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January 21, 2022

## Executive Director Report

You will note that our reports have been organized according to our new strategic plan goals. This is a first step in the roll out of our strategic plan; we have also done a RAILS Minute about the plan, Monica and I are doing a podcast about the plan on February 17 and we have promoted the plan in our *E-News* and on the Directors' List. We also discussed the plan at the February 14 Resource Sharing Committee meeting. The group like the straightforward, concise nature of the plan, were very enthusiastic about the goals and loved the mission statement.

### *Provides leadership in ensuring sustainable, equitable resource sharing*

The **LLSAP Sustainability Working Group** (LSWG) is continuing to meet. We are working right now on developing criteria for libraries that seek to join an existing LLSAP. When a library applies for a RAILS grant to support its migration to an LLSAP we always ask the library to show it can afford to pay the ongoing costs of the consortium. Discussions in the LSWG have identified that we need to strengthen the criteria. While we want libraries to join consortia, we also need to ensure that the libraries will not be a financial drain on the consortia or other members.

**Delivery** is on the agenda for the board meeting. Monica and Mark will report on the results of the RFP and our plans for moving forward.

As I reported last month, we are continuing to have conversations about the possible development of a **Statewide ILS**. We had a second conversation with IHLS staff and Greg McCormick that also included Carson Block, a technology consultant who specializes in consortia and ILS issues. He recommended a broader conversation to include all stakeholders. We are currently working to find a date for a meeting that will include all of the LLSAP managers, CARLI and the Chicago Public Library.

We have good news to report related to **Find More Illinois**. I have had several conversations with directors of potential member libraries including Highwood, Antioch, Schaumburg and others. Just today, Wheaton Public Library decided to join. We are also in talks with Auto-Graphics about adding their ILS circulation module to FMI for no or minimal cost to RAILS and libraries.

## *Models best practices in equity, diversity, accessibility, and inclusion*

Our EDI work continues. One of the most exciting projects this spring will be development of a **Cohort of RAILS member libraries** that we will train in EDI principles with Biz Lindsay-Ryan. We recently surveyed the RAILS staff about their experience with the EDI training. Overall, responses were positive, although the 4-hour-time periods are felt to be difficult and we may try to have shorter sessions more often. It was interesting that Zoom was not felt to be a barrier. We were not surprised to hear that some people feel uncomfortable with the training – one of the goals of the training is to be able to have uncomfortable conversations about difficult issues.

We are beginning work on **EDI policies** for inclusion in our employee handbook. These policies will provide a framework for revision of our board recruitment and election process. HR Source has provided templates for us to use. The policy committee will be leading this work; we will begin by reviewing sample policies from HR Source and from peer organizations.

The Board **vacancy** has been posted and closes on February 23. The Executive Committee will then meet to select a candidate to recommend to the board.

## *Assist member libraries in preparing for the future*

The **ILA Legislative meetups** have been well attended. Legislators have been very supportive of libraries and also very knowledgeable about the services provided during the pandemic. It was particularly heartwarming during the first meetup to hear their support for the St. Charles Public Library, which had just experienced a very difficult situation with members of the public protesting mask-wearing.

## *Leads alongside member libraries to develop and strengthen Illinois library community*

Janette Derucki will attend the meeting to introduce herself to the board. She is working on the **school data** project.

There will be a full report on **universal service** activities at the meeting.





## This Month at RAILS – February 2022

### THE TOP THREE

In response to board member feedback, each month we will provide brief talking points on select This Month at RAILS items to help you spread the word about our programs/services.

#### **RAILS Helps Libraries Save Money**

RAILS negotiates highly favorable pricing on a variety of products of interest to libraries of different types and sizes. Recent offerings include EBSCO packages for public and K-12 libraries and Legal GPS to help entrepreneurs “do legal” without hiring a lawyer. Visit the [Deals & Discounts page](#) on the RAILS website to view all available offers and to search for offers by library type.

#### **Training Grants Available for RAILS Libraries, Networking Groups, and Consortia**

Do you have a great idea for a CE event for library staff and just need funding to make your idea a reality? RAILS is currently offering grants of up to \$2,000 each for libraries of all types, networking groups, and library consortia to plan events of interest to a wide range of library staff. The application deadline is April 1. Visit the [RAILS website](#) for complete details.

#### **Learn How to Design the Post-Pandemic Library**

RAILS is offering a three-part webinar series on “Designing the Post-Pandemic Library” in February and March. NYU professor and space planning expert David Vinjamuri and architect Joe Huberty will provide best practices, and tools to help plan a renovation or new space in the post-pandemic era. View [complete details and register on L2](#).

## *Provides leadership in ensuring sustainable, equitable resource sharing*

### Enhance sharing of knowledge and best practices

#### **Sharing Information on How RAILS Can Help School Libraries**

Dan Bostrom, RAILS Member Engagement Manager, will give two virtual presentations in March on RAILS programs/services for school library staff, including grants, the My Library Is... campaign, continuing education, and more.

- March 7, Chicago Public Schools District Librarians meeting for district school librarians
- March 8, AISLE Librarians in the South Suburbs Chapter

### Leverage economies of scale to provide greater purchasing power

#### **Legal GPS Discount**

RAILS negotiated advantageous pricing for [Legal GPS](#), an online resource that helps new and existing businesses “do legal” without having to hire a lawyer. Rural librarians describe it as a convenient way for entrepreneurs not living in large metropolitan areas to get legal help. Members can register for an [instant free trial](#).

#### **EBSCO Deals, Trials, and Webinars**

RAILS offers significantly discounted pricing for a variety of EBSCO products. Members can access trials and recordings of demos for K-12 and public libraries on the Deals & Discounts web page, and register for live demos on [Thursday, March 3 at 1 p.m.](#) (public libraries) and [Thursday, March 3 at 4 p.m.](#) (K-12 libraries). The deadline for new sign-ups and renewals for all RAILS packages is June 10.

Available products include:

- [EBSCO packages for public libraries](#) and [EBSCO packages for K-12 libraries](#) include a variety of core databases and additional choices from a list of options.
- [Ethnic Diversity Source with Diversity and Ethnic Studies E-Book Subscription](#) combines the full text of magazines, newspapers, primary source documents, and video content with thousands of e-books.
- [LibraryAware/NextReads](#) includes templates and tools to create newsletters, bookmarks, shelf talkers, flyers, and more for promoting library resources.
- [Learning Express](#) provides support to students and professionals for academic skill-building, standardized test prep, career certification test prep, and more.
- [Prenda Code Club](#) helps libraries engage the "Coding-in-Libraries" movement through self-paced learn-to-code software for kids ages 8-18 and training and support for library staff to start code clubs.

#### **Career Online High School (COHS) Update**

[Career Online High School](#) is an 18-credit, vocation-based high school completion program. RAILS subsidizes the cost of the platform.

## COHS Stats as of February 2, 2022

Total Scholarships Awarded	Total Graduates	Current Number of Students in Program	RAILS Graduation Rate/National Graduation Rate
280	141	33	61% / 53%

**Work collaboratively to identify and support shared catalog solutions and expand resource sharing**

### eRead Illinois Update

RAILS staff worked with Baker & Taylor (our eRead vendor) to complete the transfer of over 5,000 titles from BiblioBoard to [Axis 360](#). These titles are now available for simultaneous use in the Axis 360 collection.

### eRead Illinois Axis 360 Checkouts

Time Period	E-Books	Audiobooks	Total
January 2022	27,366	16,195	43,561
Fiscal Year to Date	169,392	107,901	277,293

### Inkie.org Library Update

Anna Behm, RAILS E-Content Specialist, presented “Tools You Can Use from Your Library: Inkie.org” for Clarendon Hills Public Library in February. The virtual presentation covered how writers can use inkie.org, Pressbooks, the Indie Author Project, and the Inkie.org Library collection to self-publish and share their work. Ten people attended. Anna will give virtual presentations at Cherry Valley Public Library and Bloomington Public Library in the coming months.

The [Inkie.org Library](#) now includes the Indie Illinois collection of self-published e-books by Illinois authors and the RAILS Community Collections of content added by local libraries.

### Inkie.org Library Views

Time Period	Number of Views
January 2022	1,400
Fiscal Year to Date	9,009

### Other E-Resources News

- Leila Heath, Director of Library Resources & Programs, attended the 2022 Electronic Resources Minnesota Conference hosted by Minitex. Highlights included “Tidy Data” focused on organizing and maintaining data in Excel spreadsheets, “Finding Leverage in Tricky Situations” on negotiating costs for e-resources, and “Say What You Mean” on using straightforward language when describing e-resources.
- Leila Heath and Anna Behm attended the [ELSUM Networking](#) meeting in February. Anna gave a short presentation about inkie.org and gathered information about library DEI (diversity, equity, and inclusion) analysis. Leila spoke briefly about current RAILS deals and negotiating strategies.

## Explore More Illinois Update

[Explore More Illinois](#) is RAILS' online cultural pass program. In January, RAILS, CARLI (Consortium of Academic & Research Libraries in Illinois), and Illinois Community College (ICC) representatives met to discuss Explore More's community college pilot program. CARLI and ICC need to do some backend IT work, and RAILS is working on a procedures guide for ICC.



In February, Jessica Barnes, RAILS Special Projects Librarian, hosted an ePass Networking Group for staff who run pass programs across the country. (ePass is the software used to operate Explore More Illinois.) Seven attended to share insights and ideas.

RAILS is in the process of creating an Explore More Illinois survey to get input on the user experience and provide data we can share with our attractions.

## *Models best practices in equity, diversity, accessibility, and inclusion*

### Develop resources that support libraries' efforts to provide equitable, diverse, and inclusive services

#### RAILS World Language Cataloging Services Program Update

RAILS launched our [World Language Cataloging Services Program](#) in January. The program is made possible by a grant from the Illinois State Library and there is no charge for system members to use it.

RAILS widely promoted the program through the *RAILS E-News*, the IHLS and ILA e-newsletters, and a variety of RAILS mailing lists. Nancy George, RAILS Cataloging Services Coordinator, also spoke about the program at different RAILS meetings and networking group sessions.

Thus far, we have received inquiries and requests from academic and public libraries. We received 13 items for cataloging in the two weeks prior to this writing. Libraries are limited to sending three to five items per month to be cataloged, and we are working with libraries that have a backlog of materials to catalog on a case-by-case basis.

#### Monica Harris to Represent RAILS on DEI Peer Advisory Group for Nonprofits

Monica Harris, RAILS Associate Executive Director, will represent RAILS as part of the [Charmm'd Foundation's](#) DEI (Diversity, Equity, and Inclusion) Peer Advisory Group for nonprofits. We hope to learn about the EDI practices and experiences of area leaders in recreation, education, and philanthropy and bring that knowledge back to the RAILS membership.

#### Diversity, Equity, and Inclusion Analysis of eRead Illinois Collection

The Baker & Taylor team performed a DEI analysis of the eRead Illinois collection using [Collection HQ](#) analysis tools. Approximately 20% of the collection is considered diverse.

#### DEI in Metadata Networking Group Update

The kickoff meeting of the [DEI in Metadata Group](#) was a great success, with 75 participants from multitype Illinois libraries and museums. RAILS widely promoted the meeting and provided administrative support. The

group provides a venue to share resources and experiences on DEI topics related to catalog data. Libraries of all types and sizes are welcome to join.

Working groups are also being formed to research possible changes to subject headings, including those related to illegal immigration, LGBTQAI+, slavery, and Native American topics.

## ***Assist member libraries in preparing for the future***

### **Help member libraries of all types and sizes demonstrate their value**



#### **Coming Soon: New Round of My Library Is... Grants for School Libraries for FY 2022**

RAILS will soon launch the second round of [My Library Is... Grants for School Libraries](#). In FY 2021, we funded 14 projects at a total cost of over \$13,000. This year, we will raise the grant limit from \$1,000 to \$5,000. Applicants will also be expected to include a statement of equity, diversity, and inclusion (EDI) in their application. Watch for more information in the *RAILS E-News*.

#### **More Specialized Library Spotlight Videos**

RAILS continues to produce Specialized Library Spotlight videos to highlight the work of specialized libraries and help them tell their stories. Recent additions to the series include:

- [Chicago Botanic Garden - Lenhardt Library](#)
- [Illinois Service Resource Center](#)

If you know of a specialized library that would make a good spotlight candidate, contact [communications@railslibraries.info](mailto:communications@railslibraries.info).

### **Future-focused professional development and member engagement efforts**

#### **RAILS Continuing Education Event Grants**

RAILS is accepting applications for our latest round of [Continuing Education Event Grants](#). Grants of up to \$2,000 each are available for RAILS libraries, networking groups, and library consortia offering CE available to all RAILS members. Last fall, the grants focused exclusively on EDI training. While we will continue to prioritize EDI events, other CE topics will also be considered with the current round. The application deadline is April 1.

#### **Designing the Post-Pandemic Library Webinar Series**

RAILS is offering a three-part webinar series, "[Designing the Post-Pandemic Library](#)," on February 24, March 10, and March 24. The series will guide attendees through the social and behavioral changes of the COVID-19 pandemic and the impact of these changes on library design.



## *Leads alongside member libraries to develop and strengthen Illinois library community*

### Strengthen collaborative relationships with partner library organizations

#### **Dan Bostrom Begins Term as SLA Illinois President**

In January 2022, RAILS Member Engagement Manager Dan Bostrom began his term as President of the Illinois chapter of the Special Libraries Association. Dan served on the SLA Illinois Board of Directors for the past three years, including two years as Treasurer. Last year, he served as SLA Illinois President-Elect. Dan is also moving into the President-Elect role for the SLA Leadership & Management Development (LMD) Community. In 2023, he will become SLA LMD President.

#### **February Meeting with AISLE, IHLS, and ILA**

RAILS staff meet monthly with representatives from the Association of Illinois School Library Educators (AISLE), Illinois Heartland Library System (IHLS), and the Illinois Library Association (ILA) to discuss ways we can work collaboratively to support school libraries. Topics discussed at the February meeting included upcoming collaborative AISLE CE events related to materials challenges and a continued discussion about gathering more data on school libraries. The next meeting will be March 1.

#### **American Library Association (ALA) Conferences**

In January, Monica Harris, Associate Executive Director, attended ALA's LibLearnX. The virtual conference included a mix of live and recorded sessions focused on the future of libraries, EDI, publishing trends, and more.

Monica also participated as a member-at-large of ALA Council in January. Council will have an additional session on March 10 to cover additional business. Currently, all signs point towards the ALA Annual conference in June taking place in person in Washington, D.C.

#### **All RAILS Libraries Required to Complete Online Certification Process**

All RAILS libraries must complete the [online certification process](#) by March 31 to continue to be eligible to receive RAILS services (including delivery) and Illinois State Library grants. The table below shows the number of RAILS libraries of all types that have completed the entire certification process.

<b>Library Type</b>	<b>Total #</b>	<b># Completing Certification</b>
Academic	117	<b>57</b>
Public	412	<b>267</b>
School	558	<b>304</b>
Special	178	<b>77</b>

# Consortial Reports

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## CARLI/I-Share

No report.

## Cooperative Computer Services (CCS)

- Database Management Committee is analyzing activity data to make recommendations regarding standardized holds policies.
- CCS is deactivating the branch used by SHARE libraries for institutional holds on January 1. All active users have been/will be contacted.
- Debra Wischmeyer has added a Vega Discover landing page for library staff: <https://www.ccslib.org/training/vega-discover-development-partner-program> (consortia staff should be able to access the password protected elements of the website. Contact Rebecca if not)
- CCS upgraded to Polaris 7.0, which includes adding most cataloging functionality to Leap, the web-based staff interface.
- CCS staff are investigating econtent use patterns of patrons. Econtent integration in the catalog has been a regular source of frustration for staff and seemingly rarely used by patrons in both Symphony and Polaris. If it is not a valuable source of discovery for patrons, CCS may consider changing integration procedures.
- Records were submitted to NCOA for interested libraries and CCS staff designed a cleanup workflow to help reduce manual updates.
- CCS Web Reports now using L2 logins for added security.

## Pinnacle Library Cooperative (PLC)

- Pinnacle continues to work with Innovative as development partners for Vega Discover. Our instance is now connected to our production database and we are testing functionality for individual libraries. We plan to soft launch the new catalog with staff in January, before introducing it to patrons sometime in the Spring.
- In December, we launched a new web-based report module that we're calling "WebReports." WebReports provides library staff access to over 60 custom Circulation, Tech Services and Collection Development reports, right from our consortium's intranet. As many of our libraries are moving away from the traditional desktop client and toward the web-based version of the ILS, this interface provides staff access to their frequently used reports without having to connect to the remote desktop environment.
- In January, we will be re-posting the Member Services Librarian position. The position has been vacant since early Summer and has proven difficult to fill this time around.

## PrairieCat

- PrairieCat signed a contract with Innovative to implement their new Vega discover platform when it is ready for consortium use. They currently target consortium functionality to be ready in January. PrairieCat will bring it live when it meets our requirements. We continue to be a development partner for their Vega patron engagement products, and staff and members participate in regular meetings with their developers.
- We are currently awaiting quotes from Innovative on costs to bring North Chicago Public Library into the consortium. They are targeting the project to kick off after their fiscal year, which is in April.
- Lostant Community Public Library continues to move forward with adding materials to the database, as does Putnam County Primary School.
- We have hired a new Systems Coordinator to replace Jeff Sullivan, who retired in July. The new staff member will work out of the Bolingbrook office (although all staff are teleworking the majority of their time at this point).
- In October, we held our fourth Resource Sharing Summit, again facilitated by Amanda Standerfer. This year, we concentrated on the possibility of group purchases beyond the ILS, and how that could be accomplished in our consortium to allow members to participate who wished to. Discussion is ongoing in our Resource Sharing Committee using the recommendations gleaned from this meeting.

## Resource Sharing Alliance NFP (RSA-NFP)

- RSA's new support website continues to be built out. We're working with our membership to design a multi-faceted navigation scheme that works for new staff, existing staff, and those that know exactly what they want. RSA instituted a new documentation policy to describe documentation types, who develops and approves them, and at what level in the stack they exist in. RSA staff has begun reviewing and recreating all our documentation to ensure we're using the new standardized terms and to pair documents on the same subject together. Our current support site holds all policies in one place, standards in another, guides, cheat sheets, training, in their own areas, etc.
- RSA had three libraries receive automation grants from RAILS this fall. New Windsor PL is a new library joining RSA. Beardstown CUSD is adding their Elementary school to RSA, and Farmer City PL is moving from being a Union Listing library to a Basic Online library. We will begin working with the new libraries to set up parameters and schedule cataloging training in January. Our system is being configured for the new branches in December.
- One of our catalogers has moved on to a new job where they can work with the public again. RSA had 10 applications for the posted position; we'll be doing interviews in early January in hopes of filling the position.
- Our Cataloging department made some internal operational changes to help streamline processes and make duties more predictable during the week. We've also instituted changes in the way we organize the incoming materials to eliminate individual cataloger staff queues and

just work from one RSA-wide incoming requests queue. So far the internal changes have been effective and have been well received.

- We revised our single report request form into four separate forms. This simplifies the forms and allows for easier inputs for simple one-off reports, rerunning a missed report, or stopping scheduled reports. Adding a new scheduled report remains a somewhat complicated form due to the various factors that could be covered in a new report.
- RSA updated our Enterprise and Symphony servers with the latest SirsiDynix releases. These bring mostly bug fixes for administrative staff. The main Enterprise enhancement is something RSA has requested for years; facets now correctly limit their displays to the search limit currently in place. Changing search limits inside an existing search now also correctly updates the facets with the new counts and data returned from the updated search limit.

## Rock River Library Consortium (RRLC)

No report.

## System Wide Automated Network (SWAN)

### Aspen Discovery

SWAN has worked on a transition from the existing Enterprise Discovery OPAC to Aspen Discovery. We spent about 1 year working on Aspen configuration and providing feedback to our support vendor ByWater Solutions. SWAN staff held weekly meetings with ByWater's Aspen product manager and lead software developer. We have completed the setup for all 100 libraries unique catalogs and e-content, and are in the process of training library staff on new and exciting features that never existed prior.

Based on the experience of switching 7 pilot libraries and the first group of libraries that switched over within the first cohort, SWAN has refined its resources and plan for moving from one discovery platform to a new one. This is shared below for other resource sharing consortium to consider within switching your own platforms.

### **Aspen Cohort 2: outline of the kickoff meeting on January 10, 2022**

Aspen resources created and provided by SWAN

- [Support site documentation](#)
- [Aspen All-Staff Training](#)
- [Patron site](#): Patron-facing Aspen instructions
- Aspen administration logins & roles
- Directors have access to staff logins
- Logins grant access to Aspen Administration
- [Review the permissions](#) that will work best for your staff
- Assign at least an OPAC Administrator role and give the OPAC reference to any staff who help patrons place holds.

Trainings: pre-recorded video trainings and live online trainings for Aspen administrators

- [Aspen All-Staff trainings](#)
- Dates for [Aspen Admin trainings](#)
  - Just library staff with OPAC Public & Tech Services, OPAC Cataloging, or OPAC Administration permissions
  - Admins should view all staff trainings before starting admin trainings
- Hosted Aspen office hours for drop-in questions
- Reporting issues

Aspen forum: Library staff share questions and connect other library staff in the SWAN Community Forums <https://forums.swanlibraries.net>

Fines Payment options: SWAN sponsored online payment solution departs from existing Enterprise Discovery online payment

- Library's PayPal account
- SWAN PayPal account (reconciled for library's quarterly)
- No online fines payment

E-resources: library e-resources configured in Enterprise are already in Aspen with the exceptions of Freegal and Biblioboard

- Overdrive
- Hoopla
- Axis360/B&T
- Cloud Library
- ESBCO Discovery Service (Article Search)

"Sideloaded" e-resources: SWAN supports sideloading where MARC records for e-resources are added directly into Aspen. Currently just available for:

- Kanopy
- Freegal
- Only simultaneous-use resources can be sideloaded

Open Archives: libraries with a digital asset management system (DAMS), SWAN can add those digital archives, most likely CONTENTdm or the [Illinois Digital Archive \(IDA\)](#)

Go Live: soft Launch

- Aspen is available to library patrons, but use will be low until library takes steps towards final go live.

Final Go Live: Tuesday March 8th

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- Libraries can continue to use the Enterprise catalog through the end of April. We recommend giving patrons at least a month of overlap.

### Library engagement platforms

SWAN issued a whitepaper on its research into an emerging area of library software, which is a form of data driven marketing.

- Web-based administration
- Templates for email marketing, targeted at specific patron groups, i.e., segments
- ILS integration means some initial harvest of users & ongoing API connection
- Data integration with other vendors possible (OverDrive)
- Webpage code integrated into library website

The whitepaper provides an overview of the platforms provided by Patron Point, OrangeBoy Savannah, OCLC WISE, and SirsiDynix Community Engagement Platform. The strengths and weaknesses of these software platforms are outlined, along with some recommendations on the benefits of a library consortia deployed version for its member libraries with centralized data harvesting and support.

You can find the whitepaper on SWAN's Support site under the Quarterly meeting held on December 2, 2021.

[https://support.swanlibraries.net/sites/default/files/meeting/21\\_12\\_02/82154/packet2021-12-02.pdf](https://support.swanlibraries.net/sites/default/files/meeting/21_12_02/82154/packet2021-12-02.pdf)

### SWAN Learning Management System – launch in January

We have purchased a subscription to Inquisiq to manage our online courses and establish a curriculum of training for library staff to gain expertise on SWAN's library services platform. This Learning Management System (LMS) will track learner progress, provide library managers with learner reports, issues certificates of completion, and enable learning transcripts. Our initial launch will include all the current self-paced learning modules developed by SWAN staff over the past year. Two staff are busy adding more short courses.

Learners will be able to self-register. Registrations must be approved by a SWAN administrator, but once approved, learners can enroll in any course offered through the SWAN Course Catalog.

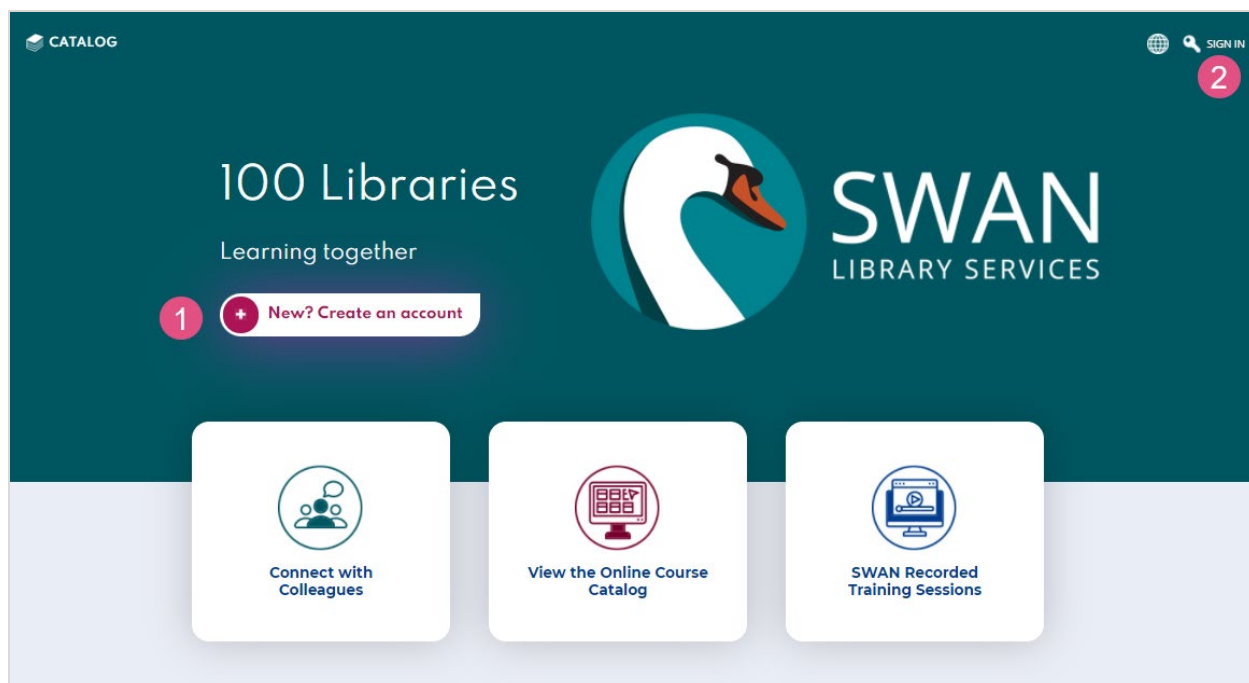
We will be starting with a couple of pilot libraries, Elmwood Park and Downers Grove, in December to provide some feedback prior to the official launch. By launch date, we expect to have about 8 courses covering cataloging, circulation, patron management, and serials.

The following screen captures provide a sneak preview of what's in store.

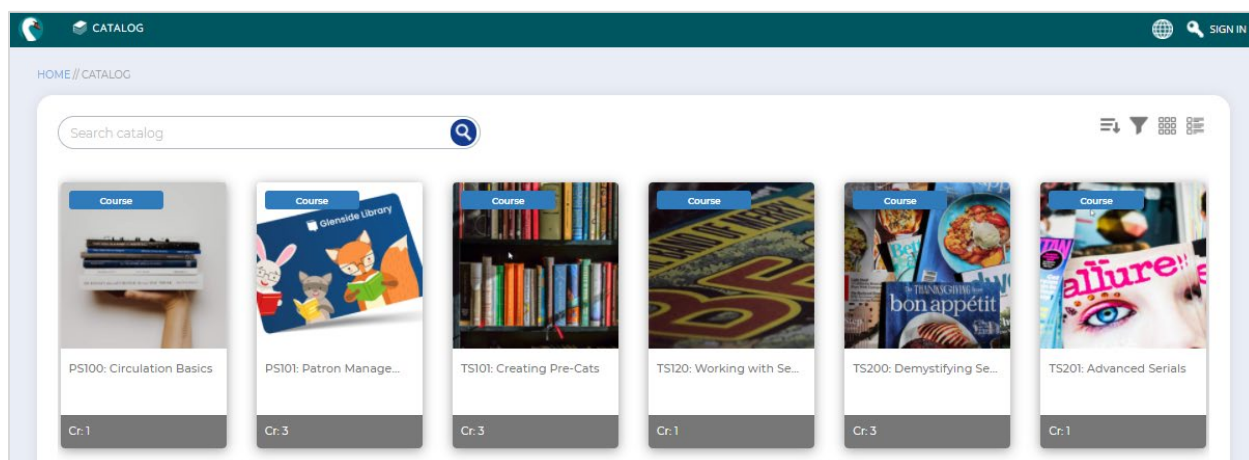
Users will follow links from the learning management home page by:

1. First time – Create an account

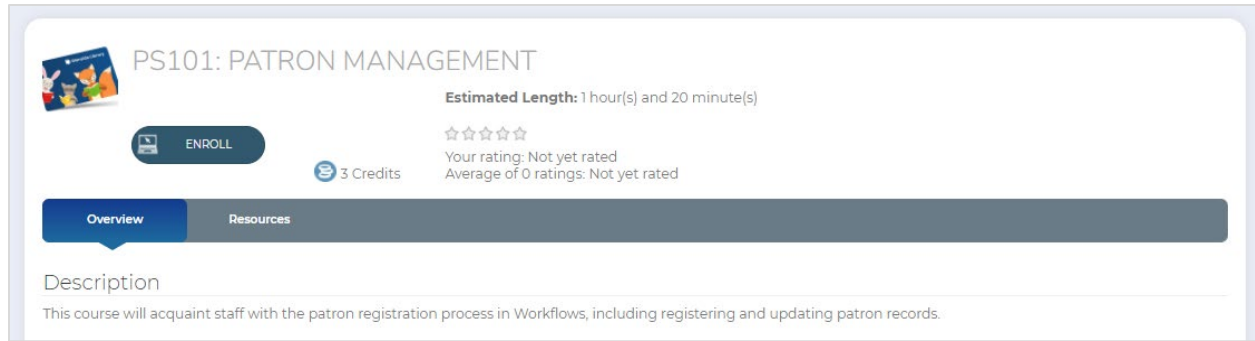
2. Once approved – SIGN IN



A sneak peek at the catalog of courses:



Details and resources for the course can be reviewed. If interested, the learner can enroll.



**PS101: PATRON MANAGEMENT**

Estimated Length: 1 hour(s) and 20 minute(s)

☆☆☆☆☆  
Your rating: Not yet rated  
Average of 0 ratings: Not yet rated

3 Credits

ENROLL

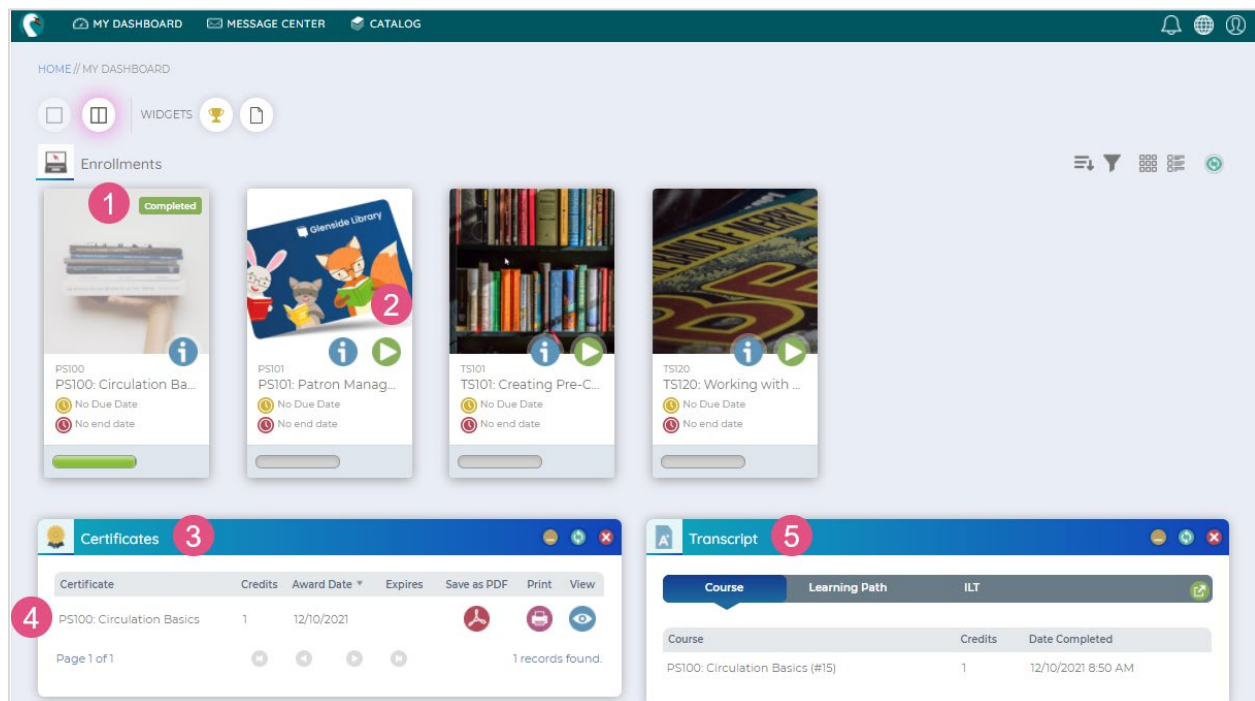
Overview Resources

Description

This course will acquaint staff with the patron registration process in Workflows, including registering and updating patron records.

Once enrolled, learners can manage their courses through their learner dashboard.

1. Completed courses are shown
2. Play button for courses to continue learning on those not yet completed
3. Certificates of Completion
4. Save as PDF, print, or view specific Certificates
5. Transcripts provides a full list of all completed courses, even those not offering certificates of completion



HOME // MY DASHBOARD

WIDGETS

Enrollments

1 Completed

PS100  
PS100: Circulation Ba...

2

PS101  
PS101: Patron Manag...

TS101  
TS101: Creating Pre-C...

TS120  
TS120: Working with ...

3 Certificates

Certificate	Credits	Award Date	Expires	Save as PDF	Print	View
PS100: Circulation Basics	1	12/10/2021				

4

5 Transcript

Course	Credits	Date Completed
PS100: Circulation Basics (#15)	1	12/10/2021 8:50 AM

Look for announcements in early 2022.



## RAILS Board Calendar of Events

<https://librarylearning.org/events>

Month	Agenda Items/Topics
January	RAILS Quarterly Consortial Reports
	Filing for SEIs Due – (admin staff -submit list of those who need to file)
	ALA midwinter meeting (end of January)
	ILA Legislative Meet-ups
February	ILA Legislative Meet-ups
	Appoint Nominating Committee for March Board Election
	Public Library Association (PLA) Annual Conference (end of February )
March	Executive Director evaluation process starts
	SEI notice email from Cook County in March
	ILA Trustee Workshop
April	Draft of System Area and Per Capita Grant Application + List of Membership
	Certification Membership Status Changes (if warranted)
	Notification of All systems Board meeting date
	Board members complete evaluation of Executive Director for May
	Statement of Economic Interest (SEI) – (filed by Board members)
	RAILS Quarterly Consortial Reports
	ILA Reaching Forward Illinois conference
May	Six-Month Review of Closed Session Minutes 5ILCS 120/2(c)(21)
	President or designee compiles Executive Director evaluations for June Meeting
	Approval of APC
June	Plaques: goodbye to retiring and non-returning board members
	Preliminary Board Meeting Fiscal Year Calendar
	Nominating committee presents slate of officers
	Closed session to discuss the findings and recommendations of Executive Director evaluation
	ALA annual conference (end of June)
July	Board Orientation
	RAILS Board Officers Signatures for Bank
	Swearing in of newly elected members with Oath of Office
	Election of Board Officers
	Committee Appointments by new President
	OMA certification for new board members
	Annual filing of conflict of interest form
	RAILS Quarterly Consortial Reports
	Board Meeting Fiscal Year Calendar Approval
August	
September	Annual Report Acceptance
	Audit Report Acceptance
October	RAILS Quarterly Consortial Reports
	ILA annual conference
November	Six-Month Review of Closed Session Minutes 5ILCS 120/2(c)(21)
December	No meeting

