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## Draft Minutes

### RAILS Board Consortia Committee Meeting

Monday, October 16, 2023 | 10:00 am

RAILS Burr Ridge and Videoconference Sites

125 Tower Drive, Burr Ridge, IL 60527 | 630.734.5000

1. Welcome and Call to Order  
Stagg called the meeting to order at 10:00 am.
2. Roll Call of Members  
Murray called roll, noting who were the designated voting members for this meeting.  
Burr Ridge: Matt Hammermeister (Pinnacle Voting Member), Martin Kong (CARLI Voting Member), Rene Leyva (RAILS Voting Member), Rebecca Malinowski (CCS Voting Member), Megan Millen (Pinnacle Alternate), Aaron Skog (SWAN Voting Member)  
Coal Valley: Carolyn Coulter (PrairieCat Voting Member)  
East Peoria: Kendal Orrison (RSA Voting Member), Tom Stagg (RAILS Voting Member)  
Sterling Public Library: None  
Zoom: Kate Hall (CCS Alternate; arrived at 10:20 am), Tim Jarzemyk (SWAN Alternate), Jenni Slaney (RRLC Alternate), Alissa Williams (RSA Alternate; arrived at 10:05 am)  
Absent: Elizabeth Clarage (CARLI Alternate), Emily Faulkner (PrairieCat Alternate)  
A quorum of voting members was present.
3. Recognition of Guests and Announcements  
Guests in Burr Ridge: Joe Filapek, Monica Harris, Mark Hatch, Ryan Hebel, Mary Kate Murray, Alex Vancina  
Guests in Coal Valley: None  
Guests in East Peoria: None  
Guests at Sterling Public Library: None  
Guests on Zoom: Eric Bain, Antony Deter, Wayne Dixon, Grant Halter, Leila Heath, Barb Miller, Stacy Palmisano  
  
Committee members and attendees briefly introduced themselves and welcomed new members: Martin Kong and Elizabeth Clarage from CARLI and Rene Leyva from the RAILS Board.
4. Public Comments  
There were no public comments.
5. Adoption of the Consent Agenda – Tom Stagg (action requested)
  - 5.1. Adoption of the Agenda
  - 5.2. Approval of the RAILS Board Consortia Committee Minutes of July 17, 2023  
Orrison moved, and Malinowski seconded the adoption of the consent agenda as presented.  
The motion was unanimously approved.

Ayes: Coulter, Hammermeister, Kong, Leyva, Malinowski, Orrison, Skog, Stagg

Nays: None

6. Reports

6.1. Chair Report

6.2. Consortial Reports

6.3. RAILS Report

Harris presented the RAILS report and operational narrative, highlighting that FY2025 LLSAP Support Grant award details would be made available no later than October 31, 2023. More information regarding awards and the RAILCAR data collected on those grant applications will be shared at the Consortia Committee meeting in January 2024.

6.4. RAILS Report to Resource Sharing Committee

Harris summarized the Resource Sharing Committee report, which included an overview of the FY2024 operational plan, information on eRead and eContent in Illinois, and updates on the statewide access to electronic resources program. The next ISLAC meeting will be held November 1, 2023; RAILS does not currently have a representative on ISLAC, but Monica Harris attends all the meetings. Baker and Taylor completed the transition from Axis 360 to Boundless. Explore More Illinois has seen increased usage since CPL joined. Skog requested a usage statistics update from Find More Illinois.

7. New Business

7.1. Delivery overview

7.2. Delivery driver app demo

7.3. Delivery Google Data Studio statistics overview

Hatch provided an overview of RAILS delivery services, which covers 27,000 square miles and processed 7.6 million items in FY2023. Halter gave insight into how the Delivery volume data has changed since 2015 as data reporting has become more accurate. Dixon demonstrated the newly implemented Delivery app, which includes a pre-route inspection form, a route pickup data entry tool, and easy access to the RAILS accident form. Hatch also reviewed the pod sorting structure, how RAILS works with IHLS to achieve a statewide materials exchange, the Delivery webpage on the RAILS website, and the Delivery training videos available on RAILS's YouTube channel. Hatch emphasized the importance of the quarterly Delivery count and that RAILS audits 25% of libraries each quarter. A hybrid system of in-house and outsourced deliveries has worked well with RAILS in partnership with Continental Transportation Logistics (CTL). Hatch addressed challenges currently facing the Delivery department, including the need for new vehicles, costs for staffing and fuel, staff turnover, and data collection. Hatch asked consortia to consider assisting RAILS in marketing the importance of the Delivery count to member libraries. Discussion followed on what could be done by LLSAPS and standalone libraries to eliminate the hand Delivery count and to create a standard across the RAILS service area for attaining accurate Delivery statistics.

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8. Meeting Recap and Agenda Building

The next RAILS Board Consortia Committee Meeting will be held on January 22, 2024, at 10:00 am, in-person. Items on the next meeting's agenda will include a continued discussion of efficiencies in the delivery count and a formal analysis of the RAILCAR data.

9. Adjournment

Stagg adjourned the meeting at 11:15 am.