migration into Polaris and complete staff training.

*Monitor Interest in CCS – July 2022-December 2022*

Owner: Rebecca Malinowski

Develop a system to monitor interest from potential new members to allow for medium- and long-term project planning with an interest in developing creative solutions to support new membership. Identify potential barriers to membership. Present initial findings at January 2023 Governing Board.

*Address Barriers to Membership – January 2023-July 2023*

Owner: Rebecca Malinowski

By April 2023, prioritize one or more barriers of entry to address and present potential solutions to Governing Board. Design implementation plan by July 2023.

**Identify and pursue new opportunities for enhancements of core ILS services to improve patron and staff experiences.**

*Vega Development Partner Program – January 2021-May 2023*

Owner: Debra Wischmeyer

Participate in the Vega Development Partner Program and determine whether the Vega Discover product meets the needs of libraries and patrons. In June 2022, determine if CCS should proceed with the partner program and soft launch. In January 2023, present a recommendation to Governing Board regarding production use and potential implementation.

**Help libraries use ILS data effectively for internal decision-making and communication with stakeholders.**

*Data Use and Data Literacy Evaluation – July 2022-June 2023*

Owner: Debra Wischmeyer

Identify gaps in data availability and/or reporting services offered, in consultation with the Database Management Committee by December 2022. Develop a plan to address said gaps by March 2022 and begin implementation in Q1 of fiscal 2024.

*Analyze Patron Use of Online Catalog – July 2022-January 2023*

Owner: Kathleen Weiss

Use available tools such as Google Analytics, ILS statistics, and econtent provider statistics to analyze patron use of the online catalog with a focus on econtent discovery and access. Develop a report in January 2023.

*Support DEI Audits – March 2021-August 2022*

Owner: Rachel Fischer

Develop a data dashboard using subject heading information to support member libraries pursuing DEI audits of their collections. Operationalize updates and maintenance.

**Continue to focus on providing value to CCS members through fiscally responsible stewardship of member library resources.**

*Office Move – March 2022-September 2023*

Owner: Beth Stoneburner

Work with local experts to identify, lease, and build out new office space for CCS. Complete the move prior to the expiration of the current lease in August 2023.

*Evaluate Telephone Notice Options – July 2022-April 2023*

Owner: Marcin Urbanski

Determine how to best move forward with telephone notices, including a project plan timed with the office move. Options include fully or partially virtualized phone lines, outsourced notices, III Phone Alerts (currently in development). Consider patron experience, costs to members, and technical and logistic complexity.


# LLSAP Support Grant Agreement FY24 - CCS\_1


Final Audit Report

2023-01-13


Created:	2023-01-12
By:	Rebecca Malinowski (rmalinowski@ccslib.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPdNQVRcO0It2a87aWgGQ2xXxMfIbIHKq

## "LLSAP Support Grant Agreement FY24 - CCS\_1" History


-  Document created by Rebecca Malinowski (rmalinowski@ccslib.org)  
2023-01-12 - 10:16:54 PM GMT - IP address: 23.116.8.240
-  Document emailed to hsmith@hplibrary.org for signature  
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-  Signer hsmith@hplibrary.org entered name at signing as Heidi Smith  
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-  Signer dmcnulty@caryarealibrary.info entered name at signing as Diane McNulty  
2023-01-13 - 0:33:22 AM GMT - IP address: 50.235.116.18
-  Document e-signed by Diane McNulty (dmcnulty@caryarealibrary.info)  
Signature Date: 2023-01-13 - 0:33:24 AM GMT - Time Source: server- IP address: 50.235.116.18
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2023-01-13 - 0:33:25 AM GMT

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 Document e-signed by Monica Harris (monica.harris@railslibraries.info)

Signature Date: 2023-01-13 - 2:18:23 PM GMT - Time Source: server- IP address: 216.240.208.253

 Agreement completed.

2023-01-13 - 2:18:23 PM GMT

# 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.info](mailto:monica.harris@railslibraries.info) Attention to: Monica Harris, Interim Executive Director

Grantee: PrairieCat.

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

Email Address: [carolyn.coulter@railslibraries.info](mailto:carolyn.coulter@railslibraries.info) Attention to: Carolyn Coulter

<b>Grant Amount: Total Allocation</b>	<b>\$565,262</b>
<b>Estimated cost of RAILS services</b>	<b>\$49,794</b>
<b>Financial support</b>	<b>\$515,468</b>

Effective Date: July 1, 2023 Termination Date: June 30, 2024

**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, 2024. 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**

Signature: Carolyn Coulter

Printed Name: Carolyn Coulter

Title: Director

Date: Jan 5, 2023

**ATTEST**

Laura L. Long

Laura L. Long

Secretary

Date: Jan 5, 2023

**RAILS**

Signature: Monica R. Harris

Printed Name: Monica Harris

Title: Interim 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 and other flexible public work and collaboration spaces at RAILS facilities to LLSAP, subject to availability and the general guidelines posted at <https://www.railslibraries.info/about/room-guidelines>. Access for advance scheduling of reservable meeting rooms and workspaces will be provided via L2.

#### *Communication and Collaboration*

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Conference calling account, upon request

#### *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*

1. RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts. The accounting services include, but are not limited to, the following:
  - a. Billing LLSAP member libraries for fees, purchases, credits, and services provided by LLSAP to its member libraries.
  - b. Financial reconciliations and the provision of financial information for insurance renewals or other business purposes.
  - c. Audit support; providing the chosen auditor with requested documents and reports. Review of financial statements and any auditor proposed adjustments.
  - d. Supply information and assistance as needed for preparation of LLSAP draft and final budgets.
  - e. Provide banking assistance to include lock box establishment and administration.

#### *ILS Phone Notification Dialer Co-location*

## 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: FY2024 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%
<b>Total</b>	<b>\$2,250,000</b>	<b>100%</b>

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$29,430	\$45,722	\$134,984	\$0	\$210,135	9.3%
Pinnacle	\$9,327	\$16,625	\$31,005	\$0	\$56,957	2.5%
PrairieCat	\$221,231	\$226,038	\$57,993	\$60,000	\$565,262	25.1%
RRLC	\$26,337	\$4,397	\$956	\$40,000	\$71,690	3.2%
RSA	\$294,757	\$210,554	\$70,758	\$270,000	\$846,068	37.6%
SWAN	\$168,919	\$196,665	\$104,305	\$30,000	\$499,888	22.2%
<b>Total</b>	<b>\$750,000</b>	<b>\$700,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$2,250,000</b>	<b>100.0%</b>

Collection Expenditures Per Capita					
Quartile	1	2	3	4	Total
Dollars per library	\$3,093	\$2,320	\$1,546	\$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	6	20	28
Pinnacle	0	2	2	2	6
PrairieCat	32	36	16	17	101
RRLC	5	2	3	2	12
RSA	41	39	39	21	140
SWAN	19	15	31	35	100
<b>Total</b>	<b>97</b>	<b>96</b>	<b>97</b>	<b>97</b>	<b>387</b>

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$9,278	\$15,464	\$29,430
Pinnacle	\$0	\$4,688	\$3,093	\$1,546	\$9,327
PrairieCat	\$98,969	\$84,375	\$24,742	\$13,144	\$221,231
RRLC	\$15,464	\$4,688	\$4,639	\$1,546	\$26,337
RSA	\$126,804	\$91,406	\$60,309	\$16,237	\$294,757
SWAN	\$58,763	\$35,156	\$47,938	\$27,062	\$168,919
<b>Total</b>	<b>\$300,000</b>	<b>\$225,000</b>	<b>\$150,000</b>	<b>\$75,000</b>	<b>\$750,000</b>

LLSAP Annual Fee as Percentage of Library Operating Budget					
Quartile	1	2	3	4	Total
Dollars per library	\$3,544	\$2,658	\$1,772	\$886	
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	0	7	10	11	28
Pinnacle	3	2	0	1	6
PrairieCat	34	26	13	18	91
RRLC	0	0	1	3	4
RSA	22	27	25	21	95
SWAN	21	18	30	26	95
<b>Total</b>	<b>80</b>	<b>80</b>	<b>79</b>	<b>80</b>	<b>319</b>

AF/OE	1	2	3	4	Total
CCS	\$0	\$18,375	\$17,722	\$9,625	\$45,722
Pinnacle	\$10,500	\$5,250	\$0	\$875	\$16,625
PrairieCat	\$119,000	\$68,250	\$23,038	\$15,750	\$226,038
RRLC	\$0	\$0	\$1,772	\$2,625	\$4,397
RSA	\$77,000	\$70,875	\$44,304	\$18,375	\$210,554
SWAN	\$73,500	\$47,250	\$53,165	\$22,750	\$196,665
<b>Total</b>	<b>\$280,000</b>	<b>\$210,000</b>	<b>\$140,000</b>	<b>\$70,000</b>	<b>\$700,000</b>

**Total Interlibrary Loan and Reciprocal Borrowing Transactions**

Money Allocation \$400,000

ILL/RB	3-year Total	% of Total
CCS	7,780,177	33.7%
Pinnacle	1,787,068	7.8%
PrairieCat	3,342,585	14.5%
RRLC	55,089	0.2%
RSA	4,078,312	17.7%
SWAN	6,011,883	26.1%
<b>Total</b>	<b>23,055,114</b>	<b>100.0%</b>

ILL/RB	Total
CCS	\$134,984
Pinnacle	\$31,005
PrairieCat	\$57,993
RRLC	\$956
RSA	\$70,758
SWAN	\$104,305
<b>Total</b>	<b>\$400,000</b>

**Multitype (Nonpublic) Membership Bonus**

Money Allocation	Academic	School	Special	Total
Percent of Total	10.3%	85.2%	4.4%	100.00%
Dollar Amount	\$41,379	\$340,887	\$17,734	\$400,000

Multi-type	Academic	School	Special	Total
CCS	0.0%	0.0%	0.0%	0.0%
Pinnacle	0.0%	0.0%	0.0%	0.0%
PrairieCat	3.0%	12.0%	0.0%	15.0%
RRLC	0.0%	10.0%	0.0%	10.0%
RSA	4.5%	61.5%	1.5%	67.5%
SWAN	3.0%	1.5%	3.0%	7.5%
<b>Total</b>	<b>10.5%</b>	<b>85.0%</b>	<b>4.5%</b>	<b>100.0%</b>

Multi-type	Academic	School	Special	Total
CCS	\$0	\$0	\$0	\$0
Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	\$12,000	\$48,000	\$0	\$60,000
RRLC	\$0	\$40,000	\$0	\$40,000
RSA	\$18,000	\$246,000	\$6,000	\$270,000
SWAN	\$12,000	\$6,000	\$12,000	\$30,000
<b>Total</b>	<b>\$42,000</b>	<b>\$340,000</b>	<b>\$18,000</b>	<b>\$400,000</b>

## Appendix D – COST

<b>RAILS Service</b>	<b>RAILS Budgeted Cost</b>
Financial services	\$48,594
ILS Phone Notification Dialer Co-location	\$1,200

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$515,468 to Grantee in FY2024. 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.

Appendix E – FINANCIAL RESPONSIBILITY DETAIL

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
	<b>Expenses</b>			
5000	Salaries, Library Professional	X		
5010	Salaries, Professional	X		
5020	Salaries, Supportive	X		
5030	Social Security taxes	X		
5040	Unemployment insurance	X		
5050	Workers comp.	X		
5060	IMRF (retirement benefits)	X		
5070	Health, dental & life insurance	X		
5080	Other fringe benefits	X		
5090	Temporary help	X		
5100	Recruiting	X		
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		
5210	Vehicle repairs and maintenance	X		
5220	Vehicle insurance	X		
5230	Vehicle leasing and rent	X		
5240	Other vehicle expenses	X		
5250	In-state travel	X		Grantee is responsible for travel expenses for its own staff.
5260	Out-of-state travel	X		Grantee is responsible for travel expenses for its own staff.



RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5270	Registration & other fees	X		Grantee is responsible for conference and workshop registration for its own staff.
5280	Continuing education & meetings/other	X		Grantee is responsible for paying for training not provided by RAILS staff, and related expenses, such as training provided by ILS vendor, hospitality expenses, etc.
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		
5390	Equipment rental	X		
5400	Equipment repair/maintenance (includes maintenance agreements)	X	X	Grantee is responsible for ILS-owned equipment repair/maintenance; 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.

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
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		Grantee is responsible for all information services costs.
5460	Agreements with systems, members, others	X		
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.

Appendix F – FY2024 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached]

# FY2024 RAILS LLSAP Support Grant Application

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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 in-kind services. If in-kind services are provided, the cost to RAILS 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.

## 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 are invited to apply for this grant according to the criteria, 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. Assemble required documentation.
3. Submit application package via email to Anne Slaughter, RAILS Director of Technology Services ([anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info)). Please combine multiple PDFs into one file, and submit spreadsheets as separate files in their original format.

## 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, RAILS Board actions that may affect LLSAP funding, and progress on the state budget. Funding is contingent on the availability of state funding.

September 15, 2022	Application package due to RAILS
September—October 2022	RAILS reviews grant applications and determines awards
October 2022	RAILS responds with award letter and grant agreement
January 31, 2023	Signed grant agreements due to RAILS
July 1, 2023	FY2024 grant payments and in-kind services begin
July 31, 2024	Annual reports due to RAILS

## Questions?

Direct questions, application materials, and other communications to Anne Slaughter, RAILS Director of Technology Services ([anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info)).

## 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 in-kind 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

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

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.

## Changes since September 1, 2021

Use this space to describe any changes to the following since September 1, 2021:

- 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, such as those listed below, IF THEY HAVE CHANGED SINCE SEPTEMBER 1, 2021. 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

If applying for core services only, you may proceed to “Agreement to LLSAP Requirements” on page 13.

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

## Consortium Data

In order to determine your grant award, we need to collect some key data about your consortium. This data also supports our ongoing work with and understanding of RAILS LLSAPs. Some of the terms are defined below for consistency. 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. *Completed templates must be attached to your application as separate .xlsx or other delimited format files.*

### [zILLANE Report for FY2022 - use template provided](#)

This 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.

### [Member Library Detail - use template provided](#)

Please use the provided spreadsheet template to supply the following information for each member library agency using the LLSAP's patron database and circulation functions (not union list members):

- Library name
- Library type (public, school, academic, special)
- Membership level, if relevant
- Most current board-approved (if relevant) annual membership fees per member library agency
- For nonpublic libraries only:
  - Annual collection budget
  - Service population

### [Supplementary Data - complete fields below](#)

#### OCLC

Do your annual membership fees include OCLC membership?      Yes                      No

#### FY2023 Membership Additions (if applicable)

[If your LLSAP has formally approved any new members since June 30, 2022 and they are not reflected in the FY2022 zILLANE report, please note them below. Do not include Union List members.](#)

Public	
School	
Academic	
Special	
<b>Total</b>	

## 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. 13), 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 at <https://www.railslibraries.info/about/room-guidelines>; and restrictions in access, capacity, and other factors related to the COVID-19 pandemic. 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](http://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, 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 FY2024.

*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. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by LLSAP to its member libraries.
2. Financial reconciliations and the provision of financial information for insurance renewals or other business purposes.
3. Audit support; providing the chosen auditor with requested documents and reports. Review of financial statements and any auditor proposed adjustments.
4. Supply information and assistance as needed for preparation of LLSAP draft and final budgets.
5. Provide banking assistance to include lock box establishment and administration.

## ILS Phone Notification Dialer Co-location

### 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 FY2024 will differ significantly from the descriptions above.

## 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 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.info](mailto:monica.harris@railslibraries.info) Attention to: Monica Harris, Interim Executive Director

Grantee: Pinnacle Library Cooperative.

Street Address: 20670 Kubinski Dr. City/State/Zip: Crest Hill, IL 60404

Email Address: [mhammermeister@pinnaclelibraries.org](mailto:mhammermeister@pinnaclelibraries.org) Attention to: Matt Hammermeister

<b>Grant Amount: Total Allocation</b>	<b>\$56,957</b>
<b>Estimated cost of RAILS services</b>	<b>\$0</b>
<b>Financial support</b>	<b>\$56,957</b>

Effective Date: July 1, 2023 Termination Date: June 30, 2024

**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, 2024. 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**

Signature: Matt Hammer

Printed Name: Matt Hammermeister

Title: President or Director

Date: 12/16/2022

**ATTEST**

Scott E. Ainton

Scott E. Ainton

Secretary

Date: 12/16/2022

**RAILS**

Signature: Monica R. Harris

Printed Name: Monica Harris

Title: Interim 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 and other flexible public work and collaboration spaces at RAILS facilities to LLSAP, subject to availability and the general guidelines posted at <https://www.railslibraries.info/about/room-guidelines>. Access for advance scheduling of reservable meeting rooms and workspaces will be provided via L2.

#### *Communication and Collaboration*

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Conference calling account, upon request

#### *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.

## 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: FY2024 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%
<b>Total</b>	<b>\$2,250,000</b>	<b>100%</b>

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$29,430	\$45,722	\$134,984	\$0	\$210,135	9.3%
Pinnacle	\$9,327	\$16,625	\$31,005	\$0	\$56,957	2.5%
PrairieCat	\$221,231	\$226,038	\$57,993	\$60,000	\$565,262	25.1%
RRLC	\$26,337	\$4,397	\$956	\$40,000	\$71,690	3.2%
RSA	\$294,757	\$210,554	\$70,758	\$270,000	\$846,068	37.6%
SWAN	\$168,919	\$196,665	\$104,305	\$30,000	\$499,888	22.2%
<b>Total</b>	<b>\$750,000</b>	<b>\$700,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$2,250,000</b>	<b>100.0%</b>

Collection Expenditures Per Capita					
Quartile	1	2	3	4	Total
Dollars per library	\$3,093	\$2,320	\$1,546	\$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	6	20	28
Pinnacle	0	2	2	2	6
PrairieCat	32	36	16	17	101
RRLC	5	2	3	2	12
RSA	41	39	39	21	140
SWAN	19	15	31	35	100
<b>Total</b>	<b>97</b>	<b>96</b>	<b>97</b>	<b>97</b>	<b>387</b>

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$9,278	\$15,464	\$29,430
Pinnacle	\$0	\$4,688	\$3,093	\$1,546	\$9,327
PrairieCat	\$98,969	\$84,375	\$24,742	\$13,144	\$221,231
RRLC	\$15,464	\$4,688	\$4,639	\$1,546	\$26,337
RSA	\$126,804	\$91,406	\$60,309	\$16,237	\$294,757
SWAN	\$58,763	\$35,156	\$47,938	\$27,062	\$168,919
<b>Total</b>	<b>\$300,000</b>	<b>\$225,000</b>	<b>\$150,000</b>	<b>\$75,000</b>	<b>\$750,000</b>

LLSAP Annual Fee as Percentage of Library Operating Budget					
Quartile	1	2	3	4	Total
Dollars per library	\$3,544	\$2,658	\$1,772	\$886	
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	0	7	10	11	28
Pinnacle	3	2	0	1	6
PrairieCat	34	26	13	18	91
RRLC	0	0	1	3	4
RSA	22	27	25	21	95
SWAN	21	18	30	26	95
<b>Total</b>	<b>80</b>	<b>80</b>	<b>79</b>	<b>80</b>	<b>319</b>

AF/OE	1	2	3	4	Total
CCS	\$0	\$18,375	\$17,722	\$9,625	\$45,722
Pinnacle	\$10,500	\$5,250	\$0	\$875	\$16,625
PrairieCat	\$119,000	\$68,250	\$23,038	\$15,750	\$226,038
RRLC	\$0	\$0	\$1,772	\$2,625	\$4,397
RSA	\$77,000	\$70,875	\$44,304	\$18,375	\$210,554
SWAN	\$73,500	\$47,250	\$53,165	\$22,750	\$196,665
<b>Total</b>	<b>\$280,000</b>	<b>\$210,000</b>	<b>\$140,000</b>	<b>\$70,000</b>	<b>\$700,000</b>

**Total Interlibrary Loan and Reciprocal Borrowing Transactions**

Money Allocation \$400,000

ILL/RB	3-year Total	% of Total
CCS	7,780,177	33.7%
Pinnacle	1,787,068	7.8%
PrairieCat	3,342,585	14.5%
RRLC	55,089	0.2%
RSA	4,078,312	17.7%
SWAN	6,011,883	26.1%
<b>Total</b>	<b>23,055,114</b>	<b>100.0%</b>

ILL/RB	Total
CCS	\$134,984
Pinnacle	\$31,005
PrairieCat	\$57,993
RRLC	\$956
RSA	\$70,758
SWAN	\$104,305
<b>Total</b>	<b>\$400,000</b>

**Multi-type (Nonpublic) Membership Bonus**

Money Allocation	Academic	School	Special	Total
Percent of Total	10.3%	85.2%	4.4%	100.00%
Dollar Amount	\$41,379	\$340,887	\$17,734	\$400,000

Multi-type	Academic	School	Special	Total
CCS	0.0%	0.0%	0.0%	0.0%
Pinnacle	0.0%	0.0%	0.0%	0.0%
PrairieCat	3.0%	12.0%	0.0%	15.0%
RRLC	0.0%	10.0%	0.0%	10.0%
RSA	4.5%	61.5%	1.5%	67.5%
SWAN	3.0%	1.5%	3.0%	7.5%
<b>Total</b>	<b>10.5%</b>	<b>85.0%</b>	<b>4.5%</b>	<b>100.0%</b>

Multi-type	Academic	School	Special	Total
CCS	\$0	\$0	\$0	\$0
Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	\$12,000	\$48,000	\$0	\$60,000
RRLC	\$0	\$40,000	\$0	\$40,000
RSA	\$18,000	\$246,000	\$6,000	\$270,000
SWAN	\$12,000	\$6,000	\$12,000	\$30,000
<b>Total</b>	<b>\$42,000</b>	<b>\$340,000</b>	<b>\$18,000</b>	<b>\$400,000</b>

## Appendix D – COST

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$56,957 to Grantee in FY2024. 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 – FINANCIAL RESPONSIBILITY DETAIL

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
	<b>Expenses</b>			
5000	Salaries, Library Professional	X		
5010	Salaries, Professional	X		
5020	Salaries, Supportive	X		
5030	Social Security taxes	X		
5040	Unemployment insurance	X		
5050	Workers comp.	X		
5060	IMRF (retirement benefits)	X		
5070	Health, dental & life insurance	X		
5080	Other fringe benefits	X		
5090	Temporary help	X		
5100	Recruiting	X		
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		
5210	Vehicle repairs and maintenance	X		
5220	Vehicle insurance	X		
5230	Vehicle leasing and rent	X		
5240	Other vehicle expenses	X		
5250	In-state travel	X		
5260	Out-of-state travel	X		
5270	Registration & other fees	X		
5280	Continuing education & meetings/other	X		

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
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		
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		
5390	Equipment rental	X		
5400	Equipment repair/maintenance (includes maintenance agreements)	X		
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		
5435	Payroll service fees	X		
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		Grantee is responsible for all information services costs.
5460	Agreements with systems, members, others	X		

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
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		Grantee is responsible for its institutional memberships in ILS-related groups.
5510	Miscellaneous	X		

Appendix F – FY2024 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached]



# FY2024 RAILS LLSAP Support Grant Application

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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 in-kind services. If in-kind services are provided, the cost to RAILS 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.

## 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 are invited to apply for this grant according to the criteria, 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. Assemble required documentation.
3. Submit application package via email to Anne Slaughter, RAILS Director of Technology Services ([anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info)). Please combine multiple PDFs into one file, and submit spreadsheets as separate files in their original format.

## 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, RAILS Board actions that may affect LLSAP funding, and progress on the state budget. Funding is contingent on the availability of state funding.

September 15, 2022	Application package due to RAILS
September—October 2022	RAILS reviews grant applications and determines awards
October 2022	RAILS responds with award letter and grant agreement
January 31, 2023	Signed grant agreements due to RAILS
July 1, 2023	FY2024 grant payments and in-kind services begin
July 31, 2024	Annual reports due to RAILS

## Questions?

Direct questions, application materials, and other communications to Anne Slaughter, RAILS Director of Technology Services ([anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info)).

## 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 in-kind 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

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

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.

## Changes since September 1, 2021

Use this space to describe any changes to the following since September 1, 2021:

- 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, such as those listed below, IF THEY HAVE CHANGED SINCE SEPTEMBER 1, 2021. 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

If applying for core services only, you may proceed to “Agreement to LLSAP Requirements” on page 13.

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

## Consortium Data

In order to determine your grant award, we need to collect some key data about your consortium. This data also supports our ongoing work with and understanding of RAILS LLSAPs. Some of the terms are defined below for consistency. 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. *Completed templates must be attached to your application as separate .xlsx or other delimited format files.*

### *zILLANE Report for FY2022 - use template provided*

This 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.

### *Member Library Detail - use template provided*

Please use the provided spreadsheet template to supply the following information for each member library agency using the LLSAP's patron database and circulation functions (not union list members):

- Library name
- Library type (public, school, academic, special)
- Membership level, if relevant
- Most current board-approved (if relevant) annual membership fees per member library agency
- For nonpublic libraries only:
  - Annual collection budget
  - Service population

### *Supplementary Data - complete fields below*

#### OCLC

Do your annual membership fees include OCLC membership?      Yes                      No

#### FY2023 Membership Additions (if applicable)

If your LLSAP has formally approved any new members since June 30, 2022 and they are not reflected in the FY2022 zILLANE report, please note them below. Do not include Union List members.

Public	
School	
Academic	
Special	
<b>Total</b>	



## 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. 13), 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 at <https://www.railslibraries.info/about/room-guidelines>; and restrictions in access, capacity, and other factors related to the COVID-19 pandemic. 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, 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 FY2024.

*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. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by LLSAP to its member libraries.
2. Financial reconciliations and the provision of financial information for insurance renewals or other business purposes.
3. Audit support; providing the chosen auditor with requested documents and reports. Review of financial statements and any auditor proposed adjustments.
4. Supply information and assistance as needed for preparation of LLSAP draft and final budgets.
5. Provide banking assistance to include lock box establishment and administration.

## ILS Phone Notification Dialer Co-location

### 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 FY2024 will differ significantly from the descriptions above.

## 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 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 ILS Manager

Signature *Matt Hammermeister*

Date *8/1/2022*

### Other contact (if applicable)

Name Paul Mills

Title *Chair, Governing Board*

Signature *Paul D. Mills*

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.info](mailto:monica.harris@railslibraries.info) Attention to: Monica Harris, Interim Executive Director

Grantee: Rock River Library Consortium.

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

Email Address: [Jennifer.Slaney@SterlingPublicLibrary.org](mailto:Jennifer.Slaney@SterlingPublicLibrary.org) Attention to: Jennifer Slaney

<b>Grant Amount: Total Allocation</b>	<b>\$71,690</b>
<b>Estimated cost of RAILS services</b>	<b>\$0</b>
<b>Financial support</b>	<b>\$71,690</b>

Effective Date: July 1, 2023 Termination Date: June 30, 2024

**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, 2024. 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: Jennifer A Slaney

\_\_\_\_\_

Printed Name: Jennifer A Slaney

\_\_\_\_\_

Title: President or Director

Secretary

Date: 16 December 2022

Date: \_\_\_\_\_

**RAILS**

Signature: Monica R. Harris

Printed Name: Monica Harris

Title: Interim 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 and other flexible public work and collaboration spaces at RAILS facilities to LLSAP, subject to availability and the general guidelines posted at <https://www.railslibraries.info/about/room-guidelines>. Access for advance scheduling of reservable meeting rooms and workspaces will be provided via L2.

### *Communication and Collaboration*

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Conference calling account, upon request

### *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.

## 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: FY2024 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%
<b>Total</b>	<b>\$2,250,000</b>		<b>100%</b>

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$29,430	\$45,722	\$134,984	\$0	\$210,135	9.3%
Pinnacle	\$9,327	\$16,625	\$31,005	\$0	\$56,957	2.5%
PrairieCat	\$221,231	\$226,038	\$57,993	\$60,000	\$565,262	25.1%
RRLC	\$26,337	\$4,397	\$956	\$40,000	\$71,690	3.2%
RSA	\$294,757	\$210,554	\$70,758	\$270,000	\$846,068	37.6%
SWAN	\$168,919	\$196,665	\$104,305	\$30,000	\$499,888	22.2%
<b>Total</b>	<b>\$750,000</b>	<b>\$700,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$2,250,000</b>	<b>100.0%</b>

Collection Expenditures Per Capita						
Quartile	1	2	3	4	Money Allocation	Total
Dollars per library	\$3,093	\$2,320	\$1,546	\$773		
					1	2
					3	4
					Percent of Total	100%
					Dollar Amount	\$750,000
					\$300,000	\$225,000
					\$150,000	\$75,000

CE/Pop	1	2	3	4	Total
CCS	0	2	6	20	28
Pinnacle	0	2	2	2	6
PrairieCat	32	36	16	17	101
RRLC	5	2	3	2	12
RSA	41	39	39	21	140
SWAN	19	15	31	35	100
<b>Total</b>	<b>97</b>	<b>96</b>	<b>97</b>	<b>97</b>	<b>387</b>

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$9,278	\$15,464	\$29,430
Pinnacle	\$0	\$4,688	\$3,093	\$1,546	\$9,327
PrairieCat	\$98,969	\$84,375	\$24,742	\$13,144	\$221,231
RRLC	\$15,464	\$4,688	\$4,639	\$1,546	\$26,337
RSA	\$126,804	\$91,406	\$60,309	\$16,237	\$294,757
SWAN	\$58,763	\$35,156	\$47,938	\$27,062	\$168,919
<b>Total</b>	<b>\$300,000</b>	<b>\$225,000</b>	<b>\$150,000</b>	<b>\$75,000</b>	<b>\$750,000</b>

LLSAP Annual Fee as Percentage of Library Operating Budget						
Quartile	1	2	3	4	Money Allocation	Total
Dollars per library	\$3,544	\$2,658	\$1,772	\$886		
					1	2
					3	4
					Percent of Total	100%
					Dollar Amount	\$700,000
					\$280,000	\$210,000
					\$140,000	\$70,000

AF/OE	1	2	3	4	Total
CCS	0	7	10	11	28
Pinnacle	3	2	0	1	6
PrairieCat	34	26	13	18	91
RRLC	0	0	1	3	4
RSA	22	27	25	21	95
SWAN	21	18	30	26	95
<b>Total</b>	<b>80</b>	<b>80</b>	<b>79</b>	<b>80</b>	<b>319</b>

AF/OE	1	2	3	4	Total
CCS	\$0	\$18,375	\$17,722	\$9,625	\$45,722
Pinnacle	\$10,500	\$5,250	\$0	\$875	\$16,625
PrairieCat	\$119,000	\$68,250	\$23,038	\$15,750	\$226,038
RRLC	\$0	\$0	\$1,772	\$2,625	\$4,397
RSA	\$77,000	\$70,875	\$44,304	\$18,375	\$210,554
SWAN	\$73,500	\$47,250	\$53,165	\$22,750	\$196,665
<b>Total</b>	<b>\$280,000</b>	<b>\$210,000</b>	<b>\$140,000</b>	<b>\$70,000</b>	<b>\$700,000</b>

**Total Interlibrary Loan and Reciprocal Borrowing Transactions**

ILL/RB	3-year Total	% of Total	Money Allocation
CCS	7,780,177	33.7%	\$134,984
Pinnacle	1,787,068	7.8%	\$31,005
PrairieCat	3,342,585	14.5%	\$57,993
RRLC	55,089	0.2%	\$956
RSA	4,078,312	17.7%	\$70,758
SWAN	6,011,883	26.1%	\$104,305
<b>Total</b>	<b>23,055,114</b>	<b>100.0%</b>	<b>\$400,000</b>

ILL/RB	Total
CCS	\$134,984
Pinnacle	\$31,005
PrairieCat	\$57,993
RRLC	\$956
RSA	\$70,758
SWAN	\$104,305
<b>Total</b>	<b>\$400,000</b>

**Multi-type (Nonpublic) Membership Bonus**

Multi-type	Academic	School	Special	Total	Money Allocation	Academic	School	Special	Total
CCS	0.0%	0.0%	0.0%	0.0%	\$0	\$0	\$0	\$0	\$0
Pinnacle	0.0%	0.0%	0.0%	0.0%	\$0	\$0	\$0	\$0	\$0
PrairieCat	3.0%	12.0%	0.0%	15.0%	\$12,000	\$48,000	\$0	\$60,000	\$60,000
RRLC	0.0%	10.0%	0.0%	10.0%	\$0	\$40,000	\$0	\$40,000	\$40,000
RSA	4.5%	61.5%	1.5%	67.5%	\$18,000	\$246,000	\$6,000	\$270,000	\$270,000
SWAN	3.0%	1.5%	3.0%	7.5%	\$12,000	\$6,000	\$12,000	\$30,000	\$30,000
<b>Total</b>	<b>10.5%</b>	<b>85.0%</b>	<b>4.5%</b>	<b>100.0%</b>	<b>\$42,000</b>	<b>\$340,000</b>	<b>\$18,000</b>	<b>\$400,000</b>	<b>\$400,000</b>



## Appendix D – COST

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$71,690 to Grantee in FY2024. 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 – FINANCIAL RESPONSIBILITY DETAIL

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
	<b>Expenses</b>			
5000	Salaries, Library Professional	X		
5010	Salaries, Professional	X		
5020	Salaries, Supportive	X		
5030	Social Security taxes	X		
5040	Unemployment insurance	X		
5050	Workers comp.	X		
5060	IMRF (retirement benefits)	X		
5070	Health, dental & life insurance	X		
5080	Other fringe benefits	X		
5090	Temporary help	X		
5100	Recruiting	X		
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		
5210	Vehicle repairs and maintenance	X		
5220	Vehicle insurance	X		
5230	Vehicle leasing and rent	X		
5240	Other vehicle expenses	X		
5250	In-state travel	X		
5260	Out-of-state travel	X		
5270	Registration & other fees	X		
5280	Continuing education & meetings/other	X		

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
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		
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		
5390	Equipment rental	X		
5400	Equipment repair/maintenance (includes maintenance agreements)	X		
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		
5435	Payroll service fees	X		
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		Grantee is responsible for all information services costs.
5460	Agreements with systems, members, others	X		

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
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		Grantee is responsible for its institutional memberships in ILS-related groups.
5510	Miscellaneous	X		

Appendix F – FY2024 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached]

# FY2024 RAILS LLSAP Support Grant Application

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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 in-kind services. If in-kind services are provided, the cost to RAILS 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.

## 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 are invited to apply for this grant according to the criteria, 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. Assemble required documentation.
3. Submit application package via email to Anne Slaughter, RAILS Director of Technology Services ([anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info)). Please combine multiple PDFs into one file, and submit spreadsheets as separate files in their original format.

## 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, RAILS Board actions that may affect LLSAP funding, and progress on the state budget. Funding is contingent on the availability of state funding.

September 15, 2022	Application package due to RAILS
September—October 2022	RAILS reviews grant applications and determines awards
October 2022	RAILS responds with award letter and grant agreement
January 31, 2023	Signed grant agreements due to RAILS
July 1, 2023	FY2024 grant payments and in-kind services begin
July 31, 2024	Annual reports due to RAILS

## Questions?

Direct questions, application materials, and other communications to Anne Slaughter, RAILS Director of Technology Services ([anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info)).

## 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 in-kind 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

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

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.



## Changes since September 1, 2021

Use this space to describe any changes to the following since September 1, 2021:

- 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, such as those listed below, IF THEY HAVE CHANGED SINCE SEPTEMBER 1, 2021. 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

If applying for core services only, you may proceed to “Agreement to LLSAP Requirements” on page 13.

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

## Consortium Data

In order to determine your grant award, we need to collect some key data about your consortium. This data also supports our ongoing work with and understanding of RAILS LLSAPs. Some of the terms are defined below for consistency. 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. *Completed templates must be attached to your application as separate .xlsx or other delimited format files.*

### *zILLANE Report for FY2022 - use template provided*

This 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.

### *Member Library Detail - use template provided*

Please use the provided spreadsheet template to supply the following information for each member library agency using the LLSAP's patron database and circulation functions (not union list members):

- Library name
- Library type (public, school, academic, special)
- Membership level, if relevant
- Most current board-approved (if relevant) annual membership fees per member library agency
- For nonpublic libraries only:
  - Annual collection budget
  - Service population

### *Supplementary Data - complete fields below*

#### OCLC

Do your annual membership fees include OCLC membership?      Yes                      No

#### FY2023 Membership Additions (if applicable)

*If your LLSAP has formally approved any new members since June 30, 2022 and they are not reflected in the FY2022 zILLANE report, please note them below. Do not include Union List members.*

Public	
School	
Academic	
Special	
<b>Total</b>	

## 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. 13), 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 at <https://www.railslibraries.info/about/room-guidelines>; and restrictions in access, capacity, and other factors related to the COVID-19 pandemic. 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, 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 FY2024.

*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. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by LLSAP to its member libraries.
2. Financial reconciliations and the provision of financial information for insurance renewals or other business purposes.
3. Audit support; providing the chosen auditor with requested documents and reports. Review of financial statements and any auditor proposed adjustments.
4. Supply information and assistance as needed for preparation of LLSAP draft and final budgets.
5. Provide banking assistance to include lock box establishment and administration.

## ILS Phone Notification Dialer Co-location

### 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 FY2024 will differ significantly from the descriptions above.

## 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 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.info](mailto:monica.harris@railslibraries.info) Attention to: Monica Harris, Interim Executive Director

Grantee: Resource Sharing Alliance.

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

Email Address: [kendal.orrison@railslibraries.info](mailto:kendal.orrison@railslibraries.info) Attention to: Kendal Orrison

<b>Grant Amount: Total Allocation</b>	<b>\$846,068</b>
<b>Estimated cost of RAILS services</b>	<b>\$1,131,868</b>
<b>Amount paid to RAILS</b>	<b>\$285,800</b>

Effective Date: July 1, 2023 Termination Date: June 30, 2024

**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, 2024. 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


Signature: 

Printed Name: Alissa Williams

Title: President or Director

Date: 12/20/2022

ATTEST



Genna Buhr

Secretary

Date: 12/21/22

RAILS

Signature: 

Printed Name: Monica Harris

Title: Interim 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 and other flexible public work and collaboration spaces at RAILS facilities to LLSAP, subject to availability and the general guidelines posted at <https://www.railslibraries.info/about/room-guidelines>. Access for advance scheduling of reservable meeting rooms and workspaces will be provided via L2.

#### *Communication and Collaboration*

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Conference calling account, upon request

#### *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*

1. RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts. The accounting services include, but are not limited to, the following:
  - a. Billing LLSAP member libraries for fees, purchases, credits, and services provided by LLSAP to its member libraries.
  - b. Financial reconciliations and the provision of financial information for insurance renewals or other business purposes.
  - c. Audit support; providing the chosen auditor with requested documents and reports. Review of financial statements and any auditor proposed adjustments.
  - d. Supply information and assistance as needed for preparation of LLSAP draft and final budgets.
  - e. Provide banking assistance to include lock box establishment and administration.

#### *Use of RAILS facilities for consortium staff: IT Support*

RAILS shall:

2. Provide support to Grantee staff for technical issues during RAILS business hours.
3. Manage, or contract to provide, hosted IT services and/or the data facility needed for self-hosted services provided to staff, including uninterrupted power services, fire suppression system, cleaning, and security.
4. Maintain Internet connectivity and the Local Area Network ("LAN"), including network security.
5. Provide and maintain email services for Grantee help desk support and LLSAP staff, including protection against spam.

6. Provide hardware and software for all staff who perform services for the ILS, including the operating system and all required office applications.
7. Provide printer and copier equipment and support.
8. 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: FY2024 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%
<b>Total</b>	<b>\$2,250,000</b>		<b>100%</b>

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$29,430	\$45,722	\$134,984	\$0	\$210,135	9.3%
Pinnacle	\$9,327	\$16,625	\$31,005	\$0	\$56,957	2.5%
PrairieCat	\$221,231	\$226,038	\$57,993	\$60,000	\$565,262	25.1%
RRLC	\$26,337	\$4,397	\$956	\$40,000	\$71,690	3.2%
RSA	\$294,757	\$210,554	\$70,758	\$270,000	\$846,068	37.6%
SWAN	\$168,919	\$196,665	\$104,305	\$30,000	\$499,888	22.2%
<b>Total</b>	<b>\$750,000</b>	<b>\$700,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$2,250,000</b>	<b>100.0%</b>

Collection Expenditures Per Capita						
Quartile	1	2	3	4	Money Allocation	Total
Dollars per library	\$3,093	\$2,320	\$1,546	\$773		
					1	2
					3	4
					Percent of Total	Total
					40%	30%
					20%	10%
					Dollar Amount	Total
					\$300,000	\$750,000
					\$225,000	\$150,000
					\$150,000	\$75,000
					\$75,000	\$750,000

CE/Pop	1	2	3	4	Total
CCS	0	2	6	20	28
Pinnacle	0	2	2	2	6
PrairieCat	32	36	16	17	101
RRLC	5	2	3	2	12
RSA	41	39	39	21	140
SWAN	19	15	31	35	100
<b>Total</b>	<b>97</b>	<b>96</b>	<b>97</b>	<b>97</b>	<b>387</b>

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$9,278	\$15,464	\$29,430
Pinnacle	\$0	\$4,688	\$3,093	\$1,546	\$9,327
PrairieCat	\$98,969	\$84,375	\$24,742	\$13,144	\$221,231
RRLC	\$15,464	\$4,688	\$4,639	\$1,546	\$26,337
RSA	\$126,804	\$91,406	\$60,309	\$16,237	\$294,757
SWAN	\$58,763	\$35,156	\$47,938	\$27,062	\$168,919
<b>Total</b>	<b>\$300,000</b>	<b>\$225,000</b>	<b>\$150,000</b>	<b>\$75,000</b>	<b>\$750,000</b>

LLSAP Annual Fee as Percentage of Library Operating Budget						
Quartile	1	2	3	4	Money Allocation	Total
Dollars per library	\$3,544	\$2,658	\$1,772	\$886		
					1	2
					3	4
					Percent of Total	Total
					40%	30%
					20%	10%
					Dollar Amount	Total
					\$280,000	\$700,000
					\$210,000	\$140,000
					\$70,000	\$700,000

AF/OE	1	2	3	4	Total
CCS	0	7	10	11	28
Pinnacle	3	2	0	1	6
PrairieCat	34	26	13	18	91
RRLC	0	0	1	3	4
RSA	22	27	25	21	95
SWAN	21	18	30	26	95
<b>Total</b>	<b>80</b>	<b>80</b>	<b>79</b>	<b>80</b>	<b>319</b>

AF/OE	1	2	3	4	Total
CCS	\$0	\$18,375	\$17,722	\$9,625	\$45,722
Pinnacle	\$10,500	\$5,250	\$0	\$875	\$16,625
PrairieCat	\$119,000	\$68,250	\$23,038	\$15,750	\$226,038
RRLC	\$0	\$0	\$1,772	\$2,625	\$4,397
RSA	\$77,000	\$70,875	\$44,304	\$18,375	\$210,554
SWAN	\$73,500	\$47,250	\$53,165	\$22,750	\$196,665
<b>Total</b>	<b>\$280,000</b>	<b>\$210,000</b>	<b>\$140,000</b>	<b>\$70,000</b>	<b>\$700,000</b>

**Total Interlibrary Loan and Reciprocal Borrowing Transactions**

ILL/RB	3-year Total	% of Total	Money Allocation
CCS	7,780,177	33.7%	\$134,984
Pinnacle	1,787,068	7.8%	\$31,005
PrairieCat	3,342,585	14.5%	\$57,993
RRLC	55,089	0.2%	\$956
RSA	4,078,312	17.7%	\$70,758
SWAN	6,011,883	26.1%	\$104,305
<b>Total</b>	<b>23,055,114</b>	<b>100.0%</b>	<b>\$400,000</b>

ILL/RB	Total
CCS	\$134,984
Pinnacle	\$31,005
PrairieCat	\$57,993
RRLC	\$956
RSA	\$70,758
SWAN	\$104,305
<b>Total</b>	<b>\$400,000</b>

**Multi-type (Nonpublic) Membership Bonus**

Multi-type	Academic	School	Special	Total	Money Allocation	Academic	School	Special	Total
CCS	0.0%	0.0%	0.0%	0.0%	\$0	\$0	\$0	\$0	\$0
Pinnacle	0.0%	0.0%	0.0%	0.0%	\$0	\$0	\$0	\$0	\$0
PrairieCat	3.0%	12.0%	0.0%	15.0%	\$12,000	\$48,000	\$0	\$60,000	\$60,000
RRLC	0.0%	10.0%	0.0%	10.0%	\$0	\$40,000	\$0	\$40,000	\$40,000
RSA	4.5%	61.5%	1.5%	67.5%	\$18,000	\$246,000	\$6,000	\$270,000	\$270,000
SWAN	3.0%	1.5%	3.0%	7.5%	\$12,000	\$6,000	\$12,000	\$30,000	\$30,000
<b>Total</b>	<b>10.5%</b>	<b>85.0%</b>	<b>4.5%</b>	<b>100.0%</b>	<b>\$42,000</b>	<b>\$340,000</b>	<b>\$18,000</b>	<b>\$400,000</b>	<b>\$400,000</b>

## Appendix D – COST

<b>RAILS Service</b>	<b>RAILS Estimated Cost</b>
Financial Services	\$27,190
IT Support	\$9,566
Use of RAILS facility	\$49,809
Use of RAILS vehicles	\$6,900
Consortium staffed by RAILS employees	\$1,025,500

For the services provided by RAILS to Grantee (as set forth in Appendix A), Grantee shall pay \$285,800 to RAILS in FY2024. This represents the estimated cost of the services listed above, less Grantee’s total support allocation (Appendix C).

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

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
	<b>Expenses</b>			
5000	Salaries, Library Professional		X	
5010	Salaries, Professional		X	
5020	Salaries, Supportive		X	
5030	Social Security taxes		X	
5040	Unemployment insurance		X	
5050	Workers comp.		X	
5060	IMRF (retirement benefits)		X	
5070	Health, dental & life insurance		X	
5080	Other fringe benefits		X	
5090	Temporary help		X	
5100	Recruiting		X	
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	
5210	Vehicle repairs and maintenance		X	
5220	Vehicle insurance		X	
5230	Vehicle leasing and rent		X	
5240	Other vehicle expenses		X	



RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5250	In-state travel	X	X	RAILS will budget for support for RSA-NFP staff, and will provide vehicles for staff use and travel reimbursement when vehicles are not available.
5260	Out-of-state travel	X	X	Shared responsibility. RAILS will budget for travel expenses for general professional development for RSA-NFP staff. LLSAP is responsible for additional expenses for ILS-related conferences and continuing education.
5270	Registration & other fees	X	X	Shared responsibility. RAILS will budget for general conference and workshop registration for RSA-NFP staff. LLSAP is responsible for additional expenses for ILS-related conferences and continuing education.
5280	Continuing education & meetings/other	X		LLSAP is responsible for paying for training not provided by RAILS staff, and related expenses, such as training provided by ILS vendor, hospitality expenses, etc.
5290	Public relations	X	X	RSA is responsible for RSA-specific public relations; RAILS is responsible for materials promoting LLSAP membership in general.
5300	Liability insurance/bond	X	X	RSA 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	RSA 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	
5390	Equipment rental		X	
5400	Equipment repair/maintenance (includes maintenance agreements)	X	X	Grantee is responsible for ILS-owned equipment repair/maintenance; RAILS is responsible for all other equipment repair/maintenance.
5410	Legal	X	X	Requesting entity is responsible for legal fees.

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5420	Accounting/bank service charge	X	X	Used for audit charges and charges for RSA's federal information return for not-for-profit entities to the IRS. 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	
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	X	Grantee is responsible for direct information services used to run and enhance Grantee including ILS vendor contracts and OCLC costs; RAILS is responsible for all other information services costs.
5460	Agreements with systems, members, others	X		
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	X	Shared responsibility. Grantee is responsible for its institutional memberships in ILS-related groups. RAILS is responsible for its institutional memberships as well as individual professional memberships provided to eligible employees in line with its policy.
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.

Appendix F – FY2024 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached]

# FY2024 RAILS LLSAP Support Grant Application

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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 in-kind services. If in-kind services are provided, the cost to RAILS 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.

## 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 are invited to apply for this grant according to the criteria, 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. Assemble required documentation.
3. Submit application package via email to Anne Slaughter, RAILS Director of Technology Services ([anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info)). Please combine multiple PDFs into one file, and submit spreadsheets as separate files in their original format.

## 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, RAILS Board actions that may affect LLSAP funding, and progress on the state budget. Funding is contingent on the availability of state funding.

September 15, 2022	Application package due to RAILS
September—October 2022	RAILS reviews grant applications and determines awards
October 2022	RAILS responds with award letter and grant agreement
January 31, 2023	Signed grant agreements due to RAILS
July 1, 2023	FY2024 grant payments and in-kind services begin
July 31, 2024	Annual reports due to RAILS

## Questions?

Direct questions, application materials, and other communications to Anne Slaughter, RAILS Director of Technology Services ([anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info)).

## 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 in-kind 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

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

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.

## Changes since September 1, 2021

Use this space to describe any changes to the following since September 1, 2021:

- 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, such as those listed below, IF THEY HAVE CHANGED SINCE SEPTEMBER 1, 2021. 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

If applying for core services only, you may proceed to “Agreement to LLSAP Requirements” on page 13.

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

## Consortium Data

In order to determine your grant award, we need to collect some key data about your consortium. This data also supports our ongoing work with and understanding of RAILS LLSAPs. Some of the terms are defined below for consistency. 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. *Completed templates must be attached to your application as separate .xlsx or other delimited format files.*

### *zILLANE Report for FY2022 - use template provided*

This 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.

### *Member Library Detail - use template provided*

Please use the provided spreadsheet template to supply the following information for each member library agency using the LLSAP's patron database and circulation functions (not union list members):

- Library name
- Library type (public, school, academic, special)
- Membership level, if relevant
- Most current board-approved (if relevant) annual membership fees per member library agency
- For nonpublic libraries only:
  - Annual collection budget
  - Service population

### *Supplementary Data - complete fields below*

#### OCLC

Do your annual membership fees include OCLC membership?      Yes                      No

#### FY2023 Membership Additions (if applicable)

If your LLSAP has formally approved any new members since June 30, 2022 and they are not reflected in the FY2022 zILLANE report, please note them below. Do not include Union List members.

Public	
School	
Academic	
Special	
<b>Total</b>	

## 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. 13), 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 at <https://www.railslibraries.info/about/room-guidelines>; and restrictions in access, capacity, and other factors related to the COVID-19 pandemic. 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, 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 FY2024.

*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. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by LLSAP to its member libraries.
2. Financial reconciliations and the provision of financial information for insurance renewals or other business purposes.
3. Audit support; providing the chosen auditor with requested documents and reports. Review of financial statements and any auditor proposed adjustments.
4. Supply information and assistance as needed for preparation of LLSAP draft and final budgets.
5. Provide banking assistance to include lock box establishment and administration.

## ILS Phone Notification Dialer Co-location

### 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 FY2024 will differ significantly from the descriptions above.

## 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 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.info](mailto:monica.harris@railslibraries.info) Attention to: Monica Harris, Interim Executive Director

Grantee: SWAN.

Street Address: 800 Quail Ridge Drive City/State/Zip: Westmont, IL 60559

Email Address: [aaron@swanlibraries.net](mailto:aaron@swanlibraries.net) Attention to: Aaron Skog

<b>Grant Amount: Total Allocation</b>	<b>\$499,888</b>
<b>Estimated cost of RAILS services</b>	<b>\$1,500</b>
<b>Financial support</b>	<b>\$498,388</b>

Effective Date: July 1, 2023 Termination Date: June 30, 2024

**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, 2024. 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: Aaron Skog

\_\_\_\_\_

Title: Executive Director

Secretary

Date: 1/19/2023

Date: \_\_\_\_\_

**RAILS**

Signature: 

Printed Name: Monica Harris

Title: Interim 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 and other flexible public work and collaboration spaces at RAILS facilities to LLSAP, subject to availability and the general guidelines posted at <https://www.railslibraries.info/about/room-guidelines>. Access for advance scheduling of reservable meeting rooms and workspaces will be provided via L2.

#### *Communication and Collaboration*

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Conference calling account, upon request

#### *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.*

#### *Delivery Services to LLSAP Facility*

1. RAILS shall provide delivery service two 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, etc., if delivery times are outside of LLSAP's normal business hours.

## 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: FY2024 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%
<b>Total</b>	<b>\$2,250,000</b>	<b>100%</b>

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$29,430	\$45,722	\$134,984	\$0	\$210,135	9.3%
Pinnacle	\$9,327	\$16,625	\$31,005	\$0	\$56,957	2.5%
PrairieCat	\$221,231	\$226,038	\$57,993	\$60,000	\$565,262	25.1%
RRLC	\$26,337	\$4,397	\$956	\$40,000	\$71,690	3.2%
RSA	\$294,757	\$210,554	\$70,758	\$270,000	\$846,068	37.6%
SWAN	\$168,919	\$196,665	\$104,305	\$30,000	\$499,888	22.2%
<b>Total</b>	<b>\$750,000</b>	<b>\$700,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$2,250,000</b>	<b>100.0%</b>

Collection Expenditures Per Capita					
Quartile	1	2	3	4	Total
Dollars per library	\$3,093	\$2,320	\$1,546	\$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	6	20	28
Pinnacle	0	2	2	2	6
PrairieCat	32	36	16	17	101
RRLC	5	2	3	2	12
RSA	41	39	39	21	140
SWAN	19	15	31	35	100
<b>Total</b>	<b>97</b>	<b>96</b>	<b>97</b>	<b>97</b>	<b>387</b>

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$9,278	\$15,464	\$29,430
Pinnacle	\$0	\$4,688	\$3,093	\$1,546	\$9,327
PrairieCat	\$98,969	\$84,375	\$24,742	\$13,144	\$221,231
RRLC	\$15,464	\$4,688	\$4,639	\$1,546	\$26,337
RSA	\$126,804	\$91,406	\$60,309	\$16,237	\$294,757
SWAN	\$58,763	\$35,156	\$47,938	\$27,062	\$168,919
<b>Total</b>	<b>\$300,000</b>	<b>\$225,000</b>	<b>\$150,000</b>	<b>\$75,000</b>	<b>\$750,000</b>

LLSAP Annual Fee as Percentage of Library Operating Budget					
Quartile	1	2	3	4	Total
Dollars per library	\$3,544	\$2,658	\$1,772	\$886	
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	0	7	10	11	28
Pinnacle	3	2	0	1	6
PrairieCat	34	26	13	18	91
RRLC	0	0	1	3	4
RSA	22	27	25	21	95
SWAN	21	18	30	26	95
<b>Total</b>	<b>80</b>	<b>80</b>	<b>79</b>	<b>80</b>	<b>319</b>

AF/OE	1	2	3	4	Total
CCS	\$0	\$18,375	\$17,722	\$9,625	\$45,722
Pinnacle	\$10,500	\$5,250	\$0	\$875	\$16,625
PrairieCat	\$119,000	\$68,250	\$23,038	\$15,750	\$226,038
RRLC	\$0	\$0	\$1,772	\$2,625	\$4,397
RSA	\$77,000	\$70,875	\$44,304	\$18,375	\$210,554
SWAN	\$73,500	\$47,250	\$53,165	\$22,750	\$196,665
<b>Total</b>	<b>\$280,000</b>	<b>\$210,000</b>	<b>\$140,000</b>	<b>\$70,000</b>	<b>\$700,000</b>

**Total Interlibrary Loan and Reciprocal Borrowing Transactions**

Money Allocation \$400,000

ILL/RB	3-year Total	% of Total
CCS	7,780,177	33.7%
Pinnacle	1,787,068	7.8%
PrairieCat	3,342,585	14.5%
RRLC	55,089	0.2%
RSA	4,078,312	17.7%
SWAN	6,011,883	26.1%
<b>Total</b>	<b>23,055,114</b>	<b>100.0%</b>

ILL/RB	Total
CCS	\$134,984
Pinnacle	\$31,005
PrairieCat	\$57,993
RRLC	\$956
RSA	\$70,758
SWAN	\$104,305
<b>Total</b>	<b>\$400,000</b>

**Multitype (Nonpublic) Membership Bonus**

Money Allocation	Academic	School	Special	Total
Percent of Total	10.3%	85.2%	4.4%	100.00%
Dollar Amount	\$41,379	\$340,887	\$17,734	\$400,000

Multi-type	Academic	School	Special	Total
CCS	0.0%	0.0%	0.0%	0.0%
Pinnacle	0.0%	0.0%	0.0%	0.0%
PrairieCat	3.0%	12.0%	0.0%	15.0%
RRLC	0.0%	10.0%	0.0%	10.0%
RSA	4.5%	61.5%	1.5%	67.5%
SWAN	3.0%	1.5%	3.0%	7.5%
<b>Total</b>	<b>10.5%</b>	<b>85.0%</b>	<b>4.5%</b>	<b>100.0%</b>

Multi-type	Academic	School	Special	Total
CCS	\$0	\$0	\$0	\$0
Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	\$12,000	\$48,000	\$0	\$60,000
RRLC	\$0	\$40,000	\$0	\$40,000
RSA	\$18,000	\$246,000	\$6,000	\$270,000
SWAN	\$12,000	\$6,000	\$12,000	\$30,000
<b>Total</b>	<b>\$42,000</b>	<b>\$340,000</b>	<b>\$18,000</b>	<b>\$400,000</b>

## Appendix D – COST

<b>RAILS Service</b>	<b>RAILS Budgeted Cost</b>
Delivery services to LLSAP facility	\$1,500

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$498,388 to Grantee in FY2024. 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.

Appendix E – FINANCIAL RESPONSIBILITY DETAIL

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
	<b>Expenses</b>			
5000	Salaries, Library Professional	X		
5010	Salaries, Professional	X		
5020	Salaries, Supportive	X		
5030	Social Security taxes	X		
5040	Unemployment insurance	X		
5050	Workers comp.	X		
5060	IMRF (retirement benefits)	X		
5070	Health, dental & life insurance	X		
5080	Other fringe benefits	X		
5090	Temporary help	X		
5100	Recruiting	X		
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	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.
5210	Vehicle repairs and maintenance	X	X	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5220	Vehicle insurance	X	X	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.
5230	Vehicle leasing and rent	X	X	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.
5240	Other vehicle expenses	X	X	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.
5250	In-state travel	X		
5260	Out-of-state travel	X		
5270	Registration & other fees	X		
5280	Continuing education & meetings/other	X		
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		
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		
5390	Equipment rental	X		

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5400	Equipment repair/maintenance (includes maintenance agreements)	X		
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		
5435	Payroll service fees	X		
5440	Contractual staff	X		
5450	Information services costs	X		
5460	Agreements with systems, members, others	X		
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.

Appendix F – FY2024 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached]



# FY2024 RAILS LLSAP Support Grant Application

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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 in-kind services. If in-kind services are provided, the cost to RAILS 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.

## 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 are invited to apply for this grant according to the criteria, 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. Assemble required documentation.
3. Submit application package via email to Anne Slaughter, RAILS Director of Technology Services ([anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info)). Please combine multiple PDFs into one file, and submit spreadsheets as separate files in their original format.

## 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, RAILS Board actions that may affect LLSAP funding, and progress on the state budget. Funding is contingent on the availability of state funding.

September 15, 2022	Application package due to RAILS
September—October 2022	RAILS reviews grant applications and determines awards
October 2022	RAILS responds with award letter and grant agreement
January 31, 2023	Signed grant agreements due to RAILS
July 1, 2023	FY2024 grant payments and in-kind services begin
July 31, 2024	Annual reports due to RAILS

## Questions?

Direct questions, application materials, and other communications to Anne Slaughter, RAILS Director of Technology Services ([anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info)).

## 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 in-kind 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

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

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.

## Changes since September 1, 2021

Use this space to describe any changes to the following since September 1, 2021:

- 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, such as those listed below, IF THEY HAVE CHANGED SINCE SEPTEMBER 1, 2021. 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

If applying for core services only, you may proceed to “Agreement to LLSAP Requirements” on page 13.

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

## Consortium Data

In order to determine your grant award, we need to collect some key data about your consortium. This data also supports our ongoing work with and understanding of RAILS LLSAPs. Some of the terms are defined below for consistency. 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. *Completed templates must be attached to your application as separate .xlsx or other delimited format files.*

### *zILLANE Report for FY2022 - use template provided*

This 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.

### *Member Library Detail - use template provided*

Please use the provided spreadsheet template to supply the following information for each member library agency using the LLSAP's patron database and circulation functions (not union list members):

- Library name
- Library type (public, school, academic, special)
- Membership level, if relevant
- Most current board-approved (if relevant) annual membership fees per member library agency
- For nonpublic libraries only:
  - Annual collection budget
  - Service population

### *Supplementary Data - complete fields below*

#### OCLC

Do your annual membership fees include OCLC membership?      Yes                      No

#### FY2023 Membership Additions (if applicable)

*If your LLSAP has formally approved any new members since June 30, 2022 and they are not reflected in the FY2022 zILLANE report, please note them below. Do not include Union List members.*

Public	
School	
Academic	
Special	
<b>Total</b>	



## 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. 13), 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 at <https://www.railslibraries.info/about/room-guidelines>; and restrictions in access, capacity, and other factors related to the COVID-19 pandemic. 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, 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 FY2024.

*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. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by LLSAP to its member libraries.
2. Financial reconciliations and the provision of financial information for insurance renewals or other business purposes.
3. Audit support; providing the chosen auditor with requested documents and reports. Review of financial statements and any auditor proposed adjustments.
4. Supply information and assistance as needed for preparation of LLSAP draft and final budgets.
5. Provide banking assistance to include lock box establishment and administration.

## ILS Phone Notification Dialer Co-location

### 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 FY2024 will differ significantly from the descriptions above.

## 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 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

A handwritten signature in black ink, appearing to read "Amber".

Date

### Other contact (if applicable)

Name

Title

Signature

Date



## RAILS FY2024 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

#### 4.5a 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.

#### 4.5b 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 FY2024 System Area and Per Capita Grant Application

### 4. Exhibit 4.6 Physical Facilities in FY2024

Property Address	Rent or Own?	Use of Property	Plans for Property
1000 W. Crossroads Parkway Bolingbrook, IL 60490	Rent	Delivery and LLSAP workspace	Continue to lease
125 Tower Drive, Burr Ridge, IL 60527	Own	Administration	Continue to own
220 W. 23 <sup>rd</sup> Ave. Coal Valley, IL 61240	Own	Delivery and LLSAP workspace	Continue to own
715 Sabrina Dr East Peoria, IL 61611	Rent	Delivery and LLSAP workspace	Continue to lease
4607 Colt Rd. Rockford, IL 61109	Rent	Delivery workspace	Continue to lease

# RAILS FY2024 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 FY2024 System Area and Per Capita Grant Application

## 4. Exhibit 8: Description of All Pending Litigation

Case name	Case number	Legal representation	Brief explanation	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

**MONICA CALDICOTT**  
**Filing Date:** 3/16/2023  
**Filing Year:** 2022

**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:** COMMUNITY HIGH SCHOOL DISTRICT 128

**ANSWER: Source of Income:** VANGUARD INHERITED IRA
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

ROSIE CAMARGO  
Filing Date: 3/13/2023  
Filing Year: 2022

## 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:** Asset Type: ASSET Asset Name: NONE

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: NONE

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:** Debt Type: NONE Creditor Name: NONE

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

**ANSWER:** Applicable To: SELF Unit of Government: CHICAGO PUBLIC SCHOOLS Job Title: PARENT ADVISORY COUNCIL-PRESIDENT

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:** Name of Lobbyist: NON

**ANSWER:** Name of Lobbyist: NONE

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:** Name of Lobbyist: NONE

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: MERCY CHALA Relationship: SISTER Name of Utility: CHICAGO PUBLIC SCHOOLS



Statement of Economic Interests

Filed with the Cook County Clerk  
www.cookcountyclerk.com  
(312) 603-1121

**ALICE CREASON**  
Filing Date: 4/23/2023  
Filing Year: 2022

**Your Agency**

**Code**  
0267-0  
0276-0

**Name**  
RIGHTON PARK 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: Source of Income:** LEWIS UNIVERSITY / EMPLOYMENT

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: 3/30/2023  
Filing Year: 2022

## Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS CONSULTING AND CONTINUING EDUCATION 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 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:** Applicable To: SPOUSE Unit of Government: OTHER Unit of Government - Other: PLAINFIELD CONSOLIDATED SCHOOL DISTRICT #202 Job Title: 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  
Filing Date: 3/14/2023  
Filing Year: 2022

## 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 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

MONICA HARRIS  
Filing Date: 4/4/2023  
Filing Year: 2022

### Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	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 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

MARK HATCH  
Filing Date: 3/20/2023  
Filing Year: 2022

## 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 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

LEILA HEATH  
Filing Date: 3/24/2023  
Filing Year: 2022

## 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 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:** Applicable To: SPOUSE Unit of Government: OTHER Unit of Government - Other: ST CHARLES PARK DISTRICT Job Title: SHUTTLE DRIVER

**ANSWER:** Applicable To: SPOUSE Unit of Government: OTHER Unit of Government - Other: FOX VALLEY PARK DISTRICT Job Title: SHUTTLE DRIVER

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

ROBIN HELENTHAL  
Filing Date: 3/19/2023  
Filing Year: 2022

## 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 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

DIANNE HOLLISTER  
Filing Date: 3/28/2023  
Filing Year: 2022

## 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 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 Will County Clerk  
www.willcountyclerk.gov  
(815) 740-4628

LEYVA, RENE

Filing Date: 3/13/2023 2:29:00 PM

### Your Agency

Code	Agency	Title
FSRLIB	FOSSIL RIDGE PUBLIC LIBRARY DISTRICT	LIBRARY 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, check the box indicating "None" below.

**ANSWER:** None

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, check the box indicating "None" below.

**ANSWER:** None

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, check the box indicating "None" below.

**ANSWER:** None

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. If you or your spouse had no such affiliations, check the box indicating "None" below.

**ANSWER:** None

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, check the box indicating "None" below.

**ANSWER:** None

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, check the box indicating "None" below.

**ANSWER:** None

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. If you do not have a spouse or immediate family member living with you that is employed by a public utility in this state, check the box indicating "None" below.

**ANSWER:** None





# Statement of Economic Interests

Filed with the Cook County Clerk  
www.cookcountyclerk.com  
(312) 603-1121

JENNIFER MCINTOSH  
Filing Date: 3/27/2023  
Filing Year: 2022

## 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:** COLLEGE OF DUPAGE

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: Applicable To:** SELF **Unit of Government:** OTHER **Unit of Government - Other:** COMMUNITY COLLEGE DISTRICT 502 COLLEGE OF DUPAGE **Job Title:** ASSOCIATE DEAN, LIBRARY

**ANSWER: Applicable To:** SPOUSE **Unit of Government:** MORAIN VALLEY COLLEGE SCHOOL DISTRICT 524 **Job Title:** TECHNICAL DIRECTOR

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

JULIE MILAVEC  
Filing Date: 3/24/2023  
Filing Year: 2022

## 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:** Asset Type: ASSET Asset Name: ROYAL ALLIANCE INVESTMENT ACCOUNT

**ANSWER:** Asset Type: REAL ESTATE Asset Name: DUPLEX Address 1: 305 WILLOW AVE City: JOLIET State: IL

**ANSWER:** Asset Type: REAL ESTATE Asset Name: APARTMENTS Address 1: 303 E MONDAMIN City: MINOOKA State: IL

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

KENDAL ORRISON  
Filing Date: 3/15/2023  
Filing Year: 2022

## Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS LLSAP SERVICES 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 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

ANNE SLAUGHTER  
Filing Date: 4/14/2023  
Filing Year: 2022

## Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	DIRECTOR OF TECHNOLOGY SERVICES

## 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

**WESLEY SMITH**  
**Filing Date: 4/25/2023**  
**Filing Year: 2022**

**Your Agency**

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS IT 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:** **Asset Type:** REAL ESTATE **Asset Name:** MY HOME **Address 1:** 4931 N. MELVINA AVE **City:** CHICAGO **State:** IL

**ANSWER:** **Asset Type:** OTHER **Asset Type Other:** MY CAR **Asset Name:** 2020 TOYOTA COROLLA

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

BECKY SPRATFORD  
Filing Date: 4/10/2023  
Filing Year: 2022

## 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:** Asset Type: ASSET Asset Name: VDADX

**ANSWER:** Asset Type: ASSET Asset Name: VEMAX

**ANSWER:** Asset Type: ASSET Asset Name: VEUSX

**ANSWER:** Asset Type: ASSET Asset Name: VEXAX

**ANSWER:** Asset Type: ASSET Asset Name: VEXRH

**ANSWER:** Asset Type: ASSET Asset Name: VGSLX

**ANSWER:** Asset Type: ASSET Asset Name: VHGEX

**ANSWER:** Asset Type: ASSET Asset Name: VPADX

**ANSWER:** Asset Type: ASSET Asset Name: VSEQX

**ANSWER:** Asset Type: ASSET Asset Name: VWENX

**ANSWER:** Asset Type: ASSET Asset Name: VZICX

**ANSWER:** Asset Type: ASSET Asset Name: VGT

**ANSWER:** Asset Type: ASSET Asset Name: AAPL

**ANSWER:** Asset Type: ASSET Asset Name: BRK B

**ANSWER:** Asset Type: ASSET Asset Name: DIS

**ANSWER:** Asset Type: ASSET Asset Name: EXAS

**ANSWER:** Asset Type: ASSET Asset Name: XOM

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

THOMAS STAGG  
Filing Date: 3/14/2023  
Filing Year: 2022

## 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:** Asset Type: ASSET Asset Name: ALLIANT ENERGY STOCK

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

**SHARON SWANSON**

**Filer ID:** 74344

**Filing ID:** 416183

**Filer Mailing Address:** 56 RICKARD DRIVE EASTOSWEGO, IL 60

**Filing Date:** 3/15/2023 6:00 PM

**Filing Year:** 2022

## Your Agency

**Code**

0276-0

**Name**

REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)

## 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 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 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 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 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 in excess of \$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 and 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 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 public official, 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 position for which you are 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 this State, list 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, 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 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 or family member at the time of the gift or gifts 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.

**ANSWER:** N/A



# Statement of Economic Interests

Filed with the Cook County Clerk  
www.cookcountyclerk.com  
(312) 603-1121

ELIZABETH TEPEN  
Filing Date: 3/23/2023  
Filing Year: 2022

## 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:** Asset Type: ASSET Asset Name: NONE

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:** Applicable To: SELF Unit of Government: OTHER Unit of Government - Other: UNITED TOWNSHIP HIGH SCHOOL Job Title: LIBRARIAN

**ANSWER:** Applicable To: SPOUSE Unit of Government: OTHER Unit of Government - Other: U.S. ARMY CORPS OF ENGINEERS Job Title: ELECTRICAL ENGINEER

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:** Name of Lobbyist: NONE Relationship to Filer: OTHER Relationship - Other: NONE

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:** Relationship: OTHER Relationship Other: NONE Name of Lobbyist: NONE

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: 4/14/2023  
Filing Year: 2022

## 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 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:** Applicable To: SELF Unit of Government: OTHER Unit of Government - Other: NEW LENOX PUBLIC LIBRARY DISTRICT Job Title: BOARD MEMBER

**ANSWER:** Applicable To: SELF Unit of Government: OTHER Unit of Government - Other: HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT Job Title: TECHNOLOGY AND METADATA SERVICES MANAGER

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

**VANESSA VILLARREAL**  
 Filer ID: 74343  
 Filing ID: 416182  
 Filer Mailing Address: 314 S THORNWOOD DRLINDENHURST, IL 60046  
 Filing Date: 4/19/2023 10:38 AM  
 Filing Year: 2022

**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 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:** Applicable To: SELF Unit of Government: OTHER Unit of Government - Other: LIBRARY DISTRICT: LAKE COUNTY: VERNON AREA PUBLIC LIBRARY DISTRICT Job Title: YOUTH & SCHOOL SERVICES 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

KAREN VOITIK  
Filing Date: 3/14/2023  
Filing Year: 2022

## 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 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

MARY WITT  
Filing Date: 3/28/2023  
Filing Year: 2022

## Your Agency

Code	Name	Title
0276-0	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RAILS DIRECTOR OF 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 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

**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.

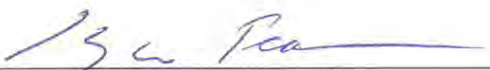
(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the RAILS by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall 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 17 th 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	Rosie Camargo	Alice Creason	Juanita Harrell	Robin Helenthal	Diane Hollister	Rene Leyva	Jennifer McIntosh	Julie Milavec	Becky Spratford	Thomas Stagg	Beth Tepen	Alex Vancina	Vanessa Villarreal	Karen Voitik
OMA	5 ILCS 120	X	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	X
IL Public Labor Relations Act	5 ILCS 315	X	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	X
Local Records Act	50 ILCS 205	X	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	X
Public Funds Deposit Act	30 ILCS 225	X	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	X
IMRF	50 ILCS 5	X	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	X
IL Library System Act	75 ILCS 10	X	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	X
IL Human Rights Act	775 ILCS 5	X	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.