

REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING

EXECUTIVE COMMITTEE

May 14, 2021 at 10:30 a.m.

Draft MINUTES

1. WELCOME AND CALL TO ORDER

Mr. Michael Campbell, RAILS Board President called the meeting to order at 10:32 a.m. on Friday, May 14, 2021 and welcomed all attendees.

2. ROLL CALL OF RAILS COMMITTEE MEMBERS

Ms. Fister called the roll of the RAILS committee members:

Telephone/Zoom: Michael Campbell, Tom Stagg, Sarah McHone-Chase, Dianne Hollister, Paul Mills. Absent: none

3. RECOGNITION OF GUESTS

Mr. Campbell read the following: In accordance with the Government Emergency Administrative Act PA100-0640, the RAILS Board of Directors finds an in-person meeting is not practical or prudent and believes it is in the best interest of RAILS to hold a virtual meeting to perform essential business.

Burr Ridge: Deirdre Brennan, Stacy Palmisano

Via telephone/Zoom: Sue Busenbark, Percy Harris, Becky Spratford, Alex Vancina, Monica Harris, Jim Kregor, Ryan Hebel, Joe Filapek, Mark Hatch, Mary Witt, Anne Slaughter, Emily Fister-minute taker.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no public comments.

5. ADOPTION OF THE AGENDA

Paul Mills moved and Sara McHone-Chase seconded that the RAILS Board Executive Committee adopt the agenda and a roll call was taken: Ayes: Ayes: Dianne Hollister, Sarah McHone-Chase, Paul Mills, Tom Stagg, Michael Campbell. Nays: none.

5. DISCUSSION OF FY2022 BUDGET

Ms. Brennan reported that RAILS staff has reached out to the Illinois State Library to discuss state program requirements that are not directly funded through our current grant. We do not want to cut programs to members, but the current budget situation may call for restructuring. Mr. Campbell suggested budgeting for a recruiter to find Jim Kregor's replacement due to his retirement. Mr. Hatch reported on the status of delivery. He said the system is very efficient by the standards of RAILS and outside consultant Greg Pronovitz. When the RFPs for delivery due in August come in, there may be some other ideas for improvement, including outsourcing. Ms. Brennan said that delivery salaries may need to be raised due to competition for drivers and that is not included in the current budget. Changing hubs for delivery will have a huge impact on the current RAILS facilities as Coal Valley, Rockford and East Peoria are all maintained by RAILS. The potential new facility in East Peoria would be cheaper by \$25K per year, not including the proposal for updating the new space.

Mr. Kregor explained that the last two fiscal years, the RAILS Budget has been very tight even though the years have finished under budget due to the pandemic, shut down of delivery for 3 months and personnel turnover. The interest income has been close to zero and the causes a swing of revenues up to \$200K. The State has paid the APC grant for this year and that puts RAILS at a point that would fund an estimated 22 months of operations.

The consortia manager line item is not a staff person, but refers to an \$18K software program that will manage discounts and programs for our members.

The committee discussed the LLSAP support grants and agreed that eventually the LLSAPs need to be self-supporting.

There is a meeting with RAILS IHLS and ISL to discuss delivery changes including the moving of the hub. Ms. Brennan stressed that the discount discussed at the board meeting may be for overall delivery costs, not necessarily a discount for RAILS. She said that there is also another meetings set with the same entities that will discuss increasing money for the systems.

Mr. Filapek reported that Continuing education would continue to grow to fit the needs of our members, including but not limited to EDI, and human resource issues as well as trying to be supportive of our school libraries. The committee asked for information regarding the reserves for IHLS and the usage of Biblioboard across the RAILS member libraries.

Ms. Witt reported that the budget includes a \$50K increase for the My Library Is program budget. The target will be assisting schools. She is also planning a follow up survey by library type on how members are served by the My Library Is campaign and general research of the effect of the campaign.

Ms. Harris said that there was an increase usage in eread due to pandemic, most significantly in schools. She and Ms. Heath have done research as how other states charge administrative fees for some programs. As our programs take a significant amount of administrative time, many charge admin fees of 5% not as a revenue builder but a cost offset. It may be a possibility as we grow programs and we need more admin support. We would approach it now as a value added for a new program, where we can charge different fees to outside RAILS members.

Mr. Kregor stressed that that most of the resource sharing programs are not contractual, it has changed in the budget to e-resources as part of joint purchasing; content is equal to the content we purchase; revenue is neutral budget-wise. He stated three one-time large expense items in the budget are: strategic planning consultant, website redesign and EDI consulting.

Ms. Brennan said the Illinois State Library is not taking on the administrative costs for programs but is committing to funding through grants such as: consulting and staff costs for the L2 update for \$70K; funding cataloging of world languages for \$50K and possibly some vehicle purchases that are \$100K in our current budget.

Ms. Brennan thanked the board for the opportunity to have this dialogue and said there would be further budget reports and discussion regarding items such as delivery and LLSAP sustainability.

Mr. Campbell suggested that the budget be re-visited later, after the 1st quarter of the new fiscal year.

Mr. Campbell reported that Ms. Brennan and Mr. Mills have been trying to set up a meeting with the State Library and Heartland system board and the RAILS board for the last few years without success. Another idea is to have just the executive committees meet. At this time we have presented them some suggested topics of discussions and are waiting to hear back.

6. RECOMMENDATIONS/ACTION ITEMS TO BOARD REGARDING FY 2022 BUDGET

Ms. McHone-Chase moved that the committee make a recommendation to the full board to accept the budget as presented. Mr. Stagg seconded and a roll call vote was taken: Ayes: Dianne Hollister, Sarah McHone-Chase, Paul Mills, Tom Stagg, Michael Campbell. Nays: none.

7. AGENDA BUILDING FOR NEXT COMMITTEE MEETING

At this time, we have no dates for a next Executive committee meeting.

8. ADJOURN

The meeting was adjourned at 11:27 a.m.