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Executive Director Report, September, 2022

The Annual Report is on the board agenda this month. This report lays out our accomplishments for the fiscal year that ended on June 30, 2022. I hope this will be helpful for all of you to see the progress we have made this year in achieving the goals of the strategic plan.

Provides leadership in ensuring sustainable, equitable resource sharing

On Wednesday, September 14, Anne, Monica and I met with the RSA Executive Committee about their financial independence plan. It was a good discussion about possible options. We agreed that RAILS will assist them with legal advice related to changing their non-profit 501c3 status to an intergovernmental instrumentality, in line with the other LLSAPs. This status would make them eligible for membership in IMRF when they are independent from RAILS. We will also assist them with facilitating meetings with members about the changes.

We featured Career Online High School (COHS) during our Sparks podcast on September 1. Guests were Lynn Stainbrook and Leon Smith from the Rockford Public Library and Leila Heath, Library Resources and Programs Director for RAILS. COHS is great product that has supported 152 graduates across the RAILS service area.

RAILS website link for more info about COHS: <https://www.railslibraries.info/deals/183705>.

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

The EDI member training cohort has been finalized.

- We will have approximately 40 participants meeting monthly beginning in October.
- 40% from non-suburban libraries and includes a number of small and mid-sized libraries
- As we anticipated, large majority of staff from public libraries, but we do have a couple school librarians and a few academic librarians
- Less than 20% of the cohort are directors and over 40% are in non-management positions. We are glad that we do have broad representation from both management and non-management positions.
- Good array of job functions and departments represented - circulation staff, early literacy, technical services, marketing/graphics, community engagement, early literacy, etc.

- And in terms of race/ethnicity, around 1 in 4 identify as non-white, so we are glad that we will have these voices represented as part of these important conversations during the cohort.

Assist member libraries in preparing for the future

The Illinois State Library Advisory Council (ISLAC) held its first meeting in several years on August 25. Dave Barry a former RAILS board member and president was elected Chair. They will meet again in October. The committee voted to establish a subcommittee to work on statewide solutions to the unserved problem. I firmly believe that the RAILS board's resolution on universal service and formal request that the State Library convene a subcommittee to work on universal service was key to this progress.

I hope that ISLAC will discuss many important issues facing Illinois libraries including standards and equity, diversity and inclusion.

Leads alongside member libraries to develop and strengthen Illinois library community

The Illinois Library Association Public Policy Committee (PPC) met on August 29 to discuss priorities for the upcoming legislative session. I am very pleased that the RAILS statewide online resources proposal was a top vote getter. The next step is for the ILA Executive Board to decide the Association's priorities.

The committee also discussed possible questions for the Secretary of State candidates...

I have continued to try to contact the St. Andrew Catholic Grade School principal with no success. I will keep trying! I am going to talk to Jennifer Slaney for her advice.

Grant Halter is developing a survey for city library directors that will help clarify their various issues and priorities. The group meets again on September 16.



This Month at RAILS – September 2022

THE TOP THREE

In response to board member feedback, each month we provide brief talking points on select This Month at RAILS items to help you spread the word about our programs/services. Here are this month's top three:

Engage with RAILS at October Illinois Library Association Conference

There are a number of ways to engage with RAILS at the Illinois Library Association conference, including attending the [retirement reception for Deirdre Brennan](#), visiting RAILS exhibit booth 812, and attending programs involving RAILS staff and board members. Watch the weekly *RAILS E-News* for all the details.

“Keys to Being a Better Library Trustee” Webinar Series

RAILS will offer a two-part webinar series with parliamentarian Nancy Sylvester on October 29 and November 12, from 10 a.m. – noon. The first session will focus on board governance, and the second on parliamentary procedure. You only need to [register once on L2](#) to attend one or both sessions.

RAILS School Libraries: Got 30 Minutes? Learn What RAILS Can Do for You!

RAILS school library staff can request a [one-on-one online meeting](#) with RAILS Member Engagement Manager Dan Bostrom. These Zoom meetings are designed for those who are new to their district, new to RAILS, or for anyone who wants a refresher on system services.

Enhance sharing of knowledge and best practices

Engage with RAILS at October Illinois Library Association (ILA) Conference

RAILS Board members and staff and trustees from our member libraries will have many opportunities to engage with RAILS at the [ILA Conference](#), October 18 – 20, at the Stephens Convention Center in Rosemont. All are welcome to:

- Attend our retirement reception for Deirdre Brennan on Tuesday, October 18 from 5 – 7 p.m., in Rooms 25-30 at the convention center. You can come any time during these hours, though there will be a short ceremony starting at 5:30 p.m. Complimentary appetizers and beverages (beer, wine, and soft drinks) will be served. Thanks to our platinum sponsors, Ancel Glink and Baker & Taylor; and our gold sponsors, Auto-Graphics, and HR Source. [Please register!](#)
- Visit us at the RAILS booth (#812) during exhibit hours (Wednesday, October 19 from noon – 5p.m. and Thursday, October 20 from 9 a.m. – 2 p.m.).
- Attend the “[Crisis in Specialized Libraries](#)” panel discussion with RAILS Member Engagement Manager Dan Bostrom and staff from RAILS member libraries on Wednesday, October 19 from 1:45 – 2:45 p.m.
- Learn more about RAILS’ school library data project by visiting our [ILA Poster session](#) on Thursday, October 20, from 9:30 – 11 a.m., in the exhibit hall. Janette Derucki, RAILS Research Specialist, will be on hand to discuss the project and answer questions.
- Help celebrate RAILS’ receiving the 2022 [Robert R. McClarren Legislative Development Award](#) by attending the [Awards Luncheon](#) on Tuesday, October 18 at noon (pre-registration required).

RAILS Board member Becky Spratford will also present at:

[“Actively Anti-Racist Service to Leisure Readers: Foundations,”](#) followed by a [discussion session](#); and [“Get On Board: Encouraging Library Workers to Run for Local Library and School Boards.”](#)

RAILS is also a sponsor of the ILA conference. Watch for more details about RAILS’ ILA activities in the weekly *RAILS E-News*.

September 29 RAILS Member Update Reminder

RAILS Board members are welcome to attend our member update on Thursday, September 29 from 10 a.m. – noon. You can attend at the RAILS Coal Valley service center where Deirdre Brennan will host the meeting in person. There will also be a light lunch for attendees at Coal Valley that service center after the update session in. You can also attend at the RAILS Burr Ridge or East Peoria service center or via Zoom. [Registration details are available on L2.](#)

Learn about All RAILS Services for Schools in 30 Minutes!

RAILS school library staff can request a [one-on-one online meeting](#) with RAILS Member Engagement Manager Dan Bostrom. These Zoom meetings are designed for those who are new to their district, new to RAILS, or for anyone who wants a refresher on system services.

RAILS Participates in PrairieCat Back to School Session

RAILS Member Engagement Manager Dan Bostrom gave a presentation to PrairieCat school libraries on

September 13 as part of PrairieCat’s Back to School event. (PrairieCat is one of [six shared-catalog consortia](#) or LLSAPs that RAILS supports.) The presentation included information on RAILS continuing education, grants, e-resources, and more.

Decennial Committees on Local Government Consolidation and Efficiency Act Guidance

[Public Act 102-1088](#) requires governmental units such as public library districts to establish a committee to study local efficiencies and report recommendations to their county board. The Ancel Glink law firm provided RAILS with an [FAQ to answer initial questions](#) on the requirements. RAILS will provide further information for members as it becomes available.

Leverage economies of scale to provide greater purchasing power

New! Creativebug Discounted Pricing Announced

[Creativebug](#) is a craft education hub for every skill level. Patrons have an all-access, no-boundaries pass to explore thousands of classes. People of all skill levels can work alongside instructors to learn craft techniques.

RAILS members can find information and pricing on all our deals and discounts by logging into the RAILS [Deals & Discounts](#) page.

Career Online High School (COHS) Update

[Career Online High School](#) is an 18-credit, vocation-based high school completion program. RAILS coordinates and administers the program for libraries statewide and negotiates lower fees for the scholarships that participating libraries award to students.

The following table provides the latest information on the program as of July 1.

Scholarships Awarded	Total Graduates	Current Number of Students in Program	RAILS Graduation Rate/National Rate
342	154	91	61%/53%

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

New Find More Illinois Video with User Testimonials

Find More Illinois is an interlibrary loan platform that provides access to a growing number of library holdings in one seamless interface. Anyone can [search the holdings](#), and users from participating libraries can locate and request materials from libraries across Illinois to be delivered directly to their home library. Libraries of all types and sizes can join, no matter what kind of catalog software they use.



Nicole Zimmermann, RAILS Marketing & Public Relations Specialist, produced a [second video](#) highlighting the benefits of the Find More Illinois software, including ease of use and time-saving features. It’s a great time for libraries [to join Find More Illinois](#). Setup fees will be waived for those joining before March 2023, and no annual fees will be billed until July 1, 2023.

Latest eRead Illinois News

RAILS’ [eRead Illinois Axis 360](#) collection includes e-books and e-audiobooks for adults and children with very

reasonable pricing. Baker & Taylor, our eRead vendor, experienced a server outage due to a ransomware attack in mid-August. The ordering platform was down for over two weeks, and RAILS was unable to add new titles or additional copies to the collection. The service was up and running again on September 7.

RAILS staff met with a large contingent from Baker & Taylor to discuss the attack and any possible implications for user privacy and safety. Baker & Taylor assured us that they are not aware of any data breach and that they are taking steps to secure their systems in the future.

Use of RAILS E-Resources

eRead Illinois Axis 360 Checkouts

Time Period	E-Books	Audiobooks	Total
August 2022	20,447	15,872	36,319
FY 2023 (July 2022 – June 2023)	36,962	31,197	68,159

Inkie.org Library Views

Time Period	Number of Views
August 2022	1,709
FY 2023	2,997

Explore More Illinois Update

[Explore More Illinois](#) is RAILS’ statewide online cultural and recreational pass program. As of September 6, 409 Illinois libraries participate (325 RAILS and 84 Illinois Heartland Library System libraries) and there are [48 attractions](#).



Attractions added in August include Elgin Symphony Orchestra, DuPage Children’s Museum (Naperville), and the Chicago History Museum. Library patrons made 122 reservations in August. The most popular attractions by numbers of reservations were Peoria Riverfront Museum (34), Anderson Japanese Gardens in Rockford (14), Chicago Children’s Museum (14), Abraham Lincoln Presidential Library and Museum (11), Discovery Center Museum in Rockford (6), and Lizzadro Museum of Lapidary Art in Oak Brook (6).

RAILS staff met with staff from CARLI (Consortium of Academic and Research Libraries in Illinois) and Lincoln Land Community College (LLCC) to discuss adding LLCC as the second community college in Explore More Illinois. Meetings also continue with Chicago Public Library and [Museums in the Park](#) (MIP) representatives to discuss the possibility of moving CPL’s current paper pass program with MIP to Explore More.

RAILS staff also attended the national ePass Users Group meeting in September (ePass is the software used for Explore More Illinois). Nine attendees from the United States and Canada discussed working together on user survey questions so we can make sure we are all collecting the same information. They also discussed mobile device initiatives for ePass. The Library of Newfoundland and Labrador recently joined ePass, making it the first Canadian library using the software.

[Chillicothe Public Library District](#) won our recent Explore More Illinois attractions contest, with the Central

Illinois Ballet as their winning attraction submission. Chillicothe won lunch for library staff provided by The Quipu Group. Seven attractions have joined Explore More so far as a result of the contest.

Assist member libraries in preparing for the future

Work collaboratively for additional funding for all types of libraries

Roberto Clemente Community Academy Wins \$150K Library Makeover

RAILS member Roberto Clemente Community Academy, part of the City of Chicago School District #299, won the [Cloud Cuckoo Land Library Makeover contest](#), sponsored by Heart of America and Simon & Schuster. The library was one of 10 finalists. Out of 16,500 votes, Clemente received 7,000 – nearly half! The funds will likely go to things like paint, a mural, flooring, lighting, new shelving, and books.

The library learned of the contest via an email announcement by RAILS Member Engagement Manager Dan Bostrom. Many RAILS staffers also promoted the contest heavily to our members and encouraged them to vote. Library director Andie Townhouse invited RAILS staff to the ribbon cutting and thanked Dan by saying, “if it weren't for your email, I never would have known about [the contest]. Thank you so much for your support and for planting seeds of courage in me to apply and just go for it!”

Roberto Clemente Community Academy also received a 2022 My Library Is... Grant for School Libraries.

Help member libraries of all types and sizes demonstrate their value



Ask Us Anything about Public/School Library Partnerships

On [Wednesday, October 12](#) from 3:30 – 4:30 p.m., RAILS and the My Library Is... Advisory Team will host an Ask Us Anything event on public/school library partnerships. The event will feature short presentations by three RAILS members:

- Jessica Banko, West Chicago Public Library District
- Norma Hacke, Wauconda Area Public Library District
- Linda Sawyer, Saint Francis Xavier School

Anyone working in an Illinois library is welcome to attend. The presentation portion of this event will be recorded and saved to the RAILS YouTube page.

How Anyone Can Contact Elected Officials to Gain Support for Libraries

In August, RAILS Member Engagement Manager Dan Bostrom met with his state senator, Cristina Pacione-Zayas (Chicago), to discuss school libraries and the proposal for a statewide online resource package. Dan wrote about the meeting in [a recent My Library Is... blog post](#). The post details how easy and effective it can be to contact elected officials to ask them to support library initiatives.

All staff from all Illinois libraries are welcome to contribute blog posts to the My Library Is... site to highlight something they have done to promote their library effectively or to offer general guidance/advice. Those hesitant about writing the post can contact the [RAILS Communications Team](#) for assistance.

Future-focused professional development and member engagement efforts

“Keys to Being a Better Library Trustee” Webinar Series

RAILS will offer a two-part webinar series with parliamentarian [Nancy Sylvester](#) on October 29 and November 12, from 10 a.m. – noon. The first session will focus on board governance, and the second on parliamentary procedure. You only need to [register once on L2](#) to attend one or both sessions.

Leads alongside member libraries to develop and strengthen Illinois library community

Strengthen collaborative relationships with partner library organizations

Member Libraries Chosen for Chromebook Lending Program

Three RAILS public libraries were chosen to [participate in a Chromebook lending program](#) as part of an Illinois Department of Commerce and Economic Opportunity Office of Broadband Project READY grant: Macomb, Rushville, and Quincy. This grant project is administered by a partnership that includes Western Illinois University, the Illinois Heartland Library System, and RAILS.

RAILS Participates in 2022 Health Science Librarians of Illinois Conference

On September 8, RAILS Member Engagement Manager Dan Bostrom gave an update on RAILS programs/services at the 2022 Health Science Librarians of Illinois Conference. The event was held via Zoom and approximately 35 people attended Dan’s presentation.

September Meeting with AISLE, CPS, IHLS, ILA, ISL

RAILS staff meet monthly with representatives from the Association of Illinois School Library Educators (AISLE), Chicago Public Schools (CPS), Illinois Heartland Library System (IHLS), Illinois Library Association (ILA), and Illinois State Library (ISL) to discuss ways we can work collaboratively to support school libraries.

September topics included a survey RAILS is working on to collect information about staff at Illinois school libraries, the upcoming ILA and AISLE conferences, and materials challenges. Attendees shared several recent articles and other resources about materials challenges in schools across the country.

RAILS LLSAP Support Grant: Annual Report

Due on July 31

LLSAP name: CCS

Date of report: July 31, 2022

LLSAP staff member or representative preparing report

Name: Rebecca Malinowski

Title: Executive Director

Email: rmalinowski@ccslib.org

Phone number: 847-483-8604

Submission: 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.

RAILS funds were distributed to members as a quarterly rebate. CCS fees have remained stable or dropped over the past several years, largely due to the addition of new members with the support of catalog grants from RAILS. The RAILS rebates allow our members to see additional savings without artificially dropping CCS fees--members have a clear understanding of the funds needed to run CCS sustainably.

In FY 2022, CCS adjusted the distribution model to more directly reflect the RAILS grant support formula and focus on equity. CCS uses the RAILS determined quartiles and dollars per library for Collection Expenditures per Capita and Annual Fee as a Percentage of Operating to determine the base award for each member. All members split the allocation for ILL/RB transactions equally as this reflects library collection spending and policies as well as geography. In FY 2022, we saw a range of \$3500 between the largest and smallest award, with the average award being \$6712.

Documentation outlining options considered is attached. Budget and Finance Committee considered the options outlined and recommended Option 1 (described above) to Governing Board in July 2021. Governing Board accepted the recommendation (minutes attached).

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.

CCS has approved an updated resource sharing policy, available at <https://www.ccslib.org/governing-documents>

The updated policy includes: standardizing the length new materials may be restricted to local patrons, clarifying that all restrictions must apply to all RAILS RB patrons equally, and setting limits on the ratio of holdable to non-holdable copies of materials. These changes are intended to streamline the patron experience through the online catalog and increase access among all patrons.

The new CCS website launched and includes L2 integration for authentication and meeting calendar display. CCS has also integrated L2 integration for our in-house reporting services. We appreciate the support Brian Smith provided during our implementation and troubleshooting process.

Multiple rounds of user testing and revisions were conducted on the Diversity Audit Tool, which is a reporting tool providing subject analysis to support library diversity audits and selection of diverse material. The tool launched for all libraries in July 2022.

We have also introduced listserv guidelines (<https://www.ccslib.org/listserv-guidelines>) to ensure productive, respectful dialogue among our members

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, and ILS phone notification dialer co-location.)

N/A

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

No significant changes made

Find More Illinois

No currently subscribing members

Explore More Illinois

No significant changes made

Any other RAILS projects and group purchases that require ILS interoperability

No significant changes made

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

Options for RAILS Grant Distribution

As discussed at previous committee and Governing Board meetings, RAILS has redesigned their LLSAP funding formula to better align with RAILS key values, including:

- Supporting resource sharing activities
- Distributing support equitably, with an emphasis on feasible participation for libraries of all types, sizes, and funding levels
- Increasing consortial membership

As a result, the metrics used to calculate the total LLSAP grant award shifted from system-wide metrics (policy and governance practices, for example) to library-specific metrics.

CCS recommends that Budget and Finance revisit the distribution of the RAILS grant funds to reflect the values RAILS is promoting with the grant.

The new formula uses three metrics, two of which are library-specific:

- Collection expenditures per service population (library-specific)
- Annual LLSAP fee as a percentage of library operating expenditures (library-specific)
- ILL and RB Resource sharing transactions (system-wide)

The committee has already discussed and appears to have reached consensus that the award amounts assigned to library-specific metrics be distributed according to the RAILS formula. The committee should consider how to divide the remaining portion of the grant.

Total Award Summary

	Amount	Percent of Award
Collection Expenditures per Capita	\$ 28,539	15%
Annual Fee to Budget	\$ 52,214	28%
ILL and RB	\$ 107,213	57%
Multitype Bonus	\$ -	0%
Total Award	\$ 187,966	

Option 1 – ILL RB Split Evenly

If the ILL/RB portion of the grant is split evenly among all members, about 40% of the grant will be divided proportionately and 60% evenly.

In this scenario:

- The minimum total award to a library would be \$5,515. 10 libraries would receive this award amount.
- The maximum award amount would be \$9,015. One library would receive this award amount.

- Libraries are more or less grouped by size and funding, with our smallest libraries receiving higher award amounts.

CCS recommends option 1. If the goal is to promote equity and support the values RAILS is promoting through the grant, Option 1 comes closer to those goals.

Option 2 – ILL RB Split by CCS Member Fee Adjusted Income Metric

The committee discussed splitting the remaining grant award based on the amount a member pays in to CCS. We can use each library's adjusted income (tax data minus long term capital debt) here, and apply the same percent whole used to calculate the proportionate amount of member fees to the grant amount.

Because almost 60% of the grant amount is based on ILL/RB statistics, this drastically changes how the award would be distributed.

- The minimum total award to a library would be \$4,708. One library would receive less than \$5000.
- The maximum award would be \$8,738. Two libraries would receive over \$8000.
- Larger libraries tend to receive bigger awards in this scenario, and there is more variability in the sorting.

The committee has also discussed that future Development Fund rebates be paid out according to the membership fee formula. This would mean more of those funds would be sent back to the larger libraries who paid in. Moving forward with Option 1 here would provide a good balance.

Other Considerations

The committee previously discussed splitting the ILL/RB amount based on actual ILL/RB transactions. CCS does not recommend this approach as there are many variables that contribute to a member's ILL/RB stats including:

- Collection size and depth
- Geographic proximity to neighboring libraries
- Patron behavior
- Holds and circulation policies

While some of these variables are within an agency's control, geographic proximity and patron behavior are not. Additionally, how and when CCS collects these statistics could impact the distribution. CCS does not recommend pursuing this option.

Total Award Summary

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Collection Expenditures per Capita	\$ 28,539	15%
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Distribution Option 1

ILL RB Amount Split Evenly

Min	\$ 5,515.04
Max	\$ 9,015.04
Average	\$ 6,712.46
Range	\$ 3,500.00

Distribution Option 2

ILL RB Amount Split Proportionately

Min	\$ 4,708.83
Max	\$ 8,738.27
Average	\$ 6,712.46
Range	\$ 4,029.44

Library	Collection Expenditures per Service Population		Annual Fee Percentage of Operating Expenditures	
	Quartile	Amount	Quartile	Amount
Algonquin Area Public Library District	4	\$ 789	3	\$ 1,818
Cary Area Public Library District	3	\$ 1,596	1	\$ 3,590
Crystal Lake Public Library	4	\$ 789	3	\$ 1,818
Des Plaines Public Library	4	\$ 789	4	\$ 897
Ela Area Public Library District	4	\$ 789	4	\$ 897
Evanston Public Library	4	\$ 789	4	\$ 897
Fox River Valley Public Library District	2	\$ 2,394	2	\$ 2,692
Fremont Public Library District	4	\$ 789	4	\$ 897
Glencoe Public Library	4	\$ 789	2	\$ 2,692
Glenview Public Library	4	\$ 789	4	\$ 897
Grayslake Area Public Library District	4	\$ 789	3	\$ 1,818
Highland Park Public Library	4	\$ 789	3	\$ 1,818
Huntley Area Public Library	3	\$ 1,596	2	\$ 2,692
Indian Trails Public Library District	4	\$ 789	4	\$ 897
Lake Forest Library	4	\$ 789	2	\$ 2,692
Lake Villa Public Library District	4	\$ 789	2	\$ 2,692
Lincolnwood Public Library District	4	\$ 789	2	\$ 2,692
McHenry Public Library District	3	\$ 1,596	3	\$ 1,818
Morton Grove Public Library	4	\$ 789	3	\$ 1,818
Niles-Maine District Library	4	\$ 789	4	\$ 897
Northbrook Public Library	4	\$ 789	4	\$ 897
Palatine Public Library District	4	\$ 789	4	\$ 897
Park Ridge Public Library	4	\$ 789	3	\$ 1,818
Prospect Heights Public Library District	4	\$ 789	2	\$ 2,692
Round Lake Area Public Library District	3	\$ 1,596	2	\$ 2,692
Wilmette Public Library District	4	\$ 789	4	\$ 897
Winnetka-Northfield Public Library	4	\$ 789	2	\$ 2,692
Zion-Benton Public Library District	2	\$ 2,394	2	\$ 2,692
Total		\$ 28,530		\$ 52,206

ILL/RB Amount Split Evenly

Library	Collection Expenditures		Annual Fee Percentage		ILL/RB	Total Award
	Quartile	Amount	Quartile	Amount	Amount	
Zion-Benton Public Library District	2	\$ 2,394	2	\$ 2,692	\$ 3,829.04	\$ 8,915
Winnetka-Northfield Public Library	4	\$ 789	2	\$ 2,692	\$ 3,829.04	\$ 7,310
Wilmette Public Library District	4	\$ 789	4	\$ 897	\$ 3,829.04	\$ 5,515
Round Lake Area Public Library District	3	\$ 1,596	2	\$ 2,692	\$ 3,829.04	\$ 8,117
Prospect Heights Public Library District	4	\$ 789	2	\$ 2,692	\$ 3,829.04	\$ 7,310
Park Ridge Public Library	4	\$ 789	3	\$ 1,818	\$ 3,829.04	\$ 6,436
Palatine Public Library District	4	\$ 789	4	\$ 897	\$ 3,829.04	\$ 5,515
Northbrook Public Library	4	\$ 789	4	\$ 897	\$ 3,829.04	\$ 5,515
Niles-Maine District Library	4	\$ 789	4	\$ 897	\$ 3,829.04	\$ 5,515
Morton Grove Public Library	4	\$ 789	3	\$ 1,818	\$ 3,829.04	\$ 6,436
McHenry Public Library District	3	\$ 1,596	3	\$ 1,818	\$ 3,829.04	\$ 7,243
Lincolnwood Public Library District	4	\$ 789	2	\$ 2,692	\$ 3,829.04	\$ 7,310
Lake Villa Public Library District	4	\$ 789	2	\$ 2,692	\$ 3,829.04	\$ 7,310
Lake Forest Library	4	\$ 789	2	\$ 2,692	\$ 3,829.04	\$ 7,310
Indian Trails Public Library District	4	\$ 789	4	\$ 897	\$ 3,829.04	\$ 5,515
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Total		\$ 28,530		\$ 52,206	\$ 107,213	\$ 187,949

Min \$ 5,515
 Max \$ 9,015
 Average \$ 6,712
 Range \$ 3,500

Library	Collection Expenditures		Annual Fee Percentage		ILL/RB		Total Award
	Quartile	Amount	Quartile	Amount	%	Amount	
Zion-Benton Public Library District	2	\$ 2,394	2	\$ 2,692	1.8%	\$ 1,897.91	\$ 6,984
Winnetka-Northfield Public Library	4	\$ 789	2	\$ 2,692	3.3%	\$ 3,518.99	\$ 7,000
Wilmette Public Library District	4	\$ 789	4	\$ 897	4.4%	\$ 4,739.18	\$ 6,425
Round Lake Area Public Library District	3	\$ 1,596	2	\$ 2,692	2.3%	\$ 2,470.74	\$ 6,759
Prospect Heights Public Library District	4	\$ 789	2	\$ 2,692	2.6%	\$ 2,820.54	\$ 6,302
Park Ridge Public Library	4	\$ 789	3	\$ 1,818	3.4%	\$ 3,665.95	\$ 6,273
Palatine Public Library District	4	\$ 789	4	\$ 897	5.7%	\$ 6,107.00	\$ 7,793
Northbrook Public Library	4	\$ 789	4	\$ 897	6.6%	\$ 7,052.27	\$ 8,738
Niles-Maine District Library	4	\$ 789	4	\$ 897	5.2%	\$ 5,566.92	\$ 7,253
Morton Grove Public Library	4	\$ 789	3	\$ 1,818	2.7%	\$ 2,864.99	\$ 5,472
McHenry Public Library District	3	\$ 1,596	3	\$ 1,818	2.5%	\$ 2,652.90	\$ 6,067
Lincolnwood Public Library District	4	\$ 789	2	\$ 2,692	1.8%	\$ 1,983.23	\$ 5,464
Lake Villa Public Library District	4	\$ 789	2	\$ 2,692	4.0%	\$ 4,308.74	\$ 7,790
Lake Forest Library	4	\$ 789	2	\$ 2,692	3.1%	\$ 3,338.06	\$ 6,819
Indian Trails Public Library District	4	\$ 789	4	\$ 897	5.1%	\$ 5,482.40	\$ 7,168
Huntley Area Public Library	3	\$ 1,596	2	\$ 2,692	2.7%	\$ 2,881.02	\$ 7,169
Highland Park Public Library	4	\$ 789	3	\$ 1,818	3.8%	\$ 4,112.47	\$ 6,719
Grayslake Area Public Library District	4	\$ 789	3	\$ 1,818	2.4%	\$ 2,529.04	\$ 5,136
Glenview Public Library	4	\$ 789	4	\$ 897	6.2%	\$ 6,646.31	\$ 8,332
Glencoe Public Library	4	\$ 789	2	\$ 2,692	1.9%	\$ 2,007.37	\$ 5,488
Fremont Public Library District	4	\$ 789	4	\$ 897	2.8%	\$ 3,022.83	\$ 4,709
Fox River Valley Public Library District	2	\$ 2,394	2	\$ 2,692	2.6%	\$ 2,838.58	\$ 7,925
Evanston Public Library	4	\$ 789	4	\$ 897	5.2%	\$ 5,566.83	\$ 7,253
Ela Area Public Library District	4	\$ 789	4	\$ 897	4.1%	\$ 4,380.45	\$ 6,066
Des Plaines Public Library	4	\$ 789	4	\$ 897	4.8%	\$ 5,163.84	\$ 6,850
Crystal Lake Public Library	4	\$ 789	3	\$ 1,818	3.6%	\$ 3,854.88	\$ 6,462
Cary Area Public Library District	3	\$ 1,596	1	\$ 3,590	1.5%	\$ 1,619.00	\$ 6,805
Algonquin Area Public Library District	4	\$ 789	3	\$ 1,818	3.8%	\$ 4,120.56	\$ 6,728
Total		\$ 28,530		\$ 52,206		\$ 107,213	\$ 187,949

Min	\$	4,709
Max	\$	8,738
Average	\$	6,712
Range	\$	4,029

Award Amounts Largest to Smallest

Option 1

Cary Area Public Library District
Fox River Valley Public Library District
Zion-Benton Public Library District
Huntley Area Public Library
Round Lake Area Public Library District
Glencoe Public Library
Lake Forest Library
Lake Villa Public Library District
Lincolnwood Public Library District
Prospect Heights Public Library District
Winnetka-Northfield Public Library
McHenry Public Library District
Algonquin Area Public Library District
Crystal Lake Public Library
Grayslake Area Public Library District
Highland Park Public Library
Morton Grove Public Library
Park Ridge Public Library
Des Plaines Public Library
Ela Area Public Library District
Evanston Public Library
Fremont Public Library District
Glenview Public Library
Indian Trails Public Library District
Niles-Maine District Library
Northbrook Public Library
Palatine Public Library District
Wilmette Public Library District

Option 2

Northbrook Public Library
Glenview Public Library
Fox River Valley Public Library District
Palatine Public Library District
Lake Villa Public Library District
Niles-Maine District Library
Evanston Public Library
Huntley Area Public Library
Indian Trails Public Library District
Winnetka-Northfield Public Library
Zion-Benton Public Library District
Des Plaines Public Library
Lake Forest Library
Cary Area Public Library District
Round Lake Area Public Library District
Algonquin Area Public Library District
Highland Park Public Library
Crystal Lake Public Library
Wilmette Public Library District
Prospect Heights Public Library District
Park Ridge Public Library
McHenry Public Library District
Ela Area Public Library District
Glencoe Public Library
Morton Grove Public Library
Lincolnwood Public Library District
Grayslake Area Public Library District
Fremont Public Library District



**MINUTES
CCS GOVERNING BOARD
VIRTUAL LOCATION**

WEDNESDAY, July 14, 2021

The Governing Board met remotely, without a physical quorum present due to the COVID-19 public health emergency.

1. CALL TO ORDER

The meeting was called to order by President Leffler at 10:01 A.M.

2. ROLL CALL

Algonquin	S. Murray	Lake Forest	C. Lemmer (left 11:29 A.M.)
Cary	D. McNulty	Lake Villa	M. Jacobsen
Crystal Lake	K. Migaldi (alternate)	Lincolnwood	J. Tucci
Des Plaines	J. Bonell	McHenry	L. Jakacki
Ela	L. Rosenthal	Morton Grove	P. Leffler
Evanston	K. Danczak Lyons	Niles-Maine	C. Rademacher
Fox River Valley	Absent	Northbrook	K. Hall
Fremont	S. Davis	Palatine	M. Gardner (alternate)
Glencoe	A. Kim	Park Ridge	J. Bertucci
Glenview	T. Room (alternate)	Prospect Heights	A. Todd
Grayslake	S. Brown	Round Lake	J. DiDonato
Highland Park	H. Smith	Wilmette	A. Auston
Huntley	F. Novak	Winnetka	Absent
Indian Trails	R. Uden (alternate)	Zion	R. Smith

Also present: D. Wischmeyer, CCS; B. Stoneburner, CCS; E. Lindsay-Ryan (joined 10:33 A.M.)

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Hall MOTIONED; Danczak Lyons SECONDED to



ACCEPT THE CONSENT AGENDA AS PRESENTED INCLUDING APPROVAL OF APRIL 14, 2021, MEETING MINUTES, JUNE 2021 FINANCIAL STATEMENTS, AND JUNE 2021 BILLS FOR PAYMENT.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Wilmette, Zion-Benton

Nays: None

Absent: Fox River Valley, Winnetka

MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

- a. Recommendation from Budget and Finance Committee regarding RAILS LLSAP Support Allocation FY 21-22 – RAILS LLSAP distribution information was included in the packet for review M. Jacobsen and D. Wischmeyer summarized the changes in how RAILS calculated the LLSAP funding formula to be more equitable to libraries. As a result of this change, the metrics used to calculate the total LLSAP grant award has shifted from system-wide metrics to library-specific metrics. Three of the four metrics used by RAILS are applicable to CCS, with Collection Expenditures per Capita and Annual fee to budget library-specific and ILL/Reciprocal Borrowing transactions system-wide. The Budget and Finance Committee agreed that the award amounts assigned to library-specific metrics should be distributed according to the RAILS formula and that the ILL/RB amount should be split evenly amongst all libraries, which would more closely align with what RAILS is trying to achieve.

Jacobsen MOTIONED to

APPROVE THE LLSAP SUPPORT ALLOCATION FOR FY 21-22 AND SPLIT THE COLLECTION EXPENDITURES PER CAPITA AND THE ANNUAL FEE TO BUDGET BY AMOUNT ASSIGNED BY RAILS AND SPLIT THE ILL/RECIPROCAL BORROWING FUNDING EVENLY AMONGST ALL CCS LIBRARIES AS PRESENTED BY THE BUDGET AND FINANCE COMMITTEE.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Wilmette, Zion-Benton

Nays: None

Absent: Fox River Valley, Winnetka

MOTION CARRIED BY ROLL CALL VOTE

- a. Recommendation from Bylaws and Policy Committee regarding CCS Bylaws – Tracked changes to the Bylaws along with attorney comments were included in the packet for



review. H. Smith, former chair of the Bylaws and Policy Committee, provided a high-level overview of the revisions to the CCS Bylaws. Key changes to the Bylaws included:

- i. Gender neutral language
- ii. Budget to be approved by 2/3 vote of all membership
- iii. Expanded policy of removal of an officer updated with attorney language.
- iv. Article XIII liability by CCS, It's Officers and Members – Addition with attorney language.

At their last meeting, the Bylaws and Policy Committee agreed to table discussion of meeting quorum and attendance for a future date.

Smith MOTIONED to

APPROVE THE REVISED CCS BYLAWS AS PRESENTED BY THE BYLAWS AND POLICY COMMITTEE.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Elmhurst, Evanston, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Wilmette, Zion-Benton

Nays: None

Absent: Fox River Valley, Winnetka

MOTION CARRIED BY ROLL CALL VOTE

- b. Race/Ethnicity Patron Attribute – D. Wilschmeyer provided an update on the upcoming presentation and Evanston's requests to hire a consultant. In May, Database Management voted to allow the creation of a race/ethnicity attribute in the patron registration section of Polaris. This field was requested by Evanston Public Library to assist in gathering data to ensure they are serving patrons of all races equitably. Libraries will not be required to use this field or collect this data. At the request of Database Management, CCS worked with a consultant to review the values for the drop-down fields to ensure proper use of terms and provide director and staff training on the importance of gathering this data to support DEI efforts.

Biz Lindsay-Ryan joined the meeting at 10:33 A.M.

- i. Presentation by Elisabeth "Biz" Lindsay-Ryan - Guest speaker Elisabeth "Biz" Lindsay-Ryan presented and answered questions on the importance of understanding the evolving language, foundational frameworks, and obstacles for serving a variety of audiences as libraries work to ensure an equitable experience for all patrons.

President Leffler thanked Lindsay-Ryan for the presentation and reported that it was helpful to better understand why a library might want to move forward with using these fields. C. Lemmer, A. Kim and M. Jacobsen also commented in chat thanking Lindsay-Ryan for the presentation.



- c. Innovative Development Partner Program – Six member libraries have volunteered to serve as Vega Discover beta libraries, including Algonquin, Cary, Des Plaines, Fox River Valley, Lake Villa and Niles-Maine. An updated project timeline was included in the packet with a target of the January 2022 Governing Board meeting to vote to accept Vega Discover. A request was made to update the March 2022 timeline language to confirm that CCS will not move forward with Vega if Governing Board votes no. There was agreement that the March 2022 rollout listed in the project timeline will only be if Governing Board votes to do so.
- d. COVID-19
 - i. Governance Meetings – D. Wischmeyer reported that the state’s disaster declaration which allowed for remote meetings was expected to expire on July 24, 2021. At that time public bodies should plan to begin in person meetings again. Executive Committee agreed they will meet in person in August and September. Lake Villa will host October Governing Board and Palatine will host January Governing Board. Technical and Advisory groups will continue to meet remotely for the remainder of 2021 and CCS will review in the fall. CCS will request feedback from library staff and analyze meeting attendance to compare in person versus virtual attendance. Governance committees, including Bylaws and Policy, Budget and Finance and Long Range Planning Committee will be discussed to see if can remain virtual or need to go back to in person.
 - ii. Update on ILS Settings – D. Wischmeyer reported that with the move to Phase 5 of the Restore Illinois Plan, several policies have been reverted to pre-COVID settings:
 - Pickup anywhere policy for CCS patrons is reinstated; all CCS libraries will participate in pickup anywhere by end of July
 - All CCS libraries will participate in intra-CCS lending by end of July
 - SHARE libraries may now place ILL requests directly through the ILL PowerPAC branch as of June 21, 2021
 - All CCS libraries have stopped the routine quarantine of delivery materials effective April 15, 2021

CCS will also revert to shared hold notice language with the e-mail notice changes to be implemented in August 2021.

C. Lemmer left the meeting at 11:29 A.M.

7. REPORTS

- a. President – President Leffler stated that the renovation at Morton Grove continues. Leffler asked C. Rademacher from Niles-Maine if she would like to give a brief update on the library. Rademacher reported that she is currently serving as co-assistant director with the business manager and there has been no decision by the board regarding hiring a new director. A board meeting has been scheduled for July 21 to adopt the budget.



- b. Secretary – No report.
- c. Treasurer – No report.
- d. Acting Director – Report was included in the packet. No additional questions from Governing Board.
- e. Committees and Groups – Meeting summaries and minutes were included in the packet. There was no discussion.

8. ADJOURNMENT

President Leffler adjourned the meeting at 11:41 A.M.

Respectfully submitted,
Diane McNulty, Secretary

RAILS LLSAP Support Grant: Annual Report

Due on July 31

LLSAP name: Pinnacle Library Cooperativ

Date of report: July 31, 2022

LLSAP staff member or representative preparing report

Name: Matt Hammermeister

Title: ILS Manager

Email: mhammermeister@pinnacle

Phone number: 815-552-4277

Submission: 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.

LLSAP grant funding is used to supplement the consortium's reserve fund, which is generally used to help fund capital projects.

In the past, these funds have allowed Pinnacle to launch new projects that had not been budgeted for such as MyLibraryRewards, OverDrive magazines, an online book club, and our chat service. The funding provides our libraries the flexibility to offer new services quickly, while still giving libraries an opportunity to budget for the costs in subsequent years.

Future capital projects will likely include the implementation of Vega Discover - the next generation discovery layer from Innovative. We are working with Innovative as development partners, but if the consortium decides to adopt the software, the LLSAP grant funding will help fund the first-year costs of the service.

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.

In FY2022, Pinnacle began working with a consultant on our first strategic plan. This process helped identify some core themes that we would like to address in the future, such as continuity in services and communication within our libraries. Development of the plan is still ongoing.

We expanded the role of the Member Services Librarian position to a 25-hr/week position. Pinnacle now has 1 full time employee, and one 25-hour/wk employee.

In February, the Pinnacle GB voted that all six libraries would join Find More Illinois. We are currently in the implementation phase, connecting the FMI software to our ILS via NCIP.

This year, we completed 2 ILS upgrades. Both upgrades focused on adding Tech Services functionality into the web-based version of the ILS.

This year, we celebrated 10 years as a consortium! Libraries commemorated the milestone the way libraries know best: gift cards and food!

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, 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

Fountaindale, Joliet, Plainfield.

We are currently working with Innovative to have Axis360 integrated in their new

Find More Illinois

All six libraries have opted to join this year. We are currently in the implementation phase.

Explore More Illinois

All six libraries participate individually.

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*)

The Pinnacle Governing Board and I are grateful for RAILS' continued support of resource sharing and library consortia in the state. We look forward to further developing both of our organizations.

RAILS LLSAP Support Grant: Annual Report

Due on July 31

LLSAP name: PrairieCat

Date of report: 7/6/2022

LLSAP staff member or representative preparing report

Name: Carolyn Coulter

Title: Director

Email: carolyn.coulter@prairiecat.il

Phone number: 630-734-5234

Submission: 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.

RAILS funds are leveraged in our budget as general revenue, and go towards the mission of PrairieCat by funding all aspects of our operations. This includes our software costs, member training, staffing and related expenses. I am attaching our FY22 budget, which shows the RAILS grant in our revenues, as well as our other sources of revenue and our expenses.

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.

In FY22, the North Chicago Public Library District board voted to join PrairieCat at the fully participating level. Work is currently underway to migrate them into our system, and go-live is scheduled for fall of 2022. In addition, the Mt. Carroll Public Library, which is currently a Union listing member, opted to upgrade to basic online level. This project is also underway and will conclude in FY23. One Union listing member, North Boone Schools, decided to leave PrairieCat in FY23, and continue to place holds with us using our barcode program. Work continues on bringing Lostant Community Public library and the primary school from Putnam County school district into our system. In FY22, the Ida Public Library added a bookmobile location to their membership in Prairiecat. In FY23, the Rock Island Public Library District will also add a branch library.

PrairieCat upgrades our ILS software in tandem with Innovative's release schedule of Sierra and Encore. Currently, we are on the most recent version in general release of all software.

In FY22, PrairieCat began a development partnership with Innovative to help develop their Vega Promote software platform. In addition, PrairieCat signed a contract to upgrade our discovery platform to Innovative's new Vega Discovery software. We have been working with a test server for several months and now that the software is in

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, and ILS phone notification dialer co-location.)

Over the course of the last year, we have been planning to move toward further independence from the RAILS IT environment. In FY23, we will be moving most of our IT functions away from RAILS, maintaining only a very small presence in the data center in FY24 for our phone notification dialer. This function will most likely be removed in FY25 now that Innovative is offering a hosted solution for this. We are now migrating off of the existing helpdesk system (as of 7/11), and will shortly move our mailman email lists to a hosted solution. We will next work on moving our active directory, exchange, office suite of software, and VOIP to off-site providers. In addition, we will no longer require RAILS IT services for support of most of our operations.

We intend to continue with the use of RAILS financial services in the future, as long as they are affordable. We value these services highly and believe the skillsets that we are able to leverage with RAILS accountants are far better than what we could afford elsewhere.

We are preparing for departure from the Bolingbrook facility in FY24. This facility is underused as most of our staff are currently working primarily from home. The cost is too exorbitant to retain offices in that facility, though we are hopeful we will be able to leverage flex office space on occasion in the future, as well as continue to pick up and

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

Some members are participants. We do not require membership, and are not members as a consortia.

Find More Illinois

some members are participants (see above)

Explore More Illinois

some members are participants (see above)

Any other RAILS projects and group purchases that require ILS interoperability

It varies. Some members leverage RAILS group purchases for several services.

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

	FY21	FY22	FY23		Percentage of revenues or Expenditures
	Independence	Independence			
	w/ 3% increase	w/ 3% increase	w/2% increase		
	25K Reserves	10K Reserves	0 reserves		
REVENUES					
					Percentage of Revenues
4050 Other Grants-RAILS CE Grant	\$1,000.00	\$2,000.00	\$2,000.00	RAILS CE grant for PUG Day	0.11%
4051 Revenue from LLSAP RAILS grant	\$533,080.90	\$559,218.00	\$564,277.00	RAILS award (FY20) \$559,731.16; (FY21): \$533,080.90; (FY22) \$559,218; (FY23) \$564,277;	30.78%
4062 Union List Member Revenue	\$29,562.00	\$28,960.00	\$27,602.00	from spreadsheet annual UL billing to BR (add 3% FY23)	1.59%
4063 Fully Participating & Basic Online Member Revenue	\$1,048,834.69	\$1,050,175.08	\$1,106,558.92		57.79%
4064 ILL Barcode Revenue	\$7,000.00	\$7,000.00	\$3,000.00	FY23 reduced due to marengo joining	0.39%
4065 Cataloging Revenue	\$0.00	\$0.00	\$0.00		0.00%
4066 Continuing Education Revenue	\$0.00	\$0.00	\$0.00		0.00%
4067 Fully Participating & Basic Online - CR Contribution	\$52,611.00	\$54,457.00	\$57,160.00	add 3% FY23	3.00%
4068 Union List - CR Contribution	\$6,688.00	\$7,280.00	\$6,919.00	add 3% FY23	0.40%
4070 Reimbursements	\$13,010.00	\$19,000.00	\$19,665.00	reimburse for express lane and marc report	1.05%
4071 Reimbursements - Hosting fee	\$41,520.00	\$43,890.00	\$46,960.00	5% increase	2.42%
4073 Reimbursements - PUG Day/DA Fee	\$6,000	\$0	\$0	PUG Day lunch reimbursement	0.00%
4072 Reimbursements - eRead Illinois	\$0.00	\$0.00	\$0.00		0.00%
4074 Reimbursements - Capria mobile app	\$35,104.00	\$39,600.00	\$34,500.00	mobile app reimbursement	2.18%
4080 Investment Income	\$8,200.00	\$4,500.00	\$5,500.00	increased slightly due to upcoming interest rate hikes	0.25%
4090 Other Revenue	\$1,000.00	\$1,000.00	\$1,000.00		0.06%
TOTAL REVENUE	\$1,780,610.59	\$1,817,080.08	\$1,875,141.92		100.00%
EXPENDITURES					
					Percentage of Expenditures
5131 eResources - eRead Illinois	\$0.00	\$0.00	\$0.00		0.00%
5010 other professionals	\$611,872.03	\$624,109.48	\$636,470.00		2% 34.54%
5010 other professionals merit	\$0.00	\$0.00	\$6,253.00		1%
5020 support services	\$132,979.57	\$130,482.65	\$133,500.00		2% 7.22%
5020 support services merit	\$0.00	\$0.00	\$1,305.00		1%
5030 Payroll taxes, SS taxes, fringe benefits	\$56,981.15	\$57,726.30	\$58,872.00		3.19%
5030 Payroll taxes, SS taxes, fringe benefits Merit	\$0.00	\$0.00	\$578.00		
5040 Unemployment Insurance	\$3,500.00	\$3,500.00	\$3,500.00		0.19%
5050 Worker's Compensation Insurance	\$1,442.00	\$1,281.65	\$1,629.10		0.09%
5060 Retirement benefits	\$74,485.16	\$114,188.82	\$107,893.00	14.02% employer contribution	6.32%
5060 Retirement benefits Merit			\$1,060.00		
5070 Health, Dental, Life, Disability	\$134,950.72	\$138,373.52	\$157,108.92	Disability included, 10/9% increase July-Dec, 9% increase Jan-June, 5% increase (disability: \$3802.98 for ST. LT included in IMRF)	7.66%
5080 other fringe benefits	\$1,000.00	\$1,000.00	\$1,000.00	wellness plan, retirement gifts	0.06%
5083 Tuition reimbursements	\$1,000.00	\$500.00	\$500.00		0.03%
5084 Staff professional memberships	\$2,000.00	\$1,000.00	\$1,000.00	individual memberships to orgs	0.06%
5160 Property Insurance	\$1,700.00	\$1,700.00	\$2,500.00	Inland Marine Insurance (\$1,600.00)	0.09%
5200 Fuel	\$3,000.00	\$2,000.00	\$2,000.00		0.11%
5210 Repairs and maintenance	\$3,000.00	\$3,000.00	\$2,000.00	Maintenance of vehicles, tires, replacement of vehicle parts, vehicle repairs, vehicle cleaning, and oil changes	0.17%
5220 Vehicle Insurance	\$2,500.00	\$2,500.00	\$2,500.00	auto: \$2263	0.14%
5230 Vehicle leasing and rent	\$1,000.00	\$500.00	\$500.00		0.03%
5240 Other vehicle expenses	\$750.00	\$750.00	\$750.00	passes, driver's license checks	0.04%

		FY21	FY22	FY23		Percentage of revenues or Expenditures												
		Independence	Independence															
		W/ 3% increase	W/ 2% increase	w/2% increase														
5250	In-State Travel	\$6,000.00	\$5,000.00	\$5,000.00	reduced due to prior years expenditures	0.28%												
5260	Out-of-State Travel	\$10,000.00	\$7,000.00	\$6,000.00	ALA, ILA, IUG, DirectorLink (virtual)	0.39%	less 3K/ala cancelled											
5270	Registration & Meetings, Other fees	\$10,600.00	\$7,000.00	\$9,000.00	DA (\$4,000), AC (\$3,000), Staff Conferences (\$1,000), training registration (\$1000)	0.39%	less 1K staff conf., 1K training											
5280	Conferences and Continuing Education Meetings	\$25,000.00	\$5,000.00	\$5,000.00	PUG day virtual, no other meetings	0.28%	eliminate PUG day FY22 (all online)											
5290	Public Relations	\$500.00	\$500.00	\$500.00		0.03%												
5300	Liability Insurance	\$6,000.00	\$6,500.00	\$7,500.00	D and O: \$3,551; Cyber: \$1140 ; General Liability: \$798, property: 844; surety bond: \$1000	0.36%												
5310	Computer, Software & Supplies	\$7,000.00	\$10,000.00	\$47,000.00	LMS \$5000; certs. \$2,000, website upgrade and redesign (\$40,000)	0.55%												
5310	Computer, Software & Supplies			\$65,000.00	From Capital Reserves for additional IT migration costs, NetNotify; zoom/phone/windows 365 (email, shared storage, apps); laptop hardware, domain servers		Will come out of Capital reserves											
5320	General Office Supplies and Equipment	\$200.00	\$200.00	\$200.00		0.01%												
5380	Telephone & Telecommunications	\$0.00	\$0.00	\$4,300.00	reimburse telco working from home	0.00%												
5400	Equipment Repair & Maintenance Agreements	\$3,000.00	\$3,000.00	\$3,000.00	maintenance on training servers, FW maintenance	0.17%												
5410	Legal	\$10,000.00	\$10,000.00	\$7,000.00	reduced due to prior years expenditures	0.55%												
5420	Accounting	\$5,200.00	\$5,000.00	\$7,000.00	Audit contract (5K), actuary for retiree benefits study (2K)	0.28%												
5430	Consulting	\$2,500.00	\$2,500.00	\$2,500.00	RS summit (2.5K)	0.14%												
5435	Payroll services fees	\$6,020.40	\$6,249.18	\$6,500.00	\$5,600 +\$200 for ACA *3.8% FY21 increase, 3.8% increase FY23	0.35%												
5450	Information Service Costs	\$492,006.98	\$513,908.40	\$523,693.90	Innovative software maintenance, VEGA Discover, MARCTIVE, OCLC fees (see info services spreadsheet)	28.44%												
5450	Information Service Costs	\$27,950.00	\$39,600.00	\$34,500.00	special projects-Capira mobile app (reimbursed by participants)	2.19%												
5470	Outside Printing services	\$1,000.00	\$1,000.00	\$2,000.00		0.06%												
5480	Other Contractual Services	\$79,880.30	\$91,710.08	\$75,529.00	innovative hosting (68,529), web server hosting and maintenance (\$6,000), other contracts (1K)	5.08%												
5490	Depreciation	\$4,897.60	\$4,897.60	\$4,897.60	depreciation on cars	0.27%												
5500	Professional Association Membership Dues	\$2,000.00	\$2,000.00	\$2,000.00	IUG (\$200), WIIUG (\$100), Mgmt assoc (\$1,040), ARSL (\$150), ILA (\$200)	0.11%												
5510	Miscellaneous	\$2,500.00	\$2,500.00	\$500.00		0.14%												
5520	Miscellaneous - E-Commerce Fees	\$7,000.00	\$5,500.00	\$5,500.00	reduced due to prior years expenditures	0.30%												
	TOTAL EXPENDITURES	\$1,741,415.91	\$1,811,977.68	\$1,945,038.92														
	TOTAL EXPENDITURES LESS DEPRECIATION	\$1,736,518.31	\$1,807,080.08	\$1,940,141.92		100.27%												
	Exclusion of Depreciation from Cash Expenditures																	
	Change in net position	\$39,194.68	\$5,102.40	-\$69,897.00														
	To Capital Reserves (Overage)	\$44,092.28	\$10,000.00	-\$65,000.00														

RAILS LLSAP Support Grant: Annual Report

Due on July 31

LLSAP name: Resource Sharing Alliance I

Date of report: 22 July 2022

LLSAP staff member or representative preparing report

Name: Kendal Orrison

Title: LLSAP Services Manager

Email: kendal.orrison@railslibraries.info

Phone number: 630-734-5261

Submission: 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.

RAILS grant funds for RSA come in two types, direct support based on the grant formula and in-kind support for associated services like Finance, HR, Building use and more. RAILS currently doesn't charge consortia for in-kind support, but RSA must report the amount of in-kind support provided on our Not For Profit tax forms.

The grant's direct support is directed to pay for RSA's 12 FTE support staff which are RAILS staff members. This year RSA paid RAILS approximately \$20K over our annual grant amount to fully cover the staffing, benefits, retirement, and training costs expended on our behalf.

The in-kind RAILS support funds cover our Finance and HR support, both of which are much appreciated. The in-kind support also covers the East Peoria offices, vehicle support, IT support, and other related costs. The pandemic has lessened our footprint in the building down to 3 staff per day in the building on average. We barely used the vehicles this year as in-library visits stopped for all but the most urgent of trainings. We hope to slowly increase our library visits in FY23, but don't expect to reach the amount of visits pre-pandemic.

RSA's FY21 budget shows breakouts of all grant fund expenditures for staff as well as the RAILS provided in-kind costs broken out by type.

RAILS grant funds allow many of our members to remain in an automation consortia. Without the RAILS grant, many RSA libraries would be forced to drop their membership and end up on the wrong side of the digital divide. Many of these libraries would return to non-automated circulation, library placed holds, and no digital services like ebooks or online databases. RSA generally provides all of these services for our members.

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.

RSA completed automating Williamsfield PL, Ransom Memorial PL, Astoria PL, and Stark County Elementary in FY22. New Windsor PL joined RSA and is cataloging their collection now. Beardstown Elementary, a new branch, joined RSA and hopes to start circulating in the Fall of 2022. Farmer City PL is upgrading from Union List to Basic Online and is cataloging all the movies, non-fiction, and other items in their library which hadn't been added in RSA's database. Membership requests from a public and school library are in doubt due to recent changes to RAILS automation grant requirements.

RSA lost Pekin High School and 1 of the 2 Illini Bluffs School buildings as members.

All of RSA's software and hardware platforms have been updated this year to the most recently released software packages. In addition, we added Hoopla collection support in our online catalog for 32 member libraries with more expected to integrate their Hoopla collections in the coming year. We also purchased and reworked our search results layouts to include SirsiDynix's open access online journals product. This adds over 40 million free, full text, articles, school course outlines, audio and e-books, and more to ALL RSA libraries for no additional cost on their part. Live in Fall 2022.

RSA's Board voted to setup an Executive Committee to oversee RSA independence in May. The first meeting will be in September 2022. This signals their shift to a more active and operational roll as opposed to the former oversight only roll.

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, and ILS phone notification dialer co-location.)

RSA Staff, as RAILS employees, mostly work from home. RSA has 2 supervisors in the office 4 days a week. Some other staff volunteer to work 1 day a week. We support all RAILS in-building events due to delivery short staffing. Until RAILS implements a hybrid or full in-office policy, most RSA staff will choose to work from home. Day-to-day work is fine, project work is significantly slowed by this arrangement.

RSA will continue to need OTRS for CMC access to upgrade MARC records. All these cases are in OTRS and not exportable into our Salesforce system easily.

See Q1 for information about vehicle usage, building, and IT support.

RSA's rack of equipment in the Springfield hosting center still has some RAILS equipment in it. I'm not sure of how much longer RAILS needs space in our rack.

RSA could provide email, phone, computer, and video conferencing support to the staff supporting our libraries. However, that could lead to issues with email and file FOIA requests as well as other HR issues. As such, we'll continue to utilize RAILS services until at least the date of staff independence.

RAILS financial support is OUTSTANDING. We would like to continue paying for it.

RSA admin staff have examined many potential good and bad options for staff independence. The RSA Board has created an Executive Committee to take ownership of the future research and implementation of full independence.

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

All automated libraries are members of eRead Illinois as part of the RSA membership costs. We are researching the possibility of moving totally to OverDrive if we can get our school, special, and academic libraries allowed to access that content.

Find More Illinois

RSA has 7 active and 2 inactive Find More IL members. We've converted to manual database extracts to support the new Find More features. The upcoming ILS functions may be a viable option for our smaller libraries if RSA fees go up too much.

Explore More Illinois

Almost all RSA public Libraries are setup to use EMI. I believe we have less than 5 public libraries who don't participate.

Any other RAILS projects and group purchases that require ILS interoperability

RSA staff support basically any product that connects via SIP2 or Web Services. We've made all connection requests by our members work. I believe we'll be able to continue supporting just about any RAILS future interoperability requests.

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

The RSA Board continues to appreciate the continued support of RSA and all the LLSAPs in the RAILS service area. Your support allows us to keep many small public and school libraries automated and doing resource sharing.

When we reach the point in our independence work where we need additional staffing support, RSA will be asking to hire part time or contractual staff. We'll need experts to do the actual work of staff benefits, retirement, payroll, HR, etc. if we end up hiring our own staff in some fashion. If RSA and another consortium decide a merger is the path forward, we may not need to staff up for the transition.

RAILS LLSAP Support Grant: Annual Report

Due on July 31

LLSAP name: Rock River Library Consorti

Date of report: July 29, 2022

LLSAP staff member or representative preparing report

Name: Jennifer Slaney

Title: Director

Email: Jennifer.Slaney@SterlingPu

Phone number: 815-625-1370

Submission: 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.

Grant Funds were used for the following:

- 20% discount to members on their membership fees
- Three-day training provided by The Library Corporation for staff-\$1,500
- School Librarians were provided \$250 each to attend training since they are not on contract with their schools in the summer. Training is held two weeks prior to school starting and to allow us to hold training in the high school library.
- Purchased one-year trial bases the following databases:
 - o Schools—\$25,860
 - Gale InContext for Elementary, Middle and High Schools
 - Gale Opposing Viewpoints for High Schools
 - Gale Global Issues for High Schools
 - o Publics--\$8,100
 - Press Reader for magazines

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.

Nothing exciting happened with in the RRLC or with our ILS platform (The Library Corporation).

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, 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: Annual Report

Due on July 31

LLSAP name: SWAN

Date of report: 7/21/22

LLSAP staff member or representative preparing report

Name: Aaron Skog

Title: Executive Director

Email: aaron@swanlibraries.net

Phone number: 630-326-7022

Submission: 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.

Per the Illinois Secretary of State: "Illinois Library Systems are funded by annual system area and per capita grants from the Illinois State Library to serve the communities in their geographic area. This creates a network of cooperative library resource sharing accessible to Illinois residents. The key functions of the library systems include the administration of online consortial catalogs, known as Local Library System Automation Programs (LLSAPs), support for resource sharing and library system delivery service."

SWAN LLSAP provides service to 25% of the library service population in RAILS and in turn fulfills 41% of the resource sharing occurring within RAILS. LLSAP funding to SWAN is awarded to all public member libraries to lower the annual membership fee to participate in the resource sharing consortium. Each public library in SWAN receives an equal amount of the LLSAP fund award. This equal distribution therefore favors libraries with limited funding. For FY22, each public library in SWAN was awarded \$5,502 against their membership fees. A full explanation of SWAN membership fees for our multi-type consortium can be found online: <https://support.swanlibraries.net/about/budget>

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.

SWAN provides a library services platform (LSP) to all member libraries which includes a shared ILS for resource sharing, which during FY22 facilitated 1.3 million ILL transactions and over 670,000 reciprocal borrowing transactions within the SWAN consortium. Through OCLC, SWAN borrowed 16,000 items and loaned over 31,000 items maintaining a lender ratio of nearly 2:1. SWAN libraries also facilitated over 240,000 reciprocal borrowing transactions for patrons outside the SWAN library membership in FY22.

SWAN's library services platform integrates e-content for all member libraries to provide a single search interface for physical material, eBooks, eAudio, eStreaming, and subscription e-content from EBSCO, Gale, and other vendors. This past year, SWAN migrated to the Aspen Discovery web-based platform. Details on this exciting, library open-source project can be found at <https://support.swanlibraries.net/aspen>

SWAN's OCLC Holdings Manager provides a monthly service managed by SWAN personnel for CCS, Pinnacle, PrairieCat, RSA, SHARE, and SWAN to update 25 million holdings in WorldCat on behalf of these 5 LLSAPs. The OCLC Holdings Manager contributes more WorldCat holdings than any other organization, excluding national libraries. Accurate library holdings in WorldCat allows all the participating Illinois

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, and ILS phone notification dialer co-location.)

Delivery to SWAN Headquarters: SWAN receives delivery at its headquarters twice per week where RAILS delivery staff direct mislabeled member library material so that SWAN staff can investigate. We look up the misrouted items within our system and correct the errors on behalf of all libraries routing material through delivery.

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

46 libraries within SWAN's 100 library membership participate in eRead Illinois. This eBook platform is integrated within SWAN's catalog and is maintained by SWAN staff centrally.

Find More Illinois

No libraries in SWAN are using FMI

Explore More Illinois

SWAN established a secure HTTPS connection to the EMI service in July 2019. EMI was mostly inactive due to the pandemic so the number of libraries participating is not certain, but the prior year had 75 libraries that are also SWAN members.

Any other RAILS projects and group purchases that require ILS interoperability

RAILS group-purchases and deals offered have required SWAN to provide consultation, setup, and ongoing maintenance within SWAN's LSP for EBSCO group-purchase database packages, RBDigital Unlimited Audiobooks, RDA Toolkit, BiblioBoard,

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

SWAN is a fully independent organization that provides leadership, support, and guidance to other library resource sharing consortia in Illinois and internationally.

We believe RAILS LLSAP grant funds should not only be maintained at current budget levels but increased. Resource sharing is the #1 goal within the 5-year plan of the Illinois State Library. The library system area and per capita tax dollars allocated to all six LLSAP that comprises 20% of the RAILS operating budget ends up supporting 93% of the resource sharing within RAILS and makes affordable a critical service to 70% of the RAILS service population. LLSAP funding to SWAN has a greater impact on small library participation in statewide resource sharing.

RAILS should consider review of "best-fit" consortium and provide migration grants for academic libraries to join I-Share to strengthen the educational resources for students, faculty, and staff in academic institutions. In addition, special libraries in Illinois have collection strengths aligned with libraries worldwide and opportunities to strengthen these collaborations should be considered.

From: [McCormick, Greg](#)
To: [Deirdre Brennan](#); [Monica Harris](#); [Joseph Filapek](#); [Egan, Karen](#)
Subject: RE: External: Library Board vacancy legislation Wednesday,
Date: September 14, 2022 2:56:24 PM

Good afternoon,

As many may already be aware, this process is already underway. The authorizing legislation gives the Secretary of State/State Librarian 60 days to act upon a vacancy on the board of trustees of a public library district once a vacancy remains unfilled for 90 days. Twenty-seven public library districts were contacted by our office because they had reported vacancies on their board of trustees in their record with the State Library at the end of May 2022, coinciding with the effective date of the legislation. They were all advised of their ability to fill those vacancies by August 26, 2022. It appears that all but five boards took substantive action by that date to address this issue at the local level.

Moving forward our office will issue letters monthly to public library districts and advise them of their 90-day timeframe to address this issue or the State Librarian shall attempt to fill the vacancy in the ensuing 60 days.

Public notices are intended to be placed in a newspaper of general circulation within proximity of the public library district service area. Dependent upon the frequency of publication, the notice might appear for up to 5 days for a daily newspaper. The public notice is also provided to the district when it is placed with the newspaper.

Interested candidates are to submit a letter (there is no form) to the Director of the Illinois State Library within 10 days of the final date of publication of the public notice. The due date is to be included in the public notice. Candidates are to agree to a telephone, in-person, or videoconferencing interview with the Director of the State Library that is to occur within the next 30 days.

In the interview, candidates will be required to affirm their eligibility for the office from requirements stipulated in the Public Library District Act of 1991. They shall also be asked to explain why they are seeking the appointment; why they feel they are qualified to serve; their opinion of the work conducted by the current board of trustees; how they would contribute to the advocacy for the district within the service area and at with state decision makers; their perspective on book challenges; how they handle a hostile situations; what they feel is the primary role of the public library as a cultural and educational resource.

To develop this process, the State Library consulted with the regional office of education in Springfield regarding their authority to appoint school board members via statutory authority that is similar to that for libraries.

The Public Library District Act of 1991 does not limit candidates to the position of trustee to those individuals within certain taxing districts, geographic areas of the district, race, ethnicity, or status as a public library user. It is open to whomever seeks the position as a trustee and is eligible per the requirements within statute.

Candidates, if more than one, shall be ranked based upon information provided in their letter of consideration and responses during interview.

The State Librarian shall make decision on the appointment within the 60-day timeframe stipulated in law and give notice to both successful applications and/or those not selected. The board of trustees and the director of the library shall also be advised. The Secretary of the board of trustees shall remain responsible for making the proper filing with the County Clerk.

Our office anticipates that the new board member would be seated at the next regularly schedule board meeting after the notice has been given by the State Librarian.

Greg McCormick, Director
Illinois State Library
Gwendolyn Brooks Building
300 S. 2nd Street
Springfield, IL 62701-1796
gmcormick@ilsos.gov
217-782-2994
Jesse White – Secretary of State and State Librarian

From: Emily Fister <emily.fister@railslibraries.info>
Sent: Thursday, September 1, 2022 3:06 PM
To: McCormick, Greg <GMcCormick@ILSOS.GOV>; Egan, Karen <KEgan@ILSOS.GOV>
Cc: Schorfheide, Michelle <Mschorfheide1@ILSOS.GOV>; Deirdre Brennan <dee.brennan@railslibraries.info>; Monica Harris <monica.harris@railslibraries.info>; Joseph Filapek <joseph.filapek@railslibraries.info>
Subject: External: Library Board vacancy legislation

Hello All,
these are questions received from the RAILS Board following the August meeting re: the
vacancy legislation

1. What is the timeline for posting, collecting applications, interviewing, and making a selection?
2. What criteria are you using to make your decisions? Specifically, will you make sure different taxing districts have representation on the board? will they seek candidates who represent different geographic areas of the district in consideration?"
3. Will it be noted if an applicant is applying to a library they currently are a library card holder of?
4. Will it be noted that all racial/ethnic demographics of the community are reflected on the board?
5. How soon do they start?
6. Will the library itself be able to advocate for what they need in a candidate.
7. What is meant by "Candidates shall file notice of their interest." Is there a form they are supposed to use? Or just write a letter to the address provided?

Please let us know if you have any questions or need clarification. Thank you.

Emily Fister

Executive Assistant

Reaching Across Illinois Library System

Burr Ridge Office

Phone: 630-734-5145

Fax: 630.734.5050

emily.fister@railslibraries.info

<https://www.railslibraries.info>