



125 Tower Drive
Burr Ridge, IL 60527
630.734.5000
railslibraries.org

August 18, 2023

TO: RAILS Board of Directors

FROM: Monica Harris, Executive Director

SUBJECT: RAILS Closure Request for Staff Institute Day – October 11

As I have mentioned in previous meetings, we would like to return to the practice of an Annual Staff Institute Day, something RAILS has not done since 2019 but previously had as an annual practice. This day of learning allows staff from all five of our locations to come together for professional development and networking. I would like to request that the Board approve a closure of RAILS locations and services for October 11 so that we can hold this event on at the Northern Illinois University campus in Rockford.

In future years, we will submit the annual Staff Institute date with the list of holidays that the Board reviews in June and approves in July. Joe Filapek will present further on this topic at our August meeting.