



MINUTES

RAILS BOARD CONSORTIAL DELIVERY DATA WORKING GROUP COMMITTEE MEETING

Monday, June 22, 2026 | 10:00 a.m.

RAILS Burr Ridge and Videoconference Sites

125 Tower Drive, Burr Ridge, IL 6057 | 630.734.5000

1. Welcome and Call to Order
Halter called the meeting to order at 10:01 a.m.
2. Roll Call of Members
RAILS Burr Ridge: Matt Hammermeister (Pinnacle)
RAILS Coal Valley: Jason Jensen (PrairieCat)
RAILS East Peoria: Mason Tribley (RSA)
Sterling Public Library: Jennifer Slaney (RRLC)
A quorum was present.
3. Recognition of Guests and Announcements
Guests in attendance at RAILS Burr Ridge: Joe Filapek, Alice Grabowski (designated notetaker), Grant Halter (Chair), Mark Hatch
Guests via Zoom: Scott Brandwein (SWAN), Molly Sum (CCS)
4. Public comments
There were no public comments.
The committee members introduced themselves.
5. Adoption of the Consent Agenda
 - 5.1. Adoption of the Agenda
Hammermeister moved and Tribley seconded the approval of the consent agenda as presented. The motion was unanimously approved.
6. New Business
 - 6.1. Approval of the RAILS Board Consortial Delivery Data Working Group Committee Meeting Schedule



Halter requested moving the meeting date of April 5, 2027, to April 26, 2027.

Slaney moved and Hammermeister seconded the approval of the RAILS Board Consortial Delivery Data Working Group Committee Meeting Schedule as amended. The motion was unanimously approved.

6.2. Review of Charge

Halter reviewed the membership of the charge. The Working Group will collaborate using data from the LLSAP integrated library systems (ILS) and RAILS Delivery counts to investigate data discrepancies and recognize opportunities for standardization. Along with investigating challenges including the many items that are not captured, the group will identify solutions in aligning up the various ILS reporting systems and making notes of the differences. Additionally, reporting schedules and the frequency recommendations will be reviewed along with key metrics for quality insurance checks on the data reporting. Finally, sharing this documentation with standalone libraries is a long-term goal to further reduce the dependency on manual counts. The group will work until April 2027 with potential to continue if needed.

6.3. Background information on Delivery Count

As requested by the Illinois State Library (ISL), every fiscal year, RAILS submits delivery volume counts to better understand the volume of items Delivery moves throughout the year. Every quarter, for one week the libraries manually count items outgoing to fill Inter Library Loan (ILL) requests and the items returning to other libraries. Delivery data can be added to RAILCAR that compares Local Library System Automation Program (LLSAPs) and their operations.

6.4. Overview of LLSAP delivery data project history

The initial interest was to reduce the staff labor at libraries, increase reporting accuracy, and develop more reliable reporting to encompass 52 weeks of automated count. With the increased bandwidth of data, automated reports would benefit auditing levels and capture more accurate information on delivery staffing and delivery output. Current challenges include items not captured by ILS due to policies and procedures, and difficulties aligning the ILS reporting time stamps with delivery checkpoints. Explore feasibility of a three phased project – 1. test group with ILS small number of libraires, 2. build into full LLSAP reports (aligned with RAILS delivery count), 3. invite non LLSAP libraries. Historical data from transit status reports would boost efficiency of analysis if there were some baseline data. Identify what aspects of this project are achievable and impossible.



6.5. Brainstorm areas of focus

The committee discussed how LLSAPs collect data for reporting and standardization. Members noted challenges in defining and aligning reports across LLSAPs. They will review current LLSAP and library policies to identify opportunities to standardize the data. Because delivery count methods have changed over time, any reporting system will include a margin of error. Recognizing that margin will help account for these challenges. Although the margin of error may increase, collecting 52 weeks of data is expected to provide more accurate long-term reporting.

Working group members were asked to compile the methods used by each consortium. This information should include data collected from libraries, current LLSAP policies and practices, and a baseline understanding of who checks specific data and how items are accounted for within each system. Members also discussed materials that are dropped off at the wrong libraries and forwarded without being counted, as well as other similar categories that may affect reporting. The group emphasized the importance of identifying unknowns, understanding overall volume, gathering feedback from libraries across LLSAPs on errors, and recognizing that matching automated data to hand counts may not be possible.

Long-term considerations include establishing quality assurance checks and sustaining reporting over time. If reporting becomes automated, it may eliminate the need for libraries to complete manual counts; the group noted that libraries should not be asked to provide both. Data collection from standalone libraries will require a different approach.

6.6. Next Steps

The documentation of standard LLSAP policies influences reporting. Once these reports are shared with the working group, the actual steps to run these reports will highlight what is included verses not included. Documentation on the differences between the reports will be analyzed. This will provide insight into individual processes and recognize double counts.

7. Meeting Recap and Agenda Building for the next RAILS Board Consortial Delivery Data Working Group Committee Meeting

The next Consortial Delivery Data Working Group Committee meeting is scheduled to be held on Monday, August 24, 2026, at 10:00 a.m.

8. Adjournment

Halter adjourned the meeting at 11:08 a.m.