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**REACHING ACROSS ILLINOIS LIBRARY SYSTEM BOARD MEETING**

Friday, July 26, 2024 | 1:00 PM  
RAILS Burr Ridge Service Center  
125 Tower Drive, Burr Ridge, IL 60527

Minutes

1. Welcome and Call to Order  
Alex Vancina, RAILS Board President called the meeting to order at 1:00 p.m. on Friday, July 26, 2024 at the RAILS Burr Ridge service center.
2. Roll Call of Members  
Fister called the roll of the Board members.  
Burr Ridge: Monica Caldicott, Jean Carroll, Jenny Cutshall, Anupam Goel, Gwen Gregory, Dianne Hollister, Jennifer Hovanec, Amanda Kowalcze, Rene Leyva, Julie Milavec, Emily Porter, Alex Vancina, Karen Voitik, and Catherine Yanikoski  
Absent: Vanessa Villarreal-Kraenzle
3. Recognition of Guests and Announcements -  
Guests in Burr Ridge: Monica Harris, Dan Bostrom, Joe Filapek, Mark Hatch, Sharon Swanson, Ryan Hebel, Emily Fister (note-taker)  
Guests on Zoom: Amanda Saia (Illinois State Library), Anne Slaughter
4. Public comments  
There were no public comments.
5. Oath of office and election of officers
  - 5.1 Newly Elected Board Members  
Vancina reported that the following have been elected to the RAILS Board:  
Jennifer Cutshall, Homewood Public Library District  
Anupam Goel, Clarendon Hills Public Library  
Amanda Kowalcze, Frankfort Public Library District  
Emily Porter, Byron Public Library District  
Karen Voitik, Shorewood-Troy Public Library  
The newly elected Board members stood, took the Oath of Office, and were welcomed to the RAILS Board.
  - 5.2 Election of Officers  
Vancina stated the slate of officers recommended by the RAILS nominating committee is as follows:  
Rene Leyva, President

Gwen Gregory, Vice President  
Jean Carroll, Secretary  
Cathy Yanikoski, Treasurer

He opened the floor to nominations. Hollister moved that the slate be approved as presented. Voitik seconded and the motion was unanimously approved. All congratulated the new officers of the RAILS board.

**The newly elected President, Rene Leyva, took over as Chair of the meeting.**

6. Consent agenda

6.1 Adoption of the Agenda

6.2 RAILS Board Minutes of June 21, 2024 Regular Meeting

6.3 RAILS Board Minutes of June 21, 2024 Closed Session Meeting

6.4 Approval of Disbursements: June, 2023 – Sharon Swanson

6.5 RAILS Board meeting schedule for FY 2025

Yanikoski asked to remove the RAILS board meeting schedule from the consent agenda because it showed the November meeting as the third Thursday of the month when it is actually the fourth. Hovanec moved and Milavec seconded to approve the consent agenda removing the board schedule. A roll call vote was taken: Ayes: Monica Caldicott, Jean Carroll, Jenny Cutshall, Anupam Goel, Gwen Gregory, Dianne Hollister, Jennifer Hovanec, Amanda Kowalcze, Rene Leyva, Julie Milavec, Emily Porter, Alex Vancina, Karen Voitik, and Catherine Yanikoski. Nays: none.

7. RAILS Financial Report – Sharon Swanson

Swanson reported the financial reports for the month of June include a listing of all of RAILS's accounts and investments as well as a projection of our cash coverage of FY2025 budgeted expenditures; a combined Statement of Net Assets for both the General and Capital Projects Funds as well as Statements of Revenues and Expenditures for both of these funds; the Statements of Revenues and Expenditures for our Delivery operations and Local Library System Automation Program (LLSAP) support, which, are 45% of our FY2025 general fund expenditure budget. She said the June 30 general fund cash and investment balance of approximately \$24.5 million would fund approximately 20.8 months of budgeted FY2025 operations. General Fund revenues were \$1,285,000 above budget primarily due to: Above budget Investment income; receipt of two unbudgeted grants during FY2024; and growth of the e-Read IL and Find More Illinois programs, resulting in fees for services and materials revenue coming in over budget. General fund expenditures through June: Nearly \$16.4 million were \$257,509 below budget due to below budget Personnel expenditures from normal recruitment delays; Contractual Services expenditures from fewer requests for Cataloging Membership grants; and budget Vehicle expenditures from lower than budgeted fuel prices.

## 8. Reports

### 8.1 Report from the RAILS President

Leyva gave a heartfelt thanks to the talented staff at RAILS and encouraged the board members to share the progress of RAILS with their own boards. He expressed gratitude to the board and committee members who serve RAILS and emphasized that every person in the organization plays a vital role in its success.

### 8.2 RAILS Board Committee Reports - Committee Chairs

8.2.1 Advocacy Committee – Monica Caldicott

8.2.2 Consortia Committee – open or to be determined

8.2.3 Equity, Diversity and Inclusion Committee – Dianne Hollister

8.2.4 Executive Committee - Alex Vancina

8.2.5 Policy Committee – Gwen Gregory

8.2.6 Resource Sharing Committee – Becky Spratford

8.2.7 Universal Service Committee – open or to be determined

### 8.3 RAILS Reports

Harris noted the Illinois State Library's statewide eResource package contract was finalized with EBSCO. The eResource package is going to be offered to all Illinois communities without charge. Public Libraries received a message from Suzanna Jones, Library Program Specialist at the Illinois State Library, with instructions on how to access the statewide databases, with specifications for how new and existing EBSCO customers can connect. According to Jones, 51% of public libraries in Illinois had no prior access to electronic resources. Harris announced that former RAILS Board Member, Tom Stagg, won the Illinois Library Association's Trustee of the Year award. RAILS, in collaboration with the Association of Illinois School Library Employees (AISLE), Illinois Heartland Library System (IHLS), Illinois Library Association (ILA), and Illinois State Library (ISL), won the Hugh Atkinson award for creating the highly successful 2023 School Library Workers Symposium, which will be held again in 2024. Harris recognized Dan Bostrom for his dedicated work on establishing the program. RAILS is working with the Partnership for School Libraries on an FAQ for school library compliance with Public Act 103-0100 (the "Ban Against Book Bans" law). The FAQ, along with instructional videos, can be found on the [IHLS website](#). Resource Sharing Alliance (RSA) has become an Illinois Intergovernmental Instrumentality, and the next step of the RSA Independence Project is transitioning all RSA staff from employment under RAILS to employment under RSA. Harris reported the formation of two new networking groups, the Digital Equity Networking Group and the Affordable Programming Networking group, and the upcoming vehicle decal replacement project for RAILS fleet vehicles.

Caldicott recommended *This Book Won't Burn* by Samira Ahmed, a young adult novel that revolves around censorship in libraries and mentions the Illinois "Ban Against Book Bans" Act.

### 8.4 Illinois State Library Report

Mandy Saia at ISL reported that the Illinois State Library will be present in the Secretary of State's tent at the Illinois State Fair (August 8-18, 2024), featuring 14 Illinois Reads authors and illustrators over the course of the fair (August 8-18, 2024). Children and families will be able to meet the authors and have books signed. Outreach services will be present promoting the Talking Books and

Braille service and demonstrating how to access free audiobooks available through smart speakers and other devices. The FY25 Literacy Grant applications and FY25 System Area Per Capita Grant applications are currently being reviewed. The L2 and Cataloging Maintenance Center grant applications have been reviewed with no issues found. Delivery Service Contract Awards and announcements will be processed soon. Outreach about eResource package to public libraries is underway with the next phase of outreach being to school libraries. Directors University is July 30 – August 1, 2024. Illinois State Library development staff will be presenting about the Public Library Per Capita Grant, LSTA grants, and IPLAR, among other library development topics.

## 9. New business

### 9.1 Board Committee Assignments

Leyva reported that there are a few openings for the RAILS Board committees. Voitik would like to be a member of the Advocacy Committee. Porter and Cutshall would like to be members of the Universal Service committee. Kowalcze volunteered for the Policy Committee. Fister will email the Committee tentative schedules for each committee. Milavec was appointed as the FOIA and OMA officer.

### 9.2 Election of at-large member to Executive Committee

Leyva asked for approval to appoint Jennifer Hovanec as the at-large member of the Executive Committee. Vancina moved to appoint Hovanec to the at-large seat on the Executive Committee. Voitik seconded and the motion was unanimously approved.

### 9.3 Executive Director Goals FY 2025

Harris referred the Board to a packet document listing twelve goals for the Executive Director, which were formulated as a result of the recently completed Executive Director annual evaluation. Some are repeated from the previous year, and some are new. She answered questions regarding measuring goal accomplishment. Cutshall moved to accept the Executive Director Goals as presented, and Hovanec seconded. The board unanimously accepted the Executive Director's goals as presented.

Kowalcze proposed that the Board discuss the meeting schedule for FY2025. Harris clarified that this year, unlike in previous years, the November meeting will also take place on the 4<sup>th</sup> Friday of the month. Caldicott moved for the approval of the proposed Board meeting schedule, Goel seconded, and the schedule was unanimously approved.

## 10. Board Development

### 10.1 RAILS Financial report and budget

As part of the Board development, Swanson gave a financial overview of the RAILS budget, including financial reports, budget, and the Board's responsibilities for fiscal oversight. She also discussed the basis of RAILS accounting and explained that RAILS, as a government-funded organization, uses Modified Accrual accounting. She discussed the difference between government-wide statements and governmental fund statements and the types of funds utilized by RAILS (General Fund, Capital Projects Fund, and Special Revenue Fund). She explained step by step the monthly financial report that she presents at every Board meeting. She reminded the Board that it is obligated to review RAILS' investment portfolio

twice a year, in August and in February. She also explained the structure of the monthly reports presented to the Board as well as the process RAILS uses to arrive at annual revenue and expenditure budgets. She also discussed the Board's annual, monthly, and ad hoc fiscal responsibilities and answered Board members' questions. The members expressed appreciation for Swanson's approachability and competence.

#### 11. RAILS board member report

Gregory announced that the Northern Illinois University Library had been awarded one of the Open Educational Resources (OER) grants from the State of Illinois, and the work on developing new OERs had already begun.

Caldicott shared that the first day of the school year is coming up, and she is looking forward to it despite the anticipated high volume of requests and checkouts. She is especially excited to be working with the new leadership of her school district. She also announced that she is a new Board member of the Association of Illinois School Library Educators (AISLE).

Hollister requested Board members' support in creating a retirees' forum within the Illinois Library Association (ILA), shared some statistics about her library's utilization in June 2024, and announced a ribbon cutting on August 1<sup>st</sup> to conclude the library's expansion and renovation project.

Hovanec shared about three big LACONI events coming up – Managing Systems That Help, the second Annual Unconference, sponsored by the Dominican University, and an event for managers.

#### 12. Meeting recap and agenda building

The next Board meeting will be held on Friday, August 23, 2024 at 1:00 p.m. Included on the agenda will be the LLSAP Support Overview and Broadband Activity with Anne Slaughter and Agencies of Impact Report with Janette Derucki

#### 13. Adjourn

Leyva adjourned the meeting at 2:23 p.m.