

Commitment to Participate in South Central Library System (SCLS) Integrated Library System (ILS) & Technology Services 2024

The Lettie W. Jensen Library of Amherst is committed to participating in the SCLS ILS and Technology Services beginning in 2024/2024. SCLS will apply for a Library Services Technology Act (LSTA) grant on behalf of the Lettie W. Jensen Library of Amherst to cover the ILS Startup Costs, any other migration costs, and other eligible costs, including relevant equipment, laptops and PCs. SCLS will also apply for a federal E-rate grant to offset the cost of the purchase of a wireless access point. If either grant is declined, the library may opt out of this agreement by notifying SCLS in writing. If the library chooses, they may move forward with joining SCLS ILS and Technology services without grant funds. At that time, a new Memorandum of Understanding will be issued.

ILS Services Startup Costs

At this time, it is anticipated that startup costs will be covered by the LSTA grant. Once the library becomes CIPA compliant, the cost of PCs and laptops will be eligible to be covered by the LSTA grant. This benefit is only available if the library commits to joining the shared ILS.

Technology Services Startup Costs

Some Technology Services startup costs are not covered and the library will be responsible for them as follows:

1) 25% of first full year annual payment = (25% of \$1,595) \$435.75 (with wireless)

2) The library will need to make required provisions to accommodate the SCLS network, such as adequate cabling, as specified in Section VII of the SCLS Network Policy

(<http://www.scls.info/committees/tc/documents/SCLS%20Network%20Policy-Final.pdf>) Cost to be determined by library

3) Purchase of wireless access point = \$1,778 (billable in 2024 or 2025) (an access point will be loaned to the library in 2024 and early 2025)

- If the library becomes CIPA compliant between July 1, 2024 and June 30, 2025 the library will be eligible for a 60% E-rate rebate in 2025.

Total estimated startup (with wireless) = \$1,792.45 + \$435.75 = \$2,228.20 + costs of additional cabling, etc.

An invoice shall be issued by SCLS as expenditures are incurred, with total payment due within sixty days.

If the library chooses not to participate in Technology Services after signing this commitment, the library will be responsible for any actual funds expended as specified above.

In order to continue these services beyond 2024, the library will sign a formal ILS/Technology Services agreement by August 1, 2025. A copy of the current agreement between SCLS and participants is attached as background.

A schedule of projected costs for 2025 will be provided prior to the July 18, 2024 SCLS All Directors Meeting and annually each year thereafter. SCLS is offering a special “stepped pricing” structure in order to assist the library with joining the shared ILS. During the “stepped pricing” phase, fees will be fixed. It is understood that the annual fees for Technology and ILS services are not normally fixed, and can vary each year based on numerous factors including budgets, software costs, cost formula factors, number of supported PCs at the library, and number of participating libraries included in each year’s cost formula. The first time the library will participate in true cost sharing will be in 2028.

Estimated Ongoing Costs for Library Starting in 2025—Stepped Fees

Total for all (Infrastructure + Network + PC Support+ ILS
 2025 25% of annual cost = \$195.75 + \$398.75 + \$1,000 + \$1,541.50 = \$3,136
 2026 50% of annual cost = \$391.50 + \$797.50 + \$1,000 + \$3,083 = \$5,272
 2027 75% of annual cost = \$587.25 + \$1,196.25 + \$1,000 + \$4,624.50 = \$7,408
 2028 100% of annual cost = \$783 + \$1,595 + \$1,000 + \$6,166 = \$9,544

SOUTH CENTRAL LIBRARY SYSTEM

System Director (Print)	System Director (Sign)	Date

System Board President (Print)	System Board President (Sign)	Date

LETTIE W. JENSEN LIBRARY OF AMHERST

<i>Kristi M. Ruggles</i>	<i>Kristi M. Ruggles</i>	<i>4.1.2024</i>
Lettie W. Jensen Library Director (Print)	Lettie W. Jensen Library Director (Sign)	Date

<i>Aralda A. Bell</i>	<i>Aralda A. Bell</i>	<i>4-1-2024</i>
Lettie W. Jensen Board President (Print)	Lettie W. Jensen Board President (Sign)	Date