
RAILS Catalog Membership Grants FY2020 Application

Program Overview

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

Application deadlines for FY2020:

- October 15, 2019
- April 15, 2020

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

Funds will be awarded for projects with expenditures beginning in FY2020 (July 1, 2019 – June 30, 2020). Timing of award announcements and disbursements will be dependent on final approval of the RAILS budget by the Illinois State Library and subject to changes in system funding levels.

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."

Criteria and Priorities

Basic criteria

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

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

Priorities for grant awards

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

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

Not eligible:

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

Application Checklist

Before submitting your application, please ensure you have completed all steps in the checklist.

- Review the application and eligibility requirements
- Identify the LLSAP you wish to join
- Discuss membership costs and requirements, and project timeline and parameters with the LLSAP Director
- Download and save the application to your computer before completing any fields
- Work with the LLSAP Director and any necessary vendors to obtain pricing for relevant sections of the application
- For nonautomated libraries, work with your board or administrative body to create a plan for sustaining the ongoing costs of LLSAP membership for at least five years
- If applicable, use the provided Excel template to supply a separate itemized spreadsheet of any equipment for which you are requesting funding, including cost, specifications, and intended uses
- Work with the LLSAP Director to review and sign off on your application
- Submit completed application (with LLSAP Director sign-off and any attachments) to Anne Slaughter via email (anne.slaughter@railslibraries.info) on or before the deadline
- Upon receipt of funds, submit quarterly reports to RAILS until all project activities have been completed and all funds expended
- Upon go-live, update the L2 directory with your new automation information and any other new information

Submitting Agency:

Project Title:

Project Director

Name:

Title:

Email:

Phone:

Work Mailing Address

Building Name:

Street or P.O. Box:

City:

ZIP:

Financial Contact (if different than Project Director)

Name:

Title:

Email:

Phone:

Work Mailing Address

Building Name:

Street or P.O. Box:

City:

ZIP:

Library Information

Website URL:

Number of buildings:

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

Number of titles in library collections:

Number of items/volumes in library collections:

Number of registered patrons:

Annual circulation:

Population Served:

For each library type, population is defined as follows:

Public Library - Population residing in tax base. Please use latest IPLAR figure

Academic or School Library - Full-time equivalents (FTEs) where FTE includes faculty and students, but not support staff

Special Library - Full-time equivalents (FTEs) where FTE includes staff and affiliates served by the library and who are eligible to borrow materials

Current Automation Status

Not automated

Current Union List member of an LLSAP

LLSAP name:

Automated standalone

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

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

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

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

To be signed by LLSAP Director

I confirm that the Submitting Agency meets the membership requirements of my LLSAP and affirm its commitment to go live within 18 months.

LLSAP Director signature:

Administrative Capacity

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

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

Project Description and Timeline

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

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

Target Audience and Need

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

Project Promotion

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

Sustainability Plan

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

Budget

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

If relevant, attach a spreadsheet itemizing requested equipment and its intended uses (e.g. circulation, cataloging, public access catalog). Use the provided template, and include information about specifications, quantities, cost, and whether the equipment is new or replacement.

The following costs are not eligible for this grant:

- Library materials
- Furniture
- Personnel costs for permanent, full-time exempt employees
- Travel
- Special equipment not required to get online, such as self-check units, RFID equipment, automated material handlers, and library security systems
- Penalty fees assessed by vendors for early contract termination
- Ongoing costs for LLSAP membership, telecommunications, etc.

Category	Description	Grant Funds Requested	Local Contribution
Vendor and LLSAP Fees			
Vendor implementation fees	Fees charged by the LLSAP's vendor to add new agencies or buildings		
Client software licenses	Fees charged by the vendor to add additional client software licenses, if the LLSAP does not already have sufficient licenses		
LLSAP fee for new member			
Other vendor or LLSAP fees	Describe:		
<i>Total vendor or LLSAP fees</i>			

Category	Description	Grant Funds Requested	Local Contribution
Data Export	Complete this section if your library plans to have a vendor export data from an existing automation system. List the number of such records below.		
MARC data (bibliographic and holdings records)			
Patron records			
Circulation data			
Serials (periodical) holdings that you check in with your automation system			
Acquisitions data (budgets, encumbrances, etc.)			
Other data export fees	Describe:		
<i>Total data export fees</i>			
Data Load	Complete this section if the LLSAP's vendor charges a fee to load records.		
MARC data (bibliographic and holdings records)			
Patron records			
Circulation data			
Serials (periodical holdings)			
Acquisitions data			

Category	Description	Grant Funds Requested	Local Contribution
Other data load fees	Describe:		
<i>Total data load fees</i>			
Retrospective Conversion	Complete this section if your library is not able to use records from an existing integrated library system.		
OCLC costs			
Permanent library staff	Not eligible for grant funding, but show local contribution for library employees working on this project.	N/A	
Temporary library staff, independent contractors, or additional hours for part time permanent staff	Enter the hourly wage and estimated hours needed.		
Other retrospective conversion costs	Describe:		
<i>Total retrospective conversion costs</i>			
Equipment and Supplies	Equipment purchased must meet recommended specifications for the LLSAP's system. Attach a spreadsheet using the provided template, itemizing requested equipment and its intended uses (e.g. circulation, cataloging, public access catalog).		
Client workstations			
Local network equipment (router, firewall, etc.)			
Barcode scanners			

Category	Description	Grant Funds Requested	Local Contribution
Receipt printer (regular)	Grant will fund maximum of one regular receipt printer and one case of receipt paper		
Receipt printer (restick)	Grant will fund a maximum of one restick receipt printer and one case of self-adhesive receipt paper		
Barcode labels			
Other equipment and supply costs	Describe:		
<i>Total equipment and supply costs</i>			
Other Costs	List in left column and describe below.		
<i>Total other costs</i>			

Budget Summary

Category	Grant Funds Requested	Local Contribution
Vendor and LLSAP Fees		
Data Export		
Data Load		
Retrospective Conversion		
Equipment and Supplies		
Other Costs		
<i>Total</i>		