

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

Friday, February 21, 2020

MINUTES

1. WELCOME AND CALL TO ORDER—Paul Mills, President
Mr. Mills, RAILS Board President welcomed all attendees and called the meeting to order at 1:00 p.m. at the RAILS Burr Ridge service center.
2. ROLL CALL OF RAILS BOARD MEMBERS
Ms. Fister called the roll of the RAILS Board members:
Burr Ridge: Dave Barry, Sue Busenbark, Halle Cox, Gwen Gregory, Percy Harris (1:04 p.m.), Sarah McHone-Chase, Paul Mills, Jenna Nemece-Loise, Scott Pointon, Thomas Stagg
Telephone/Zoom: Nadia Sheikh
Absent: Michael Campbell, Dianne Hollister, Selina Gomez-Beloz, Dee Runnels
3. RECOGNITION OF GUESTS AND ANNOUNCEMENTS
Burr Ridge: Deirdre Brennan, Monica Harris, Jim Kregor, Anne Slaughter, Joe Filapek, Dan Bostrom, Wes Smith, Grant Halter, Mark Hatch, Mary Witt, Nincy George, Miguel Figueroa and Emily Fister
East Peoria: Kendal Orrison, Robert Morgan
Illinois State Library: Joe Natale, Greg McCormick
4. PUBLIC COMMENTS
There were no comments.
5. ADOPTION OF THE AGENDA
Ms. McHone-Chase moved for the adoption of the agenda. Mr. Barry seconded and the motion was unanimously approved.
6. APPROVAL OF RAILS BOARD MINUTES, FINANCIAL REPORTS AND EXPENDITURES
 - 6.1 RAILS Board Minutes of January 17, 2020 Regular Meeting
Mr. Pointon moved for the approval of minutes of the RAILS Board Minutes of January 17, 2020 Regular Meeting. Mr. Barry seconded and the motion was approved.
 - 6.2 RAILS Financial Report
Mr. Kregor reviewed the financial reports for January 2020. The unassigned cash and investment amount of \$17.4 million would fund 18.5 months of operations. RAILS has received the entire funding of the FY2019 APC award and 35.6% of the FY2020. Total General Fund revenues of \$8,489,846 through January were \$863,317 above budget primarily from higher APC Grant revenues (\$943,120 above budget). Total General Fund expenditures of \$7,017,258 were \$544,480 below budget due primarily to lower Contractual Services expenditures were lower as no Catalog Membership grant applications were received in October, and no grants were awarded. The due date for the next round of applications is April 1, and several applications are expected.
 - 6.3 Approval of Expenditures
Mr. Kregor reported expenditures for January 2020 in the amount of \$1,401,313.26. Ms. Nemece-Loise moved for the approval of the check voucher/register for January 2020. Ms. Cox seconded and roll call vote was taken:

Ayes: Dave Barry, Susan Busenbark, Halle Cox, Gwen Gregory, Percy Harris, Sarah McHone-Chase, Paul Mills, Jenna Nemec-Loise, Scott Pointon, Nadia Sheikh, Tom Stagg. Nays: none

7. REPORTS

7.1 Report from the RAILS President

Mr. Mills reported that he had attended the ILA meet up in Tinley Park and thought it was a great message to the legislators and was very well represented by RAILS staff and board.

7.2 RAILS Board Committee Reports-Committee Chairs

7.2.1 Advocacy Committee

Ms. Brennan reported that Percy Harris and Sarah McHone-Chase are joining the Advocacy committee. Mr. Campbell was out of town and Ms. Brennan said he was advocating for all libraries when he brought donuts to staff at his own and two surrounding libraries on Library Lovers Day!

7.2.2 Consortia Committee - Paul Mills

The committee has not met.

7.2.3 Executive Committee - Paul Mills

The committee has not met.

7.2.4 Policy Committee - Gwen Gregory

The committee has not met.

7.2.5 Resource Sharing Committee - Deirdre Brennan

The Committee will meet in March.

7.2.6 Universal Service Committee - Sue Busenbark

The Committee will meet in March and will welcome a new committee member, Gail Bush. Ms. Bush is on the Oakton Community College Board and a former member of the original RAILS board as well. She will be a great advocate for universal service as well as her connection with community colleges whose libraries serve all residents of the state.

7.3. RAILS Reports

7.3.1 RAILS Monthly Report

Ms. Brennan reported that the new video, video, *Elders of the Internet*, is getting lots of play; actor Nick Offerman tweeted it and it has had hundreds of thousands of views. A local theater in New York called, seeking permission to show it. Ms. Brennan visited Forreston Library, a smaller library, a few weeks ago. They were very happy to hear about RAILS resources and have begun looking into trustee training. They can also use help with managing the many book donations they receive, including deciding which to enter into the system. Find More Illinois now has 40 member libraries participating. Inkie is continuing to grow in popularity. RAILS has been discussing looking at alternative vendors besides Baker and Taylor because the eRead app is not where it should be.

7.3.2 Service of the Month: Member Engagement

Mr. Bostrom described Member Engagement as partly customer service, partly sales, and partly building relationships and being flexible in order to serve many different types of libraries with different missions. Site visits are at the core of what RAILS does; they generate good will and enable RAILS to learn from their library members. Online member

visits are utilized in cases where in-person meeting may not work out. There are different variations for online visits: one for new directors, one for new school librarians, etc. Mr. Bostrom explained that member meet ups provide three major benefits: him the ability to meet a lot of different people in one room, for people to learn about RAILS, and the chance for different library attendees to network with one another. RAILS is a community not just a collection of libraries and ZOOM has made it easy to bring everyone together. RAILS hosted two online roundtables for *My Library Is...* and have two more coming up in the Spring. Mr. Bostrom has been putting together events with partner organizations like ILA, IACRL, Caterpillar, and John Deere, in order to make a better community for everyone. There will be a peer-to-peer event with lightening talks called “Spark” at Illinois State University in May. It was mentioned that Mr. Bostrom’s work on member engagement has also really helped RAILS members with the CENSUS.

7.4 Illinois State Library Report – ISL Staff

Mr. McCormick reported that the Illinois State Library is engaged in reviewing the public library per capita applications for FY20 and beginning to review the literacy project next generation grants. System area and per capita grant applications will be forwarded to the library systems in a couple of weeks. There will not be a lot of significant change but some modification so each of the library systems should be aware of that since it will impact them the most. The budget address by the governor did acknowledge the request for an increase in public and school library per capita grants for 2021. The last time the grant was increased was twenty-five years ago, in 1995.

8. NEW BUSINESS

8.1 L2R Project update

Ms. Slaughter defined L2 as a platform which provides a continuing education statewide calendar and library directory. It is used everyday by Illinois system staff and library staff. RAILS has housed it since the 2010 system merger. RAILS began planning for the L2 revamp in 2015. For the new L2, the goal is to update the design, security, and flexibility but retain what everyone counts on it to do. RAILS has secured funding from the Illinois State Library for the project. Town hall meetings have been held across the state with system and state library representatives and various networking group representatives across the state to gather needs in the process. They also engaged with stakeholders and used the gathered information to put together and issue an RFP to seek a vendor. Aten Design was chosen for the project, a vendor that works exclusively with nonprofit government funded mission oriented organizations. Aten is currently working on the design stage of L2 and will soon begin development. The go-live date is planned for late summer of this calendar year. This timeline will allow for room to work out any kinks and immediately start planning for the library certification process, which will be done through L2 for the first time in 2021. RAILS staff is meeting more than weekly to work on the L2. Ms. Slaughter expressed her gratitude to Jody Rubel, Wesley Smith, Wayne Dixon, Brian Smith, and Grant Halter for their work on the project.

8.2 Cataloging Services update

Ms. George explained why cataloging is an important foundation of libraries. Informational resources are useless without access; cataloging plays a crucial role in accessibility. The cataloging field is changing rapidly, therefore it is critical for staff to remain up to date, know

tools, resources, and standards. Through surveys RAILS has identified a need for cataloging training so RAILS is providing free training to members. Ms. George has begun meeting these demands through her Cataloging Basics and Classification Subject Analysis training courses. She explained that the courses are good for new catalogers as well as those looking to brush up on their skills. The pilot course filled extremely fast, with more than 10 people on a waiting list, and provided 24 hours of training in four days. Ms. George received great feedback from attendees for all the courses: overall 95% wrote that it exceeded expectations. People are emailing and asking if they can find a spot in future trainings. For the pilot, the majority of participants hailed from public libraries but the latest course saw school library attendees as well. Training courses will continue, the next in March and April at East Peoria, then June and August at Burr Ridge, and September and October at Coal Valley. Ms. George has been adjusting the course content based on feedback. She is currently designing another foundation course that will be offered in the future. Besides training, RAILS has been working on a survey to identify unmet cataloging needs of members. Ms. Harrison offered Ms. George use of the State Library for courses. A specialized course for school librarians was suggested and an overall “thank you” to Ms. George for her greatly appreciated cataloging work was given.

8.3 Membership Changes

Mr. Bostrom reported on a new library member request from Midwestern Career College. He reported that the institution grants mostly associate degrees in the health profession. Mr. Bostrom met a librarian from the college at the Illinois Library Association panel for *My Library Is...* and spoke with her about RAILS. She submitted an application for membership two weeks ago. Last week Mr. Bostrom did a site visit; they have a very small library but it is a well functioning library. They have an online catalog but they are interested in continuing education, deals and discounts, and eRead Illinois. Mr. Barry moved to recommend the Midwestern Career College as a new RAILS member to the State Library. The motion was seconded by Ms. Nemecek and was unanimously approved.

8.4 Appointment of Nominating Committee

Ms. Brennan announced the following seats are up for the 2020 elections: Dave Barry and Dee Runnels, have served two terms in the public trustee seat and cannot run again; Nadia Sheikh-public trustee seat; Gwen Gregory –academic seat and Jenna Nemecek Loise-school seat. The nominating committee will meet in a few weeks:

Genna Buhr, Director, Fondulac Public Library District –committee chair

Jay Kasten, former Trustee Vernon Area Public Library and former RAILS board member

Mary Jo Matousek, retired Meridian middle school librarian and former RAILS board President

Ashtin Trimble, Director of Library Services, Black Hawk College

9. UNFINISHED BUSINESS

9.1 Delivery study update

Mr. Hatch gave an overview of the facility and delivery studies from the Laboratory of Applied Spatial Analysis (LASA) and from consultant Greg Pronevitz. LASA reported that our delivery hubs are in good locations but routing optimization between the locations should be considered. Mr. Hatch discussed the building leases and when they will expire. RAILS owns the Burr Ridge and Coal Valley buildings. Consultant Greg Pronevitz has completed phase one of his efficiency project, which focused on evaluating the cost effectiveness of outsourcing

aspects of delivery. Mr. Pronevitz reported there is no financial incentive to return currently outsourced deliveries for RAILS to in-house work. Phase two and phase three will continue later this year. LASA recommended the East Peoria area as the statewide delivery hub where materials are exchanged nightly between RAILS and IHLS. The current delivery facility in East Peoria is not large enough and a new facility is needed. The second property in East Peoria houses RSA and lacks the flexibility to add additional needed space. Mr. Hatch is discussing the possibility of a longer lease (2-5 years) of the East Peoria service center and a shared cost of a reconfiguration of the floorplan with the property owner. Due to route optimization the Coal Valley facility has structural limitations and a new space in the general vicinity is needed. Mr. Hatch will be working with a broker to look at available properties to lease. PrairieCat is located in Coal Valley and may have an interest in taking over that property to stay in that location. The Coal Valley property has been for sale off and on since 2011.

9.2 Strategic Plan progress report

Ms. Brennan reviewed the strategic plan goal one: *Promote, support, and expand sharing to optimize use of tax dollars and other funding and help libraries share resources to the fullest extent.* Ms. Brennan gave several examples on how RAILS is implementing that goal. One example of resource sharing is the census grant and the subrecipients that are sharing information and resources. The Illinois Department of Human Services (IDHS) has offered more funding to RAILS to include libraries beyond the collar counties. Explore More Illinois is another example of resource sharing with the cultural pass offered to all public libraries at no cost with the Heartland libraries joining soon. RAILS also provides financial support of \$2.25 million a year to support consortia services. Several improvements in 2019 have been made to eRead Illinois Axis 360 to enhance member experience. Cooperative purchasing and discounts for our libraries continue to grow. Member engagement opportunities connect members on common issues through on-line roundtables. Lastly, RAILS partnership grants offer collaboration opportunities to our members to encourage resource sharing.

10. BOARD DEVELOPMENT

10.1 Library Trends- Miguel Figueroa-Director, American Library Association Center for the Future of Libraries

Ms. Brennan introduced Mr. Figueroa from the American Library Association's Center for the Future of Libraries. Mr. Figueroa gave a presentation on trends and the key forces that are shaping the future. He focused on three steps; collecting information, making connections and prioritizing trends. The first step is collecting information by researching organizations that follow new trends. Making the connections of those trends and looking at the big picture is the second step. Several of the trends that Mr. Figueroa discussed were: access becomes easy, digital content goes exclusive, co-location, free for purpose, learning gets lonely and space becomes experience. Worker activism is another trend over the past year seeing workers protesting various issues within their companies. The last step is to prioritize these trends and look at the values and goals of a library and focus on what is the most important for that library. Networking groups or online roundtables are a great way to look at trends. RAILS using the PULSE section on the RAILS webpage is a perfect example of on-trend issues.

Mr. Figueroa suggested looking at trend scanning and surveying the RAILS membership to get their ideas of the likelihood of a list of trends and RAILS working to address identified trends.

9. RAILS BOARD MEMBER REPORTS

Mr. Barry reported that he attended the west suburban ILA Legislative Meet-Up on February 3, 2020. Mr. Pointon reported that White Oak Public Library will host STEM FEST 2020 on March 14, 2020. The library is expecting to reach 1,000 people in attendance.

Ms. Gregory reported that the University of Illinois at Chicago Library and the Institute of Humanities at UIC recently celebrated the grand opening of the Digital Humanities Hub, similar to a maker space in a public library. On February 20 Governor Pritzker held a press conference at UIC with the chancellor and the president of the university.

Ms. Cox reported that the Kane County Law Library will hold the eighteenth annual Law Merit Badge Day on March 21, 2020. Ms. Cox also mentioned that the law library is doing website design and editing documents for five different departments.

Mr. Stagg reported that he attended the ILA Legislative Meet-Up in Galesburg, Illinois on February 14, 2020. Mr. Harris announced that the ILA Trustee Forum will host its annual workshops on March 7, 2020 in Springfield and March 14, 2020 in Oak Brook. All trustees are welcome.

10. AGENDA BUILDING FOR THE NEXT RAILS BOARD MEETING

The Friday, March 27, 2020 Board meeting will be held at University of Illinois at Chicago Library.

11. ADJOURN

Meeting was adjourned at 3:18 p.m.