



20 October 2017

TO: RAILS Board of Directors

FROM: Dee Brennan

SUBJECT: Executive Director Report – October 2017

Executive Director Goals FY 2018

- Continue to implement the goals and objectives of the strategic plan.
- Analyze the strategic plan and update it as needed.
- Ensure financial sustainability for RAILS by finding efficiencies and cost savings, streamlining processes and procedures, and setting service priorities that still serve all RAILS members.
- Lead discussion of LLSAP funding changes based on need for sustainability, equity and stewardship.
- Support development and implementation of ILL/resource sharing overlay.
- Implement ExploreMoreIllinois.org program
- Develop RAILS expertise in Design Thinking methodology
- Develop long term plan to consolidate buildings and delivery hubs (continuation)
- Encourage resource sharing and cooperation among different types of libraries
- Measure the importance and impact of RAILS services.
- Communicate with board members so board members can make timely, informed decisions.

My monthly reports are organized according to the goals of the strategic plan and these goals.

Resource Sharing

Consortia Committee

The Consortia Committee met on October 16 and approved the recommendations of the consortial model working group. The committee also agreed that the recommendations of the

overlay software search working group be taken to the RAILS Board. The overlay project next steps are on the agenda for this month's meeting.

Membership Standards

RAILS staff are continuing to work on a beta test for the membership standards. The test will be done with approximately 50 libraries of all types, sizes and geography. IHLS libraries will also participate in the test.

Access to Information

We continue to work on expanding services to unserved residents. Warren County is interested in being a test site by issuing cards to an unserved area of Alexis, Illinois that is in both Warren County and Mercer County.

Member Engagement

Several RAILS staff members attended the ILA conference in Tinley Park (as well as Board members) October 10 – 12. Our booth in the exhibit hall was extremely popular, and we had many opportunities there and throughout the conference to network with members. RAILS staff members also presented programs.

I attended a networking event for local area trustees at the Oak Park Public Library on October 3. Trustees from Oak Park, Forest Park, River Forest, River Grove and Elmwood Park were in attendance. I described RAILS services to their libraries with special focus on training we provide for trustees. They may use the Trustee Academy or Short Takes for Trustees at future networking events.

Organizational Excellence

We have implemented a new "light weight" performance evaluation system. We have a new, simplified form that focuses on discussion of accomplishments and goal setting as opposed to a ratings system. Regular meetings and conversation about performance are also required of all supervisors and staff.

We have begun an initial review of our strategic plan to determine what updating is needed. I will provide a report to the Board for the November meeting so that we can discuss possible board involvement and next steps.

Stewardship

Staff at the Laboratory for Applied Spatial Analysis (LASA) at SIU Edwardsville traveled to Burr Ridge on October 2 to meet with Mark, Jane, Demond and me to update us about their work on their analysis of our delivery routes and hub placements. The first step in this huge project is the development of a comprehensive database of all library locations in Illinois so that they can run different scenarios that might provide greater efficiencies, improvements in service and cost savings. We will present this analysis to the board when completed, and hopefully have the Director of LASA available to talk to the Board.

A facilities overview is attached to my report. This document is for your information; it provides information about the facilities we own and lease.

RAILS facilities summary

Document 7.3.1

Facility	Landlord Name and Contact Information	Staff by department	Lease Expires	Deadline for Notice of Renewal or Nonrenewal	Monthly rent	Monthly operational cost (utilities, repairs, cleaning & misc.)	Early Termination Clause	Can Sublet? (Yes/No)	Comments	Recent improvements	Pending projects	Current issues
Bolingbrook 1000 W. Crossroads Parkway	Midwest Industrial Funds Mary Meagher - landlord/property manager 630.230.6372 Direct	PrairieCat (5) Delivery (23)	31-May-19	120 days prior to extension period but not greater than 270 days	\$7,992.00	\$1,444.00	sublease only	Yes	1st extension period: June 1, 2015 - May 31, 2017 2nd extension period: June 1, 2017 - May 31, 2019	None	None	N/A
Burr Ridge 125 Tower Drive	RAILS	Admin (6) HR (2) Communications (4) Delivery/facility (2) Finance (5) IT (4) E-BOOKS (open) MAGIC (3) Resource Sharing (2) CE (2)	N/A	N/A	N/A	\$11,918.00	N/A	Yes	Property owned by RAILS	Summer 2017: Renovations to the kitchen and washroom. New carpeting. Installed electrical outlets in main meeting room floor.	None	Tucking pointing of pre-cast wall panels.
Coal Valley 220 W. 23rd Ave.	RAILS	PrairieCat (5) Delivery (6)	N/A	N/A	N/A	\$1,818.00	N/A	Yes	Property currently listed for sale with NAI Ruhl Commerical Company. Summary of sale attempts: September 2010-June 2011 with Premier Partners. Put on market by Prairie Area Library System prior to the merger. December 2011-November 2012 with Ruhl & Ruhl Commercial Company January 2013-January 2014 with Mel Foster Co. February 2017-December 2017 with NAI Ruhl Commerical Company	None	None	N/A
East Peoria 600 High Point Lane	Family Video Movie club Molly Wilcockson 847.904.9136 fax: 217.544.2096 Molly.Alexander@familyvideo.com	RSA (8) Delivery (16)	31-Mar-19	NOT SPECIFIED. "expiration date" shall mean the last day of the sixtieth (60th) full calendar month in which the Fixed Minimum rent commencement date occurs, unless sooner terminated as hereinafter provided.	\$10,083.00	\$1,519.00	sublease only	Yes	5 year lease. \$1,000 admin fee plus attorney fees to request sublet	None	None	N/A
Rockford - Colt Rd. 4607 Colt Road	Louis Capra & Associates 815.633.9142 direct line 815.997.1096 fax rentals@louiscapraassociates.com	PrairieCat (1) Delivery (10)	31-May-18	requires 180 days prior to expiration	\$1,929.00	\$684.00	sublease only	Yes	Annual renewal contract structured with landlord;	None	None	None