R A I L S
REACHING ACROSS ILLINOIS LIBRARY SYSTEM

18 September 2020

TO: RAILS Board of Directors

FROM: Deirdre Brennan

SUBJECT: Executive Director Report – September, 2020

> **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**

REALM Update

The work of the REALM study continues. The latest test results are here. They show that after six days of quarantine the SARS-CoV-2 virus was still detected on all five materials tested. When compared to Test 1, which resulted in nondetectable virus after three days on an unstacked hardcover book, softcover book, plastic protective cover, and DVD case, the results of Test 4 highlight the effect of stacking and its ability to prolong the survivability of the SARS-CoV-2 virus.

We had already extended our quarantine to 7 days, but these results led to a meeting with Greg McCormick, Anne Craig and Leslie Bednar where we all agreed that 7 days was the proper length of time to quarantine for reasons of safety and caution.

There is not general unanimity on the appropriate amount of time to quarantine. Other states are not all using 7 days and there is also discussion about whether quarantining of materials is even necessary at all.

From the beginning of the pandemic in March, RAILS has made decisions based on the facts and science available. I am certainly happy to discuss the quarantine at the board meeting and would welcome your thoughts.

Certification update

Monica, Anne and I met with Greg McCormick and Joe Natale to discuss the schedule for certification in 2021. Certification for 2020 was suspended in early March because of the pandemic. We discussed the probability that some libraries may not meet the minimal certification requirements because of closures, suspensions, etc., related to the pandemic.

However, we think it is important do certification because it will give us better information about how libraries are actually doing at this point. Of course, things could change again by January, but right now the plan is to do certification as planned in early 2021. Some work remains to be done on L2 in preparation for certification. Anne is developing a timeline for this work to be completed which she will share with IHLS and ISL as we firm up plans for certification.

Census 2020
The final date for Census form completion is still officially September 30 although there are lawsuits and efforts by Congress to extend the timeline back to October 31. Needless to say, this project has been fraught with challenges. IDHS has told Amy that even if the deadline does move back to October 31, our grant program will end on September 30. Amy will be presenting a report to the board at the October meeting.

Work with libraries of all types to tell the library story

RAILS Minute
We have revised our schedule for the "RAILS Minute" from weekly to bi-weekly. These minutes provide quick updates about news at RAILS or member libraries. Listener/viewership has dropped off since we started back in the spring, but people do still tune in and find them useful.

Help libraries be the best they can be

ILA conference in October

The ILA conference will be virtual, of course. Many staff members are attending and presenting programs. Grant will be talking about data use in libraries; I will be presenting with Catherine Yanikoski from Joliet PL about universal service and some new service ideas; our Board advocacy committee will also be presenting on how public libraries and school libraries can work together to advocate for school libraries. RAILS will also be a virtual exhibitor.

L2R launched
The launch was smooth and uneventful. Naturally, there is still work to be completed post-launch, as well as additional training and preparing the platform for certification in early 2021. Anne will provide a full report at the meeting.

Update on ILA PPC and Advocacy Committee meetings

PPC and Advocacy had their first meetings of the year and discussed legislative proposals to move forward this year, and began planning for virtual legislative meetups.

Prepare libraries for the future

RAILS, social justice and EDI

I attended the first meeting of the RAILS workplace climate team on September 9. The team consists of 10 members: Eric Bain, Dan Bostrom, Sam Daly, Emily Fister, Joe Filapek, Mark Hatch, Grant Halter, Patty Kweram, Diana Rusch and me. We spent 4 hours meeting with our consultant Biz Lindsay Ryan and the time went by incredibly fast. We learned a lot; I am more convinced than ever of the importance of this initiative.

There is a slightly revised charge for the Board EDI committee in your packet. We will discuss this at the meeting. I did share this with Biz and she had no changes.

Aim to be the best library system in the country

Looking ahead to October

The Board development topic will be School library trends and challenges from Jenna Nemec-Loise.

This Month at RAILS – September 2020

Promoting/Supporting/Expanding Resource Sharing

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

Resource Sharing Team Activities

The RAILS Resource Sharing Team had several opportunities to educate libraries about RAILS resource sharing programs/services this past month, including:

- Anna Behm, E-Content Specialist, spoke at a webinar for eRead Illinois libraries that use Follett Destiny. Representatives from Baker & Taylor and Follett also discussed how eRead school libraries can take advantage of the integration between the two companies' services. (Follett acquired Baker & Taylor in 2016.)
- Anna Behm spoke at the RAILS Roundtable on "E-Content Options for Schools." A total of 98 people registered and approximately 50 attended live. The webinar recording and presentation slides are available on the RAILS website.
- Jessica Barnes, Special Projects Librarian; Anna Behm; and Leila Heath, Library Resources & Programs Manager; gave a presentation at PrairieCat's virtual PUG Days, and highlighted what's new with Explore More Illinois, Career Online High School, BiblioBoard, inkie.org, eRead Illinois, RAILS deals & discounts, and more.
- The team met with Illinois Heartland Library System (IHLS) staff to discuss RAILS programs/services available to all Illinois libraries, how libraries could take advantage of these resources, and additional collaboration opportunities. The next meeting is scheduled for October.

BiblioBoard Update

RAILS continues to actively promote new collections on BiblioBoard, including the Illinois Census 2020 titles and new Recovering the Classics titles and images. The census collection includes e-books on civil and human rights, feminism, and topics of interest to African Americans and other underrepresented groups.

The Recovering the Classics collection includes new book covers created by contemporary artists for public domain titles that libraries can use for programs, promotions, and more. All BiblioBoard collections are freely available to anyone in Illinois through RAILS' partnership with BiblioBoard.

eRead Illinois Update

RAILS continues to onboard libraries, specifically school libraries, to eRead Illinois Axis 360. Since August 15, we have added another 18 school libraries, bringing total FY 2021 membership in eRead to 53 libraries thus far: 46 schools, 6 publics, and 1 academic library.

Explore More Illinois Update

Although Explore More Illinois is still suspended due to the pandemic, we continue to add libraries in preparation for the relaunch of the program as soon as our attractions are ready. Currently, 299 RAILS and IHLS libraries participate. Jessica Barnes will conduct a webinar on Explore More Illinois for IHLS libraries in early October.

Improving Physical Delivery Services

RAILS Meets with Midwest Partners to Discuss Delivery during the Pandemic

RAILS staff attended a meeting of delivery consortium representatives from several Midwestern states in August. Topics included the current state of delivery, alternate plans in case a service rollback is required, and safety precautions, including quarantining procedures.

Providing Greater Purchasing Power

Career Online High School (COHS)

RAILS and Gale have scheduled three informational webinars on our Career Online High School program. Two will be for prospective libraries and one will be for current program participants. We will discuss new COHS procedures, policies, and marketing strategies. Dates/times are posted on the Deals & Discounts page on the RAILS website.

Building Collaborative Relationships & Fostering Networking

RAILS Partnership Celebrates 100th Anniversary of Women's Right to Vote

RAILS is partnering with the Jane Addams Hull-House Museum, Arlington Heights Memorial Library, Aurora Public Library, Gail Borden Public Library District, and Schaumburg Township District Library to pilot a new virtual suite of exhibits and programs commemorating the history of women's activism, including women of color and queer communities.

Further details are available in the press release about the project and on the Hull-House website. Also, watch the RAILS Facebook page for live streaming of project programs.

RAILS Online Roundtable: Passport Services

On September 9, RAILS hosted an online roundtable on "Passport Services." This event included a presentation by Kim Murphy, Head of Adult Services, at Prospect Heights Public Library. A total of 75 people registered and over 40 participated live. A recorded version is available on the RAILS YouTube page.

RAILS Online Roundtable: "Using Data in Libraries"
RAILS held an online roundtable to help libraries fine-tune their process for collecting and analyzing data on September 24. In addition to providing time for networking and sharing best practices, Grant Halter, RAILS Data Analysis Manager, gave a short presentation.

Telling the Library Story

Helping Members Tell Their Story

RAILS My Library Is… Advisory Group
RAILS is looking for seven volunteers from all types of libraries (academic, public, school, and special) to help us help all libraries make the case for increased support and funding by spreading the word about our My Library Is… campaign, including the many resources available on the My Library Is… website. Those interested are asked to complete a brief form.

My Library Is… Campaign Featured at PUG Days
On September 3, Dan Bostrom, RAILS Member Engagement Manager, presented "The Marketing Funnel & the My Library Is Campaign" at PrairieCat's virtual PUG Days. A total of 37 people registered for this presentation.

New My Library Is… Blog Posts
Recent posts to the My Library Is… blog include:

- Guest post from Judy Hoffman, Outreach Coordinator at Deerfield Public Library, outlining the library's John Cotton Dana award-winning project: "The Fight to Integrate Deerfield: 60 Year Reflection."
- Guest post from Sarah Alexander, Library Director at Colona Public Library District, about the efforts of Bailey Hager, Youth Services Assistant, to offer a virtual story time and to develop her own library summer reading program during the pandemic.
- Guest post from Karla Alba, Bilingual Adult Reference Librarian at Northlake Public Library District, detailing how the library used a 2019 audit of their social media channels to determine how to serve their different audiences most effectively during the pandemic.

Helping Libraries Be the Best They Can Be

> ### Ensuring Ongoing Library Staff Development

Upcoming RAILS Continuing Education Webinars
Upcoming professional development opportunities for RAILS members include a webinar on dealing with difficult people on September 29 with Dr. Eileen O'Grady, a webinar on project management (also on September 29), and a webinar on using Zoom for storytimes presented by Glenview and Niles Public Library staff on October 13. More details are available on L2.

Preparing Libraries for the Future

> ### Helping Libraries Respond to Change

RAILS Helps Libraries Meet COVID-19 Challenges
RAILS hosted the webinar "COVID-19: Employer Q&A" on August 31, presented by HR Source attorneys Sonal Shan and Kelly Hayden. This updated version of a May RAILS webinar was offered in response to the many questions we received related to COVID-19 and HR concerns at our July 26 member update. Over 200 members attended or viewed the webinar, available through September 23 by logging into the CE Archives on the RAILS website.

3D Printing for the Healthcare Field Survey
In April 2020, many libraries answered the call to assist healthcare workers during the pandemic by using their 3D printers to make face shields. RAILS created a short survey to get more information about these efforts, with the intent of using survey results to write an article for the *ILA Reporter*. All types of libraries involved with 3D printing of masks/shields for the health care field are encouraged to complete the survey by September 25.

Aiming to Be the Best Library System

> ### Modeling Best Practices & Innovation

RAILS EDI Staff Initiative Update
The RAILS Workplace Climate Team was formed in August. The team will meet monthly and met for the first time on September 9. Team members represent different RAILS departments:

- Eric Bain, Technology Special Projects Coordinator
- Dan Bostrom, Member Engagement Manager
- Deirdre Brennan, Executive Director
- Samantha Daly, Human Resources Generalist

- Joe Filapek, Director of Consulting & Continuing Education
- Emily Fister, Executive Assistant
- Grant Halter, Data Analysis Manager
- Mark Hatch, Delivery & Facilities Director
- Patty Kweram, RSA NFP Member Services Coordinator
- Diana Rusch, Consulting & Continuing Education Specialist

The initial meeting included both foundational training on EDI concepts and preliminary work with a climate team toolkit developed by consultant Elizabeth Lindsay-Ryan. This toolkit outlines the various relationships within and across RAILS and describes the various dynamics the team will explore.

We are also working on scheduling training for all RAILS staff. An initial half-day training session is scheduled for October/November. There will be two identical sessions so all staff can participate. The first sessioin will provide an introduction to navigating equity, diversity and inclusion in RAILS and will include interactive discussion and exercises for participants to explore their own lens and build awareness.

Delivering on the Promise of Organizational Excellence

Debut of the "New L2!"
The new and improved Library Directory & Learning Calendar (L2) has launched! L2 provides a statewide continuing education calendar where you can find and register for events and meetings hosted by RAILS, IHLS, shared catalog consortia, and many library-related continuing education and networking groups. It also provides a directory of all ILLINET member libraries and staff in Illinois, including public library trustees. (Any library that is a member of a system is an ILLINET library.)

In addition to a new, more intuitive design, the new L2 makes it much easier to find events that fit your interests, and to search, compare, and download information about Illinois libraries. Anne Slaughter, RAILS Director of Technology Services, will talk more about the new L2 at the September board meeting.

RAILS LLSAP Support Grant: Semiannual Report

Due on January 31 and July 31

LLSAP name: _____

Date of report: _____

Time period covered by this report:

      July 1 to December 31   *Report due January 31*

      January 1 to June 30   *Report due July 31*

LLSAP staff member or representative preparing report

Name: _____

Title: _____

Email: _____

Phone number: _____

Submission: Submission of reports by email is preferred. Please email the report as an attachment to anne.slaughter@railslibraries.info.

1. Describe how RAILS grant funds were used. Attach any applicable supporting documents (such as LLSAP budget, memos, etc.) demonstrating the use of RAILS funds.

2. Please describe any significant LLSAP activities in the time period covered by the report, such as membership changes, new services or policies, ILS platform updates and changes, governance changes, etc.

3. If optional in-kind services are used, please list services and describe any significant activities related to them. If your needs regarding these services have changed or you anticipate them changing, please describe how. (In-kind services include datacenter, delivery services to LLSAP facility, financial services, help desk ticket system, use of RAILS facilities for LLSAP staff, consortium staffed by RAILS employees, use of RAILS vehicles, website, and ILS phone notification dialer co-location.)

4. For the RAILS services listed below, please indicate the ones in which any or all of your member libraries participate, and describe any significant activities, changes, or needs related to the services:

    eRead Illinois

    Find More Illinois

    Explore More Illinois

    Any other RAILS projects and group purchases that require ILS interoperability

5. Do you have any questions, comments, or concerns you would like to share with us? *(optional)*

May 13, 2020

With the approval of CCS's application for a RAILS LLSAP Support Grant for FY2020, CCS was to receive a financial award of $167,319.49 to be distributed in quarterly payments by RAILS beginning on July 1, 2019. In November 2018, Governing Board approved the recommendation from the Budget and Finance Committee that the RAILS LLSAP support allocation for FY2020 be passed along to libraries in FY 2019-2020. The enclosed check represents your library's quarterly portion of this support allocation for FY2020. For more information, please refer to: http://bit.ly/CCS_RAILS2020. Please note there is no grant reporting requirement for your library.

Additionally, as part of our commitment to careful stewardship of library funds, The Governing Board has approved a development fund rebate of $250,000 to be paid equally to CCS members. The enclosed check represents your library's portion of this rebate.

Thank you for your continued engagement and investment in CCS. Please reach out to me if you have any questions.

Sincerely,

Rebecca Malinowski
Cooperative Computer Services

Cooperative Computer Services
3355 N. Arlington Heights Rd. Suite J
Arlington Heights, IL 60004
847-483-8600
www.ccslib.org

RAILS LLSAP Support Grant: Semiannual Report

Due on January 31 and July 31

LLSAP name: _____

Date of report: _____

Time period covered by this report:

July 1 to December 31	*Report due January 31*
January 1 to June 30	*Report due July 31*

LLSAP staff member or representative preparing report

Name: _____

Title: _____

Email: _____

Phone number: _____

Submission: Submission of reports by email is preferred. Please email the report as an attachment to anne.slaughter@railslibraries.info.

1. Describe how RAILS grant funds were used. Attach any applicable supporting documents (such as LLSAP budget, memos, etc.) demonstrating the use of RAILS funds.

2. Please describe any significant LLSAP activities in the time period covered by the report, such as membership changes, new services or policies, ILS platform updates and changes, governance changes, etc.

3. If optional in-kind services are used, please list services and describe any significant activities related to them. If your needs regarding these services have changed or you anticipate them changing, please describe how. (In-kind services include datacenter, delivery services to LLSAP facility, financial services, help desk ticket system, use of RAILS facilities for LLSAP staff, consortium staffed by RAILS employees, use of RAILS vehicles, website, and ILS phone notification dialer co-location.)

4. For the RAILS services listed below, please indicate the ones in which any or all of your member libraries participate, and describe any significant activities, changes, or needs related to the services:

    eRead Illinois

    Find More Illinois

    Explore More Illinois

    Any other RAILS projects and group purchases that require ILS interoperability

5. Do you have any questions, comments, or concerns you would like to share with us? *(optional)*

RAILS LLSAP Support Grant: Semiannual Report

Due on January 31 and July 31

LLSAP name: _____

Date of report: _____

Time period covered by this report:

>   July 1 to December 31   *Report due January 31*

>   January 1 to June 30   *Report due July 31*

LLSAP staff member or representative preparing report

Name: _____

Title: _____

Email: _____

Phone number: _____

Submission: Submission of reports by email is preferred. Please email the report as an attachment to anne.slaughter@railslibraries.info*.*

1. Describe how RAILS grant funds were used. Attach any applicable supporting documents (such as LLSAP budget, memos, etc.) demonstrating the use of RAILS funds.

2. Please describe any significant LLSAP activities in the time period covered by the report, such as membership changes, new services or policies, ILS platform updates and changes, governance changes, etc.

3. If optional in-kind services are used, please list services and describe any significant activities related to them. If your needs regarding these services have changed or you anticipate them changing, please describe how. (In-kind services include datacenter, delivery services to LLSAP facility, financial services, help desk ticket system, use of RAILS facilities for LLSAP staff, consortium staffed by RAILS employees, use of RAILS vehicles, website, and ILS phone notification dialer co-location.)

4. For the RAILS services listed below, please indicate the ones in which any or all of your member libraries participate, and describe any significant activities, changes, or needs related to the services:

   eRead Illinois

   Find More Illinois

   Explore More Illinois

   Any other RAILS projects and group purchases that require ILS interoperability

5. Do you have any questions, comments, or concerns you would like to share with us? *(optional)*

RAILS

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

RAILS LLSAP Support Grant: Semiannual Report

Due on January 31 and July 31

LLSAP name: __Rock River Library Consortium__

Date of report: __July 24, 2020__

Time period covered by this report:

☐ July 1 to December 31   *Report due January 31*

☑ January 1 to June 30   *Report due July 31*

LLSAP staff member or representative preparing report

Name: __Jennifer Slaney__

Title: __Director__

Email: __jennifer.slaney@sterlingpubliclibrary.org__

Phone number: __815-625-1370__

Submission: Submission of reports by email is preferred. Please email the report as an attachment to anne.slaughter@railslibraries.info.

1. Describe how RAILS grant funds were used. Attach any applicable supporting documents (such as LLSAP budget, memos, etc.) demonstrating the use of RAILS funds.

> The recent shutdown and stay at home order changed the way our members had to operator their library. A couple of school librarians commented that their school administration was going to require them to close their library down to students visiting. The consortium director made an executive decision to issue funds from the grant to help all libraries deal with COVID-19 requirements. A grant check in the amount of $1,500 was issued to each member library to purchase technology so the library can be mobile and supplies so that they can quarantine their own collections when items are checked out or viewed in-house.

2. Please describe any significant LLSAP activities in the time period covered by the report, such as membership changes, new services or policies, ILS platform updates and changes, governance changes, etc.

RRLC members decided to put aside funds to help with database and authority record file clean up.

3. If optional in-kind services are used, please list services and describe any significant activities related to them. If your needs regarding these services have changed or you anticipate them changing, please describe how. (In-kind services include datacenter, delivery services to LLSAP facility, financial services, help desk ticket system, use of RAILS facilities for LLSAP staff, consortium staffed by RAILS employees, use of RAILS vehicles, website, and ILS phone notification dialer co-location.)

System delivery was suspended due to COVID-19, Sterling & Dixon Public Library directors managed to meet in the local junior college parking lot to exchange ILL bins for all public libraries in the consortium. This allowed local patrons to still receive materials while public libraries were closed to walk in traffic but available for curbside.

4. For the RAILS services listed below, please indicate the ones in which any or all of your member libraries participate, and describe any significant activities, changes, or needs related to the services:

eRead Illinois

> Dixon, Milledgeville,Rock Falls, Sterling Public Libraries
> Dixon High School, Rock Falls High School and Sterling Schools

Find More Illinois

> Dixon, Milledgeville, Rock Falls, Sterling Public Libraries
> Dixon High School and Rock Falls High School Libraries

Explore More Illinois

> Dixon, Milledgeville and Sterling Public Libraries

Any other RAILS projects and group purchases that require ILS interoperability

5. Do you have any questions, comments, or concerns you would like to share with us? *(optional)*

RAILS LLSAP Support Grant: Semiannual Report

Due on January 31 and July 31

LLSAP name: _____

Date of report: _____

Time period covered by this report:

> July 1 to December 31   *Report due January 31*

> January 1 to June 30   *Report due July 31*

LLSAP staff member or representative preparing report

Name: _____

Title: _____

Email: _____

Phone number: _____

Submission: Submission of reports by email is preferred. Please email the report as an attachment to anne.slaughter@railslibraries.info.

1. Describe how RAILS grant funds were used. Attach any applicable supporting documents (such as LLSAP budget, memos, etc.) demonstrating the use of RAILS funds.

2. Please describe any significant LLSAP activities in the time period covered by the report, such as membership changes, new services or policies, ILS platform updates and changes, governance changes, etc.

3. If optional in-kind services are used, please list services and describe any significant activities related to them. If your needs regarding these services have changed or you anticipate them changing, please describe how. (In-kind services include datacenter, delivery services to LLSAP facility, financial services, help desk ticket system, use of RAILS facilities for LLSAP staff, consortium staffed by RAILS employees, use of RAILS vehicles, website, and ILS phone notification dialer co-location.)

4. For the RAILS services listed below, please indicate the ones in which any or all of your member libraries participate, and describe any significant activities, changes, or needs related to the services:

   eRead Illinois

   Find More Illinois

   Explore More Illinois

   Any other RAILS projects and group purchases that require ILS interoperability

5. Do you have any questions, comments, or concerns you would like to share with us? *(optional)*

RAILS LLSAP Support Grant: Semiannual Report

Due on January 31 and July 31

LLSAP name: _____

Date of report: _____

Time period covered by this report:

      July 1 to December 31   *Report due January 31*

      January 1 to June 30   *Report due July 31*

LLSAP staff member or representative preparing report

Name: _____

Title: _____

Email: _____

Phone number: _____

Submission: Submission of reports by email is preferred. Please email the report as an attachment to anne.slaughter@railslibraries.info*.*

1. Describe how RAILS grant funds were used. Attach any applicable supporting documents (such as LLSAP budget, memos, etc.) demonstrating the use of RAILS funds.

2. Please describe any significant LLSAP activities in the time period covered by the report, such as membership changes, new services or policies, ILS platform updates and changes, governance changes, etc.

3. If optional in-kind services are used, please list services and describe any significant activities related to them. If your needs regarding these services have changed or you anticipate them changing, please describe how. (In-kind services include datacenter, delivery services to LLSAP facility, financial services, help desk ticket system, use of RAILS facilities for LLSAP staff, consortium staffed by RAILS employees, use of RAILS vehicles, website, and ILS phone notification dialer co-location.)

4. For the RAILS services listed below, please indicate the ones in which any or all of your member libraries participate, and describe any significant activities, changes, or needs related to the services:

eRead Illinois

Find More Illinois

Explore More Illinois

Any other RAILS projects and group purchases that require ILS interoperability

5. Do you have any questions, comments, or concerns you would like to share with us? *(optional)*