

## RAILS CONSORTIA COMMITTEE MEETING

Monday, April 23, 2018  
125 Tower Drive  
Burr Ridge, IL 60527

### MINUTES

**1. Welcome**

Paul Mills, RAILS Consortia Committee Chair, welcomed everyone and called the meeting to order at 9:30 a.m.

**2. Designation of Minute Taker**

Jody Rubel, RAILS Administrative Assistant, was designated minute taker.

**3. Roll Call of Members**

*Burr Ridge:* Yvonne Bergendorf, Lindsay Braddy, Gwen Gregory, Jane Lenser, Rebecca Malinowski, Paul Mills, Scott Pointon

*East Peoria:* Kendal Orrison (joined at 9:34 a.m.)

*Phone:* Kris Hammerstrand (joined at 9:33 a.m.), Emily Porter, Jennifer Slaney

**4. Introductions of Guests; Announcements**

*Burr Ridge:* Eric Bain, Deirdre Brennan (*ex officio*), Jane Plass (*ex officio*), Jody Rubel, Anne Slaughter (*ex officio*)

*Illinois State Library:* Pat Boze (*ex officio*), Gwen Harrison

*IHLS Edwardsville:* Edie Elliott

**5. Public Comment**

There were no public comments.

**6. Adoption of the Agenda**

Mr. Pointon moved, and Ms. Malinowski seconded, that

THE CONSORTIA COMMITTEE ADOPT THE APRIL 23, 2018 AGENDA AS PRESENTED.

The motion carried.

**7. Approval of Minutes of the January 22, 2018 Consortia Committee Meeting**

Ms. Slaney moved, and Ms. Gregory seconded, that

THE MINUTES FROM THE JANUARY 22, 2018 CONSORTIA COMMITTEE MEETING BE APPROVED AS PRESENTED.

The motion carried.

**8. New Business**

**a. FY2019 committee membership**

After July 1, MAGIC and LINC will no longer have representation on the Consortia Committee due to the migration to SWAN.

Jane Plass asked consortia to forward any committee representation changes to her by early July. Each consortium designates one voting representative and optionally one alternate.

Ms. Plass welcomed NIC's new representative, Jane Lenser, to the committee.

**b. FY2019 meeting schedule**

The committee members agreed to the FY2019 meeting schedule. Meetings will begin at 9:30 a.m.

- July 23, 2018 (fourth Monday due to RAILS schedule conflicts)
- October 15, 2018
- January 14, 2019 (second Monday due to Martin Luther King Jr. Day)
- April 15, 2019

Committee members will receive Outlook invites for FY 2019 meetings.

**c. FY2019 RAILS budget and consortia**

Ms. Brennan stated that RAILS is currently working on its FY2019 budget and annual per capita and area grant application. The RAILS board will discuss these at its April meeting and will be asked to approve them at its May meeting. In FY2019, RAILS plans to reinstitute grants to help with libraries joining consortia and with consortial mergers.

Beginning in FY2020, annual support for LLSAPs will change to a grant process. Any shared catalog consortium in RAILS may apply. Applications for FY2020 grants will be due in August 2018.

**d. Consortial landscape changes**

Ms. Slaughter reported on changes among the consortia. SWAN is adding 19 members from MAGIC and LINC. NIC is considering changes, with the assistance of RAILS. CCS just completed an ILS migration. RSA responded to a request for proposal issued jointly by Bloomington Public Library and Normal Public Library; RSA was invited to demonstrate its ILS on May 2, 2018.

**9. Old Business**

**a. RAILS FY2020 consortial support grant**

Ms. Slaughter referred to the FY2020 RAILS LLSAP Support Formula memo included in the meeting packet. A draft version of this document was shared at the January 2018 Consortia Committee meeting. The support formula has now been finalized. The application will be released at the end of April. The application is open to all shared catalog consortia within the RAILS service area. Ms. Slaughter outlined the support options (financial, in-kind, or hybrid of support), application data collected, process, timeframe, and award period. The application will require consortia to submit additional information about governance, strategic plans, and historical background. Consortia that receive grants will be required to complete semiannual reports.

- April 2018—LLSAP support application packet released
- July 1, 2018—Consortium letter of intent due
- August 1, 2018—Full application due
- Early fall—RAILS review of grant applications
- Early 2019—Grant agreements finalized
- July 1, 2019—Support commences

**b. Consortial use of Cataloging Working Group recommendations**

Ms. Slaughter provided an overview of the RAILS Cataloging Working Group efforts and recommendations presented in October 2017. RAILS plans to hire a cataloging services coordinator to develop a cataloging training curriculum.

Ms. Malinowski stated that CCS will refer to the best practices as they update their cataloging manual. Mr. Orrison reported that RSA is adopting the recommendations. Ms. Plass noted that libraries participating in Find More Illinois are not required to adopt these cataloging recommendations, but that following standard cataloging practices leads to better search results.

**10. Reports**

**a. Consortia Committee Chair**

Mr. Mills did not have a report, but acknowledged CCS's ILS migration, SWAN's membership changes, and Marseilles Public Library joining PrairieCat.

**b. Consortium reports**

Written reports were included in the meeting packet.

Mr. Orrison reported that RSA's move to SaaS (Software as a Service) went well.

Mr. Pointon reported that Pinnacle is going live with My Library Rewards, a reward program to earn points at local businesses. Pinnacle libraries are the first in Illinois to participate.

**c. ICOLC meeting report**

Ms. Plass reported on the ICOLC (International Coalition of Library Consortia) conference she attended on April 15–18, 2018.

**11. Adjournment**

The RAILS Consortia Committee adjourned by acclamation at 10:26 a.m.