

## RAILS Area and Per Capita Grant Application Timeline

ID	Item	Responsible	Date Due	Status	Notes
1	Cover Sheet	Su Erickson and Interim Executive Director to sign	5/18 at MTB meeting		Need tax ID number, mailing address, phone number, website URL. Also asks for "person submitting this application," who should that be, the Interim Director?
2	Requested System Budget for FY2012	Su Bochenski, ED's	1 <sup>st</sup> draft due 4/20 for ED's 2 <sup>nd</sup> draft due 5/2 – MTB Final due 5/13 – MTB		Judy Hutchinson and Crystal Talbot from PALS are creating a draft, ED's should review and refine
	Reserve fund board action	Jane Arsenault	5/13 - MTB		System Board action is required to place funds into a designated reserve. <i>(Does this need to happen when the budget is approved, or at the time when there are actually excess funds to place in reserve?)</i>
3.1a	Plan of Service	Su Bochenski	1 <sup>st</sup> draft due 4/20 – MTB Final due 5/2 – MTB Submit to ISL 5/3	1 <sup>st</sup> draft complete	Use "Recommendation for the New System Long Range Plan 2013-2015" from the Future of Library Systems Subcommittee as the base.
3.1b	Description of System Programs	Su Bochenski	1 <sup>st</sup> draft due 4/20 – MTB Final due 5/2 – MTB Submit to ISL 5/3	1 <sup>st</sup> draft complete	This needs to be written, as the FY12 Services subcommittee report did not include this piece, but the "Services provided to system members" section of the report, and FY11 APC could be used as a base.
3.2	Proposed Fees for Service	Su Bochenski	1 <sup>st</sup> draft due 4/20 for ED's 2 <sup>nd</sup> draft due 5/2 – MTB Final due 5/13 – MTB		Gather information from FY11 APC from each system and review with each ED to verify what is still active. Include LLSAP member fees in this section.
4.1	Membership Criteria	Su Bochenski	Final due 5/13 – MTB	Complete	Use the Administrative Code section 3030.35 as is, no changes.
4.2	Membership List	Su Bochenski	1 <sup>st</sup> draft due 4/20 for ED's 2 <sup>nd</sup> draft due 5/2 – MTB Final due 5/13 – MTB	1 <sup>st</sup> draft complete	Pull information from L2 and review with ED's. <i>(First draft lists 1547 members)</i>

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4.3a	Fiscal Accountability Policy	Jane Arsenault	1 <sup>st</sup> draft due 4/20 for ED's 2 <sup>nd</sup> draft due 5/2 – MTB Final due 5/13 – MTB		Jane is crosswalking system policies and will present a single draft.
4.3b	Personnel Policies	Jan Hayes/MAI	1 <sup>st</sup> draft due 4/20 for ED's 2 <sup>nd</sup> draft due 5/2 – MTB Final due 5/13 – MTB		Jan Hayes is working with MAI to create the Employee Manual, which will include personnel policies.
4.3c	Resource Sharing Policy (Membership/Operating Policy)	Jane Arsenault	1 <sup>st</sup> draft due 4/20 for ED's 2 <sup>nd</sup> draft due 5/2 – MTB Final due 5/13 – MTB		Jane is crosswalking system policies and will present a single draft.
4.3d	Membership Appeal Policy	Jane Arsenault	1 <sup>st</sup> draft due 4/20 for ED's 2 <sup>nd</sup> draft due 5/2 – MTB Final due 5/13 – MTB		Jane is crosswalking system policies and will present a single draft. If no such policies exists, check with Illinois Heartland LS to see if they have a draft.
4.3e	Bylaws	Su Bochenski	Submit to ISL 5/3	Complete	Bylaws are complete as an appendix to the Intergovernmental agreement.
Extra	LLSAP Contracts	Michael Piper	Final due 5/13 – MTB		Per ISL memo 4/6, contracts that include budget detail must be included.