

16 May 2019

**TO: RAILS Board of Directors**

**FROM: Deirdre Brennan**

**SUBJECT: Executive Director Report – May, 2019**

**Promote, support, and expand resource sharing to optimize use of tax dollars and other funding and help libraries share resources to the fullest extent possible**

### **Simply-E and access to e-books**

There is growing interest in this platform that consolidates user access to e-books across multiple collections and vendors (at this point Overdrive, Axis 360, RB Digital, Cloud Library). The Schaumburg Township District Library, Green Hills Public Library District, Gail Borden Public Library District, and Lake Bluff Public Library have all indicated their interest and spoken with technical support staff at Minitex to find out more.

Also, the testing of Simply E for consortia by Pinnacle continues.

### **Meetings with RSA and PrairieCat leadership**

On May 2 I traveled to East Peoria to meet with the RSA board and users group. RSA is just starting its first strategic planning process. I encouraged them to develop a plan that will help them become financially sustainable and independent of RAILS in the future. They have some hard questions they have to face about membership fees and how to serve their large membership. I assured them that we will continue to fund them as long as possible, but they need to be ready if state funding diminishes or disappears.

On May 3, I met with the PrairieCat administrative council at the DeKalb Public Library. PrairieCat has made substantial progress on the sustainability and financial independence front. They now employ their own staff (RSA staff are funded by RAILS). They are adding the NIC consortium libraries to PrairieCat this month which should help their bottom line. They completed their strategic plan last year.

### Work with libraries of all types to tell the library story

Mary, Grant and I met with staff at *Imagination*, the content marking firm that did our video *Dreams Take Flight*, about another video. This project will focus on answering the question of why libraries are still important, or even more important, during the age of the internet. The video will be adaptable for all types of libraries. We expect it be a summer project, with video completion in the fall.

We gave sent the American Library Association’s talking points booklet to all board members.

### Help libraries be the best they can be

Diane Foote, Executive Director of ILA, and I met to talk about alignment of RAILS and ILA activities and ways we can partner. ILA’s new strategic plan provides a clear direction for ILA and will help us to partner and avoid duplication or gaps of service. We discussed the need for a statewide conversation about and plan for continuing education.

There is a full report about the status of system membership standards in your packet. This will also be a discussion item at the board meeting.

An issue was brought to our attention a couple of months ago by Paul Mills regarding “first amendment audits.” You can view an example [here](#). These audits involve members of the public filming staff and other members of the public in public buildings – city or village halls, police stations, libraries, etc. - to challenge staff understanding of first amendment rights. We asked Ancel Glink to prepare an explanation and sample policy statement for our libraries so they can be prepared to deal with issue should it arise. The memorandum and sample policy are attached to this report.

### Prepare libraries for the future

On Saturday, April 27, I was a mentor for the Elevate library leadership program, which is reported on in “This Month at RAILS.” The event took place at the State Library in Springfield. Adam Goodman was again the speaker, with the focus this time on leading teams. It was another great event and part of our ongoing partnership with ILA, IHLS, and the State Library to identify and educate current and future library leaders. 64 of 89 attendees were from RAILS

libraries. Joe Filapek is also part of the Elevate steering committee, and does most of the heavy lifting in putting the program together.

**Aim to be the best library system in the country**

Six new staff at Burr Ridge and three new staff from East Peoria met in Burr Ridge on May 1 for a general orientation about RAILS history, services and projects. This is the first time we have held a meeting like this to acquaint new staff with big picture information about RAILS. It was very helpful for them to spend time with each other and ask questions and all hear the answers. We continue to work on better onboarding for our new staff.

The board election closes on May 17. The Nominating Committee will meet on May 26 before the board meeting. I will have a full report on the election at the board meeting.

The roster of candidates is:

At-Large Seat Candidates (2 seats)

Selina Gomez Beloz, Waukegan Public Library

Kellie Kerns, Rock Island Public Library

Micheal Kott, Morton College (Cicero)

Sarah McHone-Chase, Northern Illinois University (DeKalb)

Andy Murgas, Matteson Area PLD

Scott Pointon, White Oak Library District (Crest Hill, Lockport, Romeoville)

Chris Schafer, Augustana College (Rock Island)

James Scholtz, McHenry PLD

Samantha Wilhoyt, Bourbonnais Public Library

Richard Young, Brown County PLD (Mount Sterling)

Public Library Trustee Candidates (2 seats)

Susan Busenbark, Kewanee Public Library

Percy Harris, Homewood Public Library

Dianne Hollister, Bloomington Public Library

Rosemary Kauth, Zion-Benton Public Library

Maria Sinkule, Addison Public Library

Special Library Seat Candidates (1 seat)

Halle Cox, Kane County Law Library (St. Charles)

Gretchen Rings, Field Museum Library (Chicago)

Robin Survis, Caterpillar (Mossville)

Penny Sympton, Wiss, Janney, Elstner (Northbrook)

## This Month at RAILS – May 2019

### Providing Access to Digital Content/E-Resources/Other Innovative Projects

#### BiblioBoard Facebook Ad Campaign Progress Report

RAILS posted five boosted ads on Facebook to highlight our BiblioBoard offerings. Each ad promoted a specific title that is available at no cost to anyone in Illinois via RAILS’ partnership with BiblioBoard.

Below is a table showing details on ad performance as of May 13. Three more ads will run before the campaign concludes in late June/early July.

Date Posted	Title Promoted	People Reached	Post Engagements	Shares	Likes
April 2	<i>The Skin You Live In</i>	1,027	420	11	17
April 8	<i>Anne of Green Gables</i>	2,296	608	23	67
April 19	<i>Grimm's Fairy Tales</i>	1,362	489	7	22
April 29	<i>Invisible Man</i>	1,037	472	4	15
May 6	<i>Introduction to Art</i>	1,084	401	7	23

BiblioBoard Ad Campaign for Facebook – Selected Performance Statistics

#### “What’s Trending in Digital Lending” Presentation at Reaching Forward South Conference

Reaching Forward South is an annual professional development conference for library support staff in central and southern Illinois. This year’s conference was held on May 16. Anna Behm, RAILS E-Content Specialist, presented a session on current and emerging issues surrounding e-content in libraries. Topics covered included publisher e-book embargoes, controlled digital lending, e-content circulation trends, and more.

#### Spreading the Word about BiblioBoard’s Spanish Language Resources

Anna Behm also shared information about the Spanish language e-books and resources for kids available through RAILS’ partnership with [BiblioBoard](#) at the SPARK (Spanish Programming and Resources for Kids) networking meeting at Arlington Heights Memorial Library on May 6.

## eRead Illinois Axis 360 Update

RAILS relaunched a monthly eRead Illinois Axis 360 newsletter earlier this year. It includes important updates, tips on where to find support, and other helpful information about [eRead Illinois Axis 360](#). The response to the newsletter has been positive thus far. If you would like to subscribe, [fill out this form](#).

RAILS is hosting a “What’s New with eRead Illinois Axis 360?” webinar with Baker & Taylor on Wednesday, May 22. This webinar will provide eRead Illinois member libraries with information on recent updates to collection development procedures and platform development, as well as places that they can go to get support.

## Building Collaborative Relationships & Fostering Networking



### RAILS Member Meetup in Barry

On May 7, RAILS hosted a meetup at Barry Public Library. (Barry is in the southwest corner of the RAILS service area.) Thirteen people attended, and there was a nice mix of public and school library staff, including new school librarians.

Topics discussed included how to do interlibrary loan and weeding, [SimplyE](#), and RAILS [partnership grants](#).

### RAILS and IACRL Hold Two Networking Events for Academic Libraries

RAILS and the Illinois Association of College & Research Libraries (IACRL) recently held two networking events for academic library staff. On April 25, twenty people came to Waubensee Community College in Sugar Grove to discuss tips, ideas, and best practices related to equity, diversity, and inclusion (EDI) in academic libraries.



Photos from Waubensee Community College networking event

On April 29, five people attended an event at Methodist College in Peoria to discuss ways academic libraries can tell their stories and promote their libraries more effectively. We have heard from many of our academic members that they would like more opportunities to share best practices related to this topic. This also coincides with our *My Library Is...* campaign. (We shared [details about the campaign](#) with the board in February.) We plan on scheduling a similar event in a different part of the RAILS area in the future.

## ***Telling the Library Story***

### **Helping Members Tell Their Story**

#### **"My Library Is. . ." Continuing Education (CE) Opportunities**

As a part of RAILS' *My Library Is...* campaign, we conducted a survey to find out how we could best help libraries of all sizes and types to tell their stories more effectively. We learned that members wanted guidance in using all of the data they collect to better promote their value. As a result, we are offering a [CE series](#) on "Getting the Most from Your Library Data."

Upcoming webinars in the series include:

**"Simple Spreadsheets: Data Analysis Techniques and Time-Saving Secrets," Thursday, June 13, 1:30 p.m.–3:00 p.m.**

Will focus on several components of spreadsheets, such as pivot tables and data analysis functions, to help save time and tabulate library data more effectively

**"Great Graphs: Transform Spreadsheets into Stories with Data Visualization," Thursday, June 20, 1:30–3:00 p.m.**

Will look at data visualization and how to make library data more visual through charts, tables, and diagrams to deliver bite-sized information that viewers can understand at a glance

**"Report Redesign," Thursday, June 27, 1:30-3:00 p.m.**

Will focus on practical techniques for getting your data out of lengthy reports and into real-world conversations, including using chapter dividers, color-coding, icons, and text hierarchies to break content into more manageable chunks

RAILS Board members are welcome to participate in these webinars, and in any other RAILS CE events. Register via L2 ([librarylearning.info](http://librarylearning.info)).

## ***Helping Libraries Be the Best They Can Be***

### **Developing Library Leaders**

#### **Elevate Statewide Leadership Program a Rousing Success!**



The second annual Elevate program was held on April 27 at the Illinois State Library. Eighty-nine library staff members from around the state participated in this all-day, intensive workshop facilitated by Dr. Adam Goodman of Northwestern University's Center for Leadership. RAILS played an important role in the success of Elevate, with four RAILS staff members serving as participants, facilitators, and/or planning committee members.

Elevate focused on how to build effective teams. Participants learned how to get teams off to a great start and how to diagnose/solve common problems. Post-event surveys indicated that attendees had a positive experience, with over 90% stating they felt they could take what they learned and apply it to improve library services back home. As one attendee remarked "Working well with others is key to enjoying your work and having impact beyond the artificial barriers we set in place. This session is one of the best I've been to and it helps me see my role within an organization and to take responsibility for any issues within my teams."

## Aiming to Be the Best Library System

### Member Communication/Engagement

#### RAILS Engages Over 200 Members at Reaching Forward Conference

Reaching Forward is a professional development conference that is typically well-attended by different levels of library support staff. RAILS often sees members at Reaching Forward that we do not see at other conferences.



Brian Smith, Applications and Web Developer, and Nicole Zimmermann, Marketing and Public Relations Specialist, with help from Margae Schmidt, Consulting and Continuing Education Specialist, staffed the RAILS exhibit table this year. (RAILS also sponsored the morning coffee, which is always a popular attraction!) Approximately 218 members stopped by our table to find out more about what RAILS can do for them.



L2 ([librarylearning.info](http://librarylearning.info)) was a big topic of conversation at the RAILS table. We are trying to get as many library staff members to update their L2 profiles as possible as we work on our Illinois State Library grant project to replace L2 (see the April 2019 RAILS Board report).

#### RAILS Visits Libraries in Chicago, Peoria, and Quincy Areas

In late April and early May, Dan Bostrom, RAILS Member Engagement Manager, visited libraries in the Chicago, Peoria, and Quincy areas, including one academic library, two schools, and four publics. Highlights included hearing more about Brimfield Public Library's recently acquired drones, touring new office space donated to the M-C River Valley District Library, and hearing about Brown County Public Library's tabletop gaming programs.





A Professional Corporation  
 140 South Dearborn Street, Suite 600  
 Chicago, IL 60603  
 www.ancelglink.com

Julie A. Tappendorf  
 jtappendorf@ancelglink.com  
 (P) 312.604.9182  
 (F) 312.782.0943

## MEMORANDUM

**To:** Deirdre Brennan

**From:** Julie Tappendorf  
 David Warner

**Subject:** Photography & Filming in Libraries and Sample Photo and Video Policy

**Date:** May 2, 2019

---

Recently, government entities have been encountering people entering public spaces to take photographs and video/film employees, members of the public, and the library buildings and grounds. As we understand it, the purpose of these “First Amendment Audits,” as they are commonly referred to, is to identify government policies and practices that allegedly infringe on an individual’s constitutionally-protected right to take photographs and videos in public places. Public libraries are a frequent location for these audits, and RAILS has received questions from members about what they can do about this conduct. You asked us to provide some guidance on the legal issues, which are addressed in this memorandum. We have also prepared a sample photo and video policy that libraries may use to regulate these activities consistent with First Amendment and Open Meetings Act protections.

### **Right to Photograph/Video in Public Spaces**

While it may appear unusual to see someone taking photographs or videos inside a public library building, libraries need to be aware that the act of doing so is included within the First Amendment’s guarantee of speech and press rights. Because photographs and audiovisual recordings are a means of disseminating ideas and information, courts have held that they are similar to speech. So, when the government restricts someone from taking photographs or videos, it is potentially interfering with an individual’s First Amendment rights.

This does not mean a library has no authority to prohibit or regulate the taking of photographs and videos. Instead, library regulations (assuming they are content neutral) need to be written in a way that reasonably protects an individual’s right to free speech while also recognizing the privacy interests of staff and patrons and the purposes served by the library.

### **Summary of Draft Policy**

The attached Sample Library Photography and Video Policy (“*Policy*”) is intended to balance an individual’s First Amendment right to take photographs and make videos inside a public library building against the privacy rights of library staff and patrons. It enables library staff to maintain an environment that allows for free access to information and resources without infringing on constitutionally-protected rights.

ANCEL GLINK, P.C.  
May 2, 2019  
Page 2

Under the Policy, permission is not required for a person to take photographs or videos in public areas of the building for personal, noncommercial, use if no specialized equipment is necessary. Libraries do have the right, however, to regulate requests for filming that may require, for example, setting up lights and tripods. Similarly, photographs and videos taken for commercial purposes do not have the same level of constitutional protection and libraries may limit when and where such use is permitted and impose a charge.

Many areas of the library are also off-limits to the taking of photographs and videos such as areas where personal privacy is protected, such as bathrooms and nursing areas, and areas restricted for staff use only. In addition, no one is permitted to take photographs or videos that harass, intimidate or threaten the safety or well-being of staff or patrons.

Photographs and videos of the building exterior and the surrounding library grounds is generally permissible as long as it does not impede access to the library or pose a threat to safety. In addition, the Policy reserves to libraries the right to film its own events and programs.

Note also that the Illinois Open Meetings Act permits individuals to photograph or video meetings of the Board and its subsidiary bodies, so that has been addressed in the Policy. In addition, the Freedom of Information Act exempts from disclosure circulation and order records identifying library users with specific materials so photographs or videos of such information is prohibited under the Policy.

Attachment: Sample Photo & Video Policy

## **Sample Library Photography and Video Policy**

The library has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This significant interest requires the library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photographs or videos inside the library building.

### **I. General Policy**

Permission is not required for taking photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, child care areas, museum artifacts, and archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

### **II. Exterior Photography and Videos**

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building.

### **III. Commercial Photography and Videos**

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy. The library will charge a fee to offset costs incurred by the library to provide access to the facility and prior permission must be sought at least one week in advance.

### **IV. Photography and Videos of Materials and Resources**

The library permits the taking of photographs and videos of its publicly-available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

### **V. Library Photography, Videos, and Recording**

The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds. These

photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library web site or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

## **VI. Library Board Meetings**

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film or other means and shall not disrupt the meeting or create a safety hazard.

## **VII. Liability**

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

## **VII. Right Subject to Compliance with Policy**

The library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.

A library may wish to seek guidance from its attorney prior to adopting this policy.